

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 112th St E, Tacoma, WA 98446

Optional virtual attendance available via:

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

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

Call to Order: Jamilyn Penn, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on 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)

AGENDA

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 (2nd Reading) **[ACTION]**
 - b. Public Comment (2nd Reading) **[ACTION]**
 - c. Unattended Persons (2nd Reading) **[ACTION]**
 - d. Community Exhibits (2nd Reading) **[ACTION]**
 - e. Accepting Unsolicited Materials and Campaign Literature and Political Forums (1st Reading)
 - f. Communication with the Public (1st Reading)
 - g. Social Media (1st 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]**

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 11, 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, Neesha Patel, and Abby Sloan. 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 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

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

EXECUTIVE DIRECTOR REPORT

There was a question regarding the availability of Narcan in the Library System. Deputy Director of Public Services Connie Behe noted libraries across the country are experiencing impacts from the opioid use crisis; Narcan is becoming more readily available to aid those experiencing overdose.

There was a question about the expected outcomes of the Nash Leadership Training. Deputy Director Behe mentioned that, during the final day of training, participants will be tasked with identifying organizational commitments and pinpointing leadership development topics that require special attention. The training sessions have emphasized top-down responsibility ownership, including leadership's acceptance and accountability for their behaviors and actions, as well as the provision of clear expectations and feedback. The program also places a strong emphasis on how supervisors can enhance and expand their skillset. Although this training is not exclusively focused on Equity, Diversity, and Inclusion (EDI), it does incorporate cultural competencies and awareness topics throughout. There is a separate development plan for EDI training intended for all staff that is part of the 2024 work plan.

The Trustees conveyed their appreciation to Deputy Director of Operations Melinda Chesbro for her dedicated service to the Library System as she prepares for her impending retirement. They extended their congratulations and expressed their gratitude for her invaluable guidance, acknowledging her significant contributions to both the Library and the Board. Her exceptional

knowledge and expertise were highly regarded and recognized. She was commended and thanked for her many years of exemplary service.

UNFINISHED BUSINESS

Downtown and Interim Lakewood Libraries Update – Trustees inquired if Library administrators had addressed the recent concerns regarding the removal of trees at the interim Lakewood Library. Deputy Director Chesbro noted some trees require removal and that the Library would bring additional information to the next meeting.

The Trustees raised questions regarding the artifact referred to as "the Big One." Collaborative efforts with the City of Lakewood are underway to secure a suitable location for it. The City has generously volunteered to assume responsibility for the artifact. The Library is prepared to cover the expenses associated with relocating it, whether to storage or for public display. This relocation will be coordinated as part of the building demolition phase of the project.

Interim Lakewood Library HVAC Controls Installation – *Trustee Sloan moved to approve a purchase order in the amount not to exceed \$71,000 with ATS Automation. Trustee Jenkins seconded the motion. Motion carried.*

Strategic Planning Contract and Purchase Order Approval – Trustees asked how long the engagement with the consultant would be. Deputy Director Behe noted the engagement would begin on November 6 through early 2025, as the implementation of the plan takes place. The Library last conducted a strategic planning process in 2016.

Trustee Patel moved to approve a purchase order to Coraggio Group in the amount not to exceed \$110,000 for this project. Trustee Duncan seconded the motion. Motion carried.

2024 Budget and Work Plan

Preliminary Levy Certificate and Implicit Price Deflator – Finance Director Mary Stimson noted the Library is anticipating an increase in property tax revenue of approximately \$1 million.

2024 Preliminary Budget – Director Stimson reported the Library will bring forward a draft balanced budget in November. Trustees inquired about personnel budget projections. Stimson noted the Library builds in a 3.5% reduction to overall personnel costs to account for vacancies. The department conducted a recent analysis of budget projections from the past 10 years, which indicated the projection should be closer to 4.5%.

2024 Annual Workplan Summary – Deputy Director Behe emphasized that 2024 will be a year primarily dedicated to long-range planning. This includes significant projects, such as development of the Strategic Plan and Facilities Master Plan, opening of the new Sumner Library, and ongoing planning for the long-term Lakewood Library. Some of the tasks outlined in the plan will extend into the following year.

Deputy Director Behe further mentioned that the Public Services Department will maintain its commitment to the safe management of customer behavior and public spaces, while also

working to enhance its capacity to redesign services with a focus on outcomes-based planning and evaluation. Additionally, six EDI-related projects from the EDI pillar teams' recommendations have been selected for implementation in 2024. The Trustees expressed their satisfaction with the Library's initiative to launch Employee Resource Groups. Library administrators plan to provide quarterly workplan progress updates throughout 2024.

Policy Review

Library Rules of Conduct (2nd Reading) – *Trustee Duncan moved to approve the Library Rules of Conduct policy as presented, effective November 1, 2023. Trustee Sloan seconded the motion. Motion carried.*

Conflict of Interest (1st Reading) – Trustees inquired about the last revisions to the Conflict of Interest and Code of Ethics policies, which were June 12, 2013, and February 11, 2015, respectively.

Public Comment (1st Reading) – Trustees asked for clarification on language in the policy regarding the Board's discretion when addressing disruptions. Staff clarified that only the comment session would end but that the meeting may continue. Trustees also inquired about the amount of public comments received during meetings. Deputy Director Behe noted there has been a significant increase in citizen engagement since the pandemic. It was noted that libraries that hold meetings in the evenings consistently have more public comments.

Unattended Persons (1st Reading) – Trustees commended this policy as being well considered and robust, acknowledging its thoughtful provisions for both children and adults who may require the care described in this policy. Additionally, they recognized that the policy offers protection to Library staff as they interact with patrons.

Community Exhibits (1st Reading) – There was no additional discussion.

Accepting Unsolicited Materials and Campaign Literature and Political Forums Discussion – Concerns about signature-gatherers' behavior potentially becoming disruptive were addressed by Marketing and Communications Director Mary Getchell stating that staff would enforce the Library Rules of Conduct in these instances.

Trustees inquired about the distinction between access to post information on the Library's website and community bulletin boards within the buildings. The policy clarifies only non-profit entities or government agencies acting within the Library's service area may request to have their material posted on bulletin boards and the Library's website, on a space available basis.

Communication with the Public Discussion – There were no additional comments.

Social Media Discussion – There was discussion about removing acronyms for the Library in the policies and questions about how the Library handles comments.

Director Getchell clarified that the Library currently has three staff members responsible for monitoring social media comments. PCLS brings additional administrators and legal counsel into the decision-making process if there are concerns. Director Getchell also highlighted that such actions are infrequent and not a common occurrence.

Trustees inquired about the criteria the Library employs when selecting social media platforms. Director Getchell explained that Facebook and Instagram have been the primary platforms driving the Library's online presence. The Library previously utilized X (formerly Twitter) but is no longer active on it. Platforms like Tik-Tok and Threads have not been identified as viable options at the moment. LinkedIn and YouTube are primarily used as platforms to promote the business services the Library offers. The Library also monitors additional social media sites when PCLS is mentioned, staying informed about community discussions and engagement.

Deputy Director Chesbro noted the Library would present a report outlining the social media platforms the Library uses in preparation of the final reading of this policy.

NEW BUSINESS

2023 Proposed Amended Budgets – Director Stimson highlighted the amendments to the Capital Fund and the Property and Facility Fund revenue and expenditures.

Deputy Director Chesbro noted the Library does not typically amend its budget. However, with higher than anticipated project bids and supply chain issues, a significant revision to the capital budget was necessary.

There was a question about how the transferred funds impact the Property and Facility Fund. Director Stimson noted these funds were set aside for future use for facilities projects. The remaining account balance will be utilized in future years.

Trustee Duncan moved to approve Resolutions 2023-14 through 2023-15 as presented. Trustee Jenkins seconded the motion. Motion carried.

2023 Transfers to Capital Fund

Trustee Jenkins moved to approve Resolutions 2023-16 as presented. Trustee Patel seconded the motion. Motion carried.

Director Stimson noted an error in the title of Resolution 2023-17, which should reflect a transfer of \$2.5 million.

Trustee Jenkins moved to approve Resolutions 2023-17 as amended. Trustee Patel seconded the motion. Motion carried.

Proposed 2024 Board Meeting Schedule – The options for the meeting schedule were presented. Discussion ensued. Trustee Duncan shared that while she prefers option 2, she has a standing obligation on Wednesdays at 7:00 pm, which would not enable her to attend 5:30 pm meetings in person. Trustees noted virtual attendance is helpful given their other obligations.

Trustees were pleased to see the opportunities to conduct periodic meetings at branches, providing local community members easier accessibility.

Trustees suggested the implementation of option 2, with 3:30 pm start times for virtual and 5:30 pm start times for in-branch meetings. Staff noted that public participation tends to occur when citizens feel they have a particularly compelling reason to attend, regardless of start time. Trustees expressed a desire to hold meetings in some of the less-centralized branch locations.

2024 Trustee Vacancies – Discussion ensued. The Board directed Library staff to submit the recommendation for Trustee Duncan’s appointment to her first full term to Pierce County Executive Dammeier.

National Friends of the Library Proclamation – John Ufford, President of the Friends of the Steilacoom Library and Bob Estrada, President of the Friends of the Lakewood Library, were in attendance for the reading of the proclamation.

Deputy Director Behe announced that October 15-23, 2023, is National Friends of the Library Week, designated to celebrate and acknowledge the Friends who generously volunteer their time and resources to support libraries. Friends play a vital role in advocating for increased Library awareness, fundraising, and providing support for various library activities. It was noted that due to the pandemic, there have been fewer opportunities for the Friends to actively contribute. Deputy Director Behe commended their consideration and understanding, as the Library focused on efforts to rebuild and rekindle its relationships with all Friends groups. Trustees expressed gratitude to the Friends for their commitment to the Library.

OFFICERS REPORTS

Summer Reading Program Results – Chair Penn recently visited her local library and witnessed a family engaging in the Summer Reading program. She also appreciated the book recommendations she received from staff. Trustee Sloan shared the story of a local University Place resident who posted a photo of herself and her child receiving their first library card.

Deputy Director Transition – Trustees once again expressed their gratitude to Deputy Director Chesbro.

ANNOUNCEMENTS

Trustee Duncan will be excused from the November 8, 2023, meeting.

ADJOURNMENT

The meeting was adjourned at 5:23 pm on motion by Trustee Duncan, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants*	10135-10136	10/20/2023	\$ 368.96
Electronic Payments - Payroll & Acct Payable		10/6/2023	\$ 987,606.55
Electronic Payments - Payroll & Acct Payable		10/20/2023	\$ 984,261.92
Accounts Payable Warrants	705131 - 705270	10/1/2023 - 10/31/2023	\$ 1,324,878.56
Total:			<u>\$ 3,297,115.99</u>

** We needed to run a one off payroll paper warrant in this instance. This report also includes a voided warrant. We will remove this line next month as we have moved to direct deposit as described in March 2023.*

As of 11.2.2023

ALL CHECKS

CHECK DATE FROM: 10/01/2023 TO: 10/31/2023

CHECKING ACCOUNT: 999.000.000.000.111100

EMP NAME	ISSUED	ST	CHECK #	AMOUNT
LEE, CAMERON	10/20/2023	R	10135	184.48
LEE, CAMERON	10/20/2023	C	10136	184.48
TOTAL CHECKS			2	368.96

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

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 10/06/23 Payroll

Withdrawal Date: 10/6/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,066.48
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	65,138.09
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	65,138.09
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	617,118.77
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,719.67
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	57,195.45
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,709.67
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,498.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,022.01
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						\$ 987,606.55

Certification:

Stacy Karabotsos
 Signature (Department Designee)

10/4/2023
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 10/20/23 Payroll

Withdrawal Date: 10/20/2023

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	78,860.26
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	104,908.46
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	24,535.06
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	615,550.20
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,975.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	56,548.62
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,101.80
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,498.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,022.01
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	1,437.51
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	620.92
Total Deposit						\$ 984,261.92

Certification:

Stacy Karabotsos
 Signature (Department Designee)

10/18/2023
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705131	10/06/2023	PRINTED	314	AFSCME AFL-CIO	0.00	13,788.21	10/11/2023
705132	10/06/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,123.45	10/17/2023
705133	10/06/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	470.67	10/06/2023
705134	10/06/2023	PRINTED	336	ATS AUTOMATION INC	0.00	7,173.37	10/17/2023
705135	10/06/2023	PRINTED	2143	AWARDCO INC	0.00	565.00	10/13/2023
705136	10/06/2023	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	328.78	10/11/2023
705137	10/06/2023	PRINTED	638	CITY OF BUCKLEY	0.00	699.66	10/13/2023
705138	10/06/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	206.90	10/12/2023
705139	10/06/2023	PRINTED	669	CHUCKALS INC	0.00	2,109.74	10/11/2023
705140	10/06/2023	PRINTED	998	CINTAS CORPORATION	0.00	419.64	10/19/2023
705141	10/06/2023	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	587.38	10/13/2023
705142	10/06/2023	PRINTED	142	CUMMINS SALES AND SERVICE	0.00	681.70	10/13/2023
705143	10/06/2023	PRINTED	1001	DATA QUEST LLC	0.00	45.00	10/16/2023
705144	10/06/2023	PRINTED	155	DELL MARKETING LP	0.00	20,331.94	10/16/2023
705145	10/06/2023	PRINTED	160	DEPT OF ECOLOGY	0.00	379.55	10/13/2023
705146	10/06/2023	PRINTED	2370	FENCE SPECIALISTS LLC	0.00	2,200.00	10/16/2023
705147	10/06/2023	PRINTED	445	GHA TECHNOLOGIES INC	0.00	14,101.61	10/11/2023
705148	10/06/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	2,541.00	10/11/2023
705149	10/06/2023	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	70.00	10/12/2023
705150	10/06/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	2,308.28	10/12/2023
705151	10/06/2023	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	0.00	1,445.32	10/13/2023
705152	10/06/2023	PRINTED	710	IRON MOUNTAIN INC	0.00	484.99	10/12/2023
705153	10/06/2023	PRINTED	1886	LAMAR COMPANIES	0.00	4,141.33	10/13/2023
705154	10/06/2023	PRINTED	2338	LIBRARY IDEAS LLC	0.00	3,076.14	10/16/2023
705155	10/06/2023	PRINTED	26	LINGO	0.00	125.05	10/16/2023
705156	10/06/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	25,402.37	10/16/2023
705157	10/06/2023	PRINTED	216	CITY OF MILTON	0.00	619.32	10/11/2023
705158	10/06/2023	PRINTED	1081	NASIM LANDSCAPE	0.00	9,517.49	10/12/2023
705159	10/06/2023	PRINTED	241	NEWS TRIBUNE	0.00	2,683.20	10/19/2023
705160	10/06/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	2,290.00	10/13/2023
705161	10/06/2023	PRINTED	532	PANDORA MEDIA LLC	0.00	1,682.52	10/12/2023
705162	10/06/2023	PRINTED	540	PARKLAND LIGHT & WATER	0.00	1,050.12	10/13/2023
705163	10/06/2023	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,021.98	10/16/2023
705164	10/06/2023	PRINTED	1200	PIONEER PACKAGING	0.00	450.75	10/11/2023
705165	10/06/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	530.99	10/12/2023
705166	10/06/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	1,177.54	10/12/2023
705167	10/06/2023	PRINTED	61	RICOH USA INC	0.00	116.07	10/12/2023
705168	10/06/2023	PRINTED	61	RICOH USA INC	0.00	1,430.17	10/13/2023
705169	10/06/2023	PRINTED	85	SARCO SUPPLY LLC	0.00	1,379.76	10/11/2023
705170	10/06/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	230.79	10/18/2023
705171	10/06/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	905.47	10/12/2023
705172	10/06/2023	PRINTED	273	TOWN OF STEILACOOM	0.00	1,795.16	10/16/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705173	10/06/2023	PRINTED	285	CITY OF SUMNER	0.00	1,205.80	10/13/2023
705174	10/06/2023	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,402.93	10/12/2023
705175	10/06/2023	PRINTED	581	TILlicUM COMMUNITY SERVICE CEN	0.00	2,188.32	10/12/2023
705176	10/06/2023	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	117.41	10/16/2023
705177	10/06/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,115.03	10/12/2023
705178	10/06/2023	PRINTED	2015	WEX BANK	0.00	4,454.66	10/13/2023
705179	10/10/2023	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	268,280.78	10/19/2023
705180	10/12/2023	PRINTED	748	PIERCE COUNTY SUPERIOR COURT	0.00	1,269.06	10/20/2023
705181	10/13/2023	PRINTED	341	BAKER & TAYLOR	0.00	14,298.00	10/25/2023
705182	10/13/2023	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	10/23/2023
705183	10/13/2023	PRINTED	998	CINTAS CORPORATION	419.64	0.00	
705184	10/13/2023	PRINTED	160	WASHINGTON STATE DEPARTMENT OF ECOLOGY	0.00	384.00	10/19/2023
705185	10/13/2023	PRINTED	379	E-RATE EXPERTISE INC	0.00	4,075.00	10/20/2023
705186	10/13/2023	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY	0.00	250.00	10/19/2023
705187	10/13/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	455.03	10/18/2023
705188	10/13/2023	PRINTED	2338	LIBRARY IDEAS LLC	0.00	184.04	10/30/2023
705189	10/13/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	115.52	10/20/2023
705190	10/13/2023	PRINTED	241	NEWS TRIBUNE	0.00	390.00	10/23/2023
705191	10/13/2023	PRINTED	520	CITY OF ORTING	0.00	227.35	10/19/2023
705192	10/13/2023	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	130.00	10/17/2023
705193	10/13/2023	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	461.40	10/20/2023
705194	10/13/2023	PRINTED	2593	PLAYAWAY PRODUCTS LLC	0.00	2,456.57	10/24/2023
705195	10/13/2023	PRINTED	776	PUGET SOUND ENERGY	0.00	742.08	10/17/2023
705196	10/13/2023	PRINTED	61	RICOH USA INC	0.00	323.36	10/19/2023
705197	10/13/2023	PRINTED	2651	SCJ ALLIANCE	0.00	8,955.00	10/18/2023
705198	10/13/2023	PRINTED	2097	SENTINEL PEST CONTROL	0.00	405.97	10/23/2023
705199	10/13/2023	PRINTED	2365	TEKS SERVICES INC	0.00	47,125.45	10/17/2023
705200	10/13/2023	PRINTED	605	US BANK	0.00	317,122.91	10/17/2023
705201	10/13/2023	PRINTED	2673	LORI TSUGAWA WHALEY	0.00	55.00	10/30/2023
705202	10/13/2023	PRINTED	2008	ZPROCIS SOLUTIONS INC	3,045.00	0.00	
705203	10/20/2023	PRINTED	2253	AMY ANDERSON	0.00	241.50	10/30/2023
705204	10/20/2023	PRINTED	1010	AMARANTA SANDYS	0.00	425.00	10/27/2023
705205	10/20/2023	PRINTED	341	BAKER & TAYLOR	0.00	7,813.16	10/26/2023
705206	10/20/2023	PRINTED	2423	BETA - LAKEWOOD LLC	23,000.00	0.00	04/21/1919
705207	10/20/2023	PRINTED	2220	ROBIN BRADFORD	0.00	450.02	10/25/2023
705208	10/20/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,275.84	10/26/2023
705209	10/20/2023	PRINTED	998	CINTAS CORPORATION	852.06	0.00	
705210	10/20/2023	PRINTED	1358	MATTHEW NEBEKER	0.00	75.00	10/30/2023
705211	10/20/2023	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	13,185.13	0.00	
705212	10/20/2023	PRINTED	2704	ELLIE PETERSON BOOKS	0.00	400.00	10/31/2023
705213	10/20/2023	PRINTED	2386	GATEWAY CONSTRUCTION SERVICES INC	0.00	10,406.62	10/31/2023
705214	10/20/2023	PRINTED	482	HERMANSON COMPANY LLP	0.00	6,358.29	10/25/2023

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705215	10/20/2023	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	345.18	10/26/2023
705216	10/20/2023	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	10/25/2023
705217	10/20/2023	PRINTED	211	MIDWEST TAPE LLC	0.00	26,721.90	10/27/2023
705218	10/20/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	0.00	1,183.80	10/25/2023
705219	10/20/2023	PRINTED	241	NEWS TRIBUNE	0.00	780.00	10/30/2023
705220	10/20/2023	PRINTED	2514	OMNI YOGA LLC	250.00	0.00	
705221	10/20/2023	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	2,290.00	0.00	
705222	10/20/2023	PRINTED	2096	PEOPLESPLACE	6,688.24	0.00	
705223	10/20/2023	PRINTED	1200	PIONEER PACKAGING	274.59	0.00	
705224	10/20/2023	PRINTED	2628	ANDREA PONS LOPEZ	450.00	0.00	
705225	10/20/2023	PRINTED	782	XEROX CORPORATION	142.45	0.00	
705226	10/20/2023	PRINTED	61	RICOH USA INC	3,818.71	0.00	
705227	10/20/2023	PRINTED	61	RICOH USA INC	1,232.20	0.00	
705228	10/20/2023	PRINTED	2692	RICARDO RUIZ	500.00	0.00	
705229	10/20/2023	PRINTED	882	JEFFREY SAXON	350.00	0.00	
705230	10/20/2023	PRINTED	2097	SENTINEL PEST CONTROL	765.38	0.00	
705231	10/20/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	616.56	0.00	
705232	10/20/2023	PRINTED	284	SUMMIT WATER & SUPPLY CO	1,356.59	0.00	
705233	10/20/2023	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	1,276.98	0.00	
705234	10/20/2023	PRINTED	810	WAYNES ROOFING INC	5,710.89	0.00	
705235	10/20/2023	PRINTED	811	WCP SOLUTIONS	1,165.65	0.00	
705236	10/23/2023	PRINTED	313	AFLAC	3,507.60	0.00	
705237	10/23/2023	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
705238	10/23/2023	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	2,123.45	0.00	
705239	10/23/2023	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	470.67	0.00	
705240	10/26/2023	PRINTED	163	DEPT OF LABOR & INDUSTRIES	50,801.33	0.00	
705241	10/26/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	27,863.71	0.00	
705242	10/26/2023	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	43,443.40	0.00	
705243	10/27/2023	PRINTED	1010	AMARANTA SANDYS	425.00	0.00	
705244	10/27/2023	PRINTED	341	BAKER & TAYLOR	23,195.98	0.00	
705245	10/27/2023	PRINTED	642	BUILDINGWORK LLC	74,554.57	0.00	
705246	10/27/2023	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	7,785.17	0.00	
705247	10/27/2023	PRINTED	657	CENGAGE LEARNING INC / GALE	4,041.07	0.00	
705248	10/27/2023	PRINTED	998	CINTAS CORPORATION	426.03	0.00	
705249	10/27/2023	PRINTED	146	DAILY JOURNAL OF COMMERCE	367.20	0.00	
705250	10/27/2023	PRINTED	2777	CHRISTIAN DOSCHER	7.60	0.00	
705251	10/27/2023	PRINTED	2370	FENCE SPECIALISTS LLC	3,297.50	0.00	
705252	10/27/2023	PRINTED	1052	FREEDOM MARTIAL ARTS ACADEMY	300.00	0.00	
705253	10/27/2023	PRINTED	455	GORDON THOMAS HONEYWELL LLP	3,369.00	0.00	
705254	10/27/2023	PRINTED	703	INGRAM LIBRARY SERVICES	329.40	0.00	
705255	10/27/2023	PRINTED	735	KING COUNTY LIBRARY SYSTEM	18.00	0.00	
705256	10/27/2023	PRINTED	227	MOUNTAIN MIST	28.30	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
705257	10/27/2023	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	1,356.00		0.00
705258	10/27/2023	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	591.90		0.00
705259	10/27/2023	PRINTED	512	OETC	83,949.17		0.00
705260	10/27/2023	PRINTED	552	PENINSULA LIGHT CO	1,138.49		0.00
705261	10/27/2023	PRINTED	560	PIERCE COUNTY	360.00		0.00
705262	10/27/2023	PRINTED	752	PITNEY BOWES	15,000.00		0.00
705263	10/27/2023	PRINTED	762	PRINT NW LLC	438.53		0.00
705264	10/27/2023	PRINTED	776	PUGET SOUND ENERGY	2,539.55		0.00
705265	10/27/2023	PRINTED	61	RICOH USA INC	1,171.63		0.00
705266	10/27/2023	PRINTED	2097	SENTINEL PEST CONTROL	229.39		0.00
705267	10/27/2023	PRINTED	2738	SENTRUM MAKETING LLC	13,693.50		0.00
705268	10/27/2023	PRINTED	249	SMITH FIRE SYSTEMS INC	141.58		0.00
705269	10/27/2023	PRINTED	2774	STORYTIME PODS PTY LTD	7,250.00		0.00
705270	10/27/2023	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	1,769.71		0.00
					443,548.50	881,330.06	1,324,878.56

MEMO



Date: October 26, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Communico Purchase Order Approval

The Library uses a product called Communico, which among other features, provides online reservation systems for meeting rooms and event programming. It is up for renewal in November, and the company has offered a three-year option that includes a discount. Upon review of needs and cost savings, we recommend moving forward with a three-year renewal at a 30% discount from annual renewals.

Total one-time cost for three years is \$175,371 plus applicable tax. Because this exceeds the \$150,000 threshold, we need Board approval to create a purchase order.

Action: *Move to approve a purchase order to Communico LLC in an amount not to exceed \$176,000 plus applicable tax.*

MEMO



Date: October 25, 2023

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

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: Facilities Condition Assessment Architect Purchase Order – Phase 2

During the September Board meeting, we asked the Board to approve the purchase order for Phase 1 of the Facilities Condition Assessment (“Assessment”) project. Starling Whitehead Lux Architects (“Architect”) is nearing the completion of Phase 1 of the Assessment. This work is scheduled to complete November 10, which included initial visits of the thirteen (13) Library-owned properties to provide initial recommendations for repairs and deficiencies.

For Phase 2, the Architect will present recommendations with priorities and define the appropriate scope. The estimated proposal for each building’s detailed scoping is \$27,241, for a total of \$354,133.

As mentioned during prior meetings, costs for this and other projects were to be accomplished through a revised capital improvement budget. The amended capital budget was approved during the October Board meeting and fully funded this Assessment.

Because this work exceeds the threshold of \$150,000, we need Board approval.

ACTION 1: Move to approve a purchase order to Starling Whitehead Lux Architects in the amount not to exceed \$360,000 for Phase 2 of this project.

Board Development

MEMO



Date: October 12, 2023

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

From: Connie Behe, Deputy Director

Subject: Board Development – PCLS Process for Materials Reconsideration Requests

The Selection of Library Materials policy was revised by the Board on September 14, 2022. Library Administration and staff updated the internal process for requesting that an item in the collection be reconsidered. Over the last year, the Board has received training on the First Amendment as it applies to Library policies as well as an overview of how our library selects materials for our collections. This month we want to provide the Trustees with a training to better understand how we respond to a request to reconsider an item in the library's collection.

People ask for materials to be reconsidered for a variety of reasons: from moving materials to a more age-appropriate shelf to removing materials from the Library's collection completely. The updated policy and process protect the public's right to voice concerns about public resources and provide a structure for staff to quickly respond in the event that someone asks for materials to be reviewed. It is important for everyone to understand how the process works and the role each of us plays.

In this training, I will review the Selection of Library Materials policy, internal process for addressing requests to reconsider materials, and the Board's role and responsibilities.

Executive Director Report (Routine Reports)

MEMO



Date: October 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – Deputy Directors Report

As I was out of the office for much of October, Deputy Directors Connie Behe and Melinda Chesbro provided the following Deputy Director report for the November meeting. This memo provides an overview of activities during the month of October 2023. We will be happy to answer any questions the Trustees may have regarding this or any of the other routine reports.

In late September, Deputy Director Connie Behe attended the Sumner Open House where she learned about the ongoing City of Sumner major projects and connected with Library staff at the library information table. She also gave a presentation to the Cascade Club of Tacoma. Club members were appreciative of the presentation and asked questions about funding, how artificial intelligence is impacting Library service delivery and showed appreciation for the Library’s online audio book collection.

Deputy Director Behe attended two nonprofit luncheons. At the Sound Outreach Luncheon, she learned about the financial and job coaching services the organization provides to individuals with low and fixed incomes. The Better Futures Luncheon was presented by Hilltop Artists, a youth development arts nonprofit in Tacoma. Both events provided an opportunity to learn more about services provided to members of the community and engage with community leaders.

The biennial Friends of the Library Connection occurred on October 14, 2023, at the Library’s Administrative Center. Friends’ representatives asked questions about their new Memorandum of Understandings (MOU), how to obtain required liability insurance, and to hear about opportunities to support the Library. Staff showed their appreciation for Friends groups with customized homemade cards. Over the past year, Customer Experience Director of Programs and Services Alison Eckes and her team devoted a substantial amount of time working closely with the Friends groups to ensure a comprehensive alignment regarding the new MOUs between the groups and the Library. All 17 Friends groups now have an MOU in place.

Between July and October, Deputy Director Behe, Customer Experience Director Melissa Munn, and Collection Management Director Amy Anderson, conducted mandatory training sessions on Materials Challenges to ensure all staff is well-informed on the process and best practices for handling materials reconsideration requests. Content from this training will be presented during the onboarding processes for new hires and those assuming leadership roles within the organization.

Library leaders are planning an All Staff Day on Thursday, April 11, 2024. In addition to designing a day of learning and team building, our strategic planning consultants will leverage the opportunity for staff engagement at this in-person gathering.

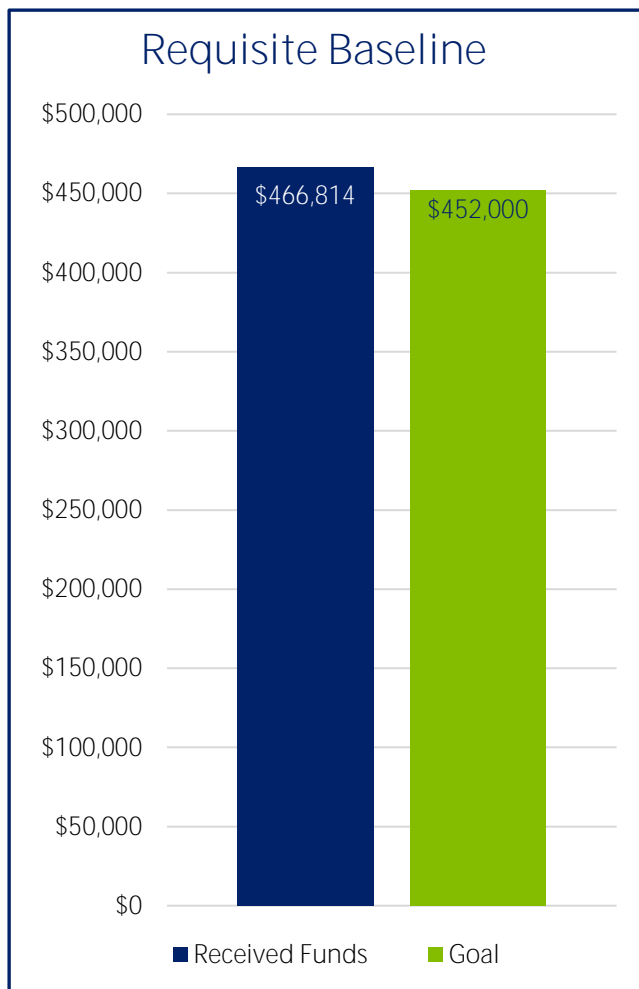
The Customer Experience Team, consisting of the Customer Experience, Collection Management and Deputy Directors, will visit the Edmonton Public Library at the end of October. They will tour the new facility in downtown Edmonton and learn from library administrators about their strategic plan, which includes outcomes-based objectives and human centered design.

Deputy Director Melinda Chesbro and members of the website team met with the Department of Education, Office of Civil Rights attorney to review the outstanding issues with accessibility on the Library's public website. The pages involved are 3rd party vendor pages and staff are in communication with these vendors to make the required updates.

Library staff had the opportunity to bid Melinda Chesbro a happy retirement at an open house reception at the end of October.



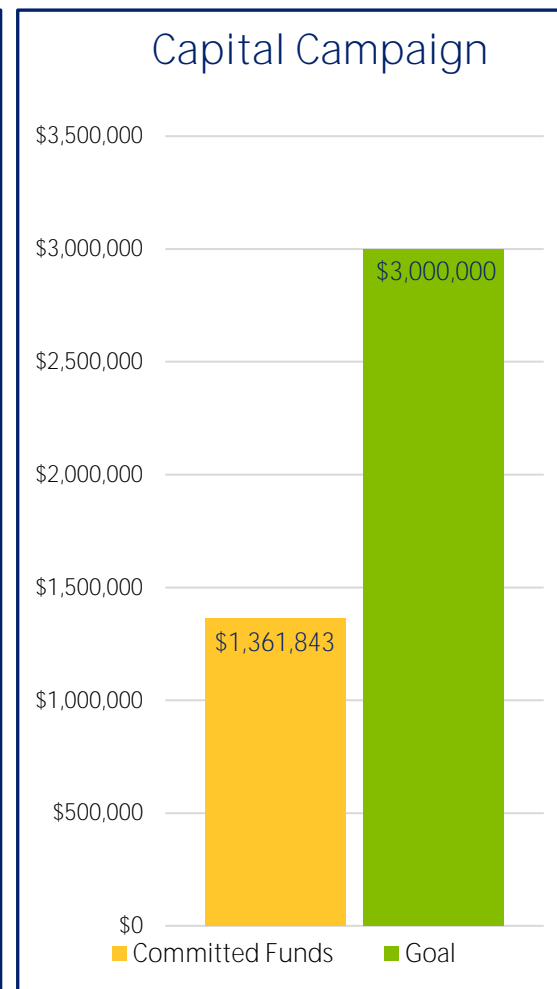
Fundraising Performance Dashboard



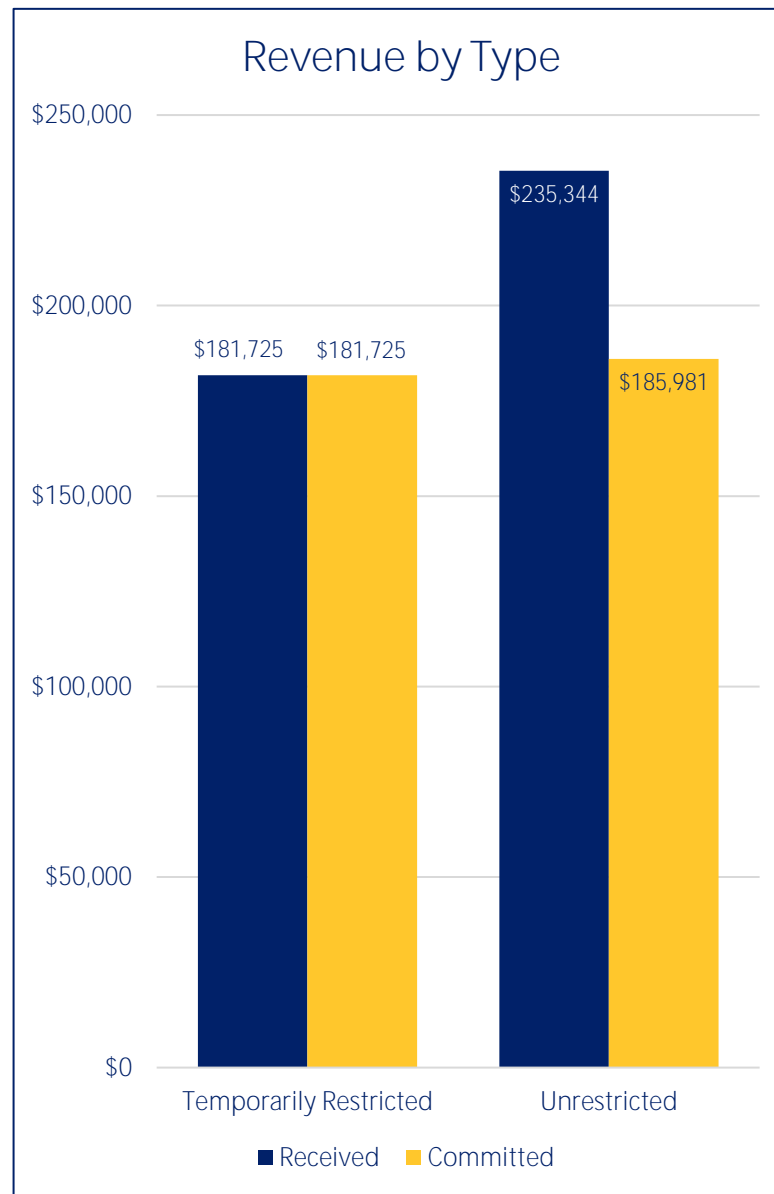
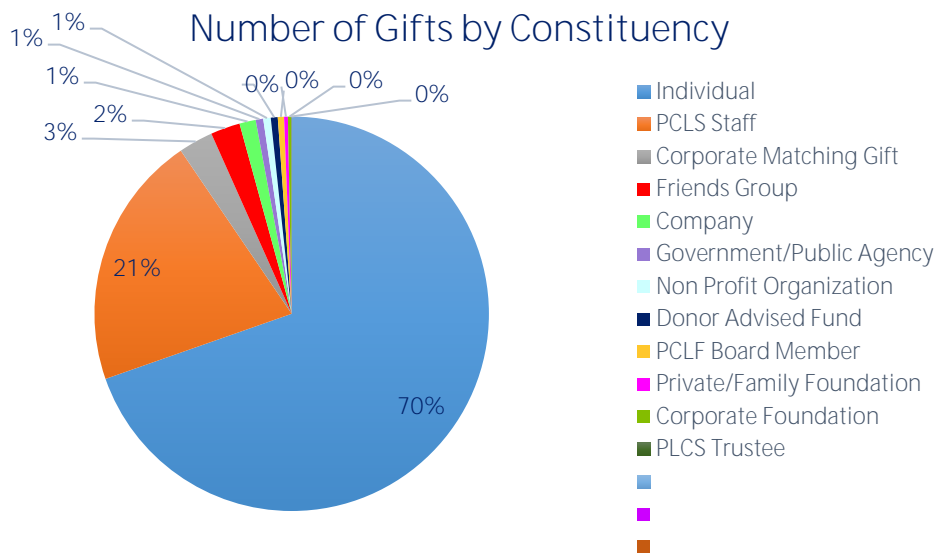
Goal = PCLS/Foundation annual agreement



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

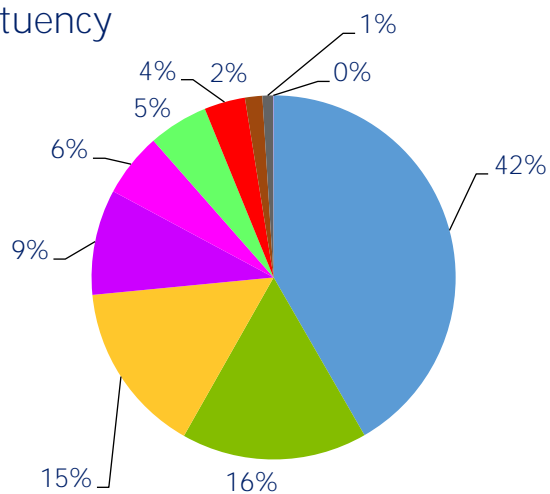


Annual Campaign Statistics



Gift Revenue by Constituency

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



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
459	43.59%	\$112,118	38.66%	588	\$90,384

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
24	39.34%	\$122,462	351.58%	36	\$55,959

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
28	18.30%	\$12,474	2.07%	122	\$12,297

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
8	30.77%	\$89,091	53.41%	16	\$8,301

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
75	2.93%	\$9,298	13.56%	

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
14	10.69%	\$112,765	166.32%	

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
131	9.30%	\$13,471	56.30%	

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
8	14.00%	\$74,468	841.40%	

Updates

What's going well

- Annual Campaign: we're solidly situated for a positive year-end outcome
- Trivia BEE: we're planning on a solid turnout and return for our 5th annual event

Areas to capitalize on

- Capital Campaign: cultivation efforts happening prior to holidays
- Foundation Board: seeking new board members, specifically with legal, financial, and real estate backgrounds & skills

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

September 30, 2023

Prepared By: Mary Stimson, Finance Director

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

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

General Fund

September

- **534305. Includes annual renewal payments to Brodart and Newsbank for database services**
- **541020. Includes payment to Vertiv for annual IT maintenance service renewal**
- **545010. Includes payment to Beta - Lakewood LLC for the 1st lease payment for the Lakewood Interim Library ground lease**

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

September

- **541060. Includes payment to BuildingWork for architecture/design and consulting services for Lakewood Interim Library**
- **562100. Includes payment to Plumb Signs for Graham parking lot monument installation work**
- **562100. Includes payment to Rivers Edge Environmental Service for bonding for work on the Buckley UST landscape remediation**

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 1st payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

May

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

April

- 541060. Payment to BuildingWork for work on the design process with Modern Building Services for the Lakewood Interim Library

March

- 564100. Includes payment for the IT Transit Van
- 541060. Includes two payments to BuildingWork for work on the Lakewood Interim Library Project
- 541020. Includes payment for groundwater monitoring and regulatory closure services for proposed Sumner Library

February

- 563100. Includes payment for South Hill parking lot landscaping and enhancement
- 541040. Includes payments for legal services for Lakewood project

January

- 562100. Includes payment for interior of Bonney Lake Library improvement project

- 562800. Includes payment for furniture for Bonney Lake Library improvement project
- Cash in the capital fund shows a substantial increase due to the significant transfer in December 2022

Special Purpose Fund

January-September

- **No activity.**

Election Fund

January-September

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

Property & Facility Fund

January-September

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

Levy Sustainability Fund

January-September

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

Debt Service Fund

January-September

- **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	321,133.87	319,806.85	1,327.02	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
	\$ 2,655,114.21	\$ 2,638,349.51	\$ 16,764.70	\$ -

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
September 30, 2023**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 3,006,223	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 999,654	\$ 4,006,277
Investments	\$ 6,847,912	\$ -	\$ 13,420,635	\$ 1,181,504	\$ 2,521,924	\$ 93,263	\$ 6,457,446	\$ 30,522,685
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 9,853,655	\$ -	\$ 13,420,735	\$ 1,181,604	\$ 2,522,024	\$ 93,363	\$ 7,457,101	\$ 34,528,482
TOTAL ASSETS	\$ 9,853,655	\$ -	\$ 13,420,735	\$ 1,181,604	\$ 2,522,024	\$ 93,363	\$ 7,457,101	\$ 34,528,482
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 1,733	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,733
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,746	\$ 10,746
Sales Tax Payable*	\$ 2,410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,410
Payroll Payable	\$ 250,234	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,234
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 254,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,746	\$ 265,123
TOTAL LIABILITIES	\$ 254,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,746	\$ 265,123
FUND BALANCE								
Reserve for Encumbrances	\$ 828,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,553,110	\$ 9,381,547
Levy Sustainability	\$ -	\$ -	\$ 12,921,184	\$ -	\$ -	\$ -	\$ -	\$ 12,921,184
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,137,624	\$ -	\$ -	\$ -	\$ 1,137,624
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 2,428,152	\$ -	\$ -	\$ 2,428,152
Unreserved Fund Balance	\$ 8,770,841	\$ -	\$ 499,551	\$ 43,980	\$ 93,872	\$ 93,363	\$ (1,106,756)	\$ 8,394,851
TOTAL FUND BALANCE	\$ 9,599,278	\$ -	\$ 13,420,735	\$ 1,181,604	\$ 2,522,024	\$ 93,363	\$ 7,446,355	\$ 34,263,359
TOTAL LIABILITIES & FUND BALANCE	\$ 9,853,655	\$ -	\$ 13,420,735	\$ 1,181,604	\$ 2,522,024	\$ 93,363	\$ 7,457,101	\$ 34,528,482
BEGINNING FUND BALANCE, 01/01/23								
	\$ 12,063,142	\$ -	\$ 12,921,185	\$ 1,137,625	\$ 2,428,152	\$ 90,114	\$ 8,934,433	\$ 37,574,651
YTD Revenue	\$ 26,190,588	\$ -	\$ 499,550	\$ 43,979	\$ 93,872	\$ 3,249	\$ 325,544	\$ 27,156,782
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (28,654,452)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,813,622)	\$ (30,468,074)
ENDING FUND BALANCE, 09/30/23	\$ 9,599,278	\$ -	\$ 13,420,735	\$ 1,181,604	\$ 2,522,024	\$ 93,363	\$ 7,446,355	\$ 34,263,359
TAXES RECEIVABLE	\$ 20,071,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,071,430

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

	<i>HISTORICAL</i> 10/31/2022	<i>HISTORICAL</i> 11/30/2022	<i>HISTORICAL</i> 12/31/2022	<i>HISTORICAL</i> 1/31/2023	<i>HISTORICAL</i> 2/28/2023	<i>HISTORICAL</i> 3/31/2023	<i>HISTORICAL</i> 4/30/2023	<i>HISTORICAL</i> 5/31/2023	<i>HISTORICAL</i> 6/30/2023	<i>HISTORICAL</i> 7/31/2023	<i>HISTORICAL</i> 8/31/2023	<i>CURRENT</i> 9/30/2023
ASSETS												
Current Assets												
Cash	\$ 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	\$ 3,006,223
Investments	\$ 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	\$ 6,847,912
Accrued Interest on Investments	\$ 3,577	\$ -	\$ 869	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ -	\$ -	\$ -	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655
TOTAL ASSETS	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655
LIABILITIES												
Current Liabilities												
Warrants Payable	\$ -	\$ -	\$ 971	\$ 1,863	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ 1,733
Sales Tax Payable	\$ 765	\$ 880	\$ 92	\$ 2,783	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 2,410
Payroll Payable	\$ (359)	\$ 92	\$ 1,063	\$ 151,879	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ 250,234
US Bank	\$ -	\$ -	\$ -	\$ (25,878)	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377
TOTAL LIABILITIES	\$ 406	\$ 972	\$ 1,063	\$ 130,647	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ 1,194,994	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019	\$ 928,631	\$ 905,598	\$ 718,410	\$ 828,437
Unreserved Fund Balance	\$ 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	\$ 8,770,841
TOTAL FUND BALANCE	\$ 21,226,518	\$ 19,402,617	\$ 12,095,501	\$ 9,466,593	\$ 7,078,885	\$ 6,163,778	\$ 20,195,365	\$ 20,658,895	\$ 17,603,616	\$ 14,928,333	\$ 12,251,983	\$ 9,599,278
TOTAL LIABILITIES & FUND BALANCE	\$ 21,226,924	\$ 19,403,589	\$ 12,096,565	\$ 9,597,240	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655
PROPERTY TAXES RECEIVABLE	\$ 3,341,795	\$ 936,477	\$ 763,772	\$ 45,031,416	\$ 44,181,340	\$ 42,281,228	\$ 24,983,590	\$ 24,983,590	\$ 24,749,652	\$ 20,828,481	\$ 20,617,928	\$ 20,071,430

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



GENERAL FUND - 001	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 42,557,200	\$ 25,119,867	\$ -	\$ 17,437,333	59%
Other Revenue	\$ 1,524,500	\$ 1,070,721	\$ -	\$ 453,779	70%
TOTAL REVENUE	\$ 44,081,700	\$ 26,190,588	\$ -	\$ 17,891,112	59%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,074,962	\$ 21,254,376	\$ -	\$ 9,820,586	68%
Materials	\$ 4,535,800	\$ 2,892,727	\$ -	\$ 1,643,073	64%
Maintenance and Operations	\$ 8,470,938	\$ 4,507,350	\$ 828,437	\$ 3,135,152	63%
Transfers Out & Reserves	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 44,081,700	\$ 28,654,452	\$ 828,437	\$ 14,598,811	67%
Excess/(Deficit)		\$ (2,463,864)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (2,463,864)			

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

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 6,508,000	\$ -	\$ -	\$ 6,508,000	0%
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Other Revenue	\$ -	\$ 325,544	\$ -	\$ (325,544)	-
TOTAL REVENUE	\$ 6,508,000	\$ 325,544	\$ -	\$ 6,182,456	5%
EXPENDITURES					
Capital Improvement Projects	\$ 6,508,000	\$ 1,813,622	\$ 8,553,110	\$ (3,858,732)	159%
TOTAL EXPENDITURES	\$ 6,508,000	\$ 1,813,622	\$ 8,553,110	\$ (3,858,732)	159%
Excess/(Deficit)		\$ (1,488,078)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (1,488,078)			

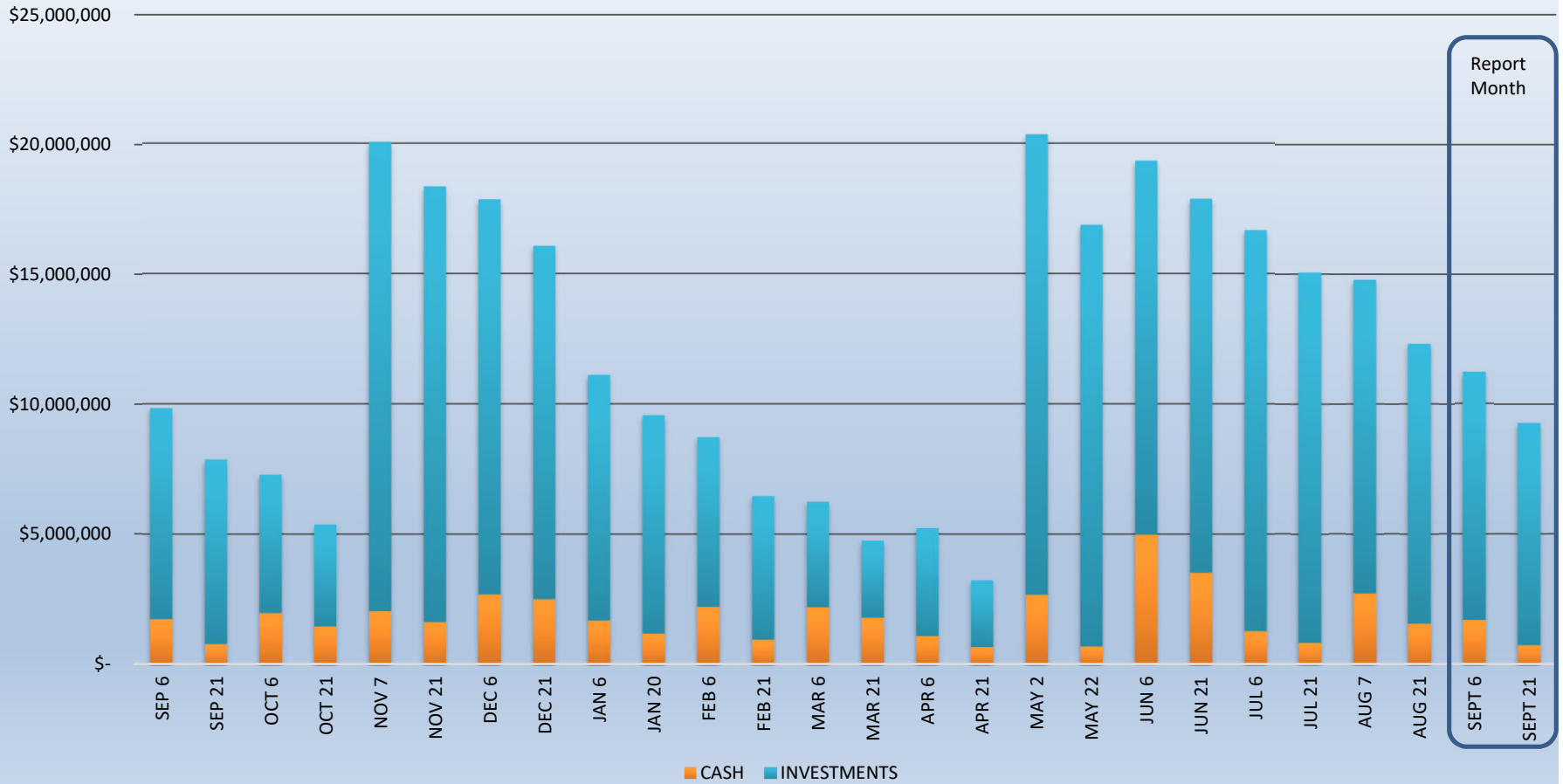
LEVY SUSTAINABILITY FUND - 102	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 499,550	\$ -	\$ (499,550)	-
TOTAL REVENUE	\$ -	\$ 499,550	\$ -	\$ (499,550)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 499,550			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 499,550			

DEBT SERVICE FUND - 201	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 3,249	\$ -	\$ (3,249)	-
TOTAL REVENUE	\$ -	\$ 3,249	\$ -	\$ (3,249)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 3,249			

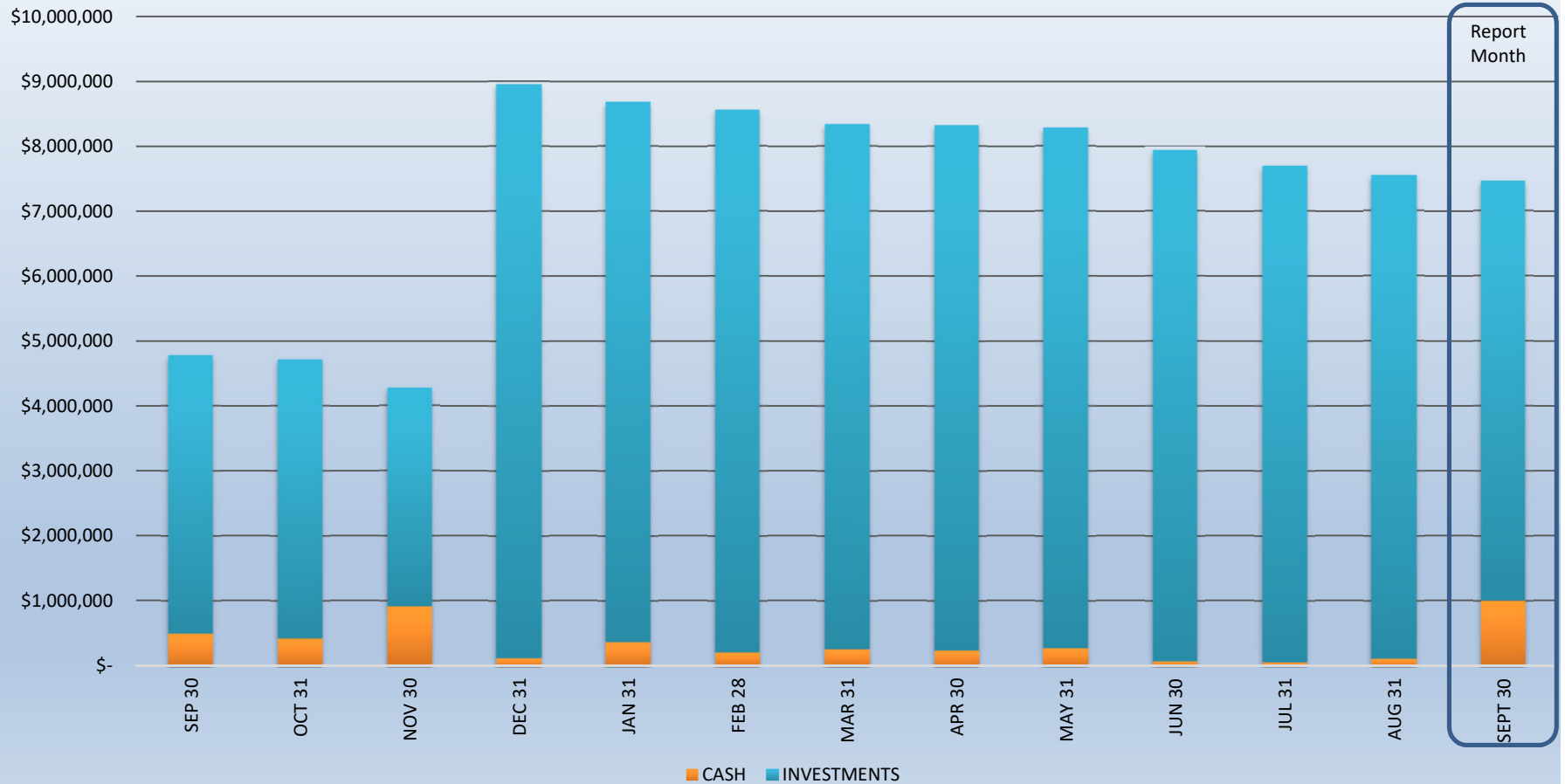
ELECTION FUND - 103	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 43,979	\$ -	\$ (43,979)	-
TOTAL REVENUE	\$ -	\$ 43,979	\$ -	\$ (43,979)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 43,979			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 43,979			

PROPERTY AND FACILITY FUND - 104	2023 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 93,872	\$ -	\$ (93,872)	-
TOTAL REVENUE	\$ -	\$ 93,872	\$ -	\$ (93,872)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 93,872			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 93,872			

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



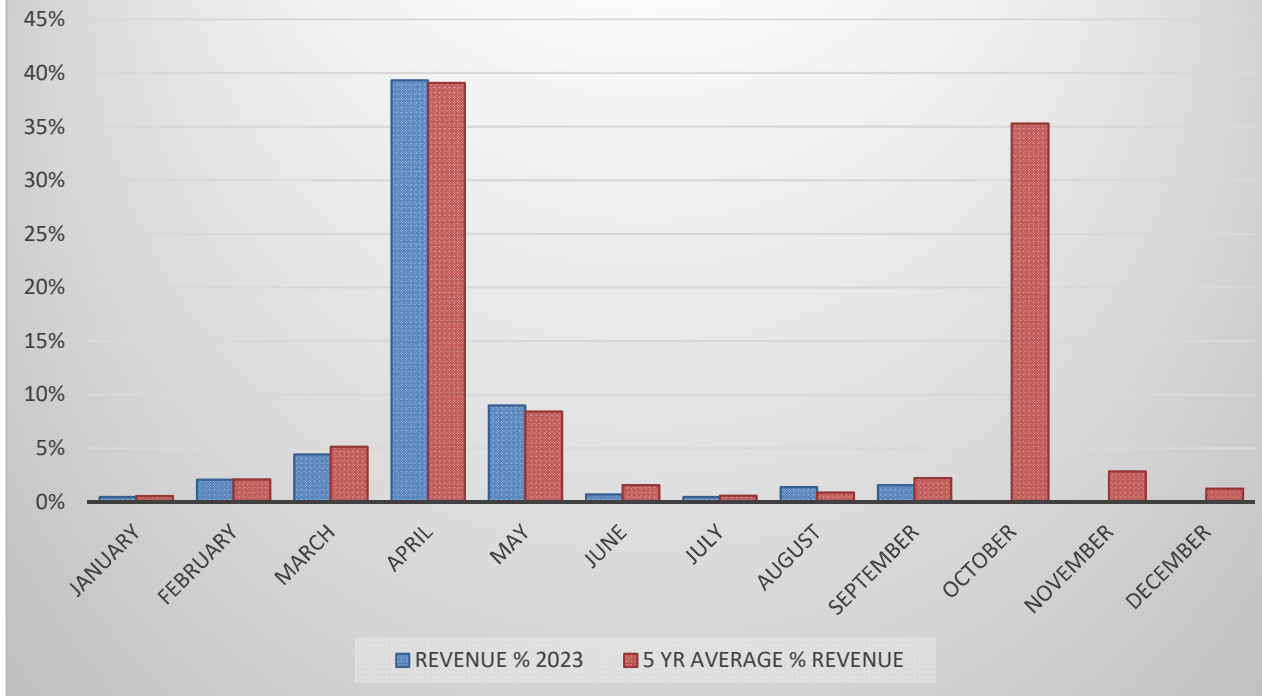
**CASH & INVESTMENTS - MONTHLY
2023 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



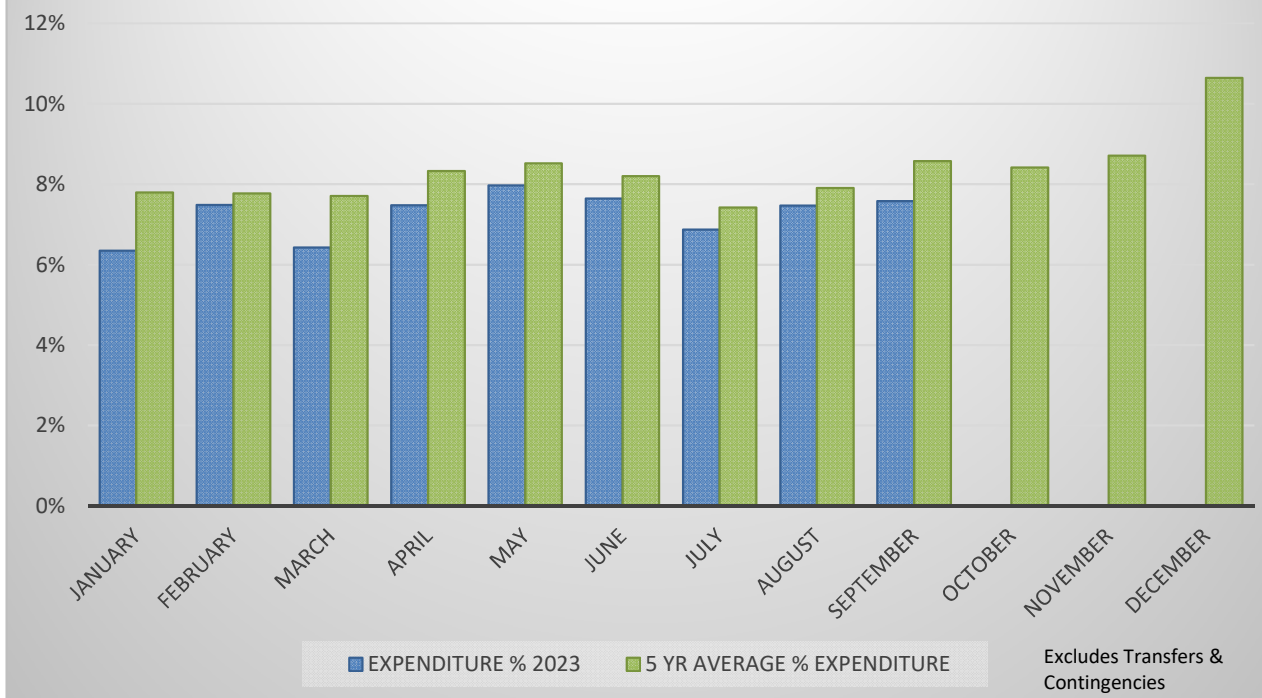
**CASH & INVESTMENTS - MONTHLY
2023 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH SEPTEMBER 2023



GENERAL FUND - EXPENDITURE TREND (%) THROUGH SEPTEMBER 2023



YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-41,877,300	-41,877,300	-24,593,787.63	-531,148.12	.00	-17,283,512.37	58.7%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-398,949.30	-13,759.89	.00	-131,950.70	75.1%
311121 PROPERTY TAX--KING COUNTY	-60,000	-60,000	-67,203.32	-382.42	.00	7,203.32	112.0%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-3,536.67	-3,536.67	.00	-2,463.33	58.9%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-23,218.50	-286.45	.00	3,218.50	116.1%
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	-25,119,867.33	-549,113.55	.00	-17,437,332.67	59.0%
02 CHARGES OTHER							
334057 STATE GRANT FROM STATE LIBRAR	0	0	-1,000.00	.00	.00	1,000.00	100.0%
335023 DNR TIMBER TRUST 2	0	0	-61,237.40	.00	.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	-4,311.85	-220.28	.00	-3,188.15	57.5%
347200 LIBRARY SERVICES FEES--ILL	0	0	-75.48	.00	.00	75.48	100.0%
347901 COPIER FEES	0	0	-93.07	.00	.00	93.07	100.0%
347902 PRINTER FEES	0	0	-14,832.77	-2,422.50	.00	14,832.77	100.0%
347903 FAX FEES	0	0	-21.45	.00	.00	21.45	100.0%
359000 LIBRARY FINES	-10,000	-10,000	-17,419.45	-46.16	.00	7,419.45	174.2%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-394,789.89	-41,568.34	.00	-5,210.11	98.7%
361430 INTEREST INCOME--CONTRACTS &	0	0	-668.74	-21.00	.00	668.74	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-5,739.99	.00	.00	4,739.99	574.0%
367010 DONOR PROCEEDS--FOUNDATION	-310,000	-310,000	500.00	.00	.00	-310,500.00	-.2%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-8,809.21	.00	.00	8,809.21	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	-21,620.27	-9,638.00	.00	19,620.27	1081.0%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-29,106.40	-6.00	.00	25,106.40	727.7%
369200 FOUND MONEY	0	0	-759.56	-32.34	.00	759.56	100.0%
369910 MISCELLANEOUS OTHER	0	0	-3,892.57	108,899.62	.00	3,892.57	100.0%
369911 PAYMENT FOR LOST MATERIALS	-10,000	-10,000	-5,730.51	-1,980.82	.00	-4,269.49	57.3%
369912 JURY DUTY REIMBURSEMENT	0	0	-170.00	.00	.00	170.00	100.0%
369913 ERATE REIMBURSEMENT	-530,000	-530,000	-391,632.60	-192,310.26	.00	-138,367.40	73.9%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-57,350.11	.00	.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	-1,070,720.83	-139,346.08	.00	-453,779.17	70.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	23,800,000	23,800,000	15,955,346.75	1,866,809.53	.00	7,844,653.25	67.0%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	9,080.59	535.84	.00	22,919.41	28.4%
511007 SHIFT DIFFERENTIAL	200,000	200,000	95,404.29	9,361.17	.00	104,595.71	47.7%
511009 TUITION ASSISTANCE	12,000	12,000	5,021.63	1,710.00	.00	6,978.37	41.8%
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	16,064,961.61	1,878,416.54	.00	7,346,896.39	68.6%
04 PERSONNEL BENEFITS							
520010 FICA	1,830,000	1,830,000	1,192,392.52	139,653.60	.00	637,607.48	65.2%
520020 MEDICAL INSURANCE	3,054,000	3,054,000	2,025,838.19	214,430.14	.00	1,028,161.81	66.3%
520021 DENTAL INSURANCE	260,000	260,000	163,052.58	18,478.07	.00	96,947.42	62.7%
520022 LIFE AND DISABILITY INSURANCE	79,000	79,000	68,062.43	7,764.24	.00	10,937.57	86.2%
520023 INDUSTRIAL INSURANCE	151,000	151,000	102,339.55	11,534.50	.00	48,660.45	67.8%
520030 RETIREMENT	2,431,000	2,431,000	1,587,882.98	173,968.87	.00	843,117.02	65.3%
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	34,871.38	4,067.58	.00	20,128.62	63.4%
520091 OTHER BENEFIT	31,000	31,000	8,742.45	883.60	.00	22,257.55	28.2%
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	5,189,413.96	570,780.60	.00	2,473,690.04	67.7%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	127,350	126,350	59,857.99	6,408.11	6,128.77	60,363.24	52.2%
531002 OFFICE/OPERATING SUPPLIES--SU	91,500	86,500	42,375.95	3,959.64	5,748.60	38,375.45	55.6%
531004 OFFICE/OPERATING SUPPLIES--PU	188,000	188,000	60,292.97	7,655.20	.00	127,707.03	32.1%
531010 CUSTODIAL SUPPLIES	110,000	110,000	93,975.05	9,790.13	30,734.55	-14,709.60	113.4%
531020 MAINTENANCE SUPPLIES	35,000	35,000	39,212.75	1,958.10	.00	-4,212.75	112.0%
531030 MATERIAL PROCESSING SUP	17,600	26,600	10,004.27	511.70	5,145.40	11,450.33	57.0%
531040 TRAINING SUPPLIES	1,000	1,000	2,381.72	376.47	.00	-1,381.72	238.2%
531099 FOUNDATION PASSTHROUGH-SUP	154,000	154,000	174,027.51	39,963.61	13,835.46	-33,862.97	122.0%
532000 FUEL	50,000	50,000	36,434.84	4,631.11	6,651.91	6,913.25	86.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	.00	-6,798.58	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	.00	38,904.41	-16,104.82	116.9%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	104,000	4,616.28	439.04	2,146.70	97,237.02	6.5%
535025 TECHNOLOGY HARDWARE--STAFF	241,000	337,000	53,508.02	2,130.82	18,889.87	264,602.11	21.5%
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	357,288.60	7,049.72	87,655.97	137,075.43	76.4%
535055 SOFTWARE/LICENSES/HOST--INFRA	247,200	247,200	165,620.40	1,010.00	92,155.43	-10,575.83	104.3%
TOTAL SUPPLIES EXPENSES	2,230,170	2,228,170	1,182,712.30	85,883.65	307,997.07	737,460.63	66.9%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	40,000	27,000	20,496.92	5,865.40	.00	6,503.08	75.9%
534010 ADULT AV - DVD	327,500	327,500	182,203.15	22,496.69	.00	145,296.85	55.6%
534015 ADULT AV - DVDNF	40,000	21,000	16,302.27	3,391.32	.00	4,697.73	77.6%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	16,380.28	1,503.99	.00	8,619.72	65.5%
534105 ADULT BOOK CLUB KITS	3,500	2,324	1,602.42	43.53	.00	721.58	69.0%
534110 ADULT FICTION	265,000	272,576	197,888.55	39,136.86	.00	74,687.45	72.6%
534115 ADULT GRAPHIC NOVELS	15,000	21,000	14,363.92	3,562.42	.00	6,636.08	68.4%
534120 ADULT LARGE PRINT	50,000	50,000	28,271.38	4,380.95	.00	21,728.62	56.5%
534125 ADULT LUCKY DAY	55,000	55,000	26,852.57	5,714.20	.00	28,147.43	48.8%
534130 ADULT NONFICTION	300,000	307,000	208,528.01	43,476.37	.00	98,471.99	67.9%
534145 ADULT REFERENCE	5,000	5,000	3,499.10	.00	.00	1,500.90	70.0%
534150 ADULT YA FICTION	60,000	65,000	29,013.18	7,103.67	.00	35,986.82	44.6%
534155 ADULT YA GRAPHIC NOVELS	25,000	32,027	23,255.76	5,013.05	.00	8,771.24	72.6%
534160 ADULT YA NONFICTION	15,000	15,000	9,135.59	2,487.92	.00	5,864.41	60.9%
534205 CHILDREN'S BOOK CLUB KITS	3,500	473	133.06	.00	.00	339.94	28.1%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	5,194.46	697.73	.00	805.54	86.6%
534220 CHILDREN'S FICTION	200,000	206,000	137,195.75	23,162.57	.00	68,804.25	66.6%
534225 CHILDREN'S GRAPHIC NOVELS	34,000	105,500	92,323.05	47,749.63	.00	13,176.95	87.5%
534230 CHILDREN'S NONFICTION	131,000	137,000	107,507.05	33,572.72	.00	29,492.95	78.5%
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	20,775.10	4,079.62	.00	9,224.90	69.3%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,955.18	387.70	.00	1,044.82	65.2%
534305 DATABASES	661,300	514,800	473,181.70	40,518.00	.00	41,618.30	91.9%
534405 EBOOK - REFERENCE	2,500	2,500	.00	.00	.00	2,500.00	.0%
534410 EBOOKS	875,000	875,000	508,760.41	84,323.87	.00	366,239.59	58.1%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	466,674.97	69,778.54	.00	308,325.03	60.2%
534417 ONLINE BOOK CLUB KITS	3,500	0	32.97	.00	.00	-32.97	100.0%
534420 ESTREAMING BOOKS	10,000	0	.00	.00	.00	.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534421 ESTREAMING FILMS	0	88,600	35,600.00	.00	.00	53,000.00	40.2%
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	.00	.00	392.01	99.5%
534505 MAGAZINES	62,000	62,000	6,272.71	1,473.90	.00	55,727.29	10.1%
534605 VENDOR PROCESSING	160,000	160,000	59,785.44	10,891.82	.00	100,214.56	37.4%
534645 VENDOR CATALOGING	10,000	10,000	2,290.48	616.00	.00	7,709.52	22.9%
534705 WORLD - ADULT SPANISH	12,000	9,000	6,829.57	2,074.82	.00	2,170.43	75.9%
534710 WORLD - CHILDREN'S SPANISH	11,000	14,000	10,058.23	2,470.63	.00	3,941.77	71.8%
534715 WORLD - CHINESE	10,000	10,000	5,544.72	.00	.00	4,455.28	55.4%
534725 WORLD - GERMAN	7,500	7,500	7,446.78	982.09	.00	53.22	99.3%
534730 WORLD - JAPANESE	5,000	5,000	3,082.80	770.70	.00	1,917.20	61.7%
534735 WORLD - KOREAN	20,000	20,000	12,322.80	3,082.80	.00	7,677.20	61.6%
534740 WORLD - TAGALOG	15,000	15,000	6,046.32	792.72	.00	8,953.68	40.3%
534745 WORLD - VIETNAMESE	7,500	7,500	4,753.08	594.54	.00	2,746.92	63.4%
534750 WORLD - RUSSIAN	20,000	20,000	13,365.15	6,103.95	.00	6,634.85	66.8%
534805 YOUTH CHILDREN'S AUDIO BOOKS	27,500	43,500	27,462.86	375.03	.00	16,037.14	63.1%
534810 YOUTH DVD - FTY	30,000	15,000	8,531.41	2,996.34	.00	6,468.59	56.9%
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	.00	.00	2,577.22	87.1%
541620 BIBLIOGRAPHIC & RELATED SERVI	38,200	38,200	37,509.26	.00	197.00	493.74	98.7%
TOTAL MATERIALS	4,588,000	4,594,000	2,947,659.18	481,672.09	197.00	1,646,143.82	64.2%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	322,000	323,000	32,159.80	.00	16,097.90	274,742.30	14.9%
541004 INDEPENDENT CONTRACTORS--INFR	100,000	100,000	43,525.79	7,175.00	20,756.50	35,717.71	64.3%
541010 PERFORMER SERVICES	89,200	87,200	35,663.96	1,625.00	9,531.42	42,004.62	51.8%
541020 CONTRACTUAL SERVICES	470,700	486,700	190,322.55	31,875.31	14,358.53	282,018.92	42.1%
541040 LEGAL SERVICES	70,000	70,000	40,165.00	13,745.50	16,379.00	13,456.00	80.8%
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	.00	14,529.42	-5,681.85	119.3%
541650 ILL LOST ITEM CHARGE	3,000	3,000	1,551.46	160.90	.00	1,448.54	51.7%
542000 POSTAGE	63,000	63,000	20,294.67	19.30	1,663.26	41,042.07	34.9%
542001 SHIPPING	22,000	13,000	9,796.60	324.00	.00	3,203.40	75.4%
542010 TELECOM SERVICES--PHONES	50,000	50,000	71,092.91	7,489.47	.00	-21,092.91	142.2%
542011 TELECOM SERVICES--CELLPHONES	111,000	111,000	54,161.33	6,007.48	.00	56,838.67	48.8%
542012 TELECOM SERVICES--INTERNET	667,000	667,000	500,291.81	48,355.28	.00	166,708.19	75.0%
543000 TRAVEL AND TOLLS	66,290	71,290	43,983.09	2,743.63	.00	27,306.91	61.7%
543010 MILEAGE REIMBURSEMENTS	51,200	51,200	35,777.28	4,135.92	.00	15,422.72	69.9%
544000 ADVERTISING	155,100	155,400	70,855.08	5,410.62	69,497.19	15,047.73	90.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	719,900.11	94,162.50	1.00	256,098.89	73.8%
545020 RENTALS/LEASES--EQUIPMENT	180,700	180,700	116,033.37	13,773.23	30,338.93	34,327.70	81.0%
546000 INSURANCE	300,000	300,000	3,855.03	27.67	.00	296,144.97	1.3%
547000 ELECTRICITY	300,000	300,000	229,486.80	19,511.73	.00	70,513.20	76.5%
547010 NATURAL GAS	16,500	16,500	7,370.50	96.64	.00	9,129.50	44.7%
547020 WATER	30,000	30,000	39,018.80	9,424.57	.00	-9,018.80	130.1%
547030 SEWER	34,000	34,000	25,231.31	3,802.23	.00	8,768.69	74.2%
547040 REFUSE	36,000	36,000	36,034.78	3,864.49	.00	-34.78	100.1%
548000 GENERAL REPAIRS/MAINTENANCE	451,500	451,500	392,136.60	17,212.32	162,722.89	-103,359.49	122.9%
548010 CONTRACTED MAINTENANCE	564,758	564,758	341,540.63	28,548.68	136,372.67	86,844.70	84.6%
548050 VEHICLE REPAIR AND MAINTENANC	70,000	70,000	38,054.59	3,804.98	8,370.64	23,574.77	66.3%
548100 IT SYSTEMS MAINTENANCE--APPS	8,000	8,000	1,101.00	.00	.00	6,899.00	13.8%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	18,998.17	64,001.83	22.9%
549010 INDIVIDUAL REGISTRATIONS	97,150	92,150	43,524.35	1,137.00	.00	48,625.65	47.2%
549011 ORGANIZATIONAL REGISTRATIONS	16,500	16,500	745.75	5.00	.00	15,754.25	4.5%
549020 DUES AND MEMBERSHIPS	40,150	40,150	33,805.21	.00	625.00	5,719.79	85.8%
549030 TAXES AND ASSESSMENTS	48,000	48,000	49,280.50	-.01	.00	-1,280.50	102.7%
549040 LICENSES	3,500	3,500	1,064.17	323.30	.00	2,435.83	30.4%
549050 FEES	16,500	16,500	10,185.13	655.76	.00	6,314.87	61.7%
549120 CONTINGENCY/RESERVE	607,320	612,020	.00	.00	.00	612,020.00	.0%
TOTAL SERVICES EXPENSES	6,188,568	6,184,568	3,269,705.17	325,417.50	520,242.52	2,394,620.31	61.3%
TOTAL GENERAL FUND	0	0	2,463,864.06	2,653,710.75	828,436.59	-3,292,300.65	100.0%
TOTAL REVENUES	-44,081,700	-44,081,700	-26,190,588.16	-688,459.63	.00	-17,891,111.84	
TOTAL EXPENSES	44,081,700	44,081,700	28,654,452.22	3,342,170.38	828,436.59	14,598,811.19	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-499,549.85	-59,026.40	.00	499,549.85	100.0%
TOTAL CHARGES OTHER	0	0	-499,549.85	-59,026.40	.00	499,549.85	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-499,549.85	-59,026.40	.00	499,549.85	100.0%
TOTAL REVENUES	0	0	-499,549.85	-59,026.40	.00	499,549.85	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-43,978.53	-5,196.45	.00	43,978.53	100.0%
TOTAL CHARGES OTHER	0	0	-43,978.53	-5,196.45	.00	43,978.53	100.0%
TOTAL ELECTION FUND	0	0	-43,978.53	-5,196.45	.00	43,978.53	100.0%
TOTAL REVENUES	0	0	-43,978.53	-5,196.45	.00	43,978.53	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-93,872.37	-11,091.88	.00	93,872.37	100.0%
	TOTAL CHARGES OTHER	0	0	-93,872.37	-11,091.88	.00	93,872.37	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-93,872.37	-11,091.88	.00	93,872.37	100.0%
	TOTAL REVENUES	0	0	-93,872.37	-11,091.88	.00	93,872.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-3,249.33	-389.92	.00	3,249.33	100.0%
TOTAL CHARGES OTHER	0	0	-3,249.33	-389.92	.00	3,249.33	100.0%
TOTAL DEBT SERVICE FUND	0	0	-3,249.33	-389.92	.00	3,249.33	100.0%
TOTAL REVENUES	0	0	-3,249.33	-389.92	.00	3,249.33	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
02 CHARGES OTHER							
308510 ASSIGNED CASH & INV	-6,508,000	-6,508,000	.00	.00	.00	-6,508,000.00	.0%
361100 INVESTMENT EARNINGS	0	0	-273,219.21	-31,171.87	.00	273,219.21	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	-325,543.74	-31,171.87	.00	-6,182,456.26	5.0%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	0	0	1,591.70	.00	.00	-1,591.70	100.0%
531004 OFFICE/OPERATING SUPPLIES--PU	2,000	2,000	.00	.00	.00	2,000.00	.0%
535015 FURNISHINGS--STAFF	0	0	23,427.64	.00	.00	-23,427.64	100.0%
TOTAL SUPPLIES EXPENSES	2,000	2,000	25,019.34	.00	.00	-23,019.34	1251.0%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	26,000	26,000	10,070.94	.00	.00	15,929.06	38.7%
541020 CONTRACTUAL SERVICES	75,800	75,800	130,390.62	20,517.02	27,909.80	-82,500.42	208.8%
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	510,160.27	61,251.71	277,147.29	-22,307.56	102.9%
542000 POSTAGE	10,000	10,000	.00	.00	.00	10,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	0	0	4,224.51	.00	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	13,878.12	1,873.27	25.64	186,096.24	7.0%
549120 CONTINGENCY/RESERVE	289,200	289,200	.00	.00	.00	289,200.00	.0%
TOTAL SERVICES EXPENSES	1,581,000	1,581,000	725,824.38	83,642.00	329,888.22	525,287.40	66.8%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	1,700,000	1,700,000	312,477.05	.00	5,680,793.52	-4,293,270.57	352.5%
562020 LAND & PROPERTY IMPROVEMENTS	225,000	225,000	13,711.85	2,646.00	26,175.63	185,112.52	17.7%
562100 CONSTRUCTION	2,035,000	2,035,000	334,304.37	23,503.53	2,323,006.23	-622,310.60	130.6%
562500 ROOFING	0	0	.00	.00	5,187.00	-5,187.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

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	.00	1,075.20	18,479.53	81.5%
563100 PARKING LOT IMPROVEMENTS	0	0	98,742.44	.00	.00	-98,742.44	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	.00	186,984.56	144,615.77	62.9%
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	1,062,778.23	26,149.53	8,223,222.14	-4,361,000.37	188.5%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	1,488,078.21	78,619.66	8,553,110.36	-10,041,188.57	100.0%
TOTAL REVENUES	-6,508,000	-6,508,000	-325,543.74	-31,171.87	.00	-6,182,456.26	
TOTAL EXPENSES	6,508,000	6,508,000	1,813,621.95	109,791.53	8,553,110.36	-3,858,732.31	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	3,311,292.19	2,656,625.76	9,381,546.95	-12,692,839.14	100.0%

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

Public Services Report



Library at a Glance: Sept 2023 YTD Key Performance Indicators

Cardholders <div style="text-align: center;">314,573</div> <div style="text-align: center;">↓ -0.7%</div>	YTD Users - Physical <div style="text-align: center;">940,071</div> <div style="text-align: center;">↑ +22%</div>	YTD Circulation - Digital <div style="text-align: center;">1,709,853</div> <div style="text-align: center;">↑ +7%</div>
YTD Circulation - Physical <div style="text-align: center;">1,989,324</div> <div style="text-align: center;">↓ -4%</div>	YTD Number of Youth Programs <div style="text-align: center;">1,453</div> <div style="text-align: center;">↑ +34%</div>	YTD Youth Program Attendees <div style="text-align: center;">34,299</div> <div style="text-align: center;">↑ +43%</div>
YTD Number of Adult Programs <div style="text-align: center;">668</div> <div style="text-align: center;">↑ +53%</div>	YTD Adult Program Attendees <div style="text-align: center;">6,652</div> <div style="text-align: center;">↑ +15%</div>	

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

In Focus: September 2023 Service Highlight

Discover Pierce County

Pierce County Library System offers a variety of opportunities for customers to engage with their community. These include free access to museums, parks, and gardens through cooperative partnerships.

Poetry in the Park is a program partnership with the Tahoma Audubon Society and Tacoma Public Library. Each year, the Library works with program partners to identify poems for self-guided and staff-led poetry walks at seven parks across the county, including several near PCLS locations. This fall, 47 individuals participated in 5 guided poetry walk tours, including 2 lead by PCLS librarians. Many more community members enjoyed these walks independently.

Museum Passes are part of a longstanding cooperative partnership between PCLS, Tacoma Public Library, Puyallup Public Library, and local museums and venues including Foss Waterway Seaport, Lakewold Gardens, the Museum of Glass, Tacoma Art Museum, and Washington State History Museum. Each pass allows access for 1 week to 2 adults and anywhere from 3 to an unlimited number of children. Library customers can check out multiple passes at the same time; they are available on a first-come-first-serve basis.

Check Out Washington is part of a cooperative partnership between Washington State Parks, Washington State Parks Foundation, the Washington State Library, and other libraries around the state. Through this program, customers can check out a backpack containing a Discover Pass, binoculars, field guides, and local State Park maps. Each pass, available on a first-come-first-serve basis, allows free access to participating parks.

Sept 2022 – 2023

Number of Times Borrowed

- 333** Check Out Washington State Park
- 375** Foss Waterway Seaport
- 342** Lakewold Gardens
- 515** Museum of Glass
- 758** Tacoma Art Museum
- 333** Washington State History Museum
- 2,656** Total Checkouts

Feedback from Poetry in the Park

“We met new people from as far away as Key Center and Fife who discovered the Poetry in the Park program at their local library.”

“One family said they have walked the trails every year, and their son shared that he ‘liked every poem’ when asked if he had a favorite.”

Looking Ahead

Events to Know About

Enjoy Storytelling with Peggy McCloud - In Honor of Native American Heritage Month: Saturday, November 4, 2:00pm - 3:00pm, Parkland/Spanaway

Financial Empowerment Workshop - Resources for Financial Health: Tuesday, November 7, 5:00pm - 6:00pm, Fife

All Things Medicare - Sound Outreach: Monday, November 13, 10:30am - 12:00pm, Gig Harbor

Young Adult Author Talk with Kendare Blake: Saturday, November 18, 2:00pm - 3:30pm, South Hill

Friends of the University Place Library Book Sale: Saturday, November 25, 10:00am - 6:00pm, University Place

Musical Story Time with Northwest Sinfonietta: Thursday, November 30, 11:00am - 12:00pm, South Hill

Public Services Operational Highlight

Administrative Center (ACL): As of October 2023, the Library is partnering with Pierce County Health Department (PCHD) to become the delivery and distribution hub for COVID-19 test kits throughout the county. After losing access to their previous hub and storage facility, the Health Department met with a PCLS Administrative Coordinator in September 2023 to strategize continuation of COVID-19 test kit distribution.

Staff members at the Library's Administrative Center receive kit deliveries directly from Washington State Department of Health. The ACL serves as a pickup location for Pierce County Health Department, Tacoma Public Library, and Puyallup Public Library. We are now the largest distributor of COVID-19 test kits within Pierce County, giving out an average of 2,350 kits per week throughout our branch locations.

Customer Impact and Community Engagement - Stories by Location

Bonney Lake Library: This month, our Youth Services Librarian offered a special offsite story time at the Bonney Lake Community Garden, which is conveniently located within walking distance of the library. Children and their parents/caregivers enjoyed the beautiful weather as they sat at picnic tables outside to hear stories. Afterward, they enjoyed planting their own take-home radish seed starters and touring the garden with local Master Gardeners. The kids were especially interested in taste-testing some cherry tomatoes right off the vine and learning how to dig for "buried treasure" (aka potatoes)!

Key Center Library: Key Center partnered with the local Parks and Recreation Department to host an end-of-summer bubble party at Gateway Park. Despite being the hottest day of the year, we estimated over 250 community members attended the event and engaged with staff from their local library.

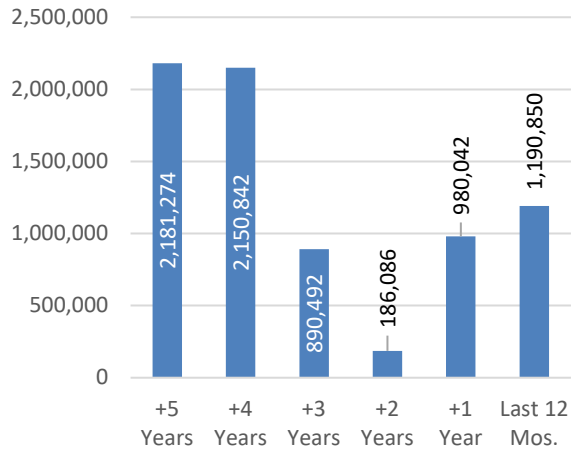
Parkland/Spanaway Library: A customer, recently impacted by the local paper mill layoffs, came in to research employment resources. Staff provided information about [WorkSource WA](#), free certification programs, and the Library's job hunting and resume-polishing resources. This being the patron's first visit to his local branch, staff also signed the customer up for a new library card.

Tillicum Library: The day after the [Woodbrook fire](#) - which destroyed several homes in the neighborhood - families came to the Tillicum Community Service Center to apply for assistance. As the Service Center is housed in the same building as the Tillicum branch, many families were able to drop off their children for story-time and crafts while their parents were busy filling out paperwork.

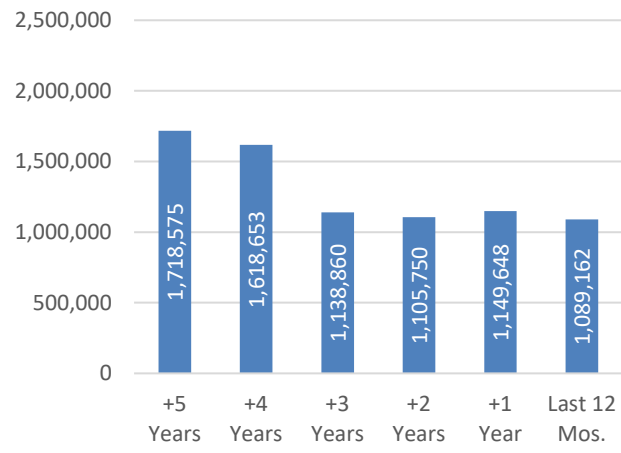
University Place Library: A Youth Services Librarian observed a German-speaking family enjoying the library. The children were amusing themselves with craft supplies in the teen area while their parent worked on his laptop. Even though the family also spoke English, the children were especially excited to find our collection of German language children's books and pored over the illustrations and text.

Customers / Visits - September 2023

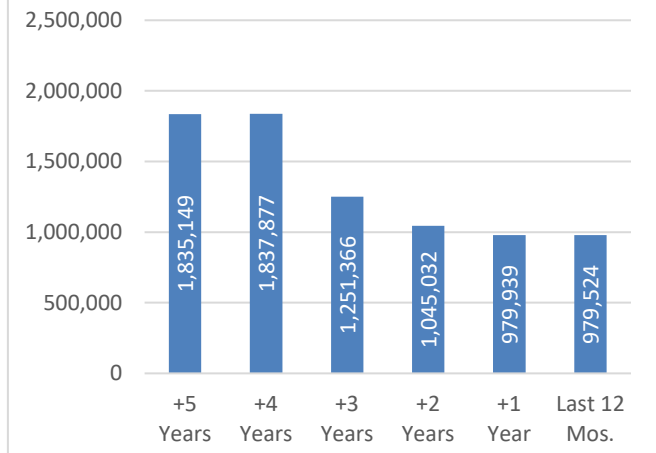
Branch Visits



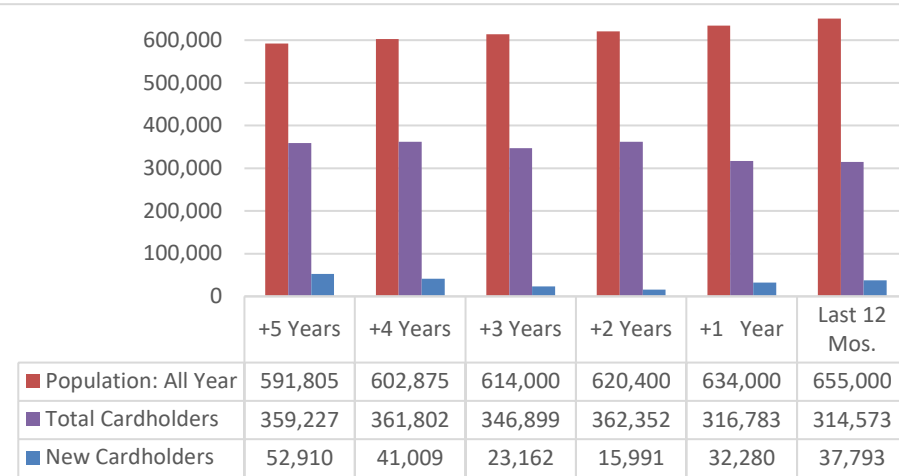
Catalog Visits



Website Visits



PCLS Cardholder Statistics



September and Rolling 12-Month Comparison

	September 2023	September 2022	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	107,745	84,581	27.4%	1,190,850	980,042	21.5%
Catalog Visits	90,963	89,373	1.8%	1,089,162	1,149,648	-5.3%
Public Website Visits	80,972	76,149	6.3%	979,524	979,939	0.0%

Technology

	September 2023	September 2022	% Change Sept. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	14,082	10,449	34.8%	149,702	111,947	33.7%
Wi-Fi Sessions	89,879	48,810	84.1%	778,357	609,638	27.7%

Public Spaces Usage

	September 2023	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,385	15,024	680	2109.4%
# of Attendees	5,866	63,948	1,919	3232.4%

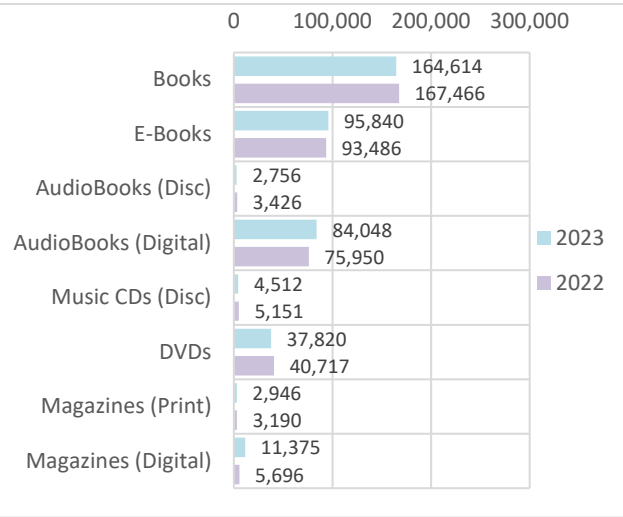
Notes:

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.

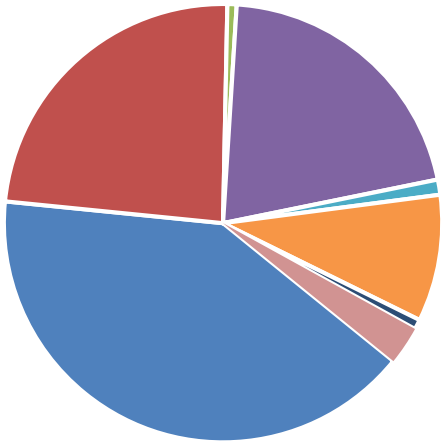
Collection Use - September 2023

September 2023 vs September 2022 Checkouts Data Table

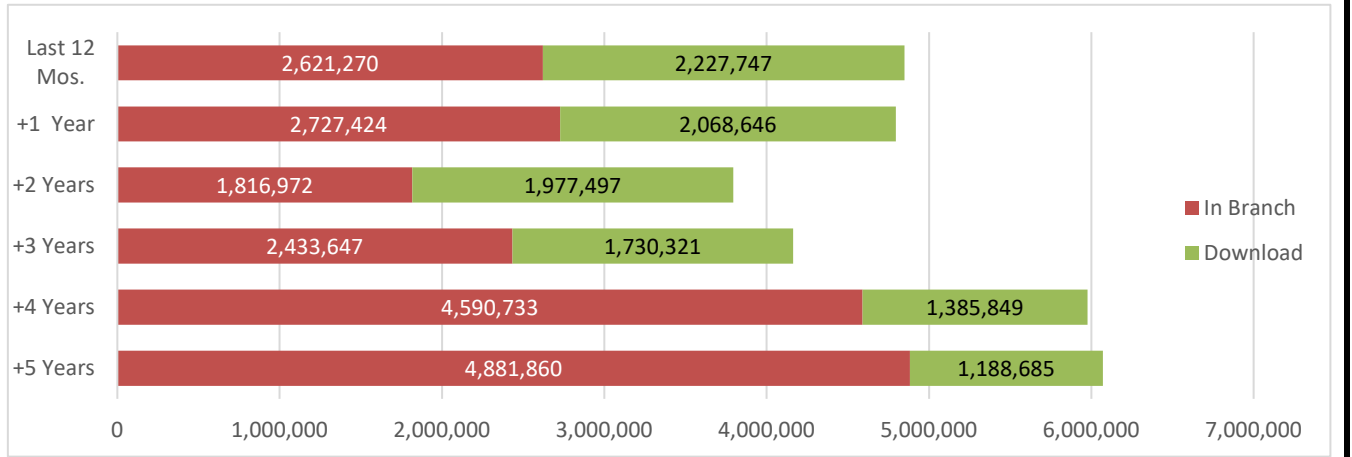


Categories	August 2023	September 2023	September 2022	% Change of Sept. Year Over Year	% of Total Sept. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	183,794	164,614	167,466	-1.70%	40.76%	1,978,013	2,008,802	-1.53%
E-Books	99,670	95,840	93,486	2.52%	23.73%	1,170,651	1,136,877	2.97%
AudioBooks (Disc)	3,037	2,756	3,426	-19.56%	0.68%	36,665	43,717	-16.13%
AudioBooks (Digital)	88,235	84,048	75,950	10.66%	20.81%	993,784	876,364	13.40%
Music CDs (Disc)	5,016	4,512	5,151	-12.41%	1.12%	61,102	69,095	-11.57%
DVDs	42,319	37,820	40,717	-7.11%	9.36%	493,026	558,942	-11.79%
Magazines (Print)	3,305	2,946	3,190	-7.65%	0.73%	37,801	36,380	3.91%
Magazines (Digital)	7,463	11,375	5,696	99.70%	2.82%	79,443	71,180	11.61%
Totals:	432,839	403,911	395,082	2.23%	100.00%	4,850,485	4,801,357	1.02%

Checkouts By Format - September 2023



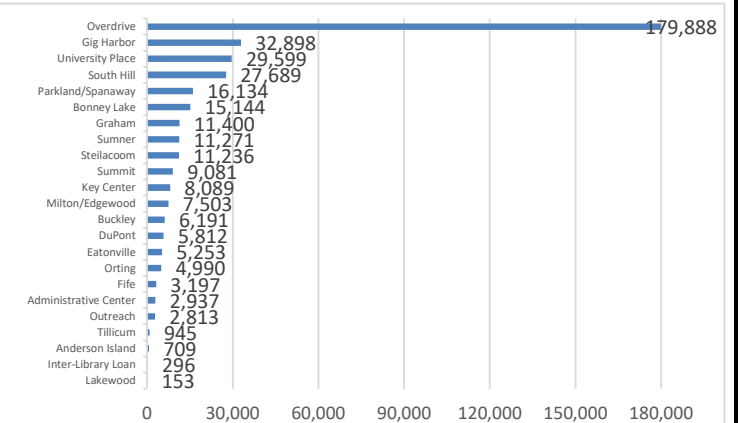
Collection Checkouts



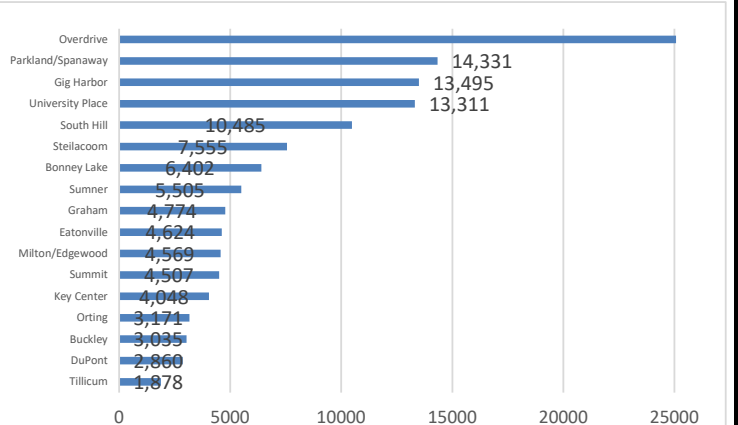
Activity - September 2023

Location	Checkouts				Visitors			
	September 2023	Last 12 Mo.	+1 Year	% Change	September 2023	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,937	27,721	29,399	-5.7%	No "visitors" for Administrative Center			
Anderson Island	709	9,229	4,940	86.8%	No Door Counter for Anderson Island			
Bonney Lake	15,144	95,595	185,396	-48.4%	6,402	74,198	62,311	19.1%
Buckley	6,191	77,128	71,449	7.9%	3,035	36,364	29,047	25.2%
DuPont	5,812	76,347	74,503	2.5%	2,860	34,016	27,168	25.2%
Eatonville	5,253	61,634	63,997	-3.7%	4,624	39,403	32,351	21.8%
Fife	3,197	37,878	35,919	5.5%	2,079	24,700	19,538	26.4%
Gig Harbor	32,898	412,050	439,433	-6.2%	13,495	153,295	120,102	27.6%
Graham	11,400	145,329	139,692	4.0%	4,774	53,532	42,144	27.0%
Inter-Library Loan	296	3,369	3,240	4.0%	No "visitors" for Inter-Library Loan			
Key Center	8,089	97,161	96,970	0.2%	4,048	41,111	34,379	19.6%
Lakewood	153	1,581	155,244	-99.0%	No "visitors" for Lakewood			
Milton / Edgewood	7,503	96,931	99,107	-2.2%	4,569	51,623	38,558	33.9%
Orting	4,990	58,905	58,063	1.5%	3,171	33,170	27,191	22.0%
Overdrive	179,888	2,164,435	2,013,241	7.5%	30,781	353,644	310,806	13.8%
Outreach	2,813	34,605	25,468	35.9%	379	5,604	3,861	45.1%
Parkland / Spanaway	16,134	203,454	192,557	5.7%	14,331	160,433	113,280	41.6%
South Hill	27,689	338,491	346,459	-2.3%	10,485	112,303	86,745	29.5%
Steilacoom	11,236	134,834	99,798	35.1%	7,555	84,037	61,570	36.5%
Summit	9,081	122,895	130,744	-6.0%	4,507	47,947	37,235	28.8%
Sumner	11,271	135,905	139,734	-2.7%	5,505	63,676	50,206	26.8%
Tillicum	945	13,509	11,303	19.5%	1,878	22,206	13,163	68.7%
University Place	29,599	352,952	318,117	11.0%	13,311	144,903	99,852	45.1%
Total	393,228	4,701,938	4,734,773	-0.7%	137,789	1,536,165	1,209,507	27.0%

September Checkouts



September 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: September 2023 counts are included in the Last 12 Mo. count for the branch locations.

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

Unfinished Business

MEMO



Date: October 26, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2024 Board Meeting Schedule

In October, the Board discussed options for the 2024 regular meeting time as well as expressed a desire to conduct some meetings in the branches. The RCW requires that the Board sets its schedule (day and time) for regular meetings before January of the New Year.

I recommend the Board establish a consistent schedule for the monthly meetings, both in terms of the day of the week and the time of day. Special meetings (study sessions) provide flexibility and can be scheduled on any day or time as is convenient. Under the Open Meeting Act, all board meetings are required to be held in person with a virtual participation option. The public notice would indicate all meetings are held at the Administrative Center unless otherwise noted. Regarding meetings in branches, geographically diverse branches will be selected that have the necessary infrastructure to host a Board meeting, including the technology capacity and adequate space in a meeting room. I am recommending those meetings be scheduled outside of the winter season to minimize potential road condition impacts for Trustees, staff, and the public.

Trustees are urged to weigh the significance of in-person meetings and the timing of these meetings, considering both the Board's needs and the public's. If a proposed change cannot meet both aims, perhaps a compromise could be considered for the next year. Based on the discussion held during the October meeting, a 5:30 pm start time could cause attendance conflicts for some Trustees. I submit for your consideration an updated schedule that presents:

- Option 1: Maintaining the 3:30 pm meeting time with four meetings scheduled to occur in branches, or
- Option 2: Moving the meeting time to 4:30 pm with four meetings scheduled to occur in branches.

Staff will be looking for direction to prepare a resolution for Board action at the December meeting. We look forward to further discussion and thank the Trustees for their thoughtful consideration.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2024 Meeting Schedule – Option 1

Regular meetings are set for **3:30 pm** on the second Wednesday of each month, with the designated location being the Administrative Center at 3005 112th St., Tacoma, WA 98446, unless stated otherwise. The dates of the 2024 Board of Trustee meetings are as follows:

January 10, 2024
February 14, 2024
March 13, 2024 – **Gig Harbor Library**
April 10, 2024
May 8, 2024
June 12, 2024 – **Bonney Lake Library**
July 10, 2024
August 14, 2024 – **South Hill Library**
September 11, 2024
October 9, 2024 – **Interim Lakewood Library**
November 13, 2024
December 11, 2024

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2024 Meeting Schedule – Option 2

Regular meetings are set for **4:30 pm** on the second Wednesday of each month, with the designated location being the Administrative Center at 3005 112th St., Tacoma, WA 98446, unless stated otherwise. The dates of the 2024 Board of Trustee meetings are as follows:

January 10, 2024
February 14, 2024
March 13, 2024 – **Gig Harbor Library**
April 10, 2024
May 8, 2024
June 12, 2024 – **Bonney Lake Library**
July 10, 2024
August 14, 2024 – **South Hill Library**
September 11, 2024
October 9, 2024 – **Interim Lakewood Library**
November 13, 2024
December 11, 2024

MEMO



Date: October 24, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Lakewood Libraries Update

The Library is coordinating with the City of Lakewood and its Parks Department (“City”) to relocate “The Big One” tentatively to Fort Steilacoom Park. The demolition contractor’s scope will include the removal and transportation of this log to the new location. The City will create the structure to hold and protect the log at the new location.

The Library is finalizing the survey and design plans for the Request for Bids (“RFB”) for the demolition of the building and plans to issue the RFB in early November. Bids will be due in December, and award of contract will follow prospective Trustee approval in January.

Regarding the Interim Lakewood Library, the Library awaits final approval of the site development permit from the City. This approval is crucial in determining the mobilization date and subsequent milestones for site work, building delivery and installation. The City anticipates sending approval this week, allowing the Library to proceed with site development and construction.

MEMO



Date: October 24, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

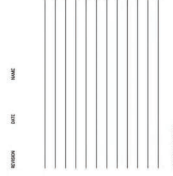
Subject: Interim Lakewood Library Landscaping

During the October 11, 2023 Board Meeting, Trustees inquired about elements of the site development plan on the ground leased property for the Interim Lakewood Library.

This site served originally as a gas station from 1960 to 2004. According to records provided to us, the gas station was decommissioned in 2004 and buildings were demolished in 2009. The site has been a vacant lot for the last fourteen years. Because the property was left largely unattended and unsupervised for years, wild growth has proliferated on the property. This includes trees, many of which grew along the fence line.

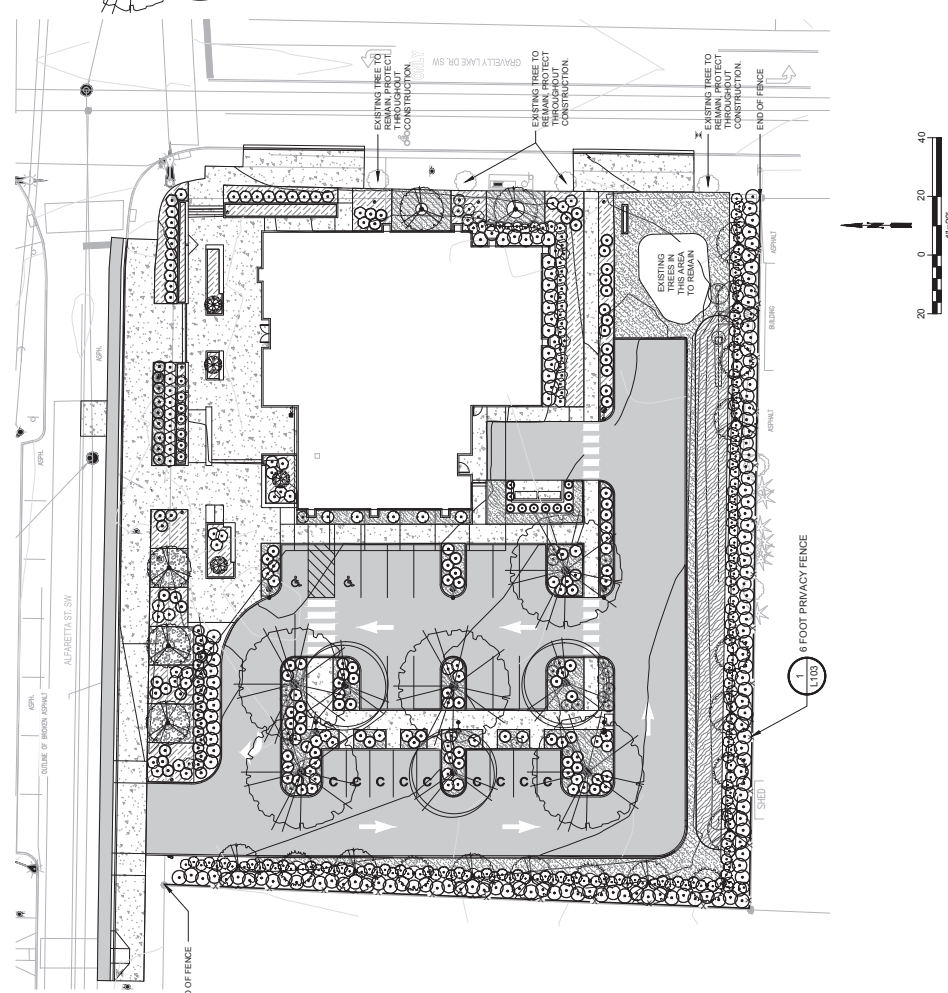
The City of Lakewood's ("City") land use code required site development plans, which includes street frontage, sidewalk improvements, commercial site and building design objectives, parking lot requirements, commercial landscaping, and ADA accessibility. The design team minimized the removal of trees by applying City Municipal Code COLMC 18A.70.320 (A1a) to identify those that can be properly removed. This action makes ADA access possible and improves safety by adding a sidewalk for visitors to use to access the library. To accommodate removals, the landscaping plan will plant 34 drought resistant trees, well-planned shrubs, and designed planter boxes. The trees on the southeast corner of the property and the larger trees along Gravelly Lake Drive have been incorporated into the site plan and will remain.

Attached are the site plans for the new Interim Library, showing the general layout of the facility on the site, the parking lot design, and landscaping. The City has approved the site plan along with these actions. We're happy to answer any questions you may have.



PLANT SCHEDULE (SIZES DEFINED BY LMC 18A.70 140B PLANT STANDARDS)

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
ACE SHD	4	Acer palmatum 'Shin Deshojo'	Shin Deshojo Japanese Maple	5 gal.	Pot
ACE XFM	5	Acer x freemanii	Freeman Maple	3" Cal.	B&B
CAR FRA	15	Carpinus betulus 'Frans Fontaine'	Frans Fontaine Hornbeam	3" Cal.	B&B
GIN AUT	3	Ginkgo biloba 'Autumn Gold'	Autumn Gold Maidenhair Tree	3" Cal.	B&B
TSUMER	7	Tsuga mertensiana	Mountain Hemlock	6 Ht.	B&B
BER VER	130	Berberis verticillata	Wavy Berberry	3 gal.	Pot
CEA GLO	108	Ceanothus glaucus	Point Reyes Ceanothus	1 gal.	Pot
CEA VCT	29	Ceanothus x Victorian	Victoria Wild Lilac	3 gal.	Pot
CIS HYB	142	Celtis x hybridus	White Rockrose	5 gal.	Pot
LON PIL	6	Lonicera pileata	Privet Honeylucke	1 gal.	Pot
MAH NER	150	Mahonia nervosa	Oregon Grape	1 gal.	Pot
PHI VI	12	Philadelphus lewisii	Wild Mockorange	3 gal.	Pot
THU SMA	10	Thuja occidentalis 'Smaragd'	Emerald Green Arborvitae	6 Ht.	Pot
COT DAM	55	Cotoneaster dammeri	Bearberry Cotoneaster	1 gal.	Pot
LON P12	69	Lonicera pileata	Privet Honeylucke	1 gal.	Pot
HEL SEM	400	Helictotrichon sempervirens	Blue Oat Grass	1 gal.	Pot
MIS YAK	343	Miscanthus sinensis 'Yaku Jima'	Yaku Jima Eriola Grass	1 gal.	Pot
PER NAW	400	Pennisetum alopecuroides 'Hammer'	Hammer Fountain Grass	1 gal.	Pot
ALL CER	2,308 sf	GRASS AND PERENNIAL MIX	Nothing Onion	1 gal.	Pot
ECH PUR	128	Echinacea purpurea	Coneflower	1 gal.	Pot
HEL SEM	180	Helictotrichon sempervirens	Blue Oat Grass	1 gal.	Pot
PER NAW	180	Pennisetum alopecuroides 'Hammer'	Hammer Fountain Grass	1 gal.	Pot
RUD HR	88	Rubus odoratus	Blackberry Rubus	1 gal.	Pot
BIO SEE	1,786 sf	Bioswale Seed Mix	Bioswale Seed Mix	---	---



BIOSWALE SEED MIX

BOTANICAL NAME	COMMON NAME	% SPECIES
Festuca rubra	Red Fescue	15%
Hordium brochyantherum	Creeping Red Fescue	5%
Cyperus aculeatus	Arrowweed	5%
Deschampsia caespitosa	Tufted Hairgrass	15%
Triticum repens	Common Wheatgrass	25%

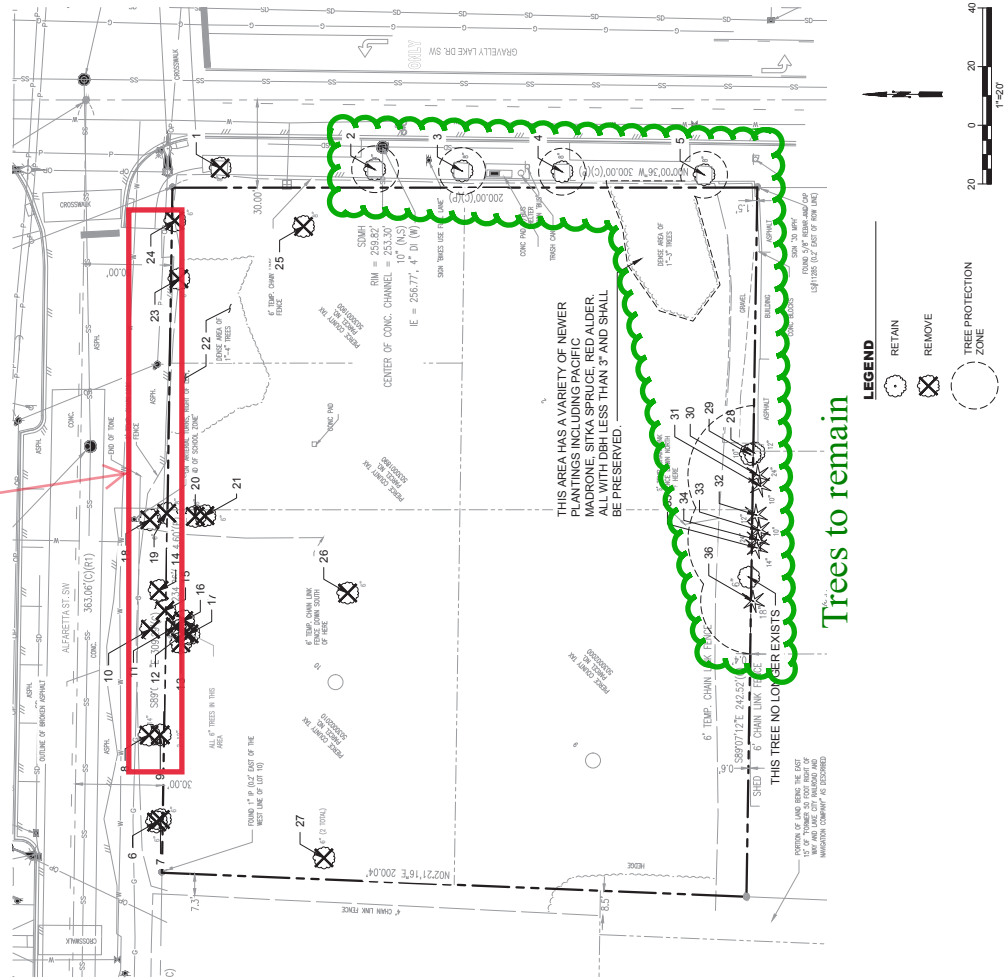
SEEDING RATE: 1.00 PLS lbs. per 1,000 SF

New Landscape Plan

NO.	DATE	REVISION



New sidewalk and ADA site improvement



SUMMARY:
THIS TREE SURVEY IS FOR THE CITY OF LAKEWOOD INTERIM LIBRARY SITE LOCATED AT 10202 GRAVELLY LAKE DR. SW, LAKEWOOD, WA 98499. TREES WERE SURVEYED ON DECEMBER 3, 2022 BY AN ISA CERTIFIED ARBORIST (PN-8280A). THIS TREE INVENTORY AND ASSESSMENT MEETS THE CITY OF LAKEWOOD STANDARDS AS DEFINED BY THE CITY OF LAKEWOOD MUNICIPAL CODE ARTICLE 11.11, TREE PRESERVATION.

THE SITE IS AN APPROXIMATE 1.1 ACRE PARCEL AND IS LOCATED AT THE INTERSECTION OF GRAVELLY LAKE DR. SW AND ALFARETTA ST. SW. THE EXISTING TREE POPULATION ON THE PARCEL IS MADE UP OF SMALLER TREES (LESS THAN 3\" DBH) IN THE RECENT PAST AND INCLUDE SITKA SPRUCE, PACIFIC MADRONE, RED ALDER, AND ASPEN. THE REMAINDER OF THE SITE CONSISTS OF MOSTLY BLACK LOCUST WHICH ARE CONSIDERED INVASIVE IN THE PACIFIC NORTHWEST AND SHOULD BE REMOVED. THERE IS A ROW OF DOUG FIR, (1) SITKA SPRUCE, AND (2) MAPLES ON THE SOUTH SIDE OF THE SITE BUT MOST OF PROTECTED DURING CONSTRUCTION TO AVOID ANY LONG TERM DAMAGE. LASTLY, THERE ARE (6) NORWAY SPRUCE THAT ARE PLANTED AS STREET TREES ADJACENT TO GRAVELLY LAKE ROAD WHICH WILL REMAIN AND BE PROTECTED.

ONLY (1) TREE (#29) CAN BE IDENTIFIED AS A SIGNIFICANT TREE AS DEFINED PER LMC 19A.70.320. THIS TREE IS BEING RETAINED FOR LANDSCAPE PURPOSES. IT SHOULD BE NOTED THAT TREE #40 WOULD ALSO BE CONSIDERED SIGNIFICANT IF IT WERE NOT AN INVASIVE SPECIES.

SURVEY METHODS:

EACH TREE WAS VISUALLY INSPECTED FROM THE GROUND. THE SURVEY WAS LIMITED TO TREES WITH DBH GREATER THAN 3\".

THE ASSESSMENT PROCEDURE CONSISTED OF THE FOLLOWING STEPS:

1. TREES WERE IDENTIFIED BY GENUS AND SPECIES.
2. DBH WAS MEASURED AND RECORDED FOR EACH TREE WITH A DBH OF 3\" OR GREATER.
3. THE DRIPLINE WAS MEASURED AND RECORDED FOR EACH TREE SURVEYED.

TREE PROTECTION ZONE REQUIREMENTS

CONSTRUCTION ACTIVITIES SHALL MEET OR EXCEED MINIMUM REQUIRED TREE PROTECTION STANDARDS AS PER LMC 19A.70.320(1) AND AS NOTED BELOW THROUGH AN ESTABLISHED TREE PROTECTION ZONE (TPZ) FOR THESE TREES DETERMINED TO REMAIN ON THE SITE.

- AT A MINIMUM THE TPZ BARRIER SHALL BE INSTALLED 6 FEET OUT FROM THE DRIPLINE AND FOLLOW BACK OF EXISTING CURB OR FALLS WITHIN 5'-0\" OFFSET OF DRIPLINE (FENCE FOLLOWING EXISTING CURB DOES NOT TRIGGER IMPACT STATUS).
- EACH TPZ WILL FOLLOW THE EDGE OF BUILDING/ROAD/PAVED PATH WHERE NECESSARY AND IS NOT REQUIRED TO EXTEND TO THE DRIPLINE WHERE IMPERVIOUS SURFACES ARE DETERMINED TO BE THE LIMITING FACTOR FOR ROOT DEVELOPMENT.
- ALL CONSTRUCTION ACTIVITIES ARE PROHIBITED FIVE (5) FEET FROM THE TPZ WHERE TREE PROTECTION BARRIERS SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBANCE. THIS INCLUDES BUT IS NOT LIMITED TO THE STORAGE OF MATERIALS, PAVING, CONCRETE AND FINISH SOIL BY WASHING OUT EQUIPMENT, (CONCRETE, PAINT, ETC.), CHANGING SOIL GRADE, OR DAMAGING OVERHEAD BRANCHES.
- ANY ENTRY OR WORK WITHIN THE TPZ OF RETAINED OR IMPACTED TREES WILL NEED TO OCCUR UNDER THE DIRECT SUPERVISION OF A CERTIFIED ARBORIST.
- TPZ FENCING SHALL BE A MINIMUM OF 4 FEET HIGH CONSTRUCTED OF CHAIN LINK OR POLYETHYLENE LAMINAR SAFETY FENCING OR SIMILAR MATERIAL.
- \"TREE PROTECTION AREA\" KEEP OUT\" OR SIMILAR SIGNS ARE REQUIRED TO ACCOMPANY THE TPZ FENCING AT REGULAR INTERVALS AND INCLUDE THE CONTACT INFORMATION OF THE CONSULTING ARBORIST OR ENTITY RESPONSIBLE FOR ENFORCING TREE PROTECTION STANDARDS.
- EACH TPZ SHALL REMAIN IN PLACE FOR THE ENTIRETY OF PROJECT CONSTRUCTION AND ONLY REMOVED, TEMPORARILY OR OTHERWISE, WITH AUTHORIZATION BY AN ISA CERTIFIED ARBORIST AFTER SUBMITTAL AND APPROVAL OF INTENT BY THE CITY OF LAKEWOOD.
- PREVENTATIVE MEASURES ARE RECOMMENDED IN ADDITION TO THE INSTALLATION OF TREE PROTECTION BARRIERS INCLUDING MULCHING OVER DRIP LINE, FERTILIZATION FOR STRESSED TREES, SUPPLEMENTAL IRRIGATION AS NECESSARY, SOIL AMENDMENTS AND SOIL AERATION, AND PRUNING TO REMOVE DEADWOOD OR CREATE CLEARANCE ON TREES TO BE PROTECTED.

THIS AREA HAS A VARIETY OF NEWER PLANTINGS INCLUDING PACIFIC MADRONE, SITKA SPRUCE, RED ALDER. ALL WITH DBH LESS THAN 3\" AND SHALL BE PRESERVED.

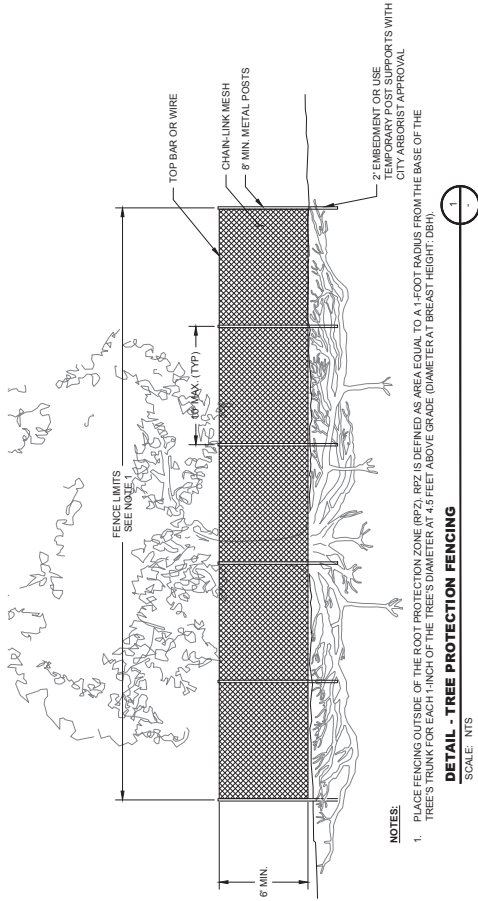
Trees to remain

LEGEND

- RETAIN (circle with cross)
- REMOVE (circle with X)
- TREE PROTECTION ZONE (dashed circle)



REVISION	DATE	DESCRIPTION



- NOTES:**
1. PLACE FENCING OUTSIDE OF THE ROOT PROTECTION ZONE (RPZ). RPZ IS DEFINED AS AREA EQUAL TO 4.5 FOOT RADIUS FROM THE BASE OF THE TREE'S TRUNK FOR EACH 1-INCH OF THE TREE'S DIAMETER AT 4.5 FEET ABOVE GRADE (DIAMETER AT BREAST HEIGHT (DBH)).

DETAIL - TREE PROTECTION FENCING
SCALE: NTS

ID #	Common Name	Scientific Name	DBH	Canopy Radius	Significant	Remove/Retain	Notes
1	Norway maple	<i>Acer platanoides</i>	8"	8'	No	Remove	
2	Norway maple	<i>Acer platanoides</i>	8"	6'	No	Retain	
3	Norway maple	<i>Acer platanoides</i>	8"	7'	No	Retain	
4	Norway maple	<i>Acer platanoides</i>	8"	8'	No	Retain	
5	Norway maple	<i>Acer platanoides</i>	8"	10'	No	Retain	
6	Black locust	<i>Robinia pseudoacacia</i>	6"	11'	No	Remove	Invasive species
7	Black locust	<i>Robinia pseudoacacia</i>	6"	11'	No	Remove	Invasive species
8	Black locust	<i>Robinia pseudoacacia</i>	14"	11'	No	Remove	Invasive species
9	Black locust	<i>Robinia pseudoacacia</i>	5"	12'	No	Remove	Invasive species
10	Black locust	<i>Robinia pseudoacacia</i>	6"	12'	No	Remove	Invasive species
11	Black locust	<i>Robinia pseudoacacia</i>	4"	8'	No	Remove	Invasive species
12	Black locust	<i>Robinia pseudoacacia</i>	4"	6'	No	Remove	Invasive species
13	Black locust	<i>Robinia pseudoacacia</i>	5"	6'	No	Remove	Invasive species
14	Black locust	<i>Robinia pseudoacacia</i>	7"	6'	No	Remove	Invasive species
15	Black locust	<i>Robinia pseudoacacia</i>	6"	8'	No	Remove	Invasive species
16	Black locust	<i>Robinia pseudoacacia</i>	7"	6'	No	Remove	Invasive species
17	Black locust	<i>Robinia pseudoacacia</i>	4"	6'	No	Remove	Invasive species
18	Black locust	<i>Robinia pseudoacacia</i>	6"	10'	No	Remove	Invasive species
19	Black locust	<i>Robinia pseudoacacia</i>	8"	10'	No	Remove	Invasive species
20	Black locust	<i>Robinia pseudoacacia</i>	6"	10'	No	Remove	Invasive species
21	Black locust	<i>Robinia pseudoacacia</i>	6"	10'	No	Remove	Invasive species
22	Pacific madrone	<i>Arbutus menziesii</i>	3.5"	5'	No	Remove	
	Pacific madrone	<i>Arbutus menziesii</i>	6"	8'	No	Remove	
	Pacific madrone	<i>Arbutus menziesii</i>	3.5"	6'	No	Remove	
	Pacific madrone	<i>Arbutus menziesii</i>	4.5"	6'	No	Remove	
23	Pacific madrone	<i>Arbutus menziesii</i>	6"	8'	No	Remove	
24	Pacific madrone	<i>Arbutus menziesii</i>	6"	10'	No	Remove	
25	Cottonwood	<i>Populus spp.</i>	8"	11'	No	Remove	
26	Black locust	<i>Robinia pseudoacacia</i>	6"	7'	No	Remove	Invasive species
27	Black locust	<i>Robinia pseudoacacia</i>	6"	6'	No	Remove	Invasive species
28	Maple	<i>Acer spp.</i>	10"	25'	Yes	Retain	Not within property boundaries but protect during construction.
29	Maple	<i>Acer spp.</i>	12"	25'	Yes	Retain	Not within property boundaries but should be protected during construction.
30	Douglas fir	<i>Pseudotsuga menziesii</i>	24"	15'	Yes	Retain	Not within property boundaries but should be protected during construction.
31	Douglas fir	<i>Pseudotsuga menziesii</i>	10"	12'	Yes	Retain	Not within property boundaries but should be protected during construction.
32	Douglas fir	<i>Pseudotsuga menziesii</i>	12"	12'	Yes	Retain	Not within property boundaries but should be protected during construction.
33	Douglas fir	<i>Pseudotsuga menziesii</i>	10"	12'	Yes	Retain	Not within property boundaries but should be protected during construction.
34	Douglas fir	<i>Pseudotsuga menziesii</i>	24"	18'	Yes	Retain	Not within property boundaries but should be protected during construction.
35	Douglas fir	<i>Pseudotsuga menziesii</i>	14"	12'	Yes	Retain	Not within property boundaries but should be protected during construction.
36	Sitka spruce	<i>Picea sitchensis</i>	18"	12'	Yes	Retain	Not within property boundaries but should be protected during construction.

MEMO



Date: October 23, 2023

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

From: Gretchen Caserotti, Executive Director
Mary Stimson, Finance Director

Subject: 2024 Draft Budget

This month, the Board of Trustees reviews the draft budget and holds the first public hearing. Attached are the draft 2024 budgets for the General Fund and Capital Improvement Fund. The Property and Facility Fund, Levy Sustainability Fund, Election Fund, and Debt Service Fund budgets are also attached but do not show any budgetary activities.

2024 Budgeting Principles

We're making strides on the development of this budget, although it continues to be challenging due to a number of factors, including inflation, supply chain constraints, and the building of the Interim Lakewood Library. We continue to rely on the following principles in the budget we are presenting:

- Good stewardship of taxpayers' investment in Library services
- Delivery of valuable services as determined by community needs, priorities, and use
- Maintaining long-term organizational, fiscal, and service health
- Building in flexibility for both expenditures and revenue to ensure rapid response to changes resulting from the pandemic, inflation, and supply chain delays
- Increase focus on planning and projects to develop, maintain, and improve the Library's capital investments, including construction of an interim Lakewood Library

In addition, we have identified 4 goals:

- Funding for current services and staffing despite the challenges of inflation is far outpacing our 1% increase in revenue from property taxes.
- Maintaining the Levy Sustainability Fund to a balance slightly over \$15 million as we enter the second phase of our sustainability strategy
- Funding construction of interim Lakewood Library and other capital priorities while leaving a Capital Improvement fund balance per the Fiscal Management Policy
- Keeping a fund balance of at least \$1 million in the Property and Facility Fund to enable us to take advantage of opportunities to enhance future library service

Levy Sustainability Plan – Year 5 (2024)

In 2019, the Administrative Team worked with the Board of Trustees to create a multi-year funding cycle to provide stable funding for delivering Library services for at least five years under the 2018 voter-approved levy reauthorization. As a result of the levy sustainability strategy, we currently project the 2018 levy reauthorization will provide stable funding through at least 2026 without any changes to current annual budgeting practices.

Fundamental to the funding cycle is the Levy Sustainability Fund created by the Board of Trustees in 2019, which has three phases:

- Phase 1: Annual revenues exceed annual expenditures and deposits are made to the Levy Sustainability Fund
- Phase 2: Annual revenues meet annual expenditures with no funds deposited into the fund
- Phase 3: Annual revenues are less than annual expenditures and funds from the Levy Sustainability Fund are used to support the Library's operating costs

The Library will be in the second phase in 2024. Last year was the last year of the first phase, in which our revenues exceed our expenditures. With the anticipated 2023 final deposit, the budget as presented shows a fund balance slightly over \$15 million.

This year for 2024, we are entering Phase 2, in which revenue and expenditures are projected to be in balance and no funds are planned to be deposited into, or withdrawn from, the Levy Sustainability Fund.

In Phase 3, expenditures exceed revenues and funds are withdrawn from the Levy Sustainability Fund to close budget shortfalls and continue consistent, excellent services and operations until the fund is reduced and the Library begins the next fiscal sustainability cycle. These will be considerations as we move forward with the strategic planning in 2024.

2024 Revenue

Total revenue for 2024 is estimated to be \$46.8 million, all of which is budgeted for 2024 services, operations, and capital investments. We will no longer make deposits into the Levy Sustainability Fund in 2024.

In June of 2023, the Library's Board approved waiving existing fines from all customer accounts and eliminated overdue fines. Fines on overdue books and other materials were identified as barriers to equitable access and use of the Library and its resources. This barrier was successfully removed in 2023, and we are not indicating any fines in the 2024 revenues this year.

Higher interest rates will continue into 2024 and are factored into our projected revenues.

2024 General Fund Budget

The budget is balanced with revenues and expenditures set at \$44.8 million. 2024 budget requests have been reviewed in detail for alignment with priorities and department capacity. Items of note in the draft budget:

Personnel

- The wage scale adjustment for represented staff is based on the June-June CPI-U for the Seattle-Tacoma-Bellevue area, which was recorded at 4.6%. Under the Collective Bargaining Agreement, the wage scale adjustment is the maximum of 3.5%.
- Health care costs are projected to increase by about 5%.
- Personnel budget projections typically include a percentage decrease against the total projected, 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. We do this to accommodate new employees coming in at lower steps and the effects of vacancies.

Maintenance & Operations

- Operating expenditures are anticipated to be steady, though some Facilities expenditure areas are increasing due to inflation.
- An increase to Facilities repairs and maintenance will align with actual spending to maintain our aging facilities.

-
- Provide an adequate contingency in the event a need arises, otherwise unspent funds return to the fund balance.

Materials

- Materials budget remains close to 10% of the overall budget with minimum adjustments.

Capital Improvement Fund Budget: \$5.17 Million

Revenues

- The Fiscal Management Policy requires an average balance of 4% of General Fund revenues in the Capital Fund. Therefore, we anticipate budgeting \$2 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.
- Cost for Interim Lakewood will continue into 2024 with anticipated spending of \$2.25 million.
- Continued cost for the Buckley remediation, Lakewood demo, additional vehicles, and Sumner building projects

2024 Elections Fund: No Funds Allocated

- This fund is fully funded and no deposit is needed.
- 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.

2024 Property and Facility Fund: No Funds Allocated

- We do not anticipate a transfer in 2024 to this fund, nor any transfers from this fund, for 2024.
- The 2023 amended budget transfer from the Property and Facility Fund of \$1.4 million was moved to the Capital Fund, leaving an existing fund balance upwards of \$1 million. This use is consistent with the intent of the Property and Facility Fund.

2024 Levy Sustainability Fund: No Funds Allocated

- As we enter Phase 2 in 2024, this fund will be fully funded; we will no longer deposit revenues.
- 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.

2024 Debt Service Fund: No Funds Allocated

- We do not anticipate a transfer in 2024 to this fund, nor any transfers from this fund, for 2024.
- In 2024, we will prepare this fund to begin repayments toward the Sumner Library Capital Facilities Area bond in 2025.

2024 Cash Flow Needs

- The Library has an adequate cash reserve to support expenditures during low revenue months (April and October).

GENERAL FUND

- BUDGET-

2024 BUDGET DRAFT November 8, 2023	2023 FINAL Approved 12/22	2024 Draft Budget	Change (\$)	Change (%)	Notes
-- REVENUE --					
Property Taxes	\$ 42,474,200	\$ 45,503,573	\$ 3,029,373	7.13%	*See Footnote
Excise Taxes	83,000	83,000	-		
Timber Taxes	15,000	15,000	-		
Fees (Printer, Fax, Copier)	7,500	4,000	(3,500)	-46.67%	Reduced revenue is anticipated in 2024
Fines	10,000	-	(10,000)	-100.00%	Removed overdue Fines
Investment Income	400,000	452,000	52,000	13.00%	Return rates are higher
Sales of Goods/Services	1,000	1,000	-		
Donors & Reimbursements	470,000	485,000	15,000	3.19%	Includes Foundation
Other (Erate, P-card Rebates, etc.)	621,000	301,000	(320,000)	-51.53%	Decrease in Erate funds
TOTAL REVENUE	\$ 44,081,700	\$ 46,844,573	\$ 2,762,873	6.27%	
-- EXPENDITURES --					
PERSONNEL					
Salaries & Wages	\$ 23,344,858	\$ 23,877,000	\$ 532,142	2.28%	
Overtime Wages	67,000	67,000	-		
Employee Benefits	7,663,104	7,908,000	244,896	3.20%	Includes increase in healthcare rates
TOTAL PERSONNEL	\$ 31,074,962	\$ 31,852,000	\$ 777,038	2.50%	
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 540,450	\$ 484,900	\$ (55,550)	-10.28%	
Fuel	50,000	47,000	(3,000)	-6.00%	
Equipment (Computers, Software, Furnishings)	1,471,720	1,548,500	76,780	5.22%	
Professional, Legal, Other Services	1,203,900	1,255,000	51,100	4.24%	
Networking, Phones, Postage	913,000	547,900	(365,100)	-39.99%	Replaced network provider at lowered cost
Travel & Mileage	113,490	158,350	44,860	39.53%	Increased in person trainings
Advertising	153,000	148,500	(4,500)	-2.94%	
Rentals & Leases	1,156,700	1,117,460	(39,240)	-3.39%	
Insurance	300,000	300,000	-		
Utilities	416,500	493,500	77,000	18.49%	Aligned budget to actuals
Repairs & Maintenance, Maintenance Contracts	1,177,258	1,289,083	111,825	9.50%	Aligned budget to actuals
Registrations	113,650	125,650	12,000	10.56%	
Dues, Taxes, Licenses, Fees, Misc Expenses	112,150	131,750	19,600	17.48%	
Pass-through Funding	154,000	155,300	1,300	0.84%	Funded by Foundation donors
Contingency	542,920	575,000	32,080	5.91%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 8,418,738	\$ 8,377,893	\$ (40,845)	-0.49%	
MATERIALS					
Books, DVDs, Music, eBooks, Databases	\$ 4,588,000	\$ 4,564,680	\$ (23,320)	-0.51%	
TOTAL MATERIALS	\$ 4,588,000	\$ 4,564,680	\$ (23,320)	\$ (0)	
SET-ASIDES & TRANSFERS					
Capital Fund Transfer		\$ 2,050,000	\$ 2,050,000		new
Property and Facility Fund Transfer	-				
Set Aside for Future Sustainability	-				
Set Aside for Apr/Oct Cashflow	-				
TOTAL SET-ASIDES AND TRANSFERS	\$ -	\$ 2,050,000	\$ 2,050,000	\$ -	
TOTAL EXPENDITURES	\$ 44,081,700	\$ 46,844,573	\$ 2,762,873	\$ 0	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -		

* In 2023, we had allocated a total of \$46,104,500 in property tax revenues, with \$44,081,7000 allocated to the General Fund and \$2,022,800 allocated to the Levy Sustainability Fund. In 2024, we are no longer depositing into the Levy Sustainability Fund and our property tax revenue has increased to \$46,844,573, resulting in an actual increase of only \$740,073; a 1.01% increase which reflects the 1% and new construction.

**CAPITAL FUND
-DRAFT BUDGET-**

2024 BUDGET DRAFT November 8, 2023	2023 Amended Approved 10/23	2024 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Fund Balance/Cash Reserves	\$ 4,918,000	\$ 3,114,500	\$ (1,803,500)	
TOTAL USE OF FUND BALANCE	\$ 4,918,000	\$ 3,114,500	\$ (1,803,500)	
NEW REVENUE				
Transfer from General Fund - 2024 Revenue	\$ -	\$ 2,050,000	\$ (2,050,000)	
Transfer from General Fund - Unspent	\$ 4,000,000	\$ -	\$ (4,000,000)	
Transfer from Property and Facility Fund	\$ 1,400,000	\$ -	\$ (1,400,000)	
			\$ -	
TOTAL NEW REVENUE	\$ 5,400,000	\$ 2,050,000	\$ (7,450,000)	
TOTAL FUNDS AVAILABLE	\$ 10,318,000	\$ 5,164,500	\$ (9,253,500)	
-- EXPENDITURES --				
CURRENT BUILDING IMPROVEMENTS				
Buckley Site Evaluation	\$ 1,075,000	\$ 235,500	\$ (839,500)	Remaining Buckley project costs
LWD Demo	\$ 55,000	\$ 500,000	\$ 445,000	
Door replacement	\$ 375,000	\$ 70,000	\$ (305,000)	Adjusted to match Bid
Vehicle purchases - 2022 roll forward	\$ 187,000	\$ 263,000	\$ 76,000	Remaining vehicles delivery in 2024
Vehicle purchases- 2023 purchases	\$ 54,000	\$ 3,000	\$ (51,000)	
Facilities Condition Assessment	\$ 500,000	\$ 200,000	\$ (300,000)	
Parking Lot Refreshes	\$ 100,000	\$ -	\$ (100,000)	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 2,346,000	\$ 1,271,500	\$ (1,074,500)	
FUTURE BUILDINGS				
Lakewood Interim Library				
LWD building	\$ 5,000,000	\$ 1,510,000	\$ (3,490,000)	
LWD site work	\$ 1,500,000	\$ 500,000	\$ (1,000,000)	
LWD FF&E	\$ 250,000	\$ -	\$ (250,000)	
LWD other	\$ 120,000	\$ 227,000	\$ 107,000	City review fees, permit fees, storage fees, and utility tie-ins cost
LWD architects	\$ 556,000	\$ -	\$ (556,000)	
LWD Project Work	\$ 26,000	\$ 16,000	\$ (10,000)	
Sumner Library Planning Phase				
SUM polling	\$ 12,000	\$ -	\$ (12,000)	
SUM project communications	\$ 13,000	\$ 2,000	\$ (11,000)	
SUM Architect and Legal Consulting	\$ 15,000	\$ 1,000,000	\$ 985,000	
Other Future				
Capital Campaign Consultants	\$ 60,000	\$ 60,000	\$ -	
Consultant for Facilities Master Plan	\$ -	\$ 150,000	\$ 150,000	
Strategic Planning	\$ -	\$ 178,000	\$ 178,000	
TOTAL FUTURE BUILDINGS	\$ 7,552,000	\$ 3,643,000	\$ (3,909,000)	

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

2024 BUDGET DRAFT November 8, 2023	2023 Amended Approved 10/23	2024 Draft Budget	Notes
----- Budget Summary (Cont.) -----			
TECHNOLOGY UPDATES			
Branch Wi-Fi equipment replacements	\$ 20,000	\$ -	\$ (20,000)
High-Speed Copier	\$ 150,000	\$ -	\$ (150,000)
TOTAL TECHNOLOGY PROJECTS	\$ 170,000	\$ -	\$ (170,000)
 CONTINGENCY	 \$ 250,000	 \$ 250,000	 \$ -
 TOTAL EXPENDITURES	 \$ 10,318,000	 \$ 5,164,500	 \$ (5,153,500)
 NET OF REVENUE AND EXPENDITURES	 \$ -	 \$ -	 \$ (4,100,000)

**2024 ELECTION FUND
-DRAFT BUDGET-**

2024 DRAFT BUDGET November 8, 2023	2023 Final Approved 12/22	2024 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Election Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 30,000.00	\$ 30,000.00	\$ -	0%
TOTAL NEW REVENUE	\$ 30,000.00	\$ 30,000.00	\$ -	0%
TOTAL FUNDS AVAILABLE	\$ 30,000.00	\$ 30,000.00	\$ -	0%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 30,000.00	\$ 30,000.00	\$ -	0%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Election Fund for Future Election Costs	\$ 1,100,000.00	\$ 1,115,000.00	\$ -	<u>1%</u>
TOTAL COMMITTED SET-ASIDES	\$ 1,100,000.00	\$ 1,115,000.00	\$ -	<u>1%</u>

**2024 PROPERTY AND FACILITY FUND
-DRAFT BUDGET-**

2024 DRAFT BUDGET November 8, 2023	2023 Amending	2024 Draft Budget	Change (\$)
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Use of Property and Facility Set Aside	\$ 1,400,000.00	\$ -	\$ (1,400,000.00)
REVENUE			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 110,000.00	\$ 55,000.00	\$ (55,000.00)
TOTAL NEW REVENUE	\$ 110,000.00	\$ 55,000.00	
TOTAL FUNDS AVAILABLE	\$ 1,510,000.00	\$ 55,000.00	
-- EXPENDITURES --			
PROGRAMS			
None planned for 2024	\$ -	\$ -	\$ -
TOTAL PROGRAMS	\$ -	\$ -	\$ -
PROJECTS			
Transfer from Property and Facilities Fund to Capital Fund	\$ 1,400,000.00	\$ -	\$ (1,400,000.00)
TOTAL PROJECTS	\$ 1,400,000.00	\$ -	
TOTAL EXPENDITURES	\$ 1,400,000.00	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 110,000.00	\$ 55,000.00	

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

**2024 LEVY SUSTAINABILITY FUND
-DRAFT BUDGET-**

2024 DRAFT BUDGET November 8, 2023	2023 Final Approved 12/22	2024 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Levy Sustainability Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Property Taxes (Funding Cycle Revenue)	\$ 2,016,600.00	\$ -	\$ (2,016,600.00)	
Investment Income	\$ 450,000.00	\$ 500,000.00	\$ 50,000.00	11%
TOTAL NEW REVENUE	\$ 2,466,600.00	\$ 500,000.00	\$(1,966,600.00)	-80%
TOTAL FUNDS AVAILABLE	\$ 2,466,600.00	\$ 500,000.00	\$ (1,966,600.00)	-80%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 2,466,600.00	\$ 500,000.00	\$ (1,966,600.00)	-80%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Levy Sustainability Funds for Future Levy Sustainability Costs			\$ -	
TOTAL COMMITTED SET-ASIDES	\$ 14,500,000.00	\$ 15,000,000.00	\$ 500,000.00	3%

PIERCE COUNTY LIBRARY SYSTEM

1

**2024 DEBT SERVICE FUND
-DRAFT BUDGET-**

2024 DRAFT BUDGET November 8, 2023	2023 Final Approved 12/22	2024 Draft	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Debt Service Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 2,000.00	\$ 2,000.00	\$ -	
TOTAL NEW REVENUE	\$ 2,000.00	\$ 2,000.00	\$ -	
TOTAL FUNDS AVAILABLE	\$ 2,000.00	\$ 2,000.00	\$ -	
-- EXPENDITURES --				
PROGRAMS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2024	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 2,000.00	\$ 2,000.00	\$ -	
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
TOTAL COMMITTED SET-ASIDES	\$ -	\$ -	\$ -	

PIERCE COUNTY LIBRARY SYSTEM

1

REVENUE & FUND ALLOCATIONS
- FY2024 DRAFT -

	2024
Total Revenue (all sources)	\$ 46,844,573
Fund Allocations	
General	
Personnel	\$ 31,852,000
M&O	\$ 8,377,893
Materials	\$ 4,585,500
Set Asides/Transfers	<u>\$ 4,562,680</u>
Total General	\$ 46,844,573
Capital Improvement	-
Property & Facilities	-
Elections	-
Levy Sustainability	-
Grand total Allocations	<u>\$ 46,844,573</u>
Net of Revenue & Allocations	<u>-</u>

2024 BUDGET PUBLIC HEARING

Motion: Opening the Public Hearing

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2023 property tax levies for collection in 2024.” (The motion is seconded and passed.)

Public Comment

After presentation of the 2024 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget.

If there is no response, or when public comments have ended, the public hearing is then closed.

Motion: Closing the Public Hearing

“I move to close the public hearing on the 2024 draft budget of revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (cont.)

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 **Jamilyn Penn** (Name),
Chair, Board of Trustees (Title), for **Pierce County Rural Library District** (District name),
do hereby certify to the **Pierce** (Name of county) County legislative authority
that the **Board of Trustees** (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in **2024** (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on **11/08/2023** (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.	45,506,294.08	
Administrative refund amount	0.00	
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
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 or call 360-705-6705. Teletype (TTY) users please dial 711.

RESOLUTION NO. 2023-18

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING HIGHEST LAWFUL LEVY**

WHEREAS, the Board of Trustees of PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District) has met and considered its budget for the calendar year 2024; and,

WHEREAS, the District’s actual levy amount from previous year (2023) was \$44,460,984.10; and,

WHEREAS, the population of the District is MORE THAN 10,000; and,

WHEREAS, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, annexations, and refunds, or (2) 50 cents per \$1,000 of the District’s assessed property value; and,

WHEREAS, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at 3.67%; and,

WHEREAS, the Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, but excluding refunds made; and now, therefore,

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

1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.
2. 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 percent (%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and annexations that have occurred, and refunds made.

PASSED AND APPROVED THIS 8TH DAY OF NOVEMBER, 2023.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Jamilyn Penn, Chair _____

Pat Jenkins, Vice-Chair _____

Neesha Patel, Member _____

Abby Sloan, Member _____

Pamela Duncan, Member _____

MEMO



Date: October 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Conflict of Interest Policy 2nd Reading

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

Action: Move to approve the Conflict of Interest Policy as presented.

Board Policy



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

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.

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

Gifts

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

Misuse

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

Conflict of Interest; Reporting and Remedies

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

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

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

Adopted by the Board of Trustees of the Pierce County Rural Library District on November 8, 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: October 27, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Public Comment Policy 2nd Reading

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

Action: Move to approve the Public Comment Policy as presented.

Board Policy



Public Comment at Board Meetings

Policy Statement

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

Purpose

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

Policy

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

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

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

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

Public Comment

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

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

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

Board Policy



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

Conduct

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

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

Comments in Public Hearings

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

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

USPS

Board of Trustees 3005 112th
Street E
Tacoma WA 98446

Email

boardoftrustees@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: November 8, 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: October 16, 2023

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

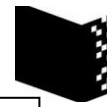
From: Connie Behe, Deputy Director

Subject: Unattended Persons Policy 2nd Reading

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

Action: Move to approve the Unattended Persons Policy as presented, effective December 1, 2023.

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.

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.

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

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.

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 November 8, 2023 (effective December 1, 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: October 16, 2023

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

From: Connie Behe, Deputy Director

Subject: Community Exhibit Spaces Policy 2nd Reading

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

Action: Move to approve the Community Exhibit Spaces Policy as presented, effective December 1, 2023.

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.

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 on November 8, 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: October 12, 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 First Reading

In our continued review and update of the Pierce County Library System Board of Trustees' policies, at the November Board meeting, we present the following communications policies for a first reading. At the October Board meeting, we discussed the proposed updates to a consolidation of these three communications-related policies: Accepting Unsolicited Materials and Campaign Literature and Political Forums, Communication with the Public, and Social Media. With the discussion, the Board did not direct any changes to the proposed updates. These updated policies are presented with no changes from the October discussion. Thank you for your first reading.

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 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 sSystem 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.

Board Policy



- ~~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.~~

~~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.~~

Board Policy



- ~~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 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](#) 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 December 13, 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 designated display area, on a first-come, first-served basis within the limitations imposed by available space.

Board Policy



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.

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

Board Policy



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

DRAFT

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

Board Policy



~~Marketing and Communications Director or their delegate.~~

Public Use of Camera and/or Video in Public Domain

The Library is a limited public place 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, 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.~~

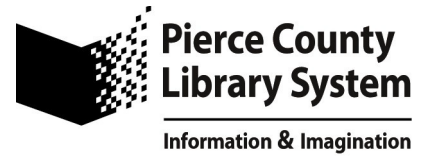
Related Policies Procedures

[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
December 13, 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 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.

~~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 December 13, 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](#)

DRAFT

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 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 the Library that is either in conflict with or expansive of the matters addressed in this policy.

MEMO



Date: October 26, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Disposition of Policies

As mentioned in prior Board meetings, the Library is near ready to take action on Board policies that are no longer needed or have taken another form. The integrity of the Board’s portfolio of policies includes ensuring only those policies that are in force are published and managed actively.

Many policies have been simply updated, and action taken on those necessarily rescinds all prior versions. However, for policies that are merged into a new policy, took another non-Board-policy format, or are outright unneeded, action must be taken to repeal their forms.

Some policies came into existence by Board resolutions decades ago. In those instances, the resolution’s contents were nearly identical to the actual policy created. (Current and acceptable practice is to approve a simple motion to enact new or revise existing Board policies without a resolution.) Thus, those resolutions ought to be declared as repealed, too, so as not to cause confusion as to whether the older resolutions remain in force.

A draft resolution has been prepared for the Board’s review. This resolution will be introduced during the December Board meeting for action.

Policy	Reasoning
Conflict of Interest – Board of Trustees and Administrative-Level Director	Merged essential elements into new Conflict of Interest Policy.
Exclusion from Library Services	Replaced by the new Rules of Conduct.
Access (formerly “Free Access to Libraries for Minors 1.4”)	Elements included in Selection of Library Materials, Rules of Conduct, and Vulnerable Persons policies.
Friends Groups	Each Friends of the Library group has a Memorandum of Understanding, and the Foundation has an annual agreement that outlines the terms and conditions of the relationship to the Library.
Friends Groups Use of Library Graphics Department	Each Friends of the Library group has a Memorandum of Understanding, and the Foundation has an annual agreement that outlines the terms and conditions of the relationship to the Library.

<u>Interlibrary Loan of Materials</u>	Internal procedure, not required for any agreements or contracts. Not needed as a Board policy.
<u>Library Bill of Rights</u>	Essential elements reflected in the Selection of Library Materials Policy. Not needed as a Board policy.
<u>Maintaining an Up-to-Date Library Cardholder Database</u>	Staff established as an annual procedure. Not needed as Board policy, as no effect on any reciprocal borrowing agreements or other obligations.
<u>Mission, Vision and Values</u>	Stated on website, opportunity to make any changes will come with strategic planning process. Not needed as a Board policy.
<u>Philosophy Policy</u>	Originally written in 1974, legal obligations are now articulated in state law and values reflected in strategic plans. Not needed as a Board policy.
<u>Refund Policy</u>	Will be included in Finance Manual guidelines
<u>Rules and Regulations for Use of Library Facility</u>	Essential elements included in new Rules of Conduct Policy.
<u>Service of Process</u>	Procedures are stated on the website.
<u>Trustee Ethics, Conduct and Responsibility</u>	Merged essential elements into new Conflict of Interest Policy.
<u>Use of Credit Card Accounts</u>	Will be included in Finance Manual guidelines
<u>Washington Library Association's Intellectual Freedom Statement</u>	Essential elements reflected in the Selection of Library Materials Policy. Not needed as a Board policy.

RESOLUTION NO. 2023-__

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RESCIND SEVERAL BOARD POLICIES NO LONGER NEEDED**

FOR DECEMBER 13, 2023 BOARD MEETING

WHEREAS, the Pierce County Rural Library District (the “Library”) set a goal in fiscal year 2023 to begin a comprehensive review of the entire portfolio of Board-level policies to (1) ensure it is up-to-date, (2) meets the level of compliance and oversight required, and (3) has no more policies than are needed for proper governance; and,

WHEREAS, the Board has reviewed the policies listed herein and has determined they are no longer needed, having been merged into other policies or made into a form such as an administrative guideline or procedure; and,

WHEREAS, formal action must be taken on the policies listed herein so as to declare that they and their previous versions are entirely repealed; and

WHEREAS, the following policies are included in the context of this Resolution:

- Conflict of Interest – Board of Trustees and Administrative-Level Director
- Exclusion from Library Services
- Access (formerly “Free Access to Library for Minors”)
- Friends Groups
- Friends Groups Use of Library Graphics Department
- Interlibrary Loan of Materials
- Library Bill of Rights
- Maintaining an Up-to-Date Library Cardholder Database
- Mission, Vision and Values
- Philosophy Policy
- Refund Policy
- Rules and Regulations for Use of Library Facility
- Service of Process
- Trustee Ethics, Conduct and Responsibility
- Use of Credit Card Accounts
- Washington Library Association’s Intellectual Freedom Statement

Now, therefore,

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

The board policies listed herein be repealed in their entirety, to include all prior versions approved by the board and their resolutions, if any, that brought them here forth:

{Signature Block}

Officers Reports

MEMO



Date: October 20, 2023

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

From: Mary Stimson, Finance Director

Subject: 2022 IRS Tax Form 990

A finalized 2022 IRS Form 990 and all schedules are nearly completed by the local accounting firm DP&C for your review. We should have it within the next few weeks and will send it under separate cover around the Board meeting.

As part of this final process, we ask that each Trustee review the filing and then certify that they have reviewed it. This form will be sent to you under separate cover. All statements will become integral public documents in the final tax return for a period of no less than three years. No Board action is required.

If you have any questions concerning our nonprofit tax return, feel free to contact me.

MEMO



Date: October 25, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Update

The Pierce County Council officially formed the Sumner Library Capital Facility Area and appointed three councilmembers for the Board in accordance with RCW 27.15.030. Paul Herrera (District 2), Dave Morrell (District 1), and Jani Hitchen (District 6) were appointed on October 24, 2023. Director Cliff Jo and I continue to coordinate with council staff and are readying an Interlocal Agreement with the LCFA Board.

We have completed the necessary paperwork in accordance with Executive Order 21-02. This order mandates that agencies receiving state funding must submit project notices to both the Department of Archaeology and Historic Preservation (DAHP) and tribes that may be affected, giving them the chance to review the projects for any potential cultural impacts that might necessitate further exploration. I am pleased to report we have reached the first milestone, having received official notice that our new Sumner Library project (and the Bonney Lake refresh that also received a Library Capital Improvement appropriation) was determined to have no cultural resource impacts. We move on to the tribal notification next. Mary Stimson and Cliff Jo have worked to identify invoices paid and upcoming that will be eligible for the reimbursements once we have completed the final paperwork.

The Request for Qualifications for an architect for the new Sumner library was published and closes on November 13, 2023.

A small group of Leadership Team members has been formed to start preliminary work on defining the Community Space concept with the goal to provide an architect with better information about how we envision the space will function when we begin the building design. Through the Foundation's efforts, we have secured financial support for this dedicated community service.

MEMO



Date: October 11, 2023

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

From: Mary Getchell, Marketing and Communications Director

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

The Pierce County Library System’s third quarter marketing and communications activities realized outstanding results to inform and engage individuals by exceeding all evaluation measures:

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

For news media, the Library System achieved 43 news articles and 38 media mentions/calendar placements and overall exceeded news media coverage compared with the third quarter of 2022. The most extensive news coverage focused on the Summer Pierce County Library election to build a new facility.

As part of the marketing and communications focus on the Summer Reading program in the third quarter, the Library invested in advertising in ParentMap and on Pandora. The digital ads that ran in both of these platforms performed well in reaching target audiences and exceeding industry standards for clicks or conversions of people clicking on the ad and receiving more information about the Summer Reading program.

Clearly, people were overjoyed to learn how much money the Pierce County Library saves them. Their reaction to the highest performing Facebook social media marketing post in the third quarter highlighted the cost savings shown on a typical books and materials checkout receipt. This post earned a reach of 13,367 and 868 engagements (likes, comments, and shares of the post).

During the third quarter, the Library System issued three e-newsletters to its main distribution list, with an average of 66,000 active subscribers. The Library’s open rate exceeded the industry standard in all e-newsletters, with the open rate exceeding the industry standard by nearly three times. Overall, the open rate averaged 63.1%, significantly exceeding the industry average of 25.17%.

In the third quarter, 90.20% of internal customers said they were “very satisfied” with the Marketing and Communications Department’s service.

PIERCE COUNTY LIBRARY SYSTEM
2023 Marketing and Communications Plan
THIRD QUARTER RESULTS, July-September 2023

Overall Evaluation Measures

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

News Media Stories

- Goal: Maintain or exceed 2022 news coverage.
- Quarter Three (Q3) 2022: 44 news articles and 24 media mentions/calendar placements.
- Quarter Three (Q3) 2023: 43 news articles and 38 media mentions/calendar placements.
- **Overall exceeded news media coverage in Q2 2022.**

Paid Advertising

Summer Reading program marketing and communications focus (April-June 2023)

- Pandora streaming audio:
 - Impressions: Goal-333,333; Realized-336,348.
 - Reach: 96,533.
- Pandora banner display ad:
 - Impressions: Goal-166,666; Realized-168,334.
 - Clicks/conversions: 120.
 - **CTR: .07%, exceeding industry standards of .04%.**
- ParentMap digital:
 - Impressions: 56,695.
 - Clicks/conversions: 625.
 - **CTR: 1.10%, exceeding industry standards of .04%.**
- ParentMap eNews:
 - Impressions: 152,059.
 - Clicks/conversions: 117.
 - **CTR: .25%, exceeding industry standards of .04%.**

E-newsletter

- Goal: Meet or exceed industry standards:
 - Open rate industry standard: 25.17%.
 - 3 e-newsletters to an average of 64,574 active subscribers.
- Average number of e-newsletters opened: 40,499; 63.1% open rate.
- **Open rate exceeded industry standard by nearly 2.5 times.**

Social Media Marketing

- Facebook Goal: in 2023, the Library System is establishing a baseline, as Facebook changed its reporting data and combines organic and paid

engagement and has removed industry standards.

- Twitter Goal: Maintain or exceed 2022-engagement rate for Library System and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

Facebook

- Q3 2023: 68 posts, with a reach of more than 336,000 people (4,947 average reach per post), and nearly 46,000 engagements including CTR (507.8 average per post).
- Q3 2022: 7.7% reach.
- Q3 2023: 10.3% reach.
- **Reach exceeded industry standard of 5.2% by more than two times the standard and exceeded the Library's Q3 2022 open rate.**

Twitter

- Q3 2022: 2.85% engagement rate.
- Q3 2023: 2.4% engagement rate.
- **Significantly exceeded industry standard.**

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 90.20% Very Satisfied.**

Sample News Articles

Early election results for East Pierce County, including Puyallup council, Sumner library

The News Tribune

BY ANGELICA RELENTE

UPDATED AUGUST 02, 2023

<https://www.thenewstribune.com/news/local/community/puyallup-herald/ph-news/article277869828.html#storylink=cpy>

Early results for this year's Aug. 1 primary election are out. Here's what East Pierce County voters have to say about the Puyallup City Council candidates and the proposed Sumner library.

City Council District No. 2 Position No. 1

889 votes so far (49 percent) are for Mayor Dean Johnson to remain on the Puyallup City Council.

535 votes so far (about 29 percent) are for Joe Colombo.

Mark Palmer has 384 votes (21 percent).

The top two vote-getters will advance to the general election in November.

Colombo, 51, said he wants to create an ethics commission to help oversee City Council decisions. This is his second time running for City Council. He sits on the city's Design Review and Historic Preservation Board, The News Tribune reported in July.

Colombo told The News Tribune he's pleased with the initial results, and that he's grateful for his campaign volunteers.

Palmer, 64, said he plans to make informed decisions by seeking out different opinions. He is a senior civil engineer for Sound Transit. He previously worked as the Puyallup City Engineer from 2011-17, The News Tribune reported. TOP VIDEOS Palmer told The News Tribune the results don't appear "very good," when it comes to his chances of advancing to the general election, but he noted that ballots are still being counted.

Johnson, 59, said he will never vote to defund law enforcement. He is the current Puyallup mayor. He is a small business owner and works part-time at Nordstrom, The News Tribune reported. Johnson told The News Tribune he feels encouraged with the early election results. He said they show that residents want him to continue representing them.

Sumner Library Capital Facility Area Proposition No. 1
890 voters so far (67 percent) said "yes" to a new library in Sumner. 432 (33 percent) said "no."

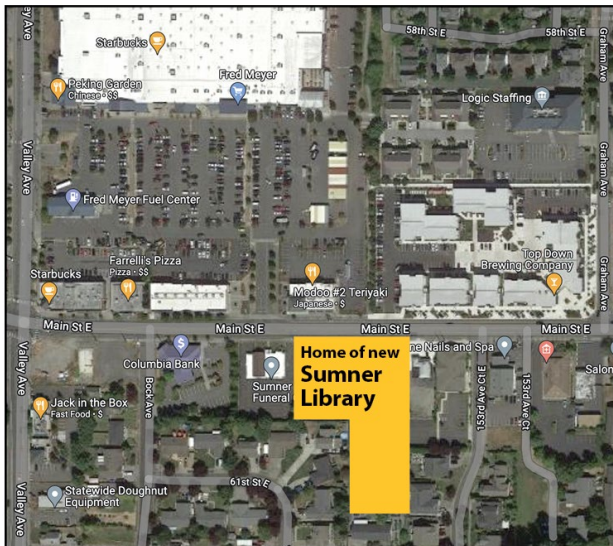
The \$15 million ballot measure needs 60 percent to pass. Pierce County Library spokesperson Mary Getchell told The News Tribune they're "incredibly grateful." "It'll be a library for the community," Getchell said. If approved, an average homeowner with a \$514,000 home would pay about \$10 per month for 21 years.

A Library Capital Facility Area — an independent taxing district separate from the library system, city and county — would be established. The cost to build the new library is about \$19 million, The News Tribune reported in March. Donations and other types of funding will help with the cost. The library will sit on a 1.67-acre property at 15126 Main St. E. The current building that houses the library at 1116 Fryar Ave. is small and can be difficult to access, Getchell told The News Tribune in March. She said the library "must move out of that building."

The Pierce County Elections office will release results on Aug. 2, 3, 4, 8, 10 and 15. Other election results can be found at thenewstribune.com/news/politics-government/election/article277830208.html.

Library Bond Passes; School Board Races Ready For General Sumner Index Wednesday, August 23, 2023

<https://sumnernewsindex.com/library-bond-passes-school-board-races-ready-for-general-p3333-165.htm>



In the Aug. 1 primary election, voters in the city of Sumner approved the Library Capital Facility Area (LCFA) and bond(s) to build a new Sumner library. With 2,017 votes cast, 1,383 (68.57%) voted yes and 834 (31.43%) voted no.

The measure required a super majority of 60%+1 vote and validation with 40% of the voters who turned out in the 2022 general election to pass. To validate the vote, 1,585 voters needed to participate.

The Pierce County Library System will work with the Pierce County Council to establish a three-member governing body for the LCFA. The governing body will be made up of three Pierce County Council members and selected by the

County Council. Then, the library will work with the LCFA governing body to secure bond(s).

The Library System plans to issue a Request for Qualifications this fall to hire an architectural firm. The new Sumner Library will be built on Main Street East, which is near schools, shopping, the senior center and where people live. The area is walkable and bikeable.

There will be a process that will ask the public for input.

The new library will:

- Be an up to 20,000-square-foot building, which is nearly twice the size of the current 10,600-square-foot building.
- Carve out individual spaces for people of all ages to connect.
- Offer books and movies, computers and technology, meeting spaces and study areas, and other services based on the community's needs.
- Function as a multi-generational center for learning, enjoyment and community.
- Be centrally located, inclusive and local.
- The Library System estimates the total project cost at \$19 million in today's market, for an up to 20,000-square-foot building.
- \$15 million of the funding will come from bonds.

The average assessed value of homes in the Sumner area is approximately \$514,000. It is estimated a homeowner of an average assessed home will invest approximately \$10 per month in additional property taxes for the new library.

In addition to the bonds, the Library System is committed to contributing \$5 million through a variety of sources, including funding from the Washington State Capital Budget and private donations, which helped to reduce the amount of the bonds. The Rotary Club of Sumner has already agreed to donate \$300,000.

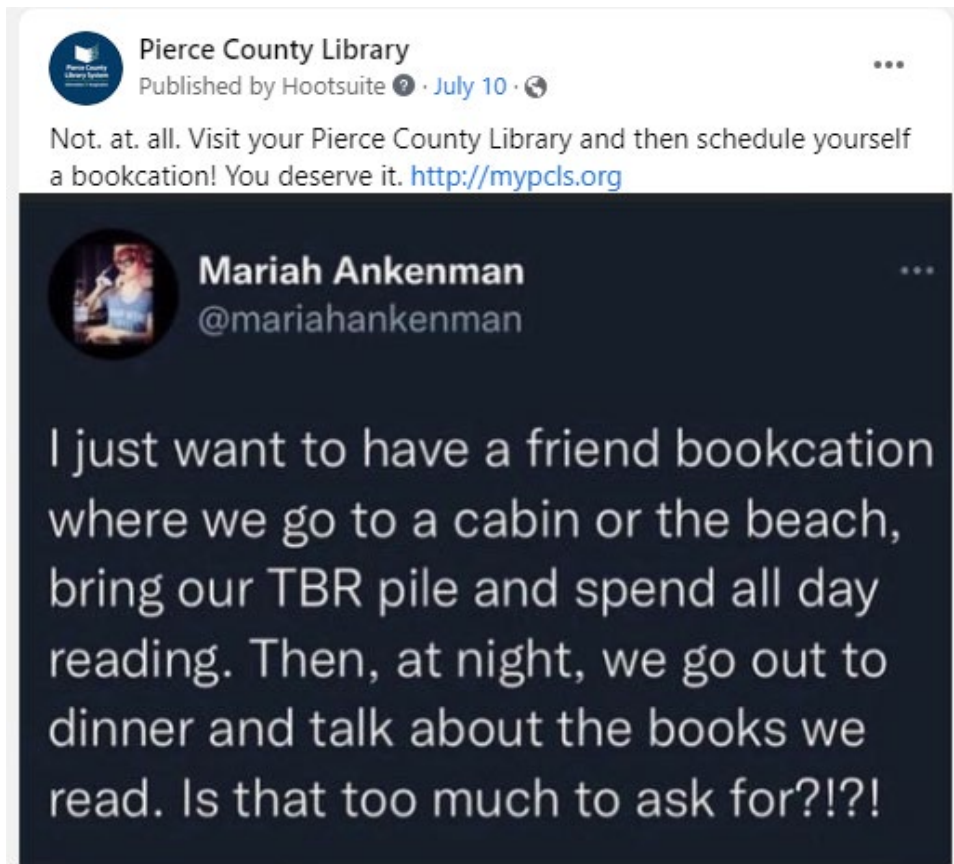
Tax exemptions are available for senior citizens and people with disabilities who meet certain income requirements. Those residents may be exempt from part or all of this local property tax. To learn more, please call the Pierce County Assessor's Exemption Hotline at 253-798-2169 or visit www.co.pierce.wa.us/707/How-to-Apply.

Top Social Media Posts

FACEBOOK

By practice, the Library System boosts all Facebook posts.

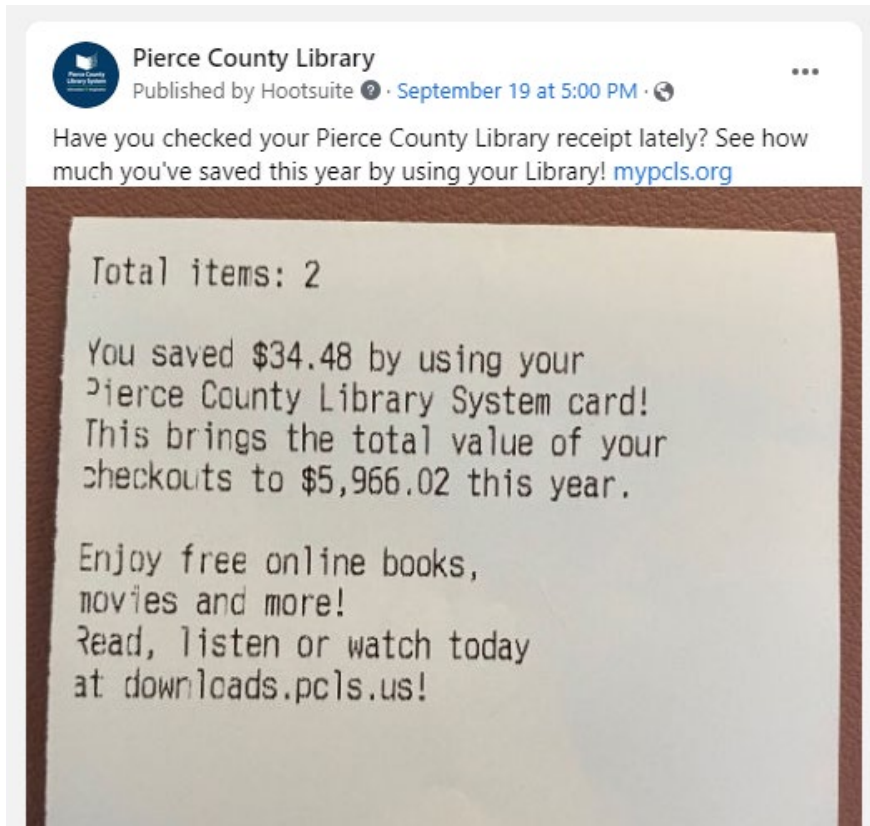
The top July post showed a reach of 11,155, 884 reactions (likes), 48 comments, 8 shares.



The top August showed a reach of 8,103, 199 reactions, 13 comments, 1 share.



The top September post showed a reach of 13,367, 816 reactions, 47 comments, 5 shares.

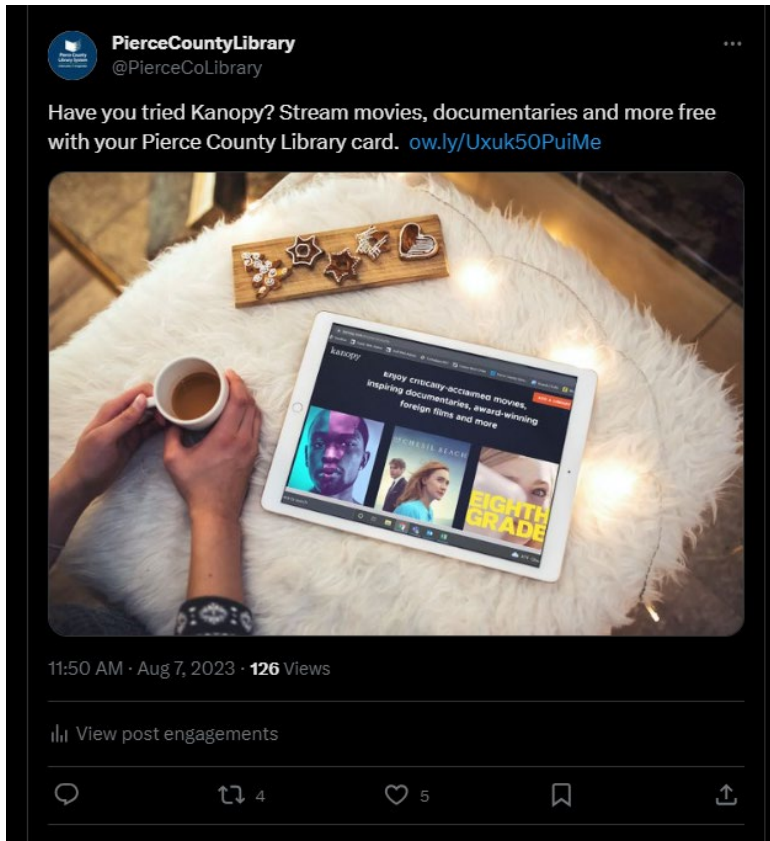


TWITTER

The top July post realized 63 impressions and 2 engagements (likes, retweets/reposting).



The top August post realized 126 impressions and 14 engagements.



The top September post realized 970 impressions and 8 engagements.



MEMO



Date: October 11, 2023

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2024 Marketing and Communications Plan

From inspiring excitement in individuals to engaging communities, the Pierce County Library System's 2024 Marketing and Communications Plan focuses on informing and engaging people about and with the Library System and encouraging their use of and support for its services. The plan builds on the Library's 2023 Marketing and Communications Plan and aligns with the Library's Strategic Framework and work plan. The Library's 2024 Marketing and Communications Plan directs promotional and communications strategy and activities.

In 2024, the Library will focus its marketing and communications efforts to inform the public of how the Library's key benefits and services deliver value to individuals and communities. The plan highlights and works toward achieving the Library's priorities: service, stability, simplify, and stats and stories. The plan includes communications with internal and external audiences. Some activities focus on gaining attention and, in some cases, action by target audiences. Based upon the Library's 2024 Work Plan and further input from the Library's department heads, the plan selects focused projects and services to market and communicate. The Library balances marketing those projects and services with the competition of attention-seeking/market share sought by other entities, as well as the public's likely attention.

The overall marketing and communications strategy encompasses:

- Building from the 2023 public opinion market research.
- Using communication channels aligned with target audiences.
- Establishing a regular pattern of communications.
- Generating quarterly marketing and communications campaigns using a variety of channels.
- Meeting target audiences where they are; participating in established venues/forums/events.

Some of the new activities in the 2024 plan include:

- Promoting and engaging people with developing a new strategic plan.
- Engaging Summer residents about ideas for spaces in the new Summer Pierce County Library.
- Welcoming people to the interim Lakewood Pierce County Library.
- Creating an evergreen/ongoing theme for the Summer Reading program.
- Developing presentations for local governments.
- Producing early literacy and digital literacy communications.
- Designing comprehensive communications for cultural and ethnic celebrations.
- Cultivating more stories and testimonials of people benefitting from library services.

Board members are invited to review the complete document on request.

MEMO



Date: October 25, 2023

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

From: Clifford Jo, Business & Compliance Director

Subject: Buckley Library Site Contamination - Update

Remediation of soil contamination at the Buckley Library is underway. Work began in September with the removal of soil per the Department of Ecology's approval of plans.

During the work, contractors discovered another Underground Storage Tank ("UST") that lay about six feet below the surface. This cylindrical UST is much smaller, about four feet in length and two feet in diameter, and it rested unprotected without any typical leak-capturing barriers that a UST should have. This UST did not show up in the Phase 1 reports, nor was there any indication of its existence in all documentation that we had related to the original work performed in the 1980s.

Our environmental consultant took a sample from its contents and sent those off for lab analysis. Initial results came back showing a mixture of water and fuel.

We will update the Department of Ecology, and the contractor will proceed with its removal and proper disposal. A change order will address any subsequent remediation that might be required (e.g., removal of additional soil in that area, lab analysis, etc.). We will provide the Board this information in December and, if needed, an extension to the purchase order if the work exceeds the built-in contingency by more than \$50,000.

At this time, we remain under the total project budget of \$1 million, and the work is proceeding.

MEMO



Date: October 12, 2023

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

From: Mary Getchell, Marketing and Communications Director
Nicole Milbradt, Marketing and Communications Manager

Subject: Pierce County Library System's Social Media Marketing Accounts

Per discussion at the October 2023 Board of Trustees meeting, following is an overview of the Pierce County Library System's social media marketing channels. Social media is a marketing tool managed primarily by the Marketing and Communications department, with review of content by a system wide social media team. The tool supports the Pierce County Library System's Strategic Plan goals and is a tactic as part of the Library's Marketing and Communications plan, not a stand-alone tool. Social media is also used as an engagement tool by Public Services.

Below are the Pierce County Library System's social media platforms.

- Facebook (<https://www.facebook.com/PierceCoLibrary>), 30,040 followers; managed by the Communications department.
 - Promote Library programs and services to inform and engage the individuals and drive their use and support of Pierce County Library services.
 - Raise awareness and increase brand recognition. Like/share community events and resources.
- X, formerly Twitter, (<https://twitter.com/PierceCoLibrary>), 3,508 followers; managed by the Communications department.
 - Promote Library programs and services to the public to inform and engage the community and drive their use and support of Pierce County Libraries.
 - Raise awareness and increase brand recognition. Like/share community events and resources.
- YouTube (<https://www.youtube.com/@piercecountylibrary1>), 623 subscribers; managed by the Communications department.
 - Videos of library services and people enjoying and using services.
- Instagram (<https://www.instagram.com/piercecountylibrary/>), 2,527 followers; managed by Customer Experience Readers' Services with Communications department support.
 - Foster the community's love of reading with book recommendations and reviews.
- LinkedIn (<https://www.linkedin.com/company/pierceco-library-system>), 1,104 followers; managed by Communications department with support from Workforce & Economic Development Coordinator.
 - Promote programs and services, with a focus on career success and enjoying free time, to inform and engage the community and drive their use and support of the Library.
 - Promote job openings as determined by Staff Experience department.
 - Like and/or share employment-related community events.
- Facebook Families Group (<https://www.facebook.com/groups/PCLSFamilies>). 1,396 members;

managed by Customer Experience.

- Engage Pierce County families through virtual programming and content including book recommendations and promotion of programs and services.
- Discord, managed by Customer Experience Teen Services.
 - Online space for teens to connect with Library staff and each other.
 - Promotes library events and volunteer opportunities. Home to teen councils and virtual events.
- Teen Instagram (<https://www.instagram.com/pclteens>), 683 followers; managed by Customer Experience Teen Services.
 - Engage with teens through interactive posts, book recommendations, and promotion of programs and services.