

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

September 11, 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@piercecounitylibrary.org by 2:00 p.m. on September 11. Written comments must be provided 24 hours prior to the meeting.*

Board Development: “Expect More, Demanding Better Libraries For Today's Complex World” by R. David Lankes

Consent Agenda [ACTION]: *Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of August 14, 2024, Regular Meeting
2. Approval of Minutes of August 20, 2024, Special Meeting
3. Approval of August Payroll, Benefits, and Vouchers

Reports

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

Unfinished Business

1. Interim and Downtown Lakewood Libraries Update
2. Policy Review
 - a. Borrowing Privileges – Discussion
 - b. Public Computer, Wi-Fi, and Internet Use Policy – Second Reading [ACTION]
3. Strategic Plan Draft
4. Levy Sustainability Fund Discussion

New Business

1. 2025 Budget Development

Executive Session [ACTION]

The Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 15 minutes.

New Business (cont.)

1. 2025 Executive Director Salary Agreement [ACTION]

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

1. Staff Engagement Survey Results
2. L&I Update
3. MIP Security Patrol Updates
4. 2024 Primary Election Results

AGENDA

Announcements

Closed Session

The Board of Trustees will recess to Closed Session to discuss collective bargaining matters.

Adjournment [ACTION]

Board Development

MEMO



Date: August 26, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: “Expect More, Demanding Better Libraries for Today's Complex World” by R. David Lankes

In anticipation of seeing new strategic plan drafts this month, I would like to invite the Board of Trustees to read this free ebook, “Expect More, Demanding Better Libraries For Today's Complex World” by [R. David Lankes](#), author of the New Atlas of Librarianship and renowned library scholar. This book is not written for librarians, but for the people who support and/or oversee libraries so that you know what libraries are capable of and to raise the bar on your expectations of us. This is a chance to rise to the opportunities and challenges of today. The Library’s Administrative Team is reading this book and planning a book discussion as we also consider the new strategic plan draft in September.

The fairly short book is available as a free ebook or for [purchase as a hard copy](#). Multiple formats are available on the website if you prefer a different format. <https://davidlankes.org/new-librarianship/expect-more-demanding-better-libraries-for-todays-complex-world/>

I hope this material will provide us all with an opportunity to consider how we might bring Pierce County Library from being a good, to a great library. People love a good library, people need a great library.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 14, 2024**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, and Ryan Wheaton. Absent; Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

TRUSTEE APPOINTMENT

Recognition of Jamilyn Penn's service and welcome to new Trustee Ryan Wheaton – Jamilyn Penn was honored for her dedicated service to the Board of Trustees, having served since August 2019, including roles as Vice Chair and Chair. Her tenure saw significant milestones, such as the collective bargaining agreement, increased library hours, the removal of fines, and the successful ballot measure for the new Sumner Library. Fellow trustees and library leadership praised her advocacy, especially for marginalized communities, and expressed gratitude for her impact and leadership.

The Board welcomed Trustee Wheaton as the newest trustee. Mr. Wheaton, the Chief Planning Officer at Pierce Transit, brings valuable experience in organizational strategy, government environments, and fiscal stewardship. Mr. Wheaton expressed his excitement, and the Board and leadership are looking forward to his contributions and involvement.

BOARD PRESENTATION

Sumner Library Project Update – Johnston Architects Partners Mona Johnston Zellers and Jack Chaffin provided the Board with a project update and shared computer-generated images of the current design.

The site plan features two main entry plazas, a central help desk, and approximately 58 parking spaces. The interior plan includes display and shelving areas, a quiet reading area, study rooms, a large public meeting and program room, a sensory room, and a family restroom. The design addresses climate concerns with energy modeling, daylight management, and a sustainable HVAC system.

In this phase of the project, public engagement activities will provide opportunities for input by community members. Later in 2024, construction documents will be finalized, which will include all specifications and details needed for bidding in spring 2025. Construction is estimated to take approximately 16 months.

CONSENT AGENDA

1. Approval of Minutes of July 10, 2024, Regular Meeting

2. Approval of July Payroll, Benefits, and Vouchers

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

EXECUTIVE DIRECTOR REPORTS

June 2024 Financial Report – Finance Director Mary Stimson reported the Library has received over half of its expected revenue and expenditures are at approximately 50% of the budget for most categories, which aligns with expectations. An update on the capital fund will be presented next month.

UNFINISHED BUSINESS

Interim and Downtown Lakewood Libraries Update – Executive Director Caserotti reported the staff is busy setting up the interim Library with books, computers, and testing equipment. An opening date cannot be determined until the Library has received the final Certificate of Occupancy.

Policy Review:

Fiscal Management Policy – Second Reading

There were no additional questions or comments on this proposed policy revision.

Trustee Wheaton moved for approval of the Fiscal Management Policy as presented. Trustee Patel seconded the motion. Motion carried.

Abby Sloan was excused at 4:44 pm.

Strategic Plan Situation Assessment Reflections Discussion – In July, the Coraggio Group presented the Strategic Plan Situation Assessment, concluding the "Get Clear" phase, which involved gathering community insights. The Board now has the opportunity to reflect on the assessment and provide feedback. During the "Get Focused" phase, Coraggio will work with planning committees to draft elements of the strategic plan, which will be reviewed by the Board in September and October, with final approval anticipated at the November Regular Meeting.

Discussion ensued emphasizing the importance of establishing meaningful, measurable outcomes, given the diverse and complex demographics the Library serves. Concerns were raised about the challenges of measuring nuanced library services and the need for collaboration with external stakeholders to assess program effectiveness. It was noted although the Library does not have the resources to conduct longitudinal studies, staff are being trained in outcomes-based planning to measure and demonstrate impact effectively. Deputy Director Behe reported staff are currently working on a project to consolidate all library data into a single, more flexible system, which will allow the Library to measure typical metrics, such as program attendance and the number of programs offered, as well as long-term outcomes informed by social determinants of health and external studies. By combining quantitative data, qualitative insights, and personal stories, this approach will effectively measure and connect the Library's work to established long-term research and benefits.

Discussion continued on leveraging partnerships to enhance library services and modernize operations over the next five years. Deputy Director Behe noted this strategic plan aims to recalibrate the Library's direction post-pandemic, focusing on operational improvements and preparing for future capital projects. Although such projects will take longer to complete, the strategic plan will define the Library's vision, emphasizing the importance of partnerships, community engagement, and modernized services.

NEW BUSINESS

2025 Budget – Estimated 2024 Property Values for 2025 Tax Levy – Business & Compliance
Director Cliff Jo reported property values in Pierce County have begun to increase again after a slight decline last year. The preliminary levy certificate for the upcoming year will be discussed in September. Key points include the average property tax for residents being approximately \$15 per month and the impact of new construction on revenue. New construction has historically added 2-3% to revenue, but recently, it has not kept pace with inflation, indicating a slowdown in new construction in the county. This may affect future funding for staffing, inflation, and other costs. Additionally, Director Jo noted that the taxing district's value is \$110 billion, which would support significant funding if a district-wide bond were issued. The study session to discuss these issues further is scheduled for August 20, 2024.

2023 State Auditor Office (SAO) Annual Report – Finance Director Stimson highlighted the annual report was successfully filed in May. At the request of the SAO, the Library is updating its data for inclusion in the Financial Intelligence Tool (FIT). The Library has been placed on a three-year audit cycle, with the next audit scheduled for October or November. One trustee will be required to participate in the audit's entrance and exit interviews.

Approval of Gensler Purchase Order for Comprehensive Capital Plan Project –
Administrators provided an update on the capital planning project contract, now finalized, and the costs included in the budget as planned.

Trustee Wheaton moved for approval of the Gensler purchase order for comprehensive capital plan project. Trustee Patel seconded the motion. Motion carried.

ANNOUNCEMENTS

A study session is scheduled for August 20, 2024, at 4 p.m., focusing on the 2025 budget and long-term planning for the levy sustainability fund.

"Stories and Voices" programs celebrating Hispanic and LatinX cultural heritage are coming in September.

Chantell Harmon Reed, the new Tacoma-Pierce County Health Department Director, will be hosting meet-and-greets at various library branches, including the Fife Library on August 19, 2024.

Tools for Students – watch for a news release on free, live tutors 24/7, financial assistance.

CLOSED SESSION

At 5:25 pm, Trustees recessed to Closed Session to discuss collective bargaining matters.

ADJOURNMENT

The meeting adjourned at 5:49 pm, on motion by Trustee Wheaton, seconded by Trustee Patel.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – AUGUST 20, 2024**

CALL TO ORDER

Chair Pamela Duncan called to order the Special Meeting of the Pierce County Rural Library District Board of Trustees at 4:00 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, Ryan Wheaton, and Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

FISCAL MANAGEMENT AND LEVY SUSTAINABILITY FUND

Executive Director Gretchen Caserotti welcomed the trustees and provided an overview of the agenda. She noted that 2024 and 2025 continue to be planning years.

Business and Compliance Director Cliff Jo provided an overview of the Levy Sustainability Fund (LSF), a state auditor approved fund which captures monies that are in excess of the Library's expenditures from the 2018 levy lid lift ballot measure. The intent of the sustainability fund was twofold – to plan for the time that expenditures would exceed revenue and to extend the promises to the voters to sustain services beyond just a few years from the levy lid lift. He provided an overview of the three phases of the LSF. Phase 1: deposits into the fund when revenue exceeds expenditures; Phase 2: no deposits into the fund when revenue equals expenditures; and Phase 3: expenditures exceed revenue, requiring the Library to draw funds to balance its budget.

Director Jo noted there are no legal obligations on the ballot measure to sustain services for a set amount of time and that the only the Board can authorize release of these monies via resolution. The Library anticipates a balance of approximately \$17.5 million by the end of 2024. The Fund is earning approximately \$80,000 per month at an interest rate of 5.25%.

Discussion ensued on the 1% property tax cap on revenue and how growth has an inverse effect on the mill rate. Director Jo noted that while the Library can control expenses, it cannot control the legislative limits on revenue. He also noted that expenses were much higher than predicated in 2018, which led to reaching Phase 2 earlier than anticipated.

Finance Director Mary Stimson noted the Library has been ensuring compliance and being disciplined with the budget process, streamlining fiscal management and reporting. The Library is also working toward returning to Governmental Financial Officers Association (GFOA) standards. Director Stimson noted the importance of continued service levels, managing budget and reserves, remaining solvent and rebuilding the Capital Fund reserves.

Director Jo shared the 11-year outlook for the levy sustainability fund, referred to as "The Curve". Based on the new financial model, the LSF is forecasted to be depleted within three to four years if no changes were made to address the key financial challenges the Library is facing.

Administrators will request that 1.5% of the interest earned on the LSF be transferred to the Capital Fund. The Library is also exploring external financial support grants, the need to align material and staffing budgets with cost projections.

Director Stimson noted the importance of ensuring sufficient cash flow for the General Fund balances to cover expenditures in April. She also shared a model of the forecasted deficits in the budget through the year 2031. The model reflects a compensation package which includes a 6.5% annual increase that includes the COLA, which is at 90% of the CPIU, and a 3% step increases for all employees.

Discussion ensued on the factors that contributed to the change in the projections shared in 2022. Inflation, personnel costs and Capital Fund needs for the Lakewood Library played a role in the change.

The question arose on whether unanticipated employee costs contributed to the steepening of the curve. Executive Director Caserotti noted that the collective bargaining agreement makes personnel a predictable number. Approximately 70% of the Library's Maintenance and Operation budget is allocated for personnel, which includes salaries and benefits.

Executive Director Caserotti noted Administrators are seeking the Board's guidance on prioritizing the allocation of the Library's resources. She noted other considerations such as running a capital ballot measure to fund facility needs or moving toward a levy lid lift, which would require a five-year runway for planning. She confirmed the Library cannot do both as it has no reserves to fill the gaps.

Executive Director Caserotti asked the Board to consider how they would like the Library to close the gap. Would they prefer depleting a steady amount from the LSF each year, requiring an adjustment of expenses, or using the funds as a stop gap? She added that long-term sustainability and accountability to the taxpayers are the goals of the Library.

Trustees noted the importance of being mindful of how close the 2018 ballot measure was. They inquired about whether the Library has undergone an external audit to better understand where to make reductions. Executive Director Caserotti noted increased transparency of the budget process has been particularly effective. Departments are exploring ways to be more efficient and collaborative, reducing redundancy and increasing accuracy. Leaders are also very intentionally assessing the need to fill positions as they become vacant. In 2025, a project to re-examine all job descriptions will commence. She added that the Comprehensive Capital Plan (CCP), which is currently underway, includes a financial analysis component.

There was discussion on the Library's commitment in the 2018 levy lid lift campaign to maintain current service levels. Deputy Director Connie Behe noted the Library continues to focus on being more efficient, understanding changing business needs, and adjusting its services in response to how the people in the communities are using the Library.

A question arose on the option to reduce the Capital Fund. Director Stimson noted the projection reflects the current needs for the interim Lakewood Library and the new Sumner

Library, as well as anticipated maintenance and repair on other facilities. She stressed the importance of maintaining the reserves to align with the Fiscal Management Policy, noting the outcome of the building condition assessments and the CCP at the end of 2025 will better inform the Library's approach.

Discussion ensued on how the work of the Foundation impacts budgetary decisions. Director Jo noted the importance of the Foundation's efforts in supporting the new Sumner Library through their Capital Campaign, with a goal of raising \$3 million. Foundation Director Dean Carrell noted the Foundation has additional opportunities to raise funds, such as through grants.

Trustees asked for more information on viable grants and partnerships. Executive Director Caserotti noted the Library and the Foundation are exploring ways to increase self-generated revenue through state and federal funding. There was discussion on how the Library could leverage these funds to acquire other funds, utilizing funds for grant matching opportunities and the value in the Library not carrying debt.

Executive Director Caserotti thanked the Board for the discussion, noting it would inform administrators as they prepare to present a draft budget in October.

Trustees shared appreciation to administrators for sound fiscal policies and stewardship of taxpayer dollars, adding that all viable options for managing reserves and future spending be considered. Administrators are encouraged to explore ways to extend the curve an additional year or more as the 2025 budget is prepared.

ADJOURNMENT

The meeting adjourned at 5:25 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		8/6/2024	\$ 1,124,348.96
Electronic Payments - Payroll & Acct Payable		8/21/2024	\$ 1,067,918.62
Accounts Payable Warrants	706581 - 706756	8/2/2024 - 8/30/2024	\$ 4,096,147.46
Total:			<u>\$ 6,288,415.04</u>

As of 9.4.2024

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@piercecounyalibrary.org
 Comments: 8/06/24 Payroll

Withdrawal Date: 8/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 95,016.56
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,331.86
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,331.86
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 701,730.01
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,661.13
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 64,949.38
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 89,156.36
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,207.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,633.69
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 1,875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	
Total Deposit						\$ 1,124,348.96

Certification:

Stacy Karabotsos
 Signature (Department Designee)

8/2/2024
 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: 8/21/24 Payroll

Withdrawal Date: 8/21/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 87,858.90
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,607.06
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,607.06
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 669,060.64
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,273.51
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,429.88
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 84,367.35
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,207.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,633.69
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	\$ 183.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 1,234.22
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,067,918.62

Certification:

Stacy Karabotsos
 Signature (Department Designee)

8/19/2024
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706581	8/2/24	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	iLWD - A1 LANDSCAPING	0.00	213,961.52	8/6/24
706582	8/2/24	AMAZON CAPITAL SERVICES	531002	Supplies and Materials	0.00	4,701.13	8/6/24
706583	8/2/24	BAKER & TAYLOR	534130	Materials - Adult, YA & Children's Books	0.00	21,457.02	8/6/24
706584	8/2/24	BRAINFUSE INC	534305	Databases	0.00	60,100.00	8/9/24
706585	8/2/24	CITY OF BUCKLEY	547030	BUC WATER,SEWER;ACCT#1489.0 & \$1489.1	0.00	277.83	8/8/24
706586	8/2/24	BUILDINGWORK LLC	541060	BUILDINGWORK LWD ARCHITECTURE & CONSULTING SVCS	0.00	21,569.41	8/8/24
706587	8/2/24	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Large Print	0.00	419.54	8/6/24
706588	8/2/24	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	8/9/24
706589	8/2/24	COMCAST	542012	INTERNET SERV	0.00	20.08	8/20/24
706590	8/2/24	CONSOLIDATED TECHNOLOGY SERVICES	542010	ACC#G15-000; JUNE 2024	0.00	587.21	8/9/24
706591	8/2/24	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	4,202.93	8/7/24
706592	8/2/24	EBSCO	541020	LIBRARY AWARE EBSCO YEARLY CONTRACT MAY 2025	0.00	10,309.00	8/7/24
706593	8/2/24	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	7,767.36	8/9/24
706594	8/2/24	FEHR & PEERS	541060	SUMNER SITE TRANSPORT IMPACT & PARKING ASSESSMENT	0.00	1,867.50	8/7/24
706595	8/2/24	GORDON THOMAS HONEYWELL LLP	541040	Legal Services	0.00	474.50	8/15/24
706596	8/2/24	THE HARMONICA POCKET	541010	KEETH APRGAR, HARMONICA POCKET 6/27 GIG &MIL SRP	0.00	1,050.00	8/8/24
706597	8/2/24	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children Books	0.00	828.76	8/7/24
706598	8/2/24	JLO MAGIC & ENTERTAINMENT	541010	JLO MAGIC SHOW BLK 6/21/24	0.00	675.00	8/7/24
706599	8/2/24	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	0.00	110,912.59	8/7/24
706600	8/2/24	KELSEY ALGER	541010	KELSEY ALGER SMT 7/20, STL 7/23, GHM 7/25	0.00	1,350.00	8/6/24
706601	8/2/24	MIDWEST TAPE LLC	534010	Materials - Adult & Children Media	0.00	11,153.16	8/9/24
706602	8/2/24	MORNING RAIN IRRIGATION & LANDSCAPING INC	548010	MORNING RAIN IRRIGATION & LANDSCAPING	0.00	13,601.00	8/6/24
706603	8/2/24	MOUNTAIN MIST	531002	Spring Water; Cooler; Environmental surcharge	0.00	43.09	8/6/24
706604	8/2/24	GEODESIGN INC	541060	GROUND MONITORING/REGULATORY CLOSURE ACTIVITIES	0.00	13,932.95	8/7/24
706605	8/2/24	OCLC INC	541650	IFM DEBTS SVC AND IFM ADM FEES;6/2024	0.00	8.26	8/9/24
706606	8/2/24	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees July & Aug	0.00	220.00	8/6/24
706607	8/2/24	PBS ENGINEERING AND ENVIRONMENTAL INC	541060	PBS USA LWD DEMO HAZ MAT	0.00	474.35	8/12/24
706608	8/2/24	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	175.20	8/13/24
706609	8/2/24	SPOKANE PUBLIC LIBRARY	541650	Lost Items	0.00	94.00	8/13/24
706610	8/2/24	STARLING WHITEHEAD & LUX ARCHITECTS	541060	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	0.00	22,718.00	8/13/24
706611	8/2/24	SURPRISE LAKE SQUARE LLC	591720	Rent & Cam August	0.00	12,863.40	8/12/24
706612	8/2/24	TALEWISE LLC	541010	TALEWISE 7/10 GHM, 7/11 MIL	0.00	800.00	8/12/24
706613	8/2/24	TILLICUM COMMUNITY SERVICE CEN	545030	Tillicum Branch Monthly Billing	0.00	1,556.18	8/21/24
706614	8/2/24	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	2,923.75	8/7/24
706615	8/6/24	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 080624	0.00	14,837.11	8/14/24
706616	8/6/24	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 080624	0.00	1,962.16	8/14/24
706617	8/6/24	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 080624	0.00	429.00	8/9/24
706618	8/7/24	AWC EMPLOYEE BENEFIT TRUST	231540	AWC Employee Benefit Trust - August 2024	0.00	284,684.96	8/22/24
706619	8/9/24	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	iLWD - A1 LANDSCAPING	0.00	147,430.03	8/13/24
706620	8/9/24	ALEX ZERBE ENTERTAINMENT	541010	ALEX ZERBE ZANIAC 6/23,7/9,7/16,7/19,7/20 SH,KC,OR	0.00	3,050.00	8/13/24
706621	8/9/24	AMAZON CAPITAL SERVICES	535025	Supplies and Materials	0.00	4,210.77	8/13/24
706622	8/9/24	BAKER & TAYLOR	534125	Materials - Adult, YA & Children's Books	0.00	17,434.78	8/14/24
706623	8/9/24	BUCKLEY NURSERY COMPANY	562020	BUCKLEY NURSERY- LANDSCAPING AND SITE IMPROVEMENT	0.00	18,464.45	8/15/24
706624	8/9/24	CATALYST WORKPLACE ACTIVATION	535015	CATALYST: CREIGHTON'S REPLACEMENT SIDE RETURN	0.00	590.41	8/14/24
706625	8/9/24	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	962.54	8/19/24

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706626	8/9/24	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	0.00	9,698.00	8/22/24
706627	8/9/24	DEPARTMENT OF LABOR & INDUSTRIES	549040	Boiler/Pressure Vessel Cert	0.00	29.90	8/15/24
706628	8/9/24	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	0.00	410.59	8/14/24
706629	8/9/24	FREARSON, JONATHAN	541010	TWEEN TTRPG GAMING SERIES 10 SESSIONS SUMNER	750.00	0.00	
706630	8/9/24	INGRAM LIBRARY SERVICES	534110	Materials - Adult, YA & Children's Books	0.00	853.42	8/13/24
706631	8/9/24	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,165.00	8/15/24
706632	8/9/24	MIDWEST TAPE LLC	534010	Materials - Adult Media	0.00	239.39	8/19/24
706633	8/9/24	OCLC INC	541620	OCLC CATALOGING AND WORLDSHARE & WEB DEWEY	0.00	56,593.85	8/15/24
706634	8/9/24	OTTO ROSENAU & ASSOCIATES INC	562100	iLWD OTTO GROUND COMPACTION TESTING	0.00	2,264.25	8/13/24
706635	8/9/24	PIONEER PACKAGING	545020	PIONEER PACKAGING LWD CRATES & DOLLIES RENTAL 2024	0.00	284.06	8/13/24
706636	8/9/24	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	1,943.35	8/13/24
706637	8/9/24	SCJ ALLIANCE	562020	BUC CONSTRUCTION DOC & CONSTRUCTION SUPPORT	0.00	6,434.77	8/13/24
706638	8/9/24	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	88.08	8/20/24
706639	8/9/24	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 8/6/2024	0.00	329,102.21	8/19/24
706640	8/9/24	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,522.47	8/14/24
706641	8/16/24	AMAZON CAPITAL SERVICES	531002	Supplies and Materials	0.00	3,526.64	8/20/24
706642	8/16/24	ATS AUTOMATION INC	548010	ATS 5 YEAR CONTRACT	0.00	7,795.91	8/22/24
706643	8/16/24	BAKER & TAYLOR	534220	Materials - Adulty, YA & Children's Books	0.00	16,568.50	8/19/24
706644	8/16/24	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Large Print	0.00	259.45	8/20/24
706645	8/16/24	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	8/23/24
706646	8/16/24	EMPLOYMENT SECURITY DEPARTMENT	520040	ESD#000-930403-10-6; UBI#278-036-416;Q2/2024	0.00	13,247.00	8/20/24
706647	8/16/24	FATBEAM LLC	542012	LWD Fiber-Internet service	0.00	1,582.25	8/23/24
706648	8/16/24	CRYSTAL GARNER	347902	Refund for print malfunction	6.50	0.00	
706649	8/16/24	GRAY MEDIA PRODUCTIONS LLC	541000	VIDEO SERVICES - LWD	0.00	375.00	8/21/24
706650	8/16/24	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	0.00	1,588.43	8/19/24
706651	8/16/24	KANOPY INC	534421	Streaming Films	0.00	20,000.00	8/21/24
706652	8/16/24	KELSEY ALGER	541010	Memories Magic, Kids Color Lab FIF 8/1, DPT 8/13; BUC 8/15	0.00	1,000.00	8/20/24
706653	8/16/24	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,805.00	8/21/24
706654	8/16/24	MIDWEST TAPE LLC	534010	Materials - Adult Media	0.00	6,546.27	8/22/24
706655	8/16/24	MODERN BUILDING SYSTEMS INC	562000	LAKEWOOD INTERIM BUILDING MANUFACTURER INSTALL	0.00	815,403.61	8/21/24
706656	8/16/24	MULTICULTURAL BOOKS & VIDEOS	534740	Materials - World - Tagalog & Russian	0.00	2,952.00	8/20/24
706657	8/16/24	NASIM LANDSCAPE	548010	LANDSCAPING MAINTENANCE SERVICE-(4/1/23 - 3/31/24)	0.00	19,037.35	8/20/24
706658	8/16/24	GEODESIGN INC	541060	GROUND MONITORING/REGULATORY CLOSURE ACTIVITIES	0.00	1,005.00	8/23/24
706659	8/16/24	ORBIS CASCADE ALLIANCE	542001	ILL COURIER ANNUAL MEMBERSHIP 7/2024 - 6/2025	0.00	7,896.85	8/21/24
706660	8/16/24	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT & UP SEWERS	0.00	943.75	8/21/24
706661	8/16/24	XEROX CORPORATION	591720	StaffTech - Xerox printer for COM	0.00	151.64	8/21/24
706662	8/16/24	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	1,655.43	8/22/24
706663	8/16/24	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	541020	ANNUAL L&I MANAGEMENT	0.00	2,513.25	8/22/24
706664	8/16/24	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	525.92	8/28/24
706665	8/16/24	SPOKANE COUNTY LIBRARY	541650	Lost Items	0.00	37.00	8/23/24
706666	8/16/24	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER	0.00	3,258.00	8/20/24
706667	8/16/24	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;AUG24	0.00	179.15	8/21/24
706668	8/16/24	WAV LLC	564300	ACCESS POINTS FOR LAKEWOOD	0.00	1,389.99	8/23/24
706669	8/16/24	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	3,454.47	8/23/24
706670	8/21/24	AFLAC	231590	Payroll Run 2 - Warrant 082124	3,615.26	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706671	8/21/24	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 082124	21.16	0.00	
706672	8/21/24	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 082124	1,962.16	0.00	
706673	8/21/24	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 082124	0.00	429.00	8/28/24
706674	8/23/24	AMAZON CAPITAL SERVICES	531000	Supplies and Materials	0.00	3,782.19	8/27/24
706675	8/23/24	AWARDCO INC	531002	SE AWARDCO AWARDS	0.00	80.00	8/29/24
706676	8/23/24	BAKER & TAYLOR	534110	Materials - Adulty, YA & Children's Books	0.00	24,639.74	8/29/24
706677	8/23/24	BETA - LAKEWOOD LLC	591720	GROUND LEASE-13TH PAYMENT; DUE 9/1/2024	23,874.00	0.00	
706678	8/23/24	BLACKSTONE PUBLISHING	534020	Materials - Adult & Children's Audio Books	0.00	222.06	8/30/24
706679	8/23/24	BRODART	534305	Databases	16,500.00	0.00	
706680	8/23/24	BUILDINGWORK LLC	541060	BUILDINGWORK LWD ARCHITECTURE & CONSULTING SVCS	0.00	10,588.82	8/30/24
706681	8/23/24	C BELL ASSOCIATES	545020	CARTS RENTAL & LWD STORAGE MOVE & EAT SNOWPLOW	21,802.20	0.00	
706682	8/23/24	CATALYST WORKPLACE ACTIVATION	535015	FAC DIR OFFICE & SUMMIT BREAKROOM FURNITURE	0.00	4,907.97	8/28/24
706683	8/23/24	CDW GOVERNMENT LLC	535030	SAMSUNG TV FOR POINT SUCCESS TRAINING ROOM	0.00	27,462.90	8/29/24
706684	8/23/24	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
706685	8/23/24	CONSOLIDATED TECHNOLOGY SERVICES	542010	ACC#G15-000; July 2024	0.00	593.09	8/30/24
706686	8/23/24	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	0.00	250.00	8/29/24
706687	8/23/24	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	5,647.16	8/27/24
706688	8/23/24	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer, Water, September 24	0.00	13,326.50	8/28/24
706689	8/23/24	EVERETT PUBLIC LIBRARY	541650	ILL#226040739; postage; The Amish Christmas Secret	4.13	0.00	
706690	8/23/24	FEHR & PEERS	541060	SUMNER SITE TRANSPORT IMPACT & PARKING ASSESSMENT	0.00	10,460.00	8/28/24
706691	8/23/24	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	0.00	1,910.65	8/29/24
706692	8/23/24	IRON MOUNTAIN INC	541020	2024 ANNUAL SECURE DOCUMENT DESTRUCTION & STORAGE	0.00	484.96	8/30/24
706693	8/23/24	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	0.00	161,899.15	8/28/24
706694	8/23/24	GILBERT KINDIG	369911	Customer Refund Lost Item - Themas in Africa	0.00	2.74	8/30/24
706695	8/23/24	LANGUAGE TESTING INTERNATIONAL INC	541020	LANGUAGE TESTING SERVICE	157.00	0.00	
706696	8/23/24	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,600.00	8/30/24
706697	8/23/24	MIDWEST TAPE LLC	534010	Materials - Adult & Children's Media	0.00	7,293.29	8/30/24
706698	8/23/24	MODERN BUILDING SYSTEMS INC	562000	LAKEWOOD INTERIM BUILDING MANUFACTURER INSTALL	0.00	1,058,869.53	8/28/24
706699	8/23/24	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	9,232.20	8/27/24
706700	8/23/24	MOUNTAIN MIST	531000	Spring Water, Cooler Rental, Environmental SUR	0.00	57.87	8/30/24
706701	8/23/24	CITY OF ORTING	591720	Lease Payment MPC (AUGUST 2024)	0.00	3,566.66	8/30/24
706702	8/23/24	PUPPETS PLEASE	541010	PUPPETS PLEASE 6/29/24 DPT SRP	0.00	300.00	8/27/24
706703	8/23/24	QUALITY BUSINESS SYSTEMS INC	548010	PRINTING CHARGES	0.00	488.77	8/29/24
706704	8/23/24	PUTSATA REANG	541010	PUSATA REANG, RESISTING ERASURE 5/19/24 SUM	52.67	0.00	
706705	8/23/24	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	8,479.49	8/27/24
706706	8/23/24	SARCO SUPPLY LLC	531010	CUSTODIAL SUPLIES - ANNUAL	0.00	1,567.68	8/27/24
706707	8/23/24	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	808.58	8/30/24
706708	8/23/24	TILLICUM COMMUNITY SERVICE CEN	545030	Tillicum Branch Monthly Billing	1,653.41	0.00	
706709	8/23/24	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	3,414.47	8/29/24
706710	8/23/24	WOLF HAVEN INTERNATIONAL	541010	WOLF HAVEN: WOLVES AROUND THE WORLD 3/27 SMT	0.00	174.40	8/30/24
706711	8/30/24	AMAZON CAPITAL SERVICES	531004	Supplies and Materials	2,821.10	0.00	
706712	8/30/24	AMAZON CAPITAL SERVICES	531000	Supplies	241.66	0.00	
706713	8/30/24	ANTONIO ROCHA INC	541010	ANTONIO ROCHA 6X PROGRAMS SRP 2024	2,850.00	0.00	
706714	8/30/24	BAKER & TAYLOR	534130	Materials - Adulty, YA & Children's Books	18,743.25	0.00	
706715	8/30/24	BARSNESS GROUP	541020	SPARK! CAMPAIGN; LWD COMM; PCLF BOARD GROWTH	20,010.00	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706716	8/30/24	DENNIS BAUER	541010	DENNIS BAUER, WRITING A BESTSELLER 7/13 LWD SRP	600.00	0.00	
706717	8/30/24	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Books	2,294.71	0.00	
706718	8/30/24	JUSTINA CHEN	541010	FINDING YOUR VOICE W/JUSTINA CHEN 7/18 ZOOM	500.00	0.00	
706719	8/30/24	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
706720	8/30/24	MICHAEL P. COOK	347902	Print Refund	19.40	0.00	
706721	8/30/24	CRAFTOPIA WA, LLC	541010	CRAFTOPIA STRING ART 7/10 BUC, CRESCENT MOON 7/13	200.00	0.00	
706722	8/30/24	DEMCO INC	535015	DEMCO BACKSTOCK 2024	7,920.93	0.00	
706723	8/30/24	DOW JONES & COMPANY	534505	Materials - Magazines	124.80	0.00	
706724	8/30/24	EASTERN WASHINGTON UNIVERSITY	541650	Lost Items	125.00	0.00	
706725	8/30/24	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES	28,955.11	0.00	
706726	8/30/24	FULL SCALE ENTERTAINMENT	541010	TAYLOR WOEHLE SRP 6/29 GIG, 6/29 STL, 7/13 TIL,	2,000.00	0.00	
706727	8/30/24	GANSANGO DANCE	541010	GANSANGO DANCE, SUM & PKS, 8/17/24	1,060.00	0.00	
706728	8/30/24	GRAY MEDIA PRODUCTIONS LLC	541000	VIDEO SERVICES - LWD	910.00	0.00	
706729	8/30/24	MARIA VICTORIA GREEN	541010	VENTRILOQUIST VIKKI GASKO GREEN SRP 6/29 TIL	500.00	0.00	
706730	8/30/24	TARA M HERMAN	347902	Print Refund	6.90	0.00	
706731	8/30/24	HERMANSON COMPANY LLP	548010	2024 ANNUAL HERMANSON SRVC CNTRCT(1/1/24-12/31/24)	26,574.85	0.00	
706732	8/30/24	HILLIS CLARK MARTIN & PETERSON	541040	Legal Services	168.00	0.00	
706733	8/30/24	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	4,845.72	0.00	
706734	8/30/24	TRAVIS LATTIMORE	369911	Refund for returning lost/paid materials	25.98	0.00	
706735	8/30/24	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
706736	8/30/24	MAC S MCGREGOR	541010	MAC SCOTTY MCGREGOR SRP 6/9/255 SH	424.86	0.00	
706737	8/30/24	MIDWEST TAPE LLC	534010	Materials - Adult & Children's Media	7,617.21	0.00	
706738	8/30/24	MULTICULTURAL BOOKS & VIDEOS	534740	Materials - Adult & Children's Books	2,862.00	0.00	
706739	8/30/24	MUSEUM OF FLIGHT	541010	SUM - SRP - MUSEUM OF FLIGHT 6/28/24 \$200	200.00	0.00	
706740	8/30/24	IYESHA PETRINA NARAYAN	541000	IYESHA NARAYAN COLLEGE PANEL FOR TVL 8/7/24	100.00	0.00	
706741	8/30/24	OCLC INC	541650	IFM DEBITS SVC AND IFM ADM FEES;7/2024	45.78	0.00	
706742	8/30/24	OETC	535050	MICROSOFT PROJECT PLAN 5 LICENSES	21.21	0.00	
706743	8/30/24	PAN ASIAN PUBLICATIONS (USA) INC.	534745	Materials - Books	3,240.00	0.00	
706744	8/30/24	PEER WASHINGTON	541000	PEER WASHINGTON JUNE 2024 INVOICE JULY 2024 INV	7,916.66	0.00	
706745	8/30/24	PEGASUS PUPPET THEATRE	541010	PEGASUS PUPPETS SRP 6/27 STL, 7/10 SMT, 7/11 GIG	1,500.00	0.00	
706746	8/30/24	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA FEES: \$470.33; KB FEES:\$119.18	589.51	0.00	
706747	8/30/24	RICOH USA INC	591720	60 MONTH COPIER LEASE - GIG- (2023-2028)	5,370.48	0.00	
706748	8/30/24	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	261.68	0.00	
706749	8/30/24	SIMPLY MAGIC LLC	541010	JEFF EVANS- SIMPLY MAGIC SRP 6/23 PKS, 6/29 ORT	1,000.00	0.00	
706750	8/30/24	SONITROL PACIFIC	548000	SYSTEM - MISC EXPENSES	1,778.31	0.00	
706751	8/30/24	PJ SOREM	541000	TEEN VOLUNTEER PANEL 8/7/24 ZOOM	100.00	0.00	
706752	8/30/24	STARLING WHITEHEAD & LUX ARCHITECTS	541060	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	23,739.47	0.00	
706753	8/30/24	LISA TAYLOR	541010	GARDEN W/LISA 6/15 FIF, 6/16 KC, 6/22 SH, 6/28 GIG	1,250.00	0.00	
706754	8/30/24	UNIVERSITY PLACE CIVIC BUILDING	545030	May - August assessment for University Place Lib	95,638.34	0.00	
706755	8/30/24	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	830.94	0.00	
706756	8/30/24	WCP SOLUTIONS	531004	PAPER PRODUCTS	1,222.03	0.00	
					350,166.92	3,745,980.54	4,096,147.46

Executive Director Report (Routine Reports)

MEMO



Date: September 3, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

Summer Reading Program In July, the Library awarded/gave away more than 10,000 books to children and teens as part of Summer Reading. Graphic novels, nonfiction and Spanish-language prize books have been very popular with Summer Reading participants this year. Participants have shared how the Library's Summer Reading program has helped build daily reading habits and their home libraries:

- "We have always read daily but this program made us more excited to read more books throughout the day, instead of our usual reading time. Thank you for this program. The free books are such a generous reward."
- "We would only read on school nights. Now it's in our routine to read every single day!"
- "Thank you so much for sponsoring! The book prizes were amazing! The library is the happiest place on earth!"

Through expanded partnerships with Nourish Pierce County and Pierce County Housing Authority, the Library brought On the Road with Summer Reading to sites in Purdy, Spanaway and Tillicum (Woodbrook). This has led to a significant year-over-year increase in Summer Reading participation and connecting people with Library resources.

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

First Amendment Audits Like other local government agencies, PCLS has recently experienced "First Amendment audits" at a few branches and the Administrative Center. Our staff are well-prepared to handle these situations, with a solid understanding of citizen rights regarding filming, our roles as public employees, and the Public Records Act. While these audits are designed to test our understanding of the law, they also record how we respond at the moment audits are occurring.

Administrative Center Changes The lobby at the Administrative Center, which was closed to the public in 2020 and decommissioned as a public branch in 2022, lacks a clear method for visitors without an appointment to contact us during business hours. Changes include IT installing an intercom system, designating staff to answer the door during business hours, updating our website, and requesting updates

to business directories like Google and Apple Maps. Additionally, we're updating signage to ensure the public can easily contact staff when visiting the building.

Peer WA Pilot Services The Peer Washington pilot program at the Parkland/Spanaway branch has shown great success in the first six months. The Peer Navigator has made 117 unique contacts, provided 130 referrals, and hosted a resource fair and a clothing swap. We are very pleased with the relationship-building efforts and the additional support provided to both staff and the public at this branch.

Comprehensive Capital Plan We have finalized the contract with Gensler & Associates for the Comprehensive Capital Plan, a project planned to go through 2025. We swiftly moved through Phase One; Foundation Setting, in August and are now entering Phase Two; Discovery and Analysis. Staff are assisting in gathering information about the Library, Pierce County, and other unique areas in the county such as Joint Base Lewis-McChord and Mount Rainier. The recently completed Facility Condition Assessments of the Library's owned facilities will be invaluable in this phase. Site visits to all locations, including leased spaces, with the project team are being planned in the coming month and staff will have the opportunity to provide input during this phase.

Lakewood Library Preparation Staff have been diligently preparing the interior of the interim Lakewood Library. Final "punch list" walkthroughs are currently underway, and we are eagerly awaiting the Certificate of Occupancy from the City so we can set an opening date. We hope that by the time of the September 11 Regular Monthly Board Meeting, the branch will already be open to the public. Trustees will be notified via email when a date is confirmed. The priority is to open to the public as soon as possible especially given the numerous delays we have experienced with this project.

Sumner Library Project Work on the new Sumner Library with Johnston Architects is progressing well. Following the presentation to the Board of Trustees at the August meeting, high-resolution images of the current building design are now available. These images will be used in the public engagement phase to gather feedback from the community.

City Council Presentations In September, I will be wrapping up City Council presentations, having reached about half of the incorporated city leadership. We will schedule presentations for the remaining city councils that we didn't get to this year for next year.

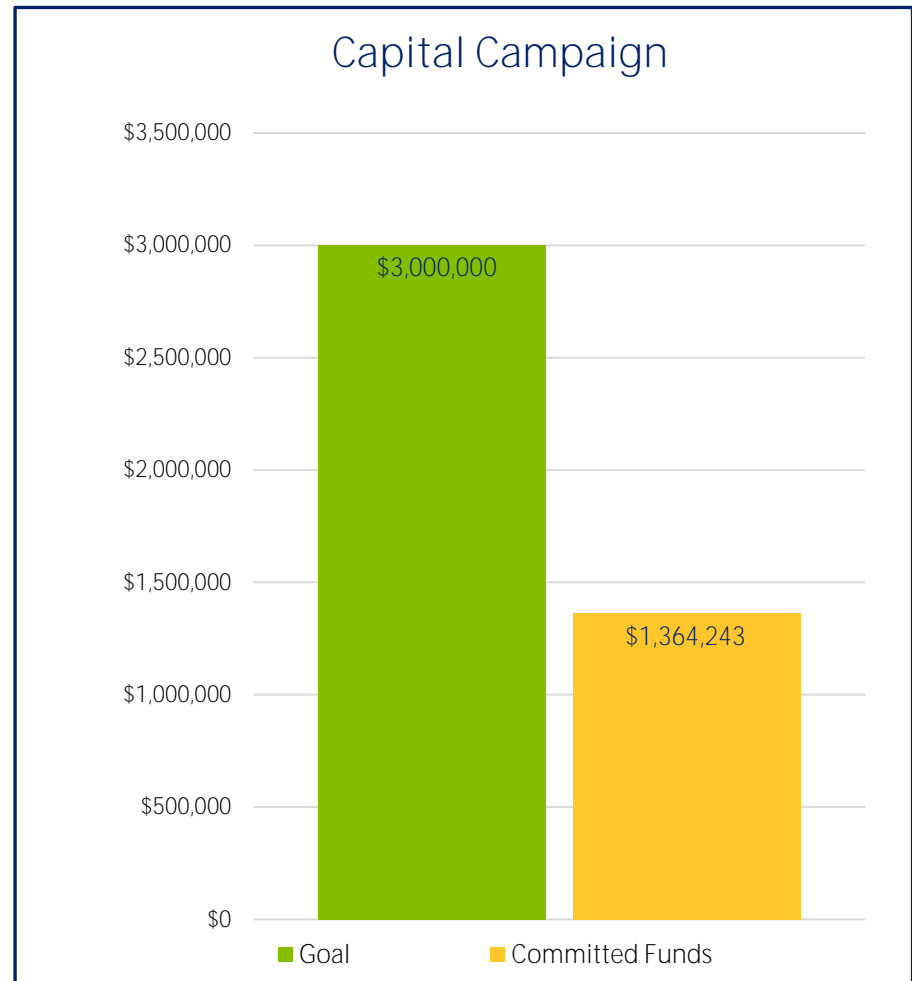
As always, I am available to answer any questions Trustees may have about my work or the Library's operations.



Fundraising Performance Dashboard



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

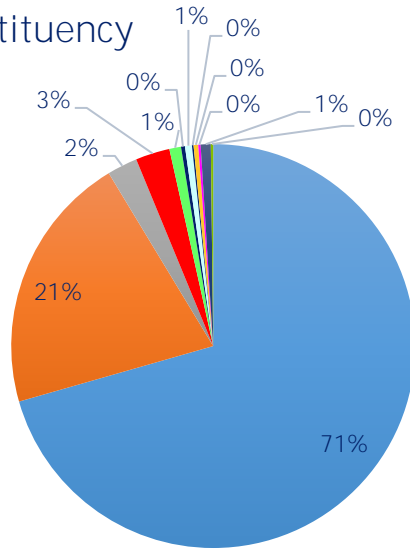


Goal = Multi-year (2021-2026)

Annual Fundraising Statistics

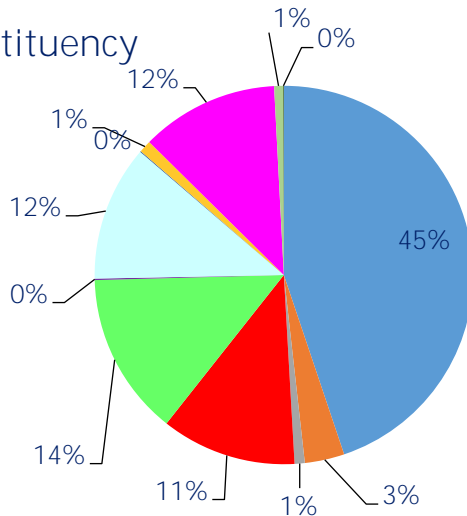
Number of Gifts by Constituency

- 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

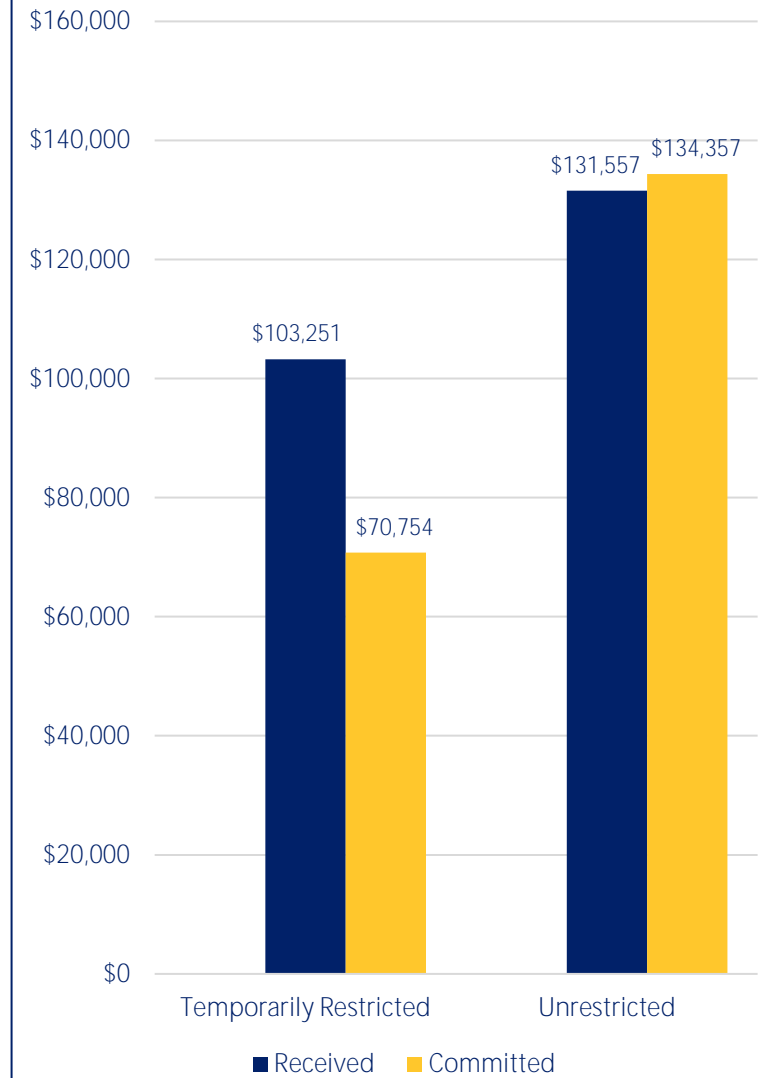


Gift Revenue by Constituency

- 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
393	42.58%	\$84,301	42.97%	526	\$105,395

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
18	33.96%	\$52,927	22.26%	31	\$204,652

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
15	12.30%	\$1,493	10.82%	105	\$13,991

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
4	26.67%	\$18,600	16.42%	10	\$95,865

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
86	3.51%	\$8,814	61.52%		

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
5	4.13%	\$23,100	20.39%		

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
114	7.80%	\$28,646	99.80%		

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate		
3	4.30%	\$17,500	23.50%		

Updates

What's going well

- Annual Campaign: 41.1 % of Fundraising Goal
- Planned Giving: Make a Will campaign resulted in 14 identified donors with 16 unique planned gifts
- Capital Campaign: awaiting signed \$500,000 agreement letter from anonymous donor

Areas to capitalize on

- Foundation Board: planning to work with board in how best to support new & developing PCLS strategic plan
- Trivia BEE sponsorships and event attendance

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

July 31, 2024

Prepared By: Mary Stimson, Finance Director

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

General Fund

July

- **534305. Includes payment to Cengage Learning for 2024-2025 to renew new database subscription**
- **591721. Includes payment to ServiceNow for user subscription for IT/FAC work order system**
- **541000. Includes payment to Peer Washington for outreach and support for Parkland/Spanaway branch**

June

- 535025. Includes payment to Dell for staff laptop replacements
- 535050. Includes payment to Rival for 2024-2025 renewal of recruiting software
- 535055. Includes payment to Right Systems for renewal of Sophos software

May

- 535050. Annual renewal of contract for Polaris system with Innovative Interfaces, year 2 of 4
- 548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q2
- 535055. Includes payment to Xilogix for 2024 SonicWall Renewal

April

- 549030. Includes payment to Pierce County for fees on owned properties and 1st half property taxes on some leased properties
- 548000. Includes payment to Hermanson for HVAC repairs
- 541020. Includes payment to Teks Services Inc for public survey

March

- 548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q1
- 541020. Includes payment to National Business Research INS for Employee Survey
- 535050. Includes payment to Tyler Technologies INC for 2024 Munis Support Renewal

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

July

- **562100. Includes payment to Westmark Construction Inc for door replacement**
- **541060. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library**
- **541060. Includes payment to Johnston Architects for the Sumner Library design**
- **541060. Includes payment to SWL Architects for Facilities Condition Assessment**
- **541060. Includes payment to EHS-International Inc for Buckley well insulation**

June

- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library
- 562020. Includes payment to Lakewood Water District for water permits and connections
- 562100. Includes payment to Rivers Edge Environmental Service for work on the Buckley UST landscape remediation
- 541060. Includes payment to NV5 for engineering services for Sumner ground monitoring
- 562100. Includes payment to Westmark Construction Inc for door replacement
- 564100. Includes payment to RWC International for two box truck vehicles

May

- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541020. Includes payment to Coraggio Group LLC for Strategic Plan consulting services
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

April

- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 541060. Includes payment to SWL Architects for Facilities Condition Assessment

March

- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design

- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541060. Includes payment to EHS-International Inc for A/E Services for Buckley
- 541020. Includes payment to Coraggio Group LLC for Strategic Plan consulting services

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–July

- **No activity**

Election Fund

January–July

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

Property & Facility Fund

January–July

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

Levy Sustainability Fund

January–July

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

Debt Service Fund

January–July

- **No significant activity other than receipt of investment earning**

US BANK Clearing Distributions

<u>2024</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding</u>
January	130,435.60	130,435.60	-	-
February	284,519.07	282,092.02	2,427.05	-
March	375,320.40	375,320.40	-	-
April	395,076.95	382,783.42	12,293.53	-
May	348,358.39	344,731.39	3,627.00	-
June	235,270.72	228,167.57	7,103.15	-
July	257,592.08	253,965.08	3,627.00	-
August				
September				
October				
November				
December				
	\$ 2,026,573.21	\$ 1,997,495.48	\$ 29,077.73	\$ -

2023 is fully reconciled, as per below.

<u>2023</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding</u>
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
July 31, 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	\$ 918,236	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 590,066	\$ 1,508,701
Investments	\$ 12,179,543	\$ -	\$ 17,342,306	\$ 1,219,408	\$ 1,174,385	\$ 97,350	\$ 4,918,051	\$ 36,931,043
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 13,097,298	\$ -	\$ 17,342,406	\$ 1,219,508	\$ 1,174,485	\$ 97,450	\$ 5,508,117	\$ 38,439,263
TOTAL ASSETS	\$ 13,097,298	\$ -	\$ 17,342,406	\$ 1,219,508	\$ 1,174,485	\$ 97,450	\$ 5,508,117	\$ 38,439,263
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 1,536	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,536
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,750	\$ 44,750
Sales Tax Payable*	\$ 822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 822
Payroll Payable	\$ 169,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169,198
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 171,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,750	\$ 216,306
TOTAL LIABILITIES	\$ 171,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,750	\$ 216,306
FUND BALANCE								
Reserve for Encumbrances	\$ 976,967	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,788,317	\$ 7,765,284
Levy Sustainability	\$ -	\$ -	\$ 16,804,844	\$ -	\$ -	\$ -	\$ -	\$ 16,804,844
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,181,710	\$ -	\$ -	\$ -	\$ 1,181,710
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 1,138,082	\$ -	\$ -	\$ 1,138,082
Unreserved Fund Balance	\$ 11,948,775	\$ -	\$ 537,562	\$ 37,798	\$ 36,403	\$ 97,450	\$ (1,324,950)	\$ 11,333,038
TOTAL FUND BALANCE	\$ 12,925,742	\$ -	\$ 17,342,406	\$ 1,219,508	\$ 1,174,485	\$ 97,450	\$ 5,463,367	\$ 38,222,958
TOTAL LIABILITIES & FUND BALANCE	\$ 13,097,298	\$ -	\$ 17,342,406	\$ 1,219,508	\$ 1,174,485	\$ 97,450	\$ 5,508,117	\$ 38,439,263
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	\$ 25,550,817	\$ -	\$ 537,562	\$ 37,798	\$ 36,403	\$ 2,870	\$ 250,931	\$ 26,416,381
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (23,194,811)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,452,624)	\$ (28,647,435)
ENDING FUND BALANCE, 07/31/24	\$ 12,925,742	\$ -	\$ 17,342,406	\$ 1,219,508	\$ 1,174,485	\$ 97,450	\$ 5,463,367	\$ 38,222,958
TAXES RECEIVABLE	\$ 21,413,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,413,046

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of July 31, 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>
	7/31/2023	8/31/2023	9/30/2023	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024	6/30/2024	7/31/2024
ASSETS														
Current Assets														
Cash	\$ 797,601	\$ 1,658,103	\$ 3,006,223	\$ 632,771	\$ 1,150,845	\$ 371,860	\$ 926,722	\$ 1,456,808	\$ 2,229,055	\$ 19,008,384	\$ 3,952,303	\$ 905,359	\$ 918,236	\$ 918,236
Investments	\$ 14,301,356	\$ 10,806,344	\$ 6,847,912	\$ 3,547,912	\$ 14,106,991	\$ 11,001,288	\$ 7,090,000	\$ 4,113,351	\$ 1,941,018	\$ 233,030	\$ 15,099,251	\$ 15,220,071	\$ 12,179,543	\$ 12,179,543
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 13,097,298
TOTAL ASSETS	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 13,097,298
LIABILITIES														
Current Liabilities														
Warrants Payable	\$ 411	\$ 411	\$ 1,733	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 1,536
Sales Tax Payable	\$ 2,840	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 822
Payroll Payable	\$ 166,893	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 169,198
US Bank	\$ -	\$ -	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 171,555
TOTAL LIABILITIES	\$ 170,144	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 171,555
FUND BALANCE														
Reserve for Encumbrance	\$ 905,598	\$ 718,410	\$ 828,437	\$ 836,123	\$ 711,556	\$ 126,543	\$ 1,237,779	\$ 1,197,415	\$ 1,246,103	\$ 1,301,177	\$ 1,050,226	\$ 935,607	\$ 976,967	\$ 976,967
Transfer	\$ -	\$ -	\$ -	\$ (2,500,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 14,022,735	\$ 11,533,572	\$ 8,770,841	\$ 5,672,090	\$ 14,334,899	\$ 10,993,241	\$ 6,608,596	\$ 4,157,126	\$ 2,668,530	\$ 17,771,959	\$ 17,784,512	\$ 14,807,999	\$ 11,948,775	\$ 11,948,775
TOTAL FUND BALANCE	\$ 14,928,333	\$ 12,251,983	\$ 9,599,278	\$ 4,008,213	\$ 15,046,456	\$ 11,119,784	\$ 7,846,375	\$ 5,354,541	\$ 3,914,633	\$ 19,073,135	\$ 18,834,739	\$ 15,743,606	\$ 12,925,742	\$ 12,925,742
TOTAL LIABILITIES & FUND BALANCE	\$ 15,098,476	\$ 12,463,966	\$ 9,853,655	\$ 4,180,202	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 13,097,298
PROPERTY TAXES RECEIVABLE	\$ 20,828,481	\$ 20,617,928	\$ 20,071,430	\$ 20,071,430	\$ 1,007,589	\$ 840,230	\$ 46,224,172	\$ 45,408,418	\$ 43,546,715	\$ 24,946,270	\$ 21,793,037	\$ 21,587,868	\$ 21,413,046	\$ 21,413,046

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending July 31, 2024



GENERAL FUND - 001	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 45,586,600	\$ 25,013,623	\$ -	\$ 20,572,977	55%
Other Revenue	\$ 1,258,000	\$ 537,193	\$ -	\$ 720,807	43%
TOTAL REVENUE	\$ 46,844,600	\$ 25,550,817	\$ -	\$ 21,293,783	55%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 17,489,690	\$ -	\$ 14,297,310	55%
Materials	\$ 4,504,500	\$ 2,026,464	\$ -	\$ 2,478,036	45%
Maintenance and Operations	\$ 7,852,490	\$ 3,276,182	\$ 954,556	\$ 3,621,752	54%
Transfers Out & Reserves	\$ 2,700,610	\$ 402,475	\$ 21,483	\$ 2,276,652	16%
TOTAL EXPENDITURES	\$ 46,844,600	\$ 23,194,811	\$ 976,039	\$ 22,673,750	52%
Excess/(Deficit)		\$ 2,356,005			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 2,356,005			

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	\$ -	\$ 250,931	\$ -	\$ (250,931)	-
TOTAL REVENUE	\$ 11,626,800	\$ 250,931	\$ -	\$ 11,375,869	2%
EXPENDITURES					
Capital Improvement Projects	\$ 11,626,800	\$ 5,452,624	\$ 6,788,317	\$ (614,140)	105%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 5,452,624	\$ 6,788,317	\$ (614,140)	105%
Excess/(Deficit)		\$ (5,201,693)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (5,201,693)			

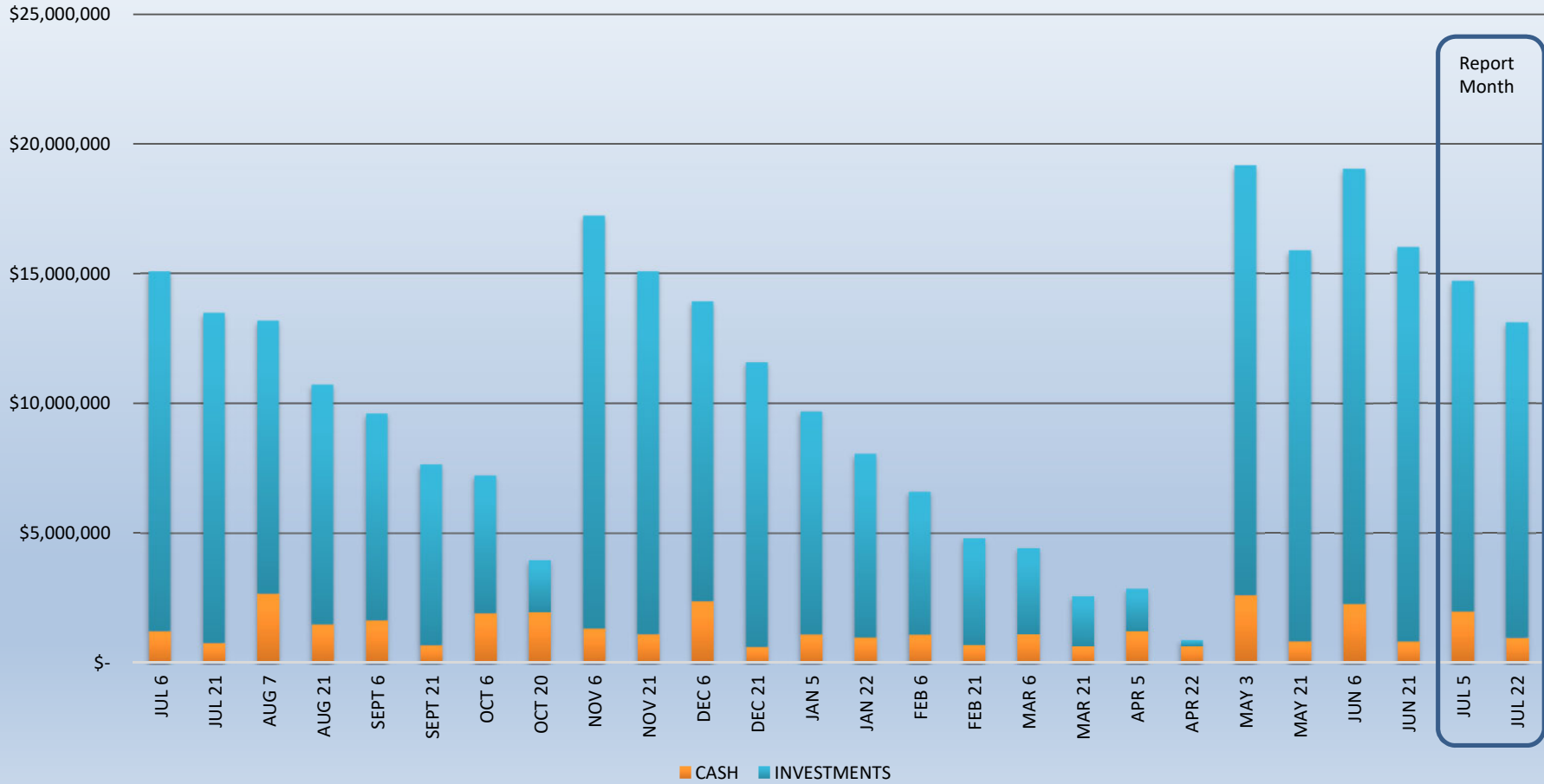
LEVY SUSTAINABILITY FUND - 102	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 537,562	\$ -	\$ (537,562)	-
TOTAL REVENUE	\$ -	\$ 537,562	\$ -	\$ (537,562)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 537,562			
Use of Fund Balance		\$ -			
NET EXCESS (DEFICIT)		\$ 537,562			

DEBT SERVICE FUND - 201	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 2,870	\$ -	\$ (2,870)	-
TOTAL REVENUE	\$ -	\$ 2,870	\$ -	\$ (2,870)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 2,870			

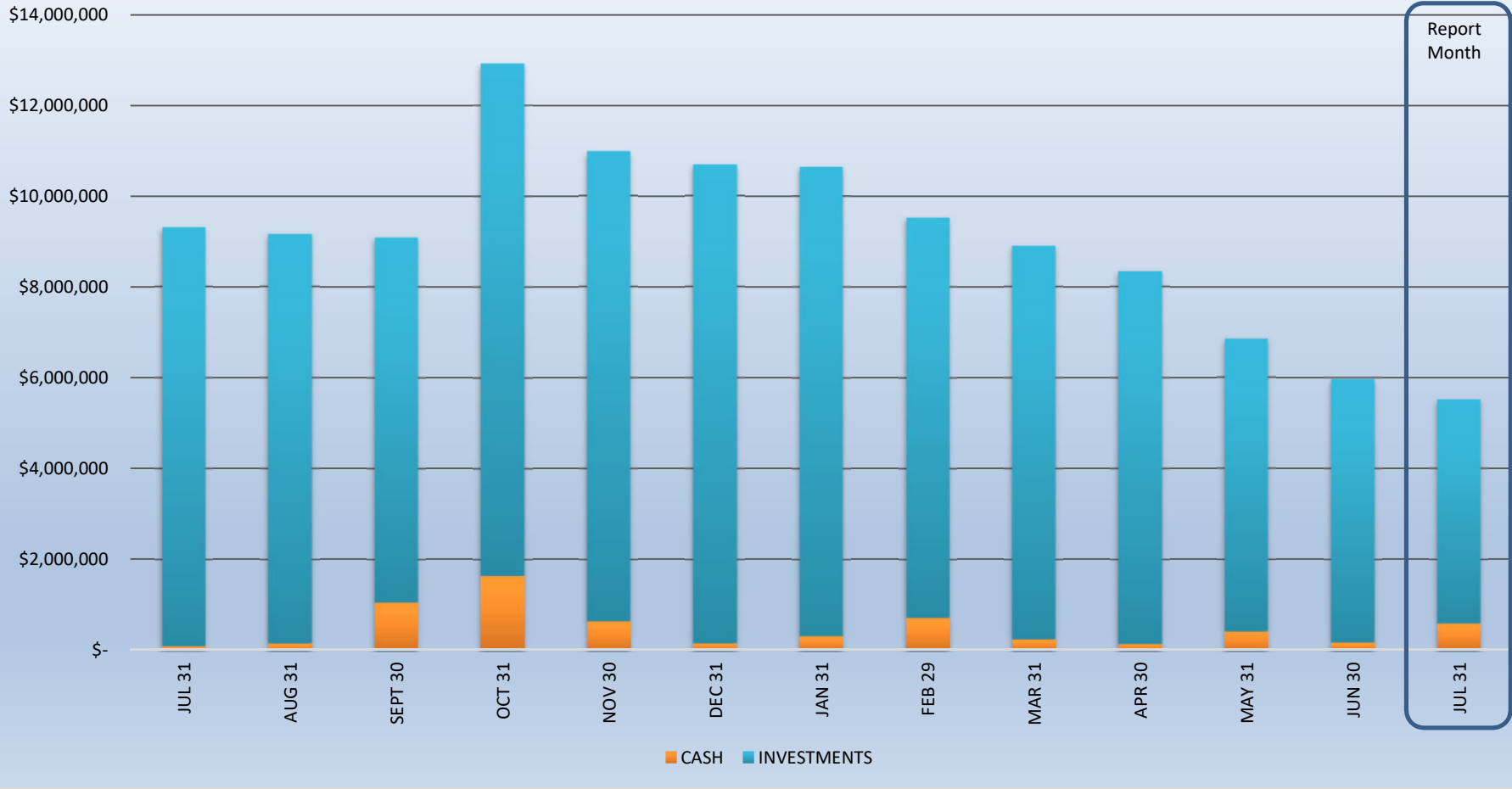
ELECTION FUND - 103	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 37,798	\$ -	\$ (37,798)	-
TOTAL REVENUE	\$ -	\$ 37,798	\$ -	\$ (37,798)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 37,798			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 37,798			

PROPERTY AND FACILITY FUND - 104	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 36,403	\$ -	\$ (36,403)	-
TOTAL REVENUE	\$ -	\$ 36,403	\$ -	\$ (36,403)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 36,403			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 36,403			

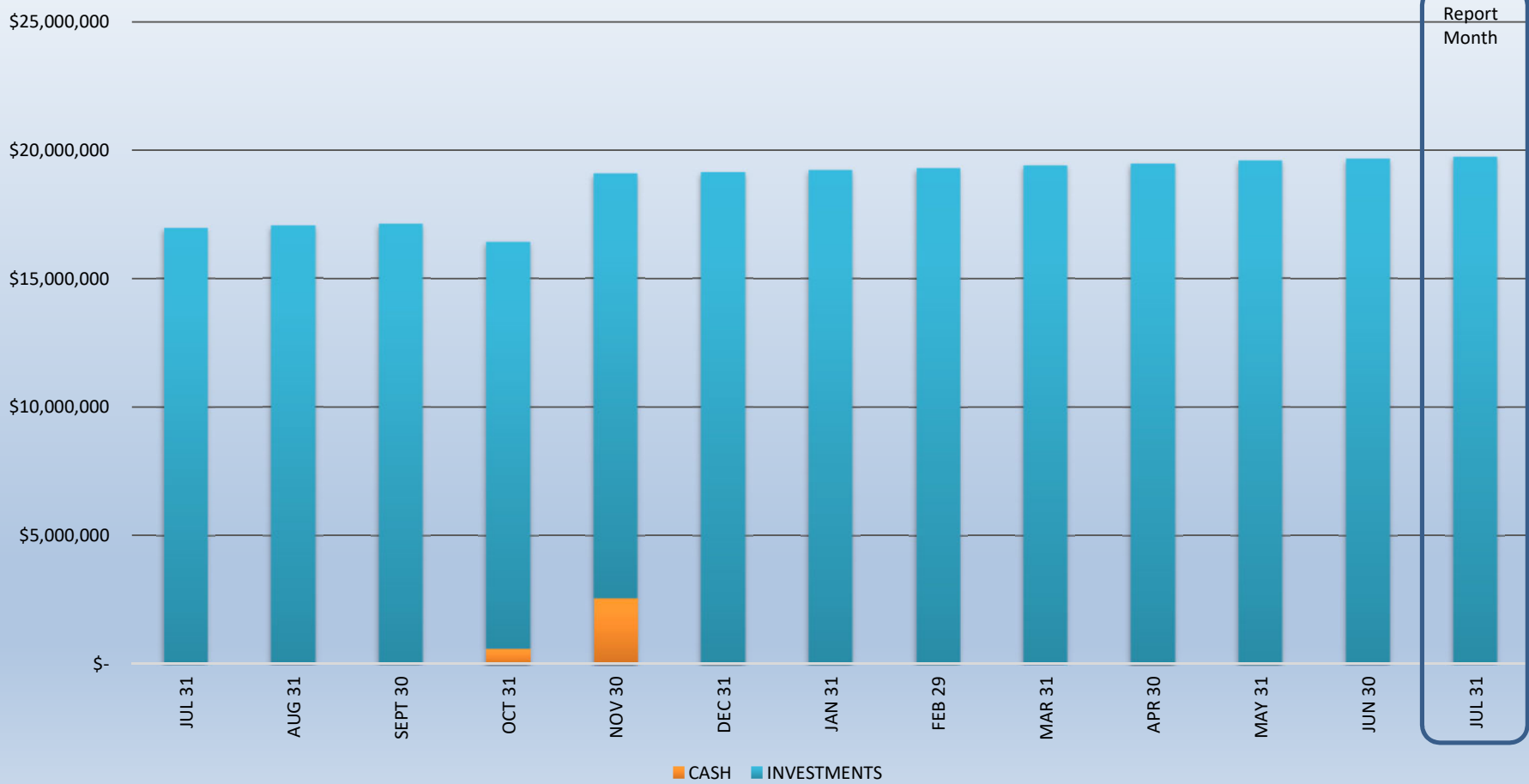
**CASH & INVESTMENTS - SEMI-MONTHLY
2024 - GENERAL FUND
- 13 MONTHS MOVING -**



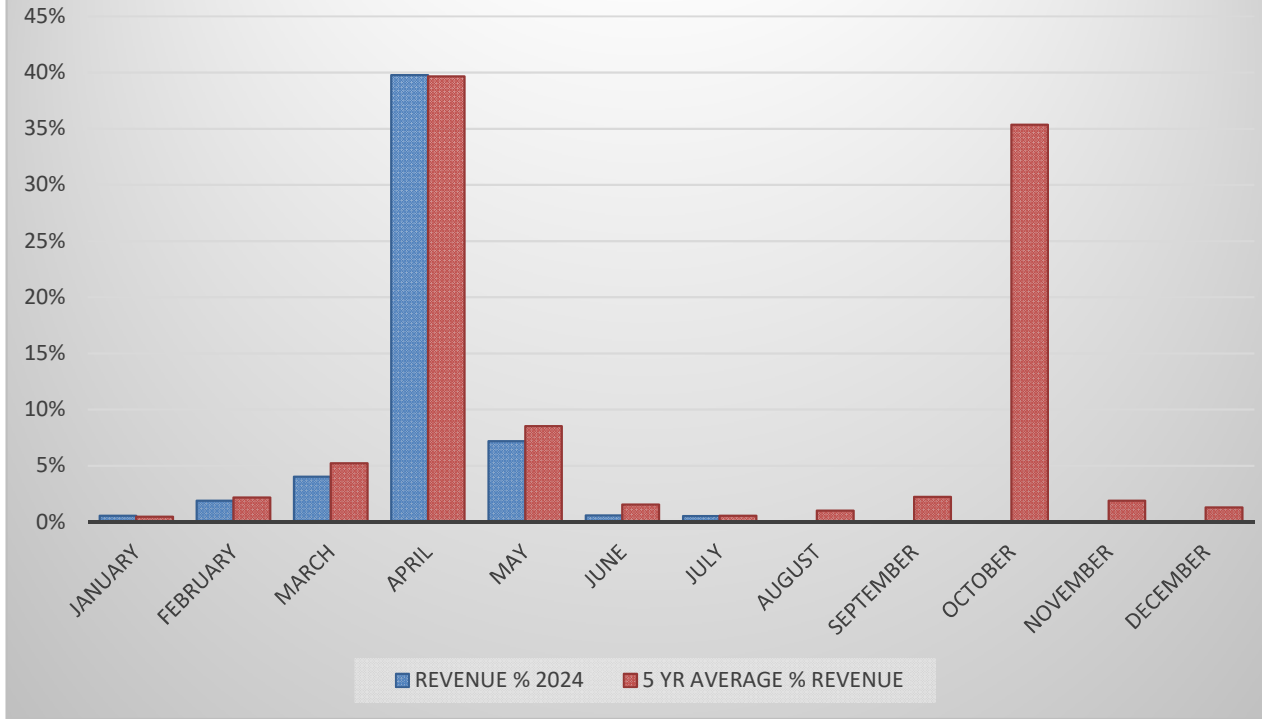
**CASH & INVESTMENTS - MONTHLY
2024 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



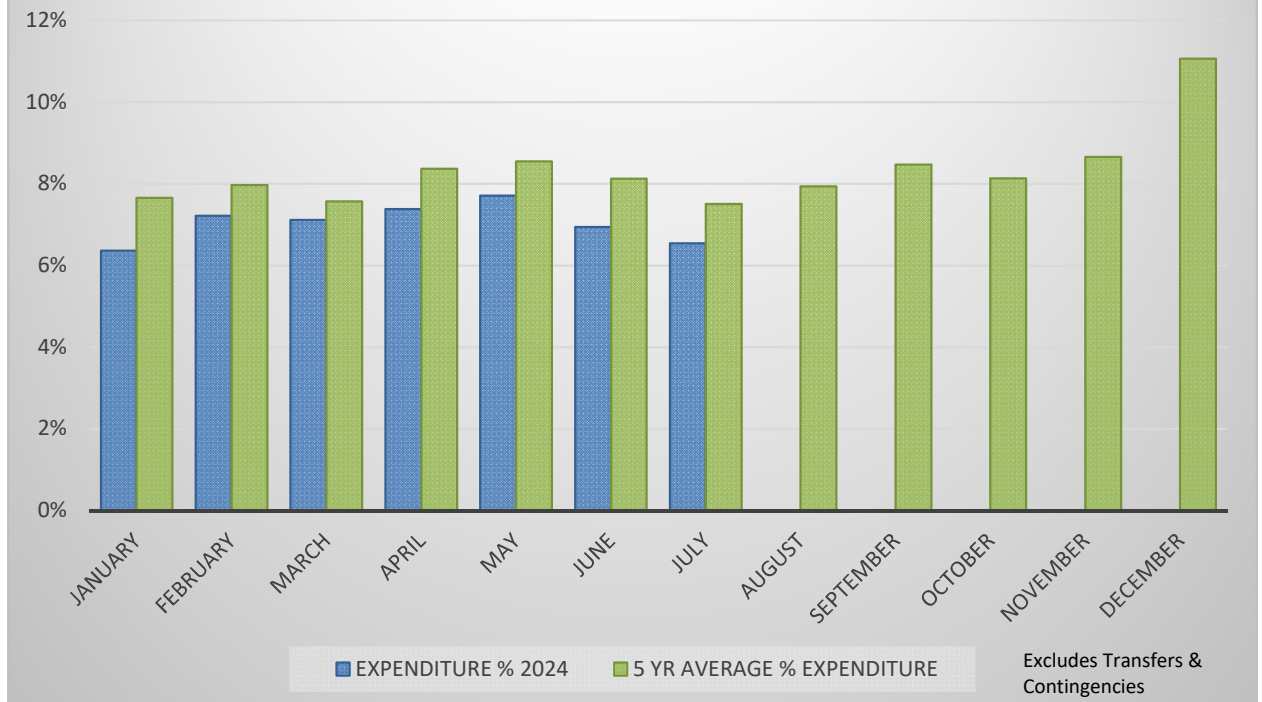
**CASH & INVESTMENTS - MONTHLY
2024 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JULY 2024



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JULY 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-24,422,968.51	-149,904.82	.00	-20,483,131.49	54.4%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-427,669.78	-17,513.76	.00	-103,230.22	80.6%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-90,405.03	-435.77	.00	29,805.03	149.2%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-17.61	-13.25	.00	-5,982.39	.3%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-22,685.20	-285.56	.00	2,685.20	113.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-49,877.36	.00	.00	-13,122.64	79.2%
TOTAL TAXES	-45,586,600	-45,586,600	-25,013,623.49	-168,153.16	.00	-20,572,976.51	54.9%
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	-179.45	-40.00	.00	-3,820.55	4.5%
347200 LIBRARY SERVICES FEES--ILL	0	0	-12.95	.00	.00	12.95	100.0%
347902 PRINTER FEES	0	0	-15,915.44	-3,561.20	.00	15,915.44	100.0%
359000 LIBRARY FINES	0	0	-470.28	-7.65	.00	470.28	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-278,254.30	-59,471.70	.00	-173,745.70	61.6%
361430 INTEREST INCOME--CONTRACTS &	0	0	-92.98	-.77	.00	92.98	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-2,431.71	-668.69	.00	1,431.71	243.2%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	.00	.00	.00	-325,000.00	.0%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-15,309.39	-11,519.09	.00	15,309.39	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	-7,487.58	.00	.00	5,487.58	374.4%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-15,975.86	-2,169.99	.00	11,975.86	399.4%
369200 FOUND MONEY	0	0	-559.02	-.03	.00	559.02	100.0%
369910 MISCELLANEOUS OTHER	0	0	-10,063.00	-63.00	.00	10,063.00	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-17,017.51	-2,613.31	.00	-2,982.49	85.1%
369912 JURY DUTY REIMBURSEMENT	0	0	-40.00	.00	.00	40.00	100.0%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-127,933.30	.00	.00	-72,066.70	64.0%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-42,844.99	.00	.00	-32,155.01	57.1%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-537,193.19	-80,115.43	.00	-720,806.81	42.7%
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	24,630,000	24,630,000	13,189,948.62	1,879,979.97	.00	11,440,051.38	53.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	3,748.95	790.04	.00	28,251.05	11.7%
511007 SHIFT DIFFERENTIAL	134,000	134,000	72,982.91	11,752.13	.00	61,017.09	54.5%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	3,068.50	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	21,119.75	2,689.02	.00	45,880.25	31.5%
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	13,296,707.23	1,898,279.66	.00	10,601,292.77	55.6%
04 PERSONNEL BENEFITS							
520010 FICA	1,895,000	1,895,000	985,414.92	140,802.66	.00	909,585.08	52.0%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	1,658,403.09	224,986.26	.00	1,645,596.91	50.2%
520021 DENTAL INSURANCE	259,000	259,000	129,730.12	18,610.47	.00	129,269.88	50.1%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	56,102.79	8,101.65	.00	46,897.21	54.5%
520023 INDUSTRIAL INSURANCE	151,000	151,000	86,229.93	11,259.61	.00	64,770.07	57.1%
520030 RETIREMENT	2,378,000	2,378,000	1,236,105.23	171,218.15	.00	1,141,894.77	52.0%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	7,220.11	.00	.00	27,779.89	20.6%
520041 PAID FML INSURANCE	58,000	58,000	28,004.72	3,981.28	.00	29,995.28	48.3%
520091 OTHER BENEFIT	75,000	75,000	5,772.05	814.85	.00	69,227.95	7.7%
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	4,192,982.96	579,774.93	.00	3,696,017.04	53.1%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	91,300	92,440	44,447.59	3,554.26	.00	47,992.41	48.1%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	101,500	66,262.50	4,126.04	12,020.00	23,217.50	77.1%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	122,000	37,949.88	3,300.89	10,956.08	73,094.04	40.1%
531010 CUSTODIAL SUPPLIES	130,000	130,000	58,053.01	6,226.89	40,205.36	31,741.63	75.6%
531020 MAINTENANCE SUPPLIES	46,000	46,000	23,536.05	2,745.25	.00	22,463.95	51.2%
531030 MATERIAL PROCESSING SUP	16,100	16,100	16,374.86	429.57	.00	-274.86	101.7%
531040 TRAINING SUPPLIES	3,000	3,000	377.41	194.77	.00	2,622.59	12.6%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	139,176.02	24,557.77	5,577.60	10,546.38	93.2%
532000 FUEL	47,000	47,000	22,561.02	2,938.91	24,750.32	-311.34	100.7%
535000 MINOR EQUIPMENT	11,000	11,000	2,702.90	178.50	.00	8,297.10	24.6%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	54,500	54,500	102.98	.00	28,065.45	26,331.57	51.7%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	7,468.43	.00	.00	192,531.57	3.7%
535025 TECHNOLOGY HARDWARE--STAFF	206,000	206,000	47,020.31	.00	874.20	158,105.49	23.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535030 TECHNOLOGY HARDWARE--GENERAL	36,000	36,000	2,125.13	.00	24,724.40	9,150.47	74.6%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	555,200	404,742.11	8,479.79	29,918.98	120,538.91	78.3%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	156,006.55	6,544.60	6,550.00	256,343.45	38.8%
TOTAL SUPPLIES EXPENSES	2,243,800	2,244,940	1,028,906.75	63,277.24	183,642.39	1,032,390.86	54.0%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	58,000	101.45	.00	.00	57,898.55	.2%
534005 ADULT AV - CDS	30,000	30,000	13,903.63	1,608.24	.00	16,096.37	46.3%
534010 ADULT AV - DVD	330,000	330,000	117,656.04	16,881.24	.00	212,343.96	35.7%
534015 ADULT AV - DVDNF	21,000	21,000	12,938.08	2,876.15	.00	8,061.92	61.6%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	6,626.86	741.69	.00	18,373.14	26.5%
534105 ADULT BOOK CLUB KITS	3,500	3,500	2,322.28	.00	.00	1,177.72	66.4%
534110 ADULT FICTION	270,000	270,000	156,730.20	21,543.59	.00	113,269.80	58.0%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	7,344.28	713.15	.00	7,655.72	49.0%
534120 ADULT LARGE PRINT	50,000	50,000	13,670.06	1,092.43	.00	36,329.94	27.3%
534125 ADULT LUCKY DAY	55,000	55,000	30,441.74	3,123.44	.00	24,558.26	55.3%
534130 ADULT NONFICTION	300,000	300,000	157,247.04	21,857.52	.00	142,752.96	52.4%
534145 ADULT REFERENCE	5,000	5,000	385.52	.00	.00	4,614.48	7.7%
534150 ADULT YA FICTION	55,000	55,000	14,029.19	2,491.92	.00	40,970.81	25.5%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	13,020.04	1,060.66	.00	11,979.96	52.1%
534160 ADULT YA NONFICTION	12,500	12,500	9,000.97	481.92	.00	3,499.03	72.0%
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	3,352.03	.00	.00	2,647.97	55.9%
534220 CHILDREN'S FICTION	225,000	225,000	113,213.05	10,899.73	.00	111,786.95	50.3%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	30,120.35	6,656.06	.00	24,879.65	54.8%
534230 CHILDREN'S NONFICTION	135,000	135,000	63,765.63	8,300.51	.00	71,234.37	47.2%
534235 CHILDREN'S SCIENCE TO GO	4,000	11,000	5,060.11	2,928.79	.00	5,939.89	46.0%
534237 CHILDREN'S STANDING ORDERS	32,500	32,500	16,835.92	1,680.04	.00	15,664.08	51.8%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,117.23	28.77	.00	1,882.77	37.2%
534305 DATABASES	524,500	524,500	357,208.33	116,097.52	.00	167,291.67	68.1%
534410 EBOOKS	875,000	875,000	351,134.49	.00	.00	523,865.51	40.1%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	295,510.22	.00	.00	479,489.78	38.1%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	150,000	26,000.00	.00	.00	124,000.00	17.3%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	80,500	80,500	79,453.50	.00	.00	1,046.50	98.7%
534505 MAGAZINES	71,000	71,000	18,664.67	10,519.51	.00	52,335.33	26.3%
534605 VENDOR PROCESSING	100,000	100,000	40,290.23	5,112.46	.00	59,709.77	40.3%
534645 VENDOR CATALOGING	10,000	10,000	1,788.18	26.18	.00	8,211.82	17.9%
534705 WORLD - ADULT SPANISH	9,000	9,000	4,322.02	69.36	.00	4,677.98	48.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	7,471.37	78.29	.00	6,528.63	53.4%
534715 WORLD - CHINESE	10,000	10,000	4,028.98	.00	.00	5,971.02	40.3%
534725 WORLD - GERMAN	7,500	7,500	1,224.16	.00	.00	6,275.84	16.3%
534730 WORLD - JAPANESE	5,000	5,000	1,926.75	.00	.00	3,073.25	38.5%
534735 WORLD - KOREAN	20,000	20,000	7,707.00	.00	.00	12,293.00	38.5%
534740 WORLD - TAGALOG	15,000	15,000	1,089.99	.00	.00	13,910.01	7.3%
534745 WORLD - VIETNAMESE	7,500	7,500	.00	.00	.00	7,500.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	1,625.08	.00	.00	18,374.92	8.1%
534755 WORLD - UKRAINE	0	4,000	.00	.00	.00	4,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	30,000	18,353.11	8,178.29	.00	11,646.89	61.2%
534810 YOUTH DVD - FTY	30,000	30,000	6,417.65	.00	.00	23,582.35	21.4%
534815 YOUTH YA AUDIO BOOKS	0	0	148.60	.00	.00	-148.60	100.0%
534900 COLLECTION PROJECTS	4,000	0	.00	.00	.00	.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	.00	.00	17,684.12	2,315.88	88.4%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	.00	.00	38,909.73	1,290.27	96.8%
TOTAL MATERIALS	4,564,700	4,564,700	2,026,463.86	245,047.46	56,593.85	2,481,642.29	45.6%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	398,200	115,080.71	16,030.16	20,126.45	262,992.84	34.0%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	31,335.06	.00	38,000.00	5,664.94	92.4%
541010 PERFORMER SERVICES	113,000	113,000	24,420.83	450.00	13,912.07	74,667.10	33.9%
541020 CONTRACTUAL SERVICES	480,000	480,000	190,853.69	20,577.61	145,327.41	143,818.90	70.0%
541040 LEGAL SERVICES	95,000	95,000	14,703.00	.00	24,823.50	55,473.50	41.6%
541050 DATA SERVICES	9,000	9,000	5,927.16	1,207.79	.00	3,072.84	65.9%
541630 PRINTING AND BINDING	133,500	133,500	51,915.51	5,484.43	45,431.22	36,153.27	72.9%
541650 ILL LOST ITEM CHARGE	3,000	3,000	573.70	49.30	.00	2,426.30	19.1%
542000 POSTAGE	72,300	70,870	49,525.39	17.84	.00	21,344.41	69.9%
542001 SHIPPING	10,000	10,000	1,254.50	155.60	7,896.85	848.65	91.5%
542010 TELECOM SERVICES--PHONES	81,600	81,600	58,157.22	7,712.01	.00	23,442.78	71.3%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	32,593.16	4,899.73	.00	6,406.84	83.6%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	567,165.47	36,702.02	.00	-222,165.47	164.4%
543000 TRAVEL AND TOLLS	102,900	102,900	61,103.17	15,457.67	.00	41,796.83	59.4%
543010 MILEAGE REIMBURSEMENTS	55,500	55,500	33,794.60	3,863.07	.00	21,705.40	60.9%
544000 ADVERTISING	136,500	136,500	56,234.76	9,466.28	59,126.20	21,139.04	84.5%
545010 RENTALS/LEASES--BUILDINGS	0	0	3,360.00	.00	.00	-3,360.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	625.81	.00	.00	2,574.19	19.6%
545030 Rental/Lease CAM	480,500	480,500	202,346.83	13,877.61	.00	278,153.17	42.1%
546000 INSURANCE	300,000	300,000	4,536.00	3,854.00	.00	295,464.00	1.5%
547000 ELECTRICITY	346,000	346,000	167,124.52	10,894.96	.00	178,875.48	48.3%
547010 NATURAL GAS	16,500	16,500	2,141.81	37.27	.00	14,358.19	13.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	41,000	41,000	20,851.59	5,152.72	.00	20,148.41	50.9%
547030 SEWER	35,000	35,000	22,059.63	2,764.37	.00	12,940.37	63.0%
547040 REFUSE	55,000	55,000	29,639.66	4,313.76	.00	25,360.34	53.9%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	551,500	111,908.64	.00	169,955.27	269,636.09	51.1%
548010 CONTRACTED MAINTENANCE	589,800	589,800	221,935.31	13,266.45	168,721.02	199,143.67	66.2%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	60,000	21,379.16	11,023.93	15,000.00	23,620.84	60.6%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	5,000	.00	.00	.00	5,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	112,150	29,433.45	1,269.00	6,000.00	76,716.55	31.6%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	14,500	4,392.13	.00	.00	10,107.87	30.3%
549020 DUES AND MEMBERSHIPS	60,400	61,830	49,007.54	617.40	.00	12,822.66	79.3%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.68	.00	.00	-479.68	100.9%
549040 LICENSES	2,000	2,000	495.81	.00	.00	1,504.19	24.8%
549050 FEES	17,500	17,500	8,919.75	1,645.83	.00	8,580.25	51.0%
549120 CONTINGENCY/RESERVE	572,800	572,800	.00	.00	.00	572,800.00	.0%
591720 GASB 87 LONG TERM LEASE	652,750	650,610	363,719.06	50,205.46	21,482.61	265,408.33	59.2%
591721 SBITA	0	0	38,756.34	38,756.34	.00	-38,756.34	100.0%
TOTAL SERVICES EXPENSES	6,199,100	6,197,960	2,649,750.65	279,752.61	735,802.60	2,812,406.75	54.6%
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	-2,356,005.23	2,817,863.31	976,038.84	1,379,966.39	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-25,550,816.68	-248,268.59	.00	-21,293,783.32	
TOTAL EXPENSES	46,844,600	46,844,600	23,194,811.45	3,066,131.90	976,038.84	22,673,749.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-537,562.32	-79,284.33	.00	537,562.32	100.0%
TOTAL CHARGES OTHER	0	0	-537,562.32	-79,284.33	.00	537,562.32	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-537,562.32	-79,284.33	.00	537,562.32	100.0%
TOTAL REVENUES	0	0	-537,562.32	-79,284.33	.00	537,562.32	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-37,798.20	-5,574.80	.00	37,798.20	100.0%
TOTAL CHARGES OTHER	0	0	-37,798.20	-5,574.80	.00	37,798.20	100.0%
TOTAL ELECTION FUND	0	0	-37,798.20	-5,574.80	.00	37,798.20	100.0%
TOTAL REVENUES	0	0	-37,798.20	-5,574.80	.00	37,798.20	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-36,402.60	-5,368.96	.00	36,402.60	100.0%
	TOTAL CHARGES OTHER	0	0	-36,402.60	-5,368.96	.00	36,402.60	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-36,402.60	-5,368.96	.00	36,402.60	100.0%
	TOTAL REVENUES	0	0	-36,402.60	-5,368.96	.00	36,402.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND							
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-2,870.27	-423.04	.00	2,870.27	100.0%
TOTAL CHARGES OTHER	0	0	-2,870.27	-423.04	.00	2,870.27	100.0%
TOTAL DEBT SERVICE FUND	0	0	-2,870.27	-423.04	.00	2,870.27	100.0%
TOTAL REVENUES	0	0	-2,870.27	-423.04	.00	2,870.27	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
361100 INVESTMENT EARNINGS	0	0	-250,930.58	-24,150.48	.00	250,930.58	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-250,930.58	-24,150.48	.00	-9,325,869.42	2.6%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	4,000	5,985.32	.00	3,650.00	-5,635.32	240.9%
541020 CONTRACTUAL SERVICES	395,500	395,500	137,431.72	12,436.56	76,984.67	181,083.61	54.2%
541040 LEGAL SERVICES	0	0	4,626.75	28.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,064,437	834,994.06	301,922.31	3,056,770.42	-1,827,327.48	188.5%
542000 POSTAGE	13,000	13,000	.00	.00	.00	13,000.00	.0%
545010 RENTALS/LEASES--BUILDINGS	47,000	43,737	25,389.00	3,627.00	.00	18,348.00	58.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	32,371	6,569.70	589.48	26,668.60	-867.41	102.7%
549050 FEES	216,256	216,256	12,400.21	.00	.00	203,855.79	5.7%
549120 CONTINGENCY/RESERVE	481,056	456,948	.00	.00	.00	456,948.11	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,226,249	1,027,396.76	318,603.35	3,164,073.69	-965,221.45	129.9%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,584,100	2,349,788.28	.00	2,081,098.97	153,212.75	96.7%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	447,748	121,771.35	3,350.00	283,781.89	42,194.76	90.6%
562100 CONSTRUCTION	2,770,703	2,770,703	1,739,946.66	162,919.98	981,622.70	49,133.64	98.2%
562500 ROOFING	0	0	1,640.49	.00	.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	211,503.06	.00	.00	54,496.94	79.5%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	576.95	.00	1,247.60	28,175.45	6.1%
TOTAL CAPITAL OUTLAYS	8,400,551	8,400,551	4,425,226.79	166,269.98	3,624,242.89	351,081.32	95.8%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-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%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 07

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL CAPITAL IMPROVEMENT FUND		0	0	5,201,692.97	460,722.85	6,788,316.58	-11,990,009.55	100.0%
	TOTAL REVENUES	-11,626,800	-11,626,800	-250,930.58	-24,150.48	.00	-11,375,869.42	
	TOTAL EXPENSES	11,626,800	11,626,800	5,452,623.55	484,873.33	6,788,316.58	-614,140.13	

YEAR-TO-DATE BUDGET REPORT









FOR 2024 07

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	2,231,054.35	3,187,935.03	7,764,355.42	-9,995,409.77	100.0%

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

Public Services Report

Library at a Glance: July 2024 YTD Key Performance Indicators

Cardholders 323,757  +5.3%	YTD Users - Physical 854,015  +20%	YTD Circulation - Digital 1,536,459  +16%
YTD Circulation - Physical 1,542,273  +.32%	YTD Number of Youth Programs 1,385  +18%	YTD Youth Program Attendees 30,056  +10%
YTD Number of Adult Programs 606  +23%	YTD Adult Program Attendees 5,786  +11%	

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

In Focus: July 2024 Service Highlight

Public Services Highlight: Student Success

The Pierce County Library System serves 13 public school districts and over 150 schools, including students in home-based, private, and alternative education programs. To meet the diverse needs of K-12 students, their caregivers, and educators, the Library has fostered strong partnerships with student-serving organizations and coalitions, such as Communities in Schools, the Foundation for Tacoma Students, and the Parkland Literacy Center. Through access to online resources, partnership programs and services, and school visits and support, the Library helps ensure students have the tools and support necessary to succeed in school and reach their educational aspirations.

The Library offers 24/7 live tutoring through Brainfuse's Online Homework Help service. During the 2023-2024 school year, this service provided essential support for K-12 students, including help with homework and financial aid applications for higher education.

In the fall of 2023, the Library partnered with Pacific Lutheran University and Parkland Literacy Center to provide weekly tutoring services at two Pierce County Library locations. Trained tutors assist students in grades K-12 with subjects like reading, writing, math, science, and test preparation. If partner capacity allows, the program will expand in the 2024-2025 school year to additional Library locations, with added support for financial aid and college applications.

Statistics

In the last year, **2,923 students** accessed Brainfuse's Online Homework Help, which is a **33% increase** from the previous school year.

Of the students that used the service:

- **94%** would recommend the service to a friend
- **98%** said the service helps them improve their grades
- **99%** said the service helps them be more confident about their schoolwork

Stories of Impact

Following a database and research presentation at a local school, students responded *"I'm excited to do research now!"* and *"I have a new way of thinking about research!"*

In collaboration with their nearest Library location, an alternative public high school visited the Library for their annual "Day of Service" project. School employees reached out to share that after this event, one of the students became more engaged and interested in school. They said it was a positive experience for this student to see a project through from start to finish and develop their leadership skills.

Looking Ahead

Events to Know About

Betsy Wellings Live! - Music to Tickle Your Funny Bone and Warm Your Heart – Sun, September 08: 2:00pm - 3:30pm; Sumner

Email 101 - Learn how to properly register for an email account! – Mon, September 09: 3:00pm - 4:30pm; Parkland/Spanaway

Beginning Bonsai - With Jade & Co Succulent Boutique – Tues, September 10: 6:00pm - 7:30pm; Bonney Lake

Kaleidoscope KATÖK IM IKKURE - In the Marshallese and English languages! – Wed, September 11: 10:30am - 12:00pm; Fife

Sunday Games - Board, Card, and Video Games – Sun, September 15: 1:00pm - 3:00pm; University Place

Poetry in the Park Guided Walk - Waughop Lake Loop Trail – Mon, September 16: 10:30am - 11:30am; Ft. Steilacoom Park - Waughop Lake Loop Trail 8714 87th Avenue S. W. Lakewood, WA 98498

Poetry in the Park Walk - Point Defiance Park Rhododendron Garden – Thurs, September 19: 3:00pm - 4:00pm; Point Defiance Rhododendron Garden

Trace & Paint - Fall Equinox Celebration with Kids and Families! – Thurs, September 12: 3:30pm - 5:00pm; Milton/Edgewood

Virtual Poetry Circle - Share poems you love, are new to you, or that you've written – Sat, September 14: 3:00pm – 4:30pm; Virtual Pierce County Library - Virtual Room 3, [Register to attend online](#)

Creating a Kinder World for Animals - Activity and Adoption Event – Sun, September 29: 1:00pm - 4:30pm; South Hill

Customer Impact and Community Engagement - Stories by Location

Bonney Lake: A customer shared about Libby, the digital library app, *"I just wanted to express how much I love and use the Libby app. In 2023, I read 95 books in both English and Spanish through it, and I've continued reading dozens more in 2024. Thank you for making this resource available to PCLS patrons!"*

Fife: During this summer, a grandfather and his three grandchildren—ages 9, 3, and 1—visited the library daily. Staff assisted them in both English and Ukrainian, helping with computer questions, playing videos, and finding books for the older child to read to the younger ones.

Key Center: From a customer at the Key Peninsula Back 2 School event: *"Please thank everyone for us, we are so blessed to have this help" and "I have 5 kids and we are so thankful for this event every year".*

Lakewood: In early June, Lakewood staff expanded community presence by tabling regularly at the Lakewood Farmers Market and at Nourish Mobile Food Bank sites across Clover Park Technical College, Pierce College, and Bates Technical College. Outreach staff visited Pacific Walk Townhomes in Lakewood; along with increasing the library's visibility and promoting the upcoming interim branch opening, customers of all ages learned about Summer Reading.

Milton/Edgewood: A woman caring for her elderly mother was able to send important faxes and scans at the library, something they had struggled to do elsewhere. Staff helped her find audiobooks for her mother, and she was thrilled to learn the library offers Legal Help pop-ups for a friend in need. She plans to return and spread the word about the library.

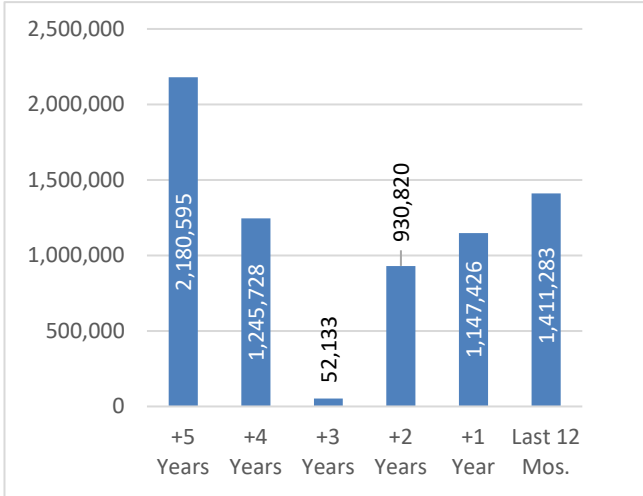
Orting: An hour after the Orting Customer Experience Specialist and Youth Services Librarian finished their summer reading visit at the local elementary school, four excited students came into the library. Recognizing the specialist, they eagerly signed up for library cards and started their summer reading logs. Afterward, they even made a TikTok about their new cards and promised to bring friends from the park to sign up too!

A few days before summer break, a regular teen visitor, an exchange student from Brazil, asked a staff member to sign her yearbook. The student shared that the library and its staff had been an important part of her time here.

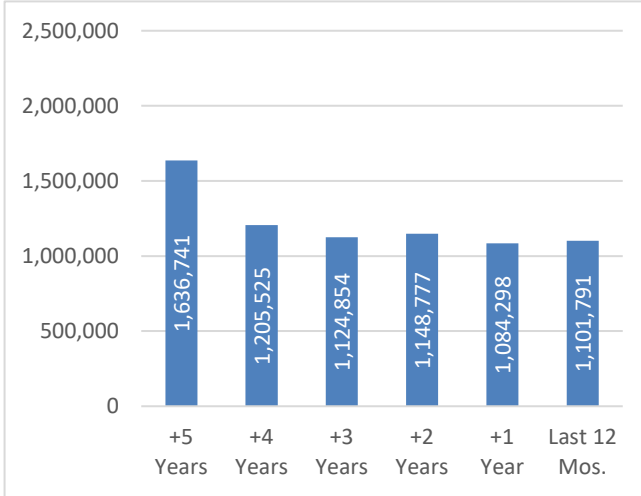
Sumner: A customer whose home computer was compromised by malware signed up for a library card and used the library's public computers to securely communicate with his bank and other companies. Over the course of several daily visits, he was able to send emails and fill out online forms without risking further identity theft.

Customers / Visits - July 2024

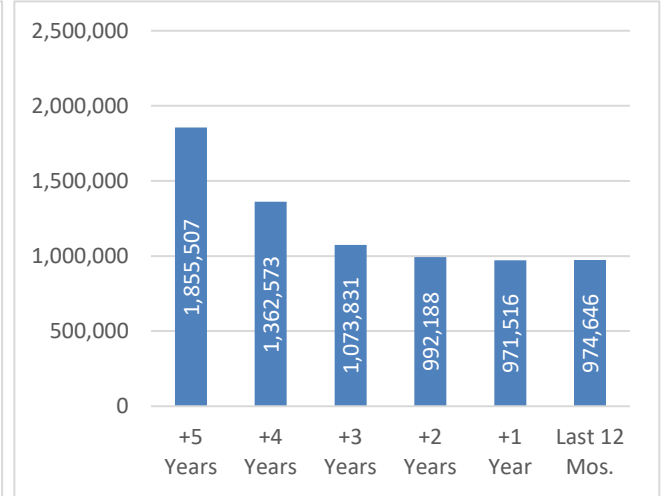
Branch Visits



Catalog Visits



Website Visits



PCLS Cardholder Statistics



July and Rolling 12-Month Comparison

	July 2024	July 2023	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	129,136	109,917	17.5%	1,411,283	1,147,426	23.0%
Catalog Visits	91,984	91,184	0.9%	1,101,791	1,084,298	1.6%
Public Website Visits	80,549	79,132	1.8%	974,646	971,516	0.3%

Technology

	July 2024	July 2023	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	16,327	13,580	20.2%	180,644	142,767	26.5%
Wi-Fi Sessions	72,834	76,443	-4.7%	871,191	707,200	23.2%

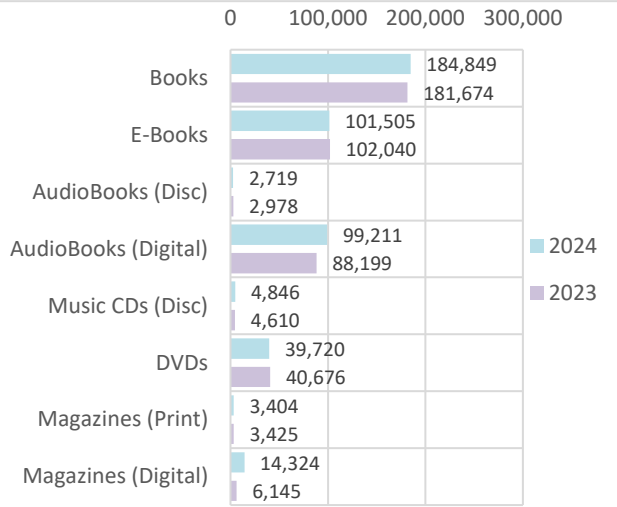
Public Spaces Usage

	July 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	2,020	21,467	12,830	67.3%
# of Attendees	6,151	88,366	54,445	62.3%

Notes:

Collection Use - July 2024

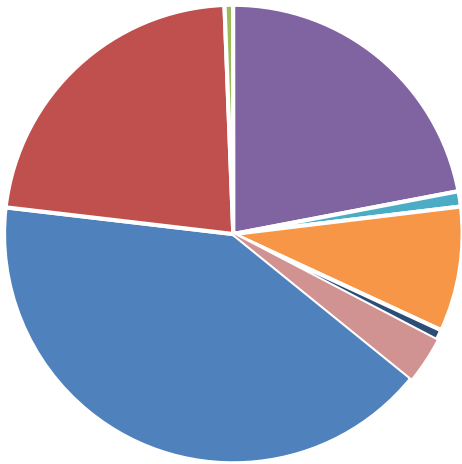
July 2024 vs July 2023 Checkouts



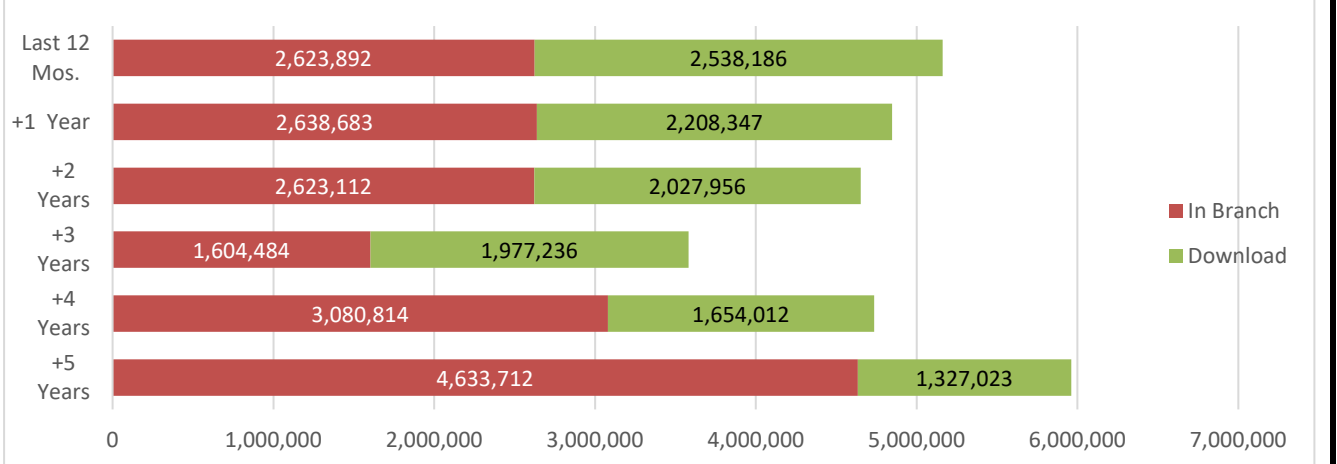
Data Table

Categories	June 2024	July 2024	July 2023	% Change of July Year Over Year	% of Total July 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	169,433	184,849	181,674	1.75%	41.02%	2,004,846	1,986,584	0.92%
E-Books	100,327	101,505	102,040	-0.52%	22.53%	1,221,862	1,168,910	4.53%
AudioBooks (Disc)	2,593	2,719	2,978	-8.70%	0.60%	32,242	38,197	-15.59%
AudioBooks (Digital)	97,005	99,211	88,199	12.49%	22.02%	1,119,053	979,350	14.26%
Music CDs (Disc)	4,478	4,846	4,610	5.12%	1.08%	56,766	62,370	-8.99%
DVDs	37,459	39,720	40,676	-2.35%	8.82%	487,624	499,700	-2.42%
Magazines (Print)	3,031	3,404	3,425	-0.61%	0.76%	35,571	38,130	-6.71%
Magazines (Digital)	15,830	14,324	6,145	133.10%	3.18%	215,927	72,024	199.80%
Totals:	430,156	450,578	429,747	4.85%	100.00%	5,173,891	4,845,265	6.78%

Checkouts By Format - July 2024



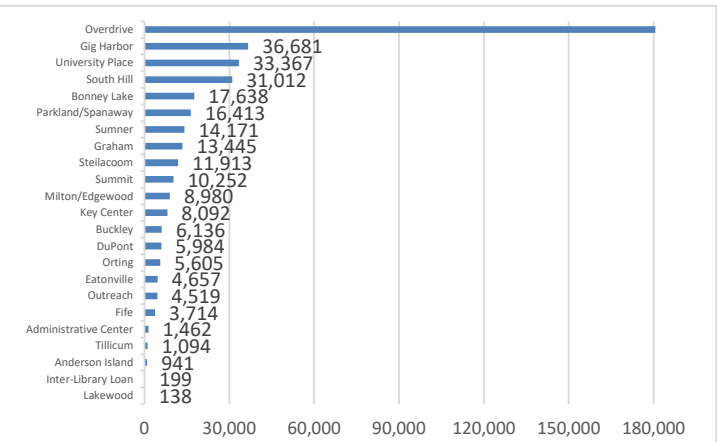
Collection Checkouts



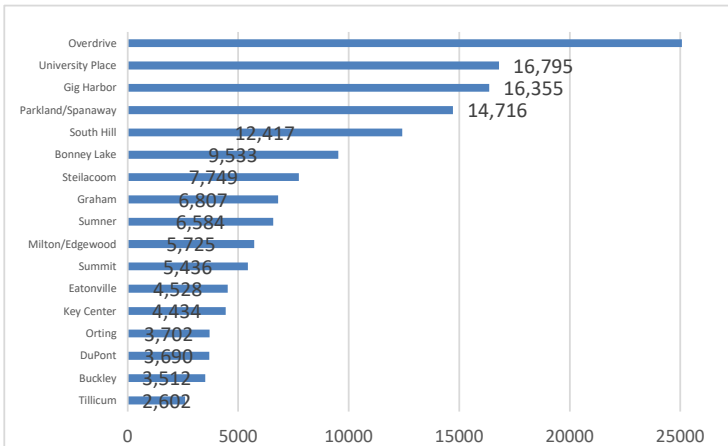
Activity - July 2024

Location	Checkouts				Visitors			
	July 2024	Last 12 Mo.	+1 Year	% Change	July 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	1,462	28,864	29,508	-2.2%	No "visitors" for Administrative Center			
Anderson Island	941	10,341	8,623	19.9%	No Door Counter for Anderson Island			
Bonney Lake	17,638	116,711	175,432	-33.5%	9,533	84,652	72,736	16.4%
Buckley	6,136	74,540	75,861	-1.7%	3,512	39,812	35,377	12.5%
DuPont	5,984	69,137	77,024	-10.2%	3,690	37,256	33,105	12.5%
Eatonville	4,657	58,674	62,928	-6.8%	4,528	48,752	38,747	25.8%
Fife	3,714	36,773	38,353	-4.1%	3,142	28,842	24,194	19.2%
Gig Harbor	36,681	414,642	415,200	-0.1%	16,355	172,602	149,076	15.8%
Graham	13,445	148,108	144,297	2.6%	6,807	67,560	50,519	33.7%
Inter-Library Loan	199	3,216	3,270	-1.7%	No "visitors" for Inter-Library Loan			
Key Center	8,092	97,310	96,554	0.8%	4,434	48,003	39,407	21.8%
Lakewood	138	1,797	2,129	-15.6%	No "visitors" for Lakewood			
Milton / Edgewood	8,980	99,690	99,031	0.7%	5,725	61,323	49,605	23.6%
Orting	5,605	60,439	58,607	3.1%	3,702	40,842	31,843	28.3%
Overdrive	200,716	2,340,915	2,148,260	9.0%	34,799	398,309	347,294	14.7%
Outreach	4,519	42,476	33,491	26.8%	547	6,582	5,504	19.6%
Parkland / Spanaway	16,413	194,188	204,148	-4.9%	14,716	204,430	150,780	35.6%
South Hill	31,012	337,847	342,226	-1.3%	12,417	130,781	108,644	20.4%
Steilacoom	11,913	132,284	136,448	-3.1%	7,749	100,480	82,082	22.4%
Summit	10,252	113,139	126,248	-10.4%	5,436	53,229	46,072	15.5%
Sumner	14,171	138,649	136,810	1.3%	6,584	74,547	62,362	19.5%
Tillicum	1,094	12,245	13,122	-6.7%	2,602	28,359	20,405	39.0%
University Place	33,367	372,526	352,628	5.6%	16,795	173,467	139,099	24.7%
Total	437,129	4,904,511	4,780,198	2.6%	163,073	1,799,828	1,486,851	21.0%

July Checkouts



July Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
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					
Buckley	5/8/2024	5/9/2024	2 days	Water issue					

Visitors: July 2024 counts are included in the Last 12 Mo. count for the branch locations.

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

Unfinished Business

MEMO



Date: September 4, 2024

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

From: Christina Neville-Neil, Facilities Project Manager

Subject: Interim and Downtown Lakewood Libraries Update

We received final inspections from the City of Lakewood for our site development permit at the Interim Lakewood Library site. The Fire Department has approved all of our fire permits. We are working with the City to obtain the Certificate of Occupancy.

All utilities for the Wildaire St. building have been disconnected. The contractor will mobilize on site on September 5, 2024, to salvage metal shelving and the HVAC system, and recycle building materials prior to disassembling the exterior structure.



Figure 1: Front entry at night

MEMO



Date: August 29, 2024

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

From: Clifford Jo, Business & Compliance Director
Melissa Munn, Customer Experience Director

Subject: Borrowing Policy Discussion

Attached is a revision to the Borrowing Policy, last reviewed and revised in 2013. We took a hard look at what is required in such policy and recommend certain aspects be removed, as they don't contribute to nature of the policy. Those removed aspects would be incorporated elsewhere, such as in the next revision of the Board's bylaws and in the fines/fees schedule.

Major changes proposed include:

- **Removal of nearly all language related to reciprocal borrowing.** This was somewhat procedural in nature. Anyone who is using reciprocal borrowing is a 'borrower', just like all other borrowers, so there is no need to distinguish the two. The act of creating reciprocal borrowing agreements between library systems will be spelled out in the Board bylaws, per attorney suggestion.
- **Removal of the limits of liability to \$50.** While important to state cardholder responsibility for loss or theft of the card, this can be put into the fines/fees schedule, as it articulates a financial rule instead of a statement of borrower privileges.
- **Reduced barriers.** Included in this version is the addition of limited access for people who cannot verify an address of lack typical identification required for full borrowing privileges.

Other changes include simplifying and tidying up language related to eligibility and general policy text.

Our attorney asked about non-resident cards that carry a fee. This longstanding practice ceased in 2017 due to lack of use, but situations have changed that we might want to offer this again. We will bring a future Board discussion on the possible reinstatement of non-resident cards.

The policy has been reviewed by an attorney and is now ready for your review.

Board Policy



Eligibility for Library Service

Policy Statement

The Pierce County Library System (PCLS) provides access to digital and physical materials for use by the public. To be good stewards of public resources, PCLS may limit the access of such items to individuals who are eligible as defined by this policy.

Purpose

This policy defines eligibility for a PCLS account and borrowing privileges.

Policy

Free PCLS accounts are available to those who meet the following eligibility requirements and verify their identity and address:

-
- Active-duty military personnel and dependents living on a military installation within unincorporated Pierce County
- Individuals living on tribal lands located within unincorporated Pierce County.
- Individuals residing in national parks in unincorporated Pierce County.
- Individuals who live or own property in a city/town annexed to or served through a contractual agreement with the Library System.
- Individuals who live in or own property in the service area of libraries with which Pierce County Library has a reciprocal borrowing agreement
- Organizations that are located in, or own property in the PCLS's service area or are a Pierce County government agency located in Tacoma.

Limited borrowing privileges are available to those unable to provide identity or address verification.

Borrowing privileges may be limited if an account holder has unpaid charges that exceed an established threshold.

Organizational Accounts

The use of organizational accounts must support the organization's purpose and operation. The accounts may not be used for an individual's personal use.

Organizational accounts are subject to the same policies and procedures as individual library accounts.

Pierce County will be establishing reciprocal agreements with libraries in reasonable geographic proximity, and that have a regular, ongoing funding source. These agreements, either through annexation or contract, are not eligible for Pierce County Library System and use annually to ensure agreements are serving their established purpose and current residents' needs. Should a reciprocal relationship create an imbalance or other situation that negatively impacts services to Pierce County Library's residents or requires additional staffing or costs, the Library will consider ending an agreement.

Board Policy



Ineligibility for Library Account

Pierce County Library is a special purpose district funded primarily through property tax set by state law. Persons residing in any municipality that does not support a public library or participate in the support of the Library System, either through annexation or contract, are not eligible for an account at Pierce County Library System.

Board Policy 2.12

Adopted by the Board of Trustees of the Pierce County Library System on August 14, 1997 as *Borrowing Privileges Policy*, to be effective August, 2000. Revised May 11, 2000. Revised September 13, 2006. Revised and renamed April 10, 2013 as *Library Card Eligibility – Individuals*.

Related Policies

Confidentiality of Library Records and Patron Files

Board Policy



~~Eligibility for Library Service~~ Borrowing Privileges

Policy Statement

The Pierce County Library System (~~PCLS~~ the “Library”) provides access to digital and physical materials for use by the public. To be good stewards of public resources, ~~PCLS~~ the Library ~~may limit the access of~~ to such items to individuals and organizations who are eligible as defined by this policy.

Purpose

This policy defines eligibility for a ~~PCLS~~ Library account and borrowing privileges.

Policy

Free ~~PCLS~~ Library accounts are available to those who meet the following eligibility requirements and verify their identity and address:

- ~~Individuals who live or own property in unincorporated Pierce County, annexed cities or towns, or cities and towns served by Pierce County Library System~~ the Library ~~or have pursuant to contractual agreements with the Library (the “Library’s Service Area”).~~
- ~~Individuals who live on tribal land, in national parks, or are active-duty military personnel and dependents living on a military installation within unincorporated Pierce County~~
- ~~Individuals living on tribal lands located within unincorporated Pierce County. Individuals residing in national parks in unincorporated Pierce County. Individuals who live or own property in a city/town annexed to or served through a contractual agreement with the Library System.~~
- ~~Individuals who live in or own property in the service area of another libraries~~ library with which the Pierce County Library has a reciprocal borrowing agreement.
- ~~Individuals residing temporarily within the Library’s service area.~~
- ~~Institutions, agencies, businesses, and Organizations~~ organizations that are located in, or own property in, the ~~PCLS’s Library’s service~~ Service area ~~Area~~ or are a Pierce County government agency located in Tacoma. The use of organizational accounts must support the organization's purpose and operation. The accounts may not be used for an individual’s personal use. Organizational accounts are subject to the same policies and procedures as individual Library accounts.

Commented [CJ1]: Being worked on. Next version will propose a definition.

Individuals under 18 years of age who are unable to verify identity and address are eligible with permission from a parent or guardian who is able to verify the minor’s identity and address.

Limited borrowing privileges are available to those unable to provide identity or address verification. These privileges may change from time to time, but generally include number of items that may be checked out or length of checked out items, or both.

~~Borrowing privileges may be limited if an account holder has unpaid charges that exceed an established threshold.~~

Board Policy



Organizational Accounts

~~The use of organizational accounts must support the organization's purpose and operation. The accounts may not be used for an individual's personal use.~~

~~Organizational accounts are subject to the same policies and procedures as individual library accounts.~~

Non-Resident Reciprocal Borrowers

~~Persons who live in or own property in the service area of libraries with which Pierce County Library has a reciprocal borrowing agreement are eligible for a library card and borrowing privileges.~~

~~Individuals residing temporarily in Pierce County, such as visiting family members or exchange students, are eligible for a free visitor's card for up to one year.~~

Reciprocal Borrowing

~~Reciprocal cardholders are subject to the rules, policies and procedures set by Pierce County Library.~~

Establishing Reciprocal Borrowing Agreements

~~Pierce County Library will consider establishing reciprocal agreements with nearby libraries that have stable funding, in reasonable geographic proximity, and that have a regular, ongoing funding source. Municipalities without a tax-supported public library or that do not participate in a support of a system (via annexation or contract), either through annexation or contract, are not eligible for reciprocal borrowing with Pierce County Library.~~

~~Pierce County Library will periodically review its reciprocal agreements and use annually to study usage patterns to ensure agreements are serving their established purpose and current residents' needs. Should a reciprocal relationship create an imbalance or other situation that negatively impacts services to Pierce County Library's residents or requires additional staffing or costs, the Library will consider ending an agreement.~~

~~Reciprocal Borrowing Agreements must be approved by the Board of Trustees approval.~~

Commented [CJ2]: Shorter version of this will be placed into the next edits of Board bylaws

Ineligibility for Library Account

~~Pierce County Library is a special purpose district funded primarily through property tax set by state law. Persons residing in any municipality that does not support a public library or participate in the support of the Library System, either through annexation or contract, are not eligible for an account at Pierce County Library System.~~

Commented [MM3]: Remove because we have eligibility requirements.

Limits of Liability on a Lost or Stolen Library Card

~~It shall be the policy of the Pierce County Library Board of Trustees to limit the amount of liability on a lost or stolen library card is limited to \$50.00, if reported lost or stolen within forty-five (45) calendar~~

Board Policy



days from the due date of the borrowed materials. If reported lost or stolen before it is used by someone else, the original cardholder is not responsible for library materials checked out on the lost or stolen card.

Commented [CJ4]: Will be moved to Fines and Fees schedule.

Board Policy 2.12

Adopted by the Board of Trustees of the Pierce County Library System on August 14, 1997 as *Borrowing Privileges Policy*, to be effective August, 2000. Revised May 11, 2000. Revised September 13, 2006. Revised and renamed April 10, 2013 as *Library Card Eligibility – Individuals*. Revised and renamed to *Borrowing Privileges Policy, to be effective*

Related Policies

Confidentiality of Library Records and Patron Files

Board Policy



Borrowing Privileges

Policy Statement

The Pierce County Library System (the “Library”) provides access to digital and physical materials for use by the public. To be good stewards of public resources, the Library limits access to such items to individuals and organizations who are eligible as defined by this policy.

Purpose

This policy defines eligibility for a Library account and borrowing privileges.

Policy

Free Library accounts are available to those who meet the following eligibility requirements and verify their identity and address:

- Individuals who live or own property in unincorporated Pierce County, annexed cities or towns, or cities and towns served by the Library pursuant to contractual agreements with the Library (the “Library’s Service Area”).
- Individuals who live on tribal land, in national parks, or are active-duty military personnel and dependents living on a military installation within unincorporated Pierce County
- Individuals who live in or own property in the service area of another library with which the Library has a reciprocal borrowing agreement.
- Individuals residing temporarily within the Library’s service area.
- Institutions, agencies, businesses, and organizations that are located in, or own property in, the Library’s Service Area or are a Pierce County government agency located in Tacoma. The use of organizational accounts must support the organization's purpose and operation. The accounts may not be used for an individual’s personal use. Organizational accounts are subject to the same policies and procedures as individual Library accounts.

Individuals under 18 years of age who are unable to verify identity and address are eligible with permission from a parent or guardian who is able to verify the minor’s identity and address.

Limited borrowing privileges are available to those unable to provide identity or address verification. These privileges may change from time to time, but generally include number of items that may be checked out or length of checked out items, or both.

Limits of Liability on a Lost or Stolen Library Card

The amount of liability on a lost or stolen library card is limited to \$50.00, if reported lost or stolen within forty-five (45) calendar days from the due date of the borrowed materials. If reported lost or stolen before it is used by someone else, the original cardholder is not responsible for library materials checked out on the lost or stolen card.

Board Policy 2.12

Adopted by the Board of Trustees of the Pierce County Library System on August 14, 1997 as *Borrowing Privileges Policy*, to be effective August, 2000. Revised May 11, 2000. Revised September

Board Policy



13, 2006. Revised and renamed April 10, 2013 as *Library Card Eligibility – Individuals*. Revised and renamed to *Borrowing Privileges Policy*, to be effective

Related Policies

Confidentiality of Library Records and Patron Files

MEMO



Date: September 3, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Public Computer, Wi-Fi, and Internet Use Policy – 2nd Reading

Thank you for your thoughtful review of this policy. At the September meeting, we will seek your approval of the policy as presented.

Board Action: Move to approve the Public Computer, Wi-Fi, and Internet Use Policy as presented.

Board Policy



Public Computer, Wi-Fi, and Internet Use Policy

Policy Statement

Libraries are crucial for democracy, providing access to information. The Pierce County Library System (the “Library”) provides free access to the internet through library owned computers as well as wireless access through personally owned devices.

Purpose

To establish the guidelines, conditions and responsibilities for internet supporting the Library’s principles and within applicable state and federal laws and regulations.

Policy

The internet is a global electronic network of ideas, images, and commentary that enhances resources already available at the Library. However, the internet is decentralized and unmoderated, and some websites provide information that is inaccurate, incomplete, or dated and some content may be offensive, disturbing, or potentially illegal. The Board of Trustees the rights of all Library patrons to read, seek information, and speak freely, as guaranteed by the First Amendment protections for materials accessed through the Library’s collections or services. Consequently, the Library does not monitor or endorse internet content unless otherwise stated in this policy.

To remain eligible for federal funding, the Library has chosen to follow internet content filtering protocols of the Children’s Internet Protection Act (“CIPA”) which mandates that any public library receiving such support must filter access to internet content on library owned equipment to screen for obscenity, child pornography, and in the case of minors, material deemed harmful to them, to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.

Filtering

The Library filters internet access in two ways: Security Filtering and Content Filtering:

Security Filtering consists of a range of technologies designed to prevent malicious or harmful activities from occurring or originating from Library computer equipment. To ensure the security of Library networks and data, the Library maintains cybersecurity standards, through security filtering. These standards include ongoing restriction of access to certain sites, practices, and materials that could harm the Library’s network or be harmful if accessed through it. This process is separate from content filtering and applies to all computer devices in use at the Library at all times.

Content Filtering software that is designed to restrict or block access to unwanted or prohibited internet content. The Library uses a content filter on Library owned computers and laptops that is intended to block access to the following content consistent with CIPA guidelines:

- Visual depictions that are obscene, contain child pornography, and are harmful to minors.
- Sites that instruct and encourage minors in performing unlawful activities, such as “how to hack.” Use of Library computers, networks or Wi-Fi for hacking or other unlawful activity is prohibited.

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- Sites that encourage or allow sharing personal information about minors without authorization

A description of content filter subject categories used is available upon request. The Library regularly evaluates its content filtering practices.

Internet Access from Library Computers and Personal Devices

The Library provides public computers and laptops with standard software for internet access. Library visitors must use library devices responsibly and any loss or damage will be handled according to rules for replacement or repair of Library equipment. Library owned devices have security and content monitoring and management software to prevent unauthorized changes including the installation of software.

All library visitors, adult and minor, may use the Library's public Wi-Fi network on their own personal devices to access the internet. Security filtering remains in place, but content filtering is not available on personally owned devices.

The Library affirms the right and responsibility of parents and caregivers to monitor their child's use of materials and resources, including their use of Library computers and personal devices to access the internet.

Regardless of the device used, activities that will alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software, or networks both on Library premises and elsewhere are prohibited.

Access by Adults (17 and older)

In compliance with CIPA regulations, the Library provides a content filter on all its computers available to minors. CIPA defines a minor as a child under the age of 17. All computers located in children's areas will have content filtered internet access with no option to remove it. Minors logging into a Library owned device have content filtered internet access with no option to opt out.

Rules Governing Use

The Library Rules of Conduct establishes acceptable and prohibited behaviors and activities in the Library. The Executive Director will oversee the establishment of guidelines and procedures to provide the fair, reasonable, and legal use of access to internet.

Users of Library computers must use their Library cards to access the internet ensuring that appropriate content filter settings and any time restrictions are applied. Users with a guest pass will automatically receive content filtered internet access, regardless of age, without the option for unfiltered access.

Users are prohibited from using library computers to conduct activities that will damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks both on Library premises and elsewhere.

Compliance

Behavior that violates or restricts the rights of others to use the library or any illegal behavior will be handled according to the [Library Rules of Conduct](#). The Library reserves the right to suspend or restrict internet access privileges for those persons who access, use, or disseminate constitutionally unprotected speech, or otherwise misuse their internet privileges.

Privacy and Security

The Library does not guarantee privacy for individuals using electronic or other library resources. Many of the sites, services, and content on the internet are not secure.

Disclaimer

Although the Library has adopted these policies, it disclaims any warranties or liabilities on the effectiveness of any filter. The Library is not responsible for any damages, direct or indirect, arising from any use of the Library's connections to the internet.

Adopted by the Board of Trustees of the Pierce County Library System, April 10, 2002; Revised January 14, 2004, March 8, 2006, February 12, 2014, September 11, 2024.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

MEMO



Date: September 5, 2024

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

From: Connie Behe, Deputy Director

Subject: Strategic Plan Draft Presentation

The draft of the 2025-29 Pierce County Library Strategic Plan will be presented to the Board at their September Regular meeting. The draft is the culmination of work done by the Core Planning Team to synthesize community and staff engagement that was reflected in the situation assessment. The situation assessment was presented and discussed at the July and August Board meetings.

In the weeks following the presentation of the draft Strategic Plan, all Board members and staff will be invited to participate in a survey to share their input.

MEMO



Date: August 29, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: Levy Sustainability Fund—2025 Options

Each year, in consideration of the following fiscal year’s budget, the Levy Sustainability Fund (LSF) will be a critical factor in budget decision making, which requires Board action in December as part of approving the final budget.

To that end, the Board conducted a study session in July and offered feedback, most of which can be summarized as follows:

- Be mindful of the results of the levy lid-lift.
- Be transparent on what reductions have been done or can be done; consider an external review of the budget.
- Look for other ways to increase revenues, for example through the Foundation and other sources.
- Develop ways that levy sustainability can be extended another year or few more years.

As the Library approaches 2028, stringent measures must be taken to align expenditures with revenue. Similarly, making smaller changes now will have greater impacts—positive or negative—on financial sustainability.

For example, if no changes are made over the next several years, in 2028 we would need to reduce expenditures between \$6 million and \$7 million to prevent defaulting on financial obligations. Thus, changes made before 2028 will have a durable impact on extending the usefulness of the LSF.

For 2025, there are three options:

- Use the LSF to cover the full shortfall to balance the budget, approximately \$2 million;
- Use no LSF funds and enact \$2 million in reductions to balance the budget; or
- Use something materially in-between \$0 and \$2 million of the LSF after enacting some reductions.

The second choice above is a declaration to extend phase II for another year; the other two options are, by default, phase III decisions. We are pursuing other options, such as increasing revenues through non-property tax means. However, these are the three clearest options available today.

The Board’s guidance is greatly appreciated.

New Business

MEMO



Date: September 3, 2024

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

From: Mary Stimson, Finance Director

Subject: General Fund and Capital fund Estimated 2025 Budgets

We appreciated the opportunity at the August 20, 2024, study session to review the ongoing financial strategies related to the Levy Sustainability Fund (LSF) and our broader fiscal management approach. As we begin our budget process, an estimated budget for 2025 has been developed incorporating initial revenue and expenditure projections. These will continue to be refined in the coming months. This memorandum outlines key components of the 2025 budget and highlights the cost control actions already applied, with additional strategies to be presented to the Board next month.

General Fund

We present an estimated 2025 budget for the General Fund that shows a gap of \$2.16 million, between our currently planned expenditures and our projected revenues. The projected revenues for 2025 are \$47.54 million, reflecting a total increase of \$698,000. Estimated expenditures are \$49.70 million, which includes a total increase of \$2.86 million, with \$1 million allocated to replenishing reserves for cash flow.

Board guidance is requested on how the Library should close these gaps, as outlined in the LSF included in this month's agenda packet. Your feedback will be incorporated as we continue to refine the budget and create a balanced budget.

Revenues:

- **Property Taxes:** The estimated revenue from property taxes for 2025 is \$46.46 million, reflecting a modest increase of 2.10% or \$954,400 compared to the previous year.
- **Other Revenue Adjustments:** Adjustments in other revenue streams, such as excise taxes, investment income, and donor reimbursements, were made to reflect the current economic condition. We have removed estimates for potential donation opportunities. Reduced investment income is also identified; with interest rates anticipated to drop lower, this is alignment with anticipated Federal Reserve action.

Expenditures:

- **Personnel Costs:** The personnel budget for 2025 is projected at \$33.14 million, an increase of 4.25% or \$1.35 million, using current assumptions as an estimate and accounting for increased healthcare costs.

-
- **Maintenance & Operations:** A 4.16% increase is projected in maintenance and operations costs, with specific adjustments made to align budgets with actuals, including reductions in fuel and utility costs.
 - **Materials Budget:** The materials budget remains steady with a minor increase of 0.27%, ensuring continued support for books, movies, and digital collections offered to the public.

Capital Fund

An estimated 2025 balanced budget for the Capital Fund totals \$15.08 million.

Revenues and Expenditures:

- **Use of Fund Balance:** For 2025, the Capital Fund cash balance will be rebuilt once the Interim Lakewood Pierce County Library is completed.
- **Significant Projects:** Major capital expenditures include \$12.07 million for the Sumner Pierce County Library building project and \$2.20 million in transfers from the General Fund, which is aligned with the Board's Fiscal Management Policy.

Cost Reduction and Efficiency Initiatives

As part of ongoing efforts to ensure fiscal responsibility, several cost reduction actions and efficiency initiatives were undertaken.

- **Year-Over-Year (YOY) Adjustments:** YOY trends were closely reviewed to align budget forecasts with actual spending, particularly in operational expenses.
- **Return on Investment (ROI) Analysis:** In 2024, focus was placed on reducing staff time through efficiencies and reducing touchpoints through ROI-driven decisions, which are yielding productivity gains.
- **Cost Review:** The most costly expenditures were identified and research on technology implementations are underway to reduce these expenses.
- **Process Simplification and Optimization:** Simplifying and optimizing is part of the Library's focus on simplifying processes across the organization that are being reworked to result in long-term savings.
- **Quarterly Expenditure and Budget Review:** Enhanced review processes for quarterly expenditures and budget transfers are now in place to ensure more accurate projections.

One example of these cost reduction and efficiency initiatives is our supplies and paper purchasing practices in 2024. Through an ROI analysis, we identified over 150 touchpoints that could be eliminated, saving time across all branches and three departments. By leveraging partnerships and contracts, we secured the best pricing, reducing costs by over \$10,000. Additionally, we streamlined the process for Leadership Team members by reducing the time spent on manual P-card transaction logs and expanded purchasing capabilities for branch staff. Another significant optimization was achieved by automating the manual entry of 100+ invoices per month by the Finance department, allowing them to be imported as one batch within minutes. This type of cross-departmental collaboration and process simplification reflects the library's commitment to efficiency and long-term savings in 2024 and beyond.

Next Steps

We maintain a proactive approach to fiscal management and ask the Board to review the LSF and its usage to close budget gaps. At this time, we have identified only the operational costs that are necessary to sustain services. We will bring additional cost-saving strategies for review at next month's meeting. These efforts are part of our ongoing dedication to ensure long-term financial health and sustainability of the Library.

The Board's budget season includes major touch points:

- September: Unbalanced estimated budget
- October: Draft balanced budget
- November: First public hearing of budget
- December: Final public hearing and approval of budget

We look forward to your feedback.

**2025 GENERAL FUND
-ESTIMATED BUDGET-**

Estimates August 20,2024	2024 FINAL Approved 12/23	2025 Draft	Change (\$)	Change (%)	Notes
-- REVENUE --					
Property Taxes	\$ 45,503,600	\$ 46,458,000	\$ 954,400	2.10%	
Excise Taxes	83,000	80,000	(3,000)	-3.61%	
Timber Taxes	15,000	15,000	-		
Fees (Printer, Fax, Copier)	4,000	4,000	-		
Fines	-	-	-		Removed overdue Fines
Investment Income	452,000	400,000	(52,000)	-11.50%	Aniticipated lower returns
Sales of Goods/Services	1,000	1,000	-		
Donors & Reimbursements	485,000	335,000	(150,000)	-30.93%	Removed opportunity grants
Other (Erate, P-card Rebates,etc.)	301,000	250,000	(51,000)	-16.94%	Decrease in Erate funds
TOTAL REVENUE	\$ 46,844,600	\$ 47,543,000	\$ 698,400	1.49%	
-- EXPENDITURES --					
PERSONNEL					
Salaries & Wages	\$ 23,831,000	\$ 24,855,000	\$ 1,024,000	4.30%	
Overtime Wages	67,000	45,000	(22,000)	-32.84%	Aligned budget to actuals
Employee Benefits	7,889,000	8,237,000	348,000	4.41%	Includes increase in healthcare rates
TOTAL PERSONNEL	\$ 31,787,000	\$ 33,137,000	\$ 1,350,000	4.25%	
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 484,900	\$ 509,110	\$ 24,210	4.99%	
Fuel	47,000	45,000	(2,000)	-4.26%	
Equipment (Computers, Software, Furnishings)	1,541,600	1,756,600	215,000	13.95%	
Professional, Legal, Other Services	1,316,700	1,318,250	1,550	0.12%	
Networking, Phones, Postage	547,900	608,384	60,484	11.04%	Internet costs higher than anticipated
Travel & Mileage	158,400	141,245	(17,155)	-10.83%	
Advertising	141,500	132,000	(9,500)	-6.71%	
Rentals & Leases	1,136,450	1,152,544	16,094	1.42%	Includes GASB 87 Lease requirements
Insurance	300,000	350,000	50,000	16.67%	
Utilities	493,500	472,000	(21,500)	-4.36%	Aligned budget to actuals
Repairs & Maintenance, Maintenance Contracts	1,289,300	1,383,100	93,800	7.28%	Aligned budget to actuals
Registrations	125,650	163,159	37,509	29.85%	Aligned budget to actuals
Dues, Taxes, Licenses, Fees, Misc Expenses	131,900	118,150	(13,750)	-10.42%	
Pass-through Funding	155,300	144,300	(11,000)	-7.08%	Funded by Foundation donors
Contingency	572,800	500,000	(72,800)	-12.71%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 8,442,900	\$ 8,793,842	\$ 350,942	4.16%	
MATERIALS					
Books, DVDs, Music, eBooks, Databases	\$ 4,564,700	\$ 4,577,125	\$ 12,425	0.27%	
TOTAL MATERIALS	\$ 4,564,700	\$ 4,577,125	\$ 12,425	\$ 0	
SET-ASIDES & TRANSFERS					
Capital Fund Transfer	\$ 2,050,000	\$ 2,200,000	\$ 150,000	7.32%	
Property and Facility Fund Transfer	-	\$ -	-		
Set Aside for Future Sustainability	-	\$ -	-		
Set Aside for Apr/Oct Cashflow	-	1,000,000	\$ 1,000,000		new Needed to inc. reserves for cashflow in April
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,050,000	\$ 3,200,000	\$ 1,150,000	\$ 0	
TOTAL EXPENDITURES	\$ 46,844,600	\$ 49,707,967	\$ 2,863,367	\$ 0	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ (2,164,967)	\$ (2,164,967)		

CAPITAL FUND - 2025 ESTIMATED BUDGET

	APPROVED 2024	ESTIMATED 2025	% Change
REVENUES			
Use Of Fund Reserves	\$ 9,576,800	\$ -	-100%
Sumer LCFA	\$ -	\$ 10,000,000	new
Foundation Cap Fundraising-Sumner	\$ -	\$ 2,000,000	new
Grant	\$ -	\$ -	
Transfers In GF	\$ 2,050,000	\$ 2,200,000	7%
Transfers In PFF	\$ -	\$ -	
Interest Earnings	\$ -	\$ 880,000	new
TOTAL REVENUES	\$ 11,626,800	\$ 15,080,000	30%
EXPENDITURES			
CURRENT BUILDING IMPROVEMENTS			
BUC UST	\$ 1,040,100	\$ -	-100%
New Requests	\$ 1,906,700	\$ 942,500	-51%
Current Buildings Improvement Total	\$ 2,946,800	\$ 942,500	-68%
FUTURE BUILDINGS/OTHER			
Roll Over	\$ -	\$ 475,000	new
Sumner	\$ 1,002,000	\$ 12,069,000	1104%
Interim Lakewood	\$ 7,009,500	\$ -	-100%
New Requests Total	\$ 388,500	\$ 215,000	-45%
Other/Future Buildings Total	\$ 8,400,000	\$ 12,759,000	52%
TECHNOLOGY UPDATES			
Technology Updates Total	\$ 30,000	\$ 424,000	1313%
CONTINGENCY/RESERVES			
Contingency	\$ 250,000	\$ 250,000	
Reserves	\$ -	\$ 704,500	new
Contingency/Reserves Total	\$ 250,000	\$ 954,500	282%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 15,080,000	30%

Executive Session

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

(Board Chair states time Executive Session will end)

MEMO



Date: September 3, 2024

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

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

Subject: 2025 Executive Director Salary Agreement

In order to set the 2025 wage for the Executive Director, the Board needs to pass the following motion.

Action: Move to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2025.

Officers Reports

MEMO



Date: August 29, 2024

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

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

Subject: 2024 Staff Engagement Survey Results

Our 2024 Staff Engagement Survey results are here and I'm pleased to share them with you. PCLS contracted with NBRI to develop and deliver a confidential employee survey to the whole system over the last several years, since 2015. A follow up survey was recently completed this June 2024, and we are pleased to deliver the results.

The more employees who participate, the higher the accuracy of the results. 264 staff members completed the survey -- an 81% response rate. This exceeded our 73% participation goal. Staff will be sent a participation appreciation packet of goodies delivered by the Staff Experience Department in the months of September and October. This level of participation also resulted in a 99.99% confidence level that the results accurately reflect the perspectives and workplace engagement of our staff.

Survey responses are reviewed and analyzed by organizational psychologists and researchers at the National Business Research Institute, a firm with extensive experience in employee survey research and analysis. Compared to other libraries and archives, our employee satisfaction ranks in the 65th percentile. The industry average is the 50th percentile. This has remained stable across our three surveys from a statistical perspective. A change of 5 or more points is considered statistically significant.

This year, we did a full review of our survey questions and topic areas. This resulted in multiple changes/additions to our original questions, and an increase in our topic areas. Our survey evaluates nine "topics" which summarize responses relating to engagement as Strengths, Opportunities, Weaknesses or Threats. We are pleased to have no topics as threats, seven topics identified as opportunities and only one topic as a weakness.

Strengths Category (75th to 100th Percentile: 1 topic)

- Direct Supervision (79th)

Opportunities Category (50th to 74th Percentile: 7 topics)

- Teamwork (73rd)
- Culture (69th)
- Job Satisfaction (65th)
- Organizational Change (60th)
- Employee Engagement (59th)
- Employee Development (58th)
- Equity, Diversity and Inclusion (54th)

Weaknesses Category (25th to 49th Percentile: 1 topic)

- Leadership (44th)

Our next step is for all leaders throughout the library to review and reflect on these results. Then Staff Experience will work with them to help begin using NBRI's action planning process. This process involves taking deliberate action focused on NBRI's recommendations that will have the most impact on our culture and staff engagement. These recommendations may be both organization-wide and more localized at the department or branch level.

MEMO



Date: August 29, 2024

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

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

Subject: L&I – Worker’s Compensation Update

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

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

Below is a summary of our L&I costs:

- PCLS’ projected premium* for the remainder of 2024 is \$223,190 versus the projected premium last August of \$210,693. This is an increase of \$12,497 in premiums due to claim activity.
- Our final experience modification impact rating for 2024 was 1.0752. The industry average rating is 1.0 and our objective is to be at 0.75. During the three-year window used to determine our experience factor for 2024, we dropped a moderate cost claim year and picked up a higher cost claim year with time loss and medical reserves.
- Based on claims so far, and all things being equal, our projected premium for 2025 will be approximately \$232,053, and our estimated experience modification factor will increase to 1.1456. The increase was capped at 25% in accordance with L&I rules. This is due to dropping a lower cost claim year and picking up a higher claim year with a moderate medical reserve, during the factor window period.
 - The 2025 factor window period includes 2020 & 2021 COVID years, with fewer hours worked and higher time loss payments, resulting in less forgiveness when calculating the overall experience rating.
 - Staff Experience worked with Sedgwick’s Vocational Counselor to evaluate our ten highest-risk jobs and developed a Return to Work Task List for employees to use during their initial visit with their healthcare provider. This allows the provider to immediately identify and approve potential modified job duty tasks an employee can perform from a range of positions. This helps the library swiftly evaluate and identify tasks we can offer as light duty options, and has shortened the time it takes to return an employee to work through the Stay-At-Work (SAW) program.

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- The library received \$10,000 in reimbursable wages through the Stay-At-Work program in early 2024, and has applied for an additional wage reimbursement which we anticipate receiving by the end of the year. This will help offset some of the costs associated with our higher experience rating.

Under our contract with Sedgwick, we pay 4.5% of our premiums in service fees. Our service fees for the remainder of 2024 will be \$2,565.90, for an estimated total of \$9,558.76 for the year. Projected service fees for 2025 will be \$10,442.39.

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

We will continue focusing on proactively:

- Utilizing the “Stay at Work” program to optimize savings by providing light duty opportunities for employees injured at work.
- Communicating with and educating PCLS supervisors about work place injury prevention and their role and expectations to assist in offering and monitoring light duty job offers.
- Monitoring claims and checking-in regularly with Sedgwick and our staff to move through the claim processes in a timely manner.
- Coordinating our ergonomic equipment and processes to help reduce risk areas.

MEMO



Date: September 4, 2024

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

From: Melissa Munn, Customer Experience Director - Operations

Subject: MIP Security – Parkland Update

For the last 18 months, we have taken an intentional and holistic approach at the Parkland/Spanaway library to respond to the concerns of staff and customers regarding safety and security. We started by creating a location-specific safety team to help identifying pain points and necessary training for staff. We revised the Rules of Conduct and empowered staff to enforce them, installed security cameras on the exterior of the building and contracted with Peer Kent to have a full time Peer Services Specialist on site for customer support and referral. We have seen noticeable impact from all of these intentional changes. Our latest addition was to begin having a security presence at the branch.

On May 7, 2024, PCLS hired a security presence, through our established contractor MIP, to address an increasing number of incidents related to safety and security at the Parkland/Spanaway Library. The security officers were scheduled all open hours (total 63 hours/week) from May to mid-August. In July, we evaluated scheduled hours and decided to reduce them to 55 hours/week and continue to include weekend hours, effective August 19. We will continue to evaluate the effectiveness and impact.

In the 4 months a regular security officer has been present, there have been many notable changes to the environment. Parkland/Spanaway library continues to have the highest total door counts in the system. Anecdotally, staff have reported a significant decrease in drug activity and paraphernalia in and around the Library, a calmer and more positive environment, and a reduction in stressful and difficult situations. Customers express gratitude to the security officers on a daily basis for the work they are doing.

Staff continue to share positive reports and a continued appreciation for the security presence when I am in the Library. Both of the security officers have developed relationships with staff and customers and proactively engage with customers to assist before situations escalate.

Below is a summary of the door count and incident report numbers:

DOOR COUNT	APRIL	MAY	JUNE	JULY	AUGUST
2023	15,187	12,741	12,544	12,755	14,379
2024	17,610	16,868	16,243	14,716	14,646
INCIDENT REPORTS	APRIL	MAY	JUNE	JULY	AUGUST
2023	11	10	12	8	10
2024	10	5	6	2	6

MEMO



Date: August 22, 2024
To: Chair Pamela Duncan and Members of the Board of Trustees
From: Mary Getchell, Marketing and Communications Director
Subject: Primary Election Results

Voters in Pierce County approved four of the six tax-related measures in the 2024 Primary Election. Four of the measures were levies and one was an annexation, which required a simple majority (50% +1 vote) for approval. One measure was a bond, which required a super majority (60% + 1 vote) for approval. In all, 213,192 voters (38.25%) of the 557,310 registered voters in the districts with measures cast ballots in the Primary Election.

City of Buckley residents approved a measure for emergency medical care, fire suppression, rescue, and other emergencies. The levy will cost the homeowner with the average home value of \$500,000 an estimated increased tax of \$8.33 per month.

Approved:	945	64.59%
Rejected:	521	35.54%

After voters in the City of Gig Harbor soundly said no to a single-year levy lid lift to sustain funding for public safety, streets and park maintenance, and other government services in the April Special election, nearly 1,000 more voters turned out in the Primary Election and passed the measure.

Approved:	3,262	67.83%
Rejected:	1,547	32.17%

Voters served by the Valley Regional Fire Authority approved a levy, known as the Fire Benefit Charge, to maintain fire protection, emergency medical service, training, and equipment. The Valley Regional Fire Authority serves Algona, Auburn, and Pacific.

Approved:	1,480	81.99%
Rejected:	325	18.01%

Voters in the Town of Eatonville and South Pierce Fire & Rescue approved annexing residents in the Town of Eatonville into the South Pierce Fire & Rescue district. South Pierce Fire & Rescue serves the Roy and Eatonville area. The Town of Eatonville has contracted with the fire district for service for many years.

Eatonville voters

Approved:	624	77.52%
Rejected:	181	22.48%

South Sound Fire & Rescue voters

Approved: 4,601 79.59%
Rejected: 1,180 20.41%

Voters in the Key Peninsula Fire Department’s service area said no to a four-year levy to maintain and operate fire services.

Approved: 3,621 57.79%
Rejected: 2,645 42.21%

Voters in the Central Pierce County Fire District’s service area turned down an up to \$30 million bond to buy property and build, furnish, and equip a new fire station. Central Pierce’s service area includes central Pierce County, serving the City of Puyallup and Frederickson, McKenna, Midland, north Puyallup, Parkland, Roy, Spanaway, South Hill, and Summit areas.

Approved: 991 58.57%
Rejected: 701 41.43%

Closed Session

**The Board of Trustees will recess to Closed Session
to discuss collective bargaining matters.**