

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
August 9, 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 August 9. 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 July 12, 2023, Regular Meeting
2. Approval of July Payroll, Benefits, and Vouchers
3. Buckley Library Site Update: EHS-I Consulting Services Agreement
4. Resolution 2023-12: To Declare Furnishings and Equipment Surplus to Public Service Needs

Board Development

1. First Amendment in Virtual Spaces Training – Jessica Goldman, Partner, Summit Law Group

Executive Director Report

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

Unfinished Business

1. Sumner Library Capital Facilities Area (LCFA) Ballot Measure
2. Downtown and Interim Lakewood Libraries Update
3. 2024 Budget Process – Fiscal Management Policy Approval (2nd Reading) [ACTION]
4. Policy Review – Board Bylaws Revision (1st Reading)

New Business

1. Policy Review Discussion – Library Rules of Conduct Revision

Executive Session [ACTION]

The Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 10 minutes.

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

1. Q2 Marketing and Communications Results
2. Q2 Marketing and Communications Focus on E-books, Online Audiobooks, Magazines, and Videos Results

Announcements and Potential Future Topics

Adjournment [ACTION]

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JULY 12, 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 Abby Sloan. Pam Duncan arrived at 4:13 pm. Neesha Patel was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

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

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

BOARD DEVELOPMENT

Collection Management Director Amy Anderson shared a presentation on the Library's materials selection and purchasing processes. She provided an overview of the responsibilities of the department, including materials management, responding to purchase and interlibrary loan requests, acquisitions and cataloging, and selection and withdrawal of materials. Director Anderson shared some of the challenges the Library faces with regard to world language material and the need find a vendor that can do cataloging in a meaningful way to support the customers seeking these items.

Trustees expressed appreciation to Ms. Anderson and her staff for the thoughtful and equitable process.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti noted the Annual Report was presented to the Pierce County Council and will be mailed to Trustees. The State statistical report will also be emailed to them when it is published this fall.

Also of note, the Ethics and Conflict of Interest policies will be presented next month, the Foundation department held an advocacy retreat with the induction of new Board members, and 2024 budget development is underway.

The new Public Services and statistics report continues to be refined. Public Services Deputy Director Connie Behe reported that youth programs and attendees have increased mainly due to more programs being offered in the Library's buildings.

UNFINISHED BUSINESS

2023 Board of Trustees Development Update and Opportunities – Executive Director Caserotti noted corrections to the dates on the memo presented at the June meeting.

Interim Lakewood Library Update – Director of Facilities and Capital Projects Kristina Cintron reported the Library is in the permit review stage. The site plan permit review was extended several weeks. The Library is now awaiting any comments on its applications. Following permit issuance, PCLS will open a Request for Bids (RFB) for site work.

Downtown Lakewood Library Building Demolition Timeline – The State Environmental Policy Act checklist was submitted to the City of Lakewood. Ms. Cintron noted the process might move to spring if weather does not allow for winter ground work.

Sumner Library Capital Facilities Area (LCFA) Election Update – Executive Director Caserotti reported on planned activities held or executed in the month of June. Library leaders have continued outreach efforts to inform voters of the ballot measure. The open houses were well-attended. Executive Director Caserotti attended Pierce County Council study session on July 10. The Rules Committee discussed the request to have the measure placed on the November ballot, and it will go before the full Council at their July 18 meeting.

2024 Budget Development – Fiscal Management Policy Review (1st Reading) – Finance Director Mary Stimson noted the Library is not recommending any changes to the policy this year. The most recent change was in September 2022, when the Trustees approved converting it from an Administrative policy to a Board policy. She invited policy feedback prior to August 1, 2023, and will bring it to the August meeting for the 2nd reading.

Buckley Library Site Update – Business and Compliance Director Cliff Jo reported the Library received seven bids in response to its RFB.

Trustee Sloan moved to approve a purchase order to Rivers Edge Environmental Services not to exceed \$380,000. Trustee Duncan seconded the motion. Motion carried.

NEW BUSINESS

Policy Review – Board Bylaws Revision Discussion – Executive Director Caserotti presented her recommended revisions to the Bylaws policy and invited feedback and discussion.

Discussion ensued on the following:

ARTICLE III. Section 1. Appointment: Trustees prefer to have as much geographic diversity as possible and prefer to codify the language to include the requirement for Trustees to be adults, 18 years or older, and residing or working within the district.

ARTICLE III. Section 3. Vacancies: Executive Director Caserotti noted she is working on coordinating with the County and documenting the process for additional clarity.

ARTICLE III. Section 4. Vacancies Due to Unexpired Terms: Executive Director Caserotti noted the value of allowing someone filling a partial term the right to serve up to two terms. Trustees requested updating the language within the parameters of the legal requirements to avoid any confusion between Section 2 and Section 4.

ARTICLE IV. Section 3. Term: Trustees appreciated the EDI considerations relating to pronouns. Trustees recommended adding language that clarifies a term is *the equivalent* of five years.

ARTICLE V. Section 5. Absences: Trustees desire that there is latitude for absences in extraordinary situations. Executive Director Caserotti recommended a revision specifying three unexcused absences from regular meetings that are established throughout the year and communicated ahead of time be explicitly cited as grounds for considering removal. Trustees concurred, noting that special meetings would be the exception, since they are not scheduled at the beginning of the year.

ARTICLE V. Section 5. Roll Call: Trustees concurred with Executive Director Caserotti's recommendation to conduct roll for all actions.

ARTICLE V. Section 9. Records of Board Meetings: PCLS should consider the resources necessary for recording and making board meeting recordings online in the future, but not recommending changes at this time.

Trustees recommended including in the comments section of the revision drafts whenever language revision is required or prohibited due to state law.

Upcoming Library Access-Related Policies – These policies will be brought to the Board for discussion at the August meeting. Trustees are encouraged to read the current policies in preparation for future discussion.

OFFICERS REPORTS

COVID-19 Impacts to Library Use and Operations – Executive Director Gretchen Caserotti thanked Library administrators for their efforts in coordinating and capturing the detailed events related to operations during the pandemic.

ANNOUNCEMENTS

- The Pierce County Council will vote on adding the LCFA to the November ballot on July 18, 2023.
- Sumner Mayor Kathy Hayden will be participating in a Storytime at the Sumner Library on July 15, 2023.
- Lakewood Mayor Jason Whalen will be participating in a Storytime at the Lakewood City Hall on August 1, 2023.

- The annual Lakewood SummerFest will be held on July 15, 2023.
- A new exhibit about the Lakewood Library at the Lakewood History Museum will open Saturday, August 12, 2023, during the City of Lakewood's Saturday Street Festival. Lakewood Regional Services Manager Elysha Ryan has been working closely with the Lakewood Historical Society on this exhibition to memorialize the Tenzler Library building.

Trustees expressed interest in participating in future Storytimes.

ADJOURNMENT

The meeting was adjourned at 5:18 pm on motion by Trustee Sloan, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		7/6/2023	\$ 1,011,994.20
Electronic Payments - Payroll & Acct Payable		7/21/2023	\$ 998,669.87
Accounts Payable Warrants		7/1/2023 - 7/31/2023	\$ 1,373,705.75
Total:			<u>\$ 3,384,369.82</u>

As of 08.2.2023

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: 7/06/23 Payroll

Withdrawal Date: 7/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,186.47
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	66,280.01
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	66,280.01
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	629,606.17
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,265.09
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,876.50
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	90,839.76
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	750.00
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	-
PCL_Company	Umqua Bank Analysis Fees	237100	CC_Library_District	697-00	5100000	417.45
Total Deposit						\$ 1,011,994.20

Certification:

Stacy Karabotsos
 Signature (Department Designee)

7/4/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 7/21/23 Payroll

Withdrawal Date: 7/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,777.60
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	65,835.70
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	65,835.70
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	627,715.12
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,477.07
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,227.57
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,331.41
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	2,994.42
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	206.30
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	670.66
PCL_Company	Umqua Bank Analysis Fees	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 998,669.87

Certification:

Stacy Karabotsos
 Signature (Department Designee)

7/19/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704714	07/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,775.62	07/11/2023
704715	07/06/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	275,727.75	07/17/2023
704716	07/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,250.54	07/17/2023
704717	07/06/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	482.67	07/14/2023
704718	07/07/2023	PRINTED	341	BAKER & TAYLOR	0.00	20,423.30	07/13/2023
704719	07/07/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	300.51	07/17/2023
704720	07/07/2023	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	0.00	490.30	07/11/2023
704721	07/07/2023	PRINTED	638	CITY OF BUCKLEY	0.00	352.87	07/13/2023
704722	07/07/2023	PRINTED	998	CINTAS CORPORATION	0.00	1,462.28	07/20/2023
704723	07/07/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	595.20	07/14/2023
704724	07/07/2023	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	665.50	07/25/2023
704725	07/07/2023	PRINTED	419	GALE	0.00	8,714.60	07/13/2023
704726	07/07/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	361.70	07/12/2023
704727	07/07/2023	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	0.00	1,206.68	07/14/2023
704728	07/07/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	07/20/2023
704729	07/07/2023	PRINTED	216	CITY OF MILTON	0.00	768.40	07/11/2023
704730	07/07/2023	PRINTED	227	MOUNTAIN MIST	0.00	36.49	07/12/2023
704731	07/07/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	5,940.00	07/17/2023
704732	07/07/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	4,022.59	07/12/2023
704733	07/07/2023	PRINTED	520	CITY OF ORTING	0.00	10,200.00	07/12/2023
704734	07/07/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	3,240.00	07/28/2023
704735	07/07/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	430.14	07/11/2023
704736	07/07/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	548.01	07/11/2023
704737	07/07/2023	PRINTED	61	RICOH USA INC	0.00	1,215.62	07/14/2023
704738	07/07/2023	PRINTED	61	RICOH USA INC	0.00	5.00	07/13/2023
704739	07/07/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,000.41	07/11/2023
704740	07/07/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	152.60	07/21/2023
704741	07/07/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,402.93	07/12/2023
704742	07/07/2023	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	12,802.40	07/13/2023
704743	07/07/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	158.87	07/13/2023
704744	07/07/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,383.64	07/12/2023
704745	07/07/2023	PRINTED	832	WORLD BOOK INC	0.00	11,870.11	07/17/2023
704746	07/14/2023	PRINTED	336	ATS AUTOMATION INC	0.00	5,768.13	07/19/2023
704747	07/14/2023	PRINTED	341	BAKER & TAYLOR	0.00	5,154.15	07/20/2023
704748	07/14/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	07/25/2023
704749	07/14/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	118.12	07/20/2023
704750	07/14/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	590.10	07/21/2023
704751	07/14/2023	PRINTED	129	NORTH BEND PUBLIC LIBRARY	20.00	0.00	
704752	07/14/2023	PRINTED	1001	DATA QUEST LLC	0.00	594.06	07/20/2023
704753	07/14/2023	PRINTED	155	DELL MARKETING LP	0.00	26,457.67	07/26/2023
704754	07/14/2023	PRINTED	2370	FENCE SPECIALISTS LLC	0.00	660.00	07/19/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704755	07/14/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	6,873.25	07/18/2023
704756	07/14/2023	PRINTED	1945	HENDERWORKS INC	0.00	10,000.00	07/24/2023
704757	07/14/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,237.75	07/19/2023
704758	07/14/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	706.54	07/21/2023
704759	07/14/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	6,014.34	07/25/2023
704760	07/14/2023	PRINTED	843	MSDSOONLINE INC	0.00	3,010.71	07/21/2023
704761	07/14/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	588.00	0.00	
704762	07/14/2023	PRINTED	510	OCLC INC	0.00	816.95	07/21/2023
704763	07/14/2023	PRINTED	520	CITY OF ORTING	0.00	218.86	07/20/2023
704764	07/14/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	07/18/2023
704765	07/14/2023	PRINTED	532	PANDORA MEDIA LLC	0.00	2,220.04	07/21/2023
704766	07/14/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	07/20/2023
704767	07/14/2023	PRINTED	762	PRINT NW LLC	0.00	6,581.42	07/18/2023
704768	07/14/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	716.74	07/18/2023
704769	07/14/2023	PRINTED	61	RICOH USA INC	0.00	6,390.76	07/20/2023
704770	07/14/2023	PRINTED	61	RICOH USA INC	0.00	2,781.53	07/20/2023
704771	07/14/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	636.95	07/28/2023
704772	07/14/2023	PRINTED	114	SILKROAD TECHNOLOGY INC	0.00	20,282.90	07/19/2023
704773	07/14/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	0.00	3,372.72	07/18/2023
704774	07/14/2023	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	07/18/2023
704775	07/14/2023	PRINTED	579	TK ELEVATOR	0.00	2,717.82	07/24/2023
704776	07/14/2023	PRINTED	605	US BANK	0.00	289,722.05	07/19/2023
704777	07/14/2023	PRINTED	1705	U.S. POSTAL SERVICE	0.00	354.00	07/25/2023
704778	07/14/2023	PRINTED	2650	WAV LLC	0.00	15,097.58	07/20/2023
704779	07/14/2023	PRINTED	2015	WEX BANK	0.00	4,203.41	07/20/2023
704780	07/21/2023	PRINTED	313	AFLAC	3,531.66	0.00	
704781	07/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
704782	07/21/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,250.54	0.00	
704783	07/21/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	482.67	07/25/2023
704784	07/21/2023	PRINTED	341	BAKER & TAYLOR	0.00	32,441.53	07/27/2023
704785	07/21/2023	PRINTED	2694	ANGELA CASE	136.69	0.00	
704786	07/21/2023	PRINTED	669	CHUCKALS INC	0.00	2,107.82	07/25/2023
704787	07/21/2023	PRINTED	998	CINTAS CORPORATION	365.91	0.00	
704788	07/21/2023	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,425.00	07/28/2023
704789	07/21/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	13,972.50	07/26/2023
704790	07/21/2023	PRINTED	399	CITY OF FIFE	0.00	1,546.37	07/28/2023
704791	07/21/2023	PRINTED	2634	GALLERY FRAMES LLC	500.00	0.00	
704792	07/21/2023	PRINTED	446	CITY OF GIG HARBOR	0.00	872.21	07/26/2023
704793	07/21/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,134.00	07/26/2023
704794	07/21/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	642.78	07/27/2023
704795	07/21/2023	PRINTED	954	DON EHLEN	0.00	1,200.00	07/26/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704796	07/21/2023	PRINTED	2507	JOAQUIN'S TREE EXPERT COMPANY INC	0.00	3,080.00	07/31/2023
704797	07/21/2023	PRINTED	2300	KPFF INC	0.00	1,250.00	07/27/2023
704798	07/21/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	07/28/2023
704799	07/21/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	10,451.29	07/27/2023
704800	07/21/2023	PRINTED	2674	MODERN BUILDING SYSTEMS INC	0.00	141,403.52	07/25/2023
704801	07/21/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,008.00	07/28/2023
704802	07/21/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,508.78	07/25/2023
704803	07/21/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	0.00	1,182.72	07/26/2023
704804	07/21/2023	PRINTED	2635	PACIFIC STAGE	500.00	0.00	
704805	07/21/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	427.68	07/28/2023
704806	07/21/2023	PRINTED	762	PRINT NW LLC	0.00	470.58	07/25/2023
704807	07/21/2023	PRINTED	61	RICOH USA INC	0.00	1,328.62	07/27/2023
704808	07/21/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	830.35	07/25/2023
704809	07/21/2023	PRINTED	2097	SENTINEL PEST CONTROL	383.11	0.00	
704810	07/21/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	2,459.02	07/25/2023
704811	07/21/2023	PRINTED	301	TACOMA RUBBER STAMP	0.00	81.02	07/25/2023
704812	07/21/2023	PRINTED	594	TYLER BUSINESS FORMS	586.96	0.00	
704813	07/21/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,252.70	07/26/2023
704814	07/21/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,876.72	07/25/2023
704815	07/21/2023	PRINTED	2695	JAMIE WHITE	0.00	115.82	07/27/2023
704816	07/21/2023	PRINTED	2696	ZENA YEATMAN	0.00	96.57	07/26/2023
704817	07/28/2023	PRINTED	341	BAKER & TAYLOR	35,976.14	0.00	
704818	07/28/2023	PRINTED	642	BUILDINGWORK LLC	100,881.26	0.00	
704819	07/28/2023	PRINTED	998	CINTAS CORPORATION	731.48	0.00	
704820	07/28/2023	PRINTED	2569	LANGDON COOK	900.00	0.00	
704821	07/28/2023	PRINTED	369	EHS-INTERNATIONAL INC	25,552.29	0.00	
704822	07/28/2023	PRINTED	933	EMILY'S PAPERWORKS	250.00	0.00	
704823	07/28/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	2,716.38	0.00	
704824	07/28/2023	PRINTED	2691	FAIRVIEW HEIGHTS PUBLIC LIBRARY	31.99	0.00	
704825	07/28/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	6,240.50	0.00	
704826	07/28/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	196.00	0.00	
704827	07/28/2023	PRINTED	703	INGRAM LIBRARY SERVICES	161.68	0.00	
704828	07/28/2023	PRINTED	2338	LIBRARY IDEAS LLC	5,200.32	0.00	
704829	07/28/2023	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
704830	07/28/2023	PRINTED	211	MIDWEST TAPE LLC	6,488.93	0.00	
704831	07/28/2023	PRINTED	227	MOUNTAIN MIST	6.57	0.00	
704832	07/28/2023	PRINTED	2380	NASH CONSULTING INC	585.00	0.00	
704833	07/28/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	591.90	0.00	
704834	07/28/2023	PRINTED	520	CITY OF ORTING	10,700.06	0.00	
704835	07/28/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,100.00	0.00	
704836	07/28/2023	PRINTED	560	PIERCE COUNTY	360.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704837	07/28/2023	PRINTED	1200	PIONEER PACKAGING	478.51		0.00
704838	07/28/2023	PRINTED	776	PUGET SOUND ENERGY	2,599.94		0.00
704839	07/28/2023	PRINTED	782	XEROX CORPORATION	142.45		0.00
704840	07/28/2023	PRINTED	61	RICOH USA INC	1,574.79		0.00
704841	07/28/2023	PRINTED	85	SARCO SUPPLY LLC	605.28		0.00
704842	07/28/2023	PRINTED	2097	SENTINEL PEST CONTROL	457.38		0.00
704843	07/28/2023	PRINTED	1642	SOLARWINDS	1,230.92		0.00
704844	07/28/2023	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	2,188.32		0.00
704845	07/28/2023	PRINTED	2515	COLLIN VEENSTRA	400.00		0.00
704846	07/28/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	627.67		0.00
704847	07/28/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	5,660.00		0.00
704848	07/31/2023	PRINTED	163	DEPT OF LABOR & INDUSTRIES	50,124.21		0.00
704849	07/31/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	42,500.86		0.00
					318,817.70	1,054,888.05	1,373,705.75

MEMO



Date: July 26, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Buckley Library Site Contamination Update

Activity for mitigating the contamination of Buckley Library’s former underground storage tanks (“UST”) is underway, and we have some information to share with the Board.

Background

In mid-2016, Tacoma-Pierce County Health Department made us aware that the Buckley Library property never submitted for, nor received, a “No Further Action” letter from work that occurred in the early 1990s. (The property had five USTs that were removed in 1983. As PCLS was the new owner in 1989, it was the Library’s responsibility to conduct any remediation of contamination.) This set in motion the need to investigate the original work, determine the full scope and nature of the existing contamination, and plan for actual mitigation. I consulted our attorneys at Gordon-Thomas-Honeywell discussing the situation and understanding the options. Given that everyone with any salient knowledge had retired or moved on a considerably long ago, we retained the services of an environmental consultant (EHS-International Inc.).

EHS-I employed the standard processes for investigative work related to USTs and contamination. This included the study of property ownership and property usage that went back nearly a century. After which, measurement wells were inserted into the soil on various areas on the property to determine the “plume” of contamination and its movement, if any. This is a required step to identify the specific contaminants, their valences, and a three-dimensional model of the plume. This work concluded in 2020 with an extensive report sent to Department of Ecology for review. The contamination was clearly significant, must be remediated, and will require proper disposal of thousands of tons of soil and water.

The next phase was to engineer a design to mitigate the construction, which began in 2021 and ended in 2022 with Department of Ecology’s approval of the plan, upon which the Library set a budget of \$1 million, a schedule for mid-to-late-2023, and issued construction bids.

Simultaneous to this work, in 2016 our insurance agency referred us consultants that help file insurance claims to pay for some or all of the work. This was largely on a holding pattern until we had an engineering plan. In late 2022, with the Board’s approval, we formally engaged with Restorical Research to conduct a deep dive into antique insurance policies to determine whether there were funding mitigations by filing claims. An attorney who specializes in these claims was also retained. Enough documents were found to suggest there would be merit in filing a claim for reimbursement of construction

costs. As a backup plan, I had EHS-I investigate potential grants we may be afforded to pay for some of the costs.

Present Status

- The Department of Ecology has issued the Library an informal “no further action” statement, affirming that our plan to mitigate, should it be successful, will lead to a formal letter stating as such.
- The request for bid was issued in June 2023 with the successful selection of Rivers Edge to conduct the removal of soil. Accordingly, during the July Board meeting, Trustees approved a purchase order.
- Three more project costs were identified: soil and water disposal (various local sites), project oversight (EHS-I), and re-landscaping the mitigated areas.
 - Landscaping will occur after the project concludes and will be proposed as part of the 2024 budget.
 - Disposal facilities have been identified and per unit costs are now established.
 - We need EHS-I to conduct the environmental oversight of the contractor, as well as conduct post-construction measurements, report filings, etc.
- On July 26, I received word that the insurance carrier at the time (Chubb) has declined to cover the claim. This was not entirely unexpected and our insurance attorney is following up accordingly. We have begun the process of grants. While not guaranteed, any portion that covers the cost is worth the effort in applying.
- Rivers Edge and the Library have issued permits to the City of Buckley and are awaiting approvals. Once received, construction will begin sometime over the next 4-6 weeks and conclude about 60 days later.
- Total project costs remain under the \$1 million budget set for this phase.

Following is a progress chart, which is based on Department of Ecology’s phases and tasks:

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
Was not required		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
Imminent		Remediation Work
	Post-Cleanup	Monitoring

Action Needed

We request Board action to approve a purchase order for EHS-I's next set of work, which is environmental oversight of Rivers Edge and subsequent environmental work. Those costs were calculated to be \$174,627 and will take us through July 2024. A 10% contingency fee is built in. Because the cost exceeds \$150,000 for a planned project, we need Board approval.

Action: Move to approve a purchase order to EHS-International, Inc., in an amount not to exceed \$175,000.

MEMO



Date: July 25, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Facilities Equipment Surplus and Recycling Request

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

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

Inventory Removal Mechanism: With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES-recognized recycling program.

See spreadsheet on next page for details.

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

August FAC Surplus List

Quantity	Item	Reason for disposal	Est. Value (total)
1	L-Shaped Desk, circa early-2000s	End of Life	\$50.00
6	Wood Chairs, circa 1995	End of Life	\$0.00
3	Purple Conical Footstools	End of Life	\$0.00
5	Non-ADA Compliant Public Computer Desks	Non-Compliant/End of Life	\$50.00
1	Upholstered Executive Office Chair, circa 1995	End of Life	\$0.00
1	Bariatric Task Chair	End of Life	\$0.00
1	Green Cloth Contessa Chair	End of Life	\$50.00
1	Standing-Height Table	End of Life	\$50.00
1	AMSEC FBS3018-E Safe	No Longer in Use	\$100.00
1	Herman-Miller Task Chair	End of Life	\$0.00
2	Steel Lateral File Cabinets, 4-Drawer	End of Life	\$0.00
1	Bookcase, 2-Shelf	End of Life	\$0.00

RESOLUTION NO. 2023-12

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE FURNISHINGS AND EQUIPMENT
SURPLUS TO PUBLIC SERVICE NEEDS**

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

The item(s) on the attached list be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 9TH DAY OF AUGUST, 2023

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

Board Development

MEMO



Date: July 26, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: First Amendment in the Virtual Space Board Development

As part of the Pierce County Library System's ongoing Board development, Attorney Jessica Goldman, a partner with Summit Law Group, will give an overview about the First Amendment in virtual spaces at the Board of Trustees' August meeting. She will tailor her discussion to note the role of the First Amendment in online spaces where government organizations provide services, particularly in public libraries.

Best Lawyers, a peer group of attorneys in Washington State, has recognized Jessica as the Best First Amendment litigator in Washington for several years and included her as a Super Lawyer for 12 years.

We will use information from Jessica's presentation as we update communications-related policies. In the coming months, we plan to seek the Board's review and direction on proposed amendments to the following communications-related policies: Accepting Unsolicited Materials and Campaign Literature and Political Forums, Communication with the Public, and Social Media. Some of these revisions would involve combining existing policies.



SUMMIT
LAW GROUP

JESSICA L. GOLDMAN

August 9, 2023

Pierce County Library System Board Training



Judge Beryl Howell:

“Pending before this Court is a question at the frontier of courts’ application of the First Amendment to the internet—an environment that is challenging to navigate under the strict categorization and spatial reasoning of First Amendment doctrine. The foundational case law of the First Amendment has developed in the quaint setting of sidewalks and parks, schools and public transit, when, by comparison, cyberspace is analogizable to the shifting sands of the Sahara.”

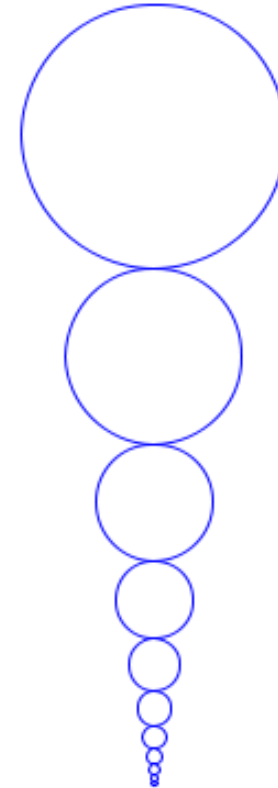
“Courts confronting such issues must tread these sands with caution.”

PETA v. Tabak, D.C.D.C. Mar. 2023, *appeal filed*, D.C. Cir. May 2023



Different First Amendment Forums

- Traditional public forum
- Designated public forum
- Limited public forum
- Nonpublic forum





What is a traditional public forum?

Streets
Sidewalks
Parks



- Strongest protection for speech
- Most stringent examination of regulations
- Government may not completely close the forum



What is a designated public forum?

- + Government property that has not traditionally been a public forum
- + Opened by the government to be a public forum



- 📣 University facilities for student groups
- 📣 Municipal auditorium
- 📣 City-leased theater
- 📣 Lamp post

- Strongest protection for speech
- Most stringent examination of regulations that are content-based
- Reasonable time, place, & manner restrictions
 - Content-neutral
 - Significant government interest
 - Narrowly tailored
 - Leave open ample alternative channels for communication
- *But* government may close it at any time

What is a limited public forum?

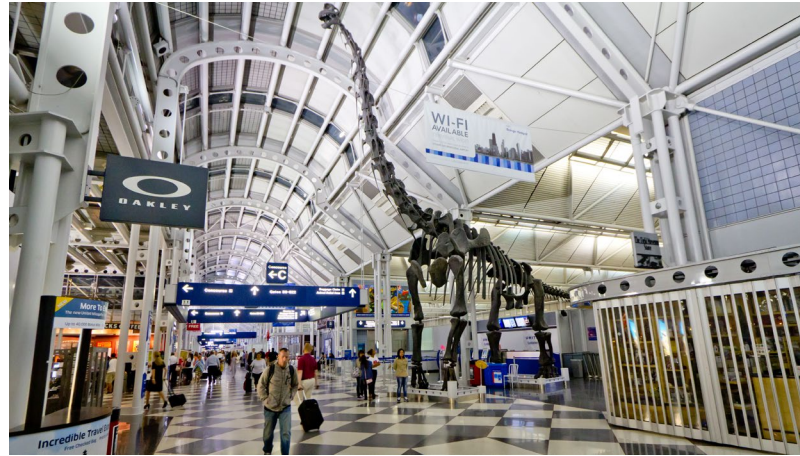


- Government may create a forum that is limited to use by certain groups or dedicated solely to the discussion of certain subjects
- If the government requires speakers seeking access to obtain permission, under pre-established guidelines that impose speaker-based or subject-matter limitations
- Restrictions must be reasonable, content-neutral, & viewpoint neutral



What is a nonpublic forum?

- Not by tradition or designation a forum for public communication
- Government acting as proprietor or managing its internal operations



So, what is a library?



X limited public forum: Rule denying access to patrons with “objectionable appearance” (*Armstrong v. D.C. Pub. Library*, D.C.D.C. 2001)

X designated public forum: Rule denying access to sex offenders (*Doe v. City of Albuquerque*, 10th Cir. 2012)

✓ limited public forum: “Patrons not engaged in reading, studying, or using library materials shall be required to leave the building” (*Kreimer v. Bureau of Police*, 3rd Cir. 1992)

✓ designated public forum: Prohibited bringing in “articles with a foul odor which impede use of the library by others” (*Lu v. Hulme*, D. Mass. 2015)



X limited public forum: Restricted access to sexually explicit Internet sites (*Mainstream Loudon v. Bd of Trustees of Loudon Cnty Library*, E.D. Va. 1998)



What about a government FB page?





... it depends

LIMITED PUBLIC FORUM

- ✓ public may comment
- ✓ & approval required
- ✓ public may not comment
- ✓ clear & consistent application of rules

DESIGNATED PUBLIC FORUM

- ✓ public may comment
- ✓ without approval
- ✓ inconsistent application of rules
- ✓ no policy or practice of regulating content

You be the judge!

- City staff manages the FB page
- They post info about events & public safety
- Live stream City Council meetings
- Only City can “post”
- Anyone can “comment” w/o pre-approval
- City encourages comments
- City posted FB rules
- “inappropriate & prohibited content are subject to immediate removal”





“Inappropriate & prohibited content is a comment:

- ❖ That is not related to the particular article being commented on;
- ❖ Promotes or advertises commercial service, entities or products;
- ❖ Supports or opposes political candidates or ballot propositions;
- ❖ Is obscene;
- ❖ Discusses or encourages illegal activity;
- ❖ Promotes, fosters or perpetuates discrimination on the basis of creed, color, age, religion, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- ❖ Provides information that may potentially compromise the safety or security of the public or public systems;
- ❖ Violates a legal ownership;
- ❖ Sexual content or links to sexual content;
- ❖ Comments from children under 13 cannot be posted in order to comply with the Children’s Online Privacy Act; and
- ❖ Anonymous posts”



The purposes of the off-topic rule:



- ❖ Help the City effectively communicate relevant information
- ❖ Protect the rights of those who want to discuss the info being conveyed
- ❖ Off-topic comments distract from & dilute the important info the City conveys



City removed off-topic comments Commenters sued Claimed City only removed critical comments

6
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UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON AT SEATTLE

SARAH HAWES KIMSEY; TARUL KODE
TRIPATHI; and CATHERINE
FREUDENBERG,

Plaintiffs,

v.

CITY OF SAMMAMISH, a municipal
corporation; and CELIA WU, an individual,

Defendants.

No.

COMPLAINT FOR INJUNCTIVE RELIEF
AND DAMAGES

What kind of
forum?
FA violation?



Kimsey v. City of Sammamish

- Designated public forum
- Strict scrutiny because “off topic” rule is content-based
- City’s reasons are not “compelling”
- Likelihood of success on the merits
- City enjoined from enforcing “off topic” rule



Kimsey v. City of Sammamish, WDWA Nov. 2021

What about a school board official's social media?



- Open to the public
- No written rules
- Discusses public role
- Calls it an “official” page
- Only official can “post”
- Allows comments/replies
- Links to public agency website
- “About” section describes official role
- Invites people to public meetings
- FB automatically truncates long messages
- On Twitter, the reader must click to see replies





- Parents frequently left comments critical of the official
- Sometimes posted the same long criticism repeatedly
- Parent posted nearly identical comments on 42 separate posts
- W/in 10 minutes, parent posted 226 identical replies on Twitter page
- Official deleted or hid the comments for a while, including non-repetitive comments
- Official did not hide or delete positive comments from others
- Official eventually blocked the parents
- Official then used word filters to effectively prevent any comments

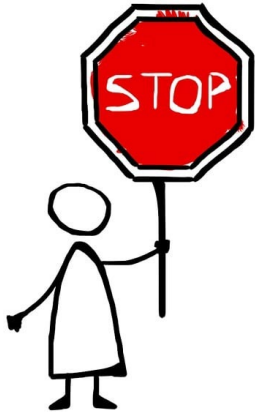




What kind of forum?

FA violation?

Garnier v. O'Connor-Ratcliff, 9th Cir. 2022, **cert. granted, US Apr. 2023**



- = DESIGNATED PUBLIC FORUM @ the beginning
 - Obvious, less burdensome alternatives to blocking
 - Could have deleted or hid
 - Could have established & enforced clear rules of etiquette
- = LIMITED PUBLIC FORUM once they restricted public interaction
 - No legitimate purpose served by continued blocking at this point
- = STATE ACTION



***Garnier* visits the U.S. Supreme Court**



This fall the Court will review the Ninth Circuit's ruling that the school district officials' actions on their social media amounts to "state action"



Here's another one!

- DEI Division of University's twitter account

- Social media guidelines:

“When launching a social media account, be prepared to monitor the comments that will get posted. As a public university that values freedom of speech and a robust exchange of ideas, you should err on the side of letting people have their say when commenting on our social media properties. When appropriate, engage with commenters and repliers, even if it's just to like or reply to their comments or to acknowledge their criticism. Don't delete comments or block users because they are critical or because you disagree with the sentiment or viewpoint. But you may remove comments, messages and other communications and restrict access to users who violate the following guidelines: ...”





“• Are violent, obscene, profane, hateful or racist or otherwise use offensive or inappropriate language

- Threaten or defame
- Are out of context, off topic or not relevant to the topic at hand
- Disclose personally identifiable information, such as addresses or phone numbers
- Include copyrighted materials
- Fall under the category of spam
- Suggest or encourage illegal activity
- Solicit, advertise or endorse a third-party business or service
- Are multiple successive posts by a single user
- Are repetitive posts copied and pasted by multiple users

On Facebook, Twitter and Instagram, we have the option of ‘hiding’ spam, inappropriate or off-topic comments, which means it will only be seen by the person who wrote it and their friends.”



- DEI Division Tweeted:

“You can interrupt racism.” The prompt read: “It sounded like you just said _____. Is that really what you meant?”

- Professor responded: “all men are created equal”
- DEI Division blocked professor
- Professor sued
- DEI Division unblocked professor



What kind of forum?

FA violation?



= Limited Public Forum

- University adopted guidelines for posting
- The guidelines were posted online
- The guidelines provided that comments w/in certain categories, including off-topic posts, can be deleted
- The guidelines provided that users who violate the guidelines can be blocked
- No evidence that university was *not* consistently following guidelines
- Injunction denied
- FA issue will go to the jury

Gilley v. Stabin, D. Or. Jan. 2023, **appeal filed, 9th Cir. Feb. 2023**



So, what can you do?

- No public interaction
- The less, the better if your site is interactive
- Post clear, objective, written, rules of decorum
- Rules should warn of consequences
- Apply rules objectively
- Justify your rules by reasons other than disagreement with the speaker's message
- Use the least restrictive response to a violation
- Have a review process for proposed restrictions



Questions?



SUMMIT
LAW GROUP

THANK YOU

Executive Director Report (Routine Reports)

MEMO



Date: August 1, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

We are officially halfway through the year at PCLS. Summer Reading is well underway, as is our 2024 budget development process. Members of the Administrative Team continue to keep momentum on our building projects in Lakewood and Sumner and we are making progress on both.

Administrative Team is continuing to work on the first batch of Board policies to present to the Board over the next several months. We are learning and adjusting as we move through the review process. With vacations and other unplanned absences, we are a little behind schedule with our attempt to combine the Ethics and Conflict of Interest policies so the Board will see that draft for a first discussion at the September meeting. Trustees will note the Bylaws are ready for a first reading and the Rules of Conduct are ready for a first discussion this month. Cliff Jo, Trustee Duncan and I have been able to meet and will continue a regular cadence of meetings to discuss library policies prior to the monthly Board meetings.

In July, we had the opportunity to tour the Franklin Pierce and Bethel School District's Family Centers. Connie Behe, Alison Eckes and I met with the staff, toured the spaces, and were able to consider opportunities for PCLS to deepen our partnerships and have more of a presence at these very important community spaces located in areas of greater need in Pierce County.

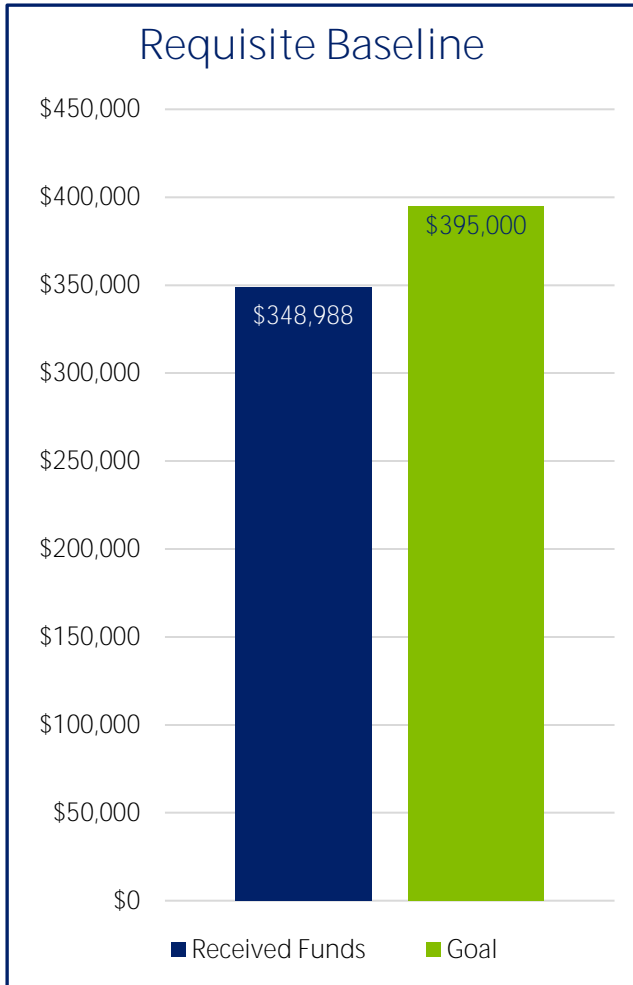
While staff were busy hosting dozens of programs across our branches, I participated in a number of meetings which are also important to our organization's work. I met with the City Manager in DuPont, the University Place School District Superintendent, and new Pierce County Library Foundation Board Members. State Librarian Sara Jones visited our Administrative Center and I continue to meet and consult with other library directors around Washington State, including a recent meeting with the director of the Spokane County Library District to learn from their recent capital project constructing a new branch library.

And now, the big news. After eight years of dedicated service at PCLS and 45 years working in libraries, Melinda Chesbro has announced her intention to retire this fall at the end of October. We are preparing for this transition together to minimize disruption to library operations. At this time, I do not intend to fill this second Deputy Director position and her direct reports will transition to me as their supervisor. I am personally very appreciative of Melinda's commitment to ensuring a smooth transition with new leadership over the last year here at PCLS.

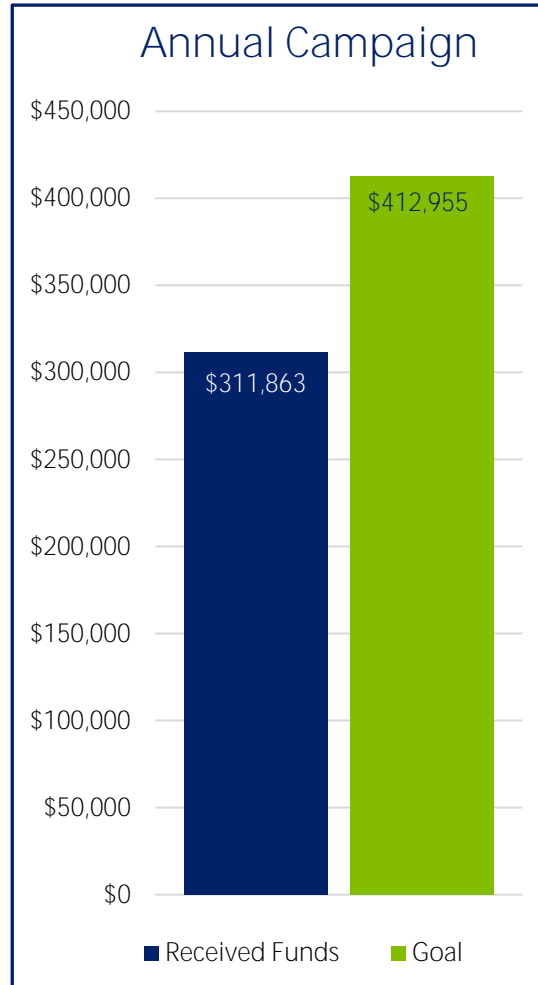
We eagerly await the results of the Primary Election and look forward to discussing them together at our meeting on August 9.



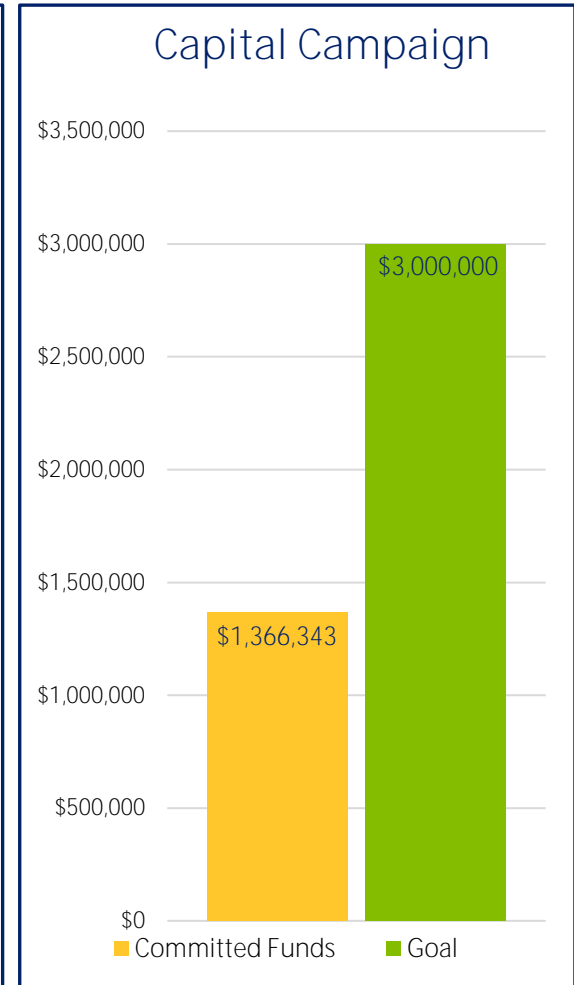
Fundraising Performance Dashboard



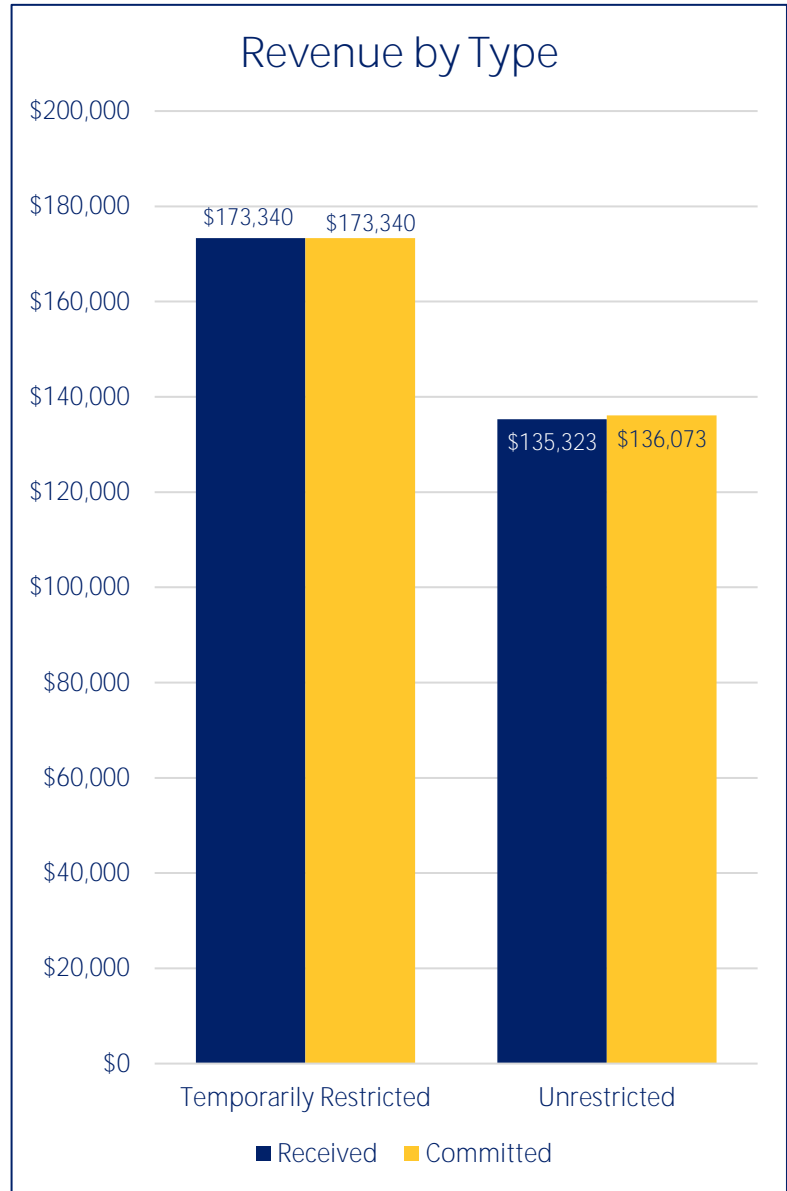
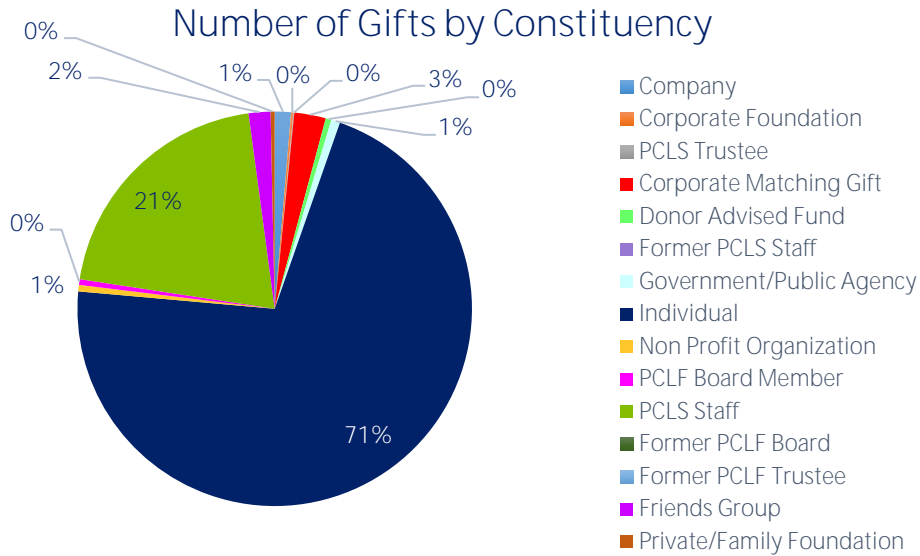
Goal = PCLS/Foundation annual agreement



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

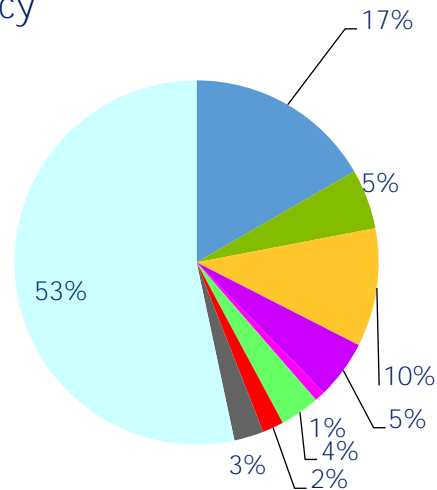


Annual Campaign Statistics



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
432	41.03%	\$81,256	28.02%	612	\$98,370

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
25	32.89%	\$63,474	145.31%	46	\$39,959

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
26	16.88%	\$3,168	0.53%	122	\$12,342

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
6	18.18%	\$38,766	22.84%	20	\$9,850

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
65	2.56%	\$4,312	25.93%	-	-

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
11	7.69%	\$107,015	151.62%	-	-

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
125	8.90%	\$12,601	52.70%	-	-

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	12.10%	\$64,468	712.40%	-	-

Updates

What's going well

- Annual Campaign: we've surpassed our \$310,000 goal, currently at \$312,613
- Trivia BEE: we've secured \$20,000 in corporate sponsorships

Areas to capitalize on

- Capital Campaign: assuming a positive August 1 election, moving ahead with active solicitations
- Key donor & prospect engagement in Sumner and Lakewood

Terms Defined

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

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

Monthly Financial Reports

June 30, 2023

Prepared By: Mary Stimson, Finance Director

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

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

General Fund

June

- **535015. Includes payment for the Foundation office build-out to create more office spaces at ACL**
- **541630. Includes payment for printing of our Summer Reading program booklets**
- **548000. Includes payment for services for replacing the backflow at ACL**

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

June

- **541060. Additional payments to BuildingWork for work on the design process with Modern Building Services for the Lakewood Interim Library**
- **562000. Includes 1st payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**

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	178,480.74	204.00	204.00
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	\$1,753,033.34	\$4,850.08	\$204.00

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
June 30, 2023**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 543,716	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 222,820	\$ 766,936
Investments	\$ 17,283,015	\$ -	\$ 13,242,517	\$ 1,165,823	\$ 2,488,453	\$ 92,087	\$ 7,857,998	\$ 42,129,892
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 17,826,250	\$ -	\$ 13,242,617	\$ 1,165,923	\$ 2,488,553	\$ 92,187	\$ 8,080,818	\$ 42,896,348
TOTAL ASSETS	\$ 17,826,250	\$ -	\$ 13,242,617	\$ 1,165,923	\$ 2,488,553	\$ 92,187	\$ 8,080,818	\$ 42,896,348
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 411
Sales Tax Payable*	\$ 1,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,111
Payroll Payable	\$ 221,318	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,318
US Bank Payable*	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ -
Total Current Liabilities	\$ 222,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ 222,839
TOTAL LIABILITIES	\$ 222,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 204	\$ 222,839
FUND BALANCE								
Reserve for Encumbrances	\$ 928,631	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,163,370	\$ 8,092,001
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	\$ 16,674,984	\$ -	\$ 321,432	\$ 28,299	\$ (1,939,598)	\$ 92,187	\$ 917,244	\$ 16,094,548
TOTAL FUND BALANCE	\$ 17,603,616	\$ -	\$ 13,242,617	\$ 1,165,923	\$ 2,488,553	\$ 92,187	\$ 8,080,614	\$ 42,673,509
TOTAL LIABILITIES & FUND BALANCE	\$ 17,826,250	\$ -	\$ 13,242,617	\$ 1,165,923	\$ 2,488,553	\$ 92,187	\$ 8,080,818	\$ 42,896,348
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	\$ 24,679,357	\$ -	\$ 321,431	\$ 28,298	\$ 60,401	\$ 2,073	\$ 226,095	\$ 25,317,656
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (19,138,883)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,079,914)	\$ (20,218,798)
ENDING FUND BALANCE, 06/30/23	\$ 17,603,616	\$ -	\$ 13,242,617	\$ 1,165,923	\$ 2,488,553	\$ 92,187	\$ 8,080,614	\$ 42,673,509
TAXES RECEIVABLE	\$ 24,749,652	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,749,652

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

	<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>HISTORICAL</i> 5/31/2023	<i>CURRENT</i> 6/30/2023
ASSETS												
Current Assets												
Cash	\$ 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	\$ 543,716
Investments	\$ 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	\$ 17,283,015
Accrued Interest on Investments	\$ 3,653	\$ 3,577	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 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	\$ 17,826,250
TOTAL ASSETS	\$ 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	\$ 17,826,250
LIABILITIES												
Current Liabilities												
Warrants Payable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411
Sales Tax Payable	\$ 390	\$ 531	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111
Payroll Payable	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318
US Bank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)
Total Current Liabilities	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635
TOTAL LIABILITIES	\$ 30	\$ 172	\$ 277	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019	\$ 928,631
Unreserved Fund Balance	\$ 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	\$ 16,674,984
TOTAL FUND BALANCE	\$ 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	\$ 17,603,616
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 17,826,250
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 24,749,652

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



<i>GENERAL FUND - 001</i>	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,972,200	\$ 24,528,281	\$ -	\$ 18,443,919	57%
Other Revenue	\$ 1,109,500	\$ 151,076	\$ -	\$ 958,424	14%
TOTAL REVENUE	\$ 44,081,700	\$ 24,679,357	\$ -	\$ 19,402,343	56%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 14,077,927	\$ -	\$ 16,997,035	45%
Materials	\$ 4,535,800	\$ 1,744,788	\$ -	\$ 2,791,012	38%
Maintenance and Operations	\$ 8,470,938	\$ 3,316,168	\$ 703,211	\$ 4,451,559	47%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 19,138,883	\$ 703,211	\$ 24,239,606	45%
Excess/(Deficit)		\$ 5,540,474			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 5,540,474			

<i>SPECIAL PURPOSE FUND - 101</i>	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)		\$ -			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 301</i>	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	\$ -	\$ 226,095	\$ -	\$ (226,095)	-
TOTAL REVENUE	\$ 6,508,000	\$ 226,095	\$ -	\$ 6,281,905	3%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 1,079,914	\$ 6,587,251	\$ (1,159,165)	118%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 1,079,914	\$ 6,587,251	\$ (1,159,165)	118%
Excess/(Deficit)		\$ (853,819)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (853,819)			

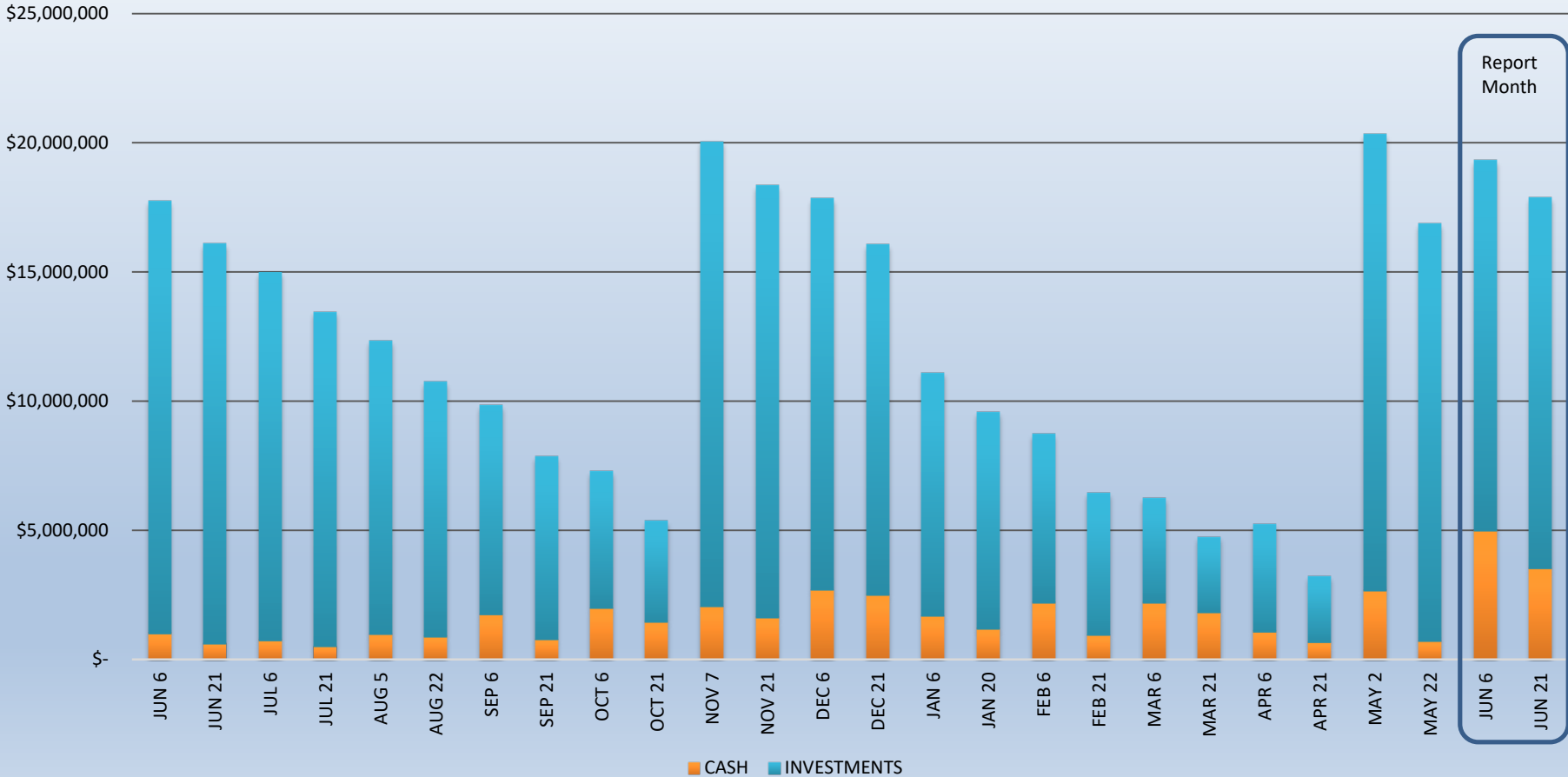
<i>LEVY SUSTAINABILITY FUND - 102</i>	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 321,431	\$ -	\$ (321,431)	-
TOTAL REVENUE	\$ -	\$ 321,431	\$ -	\$ (321,431)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 321,431			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 321,431			

<i>DEBT SERVICE FUND - 201</i>	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 2,073	\$ -	\$ (2,073)	-
TOTAL REVENUE	\$ -	\$ 2,073	\$ -	\$ (2,073)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 2,073			

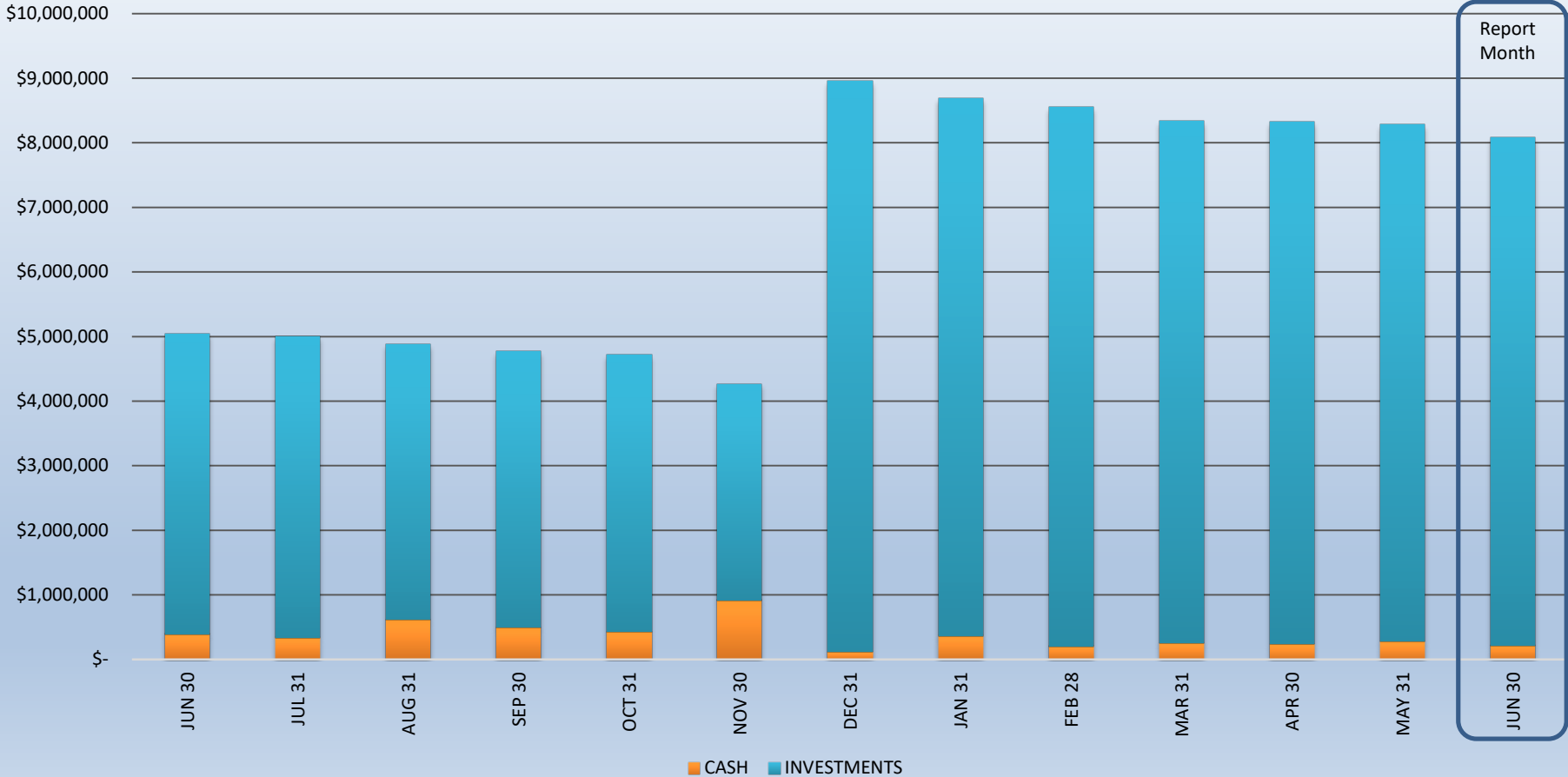
<i>ELECTION FUND - 103</i>	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 28,298	\$ -	\$ (28,298)	-
TOTAL REVENUE	\$ -	\$ 28,298	\$ -	\$ (28,298)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 28,298			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 28,298			

<i>PROPERTY AND FACILITY FUND - 104</i>	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 60,401	\$ -	\$ (60,401)	-
TOTAL REVENUE	\$ -	\$ 60,401	\$ -	\$ (60,401)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 60,401			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 60,401			

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



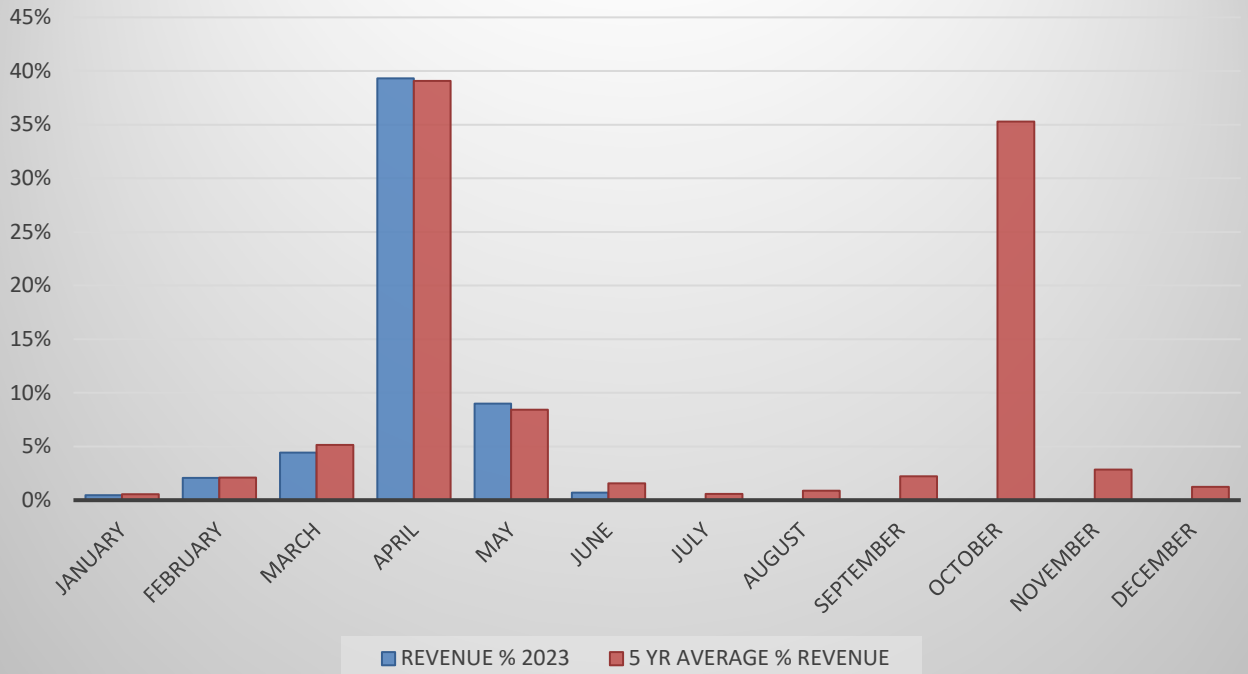
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



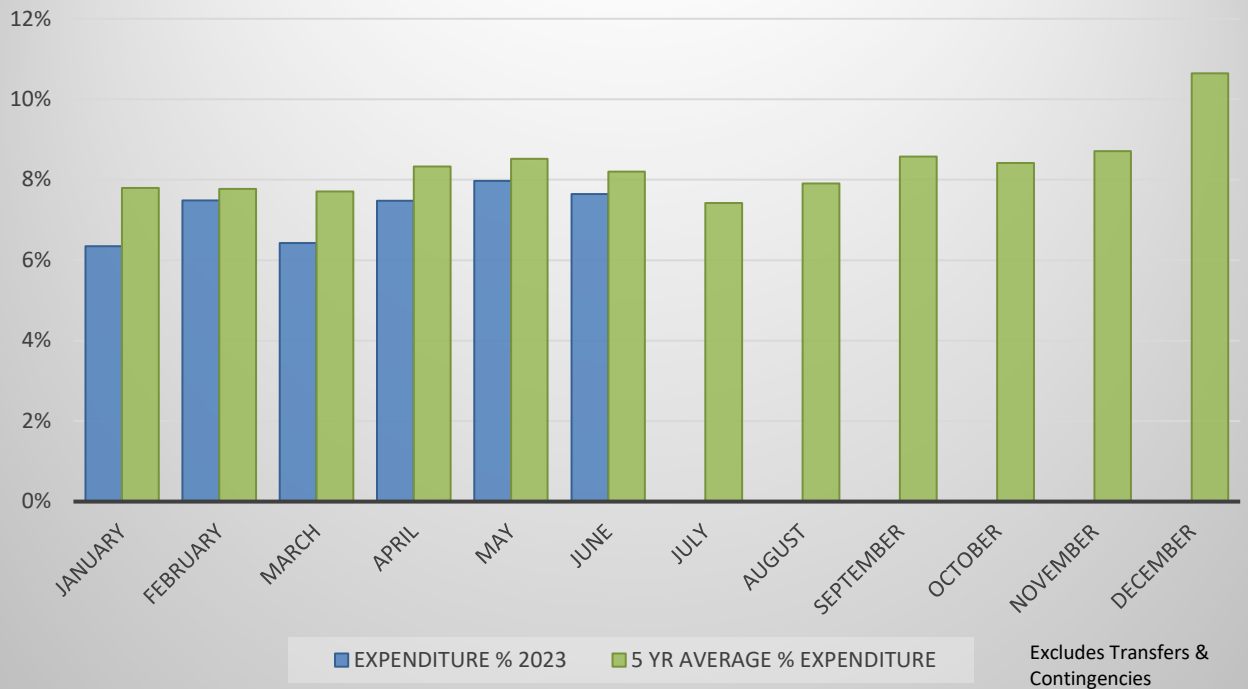
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JUNE 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JUNE 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	-23,746,727.43	-201,573.21	0.00	-18,130,572.57	56.7%		
311120 PROPERTY TAX--DELINQUENT								
-530,900.00	-530,900.00	-353,955.96	-29,783.25	0.00	-176,944.04	66.7%		
311121 PROPERTY TAX--KING COUNTY								
-60,000.00	-60,000.00	-66,441.82	-3,033.24	0.00	6,441.82	110.7%		
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	-19,354.23	-104.51	0.00	-645.77	96.8%		
317400 TIMBER EXCISE TAX								
-63,000.00	-63,000.00	-33,171.91	0.00	0.00	-29,828.09	52.7%		
TOTAL TAXES								
-42,557,200.00	-42,557,200.00	-24,219,651.35	-234,494.21	0.00	-18,337,548.65	56.9%		
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	-25,875.60	-2,067.03	0.00	25,875.60	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	-8,832.42	-1,095.55	0.00	8,832.42	100.0%		
347903 FAX FEES								
0.00	0.00	-21.45	0.00	0.00	21.45	100.0%		
359000 LIBRARY FINES								
-10,000.00	-10,000.00	-15,143.23	-1,836.60	0.00	5,143.23	151.4%		
361100 INVESTMENT EARNINGS								
-400,000.00	-400,000.00	-229,892.46	-60,129.05	0.00	-170,107.54	57.5%		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
361430 INTEREST INCOME--CONTRACTS &	0.00		0.00	-525.93	-102.34	0.00	525.93	100.0%
362001 RENTS AND LEASES--KPHC	-1,000.00			-5,087.19	-5,087.19	0.00	4,087.19	508.7%
367010 DONOR PROCEEDS--FOUNDATION	-310,000.00		-310,000.00	-1,114.05	0.00	0.00	-308,885.95	.4%
367021 DONOR REIMBURSEMENTS--FRIENDS	0.00		0.00	-2,417.68	-2,320.31	0.00	2,417.68	100.0%
367100 DONATIONS--OTHER	0.00		0.00	-73.48	-73.48	0.00	73.48	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	0.00	0.00	7,708.02	485.4%
369101 SALE OF SURPLUS--MATERIALS	-4,000.00		-4,000.00	-19,470.93	-2,307.47	0.00	15,470.93	486.8%
369200 FOUND MONEY	0.00		0.00	-641.66	-301.23	0.00	641.66	100.0%
369910 MISCELLANEOUS OTHER	0.00		0.00	-3,860.80	-377.18	0.00	3,860.80	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000.00		-10,000.00	-880.30	6.89	0.00	-9,119.70	8.8%
369912 JURY DUTY REIMBURSEMENT	0.00		0.00	-170.00	-50.00	0.00	170.00	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	0.00	0.00	-33,313.77	55.6%
395100 PROCEEDS FROM SALES OF CAPITA	0.00		0.00	-51,336.03	-3,508.56	0.00	51,336.03	100.0%
TOTAL CHARGES OTHER	-1,524,500.00		-1,524,500.00	-459,705.80	-79,249.10	0.00	-1,064,794.20	30.2%

03 SALARIES AND WAGES

511000 SALARIES AND WAGES	23,800,000.00		23,800,000.00	10,514,530.03	1,839,242.07	0.00	13,285,469.97	44.2%
511005 ADDITIONAL HOURS	150,000.00		150,000.00	0.00	0.00	0.00	150,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
511006	SUBSTITUTE HOURS							
	32,000.00	32,000.00		5,030.16	0.00	0.00	26,969.84	15.7%
511007	SHIFT DIFFERENTIAL							
	200,000.00	200,000.00		65,381.55	10,085.85	0.00	134,618.45	32.7%
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		10,588,361.72	1,849,327.92	0.00	12,823,496.28	45.2%
04 PERSONNEL BENEFITS								
520010	FICA							
	1,830,000.00	1,830,000.00		785,401.77	137,530.72	0.00	1,044,598.23	42.9%
520020	MEDICAL INSURANCE							
	3,054,000.00	3,054,000.00		1,381,112.84	216,822.25	0.00	1,672,887.16	45.2%
520021	DENTAL INSURANCE							
	260,000.00	260,000.00		107,732.81	18,388.69	0.00	152,267.19	41.4%
520022	LIFE AND DISABILITY INSURANCE							
	79,000.00	79,000.00		44,878.14	7,672.87	0.00	34,121.86	56.8%
520023	INDUSTRIAL INSURANCE							
	151,000.00	151,000.00		66,042.09	11,720.33	0.00	84,957.91	43.7%
520030	RETIREMENT							
	2,431,000.00	2,431,000.00		1,071,813.29	189,054.98	0.00	1,359,186.71	44.1%
520040	UNEMPLOYMENT INSURANCE							
	50,000.00	50,000.00		3,515.50	0.00	0.00	46,484.50	7.0%
520041	PAID FML INSURANCE							
	55,000.00	55,000.00		22,987.79	4,011.99	0.00	32,012.21	41.8%
520091	OTHER BENEFIT							
	31,000.00	31,000.00		6,080.85	903.60	0.00	24,919.15	19.6%
529999	ADJ BENEFITS TO MATCH PLAN							
	-277,896.00	-277,896.00		0.00	0.00	0.00	-277,896.00	.0%
	TOTAL PERSONNEL BENEFITS							
	7,663,104.00	7,663,104.00		3,489,565.08	586,105.43	0.00	4,173,538.92	45.5%
05 SUPPLIES EXPENSES								

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FOR 2023 06

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		52,939.58	10,657.18	11,177.89	57,232.53	52.8%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500.00	86,500.00		28,785.01	5,163.34	11,529.20	46,185.79	46.6%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000.00	188,000.00		31,297.84	9,183.70	0.00	156,702.16	16.6%
531010 CUSTODIAL SUPPLIES	110,000.00	110,000.00		67,292.48	7,524.40	37,191.93	5,515.59	95.0%
531020 MAINTENANCE SUPPLIES	35,000.00	35,000.00		27,133.35	1,076.72	0.00	7,866.65	77.5%
531030 MATERIAL PROCESSING SUP	17,600.00	17,600.00		6,735.81	0.00	0.00	10,864.19	38.3%
531040 TRAINING SUPPLIES	1,000.00	1,000.00		1,967.27	0.00	0.00	-967.27	196.7%
531099 FOUNDATION PASSTHROUGH-SUP	154,000.00	154,000.00		94,125.22	21,199.57	32,747.40	27,127.38	82.4%
532000 FUEL	50,000.00	50,000.00		23,408.97	3,714.94	19,591.03	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		71,682.89	56,447.12	6,800.45	17,016.66	82.2%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	200,000.00		2,985.32	438.68	2,378.14	194,636.54	2.7%
535025 TECHNOLOGY HARDWARE--STAFF	241,000.00	241,000.00		164,565.10	158,868.55	23,190.77	53,244.13	77.9%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000.00	40,000.00		3,616.96	425.21	0.00	36,383.04	9.0%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020.00	582,020.00		308,553.31	22,984.24	20,253.38	253,213.31	56.5%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200.00	247,200.00		160,688.86	1,372.54	-7,469.93	93,981.07	62.0%
TOTAL SUPPLIES EXPENSES	2,230,170.00	2,219,170.00		1,052,630.73	299,056.19	151,277.31	1,015,261.96	54.3%

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 06

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		10,470.98	2,851.58	0.00	16,529.02	38.8%
534010 ADULT AV - DVD	327,500.00	327,500.00		128,285.56	31,233.69	0.00	199,214.44	39.2%
534015 ADULT AV - DVDNF	40,000.00	21,000.00		10,539.03	3,052.66	0.00	10,460.97	50.2%
534020 ADULT AV AUDIOBOOKS	25,000.00	25,000.00		13,716.16	691.94	0.00	11,283.84	54.9%
534105 ADULT BOOK CLUB KITS	3,500.00	3,500.00		9.94	0.00	0.00	3,490.06	.3%
534110 ADULT FICTION	265,000.00	265,000.00		104,520.02	12,030.00	0.00	160,479.98	39.4%
534115 ADULT GRAPHIC NOVELS	15,000.00	19,000.00		9,055.39	1,949.08	0.00	9,944.61	47.7%
534120 ADULT LARGE PRINT	50,000.00	50,000.00		20,641.88	1,422.89	0.00	29,358.12	41.3%
534125 ADULT LUCKY DAY	55,000.00	55,000.00		12,875.36	4,903.85	0.00	42,124.64	23.4%
534130 ADULT NONFICTION	300,000.00	300,000.00		124,111.77	36,239.18	0.00	175,888.23	41.4%
534145 ADULT REFERENCE	5,000.00	5,000.00		0.00	0.00	0.00	5,000.00	.0%
534150 ADULT YA FICTION	60,000.00	60,000.00		15,911.80	4,316.98	0.00	44,088.20	26.5%
534155 ADULT YA GRAPHIC NOVELS	25,000.00	29,000.00		13,391.61	2,872.10	0.00	15,608.39	46.2%
534160 ADULT YA NONFICTION	15,000.00	15,000.00		5,233.45	681.95	0.00	9,766.55	34.9%
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		4,347.53	351.67	0.00	1,652.47	72.5%
534220 CHILDREN'S FICTION	200,000.00	200,000.00		75,249.72	18,461.99	0.00	124,750.28	37.6%
534225 CHILDREN'S GRAPHIC NOVELS	34,000.00	63,000.00		30,567.60	9,539.86	0.00	32,432.40	48.5%
534230 CHILDREN'S NONFICTION	131,000.00	137,000.00		49,129.54	9,490.47	0.00	87,870.46	35.9%
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		11,168.44	3,842.30	0.00	18,831.56	37.2%
534240 CHILDREN'S STORYTIME	3,000.00	3,000.00		1,308.11	472.35	0.00	1,691.89	43.6%

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		363,690.63	163,184.76	0.00	297,609.37	55.0%
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	0.00	0.00	596,343.68	31.8%
534415	EDOWNLOADABLE AUDIO							
	775,000.00	775,000.00		298,953.18	0.00	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	0.00	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		45,157.99	157.99	0.00	9,842.01	82.1%
534505	MAGAZINES							
	62,000.00	62,000.00		4,160.89	0.00	0.00	57,839.11	6.7%
534605	VENDOR PROCESSING							
	160,000.00	160,000.00		37,206.76	8,558.85	0.00	122,793.24	23.3%
534645	VENDOR CATALOGING							
	10,000.00	10,000.00		1,329.48	424.00	0.00	8,670.52	13.3%
534705	WORLD - ADULT SPANISH							
	12,000.00	9,000.00		3,091.79	869.07	0.00	5,908.21	34.4%
534710	WORLD - CHILDREN'S SPANISH							
	11,000.00	14,000.00		4,999.85	1,353.48	0.00	9,000.15	35.7%
534715	WORLD - CHINESE							
	10,000.00	10,000.00		4,752.00	2,376.00	0.00	5,248.00	47.5%
534725	WORLD - GERMAN							
	7,500.00	7,500.00		5,263.49	0.00	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		9,240.00	3,080.00	0.00	10,760.00	46.2%
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	32,500.00		20,363.31	5,590.02	0.00	12,136.69	62.7%

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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	20,000.00		4,880.23	290.12	0.00	15,119.77	24.4%
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		1,744,788.25	330,288.83	816.95	2,848,394.80	38.0%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000.00	322,000.00		28,144.50	1,737.50	18,113.20	275,742.30	14.4%
541004 INDEPENDENT CONTRACTORS--INFR	100,000.00	100,000.00		27,684.11	3,059.04	15,164.00	57,151.89	42.8%
541010 PERFORMER SERVICES	89,200.00	89,200.00		15,360.00	2,275.00	23,553.96	50,286.04	43.6%
541020 CONTRACTUAL SERVICES	470,700.00	485,700.00		123,164.91	17,052.89	67,104.73	295,430.36	39.2%
541040 LEGAL SERVICES	70,000.00	70,000.00		15,379.00	3,473.00	24,593.00	30,028.00	57.1%
541050 DATA SERVICES	9,000.00	9,000.00		5,082.79	2,185.00	0.00	3,917.21	56.5%
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	29,500.00		13,429.83	13,429.83	15,000.00	1,070.17	96.4%
541650 ILL LOST ITEM CHARGE	3,000.00	3,000.00		1,257.39	282.60	0.00	1,742.61	41.9%
542000 POSTAGE	63,000.00	63,000.00		12,081.77	15.00	-1,663.26	52,581.49	16.5%
542001 SHIPPING	22,000.00	22,000.00		1,378.18	499.83	0.00	20,621.82	6.3%
542010 TELECOM SERVICES--PHONES	50,000.00	50,000.00		48,239.45	7,982.93	0.00	1,760.55	96.5%
542011 TELECOM SERVICES--CELLPHONES	111,000.00	111,000.00		36,112.30	6,050.75	0.00	74,887.70	32.5%
542012 TELECOM SERVICES--INTERNET	667,000.00	667,000.00		341,262.15	56,502.93	0.00	325,737.85	51.2%

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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		29,873.14	14,058.05	0.00	36,416.86	45.1%
543010 MILEAGE REIMBURSEMENTS	51,200.00	51,200.00		23,302.64	4,621.29	0.00	27,897.36	45.5%
544000 ADVERTISING	155,100.00	155,400.00		45,942.75	11,252.65	87,810.65	21,646.60	86.1%
545010 RENTALS/LEASES--BUILDINGS	976,000.00	976,000.00		448,013.44	40,313.27	1.00	527,985.56	45.9%
545020 RENTALS/LEASES--EQUIPMENT	180,700.00	180,700.00		74,034.20	10,552.75	31,204.27	75,461.53	58.2%
546000 INSURANCE	300,000.00	300,000.00		3,697.02	43.67	0.00	296,302.98	1.2%
547000 ELECTRICITY	300,000.00	300,000.00		173,430.09	23,327.85	0.00	126,569.91	57.8%
547010 NATURAL GAS	16,500.00	16,500.00		7,089.42	343.43	0.00	9,410.58	43.0%
547020 WATER	30,000.00	30,000.00		16,876.32	4,017.40	0.00	13,123.68	56.3%
547030 SEWER	34,000.00	34,000.00		16,380.72	2,790.08	0.00	17,619.28	48.2%
547040 REFUSE	36,000.00	36,000.00		23,698.66	4,024.02	0.00	12,301.34	65.8%
548000 GENERAL REPAIRS/MAINTENANCE	451,500.00	451,500.00		339,340.89	47,876.95	164,749.30	-52,590.19	111.6%
548010 CONTRACTED MAINTENANCE	564,758.00	564,758.00		230,414.15	21,321.07	94,144.76	240,199.09	57.5%
548050 VEHICLE REPAIR AND MAINTENANCE	70,000.00	70,000.00		28,181.24	478.59	9,539.41	32,279.35	53.9%
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		39,426.35	1,610.75	0.00	57,723.65	40.6%
549011 ORGANIZATIONAL REGISTRATIONS	16,500.00	16,500.00		104.00	0.00	0.00	16,396.00	.6%
549020 DUES AND MEMBERSHIPS	40,150.00	40,150.00		33,305.21	165.00	625.00	6,219.79	84.5%
549030 TAXES AND ASSESSMENTS	48,000.00	48,000.00		49,280.53	0.00	0.00	-1,280.53	102.7%
549040 LICENSES	3,500.00	3,500.00		564.07	0.00	176.80	2,759.13	21.2%
549050 FEES	16,500.00	16,500.00		7,143.69	2,900.87	0.00	9,356.31	43.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 001	GENERAL FUND							
ORIGINAL	APPROP	REVISED	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
549120	CONTINGENCY/RESERVE							
	607,320.00	612,020.00		0.00	0.00	0.00	612,020.00	.0%
	TOTAL SERVICES EXPENSES							
	6,188,568.00	6,193,568.00		2,263,537.41	304,243.99	551,116.82	3,378,913.77	45.4%
	TOTAL GENERAL FUND							
	0.00	0.00		-5,540,473.96	3,055,279.05	703,211.08	4,837,262.88	100.0%
	TOTAL REVENUES							
	-44,081,700.00	-44,081,700.00		-24,679,357.15	-313,743.31	0.00	-19,402,342.85	
	TOTAL EXPENSES							
	44,081,700.00	44,081,700.00		19,138,883.19	3,369,022.36	703,211.08	24,239,605.73	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	-321,431.33	-56,155.03	0.00	321,431.33		100.0%
	TOTAL CHARGES OTHER	0.00	0.00	-321,431.33	-56,155.03	0.00	321,431.33		100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0.00	0.00	-321,431.33	-56,155.03	0.00	321,431.33		100.0%
	TOTAL REVENUES	0.00	0.00	-321,431.33	-56,155.03	0.00	321,431.33		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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	-28,297.64	-4,943.69	0.00	28,297.64	100.0%
	TOTAL CHARGES OTHER							
	0.00		0.00	-28,297.64	-4,943.69	0.00	28,297.64	100.0%
	TOTAL ELECTION FUND							
	0.00		0.00	-28,297.64	-4,943.69	0.00	28,297.64	100.0%
	TOTAL REVENUES							
	0.00		0.00	-28,297.64	-4,943.69	0.00	28,297.64	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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		-60,401.41	-10,552.31	0.00	60,401.41	100.0%
TOTAL CHARGES OTHER							
0.00	0.00		-60,401.41	-10,552.31	0.00	60,401.41	100.0%
TOTAL PROPERTY AND FACILITY FUND							
0.00	0.00		-60,401.41	-10,552.31	0.00	60,401.41	100.0%
TOTAL REVENUES							
0.00	0.00		-60,401.41	-10,552.31	0.00	60,401.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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		-2,072.50	-371.17	0.00	2,072.50	100.0%
	TOTAL CHARGES OTHER							
	0.00	0.00		-2,072.50	-371.17	0.00	2,072.50	100.0%
	TOTAL DEBT SERVICE FUND							
	0.00	0.00		-2,072.50	-371.17	0.00	2,072.50	100.0%
	TOTAL REVENUES							
	0.00	0.00		-2,072.50	-371.17	0.00	2,072.50	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		

02 CHARGES OTHER

308510 ASSIGNED CASH & INV								
-6,508,000.00	-6,508,000.00	0.00	0.00	0.00	-6,508,000.00	.0%		
361100 INVESTMENT EARNINGS								
0.00	0.00	-173,770.95	-32,728.23	0.00	173,770.95	100.0%		
395200 INSURANCE RECOVERIES--CAPITAL								
0.00	0.00	-52,324.53	0.00	0.00	52,324.53	100.0%		
TOTAL CHARGES OTHER								
-6,508,000.00	-6,508,000.00	-226,095.48	-32,728.23	0.00	-6,281,904.52	3.5%		

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	10,070.94	10,070.94	0.00	15,929.06	38.7%		
541020 CONTRACTUAL SERVICES								
75,800.00	75,800.00	105,300.85	13,034.27	27,157.85	-56,658.70	174.7%		
541040 LEGAL SERVICES								
15,000.00	15,000.00	50,075.67	1,666.00	4,226.00	-39,301.67	362.0%		
541060 ARCHITECTURAL/ENGR SERVICES								
765,000.00	765,000.00	290,176.70	60,943.18	491,879.26	-17,055.96	102.2%		
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	2,788.55	478.51	22,211.45	-25,000.00	100.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND							
ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
549030 TAXES AND ASSESSMENTS								
200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%		
549050 FEES								
200,000.00	200,000.00	1,417.25	204.00	1,000.00	197,582.75	1.2%		
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	459,829.96	86,396.90	546,474.56	574,695.48	63.6%		
08 CAPITAL OUTLAYS								
562000 BUILDING ACQUISITIONS								
1,700,000.00	1,700,000.00	130,416.00	130,416.00	5,846,270.00	-4,276,686.00	351.6%		
562020 LAND & PROPERTY IMPROVEMENTS								
225,000.00	225,000.00	7,287.48	7,287.48	32,600.00	185,112.52	17.7%		
562100 CONSTRUCTION								
2,035,000.00	2,035,000.00	232,740.61	5,096.60	292,183.28	1,510,076.11	25.8%		
562800 FURNITURE AND FIXTURES								
100,000.00	100,000.00	70,322.32	0.00	-60,703.78	90,381.46	9.6%		
563100 PARKING LOT IMPROVEMENTS								
0.00	0.00	94,992.44	1,100.00	-61,828.10	-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	13,725.37	311,274.63	4.2%		
TOTAL CAPITAL OUTLAYS								
4,925,000.00	4,925,000.00	595,065.02	143,900.08	6,062,246.77	-1,732,311.79	135.2%		
TOTAL CAPITAL IMPROVEMENT FUND								
0.00	0.00	853,818.84	197,568.75	6,587,250.79	-7,441,069.63	100.0%		
TOTAL REVENUES								
-6,508,000.00	-6,508,000.00	-226,095.48	-32,728.23	0.00	-6,281,904.52			
TOTAL EXPENSES								
6,508,000.00	6,508,000.00	1,079,914.32	230,296.98	6,587,250.79	-1,159,165.11			

YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL 0.00	0.00	-5,098,858.00	3,180,825.60	7,290,461.87	-2,191,603.87	100.0%

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

Public Services Report

Library at a Glance: June 2023 YTD Key Performance Indicators

Cardholders <p style="text-align: center;">303,872</p> <p style="text-align: center;">↓ -1.2%</p>	YTD Users - Physical <p style="text-align: center;">603,555</p> <p style="text-align: center;">↑ +22%</p>	YTD Circulation - Digital <p style="text-align: center;">1,126,838</p> <p style="text-align: center;">↑ +8%</p>
YTD Circulation - Physical <p style="text-align: center;">1,303,607</p> <p style="text-align: center;">↓ -4%</p>	YTD Number of Youth Programs <p style="text-align: center;">982</p> <p style="text-align: center;">↑ +39%</p>	YTD Youth Program Attendees <p style="text-align: center;">22,367</p> <p style="text-align: center;">↑ +45%</p>
YTD Number of Adult Programs <p style="text-align: center;">432</p> <p style="text-align: center;">↑ +45%</p>	YTD Adult Program Attendees <p style="text-align: center;">4,471</p> <p style="text-align: center;">↑ +10%</p>	

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

In Focus: June 2023 Service Highlight

Student Success

PCLS serves students from 13 public school districts (more than 150 schools), private and home schools, and caregivers/educators. The Library collaborates with district and school leadership and staff to understand the needs of students and develop responsive services. The Library is uniquely poised to support students during Out-of-School Time. Successful students have access to learning opportunities outside of school where they can develop their interests, as well as resources to help supplement their educational goals. To support student success, the Library offers:

- A robust nonfiction collection;
- Online databases and resources relevant to children and teens;
- Educational after school and summer programs that promote STEAM literacies; and
- Support for educators, students, and caregivers in understanding and accessing our resources/services for students.

Community Response

“While tutoring my 8th grade neighbor in math, we explored the library website for resources. We were thrilled to find the live tutoring and other tutoring sites for all grades. I will be utilizing these resources for all three of my children and my neighbor!”

Live, online, professional **tutoring offered 24/7**
2,200+ FAFSA/WAFSA financial aid applications completed

3,000+ students/families reached at school-sponsored, literacy and STEAM events

54 schools visited by Library staff

5,600+ students received database and research assistance

1,885 students borrowed books during
45 Outreach Services visits to high-need schools

Looking Ahead

The Library is partnering with Pacific Lutheran University’s Parkland Literacy Center to provide in-person tutoring for students at Summit and Parkland/Spanaway locations once a week during the 2023-24 academic year.

This Fall, the Library is offering internal staff training on how to use data tools such as the Office of Superintendent of Public Instruction’s (OSPI) school report card data to better understand the demographics of local schools. This information will support efforts to allocate time and resources equitably.

Looking Ahead

Events to Know About

The Artist's Way Workshop: Wednesday, August 9, 11:00am - 12:30pm, Key Center

Meet the Author - Jessica Payne: Saturday, August 12, 3:00pm - 4:00pm, DuPont

Lakewood Street Festival "Dancing in the Streets": Saturday, August 12, 4:00pm - 8:00pm, 611 Motor Ave., Lakewood

Introducing Homework Resources: Wednesday, August 16, 6:45pm - 7:45pm, Bonney Lake

Messy Art in the Park: Friday, August 18, 2:00pm - 3:00pm, Harry Todd Park in Tillicum

Composting Basics: Tuesday, August 22, 2:00pm - 4:00pm, Parkland/Spanaway

Friends of the Graham Library - Book Sale: Saturday, August 26, 11:00am - 5:00pm, Graham

Public Services Operational Highlight

Bonney Lake Library: We reopened Study Room A to the public after completing a major shelf shifting project. Throughout fall and winter, this room needed to be closed off and used for storage during the refresh. The project was necessary to update shelving to age-specific locations. Our study rooms have proved quite popular with the public, with over 50 bookings so far this month.

Customer Impact and Community Engagement - Stories by Location

Buckley Library: Staff participated in the Buckley Log Show Parade on June 24. Afterwards, several customers let us know how much they enjoyed seeing their local library staff walk in the parade.

DuPont Library: We recently hosted a bubble party at Ross Plaza Park. Several families attended and everyone seemed to have a great time. The park is near a retirement community, and staff noticed seniors coming outside to sit on benches and enjoy the children's laughter. Many participating families were military; some shared that they were reuniting with loved ones after long absences. The event was sponsored by the City of DuPont, which provided snacks and drinks for the kids, and the Friends of DuPont Library, which provided children with mini bubble wands to take home.

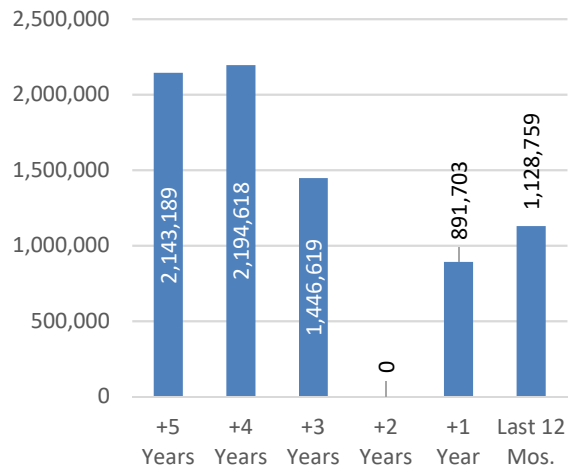
Lakewood Library: Each week, staff represent PCLS at the Lakewood Farmer's Market and consistently connect with over 150 table-visitors. We sign folks up for Summer Reading, give away prizes, and promote summertime PCLS-sponsored events. Additionally, Lakewood staff are tabling during the Nourish Mobile Food Bank stop at Pierce College. Per a Teen Services Librarian, "At Nourish, we're answering a lot of questions about the library, and folks think it's really neat we're there! We've had some repeat visitors and are starting to build relationships."

Parkland/Spanaway Library: Over 75 kids participated in a week-long lead-up to Summer Reading. Each day, children would come to the library to complete activities and win prizes. The week culminated in a Summer Reading Kick-Off Party, complete with food provided by Farrelli's Pizza, crafts, games, and more prizes. Over 50 adults and kids attended.

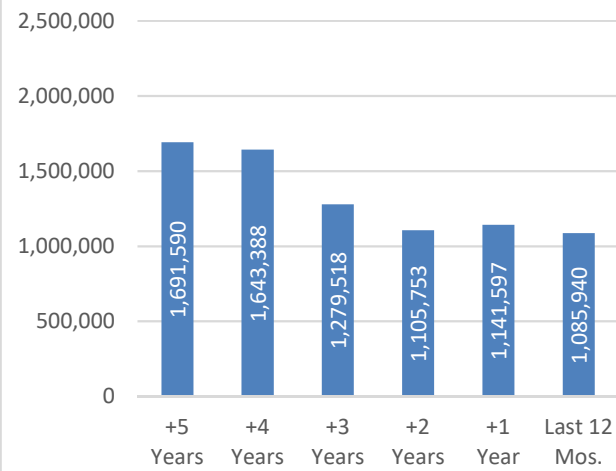
University Place Library: From a Youth Services Librarian, "One of the young artists whose work is published in our Beginning Reader Log came up to the desk and showed me her page. She was immensely proud to see it there, and we had a great discussion of how thrilling it is to see one's own work in print. We also talked about the other art in the log, including how various artists represented the 'summer' theme and the multitude of mermaid interpretations. The young artist pointed out a tiny self-portrait she included in her drawing, which I had not noticed before."

Customers / Visits - June 2023

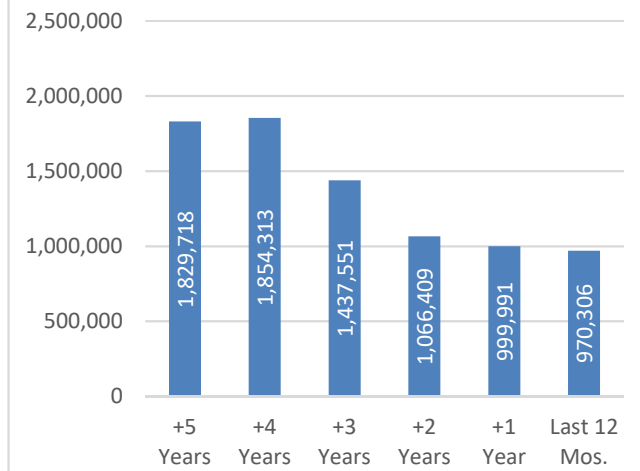
Branch Visits



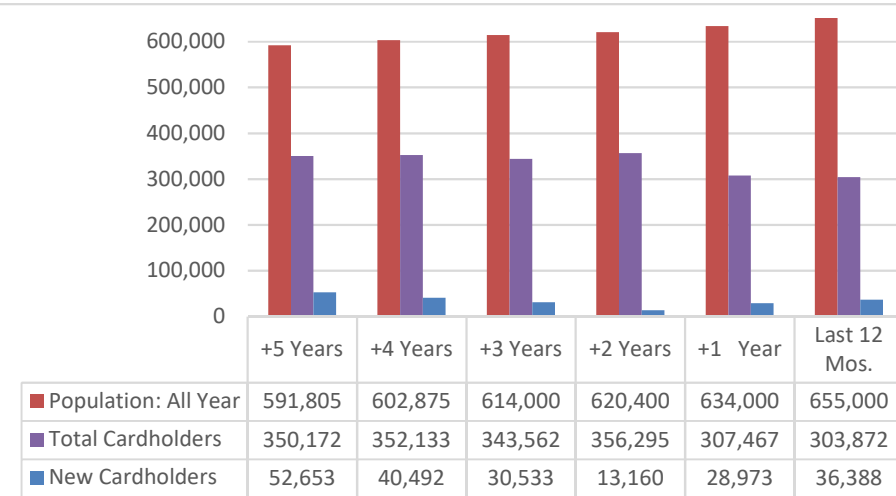
Catalog Visits



Website Visits



PCLS Cardholder Statistics



June and Rolling 12-Month Comparison

	June 2023	June 2022	% Change June Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	105,716	89,405	18.2%	1,128,759	891,703	26.6%
Catalog Visits	94,283	98,162	-4.0%	1,085,940	1,141,597	-4.9%
Public Website Visits	88,995	79,525	11.9%	970,306	999,991	-3.0%

Technology

	June 2023	June 2022	% Change June Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	13,130	10,134	29.6%	139,286	93,597	48.8%
Wi-Fi Sessions	76,552	51,791	47.8%	679,743	570,904	19.1%

Public Spaces Usage

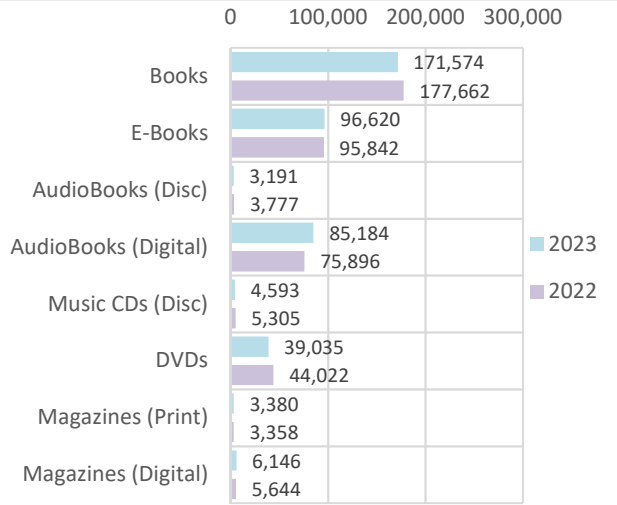
	June 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,333	11,484	0	-
# of Attendees	4,960	49,909	0	-

Notes:

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

Collection Use - June 2023

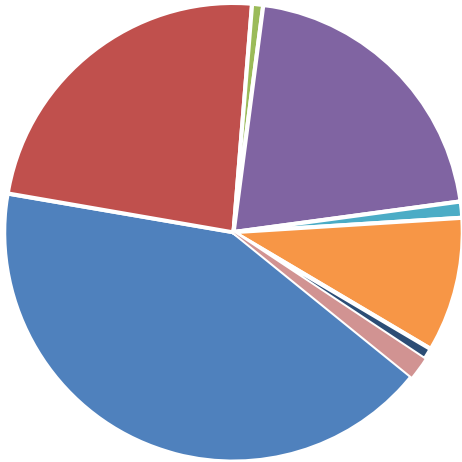
June 2023 vs June 2022 Checkouts



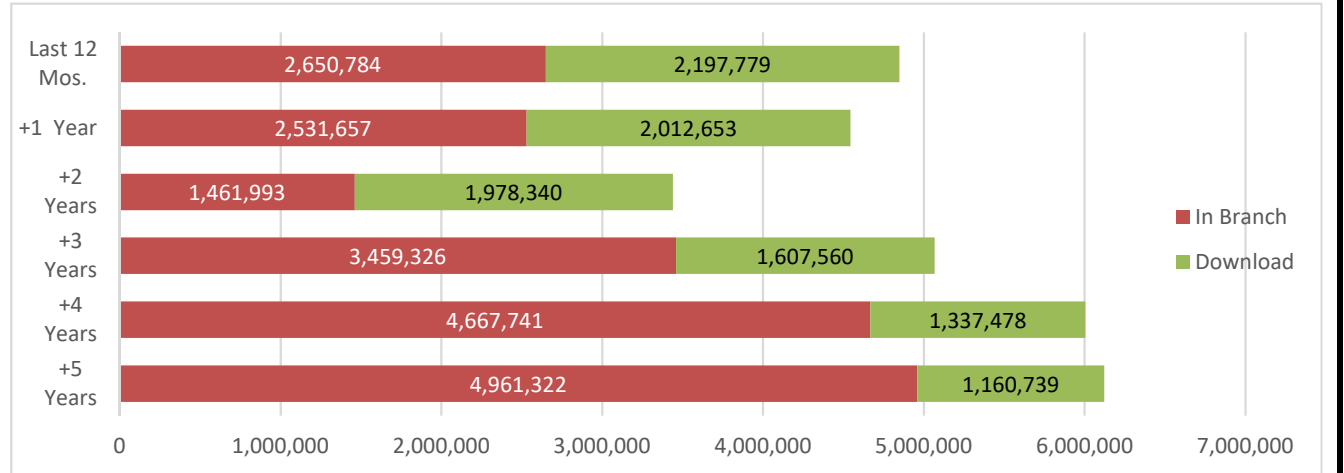
Data Table

Categories	May 2023	June 2023	June 2022	% Change of June Year Over Year	% of Total June 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	154,726	171,574	177,662	-3.43%	41.88%	1,987,690	1,916,608	3.71%
E-Books	96,901	96,620	95,842	0.81%	23.58%	1,166,806	1,119,584	4.22%
AudioBooks (Disc)	2,903	3,191	3,777	-15.51%	0.78%	38,892	44,178	-11.97%
AudioBooks (Digital)	86,134	85,184	75,896	12.24%	20.79%	969,990	840,883	15.35%
Music CDs (Disc)	4,889	4,593	5,305	-13.42%	1.12%	63,384	69,747	-9.12%
DVDs	39,262	39,035	44,022	-11.33%	9.53%	504,038	551,940	-8.68%
Magazines (Print)	2,928	3,380	3,358	0.66%	0.82%	37,995	36,481	4.15%
Magazines (Digital)	6,352	6,146	5,644	8.89%	1.50%	71,551	67,489	6.02%
Totals:	394,095	409,723	411,506	-0.43%	100.00%	4,840,346	4,646,910	4.16%

Checkouts By Format - June 2023



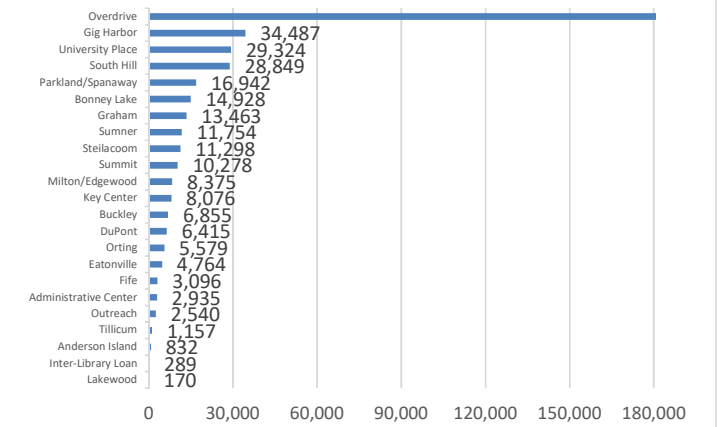
Collection Checkouts



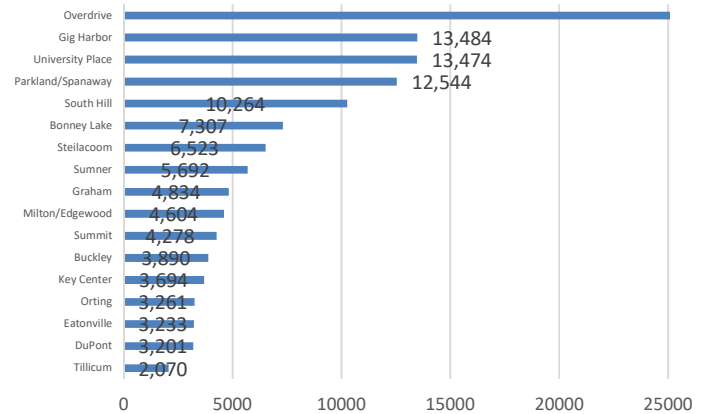
Activity - June 2023

Location	Checkouts				Visitors			
	June 2023	Last 12 Mo.	+1 Year	% Change	June 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,935	30,174	27,046	11.6%	No "visitors" for Administrative Center			
Anderson Island	832	8,353	4,564	83.0%	No Door Counter for Anderson Island			
Bonney Lake	14,928	128,739	174,067	-26.0%	7,307	71,193	54,795	29.9%
Buckley	6,855	75,018	69,310	8.2%	3,890	34,866	27,024	29.0%
DuPont	6,415	77,483	71,970	7.7%	3,201	32,706	25,375	28.9%
Eatonville	4,764	63,306	59,906	5.7%	3,233	39,212	29,321	33.7%
Fife	3,096	38,752	32,818	18.1%	2,254	23,908	16,070	48.8%
Gig Harbor	34,487	416,757	429,629	-3.0%	13,484	146,702	106,310	38.0%
Graham	13,463	144,312	135,092	6.8%	4,834	50,126	39,200	27.9%
Inter-Library Loan	289	3,145	3,083	2.0%	No "visitors" for Inter-Library Loan			
Key Center	8,076	96,414	96,212	0.2%	3,694	38,381	32,277	18.9%
Lakewood	170	2,277	196,815	-98.8%	No "visitors" for Lakewood			
Milton / Edgewood	8,375	100,111	93,964	6.5%	4,604	48,588	34,589	40.5%
Orting	5,579	58,320	54,773	6.5%	3,261	31,270	23,673	32.1%
Overdrive	181,804	2,136,796	1,960,467	9.0%	30,092	343,562	301,363	14.0%
Outreach	2,540	32,130	24,346	32.0%	405	5,300	3,693	43.5%
Parkland / Spanaway	16,942	204,826	177,240	15.6%	12,544	147,407	102,981	43.1%
South Hill	28,849	344,230	322,549	6.7%	10,264	106,691	73,696	44.8%
Steilacoom	11,298	136,114	82,290	65.4%	6,523	82,122	52,387	56.8%
Summit	10,278	127,413	124,480	2.4%	4,278	45,084	32,804	37.4%
Sumner	11,754	136,989	136,111	0.6%	5,692	61,603	43,859	40.5%
Tillicum	1,157	12,918	10,868	18.9%	2,070	19,373	11,816	64.0%
University Place	29,324	353,201	295,979	19.3%	13,474	136,336	84,424	61.5%
Total	404,210	4,727,778	4,583,579	3.1%	135,104	1,464,430	1,095,657	33.7%

June Checkouts



June 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: June 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: August 2, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Sumner Library Capital Facility Area Ballot Measure

Preliminary results of the Sumner Library Capital Facility Area (LCFA) ballot measure in the August 1, 2023, Primary Election are trending in a positive direction. We are incredibly grateful to voters for supporting their Sumner Pierce County Library. These early results demonstrate the trust Sumner citizens have in the Pierce County Library System. The Pierce County Elections Office is scheduled to certify the election results on August 15. We will continue to monitor the results in earnest anticipation of a successful outcome.

The approval of the ballot measure would create an LCFA and bonds to construct a new Sumner Library building. We would then begin working with the Pierce County Council on the elements of this independent taxing district. As we have been sharing with the Board of Trustees, we would then begin steps to construct the up to 20,000 square foot building.

At the September Board meeting, we will provide you with the certified results of this election along with the outcome of all tax-related ballot measures in Pierce County.

MEMO



Date: July 30, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Downtown and Interim Lakewood Libraries Update

Pierce County Library System (“Library”) continues to work with the City of Lakewood (“City”) on permitting for the new building at the temporary site. The City has completed their review of the Land Use/Design Review Application on July 28, 2023. With the approval of the Design Review, the City has waived the Library’s Traffic Mitigation Fee and accepted the Library’s building design.

On June 23, 2023, the Library submitted the Site Development Application and is awaiting the City’s review and approval of the site plan. In the meantime, a Request for Bids (“RFB”) for the site work is being prepared for advertisement on August 8, and responses will be due around September 12. A Site Development Permit is required prior to bid award.

Once the Site Development Review is completed and approved, the Library will submit for a Building Permit to the City for review and approval, incorporating both the Design Review and Site Development approved comments. Building Permit should be approved prior to installation of the building to ensure no changes are required by the City.

Concurrently, Modern Building Systems (“MBS”), the contractor for the building, is prioritizing the production of the modulators as soon as the long lead time items (e.g., windows, lighting, electrical panels, and mechanical systems) arrive at its fabrication facility. MBS is incorporating a phasing of the site work portion into the upcoming RFB, which is projected to be finalized in early August and then advertised.

The Library is working with the City on permitting for the demolition of the existing building. The SEPA Checklist for the demolition portion was submitted on June 27 and underwent review on June 30. Upon receipt of SEPA approval, advertisement for an RFB can be issued for the demolition work. The timelines for the demolition project will be established once permits are received. Given the uncertainty of approvals, the demolition could be extended to next spring.

MEMO



Date: August 1, 2023

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

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

Subject: Fiscal Management Policy – 2nd Reading

In our July meeting we presented this policy and recommended no changes at this time. We appreciate the time taken by the Trustees to review this policy.

For this reading, we are seeking approval of the Board to approve the policy as initially presented.

We will continue to review all other finance related policies and practices as part of our policy work and will present any recommended changes in future meetings.

ACTION: Approve the Fiscal Management policy as presented

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 24, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policy – Bylaws – First Reading

Trustee input from the discussion last month was applied to this revised draft of the Bylaws, as well as final consultation with our attorney. Please note the following:

- Article III Membership
 - State law does not include any residency or age requirements for Board service, thus attorney directed to remove imposing any. Can be a consideration during recruitment, but not stated in Bylaws.
 - Attorney confirmed a Trustee may be appointed to fill a vacancy, and then is eligible to serve up to two full terms.
- Article V Meetings
 - Added definition for excused absence as advance notification and 3 unexcused absences from a Regular Meeting for recommended removal as discussed in June meeting.
 - Removed public comment section and will retain that as a stand-alone policy per attorney.

I look forward to hearing your discussion at the first reading this month.

Board Policy



Revision Draft – Tracked Changes

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 resident of the Pierce County Library System shall be eligible for membership.~~

Section 2. Term: ~~Terms are five (5) years. No one shall be appointed for more than two (2) consecutive full terms. 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 ~~for appointment by the Pierce County Council.~~

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

Commented [GC1]: An AG's opinion has confirmed that there is no residency requirement in State law (AGLO 1973 No. 67) and the same reasoning should also confirm that there is no age limitation.

Commented [GC2]: Staff developing formalized materials to document historical process in partnership with Pierce County Executive and Council. Procedures don't need to be included in bylaws.

Commented [GC3]: According to the AG's office, a Trustee who fills an unexpired term is not serving a "term" as defined in RCW 27.12.190, and therefore is eligible to be appointed to serve 2 more full consecutive 5-year terms.

Board Policy



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 [GC4]: Recommend adding liaisons for single trustee participation (e.g. Strategic Planning or building project)

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 shall ensure that a true and accurate record is maintained of all meetings of the Board.

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. Participation in Board Meetings; Absences: Trustees are expected to participate in all Board meetings unless excused. Advance notice to the Executive Director and Board Chair constitutes an excused absence. Trustees may participate by teleconference or videoconference in any meeting of the Board. 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 [GC5]: Moved from section below, amended to reflect updated OPMA, defined excused absence as advance notice.

~~When any~~ If a Trustee ~~fails to attend~~ has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the ~~County Council may be requested by the~~ Board, by a majority vote of

Board Policy



~~the Board,~~ may request the County Council remove and to-replace that member by making a new appointment.

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 [GC6]: Strike this since remote participation is required now for open meetings

Commented [GC7]: Incorporated in above Section 5 Participation in Meetings

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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-roll call 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.~~

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, ~~that~~ are 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 [GC8]: Struck Section 10 public comment per attorney guidance to remain as standalone policy

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ARTICLE VI. ~~The Library~~-Executive 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 Executive Director: During a short-term absence, the Executive 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 Executive Director.

ARTICLE VII. Committees

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

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 Board. It is the governing principle upon which the Executive 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 [GC9]: 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

Board Policy



Revision Draft - Clean

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Section 6. Removal: A Trustee may only be removed for just cause by the Pierce County Council. The Board may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of these Bylaws or any PCLS policy.

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Board Policy



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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.

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 their designate shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

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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.

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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. Participation in Board Meetings; Absences: Trustees are expected to participate in all Board meetings unless excused. Advance notice to the Executive Director and Board Chair constitutes an excused absence. Trustees may participate by teleconference or videoconference in any meeting of the Board. 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.

If a Trustee has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the Board, by majority vote, may request the County Council remove and replace that member by making a new appointment.

Section 6. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions

Board Policy



and seconds to motions shall be made orally and decided by roll call 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.

Section 7. 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 8. Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes that are 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.

ARTICLE VI. The Executive Director

Section 1. Appointment: The Board shall select and employ a competent and qualified 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 Executive Director: During a short-term absence, the Executive 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 Executive Director.

ARTICLE VII. Committees

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

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 Board. It is the governing principle upon which the Executive Director and staff develop specific procedures and regulations for the operation of the Library. Additional administrative guidelines, procedures, and rules will be established under the authority of the Executive Director or designee and shall be consistent with Board policies.

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

New Business

MEMO



Date: July 25, 2023

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

From: Connie Behe, Deputy Director of Public Services

Subject: Library Rules of Conduct Policy Revision Discussion

At the July meeting, we shared the list of current Library access-related policies to be reviewed and updated by the Board.

The overall recommendation is for the following four policies to be consolidated into the Library Rules of Conduct policy in order to simplify and provide clarity.

The Library Rules of Conduct policy includes recommended updates intended to reduce the occurrence of unintended bias and disparate impact on unhoused and historically marginalized populations. The language was modified to reinforce that the policy focuses on behavior and conduct in the library and helping visitors understand how to be successful in library spaces (in and out of the building).

Board Policy Name	Policy Requirement	Recommended Action
Library Rules of Conduct	Mandatory	Revise. Include critical elements from Exclusion and Rules and Regulations policies.
Exclusion from Library Services (effective 1/1/20)	Mandatory	Sunset as individual policy. Incorporate critical elements into the Library Rules of Conduct Policy.
Rules and Regulations for Use of Library Facility 2.4	Mandatory	Sunset as individual policy. Incorporate critical elements into the Library Rules of Conduct Policy.
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.

The remainder of the access-related policies will be brought to the Board for discussion at the September meeting.

Board Policy



Revision w/Tracked changes

Library Rules of Conduct

Policy Statement

The Pierce County Library System ~~creates~~ strives to provide inclusive, welcoming, and respectful spaces and ~~experiences for~~ experiences for all community members. The Library ~~encourages~~ supports activities and ~~usage~~ that are safe, and ~~non-discriminatory,~~ and allows for ~~supports~~ the varied ways users' choose to engage with the Library. ~~Specific behaviors are required to~~ required to maintain this positive and beneficial environment.

Purpose

~~Libraries are public places designed to serve people of all ages with a wide range of interests, this~~ This policy defines expectations for behavior ~~To establish the Library's expectations that ensure a safe, welcoming, and respectful environment for the public, staff, and volunteers through all service locations (e.g., in-person, by phone, mobile services, and online) so that library services can be the greatest benefit to the greatest number of people.~~ To establish requirements for Library users conduct and to provide direction to staff regarding disruptive user behavior at all service locations.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than seven (7) consecutive days.

~~Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff.~~

Policy

~~Adherence to the Library Rules of Conduct is necessary so that all people can experience the Library as an enjoyable space. Staff applies these rules~~ the Rules of Conduct in a fair, ~~respectful~~ equitable and consistent manner for the benefit ~~of~~ of all. ~~Any behavior that unreasonably interferes with others' use and enjoyment of the Library may result in actions outlined in the Exclusion from Library Services policy.~~

~~Each Library user is responsible for their safety, the safety of children and dependents in their care, and the security of their personal belongings. PCLS is not responsible for users own reckless, negligent, criminal, or intentional acts, or the reckless, negligent, criminal, or intentional acts of other library users.~~

~~All u, regardless of age, It applies everywhere the library provides service: on library property, in the community, and by phone or email. Each person using the Library user is responsible for their safety, the safety of children in their care, and the security of their personal belongings. The Pierce County~~

Board Policy



~~Library System is not responsible for the safety of the users against their own acts or the acts of other library users. All patrons visitors are expected to:~~

- ~~Be safe~~
- ~~Be respectful of staff and other patrons visitors~~
- ~~Be respectful of Library property~~
- ~~Comply with staff direction~~
- ~~Obeys the law~~

~~will be asked to adapt their behavior to comply. If a user fails to do so, appropriate action will be taken, up to and including permanent expulsion from PCLS facilities. Illegal activity will be referred to appropriate law enforcement agencies.~~

~~Each Library user is responsible for their own safety, the safety of children and dependents in their care, and the security of their personal belongings. PCLS The Library is not responsible for users' own reckless, negligent, intentional, or criminal, or intentional acts, or the actions of others' the reckless, negligent, criminal, or intentional acts of other library users.~~

~~Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established PCLS Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.~~

~~Examples of The following observable behaviors are not allowed unacceptable behavior include (but is not limited to):~~

<p>1. UNSAFE or DISRUPTIVE</p> <p>Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</p>	<p>Examples (including but not limited to):</p> <ul style="list-style-type: none">• Behavior likely to cause personal injury• Interfering with the free passage of staff or others• Use of hostile or aggressive language or gestures• Loud talking or disruptive physical behavior• Using of electronic or communication devices in a manner that is disruptive• Consuming foods or beverages in a manner that is disruptive• Wearing insufficient clothing, including shoes-• Bodily hygiene or scent so strong as to constitute a nuisance• Sales and or solicitation
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Commented [MM1]: Summary and merge of exclusions from "Exclusions from the Library" policy that will be sunset. Also merged from "Rules and regulations for use of Library" policy

Commented [MM2]: Created four (4) more broad rules to include the majority of the behaviors listed in the previous policy. This more broad policy will allow ease for staff to determine if a behavior is in violation. The four rules:

1. Unsafe or disruptive behavior is not allowed
2. Inappropriate use of property, equipment, privileges is not allowed
3. Illegal behavior is not allowed
4. Failure to listen to direction of staff is not allowed.

Board Policy



	<ul style="list-style-type: none"> • <u>Bringing animals other than service animals into the Library</u> • <u>Leaving personal property unattended or with staff</u>
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY <u>Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</u></p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Activities inconsistent with normal library uses • <u>Actions that may result in damage to Library property or the property of others</u> • Using another person's library card to log on to a public computer or to print <u>Smoking on library property</u>
<p>3. ILLEGAL <u>Any observable behavior that is prohibited by law</u></p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • <u>Threatening or harassing behavior towards staff or others</u> • <u>Assaulting staff or others</u> • <u>Sexual misconduct or harassment</u> • <u>Selling or using drugs</u> • <u>Consuming alcohol or possessing an open container of liquor</u> • <u>Theft of library materials or items belonging to staff or others</u> • <u>Use of any library property; including computers and wifi to conduct illegal activities</u> • <u>Viewing or printing child pornography</u> • Smoking in the library or within 25 feet of the library
<p>4. NONCOMPLIANCE WITH STAFF <u>Ignoring requests or disobeying the direction of a Library staff member</u></p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • When asked <u>Failing to stop a prohibited behavior, failing when asked to do so</u> • When <u>Failing to leave when requested to leave for violations of the Code Rules of Conduct or any PCLS Library policy</u>

- ~~Unsafe or Disruptive Behavior:~~
- ~~Interfering with others' use of the Library~~
- ~~Smoking or vaping on library grounds~~
- ~~Bringing animals inside PCLS buildings, with the exception of service animals (as defined by the Americans with Disabilities Act) or animals used as part of Library programs~~
- ~~Leaving children or vulnerable persons in need of continuous supervision unattended or interfering the library staff.~~
- ~~Harassing or threatening behavior~~

Board Policy



The following behaviors and activities are defined as unacceptable and will not be permitted:

- ~~Disruptive behavior, such as creating loud noises, loud talking, or screaming.~~
- ~~Participating in unsafe activities and behaving in manners that are unsafe.~~
- ~~Failure to be fully clothed, including shoes.~~
- ~~Bodily hygiene that unreasonably interferes with others' use and enjoyment of the Library.~~
- ~~Using library facilities and grounds for purposes other than those intended by the Library (e.g., bathing, camping, washing).~~
- ~~Neglecting to provide necessary supervision to children.~~
- ~~Verbally intimidating or using discriminatory language to other customers, staff, and volunteers.~~
- ~~Smoking or vaping on library grounds.~~
- ~~Soliciting (e.g., sales, canvassing) and panhandling.~~
- ~~Possessing animals other than service animals on library grounds.~~
- ~~Consuming food or beverages in areas not authorized by the Library.~~
- ~~Sleeping or appearing to be sleeping in the Library, having feet on furniture, or blocking aisles, exits, or entrances.~~
- ~~Engaging in any activity in violation of a library policy.~~
- ~~Gambling.~~
- ~~Using audible devices without headphones or in a manner that disturbs others.~~
- ~~Littering.~~

Enforcement

~~Bans are generally issued after staff have described the appropriate behaviors needed to continue using the Library.~~

~~Criminal trespasses will be issued by PCLS staff and law enforcement. A ban may be issued simultaneously with a criminal trespass. Criminal behaviors will result in arrest and possible prosecution. Trespasses may be issued immediately if the behavior is unsafe or harassing in nature.~~

~~Permanent trespasses are issued by the Deputy Director after a review of all incident documentation that identifies the behavior and activities demonstrated by the person are prohibited and illegal.~~

Definitions:

~~Disruptive Behavior: Any action or inaction by a user which unduly interferes with library operations or the public use library services.~~

Appeal Process

~~Individuals who have received a ban or criminal trespass for any length of time beyond seven (7) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address with which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal.~~

Commented [MM3]: Changing this to be "Consuming food in a way that is disruptive" is not allowed. To mean messy or smelly, generally. This also provides a more equitable space for those that may not have access to cool/warm places to be and eat.

Commented [MM4]: Remove sleeping as a prohibited behavior/activity. This rule unintentionally targets marginalized populations. To be more equitable and open for all individuals we will only address behavior. So if they are sleeping in a way that is disruptive for example: taking up more than one space, having their belonging spread out, snoring loudly.

Board Policy



When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

~~When necessary, Library staff are authorized by the Library Board of Trustees to require exclude any user, one who violates the Rules of Conduct, from its facilities to leave the library premises. If that person continues to violate these rules or if that person is engaged in criminal or hazardous behavior on library premises, the Board authorizes library staff to deny permission for that person to enter its facilities for a specified period of time, as authorized under RCW 27.12.290.~~

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Commented [MM5]: Merged from "Exclusion from the Library" policy

Commented [MM6]: Merged from "Exclusion from Library" policy

Board Policy



- ~~• Failing to comply with a reasonable staff request to cease behavior that interferes with the effective functioning of the Library.~~

The following behaviors and activities are prohibited:

- ~~• Behavior that is prohibited by law.~~
- ~~• Carrying weapons in violation of state or federal law or leaving a weapon unattended.~~
- ~~• Displaying weapons in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.~~
- ~~• Exhibiting sexual misconduct, including obscene acts.~~
- ~~• Inappropriately using library property in library facilities and on library grounds, including technology and other equipment.~~
- ~~• Trespassing in non-public areas of the Library.~~
- ~~• Fighting or assault.~~
- ~~• Threatening other people using the Library, staff, or volunteers verbally, physically, or in writing.~~
- ~~• Selling, using, or possessing illegal controlled substances or alcohol in library facilities and on library grounds.~~
- ~~• Being under the influence of alcohol or controlled substances.~~
- ~~• Damaging or stealing library equipment.~~
- ~~• Refusing to leave the Library after being issued a trespass or returning within a trespass period.~~

~~Each person using the Library is responsible for their safety, the safety of children in their care, and the security of their personal belongings. The Pierce County Library System is not responsible for the safety of the users against their own acts or the acts of other library users.~~

Adopted by the Pierce County Rural Library District Board of Trustees, April 11, 2007. Revised November 10, 2010, October 9, 2019, ~~XXXX, XX, 2023.~~

Board Policy



Revision w/Tracked changes - Clean

Library Rules of Conduct

Policy Statement

The Pierce County Library System strives to provide inclusive, welcoming, and respectful spaces and experiences for all community members. The Library encourages activities that are safe, and non-discriminatory, and allow for the varied ways users' choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

This policy defines expectations for behavior for Library users.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than seven (7) consecutive days.

Policy

Staff applies the Rules of Conduct in a fair, equitable and consistent manner for the benefit of all.

All visitors are expected to:

- Be safe
- Be respectful of staff and other visitors
- Be respectful of Library property
- Comply with staff direction
- Obey the law

Each Library user is responsible for their own safety, the safety of children or dependents in their care, and the security of their personal belongings. The Library is not responsible for users' reckless, negligent, intentional, or criminal acts, or the actions of others.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.

The following behaviors are not allowed:

<p>1. UNSAFE or DISRUPTIVE Any activity that unreasonably interferes with others' use and enjoyment of the</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none">• Behavior likely to cause personal injury• Interfering with the free passage of staff or others
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Board Policy



<p>Library or with the functioning of Library staff</p>	<ul style="list-style-type: none"> • Use of hostile or aggressive language or gestures • Loud talking or disruptive physical behavior • Use of electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing, including shoes • Bodily scent so strong as to constitute a nuisance • Sales or solicitation • Bringing animals other than service animals into the Library • Leaving personal property unattended or with staff
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Actions that may result in damage to Library property or the property of others • Smoking on library property
<p>3. ILLEGAL Any behavior that is prohibited by law</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening or harassing behavior towards staff or others • Assaulting staff or others • Sexual misconduct or harassment • Selling or using drugs • Consuming alcohol or possessing an open container of liquor • Theft of library materials or items belonging to staff or others • Use of any library property; including, computers and wifi to conduct illegal activities • Viewing or printing child pornography
<p>4. NONCOMPLIANCE WITH STAFF Ignoring requests or disobeying the direction of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to stop a prohibited behavior, when asked to do so • Failing to leave when requested for violations of the Rules of Conduct or any Library policy

Board Policy



Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond seven (7) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address with which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal.

When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

Library staff are authorized by the Library Board of Trustees to exclude any user, who violates the Rules of Conduct, from its facilities for a specified period of time, as authorized under RCW 27.12.290.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Pierce County Rural Library District Board of Trustees, April 11, 2007. Revised November 10, 2010, October 9, 2019. XXXX, XX, 2023

Executive Session

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

(Board Chair states time Executive Session will end)

Officers Reports

MEMO



Date: July 21, 2023

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

From: Mary Getchell, Marketing and Communications Director

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

The Pierce County Library System’s second quarter marketing and communications activities continue to show excellent performance to inform and engage individuals, driving their use and support for the Library System’s services, by exceeding nearly all evaluation measures:

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

For news media, the Library System achieved 65 news articles and 30 media mentions/calendar placements. The most extensive news coverage focused on the Board of Trustees passing a resolution to remove fines, progress on the Lakewood Pierce County Library, Read with a Princess events, and Library Card Design Contest, which included coverage on KING-TV.

As part of the marketing and communications focus on the e-books and online audiobooks, magazines, and videos services in the second quarter, the Library invested in advertising on buses and digital display ads on targeted websites. In addition, through the Library System’s partnership with Pierce Transit, ads for this service appeared on bus shelters throughout the county, at no cost.

This quarter, humor continued to bring smiles and laughs for reach and engagement with Facebook social media marketing, with 1,354 reactions (responding to a post with likes, loves, laughs) to a post with solid advice from American novelist Rebecca Makkai’s 6th grade son. Don’t read books with a dog on the cover...” because the dog definitely dies.” In addition, the highest reach of the quarter post, reaching 13,862 people, resulted in 300 reactions with a message about voting for the Library Card Contest finalist designs.

During the second quarter, the Library System issued three e-newsletters to its main distribution list with an average of 63,000 active subscribers. The Library’s open rate exceeded the industry standard in all e-newsletters, with the open rate exceeding the industry standard by nearly 2.5 times. Overall, the open rate averaged 62.03%, significantly exceeding the industry average of 25.17%.

In the second quarter, 98.08% of internal customers said they were “very satisfied” with the Marketing and Communications Department’s service.

PIERCE COUNTY LIBRARY SYSTEM

2023 Marketing and Communications Plan

SECOND QUARTER RESULTS, April-June 2023

Overall Evaluation Measures

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

News Media Stories

- Goal: Maintain or exceed 2022 news coverage.
- Quarter Two (Q2) 2022: 88 news articles and 46 media mentions/calendar placements.
- Quarter Two (Q2) 2023: 65 news articles and 30 media mentions/calendar placements.

Paid/Sponsorship Advertising

E-books and online audiobooks, magazines, and videos marketing and communications focus (April-June 2023)

- 11 bus ads (7 paid and 4 in-kind/bonus), yielding estimated impressions (number of times ads appeared): 2.9 million.
- 15 bus shelter ads, yielding: 364,000 impressions. All in-kind through partnership with Pierce Transit.
- Digital display advertising on targeted websites:
 - Impressions: 600,000 guaranteed; 1,024,576 realized.
 - Clicks/conversions: 421
 - **CTR: .09%, exceeding industry standards by more than two times the industry standard of .04%.**

E-newsletter

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
- 3 e-newsletters to an average of 63,000 active subscribers.
- Average number of e-newsletters opened: 38,768; 62.03% open rate.
- **Open rate exceeded industry standard by nearly 2.5 times.**

Social Media Marketing

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

Facebook

- Q2 2023: 70 posts, with a reach of more than 303,000 people (4,334 average reach per post), and

nearly 46,000 engagements including CTR (656.6 average per post).

- Q2 2022: 7.1% reach.
- Q3 2023: 11% reach.
- **Reach exceeded industry standard of 5.2% by more than two times the standard.**

Twitter

- Q2 2022: 2.89% engagement rate.
- Q2 2023: 2.4% engagement rate.
- **Exceeded industry standard by nearly 39 times.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q2 Exceeded goal with 98.08% Very Satisfied.**

Sample News Articles

The News Tribune

Pierce County libraries waived late fees during the pandemic. Here's where that stands.
BY BECCA MOST APRIL 06, 2023

<https://www.thenewstribune.com/news/local/article273999770.html#storylink=cpy>

The Pierce County Library System Board of Trustees will be considering eliminating fines on overdue books and updating the community about a new library in Lakewood at its next meeting.

On April 12 library administrators will share the results of a study that was conducted to stop charging fines on overdue books, movies and other materials. Since 2020 the library system hasn't fined people for not returning materials past the due date. The library stopped charging fines during the pandemic to reduce economic burdens on residents.

The study "concluded eliminating fines at this time is warranted and will continue to remove barriers to using and enjoying library services by all people, especially for individuals in asset-limited households," according to a library board news release.

At the March Board of Trustees meeting, trustees approved a bid award for Modern Building Systems to construct an interim library in Lakewood, according to the release. At the April board meeting, library administrators will give an update on the interim library and discuss the results of an in-depth study on public opinion about the county's library system.

The meeting will be held in person at the Library's Administrative Center at 3005 112th St E, Tacoma WA 98446. The meeting will also be streamed virtually.



The News Tribune

Lakewood's library is slated for demolition. Construction of an interim library is underway

BY BECCA MOST APRIL 13, 2023

<https://www.thenewstribune.com/news/article274240415.html#storylink=cpy>

The Lakewood Library building at 630 Wildaire Road SW is set to be demolished after it was declared “surplus” to the needs of the Pierce County Library District by the library board on Wednesday. The site will be cleared for future building opportunities.

The 59-year-old building closed its doors in June after inspections found its dilapidated state would need about \$22 million in repairs and replacements to bring it up to code. Appraisers say the current value of the property is \$1.5 million. The Lakewood site, before its closure, was one of the system's most used, with nearly a quarter of a million people visiting the library annually before the pandemic. Plans for an interim Lakewood library site a half mile north are underway on the corner of Gravelly Lake Drive Southwest and Alfaretta Street Southwest.

The library system plans to lease the land “and own the building, which is estimated to cost approximately \$4 million,” according to an October news release. The interim library is expected to be between 7,000 and 10,000 square feet and will offer a full range of services, including book browsing and check outs, Wi-Fi and computer access, classes and events for all ages, and spaces to read and study. More information about interim services and pop-up locations serving Lakewood in the meantime can be found at lakewoodlib.pcls.us.

In a memo to members of the Board of Trustees on April 3, Pierce County Library Systems executive director Gretchen Caserotti said staff are almost finished completing the building contract for the interim library. Architects are finalizing the design and civil engineers are working with staff on performing soil studies and finalizing the landscape design, she said. Once those details are complete,

Caserotti said, she would be able to share the final contract, costs and project schedule with the board and public. Construction will begin pending final approvals, she said “There are still some unknowns – approvals review time, supply chain issues, material delays, unforeseen site conditions, but we will keep pushing forward as quickly as possible,” Caserotti wrote.

NEXT STEPS FOR THE NEW LAKEWOOD LIBRARY

Library staff are investigating whether the new permanent library can be rebuilt on the same site or a similar site nearby, Caserotti said in the meeting. County architects determined the 1.67-acre site on Wildaire Road owned by the Pierce County Library Systems could accommodate a 20,000- to 24,000-square-foot single-story building, according to the agenda packet. Staff will continue to study, explore and understand the needs of the community “that will ultimately shape the final direction for a downtown library,” Caserotti wrote in another memo to the Board of Trustees on April 3, including the size, cost, type of library branch and programming offered.

HIGHLIGHTS OF A 2023 LIBRARY SURVEY

To learn more about how much residents use and value the Pierce County Library System, the library system conducted a multi-modal mail-to-online and telephone survey from mid-January through February 2023 and based results on 500 weighted responses from adults.

Two-thirds of system-wide residents reported they were satisfied with Pierce County libraries overall. Sixty percent said they had a library card and half said they engaged with libraries in person or online in the past 12 months. Most residents support increased library resources and access, and generally believe the library spends tax money wisely, but remain highly sensitive to raising taxes right now. Respondents were generally split on whether the library should cut services or increase revenue.



Macaroni Kid

Library Card Design Contest: Design the newest Pierce County Library cards!

By Pierce County Library April 14, 2023

<https://gigharbor.macaronikid.com/articles/643a212aa708ef56e7ca9886/library-card-design-contest>

Kids and Teens: Design the newest Pierce County Library System cards! Design the next Pierce County Library card that you, your friends and people throughout the county will use.

Entries accepted: April 1-30, 2023

Download an entry form.

Guidelines

- Anyone (ages 5-18) living or attending school in Pierce County is eligible to enter this FREE contest.
- One entry per person.
- One winner from each age category: ages 5-11 and 12-18.

- How to enter your artwork:

Submit below.

Take to any Pierce County Library.

Mail to: Library Card Design Contest, Pierce County Library System

Attn: Communications Dept.

3005 112th St. E., Tacoma, WA 98446-2215.

- Artwork must be in color, original and not published elsewhere.
- Submitted artwork becomes property of the Pierce County Library.
- Professional artists will review entries and select finalists. The public will select two winners via an online vote.
- Library staff may modify winning artwork to meet production requirements.
- Artist's name will appear on the back of printed cards. Do not include your name in your artwork.
- Winners' names may appear in news media, social media, on the library's website and other communications.

Submit your artwork in portrait or landscape orientation up to 7" x 11." Use these dimensions for the best quality. Artwork will be trimmed approximately 1/8" on each side for printing purposes and reduced to actual card size of 2 1/8" x 3 3/8".

All together now for Summer Reading at the Pierce County Library System

The Suburban Times

Pierce County Library System · June 3, 2023

<https://thesubtimes.com/2023/06/03/all-together-now-for-summer-reading-at-the-pierce-county-library-system/>

Gather the family and head to the Pierce County Library System for the Summer Reading Program now through Aug. 31, 2023. Join reading challenges with activities, events, prizes and more. This fun, free program is a great way to foster a love of reading for the entire family.

"During the summer, the library provides activities to keep kids busy and help them keep their reading skills sharp for their return to school in the fall," said Pierce County Library Executive Director Gretchen Caserotti. "Participating in the Summer Reading Program as a family is a great way to enjoy the summer together and support students for year-round success."

Reading helps kids retain what they've learned this school year and prepares them to achieve in the coming school year. The Pierce County Library's Summer Reading Program challenges students of all ages to read every day and earn prizes such as passes to Point Defiance Zoo & Aquarium or Northwest Trek and books they can keep, thanks to the Pierce County Library Foundation.

The Summer Reading Program also offers events for the whole family. Some events include:

Earth's Rot Recyclers

Meet recyclers who specialize in rot! Learn about decomposers and meet live worms in a composting bin. For families with kids ages 3-10.

- Tuesday, June 27, 2 p.m.-3 p.m., Tillicum Pierce County Library, 14916 Washington Ave. S.W., Lakewood
- Wednesday, June 28, 1 p.m.-2 p.m. Steilacoom Pierce County Library, 2950 Steilacoom Blvd.
- Tuesday, July 25, 2 p.m.-2:45 p.m., DuPont Pierce County Library, 1540 Wilmington Drive
- Wednesday, Aug. 16, 11 a.m.-11:45 a.m., Springbrook Park, 12601 Addison St SW, Lakewood

Science Heroes-Saving the Earth Together

Enjoy an action-packed story where unlikely heroes work together to save the planet from a super polluter. For ages 3-10.

- Wednesday, July 19, 1 p.m.-2 p.m., Steilacoom Pierce County Library, 2950 Steilacoom Blvd.
- Wednesday, Aug. 2, 4 p.m.-5 p.m., Summit Pierce County Library, 5107 112th St. E., Tacoma

Animal Astronauts

Join the Museum of Flight to learn about animal astronauts that have gone to space. Make an Apollo capsule and parachute to safely bring the animal astronaut back to Earth. Ages 5-10.

- Saturday, July 8, 1:30 p.m.-2:30 p.m., DuPont Pierce County Library, 1540 Wilmington Drive

Introduction to the Ukulele

Bring a soprano, concert or tenor sized ukulele, or use one available at the library in this workshop. For teens ages 13-18 and adults.

- Wednesday, July 19, 12:30 p.m.-1:30 p.m., Anderson Island Pierce County Library, 11319 Yoman Road and 1 p.m.-2:15 p.m., South Hill Pierce County Library, 15420 Meridian E.
- Sunday, Aug. 6, 1 p.m.-2:15 p.m., Parkland/Spanaway Pierce County Library, 13718 Pacific Ave. S., Tacoma

It's Never Too Late to Begin Again-Creativity for Older Adults

It's never too late to explore or rediscover creativity. Learn easy and useful tools to enhance creativity and in turn, enrich one's life. For adults.

- Tuesday, June 27, 10 a.m.-11:30 a.m., Lakewood City Hall-Council Chambers, 6000 Main St SW, Lakewood, WA 98499

Find more events on the Library’s online calendar at mypcls.org/calendar. Additionally, the Library will make stops in local communities to bring library services, activities and free books to families.

Pick up a reading log for each member of the family at any Pierce County Library. Adult and teen reading logs include bingo while elementary school students’ reading logs come with a full activity book. Families may also pick up take-and-make activities such as summer journals and sun catchers.

The Pierce County Library Foundation sponsors the Summer Reading Program., with support from Point Defiance Zoo & Aquarium, Northwest Trek, D.V. and Ida J. McEachern Charitable Trust and the Florence B. Kilworth Foundation.

Find booklists and learn more about the Summer Reading program at summerreading.pcls.us.

Top Social Media Posts

FACEBOOK

April

The screenshot shows a Facebook post from the user Rebecca Makkai (@rebeccamakkai). The post text reads: "Helpful literary criticism from my 6th grader: 'If there's a dog on the cover and the book has won an award, I won't read it, because the dog definitely dies.'" The post includes a profile picture of Rebecca Makkai, a verified badge, and a link to a catalog page. At the bottom, it shows 1.1K reactions, 30 comments, and 128 shares. A "Boost again" button is visible.

How is my content performing?

Facebook post reach ⓘ

13,505

Reach breakdown by paid and organic



What's affecting my content reach? ⓘ

The more interactions your content receives, the higher in Feed it may appear.

Paid and organic interactions

Facebook post comments ⓘ

59

Facebook post shares ⓘ

130


Facebook post reactions ⓘ

1,354

May (boosted \$50)

Pierce County Library
Published by Hootsuite · May 16 ·

Voting is now open for the Library Card Design Contest! Over 560 talented students submitted artwork for the next Pierce County Library Card. Now it's up to you to vote for your favorite. Vote between now and Wednesday, May 31.
<https://www.surveymonkey.com/r/LCDC2023>



Pierce County Library
Pierce County Library System's 19 locations bring people together, enrich lives a...

No insights to show

266 18 comments 14 shares

How is my post performing?

Facebook post reach ⓘ

13,862

Reach breakdown by paid and organic



What's affecting my post reach? ⓘ

The more interactions your post receives, the higher in Feed it may appear.

Paid and organic interactions

Link clicks ⓘ	Facebook post comments ⓘ	Facebook post shares ⓘ	Facebook post reactions ⓘ
934	29	15	300

June (boosted \$50)



How is my post performing?

Facebook post reach ⓘ

10,037

Reach breakdown by paid and organic



What's affecting my post reach? ⓘ

The more interactions your post receives, the higher in Feed it may appear.

Paid and organic interactions

Link clicks ⓘ	Facebook post comments ⓘ	Facebook post shares ⓘ	Facebook post reactions ⓘ
149	18	5	1,418

TWITTER

April



Impressions	529
Total engagements	14
Link clicks	6
Likes	3
Retweets	2
Detail expands	2
Profile clicks	1

May

PierceCountyLibrary
@PierceCoLibrary

Did you know the Libby app allows you to edit the font of the e-book you are reading? You can change the spacing, size and style such as a dyslexic font. Learn more at ow.ly/bZvP50OzJxo

net hide its own smell of dust and rotting turnip.
The skull yattered under Michael's fingers again. The scarecrow spun round, gladly, and fell sideways toward it. Michael made one attempt to rescue the skull and then got hastily out of the way. For as the scarecrow fell across the bench, there came the flaring jet of strong magic and the skull melted into the scarecrow's turnip head. It seemed to get inside the turnip and fill it out. There was now a strong suggestion of a rather craggy face on the turnip. The trouble was, it was on the back of the scarecrow. The scarecrow gave a swollen scientific, hopped straight unceremoniously, and then swiftly spun its body round so that the front of it was under the craggy turnip face. Slowly it eased its outstretched arms down to its sides.

"Now I can speak," it said in a somewhat muddy voice.
"I may faint," Fanny announced, on the stairs.
"Nonsense," Mrs. Fairfax said, behind Fanny.
"The thing's only a magician's golem. It has to do what it was sent to do. They're quite harmless."
Lettie, all the same, looked ready to faint. But the only one who did faint was Percival. He flopped to the floor, quite quietly, and lay curled up as if he were asleep. Lettie, in spite of her terror, ran toward him, only to back away as the scarecrow gave another hop and stood itself in front of Percival.
"This is one of the parts I was sent to find," it said in its muddy voice. It swung on its stick until it was facing Sephie. "I must thank you," it said. "My skull was far away and I ran out of

If this font is easier for you to read, you need to try Libby!

Impressions	776
Total engagements	8
Detail expands	5
Retweets	2
Likes	1

June



Impressions	599
Total engagements	10
Likes	8
Replies	1
Link clicks	1

MEMO



Date: July 24, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Quarter Two Marketing Focus: Online Books, Videos and Magazines Results

As part of the Pierce County Library System's 2023 Marketing and Communications plan, the second quarter marketing focus featured online books, videos, and magazines in April and May 2023, with some marketing continuing into June. Following are the results from the focused marketing effort, which overall showed a surge of use, especially with video streaming.

Staff from Collection Management, Communications, and Customer Experience departments elected to conduct focused marketing attention on online e-books, audiobooks, videos, and magazines to build on the fall 2022 two-month marketing effort featuring the Library's digital services. In years past, focused marketing on digital services took place in the fall/winter months. This year the two-month campaign highlighted the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time and get an early start on summer reading.

Early in the campaign, the Library launched its redesigned website with a new website address, mypcls.org. With the help of website redirects, **overall, the campaign was a monumental success, with the result showing a 387% increase in visits to the Library's Kanopy app for video streaming, along with a 43% increase in video plays. There was a 5.4% increase in downloads/checkouts of online e-books, audiobooks, and magazines compared to October and November 2022, when focused marketing was previously done on digital services.**

The campaign exceeded its goal to increase checkouts of online e-books, audiobooks, and magazines by 2%, with **374,839 checkouts** in April and May 2023 (not including video streams), compared to 355,687 checkouts in October and November 2022. The campaign did not meet its goal of growing new online cardholders by 2%, with 2,148 new customers compared to 2,813 in October and November.

The campaign employed a variety of marketing techniques to grow awareness and increase use of services, including owned, earned, and paid marketing channels from flyers and bookmarks, community marketing, email marketing, social media marketing, bus shelter partnership advertising, and digital advertising. Themes included reducing stress, saving time, and finding joy.

Impacts and results

- **Kanopy app visits: 387% increase with 7,145** in April and May 2023 compared to **1,468** in October and November 2022.

- **Online video plays: 43% increase** with 1,025 in April and May 2023 compared to 719 in October and November 2022.
- **New online e-book, audiobook, and magazine cardholders: 9.3% decrease** in digital cardholders, with 2,148 new customers in April and May 2023, and 2,813 new customers in October and November 2022.
- **Downloads/checkouts of online e-books, audiobooks, and magazines: 5.4% increase** in checkouts with 374,839 in April and May 2023 and 355,687 in October and November 2022.
- **Webpage views: 101.5% increase** with 11,234 page views in April and May 2023 compared to 5,576 views in October and November 2022.
- **Digital advertising: 1,024,576 impressions with 421 click conversions** during April and May. Click through rate (CTR) of .09% was more than double the industry standard of .04%.
- **Email marketing engagement: 62,997 average of monthly recipients**, with a **61.05% open rate, exceeding industry standard** of 25.17% and a CTR of **2.2%**, which was just below the industry standard of 2.79%.
- **Community marketing engagement: 400 flyers** distributed to **55 locations**.
- **Bus ads: 2.9 million estimated impressions** with **11 ads**.
- **Bus shelter ads: 364,000 estimated impressions** with **15 ads**.
- **Facebook and Instagram:**
 - **Total reach for posts 7,336** and total engagement 391, and an **engagement rate of 5.33%**, exceeding the industry standard of 5.2%.
 - **Total reach for ads 84,049** and total engagement 3,836, and an engagement rate of **4.56%**.

LOTTERY

Several Washington lottery prizes unclaimed, with some set to expire soon

BY KARLEE VAN DE VENTER AND
JARED GENDRON
kvandeventer@cityherald.com
jgendron@thenews Tribune.com

A lottery player who bought their ticket in Thurston County's Rochester on Saturday still has an \$8.6 million winning ticket to claim, but other Washington Lottery players should check their tickets, too. That's because there are a dozen additional unclaimed winning tickets, with large prizes ranging from \$500,000 to \$1 million, according to Washington's Lottery. The winning Rochester ticket can

47.

UNCLAIMED WA LOTTERY WINNERS

There are a dozen other winners in Washington state that have yet to come forward for their prize. Here are current unclaimed winning ticket numbers, where they were purchased and when their redemption will expire:

\$8.6 million Lotto ticket —11-18-20-27-39-47

Where: Rochester
Drawing date: April 29, 2023
Expires Oct. 26, 2023



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