

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
September 13, 2023 | 3:30 p.m.

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

Optional virtual attendance available via:

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

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

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecounitylibrary.org by 2:00 p.m. on September 13. 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 August 9, 2023, Regular Meeting
2. Approval of August Payroll, Benefits, and Vouchers
3. Resolution 2023-13: To Declare Furnishings and Equipment Surplus to Public Service Needs

Board Development

1. Open Public Meetings Act Training, Assistant Attorney General Morgan Damerow

Unfinished Business

1. Sumner Library Capital Facilities Area (LCFA) Ballot Measure and New Library Next Steps
2. Downtown and Interim Lakewood Libraries Update
 - a. Interim Lakewood Library Furniture Purchase Order **[ACTION]**
 - b. Interim Lakewood Library Shelving System Purchase Order **[ACTION]**
 - c. Interim Lakewood Library Site Development Purchase Order **[ACTION]**
3. Facilities Condition Assessment Architect Purchase Order **[ACTION]**
4. Policy Review
 - a. Board Bylaws Revision (2nd Reading) **[ACTION]**
 - b. Library Rules of Conduct (1st Reading)
 - c. Ethics and Conflict of Interest Discussion
 - d. Public Comment Discussion
 - e. Library Access-Related Policies Discussion (Unattended Persons, Meeting Rooms, Community Exhibits)

New Business

1. Strategic Planning Process
2. Approval of Revised Foundation Agreement **[ACTION]**

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 15 minutes.

New Business (cont.)

3. 2024 Executive Director Salary Agreement **[ACTON]**

AGENDA

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

1. Board Policies Progress Update
2. August 2023 Primary Election Results
3. Staff Demographics Annual Report
4. Fines Update

Executive Director Report

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

Announcements and Potential Future Topics

Adjournment [ACTION]

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 9, 2023**

CALL TO ORDER

Vice-Chair Pat Jenkins called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pam Duncan, Neesha Patel and Abby Sloan. Chair Jamilyn Penn joined the meeting at 3:34 pm. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Lakewood resident Casey Crook provided comments regarding the Lakewood Library.

CONSENT AGENDA

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

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

BOARD DEVELOPMENT

First Amendment in Virtual Spaces Training – Jessica Goldman, Partner, Summit Law Group presented training on applying the First Amendment in government public online and virtual forums. She cited several case laws regarding several government social media accounts and noted that the outcomes depend on the judges' interpretation of the First Amendment.

Ms. Goldman provided guidelines for government entities to consider when managing their social media platforms. Marketing and Community Relations Director Mary Getchell noted the Library is updating its social media policies to align with these guidelines.

Trustees expressed gratitude to Ms. Goldman for the information shared.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported Library administrators continue working on policy updates. The Ethics/Conflict of Interest policy will be presented at the September meeting.

The Foundation was pleased to report that they received an anonymous bequest for \$350,000.

The levy sustainability funds and revenue sources will be reviewed at the September 18, 2023, study session. The Library is examining reallocation of unexpended funds to accommodate capital expenses.

Deputy Director of Public Services Connie Behe reported the Tillicum Party in the Park event achieved significant success, boasting an attendance of over 500 participants. Lakewood staff also attended the Lakewood Summerfest, interacting with over 800 attendees. They continue to have a weekly presence at the Lakewood farmer's market.

UNFINISHED BUSINESS

Sumner Library Capital Facilities Area (LCFA) Ballot Measure— Executive Director Caserotti noted the vote count is currently at 68.5% approved. She extended her appreciation to all stakeholders and citizens for their input and engagement. Certification of the election will be on August 15, 2023. The Library is coordinating with the County and preparing for next steps in the process to engage an architectural firm for the project.

Downtown and Interim Lakewood Libraries Update – Executive Director Caserotti expressed appreciation to Facilities and Capital Projects Director Kristina Cintron and Facilities Project Manager Christina Neville-Neil for maintaining progress to reach the site design approval milestone.

2024 Budget Process – Fiscal Management Policy Approval (2nd Reading) – Business and Compliance Director Cliff Jo noted the policy was unchanged, therefore required no action.

Policy Review – Board Bylaws Revision (1st Reading) – Following a conclusive discussion with the Library's legal counsel, the recommendation concerning Article III Membership is to uphold the existing procedure and collaborate with the County for recruitment, refraining from any attempt to override state laws within the bylaws. Consequently, Article III will remain unaltered to remain consistent with state laws, which do not impose any restrictions on Board membership. Further discussions with the County will be pursued to explore potential updates to the process. The attorney also confirmed a Trustee may be appointed to fill a partial term and would still be eligible to serve up to two full terms thereafter.

Additionally, *Article V Meetings* was updated to include a definition for excused absence as advance notification and three unexcused absences from a regular meeting for recommended removal.

The attorney also strongly encouraged keeping the Public Comment policy as a standalone policy so it will not be incorporated into the Bylaws.

NEW BUSINESS

Policy Review Discussion: Library Rules of Conduct Revision – Deputy Director of Public Services Connie Behe presented recommended revisions to the policy and invited feedback and discussion.

Deputy Director Behe noted the recommended changes will reduce the potential for disparate impact and potential for unconscious bias for the Library's visitors. By focusing on conduct that is disruptive, Library staff can focus on behavior rather than the person. These recommendations are formulated with an equity, diversity, and inclusion (EDI) perspective, while also incorporating trauma-informed best practices. The recommendation is to merge the Exclusion from Library Services, Rules and Regulations for Use of Library Facility and Access policies into the Library Rules of Conduct policy, thereby sunsetting them as individual policies.

Deputy Director Behe noted all recommendations satisfy the Library's obligations as a government agency to create policy that is content and viewpoint neutral while enacting the reasonable time, space and manner restrictions that allow the Library to safely manage its public spaces.

Trustees and staff discussed legal obligations around some subjects such as pornography and firearms. The proposed language in the policy centers on observable behavior which permits staff to respond appropriately, consistently, and fairly when such behavior is disruptive, constitutes inappropriate use of space, poses safety concerns, or is illegal.

EXECUTIVE SESSION

At 4:54 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 10 minutes. Trustee Patel seconded the motion. Motion carried. The session ended at 5:09 pm.

ANNOUNCEMENTS

- The Board Study Session will be held on September 18, 2023, at 9:00 am.
- Assistant Attorney General Morgan Damerow will present Open Public Meetings Act Training at the September 13, 2023, regular meeting.
- Deputy Director of Operations Melinda Chesbro will be retiring from the Library at the end of October.

ADJOURNMENT

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

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

| | <u>Warrant Numbers</u> | <u>Date(s)</u> | <u>Amount</u> |
|--|------------------------|----------------------|-------------------------------|
| Electronic Payments - Payroll & Acct Payable | | 8/7/2023 | \$ 1,024,810.98 |
| Electronic Payments - Payroll & Acct Payable | | 8/21/2023 | \$ 1,023,413.39 |
| Accounts Payable Warrants | 704850 - 704984 | 8/1/2023 - 8/31/2023 | \$ 1,393,733.20 |
| Total: | | | <u>\$ 3,441,957.57</u> |

As of 09.5.2023

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounitylibrary.org
 Comments: 8/07/23 Payroll

Withdrawal Date: 8/7/2023

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total | <i>Trial Check List</i> |
|----------------------|----------------------------------|------------------------|---------------------|--------|---------------|------------------------|-------------------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 81,459.36 | 81,459.36 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 67,714.19 | 67,714.19 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 67,714.19 | 67,714.19 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 642,403.20 | 642,403.20 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 12,587.70 | 12,587.70 |
| PCL_Company | DRS (PERS) EE | 237100 | CC_Library_District | 697-00 | 5100000 | 59,025.31 | 59,025.31 |
| PCL_Company | DRS (PERS) ER | 237100 | CC_Library_District | 697-00 | 5100000 | 84,462.32 | 84,462.32 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 5598.32 | 5598.32 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 2,994.42 | 2,994.42 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | 625.00 | 625.00 |
| 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 (Qtrly) | 237100 | CC_Library_District | 697-00 | 5100000 | 226.97 | 226.97 |
| Total Deposit | | | | | | \$ 1,024,810.98 | 1,024,810.98 |

Certification:

TRUE

Stacy Karabotsos
 Signature (Department Designee)

8/3/2023
 Date

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 8/21/23 Payroll

Withdrawal Date: 8/21/2023

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total | <i>Trial Check List</i> |
|----------------------|----------------------------------|------------------------|---------------------|--------|---------------|------------------------|-------------------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 82,001.21 | 82,001.21 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 67,507.25 | 67,507.25 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 67,507.25 | 67,507.25 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 639,082.52 | 639,082.52 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 13,171.30 | 13,171.30 |
| PCL_Company | DRS (PERS) EE | 237100 | CC_Library_District | 697-00 | 5100000 | 59,225.46 | 59,225.46 |
| PCL_Company | DRS (PERS) ER | 237100 | CC_Library_District | 697-00 | 5100000 | 84,467.33 | 84,467.33 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 5498.32 | 5498.32 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 2,994.42 | 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 | 211.70 | 211.70 |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | 1,746.63 | 1,746.63 |
| PCL_Company | Umqua Bank Analysis Fees (Qtrly) | 237100 | CC_Library_District | 697-00 | 5100000 | - | - |
| Total Deposit | | | | | | \$ 1,023,413.39 | 1,023,413.39 |

Certification:

TRUE

Stacy Karabotsos
 Signature (Department Designee)

8/17/2023
 Date

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|------------|---------------|---------------------------------|-----------|------------|------------|
| 704850 | 08/04/2023 | PRINTED | 341 | BAKER & TAYLOR | 0.00 | 85,071.20 | 08/09/2023 |
| 704851 | 08/04/2023 | PRINTED | 627 | BRAINFUSE INC | 0.00 | 60,100.00 | 08/11/2023 |
| 704852 | 08/04/2023 | PRINTED | 638 | CITY OF BUCKLEY | 0.00 | 817.52 | 08/10/2023 |
| 704853 | 08/04/2023 | PRINTED | 657 | CENGAGE LEARNING INC / GALE | 0.00 | 93.60 | 08/10/2023 |
| 704854 | 08/04/2023 | PRINTED | 998 | CINTAS CORPORATION | 0.00 | 365.91 | 08/18/2023 |
| 704855 | 08/04/2023 | PRINTED | 146 | DAILY JOURNAL OF COMMERCE | 0.00 | 302.40 | 08/11/2023 |
| 704856 | 08/04/2023 | PRINTED | 1001 | DATA QUEST LLC | 0.00 | 140.00 | 08/14/2023 |
| 704857 | 08/04/2023 | PRINTED | 379 | E-RATE EXPERTISE INC | 0.00 | 2,100.00 | 08/29/2023 |
| 704858 | 08/04/2023 | PRINTED | 2499 | FLOHAWKS | 0.00 | 984.73 | 08/11/2023 |
| 704859 | 08/04/2023 | PRINTED | 497 | HUB INTERNATIONAL | 0.00 | 75.00 | 08/10/2023 |
| 704860 | 08/04/2023 | PRINTED | 703 | INGRAM LIBRARY SERVICES | 0.00 | 583.23 | 08/10/2023 |
| 704861 | 08/04/2023 | PRINTED | 710 | IRON MOUNTAIN INC | 0.00 | 510.76 | 08/10/2023 |
| 704862 | 08/04/2023 | PRINTED | 2378 | KANOPY INC | 0.00 | 30,000.00 | 08/11/2023 |
| 704863 | 08/04/2023 | PRINTED | 26 | LINGO | 0.00 | 127.38 | 08/11/2023 |
| 704864 | 08/04/2023 | PRINTED | 41 | MAGNOLIA JOURNAL | 0.00 | 20.00 | 08/23/2023 |
| 704865 | 08/04/2023 | PRINTED | 211 | MIDWEST TAPE LLC | 0.00 | 6,305.83 | 08/11/2023 |
| 704866 | 08/04/2023 | PRINTED | 216 | CITY OF MILTON | 0.00 | 548.91 | 08/08/2023 |
| 704867 | 08/04/2023 | PRINTED | 2674 | MODERN BUILDING SYSTEMS INC | 0.00 | 40,657.53 | 08/08/2023 |
| 704868 | 08/04/2023 | PRINTED | 227 | MOUNTAIN MIST | 0.00 | 36.52 | 08/08/2023 |
| 704869 | 08/04/2023 | PRINTED | 1081 | NASIM LANDSCAPE | 0.00 | 9,517.49 | 08/08/2023 |
| 704870 | 08/04/2023 | PRINTED | 519 | ORBIS CASCADE ALLIANCE | 0.00 | 7,742.50 | 08/10/2023 |
| 704871 | 08/04/2023 | PRINTED | 535 | PAPERROLLS-N-MORE.COM | 0.00 | 1,557.60 | 08/16/2023 |
| 704872 | 08/04/2023 | PRINTED | 552 | PENINSULA LIGHT CO | 0.00 | 450.19 | 08/08/2023 |
| 704873 | 08/04/2023 | PRINTED | 1200 | PIONEER PACKAGING | 0.00 | 478.51 | 08/08/2023 |
| 704874 | 08/04/2023 | PRINTED | 2593 | PLAYAWAY PRODUCTS LLC | 0.00 | 608.91 | 08/14/2023 |
| 704875 | 08/04/2023 | PRINTED | 776 | PUGET SOUND ENERGY | 0.00 | 1,243.40 | 08/09/2023 |
| 704876 | 08/04/2023 | PRINTED | 776 | PUGET SOUND ENERGY | 0.00 | 608.14 | 08/08/2023 |
| 704877 | 08/04/2023 | PRINTED | 61 | RICOH USA INC | 0.00 | 1,279.65 | 08/11/2023 |
| 704878 | 08/04/2023 | PRINTED | 85 | SARCO SUPPLY LLC | 0.00 | 353.75 | 08/08/2023 |
| 704879 | 08/04/2023 | PRINTED | 2097 | SENTINEL PEST CONTROL | 0.00 | 153.72 | 08/15/2023 |
| 704880 | 08/04/2023 | PRINTED | 2555 | SS LANDSCAPING SERVICES INC | 0.00 | 528.35 | 08/08/2023 |
| 704881 | 08/04/2023 | PRINTED | 273 | TOWN OF STEILACOOM | 0.00 | 1,502.86 | 08/09/2023 |
| 704882 | 08/04/2023 | PRINTED | 290 | SURPRISE LAKE SQUARE LLC | 0.00 | 12,402.93 | 08/10/2023 |
| 704883 | 08/04/2023 | PRINTED | 1881 | TILLAMOOK COUNTY LIBRARY | 7.99 | 0.00 | |
| 704884 | 08/04/2023 | PRINTED | 603 | UNIVERSITY PLACE CIVIC BUILDING | 0.00 | 88,888.41 | 08/10/2023 |
| 704885 | 08/08/2023 | PRINTED | 314 | AFSCME AFL-CIO | 0.00 | 13,965.66 | 08/14/2023 |
| 704886 | 08/08/2023 | PRINTED | 335 | AWC EMPLOYEE BENEFIT TRUST | 0.00 | 274,005.24 | 08/15/2023 |
| 704887 | 08/08/2023 | PRINTED | 530 | PACIFICSOURCE ADMINISTRATORS | 0.00 | 2,250.54 | 08/24/2023 |
| 704888 | 08/08/2023 | PRINTED | 562 | PIERCE COUNTY LIBRARY SYSTEM | 0.00 | 482.67 | 08/11/2023 |
| 704889 | 08/11/2023 | PRINTED | 341 | BAKER & TAYLOR | 0.00 | 28,302.01 | 08/18/2023 |
| 704890 | 08/11/2023 | PRINTED | 427 | BLACKSTONE PUBLISHING | 0.00 | 121.62 | 08/18/2023 |
| 704891 | 08/11/2023 | PRINTED | 432 | CITY OF BONNEY LAKE , WA | 0.00 | 327.96 | 08/16/2023 |

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME | UNCLEARED | CLEARED | CLEAR DATE |
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| 704892 | 08/11/2023 | PRINTED | 2238 | BYLINE FINANCIAL GROUP | 0.00 | 454.67 | 08/18/2023 |
| 704893 | 08/11/2023 | PRINTED | 657 | CENGAGE LEARNING INC / GALE | 0.00 | 160.93 | 08/18/2023 |
| 704894 | 08/11/2023 | PRINTED | 669 | CHUCKALS INC | 0.00 | 2,109.74 | 08/15/2023 |
| 704895 | 08/11/2023 | PRINTED | 998 | CINTAS CORPORATION LOC 461 | 0.00 | 365.91 | 08/29/2023 |
| 704896 | 08/11/2023 | PRINTED | 124 | CONSOLIDATED TECHNOLOGY SERVICES | 0.00 | 586.59 | 08/18/2023 |
| 704897 | 08/11/2023 | PRINTED | 2370 | FENCE SPECIALISTS LLC | 0.00 | 1,943.63 | 08/16/2023 |
| 704898 | 08/11/2023 | PRINTED | 2612 | LOUIE FOXX | 0.00 | 425.00 | 08/23/2023 |
| 704899 | 08/11/2023 | PRINTED | 2602 | THE HARMONICA POCKET | 0.00 | 2,400.00 | 08/23/2023 |
| 704900 | 08/11/2023 | PRINTED | 703 | INGRAM LIBRARY SERVICES | 0.00 | 369.08 | 08/18/2023 |
| 704901 | 08/11/2023 | PRINTED | 2300 | KPFF INC | 0.00 | 2,500.00 | 08/17/2023 |
| 704902 | 08/11/2023 | PRINTED | 2338 | LIBRARY IDEAS LLC | 0.00 | 516.96 | 08/25/2023 |
| 704903 | 08/11/2023 | PRINTED | 206 | MICHAEL'S CUSTOM UPHOLSTERY | 8,348.33 | 0.00 | |
| 704904 | 08/11/2023 | PRINTED | 211 | MIDWEST TAPE LLC | 0.00 | 6,030.21 | 08/18/2023 |
| 704905 | 08/11/2023 | PRINTED | 228 | MULTICULTURAL BOOKS & VIDEOS | 0.00 | 504.00 | 08/22/2023 |
| 704906 | 08/11/2023 | PRINTED | 510 | OCLC INC | 0.00 | 54,115.09 | 08/18/2023 |
| 704907 | 08/11/2023 | PRINTED | 520 | CITY OF ORTING | 0.00 | 217.05 | 08/16/2023 |
| 704908 | 08/11/2023 | PRINTED | 532 | PANDORA MEDIA LLC | 0.00 | 2,097.45 | 08/18/2023 |
| 704909 | 08/11/2023 | PRINTED | 540 | PARKLAND LIGHT & WATER | 0.00 | 607.32 | 08/16/2023 |
| 704910 | 08/11/2023 | PRINTED | 1037 | PIERCE COUNTY SEWER | 0.00 | 1,021.99 | 08/18/2023 |
| 704911 | 08/11/2023 | PRINTED | 1200 | PIONEER PACKAGING | 0.00 | 478.94 | 08/16/2023 |
| 704912 | 08/11/2023 | PRINTED | 776 | PUGET SOUND ENERGY | 0.00 | 841.35 | 08/16/2023 |
| 704913 | 08/11/2023 | PRINTED | 882 | JEFFREY SAXON | 0.00 | 1,428.96 | 08/16/2023 |
| 704914 | 08/11/2023 | PRINTED | 2651 | SCJ ALLIANCE | 0.00 | 3,778.37 | 08/15/2023 |
| 704915 | 08/11/2023 | PRINTED | 103 | SEDGWICK CLAIMS MANAGEMENT SERVICE, INC | 0.00 | 2,270.80 | 08/17/2023 |
| 704916 | 08/11/2023 | PRINTED | 2097 | SENTINEL PEST CONTROL | 0.00 | 714.39 | 08/24/2023 |
| 704917 | 08/11/2023 | PRINTED | 2555 | SS LANDSCAPING SERVICES INC | 0.00 | 4,914.86 | 08/16/2023 |
| 704918 | 08/11/2023 | PRINTED | 285 | CITY OF SUMNER | 0.00 | 1,205.80 | 08/15/2023 |
| 704919 | 08/11/2023 | PRINTED | 2568 | TALEWISE LLC | 1,500.00 | 0.00 | |
| 704920 | 08/11/2023 | PRINTED | 894 | LISA TAYLOR | 0.00 | 800.00 | 08/24/2023 |
| 704921 | 08/11/2023 | PRINTED | 1874 | TEREX USA LLC | 0.00 | 633.68 | 08/17/2023 |
| 704922 | 08/11/2023 | PRINTED | 672 | CITY OF UNIVERSITY PLACE | 0.00 | 106.77 | 08/16/2023 |
| 704923 | 08/11/2023 | PRINTED | 605 | US BANK | 0.00 | 286,170.87 | 08/15/2023 |
| 704924 | 08/11/2023 | PRINTED | 618 | WALTER E NELSON CO OF WESTERN WASHINGTON | 0.00 | 1,713.74 | 08/16/2023 |
| 704925 | 08/11/2023 | PRINTED | 2712 | WEATHERLY, CORRINE | 0.00 | 105.50 | 08/18/2023 |
| 704926 | 08/11/2023 | PRINTED | 2015 | WEX BANK | 0.00 | 4,104.60 | 08/17/2023 |
| 704927 | 08/18/2023 | PRINTED | 341 | BAKER & TAYLOR | 0.00 | 30,777.76 | 08/23/2023 |
| 704928 | 08/18/2023 | PRINTED | 354 | BELLEVUE COLLEGE FINANCE N-258 | 0.00 | 56.13 | 08/25/2023 |
| 704929 | 08/18/2023 | PRINTED | 427 | BLACKSTONE PUBLISHING | 0.00 | 148.02 | 08/24/2023 |
| 704930 | 08/18/2023 | PRINTED | 427 | BLACKSTONE PUBLISHING | 0.00 | 121.62 | 08/25/2023 |
| 704931 | 08/18/2023 | PRINTED | 642 | BUILDINGWORK LLC | 0.00 | 2,452.50 | 08/22/2023 |
| 704932 | 08/18/2023 | PRINTED | 998 | CINTAS CORPORATION | 0.00 | 365.91 | 08/30/2023 |
| 704933 | 08/18/2023 | PRINTED | 155 | DELL MARKETING LP | 0.00 | 9,050.76 | 08/28/2023 |

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|------------|---------------|---------------------------------------|-----------|-----------|------------|
| 704934 | 08/18/2023 | PRINTED | 163 | DEPARTMENT OF LABOR & INDUSTRIES | 0.00 | 38.80 | 08/24/2023 |
| 704935 | 08/18/2023 | PRINTED | 2666 | EAGLE ASPHALT SEALCOATING COMPANY LLC | 0.00 | 64,601.39 | 08/22/2023 |
| 704936 | 08/18/2023 | PRINTED | 1048 | GANSANGO DANCE | 0.00 | 3,000.00 | 08/24/2023 |
| 704937 | 08/18/2023 | PRINTED | 2367 | KAYCE HALL | 0.00 | 453.78 | 08/23/2023 |
| 704938 | 08/18/2023 | PRINTED | 482 | HERMANSON COMPANY LLP | 0.00 | 28,201.71 | 08/22/2023 |
| 704939 | 08/18/2023 | PRINTED | 486 | HILLIS CLARK MARTIN & PETERSON | 952.00 | 0.00 | |
| 704940 | 08/18/2023 | PRINTED | 1886 | LAMAR COMPANIES | 1,805.00 | 0.00 | |
| 704941 | 08/18/2023 | PRINTED | 2421 | LOTUS SEATTLE GROUP | 3,000.00 | 0.00 | |
| 704942 | 08/18/2023 | PRINTED | 1081 | NASIM LANDSCAPE | 6,536.54 | 0.00 | |
| 704943 | 08/18/2023 | PRINTED | 241 | MCCLATCHY COMPANY LLC | 2,500.00 | 0.00 | |
| 704944 | 08/18/2023 | PRINTED | 2243 | GEODESIGN INC | 4,572.75 | 0.00 | |
| 704945 | 08/18/2023 | PRINTED | 512 | OETC | 11.33 | 0.00 | |
| 704946 | 08/18/2023 | PRINTED | 531 | PAN ASIAN PUBLICATIONS (USA) INC. | 1,260.00 | 0.00 | |
| 704947 | 08/18/2023 | VOID | 552 | PENINSULA LIGHT CO | 0.00 | 0.00 | |
| 704948 | 08/18/2023 | PRINTED | 560 | PIERCE COUNTY | 138.00 | 0.00 | |
| 704949 | 08/18/2023 | PRINTED | 562 | PIERCE COUNTY LIBRARY SYSTEM | 420.17 | 0.00 | |
| 704950 | 08/18/2023 | PRINTED | 2711 | PINE MOUNTAIN REGIONAL LIBRARY | 45.00 | 0.00 | |
| 704951 | 08/18/2023 | PRINTED | 61 | RICOH USA INC | 2,323.95 | 0.00 | |
| 704952 | 08/18/2023 | PRINTED | 61 | RICOH USA INC | 6,408.33 | 0.00 | |
| 704953 | 08/18/2023 | PRINTED | 883 | KATHRYN MARIE GAVIGAN | 2,275.00 | 0.00 | |
| 704954 | 08/18/2023 | PRINTED | 2097 | SENTINEL PEST CONTROL | 303.66 | 0.00 | |
| 704955 | 08/18/2023 | PRINTED | 886 | SIMPLY MAGIC LLC | 1,500.00 | 0.00 | |
| 704956 | 08/18/2023 | PRINTED | 284 | SUMMIT WATER & SUPPLY CO | 3,051.22 | 0.00 | |
| 704957 | 08/18/2023 | PRINTED | 1874 | TEREX USA LLC | 535.09 | 0.00 | |
| 704958 | 08/18/2023 | PRINTED | 811 | WCP SOLUTIONS | 963.14 | 0.00 | |
| 704959 | 08/18/2023 | PRINTED | 552 | PENINSULA LIGHT CO | 2,476.98 | 0.00 | |
| 704960 | 08/21/2023 | PRINTED | 313 | AFLAC | 3,483.82 | 0.00 | |
| 704961 | 08/21/2023 | PRINTED | 684 | COLONIAL SUPPLEMENTAL INSURANC | 174.00 | 0.00 | |
| 704962 | 08/21/2023 | PRINTED | 530 | PACIFICSOURCE ADMINISTRATORS | 2,250.54 | 0.00 | |
| 704963 | 08/21/2023 | PRINTED | 1810 | PIERCE COUNTY LIBRARY FOUNDATION | 487.67 | 0.00 | |
| 704964 | 08/25/2023 | PRINTED | 642 | BUILDINGWORK LLC | 57,127.25 | 0.00 | |
| 704965 | 08/25/2023 | PRINTED | 657 | CENGAGE LEARNING INC / GALE | 26.27 | 0.00 | |
| 704966 | 08/25/2023 | PRINTED | 998 | CINTAS CORPORATION | 365.91 | 0.00 | |
| 704967 | 08/25/2023 | PRINTED | 146 | DAILY JOURNAL OF COMMERCE | 974.40 | 0.00 | |
| 704968 | 08/25/2023 | PRINTED | 370 | ELITE PROPERTY INVESTMENTS LLC | 13,185.13 | 0.00 | |
| 704969 | 08/25/2023 | PRINTED | 703 | INGRAM LIBRARY SERVICES | 578.18 | 0.00 | |
| 704970 | 08/25/2023 | PRINTED | 704 | INNOVATIVE INTERFACES INC | 1,101.00 | 0.00 | |
| 704971 | 08/25/2023 | PRINTED | 2507 | JOAQUIN'S TREE EXPERT COMPANY INC | 4,818.00 | 0.00 | |
| 704972 | 08/25/2023 | PRINTED | 36 | LOGIC INTEGRITY INC | 1,520.00 | 0.00 | |
| 704973 | 08/25/2023 | PRINTED | 211 | MIDWEST TAPE LLC | 8,495.20 | 0.00 | |
| 704974 | 08/25/2023 | PRINTED | 228 | MULTICULTURAL BOOKS & VIDEOS | 1,200.00 | 0.00 | |
| 704975 | 08/25/2023 | PRINTED | 229 | MUSEUM OF FLIGHT | 1,600.00 | 0.00 | |

| CHECK NUMBER | CHECK DATE | CHECK TYPE | VENDOR NUMBER | VENDOR NAME | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|------------|---------------|--|------------|--------------|--------------|
| 704976 | 08/25/2023 | PRINTED | 530 | PACIFCSOURCE ADMINISTRATORS | 130.00 | 0.00 | |
| 704977 | 08/25/2023 | PRINTED | 776 | PUGET SOUND ENERGY | 2,909.60 | 0.00 | |
| 704978 | 08/25/2023 | PRINTED | 61 | RICOH USA INC | 1,548.15 | 0.00 | |
| 704979 | 08/25/2023 | PRINTED | 85 | SARCO SUPPLY LLC | 0.00 | 1,277.28 | 08/29/2023 |
| 704980 | 08/25/2023 | PRINTED | 91 | SCHOLASTIC INC | 0.00 | 32,877.33 | 08/30/2023 |
| 704981 | 08/25/2023 | PRINTED | 101 | SECRETARY OF STATE | 50.00 | 0.00 | |
| 704982 | 08/25/2023 | PRINTED | 2097 | SENTINEL PEST CONTROL | 152.74 | 0.00 | |
| 704983 | 08/25/2023 | PRINTED | 249 | SMITH FIRE SYSTEMS INC | 4,469.00 | 0.00 | |
| 704984 | 08/25/2023 | PRINTED | 618 | WALTER E NELSON CO OF WESTERN WASHINGTON | 1,421.99 | 0.00 | |
| | | | | | 159,003.33 | 1,234,729.87 | 1,393,733.20 |

MEMO



Date: August 16, 2023

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

From: Cliff Jo, Business & Compliance Director

Subject: 2023 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to surplus or recycle that was no longer supported by the manufacturer or damaged and unusable.

Background

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

Inventory Removal Mechanism

With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through DES.

See spreadsheet on next page for details.

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

| Total | Information Technology Surplus Items | estimated value (each) |
|--------------|---|-----------------------------------|
| 13 | MONITOR LG 60" PLASMA | \$ 100.00 |
| 1 | TV LG PLASMA | \$ 100.00 |

RESOLUTION NO. 2023-13

**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 13TH DAY OF SEPTEMBER, 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

**Open Public Meetings Act
Assistant Attorney General Morgan Damerow**

Unfinished Business

MEMO



Date: August 25, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Capital Facilities Area Election Outcome and New Library Next Steps

This proposed Library Capital Facilities Area (LCFA) ballot measure prepared for the August 1 Primary Election was certified on August 15, 2023. This measure required a super majority (60% + 1 vote) and validation with 40% of the voters who turned out in the 2022 General Election to pass. To validate the vote, 1,585 voters needed to participate in the Primary Election. The final certified result was 2,017 votes cast, with 68.57% in favor of the measure and the measure both validated and passed. The approved measure authorizes the LCFA to issue up to \$15 million in general obligation bond(s) with a maximum term of 21 years to finance the new Sumner Library, to be repaid from annual excess property tax levies.

Director Cliff Jo and I have begun coordination with the involved agencies on the next steps to form the LCFA. The County Council will plan to appoint three Board members later this fall and draft their Bylaws. Cliff and I will prepare a draft of an Interlocal Agreement and work to formalize any needed agreements among the partners on this project. Our staff has prepared an RFQ for architectural services to be published this fall with a goal to have an architect selected and under contract at the end of 2023.

A rough timeline for the new library project is:

- 2023 – Formalize LCFA, finalize agreements, hire architectural firm.
- 2024 – Architect begins building-design phase to include public input. PCLS supports bond sale, LCFA sets budget and files excess levy tax certificate. Hire contractors.
- 2025 – Building construction

It is too premature to announce a timeline for building opening. This timeline will be dependent on many factors (supply chain and vendor/contractor availability, to name the most common drivers). An up-to 20,000 square foot building could take 18-24 months for construction; we will continue to work as quickly as we can while still ensuring the delivery of a high quality library project.

The Library's current agreement with the City of Sumner for the existing property the library sits on expires in 2024, and we will initiate the process to formally request an extension.

Building a new library in a community is a rare and special opportunity. The last major building projects at PCLS were done twelve years ago (University Place, Milton/Edgewood, Fife). We are very much looking forward to starting on this one!

MEMO



Date: August 30, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Interim Lakewood Library Furniture Purchase

As the modular units for the Interim Lakewood Library are being manufactured, and the site work contract will be in development in September, we are securing all internal furnishings to serve the community and staff. To save time by using the Washington State Purchasing Cooperative, WIPHE Contract (# UW-19-040119), we have partnered with Workpointe, who is an authorized dealer for furnishings. The vendor being part of this Cooperative saves time by using the State's competitive pricing process, thereby not needing to initiate the Library's procurement process. The Purchasing through the Cooperative will help achieve greater economies of scale and more favorable terms and conditions over time.

The Library had budgeted \$100,000 for furnishings in this project. Tallied with prior purchases, the quoted amount materially exceeds the budget, so we request the Board to approve a purchase order with Workpointe for a total of \$169,507.86 including tax and installation.

ACTION: Move to approve a purchase order for Workpointe in an amount not to exceed \$170,000.

A comprehensive capital improvement amendment is being created and will be presented during the October Board meeting, and will include all aspects of the Interim Lakewood project.

MEMO



Date: August 17, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Interim Lakewood Library Shelving System Purchase

As the modular units for the Interim Lakewood Library are being manufactured by Modern Building Systems at their fabrication facility, and the site work contract will be in development in September, we are securing all internal furnishings to serve the community and staff. To this end, the Library selected *Spacesaver Storage Systems*, a national library standard in furnishings. Southwest Solutions Group, Inc. is an authorized dealer for installations, parts, and service and is also an authorized vendor to public entities through the Washington State Purchasing Cooperative, OMNIA Partners (“Cooperative”). The vendor being part of this Cooperative saves time by using the State’s competitive pricing process, thereby not needing to engage the Library’s procurement process.

The *Spacesaver Storage System* will enable us to standardize all shelving systems throughout the Library’s branches. Purchasing through the Cooperative will help achieve greater economies of scale and more favorable terms and conditions over time.

The Library had budgeted \$100,000 for furnishings in this project. Tallied with prior purchases, the quoted amount materially exceeds the budget, so we request the Board to approve a purchase order with Southwest Solutions Group, Inc. for \$116,957.05 plus tax (total of \$128,769.71).

ACTION: Move to approve a purchase order for Southwest Solutions Group, Inc. in an amount not to exceed \$129,000.

A comprehensive capital improvement amendment is being created and will be presented during the October Board meeting. It will include all aspects of the Interim Lakewood project.

MEMO



Date: August 30, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Interim Lakewood Library Site Development Purchase Order

Last month, we informed the Board that the Library submitted the Site Development Application and was awaiting the City of Lakewood’s (“City”) review. We have received the City’s comments and BuildingWork (“Architect”) is developing responses for resubmission back the City for permit approval.

The Library issued a Request for Bids (“RFB”) for the site work and conducted bid opening on August 31, 2023. We received three (3) bids ranging from \$ 1,374,000 to \$ 1,733,625, excluding sales tax. The lowest bid was from A-1 Landscaping and Construction, Inc. in the amount of \$1,374,000.

With the approval of the Land Use/Design Review and the Site Development Application, we will be submitting for the Building Permit to the City for review and approval, incorporating both the Design Review and Site Development approved comments.

On August 28, 2023, we received news that Modern Building Systems (“MBS”) the contractor manufacturing our modulars, was acquired by WillScot Mobile Mini. We have not seen any impacts at this point and the original team from MBS is still actively working on this project with us.

We have also finalized the furniture and fixture orders and attached Board approval requests in this month’s package.

Action: Move to approve a purchase order to A-1 Landscaping and Construction, Inc. for \$1,374,000 plus tax.

MEMO



Date: August 21, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Facilities Condition Assessment Architect Purchase Order

In preparation of the Library’s Strategic Planning Process in 2024, we have engaged Starling Whitehead Lux Architects (“Architect”) to perform a Facilities Condition Assessment (“Assessment”) of Library-owned properties. The Architect will conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, and maintenance history to identify deficiencies, required repairs, areas of improvement, and optimization. This comprehensive Assessment will assist with and contribute to the development of the upcoming Strategic Plan and Facilities Master Plan, with a phased implementation plan and cost estimates.

Several months ago we issued a Request for Qualifications and selected four firms to interview. Starling Whitehead Lux Architects was selected as the team to perform the work. The final proposed methodology includes three phases:

- Phase 1: The Assessment includes a review of existing buildings and site visits to provide initial recommendations of priority of repairs and deficiencies.
- Phase 2: Based on preliminary recommendations, the Architect will define the appropriate scope for detailed assessment in specific disciplines such as structural, mechanical, electrical, communications, architectural, accessibility, and code compliance.
- Phase 3: The Architect will collaborate with the Library to prioritize a project list and provide cost estimates of deficiencies to incorporate into the two upcoming plans mentioned above.

The scope of services for Phase 1 is \$132,799. The Architect will provide detailed pricing for Phases 2 and 3 with information gathered during Phase 1. We anticipate the full cost of the Assessment will be around \$600,000 and mostly paid for in 2023, with some follow up work in 2024. An amended capital budget will be presented to the Board in October.

Because this work was not budgeted for 2023, and exceeds the threshold of \$50,000, we need Board approval.

ACTION 1: Move to approve a purchase order to Starling Whitehead Lux Architects in the amount not to exceed \$133,000 for Phase 1 of this project.

MEMO



Date: August 24, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policy – Bylaws – Second Reading

Thank you for your thoughtful consideration and valuable feedback to the recommended updates to the Board Bylaws policy. There are no changes on this draft from the version reviewed at the August Regular Board Meeting. This draft is ready for consideration of approval at the September Regular Meeting.

Action: Move to approve the Board Bylaws policy as presented.

Board Policy



CURRENT POLICY

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: 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 candidates to fill vacancies.

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 the Board Code of Ethics.

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.

Section 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all committees, 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 her/his 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. Absences When any Trustee fails to attend three (3) Board meetings in a consecutive twelve (12) month period, the County Council may be requested by the Board, by a majority vote of the Board, to replace that member by making a new appointment.

Board Policy



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

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

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

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

ARTICLE VI. The Library Director

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

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

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

Board Policy



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

ARTICLE VII. Committees

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

ARTICLE VIII. Board Policies

Section 1. Definition: Board policies are those statements duly adopted by the Board to direct the activities of the Library. Additional administrative policies 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

Board Policy



REVISION DRAFT W/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

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.~~

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Section 87. 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 98. 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

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.

Section 2. Term: Terms are five (5) years. No one shall be appointed for more than two (2) consecutive full terms.

Section 3. Vacancies: The Board shall 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 any PCLS policy.

ARTICLE IV. Officers

Board Policy



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 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.

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.

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.

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.

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ARTICLE X. Amendments

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

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

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MEMO



Date: August 28, 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 1st Reading

At the August meeting, the Board discussed the recommended changes to the Library Rules of Conduct Policy. Input received from the Board at that time did not indicate that there be any additional changes to address Board concerns.

Following the August Board meeting, staff provided an update to the appeals section of the Rules of Conduct policy for clarity. The policy has been reviewed by legal counsel and is ready for the Board's 1st reading.

Board Policy



CURRENT POLICY

Library Rules of Conduct

Policy Statement

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

Purpose

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.

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 in a fair, respectful and consistent manner for the benefit 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.

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.

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.

Board Policy



REVISION DRAFT 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 ~~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



Information & Imagination

~~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
- Obey 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><u>1. UNSAFE or DISRUPTIVE</u></p> <p><u>Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</u></p> | <p><u>Examples (including but not limited to):</u></p> <ul style="list-style-type: none"> • <u>Behavior likely to cause personal injury</u> • <u>Interfering with the free passage of staff or others</u> • <u>Use of hostile or aggressive language or gestures</u> • <u>Loud talking or disruptive physical behavior</u> • <u>Using of electronic or communication devices in a manner that is disruptive</u> • <u>Consuming foods or beverages in a manner that is disruptive</u> • <u>Wearing insufficient clothing, including shoes</u> • <u>Bodily hygiene or scent so strong as to constitute a nuisance</u> • <u>Sales and/or solicitation</u> |
|--|---|

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



Information & Imagination

| | |
|--|---|
| | <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><u>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY</u> <u>Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</u></p> | <p><u>Examples (including but not limited to):</u></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><u>3. ILLEGAL</u> <u>Any observable behavior that is prohibited by law</u></p> | <p><u>Examples (including but not limited to):</u></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><u>4. NONCOMPLIANCE WITH STAFF</u> <u>Ignoring requests or disobeying the direction of a Library staff member</u></p> | <p><u>Examples (including but not limited to):</u></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 thirty (30) 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.

Commented [CB5]: Changed length of time from 7 to 30 days to go to the Deputy Director for appeal. Appeals for bans under 30 days will be considered by management at the local level.

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

Commented [MM7]: 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 DRAFT 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:

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

Board Policy



| | |
|---|--|
| <p>Library or with the functioning of Library staff</p> | <ul style="list-style-type: none"> • Interfering with the free passage of staff or others • 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 |

Board Policy



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|--|--|
| | <ul style="list-style-type: none">• Failing to leave when requested for violations of the Rules of Conduct or any Library policy |
|--|--|

Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond thirty (30) 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

MEMO



Date: August 24, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policy – Ethics and Conflict of Interest Discussion

Holding the public trust requires maintaining high ethical standards. To help assure the public’s trust, court decisions, state laws, and local codes have placed limits on the personal interests and relationships office holders and government workers can have with subjects and actions under their control.

In the spirit of simplifying policies, we propose combining the current Trustee Ethics and Conflict of Interest policies into one policy – clarifying that all PCLS employees are held to these standards, not just directors. These two current policies are very similar in subject matter. As public employees and Trustees, we are all required to comply with state law and, as stewards of public resources, we have additional expectations for our conduct from the people we serve. It is illegal to leverage a government position for personal gain, and citizens have the right to expect integrity, honesty, and fairness in the dealings of public agencies.

This policy revision merges language from current approved Board policies, Revised Code of Washington, the Municipal Research and Services Center of Washington (MRSC).

- Policy Statement – Combined elements of both existing policies, so similar in intention but simplified text.
- Purpose – Also similar in intention, all individuals affiliated with PCLS are held to the same standard, to not abuse position for personal benefit.
- Eliminated Definitions Section – Set forth in state law (current policy inconsistent with law), additional detail for employees can be enumerated in future personnel policy.
- Trustee Ethics – Calling out section for Trustees to meet needs of auditor and attorneys as the primary decision makers in fiduciary matters as outlined in state law. RCW uses term “municipal officer” which applies to any/all governing bodies in government.
- Prohibited Contract Interests – Language taken from MRSC and current approved Board policy states, “The Executive Director shall define, stipulate, make available, and enforce administrative policies that address conflict of interest for all its employees. Such policies shall be developed in accordance with Washington State law.”
- Gifts – RCW 42.23.070(2) only applies to Trustees and administrative-level directors. MRSC and other state codes indicate public employees are held to the same standards.
- Misuse – Standard language, reiterates purpose of the policy.

-
- Conflict of Interest; Reporting and Remedies – Provides legal definition and reporting instructions to disclose known or potential conflict for Trustees or employees.

I look forward to the Board's first discussion on this policy proposal.

Board Policy



CURRENT POLICY

Board Policy on Trustee Ethics, Conduct and Responsibility

Policy Statement

Libraries are foundational to democratic self governance and a free society. Oversight of the Pierce County Library System (PCLS) is a privilege and a public trust which carries with it certain responsibilities. Board members must demonstrate individually and collectively the highest standards of honor and integrity to maintain citizens' trust in the Library as an institution of self governance. Conduct which contravenes that public trust is grounds for recommending to the Pierce County Council removal from the Board of Trustees.

Purpose

The purpose of this policy is to set forth minimum standards of ethical conduct and responsibilities not enumerated in the PCLS By-laws or in other Board policies.

Policy

1. Trustees shall uphold the mission of the Library to provide access to everyone to information, ideas, programs, facilities and resources without bias or discrimination.
2. Trustees shall uphold patrons' rights guaranteed in the United States Constitution, including rights to privacy and free speech.
3. Trustees shall give fair hearing to comments and concerns expressed by members of the public, and shall allow Library staff ample opportunity to address such comments and concerns before acting on them at a meeting of the Board.
4. Trustees shall attend Board meetings regularly, prepared to participate constructively, and shall engage in the Board's decision-making process.
5. Trustees have a responsibility to express their unique viewpoint and draw from their personal expertise when deliberating business before the Board.
6. Trustees shall respect the opinions of their fellow trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.
7. Trustees shall acknowledge and support the formal position of the Board after the Board has engaged in a full and open discussion, which may include casting of dissenting votes.
8. Trustees must distinguish clearly between their personal philosophies, opinions and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if they disagree.
9. Trustees shall recognize the authority delegated to the Executive Director and shall not interfere in the management and day-to-day operations of the Library.
10. Trustees must abide by the Board policy on Conflict of Interest.
11. Trustees shall not disclose confidential information gained while serving as a Trustee, nor use such information for personal gain.
12. Trustees shall pursue opportunities to improve their knowledge and understanding of PCLS, libraries in general, and changing conditions which may impact the way the Library provides service to citizens.

Adopted by the Pierce County Rural Library District Board of Trustees, February 11, 2015.

Board Policy



CURRENT POLICY

Conflict of Interest -- Board of Trustee and Administrative-Level Director

Policy Statement

No Trustee or administrative-level Director may engage in activity which is incompatible with the proper discharge of official duties or which may impact independence of judgment or action of such official duties.

Purpose

It is in the best interest of the Library to avoid the reality or appearance of improper influence, favoritism, and conflicts of interest. The Library establishes this policy to ensure that matters arising from family or personal relationships do not impair an employee or member of the Board of Trustee's judgment in acting in the best interest of the Library, and in the management of employees, and in their fiduciary responsibilities.

Definitions

Conflict of Interest: Any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties, employee judgment or present the potential of undue influence upon actions by the employee or Trustee. Situations that may appear to be a conflict of interest include, but are not limited to:

1. Where one employee would have direct or indirect authority or practical power to supervise, schedule, appoint, remove, promote or discipline the other;
2. Where one employee would be responsible for auditing or reviewing the work of another;
3. Where the employees would be scheduled to work together without a third employee present;
4. Where circumstances exist which would place the employees in a situation of actual or reasonable foreseeable conflict between the Library's interest and their own;
5. Where the absence by both parties at the same time would create a hardship for the Library;
6. Where, in order to avoid the reality or appearance of improper influence or favor, or to protect its confidentiality, the Library must limit the employment of close relatives of policy level officers of vendors, competitors, regulatory agencies, or others with whom the employer deals.
7. Where an employee's or trustee's actions or decisions would have a financial impact upon the employee or Trustee or their relative or significant other or a legal entity in which the Trustee, employee or their relative or significant other has a significant ownership interest..
8. Where an employee or trustee would be in a position to access confidential information regarding a relative or significant other.

De minimus gift or honorarium: Shall be items with a value of \$100.00 or less, provided that the recipient reports receipt of the gift or honorarium per this policy. De minimus items shall also include conference swag, pens, books, handouts, hosted receptions, samples and such items, provided that the items are equally available to all conference participants and are not exclusively for attendees from the Pierce County Library System. De minimus items shall also include any raffle prize awards or similar rewards which are equally available to all conference participants electing to participate in the raffle or award program. These items are referred to as “conference swag” and need not be reported.

Administrative-level Director: Executive Director of the Library System, or Deputy Director, or member of the Library’s Administrative Team.

Legal Entities as Relative or Significant Other: If a Library employee, Trustee or a relative or significant other of such employee or Trustee has a significant ownership interest, as determined by the Library, in any company doing business with the Library or is employed by any company doing business with the Library in the capacity of an officer, director, account executive, sales representative or any other individual with authority to price, manage or influence business affairs related to such company’s dealings with the Library, the conflict of interest will be regarded as if such company were a natural person and the conflict were as Relative or significant other of the Library employee or Library Trustee.

Relative or significant other: Family member or close relative such as a spouse, domestic partner, parent, child, sibling, “step” or “in-law”, grandparent, grandchild, guardian; and like relative of an employee’s spouse and any persons in a romantic or sexual relationship; or any other person residing with or legally dependent upon a Pierce County Library System employee or member of the Library Board of Trustees.

Trustee: An individual appointed by the Pierce County Executive to serve as a member of the Pierce County Library System Board of Trustees.

Policy

No Trustee or administrative-level Director may use his or her position to obtain financial or other gain for their own benefit, or to benefit a relative or significant other, or any entity in which the Trustee, employee or their relative or significant other has a significant ownership interest.

No Trustee or administrative-level Director shall accept or receive, directly or indirectly, any money, anything of value, or any promise for future benefit, from any person or entity that does business with the Library. This policy does not apply to gifts or honorariums which are de minimus or have a value of \$100 or less, provided that the receipt of such gift or honorarium is promptly reported. The report of a de minimus gift or honorarium should be made to the Library’s Staff Experience Director in writing or by e-mail and should contain “de minimus gift or honorarium report” in the subject line.

Obligation to promptly report Conflict of Interest or Receipt of Gift or Honorarium that is not de minimus.

If any Trustee or administrative-level Director perceives a possible conflict of interest position for any other Trustee or executive-level Director, the possible conflict shall immediately be brought to the attention of the Board of Trustees.

A Trustee or administrative-level Director who recognizes an actual or potential conflict of interest or receives a non-de minimus gift or honorarium must promptly disclose any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest. The report of a non-de minimus gift or honorarium or conflict of interest should be made to the Executive Director and the chair of the Board of Trustees in

writing or by e-mail and should contain “Potential Conflict of Interest Report or Report of non-de minimus gift or honorarium” in the subject line.

Remedies

The Board as a whole shall determine whether the issue represents a conflict of interest, and issue a course of action mitigating such conflict of interest, including any action related to the failure to promptly report a potential conflict of interest.

Library Responsibilities

The Executive Director shall define, stipulate, make available, and enforce administrative policies that address conflict of interest for all its employees. Such policies shall be developed in accordance with Washington State law.

**Adopted by the Board of Trustees of the Pierce County Rural Library District October 17, 2007.
Revised June 12, 2013.**

Related Policies:

Conflict of Interest – Employment (Nepotism)

Outside employment

Board Policy



REVISION DRAFT W/TRACKED CHANGES

Conflict of Interest and Ethics Policy

Policy Statement

The members of the Pierce County Library System (the “Library”) Board of Trustees (the “Board”) and employees should demonstrate individually and collectively the highest standards of honor and integrity to maintain public trust in the Library as an institution of self-governance. Therefore, it is crucial that all Trustees and employees conduct business on behalf of the Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety, avoiding the reality or appearance of improper influence, favoritism, and conflicts of interest.

Commented [A1]: Paraphrased critical elements of the current Trustee Ethics policy.

Purpose

~~The Pierce County Library System is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Trustees and employees conduct business on behalf of the Library with the highest level of integrity, avoiding any impropriety or the appearance of impropriety.~~

Commented [A2]: This duplicates the above section. Cropped the last sentence to add to above and deleting here.

The Library establishes this policy to ensure that matters arising from family-~~or~~ personal, or financial relationships do not impair an employee or member of the Board-~~of Trustee's~~-s judgment in acting in the best interest of the Library, ~~and~~ in the management of employees, ~~and~~ or in their fiduciary responsibilities.

Commented [A3]: Slightly edited from current approved Conflict of Interest policy

Trustee Ethics and Conduct

The Board adopts RCW 42.23.070, which includes the following four prohibitions, as the basis of its code of ethics:

- No Trustee may use their position to secure special privileges or exemptions for themselves or others.
- No Trustee may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source for a matter connected with or related to the Trustee’s services unless otherwise provided by law.
- No Trustee may accept employment or engage in business that the Trustee might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
- No Trustee may disclose confidential information gained by reason of the Trustee’s position, nor may the Trustee use such information for their personal gain.

In addition, each Trustee shall:

- Uphold the mission, vision, and values of the Library.
- Respect the opinions of their fellow Trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.
- Distinguish clearly between their personal philosophies, opinions, and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if they disagree.

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.

- Pursue opportunities to improve their knowledge and understanding of the Library, libraries in general, and changing conditions, which may impact the way the Library provides services to residents.

Commented [A4]: Condensed from current Ethics policy

Conduct which harms public trust in the Library is grounds for recommending to the Pierce County Council removal from the Board.

Commented [A5]: RCW 27.12.190, a trustee "may be removed for just cause by the county commissioners after a public hearing upon a written complaint stating the ground for removal..." Bylaws state excessive absences and policy violations are grounds for removal. This statement is broader but in line with RCW.

Prohibited Contract Interests

Trustees and employees may not have a beneficial financial interest in any contract made by, through or under their supervision in the course of their duties. Also, they may not unfairly benefit as a result of having their position. Other than compensation, no employee, employee's spouse/domestic partner or dependent child ("immediate family member") or business in which the employee or immediate family member is an officer, director, member or employee or directly or indirectly owns or controls an interest shall derive any personal profit or gain by reason of their employment by the Library.

Commented [A6]: Taken and modified from MRSC

Gifts

No Trustee or administrative-level director may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the Library, for a matter connected with or related to such person's services as a Trustee or administrative-level director, as applicable, unless otherwise provided for by law.

Commented [A7]: RCW 42.23.070(2), which, by its terms only applies to Trustees and administrative-level directors. Personnel policies can enumerate how applicable to all employees.

Misuse

Trustees and employees shall not use public resources that are not available to the public in general, such as Library staff time, equipment, supplies or facilities, for other than a Library purpose.

Commented [A8]: Clearly restating expectations for what defines misuse.

Conflict of Interest; Reporting and Remedies

A conflict of interest is any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties by, or present the potential of undue influence upon actions of, a Trustee or employee.

A Trustee or employee who recognizes an actual or potential conflict of interest must promptly disclose any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest.

If any Trustee perceives a possible conflict of interest for any other Trustee, the possible conflict shall immediately be brought to the attention of the Board. -If any employee perceives a possible conflict of interest for any other employee, the possible conflict shall immediately be brought to the attention of the employee's supervisor or the Staff Experience Director or designee.

Commented [A9]: Summarize and simplified existing policy language.

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.

Board Policy



REVISION DRAFT W/TRACKED CHANGES - CLEAN

Conflict of Interest and Ethics Policy

Policy Statement

The members of the Pierce County Library System (the “Library”) Board of Trustees (the “Board”) and employees should demonstrate individually and collectively the highest standards of honor and integrity to maintain public trust in the Library as an institution of self-governance. Therefore, it is crucial that all Trustees and employees conduct business on behalf of the Library with the highest level of integrity, avoiding the reality or appearance of improper influence, favoritism, and conflicts of interest.

Purpose

The Library establishes this policy to ensure that matters arising from family, personal, or financial relationships do not impair an employee or member of the Board’s judgment in acting in the best interest of the Library, in the management of employees, or in their fiduciary responsibilities.

Trustee Ethics and Conduct

The Board adopts RCW 42.23.070, which includes the following four prohibitions, as the basis of its code of ethics:

- No Trustee may use their position to secure special privileges or exemptions for themselves or others.
- No Trustee may, directly or indirectly, give or receive any compensation, gift, gratuity, or reward from any source for a matter connected with or related to the Trustee’s services unless otherwise provided by law.
- No Trustee may accept employment or engage in business that the Trustee might reasonably expect would require them to disclose confidential information acquired by reason of their official position.
- No Trustee may disclose confidential information gained by reason of the Trustee’s position, nor may the Trustee use such information for their personal gain.

In addition, each Trustee shall:

- Uphold the mission, vision, and values of the Library.
- Respect the opinions of their fellow Trustees and conduct themselves with respect and decorum when they disagree or oppose a viewpoint different from their own.
- Distinguish clearly between their personal philosophies, opinions, and positions and those of the Library, acknowledging and supporting the formal position of the Board, even if they disagree.
- Pursue opportunities to improve their knowledge and understanding of the Library, libraries in general, and changing conditions, which may impact the way the Library provides services.

Conduct which harms public trust in the Library is grounds for recommending to the Pierce County Council removal from the Board.

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.

Prohibited Contract Interests

Trustees and employees may not have a beneficial financial interest in any contract made by, through or under their supervision in the course of their duties. Also, they may not unfairly benefit as a result of having their position. Other than compensation, no employee, employee's spouse/domestic partner or dependent child ("immediate family member") or business in which the employee or immediate family member is an officer, director, member or employee or directly or indirectly owns or controls an interest shall derive any personal profit or gain by reason of their employment by the Library.

Gifts

No Trustee or administrative-level director may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the Library, for a matter connected with or related to such person's services as a Trustee or administrative-level director, as applicable, unless otherwise provided for by law.

Misuse

Trustees and employees shall not use public resources that are not available to the public in general, such as Library staff time, equipment, supplies or facilities, for other than a Library purpose.

Conflict of Interest; Reporting and Remedies

A conflict of interest is any action that, in the opinion of the Library, might interfere with, or appear to interfere with, the independent exercise of judgment or performance of work duties by, or present the potential of undue influence upon actions of, a Trustee or employee.

A Trustee or employee who recognizes an actual or potential conflict of interest must promptly disclose any financial or personal beneficial interest, direct or indirect, and abstain voluntarily from discussion, voting, or decision-making on any issue that raises such conflict of interest.

If any Trustee perceives a possible conflict of interest for any other Trustee, the possible conflict shall immediately be brought to the attention of the Board. If any employee perceives a possible conflict of interest for any other employee, the possible conflict shall immediately be brought to the attention of the employee's supervisor or the Staff Experience Director or designee.

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.

MEMO



Date: August 24, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policy – Public Comment at Board Meetings Discussion

Under advisement from our general counsel attorney, the Public Comment policy is recommended to remain a stand-alone policy. It was originally written in 1992, and updated in 2022, with a change to the Open Meetings Act that requires governing bodies to accept public comment in meetings where action is being taken but allows the agencies to establish parameters for time, manner, and place.

This policy revision includes updates to better articulate the compliance with state law, hold firm expected rules of decorum for Board meetings, and clearly express the various channels the public may use to contact the Board during or outside of meetings.

This policy does not specify the differences between Special Meetings or Study Sessions, or additional types of meetings outlined in the RCW which are not required to accept public comment – only those in which a final action may be taken.

I look forward to the Board’s first discussion on this policy proposal.

Board Policy



CURRENT POLICY

Public Comment at Board Meetings

Policy Statement

The Pierce County Library Board of Trustees invites and welcomes audience participation during the public comment portion of the Board meeting agenda and provides this opportunity for individuals to address the Board on library matters.

Purpose

To establish standards to ensure a consistent, structured opportunity for persons to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.

Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30).

The public is not normally invited to participate or contribute to discussion of business on the agenda except when invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

Public Comment

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address and any relevant group affiliation. The time allowed to address the Board is three minutes. Each person is allowed to comment only once. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

Members of the public may submit their comments in writing at any time via regular mail or emailed 24 hours prior to the meeting, to one of the following:

USPS

Clerk to the Board of Trustees
3005 112th Street E
Tacoma WA 98446

Email

boardoftrustees@piercecounitylibrary.org

Board Policy



Requests for interpreter assistance may also be made to the above addresses.

Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.

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

Conduct

Respectful and courteous behavior and language is expected of all participants. The [Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

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

Comments in Public Hearings

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

First Revision: August 10, 2022

Board Policy



REVISED DRAFT W/TRACKED CHANGES

Public Comment at Board Meetings

Policy Statement

~~Washington's Open Public Meeting Act (Chapter 42.30 RCW) establishes that the governing body of a public agency shall provide an opportunity for public comment at or before every regular meeting at which action is taken. The Pierce County Library Board of Trustees invites and welcomes audience participation during the public comment portion of the Board meeting agenda and provides this opportunity for individuals to address the Board on library matters.~~

Purpose

~~This policy complies with state law by establishing the rules and expectations for the public's participation at its meetings that ensure a fair, equitable, and consistent means for any individual to address the Pierce County Library Board of Trustees (the "Board"). To establish standards to ensure a consistent, structured opportunity for persons to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.~~

Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act ~~(RCW 42.30)~~.

The public is not normally invited to participate or contribute to discussion of business on the agenda except when specifically invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

Generally, the meeting minutes will record only the name(s) of speakers and written materials presented to the Board will be included in the library's records rather than in the minutes

Public Comment

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address, and any relevant group affiliation. Individuals are allowed three (3) minutes to address the Board and may comment only once. The time allowed to address the Board is three minutes. Each person is allowed to comment only once. The presiding officer shall have the discretion to modify this time limit as well as to limit repetitive comments. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

Board Policy



~~Members of the public may submit their comments in writing at any time via regular mail or emailed 24 hours prior to the meeting, to one of the following:~~

USPS

~~Clerk to the Board of Trustees~~

~~3005 112th Street E~~

~~Tacoma WA 98446~~

Email

boardoftrustees@piercocoountylibrary.org

Requests for interpreter assistance may [be made to the library. Whenever possible, 72 hours' notice is advised.](#) ~~also be made to the above addresses.~~

Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, ~~excluding personnel issues.~~

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

Conduct

Respectful and courteous behavior and language is expected of all participants. The [Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the ~~Chair or Vice Chair~~[presiding officer](#) may call the session to an end. Any person(s) judged by the [presiding officer or the Board and/or Chair of the Board](#) to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. [In the event that any meeting is interrupted by a group or groups so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050.](#)

Comments in Public Hearings

Comments during public hearings, [for example, first and second readings for annual budgets,](#) will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

~~Members of the public may submit their comments in writing~~[contact the Board](#) at any time via regular mail, email, or through an online form. ~~or emailed 24 hours prior to the meeting, to one of the following:~~

Board Policy



USPS

Clerk to the Board of Trustees

3005 112th Street E

Tacoma WA 98446

Email

boardoftrustees@piercescountylibrary.org

Online Form

<https://forms.pcls.us/public-comment-to-the-board-of-trustees/>

Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

First Revision: August 10, 2022

[Second Revision: August XX, 2023](#)

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.

Board Policy



REVISED DRAFT W/TRACKED CHANGES – CLEAN

Public Comment at Board Meetings

Policy Statement

Washington’s Open Public Meeting Act (Chapter 42.30 RCW) establishes that the governing body of a public agency shall provide an opportunity for public comment at or before every regular meeting at which action is taken.

Purpose

This policy complies with state law by establishing the rules and expectations for the public’s participation at its meetings that ensure a fair, equitable, and consistent means for any individual to address the Pierce County Library Board of Trustees (the “Board”).

Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act.

The public is not normally invited to participate or contribute to discussion of business on the agenda except when specifically invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

Generally, the meeting minutes will record only the name(s) of speakers and written materials presented to the Board will be included in the library’s records rather than in the minutes.

Public Comment

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address, and any relevant group affiliation. Individuals are allowed three (3) minutes to address the Board and may comment only once. The presiding officer shall have the discretion to modify this time limit as well as to limit repetitive comments. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

Requests for interpreter assistance may be made to the library. Whenever possible, 72 hours’ notice is advised.

Board Policy



Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters.

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

Conduct

Respectful and courteous behavior and language is expected of all participants. The [Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) judged by the presiding officer or the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. In the event that any meeting is interrupted by a group or groups so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050.

Comments in Public Hearings

Comments during public hearings, for example, first and second readings for annual budgets, will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

Members of the public may contact the Board at any time via regular mail, email, or through an online form.

USPS

Board of Trustees
3005 112th Street E
Tacoma WA 98446

Email

boardoftrustees@piercescountylibrary.org

Online Form

<https://forms.pcls.us/public-comment-to-the-board-of-trustees/>

Board Policy



Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.

First Revision: August 10, 2022

Second Revision: August XX, 2023

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.

MEMO



Date: August 28, 2023

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

From: Connie Behe, Deputy Director of Public Services

Subject: Library Access-Related Policies Discussion

The access related policies brought forward for Board discussion this month have been updated to reflect current best practices and to clarify expectations for staff and library visitors. The recommended updates are in alignment with the Board’s obligation to uphold 1st Amendment protections for people in public spaces while honoring the Board’s promise to remove barriers to access using an EDI lens to assess disparate impacts.

As stated in a separate memo by Executive Director Gretchen Caserotti, important policy goals for PCLS are:

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

The policies have been reviewed by legal counsel and are ready for discussion at the Board meeting. Below is a summary of the recommended changes.

Table 1: Recommended Policy Actions

| Board Policy Name | Policy Requirement | Recommended Action |
|--|--------------------|--|
| Unattended Child (change to Unattended Child and Vulnerable Persons) | Best practice | Update to include vulnerable persons, to reflect the need to address people of all ages who may need continuous care or may be unsafe if left unattended at the library. Remove the age minimum requirement. There is no industry standard for age minimums, and libraries vary greatly. We recommend removing the minimum age requirement, aside from being a minor, to allow staff to focus on behavior and conduct rather than assessing age. Assessing age is inaccurate and difficult to enforce. Focusing on behavior and needs is more accurate and fair for the customer. |

| | | |
|--|-----------------------------|--|
| | | <p>Changes are substantial from current approved policy, so we're sharing a clean version only to compare to the current approved policy. This policy is essentially a complete overhaul.</p> <p>First discussion September Regular Meeting. First reading October, second reading November 2023.</p> |
| Public Meeting and Conference Room | Mandatory | <p>Update to simplify language and to clarify criteria for public use of meeting and conference rooms.</p> <p>Changes reinforce the role of the Library to provide access to public meeting rooms to all viewpoints and clarifies parameters around conduct in the meeting rooms.</p> <p>First discussion September Regular Meeting. First reading October, second reading November 2023.</p> |
| Community Exhibit Spaces | Current best practice - new | <p>Create a new policy that differentiates community exhibit spaces from staff created content like displays and programs.</p> <p>Define parameters such as:</p> <ul style="list-style-type: none"> • no charge • no commercial or monetary purpose (except Friends and Foundation) • no political candidate or election-oriented materials • library right of refusal and final decision on the presentation • library does not endorse content • liability <p>Clarifies responsibility and accountability:</p> <ul style="list-style-type: none"> • Library is not liable for damage of materials, does not endorse views of exhibitor, and retains right of refusal. • Exhibitor responsible for insurance if needed, following application process, and storage. <p>First discussion September Regular Meeting. First reading October, second reading November 2023.</p> |



CURRENT POLICY

Unattended Child Policy

The safety and welfare of young children left alone in the Library is a serious concern for the Pierce County Library System, its Board of Trustees and staff. If an unattended/vulnerable child comes to the attention of Library staff due to behavior, staff will make a good faith attempt to contact the parent or guardian. If the parent or guardian cannot be reached, the child will be referred to the local law enforcement agency. Library staff cannot prevent a minor child from leaving the building.

- An unattended child is a child under the age of six who is present inside the Library at a time that such person's parent, guardian or responsible caregiver is not also present on that Library Branch property or in the immediate vicinity of the child. Children six years old or younger should be accompanied by an adult or responsible older adolescent.

A vulnerable child is an unattended child of any age whose safety or well being would be at risk if sent outside the Library building. Examples of vulnerability include: a child who is too young to be on his/her own, a child in an unsafe area, or a child left alone outside the library after business hours.

Everyone is welcome in Pierce County Library facilities. The staff of the Library strives to create a welcoming, fun and friendly environment for all library users. The Library offers many programs and services that encourage children and adults to develop a love of books, reading and learning. The Library is not equipped, and it is not the Library's role to provide long or short term child care.

For the safety and comfort of children, a responsible adult or caregiver should accompany children when they are using the Library. Libraries are public buildings and it is not in the best interest of children to be left unattended. Parents and legal guardians are responsible for their minor children, and their behavior in the Library or on Library grounds, whether or not they accompany them.

Staff will be guided by this policy in situations such as:

- A child is found frightened or crying in the Library
- A child is perceived to be endangering him or herself, or there is a perceived threat to the unattended child
- A child exhibits inappropriate behavior in the Library
- A child has not been met by a responsible caregiver at closing time

Board Policy 4.15

Adopted by the Board of Trustees of the Pierce County Rural Library District May 13, 2009.

Board Policy



Pierce County
Library System
Information & Imagination

REVISED DRAFT W/TRACKED CHANGES

Unattended Child and Vulnerable Persons Policy

Policy Statement

The Pierce County Library System (the “Library”) strives to provide a safe environment for all visitors, but safety is not guaranteed. This policy supports the Library Rules of Conduct by establishing the standards for the independent use of the Library and its services and facilities by children and vulnerable persons.

Purpose

The purpose of this policy is to inform parents, guardians, or assigned chaperones/childcare providers (hereafter, referred to as caregivers) of their responsibilities regarding a child or vulnerable person’s use of the Library. Library staff do not act in place of the parent or guardian for unsupervised Persons using the Library.

Definitions

- **Child.** A minor who is on Library property or at a Library-sponsored event not on Library property at a time a parent, guardian, or responsible caregiver should be present or in the immediate vicinity of the child.
- **Vulnerable person** is someone who needs continuous care and may or may not be a child under the definition contained herein.
- For purposes of this policy, “Child” and “Vulnerable person” are collectively termed as “Person” or “Persons”.

Policy

The responsibility for the care, safety, and behavior of Persons requiring parenting, care, or guardianship using the Library, either on Library property or at a Library-sponsored event off Library property, rests with the parent, legal guardian, or designated caregiver.

If a Person is acting in an unsafe manner, behaving inappropriately, or appears to be in distress, staff will attempt to locate or contact the parent, guardian or other party responsible for the Person. If the parent, guardian or responsible party cannot be reached within 30 minutes, local law enforcement officials will be called for assistance.

Persons who do not have transportation at closing time will be asked how to contact a parent or guardian. If a Person is unable to provide this information, staff members shall use Library records to contact the parent/guardian. Staff shall attempt to contact the parent/guardian by phone and request that the Person be picked up within fifteen (15) minutes.

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.

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Commented [A1]: Added vulnerable persons to reflect the need to address people of all ages who may need continuous care or may be unsafe if left unattended at the library.

Commented [A2]: Added a Policy Statement and Purpose to adhere to PCLS policy template.

Commented [A3]: There is no industry standard for age minimums and libraries vary greatly. We recommend removing the minimum age requirement aside from being a minor to allow staff to focus on behavior and conduct rather than assessing age. Assessing age is inaccurate and difficult to enforce. Focusing on behavior and needs is more accurate and fair.

Commented [A4]: Rules of Conduct applies. However, upon interaction staff may become aware of the person’s (regardless of age) need to have their parent/caregiver with them.

If a parent/guardian cannot be reached, or if the Person is not picked up within fifteen (15) minutes after closing time, Library staff shall contact law enforcement and report an “abandoned child or vulnerable person”, as applicable to the situation. No fewer than two (2) staff members shall wait with the Person in the Library or on Library property or at a Library-sponsored event on or off Library property until law enforcement or other appropriate authorities arrive. Under no circumstances shall staff provide transportation or accompany a Person home.

Organized groups of children, such as school classes, day care groups, and tours, must be supervised or chaperoned by adults at all times while on Library property.

Related Policies

Library Rules of Conduct

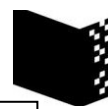
Board Policy

Adopted by the Board of Trustees of the Pierce County Rural Library District May 13, 2009.
Revised XXX XX, 2023

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Board Policy



Pierce County
Library System

Information & Imagination

REVISED DRAFT - CLEAN

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Related Policies

Library Rules of Conduct

Board Policy

Adopted by the Board of Trustees of the Pierce County Rural Library District May 13, 2009.

Revised XXX XX, 2023

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Board Policy



CURRENT POLICY

Public Meeting and Conference Room

Policy Statement

Library meeting and conference rooms provide space to conduct Library activities for the community that offer the opportunity to learn, connect, and collaborate.

Policy

Pierce County Library System maintains meeting and conference rooms to provide Library- sponsored programs, classes, workshops, events, and other services that support educational, civic, cultural and other activities; engages the community in discovering and exchanging information and ideas; and provides opportunities to learn, gather, connect, and collaborate.

The primary purpose and use of meeting and conference rooms are for Library-sponsored activities.

The Library may make meeting and conference rooms available to the public when they are not being used by the Library or Library-affiliated organizations. At those times, the space will be available to the public on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting their use, and abiding by the terms for public use of the Library meeting and conference rooms.

The Library reserves the right to approve, restrict, or deny usage, and may impose a fee for usage. All public usage of meeting rooms will be open to the public and no fee will be charged to those attending.

Use of Library facilities by an individual, group, or organization does not constitute Library endorsement of the activities, tenets, or purpose.

Related Policies/Procedures

[Public Meeting and Conference Room Procedures](#)

**Adopted by the Pierce County Rural Library District Board of Trustees: December 11, 1991,
Revised: August 20, 1998
Revised: April 13, 2011
Revised: August 13, 2014**

Board Policy



REVISED DRAFT W/TRACKED CHANGES

Public Meeting and Conference Room Policy

Policy Statement

The Pierce County Library System’s (the “Library”) provides meeting rooms and conference rooms free of charge as a public service for groups to gather for the purposes of learning, enjoyment, and community when not in use for Library-affiliated or sponsored activities. The spaces will be available to the public on equal terms, decisions will not be based on the beliefs or affiliations of individuals or groups requesting their use.

Commented [CB1]: Clarified the Library’s obligation to provide equal access to public meeting rooms.

Purpose

To establish the policy for public use of Library meeting and conference rooms. This policy does not apply to study rooms.

Commented [CB2]: Added purpose statement for consistency with the PCLS policy template.

Policy

The Library provides its meeting and conference rooms for Library-sponsored programs, classes, workshops, events, and other services that support educational, civic, cultural, and other activities; engages the community in discovering and exchanging information and ideas; and provides opportunities to learn, gather, connect, and collaborate. In the context of this policy, meeting and conference room activities that are Library-sponsored take priority over other uses.

Use of Library facilities by an individual, group, or organization does not constitute Library endorsement of the activities, tenets, or purposes.

The Library reserves the right to approve, restrict, or deny usage based on the criteria described below.

Meeting and Conference Room Criteria

Commented [CB3]: Add criteria for clarity for visitors and staff.

Designated Library staff members are authorized to approve, renew, or reject requests for public use of Library spaces. The following criteria determine the public use of meeting and conference rooms:

- All meetings must be free and open to the public.
- The meetings must take place during the Library’s regular hours of operation.
- The meeting’s conduct must be legal.
- Fees may not be charged to attend the meeting or training, and no dues, tuition, etc. will be

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collected during the meeting.

- No donations of money or other property will be solicited or collected from the audience or other visitors to the Library and no sales pitches will be made.
- The meeting's **conduct** must not interfere with the proper functioning of the Library, such as events that require the use of significant public parking or activities which produce excessive noise that impede the use and enjoyment of others.
- Meeting times and organizations may be posted on community boards within the Library for non-Library groups.

Commented [CB4]: Added for clarity about expectations for conduct.

**Adopted by the Pierce County Rural Library District Board of Trustees: December 11, 1991,
Revised: August 20, 1998
Revised: April 13, 2011
Revised: August 13, 2014
Revised: XXX XX, 2023**

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Board Policy



REVISED DRAFT W/TRACKED CHANGES - CLEAN

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Purpose

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Policy

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Board Policy



RECOMMENDED DRAFT W/COMMENTS

Community Exhibit Spaces Policy

Policy Statement

The Pierce County Library System (the “Library”) offers community exhibit spaces in the public areas of some of its facilities. Community exhibit spaces are for information about civic, cultural, educational, and recreational programs of interest to the local community and are subject to review and approval by the Library Executive Director and designees.

Purpose

The Library endeavors to offer exhibits of community-generated content of diverse subject matter for children, adults, and families. This policy applies to all Library spaces offered for community exhibits.

Policy

Community exhibit spaces are available free of charge for individuals or organizations engaged in civic, cultural, educational, and recreational activities. They are not available for money-raising or commercial purposes as interpreted by the library, with the exception of fundraisers and promotions held by the Pierce County Library Foundation or Friends of the Library.

Exhibits may include such forms as:

- Presentation of books, visual arts, crafts, paintings, drawings, sculptures, and a variety of media.
- Information about community affairs, organizations, services, and activities.

No political candidate or election-oriented materials, commercial promotions or private events, such as yard sales, and services provided, are eligible for exhibit. The Library retains the discretionary right of refusal and is not obligated to accept exhibits or items offered for exhibit.

The Library reserves the right to arrange exhibits on Library property and to make the final decision regarding content and physical presentation of exhibits.

Acceptance of an exhibit does not constitute an endorsement by the Library of the content of the exhibit, of the views expressed in materials, or of the individual or organization curating the exhibit.

Library staff accepts suggestions for exhibit topics, but topics and material selection is at the discretion of the Library staff, and ultimately, the Library Executive Director who retains sole discretion to remove or shorten the timeframe of display for any item.

Application:

Community members are invited to apply for an exhibit date by completing a formal application.

Commented [A1]: Application to be developed following Board action.

Terms for Exhibiting:

Agree to exhibit in the Library exhibit spaces constitutes acceptance of these terms.

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Exhibitors:

- Are encouraged to visit the space available for the exhibit prior to its installation.
- Are responsible for repairing damage to the exhibit space. Library staff will assess the condition before and after the exhibit.
- Are encouraged to insure any items of value.

Library responsibilities:

- Does not provide storage space for artists' materials
- Is not responsible for theft and damage of exhibits
- Reserves the right to request a certificate of insurance from an exhibitor should it be deemed necessary.
- Reserves the right to dispose abandoned items at the Library's discretion of time and manner, provided that the exhibitor doesn't respond to requests to remove such items.

Descriptions of artwork displayed in the exhibit will be provided by the exhibitor and approved by the Library Executive Director or a delegate.

Adopted by the Pierce County Library System Board of Trustees, XX X, 2023

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Board Policy



RECOMMENDED DRAFT - CLEAN

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New Business

MEMO



Date: August 20, 2023

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

From: Connie Behe, Deputy Director

Subject: Strategic Planning Process

In August, we issued a Request for Qualifications to select a consultant to assist us in developing and facilitating the strategic planning process in late 2023 through the fall of 2024.

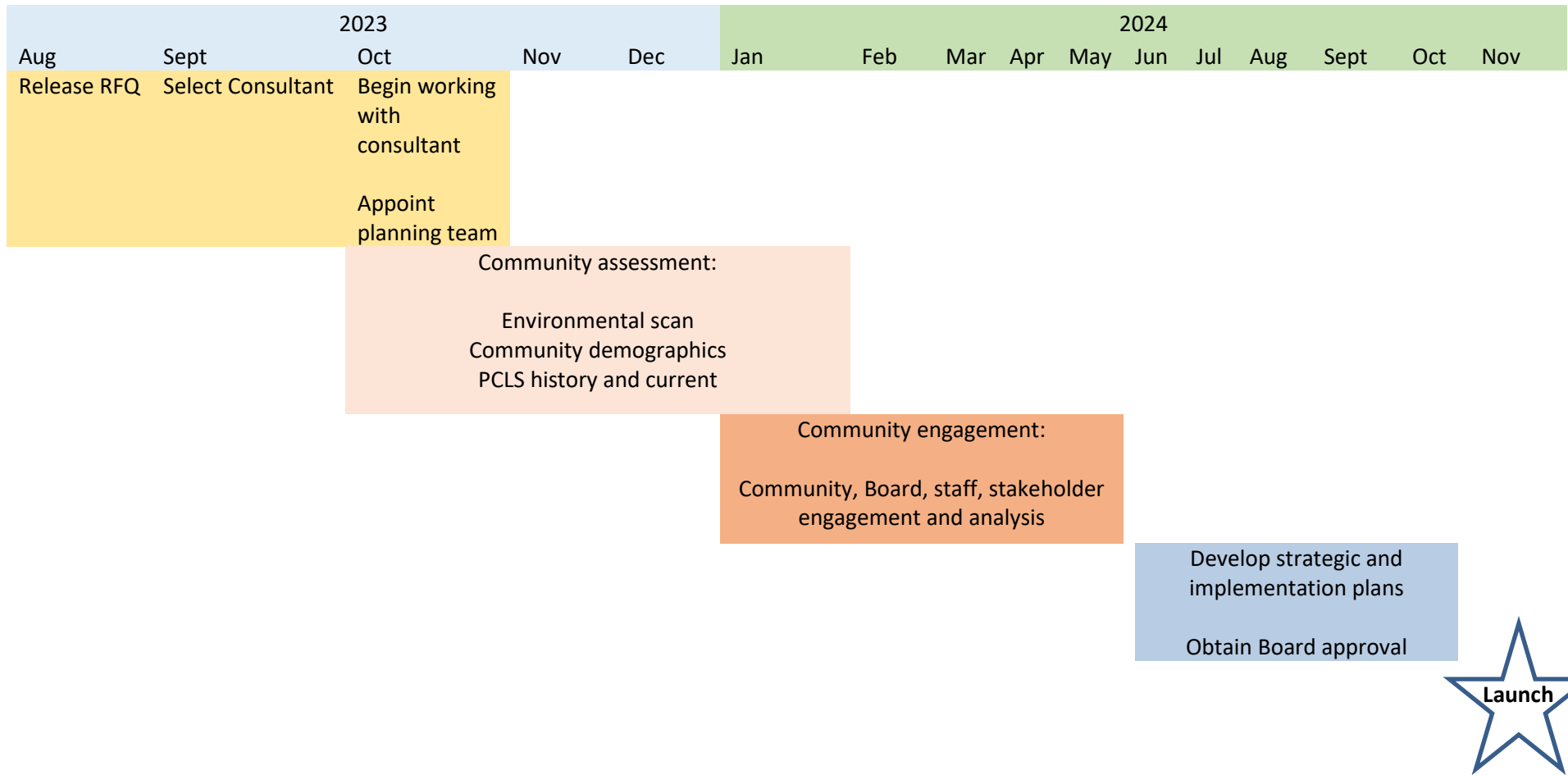
We are planning to interview consultants in the first two weeks of September and anticipate that we will ask the Board to approve the purchase order for the strategic planning consultant in October.

A core Strategic Planning Team, made up of staff from different levels, will work with the consultants throughout the project. We are emphasizing community engagement and listening. There will be several and varied opportunities (focus groups, interviews, work sessions, etc.) for the Board, all staff, and the community to be involved.

At this time, we would like to understand the Board's interest in active participation in the project. During the 2015-16 strategic planning cycle at the Library, the Board engaged in discussion and decision-making at regular Board meetings. In addition to the various forms of engagement listed above, the Board may want to consider a liaison to meet with me as Project Manager and Executive Director more regularly.

Below is a basic timeframe for planning. Phases, milestones, and deadlines will vary depending on the consultant selected.

Draft Timeframe



MEMO



Date: August 31, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Revised Foundation Agreement

During a recent review of this year's agreement with the Foundation, we discovered an error in the agreement's value. Instead of \$395,000 it should be \$452,000. An employee of the Foundation Department had been incorrectly assigned to another department during the Munis implementation of HR/Payroll in July 2021. Because these documents tend to be audited by the State Auditor, and the fact that we know there is an error, a revision is required and is attached. Only the value has been adjusted at the bottom of page 2, and all other provisions remain the same (including the two addenda).

As well, last year's agreement value should have been higher, but because the agreement has expired, a revision is not possible. To the record, both Foundation Director Dean Carrell and I noted in January's Board packet that last year's value (\$388,000) had been greatly exceeded (\$982,937), so the intention of the agreement has been met.

The correction has been made in Munis.

Action: Move to approve the Revised Foundation Agreement as presented.

AGREEMENT
– REVISED –

THIS AGREEMENT is made and entered into this _____ of _____, _____ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.

2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of ~~\$395,000~~ \$452,000 during the Library fiscal year 2023. The Library, pursuant to its budgeting and fiscal policies,

shall review the actual costs to assure that this agreement's value of services is not exceeded or will be adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be "de minimis" in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

F. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Executive Session

**Motion: *To recess to Executive Session per RCW 42.30.110
to discuss a periodic personnel evaluation
for approximately 15 minutes.***

(Board Chair states time Executive Session will end)

New Business (cont.)

MEMO



Date: August 31, 2023

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

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

Subject: 2024 Executive Director Salary Agreement

In order to set the 2024 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Action: Move to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2024.

Officers Reports

MEMO



Date: August 24, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policies Review Update

We are nearly through the first batch of Board Policies (those mainly focused on the Board’s governing obligations) and continue to learn and adjust as we go through this comprehensive process. During this phase, we have been assessing the implementation of our new internal process and forms, which specifically require careful consideration of EDI principles. I wanted to provide an update to the first grouping of the Board’s policies, first presented at the June Regular Meeting.

Internally, we are working to combine any policies we recommend to eliminate and group those together for Board review near the end of the year. We are coordinating with the Library’s attorney to ensure good formal language is used for transparency and accountability.

Important policy goals for PCLS:

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

Table – Board Policy Name and Recommended Actions

| Board Policy Name | Policy Requirement | Recommended Action |
|---|--|--|
| Bylaws of Pierce County Library Board of Trustees | Mandatory. Policy should reflect legal obligations and how the Board conducts its business. | Revised. 2 nd reading and approval September Regular Meeting. |
| Trustee Ethics, Conduct and Responsibility Policy | Mandatory. Need to have a policy on ethics and conflict of interest. All individuals affiliated with PCLS are held to the same standard, to not abuse position for personal benefit. | Draft combines with Conflict of Interest Policy. First discussion September Regular Meeting. 1 st reading October, 2 nd reading November 2023. |
| Conflict of Interest -- Board of Trustee and | Mandatory. Need to have a policy on ethics and conflict of interest. All individuals | Draft combines with Trustee Ethics, Conduct and Responsibility Policy. First |

| | | |
|--|--|--|
| <u>Administrative-Level Director</u> | affiliated with PCLS are held to the same standard, to not abuse position for personal benefit. | discussion September Regular Meeting. 1 st reading October, 2 nd reading November 2023. |
| <u>Library Bill of Rights Policy</u> | Formal adoption of ALA position statement, not needed as a stand-alone policy. | Sunset as policy. Critical elements of philosophy are incorporated into First Amendment formed policies. Scheduled for batch elimination December 2023. |
| <u>Mission, Vision and Values Policy</u> | Typically not a Board policy. These statements are commonly addressed during strategic planning or made as a stand-alone action. | Continue. Sunset as a policy once 2024 Strategic Planning process is complete and adopt new/revised statements then. |
| <u>Philosophy Board Policy</u> | A philosophy is not a policy. Not required. | Library purpose is outlined in RCW. Recommend capturing important elements of this policy in germane policies, Board Bylaws, strategic plans. Scheduled for batch elimination December 2023. |
| <u>Public Comment at Board Meetings</u> | This is a state law we are required to adhere to, attorney advises to retain as a stand-alone policy. | Revised. Draft for discussion September 2023 Regular Meeting. 1 st reading October, 2 nd reading November 2023. |
| <u>Washington Library Association's Intellectual Freedom Statement</u> | Adopted statement is not necessary as a policy. | Content is similar to what is already expressed in the Selection of Library Materials Policy. Recommend sun-setting. Scheduled for batch elimination December 2023. |

MEMO



Date: August 22, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: August 2023 Primary Election Results

Voters in Pierce County approved all ten tax-related ballot measures in the August 2023 Primary Election. Nine of the measures were levies, which required a simple majority (50% +1 vote) for approval. One measure, the one the Pierce County Library System and City of Sumner submitted, was a bond, which required a super majority (60% + 1 vote) for passage. In recent years, in the general election and special elections, voters in the county have responded with a mix of approvals and rejections for tax-related measures. Similar to results in the Primary Election in 2022, voters in the 2023 Primary Election approved all tax-related measures. A primary election is referred to as a three of four voter turnout, meaning three of four voters who turnout for any of the four annually planned elections turn out for the Primary Election. In all, 102,421 (24.79%) of 413,143 registered voters, with ballot measures in the primary, voted in the primary.

Voters in the City of Sumner gave strong support for a Library Capital Facility Area (LCFA) and bond(s), to build a new library in the City of Sumner. This measure required a super majority and validation with 40% of the voters who turned out in the 2022 General Election to pass. To validate the vote, 1,585 voters needed to participate in the Primary Election.

Sumner Library Capital Facility Area – Proposition No. 1

The approved ballot measure will establish the Sumner LCFA, which will be an independent taxing district, separate from the City, Library System, and Pierce County. Its sole purpose will be to fund the new Sumner Library to replace the existing library in Sumner, which needs costly repairs, is undersized for the population it serves, and is difficult to access. The LCFA will have boundaries that align with those of the City of Sumner, and its governing body will be three members of the Pierce County Council to be selected by the full Council.

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

| | | |
|-------------|--------------|---------------|
| Yes: | 1,383 | 68.57% |
| No: | 634 | 31.43% |
| Total: | 2,017 | 100.00% |

Voters in the Graham area said yes to continue a six-year levy lid lift to help it respond to its increase in Emergency Medical Service (EMS) calls from the community for medical care, fire suppression, rescue, and other emergencies.

Graham Fire & Rescue – Proposition No. 1

Graham Fire & Rescue (District)’s multi-year EMS lid lift will help the District respond to the community’s requests for emergency medical care, fire suppression, rescue, and other emergencies. The District experienced a 37.5% increase in calls for service since 2012. Revenue raised by this measure provides sustainable funding for emergency medical purposes. A taxpayer with the average home value of \$483,497 will anticipate an increased tax of \$4.43 per month.

| | | |
|-------------|--------------|---------------|
| Yes: | 4,450 | 54.31% |
| No: | 3,743 | 45.69% |
| Total: | 8,193 | 100.00% |

Similar to voters in the Graham area, voters in the South Prairie area (Southeast Pierce County, Town of Eatonville, and City of Roy) approved a six-year levy lid lift to help it respond to its increase in EMS calls from the community.

South Pierce Fire & Rescue – Proposition No. 1

South Pierce Fire and Rescue’s (SPFR) six-year lid lift will help it respond to emergency calls, which have increased by 8.21% since 2018. The approved measure will provide sustainable funding for SPFR operations and emergency response. It will help SPFR keep up with increased service demand and continue to provide the high level of service voters expect. The measure authorizes SPFR to restore the levy to \$1.50 per \$1,000 of assessed property value as approved by the voters. A taxpayer with the average home value of \$500,000 will see a \$15.42 per-month tax increase.

| | | |
|------------------|--------------|---------------|
| Approved: | 1,855 | 52.17% |
| Rejected: | 1,701 | 47.83% |
| Total: | 3,556 | 100.00% |

Voters served by West Pierce Fire & Rescue (cities of Lakewood and University Place and contracted emergency services to the Town of Steilacoom) gave strong support to a four-year maintenance and operation levy.

Fire Protection District No. 3 (West Pierce) – Proposition No. 1

Voters approved West Pierce Fire & Rescue (WPFR)’s renewal of a maintenance and operation levy for the next four years. This levy will fund more than 25% of WPFR’s operating budget. WPFR’s current regular and EMS levies were insufficient to provide appropriate fire and emergency medical services to two highly urbanized cities with more than 100,000 citizens, a hospital, two colleges, a major state psychiatric hospital, a regional golf course, and shopping centers. The levy will cost approximately \$0.87 per \$1,000 of assessed value in 2024, which for a home with an assessed value of \$500,000 will be a monthly tax for M&O of \$36.25.

| | | |
|------------------|--------------|---------------|
| Approved: | 9,318 | 61.95% |
| Rejected: | 5,723 | 38.05% |
| Total: | 15,041 | 100.00% |

Similarly, voters in Gig Harbor said yes to funding Gig Harbor Fire and Medic One’s six-year levy lid lift for fire and emergency services.

Fire Protection District No. 5 (Gig Harbor) – Proposition No. 1

Voters approved Gig Harbor Fire and Medic One (“District”)’s measure to restore the District’s regular property tax levy for fire and emergency services to the previous voter-approved rate. Passage of this measure provides sustainable funding for District operations and emergency response. It will help the District keep up with increased service demand and continue to provide the high level of service voters expect. The measure authorizes the District to restore the levy to \$1.50 per \$1,000 of assessed property value as approved by the voters. A taxpayer with the average home value of \$700,000 will see an \$18 per-month tax increase.

| | | |
|------------------|--------------|---------------|
| Approved: | 8,557 | 61.71% |
| Rejected: | 5,309 | 38.29% |
| Total: | 13,866 | 100.00% |

Voters served by Riverside Fire & Rescue (along the lower Puyallup River valley, from outside of the City of Puyallup to outside the City of Tacoma, along the Puyallup River to the north) approved a six-year levy lid lift, at a similar rate as voters approved comparable measures in the West Pierce Fire & Rescue and Gig Harbor Fire and Medic One districts. Voters in each of these districts approved the three separate measures, all at a 61% approval.

Fire Protection District No. 14 (Riverside) – Proposition No. 1

Voters served by Pierce County Fire Protection District No. 14 (Riverside Fire & Rescue) approved the restored levy. The Board of Commissioners determined the tax levy was necessary to maintain the current level of services, fire fighter staffing, equipment and facilities for protecting life and property. The approved funding authorizes the District to restore its regular property tax levy rate to \$1.50 per \$1,000 of assessed valuation in 2023.

| | | |
|------------------|------------|---------------|
| Approved: | 149 | 61.32% |
| Rejected: | 94 | 38.68% |
| Total: | 243 | 100.00% |

Voters on Anderson Island approved three separate six-year levy lid lifts: one to restore fire services; one to restore emergency medical services; and one to continue operating and maintaining parks and recreation. Each measure passed by a remarkable approval of 70%.

Fire Protection District No. 27 (Anderson Island) – Proposition No. 1

Voters on Anderson Island approved Anderson Island Fire Rescue (“District”)’s measure to restore the previous voter-approved regular property tax levy for fire services. This measure will provide essential resources for fire protection delivery and emergency services. The additional funding will be critical to sustain operations through safety equipment improvement, apparatus maintenance, station upgrades, safety training, and volunteer firefighter protective equipment. The proposition authorizes the District to restore its regular property tax levy rate to \$1.50 per \$1,000.00 of assessed valuation. The proposition will cost a taxpayer with the average home value of \$400,000 an anticipated increased tax of \$14.67 per month.

| | | |
|------------------|------------|---------------|
| Approved: | 442 | 72.58% |
| Rejected: | 167 | 27.42% |
| Total: | 609 | 100.00% |

Fire Protection District No. 27 (Anderson Island) – Proposition No. 2

Voters on Anderson Island approved Anderson Island Fire Rescue (“District”)’s measure to restore the previous voter-approved regular property tax levy for EMS. This measure will provide

essential resources for EMS delivery by skilled emergency medical technicians. The additional funding will be critical to sustain EMS services and expand current capabilities, through equipment improvements, apparatus upgrades, and training. This measure authorizes the District to restore its regular property tax levy rate to \$1.50 per \$1,000.00 of assessed valuation and allows annual increases of up to 6% percent for each of the succeeding five years.

| | | |
|------------------|------------|---------------|
| Approved: | 434 | 71.62% |
| Rejected: | 172 | 28.38% |
| Total: | 606 | 100.00% |

Anderson Island Park & Recreation District – Proposition No. 1

Voters approved Anderson Island Park & Recreation District’s measure to continue the District’s current programs, including grounds keeping of park facilities and a variety of recreational programs. The funding authorizes the District to impose regular property tax levies of \$0.50 per \$1,000 of assessed valuation for six consecutive years.

| | | |
|------------------|------------|---------------|
| Approved: | 435 | 71.31% |
| Rejected: | 175 | 28.69% |
| Total: | 610 | 100.00% |

Voters in the City of Tacoma showed solid support to increase its tax levy for personnel costs, training, equipment, and structures for the Tacoma Fire Department.

City of Tacoma – Proposition No. 1

Voters approved a tax levy increase to continue services including related personnel costs, training, equipment, and structures. It also pays for charges incurred by qualified city residents for all Tacoma Fire Department transports (not paid by third parties or insurers). This funding will restore the EMS levy to \$0.50 per \$1,000 of assessed valuation in 2024 and adjust the levied amount for 2025-2029. The average property owner will pay an estimated additional \$9.04 per month in 2024.

| | | |
|-------------|---------------|---------------|
| Yes: | 20,171 | 67.44% |
| No: | 9,739 | 32.56% |
| Total: | 29,910 | 100.00% |

MEMO



Date: August 18, 2023

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

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

Subject: Staff Demographic Information, Census Comparison

Staff Experience tracks employee demographic information regularly both for EEOC compliance reporting and in tracking our own EDI Goals. Trustees in the past have requested to see this data on an annual basis. This memo reports the staff demographic information as of July 1, 2023.

Pierce County Library 2023 Staff Demographics

Racial Diversity (as of July 1, 2023)

Leadership

| Team | % Persons of Color |
|---------------------|--------------------|
| Administrative Team | 33% |
| Leadership Team | 35% |
| Supervisors | 26% |

All Staff

| Year | % Persons of Color |
|-----------------------|--------------------|
| 2005 | 11% |
| 2010 | 12% |
| 2017 | 16% |
| 2018 | 16% |
| 2019 | 17% |
| 2020 | 19% |
| 2021 | 21% |
| 2022 | 20% |
| 2023 (as of 7/1/2023) | 22% |

Detail – Leadership

Administrative Team (12 Female/3 Male)

| Ethnicity | Ethnicity # Emp | Ethnicity % |
|------------------|-----------------|-------------|
| Asian | 1 | 6.67% |
| Black | 1 | 6.67% |
| Hispanic | 2 | 13.33% |
| American Indian | 0 | 0.00% |
| Two or More | 1 | 6.67% |
| Pacific Islander | 0 | 0.00% |
| White | 10 | 66.67% |
| Total - | 15 | |

Leadership Team (21 Female/5 Male)

| Ethnicity | Ethnicity # Emp | Ethnicity % |
|------------------|-----------------|-------------|
| Asian | 3 | 11.54% |
| Black | 1 | 3.85% |
| Hispanic | 2 | 7.69% |
| American Indian | 0 | 0.00% |
| Two or More | 3 | 11.54% |
| Pacific Islander | 0 | 0.00% |
| White | 17 | 65.38% |
| Total - | 26 | |

Supervisors (55 Female/15 Male)

| Ethnicity | Ethnicity # Emp | Ethnicity % |
|------------------|-----------------|-------------|
| Asian | 3 | 4.29% |
| Black | 6 | 8.57% |
| Hispanic | 2 | 2.86% |
| American Indian | 0 | 0.00% |
| Two or More | 6 | 8.57% |
| Pacific Islander | 1 | 1.43% |
| White | 52 | 74.29% |
| Total - | 70 | |

Pierce County Library 2023 Staff Demographics

Detail – All Staff

Notes:

- Census % based on all Pierce County, including jurisdictions that are outside PCLS service area, including Tacoma and Puyallup.
- Data is based on EEOC forms completed by employees at the time of hire.
- PCLS % may not equal 100% due to rounding to whole numbers.

2022

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 321 total employees.

| Census Age Range | # Employees | PCLS % | Census % |
|------------------------|-------------|--------|--------------|
| 20-24 | 8 | 2% | 9% |
| 25-29 | 27 | 8% | 10% |
| 30-39 | 88 | 27% | 22% |
| 40-49 | 81 | 25% | 18% |
| 50-59 | 62 | 19% | 17% |
| 60-69 | 48 | 15% | 15% |
| 70-79 | 7 | 2% | 9% |
| Ethnicity | # Employees | PCLS % | Census % |
| Asian | 14 | 4% | 8.0% |
| Black | 15 | 5% | 8.2% |
| Hispanic | 14 | 4% | 10.6% |
| American Indian/Alaska | 3 | 1% | 1.7% |
| Pacific Islander | 2 | 1% | 1.8% |
| Two or More | 17 | 5% | 5.6% |
| Caucasian | 256 | 80% | 74.7% |
| Gender | # Employees | PCLS % | Census % |
| Females | 250 | 78% | 49.6% |
| Male | 62 | 19% | 50.4% |
| Nonbinary | 9 | 3% | Not reported |

2023

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 323 total employees.

| Census Age Range | # Employees | PCLS % | Census % |
|------------------------|-------------|--------|----------|
| 20-24 | 8 | 2% | |
| 25-29 | 27 | 8% | |
| 30-39 | 92 | 28% | |
| 40-49 | 81 | 25% | |
| 50-59 | 59 | 18% | |
| 60-69 | 48 | 15% | |
| 70-79 | 6 | 2% | |
| Ethnicity | # Employees | PCLS % | Census % |
| Asian | 19 | 6% | |
| Black | 13 | 4% | |
| Hispanic | 15 | 5% | |
| American Indian/Alaska | 3 | 1% | |
| Pacific Islander | 2 | 1% | |
| Two or More | 20 | 6% | |
| Caucasian | 251 | 78% | |
| Gender | # Employees | PCLS % | Census % |
| Females | 256 | 79% | |
| Male | 57 | 18% | |
| Nonbinary | 10 | 3% | |

*(census data for 2023 not available until July, 2024)

2020

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 322 total employees.

| Census Age Range | # Employees | PCLS % | Census % |
|------------------------|-------------|--------|--------------|
| 20-24 | 8 | 2% | 10% |
| 25-29 | 20 | 6% | 12% |
| 30-39 | 78 | 24% | 22% |
| 40-49 | 66 | 20% | 18% |
| 50-59 | 71 | 22% | 18% |
| 60-69 | 74 | 23% | 16% |
| 70-74 | 5 | 2% | 6% |
| Ethnicity | # Employees | PCLS % | Census % |
| Asian | 15 | 5% | 8% |
| Black | 16 | 5% | 8% |
| Hispanic | 17 | 5% | 10% |
| American Indian/Alaska | 5 | 2% | 2% |
| Pacific Islander | 1 | 0% | 2% |
| Two or More | 6 | 2% | 5% |
| Caucasian | 262 | 81% | 76% |
| Gender | # Employees | PCLS % | Census % |
| Females | 257 | 80% | 50% |
| Male | 62 | 19% | 50% |
| Nonbinary | 3 | 1% | Not Reported |

2021

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 319 total employees.

| Census Age Range | # Employees | PCLS % | Census % |
|------------------------|-------------|--------|--------------|
| 20-24 | 3 | 1% | 9.0% |
| 25-29 | 20 | 6% | 11.0% |
| 30-39 | 86 | 27% | 22.0% |
| 40-49 | 72 | 23% | 18.0% |
| 50-59 | 71 | 22% | 18.0% |
| 60-69 | 61 | 19% | 16.0% |
| 70-74 | 6 | 2% | 6.0% |
| Ethnicity | # Employees | PCLS % | Census % |
| Asian | 14 | 4% | 7.7% |
| Black | 18 | 6% | 8.2% |
| Hispanic | 18 | 6% | 10.5% |
| American Indian/Alaska | 4 | 1% | 1.7% |
| Pacific Islander | 0 | 0% | 1.8% |
| Two or More | 12 | 4% | 5.6% |
| Caucasian | 253 | 79% | 75.1% |
| Gender | # Employees | PCLS % | Census % |
| Females | 254 | 80% | 49.6% |
| Male | 62 | 19% | 50.4% |
| Nonbinary | 3 | 1% | Not Reported |

MEMO



Date: August 14, 2023

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

From: Kayce Hall, Customer Experience Director – Staff Operations

Mary Stimson, Finance Director

Subject: Library Fines Update

After receiving approval from the Board in June 2023, the Library moved to waive existing fines from all customer accounts and has eliminated overdue fines. Effective July 26, 2023, all overdue fines have been waived from customer accounts and the new PCLS fine-free guideline has been implemented. PCLS waived fines for 53,450 patron accounts.

After examining the available options to waive existing fines, the Library determined the most efficient way to waive the accounts was to engage a vendor to complete the work. The Library contracted with Innovative (III) to ensure the waiver was applied across all customer accounts and to update the Library system, so it would no longer automatically assess late fines. The vendor was able to successfully update the system without any negative impact to service. We have retained records and reporting to ensure our compliance from an audit perspective, verifying that only overdue fines were waived at this time.

Library staff were directed to begin having conversations with customers about the new fines-free guideline in early July, and a notice was posted to the Library website/catalog. “Following a decision by the Pierce County Library System’s Board of Trustees, all overdue fines will be removed from all Library accounts in the coming weeks. Fees for lost or damaged items will remain and are due at your earliest convenience.”

The Library continues to review and evaluate charges for lost and damaged items, as well as collection agency fees that were charged prior to the Library ending its relationship with the collection agency. We are also looking at ways to continue to remove barriers, as we review the other fees that PCLS currently charges (including printer and ILL fees). We’re considering various mechanisms to support the work of making it easier to access Library services. The Library will present its findings and any recommendations to the Board in relation to fees and guidelines in the coming months.

Executive Director Report (Routine Reports)

MEMO



Date: September 5, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

This memo provides an overview of the activities conducted by both myself and the district during the month of August 2023. I will be happy to answer any questions the Trustees may have regarding this or any of the other routine reports.

The end of August brings the Summer Reading Program to conclusion and this year we are so pleased to see program attendance and community outreach programs rebounding from the pandemic restrictions in recent years. Outreach reports that the number of individuals served has doubled from last year! We were able to celebrate the end of summer with a staff ice cream social at the Administrative Center. Outreach staff provided an up-close view of their work to bring library services out into the communities over the summer. Lakewood Boys & Girls Club staff specifically mentioned our partnership, On the Road with Summer Reading, at presentations given to civic clubs in Lakewood and shared that these visits have helped bring books to kids that wouldn't otherwise have the same access to them. Congratulations to all the staff involved in planning and running our annual program! We'll look forward to the final reports documenting program statistics later this fall.

With the successful passage of the Library Capital Facility Area (LCFA) formation and bond to build a new Sumner Library on August 1, 2023, and certification on August 15, 2023, we launched our communications and planning. I sent emails to our key stakeholders and notes of thanks to community leaders, presented to the Sumner City Council, visited with the staff in the Sumner branch to discuss the building project, and initiated meetings with Pierce County staff to set forward a plan to officially form the LCFA Board by the end of 2023. We have a Request for Qualifications (RFQ) solicitation for an architect prepared for publication in October in the hopes to have this important partner selected and be ready to launch the building design process right away in 2024.

In August, we entered into a deep phase of our policy review project, and I spent a good amount of time working on the next batch of Board governing policies. Trustees will find memos in the packet this month on the progress of those policies. We continue to coordinate with attorneys and communicate with our union as we move through this cleanup project. We've learned and adjusted our plans as we moved through this new process. It is important to get these right and we're making progress on this complex and significant project. I welcome comments, questions, and suggestions from the Trustees at any stage of this project.

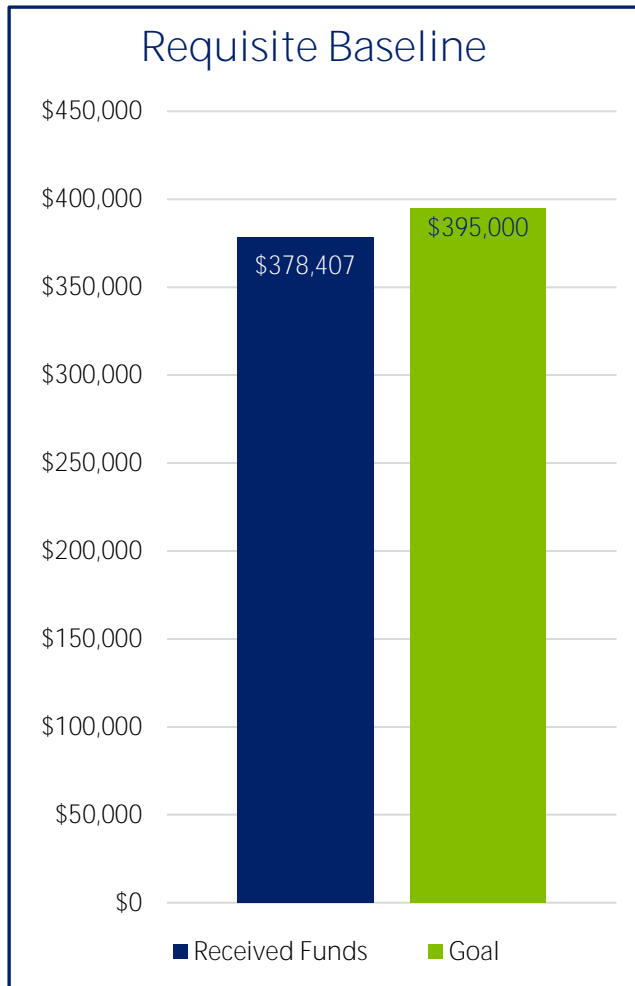
All department heads have submitted their 2024 budget requests, and we are now in the process of bringing the unbalanced draft closer to balance for discussion at the October Regular Meeting. An agenda has been drafted and we are preparing for the Study Session scheduled on September 18, 2023, to review the Levy Sustainability Plan. Please reach out with any requests or suggestions to make the meeting most worth your time and to prepare for the 2024 budget discussions.

I will not be in attendance at our October Regular Meeting. Consequently, I have designated Deputy Directors Melinda Chesbro and Connie Behe to represent the district on my behalf. We've been preparing the budget and workplan well ahead of prior years' planning to ensure smooth development while I'm gone. The October Regular Meeting will mark Melinda's final Board meeting as her scheduled retirement is set for the end of the month. We are actively planning for that succession. I do not plan to fill the second Deputy Director position at this time and the Directors currently reporting to Melinda will report to me. I will be the hiring manager for the IT Director recruitment currently posted. I will prepare an Officers Memo for the October meeting that will summarize the changes to PCLS leadership structure that will follow Melinda's retirement.

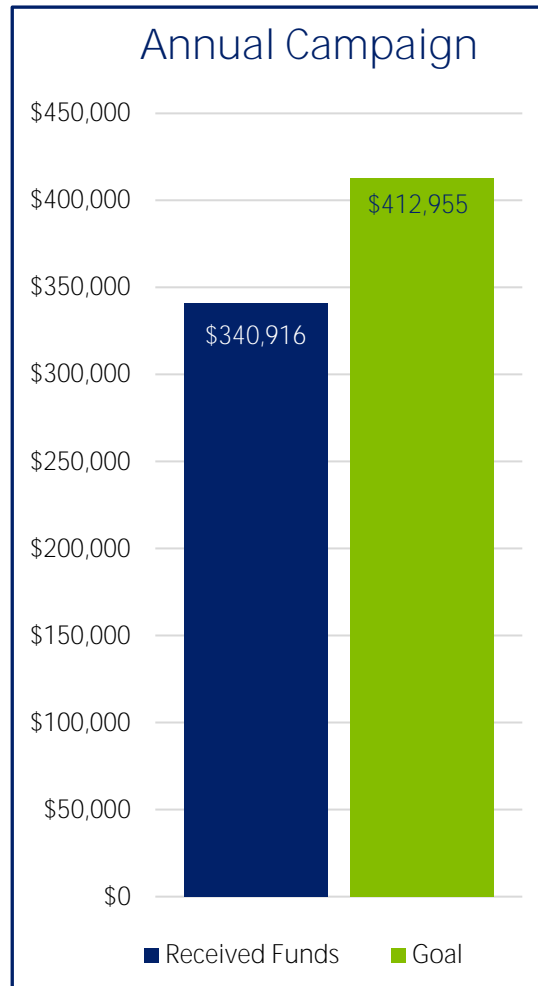
I'm looking forward to the projects and planning we have in store for us at PCLS.



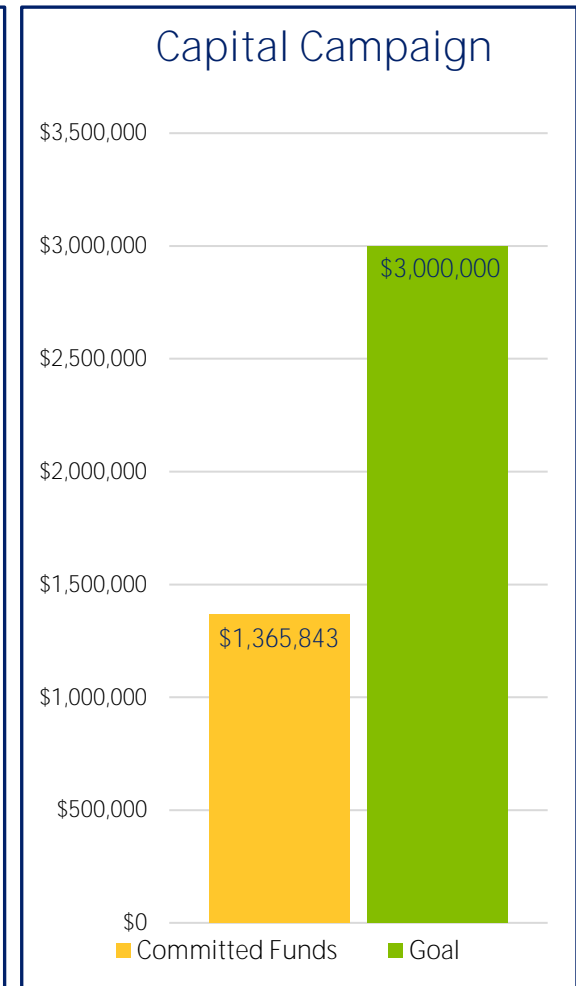
Fundraising Performance Dashboard



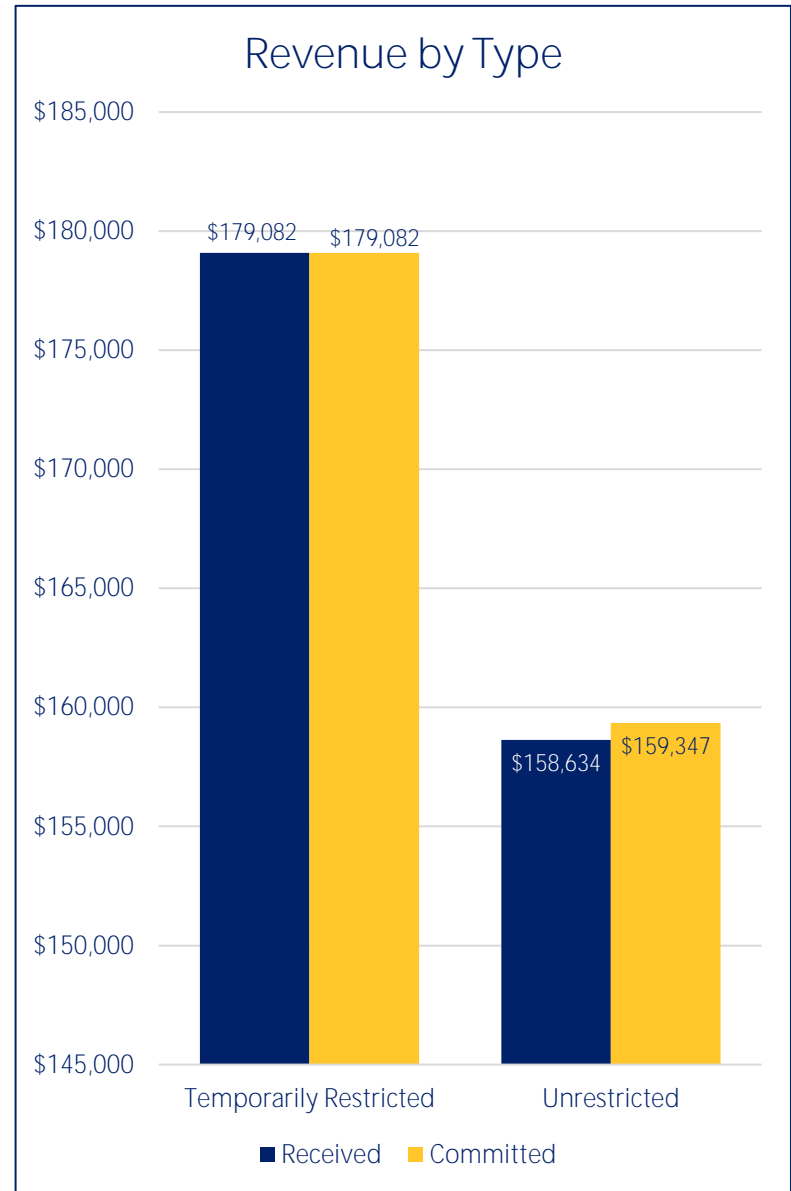
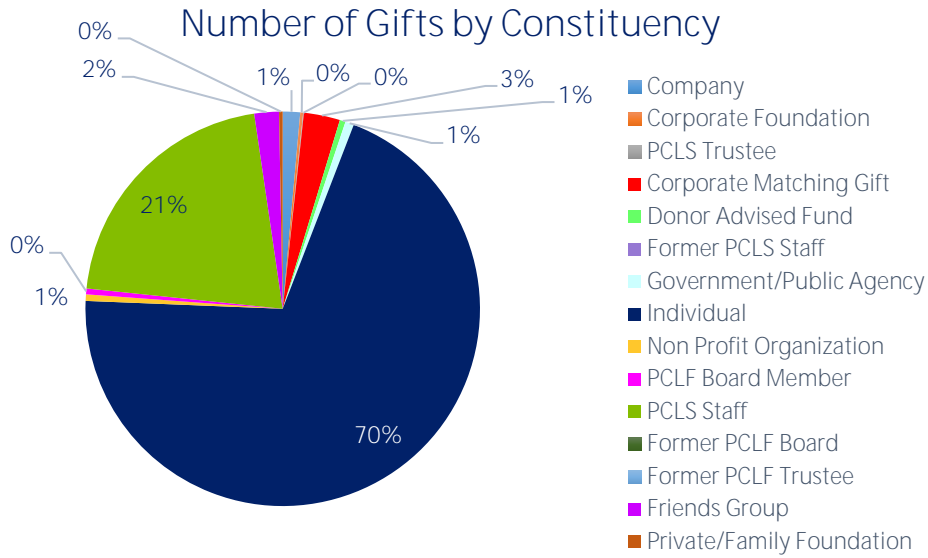
Goal = PCLS/Foundation annual agreement



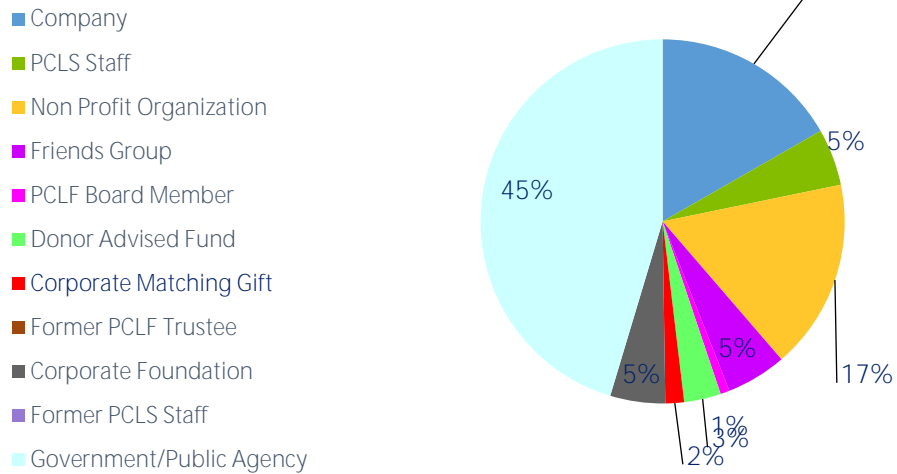
Goal = Annual Campaign Goal (\$310,000) + Foundation budget (\$102,955)



Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

| # of Donors | Donor Rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|----------|--------------|---------------|----------------|
| 443 | 42.07% | \$87,495 | 30.17% | 601 | \$96,035 |

Continuing Corporate/Foundation donors - Year to date

| # of Donors | Donor rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|----------|--------------|---------------|----------------|
| 20 | 32.79% | \$68,462 | 196.55% | 37 | \$45,298 |

Continuing Individual donors - First year donor

| # of Donors | Donor rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|---------|--------------|---------------|----------------|
| 26 | 16.99% | \$3,489 | 58.00% | 121 | \$12,336 |

Continuing Corporate/Foundation donors - First year donor

| # of Donors | Donor rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|----------|--------------|---------------|----------------|
| 5 | 19.23% | \$37,091 | 22.24% | 17 | \$8,301 |

New Individual donors - Year to date

| # of Donors | Donor Rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|---------|--------------|---------------|----------------|
| 69 | 2.71% | \$5,001 | 30.15% | - | - |

New Corporate/Foundation donors - Year to date

| # of Donors | Donor Rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|-----------|--------------|---------------|----------------|
| 14 | 9.59% | \$112,015 | 158.32% | - | - |

Returning Individual donors - Year to date

| # of Donors | Donor Rate | Revenue | Revenue Rate | LYBUNT donors | LYBUNT revenue |
|-------------|------------|----------|--------------|---------------|----------------|
| 127 | 9.00% | \$12,899 | 53.90% | - | - |

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're solidly situated for a positive year-end outcome, having already surpassed our \$310,000 goal
- Planned Giving: recent marketing campaign for Make a Will Month (August) secured 5 new bequest notifications totalling \$359,500

Areas to capitalize on

- Capital Campaign: Volunteer Campaign Steering Committee is reconvening in mid-September
- Annual Campaign: retooling strategies to achieve newly amended annual agreement value with PCLS

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

July 31, 2023

Prepared By: Mary Stimson, Finance Director

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

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

General Fund

July

- **535050. Includes payment to Tyler Disaster Recovery Service renewal**
- **535025. Continued laptops purchased for our StaffTech lifecycle laptop replacements project**
- **541020. Includes payment for DEI consulting services to HenderWorks**
- **535050. Includes payment for annual renewal of Silk Road Recruiting License**

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

July

- **541060. Additional payments to BuildingWork for architecture and consulting services for Lakewood Interim Library**
- **562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**

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-July

- No activity.

Election Fund

January-July

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January-July

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

January-July

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January-July

- No significant activity other than receipt of investment earnings.

US BANK Clearing Distributions

| 2023 | Original Payment | General Fund Posting | Capital Fund Posting | Outstanding |
|-----------|------------------|----------------------|----------------------|-------------|
| January | \$ 178,192.66 | \$ 176,350.96 | \$ 1,841.70 | \$ - |
| February | 282,842.67 | 282,842.67 | - | - |
| March | 241,052.34 | 240,864.09 | 188.25 | - |
| April | 413,814.03 | 411,197.90 | 2,616.13 | - |
| May | 463,296.98 | 463,296.98 | - | - |
| June | 178,888.74 | 178,684.74 | 204.00 | - |
| July | 289,722.05 | 285,531.05 | 4,191.00 | - |
| August | - | - | - | - |
| September | - | - | - | - |
| October | - | - | - | - |
| November | - | - | - | - |
| December | - | - | - | - |
| | \$ 2,047,809.47 | \$ 2,038,768.39 | \$ 9,041.08 | \$ - |

2022 is fully reconciled, as per below.

| Fiscal Month | Original Payment | General Fund Posting | Capital Fund Posting | Outstanding |
|----------------|------------------|----------------------|----------------------|-------------|
| January 2022 | \$ 172,472.87 | \$ 172,472.87 | \$ - | \$ - |
| February 2022 | 567,606.76 | 567,606.76 | - | - |
| March 2022 | 471,075.72 | 471,075.72 | - | - |
| April 2022 | 335,110.90 | 335,110.90 | - | - |
| May 2022 | 324,627.82 | 324,627.82 | - | - |
| June 2022 | 302,597.40 | 301,597.40 | 1,000.00 | - |
| July 2022 | 209,432.59 | 204,657.27 | 4,775.32 | - |
| August 2022 | 169,768.32 | 168,076.32 | 1,692.00 | - |
| September 2022 | 481,633.90 | 481,633.90 | - | - |
| October 2022 | 378,026.96 | 365,769.99 | 12,256.97 | - |
| November 2022 | 271,230.79 | 265,816.44 | 5,414.35 | - |
| December 2022 | 281,533.90 | 281,380.90 | 153.00 | - |
| | \$ 3,965,117.93 | \$ 3,939,826.29 | \$ 25,291.64 | \$ - |

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
July 31, 2023**

| | GENERAL FUND | SPECIAL PURPOSE FUND | LEVY SUSTAINABILITY FUND | ELECTION FUND | PROPERTY AND FACILITY FUND | DEBT SERVICE FUND | CAPITAL IMPROVEMENT PROJECTS FUND | TOTAL ALL FUNDS |
|---|----------------------|----------------------|--------------------------|---------------------|----------------------------|-------------------|-----------------------------------|----------------------|
| ASSETS | | | | | | | | |
| Current Assets | | | | | | | | |
| Cash | \$ 797,601 | \$ - | \$ 100 | \$ 100 | \$ 100 | \$ 100 | \$ 49,594 | \$ 847,595 |
| Investments | \$ 14,301,356 | \$ - | \$ 13,301,361 | \$ 1,171,003 | \$ 2,499,511 | \$ 92,475 | \$ 7,642,127 | \$ 39,007,833 |
| Other Receivables | \$ (480) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (480) |
| Accrued Interest on Investments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Current Assets | \$ 15,098,476 | \$ - | \$ 13,301,461 | \$ 1,171,103 | \$ 2,499,611 | \$ 92,575 | \$ 7,691,721 | \$ 39,854,948 |
| TOTAL ASSETS | \$ 15,098,476 | \$ - | \$ 13,301,461 | \$ 1,171,103 | \$ 2,499,611 | \$ 92,575 | \$ 7,691,721 | \$ 39,854,948 |
| LIABILITIES | | | | | | | | |
| Current Liabilities | | | | | | | | |
| Warrants Payable* | \$ 411 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 411 |
| Sales Tax Payable* | \$ 2,840 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,840 |
| Payroll Payable | \$ 166,893 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 166,893 |
| US Bank Payable* | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Current Liabilities | \$ 170,144 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 170,144 |
| TOTAL LIABILITIES | \$ 170,144 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 170,144 |
| FUND BALANCE | | | | | | | | |
| Reserve for Encumbrances | \$ 905,598 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 6,932,204 | \$ 7,837,802 |
| 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 | \$ 14,022,735 | \$ - | \$ 380,276 | \$ 33,479 | \$ (1,928,540) | \$ 92,575 | \$ 759,517 | \$ 13,360,042 |
| TOTAL FUND BALANCE | \$ 14,928,333 | \$ - | \$ 13,301,461 | \$ 1,171,103 | \$ 2,499,611 | \$ 92,575 | \$ 7,691,721 | \$ 39,684,804 |
| TOTAL LIABILITIES & FUND BALANCE | \$ 15,098,476 | \$ - | \$ 13,301,461 | \$ 1,171,103 | \$ 2,499,611 | \$ 92,575 | \$ 7,691,721 | \$ 39,854,948 |
| <hr/> | | | | | | | | |
| BEGINNING FUND BALANCE, 01/01/23 | \$ 12,063,142 | \$ - | \$ 12,921,185 | \$ 1,137,625 | \$ 2,428,152 | \$ 90,114 | \$ 8,934,433 | \$ 37,574,651 |
| YTD Revenue | \$ 24,884,206 | \$ - | \$ 380,275 | \$ 33,478 | \$ 71,459 | \$ 2,461 | \$ 260,225 | \$ 25,632,104 |
| Transfers In/(Out) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| YTD Expenditures | \$ (22,019,015) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (1,502,936) | \$ (23,521,951) |
| ENDING FUND BALANCE, 07/31/23 | \$ 14,928,333 | \$ - | \$ 13,301,461 | \$ 1,171,103 | \$ 2,499,611 | \$ 92,575 | \$ 7,691,721 | \$ 39,684,804 |
| TAXES RECEIVABLE | \$ 20,828,481 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20,828,481 |

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

| | <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>HISTORICAL</i> 6/30/2023 | <i>CURRENT</i> 7/31/2023 |
|---|--------------------------------|--------------------------------|---------------------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------|
| ASSETS | | | | | | | | | | | | |
| Current Assets | | | | | | | | | | | | |
| Cash | \$ 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 | \$ 797,601 |
| Investments | \$ 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 | \$ 14,301,356 |
| Accrued Interest on Investments | \$ 3,577 | \$ 3,577 | \$ 3,577 | \$ - | \$ 869 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Receivables | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (480) | \$ (480) | \$ (480) | \$ (480) | \$ (480) | \$ (480) | \$ (480) |
| Total Current Assets | \$ 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 | \$ 15,098,476 |
| TOTAL ASSETS | \$ 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 | \$ 15,098,476 |
| LIABILITIES | | | | | | | | | | | | |
| Current Liabilities | | | | | | | | | | | | |
| Warrants Payable | \$ - | \$ - | \$ - | \$ - | \$ 971 | \$ 1,863 | \$ 12,628 | \$ 143,430 | \$ 1,233 | \$ 426 | \$ 411 | \$ 411 |
| Sales Tax Payable | \$ 531 | \$ 637 | \$ 765 | \$ 880 | \$ 92 | \$ 2,783 | \$ 416 | \$ 1,515 | \$ 2,167 | \$ 3,221 | \$ 1,111 | \$ 2,840 |
| Payroll Payable | \$ (359) | \$ (359) | \$ (359) | \$ 92 | \$ 1,063 | \$ 151,879 | \$ 185,235 | \$ 212,126 | \$ 153,846 | \$ 186,682 | \$ 221,318 | \$ 166,893 |
| US Bank | \$ - | \$ - | \$ - | \$ - | \$ - | \$ (25,878) | \$ (34,695) | \$ (1,481) | \$ (3,479) | \$ - | \$ (204) | \$ - |
| Total Current Liabilities | \$ 172 | \$ 277 | \$ 406 | \$ 972 | \$ 1,063 | \$ 130,647 | \$ 163,585 | \$ 355,590 | \$ 153,767 | \$ 190,329 | \$ 222,635 | \$ 170,144 |
| TOTAL LIABILITIES | \$ 172 | \$ 277 | \$ 406 | \$ 972 | \$ 1,063 | \$ 130,647 | \$ 163,585 | \$ 355,590 | \$ 153,767 | \$ 190,329 | \$ 222,635 | \$ 170,144 |
| FUND BALANCE | | | | | | | | | | | | |
| Reserve for Encumbrance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,194,994 | \$ 1,207,304 | \$ 1,384,188 | \$ 1,584,072 | \$ 1,120,019 | \$ 928,631 | \$ 905,598 |
| Unreserved Fund Balance | \$ 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 | \$ 14,022,735 |
| TOTAL FUND BALANCE | \$ 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 | \$ 14,928,333 |
| TOTAL LIABILITIES & FUND BALANCE | \$ 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 | \$ 15,098,476 |
| PROPERTY TAXES RECEIVABLE | \$ 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 | \$ 20,828,481 |

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



| GENERAL FUND - 001 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|-------------------------------|----------------------|----------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Property Tax & Related Income | \$ 42,972,200 | \$ 24,725,595 | \$ - | \$ 18,246,605 | 58% |
| Other Revenue | \$ 1,109,500 | \$ 158,611 | \$ - | \$ 950,889 | 14% |
| TOTAL REVENUE | \$ 44,081,700 | \$ 24,884,206 | \$ - | \$ 19,197,494 | 56% |
| EXPENDITURES | | | | | |
| Personnel/Taxes and Benefits | \$ 31,074,962 | \$ 16,421,838 | \$ - | \$ 14,653,124 | 53% |
| Materials | \$ 4,535,800 | \$ 2,030,413 | \$ - | \$ 2,505,387 | 45% |
| Maintenance and Operations | \$ 8,470,938 | \$ 3,566,764 | \$ 680,178 | \$ 4,223,996 | 50% |
| Transfers Out & Reserves | \$ - | \$ - | \$ - | \$ - | - |
| TOTAL EXPENDITURES | \$ 44,081,700 | \$ 22,019,015 | \$ 680,178 | \$ 21,382,507 | 51% |
| Excess/(Deficit) | | \$ 2,865,191 | | | |
| Additional Transfers Out | | - | | | |
| NET EXCESS (DEFICIT) | | \$ 2,865,191 | | | |

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

| CAPITAL IMPROVEMENT PROJECTS FUND - 301 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|--|---------------------|-----------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Use of Fund Balance | \$ 6,508,000 | \$ - | \$ - | \$ 6,508,000 | 0% |
| Transfers In | \$ - | \$ - | \$ - | \$ - | - |
| Other Revenue | \$ - | \$ 260,225 | \$ - | \$ (260,225) | - |
| TOTAL REVENUE | \$ 6,508,000 | \$ 260,225 | \$ - | \$ 6,247,775 | 4% |
| EXPENDITURES | | | | | |
| Capital Improvement Projects | \$ 6,508,000 | \$ 1,502,936 | \$ 6,356,085 | \$ (1,351,021) | 121% |
| TOTAL EXPENDITURES | \$ 6,508,000 | \$ 1,502,936 | \$ 6,356,085 | \$ (1,351,021) | 121% |
| Excess/(Deficit) | | \$ (1,242,712) | | | |
| Additional Transfers In | | - | | | |
| NET EXCESS (DEFICIT) | | \$ (1,242,712) | | | |

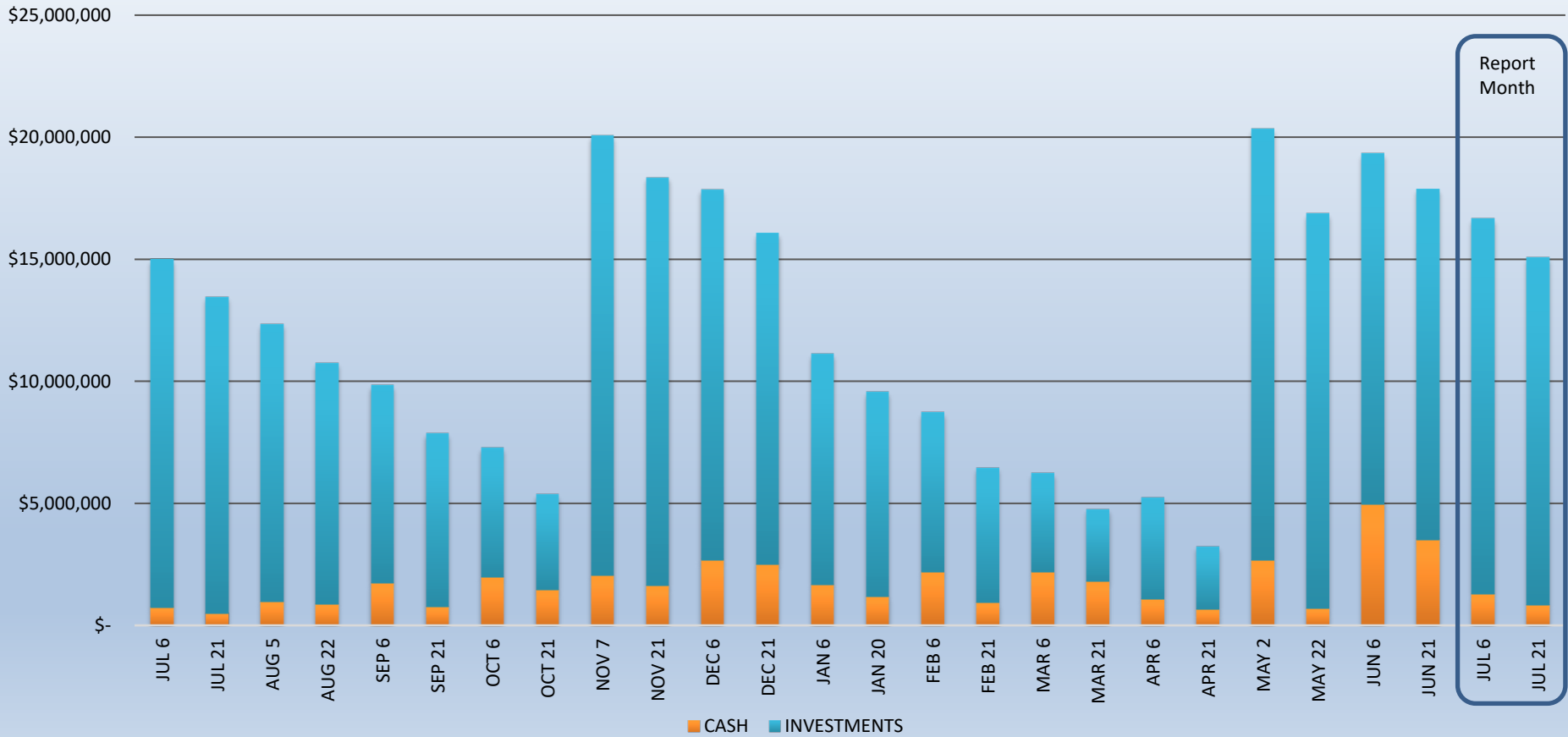
| LEVY SUSTAINABILITY FUND - 102 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|---------------------------------------|--------------------|---------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Use of Fund Balance | \$ - | \$ - | \$ - | \$ - | - |
| Transfers In | \$ - | \$ - | \$ - | \$ - | - |
| Investment Income | \$ - | \$ 380,275 | \$ - | \$ (380,275) | - |
| TOTAL REVENUE | \$ - | \$ 380,275 | \$ - | \$ (380,275) | - |
| EXPENDITURES | | | | | |
| Levy Sustainability Transfers | \$ - | \$ - | \$ - | \$ - | - |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ - | \$ - | - |
| Excess/(Deficit) | | \$ 380,275 | | | |
| Additional Transfers Out | | \$ - | | | |
| NET EXCESS (DEFICIT) | | \$ 380,275 | | | |

| DEBT SERVICE FUND - 201 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|--------------------------------|--------------------|---------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Investment Income | \$ - | \$ 2,461 | \$ - | \$ (2,461) | - |
| TOTAL REVENUE | \$ - | \$ 2,461 | \$ - | \$ (2,461) | - |
| EXPENDITURES | | | | | |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ - | \$ - | - |
| Excess/(Deficit) | | \$ 2,461 | | | |
| NET EXCESS (DEFICIT) | | \$ 2,461 | | | |

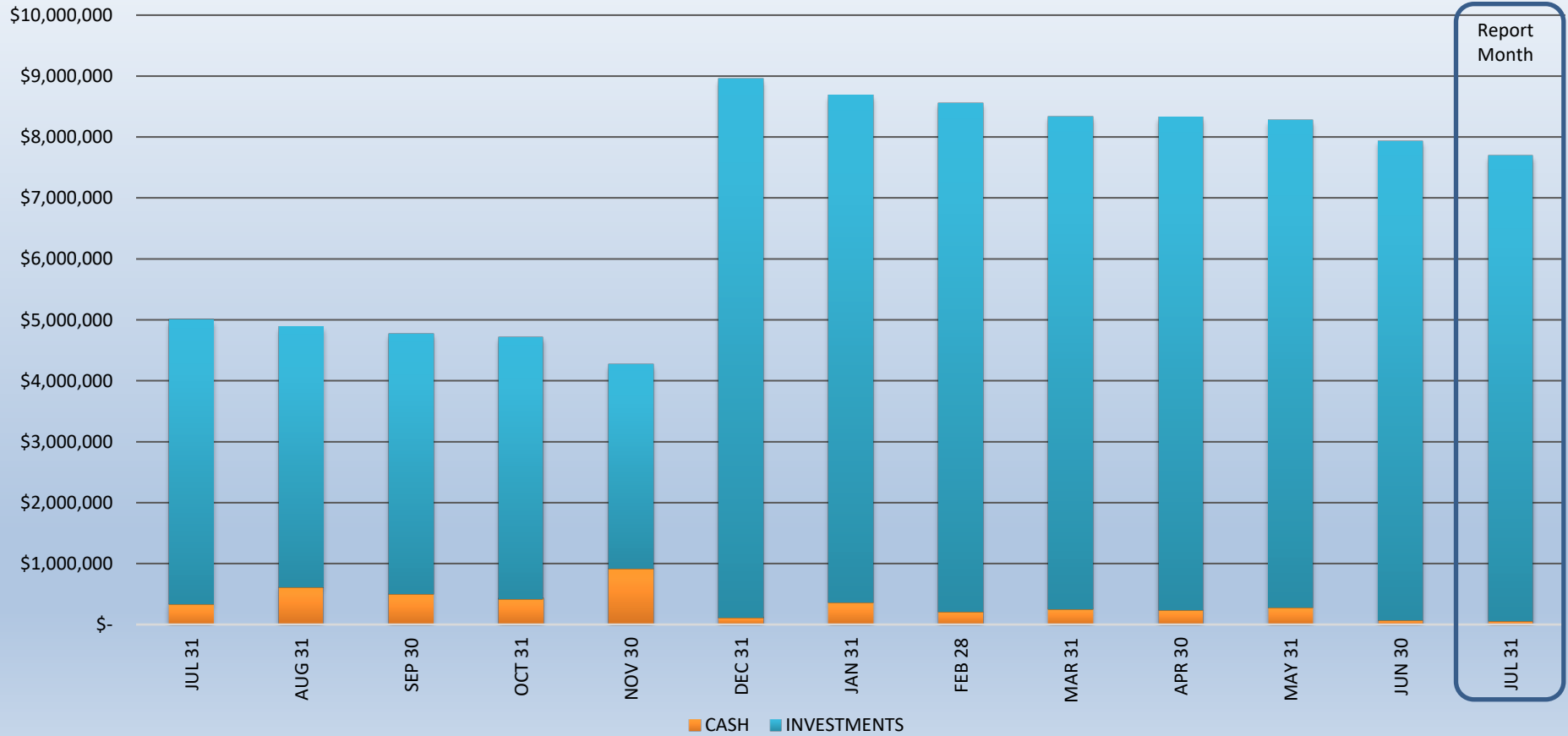
| ELECTION FUND - 103 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|-----------------------------|--------------------|---------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Use of Fund Balance | \$ - | \$ - | \$ - | \$ - | - |
| Transfers In | \$ - | \$ - | \$ - | \$ - | - |
| Investment Income | \$ - | \$ 33,478 | \$ - | \$ (33,478) | - |
| TOTAL REVENUE | \$ - | \$ 33,478 | \$ - | \$ (33,478) | - |
| EXPENDITURES | | | | | |
| Election Costs | \$ - | \$ - | \$ - | \$ - | - |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ - | \$ - | - |
| Excess/(Deficit) | | \$ 33,478 | | | |
| Additional Transfers Out | | \$ - | | | |
| NET EXCESS (DEFICIT) | | \$ 33,478 | | | |

| PROPERTY AND FACILITY FUND - 104 | 2023 BUDGET | YEAR TO DATE | ENCUMBRANCES | BUDGET BALANCE | % OF BUDGET |
|---|--------------------|---------------------|---------------------|-----------------------|--------------------|
| REVENUE | | | | | |
| Use of Fund Balance | \$ - | \$ - | \$ - | \$ - | - |
| Transfers In | \$ - | \$ - | \$ - | \$ - | - |
| Investment Income | \$ - | \$ 71,459 | \$ - | \$ (71,459) | - |
| TOTAL REVENUE | \$ - | \$ 71,459 | \$ - | \$ (71,459) | - |
| EXPENDITURES | | | | | |
| Property and Facilities | \$ - | \$ - | \$ - | \$ - | - |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ - | \$ - | - |
| Excess/(Deficit) | | \$ 71,459 | | | |
| Additional Transfers Out | | \$ - | | | |
| NET EXCESS (DEFICIT) | | \$ 71,459 | | | |

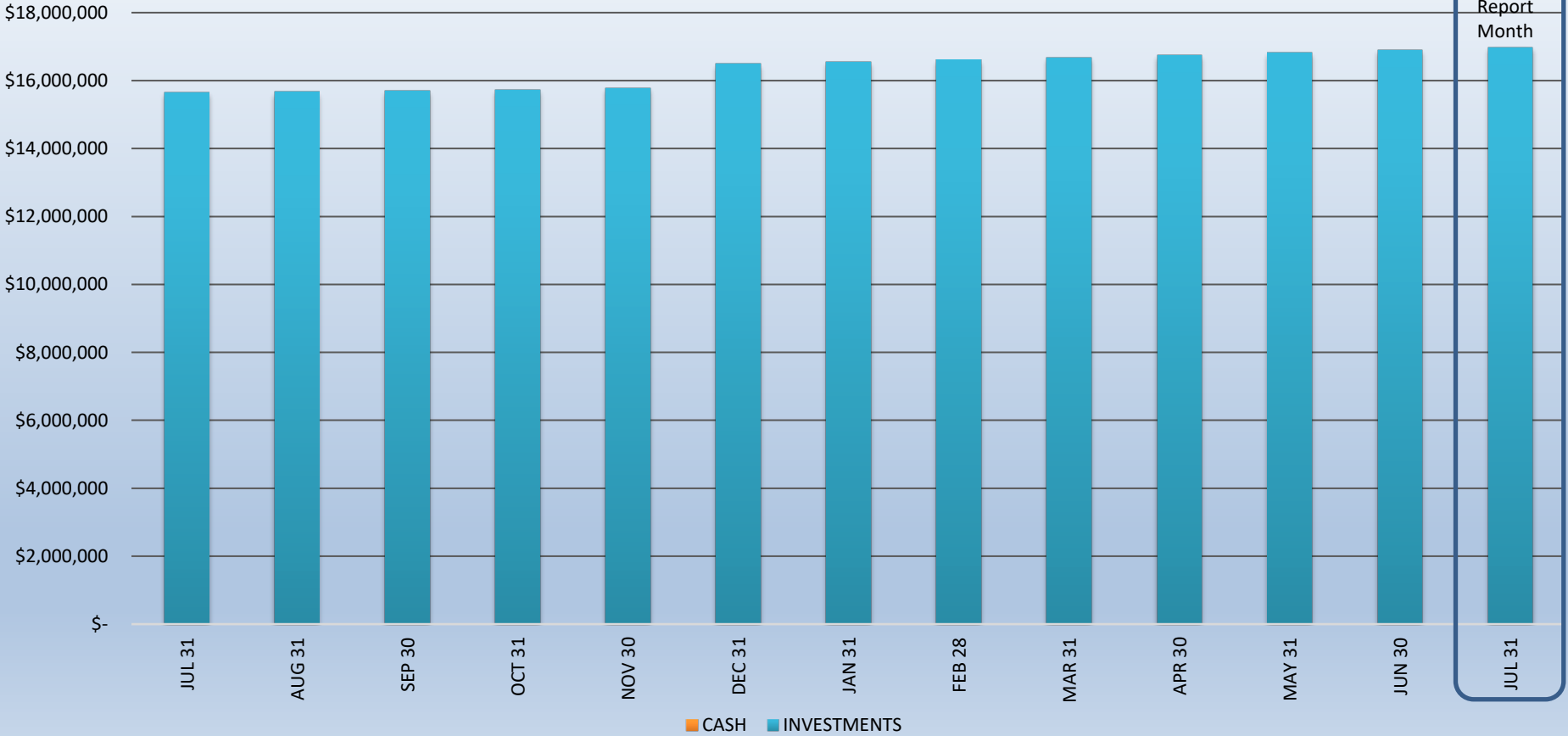
**CASH & INVESTMENTS - SEMI-MONTHLY
2023 - GENERAL FUND
- 13 MONTHS MOVING -**



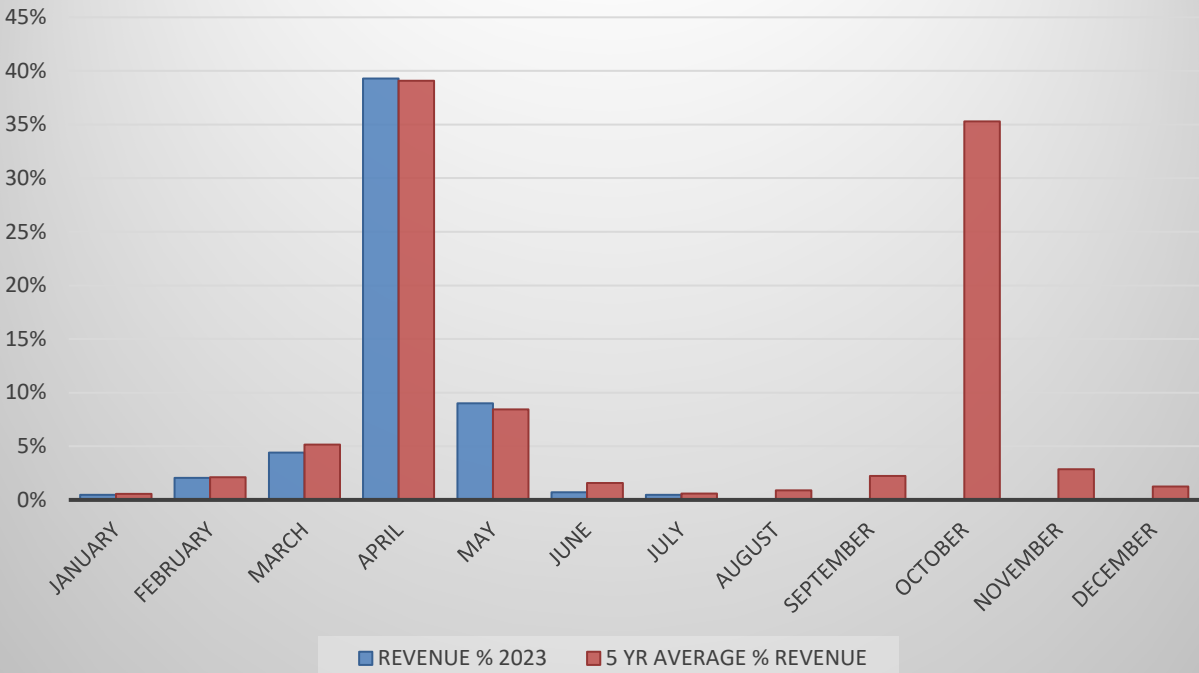
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



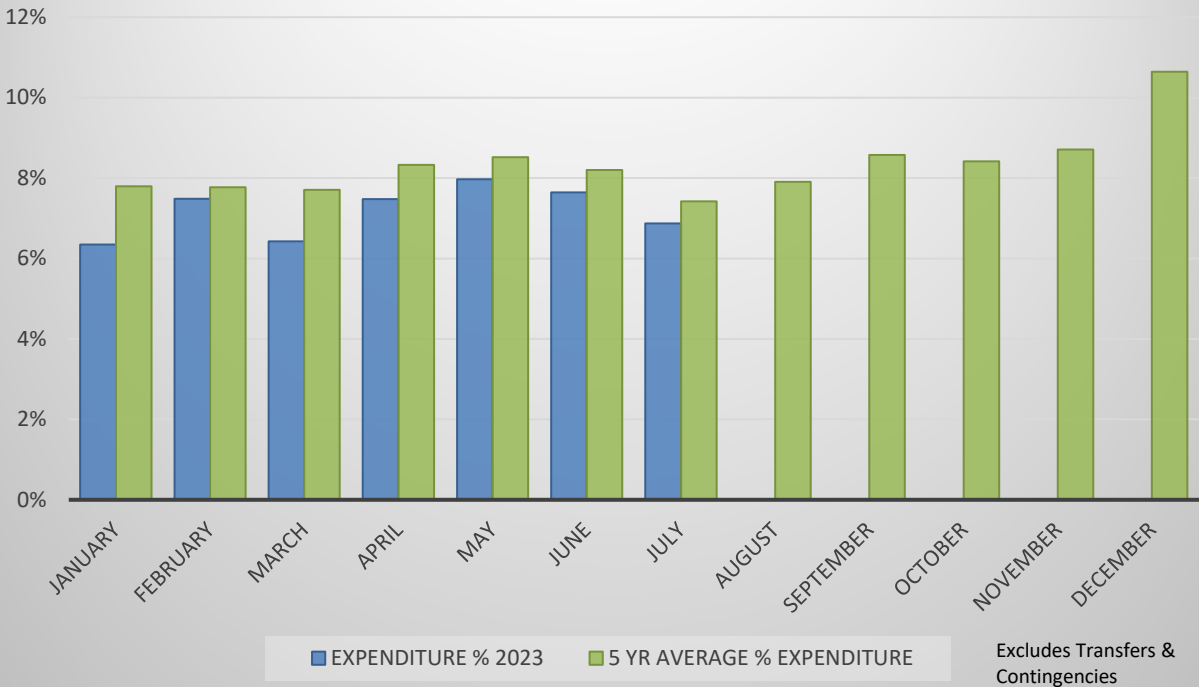
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JULY 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JULY 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|-----------------|----------------|----------------|-------------|--------------|------------------|-------------|
| 001 GENERAL FUND | | | | | | | |
| 01 TAXES | | | | | | | |
| 311110 PROPERTY TAX--CURRENT | -41,877,300 | -41,877,300 | -23,859,705.84 | -112,978.41 | .00 | -18,017,594.16 | 57.0% |
| 311120 PROPERTY TAX--DELINQUENT | -530,900 | -530,900 | -369,159.70 | -15,203.74 | .00 | -161,740.30 | 69.5% |
| 311121 PROPERTY TAX--KING COUNTY | -60,000 | -60,000 | -66,789.82 | -348.00 | .00 | 6,789.82 | 111.3% |
| 311300 SALE OF TAX TITLE PROPERTY | -6,000 | -6,000 | .00 | .00 | .00 | -6,000.00 | .0% |
| 317200 LEASEHOLD EXCISE TAX | -20,000 | -20,000 | -19,698.00 | -343.77 | .00 | -302.00 | 98.5% |
| 317400 TIMBER EXCISE TAX | -63,000 | -63,000 | -33,171.91 | .00 | .00 | -29,828.09 | 52.7% |
| TOTAL TAXES | -42,557,200 | -42,557,200 | -24,348,525.27 | -128,873.92 | .00 | -18,208,674.73 | 57.2% |
| 02 CHARGES OTHER | | | | | | | |
| 334057 STATE GRANT FROM STATE LIBRAR | 0 | 0 | -1,000.00 | .00 | .00 | 1,000.00 | 100.0% |
| 335023 DNR TIMBER TRUST 2 | 0 | 0 | -25,875.60 | .00 | .00 | 25,875.60 | 100.0% |
| 335330 ST FOREST FUNDS/DNR TIMB TRST | -15,000 | -15,000 | .00 | .00 | .00 | -15,000.00 | .0% |
| 341801 GRAPHICS SERVICE CHARGES | -7,500 | -7,500 | -4,091.57 | .00 | .00 | -3,408.43 | 54.6% |
| 347200 LIBRARY SERVICES FEES--ILL | 0 | 0 | -75.48 | .00 | .00 | 75.48 | 100.0% |
| 347901 COPIER FEES | 0 | 0 | -64.91 | .00 | .00 | 64.91 | 100.0% |
| 347902 PRINTER FEES | 0 | 0 | -10,020.78 | -1,188.36 | .00 | 10,020.78 | 100.0% |
| 347903 FAX FEES | 0 | 0 | -21.45 | .00 | .00 | 21.45 | 100.0% |
| 359000 LIBRARY FINES | -10,000 | -10,000 | -16,233.88 | -1,090.65 | .00 | 6,233.88 | 162.3% |
| 361100 INVESTMENT EARNINGS | -400,000 | -400,000 | -298,233.32 | -68,340.86 | .00 | -101,766.68 | 74.6% |
| 361430 INTEREST INCOME--CONTRACTS & | 0 | 0 | -625.19 | -99.26 | .00 | 625.19 | 100.0% |
| 362001 RENTS AND LEASES--KPHC | -1,000 | -1,000 | -5,087.19 | .00 | .00 | 4,087.19 | 508.7% |
| 367010 DONOR PROCEEDS--FOUNDATION | -310,000 | -310,000 | -1,114.05 | .00 | .00 | -308,885.95 | .4% |
| 367021 DONOR REIMBURSEMENTS--FRIENDS | 0 | 0 | -2,618.81 | -201.13 | .00 | 2,618.81 | 100.0% |
| 367100 DONATIONS--OTHER | 0 | 0 | -73.48 | .00 | .00 | 73.48 | 100.0% |
| 367400 GRANTS--NONGOVERNMENTAL | 0 | 0 | -550.00 | .00 | .00 | 550.00 | 100.0% |
| 367999 OPPORTUNITY DONATIONS | -160,000 | -160,000 | .00 | .00 | .00 | -160,000.00 | .0% |
| 369100 SALE OF SURPLUS--GENERAL | -2,000 | -2,000 | -9,743.27 | -35.25 | .00 | 7,743.27 | 487.2% |
| 369101 SALE OF SURPLUS--MATERIALS | -4,000 | -4,000 | -23,430.79 | -3,959.86 | .00 | 19,430.79 | 585.8% |
| 369200 FOUND MONEY | 0 | 0 | -663.79 | -22.13 | .00 | 663.79 | 100.0% |
| 369910 MISCELLANEOUS OTHER | 0 | 0 | -3,634.70 | 226.10 | .00 | 3,634.70 | 100.0% |
| 369911 PAYMENT FOR LOST MATERIALS | -10,000 | -10,000 | -2,143.87 | -1,263.57 | .00 | -7,856.13 | 21.4% |
| 369912 JURY DUTY REIMBURSEMENT | 0 | 0 | -170.00 | .00 | .00 | 170.00 | 100.0% |
| 369913 ERATE REIMBURSEMENT | -530,000 | -530,000 | -37,186.38 | .00 | .00 | -492,813.62 | 7.0% |
| 369914 PROCUREMENT CARD REBATES | -75,000 | -75,000 | -41,686.23 | .00 | .00 | -33,313.77 | 55.6% |
| 395100 PROCEEDS FROM SALES OF CAPITA | 0 | 0 | -51,336.03 | .00 | .00 | 51,336.03 | 100.0% |
| TOTAL CHARGES OTHER | -1,524,500 | -1,524,500 | -535,680.77 | -75,974.97 | .00 | -988,819.23 | 35.1% |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|----------------|
| 03 SALARIES AND WAGES | | | | | | | |
| 511000 SALARIES AND WAGES | 23,800,000 | 23,800,000 | 12,283,047.83 | 1,768,517.80 | .00 | 11,516,952.17 | 51.6% |
| 511005 ADDITIONAL HOURS | 150,000 | 150,000 | .00 | .00 | .00 | 150,000.00 | .0% |
| 511006 SUBSTITUTE HOURS | 32,000 | 32,000 | 6,462.13 | 1,431.97 | .00 | 25,537.87 | 20.2% |
| 511007 SHIFT DIFFERENTIAL | 200,000 | 200,000 | 74,651.52 | 9,269.97 | .00 | 125,348.48 | 37.3% |
| 511009 TUITION ASSISTANCE | 12,000 | 12,000 | 3,311.63 | .00 | .00 | 8,688.37 | 27.6% |
| 512000 OVERTIME WAGES | 67,000 | 67,000 | 108.35 | .00 | .00 | 66,891.65 | .2% |
| 519999 ADJ WAGE/SALARY TO MATCH PLAN | -849,142 | -849,142 | .00 | .00 | .00 | -849,142.00 | .0% |
| TOTAL SALARIES AND WAGES | 23,411,858 | 23,411,858 | 12,367,581.46 | 1,779,219.74 | .00 | 11,044,276.54 | 52.8% |
| 04 PERSONNEL BENEFITS | | | | | | | |
| 520010 FICA | 1,830,000 | 1,830,000 | 917,517.48 | 132,115.71 | .00 | 912,482.52 | 50.1% |
| 520020 MEDICAL INSURANCE | 3,054,000 | 3,054,000 | 1,596,561.65 | 215,448.81 | .00 | 1,457,438.35 | 52.3% |
| 520021 DENTAL INSURANCE | 260,000 | 260,000 | 126,185.82 | 18,453.01 | .00 | 133,814.18 | 48.5% |
| 520022 LIFE AND DISABILITY INSURANCE | 79,000 | 79,000 | 52,621.23 | 7,743.09 | .00 | 26,378.77 | 66.6% |
| 520023 INDUSTRIAL INSURANCE | 151,000 | 151,000 | 76,327.91 | 10,285.82 | .00 | 74,672.09 | 50.5% |
| 520030 RETIREMENT | 2,431,000 | 2,431,000 | 1,244,984.46 | 173,171.17 | .00 | 1,186,015.54 | 51.2% |
| 520040 UNEMPLOYMENT INSURANCE | 50,000 | 50,000 | 6,231.88 | 2,716.38 | .00 | 43,768.12 | 12.5% |
| 520041 PAID FML INSURANCE | 55,000 | 55,000 | 26,858.97 | 3,871.18 | .00 | 28,141.03 | 48.8% |
| 520091 OTHER BENEFIT | 31,000 | 31,000 | 6,967.15 | 886.30 | .00 | 24,032.85 | 22.5% |
| 529999 ADJ BENEFITS TO MATCH PLAN | -277,896 | -277,896 | .00 | .00 | .00 | -277,896.00 | .0% |
| TOTAL PERSONNEL BENEFITS | 7,663,104 | 7,663,104 | 4,054,256.55 | 564,691.47 | .00 | 3,608,847.45 | 52.9% |
| 05 SUPPLIES EXPENSES | | | | | | | |
| 531000 OFFICE/OPERATING SUPPLIES--DE | 127,350 | 121,350 | 60,159.96 | 7,220.38 | 8,704.11 | 52,485.93 | 56.7% |
| 531002 OFFICE/OPERATING SUPPLIES--SU | 91,500 | 86,500 | 31,238.81 | 2,453.80 | 11,138.60 | 44,122.59 | 49.0% |
| 531004 OFFICE/OPERATING SUPPLIES--PU | 188,000 | 188,000 | 37,098.28 | 5,800.44 | .00 | 150,901.72 | 19.7% |
| 531010 CUSTODIAL SUPPLIES | 110,000 | 110,000 | 77,879.20 | 10,586.72 | 27,932.21 | 4,188.59 | 96.2% |
| 531020 MAINTENANCE SUPPLIES | 35,000 | 35,000 | 31,323.37 | 4,190.02 | .00 | 3,676.63 | 89.5% |
| 531030 MATERIAL PROCESSING SUP | 17,600 | 17,600 | 7,484.08 | 748.27 | .00 | 10,115.92 | 42.5% |
| 531040 TRAINING SUPPLIES | 1,000 | 1,000 | 2,005.25 | 37.98 | .00 | -1,005.25 | 200.5% |
| 531099 FOUNDATION PASSTHROUGH-SUP | 154,000 | 154,000 | 97,932.84 | 3,807.62 | 32,754.03 | 23,313.13 | 84.9% |
| 532000 FUEL | 50,000 | 50,000 | 27,645.38 | 4,236.41 | 15,387.62 | 6,967.00 | 86.1% |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|--------------------|-------------------|--------------|------------|--------------|---------------------|----------------|
| 535000 MINOR EQUIPMENT | 0 | 0 | 6,852.76 | .00 | -6,112.95 | -739.81 | 100.0% |
| 535010 FURNISHINGS--PUBLIC | 50,000 | 50,000 | .00 | .00 | .00 | 50,000.00 | .0% |
| 535015 FURNISHINGS--STAFF | 95,500 | 95,500 | 71,682.89 | .00 | 26,381.64 | -2,564.53 | 102.7% |
| 535020 TECHNOLOGY HARDWARE--PUBLIC | 200,000 | 200,000 | 3,418.34 | 433.02 | 1,945.68 | 194,635.98 | 2.7% |
| 535025 TECHNOLOGY HARDWARE--STAFF | 241,000 | 241,000 | 41,559.20 | 26,594.10 | 7,802.02 | 191,638.78 | 20.5% |
| 535030 TECHNOLOGY HARDWARE--GENERAL | 40,000 | 40,000 | 3,616.96 | .00 | .00 | 36,383.04 | 9.0% |
| 535050 SOFTWARE/LICENSES/HOST--APPS | 582,020 | 582,020 | 346,537.66 | 37,984.35 | 4,786.45 | 230,695.89 | 60.4% |
| 535055 SOFTWARE/LICENSES/HOST--INFRA | 247,200 | 247,200 | 163,265.09 | 2,576.23 | -9,597.93 | 93,532.84 | 62.2% |
| TOTAL SUPPLIES EXPENSES | 2,230,170 | 2,219,170 | 1,009,700.07 | 106,669.34 | 121,121.48 | 1,088,348.45 | 51.0% |

06 MATERIALS

| | | | | | | | |
|-----------------------------------|---------|---------|------------|-----------|-----|------------|--------|
| 534000 MATERIALS COLLECTION | 65,000 | 65,000 | .00 | .00 | .00 | 65,000.00 | .0% |
| 534005 ADULT AV - CDS | 40,000 | 27,000 | 13,191.71 | 2,720.73 | .00 | 13,808.29 | 48.9% |
| 534010 ADULT AV - DVD | 327,500 | 327,500 | 144,745.75 | 16,460.19 | .00 | 182,754.25 | 44.2% |
| 534015 ADULT AV - DVDNF | 40,000 | 21,000 | 10,998.49 | 459.46 | .00 | 10,001.51 | 52.4% |
| 534020 ADULT AV AUDIOBOOKS | 25,000 | 25,000 | 14,215.54 | 499.38 | .00 | 10,784.46 | 56.9% |
| 534105 ADULT BOOK CLUB KITS | 3,500 | 3,500 | 871.59 | 861.65 | .00 | 2,628.41 | 24.9% |
| 534110 ADULT FICTION | 265,000 | 265,000 | 130,056.22 | 25,536.20 | .00 | 134,943.78 | 49.1% |
| 534115 ADULT GRAPHIC NOVELS | 15,000 | 19,000 | 9,709.29 | 653.90 | .00 | 9,290.71 | 51.1% |
| 534120 ADULT LARGE PRINT | 50,000 | 50,000 | 22,082.21 | 1,440.33 | .00 | 27,917.79 | 44.2% |
| 534125 ADULT LUCKY DAY | 55,000 | 55,000 | 14,637.22 | 1,761.86 | .00 | 40,362.78 | 26.6% |
| 534130 ADULT NONFICTION | 300,000 | 300,000 | 143,498.29 | 19,386.52 | .00 | 156,501.71 | 47.8% |
| 534145 ADULT REFERENCE | 5,000 | 5,000 | 3,499.10 | 3,499.10 | .00 | 1,500.90 | 70.0% |
| 534150 ADULT YA FICTION | 60,000 | 60,000 | 19,472.09 | 3,560.29 | .00 | 40,527.91 | 32.5% |
| 534155 ADULT YA GRAPHIC NOVELS | 25,000 | 29,000 | 16,170.27 | 2,778.66 | .00 | 12,829.73 | 55.8% |
| 534160 ADULT YA NONFICTION | 15,000 | 15,000 | 5,892.15 | 658.70 | .00 | 9,107.85 | 39.3% |
| 534205 CHILDREN'S BOOK CLUB KITS | 3,500 | 3,500 | 124.67 | .00 | .00 | 3,375.33 | 3.6% |
| 534215 CHILDREN'S EARLY LEARNING | 6,000 | 6,000 | 4,401.45 | 53.92 | .00 | 1,598.55 | 73.4% |
| 534220 CHILDREN'S FICTION | 200,000 | 200,000 | 96,112.60 | 20,862.88 | .00 | 103,887.40 | 48.1% |
| 534225 CHILDREN'S GRAPHIC NOVELS | 34,000 | 101,500 | 34,993.94 | 4,426.34 | .00 | 66,506.06 | 34.5% |
| 534230 CHILDREN'S NONFICTION | 131,000 | 137,000 | 62,913.60 | 13,784.06 | .00 | 74,086.40 | 45.9% |
| 534235 CHILDREN'S SCIENCE TO GO | 4,000 | 4,000 | .00 | .00 | .00 | 4,000.00 | .0% |
| 534237 CHILDREN'S STANDING ORDERS | 30,000 | 30,000 | 14,114.72 | 2,946.28 | .00 | 15,885.28 | 47.0% |
| 534240 CHILDREN'S STORYTIME | 3,000 | 3,000 | 1,480.36 | 172.25 | .00 | 1,519.64 | 49.3% |
| 534305 DATABASES | 661,300 | 514,800 | 372,405.23 | 8,714.60 | .00 | 142,394.77 | 72.3% |
| 534405 EBOOK - REFERENCE | 2,500 | 2,500 | .00 | .00 | .00 | 2,500.00 | .0% |
| 534410 EBOOKS | 875,000 | 875,000 | 354,443.46 | 75,787.14 | .00 | 520,556.54 | 40.5% |
| 534415 EDOWNLOADABLE AUDIO | 775,000 | 775,000 | 350,006.63 | 51,053.45 | .00 | 424,993.37 | 45.2% |
| 534417 ONLINE BOOK CLUB KITS | 3,500 | 0 | 32.97 | .00 | .00 | -32.97 | 100.0% |
| 534420 ESTREAMING BOOKS | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|--------------------|-------------------|---------------------|-------------------|------------------|---------------------|----------------|
| 534421 ESTREAMING FILMS | 0 | 115,000 | 5,600.00 | .00 | .00 | 109,400.00 | 4.9% |
| 534425 EHOSTING FEES | 17,000 | 17,000 | 13,200.00 | .00 | .00 | 3,800.00 | 77.6% |
| 534430 EMAGAZINES | 55,000 | 79,000 | 45,157.99 | .00 | .00 | 33,842.01 | 57.2% |
| 534505 MAGAZINES | 62,000 | 62,000 | 4,139.21 | -21.68 | .00 | 57,860.79 | 6.7% |
| 534605 VENDOR PROCESSING | 160,000 | 160,000 | 43,206.53 | 5,999.77 | .00 | 116,793.47 | 27.0% |
| 534645 VENDOR CATALOGING | 10,000 | 10,000 | 1,329.48 | .00 | .00 | 8,670.52 | 13.3% |
| 534705 WORLD - ADULT SPANISH | 12,000 | 9,000 | 3,482.62 | 390.83 | .00 | 5,517.38 | 38.7% |
| 534710 WORLD - CHILDREN'S SPANISH | 11,000 | 14,000 | 6,186.25 | 1,186.40 | .00 | 7,813.75 | 44.2% |
| 534715 WORLD - CHINESE | 10,000 | 10,000 | 4,752.00 | .00 | .00 | 5,248.00 | 47.5% |
| 534725 WORLD - GERMAN | 7,500 | 7,500 | 5,910.29 | 646.80 | .00 | 1,589.71 | 78.8% |
| 534730 WORLD - JAPANESE | 5,000 | 5,000 | 2,312.10 | 2,312.10 | .00 | 2,687.90 | 46.2% |
| 534735 WORLD - KOREAN | 20,000 | 20,000 | 9,240.00 | .00 | .00 | 10,760.00 | 46.2% |
| 534740 WORLD - TAGALOG | 15,000 | 15,000 | 5,253.60 | 2,798.40 | .00 | 9,746.40 | 35.0% |
| 534745 WORLD - VIETNAMESE | 7,500 | 7,500 | 3,564.00 | 3,564.00 | .00 | 3,936.00 | 47.5% |
| 534750 WORLD - RUSSIAN | 20,000 | 20,000 | 5,940.00 | 4,844.40 | .00 | 14,060.00 | 29.7% |
| 534805 YOUTH CHILDREN'S AUDIO BOOKS | 27,500 | 32,500 | 25,785.85 | 5,422.54 | .00 | 6,714.15 | 79.3% |
| 534810 YOUTH DVD - FTY | 30,000 | 20,000 | 5,283.49 | 403.26 | .00 | 14,716.51 | 26.4% |
| 534815 YOUTH YA AUDIO BOOKS | 30,500 | 3,000 | .00 | .00 | .00 | 3,000.00 | .0% |
| 541610 RESOURCE SHARING SERVICES | 20,000 | 20,000 | .00 | .00 | 17,422.78 | 2,577.22 | 87.1% |
| 541620 BIBLIOGRAPHIC & RELATED SERVI | 38,200 | 38,200 | 816.95 | 816.95 | 37,509.26 | -126.21 | 100.3% |
| TOTAL MATERIALS | 4,588,000 | 4,594,000 | 2,031,229.91 | 286,441.66 | 54,932.04 | 2,507,838.05 | 45.4% |

07 SERVICES EXPENSES

| | | | | | | | |
|--------------------------------------|---------|---------|------------|-----------|-----------|------------|--------|
| 541000 INDEPENDENT CONTRACTORS | 322,000 | 322,000 | 30,059.80 | 1,915.30 | 16,197.90 | 275,742.30 | 14.4% |
| 541004 INDEPENDENT CONTRACTORS--INFR | 100,000 | 100,000 | 34,830.79 | 7,146.68 | 28,130.00 | 37,039.21 | 63.0% |
| 541010 PERFORMER SERVICES | 89,200 | 89,200 | 19,110.00 | 3,750.00 | 22,108.96 | 47,981.04 | 46.2% |
| 541020 CONTRACTUAL SERVICES | 470,700 | 485,700 | 149,072.70 | 25,907.79 | 42,739.33 | 293,887.97 | 39.5% |
| 541040 LEGAL SERVICES | 70,000 | 70,000 | 24,411.50 | 9,032.50 | 22,980.00 | 22,608.50 | 67.7% |
| 541050 DATA SERVICES | 9,000 | 9,000 | 6,180.28 | 1,097.49 | .00 | 2,819.72 | 68.7% |
| 541060 ARCHITECTURAL/ENGR SERVICES | 15,000 | 15,000 | 4,862.50 | .00 | .00 | 10,137.50 | 32.4% |
| 541630 PRINTING AND BINDING | 44,500 | 29,500 | 20,481.83 | 7,052.00 | 14,529.42 | -5,511.25 | 118.7% |
| 541650 ILL LOST ITEM CHARGE | 3,000 | 3,000 | 1,294.39 | 37.00 | .00 | 1,705.61 | 43.1% |
| 542000 POSTAGE | 63,000 | 63,000 | 12,120.67 | 38.90 | -1,663.26 | 52,542.59 | 16.6% |
| 542001 SHIPPING | 22,000 | 22,000 | 1,586.10 | 207.92 | 7,742.50 | 12,671.40 | 42.4% |
| 542010 TELECOM SERVICES--PHONES | 50,000 | 50,000 | 55,784.72 | 7,545.27 | .00 | -5,784.72 | 111.6% |
| 542011 TELECOM SERVICES--CELLPHONES | 111,000 | 111,000 | 42,151.77 | 6,039.47 | .00 | 68,848.23 | 38.0% |
| 542012 TELECOM SERVICES--INTERNET | 667,000 | 667,000 | 402,048.48 | 60,786.33 | .00 | 264,951.52 | 60.3% |
| 543000 TRAVEL AND TOLLS | 66,290 | 66,290 | 35,685.08 | 5,811.94 | .00 | 30,604.92 | 53.8% |
| 543010 MILEAGE REIMBURSEMENTS | 51,200 | 51,200 | 28,288.41 | 4,985.77 | .00 | 22,911.59 | 55.3% |
| 544000 ADVERTISING | 155,100 | 155,400 | 53,389.73 | 7,446.98 | 82,012.73 | 19,997.54 | 87.1% |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|--------------------|-------------------|----------------|--------------|--------------|---------------------|----------------|
| 545010 RENTALS/LEASES--BUILDINGS | 976,000 | 976,000 | 503,779.85 | 55,766.41 | 1.00 | 472,219.15 | 51.6% |
| 545020 RENTALS/LEASES--EQUIPMENT | 180,700 | 180,700 | 88,435.77 | 14,401.57 | 19,225.40 | 73,038.83 | 59.6% |
| 546000 INSURANCE | 300,000 | 300,000 | 3,724.69 | 27.67 | 75.00 | 296,200.31 | 1.3% |
| 547000 ELECTRICITY | 300,000 | 300,000 | 189,965.26 | 16,535.17 | .00 | 110,034.74 | 63.3% |
| 547010 NATURAL GAS | 16,500 | 16,500 | 7,190.87 | 101.45 | .00 | 9,309.13 | 43.6% |
| 547020 WATER | 30,000 | 30,000 | 22,481.93 | 5,605.61 | .00 | 7,518.07 | 74.9% |
| 547030 SEWER | 34,000 | 34,000 | 19,253.24 | 2,872.52 | .00 | 14,746.76 | 56.6% |
| 547040 REFUSE | 36,000 | 36,000 | 28,155.16 | 4,456.50 | .00 | 7,844.84 | 78.2% |
| 548000 GENERAL REPAIRS/MAINTENANCE | 451,500 | 451,500 | 347,931.88 | 8,590.99 | 169,433.31 | -65,865.19 | 114.6% |
| 548010 CONTRACTED MAINTENANCE | 564,758 | 564,758 | 262,690.27 | 32,276.12 | 69,270.86 | 232,796.87 | 58.8% |
| 548050 VEHICLE REPAIR AND MAINTENANC | 70,000 | 70,000 | 28,233.29 | 52.05 | 9,539.41 | 32,227.30 | 54.0% |
| 548100 IT SYSTEMS MAINTENANCE--APPS | 8,000 | 8,000 | .00 | .00 | 1,000.00 | 7,000.00 | 12.5% |
| 548110 IT SYSTEMS MAINTENANCE--INFRA | 83,000 | 83,000 | .00 | .00 | .00 | 83,000.00 | .0% |
| 549010 INDIVIDUAL REGISTRATIONS | 97,150 | 97,150 | 41,000.35 | 1,574.00 | .00 | 56,149.65 | 42.2% |
| 549011 ORGANIZATIONAL REGISTRATIONS | 16,500 | 16,500 | 590.75 | 486.75 | .00 | 15,909.25 | 3.6% |
| 549020 DUES AND MEMBERSHIPS | 40,150 | 40,150 | 33,455.21 | 150.00 | 625.00 | 6,069.79 | 84.9% |
| 549030 TAXES AND ASSESSMENTS | 48,000 | 48,000 | 49,280.53 | .00 | .00 | -1,280.53 | 102.7% |
| 549040 LICENSES | 3,500 | 3,500 | 564.07 | .00 | 176.80 | 2,759.13 | 21.2% |
| 549050 FEES | 16,500 | 16,500 | 8,155.12 | 1,011.43 | .00 | 8,344.88 | 49.4% |
| 549120 CONTINGENCY/RESERVE | 607,320 | 612,020 | .00 | .00 | .00 | 612,020.00 | .0% |
| TOTAL SERVICES EXPENSES | 6,188,568 | 6,193,568 | 2,556,246.99 | 292,709.58 | 504,124.36 | 3,133,196.65 | 49.4% |
| TOTAL GENERAL FUND | 0 | 0 | -2,865,191.06 | 2,824,882.90 | 680,177.88 | 2,185,013.18 | 100.0% |
| TOTAL REVENUES | -44,081,700 | -44,081,700 | -24,884,206.04 | -204,848.89 | .00 | -19,197,493.96 | |
| TOTAL EXPENSES | 44,081,700 | 44,081,700 | 22,019,014.98 | 3,029,731.79 | 680,177.88 | 21,382,507.14 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|--------------------|-------------------|-------------|------------|--------------|---------------------|----------------|
| 02 CHARGES OTHER | | | | | | | |
| 361100 INVESTMENT EARNINGS | 0 | 0 | -380,275.11 | -58,843.78 | .00 | 380,275.11 | 100.0% |
| TOTAL CHARGES OTHER | 0 | 0 | -380,275.11 | -58,843.78 | .00 | 380,275.11 | 100.0% |
| TOTAL LEVY SUSTAINABILITY FUND | 0 | 0 | -380,275.11 | -58,843.78 | .00 | 380,275.11 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -380,275.11 | -58,843.78 | .00 | 380,275.11 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 103 ELECTION FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|------------------------------------|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| 02 CHARGES OTHER | | | | | | | |
| 361100 INVESTMENT EARNINGS | 0 | 0 | -33,478.03 | -5,180.39 | .00 | 33,478.03 | 100.0% |
| TOTAL CHARGES OTHER | 0 | 0 | -33,478.03 | -5,180.39 | .00 | 33,478.03 | 100.0% |
| TOTAL ELECTION FUND | 0 | 0 | -33,478.03 | -5,180.39 | .00 | 33,478.03 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -33,478.03 | -5,180.39 | .00 | 33,478.03 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 104 | PROPERTY AND FACILITY FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------------------|----------------------------------|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| 02 CHARGES OTHER | | | | | | | | |
| 361100 | INVESTMENT EARNINGS | 0 | 0 | -71,458.98 | -11,057.57 | .00 | 71,458.98 | 100.0% |
| | TOTAL CHARGES OTHER | 0 | 0 | -71,458.98 | -11,057.57 | .00 | 71,458.98 | 100.0% |
| | TOTAL PROPERTY AND FACILITY FUND | 0 | 0 | -71,458.98 | -11,057.57 | .00 | 71,458.98 | 100.0% |
| | TOTAL REVENUES | 0 | 0 | -71,458.98 | -11,057.57 | .00 | 71,458.98 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 201 DEBT SERVICE FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| 02 CHARGES OTHER | | | | | | | |
| 361100 INVESTMENT EARNINGS | 0 | 0 | -2,461.35 | -388.85 | .00 | 2,461.35 | 100.0% |
| TOTAL CHARGES OTHER | 0 | 0 | -2,461.35 | -388.85 | .00 | 2,461.35 | 100.0% |
| TOTAL DEBT SERVICE FUND | 0 | 0 | -2,461.35 | -388.85 | .00 | 2,461.35 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -2,461.35 | -388.85 | .00 | 2,461.35 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|--------------------------------------|-----------------|----------------|-------------|------------|--------------|------------------|-------------|
| 301 CAPITAL IMPROVEMENT FUND | | | | | | | |
| 02 CHARGES OTHER | | | | | | | |
| 308510 ASSIGNED CASH & INV | -6,508,000 | -6,508,000 | .00 | .00 | .00 | -6,508,000.00 | .0% |
| 361100 INVESTMENT EARNINGS | 0 | 0 | -207,899.99 | -34,129.04 | .00 | 207,899.99 | 100.0% |
| 395200 INSURANCE RECOVERIES--CAPITAL | 0 | 0 | -52,324.53 | .00 | .00 | 52,324.53 | 100.0% |
| TOTAL CHARGES OTHER | -6,508,000 | -6,508,000 | -260,224.52 | -34,129.04 | .00 | -6,247,775.48 | 4.0% |
| 05 SUPPLIES EXPENSES | | | | | | | |
| 531000 OFFICE/OPERATING SUPPLIES--DE | 0 | 0 | 1,591.70 | .00 | .00 | -1,591.70 | 100.0% |
| 531004 OFFICE/OPERATING SUPPLIES--PU | 2,000 | 2,000 | .00 | .00 | .00 | 2,000.00 | .0% |
| 535015 FURNISHINGS--STAFF | 0 | 0 | 23,427.64 | .00 | -21,470.54 | -1,957.10 | 100.0% |
| TOTAL SUPPLIES EXPENSES | 2,000 | 2,000 | 25,019.34 | .00 | -21,470.54 | -1,548.80 | 177.4% |
| 07 SERVICES EXPENSES | | | | | | | |
| 541000 INDEPENDENT CONTRACTORS | 26,000 | 26,000 | 10,070.94 | .00 | .00 | 15,929.06 | 38.7% |
| 541020 CONTRACTUAL SERVICES | 75,800 | 75,800 | 105,300.85 | .00 | 27,157.85 | -56,658.70 | 174.7% |
| 541040 LEGAL SERVICES | 15,000 | 15,000 | 57,099.92 | 7,024.25 | 4,030.00 | -46,129.92 | 407.5% |
| 541060 ARCHITECTURAL/ENGR SERVICES | 765,000 | 765,000 | 389,328.81 | 99,152.11 | 392,727.15 | -17,055.96 | 102.2% |
| 542000 POSTAGE | 10,000 | 10,000 | .00 | .00 | .00 | 10,000.00 | .0% |
| 545020 RENTALS/LEASES--EQUIPMENT | 0 | 0 | 3,267.06 | 478.51 | 21,732.94 | -25,000.00 | 100.0% |
| 549030 TAXES AND ASSESSMENTS | 200,000 | 200,000 | .00 | .00 | .00 | 200,000.00 | .0% |
| 549050 FEES | 200,000 | 200,000 | 5,608.25 | 4,191.00 | 1,000.00 | 193,391.75 | 3.3% |
| 549120 CONTINGENCY/RESERVE | 289,200 | 289,200 | .00 | .00 | .00 | 289,200.00 | .0% |
| TOTAL SERVICES EXPENSES | 1,581,000 | 1,581,000 | 570,675.83 | 110,845.87 | 446,647.94 | 563,676.23 | 64.3% |
| 08 CAPITAL OUTLAYS | | | | | | | |
| 562000 BUILDING ACQUISITIONS | 1,700,000 | 1,700,000 | 271,819.52 | 141,403.52 | 5,717,721.34 | -4,289,540.86 | 352.3% |
| 562020 LAND & PROPERTY IMPROVEMENTS | 225,000 | 225,000 | 7,287.48 | .00 | 32,600.00 | 185,112.52 | 17.7% |
| 562100 CONSTRUCTION | 2,035,000 | 2,035,000 | 235,791.06 | 3,050.45 | 298,397.83 | 1,500,811.11 | 26.3% |
| 562800 FURNITURE AND FIXTURES | 100,000 | 100,000 | 72,096.94 | 1,774.62 | -54,734.08 | 82,637.14 | 17.4% |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---|--------------------|-------------------|--------------|------------|--------------|---------------------|----------------|
| 563100 PARKING LOT IMPROVEMENTS | 0 | 0 | 96,242.44 | 1,250.00 | -63,078.10 | -33,164.34 | 100.0% |
| 564000 MACHINERY & MAJOR EQUIPMENT | 150,000 | 150,000 | 149,600.00 | .00 | .00 | 400.00 | 99.7% |
| 564100 VEHICLES | 390,000 | 390,000 | 59,306.17 | .00 | .00 | 330,693.83 | 15.2% |
| 564300 TECHNOLOGY EQUIPMENT | 325,000 | 325,000 | 15,097.58 | 15,097.58 | .30 | 309,902.12 | 4.6% |
| TOTAL CAPITAL OUTLAYS | 4,925,000 | 4,925,000 | 907,241.19 | 162,576.17 | 5,930,907.29 | -1,913,148.48 | 138.8% |
| TOTAL CAPITAL IMPROVEMENT FUND | 0 | 0 | 1,242,711.84 | 239,293.00 | 6,356,084.69 | -7,598,796.53 | 100.0% |
| TOTAL REVENUES | -6,508,000 | -6,508,000 | -260,224.52 | -34,129.04 | .00 | -6,247,775.48 | |
| TOTAL EXPENSES | 6,508,000 | 6,508,000 | 1,502,936.36 | 273,422.04 | 6,356,084.69 | -1,351,021.05 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|----------------|
| GRAND TOTAL | 0 | 0 | -2,110,152.69 | 2,988,705.31 | 7,036,262.57 | -4,926,109.88 | 100.0% |

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

Public Services Report



Library at a Glance: July 2023 YTD Key Performance Indicators

| | | |
|--|---|---|
| Cardholders <div style="text-align: center;">303,514</div> <div style="text-align: center;">↓ -2.3%</div> | YTD Users - Physical <div style="text-align: center;">713,472</div> <div style="text-align: center;">↑ +22%</div> | YTD Circulation - Digital <div style="text-align: center;">1,323,222</div> <div style="text-align: center;">↑ +8%</div> |
| YTD Circulation - Physical <div style="text-align: center;">1,537,645</div> <div style="text-align: center;">↓ -4%</div> | YTD Number of Youth Programs <div style="text-align: center;">1,174</div> <div style="text-align: center;">↑ +32%</div> | YTD Youth Program Attendees <div style="text-align: center;">27,401</div> <div style="text-align: center;">↑ +38%</div> |
| YTD Number of Adult Programs <div style="text-align: center;">494</div> <div style="text-align: center;">↑ +44%</div> | YTD Adult Program Attendees <div style="text-align: center;">5,213</div> <div style="text-align: center;">↑ +10%</div> | |

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

In Focus: July 2023 Service Highlight

Talk Time Classes

Pierce County Library System’s Talk Time classes provide an opportunity for English language learners (ELLs) to connect and practice English language skills. Through facilitated activities and discussion, people improve conversational skills, build confidence, form connections, and foster community.

Conversation topics include books, movies, culture, holidays, food, education, weather events - you name it! In addition to language resources, Library staff facilitators connect participants to education, job, housing, and food resources.

Talk Time transitioned to a virtual model during the pandemic; classes are currently offered virtually twice weekly. The Library plans to expand services for English language learners within the next year, with the return of in-person ELL classes.

Library partners and other community organizations serving English language learners - including Pierce College and Tacoma Community College - promote the Library’s Talk Time throughout the community.

The diverse backgrounds, experiences, and perspectives of Talk Time participants enrich class conversations and inform future topic selection. Parents, students, refugees, and professionals in the community from **23 different countries** have participated. Although most participants join from Pierce County, some participate virtually from all around the world.

From August 2022 - July 2023, staff facilitated **81 virtual Talk Time** sessions for **454 attendees**

Stories of Impact

“Thank you and your team so much for such a great opportunity to participate in Virtual Talk Time. It is always a very interesting and amazing time, and it helps a lot in learning English. It is very important for people like me, who are learning English, and I am incredibly grateful for this wonderful time!” From a participant who just started a full-time job.

An advocate for another participant noted, “I’ve noticed her confidence in speaking English has improved as well as her pronunciation.”

A stay-at-home mom thanked the Library for providing the Talk Time program and shared that the program is one of her only opportunities to practice English and talk with other adults during her week.

Looking Ahead

Events to Know About

An Afternoon with Gloria Lucas: Eating Disorders and Body Positivity Activist: Friday, September 15, 4:00pm - 5:00pm, Virtual

Introduction to Fall Mushroom Hunting in the PNW: Saturday, September 16, 3:00pm - 5:00pm, Key Center

Long-Term Care Planning: Tuesday, September 19, 2:00pm - 3:00pm, University Place

Put Your Garden to Bed for Winter: Wednesday, September 20, 2:00pm - 4:00pm, Parkland/Spanaway

Orting Job Fair with WorkSource ESD: Thursday, September 21, 1:00pm - 4:00pm, Orting

Sustainable Solutions: Climate Change in Pierce County: Saturday, September 30, 2:00pm - 3:30pm, Sumner

Cooking Up Justice: Mexican Cuisine and the Fight for Immigration Rights: Saturday, September 30, 2:00pm - 3:00pm, South Hill

Public Services Operational Highlight

Summit Library: Our community partners at Our Savior Lutheran Church are pleased with the arrangements for maintaining and stocking the Summit Little Free Pantry and have resigned the MOU for another year.

Customer Impact and Community Engagement - Stories by Location

Bonnie Lake Library: A Youth Services Librarian hosted a rock painting program on Friday, July 7 in partnership with a local organization called Bonney Lake Rocks. An amazing 93 attendees participated that day, which was our highest program attendance total (outside of an open house event) since pre-pandemic times! We look forward to collaborating with Bonney Lake Rocks on future offerings.

Lakewood Library: An Adult Services Librarian attended an information fair for community partners at Tacoma Community College (TCC). They learned quite about all of the services offered through TCC's Workforce Education, including programming to help adults and teens – many who've fallen out of the educational system – get back on track. Later in the month, staff represented PCLS at the City of Lakewood's SummerFest. Our table crew talked with over 800 people, handed out Summer Reading Program materials, and led community members in an assortment of fun crafts and activities.

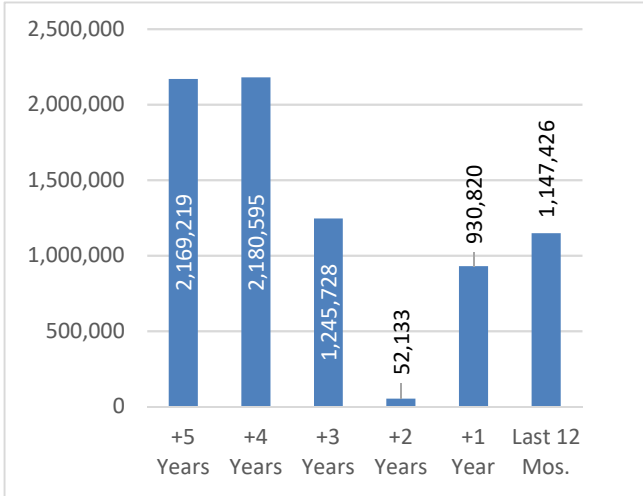
Parkland/Spanaway Library: As a Customer Experience Assistant signed a new family up for library cards, the mother reminisced fondly about being in elementary school and having her local librarian help her sign up for a card and bring wonderful books to check out whenever they visited her school. The mother and her children excitedly gathered Summer Reading Program materials to take home. One of the daughters was especially happy to see "another kid that looks just like me" featured on her new Summer Reading Program bookmark.

Sumner Library: A Youth Services Librarian (YSL) leads weekly story times at the Gordon Family YMCA day camp. The YSL reads stories and teaches crafts to 50-60 kids each week. Our Teen Art Camp, in partnership with the Supportive Housing Association, continues to inspire young people and provide positive role models for diversity in the arts. An Adult Services Librarian offers monthly drop-in tech help at the Sumner Senior Center, teaching older adults the necessary skills for staying safe online, pursuing their interests, and connecting with friends and family.

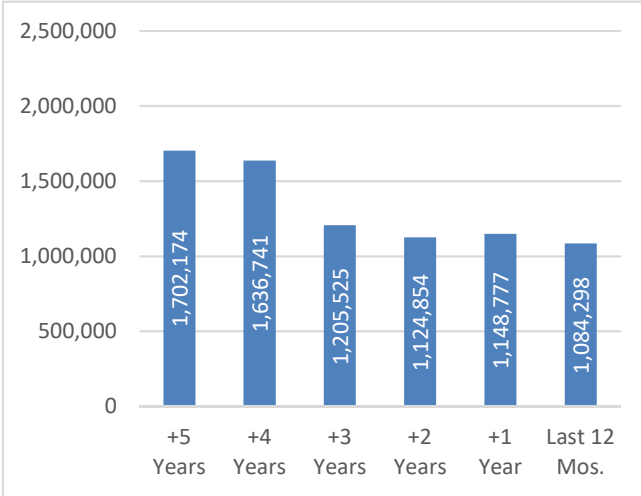
University Place Library: Two Adult Services staff visited the Women, Infants, and Children (WIC) office across the street from the library. They delivered *Wiggles, Tickles, and Rhymes* booklets, *100 Books Every Child Should Hear before Kindergarten* booklists, and bookmarks for families engaged in WIC. Staff shared a flyer of free services the library provides, which is now on display at the front desk of the office.

Customers / Visits - July 2023

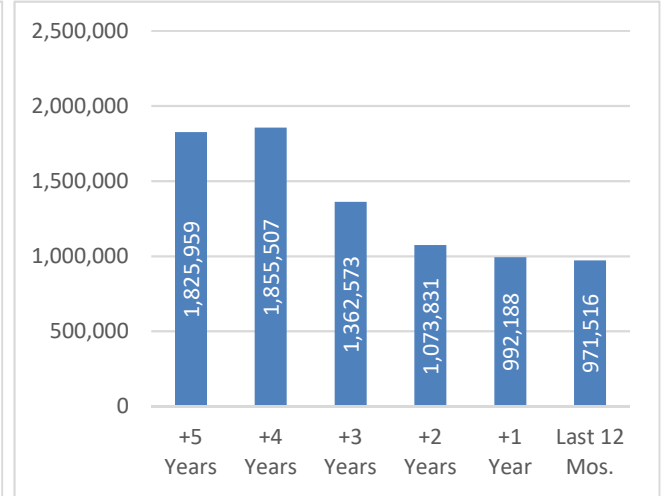
Branch Visits



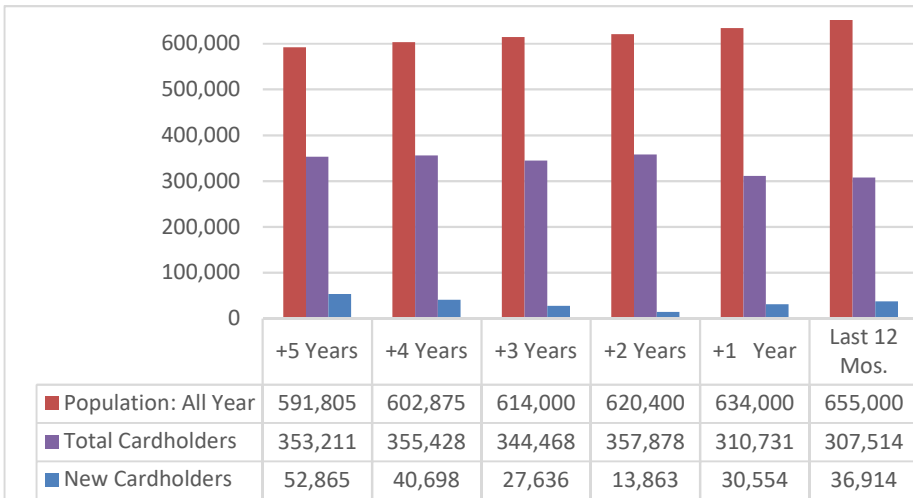
Catalog Visits



Website Visits



PCLS Cardholder Statistics



July and Rolling 12-Month Comparison

| | July 2023 | July 2022 | % Change July Year Over Year | Rolling Last 12 Months | Rolling 12 Months +1 Year | % Change Year Over Year |
|-----------------------|-----------|-----------|------------------------------|------------------------|---------------------------|-------------------------|
| Branch Visits | 109,917 | 91,250 | 20.5% | 1,147,426 | 930,820 | 23.3% |
| Catalog Visits | 91,184 | 92,826 | -1.8% | 1,084,298 | 1,148,777 | -5.6% |
| Public Website Visits | 79,132 | 77,922 | 1.6% | 971,516 | 992,188 | -2.1% |

Technology

| | July 2023 | July 2022 | % Change July Year Over Year | Rolling Last 12 Months | Rolling 12 Months +1 Year | % Change Year Over Year |
|--------------------|-----------|-----------|------------------------------|------------------------|---------------------------|-------------------------|
| PC/Laptop Sessions | 13,580 | 10,099 | 34.5% | 142,767 | 101,566 | 40.6% |
| Wi-Fi Sessions | 76,443 | 48,986 | 56.1% | 707,200 | 587,456 | 20.4% |

Public Spaces Usage

| | July 2023 | Rolling Last 12 Months | Rolling 12 Months +1 Year | % Change Year Over Year |
|--------------------------|-----------|------------------------|---------------------------|-------------------------|
| # of Public Meeting Uses | 1,346 | 12,830 | 0 | - |
| # of Attendees | 4,536 | 54,445 | 0 | - |

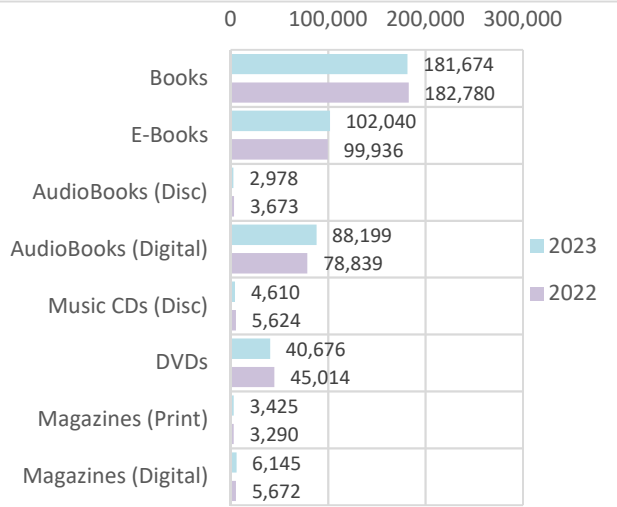
Notes:

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

Public Website Visits: The Job and Business Center no longer has a separate website, therefore activity for this service is no longer included in the count of Public Website Visits.

Collection Use - July 2023

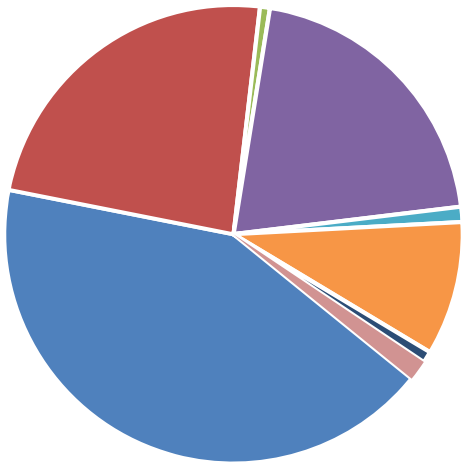
July 2023 vs July 2022 Checkouts



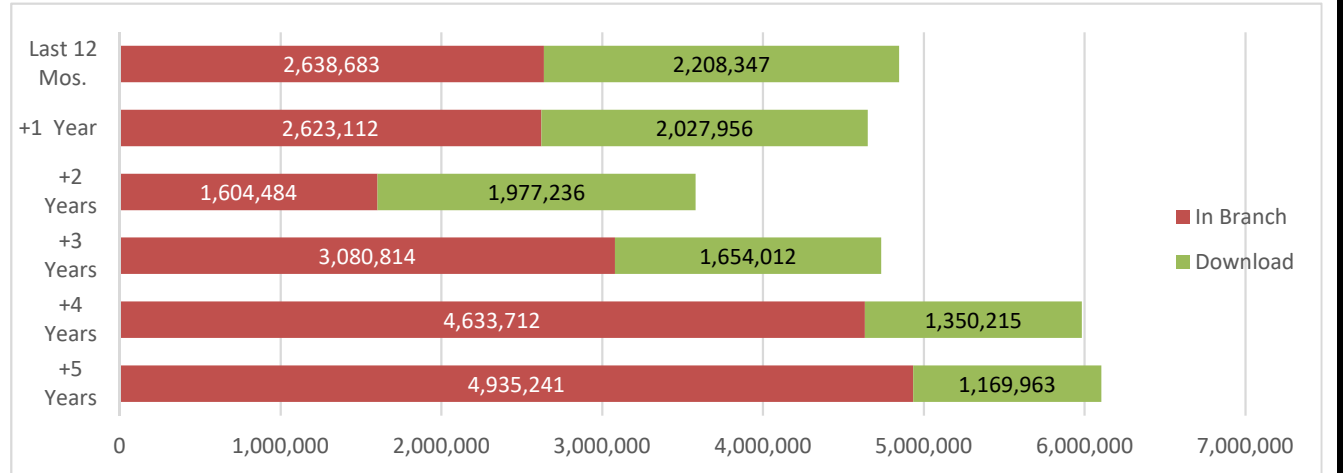
Data Table

| Categories | June 2023 | July 2023 | July 2022 | % Change of July Year Over Year | % of Total July 2022 Checkouts | Rolling Last 12 Months | Rolling 12 Months +1 Year | % Change 12 Months Year Over Year |
|----------------------|----------------|----------------|----------------|---------------------------------|--------------------------------|------------------------|---------------------------|-----------------------------------|
| Books | 171,574 | 181,674 | 182,780 | -0.61% | 42.27% | 1,986,584 | 1,970,683 | 0.81% |
| E-Books | 96,620 | 102,040 | 99,936 | 2.11% | 23.74% | 1,168,910 | 1,126,455 | 3.77% |
| AudioBooks (Disc) | 3,191 | 2,978 | 3,673 | -18.92% | 0.69% | 38,197 | 44,372 | -13.92% |
| AudioBooks (Digital) | 85,184 | 88,199 | 78,839 | 11.87% | 20.52% | 979,350 | 852,757 | 14.85% |
| Music CDs (Disc) | 4,593 | 4,610 | 5,624 | -18.03% | 1.07% | 62,370 | 70,798 | -11.90% |
| DVDs | 39,035 | 40,676 | 45,014 | -9.64% | 9.47% | 499,700 | 566,661 | -11.82% |
| Magazines (Print) | 3,380 | 3,425 | 3,290 | 4.10% | 0.80% | 38,130 | 37,035 | 2.96% |
| Magazines (Digital) | 6,146 | 6,145 | 5,672 | 8.34% | 1.43% | 72,024 | 68,920 | 4.50% |
| Totals: | 409,723 | 429,747 | 424,828 | 1.16% | 100.00% | 4,845,265 | 4,737,681 | 2.27% |

Checkouts By Format - July 2023



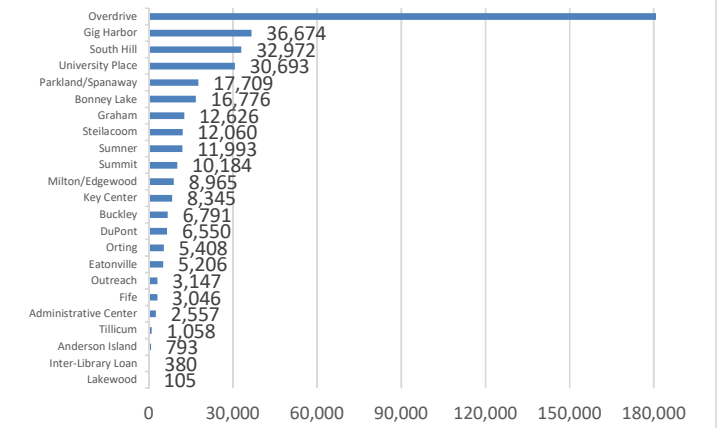
Collection Checkouts



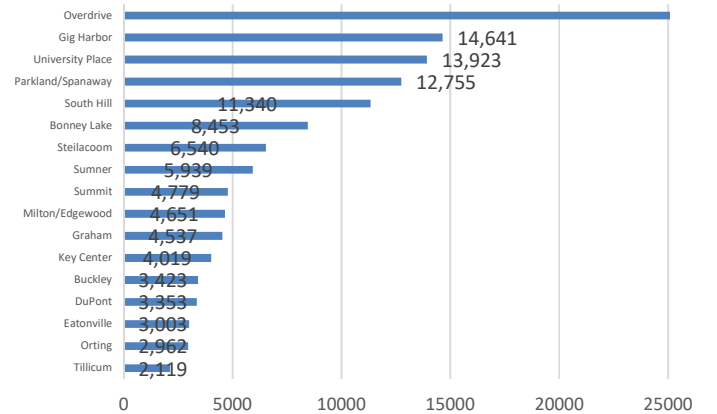
Activity - June 2023

| Location | Checkouts | | | | Visitors | | | |
|-----------------------|----------------|------------------|------------------|-------------|---|------------------|------------------|--------------|
| | July 2023 | Last 12 Mo. | +1 Year | % Change | July 2023 | Last 12 Mo. | +1 Year | % Change |
| Administrative Center | 2,557 | 29,508 | 27,466 | 7.4% | No "visitors" for Administrative Center | | | |
| Anderson Island | 793 | 8,623 | 4,749 | 81.6% | No Door Counter for Anderson Island | | | |
| Bonney Lake | 16,776 | 117,746 | 179,608 | -34.4% | 8,453 | 72,736 | 57,901 | 25.6% |
| Buckley | 6,791 | 75,861 | 71,002 | 6.8% | 3,423 | 35,377 | 27,860 | 27.0% |
| DuPont | 6,550 | 77,024 | 74,026 | 4.0% | 3,353 | 33,105 | 25,864 | 28.0% |
| Eatonville | 5,206 | 62,928 | 62,294 | 1.0% | 3,003 | 38,747 | 30,738 | 26.1% |
| Fife | 3,046 | 38,353 | 34,094 | 12.5% | 2,402 | 24,194 | 17,314 | 39.7% |
| Gig Harbor | 36,674 | 415,200 | 439,671 | -5.6% | 14,641 | 149,076 | 112,284 | 32.8% |
| Graham | 12,626 | 144,297 | 138,059 | 4.5% | 4,537 | 50,519 | 40,470 | 24.8% |
| Inter-Library Loan | 380 | 3,270 | 3,044 | 7.4% | No "visitors" for Inter-Library Loan | | | |
| Key Center | 8,345 | 96,554 | 97,622 | -1.1% | 4,019 | 39,407 | 32,797 | 20.2% |
| Lakewood | 105 | 2,129 | 186,963 | -98.9% | No "visitors" for Lakewood | | | |
| Milton / Edgewood | 8,965 | 99,031 | 97,918 | 1.1% | 4,651 | 49,605 | 36,142 | 37.3% |
| Orting | 5,408 | 58,607 | 57,114 | 2.6% | 2,962 | 31,843 | 25,290 | 25.9% |
| Overdrive | 190,239 | 2,148,260 | 1,979,212 | 8.5% | 30,501 | 347,294 | 304,233 | 14.2% |
| Outreach | 3,147 | 33,491 | 24,332 | 37.6% | 413 | 5,504 | 3,617 | 52.2% |
| Parkland / Spanaway | 17,709 | 204,148 | 185,761 | 9.9% | 12,755 | 150,780 | 107,363 | 40.4% |
| South Hill | 32,972 | 342,226 | 337,265 | 1.5% | 11,340 | 108,644 | 79,024 | 37.5% |
| Steilacoom | 12,060 | 136,448 | 88,192 | 54.7% | 6,540 | 82,082 | 55,855 | 47.0% |
| Summit | 10,184 | 126,248 | 127,920 | -1.3% | 4,779 | 46,072 | 34,527 | 33.4% |
| Sumner | 11,993 | 136,810 | 139,669 | -2.0% | 5,939 | 62,362 | 46,820 | 33.2% |
| Tillicum | 1,058 | 13,122 | 11,071 | 18.5% | 2,119 | 20,405 | 12,264 | 66.4% |
| University Place | 30,693 | 352,628 | 306,139 | 15.2% | 13,923 | 139,099 | 91,237 | 52.5% |
| Total | 424,277 | 4,722,512 | 4,673,191 | 1.1% | 139,753 | 1,486,851 | 1,141,600 | 30.2% |

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 | Graham | 7/24/2023 | 7/28/2023 | 5 days | Parking lot repave |
| 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: July 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.