

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
April 10, 2024 | 3:30 p.m.
The meeting will be held in person at 3005 112th St E, Tacoma, WA 98446

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | **Webinar ID:** 862 2356 6846 | **Passcode:** 539640
Web Browser or App: <https://us06web.zoom.us/j/86223566846?pwd=2hF4iFK21bhxftMgR8R6FSRdN4sPhv.1>
(Zoom user account is required to join via web browser)

Call to Order: Pamela Duncan, 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 April 10. 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 March 13, 2024, Regular Meeting
2. Approval of March Payroll, Benefits, and Vouchers
3. Resolution 2024-06: To Repeal Board Policies No Longer Needed

Board Development

1. Books Bans and Advocacy Recording

Reports

1. Executive Director Report
2. Fundraising Performance Report
3. February 2024 Financial Report
4. Public Services Report and Metrics Dashboard

Unfinished Business

1. Lakewood Libraries
 - a. Interim Library Update
 - b. Approval of Wildaire Property Demolition Purchase Order **[ACTION]**
 - c. Future Lakewood Libraries Planning
2. Policy Review
 - a. Naming – 1st Reading
 - b. Donations and Sponsorships – 2nd Reading **[ACTION]**

New Business

1. Increasing Meeting Efficiency: Revised Agenda Structure and Topics
2. Strategic Plan Update

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

1. 2024 Legislative Session Summary
2. Trustee Recruitment Update
3. 2024 Q1 Work Plan Progress Update
4. Q2 Marketing and Communications Focus – Online Books, Videos, Magazines

Announcements

Adjournment **[ACTION]**

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING MINUTES – MARCH 13, 2024**

CALL TO ORDER

Vice-Chair Neesha Patel called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, Jamilyn Penn and Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

BOARD DEVELOPMENT

Christine Smith, CPA from TDJ CPAs, presented training on financial oversight tailored for governing boards of library trustees. Ms. Smith will provide additional training in June as part of the budget review process.

CONSENT AGENDA

1. Approval of Minutes of February 14, 2024, Regular Meeting
2. Approval of February Payroll, Benefits, and Vouchers
3. Change Order for Sumner Architect to Include LEED Certification Services
4. Change Order for Environmental Consultant Firm NV5

Executive Director Gretchen Caserotti noted there was a scrivener's error detected in the February 14, 2024, minutes, wherein it was noted the approvals for the Public Record Requests Policy would be held in April rather than March. It was requested the minutes be approved as amended to reflect the correct month.

Trustee Jenkins moved for approval of the consent agenda, with the amended minutes, as presented. Trustee Penn seconded the motion. Motion carried.

REPORTS

Executive Director Report – Executive Director Caserotti reported the financial report summary includes a note on the difference in the figure from cash basis and accrual reporting that was addressed at the February meeting.

Executive Director Caserotti noted the legislative session ended on March 7. Planning is underway for any new laws that come into effect that relate to libraries.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe addressed questions on the digital and physical materials data posed by the Board at the February meeting. She noted the trend is consistent among the libraries she surveyed.

She noted there are a variety of activities planned at Park Lodge Elementary School once the Interim Lakewood Library opens.

Ms. Behe shared that on March 27, 2024, as part of the Library's Cultural Heritage series, author Elise Hooper would be speaking at the Parkland Library. She noted this is an example of the centralized programming efforts by staff.

UNFINISHED BUSINESS

Lakewood Libraries:

Interim and Downtown Libraries Update —Facilities and Capital Projects Director Kristina Cintron confirmed the power to the Interim Lakewood Library will be provided underground.

Future Lakewood Library Planning: In-Person Study Sessions – Meetings will be held on April 20, 2024, to discuss the Lakewood Library and May 11, 2024 for the Tillicum Library.

City of Lakewood Interlocal Agreement – Tree Artifact Transfer – Business and Compliance Director Cliff Jo noted that while the Library is interested in ensuring degradation of the tree is avoided, it cannot verify whether its base is sound until the process of removing it begins.

Chair Duncan stated the Library will take the utmost care of the transfer of the artifact.

Trustee Sloan moved to authorize the Executive Director to enter into the Interlocal Agreement between the Library and City of Lakewood, as presented. Trustee Jenkins seconded the motion. Motion carried.

New Sumner Library Development, Ownership and Management Agreement –

Trustee Patel moved to authorize the Executive Director to sign the Sumner Library Development Ownership and Management Agreement, as presented. Trustee Sloan seconded the motion. Motion carried.

Policy Review:

Naming Discussion – Discussion ensued on the change in who is responsible to approve the levels of giving and recognition, as well as the addition of the morals clause provision.

Donations and Sponsorships 1st Reading – Executive Director Caserotti noted age has been included in the standard language covering protected classes.

Human Resources Policy Manual 2nd Reading –*Trustee Patel moved to approve the Human Resources Manual as presented, effective April 1, 2024. Trustee Sloan seconded the motion. Motion carried.*

Public Records Request 2nd Reading – There being no further discussion, Chair Duncan sought a motion to move into the Public Hearing.

PUBLIC HEARING REGARDING PROPOSED PUBLIC RECORDS POLICY FEE SCHEDULE

Trustee Sloan moved that in accordance with RCW 42.56.077, the public hearing be open for consideration of a proposed revision to the public records request policy fee schedule. Trustee Jenkins seconded the motion. Motion carried.

There being no public comment, Trustee Patel moved to close the public hearing. Trustee Penn seconded the motion. Motion carried.

UNFINISHED BUSINESS (CONT.)

Policy Review: Public Records Request – *Trustee Penn moved to approve the Public Records Policy as presented. Trustee Sloan seconded the motion. Motion carried.*

NEW BUSINESS

New Sumner Library Building Design – Executive Director Caserotti reported on the phases of the design process which will take place throughout 2024. Public engagement activities will commence in the latter quarters of the year, following the closure of the strategic plan survey. Trustee Jenkins will serve as the Board liaison.

Discussion ensued on the community engagement activities being planned as well as how the Library will adjust if costs exceed estimates. Executive Director Caserotti noted the Library is beginning to see shifts in construction costs which could potentially lean in the Library’s favor.

OFFICERS REPORTS

All Staff Day – Trustees were pleased to learn of the upcoming event and acknowledged that although closing the Library System for the entire day will have an impact on the community, the value it provides to staff is of equal importance. Discussion ensued about the difficulty in finding a date that poses the least interruption. Deputy Director Behe noted the Coraggio Group will be providing a session on the strategic plan and the mission, vision and values.

Trustee Vacancy Update – Executive Director Caserotti reported that Lakewood Friends president Bob Estrada and Foundation Board member Travis Mahugh will be participating on the selection committee. They join Chair Duncan, Trustee Patel and Catherine Rudolph, Strategic Advisor of Community and Regional Affairs of Pierce County. Applications are open until March 29, 2024.

ANNOUNCEMENTS

Executive Director Caserotti shared the Read Across America Day Proclamation which was presented to the Library by the Pierce County Council.

Library Giving Day will be April 3, 2024.

The Library received the Well City Award for the 9th consecutive year. Executive Director Caserotti commended the team for their leadership in those efforts.

Chair Duncan shared that she recently visited and toured a local library in Bozeman, MT.

ADJOURNMENT

The meeting was adjourned at 5:15 pm on motion by Trustee Sloan, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
March 2024**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		3/6/2024	\$ 1,016,129.39
Electronic Payments - Payroll & Acct Payable		3/21/2024	\$ 1,048,761.66
Accounts Payable Warrants	705842-706009	3/1/2024 - 3/29/2024	\$ 1,902,623.39
Total:			<u>\$ 3,967,514.44</u>

As of 4.2.2024

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: 3/06/24 Payroll

Withdrawal Date: 3/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 81,964.61
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 67,130.43
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 67,130.43
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 636,440.11
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 12,519.46
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 58,772.65
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 84,608.86
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,682.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,880.35
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,016,129.39

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/4/2024
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 3/21/24 Payroll

Withdrawal Date: 3/21/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 84,824.95
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,922.09
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,922.09
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 657,108.33
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 12,650.06
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 60,688.81
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 87,489.86
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,682.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,958.69
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	\$ 177.55
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 336.74
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,048,761.66

Certification:

Stacy Karabotsos
 Signature (Department Designee)

3/19/2024
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705842	03/01/2024	PRINTED	2749	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	ILWD - A1 LANDSCAPING	0.00	239,850.65	03/05/2024
705843	03/01/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES	0.00	1,102.67	03/05/2024
705844	03/01/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	38,358.75	03/11/2024
705845	03/01/2024	PRINTED	2880	DONNELLA BROWN	369911	CUSTOMER CREDIT CARD REFUND #655210	10.00	0.00	
705846	03/01/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	646.15	03/12/2024
705847	03/01/2024	PRINTED	669	CHUCKALS INC	531002	COPY BOND PAPER - 8 1/2 X 11	0.00	2,109.74	03/05/2024
705848	03/01/2024	PRINTED	998	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	466.04	03/12/2024
705849	03/01/2024	PRINTED	678	CLOVER PARK TECHNICAL COLLEGE	545010	ALL STAFF DAY (4/11/24) RENTAL AGREEMENT	3,840.00	0.00	
705850	03/01/2024	PRINTED	2499	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	0.00	162.15	03/08/2024
705851	03/01/2024	PRINTED	2884	GDA SPEAKERS	541000	SPEAKER FOR ALL-STAFF DAY	0.00	7,500.00	03/11/2024
705852	03/01/2024	PRINTED	447	GIG HARBOR CHAMBER OF COMMERCE	549020	MEMBERSHIP RENEWAL TO 4/1/2025	0.00	625.00	03/06/2024
705853	03/01/2024	PRINTED	482	HERMANSON COMPANY LLP	548010	2024 ANNUAL HERMANSON SRVC CNTRCT(1/1/24-3/31/24)	0.00	26,573.97	03/05/2024
705854	03/01/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	1,178.17	03/06/2024
705855	03/01/2024	PRINTED	2881	JOHNSTON ARCHITECTS	541060	NEW SUMMER DESIGN	0.00	18,940.00	03/05/2024
705856	03/01/2024	PRINTED	1886	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,805.00	03/11/2024
705857	03/01/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	3,830.56	03/11/2024
705858	03/01/2024	PRINTED	2380	NASH CONSULTING INC	541000	CONSULTING	0.00	800.00	03/11/2024
705859	03/01/2024	PRINTED	241	NEWS TRIBUNE	534505	SH SUBSCRIPTION RENEWAL	0.00	199.99	03/11/2024
705860	03/01/2024	PRINTED	520	CITY OF ORTING	591720	Lease Payment MPC (MARCH 2024)	0.00	3,566.66	03/07/2024
705861	03/01/2024	PRINTED	776	PUGET SOUND ENERGY	547000	SUM ELECTRIC;ACCT#200015323831;1/23-2/20/24	0.00	2,285.69	03/06/2024
705862	03/01/2024	PRINTED	782	XEROX CORPORATION	541630	StaffTech - Xerox printer for COM	0.00	139.62	03/06/2024
705863	03/01/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE - SMT (2020-2025)	0.00	698.50	03/19/2024
705864	03/01/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	6,199.75	03/07/2024
705865	03/01/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	249.44	03/12/2024
705866	03/01/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	174.08	03/13/2024
705867	03/01/2024	PRINTED	2849	FREDDIE M SMITH	541010	BLACK HOSTIRY MONTH EXHIBIT 2/26 PKS	0.00	350.00	03/18/2024
705868	03/01/2024	PRINTED	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0;1/16-2/15/24	0.00	1,678.15	03/06/2024
705869	03/01/2024	PRINTED	2853	UMI WAGONER	541010	PROGRAM: STYLE, CULTURE, STREETWEAR 2/17 UP	0.00	300.00	03/21/2024
705870	03/01/2024	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	707.05	03/12/2024
705871	03/01/2024	PRINTED	811	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	108.70	03/05/2024
705872	03/06/2024	PRINTED	314	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 030624	0.00	14,273.62	03/12/2024
705873	03/06/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 030624	0.00	1,982.70	03/12/2024
705874	03/06/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 030624	0.00	396.00	03/08/2024
705875	03/06/2024	PRINTED	748	PIERCE COUNTY SUPERIOR COURT	231910	Payroll Run 2 - Warrant 030624	1,428.58	0.00	
705876	03/06/2024	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 030624	0.00	3,251.38	03/13/2024
705877	03/08/2024	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	231540	Payroll Run 2 - Warrant 030624	0.00	282,939.58	03/18/2024
705878	03/08/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES	0.00	1,015.93	03/12/2024
705879	03/08/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	14,983.23	03/18/2024
705880	03/08/2024	PRINTED	432	CITY OF BONNEY LAKE , WA	547020	BLK WATER,SEWER;ACCT#1-99-204000-00;1/2-2/1/24	0.00	337.65	03/12/2024
705881	03/08/2024	PRINTED	638	CITY OF BUCKLEY	547020	BUC WATER,SEWER;ACCT#1489.0;FEB24	0.00	270.21	03/14/2024
705882	03/08/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	692.13	03/18/2024
705883	03/08/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	466.04	03/20/2024
705884	03/08/2024	PRINTED	1001	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	0.00	90.00	03/19/2024
705885	03/08/2024	PRINTED	365	EBSCO	534505	MATERIALS	0.00	56.64	03/15/2024
705886	03/08/2024	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;1/1-2/29/24	0.00	284.92	03/12/2024
705887	03/08/2024	PRINTED	455	GORDON THOMAS HONEYWELL LLP	541040	MATTER:15	0.00	989.50	03/12/2024
705888	03/08/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	47.11	03/13/2024
705889	03/08/2024	PRINTED	26	LINGO	542010	TOLL FREE MONTHLY CHARGE:CUSTOMER#412462481	0.00	278.17	03/18/2024
705890	03/08/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	4,959.74	03/18/2024
705891	03/08/2024	PRINTED	216	CITY OF MILTON	547000	MIL ELECTRIC;ACCT#14113;1/15-2/15/24	0.00	827.69	03/14/2024
705892	03/08/2024	PRINTED	1081	NASIM LANDSCAPE	548010	LANDSCAPING MAINTENANCE SERVICE-(4/1/23 - 3/31/24)	0.00	9,003.08	03/12/2024
705893	03/08/2024	PRINTED	2425	NATIONAL CONSTRUCTION RENTALS INC	545020	NATIONAL CONSTRUCTION OLD LWD FENCING	0.00	591.90	03/13/2024
705894	03/08/2024	PRINTED	241	MCCLATCHY COMPANY LLC	541020	ADVERTISING - STRATEGIC PLAN PRINT AND DIGITAL	0.00	375.00	03/15/2024
705895	03/08/2024	PRINTED	520	CITY OF ORTING	547020	ORT WATER,SEWER;ACCT#43670	0.00	232.87	03/13/2024
705896	03/08/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	549050	EMPLOYER ID#P00898;MEMBER FEES;MARCH 2024	0.00	110.00	03/12/2024
705897	03/08/2024	PRINTED	2531	PATCH MY PC LLC	535055	2024 PATCH MY PC ENTERPRISE PLUS, 1 YEAR	0.00	3,994.20	03/18/2024
705898	03/08/2024	PRINTED	552	PENINSULA LIGHT CO	547000	KC ELECTRIC,WATER;ACCT#59322;1/18-2/22/24	0.00	691.12	03/12/2024
705899	03/08/2024	PRINTED	762	PRINT NW LLC	541630	OUTSOURCED PRINTING	0.00	675.31	03/12/2024
705900	03/08/2024	PRINTED	776	PUGET SOUND ENERGY	547000	BUC ELECTRIC;ACCT#200012973018;1/24-2/21/24	0.00	1,005.12	03/13/2024
705901	03/08/2024	PRINTED	61	RICOH USA INC	591720	60 MONTH COPIER LEASE - PKS (2023-2028);3/12-4/11	0.00	200.91	03/15/2024
705902	03/08/2024	PRINTED	2706	RIVERS EDGE ENVIRONMENTAL SERVICE INC	223400	RIVERS EDGE LANDSCAPE REMEDIATION FOR BUC UST PROJ	0.00	81,073.25	03/12/2024

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705903	03/08/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	135.20	03/12/2024
705904	03/08/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	198.18	03/15/2024
705905	03/08/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	EMERGENCY REPAIRS & SERVICE CALLS	0.00	947.43	03/12/2024
705906	03/08/2024	PRINTED	2765	STARLING WHITEHEAD & LUX ARCHITECTS	541060	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	0.00	23,384.54	03/18/2024
705907	03/08/2024	PRINTED	290	SURPRISE LAKE SQUARE LLC	545030	MARCH 2024 RENT&CAM;ACC#764	0.00	12,590.93	03/14/2024
705908	03/08/2024	PRINTED	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; MAR24	0.00	189.61	03/13/2024
705909	03/08/2024	PRINTED	603	UNIVERSITY PLACE CIVIC BUILDING	545030	2023 FINAL ASSESSMENT	0.00	26,179.40	03/19/2024
705910	03/08/2024	PRINTED	2015	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	2,916.55	03/13/2024
705911	03/15/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES	0.00	823.19	03/19/2024
705912	03/15/2024	PRINTED	2886	ANTIQUITY CONSULTING	541000	CULTURAL RESOURCE ASSESSMENT FOR SUMNER LIBRARY	0.00	5,520.16	03/25/2024
705913	03/15/2024	PRINTED	2100	ARCHIVESOCIAL LLC	535050	SOCIAL MEDIA ARCHIVING SUBSCRIPTION	0.00	4,610.99	03/25/2024
705914	03/15/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	27,797.45	03/22/2024
705915	03/15/2024	PRINTED	427	BLACKSTONE PUBLISHING	534020	MATERIALS	0.00	111.30	03/22/2024
705916	03/15/2024	PRINTED	642	BUILDINGWORK LLC	541060	BUILDINGWORK LWD DEMO	0.00	780.00	03/21/2024
705917	03/15/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	03/27/2024
705918	03/15/2024	VOID	2798	CORAGGIO GROUP LLC		VOIDED CHECK- REISSUED	0.00	0.00	
705919	03/15/2024	PRINTED	185	DWYER PEMBERTON & COULSON PC	541000	CLIENT#316	0.00	2,000.00	03/22/2024
705920	03/15/2024	PRINTED	369	EHS-INTERNATIONAL INC	541060	EHSI BUC UST A/E SERVICES	0.00	28,229.06	03/21/2024
705921	03/15/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	212.71	03/22/2024
705922	03/15/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	0.00	7,238.71	03/25/2024
705923	03/15/2024	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS	0.00	560.00	03/22/2024
705924	03/15/2024	PRINTED	2161	PARABLE TACOMA LLC	541010	BVIA - AA READ IN, PARABLE 2/13, VIRTUAL 2/28	0.00	600.00	03/25/2024
705925	03/15/2024	PRINTED	1037	PIERCE COUNTY SEWER	547030	LWD SEWER;ACCT#140830;FEB24	0.00	813.01	03/21/2024
705926	03/15/2024	PRINTED	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS	0.00	5,191.06	03/25/2024
705927	03/15/2024	PRINTED	776	PUGET SOUND ENERGY	547000	TIL ELECTRIC;ACCT#2000779196;1/31-2/28/24	0.00	716.34	03/19/2024
705928	03/15/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	263.28	03/22/2024
705929	03/15/2024	PRINTED	284	SUMMIT WATER & SUPPLY CO	547020	SMT WATER;ACCT#02147900-01;2/2-3/4/24	0.00	387.94	03/19/2024
705930	03/15/2024	PRINTED	605	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 3/6/2024	0.00	375,320.40	03/20/2024
705931	03/15/2024	PRINTED	811	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	526.37	03/19/2024
705932	03/21/2024	PRINTED	313	AFLAC	231590	Payroll Run 2 - Warrant 032124	3,592.08	0.00	
705933	03/21/2024	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 032124	65.42	0.00	
705934	03/21/2024	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 032124	0.00	1,982.70	03/28/2024
705935	03/21/2024	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 032124	0.00	396.00	03/22/2024
705936	03/22/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES	0.00	3,022.96	03/26/2024
705937	03/22/2024	PRINTED	2890	AMERICAN LEADERSHIP FORUM OF TACOMA/PIERCE COUNTY	549020	ANNUAL MEMBERSHIP: JUNE 2024 - MAY 2025	10,500.00	0.00	
705938	03/22/2024	PRINTED	336	ATS AUTOMATION INC	548010	ATS SERVICES 2024	0.00	867.04	03/27/2024
705939	03/22/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	0.00	26,511.64	03/28/2024
705940	03/22/2024	PRINTED	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE-8TH PAYMENT; DUE 4/1/2024	23,000.00	0.00	
705941	03/22/2024	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	541000	PHOTOGRAPHY SERVICES FOR LWD	0.00	350.00	03/27/2024
705942	03/22/2024	PRINTED	642	BUILDINGWORK LLC	541060	BUILDINGWORK LWD ARCHITECTURE & CONSULTING SVCS	17,629.60	0.00	
705943	03/22/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	121.51	03/29/2024
705944	03/22/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	907.30	0.00	
705945	03/22/2024	PRINTED	142	CUMMINS SALES AND SERVICE	548010	ANNUAL 2024 CUMMINS GENERATOR TESTING	0.00	1,060.20	03/29/2024
705946	03/22/2024	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	545030	RENT,CAM;SEWER;APR24	0.00	13,643.27	03/27/2024
705947	03/22/2024	PRINTED	2801	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES	0.00	19,871.43	03/29/2024
705948	03/22/2024	PRINTED	2370	FENCE SPECIALISTS LLC	548000	FENCE SPECIALISTS- SH FENCE REPAIR & INSTALL	0.00	4,133.63	03/27/2024
705949	03/22/2024	PRINTED	399	CITY OF FIFE	547020	FIF WATER,SEWER;ACCT#115846-000;12/3/23-2/29/24	0.00	917.99	03/28/2024
705950	03/22/2024	PRINTED	2499	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	0.00	2,486.91	03/28/2024
705951	03/22/2024	PRINTED	446	CITY OF GIG HARBOR	547030	GIG SEWER;ACCT#001603-000;1/14-2/29/24	0.00	872.21	03/27/2024
705952	03/22/2024	PRINTED	2116	TARA GOEDJEN	541010	TARA GOEDIEN- BEING A WRITER 3/7 ZOOM	400.00	0.00	
705953	03/22/2024	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	541040	MATTER ID:21162.001;GENERAL	0.00	700.00	03/26/2024
705954	03/22/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	599.88	03/28/2024
705955	03/22/2024	PRINTED	710	IRON MOUNTAIN INC	541020	OFFSITE MEDIA DESTRUCTION	1,164.09	0.00	
705956	03/22/2024	PRINTED	1886	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,737.52	03/29/2024
705957	03/22/2024	PRINTED	208	MICROWEST SOFTWARE SYSTEMS INC	535050	2024 AMMS PREMIUM ANNUAL MAINT/SUPPORT RENEWAL	5,145.00	0.00	
705958	03/22/2024	PRINTED	211	MIDWEST TAPE LLC	534005	MATERIALS	18,631.81	0.00	
705959	03/22/2024	PRINTED	227	MOUNTAIN MIST	531000	DPT WATER COOLER RENTER EQUIPMENT;ACCT#046669	0.00	35.69	03/27/2024
705960	03/22/2024	PRINTED	241	MCCLATCHY COMPANY LLC	541020	ADVERTISING - STRATEGIC PLAN PRINT AND DIGITAL	5,815.00	0.00	
705961	03/22/2024	PRINTED	532	PANDORA MEDIA LLC	541020	ADVERTISING - STRATEGIC PLAN FOR STREAMING	0.00	2,172.19	03/29/2024
705962	03/22/2024	PRINTED	552	PENINSULA LIGHT CO	547000	GIG ELECTRIC;ACCT#59323;2/8-3/8/24	0.00	1,703.40	03/26/2024
705963	03/22/2024	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	549050	Bank fees: BOA:341.44;KB:\$123.48	0.00	464.92	03/29/2024

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
705964	03/22/2024	PRINTED	782	XEROX CORPORATION	541630	StaffTech - Xerox printer for COM	0.00	147.71	03/26/2024
705965	03/22/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE – UP (2023-2028);4/1-4/30	0.00	4,495.68	03/28/2024
705966	03/22/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,556.78	03/26/2024
705967	03/22/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	1,815.99	03/26/2024
705968	03/22/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	525.28	03/29/2024
705969	03/22/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	EMERGENCY REPAIRS & SERVICE CALLS	0.00	1,844.60	03/27/2024
705970	03/22/2024	PRINTED	303	TACOMA PIERCE COUNTY CHAMBER	549020	MEMBERSHIP RENEWAL 2024	0.00	500.00	03/26/2024
705971	03/22/2024	PRINTED	894	LISA TAYLOR	541010	GARDEN W/LISA - GHM 3/14/24	0.00	275.00	03/28/2024
705972	03/22/2024	PRINTED	2365	TEKS SERVICES INC	541020	ADVERTISING - Q1 GET THE JOB YOU WANT MAILER	20,947.44	0.00	
705973	03/22/2024	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	545030	TILlicum BRANCH CAM & ULTITIES 2/2024	3,175.18	0.00	
705974	03/22/2024	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	2,297.08	0.00	
705975	03/22/2024	PRINTED	829	WOLF HAVEN INTERNATIONAL	541010	WOLFHAVEN - WAYS OF THE WOLF - 3/6/24 MIL	0.00	31.85	03/28/2024
705976	03/22/2024	PRINTED	2894	WORCESTER STATE UNIVERSITY LIBRARY - ILL	541650	ILL#223414903;FOR DAMAGED ITEM: TITLE:DREAMLAND	75.00	0.00	
705977	03/22/2024	PRINTED	2662	MARIET O'LEARY	541010	MARIET O'LEARY, INTRODUCTION TO ZENTANGLE 3/16 FIF	0.00	96.00	03/29/2024
705978	03/29/2024	PRINTED	2749	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	ILWD - A1 LANDSCAPING	226,239.53	0.00	
705979	03/29/2024	PRINTED	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES	3,314.95	0.00	
705980	03/29/2024	PRINTED	2143	AWARDCO INC	531002	SE AWARDCO AWARDS	2,500.00	0.00	
705981	03/29/2024	PRINTED	341	BAKER & TAYLOR	534020	MATERIALS	20,308.43	0.00	
705982	03/29/2024	PRINTED	427	BLACKSTONE PUBLISHING	534020	MATERIALS	121.62	0.00	
705983	03/29/2024	PRINTED	642	BUILDINGWORK LLC	541060	BUILDINGWORK DOOR REPLACEMENT PROPOSAL	62.50	0.00	
705984	03/29/2024	PRINTED	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS	629.74	0.00	
705985	03/29/2024	PRINTED	669	CHUCKALS INC	531002	COPY BOND PAPER - 8 1/2 X 11	2,109.74	0.00	
705986	03/29/2024	PRINTED	998	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
705987	03/29/2024	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	542010	ACC#G15-000; FEBRUARY 2024	586.56	0.00	
705988	03/29/2024	PRINTED	2798	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	17,813.97	0.00	
705989	03/29/2024	PRINTED	160	WASHINGTON STATE DEPARTMENT OF ECOLOGY	541000	WASHINGTON MANAGEMENT SERVICE	84.02	0.00	
705990	03/29/2024	PRINTED	703	INGRAM LIBRARY SERVICES	534005	MATERIALS	7,943.74	0.00	
705991	03/29/2024	PRINTED	1886	LAMAR COMPANIES	544000	ADVERTISING	640.00	0.00	
705992	03/29/2024	PRINTED	23	LIFE UNIVERSITY	541650	ILL#222135019;LOST ITEM;PRINCIPLES OF ANATOMY	147.75	0.00	
705993	03/29/2024	PRINTED	2380	NASH CONSULTING INC	541000	NASH CONSULTING	195.00	0.00	
705994	03/29/2024	PRINTED	235	NATIONAL BUSINESS RESEARCH INS	541020	EMPLOYEE SURVEY	9,368.00	0.00	
705995	03/29/2024	PRINTED	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS	1,344.77	0.00	
705996	03/29/2024	PRINTED	776	PUGET SOUND ENERGY	547000	SH ELECTRIC;ACCT#200003413115	4,676.87	0.00	
705997	03/29/2024	PRINTED	2780	THE REPTILE LADY	541010	REPTILE LADY - REPTILE HOUR 3/26 SH	740.00	0.00	
705998	03/29/2024	PRINTED	61	RICOH USA INC	541630	60 MONTH COPIER LEASE SMT (2020-2025);3/8-4/7	230.03	0.00	
705999	03/29/2024	PRINTED	61	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	1,741.33	0.00	
706000	03/29/2024	PRINTED	85	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	830.49	0.00	
706001	03/29/2024	PRINTED	2651	SCI ALLIANCE	562020	BUC - CONSTRUCTION DOCUMENT & CONSTRUCTION SUPPORT	934.94	0.00	
706002	03/29/2024	PRINTED	100	THE SEATTLE TIMES COMPANY	534505	MAGAZINES; ACCT#020542613;YR ONE RENEWAL	468.00	0.00	
706003	03/29/2024	PRINTED	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	348.64	0.00	
706004	03/29/2024	PRINTED	249	SMITH FIRE SYSTEMS INC	548000	EMERGENCY REPAIRS & SERVICE CALLS	940.47	0.00	
706005	03/29/2024	PRINTED	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0;2/16-3/15/24	1,555.13	0.00	
706006	03/29/2024	PRINTED	595	TYLER TECHNOLOGIES INC	535050	2024 TYLER MUNIS SUPPORT RENEWAL	61,075.95	0.00	
706007	03/29/2024	PRINTED	2515	COLLIN VEENSTRA	541010	PAINT&HOT COCOA PRG 1/16 GIG, 1/18 STL, 1/24 KC	575.00	0.00	
706008	03/29/2024	PRINTED	811	WCP SOLUTIONS	531004	PAPER PRODUCTS	1,726.83	0.00	
706009	03/29/2024	PRINTED	2008	ZPROCIS SOLUTIONS INC	541004	2024 DATABASE ADMINISTRATOR CONSULTING	2,900.00	0.00	
							491,258.85	1,411,364.54	1,902,623.39

MEMO



Date: March 25, 2024

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Clifford Jo, Business & Compliance Director

Subject: Disposition of Policies—Final Action

With the Board’s action to approve the human resources policy manual at the March regular meeting (effective April 1, 2024), the Library has one final action to complete the full process of policy revision.

The integrity of the Board’s portfolio of policies includes ensuring only those policies that are in force are published and managed actively. In the same manner of action the Board took in December 2022, policies that are merged into a new policy, took another non-Board policy format, or are outright unneeded require action by the Board to repeal their forms.

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.

In the case of the vast individual employment related policies, given the significance and importance of the subject matter, Library staff request the Board take a final action to ensure there is no confusion or overlap regarding these policies.

A final resolution has been prepared for the Board’s approval. Following are the policies presented for repeal and their reasoning.

Policy	Reasoning
Original human resources policies having been reorganized into a single policy manual under the following headings: <ul style="list-style-type: none">• Employee Section, 2.1 et seq;• General Employment Practices, 3.1 et seq;• Discrimination and Harassment, 4.1 et seq;• Whistleblower Complaints, 5.1;• Compensation & Job Classification, 6.1 et seq;• Employee Conduct, 7.1 et seq;• Job Performance & Recognition, 8.1 et seq;• Hours and Attendance, 9.1 et seq;• Training, 10.1;• Employee Benefits, 11.1 et seq;	Reorganized into a single policy manual.

<ul style="list-style-type: none">• Leave, 12.1 et seq; and• Safety and Health, 13.1 et seq.	
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These policies have existed in various forms and locations during their years of enforcement. With approval of the resolution, all versions shall cease in their form and be replaced by the single human resources policy manual.

RESOLUTION NO. 2024-06

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

WHEREAS, the Pierce County Rural Library District (the “Library”) set a goal in fiscal year 2023 to commence 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 amended appropriately and reorganized into one Human Resources Policy Manual (“HR Policy Manual”) 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 having been reorganized accordingly from their original single-policy continuances are included in the context of this Resolution:

- HR Policy Manual that include the following:
 - Employee Section, 2.1 et seq;
 - General Employment Practices, 3.1 et seq;
 - Discrimination and Harassment, 4.1 et seq;
 - Whistleblower Complaints, 5.1;
 - Compensation & Job Classification, 6.1 et seq;
 - Employee Conduct, 7.1 et seq;
 - Job Performance & Recognition, 8.1 et seq;
 - Hours and Attendance, 9.1 et seq;
 - Training, 10.1;
 - Employee Benefits, 11.1 et seq;
 - Leave, 12.1 et seq; and
 - Safety and Health, 13.1 et seq.

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:

DATED THIS 10th DAY OF APRIL, 2024

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Jamilyn Penn, Member

Board Development

MEMO



Date: March 5, 2024

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Board Development – Books Bans and Advocacy Recording

Third Thursdays Trustee Topics is a 30-minute live session featuring Sara Jones, the Washington State Librarian, along with Library Boards/Trustees, Directors, and subject matter experts as guests. Following each session, Q&A sessions are conducted. [Recordings of these sessions](#) are accessible through the State Library.

This month, the Board is encouraged to watch the replay of a 30-minute session held in October 2023, featuring Sara and John Chrastka, Executive Director of EveryLibrary. Sara and John discuss the current state of book bans in Washington State, and the ways that many entities are working to support libraries.

Additional recorded trainings are available at <https://my.nicheacademy.com/wslibrarytrusteesandboards>

Also of note, the Washington State Library has updated their webpage on Trustee resources at <https://washstatelib.libguides.com/trusteesupport>

Library administrators remain available to identify future trainings and support for Trustees. Please reach out with any suggestions.

Executive Director Report (Routine Reports)

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

At the close of the first quarter of the year, we are pleased to have the opportunity to take stock and reflect on the progress we are making on our numerous commitments and projects. This month memos providing updates on the Library's 2024 Work Plan and strategic planning process are included for review. Moving into April, we are also busy preparing the data to submit to the State Library for our annual statistical report.

With so much structural organizational work happening alongside these major projects, I recognize that the pace of change can feel not fast enough for some staff, and it can feel completely overwhelming for others. In an effort to ensure that Deputy Director Connie Behe and I are continuing to create space and opportunity for direct communication with all PCLS staff by visiting each branch including with departments that work at the Administrative Center. This time for casual conversations provides us the opportunity to hear what staff are most proud of, projects programs or spaces that they want to be sure to see or hear about, and an opportunity for us to connect with each other. While Connie visits the branches across the system more frequently, my own visits tend to be more ad hoc so we both appreciate and value this intentional time. Being in the branches brings me such joy! During our visit to Tillicum, staff shared more about the Rigamajig set (one of two large-scale, loose parts building and engineering kits that travel throughout the Library's 19 locations) which we recall Trustees were curious about in our December 13, 2023 meeting.

During the winter break, the Tillicum Library introduced the rig-a-ma-jig, a massive building set where kids could construct large-scale structures such as walk-through castles. When some neighborhood kids stumbled upon it while visiting the library to use computers, they abandoned screens for the allure of construction. Amidst their tinkering, a reserved man, usually engrossed in his laptop, took notice of their ingenuity.

As the kids explained their dilemma with the car project's wheels, he shared insights from his motorcycle repair experiences, sparking an unexpected collaboration. This encounter transformed the library for both parties: the kids became regulars and the man evolved into an advocate for the library's role in fostering community and learning.

While each of our 19 branches have unique qualities, we are working very hard to centralize our operations to leverage system efficiencies and provide consistent high quality library services to each of the communities we serve through our branches. These visits help us see each unique branch and the role it plays in the system as a whole. This concept of connection is also a theme in the planning for All Staff Day on April 11th, 2024. We are interconnected, each contributing a vital piece to the greater whole. By operating collectively, we unlock immense potential to do great things.

My own work continues in leading the policy cleanup efforts and I'm pleased at the milestones we are reaching having already reviewed and addressed nearly half of our existing policies. This endeavor will persist through this year with plans for regular reviews of each policy on a three-year cycle thereafter. This is one way I am expressing my commitment to Article 9 in our Collective Bargaining Agreement – 9.1.1 Employee Rights to clear, well-defined and visible Library rules, standards, regulations, and policies which are uniformly applied. Library Management owes it to all our staff to make sure all the expectations are clear, understandable, and easy to find. It is a lengthy process but I believe the outcome is worth the hard work and time. We do not have any new policy revisions to discuss this month, but will have two to discuss at the May meeting.

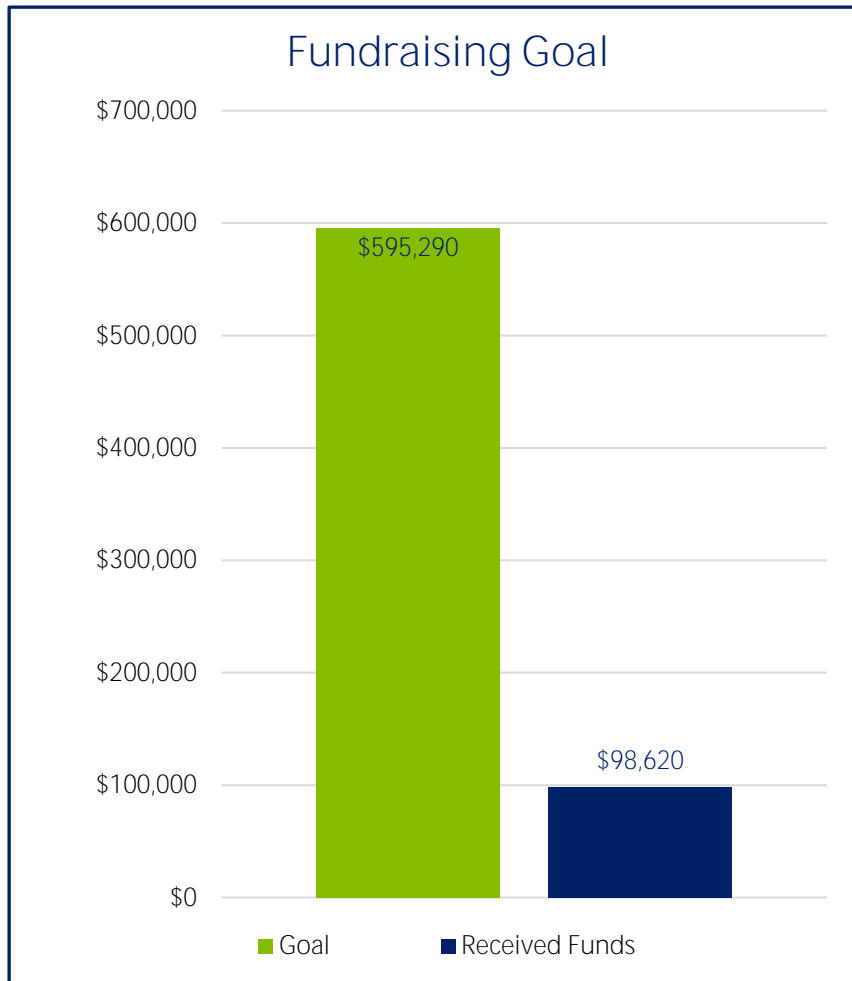
In this last month, some of my time was also dedicated to preparing for the Trustee Selection Committee's work this spring. With assistance from Petra McBride, Manager of Executive Office Administration and Clerk to the Board of Trustees, and Mary Getchell, Marketing and Communications Director, we are ready for the application period to close as planned on March 29, 2024. The committee is formed and a separate memo is provided to update the Board on the committee's work.

Following last month's meeting, we were contacted by a community member who noted an error in our report on the Lakewood tree artifact in which we stated Steilacoom park is located in Steilacoom rather than in Lakewood. The correction has been made to our communications regarding this culturally significant artifact in the Lakewood community.

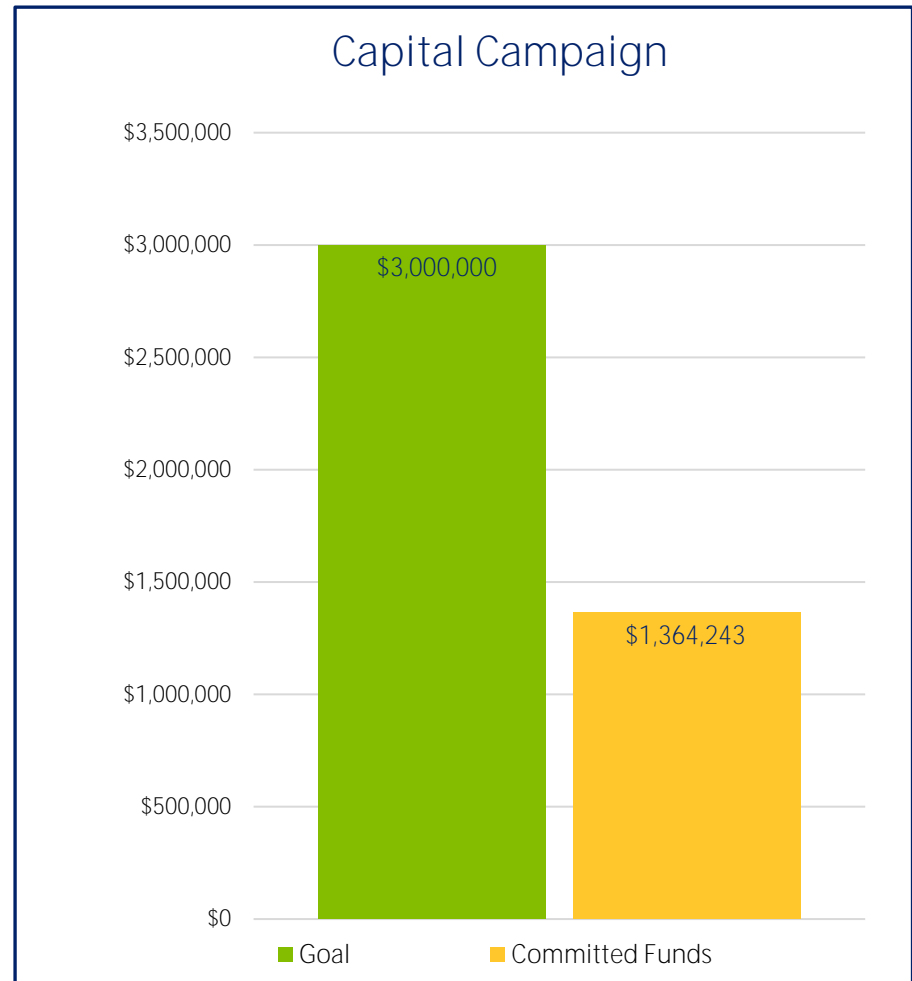
Also, over on the western side of the county, in recent months I have had conversations with community members in Fircrest who have expressed an interest in pursuing annexation into the Library System's service area. I have provided these community members with the information about the legal and technical process involved in annexation, and we have listened to their perspectives to understand what interests they have for a library presence in their currently underserved community. I will continue to participate in these conversations to share and listen and, should these discussions progress from concept to a formal ballot measure for Fircrest voters, I will bring forward all relevant information to the Board.



Fundraising Performance Dashboard



Goal = PCLS Annual Agreement Value (\$500,000) +
Foundation Operating Budget (\$95,290)

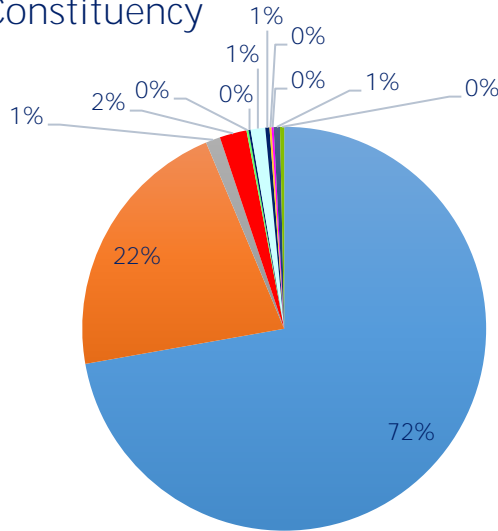


Goal = Multi-year (2021-2024)

Annual Fundraising Statistics

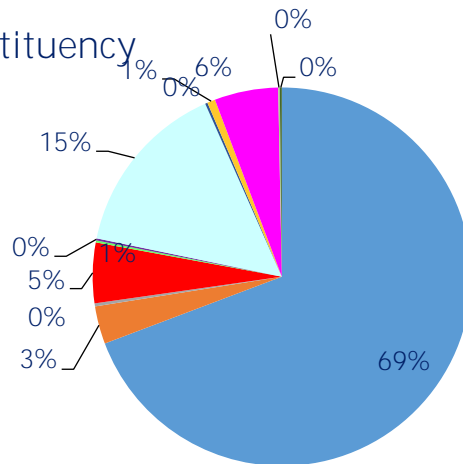
Number of Gifts by Constituency

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

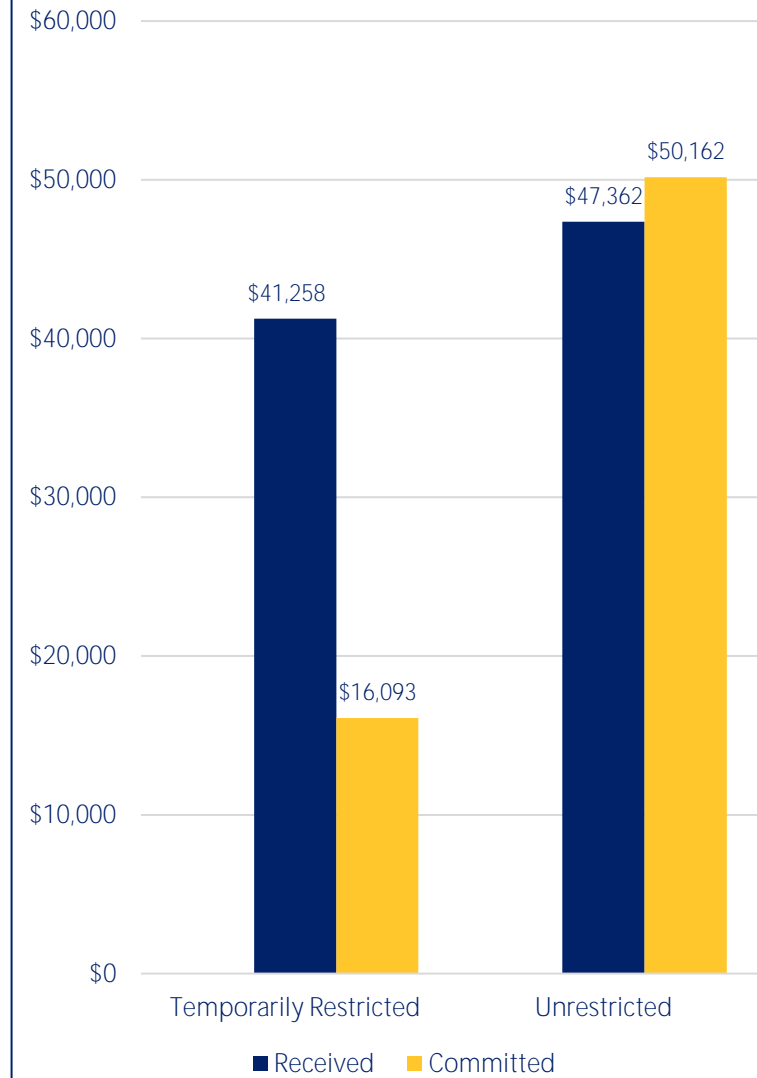


Gift Revenue by Constituency

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



Revenue by Type



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
248	26.87%	\$43,381	22.11%	660	\$116,245

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
10	15.63%	\$14,645	5.76%	52	\$289,588

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
13	10.66%	\$636	4.61%	107	\$14,238

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
1	6.25%	\$100	0.09%	14	\$28,828

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
11	0.46%	\$840	5.86%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
2	1.69%	\$0	0.00%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
66	4.50%	\$19,313	67.30%		

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
2	2.80%	\$16,500	22.10%		

Updates

What's going well

- Annual Campaign: 1st direct mail and electronic appeal launched last month, helping to get to 16.5% of Fundraising Goal
- Library Giving Day is April 3rd: a collaborative region-wide campaign with both TPL & PPL Foundations
- Capital Campaign: Campaign Steering Committee at work; LOI's out to a few private foundations

Areas to capitalize on

- Foundation Board: seeking 5 new board members, specifically with legal, financial, and real estate backgrounds & skills
- Cultivation of foundations and individuals in preparing for submission of capital campaign proposals

Terms Defined

- Fundraising Goal: 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

February 29, 2024

Prepared By: Mary Stimson, Finance Director

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

General Fund

February

- **548000. Includes HVAC repairs**
- **545030. Includes semi-annual 2024 assessment for University Place Library**
- **541020. Includes payment to National Business Research INS for Employee Survey**

January

- 549020. Includes annual assessment and membership fees to AWC
- 534305. Includes Mango Languages Database

Capital Improvement Projects Fund

February

- **562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**
- **562100. Includes payment to Rivers Edge Environmental Service for work on the Buckley UST landscape remediation**
- **541060. Includes payment to PBS Engineering & Environmental INC for hazardous materials handling at LWD Building**

January

- 541060. Includes payment to EHS-International Inc for A/E Services for Buckley
- 548000. Includes door replacements for 5 locations
- 541020. Includes payment for SPARK! Campaign Lakewood

Special Purpose Fund

January–February

- No activity

Election Fund

January–February

- No significant activity other than receipt of investment earnings

Property & Facility Fund

January–February

- No significant activity other than receipt of investment earnings

Levy Sustainability Fund

January–February

- No significant activity other than receipt of investment earnings

Debt Service Fund

January–February

- No significant activity other than receipt of investment earning

US BANK Clearing Distributions

2024	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	130,435.60	130,435.60	-	\$ -
February	284,519.07	282,092.02	2,427.05	\$ -
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				
	\$ 414,954.67	\$ 412,527.62	\$ 2,427.05	\$ -

2023 is fully reconciled, as per below.

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	317,122.91	316,918.91	204.00	-
November	443,342.43	344,804.14	98,538.29	-
December	337,890.29	335,983.97	1,906.32	-
	\$ 3,753,469.84	\$ 3,636,056.53	\$ 117,413.31	\$ -

US Bank payments and postings are fully reconciled to the cent.

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
February 29, 2024**

	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	\$ 1,456,808	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 713,656	\$ 2,170,864
Investments	\$ 4,113,351	\$ -	\$ 16,954,516	\$ 1,192,141	\$ 1,148,125	\$ 95,280	\$ 8,814,333	\$ 32,317,745
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 5,569,678	\$ -	\$ 16,954,616	\$ 1,192,241	\$ 1,148,225	\$ 95,380	\$ 9,527,989	\$ 34,488,129
TOTAL ASSETS	\$ 5,569,678	\$ -	\$ 16,954,616	\$ 1,192,241	\$ 1,148,225	\$ 95,380	\$ 9,527,989	\$ 34,488,129
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 1,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,429
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,411	\$ 27,411
Sales Tax Payable*	\$ (176)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (176)
Payroll Payable	\$ 213,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,883
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 215,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,411	\$ 242,547
TOTAL LIABILITIES	\$ 215,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,411	\$ 242,547
FUND BALANCE								
Reserve for Encumbrances	\$ 1,197,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,492,647	\$ 10,690,062
Levy Sustainability	\$ -	\$ -	\$ 12,921,185	\$ -	\$ -	\$ -	\$ -	\$ 12,921,185
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,122,367	\$ -	\$ -	\$ -	\$ 1,122,367
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 1,028,152	\$ -	\$ -	\$ 1,028,152
Unreserved Fund Balance	\$ 4,157,126	\$ -	\$ 4,033,431	\$ 69,875	\$ 120,073	\$ 95,380	\$ 7,932	\$ 8,483,816
TOTAL FUND BALANCE	\$ 5,354,541	\$ -	\$ 16,954,616	\$ 1,192,241	\$ 1,148,225	\$ 95,380	\$ 9,500,579	\$ 34,245,582
TOTAL LIABILITIES & FUND BALANCE	\$ 5,569,678	\$ -	\$ 16,954,616	\$ 1,192,241	\$ 1,148,225	\$ 95,380	\$ 9,527,989	\$ 34,488,129
BEGINNING FUND BALANCE, 01/01/2024								
	\$ 10,569,737	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,665,060	\$ 40,454,012
YTD Revenue	\$ 1,147,434	\$ -	\$ 149,773	\$ 10,531	\$ 10,142	\$ 800	\$ 87,213	\$ 1,405,893
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (6,362,630)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,251,694)	\$ (7,614,323)
ENDING FUND BALANCE, 02/29/24	\$ 5,354,541	\$ -	\$ 16,954,616	\$ 1,192,241	\$ 1,148,225	\$ 95,380	\$ 9,500,579	\$ 34,245,582
TAXES RECEIVABLE	\$ 45,408,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,408,418

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of February 29, 2024**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	<i>2/28/2023</i>	<i>3/31/2023</i>	<i>4/30/2023</i>	<i>5/31/2023</i>	<i>6/30/2023</i>	<i>7/31/2023</i>	<i>8/31/2023</i>	<i>9/30/2023</i>	<i>10/31/2023</i>	<i>11/30/2023</i>	<i>12/31/2023</i>	<i>1/31/2024</i>	<i>2/29/2024</i>	
ASSETS														
Current Assets														
Cash	\$ 1,729,785	\$ 3,606,683	\$ 17,836,448	\$ 8,601,818	\$ 543,716	\$ 797,601	\$ 1,658,103	\$ 3,006,223	\$ 632,771	\$ 1,150,845	\$ 371,860	\$ 926,722	\$ 1,456,808	
Investments	\$ 5,513,165	\$ 2,913,165	\$ 2,513,165	\$ 12,247,886	\$ 17,283,015	\$ 14,301,356	\$ 10,806,344	\$ 6,847,912	\$ 3,547,912	\$ 14,106,991	\$ 11,001,288	\$ 7,090,000	\$ 4,113,351	
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	
Total Current Assets	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	
TOTAL ASSETS	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	
LIABILITIES														
Current Liabilities														
Warrants Payable	\$ 12,628	\$ 143,430	\$ 1,233	\$ 426	\$ 411	\$ 411	\$ 411	\$ 1,733	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	
Sales Tax Payable	\$ 416	\$ 1,515	\$ 2,167	\$ 3,221	\$ 1,111	\$ 2,840	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	
Payroll Payable	\$ 185,235	\$ 212,126	\$ 153,846	\$ 186,682	\$ 221,318	\$ 166,893	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	
US Bank	\$ (34,695)	\$ (1,481)	\$ (3,479)	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -	
Total Current Liabilities	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	
TOTAL LIABILITIES	\$ 163,585	\$ 355,590	\$ 153,767	\$ 190,329	\$ 222,635	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	
FUND BALANCE														
Reserve for Encumbrance	\$ 1,207,304	\$ 1,384,188	\$ 1,584,072	\$ 1,120,019	\$ 928,631	\$ 905,598	\$ 718,410	\$ 828,437	\$ 836,123	\$ 711,556	\$ 126,543	\$ 1,237,779	\$ 1,197,415	
Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,500,000)	\$ -	\$ -	\$ -	\$ -	
Unreserved Fund Balance	\$ 5,871,580	\$ 4,779,590	\$ 18,611,293	\$ 19,538,876	\$ 16,674,984	\$ 14,022,735	\$ 11,533,572	\$ 8,770,841	\$ 5,672,090	\$ 14,334,899	\$ 10,993,241	\$ 6,608,596	\$ 4,157,126	
TOTAL FUND BALANCE	\$ 7,078,885	\$ 6,163,778	\$ 20,195,365	\$ 20,658,895	\$ 17,603,616	\$ 14,928,333	\$ 12,251,983	\$ 9,599,278	\$ 4,008,213	\$ 15,046,456	\$ 11,119,784	\$ 7,846,375	\$ 5,354,541	
TOTAL LIABILITIES & FUND BALANCE	\$ 7,242,469	\$ 6,519,368	\$ 20,349,133	\$ 20,849,223	\$ 17,826,250	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	
PROPERTY TAXES RECEIVABLE	\$ 44,181,340	\$ 42,281,228	\$ 24,983,590	\$ 24,983,590	\$ 24,749,652	\$ 20,828,481	\$ 20,617,928	\$ 20,071,430	\$ 20,071,430	\$ 1,007,589	\$ 840,230	\$ 46,224,172	\$ 45,408,418	

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending February 29, 2024



GENERAL FUND - 001	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 45,586,600	\$ 932,448	\$ -	\$ 44,654,152	2%
Other Revenue	\$ 1,258,000	\$ 214,986	\$ -	\$ 1,043,014	17%
TOTAL REVENUE	\$ 46,844,600	\$ 1,147,434	\$ -	\$ 45,697,166	2%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 5,071,615	\$ -	\$ 26,715,385	16%
Materials	\$ 4,504,500	\$ 444,419	\$ -	\$ 4,060,081	10%
Maintenance and Operations	\$ 7,850,350	\$ 732,192	\$ 1,152,844	\$ 5,965,315	24%
Transfers Out & Reserves	\$ 2,702,750	\$ 114,404	\$ 43,643	\$ 2,544,703	6%
TOTAL EXPENDITURES	\$ 46,844,600	\$ 6,362,630	\$ 1,196,487	\$ 39,285,483	16%
Excess/(Deficit)		\$ (5,215,196)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (5,215,196)			

SPECIAL PURPOSE FUND - 101	2024 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	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 9,576,800	\$ -	\$ -	\$ 9,576,800	0%
Transfers In	\$ 2,050,000	\$ -	\$ -	\$ 2,050,000	0%
Other Revenue	\$ -	\$ 87,213	\$ -	\$ (87,213)	-
TOTAL REVENUE	\$ 11,626,800	\$ 87,213	\$ -	\$ 11,539,587	1%
EXPENDITURES					
Capital Improvement Projects	\$ 11,626,800	\$ 1,251,694	\$ 9,492,647	\$ 882,460	92%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 1,251,694	\$ 9,492,647	\$ 882,460	92%
Excess/(Deficit)		\$ (1,164,481)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (1,164,481)			

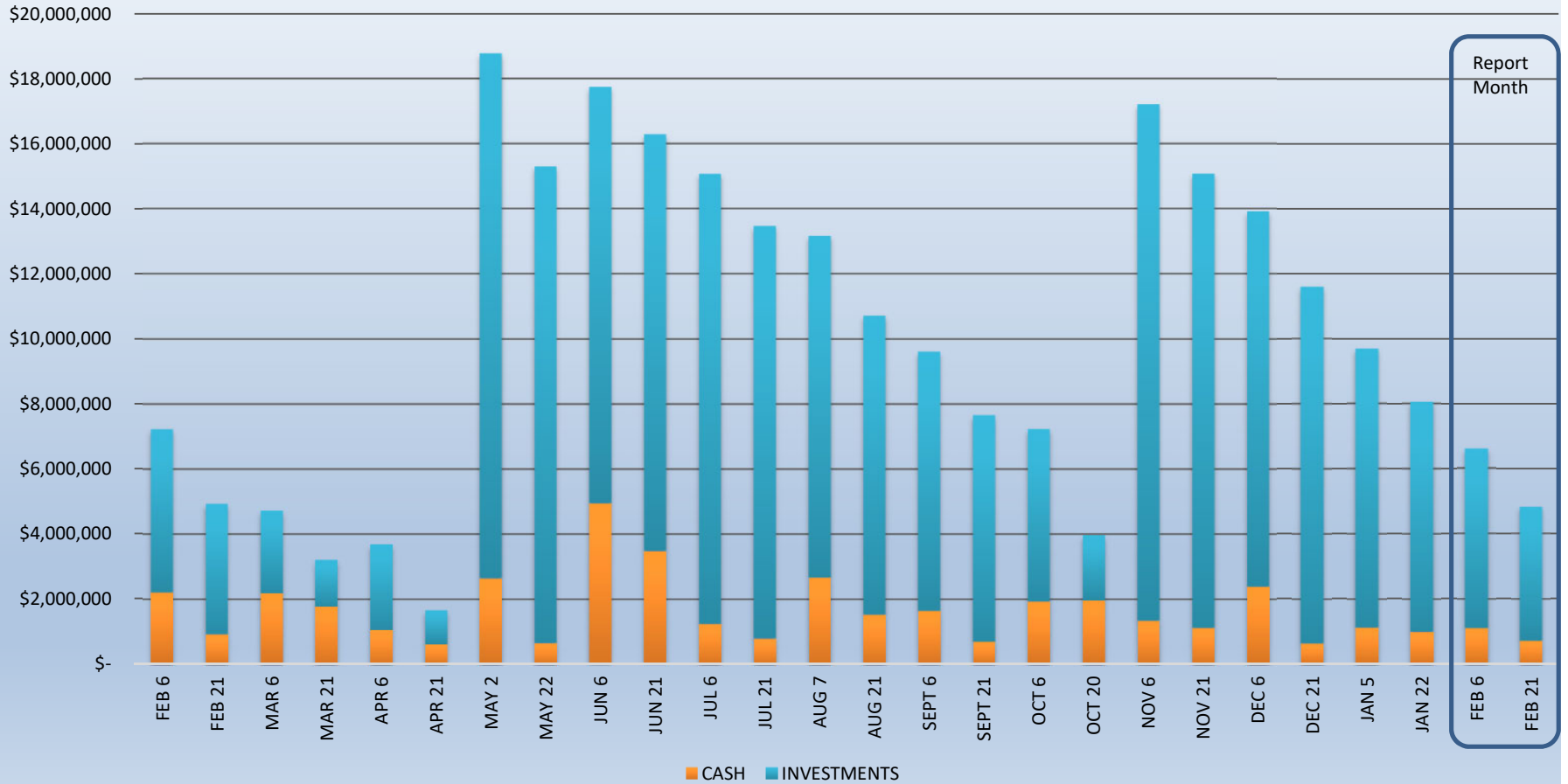
LEVY SUSTAINABILITY FUND - 102	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 149,773	\$ -	\$ (149,773)	-
TOTAL REVENUE	\$ -	\$ 149,773	\$ -	\$ (149,773)	-
EXPENSE					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 149,773			
0		\$ -			
NET EXCESS (DEFICIT)		\$ 149,773			

DEBT SERVICE FUND - 201	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 800	\$ -	\$ (800)	-
TOTAL REVENUE	\$ -	\$ 800	\$ -	\$ (800)	-
TOTAL EXPENDITURES					
	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 800			

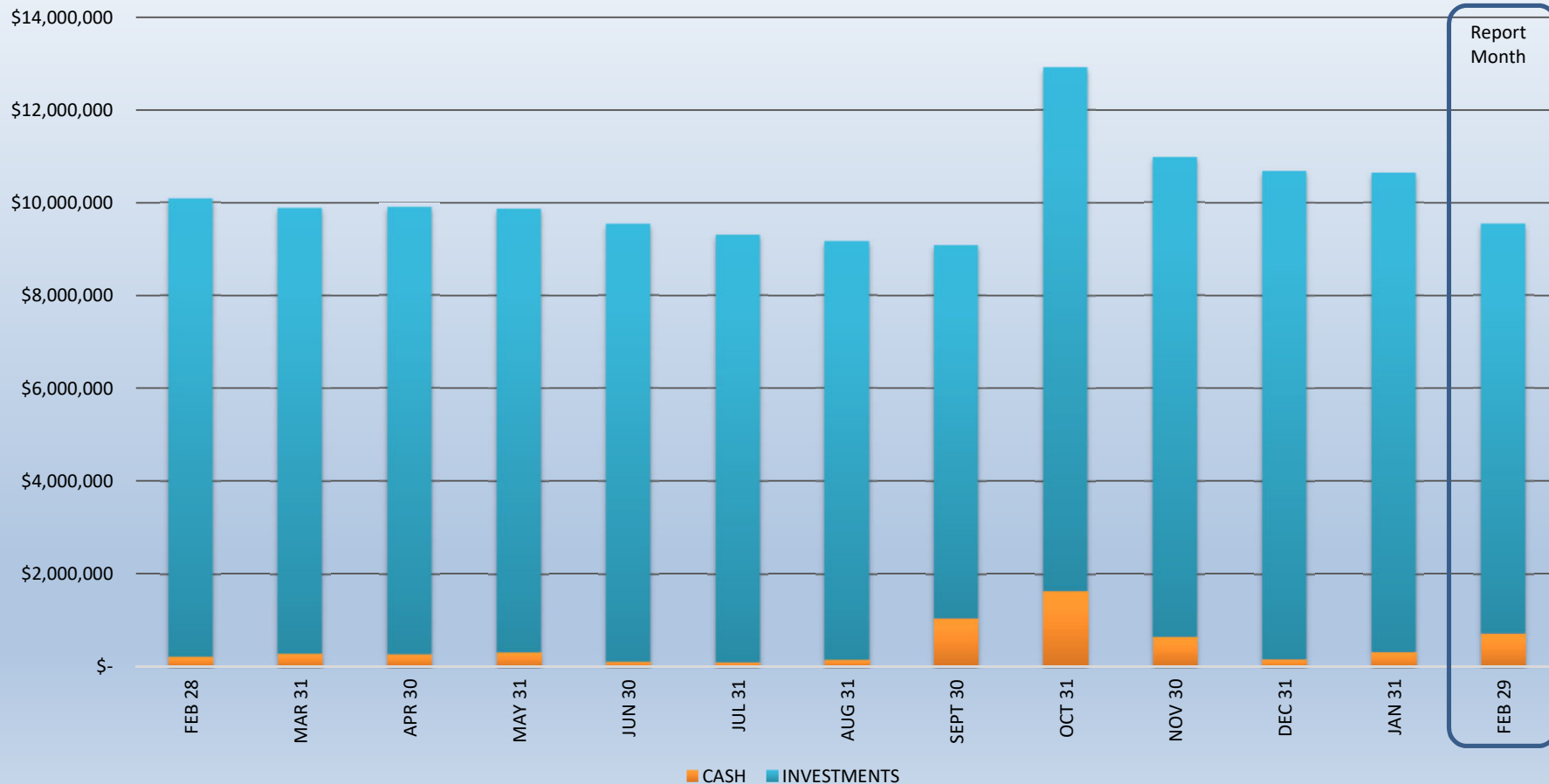
ELECTION FUND - 103	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 10,531	\$ -	\$ (10,531)	-
TOTAL REVENUE	\$ -	\$ 10,531	\$ -	\$ (10,531)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 10,531			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 10,531			

PROPERTY AND FACILITY FUND - 104	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
0	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 10,142	\$ -	\$ (10,142)	-
TOTAL REVENUE	\$ -	\$ 10,142	\$ -	\$ (10,142)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 10,142			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 10,142			

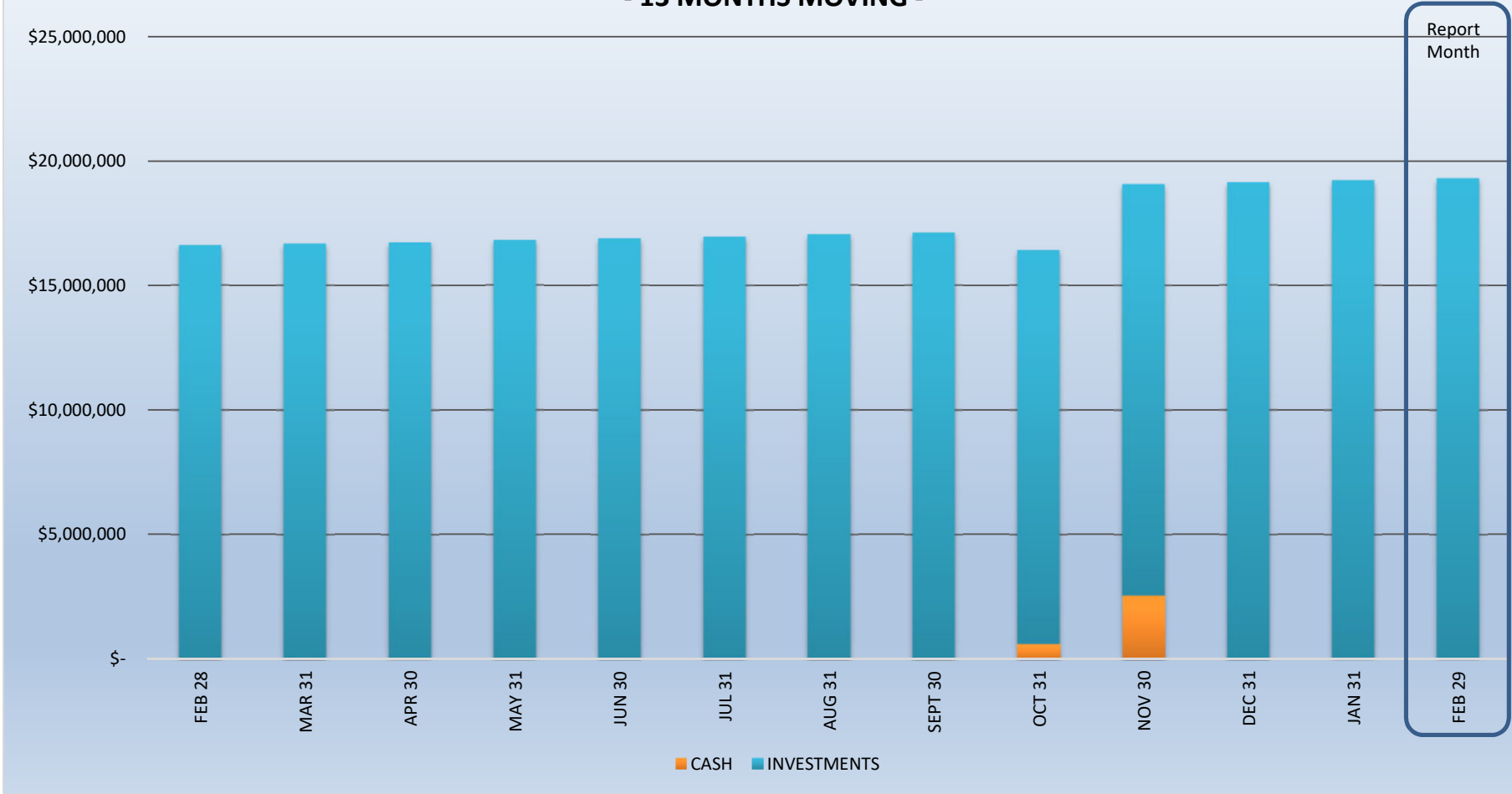
**CASH & INVESTMENTS - SEMI-MONTHLY
2024 - GENERAL FUND
- 13 MONTHS MOVING -**



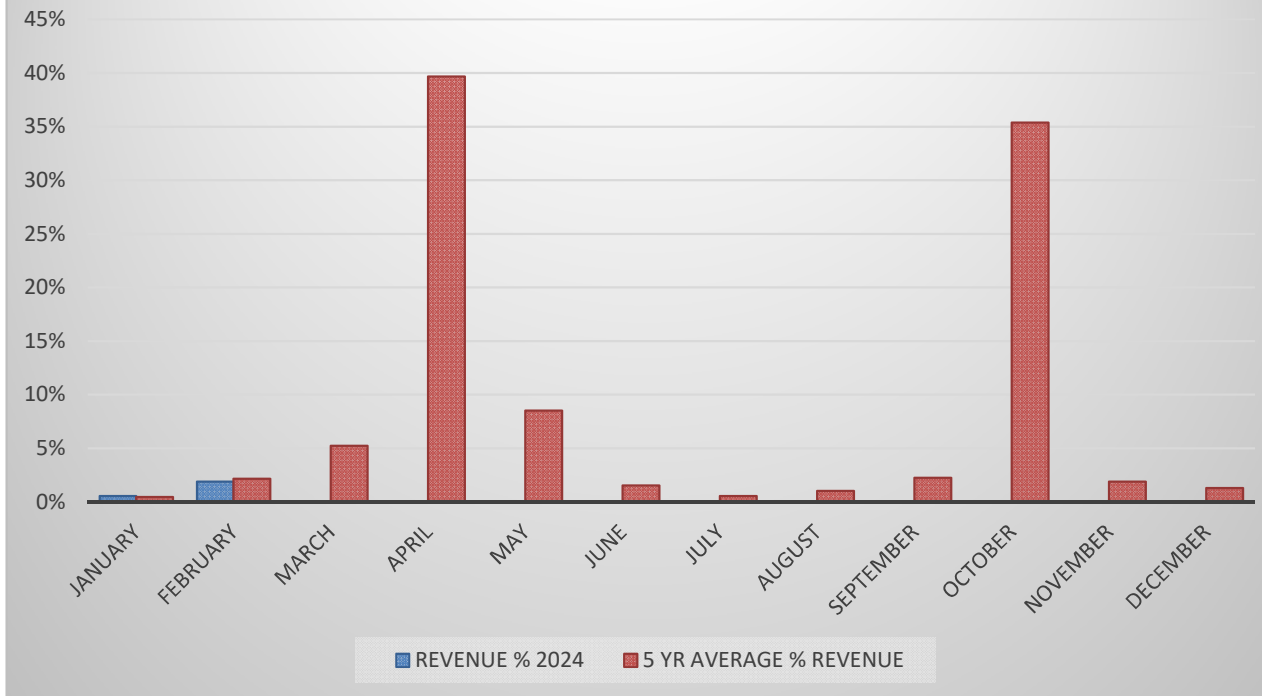
**CASH & INVESTMENTS - MONTHLY
2024 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



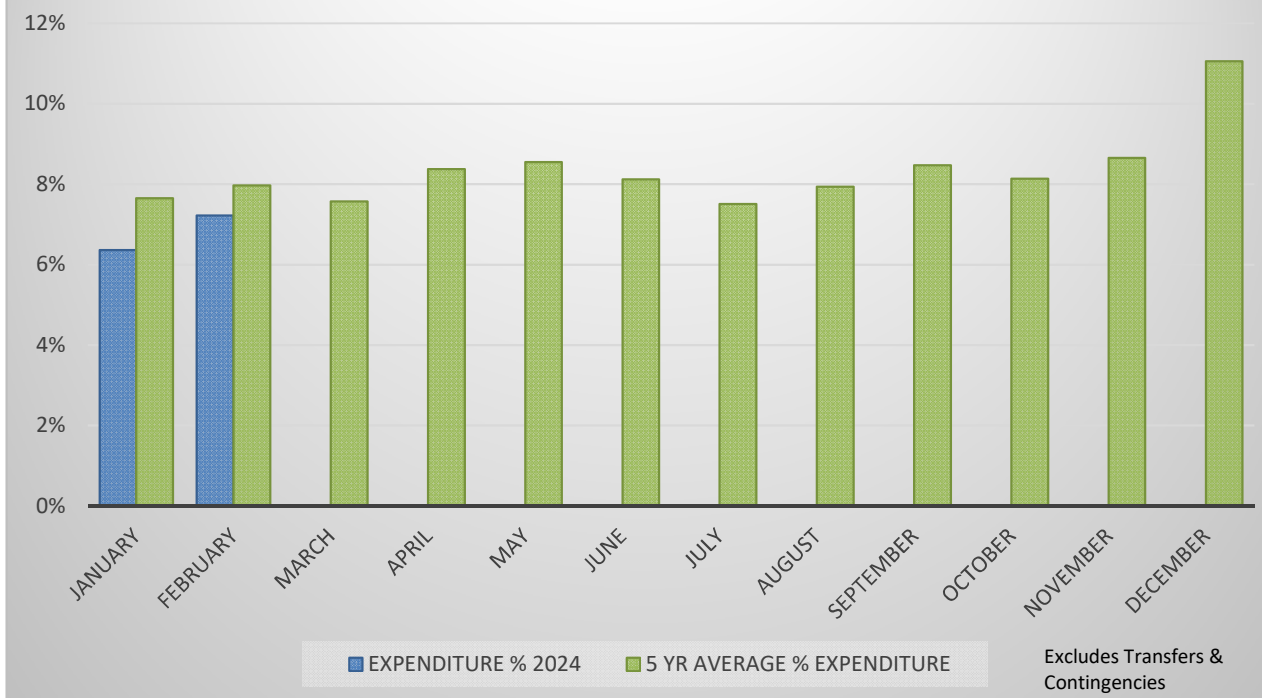
**CASH & INVESTMENTS - MONTHLY
2024 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH FEBRUARY 2024



GENERAL FUND - EXPENDITURE TREND (%) THROUGH FEBRUARY 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	-44,906,100	-44,906,100	-737,709.18	-735,982.48	.00	-44,168,390.82	1.6%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-177,534.50	-70,475.97	.00	-353,365.50	33.4%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-195.75	.00	.00	-60,404.25	.3%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-4.36	.00	.00	-5,995.64	.1%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-17,003.82	-16,001.70	.00	-2,996.18	85.0%
317400 TIMBER EXCISE TAX	-63,000	-63,000	.00	.00	.00	-63,000.00	.0%
TOTAL TAXES	-45,586,600	-45,586,600	-932,447.61	-822,460.15	.00	-44,654,152.39	2.0%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,605.43	.00	.00	-12,394.57	17.4%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-87.58	-50.25	.00	-3,912.42	2.2%
347902 PRINTER FEES	0	0	-3,782.11	-1,855.72	.00	3,782.11	100.0%
359000 LIBRARY FINES	0	0	-37.53	.00	.00	37.53	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-62,062.09	-23,350.07	.00	-389,937.91	13.7%
361430 INTEREST INCOME--CONTRACTS &	0	0	-66.49	-13.87	.00	66.49	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-1,056.63	.00	.00	56.63	105.7%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	.00	.00	.00	-325,000.00	.0%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-2.02	-2.02	.00	2.02	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	.00	.00	.00	-2,000.00	.0%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-3,131.40	-3,130.40	.00	-868.60	78.3%
369200 FOUND MONEY	0	0	-113.61	-.61	.00	113.61	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-5,083.30	-2,712.17	.00	-14,916.70	25.4%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-122,976.38	-23,434.76	.00	-77,023.62	61.5%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-13,981.48	-13,981.48	.00	-61,018.52	18.6%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-214,986.05	-68,531.35	.00	-1,043,013.95	17.1%
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	24,630,000	24,630,000	3,821,984.00	1,978,240.66	.00	20,808,016.00	15.5%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,405.10	706.56	.00	30,594.90	4.4%
511007 SHIFT DIFFERENTIAL	134,000	134,000	19,243.53	10,312.11	.00	114,756.47	14.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511009 TUITION ASSISTANCE	12,000	12,000	2,149.50	.00	.00	9,850.50	17.9%
512000 OVERTIME WAGES	67,000	67,000	2,105.95	2,105.95	.00	64,894.05	3.1%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
TOTAL SALARIES AND WAGES	23,898,000	23,898,000	3,846,888.08	1,991,365.28	.00	20,051,111.92	16.1%
04 PERSONNEL BENEFITS							
520010 FICA	1,895,000	1,895,000	284,506.57	146,999.31	.00	1,610,493.43	15.0%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	495,788.49	223,251.92	.00	2,808,211.51	15.0%
520021 DENTAL INSURANCE	259,000	259,000	36,856.32	18,453.22	.00	222,143.68	14.2%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	15,665.10	8,105.32	.00	87,334.90	15.2%
520023 INDUSTRIAL INSURANCE	151,000	151,000	23,802.33	13,613.33	.00	127,197.67	15.8%
520030 RETIREMENT	2,378,000	2,378,000	355,434.34	181,206.19	.00	2,022,565.66	14.9%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	2,830.61	2,830.61	.00	32,169.39	8.1%
520041 PAID FML INSURANCE	58,000	58,000	8,145.69	4,189.02	.00	49,854.31	14.0%
520091 OTHER BENEFIT	75,000	75,000	1,697.80	834.60	.00	73,302.20	2.3%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
TOTAL PERSONNEL BENEFITS	7,889,000	7,889,000	1,224,727.25	599,483.52	.00	6,664,272.75	15.5%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	91,300	91,300	17,321.03	13,834.45	.00	73,978.97	19.0%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	101,500	7,102.20	4,000.50	3,832.40	90,565.40	10.8%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	122,000	9,777.75	6,124.69	20,168.93	92,053.32	24.5%
531010 CUSTODIAL SUPPLIES	130,000	130,000	13,558.62	10,923.95	77,880.40	38,560.98	70.3%
531020 MAINTENANCE SUPPLIES	46,000	46,000	5,406.18	2,182.51	.00	40,593.82	11.8%
531030 MATERIAL PROCESSING SUP	16,100	16,100	2,340.05	2,340.05	.00	13,759.95	14.5%
531040 TRAINING SUPPLIES	3,000	3,000	.00	.00	.00	3,000.00	.0%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	8,946.40	8,089.20	.00	146,353.60	5.8%
532000 FUEL	47,000	47,000	6,803.69	3,392.97	40,196.31	.00	100.0%
535000 MINOR EQUIPMENT	11,000	11,000	2,524.40	2,524.40	.00	8,475.60	22.9%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	54,500	54,500	102.98	.00	.00	54,397.02	.2%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	7,202.07	.00	.00	192,797.93	3.6%
535025 TECHNOLOGY HARDWARE--STAFF	206,000	206,000	.00	.00	.00	206,000.00	.0%
535030 TECHNOLOGY HARDWARE--GENERAL	36,000	36,000	.00	.00	.00	36,000.00	.0%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	555,200	19,318.45	2,851.60	81,132.12	454,749.43	18.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	9,151.54	2,819.09	14,440.00	395,308.46	5.6%
TOTAL SUPPLIES EXPENSES	2,243,800	2,243,800	109,555.36	59,083.41	237,650.16	1,896,594.48	15.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
06 MATERIALS							
534000 MATERIALS COLLECTION	65,000	65,000	.00	.00	.00	65,000.00	.0%
534005 ADULT AV - CDS	30,000	30,000	3,222.46	2,018.40	.00	26,777.54	10.7%
534010 ADULT AV - DVD	330,000	330,000	32,308.80	15,445.02	.00	297,691.20	9.8%
534015 ADULT AV - DVDNF	21,000	21,000	2,131.76	1,374.15	.00	18,868.24	10.2%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	2,718.73	1,386.00	.00	22,281.27	10.9%
534105 ADULT BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534110 ADULT FICTION	270,000	270,000	43,920.47	31,725.94	.00	226,079.53	16.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	2,792.02	946.03	.00	12,207.98	18.6%
534120 ADULT LARGE PRINT	50,000	50,000	4,060.68	3,263.48	.00	45,939.32	8.1%
534125 ADULT LUCKY DAY	55,000	55,000	11,152.42	9,422.96	.00	43,847.58	20.3%
534130 ADULT NONFICTION	300,000	300,000	45,661.27	35,389.40	.00	254,338.73	15.2%
534145 ADULT REFERENCE	5,000	5,000	97.65	97.65	.00	4,902.35	2.0%
534150 ADULT YA FICTION	55,000	55,000	4,156.50	3,790.89	.00	50,843.50	7.6%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	2,931.32	1,370.16	.00	22,068.68	11.7%
534160 ADULT YA NONFICTION	12,500	12,500	647.18	518.61	.00	11,852.82	5.2%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	17.83	.00	.00	3,482.17	.5%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	1,643.15	1,417.06	.00	4,356.85	27.4%
534220 CHILDREN'S FICTION	225,000	225,000	33,684.57	26,022.03	.00	191,315.43	15.0%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	5,030.03	3,517.40	.00	49,969.97	9.1%
534230 CHILDREN'S NONFICTION	135,000	135,000	15,833.46	13,071.88	.00	119,166.54	11.7%
534235 CHILDREN'S SCIENCE TO GO	4,000	4,000	335.42	277.97	.00	3,664.58	8.4%
534237 CHILDREN'S STANDING ORDERS	32,500	32,500	6,877.72	2,611.39	.00	25,622.28	21.2%
534240 CHILDREN'S STORYTIME	3,000	3,000	454.06	381.74	.00	2,545.94	15.1%
534305 DATABASES	524,500	524,500	115,823.83	75,437.44	.00	408,676.17	22.1%
534410 EBOOKS	875,000	875,000	10,235.05	22.97	.00	864,764.95	1.2%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	17,893.79	.00	.00	757,106.21	2.3%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	150,000	.00	.00	.00	150,000.00	.0%
534425 EHOSTING FEES	17,000	17,000	12,000.00	.00	.00	5,000.00	70.6%
534430 EMAGAZINES	80,500	80,500	45,000.00	45,000.00	.00	35,500.00	55.9%
534505 MAGAZINES	71,000	71,000	5,405.83	723.00	.00	65,594.17	7.6%
534605 VENDOR PROCESSING	100,000	100,000	11,844.44	7,163.25	.00	88,155.56	11.8%
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	9,000	9,000	209.23	174.86	.00	8,790.77	2.3%
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	1,791.42	1,723.47	.00	12,208.58	12.8%
534715 WORLD - CHINESE	10,000	10,000	65.38	65.38	.00	9,934.62	.7%
534725 WORLD - GERMAN	7,500	7,500	.00	.00	.00	7,500.00	.0%
534730 WORLD - JAPANESE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534735 WORLD - KOREAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534740 WORLD - TAGALOG	15,000	15,000	.00	.00	.00	15,000.00	.0%

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FOR 2024 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	.00	.00	.00	20,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	30,000	2,855.60	2,055.53	.00	27,144.40	9.5%
534810 YOUTH DVD - FTY	30,000	30,000	1,468.16	277.38	.00	28,531.84	4.9%
534815 YOUTH YA AUDIO BOOKS	0	0	148.60	.00	.00	-148.60	100.0%
534900 COLLECTION PROJECTS	4,000	4,000	.00	.00	.00	4,000.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	.00	.00	.00	20,000.00	.0%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	.00	.00	.00	40,200.00	.0%
TOTAL MATERIALS	4,564,700	4,564,700	444,418.83	286,691.44	.00	4,120,281.17	9.7%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	398,200	9,150.00	.00	41,350.00	347,700.00	12.7%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	6,100.00	1,600.00	56,000.00	12,900.00	82.8%
541010 PERFORMER SERVICES	113,000	113,000	5,683.25	3,583.25	9,208.40	98,108.35	13.2%
541020 CONTRACTUAL SERVICES	480,000	480,000	46,642.47	23,558.54	198,809.74	234,547.79	51.1%
541040 LEGAL SERVICES	95,000	95,000	6,002.50	4,988.50	30,865.00	58,132.50	38.8%
541050 DATA SERVICES	9,000	9,000	.00	.00	.00	9,000.00	.0%
541630 PRINTING AND BINDING	133,500	133,500	5,802.24	2,009.12	78,533.10	49,164.66	63.2%
541650 ILL LOST ITEM CHARGE	3,000	3,000	493.08	191.21	.00	2,506.92	16.4%
542000 POSTAGE	72,300	70,870	98.10	49.05	.00	70,771.70	.1%
542001 SHIPPING	10,000	10,000	154.99	.00	.00	9,845.01	1.5%
542010 TELECOM SERVICES--PHONES	81,600	81,600	15,963.86	8,040.18	.00	65,636.14	19.6%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	5,989.96	5,231.80	.00	33,010.04	15.4%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	141,944.64	122,073.21	.00	203,055.36	41.1%
543000 TRAVEL AND TOLLS	102,900	102,900	3,054.59	344.75	.00	99,845.41	3.0%
543010 MILEAGE REIMBURSEMENTS	55,500	55,500	8,967.32	4,604.25	.00	46,532.68	16.2%
544000 ADVERTISING	136,500	136,500	6,520.85	3,365.85	105,096.07	24,883.08	81.8%
545010 RENTALS/LEASES--BUILDINGS	0	0	7,254.00	3,627.00	3,840.00	-11,094.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0%
545030 Rental/Lease CAM	480,500	480,500	119,210.54	108,708.65	.00	361,289.46	24.8%
546000 INSURANCE	300,000	300,000	682.00	.00	.00	299,318.00	.2%
547000 ELECTRICITY	346,000	346,000	58,742.48	33,710.20	.00	287,257.52	17.0%
547010 NATURAL GAS	16,500	16,500	1,084.11	688.37	.00	15,415.89	6.6%
547020 WATER	41,000	41,000	5,431.39	2,512.60	.00	35,568.61	13.2%
547030 SEWER	35,000	35,000	5,917.88	2,650.32	.00	29,082.12	16.9%
547040 REFUSE	55,000	55,000	8,558.34	4,203.61	.00	46,441.66	15.6%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	551,500	51,133.06	25,038.00	128,848.77	371,518.17	32.6%
548010 CONTRACTED MAINTENANCE	589,800	589,800	55,920.70	25,060.90	247,017.54	286,861.76	51.4%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	60,000	2,487.06	2,339.55	15,000.00	42,512.94	29.1%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	5,000	.00	.00	.00	5,000.00	.0%

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FOR 2024 02

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	111,150	5,512.00	4,202.00	.00	105,638.00	5.0%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	14,500	175.00	175.00	.00	14,325.00	1.2%
549020 DUES AND MEMBERSHIPS	60,400	61,830	34,408.14	1,975.20	625.00	26,797.06	56.7%
549030 TAXES AND ASSESSMENTS	52,000	52,000	-.01	.00	.00	52,000.01	.0%
549040 LICENSES	2,000	2,000	368.60	368.60	.00	1,631.40	18.4%
549050 FEES	17,500	17,500	3,183.07	1,252.69	.00	14,316.93	18.2%
549120 CONTINGENCY/RESERVE	572,800	572,800	.00	.00	.00	572,800.00	.0%
591720 GASB 87 LONG TERM LEASE	652,750	652,750	114,403.81	50,049.56	43,643.24	494,702.95	24.2%
TOTAL SERVICES EXPENSES	6,199,100	6,199,100	737,040.02	446,201.96	958,836.86	4,503,223.12	27.4%
09 TRANSFERS/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	.00	.00	.00	2,050,000.00	.0%
TOTAL TRANSFERS/SETASIDES	2,050,000	2,050,000	.00	.00	.00	2,050,000.00	.0%
TOTAL GENERAL FUND	0	0	5,215,195.88	2,491,834.11	1,196,487.02	-6,411,682.90	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-1,147,433.66	-890,991.50	.00	-45,697,166.34	
TOTAL EXPENSES	46,844,600	46,844,600	6,362,629.54	3,382,825.61	1,196,487.02	39,285,483.44	

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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	-149,772.65	-72,531.40	.00	149,772.65	100.0%
TOTAL CHARGES OTHER	0	0	-149,772.65	-72,531.40	.00	149,772.65	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-149,772.65	-72,531.40	.00	149,772.65	100.0%
TOTAL REVENUES	0	0	-149,772.65	-72,531.40	.00	149,772.65	

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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	-10,531.13	-5,099.98	.00	10,531.13	100.0%
TOTAL CHARGES OTHER	0	0	-10,531.13	-5,099.98	.00	10,531.13	100.0%
TOTAL ELECTION FUND	0	0	-10,531.13	-5,099.98	.00	10,531.13	100.0%
TOTAL REVENUES	0	0	-10,531.13	-5,099.98	.00	10,531.13	

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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	-10,142.29	-4,911.68	.00	10,142.29	100.0%
	TOTAL CHARGES OTHER	0	0	-10,142.29	-4,911.68	.00	10,142.29	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-10,142.29	-4,911.68	.00	10,142.29	100.0%
	TOTAL REVENUES	0	0	-10,142.29	-4,911.68	.00	10,142.29	

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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	-800.15	-387.46	.00	800.15	100.0%
TOTAL CHARGES OTHER	0	0	-800.15	-387.46	.00	800.15	100.0%
TOTAL DEBT SERVICE FUND	0	0	-800.15	-387.46	.00	800.15	100.0%
TOTAL REVENUES	0	0	-800.15	-387.46	.00	800.15	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
TOTAL UNDEFINED CHAR	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-87,212.66	-39,411.53	.00	87,212.66	100.0%
TOTAL CHARGES OTHER	0	0	-87,212.66	-39,411.53	.00	87,212.66	100.0%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	4,000	.00	.00	3,000.00	1,000.00	75.0%
541020 CONTRACTUAL SERVICES	395,500	395,500	36,383.00	11,961.67	177,990.33	181,126.67	54.2%
541040 LEGAL SERVICES	0	0	1,470.00	1,470.00	.00	-1,470.00	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,064,437	43,256.86	3,243.05	3,257,142.25	-1,235,962.11	159.9%
542000 POSTAGE	13,000	13,000	.00	.00	.00	13,000.00	.0%
545010 RENTALS/LEASES--BUILDINGS	47,000	47,000	.00	.00	.00	47,000.00	.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	5,000	1,893.95	1,302.05	4,462.40	-1,356.35	127.1%
549050 FEES	216,256	216,256	1,922.40	1,922.40	.00	214,333.60	.9%
549120 CONTINGENCY/RESERVE	481,056	481,056	.00	.00	.00	481,056.00	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,226,249	84,926.21	19,899.17	3,442,594.98	-301,272.19	109.3%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,584,100	982,561.97	982,561.97	3,322,903.07	278,634.96	93.9%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	447,748	.00	.00	157,041.25	290,706.75	35.1%
562100 CONSTRUCTION	2,770,703	2,770,703	182,565.03	159,017.08	2,102,201.55	485,936.42	82.5%
562500 ROOFING	0	0	1,640.49	1,640.49	.00	-1,640.49	100.0%
562800 FURNITURE AND FIXTURES	302,000	302,000	.00	.00	276,491.73	25,508.27	91.6%
564100 VEHICLES	266,000	266,000	.00	.00	191,414.16	74,585.84	72.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	.00	.00	.00	30,000.00	.0%
TOTAL CAPITAL OUTLAYS	8,400,551	8,400,551	1,166,767.49	1,143,219.54	6,050,051.76	1,183,731.75	85.9%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-2,050,000	-2,050,000	.00	.00	.00	-2,050,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL TRANSFERS/SETASIDES		-2,050,000	-2,050,000	.00	.00	.00	-2,050,000.00	.0%
TOTAL CAPITAL IMPROVEMENT FUND		0	0	1,164,481.04	1,123,707.18	9,492,646.74	-10,657,127.78	100.0%
TOTAL REVENUES		-11,626,800	-11,626,800	-87,212.66	-39,411.53	.00	-11,539,587.34	
TOTAL EXPENSES		11,626,800	11,626,800	1,251,693.70	1,163,118.71	9,492,646.74	882,459.56	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	6,208,430.70	3,532,610.77	10,689,133.76	-16,897,564.46	100.0%

** END OF REPORT - Generated by Olivia Bishop **

Public Services Report



Library at a Glance: Feb 2024 YTD Key Performance Indicators

Cardholders <div style="text-align: center; font-size: 2em;">305,618</div> <div style="text-align: center;"> +4.8% </div>	YTD Users - Physical <div style="text-align: center; font-size: 2em;">243,962</div> <div style="text-align: center;"> +29% </div>	YTD Circulation - Digital <div style="text-align: center; font-size: 2em;">450,462</div> <div style="text-align: center;"> +21% </div>
YTD Circulation - Physical <div style="text-align: center; font-size: 2em;">444,732</div> <div style="text-align: center;"> +3% </div>	YTD Number of Youth Programs <div style="text-align: center; font-size: 2em;">432</div> <div style="text-align: center;"> +23% </div>	YTD Youth Program Attendees <div style="text-align: center; font-size: 2em;">9,590</div> <div style="text-align: center;"> +11% </div>
YTD Number of Adult Programs <div style="text-align: center; font-size: 2em;">166</div> <div style="text-align: center;"> +63% </div>	YTD Adult Program Attendees <div style="text-align: center; font-size: 2em;">1,518</div> <div style="text-align: center;"> +37% </div>	

The percentage change is a comparison of YTD from prior year 2023. Physical circulation includes renewals.

In Focus: February 2024 Service Highlight

Public Services Highlight: Books to Engage Every Student

Books to Engage Every Student (BEES) is a Pierce County Library System outreach service designed to build enthusiasm for reading by connecting kids with high-interest books based on their personal interests. BEES brings books directly to youth who might otherwise have limited or no access to the public library at schools, community centers, and after school programs. BEES sites are determined by demographic data (low-income percentage, free/reduced school lunch rates, reading and math test scores) and/or distance to the nearest Library location.

The Library currently offers two BEES models to meet the needs of different community sites:

1. **Deposit collections:** Library staff select and check out bins full of books to a school or organization. Book bins are delivered and refreshed bi-weekly or monthly.
2. **Student browsing and checkout:** Students are issued library cards. Library staff visit bi-weekly with carts of books for browsing. Students select books that are checked out to their individual library card.

In addition to providing the services outlined above, the Library's Outreach Services Team participates in school events and offers programs at some BEES sites. For example, the Outreach Youth Services librarian provided a story time at the Lakewood Boys & Girls Club's Read Across America Day event in March.

13 Pierce County locations served by BEES
1,865 youth served at BEES sites in 2023
 BEES locations **nearly doubled** from '23 to '24

Stories of Impact

At GATES High School, where resources were limited without a library, the BEES program with Pierce County Libraries proved transformative. Through this initiative, students gained access to library cards and resources, sparking newfound enthusiasm for reading and recognizing the public library as a vital community resource. Initially, only a few engaged, but as time passed, more students embraced the library, using it for assignments and personal enrichment. This story vividly demonstrates how BEES fosters a love for reading and highlights the public library's importance in the community for Pierce County youth.

"Without the BEES program, our students would not have access to a vital community resource. This program is teaching our students that libraries exist, serve, and help their community, and this experience will have them taking it forward into adulthood."
 Angela Quiram, Instructional Coach and Grad Specialist (GATES High School, Franklin Pierce School District).

Looking Ahead

Events to Know About

Friends of the Graham Library Book Sale: Saturday, April 6; 10:00am - 3:00pm; Graham

SolidariTea - Exploring and Reimagining Community Safety: Sunday, April 7; 2:00pm - 4:00pm; Sumner

Community Garden Story Time and Planting Activity: Tuesday, April 9; 10:30am - 11:30am; Bonney Lake

Local Bird Habitat and Conservation with Tahoma Audubon Society: Friday, April 12; 11:00am - 12:00pm; Eatonville

Read with a Daffodil Princess: Saturday, April 13; 11:00am - 12:00pm in Bonney Lake, Graham, Orting, and Parkland/Spanaway; 2:00pm - 3:00pm in Eatonville, Milton/Edgewood, Summit, and Sumner

Wonderful, Weird, and Worrisome Objects in Washington State's Museum: Tuesday, April 16; 5:00pm - 6:30pm; Steilacoom

Friends of the University Place Library Book Sale: Saturday, April 20; 10:00am - 4:00pm; University Place

Día de los Niños - Day of the Children: Saturday, April 27; 1:00pm - 2:30pm; Tillicum

Public Services Operational Highlight

This winter, the Early Learning Team successfully updated and merged three types of programming kits into a single versatile solution called the Storytime Pop Up Kits, totaling 26 kits, with five of them being bilingual. This consolidation replaces substitute storytime kits, prop bins, and summer stories and crafts bins. This operational enhancement streamlines processes, reducing administrative time spent on preparation and minimizing waste. Additionally, it provides the Youth Services team with reusable and extensive play materials, facilitating smoother operations across branches.

Customer Impact and Community Engagement - Stories by Location

Buckley Library: One of Buckley's regular customers, who's a homeschooled middle grader, related that he has dyslexia which is why he prefers mostly graphic novels. Staff were able to recommend e-books and show him the use of open-dyslexic font. He was so excited to see the types of resources available and shared he "didn't realize stuff like that was out there."

Fife Library: Local jazz band Indigo Jazz uses the Fife meeting room to practice on Saturdays. Often, at the request of customers, staff open the meeting room doors for customers to enjoy the soothing sounds as they wander the stacks.

Graham Library: Bethel Virtual Academy has been visiting the Graham branch every three weeks. They began with a tour and planned activity with the Youth Services Librarian. Students and parents attended, and all students now have library cards. Since that first meeting, they've returned to the library as a group, attended regular programming, and even participated in an impromptu Reader's Theater. Now the students' families visit on a regular basis, both with their children's classes and on their own.

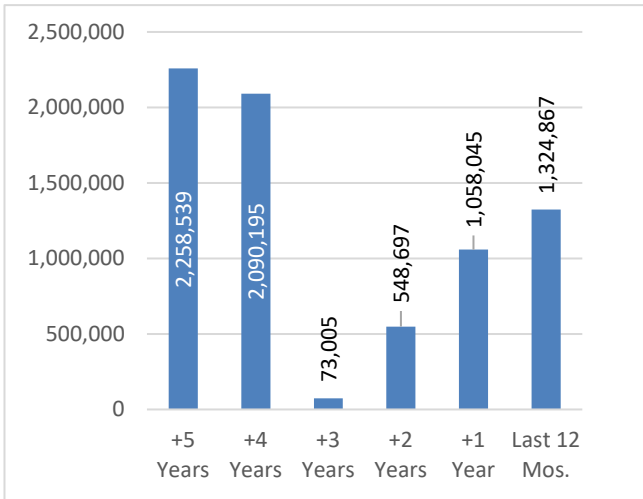
Milton/Edgewood Library: Several families experiencing housing challenges have shared how grateful they are to have a home-away-from-home with internet access, comfortable seating, and adequate space. One family, temporarily sharing a motel room that quickly feels overcrowded, recently enjoyed a nice afternoon at the Library's Rock Painting program.

Parkland/Spanaway Library: A customer and English language learner stopped by and, with the use of their smartphone's translator app, asked for assistance with the computers. Two staff members spent an hour or so providing tech assistance. At the end of their time together, via the translator app, the customer shared, "It is very comfortable for me to come here. I am very grateful for your help and what I can do here."

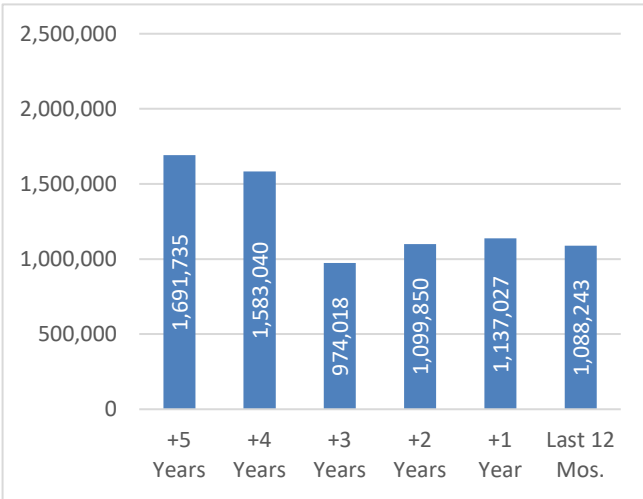
University Place Library: A new library user left the library excited about programs and services available for English language learners. She took particular interest in the online platform [LOTE4kids](#) (a library e-resource that connects children with over 2,000 picture books in 60+ languages), PCLS' Virtual Talk Time program (English conversation for ESL learners), and Ukrainian books for kids and adults. She even took a quick picture of one of the children's books, saying, "This is wonderful news; I will share this with other moms tomorrow at a baby shower! I brought some books with me when I came to the US, but this is a lot more than I could bring with me."

Customers / Visits - February 2024

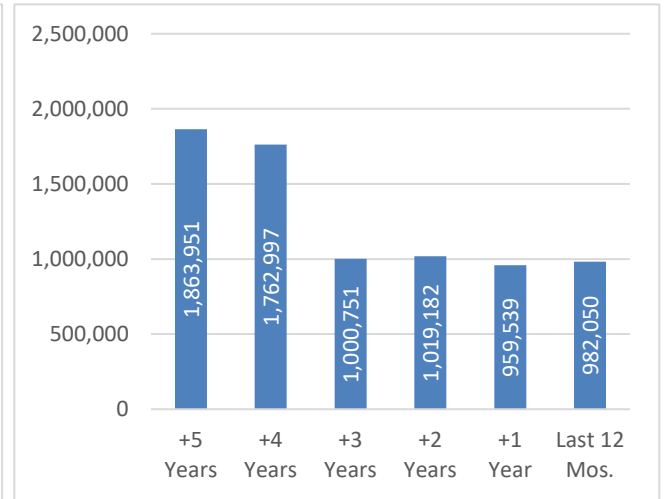
Branch Visits



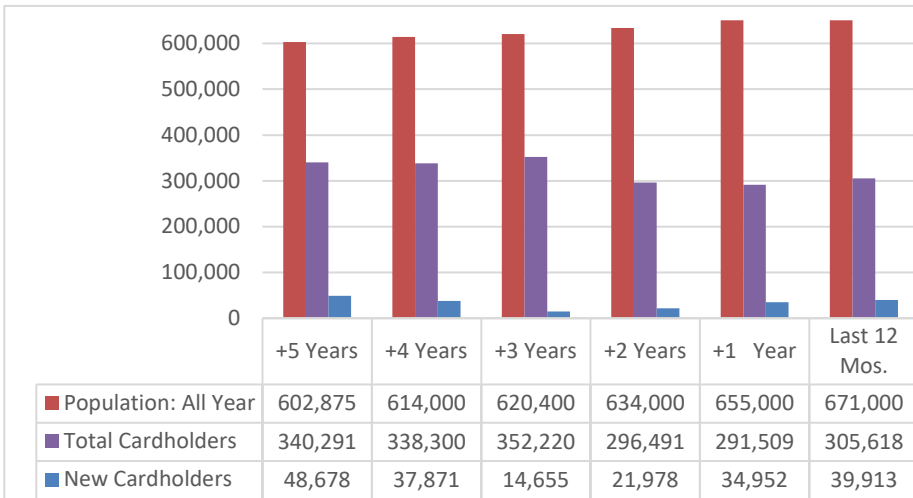
Catalog Visits



Website Visits



PCLS Cardholder Statistics



February and Rolling 12-Month Comparison

	February 2024	February 2023	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	123,829	93,301	32.7%	1,324,867	1,058,045	25.2%
Catalog Visits	89,544	89,284	0.3%	1,088,243	1,137,027	-4.3%
Public Website Visits	85,163	83,930	1.5%	982,050	959,539	2.3%

Technology

	February 2024	February 2023	% Change Feb. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	15,735	11,553	36.2%	169,152	127,792	32.4%
Wi-Fi Sessions	66,084	49,906	32.4%	860,002	611,805	40.6%

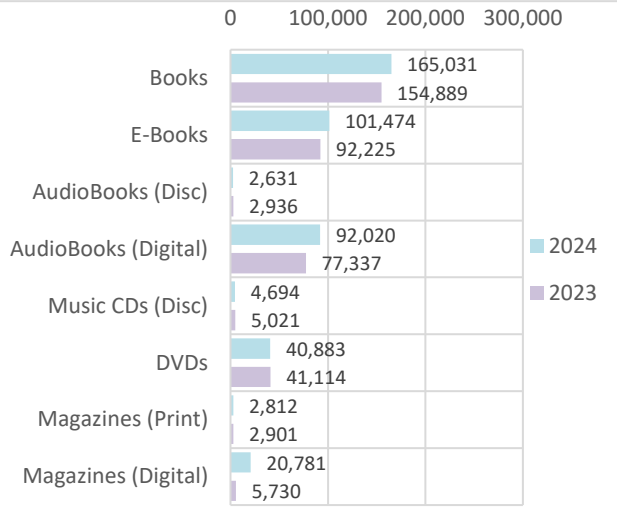
Public Spaces Usage

	February 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,954	18,548	5,817	218.9%
# of Attendees	8,509	77,453	26,744	189.6%

Notes:

Collection Use - February 2024

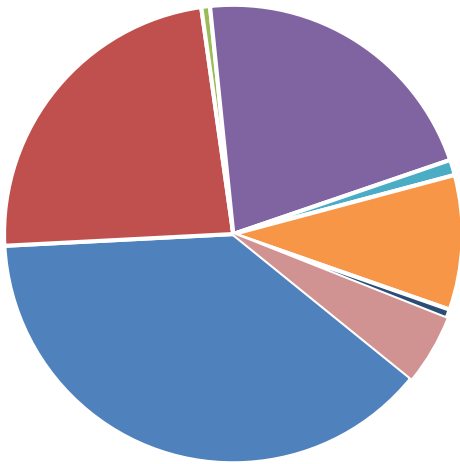
February 2024 vs February 2023 Checkouts



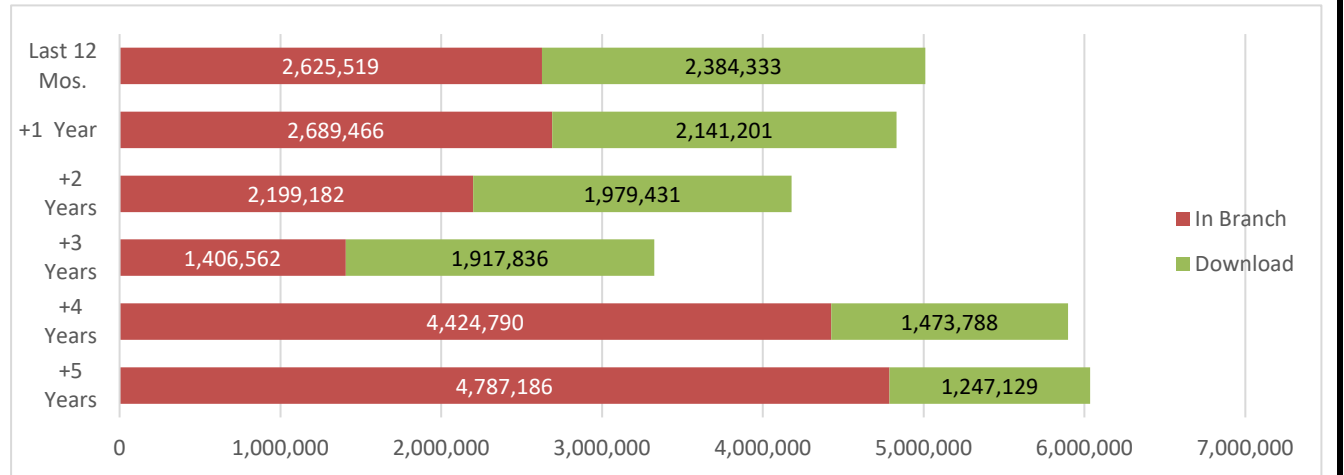
Data Table

Categories	January 2024	February 2024	February 2023	% Change of Feb. Year Over Year	% of Total Feb. 2023 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	172,815	165,031	154,889	6.55%	38.35%	2,000,850	2,007,898	-0.35%
E-Books	111,538	101,474	92,225	10.03%	23.58%	1,198,777	1,159,728	3.37%
AudioBooks (Disc)	2,788	2,631	2,936	-10.39%	0.61%	34,607	41,572	-16.75%
AudioBooks (Digital)	100,823	92,020	77,337	18.99%	21.38%	1,061,253	926,410	14.56%
Music CDs (Disc)	4,837	4,694	5,021	-6.51%	1.09%	58,208	65,637	-11.32%
DVDs	43,922	40,883	41,114	-0.56%	9.50%	496,087	527,736	-6.00%
Magazines (Print)	2,906	2,812	2,901	-3.07%	0.65%	36,536	38,428	-4.92%
Magazines (Digital)	23,826	20,781	5,730	262.67%	4.83%	163,286	69,370	135.38%
Totals:	463,455	430,326	382,153	12.61%	100.00%	5,049,604	4,836,779	4.40%

Checkouts By Format - February 2024



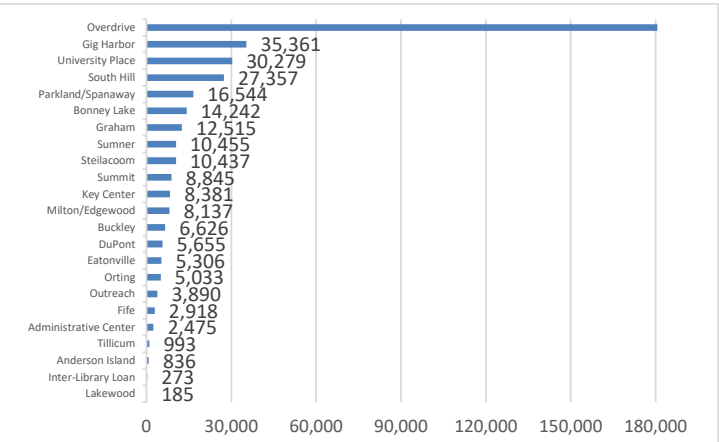
Collection Checkouts



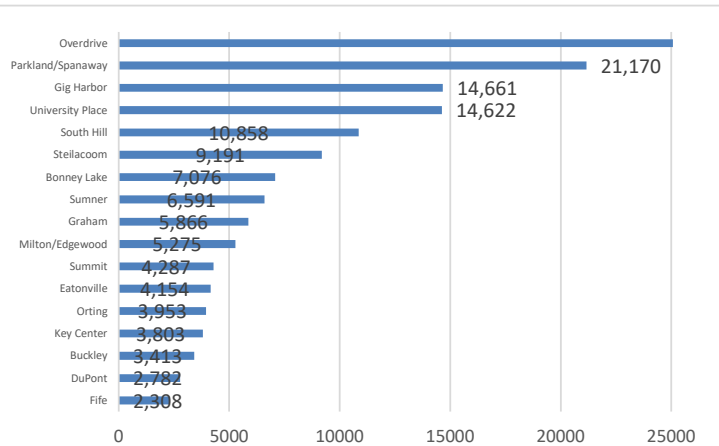
Activity - January 2024

Location	Checkouts				Visitors			
	February 2024	Last 12 Mo.	+1 Year	% Change	February 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,475	29,018	31,501	-7.9%	No "visitors" for Administrative Center			
Anderson Island	836	10,068	6,729	49.6%	No Door Counter for Anderson Island			
Bonney Lake	14,242	162,173	178,604	-9.2%	7,076	80,544	67,424	19.5%
Buckley	6,626	76,685	73,696	4.1%	3,413	39,183	31,693	23.6%
DuPont	5,655	73,963	76,110	-2.8%	2,782	35,755	30,192	18.4%
Eatonville	5,306	62,165	64,564	-3.7%	4,154	44,283	36,001	23.0%
Fife	2,918	36,537	37,971	-3.8%	2,308	26,683	21,605	23.5%
Gig Harbor	35,361	413,388	429,666	-3.8%	14,661	164,018	136,507	20.2%
Graham	12,515	147,614	141,159	4.6%	5,866	60,008	45,907	30.7%
Inter-Library Loan	273	3,073	3,256	-5.6%	No "visitors" for Inter-Library Loan			
Key Center	8,381	100,204	96,057	4.3%	3,803	45,132	36,274	24.4%
Lakewood	185	1,832	63,398	-97.1%	No "visitors" for Lakewood			
Milton / Edgewood	8,137	98,909	101,874	-2.9%	5,275	57,309	43,688	31.2%
Orting	5,033	59,466	57,938	2.6%	3,953	37,690	28,689	31.4%
Overdrive	193,494	2,260,030	2,086,138	8.3%	33,638	376,042	328,510	14.5%
Outreach	3,890	39,497	28,790	37.2%	664	6,400	4,472	43.1%
Parkland / Spanaway	16,544	200,990	203,416	-1.2%	21,170	188,372	131,096	43.7%
South Hill	27,357	342,143	349,907	-2.2%	10,858	125,191	97,494	28.4%
Steilacoom	10,437	133,418	121,822	9.5%	9,191	96,797	73,612	31.5%
Summit	8,845	116,516	130,531	-10.7%	4,287	50,804	41,922	21.2%
Sumner	10,455	135,933	138,628	-1.9%	6,591	70,768	56,843	24.5%
Tillicum	993	13,775	10,800	27.5%	2,512	25,919	16,400	58.0%
University Place	30,279	361,649	340,625	6.2%	14,622	160,948	118,761	35.5%
Total	410,237	4,879,046	4,773,180	2.2%	156,824	1,691,846	1,347,090	25.6%

January Checkouts



January Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Anderson Island	3/8/2023	3/8/2023	1 day	Reduced ferry schedule					
Anderson Island	5/10/2023	5/10/2023	1 day	Reduced ferry schedule					
Graham	7/24/2023	7/28/2023	5 days	Parking lot repave					
Eatonville	8/14/2023	8/19/2023	6 days	HVAC repair					
Bonney Lake	1/16/2024	1/17/2024	2 days	Water issue					
Fife	1/16/2024	1/16/2024	1 day	Water issue					

Visitors: January 2024 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: March 25, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Interim Lakewood Library Update

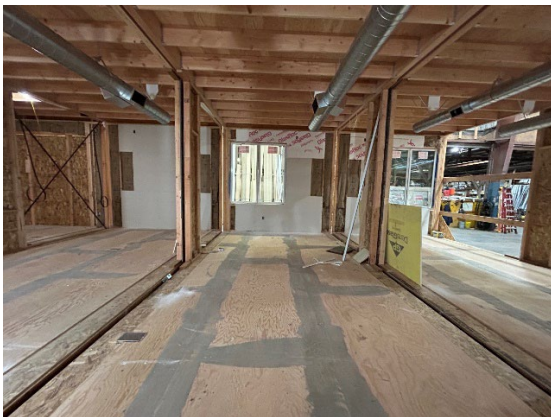
In the month of March, the site development contractor (“Contractor”) has continued with the site work to ready the site for modular delivery in April. Site work this month included water connection, electrical tie-in preparation, grading, perimeter curbs, and foundation footings. The Contractor continues with storm system installation, stem wall preparation, and sewer system installation. We are expecting the site to be ready to accept modular installation by mid-April.

Figure 1: Progress of footings and foundation wall installation at Lakewood, WA





Figure 2: Modular buildings in Aumsville OR



MEMO



Date: March 26, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Wildaire Property Demolition Purchase Order

In previous Lakewood Library Updates, we informed the Board that the Library issued a Request for Bids for the demolition of the Lakewood Library. Bid opening was conducted on March 5, 2024. We received eight (8) bids, ranging from \$247,711 to \$805,778, excluding sales tax. The lowest bid was from Skycorp, Ltd. (“Contractor”) in the amount of \$247,711, plus tax.

This Contractor will perform the hazardous remediation of materials prior to demolition as well as the coordination of the relocation of the tree artifact to Fort Steilacoom Park. Once the building is demolished and the construction debris removed, the site will be backfilled and compacted with suitable soil for the next phase of this project.

Board Action: Move to approve a purchase order to Skycorp, Ltd. not to exceed \$273,000.

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Future Lakewood Libraries Planning

Staff are preparing for the first Study Session focused on long-term planning for the downtown Lakewood Library to be held on Saturday, April 20, 2024, from 1:30 – 3:30 p.m. at the Administrative Center.

We successfully secured Saturday May 11, 2024, from 2:00 – 4:00 p.m. for the second Study Session to focus on the Tillicum Library direction. Information will be shared with the Trustees through the meeting preparations for those sessions.

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director and Dean Carrell, Foundation Director

Subject: Naming Policy – First Reading

Thank you to the Trustees for the thoughtful questions and discussion about this policy. This policy is important as we move forward building projects in Sumner and Lakewood so that we can be up front and consistent with current and potential donors about how gifts are recognized in our facilities.

As presented for a first reading this month, we look forward to hearing any additional thoughts, concerns, or suggestions from the Board.

Board Policy



Naming

Policy Statement

Library branches are named for geographic locations that reflect the community that they primarily serve. Areas within facilities may be named in recognition of donors who have made significant contributions to the Pierce County Library.

Purpose

To establish naming conventions which ensure easy understanding of facility locations for customers, and to allow opportunities for the Library to recognize significant contributions.

Definitions

Significant contribution: Money, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a significant donation to the Pierce County Library Foundation or significant contribution to the Pierce County Library.

Policy

Library branches are named for geographic locations that reflect the community that they primarily serve and are most effective in helping library users identify where library services are available and which library is more convenient for their use.

Changes in branch names will be considered if a name no longer provides a readily apparent indication of the branch's service area.

All names or changes to names applied to a facility or portion of a facility must be approved by the Board of Trustees.

Naming as recognition

Persons or groups who have made a significant financial or other contribution to the Pierce County Library may be honored by applying their name to an area of a facility, such as a community room or children's area.

Not all significant contributions will be recognized by naming.

Board Policy



The Fund Development Director and the Library Executive Director will develop naming opportunities, guidelines and thresholds that ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for significant contributions and to inspire significant contributions in the future.

Prior to a major capital campaign, the Board of Trustees will approve a campaign list and thresholds for naming opportunities related to the project.

Naming as recognition generally lasts for the useful life of the space or facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of branches may be considered by the Board of Trustees when a branch site and/or construction is financed through private contribution(s) and when such contribution(s) equal a significant portion of the total project cost.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981

Revised and renamed (Naming Policy): September 17, 1998.

Revised: May 15, 2013

Related Policies/Procedures

Gifts

Procedures for acceptance of gifts

Other:

Named areas list

Board Policy



Naming Recognition

Policy Statement

Pierce County Library System (the “Library”) locations are typically named for geographic areas where they are located. In certain circumstances, the Library will recognize donors through the display of commemorative signage and/or by bestowing a donor’s name on a Library space.

Purpose

To establish naming conventions which ensure easy understanding of facility locations for the public, and to allow opportunities for the Library to be consistent and equitable in recognizing substantial donations.

Policy

The ~~Fund Development~~ Foundation Director and the Library Executive Director develop naming opportunities, guidelines, and thresholds to ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for substantial donations and to inspire substantial donations.

Prior to, or in the midst of, a major capital fundraising initiative conducted by the Foundation, the Library Executive Director and Foundation Director will approve a list of naming opportunities and thresholds related to the project.

Naming as recognition generally lasts for the useful life of the space of facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of libraries may be considered when a library site or construction, or both, if financed in part through private donation(s) and when such donation(s) equal or exceed a substantial portion of the total project cost.

Changes in library names will be considered if a name no longer provides a readily apparent indication of the library’s geographic area.

Honoring opportunities may be offered to individuals, foundations, groups, or corporations in recognition of substantial funding support for the Library and its programs. Donors seeking such opportunities may have the choice of honoring a leading community figure or requesting that their name or the name of another individual or entity be recognized. Honoring opportunities do not extend beyond the useful life of the spaces or facilities in which they are located.

Commented [DC1]: Added to more accurately reflect as to why a building or space within a building is named

Commented [DC2]: Similar wording of current Board policy; updated to more accurately reflect how PCLS refers to itself as a system

Commented [DC3]: Nearly identical to current Board policy; updated for benefit of the entire public rather than just customers

Commented [GC4]: Taken from current policy with some edits

Commented [GC5]: Current policy states Board of Trustees approves naming opportunities. The Foundation Director and Library Executive Director collaborate on the building projects and capital campaigns and have authority within the scope of job duties to do this work.

Commented [DC6]: Added verbiage for flexibility

Commented [DC7]: Taken directly from current Board policy, but positioned here instead; edits made to provide clarity

Commented [DC8]: New

Board Policy



Substantial donation: Cash, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a substantial donation to the Pierce County Library Foundation (the “Foundation”), a separate

Washington State nonprofit organization having 501(c)(3) status. “Substantial”, in the context of this policy, shall be determined solely by the Foundation and Library.

Not all substantial donations will be recognized by naming.

Charitable Agreement Morals Clause

If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor’s/sponsor’s recognition rights as required pursuant to the donation/sponsorship agreement.

Commented [DC9]: Added to reflect Library’s preference for Foundation to receive donation(s)

Commented [GC10]: This is a new section now common in philanthropy. This section is consistent with the Donations and Sponsorship Policy.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981.
Revised and renamed (Naming Policy): September 17, 1998.
Revised: May 15, 2013

Related Policies/Procedures

Gifts
Procedures for acceptance of gifts

Other:
Named areas list

Board Policy



Naming Recognition

Policy Statement

Pierce County Library System (the “Library”) locations are typically named for geographic areas where they are located. In certain circumstances, the Library will recognize donors through the display of commemorative signage and/or by bestowing a donor’s name on a Library space.

Purpose

To establish naming conventions which ensure easy understanding of facility locations for the public, and to allow opportunities for the Library to be consistent and equitable in recognizing substantial donations.

Policy

The Foundation Director and the Library Executive Director develop naming opportunities, guidelines, and thresholds to ensure equity and consistency. Such opportunities are intended to allow the Library to show appreciation for substantial donations and to inspire substantial donations.

Prior to, or in the midst of, a major capital fundraising initiative conducted by the Foundation, the Library Executive Director and Foundation Director will approve a list of naming opportunities and thresholds related to the project.

Naming as recognition generally lasts for the useful life of the space of facility. The Library reserves the right to determine whether existing named spaces will be transferred when a facility is replaced or remodeled.

An exception to geographically-oriented names of libraries may be considered when a library site or construction, or both, is financed in part through private donation(s) and when such donation(s) equal or exceed a substantial portion of the total project cost.

Changes in library names will be considered if a name no longer provides a readily apparent indication of the library’s geographic area.

Honoring opportunities may be offered to individuals, foundations, groups, or corporations in recognition of substantial funding support for the Library and its programs. Donors seeking such opportunities may have the choice of honoring a leading community figure or requesting that their name or the name of another individual or entity be recognized. Honoring opportunities do not extend beyond the useful life of the spaces or facilities in which they are located.

Board Policy



Substantial donation: Cash, securities, real or personal property, or contributions of services or service that represent a major percentage of the cost of the portion of the facility named or represent a substantial donation to the Pierce County Library Foundation (the “Foundation”), a separate

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If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor’s/sponsor’s recognition rights as required pursuant to the donation/sponsorship agreement.

Adopted by the Pierce County Rural Library District Board of Trustees (as Policy on Branch Library Names): January 21, 1981.

Revised and renamed (Naming Policy): September 17, 1998.

Revised: May 15, 2013

Related Policies/Procedures

Gifts

Procedures for acceptance of gifts

Other:

Named areas list

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Donations and Sponsorship Policy – Second Reading

During the March meeting, Trustees had the opportunity to review and consider the proposed changes combining the current Gifts and Sponsorship policies into a single policy. This policy is presented with no changes from the first reading, and administrators request the Board approve this policy, and in doing so, replace the other two policies.

Board Action: Move to approve the Gifts and Sponsorship policy as presented, and to replace all preceding versions having been merged into this policy and deemed unnecessary.

Board Policy



Gifts ~~Donations~~ and Sponsorships

Policy Statement

The Pierce County Library System (the “Library”) welcomes donations and sponsorships ~~and gifts~~ from individuals, ~~and non-profit,~~ and commercial entities ~~that to~~ help underwrite the costs of delivering public access to library services and furthering the mission and vision of ~~the Pierce County Library System~~. Donations or sponsorships will not be accepted if restrictions are purported to discriminate against any individual on the basis of a protected class, to include age, race, color, religion, sexual orientation, or national or ethnic origin.

Commented [GC1]: This policy intends to merge the current Gifts and Sponsorships policies and changes Gifts to a more common term, Donations.

Commented [GC2]: From current policy with amended terminology

Commented [GC3]: Added age to list of protected classes

Commented [GC4]: New. Makes clear doesn't apply to real estate and adds non-discrimination statement.

Purpose

To provide direction for the acceptance, handling, and recognition of ~~gifts~~ donations and sponsorships at the Library.

Gifts ~~Donations~~

The Library welcomes philanthropic ~~gifts~~ donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having 501(c)(3) status. Donors' gifts These are rooted in philanthropy, and are given in the spirit and with the ~~intention~~ intent of to furthering the mission and vision of the Library and Foundation. All ~~gifts~~ donations must conform to and align with the mission and vision of the Library and Foundation, and should supplement materials and services which support the needs of Pierce County residents.

Commented [GC5]: From current policy with amended terminology

The Library Executive Director, or designee, has the vested authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives. Such donations, when accepted, become the property of the Pierce County Library System.

Commented [GC6]: New, important to state authority and ownership rights

Types of ~~gifts~~ donations encouraged ~~are~~ include ~~outright gifts of~~ cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; ~~and~~ other tangible personal property; and in-kind goods or services.

Donations of new books may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Donations of used books, movies, or other items are not accepted by the Library, but although are welcomed by the Friends of the Library at individual library ~~branches~~ locations.

Commented [GC7]: New. Currently not stated anywhere.

Sponsorships

The ~~Pierce County Library System~~ welcomes sponsorships structured through an agreement between the ~~Pierce County Library System~~ or the ~~Pierce County Library Foundation~~ and ~~a non-library entity, commercial, or an~~ other entity, in which ~~the~~ that entity makes a monetary or an in-kind gift-donation of goods or services of a ~~specific dollar~~ quantifiable value, which may be in exchange for promotional consideration and recognition.

Commented [GC8]: From current (amended terminology). PCLS cannot require (by law), but does prefer donations are made to the Foundation.

Certain criteria apply in deciding the specific nature and conditions of acceptable sponsorships. They are:

Commented [GC9]: From current Sponsorships Board policy with some updates.

- All sponsorships will further the Library’s philosophy and mission, vision, and values; ~~and must safeguard “equal access” to library services.~~
- Sponsors may ~~not~~ neither direct ~~and/or~~ nor affect the selections of particular library materials or vendors, or require endorsement of their products or services.
- Sponsorship opportunities offered by the ~~Pierce County Library Foundation~~ will be approved in advance by the Library’s Executive Director; ~~who may consult with the Pierce County Library System Board of Trustees;~~
- The ~~Pierce County Library Foundation~~ will work with the Library’s Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
- The logos of ~~either~~ the ~~Pierce County Library System and/or~~ ~~Pierce County Library Foundation~~ or both will have prominence over sponsor name listing ~~and/or~~ logo. ~~Pierce County Library System and~~ Foundation events and programs will be named to reflect that ~~it is a Pierce County~~ they are joint Library ~~System and~~ Foundation activities; with underwriting provided by the sponsor.

Commented [GC10]: Recommend striking due to “may consult” phrasing. Policy is WILL or MUST or SHALL. Omitting does not preclude Executive Director from consulting with the Board, but may not belong in a policy.

Charitable Agreement Morals Clause

If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor’s/sponsor’s recognition rights as required pursuant to the donation/sponsorship agreement.

Commented [GC11]: This is a new section now common in philanthropy.

Board Policy



Donations and Sponsorships

Policy Statement

The Pierce County Library System (the “Library”) welcomes donations and sponsorships from individuals non-profit, and commercial entities to help underwrite the costs of delivering public access to library services and furthering the mission and vision of the Library. Donations or sponsorships will not be accepted if restrictions are purported to discriminate against any individual on the basis of a protected class, to include age, race, color, religion, sexual orientation, or national or ethnic origin.

Purpose

To provide direction for the acceptance, handling, and recognition of donations and sponsorships at the Library.

Donations

The Library welcomes philanthropic donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having 501(c)(3) status. These are rooted in philanthropy, and are given in the spirit and with the intent to further the mission and vision of the Library and Foundation. All donations must conform to and align with the mission and vision of the Library and Foundation, and should supplement materials and services which support the needs of Pierce County residents.

The Library Executive Director, or designee, has the vested authority to accept donations that have a clear benefit and relevance to the Library's initiatives. Such donations, when accepted, become the property of the Pierce County Library System.

Types of donations encouraged include cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; other tangible personal property; and in-kind goods or services.

Donations of new books may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Donations of used books, movies, or other items are not accepted by the Library, although are welcomed by the Friends of the Library at individual library locations.

Sponsorships

The Library welcomes sponsorships structured through an agreement between the Library or the Foundation and another entity, in which that entity makes a monetary or an in-kind donation of goods or services of a quantifiable value, which may be in exchange for promotional consideration and recognition.

Certain criteria apply in deciding the specific nature and conditions of acceptable sponsorships. They are:

- All sponsorships will further the Library's philosophy and mission, vision, and values.
- Sponsors may neither direct nor affect the selections of particular library materials or vendors, or require endorsement of their products or services.
- Sponsorship opportunities offered by the Foundation will be approved in advance by the Library's Executive Director.
- The Foundation will work with the Library's Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
- The logos of the Library or Foundation or both will have prominence over sponsor name listing or logo. Library and Foundation events and programs will be named to reflect that they are joint Library and Foundation activities with underwriting provided by the sponsor.

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New Business

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director
Petra McBride, Manager of Executive Office Administration, Clerk to the Board

Subject: Increasing Meeting Efficiency: Revised Agenda Structure and Items

In our role in supporting the Board of Trustees, we are committed to optimizing the productivity of our board meetings while ensuring that our discussions remain thorough and purposeful. As part of this commitment, we have undertaken a review of our current meeting agenda structure and items with the aim of enhancing meeting efficiency and effectiveness.

Recognizing the importance of respecting the valuable time of our Trustees and maximizing the impact of our meetings, we have been reevaluating our board meeting practices. We have identified opportunities to streamline refine our meeting procedures. Beginning at the April Regular Meeting, we will alter several of our procedural methods relating to roll call, moving motions, voting and the reading of resolutions. These new procedures have been shared with both Chair Duncan and Vice-chair Patel and will be incorporated into future Board orientation materials.

In future months we will seek Board input on staff prepared reports and intend to evolve the narrative and statistical reports over the year. I look forward to discussing these proposed changes further and seek the Board's feedback and support in implementing them.

MEMO



Date: March 15, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: Strategic Planning Status Report

This memo serves as an update on the progress of our strategic planning process covering the years 2025-2029. As outlined, the planning process is organized into three distinct phases: Get Clear, Get Focused, and Get Moving.



Get Clear Phase: Current Status

We are currently in the Get Clear phase, which extends through May 2024. During this phase, significant groundwork has been laid to ensure a robust strategic planning process. Key highlights include:

- **Core Planning Team Establishment:** A diverse team of 10 staff members from various departments, locations, and roles has been assembled. This team underwent an Equity Alignment Workshop in February to integrate equity considerations into our planning process.
- **Staff and Community Engagement:** Extensive engagement efforts have been undertaken, including public and staff surveys, interactive sessions, interviews, and focus groups. The data gathered will inform our strategic direction moving forward.

Get Focused Phase: Upcoming

The Get Focused phase is scheduled to begin in June. During this phase, the Core Planning Team will delve into data analysis and collaborate with the Coraggio Group to develop the initial draft of the strategic plan. Key activities planned for this phase include:

- **Data Analysis and Feedback:** The Core Planning Team will review and provide feedback on the data and situation assessment provided by the Coraggio Group.
- **Drafting of Strategic Plan:** Workshops will be conducted to craft the initial draft of the strategic plan in collaboration with internal stakeholders, including the Board.

Get Moving Phase: Anticipated

Following the Get Focused phase, we will transition into the Get Moving phase starting in December 2024. This phase will focus on creating a Strategy to Action Implementation Plan and Plan Management Framework and Tools. It represents a critical stage in translating our strategic vision into actionable goals and measurable outcomes.

Timeline and Deliverables

Activities / Deliverables	Nov	Dec	Jan '24	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan '25
Project Management	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Get Clear															
Project Kickoff	■														
Data Review & Analysis	■	■													
Immersion	■	■													
Project Plan		■													
Needs Assessment		■	■	■											
Planning Team Kickoff & Equity Alignment			■	■	■										
Stakeholder Engagement				■	■	■	■								
Deliverable: Situation Assessment						■	■								
Get Focused															
Strategic Clarity Retreat								■							
Strategic Planning Work Sessions								■	■	■					
Draft Strategic Plan									■	■	■				
Stakeholder Check In & Engagement										■	■	■			
Strategic Plan Revision Work Session											■	■			
Deliverable: Final Strategic Plan												■	■		
Get Moving															
Implementation Roadmap Work Sessions														■	■

The strategic planning process is well underway, with the Get Clear phase currently in progress. We anticipate significant progress in the upcoming Get Focused phase as we refine our strategic direction and draft the initial plan. We remain committed to transparency and engagement throughout this process and look forward to sharing further updates with the Board.

Officers Reports

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: 2024 Legislative Session Summary

The Legislature finished the business of the 2024 session on time with the Sine Die gavel dropping on March 7, 2024. Lawmakers passed the supplemental operating, transportation, and capital budgets, in addition to finalizing bills that had passed both chambers but in different forms. Legislators also passed three of the six initiatives to the Legislature: Initiative 2081 (parental rights in public schools); Initiative 2111 (income tax prohibition); and Initiative 2113 (police pursuit). In total, almost 1200 bills were introduced this session, with about 340 of them passing the Legislature. Bills that have passed are now in the queue to be signed by Governor Inslee if they have not been signed already. Prior to the Sine Die adjournment, both the Speaker of the House and the Lieutenant Governor (President of the Senate) sign bills that have passed each chamber, and then they are delivered to the governor.

2024 will be a big election year at all levels of government. As of now, at least 22 members of the State Senate and House in Washington have made public they will not seek reelection in 2024 or are pursuing higher offices. Two represent districts in Pierce County. All of that is to say that the biennial Session in 2025 will have a LOT of newcomers in both chambers of the State Legislature.

While I've kept the Board abreast of legislation through the Session, here is the list of the outcome on some bills we monitored:

- [Senate Bill 5824](#) - Concerning the dissolution of libraries and library districts. *Passed.*
- [House Bill 2354](#) - Tax Increment Financing. A provision was added back in about impacts and libraries will receive more advance notice which may help with budget analysis. *Passed.*
- [Senate Bill 5444](#) - Ban open carry firearms. *Passed.* Library leaders are developing our plan to provide information and support staff, including actively reaching out to all 13 law enforcement agencies in our service area. *Passed.*
- [Senate Bill 5770](#) - Property tax cap. *Did not advance.*
- [House Bill 1793](#) - Digital equity and devices. *Did not advance.*
- [Substitute House Bill 1105](#) - Now requires public agencies to provide notice for public comment to include end date when public comment will be accepted. *Passed.*
- [Engrossed Sub 5838](#) - AI Task force size has been narrowed down, sub-committees will be formed which could be opportunity for libraries to engage. *Passed.*
- [House Bill 2331](#) - Prevents local school boards in Washington State from making policies that ban classroom or school library materials that focus on a legally protected class such as people of color and LGBTQ+ people. *Passed.*

Thanks to Representative Mari Leavitt (District 28) for securing funding for public libraries to access overdose reversal kits and training through the Department of Health.

MEMO



Date: March 29, 2024

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy Recruitment Update

As reported in the March monthly meeting, the selection committee roster has been finalized with the community members who have familiarity with the Library, either as patrons or through community partnerships. In addition to Trustees Duncan and Patel and Catherine Rudolph representing the Pierce County Executive's office, the final selection committee members are Bob Estrada, Friends of the Lakewood Library President and member of the Lakewood Libraries Community Advisory Board and Travis Mahugh a currently serving member of the Pierce County Foundation Board of Directors. Both community members have solid understanding of the Pierce County Library and the responsibilities the Board of Trustees have in overseeing the system county-wide. We are thankful to all five members for their willingness to volunteer and serve the Library in this way.

Applications were accepted until March 29, 2024. Library administrators will support the committee's work in the coming weeks to review, interview, and make a recommendation to the Board of Trustees at the June 12, 2024, Regular Meeting.

MEMO



Date: March 22, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: Work Plan Status Report – Q1 2024

In October 2023, we presented a summary of the 2024 Work Plan to the Board. This memo marks the beginning of our quarterly status reports.

It's important to note that this report is not an exhaustive list of major projects. Instead, it focuses on highlighting areas that may be of particular interest to the Board.

Community Data for Decision-Making

- Develop a process for gathering and using regularly updated data on demographic and service delivery measurements, both at the branch and system-wide levels. Data will inform decision-making processes, maximize the impact of programming, and ensure specific needs of the communities we serve are met.
 - This project is on hold while we reorganize the work of Customer Experience Director positions and fill critical coordinator positions. The Metrics Steering Team that was formed in 2022 will relaunch at the end of April under the sponsorship of the Deputy Director. Work on this project will be delegated to members of that team.

Equity, Diversity, and Inclusion (EDI) Training

- Build a safe and equitable work environment for all staff by creating a shared vocabulary around EDI concepts; promoting safety and belonging for marginalized staff and community members; reducing turnover; improving communications and trust; and creating a stronger, more efficient workforce.
 - The charter for this project has been finalized, the teams are formed, and the project will launch at the beginning of Q2.

Employee Resource Groups

- Create employee groups where employees come together voluntarily based on a common interest to attract, recruit, and retain diverse staff; promote diversity, increase belonging, cultural awareness, and an inclusive work environment; and increase employee job satisfaction, morale, and productivity.
 - The charter for this project has been finalized, teams are formed, and the pilot will launch in Q2.

Facilities Condition Assessments Including ADA Evaluation

-
- Conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, ADA accessibility, and maintenance history to identify deficiencies, required repairs, areas of improvement, and optimization. Using this information for the Comprehensive Capital Plan and the Facilities 5-year work plan.
 - The project is on track to have a plan ready by June 2024.

Incident Reports and Public Space Management

- Identify and clarify all governance, policies, and processes pertaining to managing public spaces and customer incident response. Includes a pilot contract with Peer Washington. Peer Washington provides Peer Support Specialists. These are individuals that have lived experience and can connect our most marginalized customers to resources in our community. A Peer Specialist will be assigned to one library location where they will connect with people onsite.
 - A Peer Specialist has been working at the Parkland location since January 2024. Work on updating processes and training staff to re-enforce the new Rules of Conduct and vision for public space management is in progress.

Intellectual Freedom Training and Discussion Spaces

- Provide comprehensive training to all PCLS staff regarding Intellectual Freedom principles to enable staff members to navigate and address issues around the Freedom to Read, 1st Amendment in public libraries, and creating inclusive spaces. Project to include discussion spaces for open dialogue and understanding surrounding these complex issues.
 - The project team has been formed and best practices are being researched to develop a robust and ongoing training space where staff can engage with this topic in depth. The training series is planned to launch in Q2.

Interim Lakewood Building

- Open an interim full-service library facility.
 - The Board receives frequent updates about this project including in this month's Board packet.

Leadership Development

- Provide a focused and intentional approach to developing the leadership competencies in our supervisory group and emerging leaders. Build and strengthen our leadership pipeline, capacity, and leadership competencies.
 - Launched the third cohort of Nash leadership development that includes supervisors on March 18th. Working through a plan to sustain and integrate learning for the cohorts that completed the training in 2023.

Long-Term Lakewood Library Planning

- Establish a direction to pursue for a permanent downtown Lakewood Library.
 - Two Board retreats to determine direction and plans for the long-term Lakewood and Tillicum locations are scheduled for Spring 2024.

Comprehensive Capital Plan (Formerly Facilities Master Plan)

- Develop a comprehensive strategy for library capital assets.

-
- Progress has been made on drafting the Request for Qualifications (RFQ) for consultant services, pending completion of building condition assessments. We anticipate publishing the RFQ in either Q3 or Q4 later this year. This project will extend into 2025.

Organizational Resilience (Business Continuity/Disaster Recovery)

- Research, develop, and implement process and guidelines that proactively address events and situations that present a significant disruption to operations.
 - Revising draft charter and will bring to Administrative Team for review in April.

Policy Review with EDI Lens

- Continue to develop and implement a framework for evaluating all library policies that incorporates an EDI lens; complete all policy review applying that new tool.
 - The policy review framework with an EDI lens was developed in 2023 and is in use. The plan to update all policies with the new structure is underway.

Public Services 3-Year Development Plan

- Continue to implement a 3-year plan to develop the Public Services Division's governance, roles and responsibilities, financial stewardship, resource management, processes, and culture. As a result of implementing this plan, Public Services Division members should have the internal support and clarity and support they need to provide excellent public service.
 - The Customer Experience Team has an action plan that will continue this work through 2024. In 2025, work of this nature will be incorporated into the strategic plan implementation process.

Strategic Plan

- Undertake a strategic planning project engaging the community, Library Board, and all staff.
 - The stakeholder portion of the plan is well underway with staff and community surveys open until March 31st, focus groups, and one-on-one interviews. A strategic plan status report is included in this month's Board packet.

Sumner Library Capital Facilities Area and Building Design

- Begin the process to build a new Sumner Library by setting up the Library Capital Facilities Area (LCFA) as a taxing entity and hiring an architect to initiate the building design process including community input on desired features.
 - The Sumner LCFA was created. The Library is working on the site design with the architects.

Sumner Facility Capital Campaign

- Successfully conduct a capital campaign for a new Sumner Library which will achieve a financial goal of raising \$3,000,000 from private philanthropy, and will achieve the following non-financial goals:
 - Firmly establish Pierce County Library System & Foundation on the philanthropic map
 - Pierce County Library Foundation becomes a premier board in Pierce County on which to serve
 - Pierce County Library Foundation Board and Staff are transformed for long-term organizational maturity, sustainability, and success
 - This project is ongoing. The Foundation has raised \$1,364,243 in commitments as of the end of Q1 and they are conducting monthly Campaign Steering Committee meetings.

System-Wide Orientation and Onboarding Review

-
- Develop a plan to review and redesign system-wide orientation and onboarding to attract and retain diverse talent. Complete a comprehensive study of our organization-wide onboarding and orientation current practices, needs, and gaps to inform a future proposal of more effective, inclusive orientation and on-boarding process for all roles system-wide.
 - The charter for this project has been finalized, teams are formed, and the project will launch at the beginning of Q2.

Updating Interview Process and Job Descriptions

- Provide a consistent, fair, and equitable hiring and recruitment process that speaks to and draws in a wider range of diversity, especially people within marginalized communities.
 - The charter for this project has been finalized, teams are formed, and the project will launch at the beginning of Q2.

MEMO



Date: March 28, 2024

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 2 2024 Focus: Online Books, Videos, and Magazines

As part of the Pierce County Library System's 2024 Marketing and Communications Plan, the second quarter marketing focus will feature online books, videos, and magazines in April and May. Building on last year's two-month campaign, staff from Collection Management, Communications, and Customer Experience Departments are focusing the Library's marketing attention on digital services. Comics are now included in the Library's online offerings since adding Comics Plus to its digital catalog, increasing online titles to more than 850,000. The marketing campaign will highlight the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time.

The goals for the marketing focus on online books, videos, and magazines include:

- Engage audiences with the knowledge of the Library's online books, videos, and magazine offerings.
- Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

We are employing a variety of marketing and communications tactics and channels to inform and engage audiences, which include flyers and bookmarks, community marketing, social media marketing, local radio (KNWN and KPLZ) advertising, bus ads, bus shelter partnership advertising, and digital advertising. Themes include reducing stress, saving time and finding joy as people prepare for spring break/summer vacations, and get an early start on the Library's Summer Reading program, which starts in June.

The 2023 campaign was a incredibly successful, with results showing a 387% increase in visits to the Library's Kanopy app for video streaming, along with a 43% increase in video plays; and a 5.4% increase in downloads/checkouts of online e-books, audiobooks, and magazines compared to the previous campaign (October and November 2022). The goal this year is to increase new digital e-book and audiobook cardholders by 2% as well as grow checkouts of digital materials by 2%.