

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

October 9, 2024 | 3:30 p.m.

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

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | Webinar ID: 862 2356 6846 | Passcode: 539640

Web Browser or App: <https://us06web.zoom.us/j/86223566846?pwd=2hF4iFK21bhxftMgR8R6FSRdN4sPhv.1>

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

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on October 9. Written comments must be provided 24 hours prior to the meeting.*

Proclamation: National Friends of the Library Proclamation – Pamela Duncan

Board Development: Comprehensive Capital Planning; Gensler and Associates

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

1. Approval of Minutes of September 11, 2024, Regular Meeting
2. Approval of September Payroll, Benefits, and Vouchers
3. Resolution 2024-09 To Declare Furnishings and Equipment Surplus to Public Service Needs

Reports

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

Unfinished Business

1. Interim Lakewood Library Opening
2. Policy Review
 - a. Borrowing Privileges – 1st Reading

New Business

1. 2025 Budget and Work Plan
 - a. Preliminary Levy Certificate and Implicit Price Deflator
 - b. 2025 Preliminary Balanced Budget Presentation
 - c. 2025 Annual Workplan Summary
2. Proposed 2025 Board Meeting Schedule

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

1. 2024 Work Plan Progress Update (Q3)
2. Q4 Marketing and Communications Focus – Heart of Your Community
3. Summer Reading Results
4. 2023 990 Tax Return
5. Elections and the Law, Do's & Don'ts for the Pierce County Library System Board of Trustees

AGENDA

Announcements

Closed Session

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

Adjournment [ACTION]

MEMO



Date: September 25, 2024

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

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

Subject: National Friends of Libraries Week 2024

Thank you to the Pierce County Library System’s Friends of the Library for their dedication and support of Library services across Pierce County.

October 20-26, 2024, marks the 19th annual National Friends of Libraries Week. This week celebrates Friends organizations for their generous contributions of time and resources to libraries. Pierce County Library System is grateful for the ongoing support provided by its 17 Friends organizations which help enhance library service for Pierce County communities.

Friends of the Library play a vital role by:

- Advocating for and raising public awareness of library services, needs and goals,
- Fundraising through book sales and other activities, and
- Supporting library programs and spaces that promote learning, enjoyment, and community connection.

Over the past year, Friends have worked hard to raise funds in support of the Library and provided valuable input as part of the Library’s strategic planning community engagement. As the Library plans for the future and implements a new strategic plan in 2025, we look forward to continuing our partnership with the Library’s Friends organizations.

In recognition of their significant contributions, and to celebrate National Friends of Libraries Week, I invite the Pierce County Library System Board of Trustees to proclaim October 20-26, 2024, as “Friends of Libraries Week” in Pierce County, Washington.

Friends of Libraries Week

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

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

Whereas, the Friends advocate for and raise awareness of Library programs, services, needs and goals within the community;

Whereas, the Friends serve as ambassadors both within our libraries and in the broader community, sharing information about Library programs and services;

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

NOW, THEREFORE, be it resolved that the Pierce County Library System Board of Trustees proclaims October 20-26, 2024, as

Friends of Libraries Week

in Pierce County, Washington,

and encourages everyone to join a Pierce County Friends of the Library organization, while expressing gratitude to the Friends for their time and resources, which strengthen the Library and Pierce County communities.

PROCLAIMED this day, Wednesday, October 9, 2024.



Board Development

MEMO



Date: October 1, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Board Development – Comprehensive Capital Planning, Gensler and Associates

We are pleased to announce that we have entered Phase II of the Library’s long-range capital planning. Gensler and Associates were selected through the Request for Qualifications (RFQ) process to lead this phase.

The contract has been executed, and the project kick-off has been completed. The project timeline has been scoped out, as mentioned in previous Board meetings.

At the October meeting, our consultants will present an overview of the project and timeline. The purpose of this presentation is to ensure the Board understands the scope and planned outcomes/products of the project, which is anticipated to conclude at the end of 2025.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – SEPTEMBER 11, 2024**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pamela Duncan, Abby Sloan, Pat Jenkins and Ryan Wheaton. Neesha Patel was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

There was no public comment.

BOARD DEVELOPMENT

Trustees were encouraged by Chair Duncan to read the book “Expect More” recommended by Executive Director Gretchen Caserotti.

CONSENT AGENDA

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

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Chair Duncan congratulated the Library on the Summer Reading Program’s 10,000 book giveaway. Executive Director Caserotti noted the program was reworked this year and that a summary with final statistics will be available next month.

Fundraising Performance Report – Foundation Director Dean Carrell noted the opportunity to use social media to share about the 6th Annual Trivia Bee on October 26, 2024.

July 2024 Financial Report – Finance Director Mary Stimson reported the Library is currently conducting cash flow exercises to align revenue with cash flow for the April and October periods. Expenditures are at approximately 54%. There was discussion on the level of detail in the monthly financial reports and how to streamline them to meet requirements while providing the information the Board considers necessary. There was a consensus on the importance of maintaining transparency, along with a desire for streamlined reports that emphasize essential data for decision-making. Further conversation is needed to determine the level of detail required, potentially shifting to quarterly or semi-annual reports for less critical information. Director Stimson will develop a proposal for the Board’s consideration.

UNFINISHED BUSINESS

Interim and Downtown Lakewood Libraries Update – Executive Director Caserotti reported the new interim Library will open its doors on Thursday, September 12, 2024, at 10:00 am. The ribbon ceremony was conducted this afternoon. She expressed her gratitude to staff for making this possible in such a short period of time since receiving the Certificate of Occupancy.

Policy Review:

Borrowing Privileges – Discussion – Deputy Director Behe reported three different policies were incorporated into this new revised policy. Additionally, the Library will present a discussion for a future Board meeting regarding the potential reinstatement of non-resident cards, which would allow individuals outside the service area to purchase a card if they don't have reciprocal borrowing or are not residents. A circulation-specific workgroup will prepare guidelines around the policy.

Public Computer, Wi-Fi, and Internet Use Policy – Second Reading –

Trustee Sloan moved to approve the Public Computer, Wi-Fi, and Internet Use Policy as presented. Trustee Wheaton seconded the motion. Motion carried.

Strategic Plan Draft – Executive Director Caserotti expressed her appreciation for Deputy Director Behe and the members of the core planning team who were instrumental in giving their feedback. The team was engaged, open and participatory throughout the process.–Members include: Katie Baker, Service Desk and System Support Supervisor; Alison Eckes, Customer Experience Director of Programs and Services; Mary Getchell, Marketing and Communications Director; Chris Hamilton, Facilities Coordinator; Barbara Hilderbrand, Senior Collection Manager Librarian; Kari Van Baalen, Librarian; Tim Sage, Regional Services Manager; Darien Torbert, Customer Experience Specialist; and Mejin Turner, Supervising Librarian.

Deputy Director Behe presented a draft of the plan, highlighting that EDI (Equity, Diversity, and Inclusion) values are integrated throughout, emphasizing human-centered, hands-on learning and experience-based approaches to better serve customers. The plan also aims to expand community resource navigation by enhancing staff training, enabling them to connect community members with available resources and support effectively.

The new strategic plan shifts from the previous framework of three pillars—learning, enjoyment, and community—to four well-defined, actionable goals. These goals retain the core concepts of the original pillars but are designed to be more specific and attainable within a set timeframe. The Library is also transitioning from broad initiatives to age-specific program management, prioritizing a more tailored and human-centered approach. The new plan honors the legacy of past work by building on the Library's established trust and reputation within the community, enhancing partnerships, and addressing access issues, while maintaining essential resources, like books and programs, and ensuring staff readiness for ongoing training and development. The

implementation will be a continuous process, with regular assessments allowing for adjustments as needed to support this evolution.

A survey will be sent to Trustees to capture feedback on the draft plan. The Library's goal is to adopt the plan by the end of this year.

Trustees expressed their appreciation for the staff's impressive body of work and for incorporating EDI throughout the entire effort, emphasizing the importance of clarity to ensure that both the community and staff understand the goals.

Levy Sustainability Fund (LSF) Discussion – Business and Compliance Director Cliff Jo provided a list of viable options for the LSF based upon input during the study session held on August 20, 2024. The three options are: 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.

Discussion ensued. It was noted that all three options presented are acceptable. Trustees discussed a middle-ground for the LSF, leaning towards the third option of utilizing between \$0 and \$2 million to address the budget shortfall. This approach aims to balance fiscal responsibility while minimizing any cuts to services, allowing for a more manageable solution that still considers the importance of maintaining reserves for future needs and potential interest earnings. Director Stimson stated that the estimated budget, based on current assumptions, will be reviewed, and any significant changes will be presented in October and November. The discussion about the LSF can also continue during that time. Executive Director Caserotti noted that maintaining larger reserves allows for increased interest earnings, especially considering the potential for lower rates in the future.

NEW BUSINESS

2025 Budget Development – Director Stimson noted this was an unbalanced budget, and that this year's process was prepared more proactively. A balanced budget will be presented in October. Director Stimson reviewed key components of the 2025 budget and highlighted cost control actions already in effect. Personnel and healthcare costs account for largest expenditures in the General Fund, followed by increases to maintenance and operations and material budget costs due to increases in both internet and insurance rates. Reflected was a planned \$1 million cash flow adjustment, with efforts to reduce this number by the next month through better alignment of larger expenses.

There was discussion about the Library using strategic thinking around purchasing new technology such as a new Learning Management System (LMS) and a capital asset tracking program.

The Capital Fund for 2025 will not use Fund Reserves, preserving the remaining \$2 million, with funding coming from other sources such as the Sumner Library Capital Facility Area and General Fund Transfers.

Director Stimson reviewed recent cost reduction and efficiency initiatives, such as leveraging partnerships and vendor contracts to secure best pricing, and expanding purchasing capabilities for branch staff. Additionally, in the coming months, Leadership Team will be trained on conducting ROI analysis, enabling them to understand and justify high-cost purchase requests by showcasing long-term impact on sustainability.

Looking ahead to 2026, the Library will be assessing general fund transfer needs and their impact on the budget. For 2025, building improvements are focused on Sumner Library, though the current allocation is not the total cost. Additional new requests and technology updates are included. The upcoming capital comprehensive plan and facilities condition assessment will help guide decisions for 2026.

Trustee Jenkins was excused at 5:15 pm.

Executive Director Caserotti noted the opportunity to chart the Library's future and set its destiny using the resources currently available. The many unknowns and variables ahead place the Board in a position of making a decision amid significant uncertainty. While recognizing this is a short-term decision, she acknowledged its lasting long-term implications.

The discussion continued about the Library's historically conservative approach to budget planning, particularly in managing the LSF. The suggestion was to strike a balance, using some LSF funds only after thorough planning and potential reductions. Director Jo noted as the Library is nearing the bond sale, which could be sold as soon as December 18 for \$15 million, the S&P is reviewing the Library's financials. As reserves decrease, confidence may wane. While \$17.5 billion is allocated for sustainability, this funding also enhances our overall financial standing, allowing the Library to pursue opportunities like bond sales and improved ratings.

EXECUTIVE SESSION

At 5:30 pm Trustee Sloan moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 20 minutes. Trustee Wheaton seconded the motion. Motion carried. The session ended at 5:52 pm.

NEW BUSINESS (CONT.)

2025 Executive Director Salary Agreement –

Trustee Sloan moved to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2025. Trustee Wheaton seconded the motion. Motion passed.

OFFICERS REPORTS

Staff Engagement Survey Results – Trustees commended the Library for an 81% response rate.

ANNOUNCEMENTS

The Poetry in the Park program will be held at Fort Steilacoom Park on September 16, 2024 at 10:30 am. The Library’s new partnership with Tacoma Community House to welcome new citizens during Welcoming Week will take place at the University Place Library from September 13-22, 2024.

CLOSED SESSION

At 5:45 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 6:03 pm.

ADJOURNMENT

The meeting adjourned at 6:04 pm on motion by Trustee Wheaton, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		9/6/2024	\$ 1,078,254.73
Electronic Payments - Payroll & Acct Payable		9/20/2024	\$ 1,048,683.00
Accounts Payable Warrants	706757 - 706889	9/6/2024 - 9/27/2024	\$ 1,900,177.58
Total:			<u>\$ 4,027,115.31</u>

As of 9.30.2024

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 9/06/24 Payroll

Withdrawal Date: 9/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 88,533.59
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,369.36
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,369.36
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 677,778.64
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 13,218.42
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 62,455.85
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 85,732.71
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	\$ 500.00
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						\$ 1,078,254.73

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/4/2024
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 9/20/24 Payroll

Withdrawal Date: 9/20/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 84,799.53
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,190.26
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,190.26
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 659,081.92
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 13,229.31
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 60,433.82
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 83,860.60
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	\$ 185.90
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 1,414.60
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						\$ 1,048,683.00

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/18/2024
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706757	09/06/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES	0.00	2,883.90	09/10/2024
706758	09/06/2024	BAKER & TAYLOR	534130	Materials - Adult, YA & Children's Books	0.00	15,535.63	09/12/2024
706759	09/06/2024	BANDIT THEATER	541010	BANDIT THEATER SRP 6/25 UP	250.00	0.00	
706760	09/06/2024	BLACKSTONE PUBLISHING	534020	Materials - Adult AV - Audiobooks	0.00	464.88	09/16/2024
706761	09/06/2024	CITY OF BUCKLEY	547020	BUC WATER,SEWER;ACCT#1489.0	0.00	267.67	09/12/2024
706762	09/06/2024	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Large Print	0.00	2,763.45	09/13/2024
706763	09/06/2024	CINTAS CORPORATION	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	09/19/2024
706764	09/06/2024	MIKE GERVAIS	541010	MIKE GERVAIS 6/25/24 EAT	0.00	400.00	09/17/2024
706765	09/06/2024	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	0.00	1,235.64	09/16/2024
706766	09/06/2024	DON EHLEN	541010	DON EHLEN INSECT SAFARI 8/10 TIL	0.00	300.00	09/11/2024
706767	09/06/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,165.00	09/16/2024
706768	09/06/2024	LANGUAGE TESTING INTERNATIONAL INC	541020	LANGUAGE TESTING SERVICE	0.00	157.00	09/13/2024
706769	09/06/2024	MIDWEST TAPE LLC	534010	Materials - Adult & Youth Media	0.00	4,322.85	09/13/2024
706770	09/06/2024	MULTICULTURAL BOOKS & VIDEOS	534725	Materials - World - German	0.00	1,008.00	09/12/2024
706771	09/06/2024	YOSHI NAKAGAWA	541010	YOSHI NAKAGAWA SRP 6/22 UP, 7/13 MIL, 7/18 BLK, PK	0.00	2,530.00	09/11/2024
706772	09/06/2024	SOPHIE NEVIN	541010	SOPHIE NEVIN SRP 9/1/24	0.00	200.00	09/12/2024
706773	09/06/2024	GEODESIGN INC	541060	GROUND MONITORING/REGULATORY CLOSURE ACTIVITIES	0.00	526.25	09/11/2024
706774	09/06/2024	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees; SEPT 2024	0.00	110.00	09/10/2024
706775	09/06/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534735	Materials - World - Chinese, Japanese, Korean	0.00	7,060.00	09/12/2024
706776	09/06/2024	PANDORA MEDIA LLC	544000	ADVERTISING- ADS	0.00	2,085.32	09/11/2024
706777	09/06/2024	SCJ ALLIANCE	562020	BUC - CONSTRUCTION DOCUMENT & CONSTRUCTION SUPPORT	0.00	2,474.27	09/11/2024
706778	09/06/2024	THE SEATTLE TIMES COMPANY	534505	ACC#30527361;Magazines	0.00	182.00	09/12/2024
706779	09/06/2024	SKYCORN LTD	562100	LWD DEMO	0.00	95,679.63	09/10/2024
706780	09/06/2024	SONITROL PACIFIC	548000	SYSTEM - MISC EXPENSES	0.00	361.96	09/10/2024
706781	09/06/2024	TOWN OF STEILACOOM	547020	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,984.19	09/11/2024
706782	09/06/2024	TEREX USA LLC	548050	TEREX GENIE REPAIRS	0.00	2,779.50	09/11/2024
706783	09/06/2024	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;SEP24	0.00	15.50	09/13/2024
706784	09/06/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	493.83	09/10/2024
706785	09/09/2024	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 090624	0.00	14,843.99	09/13/2024
706786	09/09/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 090624	0.00	1,912.70	09/17/2024
706787	09/09/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 090624	0.00	429.00	09/11/2024
706788	09/09/2024	PIERCE COUNTY SUPERIOR COURT	231910	Payroll Run 2 - Warrant 090624	593.72	0.00	
706789	09/11/2024	AWC EMPLOYEE BENEFIT TRUST	231540	AWC Employee Benefit Trust - Sept2024 Premiums	0.00	288,655.21	09/20/2024
706790	09/13/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES	0.00	2,730.34	09/17/2024
706791	09/13/2024	BAKER & TAYLOR	534155	MATERIALS	0.00	27,121.21	09/19/2024
706792	09/13/2024	BUILDER'S BOOK INC	534130	MATERIALS	0.00	804.77	09/23/2024
706793	09/13/2024	CATALYST WORKPLACE ACTIVATION	535015	CATALYST- OFFICE FURNITURE	0.00	10,704.38	09/18/2024
706794	09/13/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS	0.00	1,114.07	09/19/2024
706795	09/13/2024	CENTURYLINK	542010	PHONE SERV; ACCT#508337057	0.00	120.90	09/24/2024
706796	09/13/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	09/23/2024
706797	09/13/2024	ELIZABETH N WELLINGS	541010	BESTY WELLINGS SUN MUSIC SOCIAL 9/8/24 SUM	0.00	150.00	09/25/2024
706798	09/13/2024	FALESOA FEO	369200	Refund for lost Money	52.00	0.00	
706799	09/13/2024	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;6/4-8/5/24	0.00	2,353.51	09/17/2024
706800	09/13/2024	FUNDS FOR KIDZ	549011	FUNds South Sound Pow Wow TABLING 9/28	50.00	0.00	
706801	09/13/2024	GORDON THOMAS HONEYWELL LLP	541040	LEGAL SERVICES - MATTER:3;GENERAL	0.00	2,099.50	09/17/2024
706802	09/13/2024	HUB INTERNATIONAL	546000	Policy Number ZZJ D438257-06	0.00	2,591.00	09/23/2024
706803	09/13/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS	0.00	2,427.13	09/18/2024

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706804	09/13/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	640.00	09/20/2024
706805	09/13/2024	MARIAH MEADE	541010	LILY MEADE SRP 7/9 KC, 7/27 SH, 8/3 DPT	0.00	1,200.00	09/18/2024
706806	09/13/2024	MIDWEST TAPE LLC	534010	MATERIALS	0.00	10,692.57	09/23/2024
706807	09/13/2024	PIERCE COUNTY		VOIDED CHECK	0.00	0.00	
706808	09/13/2024	PIERCE COUNTY SEWER	547030	SEWERS - ACL, LWD, PKS, SMT, UP	0.00	943.75	09/20/2024
706809	09/13/2024	PIONEER PACKAGING	545020	PIONEER PACKAGING LWD CRATES & DOLLIES RENTAL 2024	0.00	274.59	09/17/2024
706810	09/13/2024	PRINTING CONCEPTS LLC	541020	LIBRARY CARDS - 5000 MTN, 2500 MIL	1,325.00	0.00	
706811	09/13/2024	XEROX CORPORATION	591720	StaffTech - Xerox printer for COM	0.00	157.31	09/19/2024
706812	09/13/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	285.30	09/20/2024
706813	09/13/2024	SUMMIT WATER & SUPPLY CO	547020	ACL & SUM WATER; 8/2-9/3/24	0.00	2,409.32	09/17/2024
706814	09/13/2024	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 9/6/2024	0.00	344,753.64	09/18/2024
706815	09/13/2024	UTAH TECH UNIVERSITY	541650	ILL LOST;Child Bride Untold Story 02/06	0.00	35.00	09/20/2024
706816	09/13/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,963.83	09/18/2024
706817	09/13/2024	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	3,375.99	09/19/2024
706818	09/13/2024	KRISTEN WILKES	369911	Refund for lost materials	0.00	17.99	09/27/2024
706819	09/13/2024	WORKPOINTE	562800	iLWD WORKPIONTE CASEWORK	0.00	56,441.70	09/17/2024
706820	09/13/2024	ZOHO CORPORATION	535050	2024 MANAGEENGINE SUBSCRIPTION	0.00	1,779.22	09/26/2024
706821	09/13/2024	PIERCE COUNTY	549020	2024 PIERCE COUNTY REGIONAL COUNCIL DUES	0.00	500.00	09/18/2024
706822	09/19/2024	AFLAC	231590	Payroll Run 2 - Warrant 092024	3,615.26	0.00	
706823	09/19/2024	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 092024	21.16	0.00	
706824	09/19/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 092024	0.00	2,052.85	09/30/2024
706825	09/19/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 092024	0.00	429.00	09/27/2024
706826	09/20/2024	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	iLWD - A1 LANDSCAPING	0.00	205,769.44	09/24/2024
706827	09/20/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES	0.00	2,890.44	09/24/2024
706828	09/20/2024	ATS AUTOMATION INC	548000	ALERTON COMPASS 2.1 SOFTWARE UPGRADE	0.00	12,530.08	09/25/2024
706829	09/20/2024	BAKER & TAYLOR	534130	Materials - Adult, YA & Children's Books	0.00	11,717.22	09/26/2024
706830	09/20/2024	BETA - LAKEWOOD LLC	591720	iLWD; @nd Half 2024 Property Taxes	28,480.76	0.00	
706831	09/20/2024	BLACKSTONE PUBLISHING	534020	Materials - Adult AV Audiobooks	0.00	121.62	09/30/2024
706832	09/20/2024	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Large Print	0.00	357.15	09/26/2024
706833	09/20/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
706834	09/20/2024	CITY OF NORTH PLAINS	541650	ILL224979133; Lost Item; Before They Were Hanged	16.99	0.00	
706835	09/20/2024	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	2,249.00	0.00	
706836	09/20/2024	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	193.31	0.00	
706837	09/20/2024	FEHR & PEERS	541060	SUMNER SITE TRANSPORT IMPACT & PARKING ASSESSMENT	0.00	6,135.00	09/25/2024
706838	09/20/2024	GARDEN CARE	548000	GARDEN CARE IRRIGATION REPAIRS	0.00	10,146.28	09/26/2024
706839	09/20/2024	HERMANSON COMPANY LLP	548000	HVAC REPAIRS	0.00	1,376.26	09/24/2024
706840	09/20/2024	HILLIS CLARK MARTIN & PETERSON	541040	Legal Services - Matter ID: 21162.001; General	0.00	1,750.00	09/25/2024
706841	09/20/2024	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	0.00	545.91	09/26/2024
706842	09/20/2024	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	777.97	09/27/2024
706843	09/20/2024	JADE AND CO BOUTIQUE LLC	541010	JADE & CO, BEGINNING BONSAI 9/10/24 BLK	0.00	396.36	09/27/2024
706844	09/20/2024	JOAQUIN'S TREE EXPERT COMPANY INC	548000	JOAQUIN'S TREE EXPERT CO: TREE TRIMMING- PARKLAND	1,321.20	0.00	
706845	09/20/2024	MICROSCAN CONSULTANCY SERVICES LLC	541004	2024 MICROSAN CONSULTING	2,175.00	0.00	
706846	09/20/2024	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	9,954.14	09/24/2024
706847	09/20/2024	MOUNTAIN MIST	531000	5 - 5 Gallon Waters; Cooler rental; Surcharge	0.00	50.48	09/25/2024
706848	09/20/2024	PANDORA MEDIA LLC	544000	ADVERTISING- ADS	0.00	1,656.39	09/27/2024
706849	09/20/2024	PBS ENGINEERING AND ENVIRONMENTAL INC	541060	PBS USA LWD DEMO HAZ MAT	0.00	3,775.00	09/25/2024
706850	09/20/2024	REMAKERY	541010	REMAKERY, BUG & MOTH EMBROIDERY 9/10 GHM	265.00	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706851	09/20/2024	RICOH USA INC	591720	60 MONTH COPIER LEASE - GIG- (2023-2028)	0.00	5,915.15	09/27/2024
706852	09/20/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	4,538.48	09/26/2024
706853	09/20/2024	RIVERS EDGE ENVIRONMENTAL SERVICE INC	562100	RIVERS EDGE LANDSCAPE REMEDIATION FOR BUC UST PROJ	0.00	6,614.33	09/24/2024
706854	09/20/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPLIES - ANNUAL	0.00	1,790.66	09/24/2024
706855	09/20/2024	SCHOLASTIC INC	534305	Databases	0.00	6,971.00	09/26/2024
706856	09/20/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	1,051.84	09/30/2024
706857	09/20/2024	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- ACL, GIG, KC, STL	0.00	35,484.42	09/24/2024
706858	09/20/2024	WORKPOINTE	562800	WORKPOINTE iLWD PUB FLOOR FURNITURE	0.00	118,211.71	09/24/2024
706859	09/27/2024	AMAZON CAPITAL SERVICES	534110	OFFICE/PROGRAM SUPPLIES	3,777.06	0.00	
706860	09/27/2024	AWARDCO INC	531002	SE AWARDCO AWARDS	625.00	0.00	
706861	09/27/2024	BAKER & TAYLOR	534130	Materials - Adult, YA, Children's and Summer Reading Books	40,933.22	0.00	
706862	09/27/2024	BUCKLEY NURSERY COMPANY	562020	BUCKLEY NURSERY- LANDSCAPING AND SITE IMPROVEMENT	127,123.72	0.00	
706863	09/27/2024	CLINTON BELL	545020	C. BELL LIBRARY CARTS RENTAL & LWD STORAGE MOVE	4,955.38	0.00	
706864	09/27/2024	CENGAGE LEARNING INC / GALE	534120	Materials - Adult Large Print	867.01	0.00	
706865	09/27/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
706866	09/27/2024	WASHINGTON TECHNOLOGY SERVICES	542010	TELECOM SERVICES ACC#G15-000; Aug 2024	589.48	0.00	
706867	09/27/2024	DELL MARKETING LP	535025	AUGUST STAFF LAPTOP ORDER	32,194.34	0.00	
706868	09/27/2024	DOW JONES & COMPANY	534505	Materials - Magazines	129.60	0.00	
706869	09/27/2024	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer, Water, October 24	13,715.19	0.00	
706870	09/27/2024	GHA TECHNOLOGIES INC	535055	2024 BARRACUDA EMAIL SECURITY GATEWAY RENEWAL	7,121.27	0.00	
706871	09/27/2024	HENDERWORKS INC	541000	DEI CONSULT	2,500.00	0.00	
706872	09/27/2024	INGRAM LIBRARY SERVICES	534110	Materials - Adult & Children's Books	547.71	0.00	
706873	09/27/2024	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	178,394.56	0.00	
706874	09/27/2024	KANOPY INC	534421	Streaming Films	20,000.00	0.00	
706875	09/27/2024	STEPHANIE MCCARDLE	541010	FILIPINO DANCE WORKSHOP 8/7 UP, 8/16 BUC, 8/22 ORT	450.00	0.00	
706876	09/27/2024	MIDWEST TAPE LLC	534010	Materials - Adult AV Media and Youth Children's Audiobooks	6,426.99	0.00	
706877	09/27/2024	MONARCH LANDSCAPE WA, LLC	548000	MONARCH LANDSCAPING MAINTENANCE	2,722.84	0.00	
706878	09/27/2024	MULTICULTURAL BOOKS & VIDEOS	534725	Materials - World - German	504.00	0.00	
706879	09/27/2024	HONGYING NEUBAUER	541010	HONGYING NEUBAUER 9/8/24 & 9/22/24 LWD	100.00	0.00	
706880	09/27/2024	NEWS TRIBUNE	534505	Materials - Magazines	1,632.01	0.00	
706881	09/27/2024	OCLC INC	541650	IFM DEBITS SVC & IFM ADM FEES;8/2024	15.26	0.00	
706882	09/27/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534745	Materials - World - Japanese, Vietnamese	2,320.00	0.00	
706883	09/27/2024	QBSI - A XEROX COMPANY	548010	Overage Charges - August	2,208.50	0.00	
706884	09/27/2024	REMAKERY	541010	REMAKERY PLASTIC BAG FUSING 9/19 EAT	266.00	0.00	
706885	09/27/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	348.72	0.00	
706886	09/27/2024	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM September	12,863.39	0.00	
706887	09/27/2024	AMANDA VAN LANEN	541010	AMANDA VANLANEN BIG APPLES BIG BUSINESS 9/17/24 LW	52.44	0.00	
706888	09/27/2024	VERTIV CORPORATION	541020	2024 VERTIV UPS SERVICE MAINTENANCE	10,645.57	0.00	
706889	09/27/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	91.27	0.00	
					515,691.47	1,384,486.11	1,900,177.58

MEMO



Date: September 27, 2024

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

From: Brian Lee, Director of Technology
Kristina Cintron, Director of Facilities and Capital Projects

Subject: 2024 Technology Surplus and Recycling

Technology

The Library surpluses high value items, and recycles low value technology items to reduce no longer needed assets. Staff have identified technology to surplus or recycle that was either at end of support from the manufacturer, or damaged and unusable.

Equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services to be sold in an auction. Due to the age, condition and estimated value of the remaining equipment, these items are recycled through Green PC. In either case, the Board must declare the items as surplus.

See attachment for details.

Facilities and Equipment

The Library needs to dispose of some low-value items and equipment that have reached their end-of-life. The PCLS Facilities team continues to carry out regular surplus efforts in keeping with our obligation to maintain our facilities, and be responsible stewards of taxpayer money as well as our environment.

Background: Facilities furnishings and equipment valued at \$50 or more and in good working order are sent to Department of Enterprise Services (DES) for surplus resell at auction. Due to the age, condition and estimated value of the remaining equipment, PCLS recommends the remaining items be recycled.

Inventory Removal Mechanism: With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized recycling program.

See attachment for details.

Board Action: Move to approve Resolution 2024-09 regarding the surplus and recycling of the technology equipment, furnishings, supplies, & equipment, as presented.

Total	Information Technology Surplus Items	estimated value (each)
1	Server Rack	\$ 100.00

FAC Surplus Request Form 9.24.24

QTY	Item Description	Reason for request	Condition	Est. Value	Action
27	recessed desks	obsolete	Good	Over \$50/item	Auction
1	round greenish & tan small table	obsolete	Good	Over \$50/item	Auction
1	3 drawer vertical grey file cabinet- no keys	no longer in use	Good	Over \$50/item	Auction
1	height adjustable table curved edges	obsolete	Good	Over \$50/item	Auction
1	2 drawer horizontal grey file cabinet	no longer in use	Good	Over \$50/item	Auction
1	large whiteboard	no longer in use	Good	Over \$50/item	Auction
1	oil pump	broken/missing parts	Not Good	Under \$50/item	Recycle
2	blue caper chairs	cannot be cleaned/stained	Not Good	Under \$50/item	Recycle
1	height adjustable table small	broken	Not Good	Under \$50/item	Recycle
1	black task chair	broken	Not Good	Under \$50/item	Recycle
1	electric dolly	broken	Not Good	Under \$50/item	Recycle
3	setu chair backs	broken	Good	Under \$50/item	Recycle
1	metal desk w/ file drawers	obsolete	Not Good	Under \$50/item	Recycle
1	wooden shelving unit	obsolete	Not Good	Under \$50/item	Recycle
1	computer chair w/o arms	obsolete	Good	Under \$50/item	Donate
1	blue vaccum with attachment accessories	no longer in use	Good	Under \$50/item	Donate
1	black mesh computer chair with arms	no longer in use	Good	Under \$50/item	Donate
4	black computer chair w/o arms	no longer in use	Good	Under \$50/item	Donate

Executive Director Report (Routine Reports)

MEMO



Date: October 1, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

During September, several key projects reached completion. I successfully delivered all planned presentations of our annual report to various City Councils within our service area and concluded all meetings with the Fire Chiefs to discuss capital plans and funding. We celebrated the ribbon-cutting ceremony at the interim downtown Lakewood Library. Concurrently, the demolition of the old library building progressed with the active removal of building materials from the site.

Looking ahead, we have commenced work on the comprehensive capital planning project. I am eager to provide the Trustees with more details about this project in our upcoming meeting. Recently, Library administrators visited the Edmonds Library, which was renovated by Johnston Architects, the same firm designing the new Sumner Library. It was inspiring to see the concepts shared by this architectural team and to experience the furniture firsthand. Following this visit, I attended the Public Libraries of Washington Directors Meeting in Winthrop, WA. The Winthrop Public Library, also designed by Johnston Architects, has received numerous awards for its design.

Over the past month, Finance Director Mary Stimson has shown exemplary leadership through her effective communication and collaboration with Library leaders to address the 2025 budget draft. The memo accompanying the budget presentation outlines the many efforts she has captured that show a thoroughness to the process.

Deputy Director Connie Behe and I engaged with Library staff in several virtual town halls to discuss the new draft of the strategic plan. A confidential survey link was shared following these presentations. We'd like to thank the members of the board that were able to submit the survey to our consultants Coraggio group. All of the feedback will be compiled and shared with the core planning team. It was wonderful to see Connie's strong leadership in action as the sponsor of this important and impactful work.

On the topic of leadership, we are nearing the conclusion of the 2024 Nash Managing with Mind and Heart leadership development courses. The final cohort will complete the program in October, achieving the goal to have all Pierce County Library managers and supervisors complete this management training. The Staff Experience (SE) team has worked hard to prepare for this multi-year investment to be a success. Next, under Staff Experience Director Chereé Green's leadership, we will be implementing a reorganization of training and development at PCLS. Staff Experience continues to lead as they launched the Employee Resource Groups this month as well. During the last several years, we used a framework to serve as a roadmap to guide the Library through a process to integrate EDI principles into all aspects of operations, foster a culture of inclusivity and strengthen the ability to meet the evolving needs of the diverse communities we serve. In 2023, we reached an important milestone in our journey in this

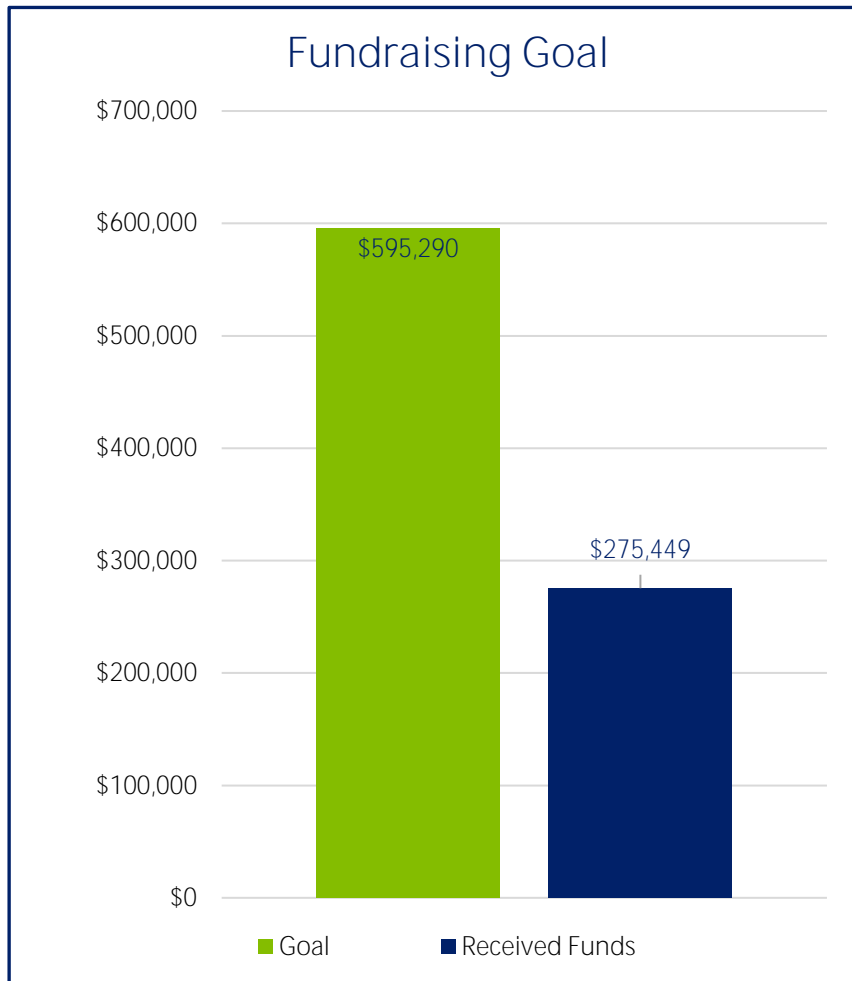
commitment. We wrapped up the EDI roadmap work with the commitment to launch the selected projects from our pillar teams. One way to prepare to attract and retain diverse talent is through an Employee Resource Group (ERG) structure that builds connection, community and belonging within the organization. These ERGs are the first significant outcome implemented. Many thanks to the SE team for their hard work and dedication to this and all the other ongoing projects.

From local races across Pierce County and Washington State to the presidential ballot, October is heating up as we approach the general election on November 5, 2024. While it is the responsibility of the Pierce County Library System to provide the public with information about library services, operational needs, and any Pierce County Library-related proposed ballot measures, no person may use Pierce County Library funds, facilities, or other resources to advocate for or against any candidate or ballot measure, regardless of it being a Library-related measure or not. This month, information is provided to all Library staff and the Board regarding the rules established by the Public Disclosure Commission and from Washington State Law. Pierce County Library locations provide ballot boxes and Voter Points of Assistance on Election Day. This year, Library staff have coordinated with Pierce County Elections to also provide civic engagement informational programs in some branches.

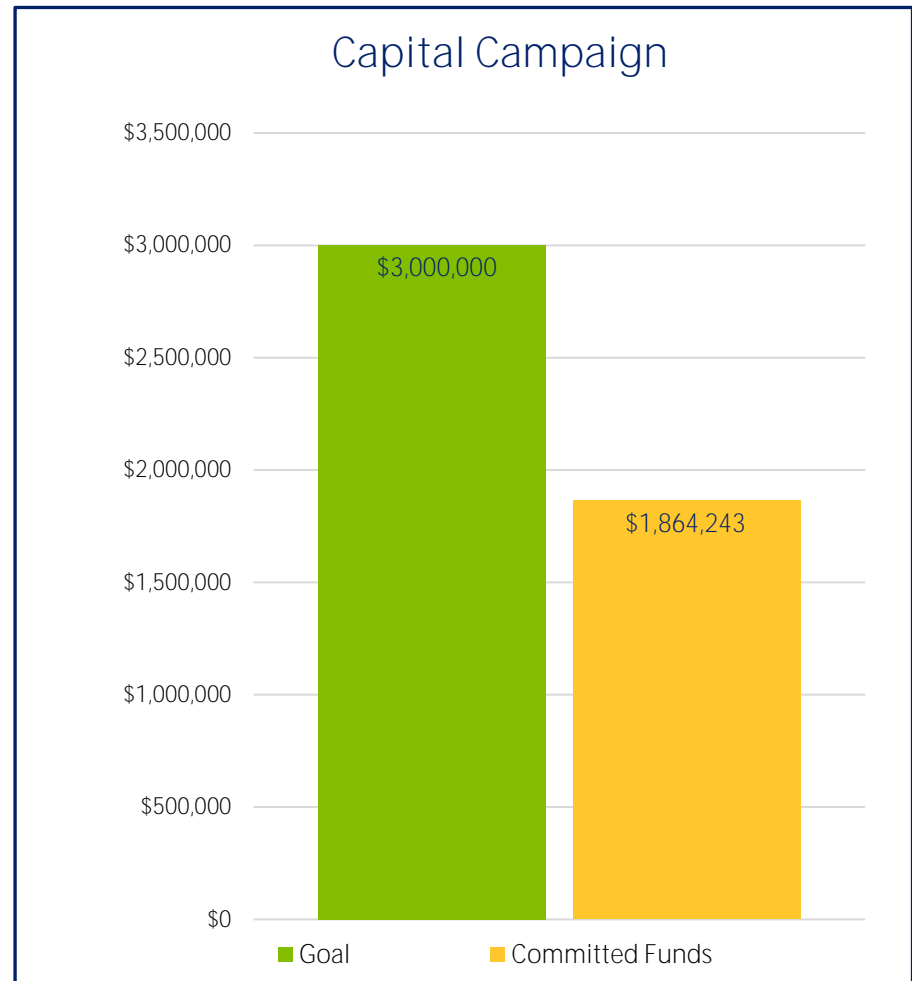
As always, I am available to answer any questions Trustees may have regarding my work or the Library's operations.



Fundraising Performance Dashboard



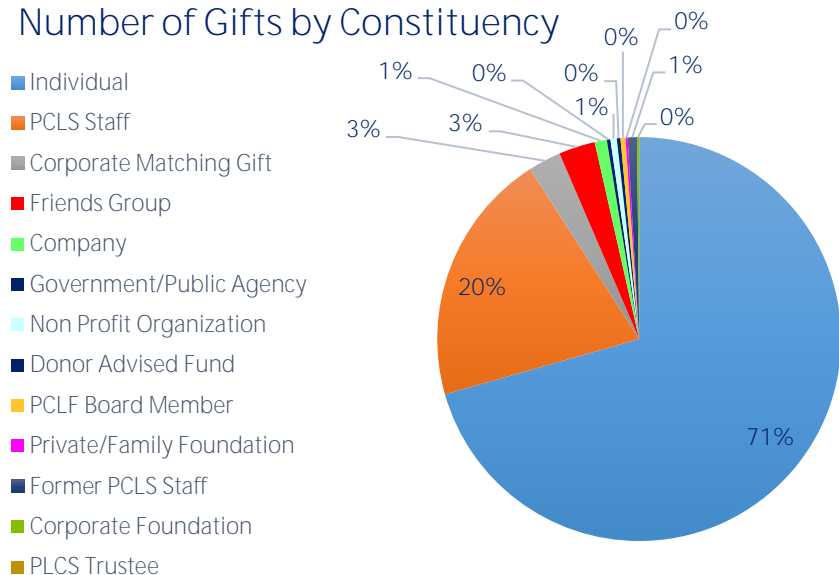
Goal = PCLS Annual Agreement Value (\$500,000) +
Foundation Operating Budget (\$95,290)



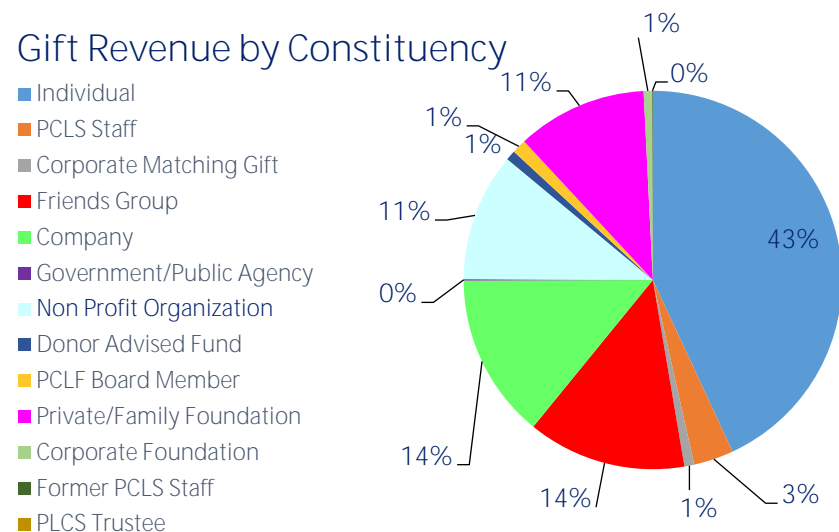
Goal = Multi-year (2021-2026)

Annual Fundraising Statistics

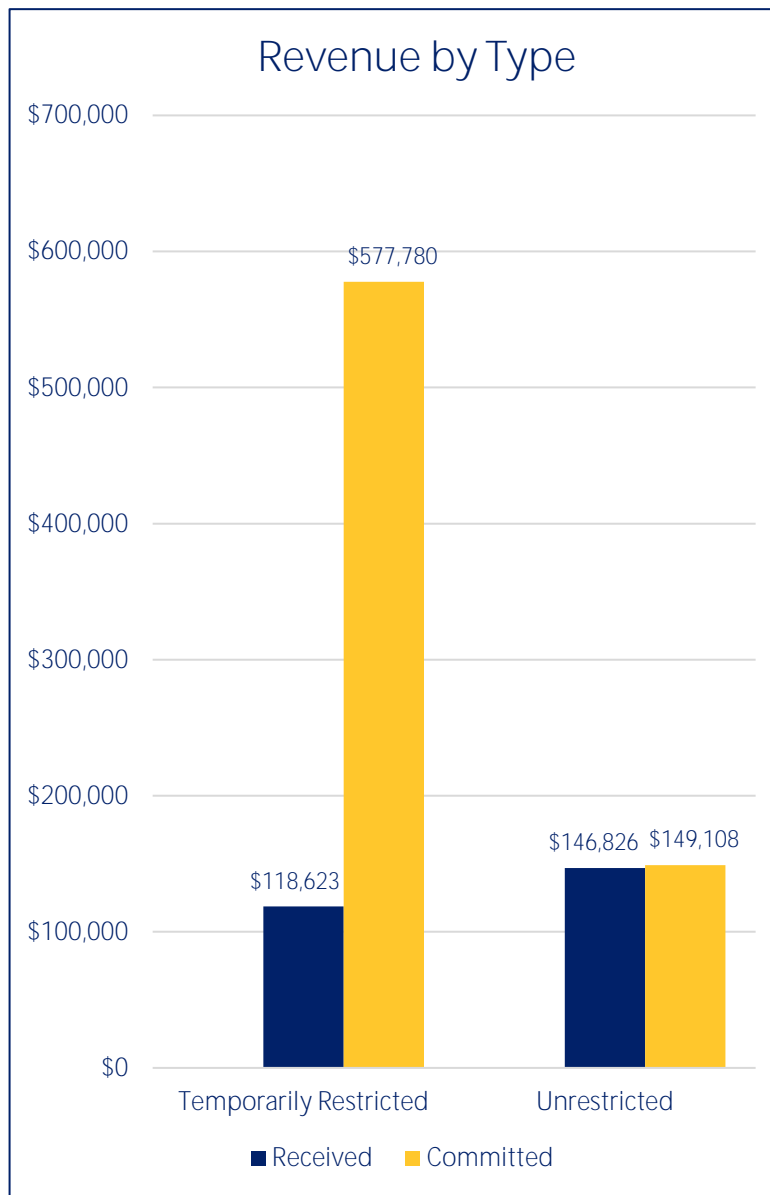
Number of Gifts by Constituency



Gift Revenue by Constituency



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
408	44.20%	\$99,170	50.55%	526	\$105,395

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
21	39.62%	\$53,927	22.68%	30	\$228,038

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
18	14.75%	\$2,818	20.41%	105	\$13,991

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
5	33.33%	\$18,600	16.42%	10	\$96,365

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
94	3.82%	\$14,796	103.26%	

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	
4	5.80%	\$18,537	24.90%	

Updates

What's going well

- Annual Campaign: 46.2 % of Fundraising Goal
- Planned Giving: Make a Will campaign resulted in 14 identified donors with 16 unique planned gifts
- Capital Campaign: received and recorded signed \$500,000 gift agreement letter, marking 62.1% of fundraising goal

Areas to capitalize on

- Foundation Board: planning to work with board in how best to support new & developing PCLS strategic plan
- Planned Giving: National Estate Planning Awareness Week scheduled for October 21 - 27

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

August 31, 2024

Prepared By: Mary Stimson, Finance Director

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

General Fund

August

- **545030. Includes semi-annual 2024 assessment for University Place Library**
- **548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q3**

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 Xiologix 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

August

- **562100. Includes payment to A1 Landscaping for iLWD**
- **541060. Includes payment to SWL Architects for Facilities Condition Assessment**
- **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**
- **541020. Includes payment for SPARK! Campaign Lakewood**

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–August

- **No activity**

Election Fund

January–August

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

Property & Facility Fund

January–August

- No significant activity other than receipt of investment earnings

Levy Sustainability Fund

January–August

- No significant activity other than receipt of investment earnings

Debt Service Fund

January–August

- No significant activity other than receipt of investment earning

US BANK Clearing Distributions

2024	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	130,435.60	130,435.60	-	-
February	284,519.07	282,092.02	2,427.05	-
March	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	329,102.21	322,933.53	6,168.68	-
September				
October				
November				
December				
	\$ 2,355,675.42	\$ 2,320,429.01	\$ 35,246.41	\$ -

2023 is fully reconciled, as per below.

2023	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	178,192.66	176,350.96	1,841.70	-
February	282,842.67	282,842.67	-	-
March	241,052.34	240,864.09	188.25	-
April	413,814.03	411,197.90	2,616.13	-
May	463,296.98	463,296.98	-	-
June	178,888.74	178,684.74	204.00	-
July	289,722.05	285,531.05	4,191.00	-
August	286,170.87	279,774.27	6,396.60	-
September	321,133.87	319,806.85	1,327.02	-
October	317,122.91	316,918.91	204.00	-
November	443,342.43	344,804.14	98,538.29	-
December	337,890.29	335,983.97	1,906.32	-
	\$ 3,753,469.84	\$ 3,636,056.53	\$ 117,413.31	\$ -

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

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
August 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	\$ 950,386	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 277,586	\$ 1,228,371
Investments	\$ 8,877,031	\$ -	\$ 17,421,699	\$ 1,224,991	\$ 1,179,761	\$ 97,773	\$ 2,534,363	\$ 31,335,618
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 9,826,936	\$ -	\$ 17,421,799	\$ 1,225,091	\$ 1,179,861	\$ 97,873	\$ 2,811,949	\$ 32,563,509
TOTAL ASSETS	\$ 9,826,936	\$ -	\$ 17,421,799	\$ 1,225,091	\$ 1,179,861	\$ 97,873	\$ 2,811,949	\$ 32,563,509
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 752
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,645	\$ 45,645
Sales Tax Payable*	\$ 1,153	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,153
Payroll Payable	\$ 215,394	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,394
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 217,298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,645	\$ 262,943
TOTAL LIABILITIES	\$ 217,298	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,645	\$ 262,943
FUND BALANCE								
Reserve for Encumbrances	\$ 950,164	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,302,204	\$ 5,252,368
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	\$ 8,659,474	\$ -	\$ 616,955	\$ 43,381	\$ 41,779	\$ 97,873	\$ (1,535,900)	\$ 7,923,562
TOTAL FUND BALANCE	\$ 9,609,638	\$ -	\$ 17,421,799	\$ 1,225,091	\$ 1,179,861	\$ 97,873	\$ 2,766,304	\$ 32,300,566
TOTAL LIABILITIES & FUND BALANCE	\$ 9,826,936	\$ -	\$ 17,421,799	\$ 1,225,091	\$ 1,179,861	\$ 97,873	\$ 2,811,949	\$ 32,563,509
BEGINNING FUND BALANCE, 01/01/2024								
YTD Revenue	\$ 25,853,783	\$ -	\$ 616,955	\$ 43,381	\$ 41,779	\$ 3,294	\$ 267,243	\$ 26,826,435
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (26,813,882)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (8,165,998)	\$ (34,979,881)
ENDING FUND BALANCE, 08/31/24	\$ 9,609,638	\$ -	\$ 17,421,799	\$ 1,225,091	\$ 1,179,861	\$ 97,873	\$ 2,766,304	\$ 32,300,566
TAXES RECEIVABLE	\$ 21,185,249	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,185,249

PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of August 31, 2024

	<i>HISTORICAL</i> 8/31/2023	<i>HISTORICAL</i> 9/30/2023	<i>HISTORICAL</i> 10/31/2023	<i>HISTORICAL</i> 11/30/2023	<i>HISTORICAL</i> 12/31/2023	<i>HISTORICAL</i> 1/31/2024	<i>HISTORICAL</i> 2/29/2024	<i>HISTORICAL</i> 3/31/2024	<i>HISTORICAL</i> 4/30/2024	<i>HISTORICAL</i> 5/31/2024	<i>HISTORICAL</i> 6/30/2024	<i>HISTORICAL</i> 7/31/2024	<i>CURRENT</i> 8/31/2024
ASSETS													
Current Assets													
Cash	\$ 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	\$ 950,386
Investments	\$ 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	\$ 8,877,031
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 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	\$ 9,826,936
TOTAL ASSETS	\$ 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	\$ 9,826,936
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 411	\$ 1,733	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 752
Sales Tax Payable	\$ 1,175	\$ 2,410	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 1,153
Payroll Payable	\$ 210,398	\$ 250,234	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 215,394
US Bank	\$ -	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298
TOTAL LIABILITIES	\$ 211,984	\$ 254,377	\$ 171,989	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298
FUND BALANCE													
Reserve for Encumbrance	\$ 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	\$ 950,164
Transfer	\$ -	\$ -	\$ (2,500,000)										
Unreserved Fund Balance	\$ 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	\$ 8,659,474
TOTAL FUND BALANCE	\$ 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	\$ 9,609,638
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 9,826,936
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 21,185,249

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



GENERAL FUND - 001	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 45,586,600	\$ 25,239,306	\$ -	\$ 20,347,294	55%
Other Revenue	\$ 1,258,000	\$ 614,476	\$ -	\$ 643,524	49%
TOTAL REVENUE	\$ 46,844,600	\$ 25,853,783	\$ -	\$ 20,990,817	55%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 20,043,366	\$ -	\$ 11,743,634	63%
Materials	\$ 4,504,500	\$ 2,473,112	\$ -	\$ 2,031,388	55%
Maintenance and Operations	\$ 7,852,490	\$ 3,842,947	\$ 933,131	\$ 3,076,412	61%
Transfers Out & Reserves	\$ 2,700,610	\$ 454,457	\$ 16,105	\$ 2,230,049	17%
TOTAL EXPENDITURES	\$ 46,844,600	\$ 26,813,882	\$ 949,236	\$ 19,081,482	59%
Excess/(Deficit)		\$ (960,099)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (960,099)			

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	\$ -	\$ 267,243	\$ -	\$ (267,243)	-
TOTAL REVENUE	\$ 11,626,800	\$ 267,243	\$ -	\$ 11,359,557	2%
EXPENDITURES					
Capital Improvement Projects	\$ 11,626,800	\$ 8,165,998	\$ 4,302,204	\$ (841,402)	107%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 8,165,998	\$ 4,302,204	\$ (841,402)	107%
Excess/(Deficit)		\$ (7,898,755)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (7,898,755)			

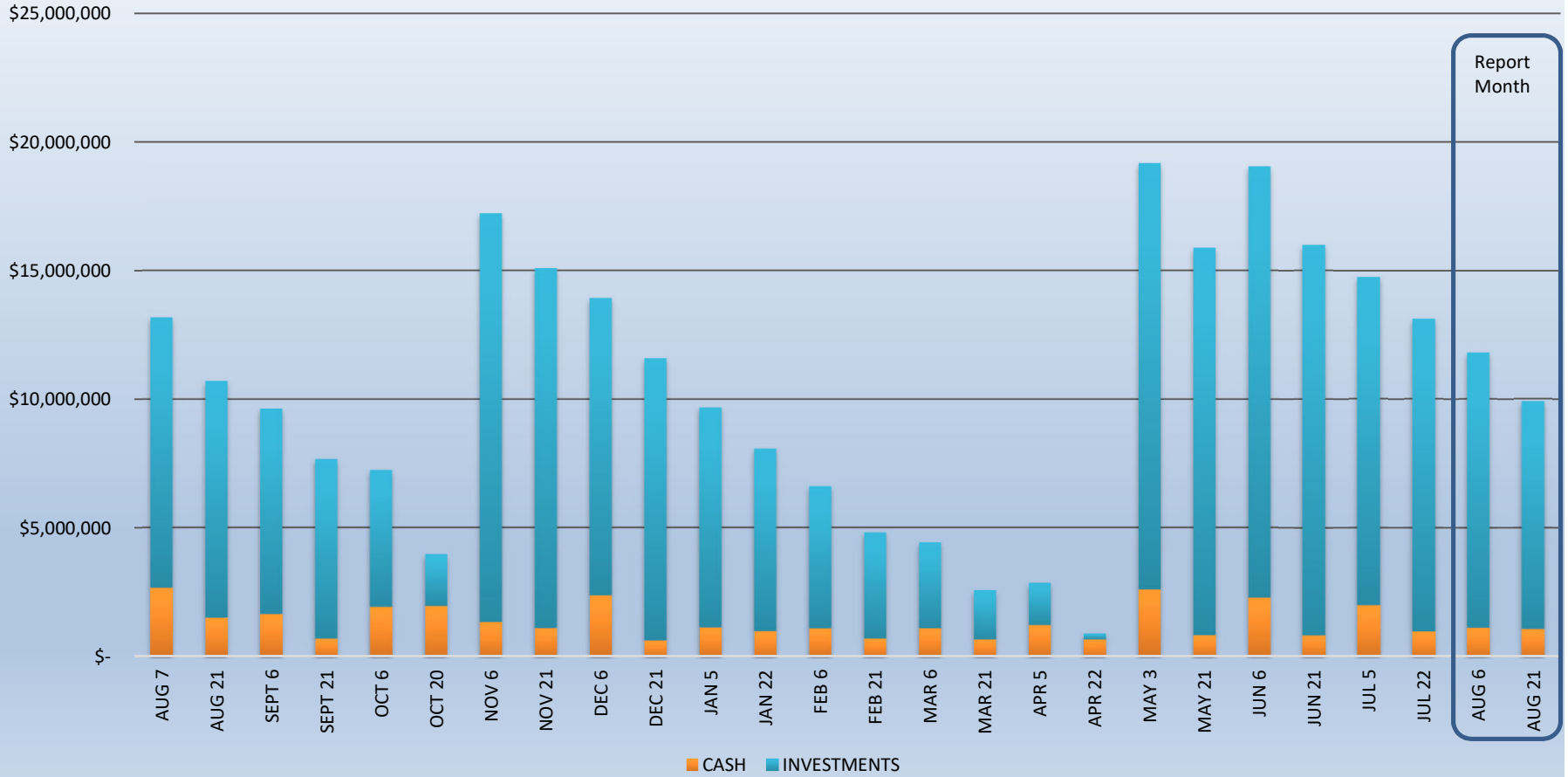
LEVY SUSTAINABILITY FUND - 102	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 616,955	\$ -	\$ (616,955)	-
TOTAL REVENUE	\$ -	\$ 616,955	\$ -	\$ (616,955)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 616,955			
Use of Fund Balance		\$ -			
NET EXCESS (DEFICIT)		\$ 616,955			

DEBT SERVICE FUND - 201	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 3,294	\$ -	\$ (3,294)	-
TOTAL REVENUE	\$ -	\$ 3,294	\$ -	\$ (3,294)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 3,294			

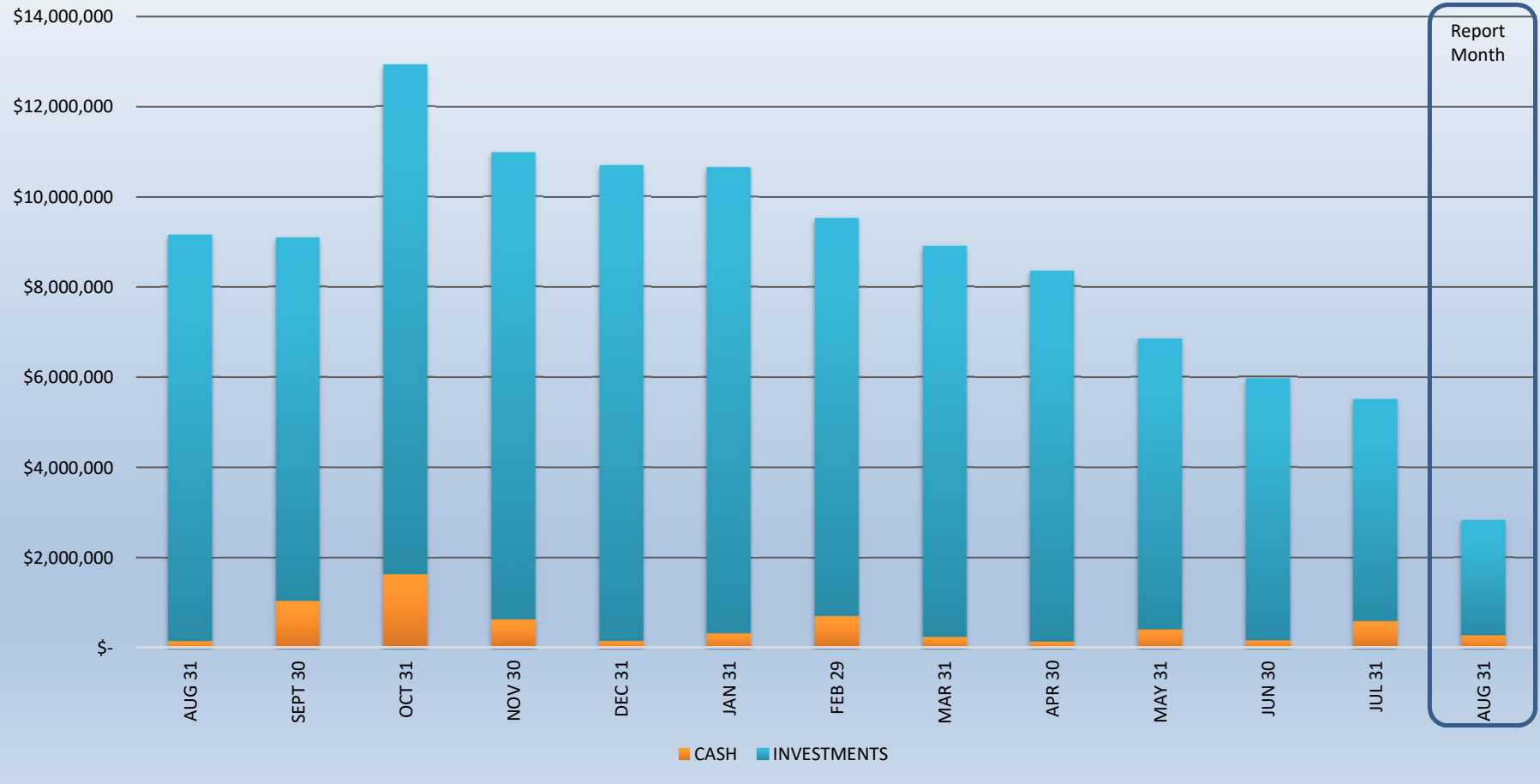
ELECTION FUND - 103	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 43,381	\$ -	\$ (43,381)	-
TOTAL REVENUE	\$ -	\$ 43,381	\$ -	\$ (43,381)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 43,381			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 43,381			

PROPERTY AND FACILITY FUND - 104	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 41,779	\$ -	\$ (41,779)	-
TOTAL REVENUE	\$ -	\$ 41,779	\$ -	\$ (41,779)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 41,779			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 41,779			

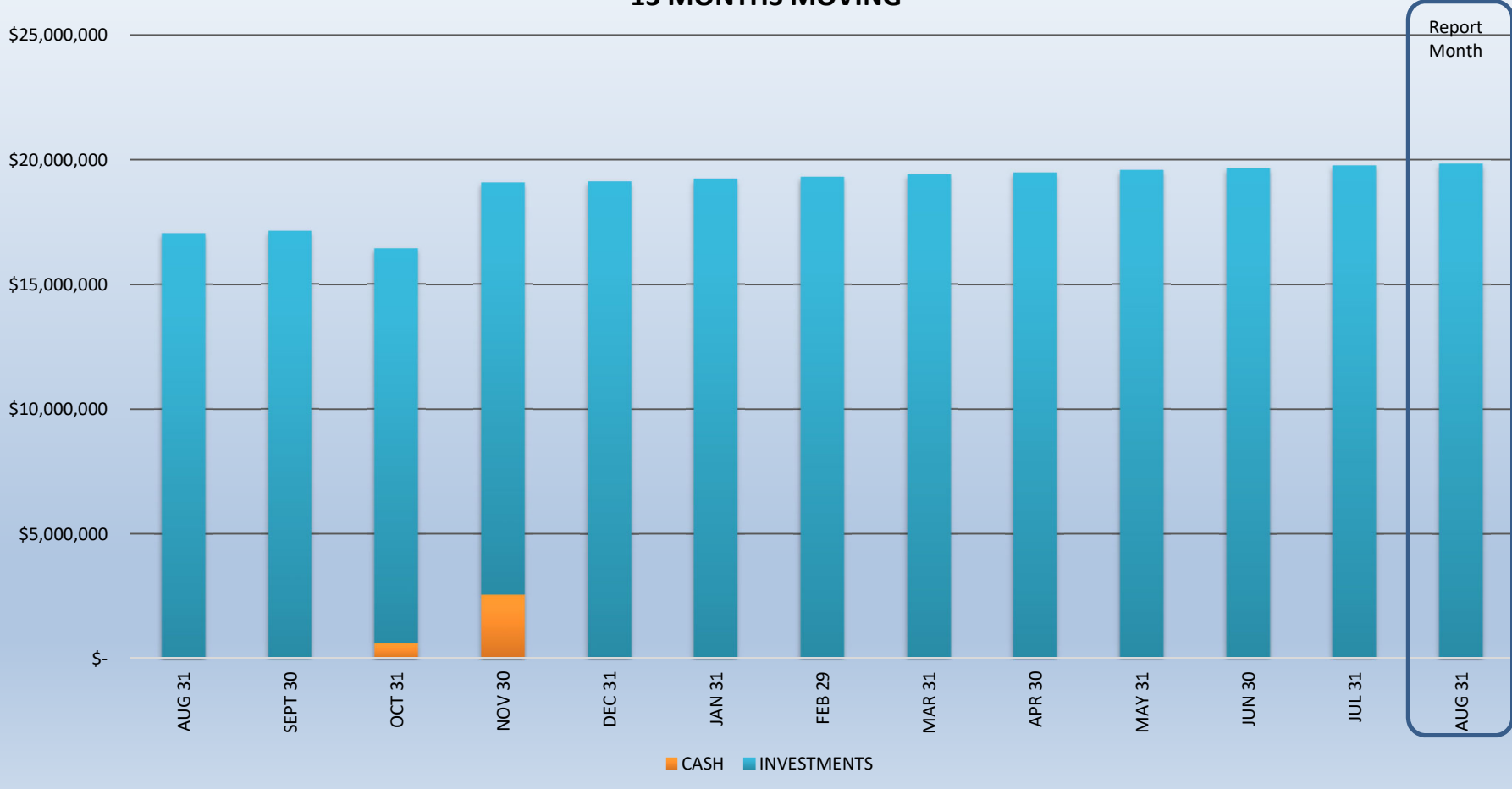
**CASH & INVESTMENTS - SEMI-MONTHLY
2024 - GENERAL FUND
- 13 MONTHS MOVING -**



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

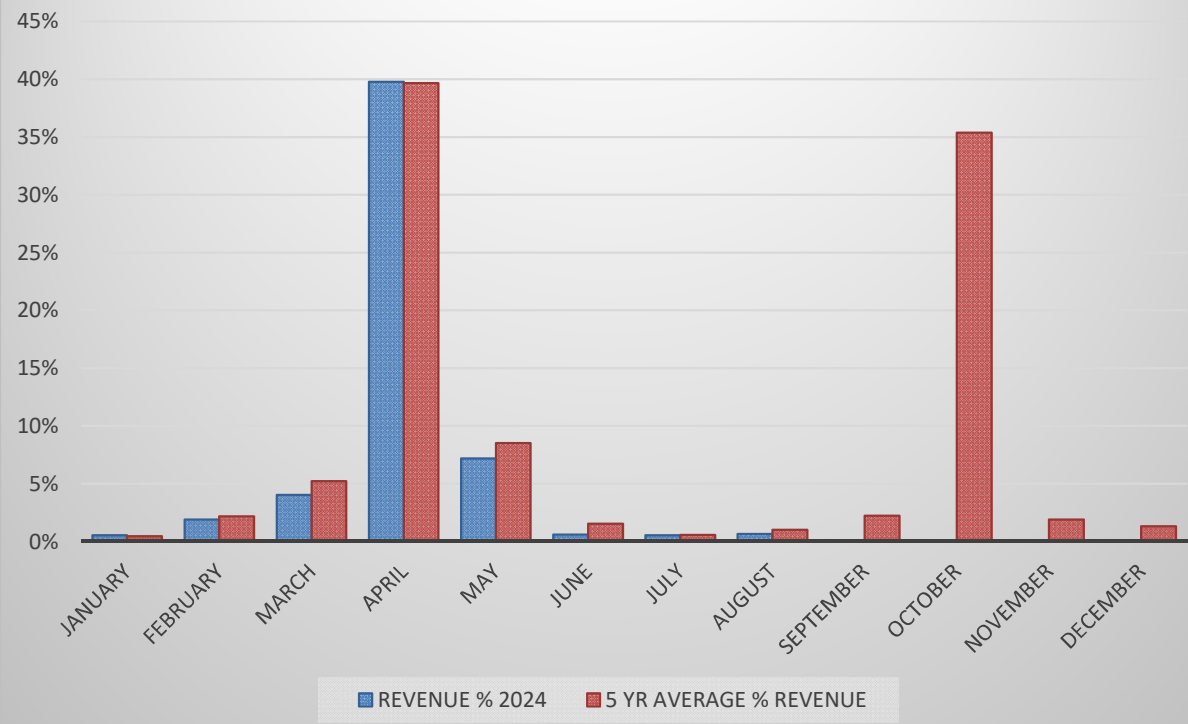


CASH & INVESTMENTS - MONTHLY
2024 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -

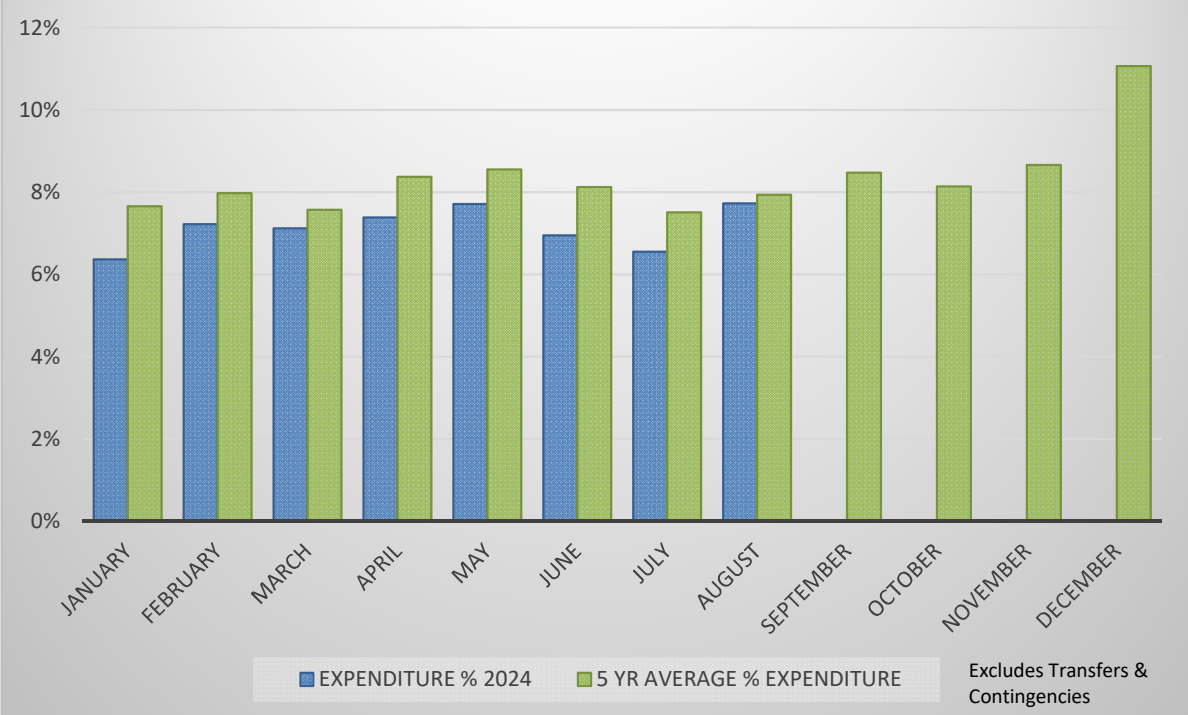


Report
Month

GENERAL FUND - REVENUE TREND (%) THROUGH AUGUST 2024



GENERAL FUND - EXPENDITURE TREND (%) THROUGH AUGUST 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-24,630,483.38	-207,514.87	.00	-20,275,616.62	54.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-442,583.15	-14,913.37	.00	-88,316.85	83.4%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-90,461.23	-56.20	.00	29,861.23	149.3%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-17.61	.00	.00	-5,982.39	.3%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-25,883.63	-3,198.43	.00	5,883.63	129.4%
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	-25,239,306.36	-225,682.87	.00	-20,347,293.64	55.4%
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	-268.36	-88.91	.00	-3,731.64	6.7%
347200 LIBRARY SERVICES FEES--ILL	0	0	-12.95	.00	.00	12.95	100.0%
347902 PRINTER FEES	0	0	-20,408.80	-4,493.36	.00	20,408.80	100.0%
359000 LIBRARY FINES	0	0	-568.53	-98.25	.00	568.53	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-325,742.31	-47,488.01	.00	-126,257.69	72.1%
361430 INTEREST INCOME--CONTRACTS &	0	0	-93.85	-.87	.00	93.85	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-2,431.71	.00	.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	.00	.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	-7,511.10	-23.52	.00	5,511.10	375.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-22,386.42	-6,410.56	.00	18,386.42	559.7%
369200 FOUND MONEY	0	0	-636.01	-76.99	.00	636.01	100.0%
369910 MISCELLANEOUS OTHER	0	0	-10,063.00	.00	.00	10,063.00	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-19,177.32	-2,159.81	.00	-822.68	95.9%
369912 JURY DUTY REIMBURSEMENT	0	0	-90.00	-50.00	.00	90.00	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	-59,237.94	-16,392.95	.00	-15,762.06	79.0%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-614,476.42	-77,283.23	.00	-643,523.58	48.8%
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	24,630,000	24,630,000	15,122,023.16	1,932,074.54	.00	9,507,976.84	61.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

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	4,805.45	1,056.50	.00	27,194.55	15.0%
511007 SHIFT DIFFERENTIAL	134,000	134,000	82,858.31	9,875.40	.00	51,141.69	61.8%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	26,493.51	5,373.76	.00	40,506.49	39.5%
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	15,245,087.43	1,948,380.20	.00	8,652,912.57	63.8%
04 PERSONNEL BENEFITS							
520010 FICA	1,895,000	1,895,000	1,130,353.84	144,938.92	.00	764,646.16	59.6%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	1,886,758.85	228,355.76	.00	1,417,241.15	57.1%
520021 DENTAL INSURANCE	259,000	259,000	148,458.58	18,728.46	.00	110,541.42	57.3%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	64,238.61	8,135.82	.00	38,761.39	62.4%
520023 INDUSTRIAL INSURANCE	151,000	151,000	99,677.92	13,447.99	.00	51,322.08	66.0%
520030 RETIREMENT	2,378,000	2,378,000	1,409,628.94	173,523.71	.00	968,371.06	59.3%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	20,467.11	13,247.00	.00	14,532.89	58.5%
520041 PAID FML INSURANCE	58,000	58,000	32,099.36	4,094.64	.00	25,900.64	55.3%
520091 OTHER BENEFIT	75,000	75,000	6,595.25	823.20	.00	68,404.75	8.8%
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	4,798,278.46	605,295.50	.00	3,090,721.54	60.8%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	91,300	100,908	49,040.70	4,593.11	.00	51,867.51	48.6%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	122,348	70,679.42	4,416.92	11,940.00	39,728.26	67.5%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	122,000	42,956.51	5,006.63	9,734.05	69,309.44	43.2%
531010 CUSTODIAL SUPPLIES	130,000	130,000	74,705.60	16,652.59	25,342.94	29,951.46	77.0%
531020 MAINTENANCE SUPPLIES	46,000	46,000	25,560.37	2,024.32	.00	20,439.63	55.6%
531030 MATERIAL PROCESSING SUP	16,100	16,100	16,374.86	.00	.00	-274.86	101.7%
531040 TRAINING SUPPLIES	3,000	3,000	377.41	.00	.00	2,622.59	12.6%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	151,252.84	12,076.82	7,242.37	-3,195.21	102.1%
532000 FUEL	47,000	47,000	26,015.49	3,454.47	21,295.85	-311.34	100.7%
535000 MINOR EQUIPMENT	11,000	11,000	3,891.50	1,188.60	.00	7,108.50	35.4%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535015 FURNISHINGS--STAFF	54,500	54,500	13,813.56	13,710.58	15,815.24	24,871.20	54.4%
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	48,368.14	1,347.83	29,241.00	128,390.86	37.7%

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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	28,951.71	26,826.58	655.00	6,393.29	82.2%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	555,200	408,347.51	3,605.40	31,515.70	115,336.79	79.2%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	157,448.69	1,442.14	11,938.00	249,513.31	40.4%
TOTAL SUPPLIES EXPENSES	2,243,800	2,274,256	1,125,252.74	96,345.99	164,720.15	984,283.00	56.7%

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	16,110.85	2,207.22	.00	13,889.15	53.7%
534010 ADULT AV - DVD	330,000	330,000	141,573.27	23,917.23	.00	188,426.73	42.9%
534015 ADULT AV - DVDNF	21,000	21,000	14,654.79	1,716.71	.00	6,345.21	69.8%
534020 ADULT AV AUDIOBOOKS	25,000	25,000	6,674.82	47.96	.00	18,325.18	26.7%
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	181,766.83	25,036.63	.00	88,233.17	67.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	8,517.20	1,172.92	.00	6,482.80	56.8%
534120 ADULT LARGE PRINT	50,000	50,000	17,377.89	3,707.83	.00	32,622.11	34.8%
534125 ADULT LUCKY DAY	55,000	55,000	34,744.40	4,302.66	.00	20,255.60	63.2%
534130 ADULT NONFICTION	300,000	300,000	182,413.36	25,166.32	.00	117,586.64	60.8%
534145 ADULT REFERENCE	5,000	5,000	385.52	.00	.00	4,614.48	7.7%
534150 ADULT YA FICTION	55,000	55,000	19,434.73	5,405.54	.00	35,565.27	35.3%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	15,767.67	2,747.63	.00	9,232.33	63.1%
534160 ADULT YA NONFICTION	12,500	12,500	9,271.83	270.86	.00	3,228.17	74.2%
534205 CHILDREN'S BOOK CLUB KITS	3,500	3,500	17.83	.00	.00	3,482.17	.5%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	3,755.61	403.58	.00	2,244.39	62.6%
534220 CHILDREN'S FICTION	225,000	225,000	133,941.62	20,728.57	.00	91,058.38	59.5%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	33,432.00	3,311.65	.00	21,568.00	60.8%
534230 CHILDREN'S NONFICTION	135,000	135,000	71,580.17	7,814.54	.00	63,419.83	53.0%
534235 CHILDREN'S SCIENCE TO GO	4,000	11,000	8,002.61	2,942.50	.00	2,997.39	72.8%
534237 CHILDREN'S STANDING ORDERS	32,500	32,500	17,825.70	989.78	.00	14,674.30	54.8%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,117.23	.00	.00	1,882.77	37.2%
534305 DATABASES	524,500	524,500	433,981.75	76,773.42	.00	90,518.25	82.7%
534410 EBOOKS	875,000	875,000	444,068.89	92,934.40	.00	430,931.11	50.8%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	397,609.07	102,098.85	.00	377,390.93	51.3%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	150,000	46,000.00	20,000.00	.00	104,000.00	30.7%
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	18,356.91	-307.76	.00	52,643.09	25.9%
534605 VENDOR PROCESSING	100,000	100,000	47,883.39	7,593.16	.00	52,116.61	47.9%
534645 VENDOR CATALOGING	10,000	10,000	2,284.18	496.00	.00	7,715.82	22.8%
534705 WORLD - ADULT SPANISH	9,000	9,000	5,173.77	851.75	.00	3,826.23	57.5%

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534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	8,562.53	1,091.16	.00	5,437.47	61.2%
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	4,340.15	3,250.16	.00	10,659.85	28.9%
534745 WORLD - VIETNAMESE	7,500	7,500	3,567.24	3,567.24	.00	3,932.76	47.6%
534750 WORLD - RUSSIAN	20,000	20,000	4,776.15	3,151.07	.00	15,223.85	23.9%
534755 WORLD - UKRAINE	0	4,000	.00	.00	.00	4,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	30,000	19,662.44	1,309.33	.00	10,337.56	65.5%
534810 YOUTH DVD - FTY	30,000	30,000	8,367.32	1,949.67	.00	21,632.68	27.9%
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	17,684.12	17,684.12	.00	2,315.88	88.4%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	38,909.73	38,909.73	.00	1,290.27	96.8%
TOTAL MATERIALS	4,564,700	4,564,700	2,529,706.29	503,242.43	.00	2,034,993.71	55.4%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	364,898	140,571.51	25,490.80	66,195.45	158,131.34	56.7%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	34,535.06	3,200.00	17,400.00	23,064.94	69.2%
541010 PERFORMER SERVICES	113,000	116,360	45,707.76	21,286.93	17,302.49	53,349.75	54.2%
541020 CONTRACTUAL SERVICES	480,000	480,626	219,243.27	28,389.58	119,970.82	141,411.72	70.6%
541040 LEGAL SERVICES	95,000	95,000	21,505.50	6,802.50	18,663.50	54,831.00	42.3%
541050 DATA SERVICES	9,000	9,000	5,927.16	.00	.00	3,072.84	65.9%
541630 PRINTING AND BINDING	133,500	133,500	62,581.85	10,666.34	35,503.42	35,414.73	73.5%
541650 ILL LOST ITEM CHARGE	3,000	3,000	887.87	314.17	.00	2,112.13	29.6%
542000 POSTAGE	72,300	70,870	49,549.93	24.54	.00	21,319.87	69.9%
542001 SHIPPING	10,000	10,000	9,151.35	7,896.85	.00	848.65	91.5%
542010 TELECOM SERVICES--PHONES	81,600	81,600	67,365.94	9,208.72	.00	14,234.06	82.6%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	37,499.51	4,906.35	.00	1,500.49	96.2%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	605,732.73	38,567.26	.00	-260,732.73	175.6%
543000 TRAVEL AND TOLLS	102,900	102,900	62,852.44	1,749.27	.00	40,047.56	61.1%
543010 MILEAGE REIMBURSEMENTS	55,500	55,500	38,230.43	4,435.83	.00	17,269.57	68.9%
544000 ADVERTISING	136,500	136,500	60,556.52	4,321.76	55,409.23	20,534.25	85.0%
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	308,282.67	105,935.84	.00	172,217.33	64.2%
546000 INSURANCE	300,000	300,000	4,536.00	.00	.00	295,464.00	1.5%
547000 ELECTRICITY	346,000	346,000	184,889.70	17,765.18	.00	161,110.30	53.4%
547010 NATURAL GAS	16,500	16,500	2,134.11	-7.70	.00	14,365.89	12.9%

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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	25,564.91	4,713.32	.00	15,435.09	62.4%
547030 SEWER	35,000	35,000	24,948.21	2,888.58	.00	10,051.79	71.3%
547040 REFUSE	55,000	55,000	38,337.28	8,697.62	.00	16,662.72	69.7%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	551,500	119,636.26	7,727.62	195,949.40	235,914.34	57.2%
548010 CONTRACTED MAINTENANCE	589,800	589,800	315,096.92	93,161.61	218,428.24	56,274.84	90.5%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	60,000	24,214.91	2,835.75	17,538.36	18,246.73	69.6%
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	112,350	30,887.45	1,454.00	6,000.00	75,462.55	32.8%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	14,500	4,533.63	141.50	50.00	9,916.37	31.6%
549020 DUES AND MEMBERSHIPS	60,400	61,630	49,332.64	325.10	.00	12,297.56	80.0%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.68	.00	.00	-479.68	100.9%
549040 LICENSES	2,000	2,000	525.71	29.90	.00	1,474.29	26.3%
549050 FEES	17,500	17,500	9,815.91	896.16	.00	7,684.09	56.1%
549120 CONTINGENCY/RESERVE	572,800	572,800	.00	.00	.00	572,800.00	.0%
591720 GASB 87 LONG TERM LEASE	652,750	650,610	415,700.38	51,981.32	16,104.70	218,804.92	66.4%
591721 SBITA	0	0	38,756.34	.00	.00	-38,756.34	100.0%
TOTAL SERVICES EXPENSES	6,199,100	6,168,644	3,115,557.35	465,806.70	784,515.61	2,268,571.15	63.2%
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	960,099.49	3,316,104.72	949,235.76	-1,909,335.25	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-25,853,782.78	-302,966.10	.00	-20,990,817.22	
TOTAL EXPENSES	46,844,600	46,844,600	26,813,882.27	3,619,070.82	949,235.76	19,081,481.97	

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ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-616,955.38	-79,393.06	.00	616,955.38	100.0%
TOTAL CHARGES OTHER	0	0	-616,955.38	-79,393.06	.00	616,955.38	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-616,955.38	-79,393.06	.00	616,955.38	100.0%
TOTAL REVENUES	0	0	-616,955.38	-79,393.06	.00	616,955.38	

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ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-43,380.64	-5,582.44	.00	43,380.64	100.0%
TOTAL CHARGES OTHER	0	0	-43,380.64	-5,582.44	.00	43,380.64	100.0%
TOTAL ELECTION FUND	0	0	-43,380.64	-5,582.44	.00	43,380.64	100.0%
TOTAL REVENUES	0	0	-43,380.64	-5,582.44	.00	43,380.64	

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ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-41,778.93	-5,376.33	.00	41,778.93	100.0%
	TOTAL CHARGES OTHER	0	0	-41,778.93	-5,376.33	.00	41,778.93	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-41,778.93	-5,376.33	.00	41,778.93	100.0%
	TOTAL REVENUES	0	0	-41,778.93	-5,376.33	.00	41,778.93	

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ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-3,293.82	-423.55	.00	3,293.82	100.0%
TOTAL CHARGES OTHER	0	0	-3,293.82	-423.55	.00	3,293.82	100.0%
TOTAL DEBT SERVICE FUND	0	0	-3,293.82	-423.55	.00	3,293.82	100.0%
TOTAL REVENUES	0	0	-3,293.82	-423.55	.00	3,293.82	

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
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	-267,242.96	-16,312.38	.00	267,242.96	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-267,242.96	-16,312.38	.00	-9,309,557.04	2.8%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	4,000	7,270.32	1,285.00	2,365.00	-5,635.32	240.9%
541020 CONTRACTUAL SERVICES	395,500	395,500	168,130.81	30,699.09	41,584.33	185,784.86	53.0%
541040 LEGAL SERVICES	0	0	4,626.75	.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,064,437	1,227,575.82	392,581.76	2,673,321.00	-1,836,459.82	189.0%
542000 POSTAGE	13,000	13,000	.00	.00	.00	13,000.00	.0%
545010 RENTALS/LEASES--BUILDINGS	47,000	43,737	26,598.00	1,209.00	.00	17,139.00	60.8%
545020 RENTALS/LEASES--EQUIPMENT	5,000	32,371	27,491.20	20,921.50	7,666.60	-2,786.91	108.6%
549050 FEES	216,256	216,256	13,040.27	640.06	.00	203,215.73	6.0%
549120 CONTINGENCY/RESERVE	481,056	456,948	.00	.00	.00	456,948.11	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,226,249	1,474,733.17	447,336.41	2,724,936.93	-973,421.10	130.2%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,584,100	4,224,061.42	1,874,273.14	378,761.87	-18,723.29	100.4%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	447,748	147,565.17	25,793.82	265,692.50	34,490.33	92.3%
562100 CONSTRUCTION	2,770,703	2,770,703	2,103,602.46	363,655.80	655,919.08	11,181.46	99.6%
562500 ROOFING	0	0	1,640.49	.00	.00	-1,640.49	100.0%
562800 FURNITURE AND FIXTURES	302,000	302,000	910.53	910.53	276,881.71	24,207.76	92.0%
564100 VEHICLES	266,000	266,000	211,503.06	.00	.00	54,496.94	79.5%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	1,982.01	1,405.06	12.05	28,005.94	6.6%
TOTAL CAPITAL OUTLAYS	8,400,551	8,400,551	6,691,265.14	2,266,038.35	1,577,267.21	132,018.65	98.4%
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 08

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
TOTAL CAPITAL IMPROVEMENT FUND	0	0	7,898,755.35	2,697,062.38	4,302,204.14	-12,200,959.49	100.0%
TOTAL REVENUES	-11,626,800	-11,626,800	-267,242.96	-16,312.38	.00	-11,359,557.04	
TOTAL EXPENSES	11,626,800	11,626,800	8,165,998.31	2,713,374.76	4,302,204.14	-841,402.45	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	8,153,446.07	5,922,391.72	5,251,439.90	-13,404,885.97	100.0%

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

Public Services Report

Library at a Glance: August 2024 YTD Key Performance Indicators

<p>Cardholders</p> <p>327,245</p> <p>↑ +5.2%</p>	<p>YTD Users - Physical</p> <p>980,515</p> <p>↑ +18%</p>	<p>YTD Circulation - Digital</p> <p>1,749,228</p> <p>↑ +15%</p>
<p>YTD Circulation - Physical</p> <p>1,765,594</p> <p>↓ -.59%</p>	<p>YTD Number of Youth Programs</p> <p>1,588</p> <p>↑ +17%</p>	<p>YTD Youth Program Attendees</p> <p>34,535</p> <p>↑ +7%</p>
<p>YTD Number of Adult Programs</p> <p>683</p> <p>↑ +17%</p>	<p>YTD Adult Program Attendees</p> <p>6,270</p> <p>↑ +4%</p>	

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

In Focus: August 2024 Service Highlight

Public Services Highlight:

Mobile Library Service for Older Adults

Pierce County Library System's Outreach Services brings library materials and services directly to residents of care facilities and senior living communities throughout the county. The mobile library service is designed to provide access to library resources for older adults who may not be able to visit a Pierce County Library location. The Library's Outreach Services Team visits care facilities and senior apartment complexes each month to provide:

1. **Pop-up library** (cart) service – Residents can browse and check out a wide selection of materials on display, including large print books, audiobooks, DVDs, CDs, and magazines. Library staff are available to answer questions and provide reading recommendations for the duration of the service (30-60 minutes).
2. **Delivery** (exchange) service – Delivery of materials selected by Library staff for individual customers who have opted into the service.

New this year, the team is developing memory kits as part of a pilot service aimed at supporting residents in memory care at these facilities. These interactive kits are curated to evoke a sense of a particular place or time period through a combination of books, CDs, DVDs, activities, and tactile items, providing opportunities for those with dementia and their caregivers to connect and engage in meaningful ways.

Statistics

17 visits to care facilities and senior apartment complexes once a month (**more than 85 hours of service annually**):

- **15 care facilities**, including a new pilot location in Key Center, receive pop-up library service
- Delivery service is offered at **two facilities**

36 items (average) **checked out per person** over the past 12 months

10,680 items circulated from September 2023 to August 2024

Stories of Impact

When driving became difficult for her, a regular customer of the Lakewood Library began to access mobile library service at her senior apartment community. After visiting the mobile library for years, she relocated to a private residence where she could receive a higher level of care. The Library's Outreach Services Team successfully transitioned this customer from branch services to mobile library service, and ultimately to homebound delivery. Through its community-based services, the Library ensured the customer had uninterrupted access to library services over several years.

"I want to pat you on the back. You send me things I've never heard of before, but I am loving them! You make me happy!"

Looking Ahead

Events to Know About

Author Talk - Parenting at the Intersections, Raising Neurodivergent Children of Color – Saturday, Oct. 5: 11:00am – 12:00pm; Virtual. [Registration](#) Required

Sunday Coffee Club – Sunday, Oct. 6: 1:00pm – 2:00 pm; Interim Lakewood Library (held on the first Sunday every month for coffee and puzzles, sponsored by the Friends of the Library)

Email 102, Learn how to send and customize emails! – Monday, Oct. 7, 3:00pm - 4:30pm: Parkland/Spanaway

Cocoa, Candles, and Cinema, Teen and Adult Craft n Chat – Wednesday, Oct. 9, 4:00pm - 6:00pm; Graham

Pumpkin Painting Party! – Thursday, Oct. 10, 3:00pm - 5:00pm; DuPont

MultiCare WIC Clinic - Women, Infants, and Children Nutrition Program – Monday, Oct. 14, 1:15pm - 3:30pm; Bonney Lake

Gourd Art with Alcohol Inks, Dee Hamlin – Saturday, Oct. 19, 10:00am - 12:00pm; Milton/Edgewood

Family Law Matters Workshops –

Monday, Oct. 07, 5:30pm - 7:00pm; Sumner – Spanish-only

Monday, Oct. 14, 5:30pm - 7:00pm; Sumner – Spanish-only

Monday, Oct. 21, 4:30pm - 6:00pm; Sumner

Monday, Oct. 21, 4:30pm - 6:00pm; Sumner

Snail Mail is Happy Mail – Friday, Oct. 25, 10:30am - 12:00pm; Key Center

Customer Impact and Community Engagement - Stories by Location

Bonney Lake: Staff assisted a man looking for photographs of a very specific historical plane. The customer is an accomplished watercolor painter, and his grandson had asked him to paint this particular plane. While the staff member was unable to find a photo of the plane in a book, she was able to assist the man in searching for and printing a photo of the plane from the internet. The man was so grateful that he returned with two miniature paintings for the staff member in appreciation of her time and assistance!

Gig Harbor: Gig Harbor staff continued delivering a pop-up library at Skansie Park, a local park by the waterfront. Multiple people told staff about how much they enjoy and use the Gig Harbor Library, especially Libby. One person reported he loved his downloads and just that morning had helped his mother get set up with Libby, while another person walking by took out their earbuds to inform staff *"I'm listening to a library book right now!"*

Milton/Edgewood: Staff were actively engaged in tabling at Milton Days, where they interacted with nearly 800 attendees. Russian/Ukrainian speaking staff were available to help people get information about the library in the language they are most comfortable.

Orting: After using the self-checkout station, a customer approached the help desk and expressed their appreciation for the bookmarks with Dewey decimal numbers addressing topics we might be hesitant to discuss. *"When I was younger, that would have really helped me a lot. Thank you for having those!"*

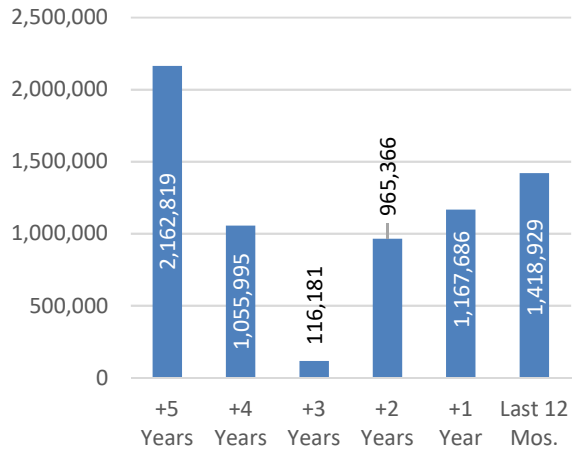
South Hill: Staff assisted 25 customers on VPOA (Voter Point of Assistance) day by answering questions and printing ballots. The ballot box outside saw heavy use, maintaining its status as the busiest one in all of Pierce County.

Sumner: During a Sunday Zine open studio, a parent enjoyed stamp carving while his daughter created booklets and explored various materials. She interacted with other customers, worked on her own zines, made new friends, compared axolotl toys, and received a copy of a new friend's zine. Now a group of three, the kids explored with zine materials and methods, including the photocopy machine and typewriter. The experience was enhanced when a third family joined after one child spotted her school friend, leading to an enthusiastic surprise reunion. Meanwhile, the friend's aunt conversed with the other parent as the kids bonded, created, met other participants, practiced cooperation, and shared supplies.

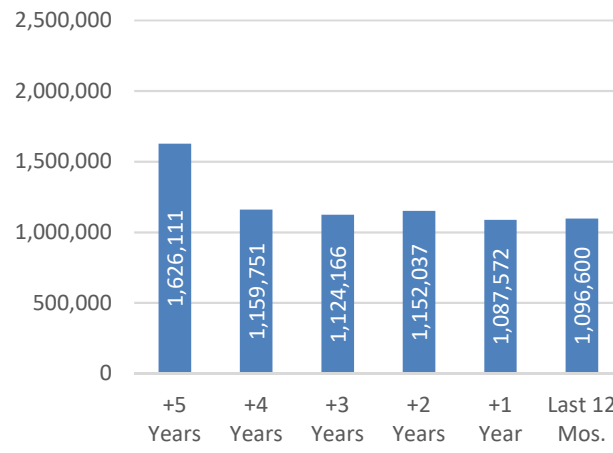
University Place: A customer inquired about the return of the Puzzle Swap. Staff assured her it would be back in the autumn and winter, once the Seed Library wraps up. She said the Puzzle Swap is something that she and her family really enjoy and is one of their favorite library services. They got a Star Wars puzzle last year that she and her children enjoyed and she can't wait to swap puzzles again!

Customers / Visits - August 2024

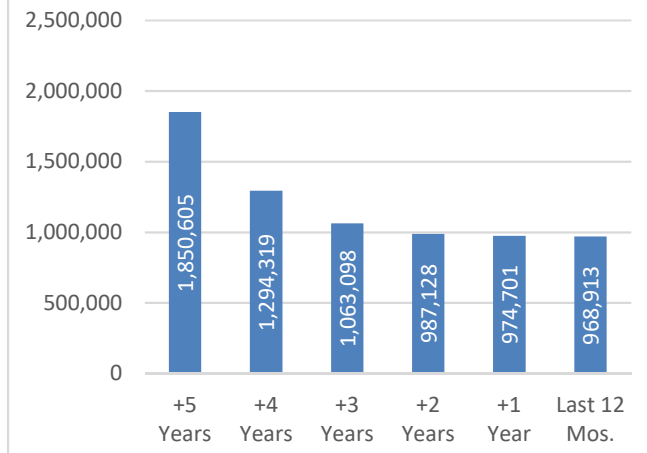
Branch Visits



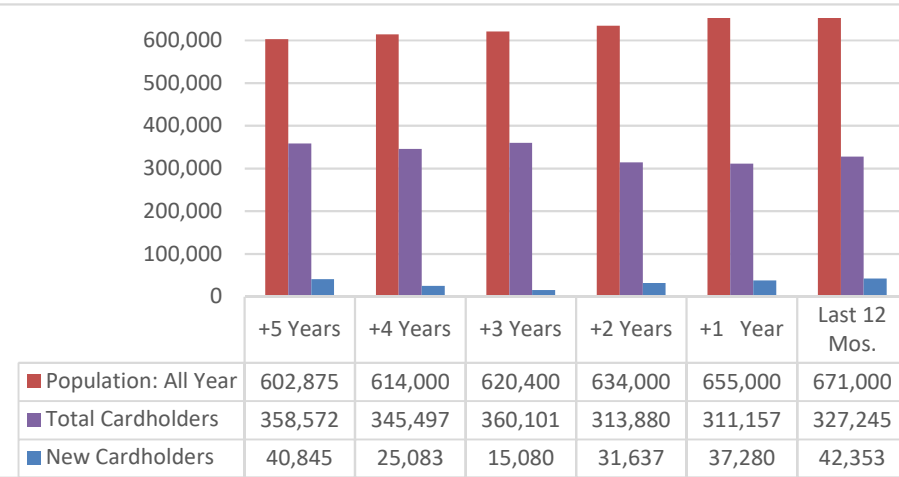
Catalog Visits



Website Visits



PCLS Cardholder Statistics



August and Rolling 12-Month Comparison

	August 2024	August 2023	% Change August Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	126,500	118,854	6.4%	1,418,929	1,167,686	21.5%
Catalog Visits	92,534	97,725	-5.3%	1,096,600	1,087,572	0.8%
Public Website Visits	76,616	82,349	-7.0%	968,913	974,701	-0.6%

Technology

	August 2024	August 2023	% Change August Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	16,744	15,454	8.3%	181,934	146,069	24.6%
Wi-Fi Sessions	74,099	82,989	-10.7%	862,301	737,288	17.0%

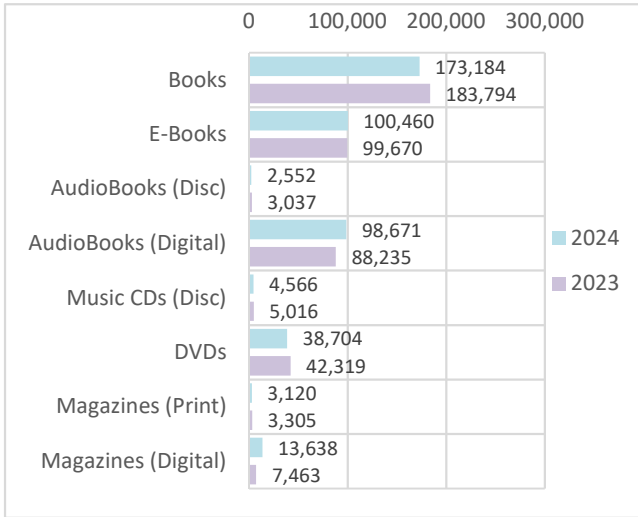
Public Spaces Usage

	August 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	1,967	21,945	14,319	53.3%
# of Attendees	7,134	89,944	60,001	49.9%

Notes:

Collection Use - August 2024

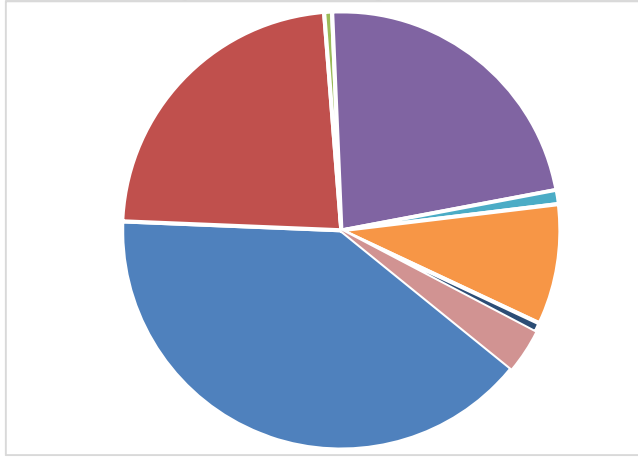
August 2024 vs August 2023 Checkouts



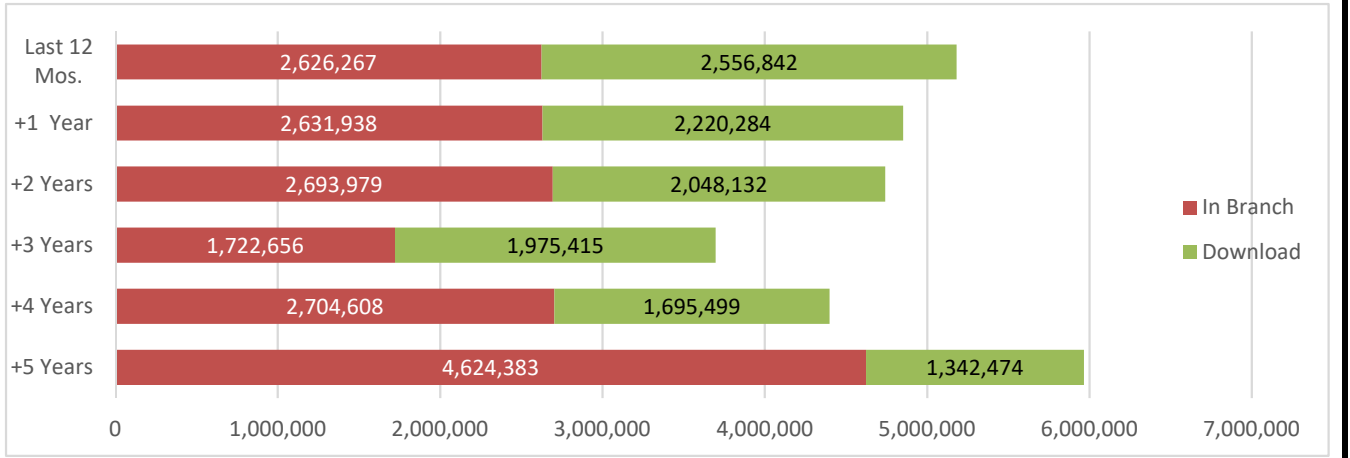
Data Table

Categories	July 2024	August 2024	August 2023	% Change of August Year Over Year	% of Total August 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	184,849	173,184	183,794	-5.77%	39.82%	1,994,236	1,980,865	0.68%
E-Books	101,505	100,460	99,670	0.79%	23.10%	1,222,652	1,168,297	4.65%
AudioBooks (Disc)	2,719	2,552	3,037	-15.97%	0.59%	31,757	37,335	-14.94%
AudioBooks (Digital)	99,211	98,671	88,235	11.83%	22.69%	1,129,489	985,686	14.59%
Music CDs (Disc)	4,846	4,566	5,016	-8.97%	1.05%	56,316	61,741	-8.79%
DVDs	39,720	38,704	42,319	-8.54%	8.90%	484,009	495,923	-2.40%
Magazines (Print)	3,404	3,120	3,305	-5.60%	0.72%	35,386	38,045	-6.99%
Magazines (Digital)	14,324	13,638	7,463	82.74%	3.14%	222,102	73,764	201.10%
Totals:	450,578	434,895	432,839	0.48%	100.00%	5,175,947	4,841,656	6.90%

Checkouts By Format - August 2024



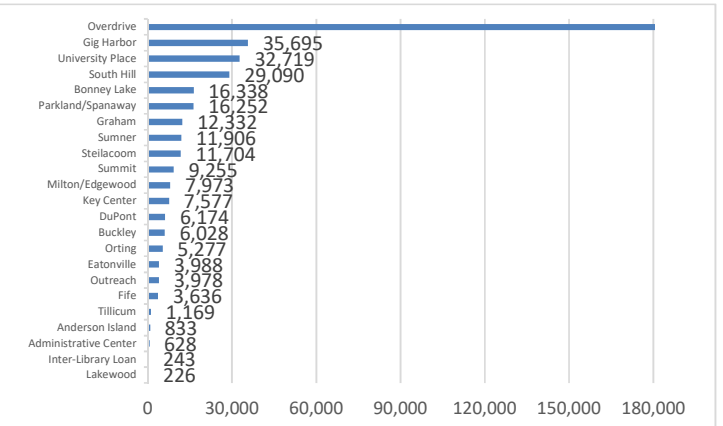
Collection Checkouts



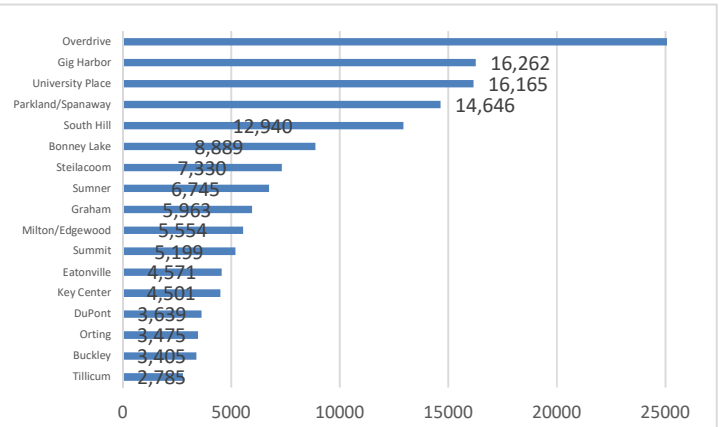
Activity - August 2024

Location	Checkouts				Visitors			
	August 2024	Last 12 Mo.	+1 Year	% Change	August 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	628	27,932	28,384	-1.6%	No "visitors" for Administrative Center			
Anderson Island	833	10,125	8,961	13.0%	No Door Counter for Anderson Island			
Bonney Lake	16,338	105,701	173,387	-39.0%	8,889	85,632	73,426	16.6%
Buckley	6,028	73,577	76,570	-3.9%	3,405	39,669	35,943	10.4%
DuPont	6,174	68,449	76,757	-10.8%	3,639	37,184	33,697	10.3%
Eatonville	3,988	57,902	62,060	-6.7%	4,571	50,184	38,277	31.1%
Fife	3,636	36,880	38,139	-3.3%	3,139	29,273	24,475	19.6%
Gig Harbor	35,695	411,831	413,716	-0.5%	16,262	173,237	151,234	14.5%
Graham	12,332	146,368	145,571	0.5%	5,963	67,340	52,259	28.9%
Inter-Library Loan	243	3,084	3,327	-7.3%	No "visitors" for Inter-Library Loan			
Key Center	7,577	95,936	96,306	-0.4%	4,501	47,845	40,426	18.4%
Lakewood	226	1,988	2,004	-0.8%	No "visitors" for Lakewood			
Milton / Edgewood	7,973	99,013	97,341	1.7%	5,554	61,923	50,601	22.4%
Orting	5,277	60,573	58,403	3.7%	3,475	41,182	32,267	27.6%
Overdrive	199,131	2,352,141	2,153,983	9.2%	35,319	403,053	350,402	15.0%
Outreach	3,978	43,742	34,092	28.3%	423	6,576	5,597	17.5%
Parkland / Spanaway	16,252	192,015	204,534	-6.1%	14,646	204,697	154,822	32.2%
South Hill	29,090	334,613	339,820	-1.5%	12,940	131,824	110,487	19.3%
Steilacoom	11,704	132,184	135,697	-2.6%	7,330	100,389	82,641	21.5%
Summit	9,255	112,192	124,540	-9.9%	5,199	53,340	46,977	13.5%
Sumner	11,906	138,702	135,818	2.1%	6,745	75,203	62,769	19.8%
Tillicum	1,169	12,212	13,181	-7.4%	2,785	28,813	21,410	34.6%
University Place	32,719	372,949	352,662	5.8%	16,165	174,741	142,118	23.0%
Total	422,152	4,890,109	4,775,253	2.4%	160,950	1,812,105	1,509,828	20.0%

August Checkouts



August 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					
Steilacoom	8/28/2024	8/28/2024	1 day	No electricity					

Visitors: August 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 25, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Opening of Interim Lakewood Library



The Lakewood Chamber of Commerce joined the Library's Board of Trustees and Lakewood City Council members for a ribbon cutting for the interim Lakewood Library on Thursday, Sept. 11.

September 12th was an exciting day! Crowds of people were lined up outside the interim Lakewood Library, eagerly waiting for the doors to open for the first time at 10 a.m. As we greeted our first Library visitors, I was treated to hugs from a few folks who had waited outside for nearly an hour!

That morning, we had the privilege to visit with a young child who couldn't stop jumping with excitement after completing the scavenger hunt; we met Robert, a 50-year Navy veteran, who checked out the first book from the new Library's self-checkout; and we interacted with several families as they entered and settled into the inviting children's area. We heard so many stories of excitement and were inspired by the positive energy and enthusiasm surrounding the opening.

Now that the full-service Library is open, here is what you need to know about operations:

- The Lakewood Library will be open seven days a week. Hours are listed on the [website](#).
- Patrons may select this branch for holds pick up.
- Events are scheduled and available on the [calendar](#).
- The public computers, catalog, self-checks and printer are all functional.
- [Meeting rooms and study room](#) reservations are open to the public.
- The Friends book sale is full of high-quality materials for low-cost purchase.

We want to offer our thanks and appreciation to all the staff who have worked so hard the past two years to get this Library set up and open to the public. It has been a long journey with lots of lessons learned along the way. We couldn't have opened the doors this week without Facilities Project Manager Christina Neville-Neil's strong leadership.

Please join us in congratulating the Lakewood Library staff as they welcome the community back into a library downtown!

MEMO



Date: September 27, 2024

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

From: Connie Behe, Deputy Director

Subject: Borrowing Privileges Policy – 1st Reading

This is the first reading of the Borrowing Privileges Policy. In September, we introduced the new Borrowing Privileges Policy, which was mistakenly presented as a revision of the Library Card Eligibility – Individuals Policy. It should have been shared as a new policy, incorporating salient points from several related policies.

The new Borrowing Privileges Policy combines five policies to create a more streamlined and clear policy. Below are the five policies that have been either merged or will be sunset with the approval of the revised policy.

Policy (Board and Admin)	Action	Change
Library Card Eligibility - Institutions, Agencies, Business, and Organizations	Merged	Merged into a new policy with Library Card Eligibility – Individual. Set same parameters for borrowing
Library Card Eligibility - Individuals	Merged	Combined with institutional
Reciprocal Borrowing	Sunset	Does not need to be included in policy, the recommendation is to be included in board by-laws.
Retiree Library Card	Sunset	Eliminate as unique library card option
Limits of Liability on Lost or Stolen Library Card 3.6	Sunset	Not necessary to include in policy. Will be incorporated into the fines/fees schedule.

The marked-up draft version of the policy is a combination of the above policies. That draft was edited and sent to our attorney for review and revisions. After discussing the revisions, we simplified the draft shared in September by removing some language.

We are requesting that the new policy take effect on January 1, 2025.

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

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.~~
- ~~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. Limits may apply to the number of items checked out. 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.

Commented [MM1]: Timeframe can vary on customer needs. This will be clarified in guidelines.

Commented [MM2]: This will be captured in guidelines

Commented [MM3]: How juvenile cards are issued and verified will be clarified in guidelines.

Commented [MM4]: I simplified the language. Limits will apply to only the number of items checked out. Clarification on how limited cards are identified and issued will be captured in guidelines.

Board Policy



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 January 1, 2025.

Related Policies

Confidentiality of Library Records and Patron Files

Board Policy



Borrowing Privileges

Policy Statement

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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.

Limited borrowing privileges are available to those unable to provide identity or address verification. Limits may apply to the number of items checked out.

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 January 1, 2025.

Related Policies

Confidentiality of Library Records and Patron Files

Board Policy



Library Card Eligibility -- Institutions, Agencies, Businesses, and Organizations

Policy Statement

Institutions, agencies, businesses, and organizations which are housed in or own property in Pierce County Library System's service area are eligible for a free Pierce County Library card and borrowing privileges.

Purpose

This policy defines eligibility for institutional Library cards.

Policy

Institutions, agencies, businesses, and organizations are eligible for a Pierce County Library card if they are located in or own property in the Library System's service area or are a Pierce County government agency located in Tacoma.

Use of such a card must be in support of the purpose and operation of the organization. The card is not intended for an individual's personal use.

Organizations must assume financial responsibility for all use made of the card, in accordance with procedures established by the Library.

Board Policy 2.3

Adopted by the Pierce County Rural Library District Board of Trustees, April 9, 1986, as *Library Cards for Institutions, Agencies, Businesses, and Organizations*. Revised April 10, 2013 and renamed *Library Card Eligibility – Institutions, Agencies, Business, and Organizations*.

Related Policies

Library Card Eligibility – Individuals

Board Policy



Library Card Eligibility – Individuals

Policy Statement

Individuals who live or own property in unincorporated Pierce County, annexed cities or towns, or cities and towns served by Pierce County Library System through a contractual agreement are eligible for a free Pierce County Library card and borrowing privileges.

Purpose

This policy defines eligibility for a Pierce County Library card and borrowing privileges.

Definitions

Reciprocal borrowing agreement: An agreement established between two libraries that allows residents of one library’s service area to borrow library materials in person for free from the other library and vice versa.

Free public library: Defined by RCW 27.12.010 as a library “supported in whole or in part from money derived from taxation.”

Policy

Individuals who live in or own property within the Library’s service area are eligible for a free Pierce County Library card and borrowing privileges. This includes:

- Active duty military personnel and dependents living on a military installation within unincorporated Pierce County.
- Persons living on tribal lands located within unincorporated Pierce County.
- Persons residing in national parks located within unincorporated Pierce County.
- Persons who live or own property in a city/town annexed to the Library System.
- Persons who live or own property in a city/town served through a contractual agreement with the Library System.

Non-Resident 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.

Cardholder Responsibilities

Cardholders are responsible for:

Board Policy



- Use of their card, including any fines, fees, charges, or lost or damaged items, including those fines or fees resulting from use as a result of lending the card to another.
- Immediately reporting a lost or stolen card to Pierce County Library.
- Ensuring their contact information is current.

Ineligibility for Card

The public library is based on the philosophy that the public interest is served by providing tax-supported library service for everyone in the community. Pierce County Library's Board of Trustees is responsible for ensuring the prudent use of the taxpayers' investment. Effective and continuous library service, similar to other public services, depends upon the ongoing funding made possible by taxation or other forms of broad based public support.

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 a Pierce County Library card and will not have borrowing privileges at Pierce County Library System.

Privacy

Library card records are confidential in accordance with State law and Library policy.

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

Library Card Eligibility – Institutions, Agencies, Businesses, and Organizations

Reciprocal Borrowing

Board Policy



Reciprocal Borrowing

Policy Statement

Pierce County Library System establishes reciprocal borrowing services to allow residents of Pierce County Library’s service area to borrow library books and materials in person from other libraries, when those residents are outside the geographic boundaries of the area served by Pierce County Library.

Purpose

Pierce County Library supports citizen expectations that governments cooperate and collaborate for the benefit of the public good. Reciprocal borrowing represents “libraries without borders”. Pierce County Library actively seeks ways to provide convenient, easy access to library materials and services for residents. A borrowing policy that offer residents free access to libraries and resources beyond its geographic boundaries adds value for the Library’s customers and is responsible public policy.

Definitions

Reciprocal borrowing agreement: An agreement established between two libraries that allows residents of one library’s service area to check out books and other materials from the other library for free and vice versa.

Policy

Pierce County Library will enter into reciprocal borrowing agreements with other libraries to increase choices, offer greater convenience, and expand access to library resources for residents.

Such agreements are primarily intended to facilitate checkout and use of the on-site resources of the reciprocal library when Pierce County residents are visiting in a reciprocal borrowing library’s area.

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

Non-resident customers of reciprocal libraries are not eligible to use Pierce County Library as part of the reciprocal borrowing program.

Establishing Reciprocal Borrowing Agreements

Pierce County Library will consider establishing reciprocal agreements with libraries in reasonable geographic proximity, and that have a regular, ongoing funding source.

Board Policy



Municipalities without a tax-supported public library or that do not participate in supporting a system, either through annexation or contract, are not eligible for reciprocal borrowing with Pierce County Library.

Pierce County Library will review its reciprocal agreements and usage 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.

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

Related Policies

Borrowing Privileges

Adopted by the Board of Trustees of the Pierce County Rural Library District, April 10, 2013.

[Home](#) > [System](#) > [Policies & Procedures](#) > [Administrative and Board Policies](#) > [Staff Policies](#) > Retiree Library Card (06-01)

Retiree Library Card (06-01)

PURPOSE

To establish the practice of giving a retiring employees (or a retiring ex-Board member) who has worked for the library for at least ten (10) years a retiree library card that will permit them to be able to use Pierce County Library services regardless of whether or not they live in our service area.

POLICY

The Pierce County Library System shall grant lifetime library cards to retirees who have worked for the library district for ten (10) years or more. The cards will be given a "retiree card" patron status so that retirees may use PCLS regardless of whether or not they live in our service area.

DEFINITIONS

Retiree

An employee who has worked for the Library and leaves employment at retirement. To obtain the retiree library card, the employee must have worked for the system for at least ten (10) years. For purposes of this policy, and in special recognition of service, retiree also includes a retiring Trustee member who has similarly provided at least ten (10) years of service as a Pierce County Library System Board Trustee.

PROCEDURE

Retirees who have worked for the Pierce County Library System for ten (10) years or more will be issued a lifetime library card at retirement.

- a. This card will provide no special privileges other than the ability to use the Pierce County Library System. It will not be exempt from fines.
- b. The card will should be issued and presented prior to the employee or Trustee actually leaving the library at retirement. However, in accordance with the rest of this policy a Retiree Library Card may be issued at any time by the Library Director.
- c. The card will be issued by the Collection Services Department and presented by the Director or by the retiree's supervisor.
- d. Department Heads should request the card from Collection Services at least two (2) weeks prior to the employee's retirement date or the Trustee's final day of service.

Effective: April 3, 2006.

Board Policy



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 to \$50.00, if reported lost or stolen within 45 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 card.

Board Policy 3.6

Adopted by the Pierce County Rural Library District Board of Trustees, June 11, 1987. Revised by the Board of Trustees on March 18, 1992.

New Business

MEMO



Date: October 1, 2024

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

From: Mary Stimson, Finance Director

Clifford Jo, Business and Compliance Director

Subject: 2024 for 2025 Preliminary Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificates issued by Pierce County Assessor-Treasurer's Office and the Department of Revenue's (DOR) instructions to County Assessors regarding this year's Implicit Price Deflator (IPD). The preliminary levy certificate applied the 1.00% property tax revenue cap increase (line A) plus anticipated property tax revenue from new construction.

Our property tax revenues will increase by \$1,070,000 for the 2025 budget. The IPD has dropped to 2.57% from 3.67%. Under Washington State laws, property tax increases over the previous year are limited to 1.00% or the IPD, whichever is lower, plus any new construction. For the 2025 Budget, because the IPD is greater than 1.00%, property taxes can increase by 1.00% over the previous year without the governing body issuing a substantial need resolution.

With a nominal increase in property values of 1.00%, the district's property tax mill rate has decreased from 33.82¢/\$1,000 AV in 2024 to 32.62¢/\$1,000 AV. Although there was a slight decrease, projections indicate that a correction is occurring and is anticipated to continue over the next 3 to 5 years, as projected by the Moody's Case-Shiller data for this area. These projections, of course, can change dramatically in one year's time.

For the first time in the Library's history, the Tax Increment Financing (TIF) has shown up in our levy certificate. This reflects the City of Lakewood's TIF impact on taxing districts. We are studying these impacts and will work to incorporate this into our annual projections. We have included the original preliminary levy certificate from the county as well as the revised certificate that corrects the TIF calculation.

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



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

Mike Lonergan
Assessor-Treasurer

RECEIVED
9/16/24

MEMORANDUM

DATE: September 2024
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **Preliminary Certification of Assessed Values/Levy Limit Factor**

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values and Timber Values (where applicable).

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

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 27th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402
email: pccouncil@piercecounywa.gov

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409
email: kim.alflen@piercecounywa.gov

If emailing, include a Delivery or Read Receipt to verify the documents were submitted. Due to county staffing limitations replies verifying receipt of documents are not sent.

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

Preliminary Values Are Subject to Change.

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

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

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

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

Contact Kim Alflen for questions (253) 798-7114, kim.alflen@piercecounywa.gov

Levy FAQs

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

A. Prepare the document as though there is no limit due to the statutory maximum rate. Language may be added to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution. The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

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

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

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

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

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

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

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

Q. What documents need to be submitted in November?

A. No later than November 27th, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

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



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 13, 2024

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

Pierce Values ONLY

RE: 2024 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	142,989,191,801
Highest lawful regular levy amount since 1985	46,019,600.32
Additional revenue from current year's NC&I	625,712.98
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	78,389.00
<i>Additional revenue from administrative refunds not allowed if limited by statutory rate limit</i>	
Court Ordered Refunds (must be levied)	0.00
Prior Year's Additional revenue from increase in state-assessed property	0.00
Total Allowable Levy (as controlled by the limit calculation)	46,723,702.30
This year's certified levy amount (including refunds)	0.00

FOR EXCESS LEVY

Taxable Value	141,628,937,999
Timber Assessed Value	
Total Taxable Excess Value	141,628,937,999
Capital Facility Area Value	5,533,990,044
New Construction and Improvement Value	1,845,869,916

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



Pierce County

Mike Lonergan, Assessor-Treasurer

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PRELIM LAWFUL LEVY LIMIT 2024 FOR 2025

**RURAL LIBRARY
> 10,000**

REGULAR TAX LEVY LIMIT:

	2023
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	45,563,960.71 1.01 46,019,600.32
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,845,869,916 0.338980000000 625,712.98
C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	214,926,166.00 180,661,540.00 34,264,626.00 0.338980000000 11,615.02
D State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	939,828,777 939,828,777 0.00 0.338980000000
PRIOR YEAR'S REVENUE AS PLACE HOLDER	0.00
E REGULAR PROPERTY TAX LIMIT (A + B + C)	46,645,313.30

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	46,645,313.30 142,989,191,801 0.326215658068
G Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 0.326215658068 0.00
H NEW LEVY LIMIT FOR ANNEXATION (E + G)	46,645,313.30

LEVY FOR REFUNDS:

I RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	46,645,313.30 78,389.00 46,723,702.30
J TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT	46,723,702.30
K Amount of levy under statutory rate limitation.	142,989,191,801 0.500000000000 71,494,595.90

L HIGHEST LAWFUL LEVY FOR THIS YEAR **46,723,702.30**

M New Highest Lawful Levy since 1985 (Lesser of H & K minus C, unless A (before limit factor increase) is greater than H or K minus C, then A before the limit factor increase **46,633,698.28**

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

**Ordinance/Resolution No. _____
RCW 84.55.120**

WHEREAS, the _____ of **RURAL LIBRARY** has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2025 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 45,563,778.74 and,
Previous Year's Levy Amount

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

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 455,821.58
which is a percentage increase of 1.000403% from the previous year. This increase is exclusive of
(Percentage Increase)

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

Adopted this _____ day of _____, _____.

SAMPLE

If additional signatures are necessary, please attach additional page.

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

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

Levy Certification

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

Courtesy copy may be provided to the county assessor.

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

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

Regular levies

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

Excess levies

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

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

Signature: _____ Date: _____

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



Pierce County

Mike Lonergan, Assessor-Treasurer

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PRELIM LAWFUL LEVY LIMIT 2024 FOR 2025

**RURAL LIBRARY
> 10,000**

REGULAR TAX LEVY LIMIT:

	2023
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	45,563,960.71 1.01 46,019,600.32
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,845,869,916 0.338980000000 625,712.98
C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	214,926,166.00 180,661,540.00 34,264,626.00 0.338980000000 11,615.02
D. State assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	939,828,777 939,828,777 0.00 0.338980000000
PRIOR YEAR'S REVENUE AS PLACE HOLDER	0.00
E REGULAR PROPERTY TAX LIMIT (A + B + C)	46,656,928.32

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	46,656,928.32 142,989,191,801 0.326296888153
G. Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 0.326296888153 0.00
H NEW LEVY LIMIT FOR ANNEXATION (E + G)	46,656,928.32

LEVY FOR REFUNDS:

I. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	46,656,928.32 78,389.00 46,735,317.32
J TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT	46,735,317.32

K. Amount of levy under statutory rate limitation.	142,989,191,801 0.500000000000 71,494,595.90
--	--

L HIGHEST LAWFUL LEVY FOR THIS YEAR	46,735,317.32
--	----------------------

M New Highest Lawful Levy since 1985 (Lesser of H & K minus C, unless A (before limit factor increase) is greater than H or K minus C, then A before the limit factor increase)	46,645,313.30
---	----------------------

September 26, 2024

Dear County Assessors:

What is the rate of inflation (IPD rate) for 2025?

The rate of inflation (IPD rate) for property taxes due in 2025 is **2.57%**.

What is the limit factor for 2025 provided the taxing district adopts a resolution/ ordinance authorizing an increase over the prior year's levy?

For the state and taxing districts with populations of 10,000 or greater, the limit factor for property taxes due in 2025 is **101%**. The definition of limit factor for these districts is 100% plus the lesser of the rate of inflation or 1%.

For taxing districts with populations under 10,000, the limit factor for property taxes due in 2025 is **101%**.

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

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

The most recent publication available on September 25th was the August publication. For this reason, we used the second quarter values to calculate the percent change in implicit price deflator for personal consumption for taxes due in 2025.

We calculate the percent change by dividing the Quarter 2 2024 number by the Quarter 2 2023 number, subtracting one, and then multiplying by 100. We used the following values in the calculation this year:

Quarter 2 2023	120.044
Quarter 2 2024	123.134

If you have any questions, please contact me.

Sincerely,

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

cc: County Treasurers

MEMO



Date: September 25, 2024

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

From: Gretchen Caserotti, Executive Director

Mary Stimson, Finance Director

Subject: General Fund and Capital Fund Balanced 2025 Budgets and Presentation

We started the 2025 budget process early. At the September 11 Board meeting, we showed that we had a \$2.1 million budget gap, with estimated expenses exceeding available revenue. Now, we are presenting a balanced budget for the General Fund and the Capital Improvement Fund. This includes expected revenue, expenditures, and cost-saving efforts. This includes upholding the Board’s guidance to utilize the Levy Sustainability Fund (LSF) that extends its life in coming years while developing a long-term fiscal strategy prior to its depletion.

Proposed 2025 Balanced Estimated Budgets

General Fund: We are presenting a balanced budget totaling \$48,243,000. After embarking on levy sustainability phase 3 cost-cutting activities, we are recommending up to \$700,000 from the Levy Sustainability Fund (LSF) to cover needed funding without impact to library services. The final budget will be presented at the December Board meeting for approval.

Capital Fund: We’re presenting an estimated 2025 Capital Fund balanced budget of \$14,320,000. Savings were identified to reduce the Capital Fund Transfer requirement from the General Fund, from \$2.2 million to \$2 million.

Current Optimizations and Cost Savings

The overview of Current and In-Progress Optimizations in this memo highlights some key cost savings and optimization strategies the departments have implemented during the past two years. These efforts helped reduce operational costs while improving efficiency, which resulted in faster or better services to communities. Additional savings and optimizations will be highlighted in future months as we explore further cost reduction opportunities and advances in improved services and delivery of services.

Gap Closing Cost Optimizations and Reductions

Key actions taken to reduce the gap and minimize LSF transfers include:

- **Reviewing Conference Travel and Education:** We reduced conference travel and education expenses by 17% and allocated funds equitably across departments, focusing more on internal training, free online trainings, and development strategies.

-
- **Estimating General Fund Operational Cash:** We assessed our General Fund cash needs and reduced the set-aside amount from \$1 million to \$750,000. This requires close monitoring of cash flows, particularly in the first 3 to 4 months in 2025, as future cost of operations increase our requirements to set-aside more cash.
 - **Capital Fund Expenses and Cash:** We reviewed Capital Fund projects and identified potential savings while awaiting an anticipated grant to fund IT needs. Adjustments to anticipated revenue allocations allowed us to reduce the General Fund transfer from \$2.2 million to \$2 million, still supporting the long-term goal to build Capital Fund cash needs.
 - **Extended Services Review:** In aligning with new strategic plan goals, the Leadership Team conducted a study session and reviewed essential, basic, and extended library expenditure requests. As a result, \$165,000 were identified in savings.
 - **Personnel:** We are currently exploring cost-saving strategies. The goal is to ratify a financially sustainable collective bargaining agreement (CBA).

Levy Sustainability Fund (LSF) Recommendation

Following previous Board discussions of available options for the LSF, we recommend limiting the use of the LSF during the next three years. We propose using up to \$700,000 from the LSF for 2025, a significant reduction from the earlier estimate of \$2.1 million. Library administrators will focus on our Fiscal Management Policy requirements to make efforts to reduce operational costs in our budgeting practices and focus on solvency and building cash to prevent default. The trustees will continue to engage in discussing and setting policy around long-term strategies regarding phase 3's use of the LSF.

Next Steps

We are preparing the next detailed budget narrative for review at the November board meeting, aiming to align it with proven standards published by the Government Finance Officers Association. This narrative will provide further clarity on cost-saving efforts, LSF usage, and financial projections. Budget adjustments will be presented to the board with the first reading in November, with the second and final reading to include refinements and resolutions in December's meeting.

We look forward to the Board's input and are prepared to discuss these details further during the presentation.

2024 PCLS CURRENT & IN-PROGRESS - SAVINGS & OPTIMIZATIONS

1. Financial Management & Cost Savings

- **Consolidation & Renegotiation of Contracts (IT/CE)**
Achieved cost savings by renegotiating and consolidating phone service contracts.
- **Candidate Recruitment Yield Analysis (SE & Depts)**
Refined recruitment strategies, reducing expenditures by focusing on cost-effective methods.
- **Quarterly Expenditure Reviews & Budget Transfers (FIN & Depts)**
Ensures accurate future budget projections and real-time adjustments.
- **Realign Insurance Policies to Contemporary Needs (EO)**
Reduced umbrella policy coverage to reflect current requirements.
- **Surplus of Materials to DES (FAC)**
Recouped costs through surplus processes for outdated furniture and vehicles.
- **Implemented Electronic Bidding through MRSC (FAC)**
Enhances transparency and streamlines bid submission.
- **GFOA Budget Book (FIN)**
Boosted fiscal transparency and trust through digital budget publication.
- **In-House Vehicle Maintenance (FAC)**
Achieves approximately \$5,000 in cost savings.
- **Eliminated Communications Assistant Position (COM)**
Redistributed tasks reducing personnel costs and increasing efficiency.

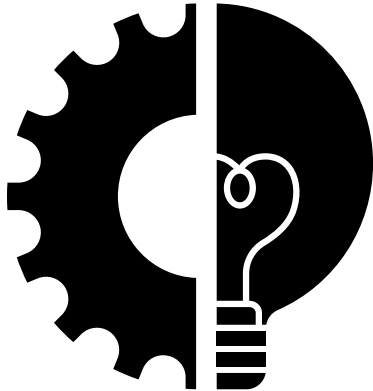


2. Process Improvement & Operational Efficiency

- **Paperless Invoicing & Reduced Retention Steps (FIN)**
Reduced staff time and reliance on printing by adopting digital processes.
- **Retired Graphics Server (COM/IT)**
Increased efficiency by providing staff quicker access to work products.
- **Decentralization of Branch Supply Purchases (FIN & Depts)**
Cut down over 150 manual touchpoints, reducing inefficiencies.
- **Transition to PCs for Designers (COM/IT)**
Standardized workstations for better collaboration and design efficiency.
- **Updated Communications Work Order Process (COM)**
Improved communication and teamwork through faster work order handling.
- **Optimization of Interdepartmental Processes & Internal Controls (FIN & Depts)**
Strengthened internal controls to improve risk prevention and fiscal stewardship.
- **Facilities Condition Assessment (FAC)**
Identifies efficiencies and deficiencies to improve ROI on repairs.
- **Custodial Supply Fulfillment Schedule (FAC)**
Optimizes delivery operations and workload efficiency.
- **Use of Vacancies to Create Float Positions (CE)**
Increases staff flexibility and reduces additional hours.
- **Consolidation of Training & Development Resources (SE)**
Optimizes processes, consolidating resources and costs across the organization.
- **Implementation of Position Management Process (SE/FIN/Depts)**
Optimizes staffing approaches for non-budgeted or changes in positions, enhancing cost-effectiveness.

3. Technology & Innovation

- **Turned on Additional AI Functions in Facebook (COM)**
Enabled faster response times to public queries with automated responses.
- **Transitioned to Tipasa for Purchase Requests & ILL (CE/CM)**
Improved workflow for interlibrary loans, resulting in quicker customer service.
- **Digital Distribution of Collateral to Leadership Team (COM)**
Reduced paper use and increased staff efficiency through digital document sharing.
- **Pay-as-you-go printing (CE/FIN)**
Efficient staff time, fewer overrides, and easier for customers.



4. Environmental Sustainability & Stewardship

- **Post-Campaign Audits to Reduce Print Collateral (COM)**
Reduced future print runs to promote environmental sustainability.
- **Energy Efficiency Upgrades (FAC)**
Replaced parking lot and interior lights with sustainable LED lighting, reducing energy usage.
- **Retained Practice of Hybrid FDN Board & Committee Meetings and Work Schedules (FDN)**
Reduced carbon footprint through efficient meeting practices and minimizing travel.
- **Evergreen Theme for Summer Reading (CE/COM)**
Streamlined program development by reusing materials and reducing staff time.
- **Hardwiring Recruiting Employment Branded Materials (SE/COM)**
Enhances job fair visibility, promoting the library as an employer of choice at no extra cost.

5. Customer Experience & Service Enhancements

- **Implementation of Sustainable Program Design Strategies (CE)**
Promotes experiential learning and reduces consumables in programs like Story Time and STEAM kit development.
- **Shelving Standardization (CM/CE)**
Standardized shelving to improve customer experience across branches.
- **World Language Collection Adjustments (CE/CM)**
Realigned language collections based on community needs, increasing accessibility.
- **Friends of the Library Annual Request Process (CE/FIN)**
Streamlines the request process and increases transparency.
- **Expanded Use of Digital Screens (COM)**
Reduced paper usage by transitioning to digital communication methods.
- **Healthcare Committee (SE/FIN)**
Explored options that balance equity, diversity, and budget alignment in healthcare offerings.
- **Evaluated Always & Everytime Materials (COM)**
Reviewed materials for environmental sustainability and resource optimization.

**2025 GENERAL FUND
-ESTIMATED BALANCED BUDGET-**

Estimates Sept 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%	Anticipated 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
Transfers In from Levy Sustainability Fund	-	700,000	700,000		new Transfer from LSF
TOTAL REVENUE	\$ 46,844,600	\$ 48,243,000	\$ 1,398,400	2.99%	
-- EXPENDITURES --					
PERSONNEL					
Salaries & Wages	\$ 23,831,000	\$ 24,220,000	\$ 389,000	1.63%	
Overtime Wages	67,000	45,000	(22,000)	-32.84%	Aligned budget to actuals
Employee Benefits	7,889,000	8,224,000	335,000	4.25%	Includes increase in healthcare rates
TOTAL PERSONNEL	\$ 31,787,000	\$ 32,489,000	\$ 702,000	2.21%	
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 484,900	\$ 477,110	\$ (7,790)	-1.61%	
Fuel	47,000	45,000	(2,000)	-4.26%	
Equipment (Computers, Software, Furnishings)	1,541,600	1,758,060	216,460	14.04%	
Professional, Legal, Other Services	1,316,700	1,311,250	(5,450)	-0.41%	
Networking, Phones, Postage	547,900	608,384	60,484	11.04%	Internet costs higher than anticipated
Travel & Mileage	158,400	131,575	(26,825)	-16.93%	
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	151,809	26,159	20.82%	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	191,593	(381,207)	-66.55%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 8,442,900	\$ 8,426,875	\$ (16,025)	-0.19%	
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	\$ 2,000,000	\$ (50,000)	-2.44%	
Property and Facility Fund Transfer	-	-	\$ -		
Set Aside for Future Sustainability	-	-	\$ -		
Set Aside for Apr/Oct Cashflow	-	750,000	\$ 750,000		new Needed to inc. reserves for cashflow in April
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,050,000	\$ 2,750,000	\$ 700,000	\$ (0)	
TOTAL EXPENDITURES	\$ 46,844,600	\$ 48,243,000	\$ 1,398,400	\$ 0	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -		

**2025 CAPITAL IMPROVEMENT FUND
-ESTIMATED BALANCED BUDGET-**

Estimated Sept 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Fund Balance/Cash Reserves	\$ 9,576,800	\$ -	\$ (9,576,800)	
TOTAL USE OF FUND BALANCE	\$ 9,576,800	\$ -	\$ (9,576,800)	
NEW REVENUE				
Transfer from General Fund - 2025 Revenue	\$ 2,050,000	\$ 2,000,000	\$ (50,000)	
Transfer from General Fund - Unspent	\$ -	\$ -	\$ -	
Transfer from Property and Facility Fund	\$ -	\$ -	\$ -	
Sumer LCFA		\$ 10,000,000		
Foundation Cap Planning Funding		\$ 500,000		
Grants- LCIP		\$ 800,000		
Interest Earnings		\$ 870,000		
TOTAL NEW REVENUE	\$ 2,050,000	\$ 14,170,000	\$ (50,000)	
TOTAL FUNDS AVAILABLE	\$ 11,626,800	\$ 14,170,000	\$ 2,543,200	
-- EXPENDITURES --				
CURRENT BUILDING IMPROVEMENTS				
Buckley Site Evaluation	\$ 1,040,100	\$ 72,000	\$ (968,100)	Final amts for project
LWD Demo	\$ 541,500	\$ -	\$ (541,500)	Complete
Door replacement	\$ 440,100	\$ -	\$ (440,100)	
Facilities Condition Assessment Needs	\$ 659,100	\$ 945,000	\$ 285,900	Current Year are some Manadatory repairs needed
	\$ -	\$ -	\$ -	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 2,680,800	\$ 1,017,000	\$ (1,663,800)	
FUTURE BUILDINGS & OTHER				
Lakewood Interim Library	\$ 7,009,500	\$ -	\$ (7,009,500)	Project Complete
Sumner Library	\$ 1,002,000	\$ 12,069,000	\$ 11,067,000	
Other Future			\$ -	
Vehicle purchases	\$ 266,000	\$ 65,000	\$ (201,000)	Maintenance Van replacement
Capital Campaign Consultants	\$ 60,000	\$ 50,000	\$ (10,000)	
Consultant for CCP	\$ 150,000	\$ 350,000	\$ 200,000	
Strategic Planning	\$ 178,500	\$ 4,000	\$ (174,500)	
COM Public Opinion poll	\$ -	\$ 50,000	\$ 50,000	

Rebrand Consultant	\$	-	\$	80,000	\$	80,000
TOTAL FUTURE BUILDINGS & OTHER	\$	8,666,000	\$	12,668,000	\$	4,002,000

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

FINAL December 13, 2023	2024 Draft Budget	2024 Draft Budget	Draft / Final Difference	Notes
----- Budget Summary (Cont.) -----				
TECHNOLOGY UPDATES				
Facilities Work Order System	\$ 30,000	\$ -	\$ (30,000)	
Meeting Room Technology	\$ -	\$ 50,000	\$ 50,000	
Digital Signage Upgrades	\$ -	\$ 45,000	\$ 45,000	
Network Infrastructure Upgrades	\$ -	\$ 240,000	\$ 240,000	
TOTAL TECHNOLOGY PROJECTS	\$ 30,000	\$ 335,000	\$ 305,000	
CONTINGENCY	\$ 250,000	\$ 150,000	\$ (100,000)	
TOTAL EXPENDITURES	\$ 11,626,800	\$ 14,170,000	\$ 2,543,200	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	

Pierce County Library System: 2025 Estimated Balanced Budgets

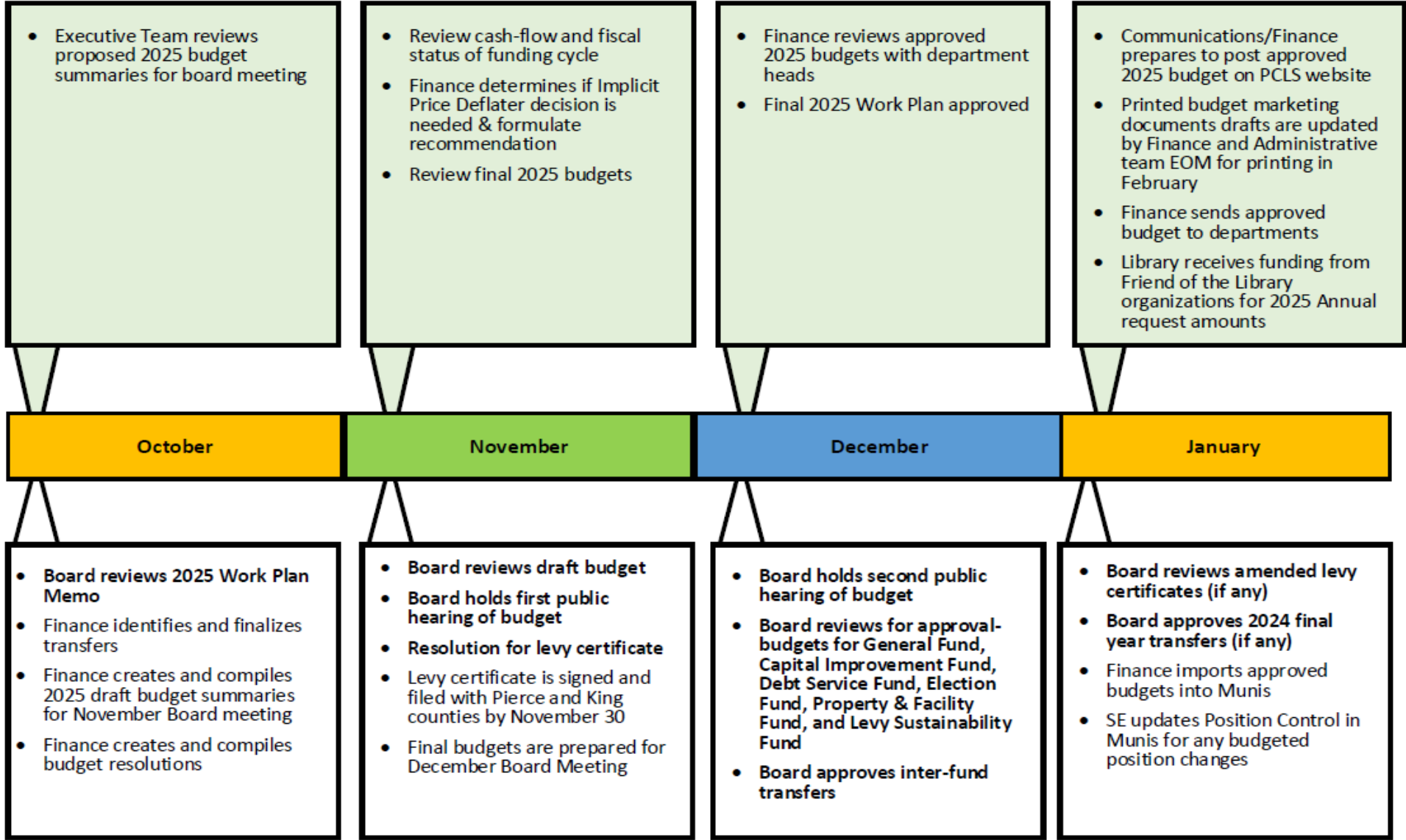
A Presentation on Budget and Current Fiscal Outlook



LEARNING • ENJOYMENT • COMMUNITY

Budget Structure: Budget Timeline/Practices

PCLS 2025 Budget Planning, Development, Review, & Approval Timeline



Budget Structure: Fiscal Management Policy

- Manage Spending:** Create and follow a budget, use the state's accounting system, and share financial updates with the Board each month.

- Guidelines & Procedures:** Keep a manual with clear financial rules for staff, making sure it's up to date and followed.

- Long-Term Planning:** Plan a funding cycle to keep services running and prepare for future spending needs.

- Stay Solvent:** Keep enough cash to cover four months of expenses and make smart investments with extra money.

- Reserves:** Save at least 2% of next year's money and aim for 4% in savings for building improvements over ten years.

- Create a Budget:** Plan a yearly budget, show it to the Board, and cut operational costs to create a balanced budget

- Board Approval:** Get the Board's okay for spending above a certain amount, except for things like books and subscriptions

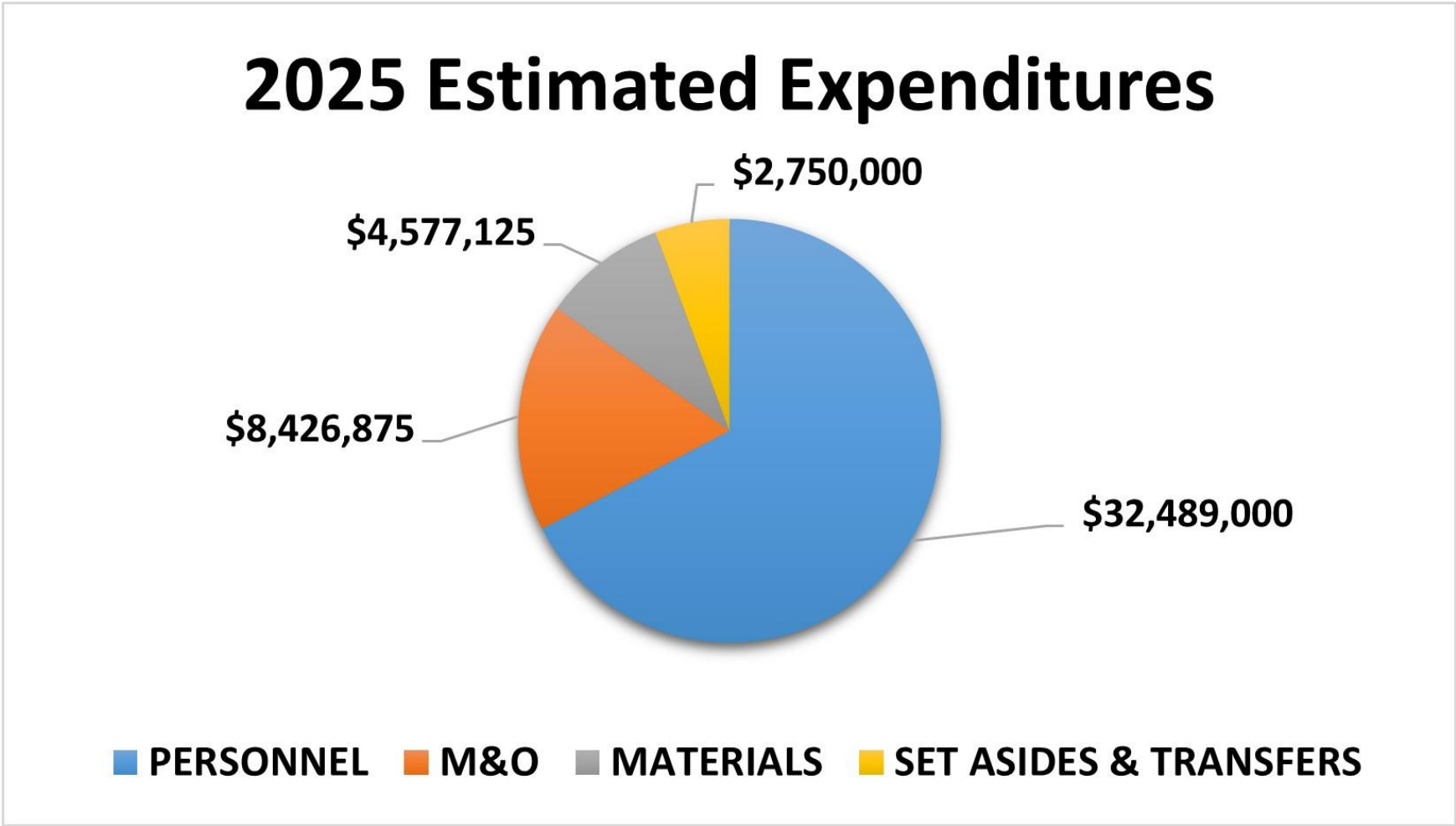
Budget Structure: General Fund Funding Recap

- Property Taxes (97%)**: Main source of revenue, capped by law at \$0.50 per \$1,000 of assessed value. 2025 estimated mill rate is 32.80¢ - 33.50¢ per \$1,000.
- New Construction**: Additional revenue from new construction increases property tax collections.
- Fees**: Revenue from replacement fees, photocopying, printing, faxing, and interlibrary loans.
- Donors**: Donations from the Pierce County Library Foundation and Friends of the Library support programs and events.
- E-Rate & Rebates**: Federal program rebates for internet services and 1% rebate on P-Card purchases.
- Investment Income**: Interest earned on investments, expected to remain above average.
- Other**: Revenue from scrap sales and printing services.

General Fund Revenues : 2025 Estimated

Estimates Sept 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
Transfers In from Levy Sustainability Fund	-	700,000	700,000	new	Transfer from LSF
TOTAL REVENUE	\$ 46,844,600	\$ 48,243,000	\$ 1,398,400	2.99%	

Budget Structure: General Fund Expenditures



General Fund Expenditures: Estimated Personnel

Estimates Sept 2024	2024 FINAL Approved 12/23	2025 Draft	Change (\$)	Change (%)	Notes
-- EXPENDITURES --					
PERSONNEL					
Salaries & Wages	\$ 23,831,000	\$ 24,220,000	\$ 389,000	1.63%	
Overtime Wages	67,000	45,000	(22,000)	-32.84%	Aligned budget to actuals
Employee Benefits	7,889,000	8,224,000	335,000	4.25%	Includes increase in healthcare rates
TOTAL PERSONNEL	\$ 31,787,000	\$ 32,489,000	\$ 702,000	2.21%	

General Fund Expenditures : Estimated M&O

Estimates	2024 FINAL	2025	Change	Change	
Sept 2024	Approved 12/23	Draft	(\$)	(%)	Notes
-- EXPENDITURES --					
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 484,900	\$ 477,110	\$ (7,790)	-1.61%	
Fuel	47,000	45,000	(2,000)	-4.26%	
Equipment (Computers, Software, Furnishings)	1,541,600	1,758,060	216,460	14.04%	
Professional, Legal, Other Services	1,316,700	1,311,250	(5,450)	-0.41%	
Networking, Phones, Postage	547,900	608,384	60,484	11.04%	Internet costs higher than anticipated
Travel & Mileage	158,400	131,575	(26,825)	-16.93%	
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	151,809	26,159	20.82%	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	191,593	(381,207)	-66.55%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 8,442,900	\$ 8,426,875	\$ (16,025)	-0.19%	

General Fund Expenditures : Estimated Materials

Estimates Sept 2024	2024 FINAL Approved 12/23	2025 Draft	Change (\$)	Change (%)	Notes
-- EXPENDITURES --					
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	

General Fund Expenditures : Estimated Set-Asides and Transfers

Estimates Sept 2024	2024 FINAL Approved 12/23	2025 Draft	Change (\$)	Change (%)	Notes
-- EXPENDITURES --					
SET-ASIDES & TRANSFERS					
Capital Fund Transfer	\$ 2,050,000	\$ 2,000,000	\$ (50,000)	-2.44%	
Property and Facility Fund Transfer	-		\$ -		
Set Aside for Future Sustainability	-		\$ -		
Set Aside for Apr/Oct Cashflow	-	750,000	\$ 750,000	new	Needed to inc. reserves for cashflow in April
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,050,000	\$ 2,750,000	\$ 700,000	\$ (0)	
TOTAL EXPENDITURES	\$ 46,844,600	\$ 48,243,000	\$ 1,398,400	\$ 0	

Key Financial Challenges/Needs:

- **Limited LSF Capacity**
- **Capital Fund Rebuild**
- **Service Impact Promise**
- **Evaluating Partnerships**
- **Limited Revenue Outlook**
- **Fiscal Impact Strategy**
- **Evaluating New Requests**
- **Cashflows and General Fund**

Forecasting Current State – Previous Session

Forecasting LSF Capacity

	Phase 2		Phase 3		2026		2027		2028		2029		2030		2031	
	2024	%	2025	%	2026	%	2027	%	2028	%	2029	%	2030	%	2031	%
Revenues Estimates																
Property Taxes	\$ 45,503,600.00	97%	\$ 46,458,636.00	98%	\$ 47,123,222.36	98%	\$ 47,794,454.58	98%	\$ 48,472,399.13	98%	\$ 49,157,123.12	99%	\$ 49,848,694.35	99%	\$ 50,547,181.30	99%
Donations	\$ 485,000.00	1%	\$ 335,000.00	1%	\$ 336,675.00	1%	\$ 338,358.38	1%	\$ 341,741.96	1%	\$ 345,159.38	1%	\$ 348,610.97	1%	\$ 352,097.08	1%
Other	\$ 404,000.00	1%	\$ 350,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%
Investment Income	\$ 452,000.00	1%	\$ 400,000.00	1%	\$ 200,000.00	0%	\$ 200,000.00	0%	\$ 200,000.00	0%	\$ 100,000.00	0%	\$ 100,000.00	0%	\$ 100,000.00	0%
LSF Transfer In	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%		0%		0%		0%		0%
TOTAL REVENUES Estimates	\$ 46,844,600.00	100%	\$ 47,543,636.00	100%	\$ 47,959,897.36	100%	\$ 48,632,812.96	100%	\$ 49,314,141.09	100%	\$ 49,902,282.50	100%	\$ 50,597,305.32	100%	\$ 51,299,278.38	100%
Expenditures Estimates																
Rep Salary & Wages	\$ 19,766,000.00	42.2%	\$ 20,459,000.00	41.2%	\$ 21,788,835.00	42%	\$ 23,205,109.28	43%	\$ 24,713,441.38	44%	\$ 26,319,815.07	45%	\$ 28,030,603.05	45%	\$ 29,852,592.24	46%
Rep Benefits	\$ 6,801,000.00	14.5%	\$ 7,129,000.00	14.4%	\$ 7,592,385.00	15%	\$ 8,085,890.03	15%	\$ 8,611,472.88	15%	\$ 9,171,218.61	16%	\$ 9,767,347.82	16%	\$ 10,402,225.43	16%
NR Salary & Wages	\$ 4,132,000.00	8.8%	\$ 4,325,000.00	8.7%	\$ 4,606,125.00	9%	\$ 4,905,523.13	9%	\$ 5,224,382.13	9%	\$ 5,563,966.97	9%	\$ 5,925,624.82	10%	\$ 6,310,790.43	10%
NR Benefits	\$ 1,088,000.00	2.3%	\$ 1,166,000.00	2.3%	\$ 1,241,790.00	2%	\$ 1,322,506.35	2%	\$ 1,408,469.26	3%	\$ 1,500,019.76	3%	\$ 1,597,521.05	3%	\$ 1,701,359.92	3%
Total Personnel Estimates	\$ 31,787,000.00	68%	\$ 33,079,000.00	67%	\$ 35,229,135.00	68%	\$ 37,519,028.78	70%	\$ 39,957,765.65	71%	\$ 42,555,020.41	72%	\$ 45,321,096.74	73%	\$ 48,266,968.03	74%
Materials	\$ 4,564,700.00	10%	\$ 4,577,125.00	9%	\$ 4,500,000.00	9%	\$ 4,500,000.00	8%	\$ 4,500,000.00	8%	\$ 4,500,000.00	8%	\$ 4,500,000.00	7%	\$ 4,500,000.00	7%
M&O	\$ 8,442,900.00	18%	\$ 8,294,292.00	17%	\$ 8,584,592.22	17%	\$ 8,885,052.95	17%	\$ 9,196,029.80	16%	\$ 9,517,890.84	16%	\$ 9,851,017.02	16%	\$ 10,195,802.62	16%
Contingency			\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00	
GF Reserves	\$ -	0%	\$ 1,000,000.00	2%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%
CAP Fund Transfer Out	\$ 2,050,000.00	4%	\$ 2,200,000.00	4%	\$ 2,500,000.00	5%	\$ 1,500,000.00	3%	\$ 1,500,000.00	3%	\$ 1,500,000.00	3%	\$ 1,500,000.00	2%	\$ 1,500,000.00	2%
TOTAL EXPENDITURES Estimates	\$ 46,844,600.00	100%	\$ 49,650,417.00	99%	\$ 51,813,727.22	99%	\$ 53,404,081.72	99%	\$ 56,153,795.45	99%	\$ 59,072,911.26	99%	\$ 62,172,113.76	99%	\$ 65,462,770.65	99%
Bottom Line Estimates	\$ -	0%	\$ (2,106,781.00)	1%	\$ (3,853,829.86)	1%	\$ (4,771,268.76)	1%	\$ (6,839,654.36)	1%	\$ (9,170,628.76)	1%	\$ (11,574,808.44)	1%	\$ (14,163,492.27)	1%

Forecasting Current State- 2025 Assumptions

Forecasting LSF Capacity

	Phase 2		Phase 3		2026		2027		2028		2029		2030		2031	
	2024	%	2025	%	2026	%	2027	%	2028	%	2029	%	2030	%	2031	%
Revenues Estimates																
Property Taxes	\$ 45,503,600.00	97%	\$ 46,458,000.00	96%	\$ 47,122,580.00	98%	\$ 47,793,805.80	98%	\$ 48,471,743.86	98%	\$ 49,156,461.30	99%	\$ 49,848,025.91	99%	\$ 50,546,506.17	99%
Donations	\$ 485,000.00	1%	\$ 335,000.00	1%	\$ 336,675.00	1%	\$ 338,358.38	1%	\$ 341,741.96	1%	\$ 345,159.38	1%	\$ 348,610.97	1%	\$ 352,097.08	1%
Other	\$ 404,000.00	1%	\$ 350,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%	\$ 300,000.00	1%
Investment Income	\$ 452,000.00	1%	\$ 400,000.00	1%	\$ 200,000.00	0%	\$ 200,000.00	0%	\$ 200,000.00	0%	\$ 100,000.00	0%	\$ 100,000.00	0%	\$ 100,000.00	0%
LSF Transfer In	\$ -	0%	\$ 700,000.00	1%	\$ -	0%	\$ -	0%		0%		0%		0%		0%
TOTAL REVENUES Estimates	\$ 46,844,600.00	100%	\$ 48,243,000.00	100%	\$ 47,959,255.00	100%	\$ 48,632,164.18	100%	\$ 49,313,485.82	100%	\$ 49,901,620.67	100%	\$ 50,596,636.88	100%	\$ 51,298,603.25	100%
Expenditures Estimates																
Rep Salary & Wages	\$ 19,766,000.00	42.2%	\$ 19,990,000.00	41.4%	\$ 21,289,350.00	42%	\$ 22,673,157.75	43%	\$ 24,146,913.00	44%	\$ 25,716,462.35	44%	\$ 27,388,032.40	45%	\$ 29,168,254.51	45%
Rep Benefits	\$ 6,801,000.00	14.5%	\$ 7,069,000.00	14.7%	\$ 7,528,485.00	15%	\$ 8,017,836.53	15%	\$ 8,538,995.90	15%	\$ 9,094,030.63	16%	\$ 9,685,142.62	16%	\$ 10,314,676.89	16%
NR Salary & Wages	\$ 4,132,000.00	8.8%	\$ 4,275,000.00	8.9%	\$ 4,552,875.00	9%	\$ 4,848,811.88	9%	\$ 5,163,984.65	9%	\$ 5,499,643.65	9%	\$ 5,857,120.49	10%	\$ 6,237,833.32	10%
NR Benefits	\$ 1,088,000.00	2.3%	\$ 1,155,000.00	2.4%	\$ 1,230,075.00	2%	\$ 1,310,029.88	2%	\$ 1,395,181.82	3%	\$ 1,485,868.63	3%	\$ 1,582,450.10	3%	\$ 1,685,309.35	3%
Total Personnel Estimates	\$ 31,787,000.00	68%	\$ 32,489,000.00	67%	\$ 34,600,785.00	68%	\$ 36,849,836.03	70%	\$ 39,245,075.37	71%	\$ 41,796,005.27	72%	\$ 44,512,745.61	73%	\$ 47,406,074.07	73%
Materials	\$ 4,564,700.00	10%	\$ 4,577,125.00	9%	\$ 4,500,000.00	9%	\$ 4,500,000.00	9%	\$ 4,500,000.00	8%	\$ 4,500,000.00	8%	\$ 4,500,000.00	7%	\$ 4,500,000.00	7%
M&O	\$ 8,442,900.00	18%	\$ 8,235,282.00	17%	\$ 8,523,516.87	17%	\$ 8,821,839.96	17%	\$ 9,130,604.36	16%	\$ 9,450,175.51	16%	\$ 9,780,931.65	16%	\$ 10,123,264.26	16%
Contingency			\$ 191,593.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00		\$ 500,000.00	
GF Reserves	\$ -	0%	\$ 750,000.00	2%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%	\$ 500,000.00	1%
CAP Fund Transfer Out	\$ 2,050,000.00	4%	\$ 2,000,000.00	4%	\$ 2,500,000.00	5%	\$ 1,500,000.00	3%	\$ 1,500,000.00	3%	\$ 1,500,000.00	3%	\$ 1,500,000.00	2%	\$ 1,500,000.00	2%
TOTAL EXPENDITURES Estimates	\$ 46,844,600.00	100%	\$ 48,243,000.00	100%	\$ 51,124,301.87	99%	\$ 52,671,675.99	99%	\$ 55,375,679.73	99%	\$ 58,246,180.78	99%	\$ 61,293,677.26	99%	\$ 64,529,338.33	99%
Bottom Line Estimates	\$ -	0%	\$ -	0%	\$ (3,165,046.87)	1%	\$ (4,039,511.81)	1%	\$ (6,062,193.91)	1%	\$ (8,344,560.10)	1%	\$ (10,697,040.38)	1%	\$ (13,230,735.08)	1%

Capital Fund Revenue Usage : 2025 Estimated

Estimated Sept 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Carryforward funds from prior fiscal year				
Use of Fund Balance/Cash Reserves	\$ 9,576,800	\$ -	\$ (9,576,800)	
TOTAL USE OF FUND BALANCE	\$ 9,576,800	\$ -	\$ (9,576,800)	
NEW REVENUE				
Transfer from General Fund - 2025 Revenue	\$ 2,050,000	\$ 2,000,000	\$ (50,000)	
Sumer LCFA		\$ 10,000,000		
Foundation Cap Planning Funding		\$ 500,000		
Grants- LCIP		\$ 800,000		
Interest Earnings		\$ 870,000		
TOTAL NEW REVENUE	\$ 2,050,000	\$ 14,170,000	\$ (50,000)	
TOTAL FUNDS AVAILABLE	\$11,626,800	\$ 14,170,000	\$ 2,543,200	

Capital Fund :Current Buildings

Estimated Sept 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- EXPENDITURES --				
CURRENT BUILDING IMPROVEMENTS				
Buckley Site Evaluation	\$ 1,040,100	\$ 72,000	\$ (968,100)	Final amts for project
LWD Demo	\$ 541,500	\$ -	\$ (541,500)	Complete
Door replacement	\$ 440,100	\$ -	\$ (440,100)	
Facilities Condition Assessment Needs	\$ 659,100	\$ 945,000	\$ 285,900	Current Year are necessary repairs from FCA
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 2,680,800	\$ 1,017,000	\$ (1,663,800)	

Capital Fund :Future Buildings & Other

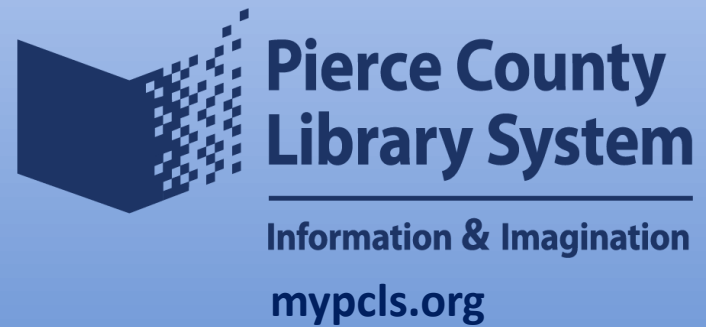
Estimated Sept 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- EXPENDITURES --				
FUTURE BUILDINGS & OTHER				
Lakewood Interim Library	\$ 7,009,500	\$ -	\$ (7,009,500)	Project Complete
Sumner Library	\$ 1,002,000	\$ 12,069,000	\$11,067,000	
Other Future			\$ -	
Vehicle purchases	\$ 266,000	\$ 65,000	\$ (201,000)	Maintenance Van replacement
Capital Campaign Consultants	\$ 60,000	\$ 50,000	\$ (10,000)	
Consultant for CCP	\$ 150,000	\$ 350,000	\$ 200,000	
Strategic Planning	\$ 178,500	\$ 4,000	\$ (174,500)	
COM Public Opinion poll	\$ -	\$ 50,000	\$ 50,000	
Rebrand Consultant	\$ -	\$ 80,000	\$ 80,000	
TOTAL FUTURE BUILDINGS & OTHER	\$ 8,666,000	\$ 12,668,000	\$ 4,002,000	

Capital Fund :Technology & Contingency

Estimated Sept 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
-- EXPENDITURES --				
TECHNOLOGY UPDATES				
Facilities Work Order System	\$ 30,000	\$ -	\$ (30,000)	
Meeting Room Technology	\$ -	\$ 50,000	\$ 50,000	
Digital Signage Upgrades	\$ -	\$ 45,000	\$ 45,000	
Network Infrastructure Upgrades	\$ -	\$ 240,000	\$ 240,000	
TOTAL TECHNOLOGY PROJECTS	\$ 30,000	\$ 335,000	\$ 305,000	
CONTINGENCY	\$ 250,000	\$ 150,000	\$ (100,000)	
TOTAL EXPENDITURES	\$11,626,800	\$ 14,170,000	\$ 2,543,200	

Questions?

Thank you for your commitment to fiscal sustainability



LEARNING • ENJOYMENT • COMMUNITY

MEMO



Date: September 30, 2024

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

From: Connie Behe, Deputy Director

Subject: 2025 Work Plan Summary

As we work toward finalizing and implementing the Library's 2025-2029 Strategic Plan, we expect to develop a new format for tracking and evaluating large strategic projects that support budget requests and management. This may eventually replace the work plan memo.

Below is a summary of the major projects and top priorities currently identified for 2025, prior to development of the strategic plan implementation plan.

Comprehensive Capital Plan Q1-Q4

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

Employee Resource Groups (ERGs) Q1

- Phase 2 implementation of ERGs builds on the Phase 1 pilot program to incorporate Mentorship into each ERG. The ERGs provide a space for employees with shared interests to support attracting and retaining diverse staff, promoting diversity and inclusion, and improving job satisfaction, morale, and productivity.

Equity, Diversity, and Inclusion (EDI) Training Q1

- Implement updated EDI training and development. This project aims to create a common understanding of EDI concepts, build an inclusive environment where everyone feels valued and empowered, reduce turnover, improve communication and trust, and develop a more diverse workforce that reflects our communities.

Interview Process & Job Descriptions Q1-Q3

- Review and update our hiring process to ensure it's fair and equitable, aiming to create a more diverse workforce that better reflects our communities. This will involve revising job descriptions and recruitment practices to align with our equity, diversity, and inclusion goals. The updated processes and job descriptions will then be implemented.

Leadership Development

- Using Nash Consulting's "Managing with Mind and Heart" leadership development approach, we'll ensure all leaders share the same tools and framework for leadership growth. Ongoing training will include new leaders, refresher sessions for current leaders, and opportunities for emerging leaders. Operationalizing the work that we started with Nash will build strong management and leadership abilities to prepare for changes during strategic planning.

Learning Management System Q1-Q2

- Implement a system-wide centralized platform that supports Library needs for staff training and development across roles the library. Phase 1 of this work was completed in 2024; the selection of the Learning Management System.

Long-Term Lakewood Library Planning

- Establish a direction to pursue permanent downtown Lakewood and Tillicum library locations.

New Incident Reports Management Q1

- Implement new incident reporting software; including process development and training. The new system will simplify incident reporting and increase transparency.

Organizational Resilience (Business Continuity/Disaster Recovery) Q1-Q2

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

Public Opinion Awareness/Preference Poll Q1-Q3

- Build upon 2023 poll, learn value and public service. To gain information and knowledge of the public's changing expectations, needs, and value of the Library System, conduct market research.

Strategic Plan Implementation Q1

- Create and launch an implementation plan, including tracking and reporting components, to operationalize the 2025-2029 Strategic Plan.

Sumner Library Building Project Q1-Q4

- Work with architects and community to design new Sumner Library building.

Sumner Facility Capital Campaign Q1-Q4

- Successfully conduct a capital campaign for a new Sumner Library building which will achieve a financial goal of raising \$3,000,000 from private philanthropy. We aim to secure the majority of financial goal of philanthropic commitments (some as multi-year fulfillments) by December 31, 2025. Will achieve the following non-financial goals:
 - Firmly establish Pierce County Library System & Foundation on the philanthropic map.
 - Pierce County Library Foundation becomes a premier board in Pierce County on which to serve.
 - Pierce County Library Foundation Board and Staff are transformed for long-term organizational maturity, sustainability, and success which includes improved streamlining of prospect identification, prospect research, and increased collaborative grant opportunity identification and solicitation with PCLS staff for multiple capital opportunities in support of Comprehensive Capital Plan.

System-Wide Orientation and Onboarding Review Q1-Q3

- Complete a comprehensive review and implement updates to the Library's orientation and onboarding processes to improve retention and increase inclusion for all roles throughout the library.

MEMO



Date: September 26, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2025 Board Meeting Schedule

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

Attached is a proposed schedule of 2025 Board of Trustee meeting dates. Meetings are currently held on the second Wednesday of the month at 3:30 pm at the Administrative Center. In 2023, trustees considered changing the time of the meeting and requested to hold some meetings in branches though neither of those were realized in 2024.

Under the Open Public Meetings Act (OPMA), all Board of Trustee meetings must be held in a physical location, with remote access optional ([RCW 42.30.230](#)). Trustees are invited to review [The Open Public Meetings Act publication \(pdf\)](#) which offers a detailed look at the OPMA, including procedural requirements, executive sessions, exemptions, penalties, and more.

During the meeting, we will discuss if you would like to make any changes to the 2025 meeting schedule, including the time of day. We have prepared two options for your consideration. One is status quo, the calendar with no changes to day/time or location. The second is an option to hold the meetings a little later in the day and if Trustees are able to have a quorum, host at least one meeting a quarter in branches across the system.

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2025 Meeting Schedule – Option 1

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2025 Board of Trustee meetings are as follows:

January 8, 2025
February 12, 2025
March 12, 2025
April 9, 2025
May 14, 2025
June 11, 2025
July 9, 2025
August 13, 2025
September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2024 Meeting Schedule – Option 2

Meetings are regularly scheduled at **5:30 pm** on the second Wednesday of the month. The dates of the 2025 Board of Trustee meetings are as follows:

January 8, 2025
February 12, 2025 – **branch location TBD**
March 12, 2025
April 9, 2025
May 14, 2025 – **branch location TBD**
June 11, 2025
July 9, 2025
August 13, 2025 – **branch location TBD**
September 10, 2025
October 8, 2025
November 12, 2025 – **branch location TBD**
December 10, 2025

Officers Reports

MEMO



Date: September 30, 2024

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

From: Connie Behe, Deputy Director

Subject: Work Plan Status Report – Q3 2024

In October 2023, we presented a summary of the 2024 Work Plan to the Board. This memo serves as the Q3 status report. It is important to note that this report is not an exhaustive list of major projects. Instead, it highlights areas of interest to the Board.

Community Data for Decision-Making

- Develop a process for gathering and using regularly updated data on demographic and service delivery measurements, both at the branch and system-wide levels. Data will inform decision-making processes, maximize the impact of programming, and ensure specific needs of the communities we serve are met.
 - Project is contingent upon the completion of a broader project to develop centralized data collection infrastructure and update reporting processes. The broader work is underway and will extend into 2025.

Comprehensive Capital Plan (Formerly Facilities Master Plan)

- Develop a comprehensive strategy for library capital assets.
 - Request for Qualifications (RFQ) for consultant services was issued and Gensler and Associates was selected. Kick off meetings and project planning with timelines is complete. Gensler is presenting an overview of the project at 10/09 board meeting.

Employee Resource Groups (ERGs)

- Create employee groups where employees come together voluntarily based on a common interest to attract, recruit, and retain diverse staff; promote diversity, increase belonging, cultural awareness, and an inclusive work environment; and increase employee job satisfaction, morale, and productivity.
 - This project launched in November 2023. We completed a survey of staff interest in ERGs in May 2024. Communications regarding the pilot ERG selections deployed this summer for each of the three pilot teams: BIPOC, LGBTQAI+, and Neurodivergence. Each ERG team kicked off this September and will carry forward the pilot through February 2025. At that time, the project team will evaluate, adjust, and relaunch to include Mentorship.

Equity, Diversity, and Inclusion (EDI) Training

- Build a safe and equitable work environment for all staff by creating a shared vocabulary around EDI concepts; promoting safety and belonging for marginalized staff and community members; reducing turnover; improving communications and trust; and creating a stronger, more efficient workforce.
 - Project launched in Q1, followed by research of best practices in Q2. The information is being aggregated in Q3, with a proposal expected in Q4.

Facilities Condition Assessments Including ADA Evaluation

- Conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, ADA accessibility, and maintenance history to identify deficiencies, required repairs, areas of improvement, and optimization. Using this information for the Comprehensive Capital Plan and the Facilities 5-year work plan.
 - Plan for internal review delivered in June 2024. Staff will use the plan to address highly urgent needs. The remaining information in the plan will be utilized in Phase II of the Comprehensive Capital Plan.

Incident Reports and Public Space Management

- Identify and clarify all governance, policies, and processes pertaining to managing public spaces and customer incident response. Currently, a small workgroup of staff from across the system are working to identify and build a new incident reporting software. They will create guidelines and training for staff to create consistency and structure for how to determine what needs to be documented as an incident. This work is on track to be completed by the end of Q4.

Intellectual Freedom Training and Discussion Spaces

- Provide comprehensive training to all PCLS staff regarding Intellectual Freedom principles to enable staff members to navigate and address issues around the Freedom to Read, First Amendment in public libraries, and creating inclusive spaces. Project to include discussion spaces for open dialogue and understanding surrounding these complex issues.
 - The project team has been formed and best practices are being researched to develop a robust and ongoing training space where staff can explore and discuss this topic in depth. The training was developed in Q2 and will be beta tested soon. Once launched, this in-depth training will be available to all PCLS staff.

Interim Lakewood Building

- Completed

Leadership Development

- Provide a focused and intentional approach to developing the leadership competencies in the supervisory group and emerging leaders. Build and strengthen the leadership pipeline, capacity, and leadership competencies.
 - The fourth cohort to take the Nash Leadership Training launches in September. By the end of this cohort, all Library supervisors will have completed the Nash training. The team is creating a plan to sustain and integrate learning into operations for the cohorts that completed training in 2024.

Long-Term Lakewood Library Planning

- Establish a direction to pursue for a permanent downtown Lakewood Library.
 - Two Board study sessions to deliberate direction and plans for the long-term Lakewood and Tillicum locations were conducted in Q2.

Organizational Resilience (Business Continuity/Disaster Recovery)

- Research, develop, and implement process and guidelines that proactively address events and situations that present a significant disruption to operations.
 - Revising draft charter and will bring to Administrative Team for review in Q3.

Policy Review with EDI Lens

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

Public Services 3-Year Development Plan

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

Strategic Plan

- Undertake a strategic planning project engaging the community, Library Board, and all staff.
 - The Board will consider the final draft of the PCLS Strategic Plan 2025-2029 at the November Board meeting.

Sumner Library Capital Facilities Area and Building Design

- Begin the process to build a new Sumner Library by setting up the Library Capital Facilities Area (LCFA) as a taxing entity and hiring an architect to initiate the building design process including community input on desired features.
 - The Sumner LCFA was created. Financial documents are being prepared for the bond sale.
 - Preliminary designs are complete and public engagement activities have begun.

Sumner Facility Capital Campaign

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

-
- Pierce County Library Foundation Board and Staff are transformed for long-term organizational maturity, sustainability, and success.
 - This project is ongoing. The Foundation has raised \$1,864,243 in commitments as it begins Q3, which is 62.1% of goal; a recent gift agreement was secured for \$500,000; the Campaign Steering Committee continues monthly meetings.

System-Wide Orientation and Onboarding Review

- Develop a plan to review and redesign system-wide orientation and onboarding to attract and retain diverse talent. Complete a comprehensive study of our organization-wide onboarding and orientation current practices, needs, and gaps to inform a future proposal of more effective, inclusive orientation and on-boarding process for all roles system-wide.
 - Project launched in Q2. Research on best practices was conducted, and information was aggregated. A recommendation will be prepared for stakeholder consultation in Q3, with decisions to be made in Q4.

Updating Recruitment Process and Job Descriptions

- Provide a consistent, fair, and equitable hiring and recruitment process that speaks to and draws in a wider range of diversity, especially people within marginalized communities.
 - Project launched in Q2. Currently researching best practices and aggregating information over the next few months. This team is anticipating recommendations by mid-2025.

MEMO



Date: September 16, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Q4 2024 Focus: Heart of Your Community

As part of the Pierce County Library System’s 2024 Marketing and Communications Plan, the Library System will build on the successful tactics from the 2023 Your Library—the Heart of Your Community focus during the fourth quarter of 2024. Overall, Heart of Your Community is a branding campaign with a focus on inspiring excitement for the Library System and bolstering the Library’s visibility.

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

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

Communications and marketing goals:

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

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

Heart of Your Community Q4 2024: Marketing and Communications Focus
Marketing and Communications Plan

Opportunity

- Building upon the successful 2023 Your Library—the Heart of Your Community campaign (October-December) that saw a 31.6% increase in visitors to libraries and a 4.5% increase in checkouts of books, movies, and other materials (compared to May-June 2022), in 2024 Your Library—the Heart of Your Community will have the same theme with an emphasis on early literacy.
- **Marketing and communications timeframe:**
 - **Update/develop materials:** August-September 2024.
 - **Implement:** October-December 2024.

Communications Goals

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

Target Audiences

- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents:
 - Families, in particular families with young children.
 - Individuals who are asset limited or Asset Limited, Income Constrained, and Employed (ALICE). United Ways of the Pacific Northwest’s 2023 “ALICE in the Crosscurrents: COVID and Financial Hardship in Washington” showed in 2021 8%-28,763 of households living in poverty (in the 2019 report 12%-28,263 were found to be living in poverty) and in 2021 23%-78,719 of households were identified as ALICE (2019: 22%-65,166) in Pierce County. These numbers include Tacoma and all of Pierce County, not exclusively the Library’s service area.
 - Diverse communities. The U.S. Census Bureau shows the following for diversity in Pierce County, as of 2022: 12% Hispanic or Latinx, 8% Black, and 7% Asian race and ethnicity. These numbers include Tacoma and all of Pierce County, not just the Library’s service area.

Strategy

Overall, this is a branding campaign with a focus on inspiring excitement for the Library System and bolstering the Library’s visibility. The marketing and communications plan calls for focusing efforts on the local libraries being a central part of communities, with skilled staff to support learning, enjoyment, and community. From a place with early learning materials and books and movies to help reduce stress to spaces to help people connect as a community, Pierce County Libraries are welcoming to all people.

Employ a variety of marketing and communications tactics to inform audiences that their libraries welcome all people. Use multiple marketing and communications tactics to feature the ease of visiting libraries, and library services that support early literacy. From collateral and community marketing to print, radio, digital, and bus advertising, the Library System will develop and execute numerous marketing assets to inform and engage audiences.

Primary Messengers

- All staff

Messages/Message Elements

Note messages include a mix of second and third person voice.

Messages will build toward marketing materials and for use in larger format communications, such as e-newsletter articles, and web page(s).

Key Messages

1. The Pierce County Library System is your Library—the heart of your community.
2. If this is your first visit to your Pierce County Library, welcome in!
3. Your library is a central part of your community, with skilled staff to support learning, enjoyment, and community.
4. Your Library System sparks success for Pierce County residents and communities.
5. Your library is your free, all access pass to learning, enjoyment, and community.
6. All people are welcome at the Pierce County Library.
7. The Library System provides learning resources for all ages; delivers books, materials, and classes for enjoyment; and offers welcoming places and spaces for diverse communities to connect.
8. Your library offers early learning books and materials, to help children and people of all ages develop a love of reading with literacy rich activities.
9. Your Pierce County Library System supports growth and curiosity. It prepares babies, toddlers, and preschoolers to learn, so children enter kindergarten ready to learn. Your Pierce County Library is a leader in early learning. The libraries are print-rich environments, which are linked to the health of children, families, and communities. Printed/physical books prepare children for school success, in particular in math and sciences.
 - In-person STEAM (science, technology, engineering, art and math) events and classes bolster STEAM skills and interests for all ages.
 - Online resources TumbleBooks and TumbleMath provide learning support in the home.
 - Story times encourage early literacy, language development, social skills, and imagination and creativity.
10. Your Library System helps people enjoy their free time. It inspires imaginations through an extensive and diverse selection of books, movies and other materials, so people discover

outlets to offset the pressures of daily life and relax.

- Fostering a love of reading, as well as supporting and encouraging people to read more and Enjoy BOOKS! the Library offers many reading and enjoyment services.
 - Always at the core of the Library System is reading – from personal reading shoppers to e-newsletters with reading recommendations, Read to a Dog to build children’s reading skills, and other ways to engage and connect people with reading.
11. Your Library System connects and strengthens communities. It brings people together around shared interests and activities, so people are engaged in their thriving community and optimistic about their community’s future.
- The Library System activates Pierce County communities with welcoming, inclusive civic buildings and online spaces, so people have a sense of belonging and embrace the diversity of their community.
 - The Library connects people with information and community resources to help navigate life’s challenges.

Additional Messages

1. The Library is committed to demonstrating and delivering value to community members and to earn the public’s continued confidence and trust.
2. Today, the Library System offers more than one million books and movies. It also offers computers with high-speed internet access and free Wi-Fi.
3. The Library offers extensive and ever-expanding international/world language choices of books to reflect the interests and needs of diverse communities with materials available in multiple languages.

MEMO



Date: September 25, 2024

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

From: Alison Eckes, Customer Experience Director of Programs and Services,
Blythe Summers, Programs and Services Manager, Youth and Family Services, and
Elly Krumwiede, Senior Librarian, Outreach Services

Subject: 2024 Summer Reading Report

This year, we collaborated with local artist Angela Larsen to create artwork for the Library's new evergreen Summer Reading program, *Summer of Stories*. This program celebrates the diverse stories, voices, and experiences of Pierce County communities, highlighting the power of stories and shared experiences in ensuring everyone feels seen, valued and inspired.

Implementing an evergreen model strengthens the recognition and connection to Pierce County Library System's Summer Reading program. This model also reflects our commitment to sustainability by using an eco-friendly, cost-effective approach that maintains a high quality, engaging user experience without the need for annual redesigns.

Looking ahead to 2025, we plan to further assess how the Summer Reading program resonates with audiences. We'll explore new engagement and incentive strategies to ensure the participant experience continues to align with the evolving needs of those who live and work in Pierce County.

This year's report introduces a new approach to presenting Summer Reading data. While historical data and statistics are included below using the previous report format, we are also introducing a new visual report that highlights program objectives, data and impacts. This shift reflects our commitment to exploring new ways to provide innovative and meaningful impact reporting.

We look forward to hearing your thoughts on which metrics and information are most important to you as we shape our planning for 2025.

SUMMER READING

2024 BY THE NUMBERS



Summer of Stories celebrates Pierce County’s diverse communities and the transformative power of stories and shared experiences to connect us and deepen our understanding of ourselves and others.

SUMMER READERS

24,340

PROGRAMS

508

IN THE LIBRARY
AND COMMUNITY

14,969
ATTENDEES

ON THE ROAD



100+ COMMUNITY
SITE VISITS

PEOPLE
CONNECTED
WITH THE
LIBRARY

5,047

19,000
BOOK GIVEAWAYS

Books as prizes emphasize the value of reading. Studies show that children who have access to books in the home maintain important reading skills and experience less learning loss during the summer than children without access to books in the home.



Summer of Stories artwork by local artist Angela Larsen

“Summer Reading has been a wonderful experience for my family. It has brought us close together through shared stories and discussions, encouraged a love for reading in my child, and kept our minds active during the break. My son loves coloring in a star for each day and looks forward to turning his tickets in to earn a new prize book.

Summer Reading is a tradition we look forward to each year. Thank you!”

“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.”

A family impacted by unemployment expressed gratitude for the Library’s free programs that have helped them build connections with other families in their new community.

Summer Reading Statistics

Total (All Ages)	2024	2023	2022
Participants	24340	29955	14646
% change in participants from previous year	-19%	104%	n/a
<i>% change in participants from 2019*</i>	-34%	-19%	-60%
Completed milestone/earned prize	7315	7167	4486
% change in completion from previous year	2%	60%	n/a
Pre Readers (ages 0-4)	2024	2023	2022
Participants	3254	3519	2548
% change in participants from previous year	-8%	38%	n/a
Completed milestone/earned prize	1087	768	453
% change in completion from previous year	41%	70%	n/a
Books distributed	1087	1271	n/a
Beginning Readers (ages 5-8)	2024	2023	2022
Participants	7102	7675	1798
% change in participants from previous year	-7%	326%	n/a
Completed milestone/earned prize	2498	2288	1377
% change in completion from previous year	9%	66%	n/a
Books distributed	5806	6274	1377
Intermediate Readers (ages 9-12)	2024	2023	2022
Participants	6271	8824	2586
% change in participants from previous year	-29%	241%	n/a
Completed milestone/earned prize	2341	2969	1868
% change in completion from previous year	-21%	59%	n/a
Books distributed	5404	7464	1868
Teen Readers (ages 13-17)	2024	2023	2022
Participants	2014	3033	2480
% change in participants from previous year	-34%	22%	n/a
Completed milestone/earned prize	778	876	375
% change in completion from previous year	-11%	134%	n/a
Books distributed	778	1109	375
Adult Readers (ages 18+)	2024	2023	2022
Participants	5699	6410	5234
% change participants from previous year	-11%	22%	n/a
Completed milestone/earned prize	611	1025	413
% change in completion from previous year	-40%	148%	n/a

*Total number of participants (2019): 36882

School Outreach	2024	2023	2022	2019
Schools Visited	85	79	-	80
Students Reached	23263	15712	-	26485
Programs	2024	2023	2022	2019
Total Programs	508	451	297	649
Total Attendance	14969	14669	7645	12266
“On the Road” with Summer Reading	2024	2023	2022	2019
Site visits	104	92	64	144
People reached	5047	4026	2106	4179

MEMO



Date: Sept 26, 2024

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

From: Mary Stimson, Finance Director

Subject: 2023 IRS Tax Form 990 Filed

We are pleased to announce that the Library has successfully e-filed the 2023 990 tax return with the IRS. This achievement reflects the collaborative efforts between the Trustees, the Finance team, and our accounting firm. Thank you for your thoughtful review over the past months, which played an important role in this process.

We will continue to work toward early filing of this annual tax return, as we accomplished this year. No further Board action is required at this time.

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

Thank you again for your ongoing support and partnership in fiscal transparency.

MEMO



Date: September 25, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: Elections and the Law, Do's & Don'ts for the Pierce County Library System Board of Trustees

Following is an overview of what governing boards may and may not do during elections. In Washington State, the Public Disclosure Commission (PDC) regulates how governing boards may participate in elections. It is the Pierce County Library System's responsibility to provide the public with information about library services, operational needs, and any Pierce County Library-related proposed ballot measures (note, the Library System does not have any ballot measures on the 2024 general election ballot). At the same time, the Library and/or its Board of Trustees may not use Pierce County Library funds, facilities, or other resources to advocate for or against any candidate or ballot measure, regardless of it being a Library-related measure or not.

The Do's and Don'ts outline what trustees may and may not do regarding ballot measures. The direction, based upon requirements from the PDC spells out what trustees may do, such as directing the use of Library resources, equipment, and materials for production and distribution of information about a library-related ballot measure. The direction also states what trustees may do on their own time, which includes supporting or opposing candidates or ballot measures, including library-related measures.

It is important to note, trustees may attend any function or event and voice their opinion about a candidate or ballot measure as long as they are on their own time and are not using any publicly funded resources. This holds true for Board of Trustees participating in such activities on library-related ballot measures. Moreover, in such an activity—Library-related or for any candidate or ballot measure—as an appointed official, trustees may use their title, although they should clarify they are speaking on their own behalf.

The Library and/or trustees may be held legally and individually responsible for infractions of PDC rules. In addition, infractions may result in personal fines.

Do's & Don'ts for the Pierce County Library System Board of Trustees

In Washington State, the Public Disclosure Commission (PDC) regulates what governing boards may and may not do during elections. It is the Pierce County Library System's responsibility to provide the public with factual information about library services, operational needs, and any Pierce County Library-related proposed ballot measures. At the same time, the Library Board of Trustees may not use Pierce County Library funds, facilities, or other resources to advocate for or against any candidate or ballot measure.

Pierce County Library staff, Friends of Library organizations, Foundation Board of Directors, and the Pierce County Library Board of Trustees do not forfeit personal rights to engage in political activities because of their affiliation with the Library System. Staff, Friends, Foundation Directors, and Board of Trustees are all allowed to volunteer in support or opposition to any candidate or ballot measure they choose, as long as they partake in such activities on their own time, using their own resources.

Following are a few more details about what is and is not allowed.

Informational-allowed

Library Board of Trustees may direct the use of Library resources, equipment, and materials for production and distribution of **factual** information about a library-related ballot measure.

Trustees may provide:

- Voter registration information and reminders to vote.
- Plan and rationale for a ballot measure.
- Cost, scope, and tax impact of the measure.
- Election fact sheets and Q&A.

Trustees are allowed to:

- Attend any function or event and voice their opinion about a candidate or ballot measure as long as they are on their own time and are not using any publicly funded resources. Note: an appointed official may use their title, but should clarify they are speaking on their own behalf.
- Put car signs or bumper stickers on their personal cars and property.

Trustees are also welcome to volunteer in support or opposition to any candidate or ballot measure, including those related to the Library System, as long as they do so on their own time, using supplies that do not belong to the Library System.

Promotional-not allowed

Library staff, Friends, Foundation Board of Directors, and trustees cannot use Library resources to advocate for or against any ballot measure.

Trustees may not use Library time or materials for:

- Vote Yes or No materials or activities.
- Collecting money for campaign funds.
- Distributing pro or con information or messages.
- Writing, designing, or distributing any promotional campaign materials.
- Organizing campaign activities.
- Making a statement in support or opposition to any candidate or ballot measure.

Any production or distribution of materials urging support or opposition of candidates or ballot measures are the sole responsibility of independent citizens' committee(s).

Any promotional activities may not involve Library staff work time, materials, equipment, postage, phone, electronic mail, social media accounts, or any resources paid for or sustained by public funds.

The Library and/or trustees may be held legally and individually responsible for infractions of PDC rules. Infractions may result in personal fines.

If you are unsure about any activity, contact the [Communications Department](#) for clarification. Visit: <https://www.pdc.wa.gov/rules-enforcement/guidelines-restrictions/guidelines-local-government-agencies-election-campaigns> for additional details.

Closed Session

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