

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees

October 11, 2023 | 3:30 p.m.

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

Optional virtual attendance available via:

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

**Web Browser or App:** <https://us06web.zoom.us/j/81941700672?pwd=N1hQY0hXWkxEXZjSnhaQ3RyTkN4QT09>

(Zoom user account is required to join via web browser)

**Call to Order:** Jamilyn Penn, Chair

**Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing [pmcbride@piercecounitylibrary.org](mailto:pmcbride@piercecounitylibrary.org) by 2:00 p.m. on October 11. 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 September 13, 2023, Regular Meeting
2. Approval of Minutes of September 18, 2023, Special Meeting
3. Approval of September Payroll, Benefits, and Vouchers
4. 2024 Fleet Funding Encumbrance Approval

### Executive Director Report

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

### Unfinished Business

1. Downtown and Interim Lakewood Libraries Update
  - a. Interim Lakewood Library HVAC Controls Installation **[ACTION]**
2. Strategic Planning Contract and Purchase Order Approval **[ACTION]**
3. 2024 Budget and Work Plan
  - a. Preliminary Levy Certificate and Implicit Price Deflator
  - b. 2024 Preliminary Budget
  - c. 2024 Annual Workplan Summary
4. Policy Review
  - a. Library Rules of Conduct (2<sup>nd</sup> Reading) **[ACTION]**
  - b. Conflict of Interest (1<sup>st</sup> Reading)
  - c. Public Comment (1<sup>st</sup> Reading)
  - d. Unattended Persons (1<sup>st</sup> Reading)
  - e. Community Exhibits (1<sup>st</sup> Reading)
  - f. Accepting Unsolicited Materials and Campaign Literature and Political Forums Discussion
  - g. Communication with the Public Discussion
  - h. Social Media Discussion

## AGENDA

### New Business

1. 2023 Proposed Amended Budgets
  - a. Resolution 2023-14: To Approve the 2023 Proposed Amended Capital Fund Budget **[ACTION]**
  - b. Resolution 2023-15: To Approve the 2023 Proposed Amended Property and Facility Fund Budget **[ACTION]**
2. 2023 Transfers to Capital Fund
  - a. Resolution 2023-16: To Approve a Transfer of \$1.4M from the Property and Facility Fund to the Capital Fund **[ACTION]**
  - b. Resolution 2023-17: To Approve a Transfer of \$2M from the 2023 Anticipated Unspent General Fund to the Capital Fund **[ACTION]**
3. Proposed 2024 Board Meeting Schedule
4. 2024 Trustee Vacancies
5. National Friends of the Library Proclamation – Jamilyn Penn

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

1. Summer Reading Program Results
2. L&I Update
3. New Sumner Library Project Update
4. Q4 Marketing and Communications Focus – Heart of Your Community
5. Deputy Director Transition

### Announcements

### Adjournment **[ACTION]**

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – SEPTEMBER 13, 2023**

**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pat Jenkins, Pam Duncan, and Neesha Patel. Abby Sloan was excused. 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 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

There was discussion on a potential conflict of interest concerning Trustee Duncan's employment with the Department of Enterprise Services (DES) and Resolution 2023-13, declaring furnishings and equipment surplus to public service needs. Library administrators and the Board did not deem it necessary for Trustee Duncan to abstain from participating in the voting process, as the approval of Resolution 2023-13 would not result in personal gain.

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

**BOARD DEVELOPMENT**

Open Public Meetings Act Training – Assistant Attorney General Morgan Damerow provided Board training on the Open Public Meetings Act (OPMA), emphasizing the obligation of government entities to maintain transparency and accountability. He reviewed the 2022 formalized legislation on accepting public comments at meetings. While not mandatory, it is strongly recommended to retain an option for virtual attendance as a means of lowering barriers to public participation.

Mr. Damerow offered insights into the responsibilities of governing bodies and their compliance with OPMA requirements. He noted OPMA regulations may extend to committees that possess delegated authority, gather testimony on behalf of the Library, or are established through legislative action. When committees serve in an advisory capacity, they typically fall outside the scope of OPMA coverage.

Trustees conveyed their appreciation for the training provided by Mr. Damerow.

### **UNFINISHED BUSINESS**

Sumner Library Capital Facilities Area (LCFA) Ballot Measure and New Library Next Steps – Executive Director Gretchen Caserotti reported that the Library is currently collaborating with the county council staff to establish the LCFA. The Library anticipates the LCFA board will be established by the end of the year, at which time the Library plans to enter into an Interlocal agreement with the LCFA.

Preparations are underway to issue the Request for Qualifications for architectural services. The Library has also received information from the Department of Commerce regarding the Library Capital Improvement Plan grants and is actively taking steps to fulfill the necessary requirements to ensure compliance.

Executive Director Caserotti expressed her commendation for Marketing and Communications Director Mary Getchell's dedicated efforts in managing the process, Foundation Director Dean Carrell's role in cultivating relationships and securing private funding, and all those who played a role in reaching the milestones that resulted in the successful ballot measure.

Downtown and Interim Lakewood Libraries Update – Facilities Project Manager Christina Neville-Neil stated the Library would prioritize the repurposing of existing furnishings whenever feasible. In cases where new furnishings are required, a standardized approach will be adopted to ensure consistency and efficiency.

*Trustee Duncan moved to approve a purchase order for Workpointe in an amount not to exceed \$170,000. Trustee Patel seconded the motion. Motion carried.*

*Trustee Jenkins moved to approve a purchase order for Southwest Solutions Group, Inc. in an amount not to exceed \$129,000. Trustee Duncan seconded the motion. Motion carried.*

*Trustee Patel moved to approve a purchase order to A-1 Landscaping and Construction, Inc. for \$1,374,000 plus tax. Trustee Duncan seconded the motion. Motion carried.*

Facilities Condition Assessment Architect Purchase Order – Executive Director Caserotti noted the distinction between the facilities assessments and the facilities master planning, which follows this body of work.

There was discussion regarding the evaluation of building resilience in the face of climate change. Ms. Neville-Neil highlighted that the first stages of the report will involve a thorough examination by architects and engineers to assess the ability of the Library's facilities to withstand environmental challenges, followed by recommendations for any necessary upgrades. The Trustees acknowledged the significance of responsibly managing public facilities and expressed their gratitude for the proactive approach taken to evaluate all buildings and integrate the findings into the new master facility plan.

*Trustee Duncan moved to approve a purchase order to Starling Whitehead Lux Architects in the amount not to exceed \$133,000 for Phase 1 of this project. Trustee Jenkins seconded the motion. Motion carried.*

Policy Review – Board Bylaws Revision (2<sup>nd</sup> Reading)

*Trustee Patel moved to approve the Board Bylaws policy as presented. Trustee Jenkins seconded the motion. Motion carried.*

Library Rules of Conduct (1<sup>st</sup> Reading) – Deputy Director Connie Behe reported that no substantial changes were made since the policy was last presented, with the exception of changes to the appeals section. Any bans or trespasses over 30 days would be appealed to the Deputy Director. Bans or trespasses for less than 30 days could be appealed to the local branch decision makers.

Deputy Director Behe and Customer Experience Director Melissa Munn have developed a training plan to provide support to staff as they navigate the revisions to the policy.

Ethics and Conflict of Interest Discussion – Executive Director Caserotti noted the challenges in merging two existing policies and elected to rewrite and annotate context in the tracked changes on the document. Elements from both policies were combined to clarify that all Library employees and its governing body will uphold the Library's standards and not abuse their positions for personal gain.

Trustee Duncan reminded the Board that she is working with Library administrators to review policies in advance of them coming before the full Board.

Executive Director Caserotti proposed new language in the Reporting and Remedies section to better define process and procedures. Trustees should bring concerns of potential conflicts to the Board Chair and Executive Director to research the matter and seek legal counsel. If necessary, the Chair and Executive Director will then prepare to bring concerns to the full Board for discussion.

Public Comment Discussion – A question arose around removal of the language regarding the reading of public comments if citizens are unable to attend Board meetings in person. Executive Director Caserotti noted that this is not required, nor does she recommend the reading. She added that while members of the public are welcomed to submit written comments to the Board, Trustees will read these at their own convenience.

Executive Director Caserotti recommended including language to clarify that the Library will keep a separate record of the written materials presented to the Board, to stand alone from the official meeting minutes.

Library Access-Related Policies Discussion (Unattended Persons, Meeting Rooms, and Community Exhibits) – Discussion arose regarding application of the policy to public meeting rooms versus study rooms.

**NEW BUSINESS**

Strategic Planning Process – Deputy Director Behe reported that consultant interviews were in the final stages. She asked for Board input regarding their desired level of engagement and where the Library should invite specific, versus collective, input.

Approval of Revised Foundation Agreement – Business and Compliance Director Cliff Jo reported a technical error was made to the Foundation Agreement’s value, which should be \$452,000.

*Trustee Duncan moved to approve the Revised Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.*

**EXECUTIVE SESSION**

At 5:01 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 15 minutes. Trustee Patel seconded the motion. Motion carried. The session ended at 5:16 pm.

**NEW BUSINESS (CONTINUED)**

2024 Executive Director Salary Agreement –  
*Trustee Patel moved to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2024. Trustee Duncan seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

- The Board Study Session for the levy sustainability fund and revenue will be held on September 18, 2023, at 9:00 am.
- The Library’s annual Trivia Bee will be held on November 11, 2023. Doors open at 6:00 pm.
- Executive Director Gretchen Caserotti will not be attending the October 11, 2023, Regular Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:24 pm on motion by Trustee Duncan, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – SEPTEMBER 18, 2023, STUDY SESSION**

**CALL TO ORDER**

Chair Jamilyn Penn called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 9:00 am. Board members present were Jamilyn Penn, Pat Jenkins, Pam Duncan, Neesha Patel, and Abby Sloan. The meeting was conducted in person, with the option of virtual attendance.

Revenue, Budget and Sustainability – Finance Director Mary Stimson outlined the Library's fiscal principles, emphasizing responsible stewardship of taxpayer funds, valuable community services, long-term organizational health, adaptability to change, and sustaining capital investments. The Fiscal Management Policy requires the Library to present a General Fund budget that uses current revenues, achieving a balanced budget through operational cost reductions rather than general fund reserves. It also requires an allocation of a specified percentage of general fund revenue to the capital fund. Ms. Stimson provided an overview and timeline of the Library's budget process, starting in September and concluding in December with the Board's approval of the final budget.

Ninety-seven percent of the Library's revenue comes from property and other taxes. The estimated 2024 revenue is \$46,844,573. This is determined through multiple methodologies, including data from the Pierce County Assessor, the preliminary levy certificate, new construction permits, and Moody's Case-Shiller property value projections. Revenue constraints include the 1% annual cap on existing property tax revenues, fluctuations in new construction, investment rates, and reimbursements from purchases made with P-cards and reimbursements from the Federal e-rate program for technology infrastructure and connectivity. Discussion ensued on the Library's current mill rate, which is estimated at 33 cents per \$1,000 for 2024 and the calculations used to help determine when a future levy lid lift seems feasible.

Personnel expenditures make up 69% of the Library's budget and are expected to rise in the coming years. In 2024, salaries and wages increased by \$900,000, with a 3.5% Cost of Living Allowance (COLA) due to a high CPI-U and annual step increases of 3%. Additionally, insurance costs are estimated to increase by \$300,000. The Library also plans to offer stipends to staff utilizing foreign language skills, considering usage and needs in stipend determinations. Savings in the personnel budget will result from not filling the retiring Deputy Director Melinda Chesbro's position.

Maintenance and Operations (M&O) accounts for 19% of the Library's budget. Impacts to expenditures include increased costs in leases, inflation, and supply chain challenges. The Library's commitment to Equity, Diversity, and Inclusion (EDI) efforts will require increased costs to support staff training and development. Enhancements are being made to the budget review



process, with a focus on aligning actual expenditures against the budget, particularly in areas such as general repairs and maintenance. Additionally, the Library is exploring departmental variable spending and optimizations to streamline budget requests and promote efficiency.

The Library's Materials budget, representing 10% of the total budget, is anticipated to undergo minimal adjustments in 2024.

Additional expenditures from the Capital Fund include the purchase of new vehicles, engagement and advertising for building projects and strategic planning, and major projects such as the Interim Lakewood building, demolition of the Wildaire Rd. facility, restoration to the Buckley landscaping, preparations for the new Sumner Library, and the facilities condition assessment and master plan update.

The Library plans to reduce the amount of funds transferred to the Capital Fund from \$1.5M to \$1.25M. No deposits to the Sustainability Fund are planned as we have reached the end of phase 1 of the sustainability strategy.

Business and Compliance Director Cliff Jo provided background on the implementation of the Levy Sustainability Fund. The 2018 levy promises included setting aside a portion of the restored levy to last for several years. By 2024, the fund total will be approximately \$16M, due in large part to favorable interest rates.

Mr. Jo reviewed the three phases of the 11-year outlook, notably called "The Curve," which he initially presented to the Board in March 2020.

Based on updated data and trends, the Levy Sustainability Fund will deplete by 2028 if no changes are made to annual expenditures. The mill rate has begun moving up and property value growth is easing. As a result of these factors, the Library must cut spending by \$4M-8M before 2028 in order to sustain operations.

Phase 1, the point in time when revenue exceeds expenditures, will end in 2023. Phase 2, the point in time when revenue and expenditures are equal, will be 2024. Phase 3 will now begin in 2025. Mr. Jo stated the Library would begin planning for Phase 3 in 2024, supported by the upcoming strategic planning process.

Mr. Jo presented a 12-year outlook on projected mill rates, which would inform the Library as it considers when a levy lid lift could be brought to the voters.

Discussion ensued about factors affecting the mill rate and the importance of the Library's diligence in determining whether it should go to the voters to request a levy lid lift.

Executive Director Gretchen Caserotti noted that initiatives such as the Facility Master Plan and the Strategic Plan projects beginning in 2024 will inform the Library about community needs and guide the Library as it determines future budgetary strategies.

Trustees thanked Library administrators for the comprehensive information and material.

**ADJOURNMENT**

The meeting was adjourned at 10:03 am on motion by Trustee Duncan, seconded by Trustee Sloan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		9/6/2023	\$ 1,077,485.06
Electronic Payments - Payroll & Acct Payable		9/21/2023	\$ 1,039,143.10
Accounts Payable Warrants	704985 - 705130	9/1/2023 - 9/30/2023	\$ 1,401,835.54
<b>Total:</b>			<b><u>\$ 3,518,463.70</u></b>

As of 10.3.2023

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 9/06/23 Payroll

Withdrawal Date: 9/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	89,183.06
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	71,236.28
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	71,236.28
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	673,037.79
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,914.83
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	62,467.29
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	89,127.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5498.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,784.01
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	-
					Total Deposit	\$ 1,077,485.06

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

9/4/2023  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 9/21/23 Payroll

Withdrawal Date: 9/21/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	85,268.53
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	68,417.32
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	68,417.32
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	651,199.68
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	13,183.29
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	58,607.33
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,841.67
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5498.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,784.01
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	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	722.03
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 1,039,143.10</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

9/19/2023  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
704985	09/01/2023	PRINTED	341	BAKER & TAYLOR	0.00	80,929.92	09/08/2023
704986	09/01/2023	PRINTED	1789	BARSNESS GROUP	20,010.00	0.00	
704987	09/01/2023	PRINTED	2726	BETHLEHEM AREA PUBLIC LIBRARY	0.00	35.00	09/14/2023
704988	09/01/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	179.40	09/08/2023
704989	09/01/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	162.56	09/08/2023
704990	09/01/2023	PRINTED	998	CINTAS CORPORATION	0.00	419.64	09/15/2023
704991	09/01/2023	PRINTED	155	DELL MARKETING LP	0.00	1,291.12	09/12/2023
704992	09/01/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	757.95	09/08/2023
704993	09/01/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	477.49	09/08/2023
704994	09/01/2023	PRINTED	26	LINGO	0.00	133.52	09/08/2023
704995	09/01/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	15,233.91	09/07/2023
704996	09/01/2023	PRINTED	216	CITY OF MILTON	0.00	804.69	09/06/2023
704997	09/01/2023	PRINTED	227	MOUNTAIN MIST	0.00	50.04	09/14/2023
704998	09/01/2023	PRINTED	520	CITY OF ORTING	0.00	10,699.98	09/12/2023
704999	09/01/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	4,040.00	09/15/2023
705000	09/01/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,001.08	09/07/2023
705001	09/01/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	1,333.62	09/06/2023
705002	09/01/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	608.14	09/06/2023
705003	09/01/2023	PRINTED	782	XEROX CORPORATION	0.00	142.45	09/11/2023
705004	09/01/2023	PRINTED	61	RICOH USA INC	0.00	1,454.04	09/06/2023
705005	09/01/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	435.01	09/07/2023
705006	09/01/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	307.02	09/20/2023
705007	09/01/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	2,719.00	09/06/2023
705008	09/01/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	0.00	1,080.29	09/06/2023
705009	09/01/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,548.52	09/07/2023
705010	09/01/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,402.93	09/08/2023
705011	09/01/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	57.68	09/07/2023
705012	09/01/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	935.72	09/07/2023
705013	09/01/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,900.00	0.00	
705014	09/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,911.33	09/11/2023
705015	09/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,250.54	09/19/2023
705016	09/06/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	487.67	09/06/2023
705017	09/08/2023	PRINTED	341	BAKER & TAYLOR	0.00	34,739.92	09/14/2023
705018	09/08/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	139.76	09/15/2023
705019	09/08/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	323.71	09/12/2023
705020	09/08/2023	PRINTED	632	BRODART	0.00	16,500.00	09/14/2023
705021	09/08/2023	PRINTED	638	CITY OF BUCKLEY	0.00	760.98	09/14/2023
705022	09/08/2023	PRINTED	2731	STEVE CARMODY	0.00	50.00	09/20/2023
705023	09/08/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	236.45	09/14/2023
705024	09/08/2023	PRINTED	669	CHUCKALS INC	0.00	243.73	09/12/2023
705025	09/08/2023	PRINTED	998	CINTAS CORPORATION	0.00	419.64	09/27/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705026	09/08/2023	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	1,812.94	09/14/2023
705027	09/08/2023	PRINTED	2499	FLOHAWKS	0.00	2,071.91	09/18/2023
705028	09/08/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	127.94	09/14/2023
705029	09/08/2023	PRINTED	1886	LAMAR COMPANIES	0.00	1,805.00	09/15/2023
705030	09/08/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	9,635.22	09/14/2023
705031	09/08/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	4,068.00	09/18/2023
705032	09/08/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,517.49	09/13/2023
705033	09/08/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	09/12/2023
705034	09/08/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.97	09/14/2023
705035	09/08/2023	PRINTED	2540	PLUMB SIGNS	0.00	17,584.13	09/12/2023
705036	09/08/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	839.44	09/12/2023
705037	09/08/2023	PRINTED	61	RICOH USA INC	0.00	116.07	09/13/2023
705038	09/08/2023	PRINTED	61	RICOH USA INC	0.00	1,401.82	09/14/2023
705039	09/08/2023	PRINTED	2651	SCJ ALLIANCE	0.00	2,646.00	09/12/2023
705040	09/08/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	99.09	09/20/2023
705041	09/08/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	994.83	09/12/2023
705042	09/08/2023	PRINTED	605	US BANK	0.00	321,133.87	09/12/2023
705043	09/08/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	978.21	09/13/2023
705044	09/08/2023	PRINTED	811	WCP SOLUTIONS	0.00	1,031.46	09/12/2023
705045	09/08/2023	PRINTED	2015	WEX BANK	0.00	4,631.11	09/14/2023
705046	09/08/2023	PRINTED	2423	BETA - LAKEWOOD LLC	0.00	23,000.00	09/13/2023
705047	09/12/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	273,236.50	09/25/2023
705048	09/15/2023	PRINTED	341	BAKER & TAYLOR	0.00	44,002.33	09/21/2023
705049	09/15/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	09/29/2023
705050	09/15/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	63.25	09/21/2023
705051	09/15/2023	PRINTED	369	EHS-INTERNATIONAL INC	0.00	15,618.15	09/27/2023
705052	09/15/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	6,744.50	09/20/2023
705053	09/15/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	1,456.00	09/20/2023
705054	09/15/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,721.26	09/19/2023
705055	09/15/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	720.00	09/26/2023
705056	09/15/2023	PRINTED	241	NEWS TRIBUNE	0.00	390.00	09/25/2023
705057	09/15/2023	PRINTED	241	NEWS TRIBUNE	0.00	259.00	09/25/2023
705058	09/15/2023	PRINTED	520	CITY OF ORTING	0.00	221.81	09/21/2023
705059	09/15/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	391.08	09/22/2023
705060	09/15/2023	PRINTED	61	RICOH USA INC	0.00	1,884.52	09/20/2023
705061	09/15/2023	PRINTED	61	RICOH USA INC	0.00	2,073.50	09/21/2023
705062	09/15/2023	PRINTED	2706	RIVERS EDGE ENVIRONMENTAL SERVICE INC	0.00	6,959.46	09/22/2023
705063	09/15/2023	PRINTED	2048	SALT LAKE COUNTY LIBRARY SYSTEM	0.00	5.00	09/28/2023
705064	09/15/2023	PRINTED	91	SCHOLASTIC INC	0.00	32,877.33	09/21/2023
705065	09/15/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	29.95	0.00	
705066	09/15/2023	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	728.00	09/21/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705067	09/15/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	690.55	09/27/2023
705068	09/15/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	3,108.35	09/19/2023
705069	09/15/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	2,973.51	09/20/2023
705070	09/15/2023	PRINTED	2087	THRASHER MAGAZINE	0.00	28.95	09/25/2023
705071	09/15/2023	PRINTED	254	UNITED STATES TREASURY	108,899.62	0.00	
705072	09/21/2023	PRINTED	313	AFLAC	3,507.74	0.00	
705073	09/21/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	174.00	09/28/2023
705074	09/21/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,250.54	09/26/2023
705075	09/21/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	487.67	09/22/2023
705076	09/21/2023	VOID	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	0.00	
705077	09/22/2023	PRINTED	341	BAKER & TAYLOR	0.00	40,586.06	09/29/2023
705078	09/22/2023	PRINTED	2423	BETA - LAKEWOOD LLC	23,000.00	0.00	
705079	09/22/2023	PRINTED	427	BLACKSTONE PUBLISHING	0.00	92.82	09/28/2023
705080	09/22/2023	PRINTED	669	CHUCKALS INC	0.00	2,109.74	09/26/2023
705081	09/22/2023	PRINTED	998	CINTAS CORPORATION	419.64	0.00	
705082	09/22/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	588.40	09/29/2023
705083	09/22/2023	PRINTED	1001	DATA QUEST LLC	0.00	331.40	09/29/2023
705084	09/22/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	13,636.47	0.00	
705085	09/22/2023	PRINTED	399	CITY OF FIFE	0.00	1,870.72	09/26/2023
705086	09/22/2023	PRINTED	446	CITY OF GIG HARBOR	0.00	872.21	09/27/2023
705087	09/22/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	335.31	09/29/2023
705088	09/22/2023	PRINTED	211	MIDWEST TAPE LLC	8,505.94	0.00	
705089	09/22/2023	PRINTED	1895	NEWSBANK INC	24,018.00	0.00	
705090	09/22/2023	PRINTED	552	PENINSULA LIGHT CO	0.00	1,283.91	09/26/2023
705091	09/22/2023	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	5,864.07	09/28/2023
705092	09/22/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	295.26	09/26/2023
705093	09/22/2023	PRINTED	1891	SEATTLE PUBLIC LIBRARY	25.95	0.00	
705094	09/22/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	534.01	09/27/2023
705095	09/22/2023	PRINTED	2087	THRASHER MAGAZINE	28.95	0.00	
705096	09/29/2023	PRINTED	341	BAKER & TAYLOR	28,786.36	0.00	
705097	09/29/2023	PRINTED	2423	BETA - LAKEWOOD LLC	3,170.98	0.00	
705098	09/29/2023	PRINTED	427	BLACKSTONE PUBLISHING	202.35	0.00	
705099	09/29/2023	PRINTED	642	BUILDINGWORK LLC	45,309.26	0.00	
705100	09/29/2023	PRINTED	2422	CDW GOVERNMENT LLC	566.84	0.00	
705101	09/29/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	823.50	0.00	
705102	09/29/2023	PRINTED	998	CINTAS CORPORATION	419.64	0.00	
705103	09/29/2023	PRINTED	2583	COFFEE ENTERTAINMENT LLC	250.00	0.00	
705104	09/29/2023	PRINTED	1358	MATTHEW NEBEKER	75.00	0.00	
705105	09/29/2023	PRINTED	703	INGRAM LIBRARY SERVICES	973.69	0.00	
705106	09/29/2023	PRINTED	2757	ROBIN R LANGSTON	3.20	0.00	
705107	09/29/2023	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	



CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705108	09/29/2023	PRINTED	2307	MARIAN D MAXWELL	600.00		0.00
705109	09/29/2023	PRINTED	211	MIDWEST TAPE LLC	6,344.95		0.00
705110	09/29/2023	PRINTED	227	MOUNTAIN MIST	43.09		0.00
705111	09/29/2023	PRINTED	2755	SHEENA MUDALIAR	10.00		0.00
705112	09/29/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	2,368.00		0.00
705113	09/29/2023	PRINTED	2380	NASH CONSULTING INC	390.00		0.00
705114	09/29/2023	PRINTED	1081	NASIM LANDSCAPE	1,408.59		0.00
705115	09/29/2023	PRINTED	2514	OMNI YOGA LLC	250.00		0.00
705116	09/29/2023	PRINTED	776	PUGET SOUND ENERGY	2,716.13		0.00
705117	09/29/2023	PRINTED	782	XEROX CORPORATION	142.45		0.00
705118	09/29/2023	PRINTED	61	RICOH USA INC	4,854.22		0.00
705119	09/29/2023	PRINTED	2663	SANAE ISHIDA	450.00		0.00
705120	09/29/2023	PRINTED	85	SARCO SUPPLY LLC	619.09		0.00
705121	09/29/2023	PRINTED	2097	SENTINEL PEST CONTROL	534.45		0.00
705122	09/29/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	1,546.12		0.00
705123	09/29/2023	PRINTED	2555	SS LANDSCAPING SERVICES INC	1,422.38		0.00
705124	09/29/2023	PRINTED	2756	BRIDGET TAYLOR	20.00		0.00
705125	09/29/2023	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	2,057.53		0.00
705126	09/29/2023	PRINTED	2411	VERTIV CORPORATION	13,411.28		0.00
705127	09/29/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	3,577.53		0.00
705128	09/29/2023	PRINTED	811	WCP SOLUTIONS	906.86		0.00
705129	09/29/2023	PRINTED	819	WHITWORTH UNIVERSITY LIBRARY	90.00		0.00
705130	09/29/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,755.00		0.00
					333,600.75	1,068,234.79	1,401,835.54

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# MEMO



Date: October 11, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: 2024 Fleet Funding Encumbrance Approval

As a part of ongoing efforts to maintain the operational health of its fleet, the Facilities Department recognizes the need for vehicle replacement when costs for repairs and rentals outweigh the cost of a new vehicle. Replacement costs for two of our four Isuzu NPR-HD box delivery trucks were built into the 2022 budget, and delivery of those vehicles will be complete in October 2023. The other two vehicles are planned for replacement in the 2024 budget cycle.

These trucks are ordered through Washington State DES's CARS procurement program, which provides discounted governmental pricing for vehicles purchased through approved dealerships. Purchasing via CARS allows only a short window of opportunity for a municipal organization to place orders for a given vehicle each year. For these box trucks, that window is open now.

Each truck will cost \$95,707.08, totaling \$191,414.16 for the two needed. Approval for this expense will be included in the 2024 budget. However, the Facilities Department is asking for early approval to encumber these funds today. The purchase will not be liquidated until Q2 2024, but a Purchase Order has been requested by the vendor to secure the vehicles for a Q2 2024 delivery. The vendor has also informed the Library that if they do not receive a purchase order until early 2024, delivery might be significantly pushed back to Q3 or Q4 2024.

Because this amount exceeds \$50,000, Board approval is required.

Upon ratification of an agreement, the Library will encumber the approved funds via Purchase Order for two Isuzu NPR-HD 16,000# GVWR Diesel Cab-Over trucks, with an anticipated vehicle delivery to be completed in Q2 2024.

***ACTION: Approve a purchase order in the amount not to exceed \$192,000 with RWC International, LTD. to order the vehicles stated.***

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

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# MEMO



Date: October 2, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

Our policy review project continues with time spent this month preparing three Communications policies for Board consideration. Work continues to prepare the next batch of library access policies for discussion at the November meeting. Staff appreciate Trustee Duncan's consultation ahead of the Board meetings.

The Trustee's Study Session held on September 18, 2023, was beneficial in starting the conversation with Library leadership about moving into Phase two of the Levy Sustainability Plan. We will continue to expand on those conversations with staff and be prepared to face the reality of our financial constraints as we begin strategic planning in 2024. Many thanks to Directors Cliff Jo and Mary Stimson for their leadership and honest communication on this topic.

In September, I attended a District 28 Town Hall with Representatives Mari Leavitt and Dan Bronoske at the University Place Library meeting room. A few months ago, I wrote to all Pierce County state elected officials extending an invitation to host these types of events in our Library locations to connect with community members, and I was delighted that our Representatives in District 28 took advantage of the public meeting rooms to do just that! Constituents shared concerns regarding taxes, housing and child care costs, crime, and assorted other issues on the minds of residents from University Place, Fircrest, and Lakewood who were in attendance.

In the month of September, the Leadership Team kicked off a leadership development workshop with six full-day sessions with [Nash Consulting](#) who is providing their expertise, tools, and training specifically to the Library system as our ongoing leadership development partner. This support is designed to build capabilities for strong management and leadership skills throughout the Library and specifically in preparation for the change readiness needed for our upcoming strategic planning process. Staff Experience is partnered with Administrative team as the sponsors of this work to build this leadership development plan.

In 2022, we piloted the 6-day "Managing with the Mind and Heart" workshop sessions with PCLS leaders. This pilot was very successful and that cohort reported learning and applying transformational leadership change to their daily work. In these sessions we are focused on the following critical leadership skills:

- The Manager's Mindset & Employee Engagement
- Workplace Culture - Laying the Foundation
- Understanding People
- Performance Management
- Workplace Culture - Building for Success

- 
- Communication and Sustaining Change

Our future goals include sustaining this work with all PCLS supervisors, and eventually staff, to improve our leadership competencies and employee engagement for our system.

This will be Deputy Director Melinda Chesbro's final Board Meeting as we prepare to celebrate her retirement at the end of October. I would like to congratulate her on such a successful career and extend my appreciation to her for her hard work for our Library. Starting November 1, 2023, Deputy Director Connie Behe will transition into role of the sole Deputy Director for the Library System. While the Customer Experience leadership team will still report to her, Connie will assume oversight of system-wide activities and projects. All directors with system-wide responsibilities will now report directly to me.

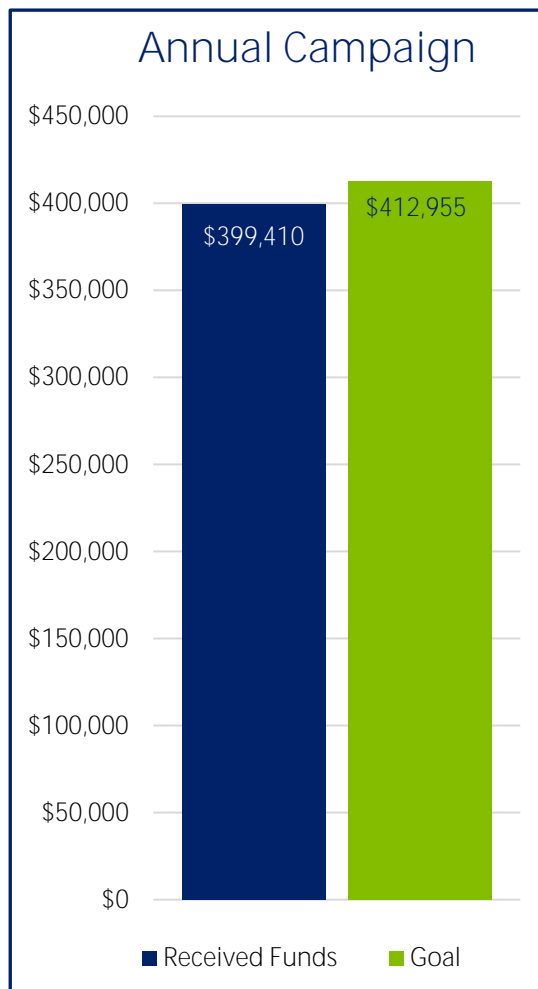
In the last few days of the month I attended the annual meeting of the Public Library Directors of Washington in Spokane. The Directors learned from speakers on a variety of topics focusing on everything from capital projects, digital navigation efforts at the State level, early discussions about the upcoming Legislative Session and a variety of other topics affecting libraries such as Narcan availability and book challenges. This was my first in-person attendance at the event and I was grateful to have the opportunity to tour two new library facilities in Spokane's City and County systems and meet the other public library directors in Washington.



## Fundraising Performance Dashboard



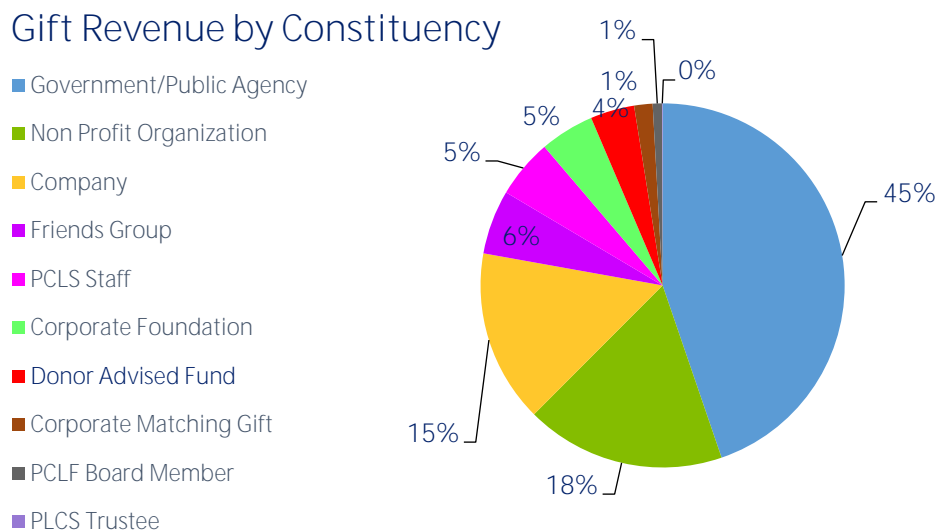
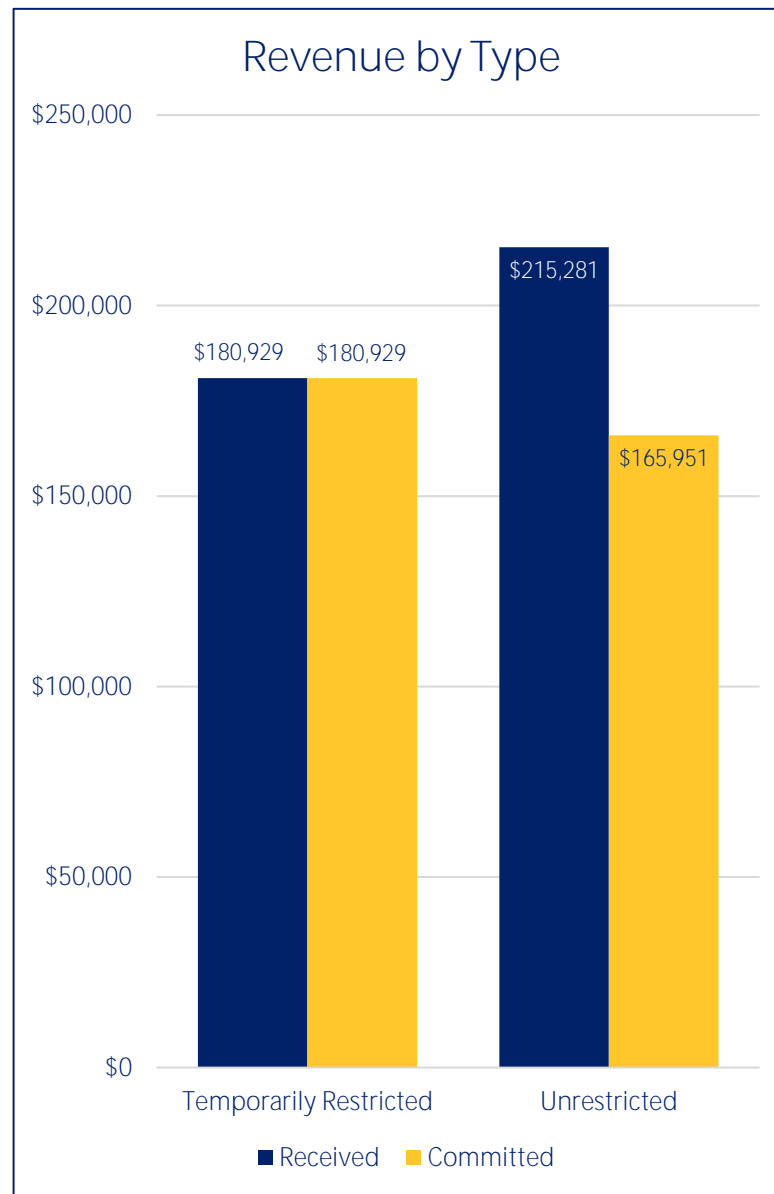
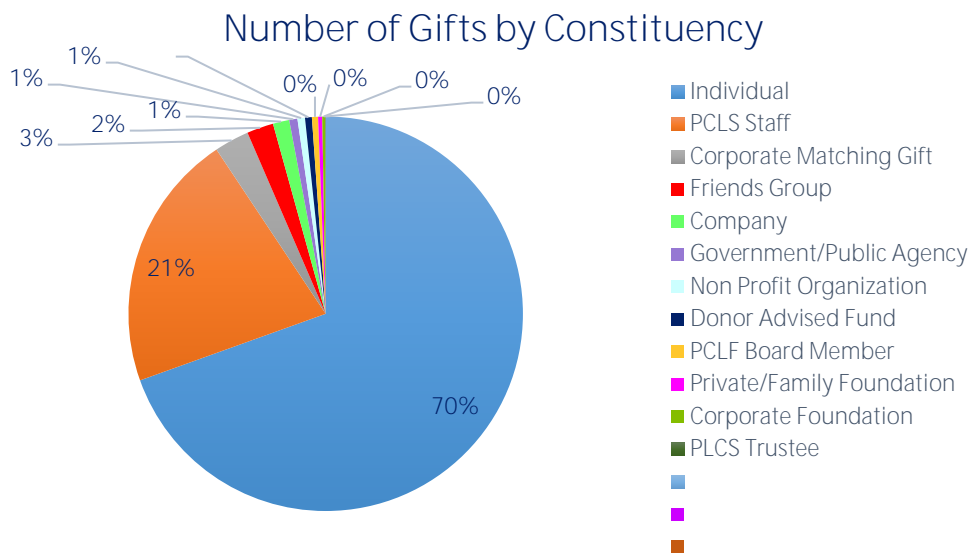
Goal = PCLS/Foundation annual agreement



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



# Annual Campaign Statistics



## Annual Campaign Donors by Lifecycle Status

### Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
448	42.55%	\$99,141	34.19%	598	\$29,968

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

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
22	36.07%	\$120,462	345.84%	35	\$23,959

### Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
28	18.30%	\$12,197	2.03%	121	\$4,806

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

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
6	23.08%	\$87,091	52.21%	18	\$9,301

### New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
70	2.75%	\$5,101	30.75%	-	-

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

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
14	10.69%	\$112,765	166.32%	-	-

### Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
129	9.20%	\$13,285	55.50%	-	-

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

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	12.30%	\$64,468	728.50%	-	-



## Updates

### What's going well

- Annual Campaign: we're solidly situated for a positive year-end outcome
- 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 reconvened on September 21
- Trivia BEE: leveraging early, strong sponsorship from multiple donors to make this 5th annual event the best ever

## 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

## August 31, 2023

Prepared By: Mary Stimson, Finance Director

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

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

### General Fund

#### August

- **534305. Includes renewal payment to Brainfuse Inc. for Tutoring and Career help database services**
- **541620. Includes payment to OCLC for Cataloging and ILL subscription renewal**
- **548010 Includes payment to Hermanson for renewal of HVAC annual service contract**

#### 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**

**August**

- **541060. Includes payment to BuildingWork for architecture and consulting services for Lakewood Interim Library**
- **562100. Includes payment to Eagle Asphalt Sealcoating Company for Graham parking lot grind and overlay work**
- **562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**

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 1<sup>st</sup> 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-August**

- **No activity.**

**Election Fund**

**January- August**

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

**Property & Facility Fund**

**January- August**

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

**Levy Sustainability Fund**

**January- August**

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

**Debt Service Fund**

**January- August**

- **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	286,170.87	279,774.27	6,396.60	-
September	-	-	-	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
	\$ 2,333,980.34	\$ 2,318,542.66	\$ 15,437.68	\$ -

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  
August 31, 2023**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 1,658,103	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 109,108	\$ 1,767,611
Investments	\$ 10,806,344	\$ -	\$ 13,361,609	\$ 1,176,307	\$ 2,510,832	\$ 92,873	\$ 7,426,275	\$ 35,374,240
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 12,463,966</b>	<b>\$ -</b>	<b>\$ 13,361,709</b>	<b>\$ 1,176,407</b>	<b>\$ 2,510,932</b>	<b>\$ 92,973</b>	<b>\$ 7,535,383</b>	<b>\$ 37,141,371</b>
<b>TOTAL ASSETS</b>	<b>\$ 12,463,966</b>	<b>\$ -</b>	<b>\$ 13,361,709</b>	<b>\$ 1,176,407</b>	<b>\$ 2,510,932</b>	<b>\$ 92,973</b>	<b>\$ 7,535,383</b>	<b>\$ 37,141,371</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ 411	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 411
Sales Tax Payable*	\$ 1,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,175
Payroll Payable	\$ 210,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,398
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 211,984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,984</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 211,984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 211,984</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ 718,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,135,437	\$ 7,853,847
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	\$ 11,533,572	\$ -	\$ 440,524	\$ 38,783	\$ (1,917,219)	\$ 92,973	\$ 389,538	\$ 10,578,173
<b>TOTAL FUND BALANCE</b>	<b>\$ 12,251,983</b>	<b>\$ -</b>	<b>\$ 13,361,709</b>	<b>\$ 1,176,407</b>	<b>\$ 2,510,932</b>	<b>\$ 92,973</b>	<b>\$ 7,524,974</b>	<b>\$ 36,918,979</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 12,463,966</b>	<b>\$ -</b>	<b>\$ 13,361,709</b>	<b>\$ 1,176,407</b>	<b>\$ 2,510,932</b>	<b>\$ 92,973</b>	<b>\$ 7,524,974</b>	<b>\$ 37,130,963</b>
<b>BEGINNING FUND BALANCE, 01/01/23</b>								
	\$ 12,063,142	\$ -	\$ 12,921,185	\$ 1,137,625	\$ 2,428,152	\$ 90,114	\$ 8,934,433	\$ 37,574,651
YTD Revenue	\$ 25,501,123	\$ -	\$ 440,523	\$ 38,782	\$ 82,780	\$ 2,859	\$ 294,372	\$ 26,360,440
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (25,312,282)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,703,830)	\$ (27,016,112)
<b>ENDING FUND BALANCE, 08/31/23</b>	<b>\$ 12,251,983</b>	<b>\$ -</b>	<b>\$ 13,361,709</b>	<b>\$ 1,176,407</b>	<b>\$ 2,510,932</b>	<b>\$ 92,973</b>	<b>\$ 7,524,974</b>	<b>\$ 36,918,979</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 20,617,928</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,617,928</b>



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

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>	<i>CURRENT</i>
	9/30/2022	10/31/2022	11/30/2022	12/31/2022	1/31/2023	2/28/2023	3/31/2023	4/30/2023	5/31/2023	6/30/2023	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023
<b>ASSETS</b>															
<b>Current Assets</b>															
Cash	\$ 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	\$ 1,658,103	\$ 1,202,005	\$ 17,309,825	\$ 2,646,020
Investments	\$ 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	\$ 10,806,344	\$ 7,099,991	\$ 3,913,522	\$ 16,757,569
Accrued Interest on Investments	\$ 3,577	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,577	\$ 3,577	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>
<b>TOTAL ASSETS</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>
<b>LIABILITIES</b>															
<b>Current Liabilities</b>															
Warrants Payable	\$ -	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 637	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 637	\$ 765	\$ 880
Payroll Payable	\$ (359)	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ (359)	\$ (359)	\$ 92
US Bank	\$ -	\$ -	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>	<b>\$ 1,063</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>	<b>\$ 153,767</b>	<b>\$ 190,329</b>	<b>\$ 222,635</b>	<b>\$ 170,144</b>	<b>\$ 211,984</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>	<b>\$ 1,063</b>	<b>\$ 130,647</b>	<b>\$ 163,585</b>	<b>\$ 355,590</b>	<b>\$ 153,767</b>	<b>\$ 190,329</b>	<b>\$ 222,635</b>	<b>\$ 170,144</b>	<b>\$ 211,984</b>	<b>\$ 277</b>	<b>\$ 406</b>	<b>\$ 972</b>
<b>FUND BALANCE</b>															
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019	\$ 928,631	\$ 905,598	\$ 718,410	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 11,533,572	\$ 8,305,296	\$ 21,226,518	\$ 19,402,617
<b>TOTAL FUND BALANCE</b>	<b>\$ 8,305,296</b>	<b>\$ 21,226,518</b>	<b>\$ 19,402,617</b>	<b>\$ 12,095,501</b>	<b>\$ 9,466,593</b>	<b>\$ 7,078,885</b>	<b>\$ 6,163,778</b>	<b>\$ 20,195,365</b>	<b>\$ 20,658,895</b>	<b>\$ 17,603,616</b>	<b>\$ 14,928,333</b>	<b>\$ 12,251,983</b>	<b>\$ 8,305,296</b>	<b>\$ 21,226,518</b>	<b>\$ 19,402,617</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>	<b>\$ 12,096,565</b>	<b>\$ 9,597,240</b>	<b>\$ 7,242,469</b>	<b>\$ 6,519,368</b>	<b>\$ 20,349,133</b>	<b>\$ 20,849,223</b>	<b>\$ 17,826,250</b>	<b>\$ 15,098,476</b>	<b>\$ 12,463,966</b>	<b>\$ 8,305,573</b>	<b>\$ 21,226,924</b>	<b>\$ 19,403,589</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 19,240,444</b>	<b>\$ 3,341,795</b>	<b>\$ 936,477</b>	<b>\$ 763,772</b>	<b>\$ 45,031,416</b>	<b>\$ 44,181,340</b>	<b>\$ 42,281,228</b>	<b>\$ 24,983,590</b>	<b>\$ 24,983,590</b>	<b>\$ 24,749,652</b>	<b>\$ 20,828,481</b>	<b>\$ 20,617,928</b>	<b>\$ 19,240,444</b>	<b>\$ 3,341,795</b>	<b>\$ 936,477</b>

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



<b>GENERAL FUND - 001</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 42,557,200	\$ 24,570,754	\$ -	\$ 17,986,446	58%
Other Revenue	\$ 1,524,500	\$ 930,369	\$ -	\$ 594,131	61%
<b>TOTAL REVENUE</b>	<b>\$ 44,081,700</b>	<b>\$ 25,501,123</b>	<b>\$ -</b>	<b>\$ 18,580,577</b>	<b>58%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 18,805,178	\$ -	\$ 12,269,784	61%
Materials	\$ 4,535,800	\$ 2,411,055	\$ -	\$ 2,124,745	53%
Maintenance and Operations	\$ 8,470,938	\$ 4,096,048	\$ 492,990	\$ 3,881,899	54%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 44,081,700</b>	<b>\$ 25,312,282</b>	<b>\$ 492,990</b>	<b>\$ 18,276,428</b>	<b>59%</b>
Excess/(Deficit)		\$ 188,841			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 188,841</b>			

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

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 301</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 6,508,000	\$ -	\$ -	\$ 6,508,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 294,372	\$ -	\$ (294,372)	-
<b>TOTAL REVENUE</b>	<b>\$ 6,508,000</b>	<b>\$ 294,372</b>	<b>\$ -</b>	<b>\$ 6,213,628</b>	<b>5%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 6,508,000	\$ 1,703,830	\$ 6,559,317	\$ (1,755,148)	127%
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,508,000</b>	<b>\$ 1,703,830</b>	<b>\$ 6,559,317</b>	<b>\$ (1,755,148)</b>	<b>127%</b>
Excess/(Deficit)		\$ (1,409,459)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (1,409,459)</b>			

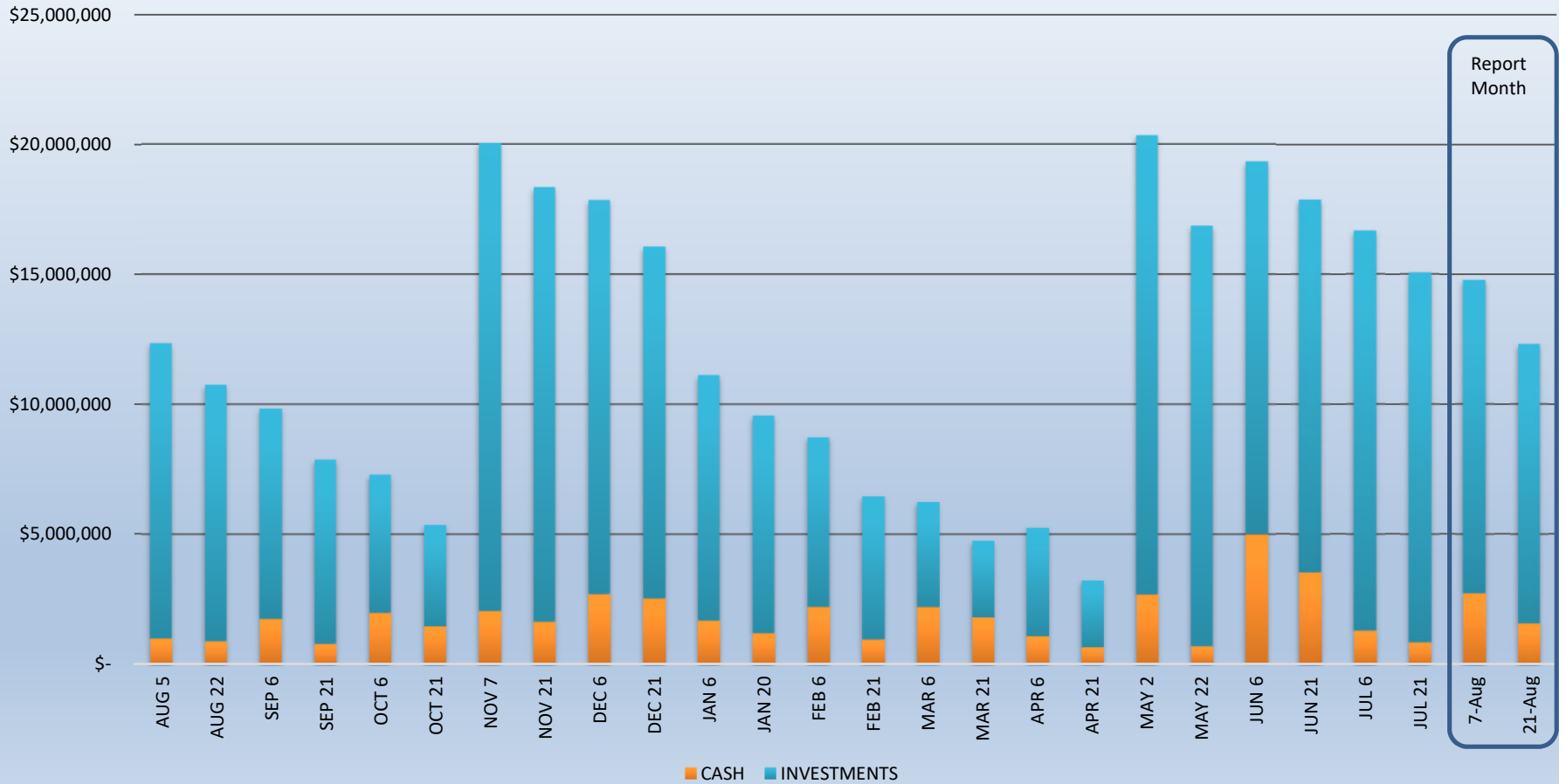
<b>LEVY SUSTAINABILITY FUND - 102</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 440,523	\$ -	\$ (440,523)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 440,523</b>	<b>\$ -</b>	<b>\$ (440,523)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 440,523			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 440,523</b>			

<b>DEBT SERVICE FUND - 201</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Investment Income	\$ -	\$ 2,859	\$ -	\$ (2,859)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 2,859</b>	<b>\$ -</b>	<b>\$ (2,859)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 2,859</b>			

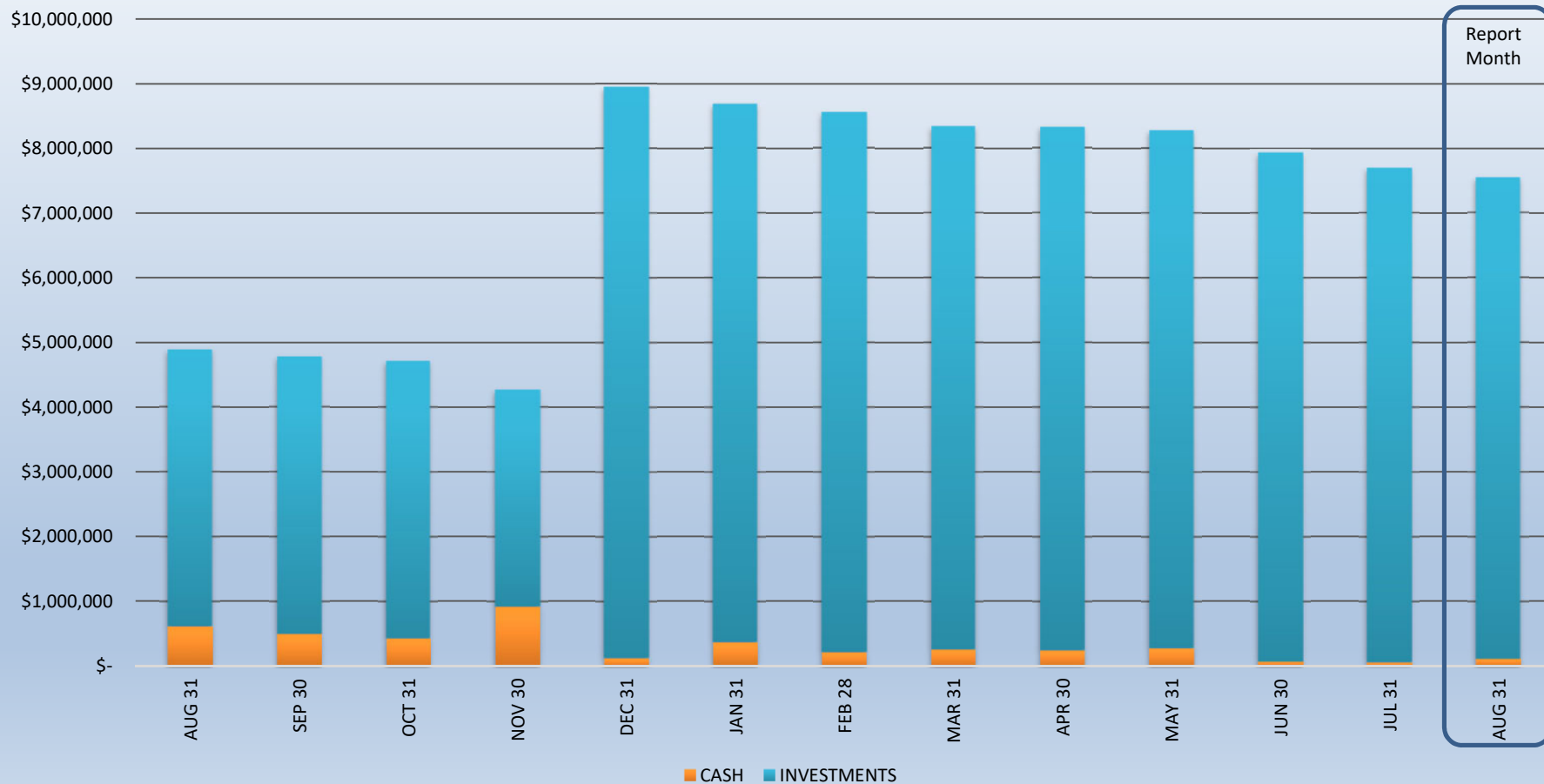
<b>ELECTION FUND - 103</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 38,782	\$ -	\$ (38,782)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 38,782</b>	<b>\$ -</b>	<b>\$ (38,782)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 38,782			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 38,782</b>			

<b>PROPERTY AND FACILITY FUND - 104</b>	<b>2023 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 82,780	\$ -	\$ (82,780)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 82,780</b>	<b>\$ -</b>	<b>\$ (82,780)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 82,780			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 82,780</b>			

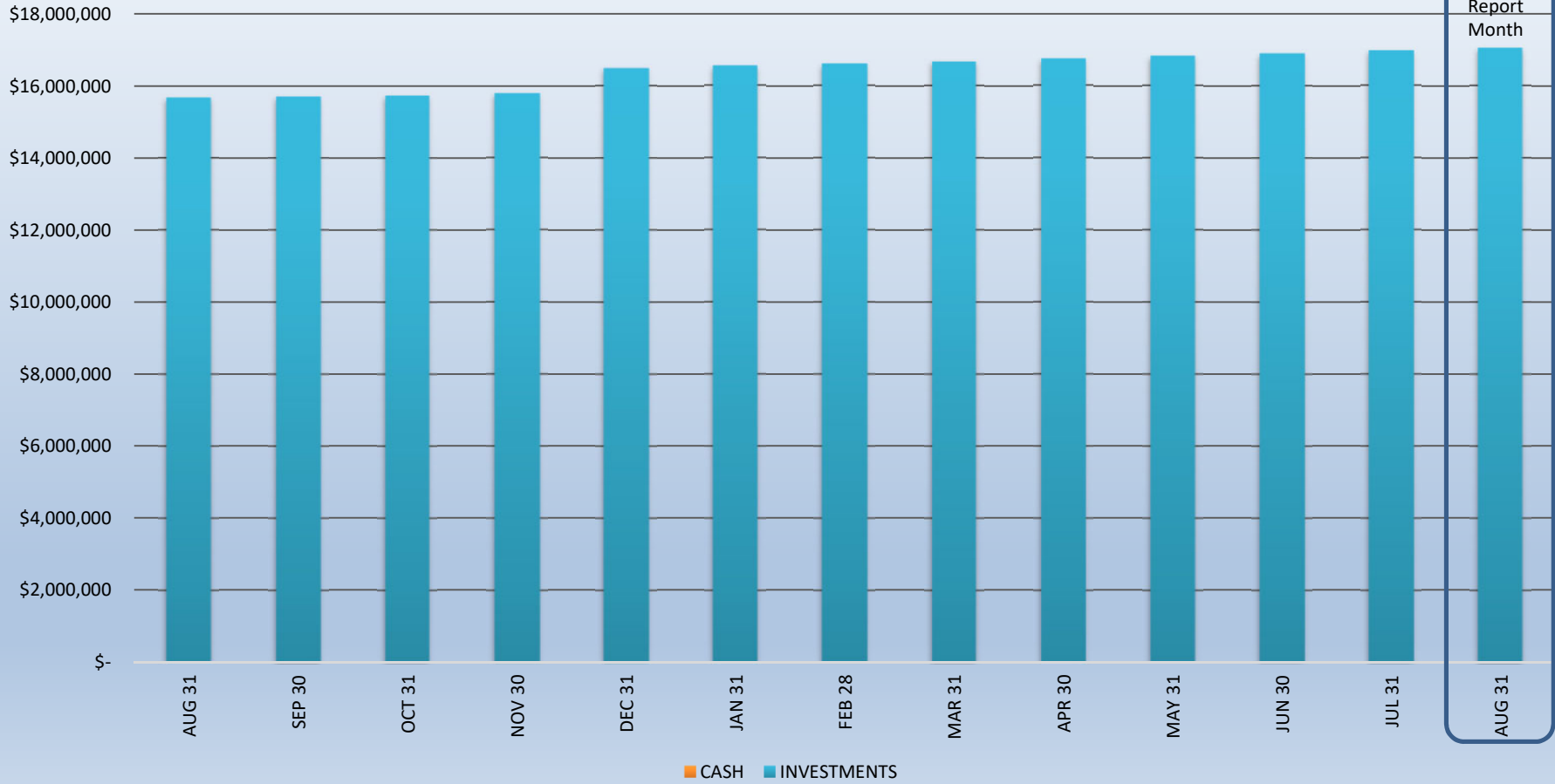
**CASH & INVESTMENTS - SEMI-MONTHLY  
2023 - GENERAL FUND  
- 13 MONTHS MOVING -**



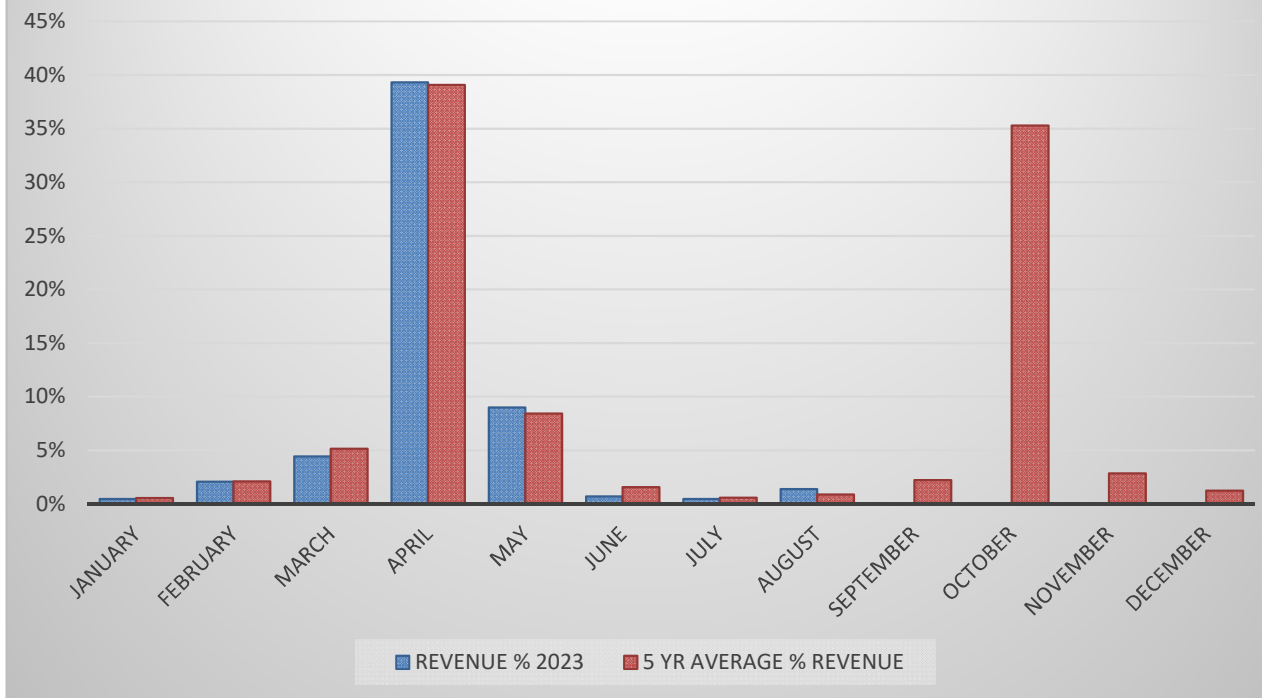
**CASH & INVESTMENTS - MONTHLY  
2023 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



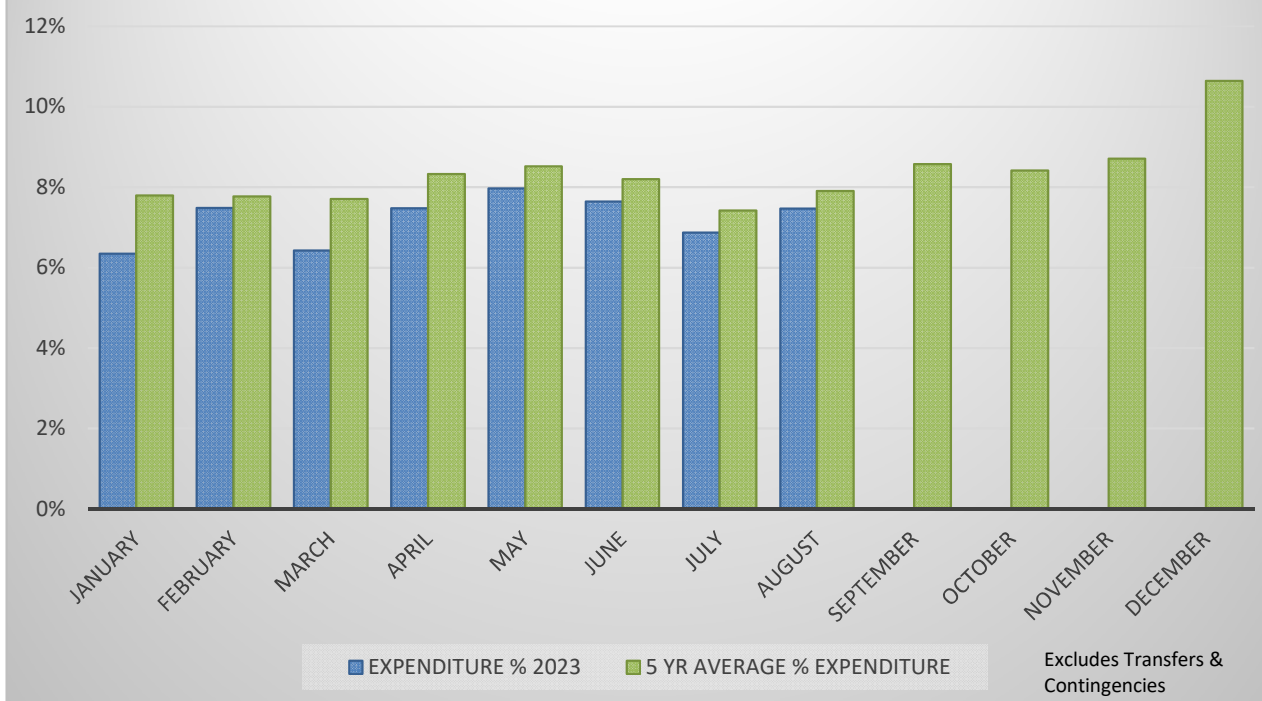
**CASH & INVESTMENTS - MONTHLY  
2023 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



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



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



YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
<b>01 TAXES</b>							
311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	-24,062,639.51	-202,933.67	.00	-17,814,660.49	57.5%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-385,189.41	-16,029.71	.00	-145,710.59	72.6%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-66,820.90	-31.08	.00	6,820.90	111.4%
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	-22,932.05	-3,234.05	.00	2,932.05	114.7%
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	-24,570,753.78	-222,228.51	.00	-17,986,446.22	57.7%
<b>02 CHARGES OTHER</b>							
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	-61,237.40	-35,361.80	.00	61,237.40	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	-93.07	-28.16	.00	93.07	100.0%
347902 PRINTER FEES	0	0	-12,107.00	-2,086.22	.00	12,107.00	100.0%
347903 FAX FEES	0	0	-21.45	.00	.00	21.45	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-16,670.94	-437.06	.00	6,670.94	166.7%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-353,221.55	-54,988.23	.00	-46,778.45	88.3%
361430 INTEREST INCOME--CONTRACTS &	0	0	-647.74	-22.55	.00	647.74	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-5,739.99	-652.80	.00	4,739.99	574.0%
367010 DONOR PROCEEDS--FOUNDATION	-310,000	-310,000	-1,114.05	.00	.00	-308,885.95	.4%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-7,195.16	-4,576.35	.00	7,195.16	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	-11,982.27	-2,239.00	.00	9,982.27	599.1%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-29,100.40	-5,669.61	.00	25,100.40	727.5%
369200 FOUND MONEY	0	0	-727.22	-63.43	.00	727.22	100.0%
369910 MISCELLANEOUS OTHER	0	0	-112,792.19	-109,157.49	.00	112,792.19	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-3,749.69	-1,605.82	.00	-6,250.31	37.5%
369912 JURY DUTY REIMBURSEMENT	0	0	-170.00	.00	.00	170.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-199,322.34	-162,135.96	.00	-330,677.66	37.6%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-57,350.11	-15,663.88	.00	-17,649.89	76.5%
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	-930,369.13	-394,688.36	.00	-594,130.87	61.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>03 SALARIES AND WAGES</b>							
511000 SALARIES AND WAGES	23,800,000	23,800,000	14,088,537.22	1,805,489.39	.00	9,711,462.78	59.2%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	8,544.75	2,082.62	.00	23,455.25	26.7%
511007 SHIFT DIFFERENTIAL	200,000	200,000	86,043.12	11,391.60	.00	113,956.88	43.0%
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	14,186,545.07	1,818,963.61	.00	9,225,312.93	60.6%
<b>04 PERSONNEL BENEFITS</b>							
520010 FICA	1,830,000	1,830,000	1,052,738.92	135,221.44	.00	777,261.08	57.5%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	1,811,408.05	214,846.40	.00	1,242,591.95	59.3%
520021 DENTAL INSURANCE	260,000	260,000	144,574.51	18,388.69	.00	115,425.49	55.6%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	60,298.19	7,676.96	.00	18,701.81	76.3%
520023 INDUSTRIAL INSURANCE	151,000	151,000	90,805.05	14,477.14	.00	60,194.95	60.1%
520030 RETIREMENT	2,431,000	2,431,000	1,413,914.11	168,929.65	.00	1,017,085.89	58.2%
520040 UNEMPLOYMENT INSURANCE	50,000	50,000	6,231.88	.00	.00	43,768.12	12.5%
520041 PAID FML INSURANCE	55,000	55,000	30,803.80	3,944.83	.00	24,196.20	56.0%
520091 OTHER BENEFIT	31,000	31,000	7,858.85	891.70	.00	23,141.15	25.4%
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	4,618,633.36	564,376.81	.00	3,044,470.64	60.3%
<b>05 SUPPLIES EXPENSES</b>							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	126,350	53,547.25	5,418.12	7,962.34	64,840.41	48.7%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	86,500	38,416.31	6,457.52	7,664.80	40,418.89	53.3%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	188,000	52,981.87	4,550.75	.00	135,018.13	28.2%
531010 CUSTODIAL SUPPLIES	110,000	110,000	84,184.92	6,305.72	21,859.02	3,956.06	96.4%
531020 MAINTENANCE SUPPLIES	35,000	35,000	37,254.65	5,931.28	.00	-2,254.65	106.4%
531030 MATERIAL PROCESSING SUP	17,600	17,600	9,492.57	2,008.49	5,145.40	2,962.03	83.2%
531040 TRAINING SUPPLIES	1,000	1,000	2,005.25	.00	.00	-1,005.25	200.5%
531099 FOUNDATION PASSTHROUGH-SUP	154,000	154,000	133,622.43	36,211.58	15,824.81	4,552.76	97.0%
532000 FUEL	50,000	50,000	31,803.73	4,158.35	11,283.02	6,913.25	86.2%



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ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535000 MINOR EQUIPMENT	0	0	6,798.58	.00	-6,112.95	-685.63	100.0%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	95,500	95,500	72,700.41	1,017.52	33,452.64	-10,653.05	111.2%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	104,000	4,177.24	758.90	1,518.68	98,304.08	5.5%
535025 TECHNOLOGY HARDWARE--STAFF	241,000	337,000	51,377.20	9,818.00	750.00	284,872.80	15.5%
535030 TECHNOLOGY HARDWARE--GENERAL	40,000	35,000	3,616.96	.00	.00	31,383.04	10.3%
535050 SOFTWARE/LICENSES/HOST--APPS	582,020	582,020	350,238.88	3,647.04	3,737.36	228,043.76	60.8%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	247,200	164,610.40	1,345.31	-10,610.00	93,199.60	62.3%
TOTAL SUPPLIES EXPENSES	2,230,170	2,219,170	1,096,828.65	87,628.58	92,475.12	1,029,866.23	53.6%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000	27,000	14,631.52	1,439.81	.00	12,368.48	54.2%
534010 ADULT AV - DVD	327,500	327,500	159,706.46	14,960.71	.00	167,793.54	48.8%
534015 ADULT AV - DVDNF	40,000	21,000	12,910.95	1,912.46	.00	8,089.05	61.5%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	14,876.29	660.75	.00	10,123.71	59.5%
534105 ADULT BOOK CLUB KITS	3,500	3,500	1,558.89	687.30	.00	1,941.11	44.5%
534110 ADULT FICTION	265,000	265,000	158,751.69	28,695.47	.00	106,248.31	59.9%
534115 ADULT GRAPHIC NOVELS	15,000	19,000	10,801.50	1,092.21	.00	8,198.50	56.9%
534120 ADULT LARGE PRINT	50,000	50,000	23,890.43	1,808.22	.00	26,109.57	47.8%
534125 ADULT LUCKY DAY	55,000	55,000	21,138.37	6,501.15	.00	33,861.63	38.4%
534130 ADULT NONFICTION	300,000	300,000	165,051.64	21,553.35	.00	134,948.36	55.0%
534145 ADULT REFERENCE	5,000	5,000	3,499.10	.00	.00	1,500.90	70.0%
534150 ADULT YA FICTION	60,000	60,000	21,909.51	2,437.42	.00	38,090.49	36.5%
534155 ADULT YA GRAPHIC NOVELS	25,000	29,000	18,242.71	2,072.44	.00	10,757.29	62.9%
534160 ADULT YA NONFICTION	15,000	15,000	6,647.67	755.52	.00	8,352.33	44.3%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	133.06	8.39	.00	3,366.94	3.8%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	4,496.73	95.28	.00	1,503.27	74.9%
534220 CHILDREN'S FICTION	200,000	200,000	114,033.18	17,920.58	.00	85,966.82	57.0%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	101,500	44,573.42	9,579.48	.00	56,926.58	43.9%
534230 CHILDREN'S NONFICTION	131,000	137,000	73,934.33	11,020.73	.00	63,065.67	54.0%
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	16,695.48	2,580.76	.00	13,304.52	55.7%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,567.48	87.12	.00	1,432.52	52.2%
534305 DATABASES	661,300	514,800	432,663.70	60,258.47	.00	82,136.30	84.0%
534405 EBOOK - REFERENCE	2,500	2,500	.00	.00	.00	2,500.00	.0%
534410 EBOOKS	875,000	875,000	424,436.54	69,993.08	.00	450,563.46	48.5%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	396,896.43	46,889.80	.00	378,103.57	51.2%
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

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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	35,600.00	30,000.00	.00	79,400.00	31.0%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	55,000	79,000	78,607.99	33,450.00	.00	392.01	99.5%
534505 MAGAZINES	62,000	62,000	4,798.81	659.60	.00	57,201.19	7.7%
534605 VENDOR PROCESSING	160,000	160,000	48,893.62	5,687.09	.00	111,106.38	30.6%
534645 VENDOR CATALOGING	10,000	10,000	1,674.48	345.00	.00	8,325.52	16.7%
534705 WORLD - ADULT SPANISH	12,000	9,000	4,754.75	1,272.13	.00	4,245.25	52.8%
534710 WORLD - CHILDREN'S SPANISH	11,000	14,000	7,587.60	1,401.35	.00	6,412.40	54.2%
534715 WORLD - CHINESE	10,000	10,000	5,544.72	792.72	.00	4,455.28	55.4%
534725 WORLD - GERMAN	7,500	7,500	6,464.69	554.40	.00	1,035.31	86.2%
534730 WORLD - JAPANESE	5,000	5,000	2,312.10	.00	.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	.00	.00	9,746.40	35.0%
534745 WORLD - VIETNAMESE	7,500	7,500	4,158.54	594.54	.00	3,341.46	55.4%
534750 WORLD - RUSSIAN	20,000	20,000	7,261.20	1,321.20	.00	12,738.80	36.3%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	33,500	27,087.83	1,301.98	.00	6,412.17	80.9%
534810 YOUTH DVD - FTY	30,000	19,000	5,535.07	251.58	.00	13,464.93	29.1%
534815 YOUTH YA AUDIO BOOKS	30,500	3,000	.00	.00	.00	3,000.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	17,422.78	17,422.78	.00	2,577.22	87.1%
541620 BIBLIOGRAPHIC & RELATED SERVI	38,200	38,200	37,509.26	36,692.31	.00	690.74	98.2%
TOTAL MATERIALS	4,588,000	4,594,000	2,465,987.09	434,757.18	.00	2,128,012.91	53.7%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	323,000	32,159.80	2,100.00	14,097.90	276,742.30	14.3%
541004 INDEPENDENT CONTRACTORS--INFR	100,000	100,000	36,350.79	1,520.00	27,931.50	35,717.71	64.3%
541010 PERFORMER SERVICES	89,200	87,200	34,038.96	14,928.96	10,390.00	42,771.04	51.0%
541020 CONTRACTUAL SERVICES	470,700	486,700	158,447.24	16,199.94	39,031.39	289,221.37	40.6%
541040 LEGAL SERVICES	70,000	70,000	26,419.50	2,008.00	21,924.00	21,656.50	69.1%
541050 DATA SERVICES	9,000	9,000	6,180.28	.00	.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	20,652.43	170.60	14,529.42	-5,681.85	119.3%
541650 ILL LOST ITEM CHARGE	3,000	3,000	1,390.56	96.17	.00	1,609.44	46.4%
542000 POSTAGE	63,000	63,000	20,275.37	19.30	-2,494.89	45,219.52	28.2%
542001 SHIPPING	22,000	22,000	9,472.60	7,886.50	.00	12,527.40	43.1%
542010 TELECOM SERVICES--PHONES	50,000	50,000	63,603.44	7,818.72	.00	-13,603.44	127.2%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	48,153.85	6,002.08	.00	62,846.15	43.4%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	451,936.53	49,888.05	.00	215,063.47	67.8%
543000 TRAVEL AND TOLLS	66,290	71,290	41,239.46	5,554.38	.00	30,050.54	57.8%
543010 MILEAGE REIMBURSEMENTS	51,200	51,200	31,641.36	3,352.95	.00	19,558.64	61.8%
544000 ADVERTISING	155,100	155,400	65,444.46	13,364.73	69,924.80	20,030.74	87.1%

**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 08

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	625,737.61	121,457.76	1.00	350,261.39	64.1%
545020 RENTALS/LEASES--EQUIPMENT	180,700	180,700	102,260.14	13,824.37	8,006.89	70,432.97	61.0%
546000 INSURANCE	300,000	300,000	3,827.36	102.67	.00	296,172.64	1.3%
547000 ELECTRICITY	300,000	300,000	209,975.07	20,009.81	.00	90,024.93	70.0%
547010 NATURAL GAS	16,500	16,500	7,273.86	82.99	.00	9,226.14	44.1%
547020 WATER	30,000	30,000	29,594.23	7,112.30	.00	405.77	98.6%
547030 SEWER	34,000	34,000	21,429.08	2,175.84	.00	12,570.92	63.0%
547040 REFUSE	36,000	36,000	32,170.29	4,015.13	.00	3,829.71	89.4%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	374,924.28	26,992.40	162,983.28	-86,407.56	119.1%
548010 CONTRACTED MAINTENANCE	564,758	564,758	312,991.95	50,301.68	25,194.24	226,571.81	59.9%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	34,249.61	6,016.32	8,370.64	27,379.75	60.9%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000	8,000	1,101.00	1,101.00	.00	6,899.00	13.8%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	97,150	92,150	42,387.35	1,387.00	.00	49,762.65	46.0%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	16,500	740.75	150.00	.00	15,759.25	4.5%
549020 DUES AND MEMBERSHIPS	40,150	40,150	33,805.21	350.00	625.00	5,719.79	85.8%
549030 TAXES AND ASSESSMENTS	48,000	48,000	49,280.51	-.02	.00	-1,280.51	102.7%
549040 LICENSES	3,500	3,500	740.87	176.80	.00	2,759.13	21.2%
549050 FEES	16,500	16,500	9,529.37	1,374.25	.00	6,970.63	57.8%
549120 CONTINGENCY/RESERVE	607,320	612,020	.00	.00	.00	612,020.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,193,568	2,944,287.67	387,540.68	400,515.17	2,848,765.16	54.0%
TOTAL GENERAL FUND	0	0	-188,841.07	2,676,349.99	492,990.29	-304,149.22	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-25,501,122.91	-616,916.87	.00	-18,580,577.09	
TOTAL EXPENSES	44,081,700	44,081,700	25,312,281.84	3,293,266.86	492,990.29	18,276,427.87	

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ACCOUNTS FOR: 102	LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>								
361100	INVESTMENT EARNINGS	0	0	-440,523.45	-60,248.34	.00	440,523.45	100.0%
	TOTAL CHARGES OTHER	0	0	-440,523.45	-60,248.34	.00	440,523.45	100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0	0	-440,523.45	-60,248.34	.00	440,523.45	100.0%
	TOTAL REVENUES	0	0	-440,523.45	-60,248.34	.00	440,523.45	

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ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-38,782.08	-5,304.05	.00	38,782.08	100.0%
TOTAL CHARGES OTHER	0	0	-38,782.08	-5,304.05	.00	38,782.08	100.0%
TOTAL ELECTION FUND	0	0	-38,782.08	-5,304.05	.00	38,782.08	100.0%
TOTAL REVENUES	0	0	-38,782.08	-5,304.05	.00	38,782.08	

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FOR 2023 08

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>								
361100	INVESTMENT EARNINGS	0	0	-82,780.49	-11,321.51	.00	82,780.49	100.0%
	TOTAL CHARGES OTHER	0	0	-82,780.49	-11,321.51	.00	82,780.49	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-82,780.49	-11,321.51	.00	82,780.49	100.0%
	TOTAL REVENUES	0	0	-82,780.49	-11,321.51	.00	82,780.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-2,859.41	-398.06	.00	2,859.41	100.0%
TOTAL CHARGES OTHER	0	0	-2,859.41	-398.06	.00	2,859.41	100.0%
TOTAL DEBT SERVICE FUND	0	0	-2,859.41	-398.06	.00	2,859.41	100.0%
TOTAL REVENUES	0	0	-2,859.41	-398.06	.00	2,859.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
<b>02 CHARGES OTHER</b>							
308510 ASSIGNED CASH & INV	-6,508,000	-6,508,000	.00	.00	.00	-6,508,000.00	.0%
361100 INVESTMENT EARNINGS	0	0	-242,047.34	-34,147.35	.00	242,047.34	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	-294,371.87	-34,147.35	.00	-6,213,628.13	4.5%
<b>05 SUPPLIES EXPENSES</b>							
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%
<b>07 SERVICES EXPENSES</b>							
541000 INDEPENDENT CONTRACTORS	26,000	26,000	10,070.94	.00	.00	15,929.06	38.7%
541020 CONTRACTUAL SERVICES	75,800	75,800	109,873.60	4,572.75	22,585.10	-56,658.70	174.7%
541040 LEGAL SERVICES	15,000	15,000	57,099.92	.00	4,030.00	-46,129.92	407.5%
541060 ARCHITECTURAL/ENGR SERVICES	765,000	765,000	448,908.56	59,579.75	333,147.40	-17,055.96	102.2%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	4,224.51	957.45	20,775.49	-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	12,004.85	6,396.60	1,000.00	186,995.15	6.5%
549120 CONTINGENCY/RESERVE	289,200	289,200	.00	.00	.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	1,581,000	642,182.38	71,506.55	381,537.99	557,279.63	64.8%
<b>08 CAPITAL OUTLAYS</b>							
562000 BUILDING ACQUISITIONS	1,700,000	1,700,000	312,477.05	40,657.53	5,680,793.52	-4,293,270.57	352.5%
562020 LAND & PROPERTY IMPROVEMENTS	225,000	225,000	11,065.85	3,778.37	28,821.63	185,112.52	17.7%
562100 CONSTRUCTION	2,035,000	2,035,000	310,800.84	75,009.78	612,342.16	1,111,857.00	45.4%
562500 ROOFING	0	0	.00	.00	5,187.00	-5,187.00	100.0%



**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 08

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
562800 FURNITURE AND FIXTURES	100,000	100,000	80,445.27	8,348.33	-62,316.58	81,871.31	18.1%
563100 PARKING LOT IMPROVEMENTS	0	0	98,742.44	2,500.00	-65,578.10	-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	58,399.67	-906.50	.00	331,600.33	15.0%
564300 TECHNOLOGY EQUIPMENT	325,000	325,000	15,097.58	.00	.00	309,902.42	4.6%
TOTAL CAPITAL OUTLAYS	4,925,000	4,925,000	1,036,628.70	129,387.51	6,199,249.63	-2,310,878.33	146.9%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	1,409,458.55	166,746.71	6,559,317.08	-7,968,775.63	100.0%
TOTAL REVENUES	-6,508,000	-6,508,000	-294,371.87	-34,147.35	.00	-6,213,628.13	
TOTAL EXPENSES	6,508,000	6,508,000	1,703,830.42	200,894.06	6,559,317.08	-1,755,147.50	

YEAR-TO-DATE BUDGET REPORT









FOR 2023 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	655,672.05	2,765,824.74	7,052,307.37	-7,707,979.42	100.0%

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

# Public Services Report

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

<b>Cardholders</b> <div style="text-align: center; font-size: 24pt;">311,157</div> <div style="text-align: center;">               -0.9%         </div>	<b>YTD Users - Physical</b> <div style="text-align: center; font-size: 24pt;">832,326</div> <div style="text-align: center;">               +22%         </div>	<b>YTD Circulation - Digital</b> <div style="text-align: center; font-size: 24pt;">1,518,590</div> <div style="text-align: center;">               +7%         </div>
<b>YTD Circulation - Physical</b> <div style="text-align: center; font-size: 24pt;">1,775,984</div> <div style="text-align: center;">               -4%         </div>	<b>YTD Number of Youth Programs</b> <div style="text-align: center; font-size: 24pt;">1,352</div> <div style="text-align: center;">               +31%         </div>	<b>YTD Youth Program Attendees</b> <div style="text-align: center; font-size: 24pt;">32,186</div> <div style="text-align: center;">               +42%         </div>
<b>YTD Number of Adult Programs</b> <div style="text-align: center; font-size: 24pt;">584</div> <div style="text-align: center;">               +47%         </div>	<b>YTD Adult Program Attendees</b> <div style="text-align: center; font-size: 24pt;">6,041</div> <div style="text-align: center;">               +16%         </div>	

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

## In Focus: August 2023 Service Highlight

### Teen Volunteer League

Teen Volunteer League (TVL) experienced significant changes over the pandemic, transitioning from an in-person, coordinated volunteer effort to a virtual, skill-building program and opportunity for teens to contribute to the Library. In 2023, twenty-eight Pierce County teens participated virtually in the sixth annual cohort of TVL. Over seven weeks, they developed job skills; connected with peers, community presenters, and Library staff; and shared their experiences and perspectives to shape future Library programming and services for teens. They departed the program at the end of summer with connections to other teens across the county; service hours; experience in small group collaboration, program management, community-based research, and social media content creation; and updated resumes to reflect their new skills.

### Intended Outcomes

- **Relationship Building:** Teens will meet other teens from across Pierce County. They will feel that they finished TVL with new relationships with peers and Library staff.
- **Job Skills:** Teens will feel they gained a new job or life skill.
- **Connection to Library Services:** Teens will feel they impacted Library services positively and that their connection to Pierce County Library System increased.

**28 teen participants**

**19 new and 6 returning youth advisors**

**7-week commitment**

**354 service-learning hours completed**

### Stories of Impact

“It surprised me that there were actually dedicated staff towards teenagers. I knew about children’s librarians but had never heard of a teens’ librarian. It made me happy.”

“The best part was learning resume skills. Because of where I am in my life that is something that is extremely helpful to have learned, especially without costing any money.”

“I feel so much closer to the library now than I did before, even though I did practically grow up between the shelves of South Hill. The library has always felt like returning home after a very long day to me, and being able to volunteer and work with it like this gave me so much pride, both in myself and the other volunteers, and the joy of giving back to the library that functionally raised me (the naps on the floor of the kids section as a toddler were unbeatable) brought me a joy I’ll never forget.”

# Looking Ahead

## Events to Know About

Drop-In College Application Work Sessions: Monday, October 9, 5:30pm - 6:30pm, Sumner

MultiCare WIC Nutrition Program Clinic: Thursday, October 12, 12:00pm - 4:00pm, Key Center

Author Ricardo Ruiz: Poetry Reading and Workshop: Saturday, October 14, 2:00pm - 3:30pm, Parkland/Spanaway

Fall Festival: Friday, October 20, 3:00pm - 5:00pm, Parkland/Spanaway

Día de los Muertos: Hojalata Metal Tooling Workshop: Saturday, October 21, 12:00pm - 2:00pm, Graham

Homeschool Meet-Up: Pumpkin Volcano: Wednesday, October 25, 1:00pm - 2:00pm, South Hill

Día de los Muertos Celebración (Day of the Dead Celebration): Saturday, October 28, 1:00pm - 2:30pm, Tillicum

## Public Services Operational Highlight

**Bonney Lake Library:** PCLS affirmed its partnership to work with The Market Food Bank and the City of Bonney Lake to place food lockers at the Bonney Lake Library. This expansion of services will support the Library's commitment to all members of our community, including those experiencing food insecurity.

In early August, the Senior Librarian and Regional Services Manager attended a visit from Representative Kim Schrier to The Market Food Bank. Through a Congressional Community Funded Project allocation, Representative Schrier connected The Market with \$2 million in funding for expansion of their food locker network. During her visit, she toured The Market and met community partners involved with food locker expansion, including representatives from the Pierce County Library System.

## Customer Impact and Community Engagement - Stories by Location

**Bonney Lake Library:** A Youth Services (YS) Librarian attended a back-to-school backpack and supply giveaway hosted by the Sumner/Bonney Lake School District at a local elementary school in late August. They came prepared with PCLS informational kits, which included the Tools for Learning bookmark, the Parent Book Selection Guide, an events calendar, and a mini composition notebook/pen funded by our Friends of the Library group. The YS Librarian reported a huge turnout to this event, indicating the level of need for back-to-school support within the community. When they attend next year, they plan to bring even more informational giveaways and supplies.

**Buckley Library:** Buckley Library staff attended a National Night Out event in early August at the Buckley Youth Activity Center. We counted 72 youth and 25 adult visitors to the library's booth; a great time was had by all!

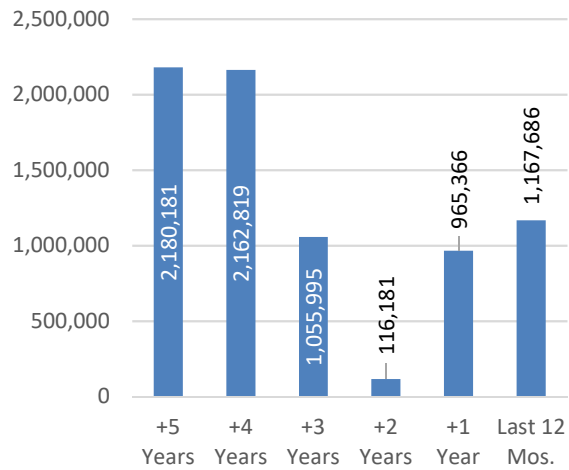
**Lakewood Library:** The Nourish Mobile Food Bank stop at Pierce College has been a great new partnership for us. Staff have completed new card registrations each week and have been checking out materials to community members as well. This has been our most successful mobile checkout location yet. Staff set up a table next to the Mobile Food Bank so that as people are waiting in line, they can connect with the Library. We are looking into how we can transition this relationship as we move into fall and changing weather.

**Milton/Edgewood Library:** A customer shared that she received a job offer after staff helped her complete a very long and complicated background check on the computer. She was so grateful for all the help!

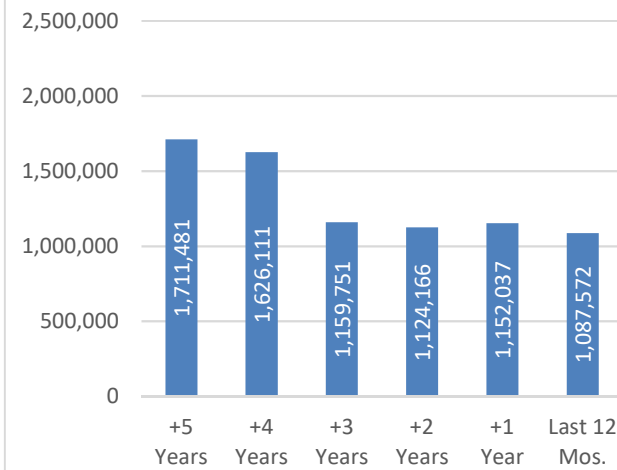
**South Hill Library:** An Adult Services Librarian attended a Puyallup South Hill Rotary meeting to learn more about the group, introduce themselves, and promote Library services. Later in the month, an Adult Services Librarian met with a representative from [Washington Telecommunication Relay Services](#) who shared information about their Spanish and English services for deaf or hard of hearing populations, as well as populations with low-vision.

# Customers / Visits - August 2023

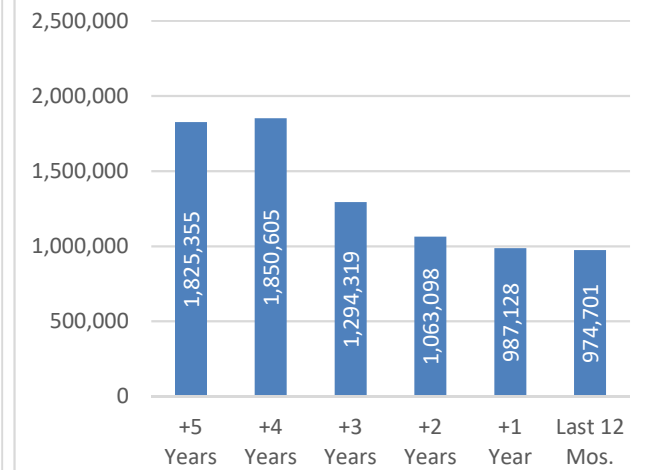
## Branch Visits



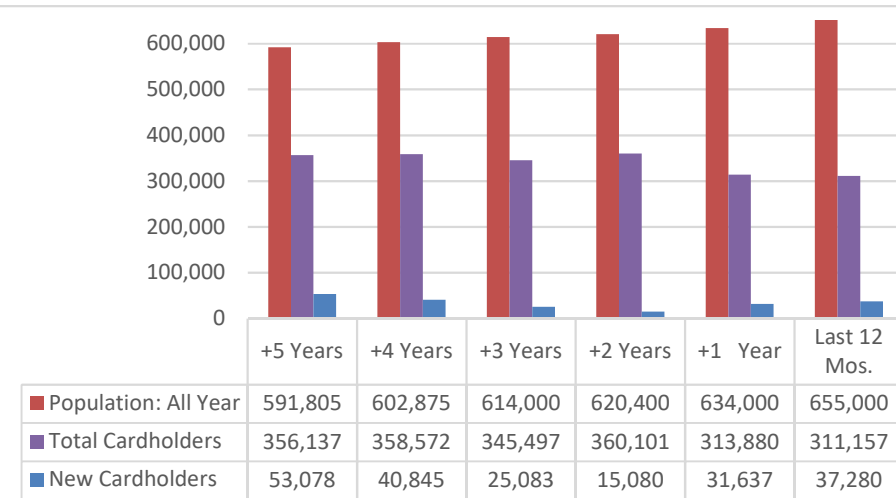
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## August and Rolling 12-Month Comparison

	August 2023	August 2022	% Change August Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	118,854	98,594	20.5%	1,167,686	965,366	21.0%
Catalog Visits	97,725	94,451	3.5%	1,087,572	1,152,037	-5.6%
Public Website Visits	82,349	79,164	4.0%	974,701	987,128	-1.3%

## Technology

	August 2023	August 2022	% Change August Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	15,454	12,152	27.2%	146,069	107,981	35.3%
Wi-Fi Sessions	82,989	52,901	56.9%	737,288	602,650	22.3%

## Public Spaces Usage

	August 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,489	14,319	0	-
# of Attendees	5,556	60,001	0	-

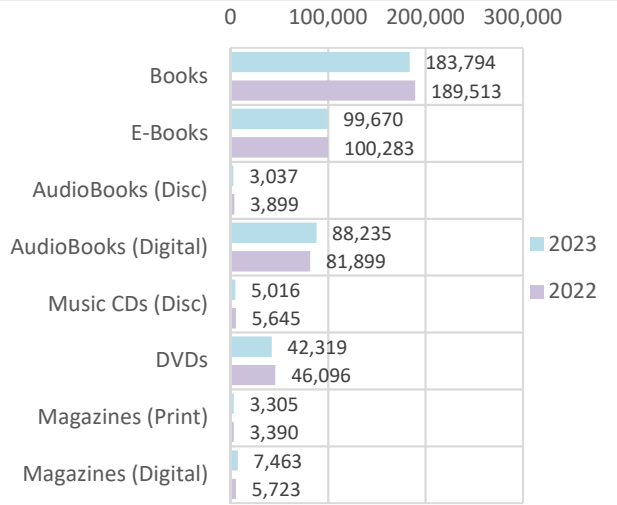
### Notes:

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 - August 2023

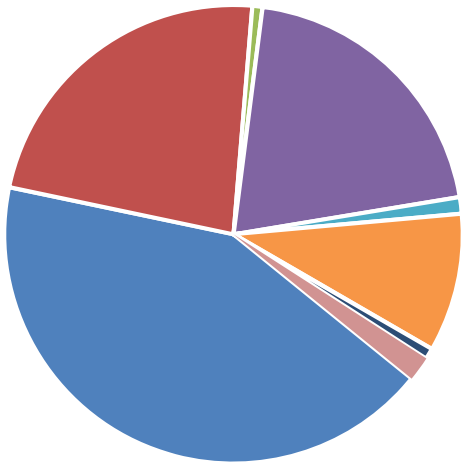
## August 2023 vs August 2022 Checkouts



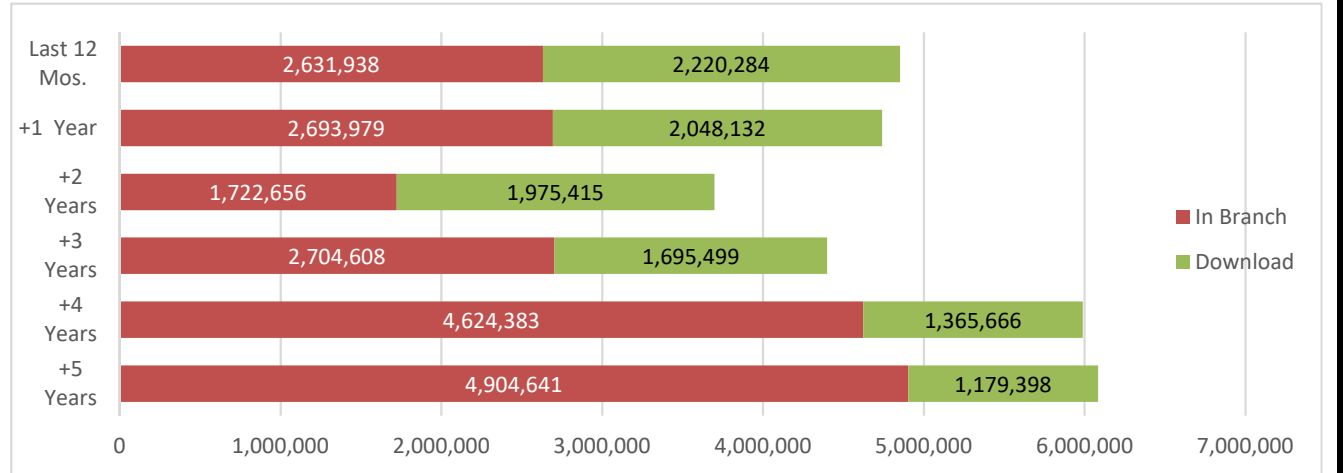
## Data Table

Categories	July 2023	August 2023	August 2022	% Change of August Year Over Year	% of Total August 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	181,674	183,794	189,513	-3.02%	42.46%	1,980,865	2,004,439	-1.18%
E-Books	102,040	99,670	100,283	-0.61%	23.03%	1,168,297	1,132,042	3.20%
AudioBooks (Disc)	2,978	3,037	3,899	-22.11%	0.70%	37,335	44,357	-15.83%
AudioBooks (Digital)	88,199	88,235	81,899	7.74%	20.39%	985,686	866,264	13.79%
Music CDs (Disc)	4,610	5,016	5,645	-11.14%	1.16%	61,741	70,114	-11.94%
DVDs	40,676	42,319	46,096	-8.19%	9.78%	495,923	567,284	-12.58%
Magazines (Print)	3,425	3,305	3,390	-2.51%	0.76%	38,045	36,707	3.65%
Magazines (Digital)	6,145	7,463	5,723	30.40%	1.72%	73,764	70,340	4.87%
<b>Totals:</b>	<b>429,747</b>	<b>432,839</b>	<b>436,448</b>	<b>-0.83%</b>	<b>100.00%</b>	<b>4,841,656</b>	<b>4,791,547</b>	<b>1.05%</b>

## Checkouts By Format - August 2023



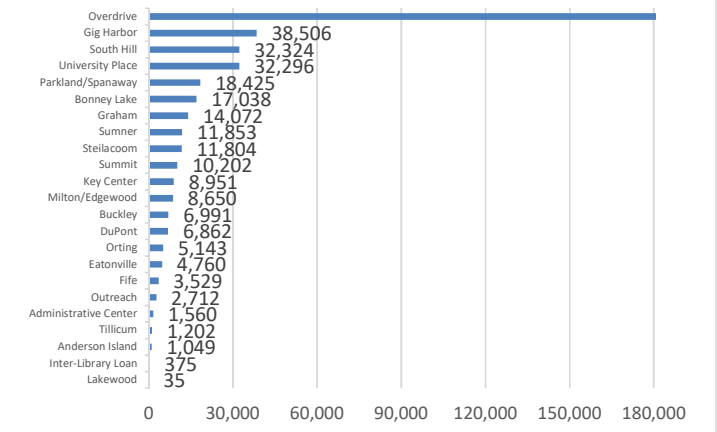
## Collection Checkouts



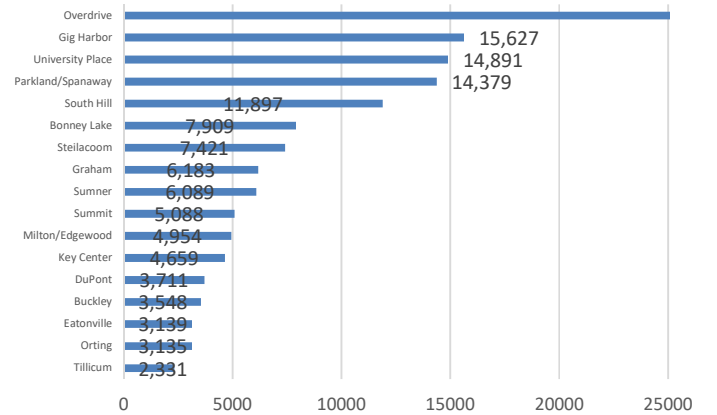
# Activity - August 2023

Location	Checkouts				Visitors			
	August 2023	Last 12 Mo.	+1 Year	% Change	August 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,560	28,384	27,819	2.0%	No "visitors" for Administrative Center			
Anderson Island	1,049	8,961	4,963	80.6%	No Door Counter for Anderson Island			
Bonney Lake	17,038	105,654	184,184	-42.6%	7,909	73,426	60,981	20.4%
Buckley	6,991	76,570	71,818	6.6%	3,548	35,943	28,712	25.2%
DuPont	6,862	76,757	74,744	2.7%	3,711	33,697	26,665	26.4%
Eatonville	4,760	62,060	63,611	-2.4%	3,139	38,277	31,677	20.8%
Fife	3,529	38,139	35,123	8.6%	2,708	24,475	18,772	30.4%
Gig Harbor	38,506	413,716	442,898	-6.6%	15,627	151,234	117,282	28.9%
Graham	14,072	145,571	139,687	4.2%	6,183	52,259	41,756	25.2%
Inter-Library Loan	375	3,327	3,071	8.3%	No "visitors" for Inter-Library Loan			
Key Center	8,951	96,306	98,462	-2.2%	4,659	40,426	33,910	19.2%
Lakewood	35	2,004	171,444	-98.8%	No "visitors" for Lakewood			
Milton / Edgewood	8,650	97,341	99,890	-2.6%	4,954	50,601	37,621	34.5%
Orting	5,143	58,403	58,292	0.2%	3,135	32,267	26,573	21.4%
Overdrive	187,905	2,153,983	1,998,306	7.8%	30,575	350,402	307,430	14.0%
Outreach	2,712	34,092	24,791	37.5%	429	5,597	3,704	51.1%
Parkland / Spanaway	18,425	204,534	189,992	7.7%	14,379	154,822	111,629	38.7%
South Hill	32,324	339,820	345,785	-1.7%	11,897	110,487	83,860	31.8%
Steilacoom	11,804	135,697	94,339	43.8%	7,421	82,641	59,819	38.2%
Summit	10,202	124,540	130,841	-4.8%	5,088	46,977	36,460	28.8%
Sumner	11,853	135,818	140,668	-3.4%	6,089	62,769	48,980	28.2%
Tillicum	1,202	13,181	11,474	14.9%	2,331	21,410	12,926	65.6%
University Place	32,296	352,662	313,528	12.5%	14,891	142,118	96,372	47.5%
<b>Total</b>	<b>426,244</b>	<b>4,707,520</b>	<b>4,725,730</b>	<b>-0.4%</b>	<b>148,673</b>	<b>1,509,828</b>	<b>1,185,129</b>	<b>27.4%</b>

## August Checkouts



## August 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	Eatonville	8/14/2023	8/19/2023	6 days	HVAC repair
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: August 2023 counts are included in the Last 12 Mo. count for the branch locations.

Checkouts: Statistics for the Administrative Center come from the staff hold pickup area.

# Unfinished Business



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# MEMO



Date: September 25, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Lakewood Library - Update

On September 18, the Library entered into a contract with A1 Landscaping and Construction, Inc. (“A1”) to prepare the site for installation of the modular building. Before A1 can mobilize to start work, they need an approved site development permit, which the City of Lakewood (“City”) is still reviewing. Upon mobilization, the Contractor will first connect to the utilities from the right of way and construct the footings to support the modulars when they arrive on site. The building manufacturer (“WillScot”) has received L&I approval of the design of the building and has initiated production of the modulars.

Close coordination between both site and building contractors will need to take place once approval for mobilization and modular completion/delivery is set. Both contractors will work concurrently on site to complete their respective scopes – A1 to complete parking lot paving and landscaping and WillScot to complete building interior walls and connections.

Furniture and shelving will be installed after L&I has inspected the building upon completion. The City and Fire Department will also inspect the building for safety compliance before issuing the Certificate of Occupancy, allowing staff to move in and open the building to the public.

At this time, the Library is awaiting final approval of the site permit from the City to determine the mobilization date and subsequent milestones.

The Library is also working on the design documents to issue a Request for Bid (“RFB”) for the demolition of the existing Lakewood Library and plans to issue the RFB in October. Bids will be due in November, and award of contract will follow prospective Trustee approval in December.

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# MEMO



Date: September 25, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Interim Lakewood Library HVAC Controls Installation Purchase Order

The Library has a central control system for all of its branch HVAC systems that enables the Facilities Department to monitor and regulate temperatures and airflow remotely. The control system also helps monitor service needs for the HVAC units. The modular building contractor will be installing HVAC units as part of their scope of work but does not have the scope to tie into the control system.

ATS Automation currently maintains our HVAC control system in our branches. In order for the new Interim Lakewood Library to be able to tie into the existing branch-wide control system, we are asking the Board to approve the purchase order for contractor ATS Automation to install a new HVAC control system at the Interim Lakewood Library.

Because this amount exceeds \$50,000, Board approval is required.

***ACTION: Move to approve a purchase order in the amount not to exceed \$71,000 with ATS Automation.***

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# MEMO



Date: September 27, 2023

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

From: Connie Behe, Deputy Director

Subject: Strategic Plan Consultant Purchase Order

In July, we issued a Request for Qualifications and selected four consultants to interview. The Coraggio Group was selected as the team to perform the work.

Our work with the Coraggio Group will begin this fall, as we plan to go through the strategic planning process with the community, Board of Trustees, and staff in 2024.

***ACTION: Move to approve a purchase order to Coraggio Group in the amount not to exceed \$110,000 for this project.***

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# MEMO



Date: September 26<sup>th</sup>, 2023

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

From: Mary Stimson, Finance Director

Subject: 2024 Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and Department of Revenue's (DOR) instructions to County Assessors regarding this year's Implicit Price Deflator (IPD). The preliminary levy certificate applied the 1% property tax revenue cap increase (line A) plus anticipated property tax revenue from new construction.

Our property tax revenues will increase by \$1,015,500 for the 2024 budget. The IPD has dropped to 3.67% from 6.457%. Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the 2024 Budget, because the IPD is greater than 1%, property taxes can increase by 1% over the previous year without the governing body issuing a substantial need resolution.

With a nominal increase in property values of 1.10%, the district's property tax mill rate has begun increasing from 33.40¢/\$1,000 AV in 2023 to 33.82¢/\$1,000 AV. This is strong evidence that a correction has begun and is anticipated to continue for the next 4 to 5 years, as projected by the Moody's Case-Shiller data for this area. These projections, of course, can change dramatically in one year's time.

No action is required now, as the certificate does not need to be submitted until after the November Board meeting where the Board approves the levy certificate.



2401 South 35<sup>th</sup> Street, Room 142  
Tacoma, Washington 98409-7498  
(253) 798-6111 • FAX (253) 798-3142  
ATLAS (253) 798-3333  
www.piercecountywa.org/atr

**Mike Lonergan**  
Assessor-Treasurer

**MEMORANDUM**

**DATE:** September 8, 2023  
**TO:** Pierce County Taxing Districts  
**FROM:** Mike Lonergan, Assessor-Treasurer  
**RE:** **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. Limit factor worksheets are prepared with an assumption the IPD is more than 1%. Amended calculations will be sent to affected districts should the IPD notification to counties fall below 1%.

**Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30<sup>th</sup>:**

Pierce County Council  
Attention: Clerk, Rm. 1046  
County City Building  
930 Tacoma Ave. S  
Tacoma, WA 98402  
**email: [pccouncil@piercecountywa.gov](mailto:pccouncil@piercecountywa.gov)**

**And a copy to:**  
Pierce County Assessor-Treasurer  
Attention: Levy Dept.  
2401 S. 35<sup>th</sup> St. Rm. 142  
Tacoma, WA 98409  
**email: [kim.alflen@piercecountywa.gov](mailto:kim.alflen@piercecountywa.gov)**

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

**Preliminary Values Are Subject to Change.**

Districts will receive **Final** values in December.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy certified, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the limit factor growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

## Levy FAQs

**Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?**

**A. Prepare the document as though there is no limit due to the statutory maximum rate. Language may be added to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.**

**The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.**

**Q. Why does the sample Ordinance/Resolution show more/less than 1%?**

**A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.**

- **The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.**
- **The increase authorized in the document identifies how much of that increase is required for the next year's budget needs, excluding additional revenue for new construction or any increase in state assessed utility values.**

**Q. Why does the sample show \$0 increase and an increase of 0%?**

**A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.**

**A district's Ordinance or Resolution controls two levy limitations;**

- 1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.**
- 2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.**

**Q. What documents need to be submitted by November 30?**

**A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).**

***FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.***



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

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Tacoma, WA 98409-7498  
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**PRELIMINARY LAWFUL LEVY LIMIT 2023 FOR 2024**

**RURAL LIBRARY  
> 10,000  
Pierce & King Joint  
PIERCE ONLY**

**REGULAR TAX LEVY LIMIT:**

	<b>2022</b>
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	44,462,280.60 1.01 44,906,903.41
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,794,431,393 0.333340000000 598,155.76
C. State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	989,638,242 989,638,242 0.00 0.333340000000
<b>LAST YEAR'S ADDITIONAL REVENUE FROM INCREASE IN STATE ASSESSED VALUE</b>	<b>1,234.92</b>
<b>D. REGULAR PROPERTY TAX LIMIT (A + B + C)</b>	<b>45,506,294.08</b>

**ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:**

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	45,506,294.08 134,545,559,186 0.338222192953
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.338222192953 0.00
<b>G. NEW LEVY LIMIT FOR ANNEXATION (D + F)</b>	<b>45,506,294.08</b>

**LEVY FOR REFUNDS:**

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	45,506,294.08 61,477.70 45,567,771.78
<b>I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)</b>	<b>45,567,771.78</b>
J. Amount of levy under statutory rate limitation.	134,545,559,186 0.500000000000 67,272,779.59
<b>K. LESSER OF I OR J</b>	<b>45,567,771.78</b>



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

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September 8, 2023

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

*Pierce Values ONLY*

RE: 2023 PRELIMINARY ASSESSED VALUES

**FOR REGULAR LEVY**

Total Taxable Regular Value	134,545,559,186
Highest lawful regular levy amount since 1985	44,906,903.41
Additional revenue from current year's NC&I	598,155.76
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	61,477.70
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Ordered Refunds (must be levied)	0.00
Prior Year's Additional revenue from increase in state-assessed property	1,234.92
Total Allowable Levy (as controlled by the limit calculation)	45,567,771.78
Last year's certified levy amount (including refunds)	44,460,984.10

**FOR EXCESS LEVY**

Taxable Value	133,613,990,904
Timber Assessed Value	
Total Taxable Excess Value	133,613,990,904

New Construction and Improvement Value 1,794,431,393

*If you need assistance or have any questions regarding this information, please contact Kim Alflen  
253.798.7114 kim.alflen@piercecountywa.gov*



**EXAMPLE OF ORDINANCE/RESOLUTION  
REQUESTING HIGHEST LAWFUL LEVY**

**Ordinance/Resolution No. \_\_\_\_\_  
RCW 84.55.120**

**WHEREAS**, the \_\_\_\_\_ of **RURAL LIBRARY** has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2024 ; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 44,460,984.10 and,  
Previous Year's Levy Amount

**WHEREAS**, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check One)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2024 tax year.  
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 445,919.31  
which is a percentage increase of 1.00295% from the previous year. This increase is exclusive of  
(Percentage Increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SAMPLE**

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax. This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I \_\_\_\_\_ (Name),  
 \_\_\_\_\_ (Title), for \_\_\_\_\_ (District name),  
 do hereby certify to the \_\_\_\_\_ (Name of county) County legislative authority  
 that the \_\_\_\_\_ (Commissioners, Council, Board, etc.) of said district requests  
 that the following levy amounts be collected in \_\_\_\_\_ (Year of collection) as provided in the district's  
 budget, which was adopted following a public hearing held on \_\_\_\_\_ (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

September 26, 2023

Dear County Assessors:

**What is the rate of inflation (IPD rate) for 2024?**

The rate of inflation (IPD rate) for property taxes due in 2024 is **3.67 percent**.

**What is the limit factor for 2024 provided the taxing district adopts a resolution/ ordinance authorizing an increase over the prior year's levy?**

For the state and taxing districts with populations of 10,000 or greater, the limit factor for property taxes due in 2024 is **101 percent**. The limit factor for these districts is defined as 100 percent plus the lesser of the rate of inflation or one percent.

For taxing districts with populations under 10,000, the limit factor for property taxes due in 2024 is **101 percent**.

**How is the rate of inflation (IPD rate) calculated?**

The rate of inflation is the percent change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25<sup>th</sup>.

The most recent publication available on September 25<sup>th</sup> was the August publication. For this reason, we used the quarterly values to calculate the percent change in implicit price deflator for personal consumption for taxes due in 2024.

We calculate the percent change by dividing the Quarter 2 2023 number by the Quarter 2 2022 number, subtracting one, and then multiplying by 100. We used the following values in the calculation this year:

Quarter 2 2022	122.426
Quarter 2 2023	126.919

If you have any questions, please contact me.

Sincerely,

Kari Kenall  
 Tax Policy Specialist  
 Research & Fiscal Analysis  
 Department of Revenue

cc: County Treasurers

# MEMO



Date: September 28<sup>th</sup>, 2023

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

From: Mary Stimson, Finance Director

Subject: 2024 Preliminary Budget

We appreciated the opportunity at the September 18<sup>th</sup> Study Session to review our sources of revenue, expenditure overview, and sustainability strategy. At this time, we are working on finalizing our 2024 draft budget proposals for review in the November Board meeting. We have received the primary levy certificate, and our estimated 2024 General Fund revenues align closely with our estimated expenditures for 2024. This was anticipated for 2024, as we move into Phase 2 of the Levy Sustainability Plan.

Many major assumptions that went into the preliminary budget calculations for 2024 funds were identified at last month's Board Study Session and include:

## **General Fund:**

### Revenues:

- The Levy Certificate estimates our mill rate at 33 cents per \$1,000 of assessed value, which is below our 50-cent statutory limit, and includes \$445,000 for the 1% increase over this year's property taxes, and \$598,000 from anticipated new construction. The combined increase from property taxes is slightly over \$1 million.
- Higher interest rates will continue into 2024 and are factored into our estimated revenues.

### Expenditures:

- 2024 budget requests have been reviewed in detail for alignment with priorities and department capacity.
- Operating expenditures are anticipated to be steady, though some Facilities expenditure areas are increasing due to inflation. Wage increases are reflected in the personnel budget.
- Materials budget remains close to 10% of the overall budget with minimum adjustments.
- Personnel budget projections typically include a percentage decrease to account for vacancies. For the past few years this adjustment has been -3.5%. After analysis of personnel spending trends, we have increased the vacancy adjustment rate to -4.5% for 2024.

## **Capital Fund:**

### Revenues:

- The Fiscal Management Policy requires an average balance of 4% of General Fund revenues in the Capital Fund. Therefore, we anticipate budgeting \$1.56 million in transfers from the 2024 General Fund revenues to the Capital Fund for 2024.

### Expenditures:

- 2024 is a planning year for our organization and the Capital Fund reflects costs for strategic and facilities planning processes, Interim Lakewood and the Sumner building projects.

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**Other Funds & Transfers:**

- As part of our levy sustainability strategy for phase 1, we will deposit a portion of 2023 property tax revenues of up to \$3 million into the Levy Sustainability Fund to be used for future year operations. This final deposit meets our goal of having between \$14 million and \$16 million in the fund. As we enter phase 2 in 2024, we will no longer deposit revenues to this fund.
- We will present an amended Election Fund budget for election costs (ballot and pamphlet printings, and postage) once the invoice for the Sumner LCFA bond measure is received in either 2023 or 2024.

In alignment with our budget process outline, we will bring forward a balanced 2024 budget proposal for the first reading at the November Board Meeting and will invite any discussions and feedback at that time.

# MEMO



Date: September 20, 2023

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

From: Connie Behe, Public Services Deputy Director and Melinda Chesbro, Operations Deputy Director

Subject: 2024 Work Plan Summary

The Library will focus on long-range planning in 2024 as we continue to rebuild after a couple of years of service interruptions and major transitions. Some projects in this work plan will span multiple years; for example, the “Community Data” project will begin research and development in 2024 and fully launch in 2025. Others will be completed by the end of 2024, like the development of the new Strategic Plan.

Public Services is regaining capacity to provide robust programming and collections, and to develop impactful partnerships in the community. Staff training has been focused on safely managing public spaces and customer behavior, responding to materials reconsideration requests, and, upcoming, outcomes-based planning, which will lay the groundwork for a new approach to designing programs based on metrics and evaluation beginning in 2024.

Several projects in 2024 are part of the Equity, Diversity, and Inclusion (EDI) plan created by a cross-section of staff from all levels in the organization in 2023. Below is a summary of projects and initiatives that the Administrative Team has identified as top priorities for 2024.

## **Community Data for Decision-Making**

- Develop a process for gathering and using regularly updated data on demographic and service delivery measurements, both at the branch and system-wide levels. Data will inform decision-making processes, maximize the impact of programming, and ensure specific needs of the communities we serve are met.

## **EDI Training**

- Build a safe and equitable work environment for all staff by creating a shared vocabulary around EDI concepts; promoting safety and belonging for marginalized staff and community members; reducing turnover; improving communications and trust; and creating a stronger, more efficient workforce.

## **Employee Resource Groups**

- Create employee groups where employees come together voluntarily based on a common interest in order to attract, recruit, and retain diverse staff; promote diversity, cultural awareness, and an inclusive work environment; and increase employee job satisfaction, morale, and productivity.

## **Facilities Condition Assessments Including ADA Evaluation**

- Conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, ADA accessibility, and maintenance history to identify deficiencies, required repairs, areas of improvement, and optimization.

---

## **Incident Reports and Public Space Management**

- Identify and clarify all governance, policies, and processes pertaining to managing public spaces and customer incident response. Includes a pilot contract with Peer Washington. Peer Washington provides Peer Support Specialists. These are individuals that have lived experience and can connect our most marginalized customers to resources in our community. A Peer Specialist will be assigned to one library location where they will connect with people onsite.

## **Intellectual Freedom Training and Discussion Space**

- Provide comprehensive training to all PCLS staff regarding Intellectual Freedom principles to enable staff members to navigate and address issues around the Freedom to Read, 1<sup>st</sup> Amendment in public libraries, and creating inclusive spaces. Project to include discussion spaces for open dialogue and understanding surrounding these complex issues.

## **Interim Lakewood Building**

- Open an interim full-service library facility.

## **Leadership Development**

- Provide a focused and intentional approach to developing the leadership competencies in our supervisory group and emerging leaders. Build and strengthen our leadership pipeline, capacity, and leadership competencies.

## **Long-Term Lakewood Library Planning**

- Establish a direction to pursue for a permanent downtown Lakewood Library.

## **Master Facility Plan**

- Develop a long-range facility strategy for library buildings.

## **Organizational Resilience (Business Continuity/Disaster Recovery)**

- Research, develop, and implement process and guidelines that proactively address events and situations that present a significant disruption to operations.

## **Policy Review with EDI Lens**

- Continue to develop and implement a framework for evaluating all library policies that incorporates an EDI lens; complete all policy review applying that new tool.

## **Public Services 3-Year Development Plan**

- Continue to implement a 3-year plan to develop the Public Services Division's governance, roles and responsibilities, financial stewardship, resource management, processes, and culture. As a result of implementing this plan, Public Services Division members should have the internal support and clarity and support they need to provide excellent public service.

## **Strategic Plan**

- Undertake a strategic planning project engaging the community, Library Board, and all staff.

## **Sumner Library Capital Facilities Area and Building Design**

- Begin the process to build a new Sumner Library by setting up the Library Capital Facilities Area as a taxing entity and hiring an architect to initiate the building design process including community input on desired features

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## **Sumner Facility Capital Campaign**

- Successfully conduct a capital campaign for a new Sumner Library which will achieve a financial goal of raising \$3,000,000 from private philanthropy, and will achieve the following non-financial goals:
  - Firmly establish Pierce County Library System & Foundation on the philanthropic map
  - Pierce County Library Foundation becomes a premier board in Pierce County on which to serve
  - Pierce County Library Foundation Board and Staff are transformed for long-term organizational maturity, sustainability, and success

## **System-Wide Orientation and Onboarding Review**

- Develop plan to review and redesign system-wide orientation and onboarding to attract and retain diverse talent. Complete a comprehensive study of our organization-wide onboarding and orientation current practices, needs, and gaps to inform a future proposal of more effective, inclusive orientation and on-boarding process for all roles system-wide.

## **Updating Interview Process & Job Descriptions**

- Provide a consistent, fair, and equitable hiring and recruitment process that speaks to and draws in a wider range of diversity, especially people within marginalized communities.



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# MEMO



Date: September 27, 2023

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

From: Connie Behe, Deputy Director

Subject: Library Rules of Conduct Policy 2<sup>nd</sup> Reading

Thank you for your thoughtful consideration. There are no changes to this draft from the version reviewed at the September regular meeting. This draft is ready for action at the October regular meeting.

***Action: Move to approve the Library Rules of Conduct policy as presented, effective November 1, 2023.***

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# Board Policy



## Library Rules of Conduct

### Policy Statement

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

### Purpose

This policy defines expectations for behavior for Library users.

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

### Policy

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

All visitors are expected to:

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

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

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

The following behaviors are not allowed:

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



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

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# Board 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.

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

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# MEMO



Date: September 25, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Board Policy – Conflict of Interest Policy 1<sup>st</sup> Reading

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). 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, the Revised Code of Washington, and the Municipal Research and Services Center of Washington (MRSC). This version reflects a minor edit from the draft discussed at the September Regular Meeting by specifying that Trustees should disclose a potential conflict of interest to the Board Chair and Executive Director. As we learned, bringing a potential conflict to the Chair and Executive Director provides time to research and consult as needed before bringing an issue before the full Board.

Thank you for your participation and input in this significant policy revision.

# Board Policy



~~Draft August 28~~ September 18, 2023

## 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.

Revision Draft with Tracked Changes

- 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 Chair and Executive Director. -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]: Added per Sept. meeting discussion. Allows for time to research and consult before bringing a potential COI to the full board in an open meeting. Provides flexibility in response

Commented [A10]: 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



*Draft September 18, 2023*

## 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.



### **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 Chair and Executive Director. 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.

**Adopted by the Pierce County Rural Library District Board of Trustees, xxxx, 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.

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# MEMO



Date: September 25, 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 1<sup>st</sup> Reading

This policy was presented for discussion at the September meeting and is included as a 1<sup>st</sup> reading this month with no changes.

# Board Policy



Draft August 28, 2023

## 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](mailto: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@piercecountylibrary.org](mailto:boardoftrustees@piercecountylibrary.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: 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



## Public Comment at Board Meetings

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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”).

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

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

# Board Policy



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## 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

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Tacoma WA 98446

### Email

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

**First Revision: August 10, 2022**

**Second Revision: 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.

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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

Subject: Unattended Persons Policy 1<sup>st</sup> Reading

At the September meeting, the Board discussed the recommended changes to the Unattended Persons (changed from Unattended Children) Policy. Input received from the Board at that time did not indicate that there be any additional changes to address Board concerns.

The policy has been reviewed by legal counsel and is ready for the Board's 1<sup>st</sup> reading.



# Board Policy



Pierce County  
Library System  
Information & Imagination

REVISED DRAFT W/COMMENTS

## 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

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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# Board Policy



Pierce County  
Library System

Information & Imagination

REVISED DRAFT - CLEAN

## 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 persons’ 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.

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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

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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# MEMO



Date: September 29, 2023

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

From: Connie Behe, Deputy Director

Subject: Community Exhibit Spaces Policy 1<sup>st</sup> Reading

At the September meeting, the Board discussed the recommended new Community Exhibit Spaces Policy. Input received from the Board at that time did not indicate that there be any additional changes to address Board concerns.

The policy has been reviewed by legal counsel and is ready for the Board's 1<sup>st</sup> reading.

# Board Policy



## 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.

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.

**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**

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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# Board Policy



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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.

### Terms for Exhibiting:

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

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.



**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**

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: September 20, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Communications Related Board Policies Discussion

In our continued review and update of the Pierce County Library System Board of Trustees’ policies, at the October Board meeting, we would like to discuss proposed updates to a consolidation of three communications-related policies: Accepting Unsolicited Materials and Campaign Literature and Political Forums, Communication with the Public, and Social Media. Following is an outline of the recommended updates, in alignment with the Library System’s commitment to simplify policies for improved use, service, and access for the public and staff.

Policy and Impacts/Outcomes	Compliance Requirements	Recommended Updates
<p><a href="#">Accepting Unsolicited Flyers, Newspaper Publications, Announcements</a> (Currently a Board Policy)</p> <p>The combined policy outlines the flyers, newspaper publications, announcements, and other printed and online materials the Library System will accept for display in library buildings and on its website to inform the community. In addition, it outlines a clear direction for the Library System to function as a limited public forum for campaign literature and political forums.</p> <p>Some of the primary impacts and outcomes of this combined policy include:</p> <ul style="list-style-type: none"> <li>• Serving the community.</li> <li>• Providing equitable access to community information and resources, so people have help navigating life’s challenges.</li> </ul>	<p>Function of being a limited public forum.</p>	<ul style="list-style-type: none"> <li>• Policy adopted in 1991.</li> <li>• Update and incorporate Campaign Literature and Political Forums Policy into this policy.</li> <li>• Summary of updates to combined policies:               <ul style="list-style-type: none"> <li>• Specified accepting unsolicited materials from nonprofit (501(c)(3) or government organizations, versus less defined acceptance, which contained some confusing information regarding the content/type of material accepted).</li> <li>• Added displaying/sharing unsolicited material on the Library’s website, not only in library buildings.</li> <li>• Specified campaign literature coming from The Pierce County Elections</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Supporting civic engagement and participation.</li> <li>• Offering access to information to explore ideas, form opinions, and make decisions, so people have a sense of belonging and embrace the diversity of their community.</li> </ul>		<p>Office, Washington Secretary of State, or third party organizations recognized for such purposes, versus a broader, less defined receipt of fact sheets, etc.</p>
<p><a href="#">Campaign Literature and Political Forums</a> (Currently a Board Policy)</p>	<ul style="list-style-type: none"> <li>• Requirement to accept literature and offer political forums.</li> <li>• Washington State Public Disclosure Commission’s Library Display of Campaign Materials, Cite as PDC Interpretation No. 91-03 Statement, Reference RCW 42.17A.555.</li> <li>• Washington State Public Disclosure Commission’s Guidelines for Local Government Agencies in Election Campaigns, Cite as PDC Interpretation No. 04-02, Reference RCW 42.17A.555.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy updated in 2019.</li> <li>• Update and consolidate with Accepting Unsolicited Flyers, Newspaper Publications, Announcements policy.</li> </ul>
<p><a href="#">Communication with the Public</a> (Currently a Board Policy)  The combined policy outlines the Library’s Board of Trustees’ commitment to help meet the needs of communities and fulfill the responsibilities as Trustees and Library staff, acting on behalf of the Board, to maintain adequate and effective communications with the public.  Some of the primary impacts and outcomes of this combined policy include:</p> <ul style="list-style-type: none"> <li>• Communicating with/respond to the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Legal obligation to articulate how the Library System communicates with the public.</li> <li>• The Washington State Library notes communicating with the public is a responsibility and opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy updated with the Board in 2021.</li> <li>• Incorporated News Media (Currently an Administrative Policy) and Public Use of Camera and/or Video in Public Domain (Currently a Board Policy).</li> </ul>

<ul style="list-style-type: none"> <li>• Exhibiting the importance the Library System places on/values developing and maintaining communications.</li> <li>• Expressing individuals and organizations' community priorities in library services.</li> <li>• Inspiring excitement and building support for and use of the Library System's services.</li> </ul>		
<p><u>News Media</u> (Currently an Administrative Policy)</p>	<p>Best practice</p>	<ul style="list-style-type: none"> <li>• Policy updated in 2021.</li> <li>• Include in procedures of Communications with the Public</li> </ul>
<p><u>Public Use of Camera and/or Video in Public Domain</u> (Currently a Board Policy)</p>	<p>Function of being a limited public forum</p>	<ul style="list-style-type: none"> <li>• Policy updated in 2021.</li> <li>• Consolidate with Communication with the Public Policy.</li> </ul>
<p><u>Social Media</u> (Currently an Administrative Policy) This policy ensures the proper use of the Library's social media by Library Trustees, staff, and the public. The Library's use of social media is for facilitating the sharing of ideas, opinions, and information about library-related subjects and issues. The Library creates and manages social media using inclusive platforms to connect equitably with the diverse people in Pierce County. Some of the primary impacts and outcomes of this policy include:</p> <ul style="list-style-type: none"> <li>• Welcoming, inviting, and providing useful information about the Library and its services.</li> <li>• Offering the public an online space to engage about the Library's offerings and related topics, so they are inspired and excited by the Library System and support and use the Library's services.</li> </ul>	<ul style="list-style-type: none"> <li>• Best practice.</li> <li>• Legal obligation to articulate how the Library System communicates with the public.</li> <li>• The Washington State Library notes communicating with the public is a responsibility and opportunity.</li> </ul>	<ul style="list-style-type: none"> <li>• Policy reviewed in 2022.</li> <li>• Updated and converted to a Board policy.</li> <li>• Included Trustees' use of social media.</li> <li>• Policy directs people to comply with rules for using social media platforms, which cover the previous list of rules the Library System noted for moderating, editing, deleting, moving, restricting, closing, or removing comments.</li> </ul>

<ul style="list-style-type: none"> <li>• Positioning the Pierce County Library as a trusted organization to spark success for residents.</li> <li>• Bolstering the Library’s visibility in Pierce County communities.</li> </ul>		
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At the November Board of Trustees meeting, we would like to offer updates to these policies as a first reading and obtain further review by Ttrustees.

# Board Policy



## Accepting Unsolicited Materials and Campaign Literature and Political Forums

### Policy Statement

Serving the community is at the core of the Pierce County Library System's service to communities, as such, and as a limited public forum, it accepts information from nonprofit and government organizations for sharing with the community, ~~in the role of community information center, accepts and displays various free and unsolicited materials.~~ In the Library System's role to support civic engagement and participation and provide individuals with access to information to explore ideas, form opinions, and make decisions, the Pierce County Library functions as a limited public forum for campaign literature and political forums.

### Purpose

This policy outlines the flyers, newspaper publications, announcements, and other printed and online materials, ~~the~~ the Library System will accept for display in libraries and on its website to inform the community. ~~This policy describes making written materials available, ensuring a space for materials representing the diversity of Pierce County, to ensure equity and inclusion for all people. In addition, it outlines a clear direction for the Library System to function as a limited public forum for campaign literature and political forums.~~

### Definitions

Limited public forum: a place or space opened by the government, in this instance, the Pierce County Library, designated for the public to conduct specified expressive activities.

### Policy

#### Accepting Unsolicited Materials

~~Therefore, the~~ Library ~~s~~System shall:

- Make written community information from nonprofit 501(c) (3) or government organizations of local origin ~~readily~~ available to ~~patrons~~ the public, by displaying this material ~~and by providing~~ in a designated display area in the libraries and/or on the Library's website, on a first-come, first-served basis within the limitations imposed by available space.
- Allow space for free periodicals (magazines, newsletters, annual reports, etc.).
- Allow space, ~~when possible,~~ for multiple copies of pamphlets, flyers, newsletters, etc., ~~to be picked up by patrons~~ in a designated display area, on a first-come, first-served basis within the limitations imposed by available space.
- ~~Make materials available expressing varying points of view, ensuring a space for materials representing the diversity of Pierce County, to ensure equity and inclusion for all people on controversial subjects.~~

# Board Policy



~~Certain materials will not be accepted. Examples are:~~

- ~~1. Advertising by commercial, profit-making agencies.~~
- ~~2. Material promoting a certain organization/agency beyond basic information about such organization/agency.~~
- ~~3. Materials known to be illegal.~~

## Campaign Literature

During primary, general, and special elections for voters in the Library System's service area, the Library System may provide access to election information literature, such as voters' pamphlets and other similar documents that provide general information regarding elections. The Pierce County Elections Office, Washington Secretary of State, or third party nonpartisan organizations recognized for such purposes, ~~such as the League of Women Voters,~~ may provide such informational materials.

## Public Forums

In accordance with the Library System's Public Meeting and Conference Room policy, individuals or organizations may conduct political forums in the Library's public meeting rooms, on a first-come, first-served basis. ~~Meeting rooms are available for political uses on a nondiscriminatory, equal access basis.~~ The Library System's Public Meeting and Conference Room policy ~~will~~ make time, place, and manner ~~restriction~~ regulations, which are necessary to conduct normal library operations.

## Signature Gatherers

Signature gatherers and/or petitioners may solicit signatures on library property, so long as these actions occur outside of library buildings, at least twenty-five (25) feet from entrances to the buildings, ~~and during an election voting period (defined as the dates between ballots mailed and election day), twenty-five (25) feet from ballot deposit boxes.~~ Signature gatherers ~~must~~ shall not interfere with people walking, parked vehicles, or other vehicle traffic into and out of the library property, interfere with the delivery of library services, or obstruct staff work. Signature gatherers may not set up tables, signs, or other structures.

~~Procedures:~~

- ~~1. Items posted on our bulletin boards should be timely announcements of community activities, events and services. The nature of the organization sponsoring the event should not be a factor in determining suitability for posting.~~
- ~~2. Multiple copies of flyers and newsletters may be made available to our public in the area of the branch designated for such ephemera.~~
- ~~3. The size, appearance, and quantity of materials donated will be taken into account in determining whether they can be posted or otherwise made available without limiting our ability to meet the needs of other community interest groups and concerned individuals.~~
- ~~4. Materials will be displayed for 30 days or until the date of a specific event.~~
- ~~5. When space is a limiting factor, library-related materials shall be given priority.~~
- ~~6. Unsolicited materials, left in a branch library without staff acknowledgment, will be discarded.~~
- ~~7.1. Items left for approval will be kept by the library for five (5) days if not approved, during which~~

# Board Policy



~~time they may be picked up. Approved items will be displayed or made available for distribution as appropriate. Items will remain on display at the discretion of the library and subject to limits of space. Approved posters will be stamped with the date posted.~~

Posting of notices and distribution of material does not imply endorsement by the [Library System](#). The [Library](#) assumes no responsibility for the preservation or protection of any item posted or distributed.

[Displaying or convening forums for election information, or providing space for individuals or organizations to conduct forums, does not indicate the Library System's support of or opposition of to any candidate, issue, or ballot proposition. The Library System provides the access to the election information literature for information to the public.](#)

## Related Policies/Procedure

[Public Meeting and Conference Room Policy](#)

### **Board Policy 3.13**

**Accepting Unsolicited Materials Policy ~~A~~ adopted by the Board of Trustees of the Pierce County Rural Library District, June 20, 1991. Campaign Literature and Political Forums Policy adopted by the Board of Trustees August 9, 1978. Revised September 19, 1984, November 14, 1985, August 22, 1991, May 10, 2019 Policies combined, revised, and approved by the Board of Trustees xxxx, 2023.**



# Board Policy



## Accepting Unsolicited Materials and Campaign Literature and Political Forums

### Policy Statement

Serving the community is at the core of the Pierce County Library System's (Library) service to communities, as such, and as a limited public forum, it accepts information from nonprofit and government organizations for sharing with the community. In the Library System's role to support civic engagement and participation and provide individuals with access to information to explore ideas, form opinions, and make decisions, the Pierce County Library functions as a limited public forum for campaign literature and political forums.

### Purpose

This policy outlines the flyers, newspaper publications, announcements, and other printed and online materials the Library System will accept for display in libraries and on its website to inform the community. This policy describes making written materials available expressing varying points of view, ensuring a space for materials representing the diversity of Pierce County, to ensure equity and inclusion for all people.

In addition, it outlines a clear direction for the Library System to function as a limited public forum for campaign literature and political forums.

### Definitions

*Limited public forum*: a place or space opened by the government, in this instance, the Pierce County Library, designated for the public to conduct specified expressive activities.

### Policy

#### Accepting Unsolicited Materials

The Library System shall:

- Make written community information, from nonprofit {501(c) (3)} or government organizations of local origin, available to the public, by displaying this material in a designated area in the libraries and/or on the Library's website, on a first-come, first-served basis within the limitations imposed by available space.
- Allow space for free periodicals (magazines, newsletters, annual reports, etc.).
- Allow space, for multiple copies of pamphlets, flyers, newsletters, etc., in a

# Board Policy

designated display area, on a first-come, first-served basis with no limitations imposed by available space.



## Campaign Literature

During primary, general, and special elections for voters in the Library System's service area, the Library System may provide access to election information literature, such as voters' pamphlets and other similar documents that provide general information regarding elections. The Pierce County Elections Office, Washington Secretary of State, or third party nonpartisan organizations may provide such informational materials.

## Public Forums

In accordance with the Library System's Public Meeting and Conference Room policy, individuals or organizations may conduct political forums in the Library's public meeting rooms on a first-come, first-served basis. The Library System's Public Meeting and Conference Room policy makes time, place, and manner regulations, which are necessary to conduct normal library operations.

## Signature Gatherers

Signature gatherers and/or petitioners may solicit signatures on library property so long as these actions occur: outside of library buildings, at least twenty-five (25) feet from entrances to the buildings, during an election voting period (defined as the dates between ballots mailed and election day), and twenty-five (25) feet from ballot deposit boxes. Signature gatherers shall not interfere with people walking, parked vehicles, or other vehicle traffic into and out of the library property, interfere with the delivery of library services, or obstruct staff work. Signature gatherers may not set up tables, signs, or other structures.

Posting of notices and distribution of material does not imply endorsement by the Library System. The Library assumes no responsibility for the preservation or protection of any item posted or distributed.

Displaying or convening forums for election information, or providing space for individuals or organizations to conduct forums, does not indicate the Library System's support of or opposition to any candidate, issue, or ballot proposition. The Library System provides for access to the election literature for information to the public.

## Related Policies/Procedure

[Public Meeting and Conference Room Policy](#)

### Board Policy 3.13

**Accepting Unsolicited Materials Policy adopted by the Board of Trustees of the Pierce County Rural Library District, June 20, 1991.**

# Board Policy



Campaign Literature and Political Forums Policy adopted by the Board of Trustees August 9, 1978. Revised September 19, 1984, November 14, 1985, August 22, 1991, May 10, 2019, Information Policy Information Policy

**Policies combined, revised, and approved by the Board of Trustees 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 the Library that is either in conflict with or expansive of the matters addressed in this policy.

# Board Policy



## Communication with the Public

### Policy Statement

The Pierce County Library System ([Library](#)) is dedicated to communicating with the public to provide services to help meet the needs of the communities it serves. ~~The Library's Board of Trustees recognizes in order to meet the needs of communities and fulfill the responsibilities as Trustees, the Board and Library staff, acting on behalf of the Board, must maintain adequate and effective opportunities for and methods of collaborative communication with the public.~~

### Purpose

The Library's Board of Trustees recognizes that in order to help meet the needs of the communities it serves and to fulfill the responsibilities as Trustees, the Board and Library staff, acting on behalf of the Board, must maintain adequate and effective opportunities for and methods of collaborative communications with the public.

### Communication Tools

The Library uses a variety of communication tools including, but not limited to, written materials, online content, recorded videos, and in-person or online presentations. The Library solicits advice and opinions from Friends of the Library groups, the Pierce County Library Foundation Board, and people living in the communities the Library serves.

### Definitions

*Communications*: the act or process of providing or exchanging thoughts, opinions, or information through various written, spoken, visual, or other ~~collaborative~~ expressive forms.

*Public*: the people constituting a community.

*Confidential information*: information that is exempt from disclosure under the Public Records Act. ~~material that is internal to the organization for operational purposes, such as operational planning, marketing plans, technology plans, etc. about members of the organization or the organization, which without authorization, staff is not authorized to communicate.,~~

*Photos and videos*: this policy speaks to photos and videos that can be taken with multiple types of devices including but not limited to cameras, video recorders, cellular devices, phones, tablets, and computers.

### Policy

### Public Audience

# Board Policy



The Library communicates and collaborates with people living in its service area, as well as those who have an influence upon people in its service area. The Library communicates with people with varying points of view, and strives to reach the diverse people in Pierce County and ensure equity and inclusion in all communications.

~~The Library communicates and collaborates with people who use or who may use its services, as well as individuals who have an opportunity to support the use of library services.~~

~~The Library communicates and collaborates with the communities it serves and the individuals and organizations that influence those communities.~~

## Purpose of Communication

The Library welcomes the opportunity to respond to requests from the public. The Board affirms it is important for the Library to develop and maintain communications through participation in community activities and by seeking opportunities to collaborate with individuals and organizations to plan and evaluate library services and align those services with community priorities.

## Staff-Official Communications to the Public

The Marketing and Communications Department is responsible for the coordination and release of information to the public. Library staff authorized to communicate with the public on behalf of the organization within the scope of their position may use talking points or other Library prepared materials. The Library will not release internal, confidential information may not be released to the public without prior authorization from the Library.

~~Library staff not authorized to communicate to the public on behalf of the Library should avoid identifying themselves as a Library employee in public statements or must clearly state they are speaking in their personal capacity and not in their official capacity as a Library employee. Use of personal social media to conduct Library business can trigger application of the Public Records Act and other laws governing the conduct of municipal government. For that reason, staff should not use personal social media to conduct Library business. Staff assigned to conduct social media on the Library's platforms use their personal social media accounts as entrance to the Library's social media accounts, and this policy allows that entrance practice for the purpose of conducting Library social media business.~~

The Library's external social media and other public information channels are intended for authorized Library communications to the public. Staff is encouraged to use internal communication resources for internal questions, concerns, or other communications, and communicate concerns with their supervisor.

## News Media Communications

The Library System welcomes news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, classes and events, resources, and/or services, , as long as the photography and reporting do not interrupt library services, the public's enjoyment and access to services, and staff's delivery of services, provided that notice is given and approved by the Library's Marketing and Communications Director or their delegate.

# Board Policy



## Public Use of Camera and/or Video in Public Domain

The Library is a limited public placeforum and as such, the public may take photographs or videos in the public areas of the library. Individuals should have no expectation of privacy in the public areas of the library. Photography and videotaping are not permitted at Library facilities and/or Library grounds when doing so violates an individual's reasonable expectation of privacy and takes place in a location where an individual has a reasonable expectation of privacy (such as restrooms, offices, staff only workspaces, and designated non-public areas of the library).

Photography and/or videotaping are permitted at Library classes and events provided that it is not disruptive. The Library System may document its services and the public's use of the Library by taking photographs and making video or audio recordings of its programs, classes and events, activities and their participants for use in communications such as print and online communications, news media relations, advertising, social media, or other communication materials.

Taking photos and/or videos are not to impede the public's use of The Library's facilities, Library staff may stop any photography or video recording that appears to interfere with a person's use of the library, Library System's ability to conduct business, or does not comply with the Library Rules of Conduct, which are posted on the Library System's website and at its libraries.

Photos and/or video of specific, copyrighted (or otherwise protected) library materials for the purpose of redistribution is prohibited.

No commercial photography or recording in Library facilities is permissible without the express permission of the Library's Marketing and Communications Director or their delegate, ~~which shall set forth the conditions under which the photography or recording may take place.~~ Commercial entities must contact the Marketing and Communications Director or their delegate through phone or email, which is listed on the Library's website. Permission for commercial photography or recording shall be allowed so long as it does not interrupt library services, the public's enjoyment and access to services, and staff's delivery of services and so long as it does not state or imply that the Pierce County Library endorses the commercial entity.

## ~~Communication Tools~~

~~The Library uses a variety of communication tools including, but not limited to, written materials, online content, recorded videos, and in person or online presentations. The Library solicits advice and opinions from Friends of the Library groups, the Pierce County Library Foundation Board, and people living in the communities the Library serves.~~

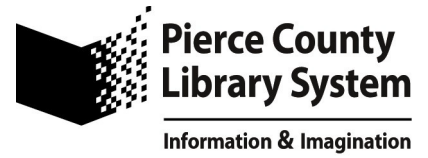
## **Related Policies Procedures**

[Library Rules of Conduct](#)

[Public Records Request](#)

[Public Records Request Process](#)

# Board Policy



## Board Policy 1.17

Adopted by the Board of Trustees of the Pierce County Rural Library District on March 13, 1997. Revised February 17, 2000. Revised February 10, 2010, Revised October, 13, 2021, Revised xxx, 2023

# Board Policy



## Communication with the Public

### Policy Statement

The Pierce County Library System (Library) is dedicated to communicating with the public to provide services to help meet the needs of the communities it serves.

### Purpose

The Library's Board of Trustees recognizes that to help meet the needs of the communities it serves and to fulfill the responsibilities as Trustees, Library staff, acting on behalf of the Board, must maintain adequate and effective communications with the public.

### Communication Tools

The Library uses a variety of communication tools including, but not limited to, written materials, online content, recorded videos, and in-person or online presentations. The Library solicits advice and opinions from Friends of the Library groups, the Pierce County Library Foundation Board, and people living in the communities the Library serves.

### Definitions

*Communications:* the act or process of providing or exchanging thoughts, opinions, or information through various written, spoken, visual, or other expressive forms.

*Public:* the people constituting a community.

*Confidential information:* information that is exempt from disclosure under the Public Records Act

*Photos and videos:* this policy speaks to photos and videos that can be taken with multiple types of devices including but not limited to cameras, video recorders, cellular devices, phones, tablets, and computers.

### Policy

### Public Audience

The Library communicates and collaborates with people living in its service area, as well as those who have an influence upon people in its service area. The Library communicates with people with varying points of view, and strives to reach the diverse people in Pierce County and ensure equity and inclusion in all communications.



# Board Policy



## **Purpose of Communication**

The Library welcomes the opportunity to respond to requests from the public. The Board affirms it is important for the Library to develop and maintain communications through participation in community activities and by seeking opportunities to collaborate with individuals and organizations to plan and evaluate library services and align those services with community priorities.

## **Official Communications to the Public**

The Marketing and Communications Department is responsible for the coordination and release of information to the public. Library staff authorized to communicate with the public on behalf of the organization within the scope of their position may use talking points or other Library prepared materials. The Library will not release confidential information to the public.

The Library's external social media and other public information channels are intended for authorized Library communications to the public. Staff is encouraged to use internal communication resources for internal questions, concerns, or other communications, and communicate concerns with their supervisor.

## **News Media Communications**

The Library System welcomes news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, classes and events, resources, and/or services, as long as the photography and reporting do not interrupt library services, the public's enjoyment and access to services, and staff's delivery of services.

## **Public Use of Camera and/or Video in Public Domain**

The Library is a limited public forum and as such, the public may take photographs or videos in the public areas of the library. Individuals should have no expectation of privacy in the public areas of the library. Photography and videotaping are not permitted at Library facilities and/or Library grounds when doing so violates an individual's reasonable expectation of privacy and takes place in a location where an individual has a reasonable expectation of privacy (such as restrooms, offices, staff only workspaces, and designated non-public areas of the library).

Photography and/or videotaping are permitted at Library classes and events provided that it is not disruptive. The Library System may document its services and the public's use of the Library by taking photographs and making video or audio recordings of its programs, classes and events, activities and their participants for use in communications such as print and online communications, news media relations, advertising, social media, or other communication materials.

Taking photos and/or videos are not to impede the public's use of the Library's facilities. Library staff may stop any photography or video recording that appears to interfere with a person's use of the library, the Library System's ability to conduct business, or does not comply with the Library Rules of Conduct which are posted on the Library System's website and at its libraries.

# Board Policy



Photos and/or video of specific, copyrighted (or otherwise protected) library materials for the purpose of redistribution is prohibited.

No commercial photography or recording in Library facilities is permissible without the express permission of the Library's Marketing and Communications Director or their delegate. Commercial entities must contact the Marketing and Communications Director or their delegate through phone or email, which is listed on the Library's website. Permission for commercial photography or recording shall be allowed so long as it does not interrupt library services, the public's enjoyment and access to services, and staff's delivery of services and so long as it does not state or imply that the Pierce County Library endorses the commercial entity.

## **Related Policies Procedures**

[Library Rules of Conduct](#)

[Public Records Request](#)

[Public Records Request Process](#)

## **Board Policy 1.17**

**Adopted by the Board of Trustees of the Pierce County Rural Library District on March 13, 1997.**

**Revised February 17, 2000. Revised February 10, 2010, Revised October, 13, 2021, Revised xxx, 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 the Library that is either in conflict with or expansive of the matters addressed in this policy.

# ~~Administrative~~ Board

## Policy



### Social Media

#### Policy Statement

The Pierce County Library System (~~PCLS~~Library) creates and manages accounts on a variety of social media sites to offer welcoming, inviting, and useful information about ~~PCLS~~the Library and its services and offer the public an online space to engage about ~~PCLS~~the Library's offerings and related topics. Individuals accessing, posting, or commenting on ~~PCLS~~the Library's social media accept the terms of this policy.

#### Purpose

This policy ensures the proper use of ~~PCLS's~~the Library's social media by library trustees, staff, and the public. ~~PCLS's~~The Library's use of social media is for the purpose of facilitating the sharing of ideas, opinions, and information about library--related subjects and issues. The Library creates and manages social media using inclusive platforms to connect equitably with the diverse people in Pierce County.

#### Definitions

*Social media:* ~~is~~ defined as websites and applications that enable ~~users~~people who use them to create and share content or to participate in social networking.

#### Policy

~~PCLS's~~The Library's social media constitutes a limited public forum. ~~PCLS~~The Library monitors its social media and reserves the right to moderate, edit, delete, move, restrict, close, or remove any comment that violate the Library's policies. The Library System encourages people to familiarize themselves with the rules applicable on social media platforms, which are linked from the Library's website.

~~Content that is deemed to violate PCLS policy or applicable law without warning or explanation. PCLS may edit or delete posts, comments, or links that contain any of the following:~~

- ~~• Comments not topically related to the subject being commented upon.~~
- ~~• Obscene or profane content.~~
- ~~• Personal attacks and name calling.~~
- ~~• Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, gender identity, sexual orientation, and/or disability.~~
- ~~• Sexual content or links to sexual content.~~
- ~~• Conduct or encouragement of illegal activity.~~
- ~~• Threats.~~
- ~~• Information that may compromise the safety of the public or public systems.~~
- ~~• Content that violates the privacy policies or terms of use of the social media platform.~~
- ~~• Spam and multiple disruptive or repetitive messages.~~
- ~~• Commercial materials, advertising, chain letters, pyramid schemes, or solicitations.~~
- ~~• Possible copyright violations.~~

# ~~Administrative~~ Board Policy



- ~~• Posting or requesting personal information such as last name, age, phone number, address.~~
- ~~• Falsely stating or otherwise misrepresenting an affiliation with a person or entity.~~
- ~~• Support for or opposition to political campaigns or ballot measures (see RCW 42.17A.555).~~

# ~~Administrative~~ Board Policy



- ~~Any activity prohibited by law not otherwise mentioned above.~~

All ~~PCLS~~ Pierce County Library social media sites are managed centrally by the Marketing and Communications Department. ~~PCLS's~~ The Library's Social Media Team is responsible for generating content for ~~PCLS's~~ the Library's social media sites. All social media posts and comments are public records. The public is strongly encouraged to protect their privacy when commenting or posting. Trustees and Individual staff may not post to ~~PCLS~~ the Pierce County Library social media speaking as a ~~PCLS~~ Library trustee ~~employee~~ or employee without authorization from ~~PCLS's~~ the Library's Marketing and Communications Department.

When trustees or staff speak of the Library on their personal social media accounts, they shall be clear they are speaking from their personal views and not on behalf of PCLS. Further, if trustees are interested in discussing the Library, they must create an account separate from their personal account, to manage as a Board of Trustee account. No Pierce County Library resources will be used to manage such an account and trustees shall be aware that content on such accounts must abide by the First Amendment, following the rules of social media platforms, and note that content and comments could be subject to public records requests.

Communications to ~~PCLS~~ the Pierce County Library on social media do not constitute official notice to ~~PCLS~~ the Library or any ~~PCLS~~ Pierce County Library personnel. ~~Public record requests may not be made through PCLS the Library's social media.~~ ~~PCLS~~ The Library is not responsible for the content that appears on outside links and provides links as a convenience only. Opinions expressed by others on PCLS social media do not reflect the opinions of ~~PCLS~~ the Library. All information and materials generated by PCLS and provided on ~~PCLS~~ the Library's social media are the property of ~~PCLS~~ the Pierce County Library and ~~PCLS~~ the Library retains copyright on all text, graphic images, and other content produced by ~~PCLS~~ the Library and found on ~~PCLS's~~ the Library's social media. Commercial use of ~~PCLS~~ the Library's text, logos, photos, or other graphics is prohibited without written permission from ~~PCLS~~ the Pierce County Library.

## Associated Policies

Board Policy on Employee Use of Library Equipment

## Last Revision

(Adopted as Administrative Policy: January 30, 2018. Updated January 2019. Reviewed February 2020. Reviewed February 2021. Reviewed February 2022.) Reviewed and approved as a Board Policy xxx, 2023

# Board Policy



## Social Media

### Policy Statement

The Pierce County Library System (Library) creates and manages accounts on a variety of social media sites to offer welcoming, inviting, and useful information about the Library and its services and offer the public an online space to engage about the Library's offerings and related topics. Individuals accessing, posting, or commenting on the Library's social media accept the terms of this policy.

### Purpose

This policy ensures the proper use of the Library's social media by library trustees, staff, and the public. The Library's use of social media is for the purpose of facilitating the sharing of ideas, opinions, and information about library-related subjects and issues. The Library creates and manages social media using inclusive platforms to connect equitably with the diverse people in Pierce County.

### Definitions

*Social media*: defined as websites and applications that enable people who use them to create and share content or to participate in social networking.

### Policy

The Library's social media constitutes a limited public forum. The Library monitors its social media and reserves the right to moderate, edit, delete, move, restrict, close, or remove any comment that violate the Library's policies. The Library System encourages people to familiarize themselves with the rules applicable on social media platforms, which are linked from the Library's website.

All Pierce County Library social media sites are managed centrally by the Marketing and Communications Department. The Library's Social Media Team is responsible for generating content for the Library's social media sites. All social media posts and comments are public records. The public is strongly encouraged to protect their privacy when commenting or posting. Trustees and staff may not post to Pierce County Library social media channels speaking as a Library trustee or employee without authorization from the Library's Marketing and Communications Department.

When trustees or staff speak of the Library on their personal social media accounts, they shall be clear they are speaking from their personal views and not on behalf of the Library. Further, if trustees are interested in discussing the Library, they must create an account separate from their personal account, to manage as a Board of Trustee account. No Pierce County Library resources will be used to manage such an account and trustees shall be aware that content on such accounts must abide by the First Amendment, follow the rules of social media platforms, and note that content and comments could be subject to public records requests.

# Board Policy



Communications to the Pierce County Library on social media do not constitute official notice to the Library or any Pierce County Library personnel. The Library is not responsible for the content that appears on outside links and provides links as a convenience only. Opinions expressed by others on the Library's social media do not reflect the opinions of the Library. All information and materials generated by the Library and provided on the Library's social media are the property of the Library and Pierce County Library retains copyright on all text, graphic images, and other content produced by the Library and found on the Library's social media. Commercial use of the Library's text, logos, photos, or other graphics is prohibited without written permission from the Pierce County Library.

## **Associated Policies**

[Board Policy on Employee Use of Library Equipment](#)

## **Last Revision**

**(Adopted as Administrative Policy: January 30, 2018. Updated January 2019. Reviewed February 2020. Reviewed February 2021. Reviewed February 2022.) Reviewed and approved as a Board Policy December 13, 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 the Library that is either in conflict with or expansive of the matters addressed in this policy.

# New Business



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# MEMO



Date: September 29<sup>th</sup>, 2023

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

From: Mary Stimson, Finance Director

Subject: 2023 Proposed Amended Budgets

Due to increased anticipated expenditures for priority projects in 2023, we have prepared an amending Capital Fund budget proposal. As reviewed by the Board earlier this year, costs for the Interim Lakewood Library are higher than anticipated. We have finalized all contractors and their costs for the work on the project and are ready to provide an amended 2023 Capital Fund budget. We have also provided an amended 2023 Property and Facility Fund budget required for the transfer to the Capital Fund.

## **Capital Fund**

### **Major amendments to Capital Fund revenue:**

- Due to supply chain issues and vacant positions, we are anticipating unspent 2023 General Fund amounts of \$2.5 million. We recommend these be transferred to the 2023 Capital Fund to offset higher costs due to existing and new major projects.
- Transfer \$1.4 million from the Property and Facility Fund to the Capital Fund for expenses related to the Interim Lakewood library.
- Transfer \$1.5 million of unspent 2022 General Fund amounts, as approved in April, from decreased Lakewood Library expenditures.
- Reduce the use of Capital Fund cash balance by \$1.59 million achieved through increased transfers as noted above. This maintains the cash reserves balance in alignment with the Fiscal Management Policy.

### **Major amendments to Capital Fund expenditures:**

- \$250,000 increase in the cost for door replacements at multiple locations.
- \$500,000 for the facilities conditions assessment, most of which will be completed by year's end and will guide our facilities master plan next year.
- \$3.6 million increase to Interim Lakewood Library costs for 2023.
- \$305,000 reduction for technology projects from reduced anticipated cost and lack of filled positions in the IT Department needed to complete these projects.
- Various cost reductions from other projects, including parking lot improvements and Sumner LCFA polling.

Due to the 2023 Capital Fund Budget increasing by \$3.81 million, Board action is needed.

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## **Property and Facility Fund**

### **Major amendments to Property and Facility Fund revenue:**

- Increased usage of Property and Facility fund balance to \$1.4 million for the transfer to the Capital Fund
- Increased budgeted Investment Income to align with current investment income trend for this fund. These will be committed as set-asides to the Property and Facilities Fund as part of the year end closing resolutions.

### **Major amendments to Property and Facility Fund expenditures:**

- Transfer \$1.4 million from the Property and Facility Fund to the Capital Fund for expenses related to the Interim Lakewood library.

Due to the 2023 Property and Facility Fund Budget increasing by \$1.4 million, Board action is needed.

**The Board may elect to approve all resolutions with one motion or separately with motions for each resolution.**

# AMENDED 2023 BUDGET SUMMARIES

2023 AMENDED CAPITAL FUND

2023 AMENDED PROPERTY AND FACILITY FUND

**2023 CAPITAL FUND  
-AMENDING BUDGET-**

PROPOSED OCTOBER 2023	2023 Approved 12/2022	2023 Amending	Difference	Notes
----- Budget Summary -----				
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Carryforward funds from prior fiscal year				
Use of Fund Balance/Cash Reserves	\$ 6,508,000	\$ 4,918,000	\$ (1,590,000)	
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 6,508,000</b>	<b>\$ 4,918,000</b>	<b>\$ (1,590,000)</b>	
<b>NEW REVENUE</b>				
Transfer from General Fund -2022 Unspent		\$ 1,500,000	\$ 1,500,000	Approved at 4/12/2023 Board Meeting
Transfer from General Fund - 2023 Unspent	\$ -	\$ 2,500,000	\$ 2,500,000	
Transfer from Property and Facility Fund	\$ -	\$ 1,400,000	\$ 1,400,000	
			\$ -	
<b>TOTAL NEW REVENUE</b>	<b>\$ -</b>	<b>\$ 5,400,000</b>	<b>\$ 5,400,000</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 6,508,000</b>	<b>\$ 10,318,000</b>	<b>\$ 3,810,000</b>	
<b>-- EXPENDITURES --</b>				
<b>COMMITMENTS</b>				
<b>TOTAL COMMITMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>CURRENT BUILDING IMPROVEMENTS</b>				
Buckley Site Evaluation	\$ 1,000,000	\$ 1,075,000	\$ 75,000	
LWD Demo		\$ 55,000	\$ 55,000	Anticipated portion to pay in 2023
Landscaping Refresh & Lot Maintenance	\$ 75,000	\$ -	\$ (75,000)	Rolled over to 2024 Request
Door replacement	\$ 125,000	\$ 375,000	\$ 250,000	Adjusted to match Bid
Vehicle purchases - 2022 roll forward	\$ 190,000	\$ 187,000	\$ (3,000)	
Vehicle purchases- 2023 purchases	\$ 200,000	\$ 54,000	\$ (146,000)	Rolled over to 2024 Request
Facilities Condition Assessment	\$ -	\$ 500,000	\$ 500,000	Anticipated to pay in 2023
Parking Lot Refreshes	\$ 200,000	\$ 100,000	\$ (100,000)	Cost were less than anticipated
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 1,790,000</b>	<b>\$ 2,346,000</b>	<b>\$ 556,000</b>	

**FUTURE BUILDINGS**

**Lakewood Interim Library**

LWD building	\$	1,700,000	\$	5,000,000	\$	3,300,000	Adjusted to match Bid
LWD site work	\$	1,000,000	\$	1,500,000	\$	500,000	Adjusted to match Bid
LWD FF&E	\$	100,000	\$	250,000	\$	150,000	Adjusted to anticipated 2023 costs
LWD other	\$	500,000	\$	120,000	\$	(380,000)	Parking lot assessments, permit fees, and utility tie-ins cost reduced
LWD architects	\$	500,000	\$	556,000	\$	56,000	
<b>LWD Project Work</b>	\$	35,000	\$	26,000	\$	(9,000)	
<b>Sumner Library Planning Phase</b>					\$	-	
SUM polling	\$	45,000	\$	12,000	\$	(33,000)	costs were less than anticipated
SUM project communications	\$	13,000	\$	13,000	\$	-	
SUM Architect and Legal Consulting	\$	40,000	\$	15,000	\$	(25,000)	Rolled over to 2024 Request
<b>Capital Campaign Consultants</b>	\$	60,000	\$	60,000	\$	-	
<b>TOTAL FUTURE BUILDINGS</b>	\$	<b>3,993,000</b>	\$	<b>7,552,000</b>	\$	<b>3,559,000</b>	

**CAPITAL FUND  
-BUDGET (Cont.)-**

PROPOSED OCTOBER 2023	2023 Approved 12/2022	2023 Amending	Notes
Budget Summary (Cont.)			
<b>TECHNOLOGY UPDATES</b>			
Infrastructure project (IT Tech Plan)			
IT Networking and Infrastructure	\$ 50,000	\$ -	\$ (50,000)
Branch Wi-Fi equipment replacements	\$ 125,000	\$ 20,000	\$ (105,000)
Tyler Consulting	\$ 150,000	\$ -	\$ (150,000) Did not implement some consulting and work order systems
High-Speed Copier	\$ 150,000	\$ 150,000	\$ -
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 475,000</b>	<b>\$ 170,000</b>	<b>\$ (305,000)</b>
<b>CONTINGENCY</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,508,000</b>	<b>\$ 10,318,000</b>	<b>\$ 3,810,000</b>
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**2023 PROPERTY AND FACILITY FUND  
-AMENDED BUDGET-**

PROPOSED OCTOBER 2023	2023 Approved 12/2022	2023 Amending	Change (\$)
<b>-- FUNDING SOURCES --</b>			
<b>USE OF FUND BALANCE</b>			
Use of Property and Facility Set Aside	\$ -	\$ 1,400,000.00	\$ 1,400,000.00
<b>REVENUE</b>			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 60,000.00	\$ 110,000.00	\$ 50,000.00
<b>TOTAL NEW REVENUE</b>	<b>\$ 60,000.00</b>	<b>\$ 110,000.00</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 60,000.00</b>	<b>\$ 1,510,000.00</b>	
<b>-- EXPENDITURES --</b>			
<b>PROGRAMS</b>			
None planned for 2023	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROJECTS</b>			
Transfer from Property and Facilities Fund to Capital Fund	\$ -	\$ 1,400,000.00	\$ 1,400,000.00
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ 1,400,000.00</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 1,400,000.00</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 60,000.00</b>	<b>\$ 110,000.00</b>	

(To be committed as a set aside at Fiscal Year End)

# AMENDED 2023

## BUDGET RESOLUTIONS

2023-14: TO APPROVE THE 2023 PROPOSED AMENDED CAPITAL FUND BUDGET

2023-15: TO APPROVE THE 2023 PROPOSED AMENDED PROPERTY AND FACILITY FUND BUDGET

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

**Action: Move to Approve Resolutions 2023-14 through 2023-15 as presented.**

In either case, each resolution needs to be signed.

**RESOLUTION NO. 2023-14**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO APPROVE THE 2023 PROPOSED AMENDED  
CAPITAL FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (Library) has an established Capital Fund to pay for projects included in the Capital Improvements Plan, and

**WHEREAS**, the Library has developed a Capital Improvement Plan which identifies significant projects to be accomplished in 2023, and

**WHEREAS**, the Capital Fund receives financial support from transfers from the General Fund, the Capital Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue and transfers, and

**WHEREAS**, the Library had originally reviewed the Capital Improvement Plan for 2023 and had determined that twelve (12) projects amounting to \$6,258,000 and a \$250,000 contingency should be funded through the Capital Fund, and

**WHEREAS**, the Library has received the final bids for the Interim Lakewood library and other projects amounting to an increase of \$3,810,000, which should be funded through the Capital Fund for 2023, and

**WHEREAS**, the Library will transfer additional funds of \$2.5 million of unspent 2023 General Funds and \$1.4 million from the Property and Facility Fund. The Library will also transfer the previously approved \$1.5 million from 2022 unspent funds and reduce the fund balance usage by \$1.29 million, resulting in a total amended budget of \$10,318,000 for 2023, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2023 amended budget be \$10,318,000 and is hereby approved and adopted on this day in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF OCTOBER, 2023.**

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



**RESOLUTION NO. 2023-15**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF  
THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO APPROVE THE 2023 PROPOSED AMENDED  
PROPERTY AND FACILITY FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (Library) has an established Property and Facility Fund that funds projects, programs, and set-asides to be managed in the Property and Facility Fund in the fiscal year 2023, and

**WHEREAS**, the Property and Facility Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

**WHEREAS**, the Library had originally reviewed the Property and Facility Fund for 2023 and had determined that no (0) carry-forwards are necessary and no (0) property and facility projects requiring expenditures will occur in 2023, and

**WHEREAS**, the Library has reassessed the Property and Facility Fund for 2023 and has determined that no (0) carry-forwards are necessary and one (1) property and facility projects requiring expenditures will occur in 2023, and

**WHEREAS**, the Library will transfer \$1.4 million from the Property and Facility Fund set asides for 2023 to the Capital Fund to support the Interim Lakewood Library project, resulting in a total amended budget of \$1,400,000 for 2023, and

**WHEREAS**, the Board elects to remove said funds from “committed” to be available for transfer, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

- (1) \$1.4 million in the fund balance be removed from “committed” status and be made available on this day for expenditures and transfers, and
- (2) The 2023 amended budget be \$1,400,000, and is hereby approved and adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF OCTOBER, 2023.**

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

# MEMO



Date: September 29<sup>th</sup>, 2023

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

From: Mary Stimson, Finance Director

Subject: 2023 Transfers to Capital Fund

As presented at the December 2022 Board meeting, we had a project cost estimate for the Interim Lakewood Library, but wouldn't know exact numbers until the bids were received in early 2023. With the bids awarded, we identified a need to increase the 2023 Capital Fund expenditures by \$3.81 million as presented in the 2023 amended Capital Fund budget.

In order to stay in alignment with the Fiscal Management Policy, we propose the following transfers to support these capital priorities and maintain needed reserves in the Capital Fund balance for 2023.

- Through a review of department spend this year we are proposing to move anticipated unspent 2023 budgeted General Fund funds amounting in \$2.5 million to the Capital Fund.
- Transfer \$1.4 million from the Property and Facility Fund to fund a portion of these additional costs for the Interim Lakewood Library and remaining capital priorities.
- At the April 2023 Board meeting, the Board approved an additional \$1.5 million transfer from the General Fund for 2022 unspent funds to fund the Interim Lakewood Library that we will transfer as well.

<b>Transaction Description</b>	<b>Funding Source and Amount</b>	<b>Capital Fund</b>
<u>Proposed:</u> Transfer Unspent 2023 Budgeted Amounts from General Fund (GF) to Capital Fund	GF - \$2,500,000	+ \$2,500,000
<u>Proposed:</u> Transfer Funds from Property and Facility Fund to Capital Fund	PFF - \$1,400,000	+ \$1,400,000
<u>Approved:</u> Transfer Unspent 2022 Budgeted Amounts from General Fund (GF) Personnel Costs to Capital Fund	GF - \$1,500,000	+ \$1,500,000
<b>Total 2023 Transfers</b>		<b>+ \$5,400,000</b>

To complete these two additional proposed transfers in 2023, Board action is needed.

**The Board may elect to approve all resolutions with one motion or separately with motions for each resolution.**

# 2023 CAPITAL FUND

## TRANSFER RESOLUTIONS

2023-16: TO APPROVE A TRANSFER OF \$1.4 MILLION FROM THE PROPERTY AND FACILITY FUND TO CAPITAL FUND

2023-17: TO APPROVE A TRANSFER OF \$2 MILLION FROM 2023 ANTICIPATED UNSPENT GENERAL FUND TO THE CAPITAL FUND

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

**Action: Move to Approve Resolutions 2023-16 through 2023-17 as presented.**

In either case, each resolution needs to be signed.

**RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”) TO APPROVE A TRANSFER OF \$1.4 MILLION FROM THE PROPERTY AND FACILITY FUND TO CAPITAL FUND**

**WHEREAS**, the Pierce County Rural Library District has an established Property and Facility Fund and Capital Fund that receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

**WHEREAS**, \$1,400,000 is part of the fund balance in the 2023 the Property and Facility Fund for future land, property, and facilities costs, and

**WHEREAS**, the Board is committed to funding an Interim Lakewood Library and has developed and approved Resolution 2023-14 to amend the budget accordingly, and

**WHEREAS**, the Board approved Resolution 2023-15 to amend the 2023 budget for property and facility related projects, and

**WHEREAS**, a \$1,400,000 transfer from the Property and Facility Fund to the Capital Fund is needed to contribute to the cost of building in the City of Lakewood and other such Capital Fund needs, and collectively such uses are appropriate from this fund, and

**WHEREAS**, the Board has approved removing said funds from “committed” status, now therefore

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

\$1,400,000 be transferred from the Property and Facility Fund to the Capital Fund.

**PASSED AND APPROVED THIS 11th DAY OF OCTOBER, 2023.**

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

**RESOLUTION NO. 2023-17**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”) TO APPROVE A TRANSFER OF \$2 MILLION FROM 2023 ANTICIPATED UNSPENT GENERAL FUND TO THE CAPITAL FUND**

**WHEREAS**, the Pierce County Rural Library District has an established Capital Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

**WHEREAS**, on June 4, 2022, the Lakewood Library was closed due to severe building conditions and staffing was adjusted to provide continuity of interim services in and for the City of Lakewood, and

**WHEREAS**, the Lakewood Library adjustments resulted in continued reductions in personnel needs throughout 2023, which is estimated to be \$2,000,000, and

**WHEREAS**, the Library also reviewed all departments’ current expenditures to determine anticipated 2023 unspent budgeted amounts, estimated to be \$500,000, and

**WHEREAS**, the Board is committed to funding an Interim Lakewood Library and has developed and approved Resolution 2023-14 to amend 2023 budget for this project, and

**WHEREAS**, the total 2023 unspent amount shall contribute to the cost of building the Interim Lakewood Library and other such Capital Fund needs, and

**WHEREAS**, the total 2023 unspent amount does not impact remaining operations for the year and abides to the guidelines outlined in the Board’s Fiscal Management Policy, and

**WHEREAS**, the Board has the legislative authority to use these funds for unanticipated expenses and shall transfer said funds from the General Fund to the Capital Fund to support these projects, now therefore,

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

\$2,500,000 be transferred from the General Fund to the Capital Fund.

**PASSED AND APPROVED THIS 11th DAY OF OCTOBER, 2023.**

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

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# MEMO



Date: September 28, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2024 Board Meeting Schedule

In November, the Board of Trustees adopts a resolution scheduling its meetings for the next year.

Attached is a proposed schedule of 2024 Board of Trustee meeting dates. Meetings are currently held on the second Wednesday of the month at 3:30 pm.

I have heard feedback from community members and leaders over my first year that conducting our meetings during the weekday business hours makes it more difficult for the public to attend and participate, especially since we do not record our meetings. Some Trustees have expressed a desire for in-person connection, but meeting during the workday creates a hardship to attending meetings in person. Thus, for your consideration, this month I submit a calendar of meetings using the current status quo AND an alternative option to move the meetings on the same day of the week and month. In 2023, Trustees also expressed a desire to conduct some meetings in the branches. Therefore, the alternative meeting schedule notes four meetings to be held in branches across the district, though the exact locations are yet to be determined.

In our review of library Board meetings in our region, we found that most are held in the evening, beginning anywhere from 5:00-6:30 pm.

During the meeting, we will discuss if you would like to make any changes to the 2024 meeting schedule, including the time of day.

## **PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

### **2024 Meeting Schedule – Option 1**

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Meetings are regularly scheduled at **3:30 pm** on the second Wednesday of the month. The dates of the 2024 Board of Trustee meetings are as follows:

January 10, 2024  
February 14, 2024  
March 13, 2024  
April 10, 2024  
May 8, 2024  
June 12, 2024  
July 10, 2024  
August 14, 2024  
September 11, 2024  
October 9, 2024  
November 13, 2024  
December 11, 2024

## **PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

### **2024 Meeting Schedule – Option 2**

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Meetings are regularly scheduled at **5:30 pm** on the second Wednesday of the month. The dates of the 2024 Board of Trustee meetings are as follows:

January 10, 2024  
February 14, 2024 – branch location TBD  
March 13, 2024  
April 10, 2024  
May 8, 2024 – branch location TBD  
June 12, 2024  
July 10, 2024  
August 14, 2024 – branch location TBD  
September 11, 2024  
October 9, 2024  
November 13, 2024 – branch location TBD  
December 11, 2024



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# MEMO



Date: September 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: 2024 Board Vacancies

In 2024, two Trustee position terms will expire. Trustee Pam Duncan's term expires in February and Trustee Jamilyn Penn's term in August.

Library Trustees are appointed by the Pierce County Executive and confirmed by a vote of the Pierce County Council. In 1991, a competitive vacancy process was established to recruit, interview, and select a candidate to recommend to the County Executive for appointment. In 2021, a review and adjustments to the process were made to improve applying equity, diversity, and inclusion principles to the process.

Trustee Duncan was appointed to serve a partial term vacated by Trustee Daren Jones on January 11, 2022, with the term expiring on February 14, 2024. She has expressed interest in reappointment. At the October Regular Meeting, I will ask for direction to submit Trustee Duncan's name to Pierce County Executive Bruce Dammeier for reappointment to the Board of Trustees for a five-year term.

Trustee Penn was appointed to her first five-year term on August 13, 2019, with her term expiring on August 13, 2024. Dr. Penn has indicated her intent not to seek reappointment. Thus it will be necessary to follow a Trustee Recruitment process in 2024 to fill that vacant seat.

The brief steps in the process are:

1. Notice of vacancy posted in libraries, online and in news media.
2. Interested individuals submit applications.
3. The Board of Trustees forms a Trustee Interview Committee comprised of one or two Board members, a representative from the Pierce County Executive's Office, a representative from the Pierce County Library Foundation, and a member of the community.
4. The Committee selects 5-7 prospective Trustees to interview.
5. The Committee conducts interviews.
6. The Committee reports its selection of the top candidate to the Board.
7. The Board forwards the recommendation to the Pierce County Executive.
8. The Pierce County Executive makes the appointment and forwards it to the Pierce County Council for ratification.

This process will begin in January with an expectation to recommend a candidate to the County Executive in May.

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# MEMO



Date: September 27, 2023

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

From: Alison Eckes, Customer Experience Director of Programs and Services

Subject: National Friends of Libraries Week 2023

Thank you to Pierce County Library System’s Friends of the Library organizations for their commitment and contributions in support of Library services throughout Pierce County.

October 15-21, 2023 marks National Friends of Libraries Week to recognize and celebrate Friends organizations for volunteering time and resources in support of libraries. Pierce County Library System is grateful for the support the Library’s 17 Friends organizations provide every day to help enhance Library service for Pierce County communities.

Friends of the Library foster public interest and support of the Library by:

- Advocating for and increasing public awareness about Library services, needs, and goals;
- Fundraising through book sales and other activities; and
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

Since 2020, pandemic impacts on the Library and Pierce County communities disrupted many Friends activities. Throughout that time, Friends have continued to serve an important role, helping raise community awareness as Library services evolved and expanded. In the last year, Friends have worked diligently to reestablish, recruit new members, and resume Friends activities in support of the Library. As the Library plans for the future, we look forward to working together with our valued Friends of the Library.

Along with other recognition to celebrate National Friends of Libraries Week, I invite Pierce County Library System’s Board of Trustees to issue the following proclamation to proclaim October 15-21, 2023, as “Friends of Libraries Week” in Pierce County, Washington.

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## *Friends of Libraries Week*

Proclamation of the Pierce County Library System Board of Trustees in recognition of Pierce County Library System's 17 Friends of the Library organizations.

*Whereas*, Friends of Pierce County Libraries raise funds through book sales and other activities to enhance library programs, services, spaces, and customer experiences;

*Whereas*, Friends advocate and raise awareness about Pierce County Library System's programs, services, needs, and goals in the community;

*Whereas*, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

*Whereas*, the Friends' gift of time and enthusiastic commitment to Pierce County Library System exemplifies strong volunteerism and leads to positive civic engagement and the betterment of Pierce County communities;

**NOW, THEREFORE**, be it resolved that the Pierce County Library System Board of Trustees proclaims October 15-21, 2023, as

## *Friends of Libraries Week*

in Pierce County, Washington,

and encourages everyone to join a Pierce County Library Friends organization, and thanks the Friends for the time and resources provided to make the Library and Pierce County communities strong.

**PROCLAIMED** this day, Wednesday, October 11, 2023.



# Officers Reports

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# MEMO



Date: September 25, 2023

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

From: Alison Eckes, Customer Experience Director of Programs and Services, Kim Archer, Enjoyment Initiative Manager, and Elly Krumwiede, Senior Librarian, Outreach Services

Subject: 2023 Summer Reading Program Results

“Spending time reading together every day and the motivation to earn prizes for reading was super exciting for my son! He has gone from reading level 1 readers with some help, to level 2 and 3 readers with some help, and he’s excited to read now, which is amazing!” – Library Patron and Parent

The child mentioned above was part of a community of nearly 30,000 readers that developed reading habits and skills, and discovered the joy of reading and learning, through their participation in Pierce County Library System’s 2023 Summer Reading Program.

The Library’s annual Summer Reading Program encourages Pierce County children, teens, and adults to read every day throughout the summer and connect with the Library and each other at events and classes across all 19 locations. Program prizes, including books to keep for their home library and passes to Point Defiance Zoo & Aquarium or Northwest Trek Wildlife Park, motivated participants to reach reading milestones during the 13-week program.

The Library also takes Summer Reading “On the Road” to provide equitable access to the Library’s Summer Reading Program by bringing library resources and high-interest reading materials, activities, book giveaways, and snack packs to locations where people live, learn, and play. This summer, the Library’s outreach services team prioritized visits to apartment complexes, community centers, summer camps, and school sites across Pierce County. Common service-access barriers include transportation, limited income, limited leisure time of adult caregivers, and geographic isolation.

The Library’s summer reading program supports families in raising readers and developing reading habits so that students maintain skills throughout the summer and return to school ready to learn. Addressing [summer learning loss](#) has continued to be a pressing need, as learning loss compounded throughout the pandemic, particularly affecting children and families experiencing financial constraints. Providing books as prizes supports families in building home libraries and is an effective strategy in preventing learning loss. [Studies show](#) that children with access to books at home during the summer maintain important reading skills and that the impact is more significant for children and families experiencing income constraints.

Summer Reading is made possible with the generous support of the Pierce County Library Foundation.

## Summer Reading Statistics

Table 1: Summer Reading Statistics

Summer Reading	2023	2022	2019	% change 2019 - 23
<b>Total Participants</b>	<b>29947</b>	<b>14646</b>	<b>36882</b>	<b>-19%</b>
<b>Total Programs Offered</b>	<b>312</b>	<b>363</b>	<b>649</b>	<b>-52%</b>
<b>Total Program Attendance</b>	<b>8507</b>	<b>7180</b>	<b>12266</b>	<b>-31%</b>
<b>Pre-Reader to Wee Reader (0-4) Challenge</b>				
Participants	3519	2548	2597	+36%
<b>Youth &amp; Teen Reading Challenges (5-18)</b>				
Participants	20018	6864	21972	-9%
<b>Adult Reading Challenge</b>				
Participants	6410	5234	12313	-48%
<b>Library Programs</b>				
Programs for All Ages	312	363	649	-52%
Youth/Teen Attendance	4931	3736	9208	-46%
Adult Attendance	3264	3444	3058	+7%
Total Attendance	8507	7180	12266	-31%
<b>On the Road with Summer Reading</b>				
Site Visits	92	64	144	-36%
Total Visitors	4026	2106	4179	-4%
<b>Summer Reading Promotion</b>				
Schools Visited	225	n/a	80	+181%
Students Reached	32108	n/a	26485	+21%
Teachers/Adults Reached	1425	n/a	746	+91%
Total Students and Teachers Reached	33533	n/a	27231	+23%

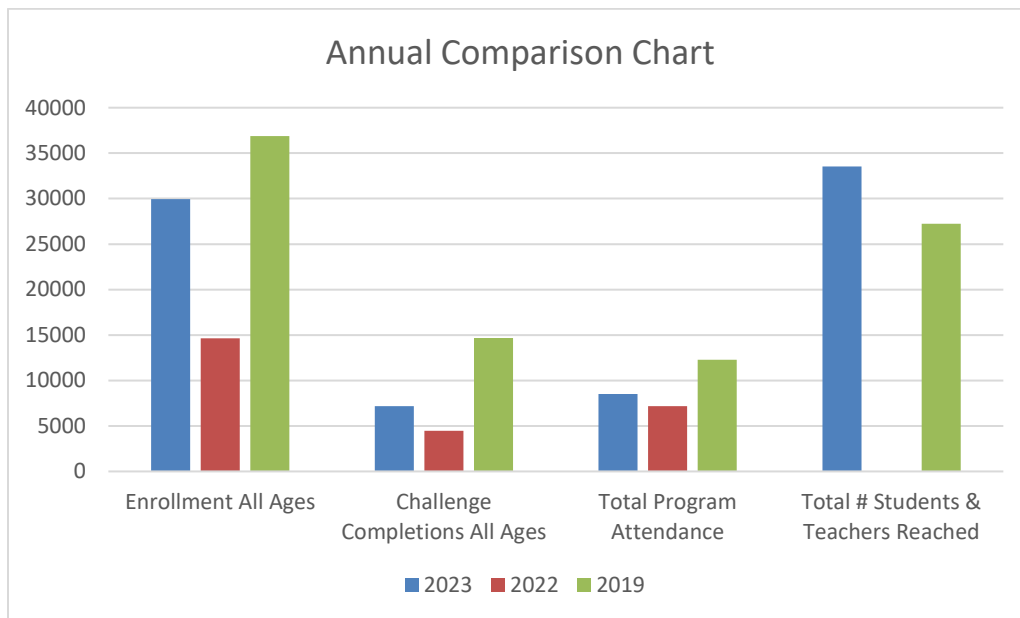


Figure 1: Annual Comparison Chart

## Customer Experiences and Stories

- The kids were very engaged, making sure they read almost every night. They loved coloring the puzzle pieces and looked forward to getting books as prizes.
- My preschooler started working on reading books with sentences not just individual words and pictures and loved helping baby sister explore.
- [On the Road with Summer Reading visits] have helped bring books to kids that wouldn't otherwise have the same type of access to them.
- My daughter has dyslexia and learning to read has been very difficult for her, most days she doesn't want to try. Doing the summer reading program gave her a reason to keep trying even when it is hard.
- It gave me motivation to read every day after I lost interest years ago, and even though it's over, I'm continuing my streak.
- Los niños esperan este día con emoción. *(The children wait for this day [On the Road with Summer Reading visit] with excitement.)*
- My kids were so motivated to make and keep the habit of reading 20 minutes (or more!) a day by using the tracker and working towards the goals of earning books and zoo passes!!!
- The summer reading program encourages me to read more and do activities I wouldn't normally do.
- My kids were very excited to get their prize books to keep! We were all really impressed with the selection and quality of prize books. Getting a nice book motivated them to complete the days for a second book. It also got them excited about checking out similar books at the library.

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# MEMO



Date: September 22, 2023

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

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

Subject: L&I – Worker’s Compensation Update

The Library has been working with Sedgewick CMS as our Third Party Administrator (TPA) for the past nine years to manage Washington State Labor & Industries (L&I) claims. Utilizing the services of a TPA for our L&I claims is beneficial because it:

- Provides an overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shifts the complex and administrative work of managing claims from the HR Analyst to the subject matter experts at Sedgwick. This helps us manage claims more timely, efficiently, and proactively, allowing front end solutions to our claims.
- Saves money for PCLS and our employees.

**Below is a summary of our L&I costs:**

- Premium History: 2014 (\$261,357), 2015 (\$216,331), 2016 (\$188,873), 2017 (\$172,826), 2018 (\$185,467), 2019 (\$179,834), 2020 (\$162,413.60), 2021 (\$171,175.14), 2022 (\$168,938.40)
- PCLS’ projected premium\* for the remainder of 2023 is \$192,828, versus our 2022 premium of \$170,784. This is an increase of \$22,044 in premiums is due to higher claims costs during the first two quarters of 2023.
- Our final experience modification impact rating for 2023 was 0.980. The industry average rating is 1.0, and our objective is to be at 0.75. During the three year window used to determine our experience factor for 2023, we dropped a lower claim year and picked up two claim years that had claims with higher medical costs.
- Based on claims so far and all things being equal, our projected premium for 2024 will be approximately \$210,693, and our experience modification factor will increase to 1.0752. The increase was capped at 25% in accordance with L&I rules. Again, this is due to dropping a lower claim year and picking up two higher claim years with medical, time loss, and a permanent disability award during the factor window period.
  - The 2024 factor window period includes 2020 & 2021 COVID years, with fewer hours worked and more expensive claims. This resulted in less forgiveness when calculating the overall experience rating.
  - We currently have three open claims with minimal medical costs, so we anticipate our experience rating will remain the same or slightly lower in 2025.
  - Sedgwick has transitioned over to the Gardiant system which allows them to upload claims information from L&I on a daily basis. This will give us notification of new claims within a day, making it easier to evaluate and accommodate job duty restrictions to implement the Stay at Work program (SAW).



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- We currently have two employees on the Stay at Work program, which will give us a refund on wages paid to help offset the costs associated with our higher experience rating. We are currently working with Sedgwick's Vocational Counselor to evaluate our high-risk jobs and develop approved task lists for these positions, which will eliminate the need to complete the more complicated EJD for physician approval. With set job task lists, Sedgwick will complete the task list based on job restrictions and send it immediately to the physician for approval, allowing us to implement the Stay at Work program sooner. A quicker turnaround time will allow us to implement SAW for claims with shorter accommodation periods and increase the rebate amount received from the SAW program.

Under our contract with Sedgwick, we pay 4.5% of our premiums in service fees. Our service fees for the remainder of 2023 will be \$8,231.43, which is an increase of \$528.17 over our 2022 fee. Projected service fees for 2024 will be \$9,481.19.

*\*Premiums are determined by the state's formula that includes the following factors: class of workers, total hours, and l&i claims history (using the past three fiscal rolling years of data - time loss and claims activity). Our premium and reserves are charged to us by the state using this data.*

**We will continue focusing on proactively:**

- Utilizing the "Stay at Work" program for Washington State to optimize saving by providing light duty opportunities for employees injured at work.
- Communicating with and educating PCLS supervisors regarding L&I and their role, and expectations to assist with handling claims carefully and timely.
- Monitoring claims and checking in regularly in order to partner with Sedgwick and our staff to move through the processes in a timely manner.
- Coordinating our ergonomic equipment and process through our Staff Ergonomic Project to help reduce risk areas and implement our ergonomic plan and approach.
- Working with L&I to get PCLS staff certified internally to complete ergonomic assessments and recommendations.

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# MEMO



Date: September 18, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Project Update

Library administrators prepared a draft Request for Qualifications (RFQ) for an architect for the new Sumner Library design and building project. We anticipate publishing it in October and the selection process taking 9-10 weeks, with the aspiration to have an architect selected by the end of the calendar year.

While there will be general public input in the building design process, we know we will need to have specific teams participating in the different aspects and phases of a new building project, including the Steering Team, Design Team, Move-In Team, and the Community Space Task Force. Internally, we have started discussing the composition of those teams to ensure diverse perspectives are included. We will invite one Trustee and a City of Sumner City Councilmember to participate on the Design Team.

Cliff Jo and I have been coordinating with Pierce County Council representatives to provide any support as they form the LCFA Board and establish their Bylaws this fall. As of this report, I do not have dates to share when those steps will be complete. The next actions for our Board of Trustees will be the Interlocal Agreement with the LCFA, possibly by the end of this calendar year. Trustees will also be asked to approve a purchase order for the architectural services while will cross over two fiscal years.

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# MEMO



Date: September 21, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Q4 2023 Focus: Heart of Your Community

As part of the Pierce County Library System's 2023 Marketing and Communications Plan, for the fourth quarter of 2023, the Library System is building upon last year's successful 2022 Welcome Back marketing and communications focus (May-June) to present Your Library—the Heart of Your Community campaign. Overall, this is a branding campaign with a focus on inspiring excitement for the Library System and bolstering the Library's visibility.

The Marketing and Communications Department collaborated with leaders from the Customer Experience Department to develop a variety of marketing and communications tactics to inform and engage audiences, including owned, earned, and paid channels.

- Posters, flyers, bookmarks
- Banners
- Website
- Video
- E-newsletter articles
- Community marketing
- Bus shelter and bus ads
- Social media marketing and advertising
- Digital advertising
- KNKX advertising
- Spanish radio advertising
- Newspaper advertising
- Direct mail
- And many other assets

Communications and marketing goals:

1. Bolster the Library's visibility in Pierce County communities.
2. Strategically position the Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of books, movies, and other materials.
3. Inform people how reading helps offset the pressures of daily life and helps reduce stress.
4. Inspire excitement; build support for visits to library buildings and use of library services.

The marketing and communications plan calls for focusing efforts on the local libraries being a central part of communities, with skilled staff to support learning, enjoyment, and community. From a place with early learning materials, books, and movies to help reduce stress to spaces to help people connect as a community, Pierce County Libraries are welcoming to all people.

# MEMO

Date: September 25, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Deputy Director Transition

As we get ready to wish Deputy Director of Operations Melinda Chesbro a happy retirement, we are busy preparing for the administrative changes coming with her planned departure. I wanted to inform the Trustees of the changes at the senior leadership level, which will be necessary as I am not filling this position when she retires.

The second Deputy Director position and leadership structure was initiated by former Executive Director Georgia Lomax as part of succession planning. With Melinda's retirement, Deputy Director Connie Behe's role evolves as the sole Deputy for the Library, a common leadership structure in libraries. The Deputy Director serves in the Director's absence or as delegate.

While the Customer Experience Leadership Team will continue reporting to Connie, her responsibility will be the Library's Deputy Director, with additional oversight over system-wide activities and projects as well. The Directors currently reporting to Melinda will all report to me starting in October.

New organization charts have been drawn up to visually illustrate the updated reporting relationships and system oversight. The updated PCLS Leadership Structure takes effect November 1, 2023.

## PCLS Reporting Structure

November 2023

