

## AGENDA

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

**November 8, 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=N1hQY0hXWkxEaXZjSnhaQ3RyTkN4QT09>

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

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

**Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing [pmcbride@piercecounitylibrary.org](mailto:pmcbride@piercecounitylibrary.org) by 2:00 p.m. on November 8. 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 October 11, 2023, Regular Meeting
2. Approval of October Payroll, Benefits, and Vouchers
3. Approval of Communico Purchase Order
4. Approval of Facilities Condition Assessments Architects Purchase Order

### Board Development

1. Process for Materials Reconsideration Requests, Deputy Director Connie Behe

### Executive Director Report

1. Joint Deputy Director Report
  - a. Fundraising Performance Report
  - b. September 2023 Financial Report
  - c. Public Services Report and Metrics Dashboard

### Unfinished Business

1. Proposed 2024 Board Meetings Schedule
2. Lakewood Libraries Update
  - a. Interim Lakewood Library Landscaping
3. 2024 Budget and Work Plan
  - a. Draft General Fund Budget
  - b. Draft Capital Improvement Projects Fund Budget
  - c. Draft Election Fund Budget
  - d. Draft Property and Facility Fund Budget
  - e. Draft Levy Sustainability Fund Budget
  - f. Draft Debt Service Fund Budget

**First Public Hearing: 2024 Draft Budget of Revenue and Expenditures [ACTION]:** *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's draft 2024 budget of Revenue and Expenditures. Comments will be limited to three (3) minutes.*

1. 2024 Revenue Sources and 2024 Expense Budget: Consideration of increases in property tax revenues, regarding the 2023 property tax levies for collection in 2024 (per RCW 84.55.120)

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### Unfinished Business (cont.)

4. 2024 Budget and Work Plan
  - a. Resolution 2023-18: To Request Highest Lawful Levy and Levy Certification **[ACTION]**
5. Policy Review
  - a. Conflict of Interest (2<sup>nd</sup> Reading) **[ACTION]**
  - b. Public Comment (2<sup>nd</sup> Reading) **[ACTION]**
  - c. Unattended Persons (2<sup>nd</sup> Reading) **[ACTION]**
  - d. Community Exhibits (2<sup>nd</sup> Reading) **[ACTION]**
  - e. Accepting Unsolicited Materials and Campaign Literature and Political Forums (1<sup>st</sup> Reading)
  - f. Communication with the Public (1<sup>st</sup> Reading)
  - g. Social Media (1<sup>st</sup> Reading)
  - h. Disposition of Policies Discussion

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

1. IRS Tax Form 990
2. New Sumner Library Project Update
3. Q3 Marketing and Communications Focus Results
4. 2024 Marketing and Communications Plan
5. Buckley Library Site Contamination Update
6. Social Media Marketing Platforms

### Announcements

### Adjournment **[ACTION]**