

## AGENDA

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

November 13, 2024 | 3:30 p.m.

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

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

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

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

**Call to Order:** Pamela Duncan, Chair

**Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing [pmcbride@piercecounitylibrary.org](mailto:pmcbride@piercecounitylibrary.org) by 2:00 p.m. on November 13. Written comments must be provided 24 hours prior to the meeting.*

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

1. Approval of Minutes of October 10, 2024, Regular Meeting
2. Approval of October Payroll, Benefits, and Vouchers
3. Resolution 2024-10 To Declare Furnishings and Equipment Surplus to Public Service Needs

**Board Development:** Cybersecurity Training Modules

### Reports

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

### Unfinished Business

1. 2025-2029 Strategic Plan Final Draft Discussion
2. Resolution 2024-11: 2025 Schedule of Regular Meetings **[ACTION]**
3. Policy Review
  - a. Borrowing Privileges – 2nd Reading **[ACTION]**
  - b. Disposition of Policies Discussion
4. 2025 Budget and Work Plan
  - a. General Fund
  - b. Capital Improvement Fund
  - c. Levy Sustainability Fund
  - d. Property & Facility Fund
  - e. Election Fund
  - f. Debt Service Fund

**First Public Hearing: 2025 Draft Budget of Revenue and Expenditures [ACTION]:** *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's draft 2025 budget of Revenue and Expenditures. Comments will be limited to three (3) minutes.*

1. 2025 Revenue Sources and 2025 Expense Budget: Consideration of increases in property tax revenues, regarding the 2024 property tax levies for collection in 2025 (per RCW 84.55.120)

### Unfinished Business (cont.)

5. 2025 Budget and Work Plan

## AGENDA

- a. Resolution 2024-12: To Request Highest Lawful Levy and Levy Certification **[ACTION]**
- b. Resolution 2024-13: To Transfer Set-Asides in the General Fund to the Capital Improvement Fund **[ACTION]**

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

1. Q3 Marketing and Communications Results
2. 2025 Marketing and Communications Plan
3. Transfer of Unused Patron Printing Balances to DOR Unclaimed Property

### Announcements

#### Closed Session

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

#### Adjournment **[ACTION]**

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – OCTOBER 9, 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, Neesha Patel, Pat Jenkins, Abby Sloan and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

There were two written comments regarding Library policies.

**PROCLAMATION**

National Friends of the Library Proclamation – Trustees expressed appreciation for the Friends of the Library and the community members who support the events sponsored by the Friends.

**BOARD DEVELOPMENT**

Comprehensive Capital Planning – Director Caserotti introduced Tessa Levine-Sauerhoff and Aly Holmes, from Gensler & Associates, who are assisting with the Library's long-range capital planning. The presentation provided an overview of the project's vision, goals, and strategy for library facilities through 2025, emphasizing community engagement and equity-driven perspectives.

**CONSENT AGENDA**

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

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

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Caserotti noted the Staff Experience department has developed a sustainable, impactful Employee Resource Group program.

August 2024 Financial Report – Through the end of August the Library had expended 66.7% of the budget. Finance Director Mary Stimson reported expenses are being closely monitored until property tax revenue is received at the end of the month.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe noted the decline in circulation of CDs is under 1%. The combination of digital and print circulation is increasing.

The Library is still assessing what its new baseline is since the pandemic. With the new strategic plan soon to be implemented, the Library will be analyzing and responding to those changes.

### **UNFINISHED BUSINESS**

Interim Lakewood Library Opening – Executive Director Caserotti reported the new interim Library officially opened on September 12, 2024. The Library was well-received by the community. She expressed appreciation to staff and the Facilities team, most notably Facilities Manager Christina Neville-Neil for coordinating the project.

Policy Review: Borrowing Privileges – 1<sup>st</sup> Reading – Deputy Director Behe presented a first reading of the updated Borrowing Privileges policy, incorporating five previous policies into one streamlined document. Trustees were asked to review the policy for approval at the November meeting with an effective date of January 1, 2025.

### **NEW BUSINESS**

2025 Budget and Work Plan – Director Stimson reported the Library anticipates the mill rate will continue to decrease due to home valuations in the county. As the market stabilizes, market growth will impact rates from an economic standpoint. The updated levy certificate will be brought to the Board in November.

2025 Preliminary Balanced Budget Presentation – Executive Director Caserotti and Director Stimson shared a presentation on the budget timeline and process, the budget structure related to the fiscal management policy elements, revenue sources and estimated expenditures for 2025. The Library is estimating \$700,000 will need to be transferred from the Levy Sustainability Fund to the General Fund, based on the feedback from the trustees during the August 20, 2024, study session.

2025 Annual Workplan Summary – Deputy Director Connie Behe noted the format of the report would be revised in the future as the Library aligns its work plan with the upcoming strategic plan.

Proposed 2025 Board Meeting Schedule – Two options for next year's meeting schedule were discussed, one retaining the current 3:30 pm time, and the other proposing a 5:30 pm time to facilitate meetings at branch locations. Executive Director Caserotti noted that in order to hold meetings in the branches, staff would need a quorum of the Board to attend in person. Discussion ensued, with trustees leaning toward maintaining the current schedule due to concerns of not being able to have in-person quorums.

### **ANNOUNCEMENTS**

- Cybersecurity training for staff and trustees is currently being rolled out.
- The 6<sup>th</sup> Annual Trivia Bee will be held on October 26, 2024, at Foss Seaport Waterway Museum.
- The Friends of the Lakewood Library book sale will be held on October 19, 2024.

- Voter Point of Assistance services will be offered on November 5, 2024, until 8:00 pm in all Library locations except Anderson Island and the Administrative Center.
- Trustee Patel shared her experience visiting a reference library in England.

**CLOSED SESSION**

At 5:04 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 5:20 pm.

**ADJOURNMENT**

The meeting adjourned at 5:21 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		10/7/2024	\$ 1,078,327.25
Electronic Payments - Payroll & Acct Payable		10/21/2024	\$ 1,081,694.83
Accounts Payable Warrants	706890 - 707042	10/4/2024 - 10/25/2024	\$ 1,852,780.30
<b>Total:</b>			<b><u>\$ 4,012,802.38</u></b>

As of 11.4.2024

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 10/07/24 Payroll

Withdrawal Date: 10/7/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 89,060.34
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,467.58
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,467.58
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 677,258.58
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 13,313.92
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,980.01
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 86,107.44
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	\$ 375.00
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	\$ -
<b>Total Deposit</b>						<b>\$ 1,078,327.25</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

10/3/2024  
 Date

Comments:



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 10/21/24 Payroll

Withdrawal Date: 10/21/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 88,803.04
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,396.73
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,396.73
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 677,740.49
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 13,539.08
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 62,352.64
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 86,568.78
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,157.49
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	\$ 1,824.34
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	\$ 640.30
<b>Total Deposit</b>						<b>\$ 1,081,694.83</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

10/17/2024  
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706890	10/04/2024	JOSE ALANIZ	541010	JOSE ALANIZ MAKING LATINX COMICS 9/23, 9/28 GIG/K	200.00	0.00	
706891	10/04/2024	AMAZON CAPITAL SERVICES	564300	OFFICE/PROGRAM SUPPLIES, TECH FOR ILWD	0.00	6,691.86	10/08/2024
706892	10/04/2024	BAKER & TAYLOR	534130	MATERIALS - Adult, YA & Children's Books	0.00	27,907.81	10/11/2024
706893	10/04/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult Audiobooks	0.00	550.93	10/11/2024
706894	10/04/2024	BUILDINGWORK LLC	541060	BUILDINGWORK LWD ARCHITECTURE & CONSULTING SVCS	0.00	13,228.77	10/11/2024
706895	10/04/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	542.69	10/11/2024
706896	10/04/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	10/16/2024
706897	10/04/2024	CLEAN HARBORS ENVIRONMENTAL SERVICES INC	548000	CLEAN HARBORS SYSTEM STORAGE WASTE DISPOSAL	0.00	3,472.01	10/11/2024
706898	10/04/2024	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	0.00	4,212.00	10/18/2024
706899	10/04/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	517.72	10/10/2024
706900	10/04/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,165.00	10/11/2024
706901	10/04/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth Media	0.00	4,184.19	10/11/2024
706902	10/04/2024	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - Tagalog & Russian	0.00	4,428.00	10/11/2024
706903	10/04/2024	NEWS TRIBUNE	534505	MATERIALS - Magazines	0.00	132.72	10/16/2024
706904	10/04/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Korean	0.00	1,400.00	10/29/2024
706905	10/04/2024	PEER WASHINGTON	541000	PEER WASHINGTON AUGUST 2024 INVOICE	0.00	7,916.66	10/17/2024
706906	10/04/2024	SCJ ALLIANCE	562020	BUC - CONSTRUCTION DOCUMENT & CONSTRUCTION SUPPORT	0.00	1,813.60	10/08/2024
706907	10/04/2024	SOUTHWEST SOLUTIONS GROUP INC	562800	SW SOLUTIONS iLWD SHELVING	0.00	129,003.63	10/11/2024
706908	10/04/2024	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM October 2024	0.00	12,863.39	10/09/2024
706909	10/04/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,414.76	10/09/2024
706910	10/04/2024	WATERHOLE - ORANTES ORIGINAL	541010	JOSE ORANTES FUN ANIMAL HATS 9/25 LWD	0.00	400.00	10/10/2024
706911	10/04/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	3,385.38	10/08/2024
706912	10/04/2024	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	2,824.47	10/09/2024
706913	10/08/2024	AWC EMPLOYEE BENEFIT TRUST	231540	AWC October 2024	0.00	289,072.87	10/21/2024
706914	10/08/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 100724	0.00	1,932.85	10/24/2024
706915	10/08/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 100724	0.00	429.00	10/16/2024
706916	10/09/2024	AFSCME AFL-CIO	231920	Payroll Run 9 - Warrant 100924	0.00	14,737.19	10/16/2024
706917	10/11/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult & Children's books	0.00	3,436.57	10/16/2024
706918	10/11/2024	AMARANTA SANDYS	541010	The Art of Metal Tooling 10/6/2024 PKS	0.00	450.00	10/22/2024
706919	10/11/2024	BAKER & TAYLOR	534130	MATERIALS - Adult, YA & Children's Books	0.00	55,971.04	10/21/2024
706920	10/11/2024	CITY OF BUCKLEY	547030	BUC WATER,SEWER;ACCT#1489.0;9/30/24	0.00	267.67	10/18/2024
706921	10/11/2024	DIANA CAMBRONERO VENEGAS	541010	CANA DULCE, PERFORMANCE 10/6/24 SH	0.00	400.00	10/21/2024
706922	10/11/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Books & Adult Large Print	0.00	1,144.52	10/17/2024
706923	10/11/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	10/22/2024
706924	10/11/2024	CITY OF LAKEWOOD ALARM PROGRAM	549040	Alarm Permit for 10202 Gravelly Lake Drive; ILWD	24.00	0.00	
706925	10/11/2024	ABRIAN CURINGTON	541010	ABIRAN CURINGTON 10/7/2024 MAP MAKING SMT	0.00	150.00	10/30/2024
706926	10/11/2024	DELL MARKETING LP	535025	2024 SEPTEMBER DELL MONITORS	0.00	14,829.59	10/21/2024
706927	10/11/2024	WASHINGTON STATE DEPARTMENT OF ECOLOGY	541000	WASHINGTON MANAGEMENT SERVICE	0.00	67.21	10/17/2024
706928	10/11/2024	DWYER PEMBERTON & COULSON PC	541000	Client#316; Prep of F990 for 12/31/2024	0.00	4,200.00	10/17/2024
706929	10/11/2024	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	9,624.41	10/17/2024
706930	10/11/2024	GRAY MEDIA PRODUCTIONS LLC	541000	VIDEO SRVICES - LWD	0.00	910.00	10/16/2024
706931	10/11/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult, YA & Children's Books	0.00	1,183.48	10/22/2024
706932	10/11/2024	INSECT SAFARI	541010	DON EHLEN INSECT SAFARI PROGRAM LWD 10/09/24 4-5PM	0.00	300.00	10/18/2024
706933	10/11/2024	JAYA RAMESH COUNSELING	541010	JAYA RAMESH, PARENTING AT INTERSECTIONS 10/5 ZOOM	0.00	350.00	10/23/2024
706934	10/11/2024	KIDSQUEST CHILDREN'S MUSEUM	541010	KIDSQUEST, SILLY CIRCUITS 9/28/24 MIL	0.00	221.70	10/21/2024
706935	10/11/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	640.00	10/18/2024
706936	10/11/2024	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
706937	10/11/2024	THE MAD POTTER SAVAGE BEAUTI LLC	541010	MAD POTTER SPOOKY CLAY CRAFT 10/5 BLK	492.30	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706938	10/11/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult Media & Audiobooks	0.00	13,501.73	10/21/2024
706939	10/11/2024	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	0.00	1,008.00	10/21/2024
706940	10/11/2024	NORTHWEST PREFERRED ROOFING	548000	GUTTER REPLACEMENT- BLK	16,780.00	0.00	
706941	10/11/2024	CITY OF ORTING	591720	Lease Payment MPC (September & October 2024)	0.00	7,133.32	10/18/2024
706942	10/11/2024	PIERCE COUNTY LIBRARY SYSTEM	549050	Bank of America and KeyBank Fees	0.00	1,565.26	10/18/2024
706943	10/11/2024	PIERCE COUNTY SEWER	547030	LWD SEWER;ACCT#13016475	0.00	130.74	10/21/2024
706944	10/11/2024	PIONEER PACKAGING	545020	PIONEER PACKAGING LWD CRATES & DOLLIES RENTAL 2024	0.00	274.59	10/17/2024
706945	10/11/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	49.01	10/21/2024
706946	10/11/2024	SACRED OAK APOTHECARY	541010	SACRED OAK APOTHECARY, TEA BLENDING GHM 10/3	0.00	300.00	10/22/2024
706947	10/11/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPLIES - ANNUAL	0.00	134.49	10/16/2024
706948	10/11/2024	SEATTLE UNIVERSAL MATH MUSEUM	541010	SEATTLE UNIVERSAL MATH MUSEUM PROGRAM MIL 10/12/24	0.00	250.00	10/18/2024
706949	10/11/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	637.14	10/23/2024
706950	10/11/2024	STARLING WHITEHEAD & LUX ARCHITECTS	541060	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	0.00	14,473.25	10/22/2024
706951	10/11/2024	TOWN OF STEILACOOM	547030	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,399.86	10/21/2024
706952	10/11/2024	SUMMIT WATER & SUPPLY CO	547020	SMT WATER;ACCT#02147900-01;9/3-10/3/24	0.00	1,245.10	10/17/2024
706953	10/11/2024	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT LWD & ACL	0.00	1,902.44	10/25/2024
706954	10/11/2024	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;SEP24	0.00	164.89	10/22/2024
706955	10/11/2024	VALUE LINE PUBLISHING	534305	Databases	0.00	28,562.50	10/18/2024
706956	10/11/2024	COLLIN VEENSTRA	541010	COLLIN VEENSTRA GIG 10/01 & KC 10/9 \$450	450.00	0.00	
706957	10/11/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,194.05	10/18/2024
706958	10/11/2024	WORKPOINTE	562800	iLWD WORKPIONTE CASEWORK	0.00	900.62	10/16/2024
706959	10/11/2024	ANGEL YANTEN WINTER	541010	ANGELICA YANTEN WINTER 10/5/2024	0.00	100.00	10/21/2024
706960	10/18/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult Books	0.00	3,908.92	10/22/2024
706961	10/18/2024	ATS AUTOMATION INC	548010	ATS 5 YEAR CONTRACT	0.00	7,795.91	10/25/2024
706962	10/18/2024	BAKER & TAYLOR	534110	MATERIALS - Adult, YA & Children's books, Audiobooks	0.00	24,961.29	10/25/2024
706963	10/18/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	233.64	10/25/2024
706964	10/18/2024	BUCKLEY NURSERY COMPANY	562020	BUCKLEY NURSERY- LANDSCAPING AND SITE IMPROVEMENT	0.00	84,043.54	10/24/2024
706965	10/18/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	135.46	10/24/2024
706966	10/18/2024	CHUCKALS INC	531002	COPY BOND PAPER - 8 1/2 X 11 (WHITE) - OCT 24	0.00	1,534.35	10/22/2024
706967	10/18/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
706968	10/18/2024	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; SEP 2024	0.00	590.73	10/25/2024
706969	10/18/2024	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	0.00	151.31	10/30/2024
706970	10/18/2024	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	110.40	10/28/2024
706971	10/18/2024	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES 10/1/2024	20,548.73	0.00	
706972	10/18/2024	FEHR & PEERS	541060	SUMNER SITE TRANSPORT IMPACT & PARKING ASSESSMENT	0.00	1,657.50	10/23/2024
706973	10/18/2024	GORDON THOMAS HONEYWELL LLP	541040	LEGAL SERVICES - Matter 3; General	0.00	255.50	10/22/2024
706974	10/18/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books, Adult Large Print	0.00	514.78	10/24/2024
706975	10/18/2024	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	555.64	10/25/2024
706976	10/18/2024	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	39,820.05	10/24/2024
706977	10/18/2024	MICROSCAN CONSULTANCY SERVICES LLC	541004	2024 MICROSAN CONSULTING	0.00	2,175.00	10/28/2024
706978	10/18/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult Media	0.00	5,918.59	10/28/2024
706979	10/18/2024	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	9,169.62	10/21/2024
706980	10/18/2024	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Russian	0.00	6,678.00	10/24/2024
706981	10/18/2024	GEODESIGN INC	541060	GROUND MONITORING/REGULATORY CLOSURE ACTIVITIES	0.00	1,399.75	10/28/2024
706982	10/18/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534745	MATERIALS - World - Vietnamese	540.00	0.00	
706983	10/18/2024	PIERCE COUNTY SEWER	547030	LWD, ACL, SMT, PKS, UP SEWERS	0.00	813.09	10/28/2024
706984	10/18/2024	QBSI - A XEROX COMPANY	548010	Overage Charges September 2024	0.00	651.64	10/22/2024
706985	10/18/2024	RICOH USA INC	591720	60 MONTH COPIER LEASE - GIG- (2023-2028)	0.00	5,643.87	10/25/2024

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
706986	10/18/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,892.16	10/23/2024
706987	10/18/2024	ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST	549020	MEMBERSHIP (EO) & MEETING FEES (CE): JAN-MAR 2024	270.00	0.00	
706988	10/18/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	698.88	10/29/2024
706989	10/18/2024	ALEX STURBAUM	541010	ALEX STURBAUM, SUNDAY MUSIC SOCIAL 10/13 SUM	150.00	0.00	
706990	10/18/2024	TEKS SERVICES INC	541020	ILWD PIERCE COUNTY LIBRARY OPENING MAILING	0.00	9,409.89	10/28/2024
706991	10/18/2024	ROSE THORMAHLEN	541010	ROSIEE THOR, THE MEANING OF PRIDE 10/16 SH	0.00	400.00	10/29/2024
706992	10/18/2024	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 10/7/2024	0.00	432,313.04	10/29/2024
706993	10/18/2024	VELOCITY BUILDING TECHNICAL SERVICES	562100	ILWD HVAC COMMISSIONING - VELOCITY	0.00	5,284.80	10/23/2024
706994	10/18/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,644.28	10/23/2024
706995	10/21/2024	AFLAC	231590	Payroll Run 2 - Warrant 102124	3,615.26	0.00	
706996	10/21/2024	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 102124	21.16	0.00	
706997	10/21/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 102124	1,932.85	0.00	
706998	10/21/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 102124	0.00	427.50	10/23/2024
706999	10/21/2024	DEPT OF LABOR & INDUSTRIES	231510	Payroll Run 2 - Warrant 100724	0.00	56,411.27	10/25/2024
707000	10/21/2024	EMPLOYMENT SECURITY DEPARTMENT	231590	C278036416 WA CARES Q3 2024	0.00	30,046.47	10/25/2024
707001	10/21/2024	EMPLOYMENT SECURITY DEPARTMENT	231590	C278036416 PFML Q3 2024	0.00	42,313.23	10/25/2024
707002	10/21/2024	DEPARTMENT OF LABOR & INDUSTRIES	231510	ID# 277,074-00 Q3 2024 (VOLUNTEERS & ROUNDING ADJ)	0.00	404.20	10/25/2024
707003	10/25/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES, MATERIALS Children's Fiction Books	0.00	3,662.26	10/29/2024
707004	10/25/2024	ANIMAL ENCOUNTERS	541010	ANIMAL ENCOUNTERS, NOCTURNAL ANIMALS 10/16 FIF	891.60	0.00	
707005	10/25/2024	AMARANTA SANDYS	541010	AMARANTA SANDYS - NICOH ALTERS 10/17 ORT	450.00	0.00	
707006	10/25/2024	BAKER & TAYLOR	534220	MATERIALS - Adult, YA & Children's books, Adult AV - Audiobooks	23,175.10	0.00	
707007	10/25/2024	BETA - LAKEWOOD LLC	591720	Ground Lease 15th Payment; Due 11/01/2024	23,874.00	0.00	
707008	10/25/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	191.40	0.00	
707009	10/25/2024	CATALYST WORKPLACE ACTIVATION	535015	CATALYST- SUMMIT WORKSTATION TABLE	0.00	697.80	10/29/2024
707010	10/25/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	860.43	10/31/2024
707011	10/25/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	481.27	0.00	
707012	10/25/2024	CLEARGOV INC	535050	2024 CLEARGOV SOLUTIONS	3,907.45	0.00	
707013	10/25/2024	ABRIAN CURINGTON	541010	ABRIAN CURRINGTON MAP MAKING 101 10/19 UP	0.00	150.00	10/30/2024
707014	10/25/2024	DEPARTMENT OF LABOR & INDUSTRIES	549040	Boiler/Pressure Valve Cert	29.90	0.00	
707015	10/25/2024	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer November 2024	13,263.85	0.00	
707016	10/25/2024	THE FALCONER	541010	THE FALCONER 10/1 EAT, 10/23 GHM	0.00	1,000.00	10/31/2024
707017	10/25/2024	HUB INTERNATIONAL	546000	NOTARY BOND E&O FOR PETRA MCBRIDE	0.00	75.00	10/31/2024
707018	10/25/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	4,158.65	10/31/2024
707019	10/25/2024	JADE AND CO BOUTIQUE LLC	541010	TERRARIUM TEEN TIME DPT 10/4/24 200.00	400.00	0.00	
707020	10/25/2024	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	0.00	192,188.98	10/29/2024
707021	10/25/2024	AMANDA LEWIS	543000	Travel Reimbursement	0.00	325.30	10/30/2024
707022	10/25/2024	MARIAN D MAXWELL	541010	MARIAN MAXWELL INTRO TO MUSHROOM HUNTING 10/20 PKS	300.00	0.00	
707023	10/25/2024	ERICA MCCALED	543000	Travel Reimbursement	0.00	371.88	10/31/2024
707024	10/25/2024	METROPOLITAN PARKS DISTRICT OF TACOMA	541010	TACOMA NATURE CENTER, METRO PARKS 10/30/24 LWD	0.00	150.00	10/31/2024
707025	10/25/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult Media & Audiobooks	15,187.29	0.00	
707026	10/25/2024	MOUNTAIN MIST	531002	4 - 5 Gallon Water; Equipment Rental; Misc	0.00	43.09	10/29/2024
707027	10/25/2024	NASH CONSULTING INC	541000	NASH CONSULTING AND TRAVEL	16,577.52	0.00	
707028	10/25/2024	OCLC INC	541650	IFM Debits SVC & IFM Admin Fees; 9/2024	0.00	15.26	10/31/2024
707029	10/25/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Korean	1,400.00	0.00	
707030	10/25/2024	PAPERROLLS-N-MORE.COM	531002	RECEIPT PRINTER PAPER ROLLS - OCT24	1,116.44	0.00	
707031	10/25/2024	PAWS WITH CAUSE	541010	PAINTING PROGRAM BUC 10/9/24 & BLK 10/19/24	0.00	300.00	10/30/2024
707032	10/25/2024	PEER WASHINGTON	541000	PEER WASHINGTON SEPTEMBER 2024 INVOICE	0.00	7,916.66	10/30/2024
707033	10/25/2024	PIERCE COUNTY	549050	IT- Workday User July - Sept 2024	400.00	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707034	10/25/2024	SOUTH SOUND ESTUARY ASSOCIATION	541010	TINY TIDES PROGRAM TIL 10/24/24	450.00	0.00	
707035	10/25/2024	REMAKERY	541010	REMAKERY, STICK & STITCH 10/20 SH	297.00	0.00	
707036	10/25/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPLIES - ANNUAL	0.00	1,506.46	10/29/2024
707037	10/25/2024	SGJ ALLIANCE	562020	BUC - CONSTRUCTION DOCUMENT & CONSTRUCTION SUPPORT	0.00	3,299.21	10/31/2024
707038	10/25/2024	THE SEATTLE TIMES COMPANY	534505	MATERIALS - Magazines	0.00	62.12	10/31/2024
707039	10/25/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	174.64	0.00	
707040	10/25/2024	SNOHOMISH CONSERVATION DISTRICT	534130	MATERIALS - Adult Books	0.00	172.27	10/30/2024
707041	10/25/2024	COLLIN VEENSTRA	541010	COLLIN VEENSTRA PAINT PROGRAM 10/22 SUM	250.00	0.00	
707042	10/25/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	674.38	10/30/2024
					<b>149,923.03</b>	<b>1,702,857.27</b>	<b>1,852,780.30</b>

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# MEMO



Date: 23 October 2024

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

From: Brian Lee, IT Director

Subject: 2024 Technology Surplus and Recycling

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.

***ACTION: Move to approve the surplus and recycling of the technology equipment.***

<b>Total</b>	<b>Information Technology Surplus Items</b>	<b>estimated value (each)</b>
14	Cash Register	\$ 200.00
1	TV Vizio E75-E3 - broken	<\$50
20	Optiplex 7470 AIO	\$ 150.00

**RESOLUTION NO. 2024-10**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO DECLARE FURNISHINGS AND EQUIPMENT  
SURPLUS TO PUBLIC SERVICE NEEDS**

**WHEREAS**, the Pierce County Rural Library District (“Library”) has identified items of furnishings and equipment to surplus, and

**WHEREAS**, unless otherwise noted, each item has an estimated value of less than \$50.00 and is of no further need for public or administrative service, now, therefore,

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

The item(s) on the attached list(s) be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

**PASSED AND APPROVED THIS 13th DAY OF NOVEMBER, 2024.**

<b>BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	
Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Ryan Wheaton, Member	_____



# Board Development

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# MEMO



Date: November 8, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Mandatory Cybersecurity Training for Trustees

This month's Board development topic centers on Cybersecurity. In October (2024), Trustees were asked to completed training modules in the KnowB4 cybersecurity training platform. The deadline for completion is December 31, 2024.

Cybersecurity training is required of any person with a Library email account. These efforts help bring awareness to the many cyber threats we are exposed to and will hopefully be of value to the Board when using your PCLS email accounts as well as in your personal lives.

Trustees will need to complete five modules:

- The Art of Phishing
- What is Social Engineering?
- Human Firewalls in Action: Physical Security
- Executive Series: Artificial Intelligence
- Executive Series: CEO Fraud Attacks

In today's digital landscape, cybersecurity threats are constantly evolving, and organizations across all sectors are increasingly targeted by cybercriminals seeking to exploit vulnerabilities in their systems. Trustee email accounts are on Library systems and thus, susceptible to the same risks as employees. As such, it is imperative that we remain vigilant and proactive in our approach to cybersecurity.

Please reach out if you require any assistance accessing this training.

# **Executive Director Report (Routine Reports)**

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# MEMO



Date: November 6, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

During October, Library staff were deeply engaged in critical initiatives across Pierce County Library branches, ensuring the Library System supports and connects with our communities meaningfully.

### Civic Engagement Partnership with Pierce County Elections:

The Library's partnership with Pierce County Elections provided direct support to voters through the branches on Election Day, continuing our commitment to civic engagement. While we await final tabulations, we are pleased to share that early indications suggest record-high voter turnout this year. The Administrative Team visited branches to support staff, bringing snacks generously provided by the PCLS Foundation. I personally visited the Gig Harbor, Key Center, and Parkland/Spanaway branches to encourage our dedicated team members.

### Staff Development and Training:

October marked the completion of the final cohort of supervisors in the "Managing with Mind and Heart" training, provided by Nash Consulting Services. The Staff Experience (SE) department is working to embed these principles into our leadership practices, reinforcing consistency in language and management styles across the organization. Staff Engagement Survey feedback, shared through town halls and department visits, has further shaped this work. Library leaders are collaborating to foster a workplace of meaningful and positive experiences for all employees.

### Public Record Requests and Operational Adjustments:

October also saw a surge in public records requests, with the volume for 2024 exceeding 75, including more than 40 requests received in the last 30 days. This rapid increase highlights areas for improvement in our process, and we're addressing operational delays to ensure continuity. We anticipate providing an update on these adjustments and related metrics in our December meeting.

### Capital Planning Project Progress:

Visits to all library buildings and the Administrative Center, as well as leadership workshops were held in October. Consultants are compiling data and reports from these visits. This project is on track, with continued efforts from all departments involved.

### Community Engagement and Events:

The recent Trivia BEE fundraiser was a standout event, thanks to the contributions of the PCLS Foundation and talented staff who brought this gathering to life. The event was a testament to the

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creativity and enthusiasm of our library community, and we're grateful for the support that made it possible.

New Sumner Library Project:

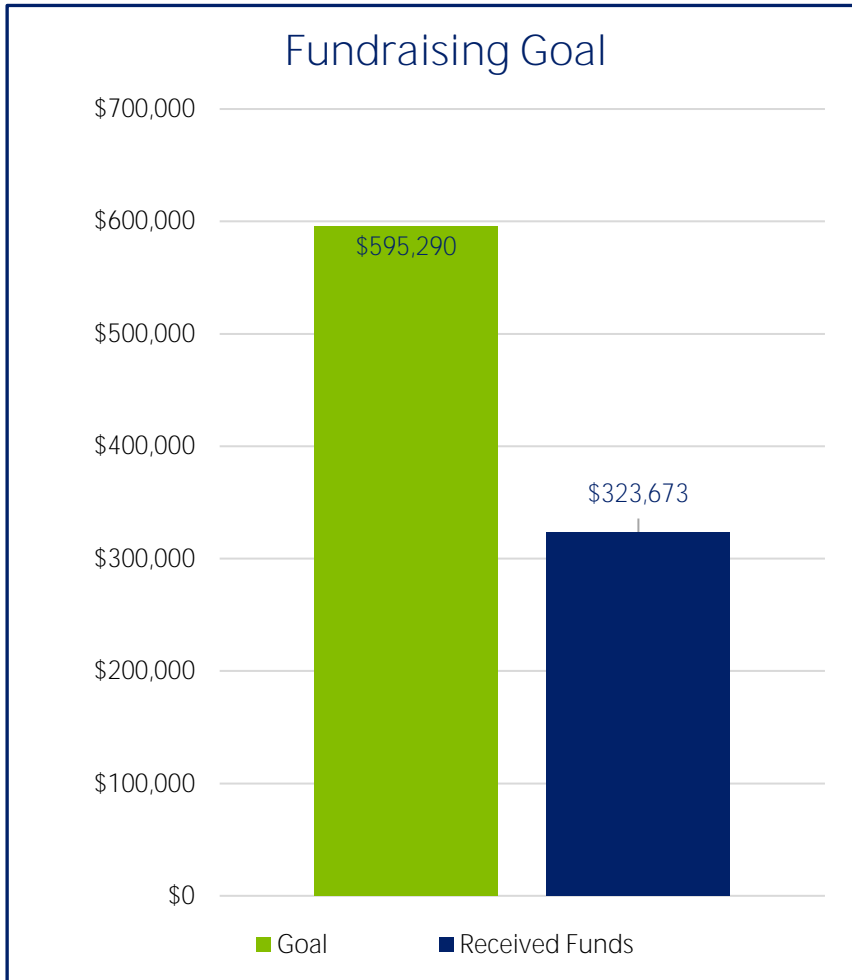
Work on the new Sumner Library design is advancing, and we're anticipating cost estimates soon. We're working closely with the City of Sumner to incorporate local history into the library's design. Despite challenges posed by high construction costs in the current market, we're preparing LCFA materials in coordination with Pierce County, aiming to finalize the tax levy certification required to repay the voter-approved bond.

Director Cliff Jo and I are continuing to manage the complex Sumner Library Capital Facility Area (LCFA) project, including bond funding and essential disclosures. Although, a proposed shift to a three-year audit cycle was considered by the Washington State Auditor due to the Library's clean audit history, we recognized that an expedited audit cycle would best support our bond rating. The Finance Team is navigating this unplanned, accelerated audit alongside 2024 budget preparations, and I extend my deepest appreciation to them for their flexibility and dedication.

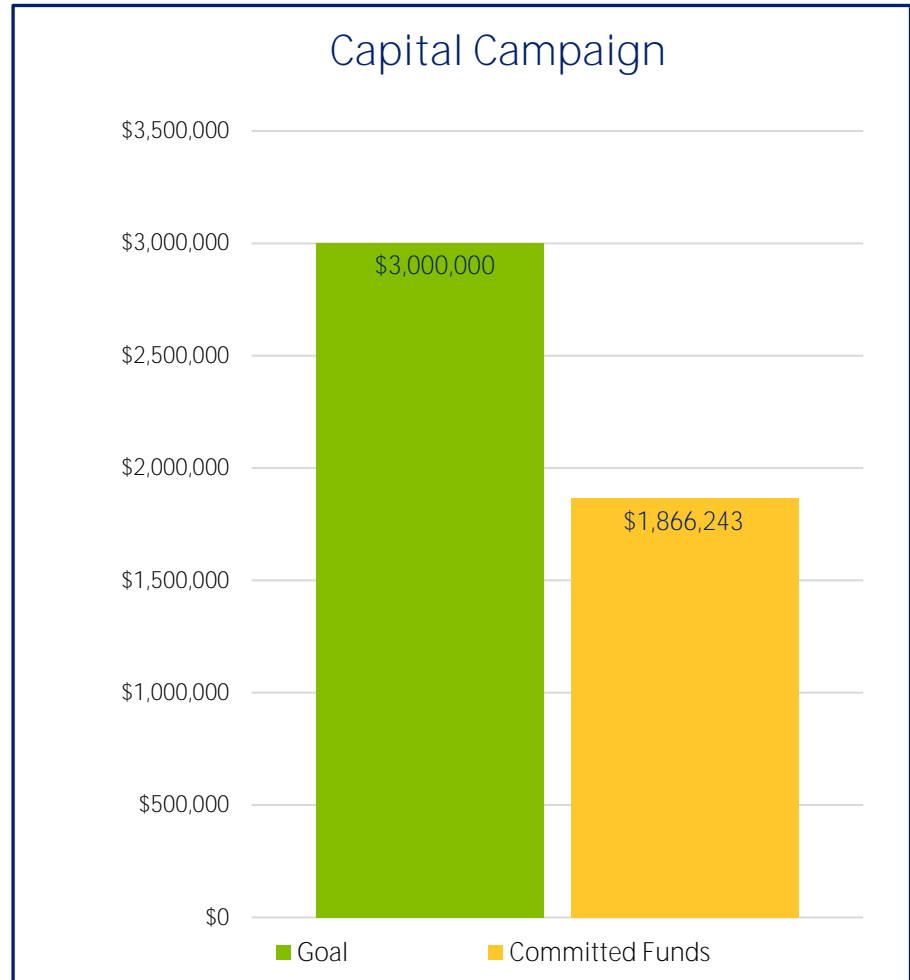
As we reflect on this busy month, I extend sincere thanks to all staff members, administrative leaders, and library teams for their continued commitment, adaptability, and hard work. Their efforts drive the meaningful progress and community impact we're achieving together.



## Fundraising Performance Dashboard



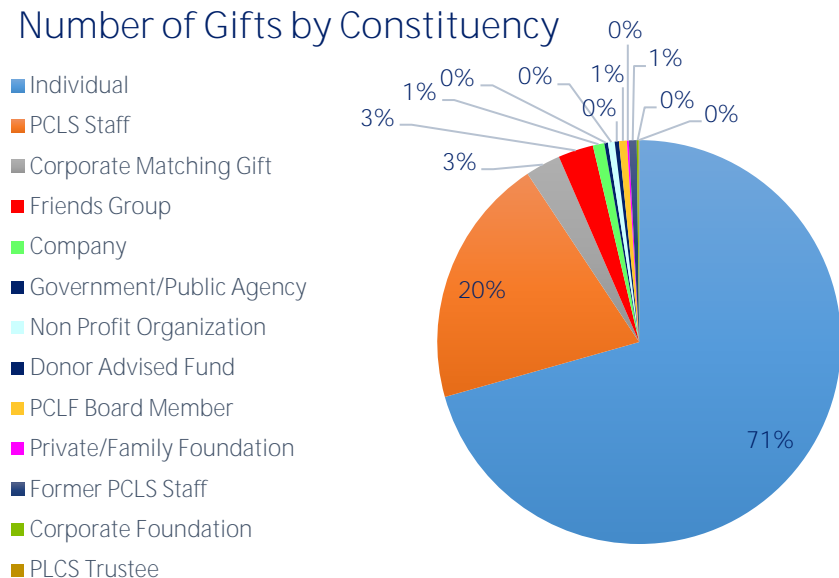
Goal = PCLS Annual Agreement Value (\$500,000) +  
Foundation Operating Budget (\$95,290)



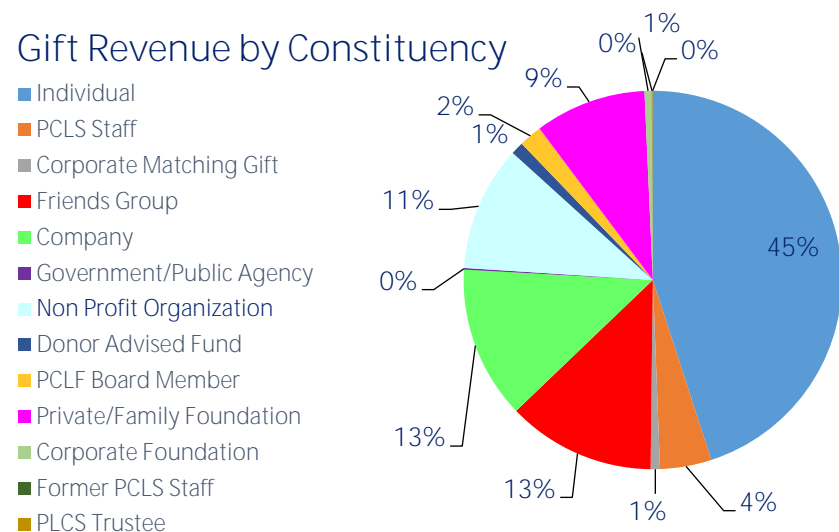
Goal = Multi-year (2021-2026)

# Annual Fundraising Statistics

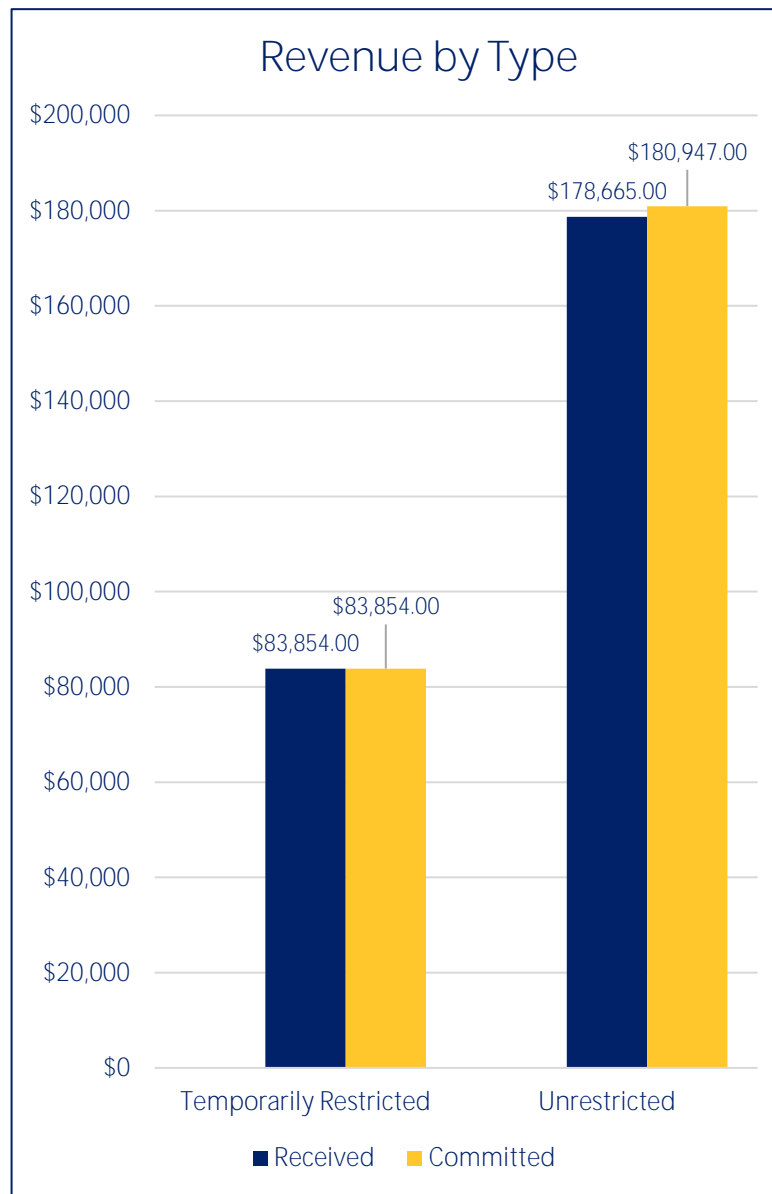
### Number of Gifts by Constituency



### 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
444	48.10%	\$120,949	61.65%	479	\$97,253
Continuing Corporate/Foundation donors - Year to date					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
25	47.17%	\$60,041	25.25%	23	\$358,284
Continuing Individual donors - First year donor					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
29	23.77%	\$10,079	73.02%	93	\$11,888
Continuing Corporate/Foundation donors - First year donor					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
6	40.00%	\$18,600	16.42%	7	\$95,865
New Individual donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
114	4.60%	\$17,391	121.37%		
New Corporate/Foundation donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
5	4.13%	\$23,200	20.48%		
Returning Individual donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
129	8.90%	\$35,133	112.40%		
Returning Corporate/Foundation donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
5	7.20%	\$20,537	27.60%		



## Updates

### What's going well

- Annual Campaign: 54.3 % of Fundraising Goal
- Trivia BEE: a fully underwritten success, securing \$60,350 and still counting as gifts come in...our best year ever
- Capital Campaign: due to achieving 60+% of fundraising goal, now able to submit to multiple private foundations

### Areas to capitalize on

- Foundation Board: planning to work with board in how best to support new & developing PCLS strategic plan
- Planned Giving: voting on corporate resolution form to secure potential five figure bequest from past donor

## 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

## September 30, 2024

Prepared By: Mary Stimson, Finance Director

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

### General Fund

#### September

- **548000. Includes payment to ATS Automation Inc. for software upgrade**
- **535015. Includes payment to Catalyst for replacement tables and office furniture**
- **591720. Includes payment to Beta-Lakewood LLC for 2<sup>nd</sup> half 2024 property taxes**

#### 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 Xilogix for 2024 SonicWall Renewal

#### April

- 549030. Includes payment to Pierce County for fees on owned properties and 1<sup>st</sup> 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**

**September**

- **562100. Includes payment to Skycorp LTD for LWD demo**
- **562100. Includes payment to A1 Landscaping for iLWD**
- **562100. Includes payment to Westmark Construction Inc for door replacement**
- **562800. Includes payment to Workpointe for iLWD public furniture**
- **562020. Includes payment to Buckley Nursery Company for Landscaping**
- **541060. Includes payment to Johnston Architects for the Sumner Library design**

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–September

- No activity

**Election Fund**

January–September

- No significant activity other than receipt of investment earnings

**Property & Facility Fund**

January–September

- No significant activity other than receipt of investment earnings

**Levy Sustainability Fund**

January–September

- No significant activity other than receipt of investment earnings

**Debt Service Fund**

January–September

- No significant activity other than receipt of investment 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	344,753.64	344,753.64	-	-
October				
November				
December				
	\$ 2,700,429.06	\$ 2,665,182.65	\$ 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  
September 30, 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
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 1,253,282	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 508,477	\$ 1,762,159
Investments	\$ 6,008,160	\$ -	\$ 17,496,429	\$ 1,230,245	\$ 1,184,822	\$ 98,172	\$ 1,468,347	\$ 27,486,175
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 7,260,961</b>	<b>\$ -</b>	<b>\$ 17,496,529</b>	<b>\$ 1,230,345</b>	<b>\$ 1,184,922</b>	<b>\$ 98,272</b>	<b>\$ 1,976,824</b>	<b>\$ 29,247,853</b>
<b>TOTAL ASSETS</b>	<b>\$ 7,260,961</b>	<b>\$ -</b>	<b>\$ 17,496,529</b>	<b>\$ 1,230,345</b>	<b>\$ 1,184,922</b>	<b>\$ 98,272</b>	<b>\$ 1,976,824</b>	<b>\$ 29,247,853</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ 752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 752
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,216	\$ 62,216
Sales Tax Payable*	\$ 1,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,563
Payroll Payable	\$ 256,524	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256,524
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 258,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,216</b>	<b>\$ 321,054</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 258,838</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,216</b>	<b>\$ 321,054</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ 841,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,686,989	\$ 4,528,160
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	\$ 6,160,952	\$ -	\$ 691,686	\$ 48,635	\$ 46,840	\$ 98,272	\$ (1,772,381)	\$ 5,274,003
<b>TOTAL FUND BALANCE</b>	<b>\$ 7,002,124</b>	<b>\$ -</b>	<b>\$ 17,496,529</b>	<b>\$ 1,230,345</b>	<b>\$ 1,184,922</b>	<b>\$ 98,272</b>	<b>\$ 1,914,607</b>	<b>\$ 28,926,799</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 7,260,961</b>	<b>\$ -</b>	<b>\$ 17,496,529</b>	<b>\$ 1,230,345</b>	<b>\$ 1,184,922</b>	<b>\$ 98,272</b>	<b>\$ 1,976,824</b>	<b>\$ 29,247,853</b>
<b>BEGINNING FUND BALANCE, 01/01/2024</b>								
	\$ 10,569,737	\$ -	\$ 16,804,844	\$ 1,181,710	\$ 1,138,082	\$ 94,579	\$ 10,665,060	\$ 40,454,012
YTD Revenue	\$ 26,469,972	\$ -	\$ 691,686	\$ 48,635	\$ 46,840	\$ 3,692	\$ 276,227	\$ 27,537,051
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (30,037,585)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,026,679)	\$ (39,064,264)
<b>ENDING FUND BALANCE, 09/30/24</b>	<b>\$ 7,002,124</b>	<b>\$ -</b>	<b>\$ 17,496,529</b>	<b>\$ 1,230,345</b>	<b>\$ 1,184,922</b>	<b>\$ 98,272</b>	<b>\$ 1,914,607</b>	<b>\$ 28,926,799</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 20,618,196</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,618,196</b>



**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of September 30, 2024**

	<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>HISTORICAL</i> 8/31/2024	<i>CURRENT</i> 9/30/2024
<b>ASSETS</b>													
<b>Current Assets</b>													
Cash	\$ 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	\$ 1,253,282
Investments	\$ 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	\$ 6,008,160
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
<b>Total Current Assets</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	<b>\$ 5,569,678</b>	<b>\$ 4,169,593</b>	<b>\$ 19,240,934</b>	<b>\$ 19,051,074</b>	<b>\$ 16,124,949</b>	<b>\$ 13,097,298</b>	<b>\$ 9,826,936</b>	<b>\$ 7,260,961</b>
<b>TOTAL ASSETS</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	<b>\$ 5,569,678</b>	<b>\$ 4,169,593</b>	<b>\$ 19,240,934</b>	<b>\$ 19,051,074</b>	<b>\$ 16,124,949</b>	<b>\$ 13,097,298</b>	<b>\$ 9,826,936</b>	<b>\$ 7,260,961</b>
<b>LIABILITIES</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 1,733	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 752	\$ 752
Sales Tax Payable	\$ 2,410	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 1,153	\$ 1,563
Payroll Payable	\$ 250,234	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 215,394	\$ 256,524
US Bank	\$ -	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 254,377</b>	<b>\$ 171,989</b>	<b>\$ 210,900</b>	<b>\$ 252,884</b>	<b>\$ 169,867</b>	<b>\$ 215,136</b>	<b>\$ 254,960</b>	<b>\$ 167,798</b>	<b>\$ 216,335</b>	<b>\$ 381,344</b>	<b>\$ 171,555</b>	<b>\$ 217,298</b>	<b>\$ 258,838</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 254,377</b>	<b>\$ 171,989</b>	<b>\$ 210,900</b>	<b>\$ 252,884</b>	<b>\$ 169,867</b>	<b>\$ 215,136</b>	<b>\$ 254,960</b>	<b>\$ 167,798</b>	<b>\$ 216,335</b>	<b>\$ 381,344</b>	<b>\$ 171,555</b>	<b>\$ 217,298</b>	<b>\$ 258,838</b>
<b>FUND BALANCE</b>													
Reserve for Encumbrance	\$ 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	\$ 841,171
Transfer	\$ -	\$ (2,500,000)											
Unreserved Fund Balance	\$ 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	\$ 6,160,952
<b>TOTAL FUND BALANCE</b>	<b>\$ 9,599,278</b>	<b>\$ 4,008,213</b>	<b>\$ 15,046,456</b>	<b>\$ 11,119,784</b>	<b>\$ 7,846,375</b>	<b>\$ 5,354,541</b>	<b>\$ 3,914,633</b>	<b>\$ 19,073,135</b>	<b>\$ 18,834,739</b>	<b>\$ 15,743,606</b>	<b>\$ 12,925,742</b>	<b>\$ 9,609,638</b>	<b>\$ 7,002,124</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 9,853,655</b>	<b>\$ 4,180,202</b>	<b>\$ 15,257,356</b>	<b>\$ 11,372,668</b>	<b>\$ 8,016,242</b>	<b>\$ 5,569,678</b>	<b>\$ 4,169,593</b>	<b>\$ 19,240,934</b>	<b>\$ 19,051,074</b>	<b>\$ 16,124,949</b>	<b>\$ 13,097,298</b>	<b>\$ 9,826,936</b>	<b>\$ 7,260,961</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 20,071,430</b>	<b>\$ 20,071,430</b>	<b>\$ 1,007,589</b>	<b>\$ 840,230</b>	<b>\$ 46,224,172</b>	<b>\$ 45,408,418</b>	<b>\$ 43,546,715</b>	<b>\$ 24,946,270</b>	<b>\$ 21,793,037</b>	<b>\$ 21,587,868</b>	<b>\$ 21,413,046</b>	<b>\$ 21,185,249</b>	<b>\$ 20,618,196</b>

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending September 30, 2024**



<b>GENERAL FUND - 001</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Property Tax & Related Income	\$ 45,586,600	\$ 25,807,747	\$ -	\$ 19,778,853	57%
Other Revenue	\$ 1,258,000	\$ 662,225	\$ -	\$ 595,775	53%
<b>TOTAL REVENUE</b>	<b>\$ 46,844,600</b>	<b>\$ 26,469,972</b>	<b>\$ -</b>	<b>\$ 20,374,628</b>	<b>57%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 22,517,286	\$ -	\$ 9,269,714	71%
Materials	\$ 4,504,500	\$ 2,822,948	\$ -	\$ 1,681,552	63%
Maintenance and Operations	\$ 7,852,490	\$ 4,194,864	\$ 828,243	\$ 2,829,383	64%
Transfers Out & Reserves	\$ 2,700,610	\$ 502,487	\$ 12,000	\$ 2,186,123	19%
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,844,600</b>	<b>\$ 30,037,585</b>	<b>\$ 840,243</b>	<b>\$ 15,966,772</b>	<b>66%</b>
Excess/(Deficit)		\$ (3,567,613)			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (3,567,613)</b>			

<b>SPECIAL PURPOSE FUND - 101</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EXPENDITURES</b>					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ -</b>			

<b>CAPITAL IMPROVEMENT PROJECTS FUND - 301</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ 9,576,800	\$ -	\$ -	\$ 9,576,800	0%
Transfers In	\$ 2,050,000	\$ -	\$ -	\$ 2,050,000	0%
Other Revenue	\$ -	\$ 276,227	\$ -	\$ (276,227)	-
<b>TOTAL REVENUE</b>	<b>\$ 11,626,800</b>	<b>\$ 276,227</b>	<b>\$ -</b>	<b>\$ 11,350,573</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 11,626,800	\$ 9,026,679	\$ 3,686,989	\$ (1,086,868)	109%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,626,800</b>	<b>\$ 9,026,679</b>	<b>\$ 3,686,989</b>	<b>\$ (1,086,868)</b>	<b>109%</b>
Excess/(Deficit)		\$ (8,750,452)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (8,750,452)</b>			

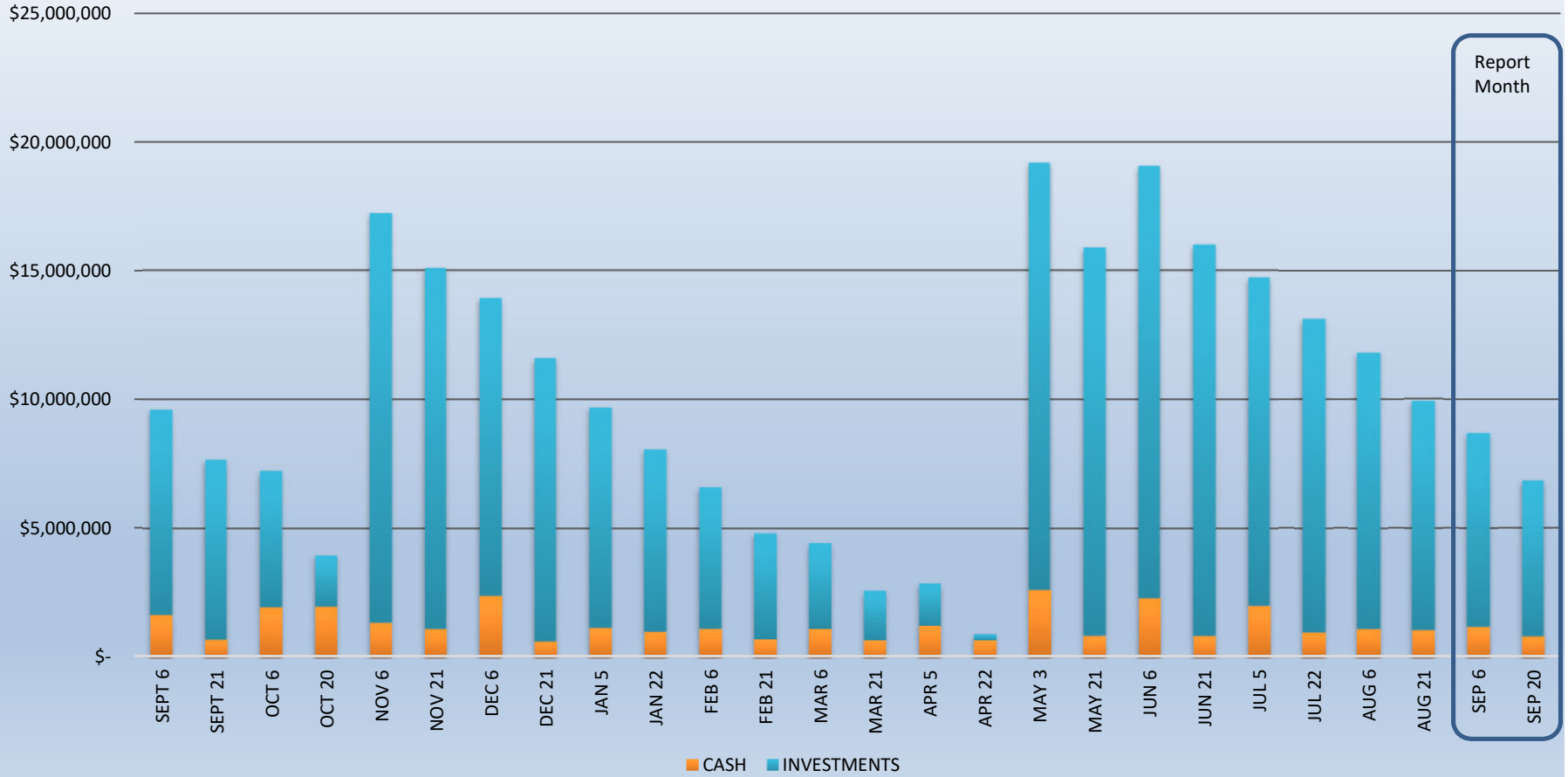
<b>LEVY SUSTAINABILITY FUND - 102</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 691,686	\$ -	\$ (691,686)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 691,686</b>	<b>\$ -</b>	<b>\$ (691,686)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 691,686			
Use of Fund Balance		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 691,686</b>			

<b>DEBT SERVICE FUND - 201</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Investment Income	\$ -	\$ 3,692	\$ -	\$ (3,692)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 3,692</b>	<b>\$ -</b>	<b>\$ (3,692)</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 3,692</b>			

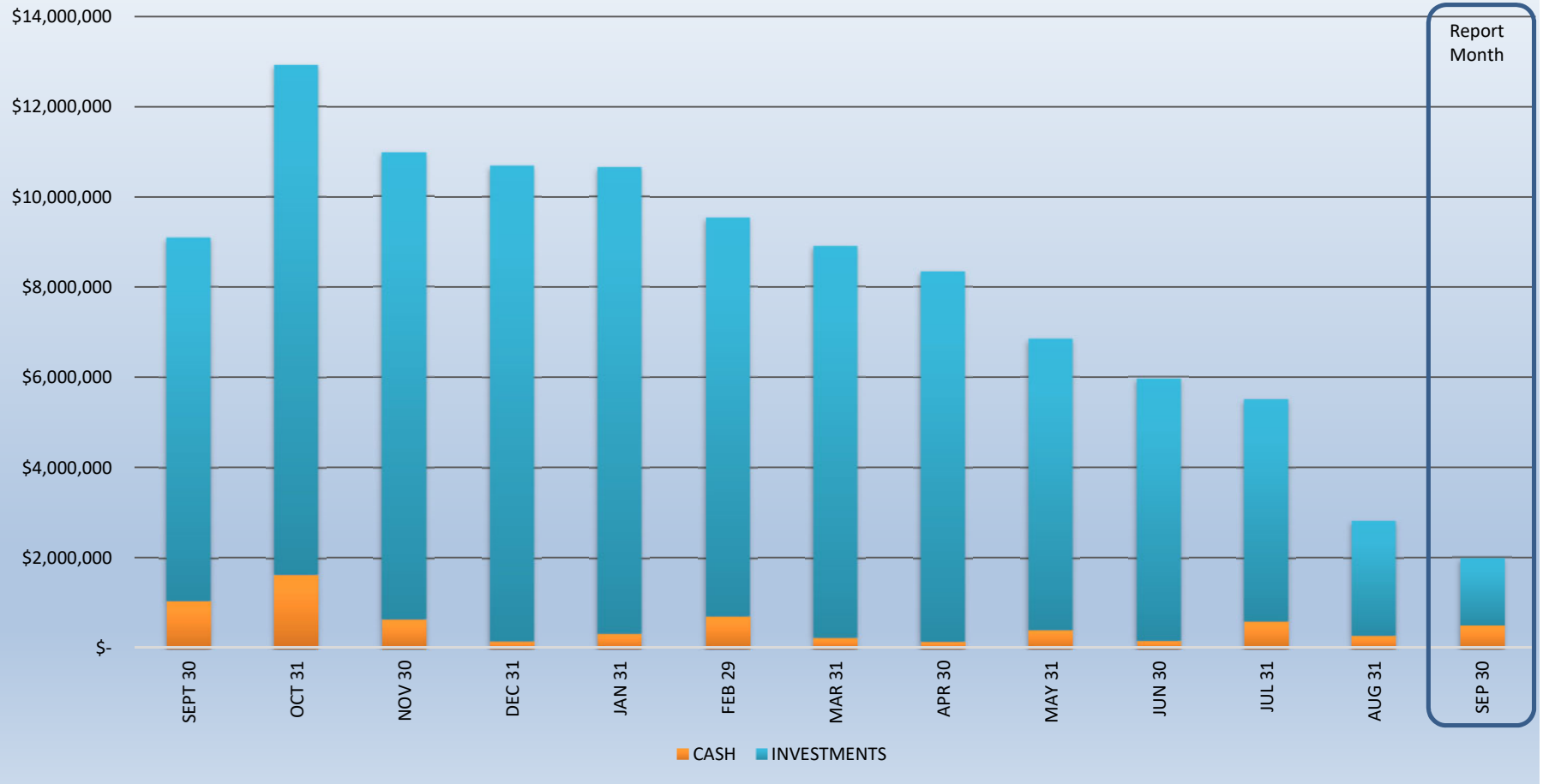
<b>ELECTION FUND - 103</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 48,635	\$ -	\$ (48,635)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 48,635</b>	<b>\$ -</b>	<b>\$ (48,635)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 48,635			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 48,635</b>			

<b>PROPERTY AND FACILITY FUND - 104</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 46,840	\$ -	\$ (46,840)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 46,840</b>	<b>\$ -</b>	<b>\$ (46,840)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 46,840			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 46,840</b>			

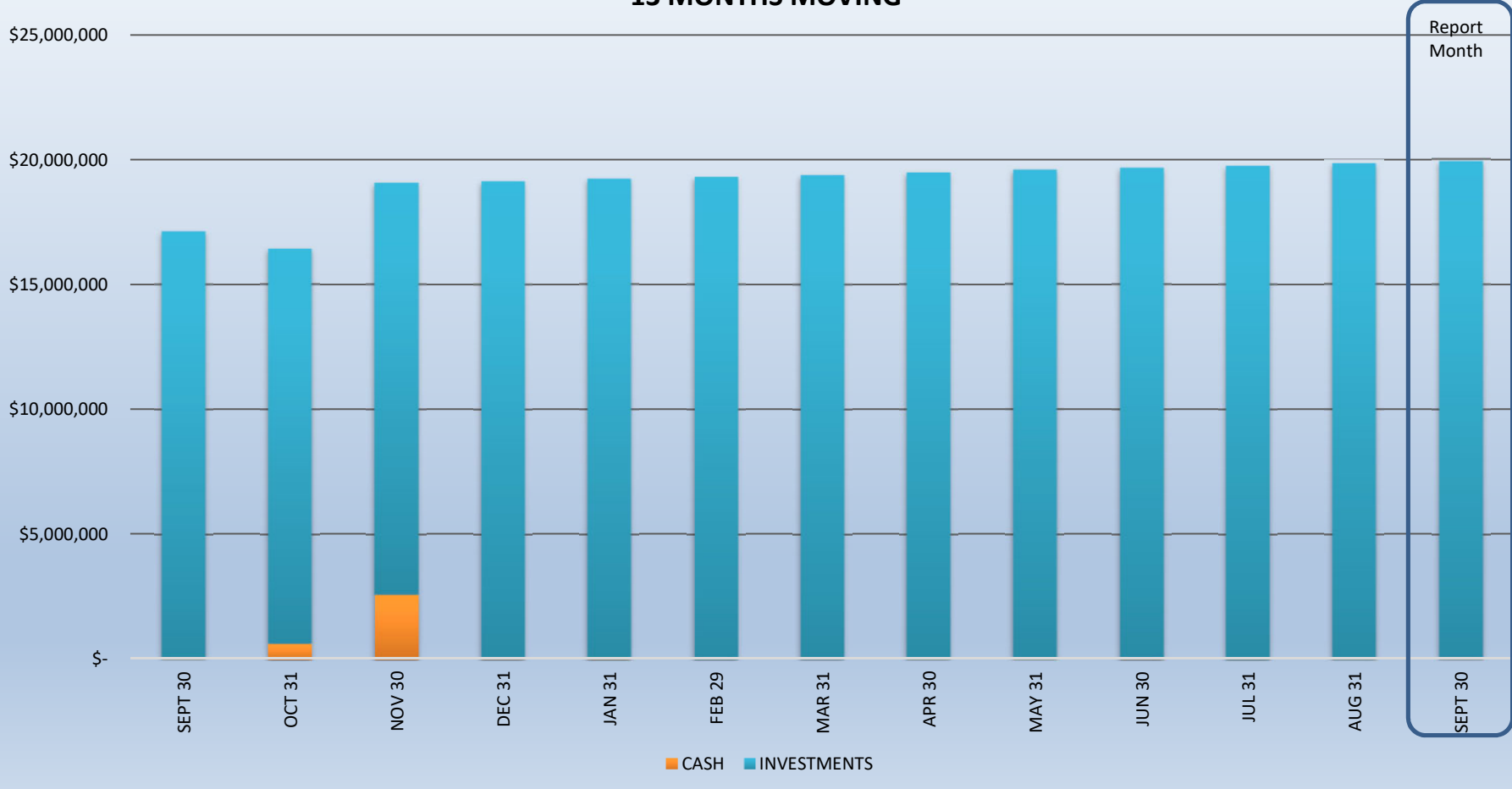
**CASH & INVESTMENTS - SEMI-MONTHLY  
2024 - GENERAL FUND  
- 13 MONTHS MOVING -**



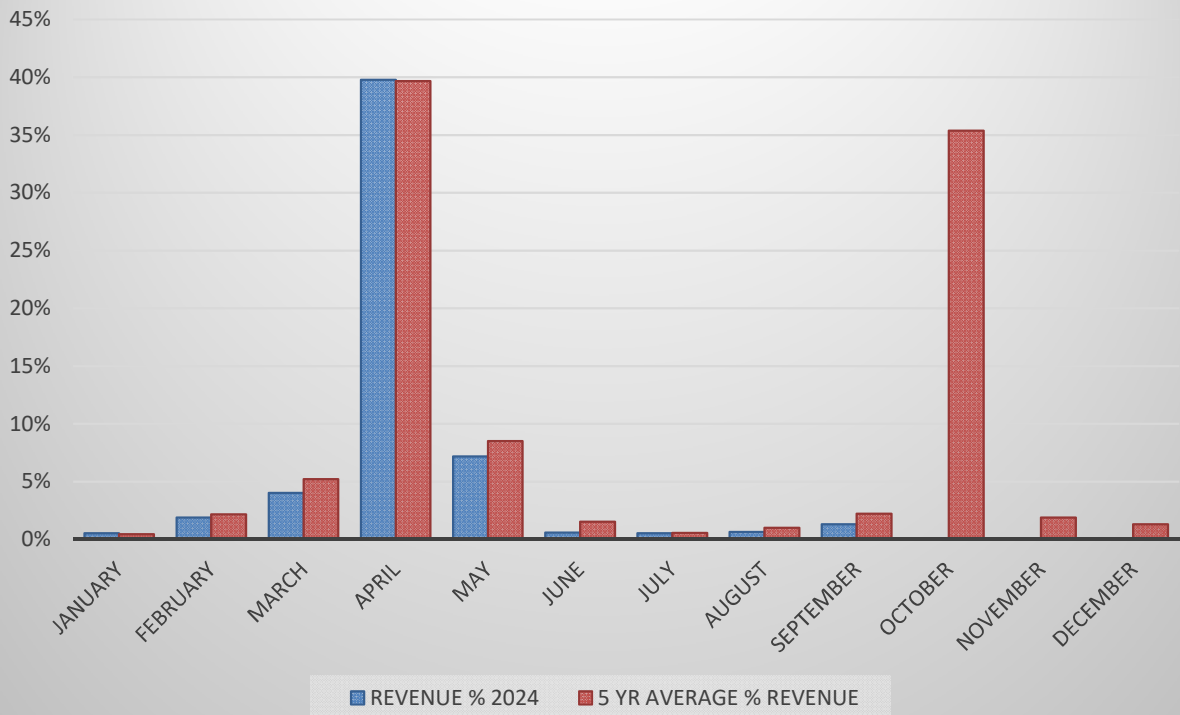
**CASH & INVESTMENTS - MONTHLY  
2024 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



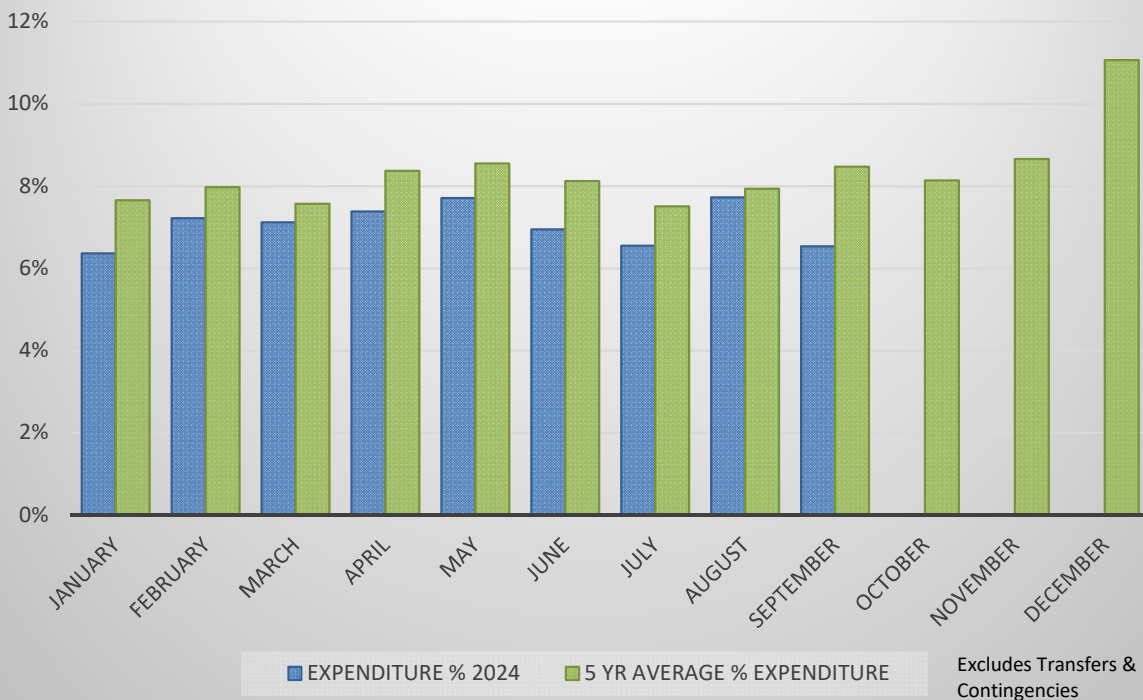
**CASH & INVESTMENTS - MONTHLY**  
**2024 - SPECIAL REVENUE FUNDS COMBINED**  
**- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH SEPTEMBER 2024



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH SEPTEMBER 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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01 TAXES

311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-25,183,055.23	-552,571.85	.00	-19,723,044.77	56.1%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-458,451.59	-15,868.44	.00	-72,448.41	86.4%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-90,461.23	.00	.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	.00	.00	5,883.63	129.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-49,877.36	.00	.00	-13,122.64	79.2%
<b>TOTAL TAXES</b>	<b>-45,586,600</b>	<b>-45,586,600</b>	<b>-25,807,746.65</b>	<b>-568,440.29</b>	<b>.00</b>	<b>-19,778,853.35</b>	<b>56.6%</b>

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	.00	.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	-24,398.35	-3,989.55	.00	24,398.35	100.0%
359000 LIBRARY FINES	0	0	-685.11	-116.58	.00	685.11	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-356,871.25	-31,128.94	.00	-95,128.75	79.0%
361430 INTEREST INCOME--CONTRACTS &	0	0	-93.85	.00	.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	.00	.00	5,511.10	375.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-22,386.42	.00	.00	18,386.42	559.7%
369200 FOUND MONEY	0	0	-673.18	-37.17	.00	673.18	100.0%
369910 MISCELLANEOUS OTHER	0	0	-20,488.95	-10,425.95	.00	20,488.95	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-21,197.90	-2,020.58	.00	1,197.90	106.0%
369912 JURY DUTY REIMBURSEMENT	0	0	-120.00	-30.00	.00	120.00	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	.00	.00	-15,762.06	79.0%
<b>TOTAL CHARGES OTHER</b>	<b>-1,258,000</b>	<b>-1,258,000</b>	<b>-662,225.19</b>	<b>-47,748.77</b>	<b>.00</b>	<b>-595,774.81</b>	<b>52.6%</b>

03 SALARIES AND WAGES

511000 SALARIES AND WAGES	24,630,000	24,630,000	16,994,261.92	1,872,238.76	.00	7,635,738.08	69.0%
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	5,452.51	647.06	.00	26,547.49	17.0%
511007 SHIFT DIFFERENTIAL	134,000	134,000	95,129.97	12,271.66	.00	38,870.03	71.0%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	32,779.40	6,285.89	.00	34,220.60	48.9%
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	17,136,530.80	1,891,443.37	.00	6,761,469.20	71.7%

04 PERSONNEL BENEFITS

520010 FICA	1,895,000	1,895,000	1,270,913.46	140,559.62	.00	624,086.54	67.1%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	2,115,411.78	228,652.93	.00	1,188,588.22	64.0%
520021 DENTAL INSURANCE	259,000	259,000	167,219.20	18,760.62	.00	91,780.80	64.6%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	72,406.07	8,167.46	.00	30,593.93	70.3%
520023 INDUSTRIAL INSURANCE	151,000	151,000	111,619.70	11,941.78	.00	39,380.30	73.9%
520030 RETIREMENT	2,378,000	2,378,000	1,579,222.25	169,593.31	.00	798,777.75	66.4%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	20,467.11	.00	.00	14,532.89	58.5%
520041 PAID FML INSURANCE	58,000	58,000	36,074.70	3,975.34	.00	21,925.30	62.2%
520091 OTHER BENEFIT	75,000	75,000	7,421.15	825.90	.00	67,578.85	9.9%
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	5,380,755.42	582,476.96	.00	2,508,244.58	68.2%

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	91,300	100,908	55,174.64	6,169.63	.00	45,733.57	54.7%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	122,348	73,960.16	3,245.05	13,874.68	34,512.84	71.8%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	122,000	47,718.70	4,762.19	9,157.32	65,123.98	46.6%
531010 CUSTODIAL SUPPLIES	130,000	130,000	82,125.77	7,420.17	19,795.82	28,078.41	78.4%
531020 MAINTENANCE SUPPLIES	46,000	46,000	30,813.85	5,253.48	.00	15,186.15	67.0%
531030 MATERIAL PROCESSING SUP	16,100	16,100	17,663.54	1,288.68	.00	-1,563.54	109.7%
531040 TRAINING SUPPLIES	3,000	3,000	734.66	357.25	.00	2,265.34	24.5%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	152,851.35	1,598.51	7,229.32	-4,780.67	103.1%
532000 FUEL	47,000	47,000	29,391.48	3,375.99	17,919.86	-311.34	100.7%
535000 MINOR EQUIPMENT	11,000	11,000	3,891.50	.00	.00	7,108.50	35.4%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	43,695.08	6,304.92	87.4%
535015 FURNISHINGS--STAFF	54,500	54,500	24,517.94	10,704.38	6,092.82	23,889.24	56.2%
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	80,924.71	32,556.57	13,469.20	111,606.09	45.8%



YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	.00	655.00	6,393.29	82.2%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	555,200	427,442.37	19,094.86	20,827.70	106,929.93	80.7%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	167,092.10	9,643.41	3,310.00	248,497.90	40.7%
TOTAL SUPPLIES EXPENSES	2,243,800	2,274,256	1,230,722.91	105,470.17	156,026.80	887,506.18	61.0%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	43,000	101.45	.00	.00	42,898.55	.2%
534005 ADULT AV - CDS	30,000	30,000	17,599.27	1,488.42	.00	12,400.73	58.7%
534010 ADULT AV - DVD	330,000	310,000	157,389.58	15,816.31	.00	152,610.42	50.8%
534015 ADULT AV - DVDNF	21,000	21,000	15,514.77	859.98	.00	5,485.23	73.9%
534020 ADULT AV AUDIOBOOKS	25,000	17,000	7,500.80	825.98	.00	9,499.20	44.1%
534105 ADULT BOOK CLUB KITS	3,500	3,500	2,322.28	.00	.00	1,177.72	66.4%
534110 ADULT FICTION	270,000	286,000	205,016.40	23,249.57	.00	80,983.60	71.7%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	10,143.17	1,625.97	.00	4,856.83	67.6%
534120 ADULT LARGE PRINT	50,000	42,000	24,752.83	7,374.94	.00	17,247.17	58.9%
534125 ADULT LUCKY DAY	55,000	55,000	41,421.06	6,676.66	.00	13,578.94	75.3%
534130 ADULT NONFICTION	300,000	300,000	207,752.47	25,339.11	.00	92,247.53	69.3%
534145 ADULT REFERENCE	5,000	5,000	385.52	.00	.00	4,614.48	7.7%
534150 ADULT YA FICTION	55,000	55,000	21,944.09	2,509.36	.00	33,055.91	39.9%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	19,742.59	3,974.92	.00	5,257.41	79.0%
534160 ADULT YA NONFICTION	12,500	12,500	11,171.54	1,899.71	.00	1,328.46	89.4%
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	3,831.16	75.55	.00	2,168.84	63.9%
534220 CHILDREN'S FICTION	225,000	285,000	151,654.15	17,712.53	.00	133,345.85	53.2%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	38,379.15	4,947.15	.00	16,620.85	69.8%
534230 CHILDREN'S NONFICTION	135,000	135,000	74,274.05	2,693.88	.00	60,725.95	55.0%
534235 CHILDREN'S SCIENCE TO GO	4,000	11,000	8,397.21	394.60	.00	2,602.79	76.3%
534237 CHILDREN'S STANDING ORDERS	32,500	32,500	22,130.25	4,304.55	.00	10,369.75	68.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,151.77	34.54	.00	1,848.23	38.4%
534305 DATABASES	524,500	539,500	441,120.19	6,971.00	.00	98,379.81	81.8%
534410 EBOOKS	875,000	875,000	530,230.94	11,939.28	.00	344,769.06	60.6%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	490,030.03	3,782.44	.00	284,969.97	63.2%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	110,000	66,000.00	20,000.00	.00	44,000.00	60.0%
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	20,496.15	2,139.24	.00	50,503.85	28.9%
534605 VENDOR PROCESSING	100,000	100,000	54,696.88	6,813.49	.00	45,303.12	54.7%
534645 VENDOR CATALOGING	10,000	10,000	2,787.18	.00	.00	7,212.82	27.9%
534705 WORLD - ADULT SPANISH	9,000	9,000	5,232.52	58.75	.00	3,767.48	58.1%

**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 09

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	8,732.77	170.24	.00	5,267.23	62.4%
534715 WORLD - CHINESE	10,000	10,000	6,407.14	2,378.16	.00	3,592.86	64.1%
534725 WORLD - GERMAN	7,500	7,500	2,888.86	1,664.70	.00	4,611.14	38.5%
534730 WORLD - JAPANESE	5,000	5,000	3,468.15	1,541.40	.00	1,531.85	69.4%
534735 WORLD - KOREAN	20,000	20,000	12,331.20	4,624.20	.00	7,668.80	61.7%
534740 WORLD - TAGALOG	15,000	15,000	4,340.15	.00	.00	10,659.85	28.9%
534745 WORLD - VIETNAMESE	7,500	7,500	5,350.86	1,783.62	.00	2,149.14	71.3%
534750 WORLD - RUSSIAN	20,000	20,000	4,776.15	.00	.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	38,000	19,781.30	118.86	.00	18,218.70	52.1%
534810 YOUTH DVD - FTY	30,000	22,000	8,882.19	514.87	.00	13,117.81	40.4%
534815 YOUTH YA AUDIO BOOKS	0	0	148.60	.00	.00	-148.60	100.0%
534900 COLLECTION PROJECTS	4,000	0	.00	.00	.00	.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	17,684.12	.00	.00	2,315.88	88.4%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	38,909.73	.00	.00	1,290.27	96.8%
<b>TOTAL MATERIALS</b>	<b>4,564,700</b>	<b>4,564,700</b>	<b>2,879,542.00</b>	<b>186,303.98</b>	<b>.00</b>	<b>1,685,158.00</b>	<b>63.1%</b>

**07 SERVICES EXPENSES**

541000 INDEPENDENT CONTRACTORS	398,200	364,898	162,790.01	22,218.50	64,316.95	137,791.34	62.2%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	36,710.06	2,175.00	18,108.47	20,181.47	73.1%
541010 PERFORMER SERVICES	113,000	116,360	52,267.56	6,559.80	12,954.05	51,138.39	56.1%
541020 CONTRACTUAL SERVICES	480,000	480,626	246,810.80	27,567.53	104,756.08	129,058.93	73.1%
541040 LEGAL SERVICES	95,000	95,000	27,935.00	6,429.50	16,083.50	50,981.50	46.3%
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	67,684.83	5,102.98	30,452.26	35,362.91	73.5%
541650 ILL LOST ITEM CHARGE	3,000	3,000	910.12	22.25	.00	2,089.88	30.3%
542000 POSTAGE	72,300	70,870	49,574.47	24.54	.00	21,295.33	70.0%
542001 SHIPPING	10,000	10,000	9,542.68	391.33	.00	457.32	95.4%
542010 TELECOM SERVICES--PHONES	81,600	81,600	69,605.17	2,239.23	.00	11,994.83	85.3%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	42,405.86	4,906.35	.00	-3,405.86	108.7%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	613,742.55	8,009.82	.00	-268,742.55	177.9%
543000 TOLLS/PARKING	102,900	102,900	63,665.19	812.75	.00	39,234.81	61.9%
543010 MILEAGE REIMBURSEMENTS	55,500	55,500	43,396.50	5,166.07	.00	12,103.50	78.2%
544000 ADVERTISING	136,500	136,500	72,310.94	11,754.42	46,012.52	18,176.54	86.7%
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	320,332.07	12,049.40	.00	160,167.93	66.7%
546000 INSURANCE	300,000	300,000	7,127.00	2,591.00	.00	292,873.00	2.4%
547000 ELECTRICITY	346,000	346,000	204,898.31	20,008.61	.00	141,101.69	59.2%
547010 NATURAL GAS	16,500	16,500	2,197.40	63.29	.00	14,302.60	13.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

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	34,019.65	8,454.74	.00	6,980.35	83.0%
547030 SEWER	35,000	35,000	28,096.37	3,148.16	.00	6,903.63	80.3%
547040 REFUSE	55,000	55,000	43,179.44	4,842.16	.00	11,820.56	78.5%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	551,500	174,365.07	54,728.81	162,229.78	214,905.15	61.0%
548010 CONTRACTED MAINTENANCE	589,800	589,800	343,287.51	28,190.59	193,167.13	53,345.36	91.0%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	60,000	31,340.49	7,125.58	15,000.00	13,659.51	77.2%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	5,000	.00	.00	3,000.00	2,000.00	60.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	83,000	.00	.00	.00	83,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	112,350	31,158.63	271.18	6,000.00	75,191.37	33.1%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	14,500	4,608.63	75.00	.00	9,891.37	31.8%
549020 DUES AND MEMBERSHIPS	60,400	61,630	49,982.64	650.00	135.00	11,512.56	81.3%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.67	.00	.00	-479.67	100.9%
549040 LICENSES	2,000	2,000	874.31	348.60	.00	1,125.69	43.7%
549050 FEES	17,500	17,500	10,022.35	206.44	.00	7,477.65	57.3%
549120 CONTINGENCY/RESERVE	572,800	572,800	.00	.00	.00	572,800.00	.0%
591720 GASB 87 LONG TERM LEASE	652,750	650,610	463,730.43	48,030.05	12,000.44	174,879.13	73.1%
591721 SBITA	0	0	38,756.34	.00	.00	-38,756.34	100.0%
<b>TOTAL SERVICES EXPENSES</b>	<b>6,199,100</b>	<b>6,168,644</b>	<b>3,409,721.02</b>	<b>294,163.68</b>	<b>684,216.18</b>	<b>2,074,706.91</b>	<b>66.4%</b>
<b>08 CAPITAL OUTLAYS</b>							
564300 TECHNOLOGY EQUIPMENT	0	0	313.17	313.17	.00	-313.17	100.0%
<b>TOTAL CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>313.17</b>	<b>313.17</b>	<b>.00</b>	<b>-313.17</b>	<b>100.0%</b>
<b>09 TRANSFERS/SETASIDES</b>							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	.00	.00	.00	2,050,000.00	.0%
<b>TOTAL TRANSFERS/SETASIDES</b>	<b>2,050,000</b>	<b>2,050,000</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>2,050,000.00</b>	<b>.0%</b>
<b>TOTAL GENERAL FUND</b>	<b>0</b>	<b>0</b>	<b>3,567,613.48</b>	<b>2,443,982.27</b>	<b>840,242.98</b>	<b>-4,407,856.46</b>	<b>100.0%</b>
<b>TOTAL REVENUES</b>	<b>-46,844,600</b>	<b>-46,844,600</b>	<b>-26,469,971.84</b>	<b>-616,189.06</b>	<b>.00</b>	<b>-20,374,628.16</b>	
<b>TOTAL EXPENSES</b>	<b>46,844,600</b>	<b>46,844,600</b>	<b>30,037,585.32</b>	<b>3,060,171.33</b>	<b>840,242.98</b>	<b>15,966,771.70</b>	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-691,685.51	-74,730.13	.00	691,685.51	100.0%
TOTAL CHARGES OTHER	0	0	-691,685.51	-74,730.13	.00	691,685.51	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-691,685.51	-74,730.13	.00	691,685.51	100.0%
TOTAL REVENUES	0	0	-691,685.51	-74,730.13	.00	691,685.51	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-48,635.22	-5,254.58	.00	48,635.22	100.0%
TOTAL CHARGES OTHER	0	0	-48,635.22	-5,254.58	.00	48,635.22	100.0%
TOTAL ELECTION FUND	0	0	-48,635.22	-5,254.58	.00	48,635.22	100.0%
TOTAL REVENUES	0	0	-48,635.22	-5,254.58	.00	48,635.22	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>02 CHARGES OTHER</b>								
361100	INVESTMENT EARNINGS	0	0	-46,839.50	-5,060.57	.00	46,839.50	100.0%
	TOTAL CHARGES OTHER	0	0	-46,839.50	-5,060.57	.00	46,839.50	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-46,839.50	-5,060.57	.00	46,839.50	100.0%
	TOTAL REVENUES	0	0	-46,839.50	-5,060.57	.00	46,839.50	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND							
<b>02 CHARGES OTHER</b>							
361100 INVESTMENT EARNINGS	0	0	-3,692.43	-398.61	.00	3,692.43	100.0%
TOTAL CHARGES OTHER	0	0	-3,692.43	-398.61	.00	3,692.43	100.0%
TOTAL DEBT SERVICE FUND	0	0	-3,692.43	-398.61	.00	3,692.43	100.0%
TOTAL REVENUES	0	0	-3,692.43	-398.61	.00	3,692.43	

**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 09

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
<b>02 CHARGES OTHER</b>							
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
361100 INVESTMENT EARNINGS	0	0	-276,226.70	-8,983.74	.00	276,226.70	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-276,226.70	-8,983.74	.00	-9,300,573.30	2.9%
<b>07 SERVICES EXPENSES</b>							
541000 INDEPENDENT CONTRACTORS	4,000	2,365	7,270.32	.00	2,365.00	-7,270.32	407.4%
541020 CONTRACTUAL SERVICES	395,500	390,005	170,379.81	2,249.00	45,313.36	174,311.48	55.3%
541040 LEGAL SERVICES	0	0	4,626.75	.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,586,001	1,416,406.63	188,830.81	2,545,098.19	-1,375,503.82	153.2%
542000 POSTAGE	13,000	1,000	.00	.00	2,863.95	-1,863.95	286.4%
545010 RENTALS/LEASES--BUILDINGS	47,000	43,737	26,598.00	.00	.00	17,139.00	60.8%
545020 RENTALS/LEASES--EQUIPMENT	5,000	31,810	32,721.17	5,229.97	2,916.40	-3,827.43	112.0%
549050 FEES	216,256	18,478	13,040.27	.00	.00	5,437.48	70.6%
549120 CONTINGENCY/RESERVE	481,056	19,000	.00	.00	.00	19,000.11	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,092,396	1,671,042.95	196,309.78	2,598,556.90	-1,177,204.20	138.1%
<b>08 CAPITAL OUTLAYS</b>							
562000 BUILDING ACQUISITIONS	4,584,100	4,596,100	4,224,061.42	.00	378,761.87	-6,723.29	100.1%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	421,026	283,322.25	135,757.08	140,036.33	-2,332.17	100.6%
562100 CONSTRUCTION	2,770,703	2,973,775	2,457,562.80	353,960.34	450,484.57	65,727.51	97.8%
562500 ROOFING	0	0	1,640.49	.00	.00	-1,640.49	100.0%
562800 FURNITURE AND FIXTURES	302,000	302,000	175,563.94	174,653.41	119,136.90	7,299.16	97.6%
564100 VEHICLES	266,000	211,503	211,503.06	.00	.00	.00	100.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	1,982.01	.00	12.05	28,005.94	6.6%
TOTAL CAPITAL OUTLAYS	8,400,551	8,534,404	7,355,635.97	664,370.83	1,088,431.72	90,336.66	98.9%
<b>09 TRANSFERS/SETASIDES</b>							
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 09

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	8,750,452.22	851,696.87	3,686,988.62	-12,437,440.84	100.0%
TOTAL REVENUES	-11,626,800	-11,626,800	-276,226.70	-8,983.74	.00	-11,350,573.30	
TOTAL EXPENSES	11,626,800	11,626,800	9,026,678.92	860,680.61	3,686,988.62	-1,086,867.54	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	11,527,213.04	3,210,235.25	4,527,231.60	-16,054,444.64	100.0%

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

# Public Services Report

## Library at a Glance: September 2024 YTD Key Performance Indicators

<p>Cardholders</p> <p><b>330,840</b></p> <p>↑ +5.2%</p>	<p>YTD Users - Physical</p> <p><b>1,094,347</b></p> <p>↑ +16%</p>	<p>YTD Circulation - Digital</p> <p><b>1,963,585</b></p> <p>↑ +15%</p>
<p>YTD Circulation - Physical</p> <p><b>1,973,971</b></p> <p>↓ -7.7%</p>	<p>YTD Number of Youth Programs</p> <p><b>1,731</b></p> <p>↑ +19%</p>	<p>YTD Youth Program Attendees</p> <p><b>37,394</b></p> <p>↑ +9%</p>
<p>YTD Number of Adult Programs</p> <p><b>771</b></p> <p>↑ +15%</p>	<p>YTD Adult Program Attendees</p> <p><b>7,081</b></p> <p>↑ +6%</p>	

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

## In Focus: September 2024 Service Highlight

### Public Services Highlight: Financial Literacy

Pierce County Library System offers a range of financial literacy programs, services, and online resources that equip customers with the knowledge, skills, and abilities to understand and manage money, including earning, saving, investing, and making informed financial decisions. In 2024, the Library has provided the following:

#### Programs

Financial literacy programs are held regularly at library locations to address the financial education needs of diverse audiences, covering topics from purchasing a first vehicle to ensuring financial security for retirement. In partnership with Business Impact NW, the Library piloted **Financial Empowerment Workshops** introducing personal debt, credit use and repair, budgeting, and other essential topics for building a strong financial foundation.

#### Databases

The Library provides access to several databases that support financial literacy for individuals and businesses:

**LinkedIn Learning** and **Universal Class** are online education platforms offering hundreds of classes on various financial topics, including budgeting, taxes, finance and accounting principles, basic credit, and using Microsoft Excel. Customers can earn continuing education credits and certificates upon completing courses.

**Value Line**, **Morningstar**, and **The Wall Street Journal** provide investment information to Library customers. **Mergent Intellect**, powered by Dun & Bradstreet, Hoover's, Moody's, and First Research, offers access to company and industry information, news, executive contacts, and profiles. **Business Source Complete**, **Gale Business Insights: Global**, and **Gale Business Insights: Entrepreneurship** provide articles, books, videos, business plans, and more for business support. **Consumer Reports** helps customers make informed purchasing decisions that affect their budgets.

The Library's **Ask Us** service connects learners one-on-one with librarians via phone, online, or in person, commonly assisting customers with financial questions. Librarians introduce databases, navigate free and reduced-cost local resources, conduct small business research, and connect customers with tax assistance. These tailored appointments empower customers, leaving them more confident in making informed financial decisions.

#### Statistics

- Nearly **2,000 customers** attended **13 financial literacy programs** each month from January to September 2024
- Online resource use included **43,271** videos watched on LinkedIn Learning and Universal Class, along with **20,353** unique views/access for the highlighted databases
- **72 Ask Us appointments** related to financial literacy

#### Stories of Impact

Financial literacy program attendees shared they felt empowered to control their finances and make informed decisions regarding their financial health.

During an Ask Us appointment, a customer expressed their dream of becoming a professional musician while struggling to find a way to make a living and achieve financial security. Through the service, they researched various financial resources and developed a plan to achieve their dream.

A customer used LinkedIn Learning to prepare for Microsoft certification exams, passed them, added the certifications to her resume, and successfully secured a full-time job.

A community member attending a program on employment retention, education and financial literacy at the Buckley Pierce County Library shared "I'm so glad you're offering this out here, we need more things like this. Thank you!"

# Looking Ahead

## Events to Know About

**Sunday Music Social, Ben & Des** – Sunday, Nov 10, 1:30pm-3:30pm; Sumner

**John Halliday, What is a Chief?** How Native Values Can Teach Resilience – Sunday, Nov. 10, 2:00pm-3:00pm; Parkland/Spanaway

### Presented through the Humanities Washington Speaker's Bureau program:

That Ribbon of Highway: Woody Guthrie in the PNW – Sunday, Nov. 10, 2:00pm-3:00pm; Interim Lakewood

Heaven on the Half Shell: Washington State's Oyster Odyssey – Tuesday, Dec. 03, 5:30pm-7:00pm; DuPont

**Paint and Sip with Artist Collin Veenstra** – Wednesday, Nov. 13, 3:00pm-5:00pm; Buckley Youth Activity Center

**Low Waste Living, With Pierce County Environmental Education** – Tuesday, Nov. 12, 6:00pm-7:00pm; Graham

**All Hazards - Personal Preparedness Presentation!** Pierce County Emergency Management – Monday, Nov. 18, 2:00pm-3:00pm; Summit

**Greentrike Play to Learn** – Tuesday, Nov. 19, 10:00am-11:30am; Parkland/Spanaway

**La Ratoncita Presumida / The Vain Little Mouse.** A musical, bilingual (Spanish/English) story from Venezuela, presented by Pegasus Puppet Theatre:

Saturday, Dec. 07, 10:30am-11:30am; Sumner

Saturday, Dec. 07, 12:45pm-1:30pm; Milton/Edgewood

Saturday, Dec. 07, 3:30pm-4:30pm; DuPont

## Customer Impact and Community Engagement - Stories by Location

**Fife:** Staff assisted a customer with transferring over 3,000 pictures from his phone to his laptop. The customer was extremely grateful for the help.

**Gig Harbor:** A long time GIG customer who comes in frequently came in this morning to thank a CEA for books that she had suggested last week. She said she loves our library so much.

**Key Center** celebrated Fire Safety Month by inviting a firefighter from the station next door to its regular family story time. Dressed in full uniform, she engaged families and took them to see the trucks, answering questions about firefighting.

**Sumner:** A customer approached the Help Desk to inquire about IRS forms in additional languages, noting that we currently have materials in Spanish and Russian. When asked which languages he wanted, he mentioned Lithuanian, Polish, and Czech. Staff explained that the Library only offer materials in languages primarily spoken in its service area, like Spanish, Russian, and Korean. Staff informed him about the Library's online resource, PressReader, which provides access to newspapers in various languages. Staff guided him through accessing PressReader, and discovered Lithuanian and Polish publications. The customer exclaimed, "You've made my day!"

**University Place:** Staff received the following feedback from WorkSource Pierce after the Library Job Fair on October 3, 2024: *"UP Library Job Fair was a tremendous success! Employers were extremely pleased with the results, calling it the most successful job fair they have attended. The excellent location allowed them to meet many new faces. Job seekers were enthusiastic and satisfied with the information and job opportunities they found. Some even sought advice before entering, as it was their first job fair. It was heartwarming to see parents helping their teens find jobs. There were 111 attendees. A special shout-out to the UP AS Specialist and the other librarians! Thank you for your hard work and support. The event would not have been this successful without your help."*

A mother with two children (a tween and an upper elementary school student) visited the Library and expressed her family's excitement about being there. She shared that she had been an avid library user as a child and teenager, spending countless hours reading. Now, she is delighted to bring her children, who were enthusiastic about the available selection. They checked out several materials, discussed upcoming programs for kids and teens, and mentioned how wonderful it was to have a library within walking distance.

# Unfinished Business

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# MEMO



Date: October 31, 2024

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

From: Connie Behe, Deputy Director

Subject: 2025-2029 PCLS Strategic Plan – Final Draft

The Core Planning Team is excited to present the final draft of the 2025-2029 PCLS Strategic Plan for the Board's consideration.

After presenting and discussing the draft plan to the Board in September and holding four town hall sessions with staff, we surveyed both the Board and staff to gather insights. The survey received a great response with 184 participants, and the results were overwhelmingly positive.

The Core Planning Team reviewed these results with consultants, the Coraggio Group. We carefully considered a few negative comments along with the other feedback. We decided to make minor wording changes rather than substantial revisions, ensuring all views are considered as we move forward. We will address any concerns during implementation.

Thank you for your thoughtful discussion of the final draft of the strategic plan. Following the November Board meeting, we will incorporate any additional feedback and present it to the Board for action in December.

The implementation team will begin working with Coraggio in November and aim to have an implementation plan by February 2025.

## Pierce County Library System FINAL Strategic Plan

### STRATEGIC CLARITY ELEMENTS

#### **Vision – how we see the future**

The community of Pierce County thrives on inclusion, curiosity, and connection.

#### **Mission – why we exist**

To empower the people of Pierce County by advancing all forms of literacy, championing access to information, creating inclusive and inspired spaces, and enriching lives.

#### **Values – what we believe**

- Cultural Humility
  - We listen to and learn from each other.
- Human Connection
  - We bring people together.
- Empowerment
  - We defend intellectual freedom, access, and autonomy.
- Transformative Hospitality
  - We value every person.

### STRATEGIC FOCUS ELEMENTS – WHERE WE WILL FOCUS

**GOAL: ENHANCE LIBRARY EXPERIENCE:** Improve visitor/user experience of accessibility, services, and resources.

#### **Strategies**

- **Modernize visitor/user experience and service delivery:** Implement system-wide, updated customer service model to emphasize human-centered, hands-on learning, and experience-based approaches.
- **Listen to the community:** Provide several transparent channels for the Library to listen to and understand multiple community voices, with an emphasis to listen and learn from the experiences of people in marginalized communities.

- **Expand community resource navigation:** Connect people to community resources more effectively by providing all staff training about community services and how to navigate them.

### Success Measures

- Public satisfaction survey results increase from a baseline that will be set as part of plan implementation.
- Use of Library programs both in and out of buildings increases from a baseline that will be set as part of plan implementation.
- Visitor/user outcome stories demonstrating changes in behavior or actions because of receiving Library services increase from a baseline that will be set as part of plan implementation.

**GOAL: WELCOME AND INCLUSIVE SPACES AND SERVICES:** Create safer spaces and services.

### Strategies

- **Become a trauma-informed library:** Implement system-wide staff training for trauma-informed approaches for libraries and implement trauma-informed space and program criteria.

*(Definition: trauma-informed services are ways of helping people with the understanding of how being hurt in the past may still affect them today. These services help people feel safer, listened to, and supported without causing them more harm.)*

- **Apply Universal Design criteria:** Include standards for services, spaces, communications, and experiences for wider audience appeal and accessibility for all.

*(Definition: Universal Design is when services and spaces are made so that everyone can use them easily, no matter who they are or what abilities they have. For example, a ramp next to stairs helps people in wheelchairs, people pushing strollers, or carrying heavy items.)*

- **Focus on inclusion and belonging through arts and culture:** Increase the visibility of and celebrate the unique and diverse communities the Library serves by amplifying arts and culture in services, spaces, and programs.

### Success Measures

- Visitors report an increase in sense of belonging and feeling welcome.



- Universal Design criteria in use at more than 50% of library locations.
- All locations highlight arts and culture to amplify the unique and diverse communities served in that area.

**GOAL: EMPHASIZE STRATEGIC PARTNERSHIPS:** Focus on partnerships where working together has lasting and greater impacts.

### Strategies

- **Develop and sustain strategic, high-impact community partnerships:** Develop, maintain, and strengthen partnerships with shared goals to fill existing gaps or inefficiencies in services.
- **Collaborate with community:** Collaborate and co-design with local community members to bring programs and events that are representative of the community to all Library locations and in the community.
- **Advance social equity and literacies:** Prioritize strategies, partnerships, services, and programs to develop literacies to improve social equity, such as digital literacy, early literacy, and information literacy.

### Success Measures

- Partners express greater success in reaching their goals as a result of working with the Library.
- Library visitors and partners report increased quality of community-based Library programs and services.

**GOAL: BUILD A SUSTAINABLE FUTURE:** Prioritize sustainability and the future of the Library, environment, and the community the Library serves.

### Strategies

- **Focus on environmental stewardship:** Implement a plan to reduce the Library's environmental footprint.
- **Build resilience through emergency preparedness:** Integrate library plans and resources into the Pierce County Emergency Management network planning.
- **Emphasize economic feasibility in sustainability:** Align budget process to the sustainability priorities and use economic feasibility analysis in decision-making.

**Success Measures**

- Each department implements three significant changes to operations, which are far-reaching in impact, that reduce the Library's environmental footprint.
- In an emergency or crisis people know the Library is a resource.
- Integrate sustainability factors into purchasing considerations.

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# MEMO



Date: November 5, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: 2025 Board Meeting Schedule

RCW 42.30.075 requires that the Board sets its schedule (day and time) for regular meetings before January of the New Year.

In October, the Board discussed two possible options for the 2025 regular meetings:

1. Status quo, with no changes to the day/time or location.
2. 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.

Staff recommends the 2025 Regular Meeting schedule remain the same as it is now, with no changes to the time and none to be scheduled in branches.

***ACTION: Move to approve the proposed 2025 Board meeting schedule as follows.***

## **PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

### **2025 Meeting Schedule**

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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

**RESOLUTION NO. 2024-11**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO SET THE 2025 SCHEDULE OF RECURRING MEETINGS**

**WHEREAS**, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

**WHEREAS**, the Board of Trustees intends to hold recurring meetings in the year 2025, now, therefore,

**BE IT RESOLVED** that in 2025, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 PM as per the attached schedule. Unless otherwise noted, the meetings will take place at the Administrative Center, 3005 112th Street East, Tacoma, Washington, 98446.

**DATED THIS 13TH DAY OF NOVEMBER, 2024**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair \_\_\_\_\_

Neesha Patel, Vice-Chair \_\_\_\_\_

Pat Jenkins, Member \_\_\_\_\_

Abby Sloan, Member \_\_\_\_\_

Ryan Wheaton, Member \_\_\_\_\_

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# MEMO



Date: November 1, 2024

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

From: Melissa Munn, Customer Experience Director - Operations

Subject: Borrowing Privileges Policy – 2<sup>nd</sup> Reading

Thank you for your thoughtful review and discussion of this policy. The policy is presented with no changes following the first reading. At the November meeting, we will seek your approval of the policy as presented, effective January 1, 2025.

***Board Action: Move to approve the Borrowing Privileges Policy as presented***

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# 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.

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

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

# MEMO



Date: October 25, 2025

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

From: Gretchen Caserotti, Executive Director

Clifford Jo, Business & Compliance Director

Subject: Disposition of Policies –Year 2

Regarding policies that are no longer needed or have taken another form, the Library is following the same process this year as it did last year.

A list has been provided below for those needing action, which include policies that are merged into a new policy, took another non-Board-policy format, or are unneeded.

As mentioned last year, policies can come into existence by various means, including resolutions decades ago. In those instances, the resolution’s contents were nearly identical to the actual policy created. Current and acceptable practice is to approve a motion to enact new, or revise existing, Board policies without a resolution. Thus, those resolutions ought to be declared as repealed, too, so as not to cause confusion as to whether the older resolutions remain in force.

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

<b>Policy</b>	<b>Reasoning</b>
Payment of Claims	Merged essential elements into Fiscal Management Policy
Food Purchase	Merged essential elements into Fiscal Management Policy
Library Card Eligibility – Institutions	Merged essential elements into Borrowing Privileges policy
Library Card Eligibility – Individuals	Merged essential elements into Borrowing Privileges policy
Reciprocal Borrowing	Essential elements will be moved to Board ByLaws during an upcoming review of the ByLaws. The lack of existence of a policy will not affect existing agreements with the eight (8) library systems that have reciprocal borrowing arrangements.
Partnerships	Replaced by Donations/Sponsorships
Volunteer	Policy no longer needed
Gifts	Merged essential elements into Donations/Sponsorships
Sponsorships	Replaced by Donations/Sponsorships



**RESOLUTION NO. 2024-\_\_**

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

**FOR DECEMBER 11, 2024 BOARD MEETING**

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

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

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

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

- Payment of Claims
- Food Purchase
- Library Card Eligibility – Institutions
- Library Card Eligibility – Individuals
- Reciprocal Borrowing
- Partnerships
- Volunteer
- Gifts
- Sponsorships

Now, therefore,

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

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

{Signature Block}

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# MEMO



Date: October 30, 2024

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

From: Mary Stimson, Finance Director

Subject: 2025 Draft Budgets

This month, the Board of Trustees reviews the draft budget and holds the first public hearing. Attached are the draft 2025 budgets for the General Fund, Capital Improvement Fund, and Levy Sustainability Fund. The Property and Facility Fund, Election Fund, and Debt Service Fund budgets are also attached but do not show any budgetary activities.

## **2025 Budgeting Principles**

As we have made strides on the development of this budget, it has continued to be challenging due to a number of factors including inflation, supply chain constraints, the construction of the Interim Lakewood Library and the Sumner Library planning. We continue to rely on the following principles in the budget we are presenting:

- Good stewardship of taxpayer’s investment in library services.
- Deliver excellent valued and used services as determined by community needs, priorities, and use.
- Maintain long-term organizational, fiscal, and service health.
- Build in flexibility for both expenditures and revenue to ensure ability to respond to changes resulting from the pandemic, inflation and supply chain delays.
- Increase focus on planning and projects to develop, maintain, and improve the Library’s capital investments, including planning and working on construction of the new Sumner Library, The Facilities Condition Assessments, and the Long Term Capital Comprehensive Plan.

In addition, we have identified 4 goals:

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

## Levy Sustainability Plan —Year 6 (2025)

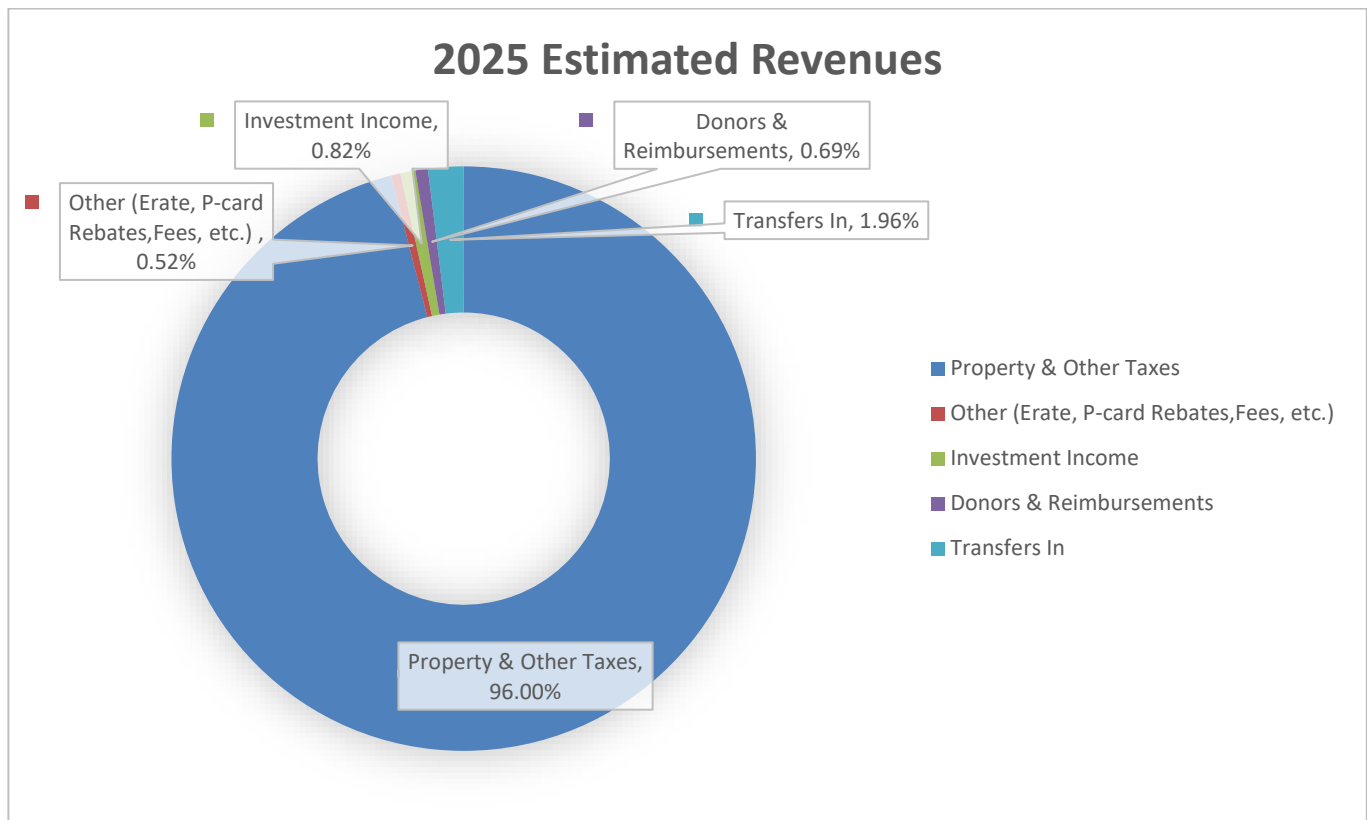
This year for 2025, we are entering Phase 3, in which expenditures exceed revenues and funds are withdrawn from the Levy Sustainability Fund to close budget shortfalls and continue consistent, services and operations until the fund is reduced and the Library begins the next fiscal sustainability cycle. These will be considerations as we move forward with strategic planning in 2025.

Following previous board discussions of available options for the LSF, we are working to limit the use of the LSF during the next three years. We originally proposed using \$700,000 from the LSF for 2025, but currently are looking at needing \$950,000 or more to support the increased cashflow needs for the General Fund and personnel expenditures. 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 use of the LSF during phase 3.

### 2025 Revenue

Total revenue for 2025 is estimated to be \$48.49 million, all of which is budgeted for 2025 services, operations, and transfers for capital investments. We will no longer be depositing funds into the Levy Sustainability Fund in 2025, but rather require a transfer of approximately \$950,000 from the Levy Sustainability Fund.

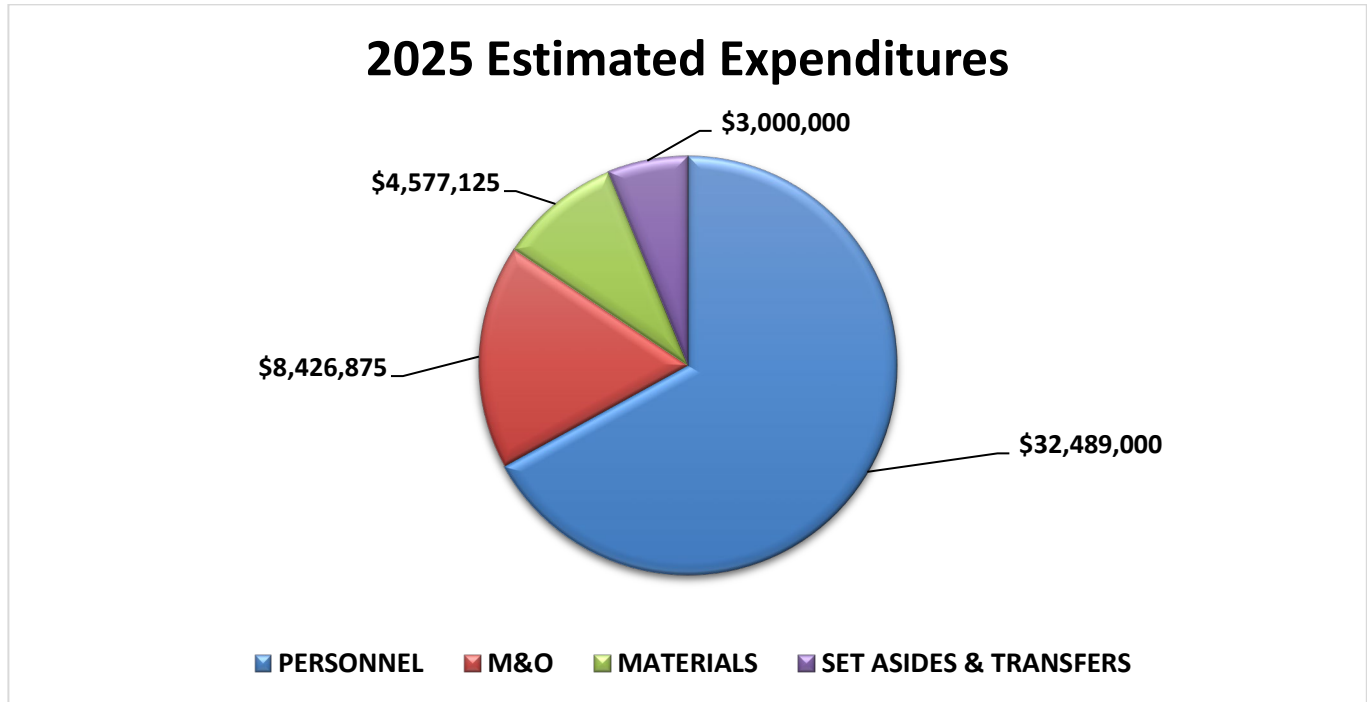
Higher interest rates will continue into early 2025 but are anticipated to start to decrease, which is factored into our projected revenues.



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## 2025 General Fund Budget:

The budget is balanced with revenues and expenditure set at \$48.49 million. 2025 budget requests have been reviewed in detail for alignment with priorities and department capacity.



Items of Note in the General Fund Draft Budget include Personnel, M&O, Materials, and Transfers:

### 2025 Personnel - \$32,489,000

- We are currently exploring cost-saving strategies. The goal is to ratify a financially sustainable collective bargaining agreement (CBA).
- We have based many of our assumptions on the current state while working to close the deficit to reduce the LSF needs for 2025 as instructed to achieve a more sustainable budget. These assumptions may change as we get closer to the final budget presentation in December.
- Health care costs are projected to be between 7.3% and 8.2%.
- Personnel budget projections typically include a percentage decrease against the total projected, to account for vacancies. For the past few years this adjustment has been -3.5%, but last year we moved this to 4.5%. This year we are recommending moving it back down to 3.5% as we see less turnover.
- Below is a comparison and change over time of the Library's Budgeted FTE's, looking back 10 years to now, as well as comparing the 2024 budget.

## 2025 BUDGETED LIBRARY FTE COMPARISON

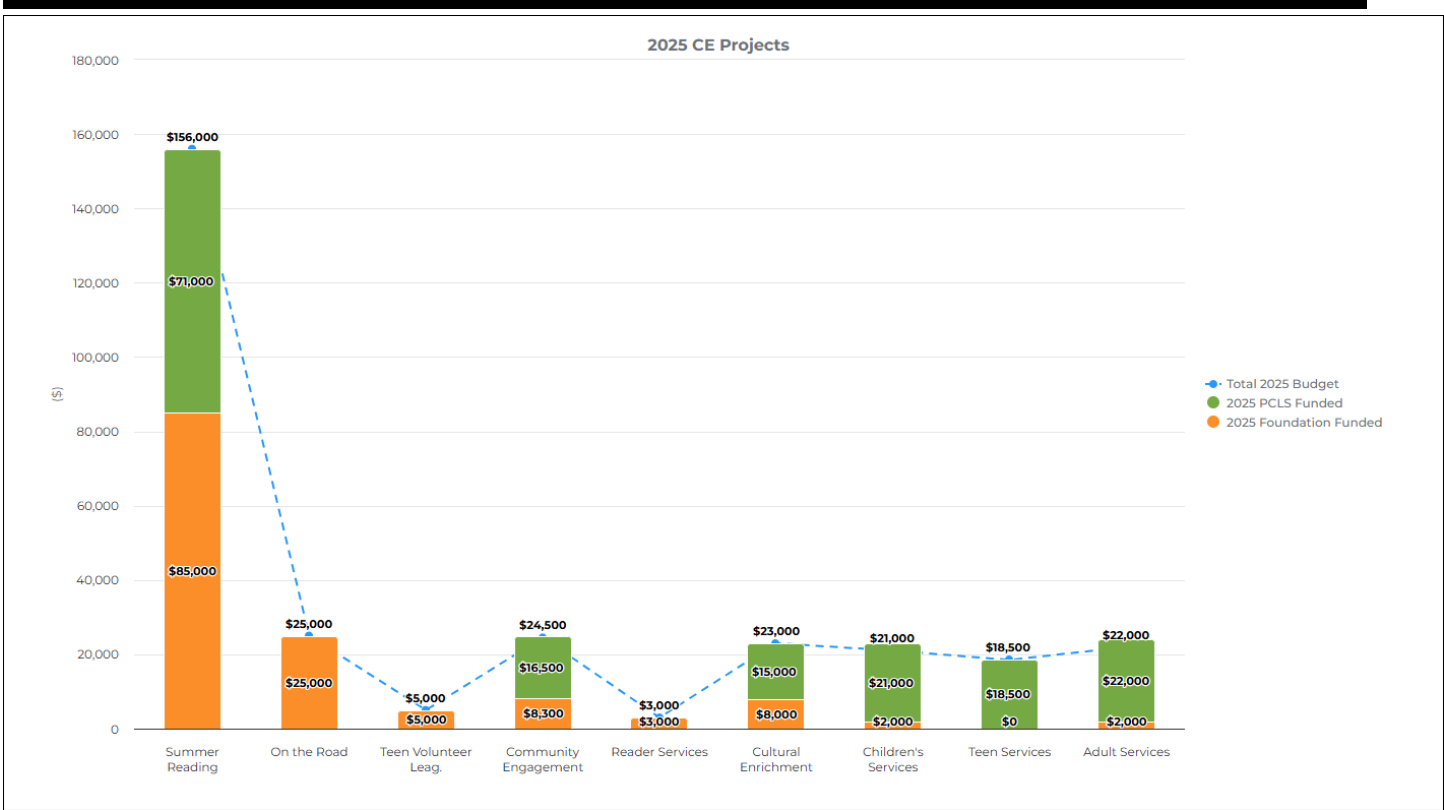
DEPARTMENT FTE STAFFING	2015 FTE	2024 FTE	2025 FTE	FTE Change from 2015	% Change from 2015	FTE Change from 2024	% Change from 2024
CE DEPARTMENT	183.7	217	210.81	27.11	14.76%	-6.19	-2.85%
COLLECTION MANAGEMENT DEPT	28.78	23.8	23.28	-5.5	-19.11%	-0.52	-2.18%
COMMUNICATIONS DEPT	5.85	7	7	1.15	19.66%	0	0.00%
EXECUTIVE OFFICE DEPARTMENT	5	6	6	1	20.00%	0	0.00%
FACILITIES DEPARTMENT	19.85	31.15	31.37	11.52	58.04%	0.22	0.71%
FINANCE DEPARTMENT	6	7	7	1	16.67%	0	0.00%
FOUNDATION DEPARTMENT	2.75	5	5	2.25	81.82%	0	0.00%
IT DEPARTMENT	12.2	20	20	7.8	63.93%	0	0.00%
STAFF EXPERIENCE DEPARTMENT	4.8	7	8	3.2	66.67%	1	14.29%
<b>GRAND TOTALS</b>	<b>268.93</b>	<b>323.95</b>	<b>318.46</b>	<b>49.53</b>	<b>18.42%</b>	<b>-5.49</b>	<b>-1.69%</b>

The Library maintains a workforce of full-time and regular part-time employees with regularly assigned hours that are calculated into full-time equivalent (FTEs) employees, where 1 FTE equates to 40 hours per workweek and may be spread over one or more employees.

### **Maintenance & Operations- \$8,426,875**

Operating expenditure is expected to be steady, though some Facilities and IT expenditure areas are increasing due to inflation.

- An increase to Facilities repairs and maintenance, Insurance, and IT Equipment and networks we reviewed to align with actual spending to maintain our aging facilities and Important IT infrastructures.
- Even with these increases, we have been able to reduce the overall M&O budget by close to \$16,000.
- Reduced contingency drastically, which requires us to be even more diligent with our 2025 expenditures, aligning actuals to budgeted, in order to reduce the required LSF transfer for 2025.
- Included are some of the CE projects below that indicate the areas that are funded in the budget by the Foundation



**Materials- \$4,577,125**

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

**Set-Asides and Transfers- \$3,000,000**

- \$1,000,000 is allocated to the General Fund for Set-Asides to ensure cash flow solvency in 2025, We have also allocated a Capital Fund Transfer of \$2,000,000 in 2025 from the General Fund.

**Capital Improvement Fund Budget: \$14.17 million**

Revenues:

- The Fiscal Management Policy requires an average balance of 4% of General Fund revenues in the Capital Fund. Therefore, we anticipate budgeting \$2 million in transfers from the 2025 General Fund revenues to the Capital Fund for 2025.
- We anticipate use of the Sumner LCFA monies that we will receive to be close to \$10M for 2025
- Receipts from the Foundation Capital Planning Funds, the LCIP grant and Interest are anticipated as well as 2025 Capital Improvement Fund Revenues

Expenditures:

- 2025 is a planning year for our organization and the Capital Fund reflects continued costs for strategic and facilities planning processes
- Cost for the New Sumner Library Planning and Construction will continue into 2025 with anticipated spending of \$12 million or more.

- 
- Continued and new costs for the Buckley remediation, Facilities Condition Assessment repairs, additional vehicles, rebranding explorations, and IT capital needs.

**2025 Elections Fund: No funds allocated**

- We do not anticipate a transfer in 2025 to this fund nor transfers from this fund for 2025.

**2025 Property and Facility Fund: No funds allocated**

- We do not anticipate a transfer in 2025 to this fund nor transfers from this fund for 2025.

**2025 Levy Sustainability Fund: \$950,000**

- As we enter phase 3 in 2025, our expenditures in the Operating budget are more than our revenues, we will be budgeting a transfer of \$950,000 to the General Fund.
- We may bring to the board in December a request to budget and transfer the interest income that we have received on the LSF to the Capital Improvement Fund in 2025.

**2025 Debt Service Fund: No funds allocated**

- We do not anticipate a transfer in 2025 to this fund nor transfers from this fund for 2025.
- In 2025, we will prepare this fund to begin repayments toward the Sumner Library Capital Facilities Area bond in 2025 and may come with a amended budget when we know the costs required.

**2025 Cash flow Needs**

- The Library will not have an adequate cash reserve to support expenditures during low revenue months (April and October), therefore we are requesting an allocation to set-asides in 2025 of \$1,000,000 to ensure we have the reserves we need.

2025 GENERAL FUND  
-DRAFT BUDGET-

DRAFT October 2024	2024 FINAL Approved 12/23	2025 Draft	Change (\$)	Change (%)	Notes
<b>-- REVENUE --</b>					
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	-	950,000	950,000		new Transfer from LSF
<b>TOTAL REVENUE</b>	<b>\$ 46,844,600</b>	<b>\$ 48,493,000</b>	<b>\$ 1,648,400</b>	<b>3.52%</b>	
<b>-- EXPENDITURES --</b>					
<b>PERSONNEL</b>					
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
<b>TOTAL PERSONNEL</b>	<b>\$ 31,787,000</b>	<b>\$ 32,489,000</b>	<b>\$ 702,000</b>	<b>2.21%</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>					
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	-	-	-		
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 8,442,900</b>	<b>\$ 8,426,875</b>	<b>\$ (16,025)</b>	<b>-0.19%</b>	
<b>MATERIALS</b>					
Books, DVDs, Music, eBooks, Databases	\$ 4,564,700	\$ 4,577,125	\$ 12,425	0.27%	
<b>TOTAL MATERIALS</b>	<b>\$ 4,564,700</b>	<b>\$ 4,577,125</b>	<b>\$ 12,425</b>	<b>\$ 0</b>	
<b>SET-ASIDES &amp; TRANSFERS</b>					
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	-	1,000,000	\$ 1,000,000		new Needed to inc. reserves for cashflow in April
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 2,050,000</b>	<b>\$ 3,000,000</b>	<b>\$ 950,000</b>	<b>\$ (0)</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,844,600</b>	<b>\$ 48,493,000</b>	<b>\$ 1,648,400</b>	<b>\$ 0</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		



**2025 CAPITAL IMPROVEMENT FUND  
-DRAFT BUDGET-**

Draft Oct 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary -----				
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Carryforward funds from prior fiscal year				
Use of Fund Balance/Cash Reserves	\$ 9,576,800	\$ -	\$ (9,576,800)	
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 9,576,800</b>	<b>\$ -</b>	<b>\$ (9,576,800)</b>	
<b>NEW REVENUE</b>				
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		\$ 520,000		
Grants- LCIP		\$ 800,000		
Interest Earnings		\$ 870,000		
<b>TOTAL NEW REVENUE</b>	<b>\$ 2,050,000</b>	<b>\$14,190,000</b>	<b>\$ (50,000)</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 11,626,800</b>	<b>\$14,190,000</b>	<b>\$ 2,563,200</b>	
<b>-- EXPENDITURES --</b>				
<b>CURRENT BUILDING IMPROVEMENTS</b>				
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	CY necessary repairs from FCA
<b>IMPROVEMENTS</b>	<b>\$ 2,680,800</b>	<b>\$ 1,017,000</b>	<b>\$ (1,663,800)</b>	
<b>FUTURE BUILDINGS &amp; OTHER</b>				
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	
<b>TOTAL FUTURE BUILDINGS &amp; OTHER</b>	<b>\$ 8,666,000</b>	<b>\$12,668,000</b>	<b>\$ 4,002,000</b>	

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

Draft Oct 2024	2024 Approved	2025 Draft Budget	Difference	Notes
----- Budget Summary (Cont.) -----				
<b>TECHNOLOGY UPDATES</b>				
Facilities Work Order System	\$ 30,000	\$ -	\$ (30,000)	
Meeting Room Technology	\$ -	\$ 85,000	\$ 85,000	
Digital Signage Upgrades	\$ -	\$ 70,000	\$ 70,000	
Network Infrastructure Upgrades	\$ -	\$ 200,000	\$ 200,000	
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 30,000</b>	<b>\$ 355,000</b>	<b>\$ 325,000</b>	
<b>CONTINGENCY</b>	<b>\$ 250,000</b>	<b>\$ 150,000</b>	<b>\$ (100,000)</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,626,800</b>	<b>\$14,190,000</b>	<b>\$ 2,563,200</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**2025 LEVY SUSTAINABILITY FUND  
-DRAFT BUDGET-**

<b>2025 DRAFT BUDGET Oct 2024</b>	<b>2024 Final Approved 12/23</b>	<b>2025 Draft</b>	<b>Change (\$)</b>	<b>Change (%)</b>
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Levy Sustainability Fund Set Aside	\$ -	\$ 450,000.00	\$ -	
<b>NEW REVENUE</b>				
Property Taxes (Funding Cycle Revenue)		\$ -	\$ -	
Investment Income	\$ 500,000.00	\$ 500,000.00	\$ -	0%
<b>TOTAL NEW REVENUE</b>	<b>\$ 500,000.00</b>	<b>\$ 500,000.00</b>	<b>\$-</b>	<b>0%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 500,000.00</b>	<b>\$ 950,000.00</b>	<b>\$ 450,000.00</b>	<b>90%</b>
<b>-- EXPENDITURES --</b>				
<b>COMMITTED FUND NEEDS</b>				
Transfer to GF from LSF	\$ -	\$ 950,000.00	\$ 950,000.00	
<b>TOTAL FUNDS NEEDED</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTS</b>				
None planned for 2025	\$ -	\$ -	\$ -	
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 950,000.00</b>	<b>\$ 950,000.00</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 500,000.00</b>	<b>\$ -</b>	<b>\$ (500,000.00)</b>	<b>-100%</b>
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>				
<b>PROJECTED BALANCES AS OF 12/31</b>				
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 17,727,000.00</b>	<b>\$ 17,727,000.00</b>	<b>\$ -</b>	<b>0%</b>

PIERCE COUNTY LIBRARY SYSTEM

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**2025 PROPERTY AND FACILITY FUND  
-DRAFT BUDGET-**

2025 DRAFT BUDGET October 2024	2024 Final Approved 12/23	2025 Draft Budget	Change (\$)
<b>-- FUNDING SOURCES --</b>			
<b>USE OF FUND BALANCE</b>			
Use of Property and Facility Set Aside		\$ -	\$ -
<b>REVENUE</b>			
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -
Investment Income	\$ 55,000.00	\$ 35,000.00	\$ (20,000.00)
<b>TOTAL NEW REVENUE</b>	<b>\$ 55,000.00</b>	<b>\$ 35,000.00</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 55,000.00</b>	<b>\$ 35,000.00</b>	
<b>-- EXPENDITURES --</b>			
<b>PROGRAMS</b>			
None planned for 2025	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>PROJECTS</b>			
Transfer from Property and Facilities Fund to Capital Fund		\$ -	\$ -
<b>TOTAL PROJECTS</b>		<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>		<b>\$ -</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 110,000.00</b>	<b>\$ 35,000.00</b>	
(To be committed as a set aside at Fiscal Year End			
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>			
<b>PROJECTED BALANCES AS OF 12/31</b>			
<b>TOTAL COMMITTED SET-ASIDES</b>	<b>\$ 1,200,500.00</b>	<b>\$ 1,235,500.00</b>	<b>\$ 35,000.00</b>

**2025 ELECTION FUND  
-DRAFT BUDGET-**

<b>2025 DRAFT BUDGET October 2024</b>	<b>2024 Final Approved 12/23</b>	<b>2025 Draft</b>	<b>Change (\$)</b>	<b>Change (%)</b>
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Election Fund Set Aside	\$ -	\$ -	\$ -	
<b>NEW REVENUE</b>				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 30,000.00	\$ 40,000.00	\$ 10,000.00	33%
<b>TOTAL NEW REVENUE</b>	<b>\$ 30,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>33%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 30,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>33%</b>
<b>-- EXPENDITURES --</b>				
<b>PROGRAMS</b>				
None planned for 2025	\$ -	\$ -	\$ -	
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTS</b>				
None planned for 2025	\$ -	\$ -	\$ -	
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES (TO BE DESIGNATED AS COMMITTED DURING THE FY)</b>	<b>\$ 30,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>33%</b>
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE -- PROJECTED BALANCES AS OF 12/31</b>				
<b>TOTAL ESTIAMTED COMMITTED SET-ASIDES</b>	<b>\$ 1,246,500.00</b>	<b>\$ 1,286,500.00</b>	<b>\$ 40,000.00</b>	<b>3%</b>

**2025 DEBT SERVICE FUND  
-DRAFT BUDGET-**

2025 DRAFT BUDGET October 2024	2024 Final Approved 12/23	2025 Draft	Change (\$)	Change (%)
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Debt Service Fund Set Aside	\$ -	\$ -	\$ -	
<b>NEW REVENUE</b>				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50%
<b>TOTAL NEW REVENUE</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,000.00</b>	<b>50%</b>
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,000.00</b>	<b>50%</b>
<b>-- EXPENDITURES --</b>				
<b>PROGRAMS</b>				
None planned for 2025	\$ -	\$ -	\$ -	
<b>TOTAL PROGRAMS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>PROJECTS</b>				
None planned for 2025	\$ -	\$ -	\$ -	
<b>TOTAL PROJECTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 2,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 1,000.00</b>	<b>50%</b>
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
<b>-- COMMITTED SET-ASIDES IN FUND BALANCE --</b>				
<b>PROJECTED BALANCES AS OF 12/31</b>				
<b>TOTAL ESTIMATED COMMITTED SET-ASIDES</b>	<b>\$ 99,500.00</b>	<b>\$ 102,500.00</b>	<b>\$ 3,000.00</b>	<b>3%</b>

PIERCE COUNTY LIBRARY SYSTEM

# 2025 BUDGET PUBLIC HEARING

## **Motion: Opening the Public Hearing**

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2024 property tax levies for collection in 2025.” (The motion is seconded and passed.)

## **Public Comment**

After presentation of the 2025 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget.

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

## **Motion: Closing the Public Hearing**

“I move to close the public hearing on the 2025 draft budget of revenue and expenditures.” (The motion is seconded and passed.)

# **Unfinished Business (cont.)**



**RESOLUTION NO. 2024-12**

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

**WHEREAS**, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2025**; and,

**WHEREAS**, the District’s actual levy amount from previous year (**2024**) was **\$45,563,778.74** and,

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

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

**WHEREAS**, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at **2.57%**; and,

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

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

1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the **2025** tax year.
2. 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** percent (%) from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and annexations that have occurred, and refunds made.

**PASSED AND APPROVED THIS 13TH DAY OF NOVEMBER, 2024.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair \_\_\_\_\_

Neesha Patel, Vice-Chair \_\_\_\_\_

Pat Jenkins, Member \_\_\_\_\_

Abby Sloan, Member \_\_\_\_\_

Ryan Wheaton, Member \_\_\_\_\_

# 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 **Pam Duncan** (Name),  
**Chair, Board of Trustees** (Title), for **Pierce County Rural Library District** (District name),  
do hereby certify to the **Pierce** (Name of county) County legislative authority  
that the **Board of Trustees** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2025** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **11/13/2024** (Date of public hearing).

## Regular levies

Levy	General levy	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.	<b>46,750,000.00</b>	
Administrative refund amount	<b>78,389.00</b>	
Non-voted bond debt amount		
Other*		

## Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount</b> , 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](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

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# MEMO



Date: October 31, 2024

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

From: Mary Stimson, Finance Director

Subject: 2024 General Fund Set-Aside Transfer to the Capital Fund

As we approach year-end, we are recommending the transfer of the \$2,050,000 set-aside from the General Fund to the Capital Improvement Fund this month to support ongoing and upcoming capital projects. This proactive adjustment aligns with our Fiscal Management Policy, allowing us to optimize available resources to meet current capital needs in a timely manner.

It is estimated that the Library's set-asides in the Capital Fund in December will necessitate this transfer to adequately support a portion of the current year's capital project expenditures. This transfer will ensure we can maintain flexibility and responsiveness to the demands of capital project expenditures as they arise, rather than adhering to the customary wait until December. By transferring funds now, we are better positioned to manage cash flow and avoid delays in our capital project timeline.

Additionally, as the Sumner Library project progresses, we may present an amended budget to the Board in December if adjustments are needed based on the project's pace and requirements. Our goal is to keep you informed and prepared for any necessary budgetary adaptations.

Please feel free to reach out if you have questions regarding this transfer or our capital planning efforts.

***ACTION: Move to approve Resolution 2024-13 as presented.***

**RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)  
TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE  
TO THE CAPITAL IMPROVEMENT FUND**

**WHEREAS**, the Pierce County Rural Library District has an established Capital Improvement Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

**WHEREAS**, \$2,050,000 was set-aside in the 2024 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, and

**WHEREAS**, the Library’s Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings to the Capital Fund and make adjustments for current year capital project needs, and

**WHEREAS**, it is estimated that the Library’s set-asides in the Capital Fund in December will require this transfer to sufficiently support a portion of the current year capital project needs expenditures, and

**WHEREAS**, on October 30, 2024, as part of the final fiscal year review the Library confirmed the amount set-aside is necessary, now, therefore

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

\$2,050,000 be transferred from the General Fund to the Capital Improvement Fund for current and upcoming capital projects.

**PASSED AND APPROVED THIS 13<sup>th</sup> DAY OF NOVEMBER, 2024.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Ryan Wheaton, Member	_____

# Officers Reports

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# MEMO



Date: October 17, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2024 Pierce County Library System Marketing and Communications Third Quarter Results

The Pierce County Library System’s third quarter of 2024 marketing and communications activities realized impressive results to enhance brand awareness and preference, by exceeding nearly all key evaluation measures to meet the Library’s goals for marketing and communications:

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

News media sources ran 36 stories and 56 media mentions/calendar placements. As planned, coverage of the interim Lakewood Pierce County Library garnered the most media attention, trailed by articles about the Board of Trustees’ meetings and work as well as libraries serving as cooling centers.

The Library System’s third quarter marketing and communications focus featured the Enjoy BOOKS! Summer Reading program. We used a variety of tactics to inspire excitement and participation in the program, including posters, yard signs, yard banners, website, news media, and social media marketing. We provided the instructions to sign up and complete reading logs in English and Spanish. Pandora streamed ads on digital and audio and ParentMap ran digital and print ads, which resulted in a combined nearly 1 million impressions—the number of times the ads were seen and heard.

During the third quarter, the Library System issued three e-newsletters to its main distribution list with an average of 67,000 active subscribers. The Library’s open rate continues to earn outstanding results, exceeding industry standards by more than two times. Overall, the open rate averaged 64%, substantially exceeding the industry standard of 25.17%.

For social media marketing on Facebook and X, we exceeded industry standards for reach (number of followers/people who viewed a message) on Facebook and engagement (reactions, actions, such as likes) on X. This quarter, followers responded well to free legal help. A post on Facebook regarding help to prepare a will through FreeWill and the Pierce County Foundation generated the highest reach with 15,670 people seeing the message. On X, free legal help from Tacomaprobono in libraries realized 57 impressions and seven engagements.

In the third quarter, 96% of internal customers said they were “very satisfied” with the Marketing and Communications Department’s service.

# PIERCE COUNTY LIBRARY SYSTEM

## 2024 Marketing and Communications Plan

### THIRD QUARTER RESULTS, July-September 2024

#### Overall Evaluation Measures

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

#### News Media Stories

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- Goal: Maintain or exceed 2023 news coverage.
- Quarter Three (Q3) 2023: 43 news articles and 38 media mentions/calendar placements.
- Quarter Three (Q3) 2024: 36 news articles and 56 media mentions/calendar placements.



#### Paid Advertising

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Enjoy BOOKS! Summer Reading marketing and communications focus (June-August 2024):

ParentMap: 457,000 impressions

Digital:

- Impressions: 67,497.
- Clicks/conversions: 554.
- **CTR: .82%, exceeded industry standard of .04%.**

eNews:

- Impressions: 175,145.
- Clicks/conversions: 305.
- **CTR: .65%, exceeded to industry standard of .04%.**

Pandora streaming audio:

- Impressions: Goal-333,333; Realized-336,556, 100.97% of goal.
- Reach: 84,607

Pandora banner display ad;

- Impressions: Goal-166,666; Realized-168,349, 101.01% of goal.
- Clicks/conversions: 191
- **CTR: 0.11%, exceeded to industry standard of .04%.**



#### E-newsletter

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- Goal: Meet or exceed industry standards:
  - Open rate industry standard: 25.17%.
  - 3 e-newsletters to an average of 66,930 active subscribers.
- Average number of e-newsletters opened with each campaign: 42,112; 63.6% open rate.
- **Open rate more than two times higher than the industry standard.**



## Social Media Marketing

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- Facebook Goal: Maintain or exceed 2023 reach rate (number of followers who viewed a message) and government industry standard of 2.19%. The third quarter of 2024, noted the first period in nearly half a year when the Library System’s Facebook account was not experiencing a hack.
- X Goal: Maintain or exceed 2023 engagement rate for Library System and government industry standard of 1.31% engagement rate (reactions, actions, such as likes).

### Facebook

- Reach: 13.3%, higher than Q3 2023 (10.3%), **exceeded industry standard.**
- 72 posts reached more than 283,000 people (3,932 average reach/post) with more than 37,500 engagements, with an average of 521 clicks per post.



### X

- Q3 2023: 2.4% engagement rate.
- Q3 2024: 2.9% engagement rate.
- **Exceeded industry standard.**

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 96% Very Satisfied.**



## Sampling of News Articles

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### South Sound Business

#### Ryan Wheaton Joins Pierce County Library System’s Board of Trustees

[Antoinette Alexander](#) Aug 21, 2024

The [Pierce County Library System](#) has announced that Ryan Wheaton, chief planning officer for [Pierce Transit](#), has joined its board of trustees.

“Ryan’s experience in finance and strategy will be a great addition to the board, as we continue to grapple with serving growing communities with limited resources,” said Pierce County Library Executive Director Gretchen Caserotti in a press statement. “His budget experience, especially with government organizations, and success in leveraging partnerships will be assets to our already strong board of trustees.”



Prior to his current role as chief planning officer for Pierce Transit, Wheaton served as the city manager for the city of Shelton and has worked in other financial and management positions in the public and private sector.

Wheaton, who has considerable civic, committee, and board experience, currently serves on the Puyallup/Sumner Chamber of Commerce Board. He is also a member of the Rotary Club of Tacoma and City Club of Tacoma.

Other members of the library's board of trustees include Chair Pamela Duncan, Vice Chair Neesha Patel, Pat Jenkins, and Abby Sloan. Trustees are volunteer positions.

The seven-member board governs the library's policy and local direction. Trustees' responsibilities include advocating for library services; setting goals and charting courses; approving budgets; adopting policies; and planning for future directions.



Ryan Wheaton  
Courtesy of the Pierce County Library System

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## **The News Tribune**

### **After more than two years and \$9.5 million, new Pierce County library opens this week**

BY **BECCA MOST**

UPDATED SEPTEMBER 13, 2024 9:45 AM

The new, modular, interim Lakewood Public Library is set to open to the public Sept. 12. Offering storytimes, internet access and a warm gathering spot for Lakewood residents. BY BRIAN HAYES

On Thursday, the Pierce County Library System opened a [new interim Lakewood library](#) on the corner of Gravelly Lake Drive Southwest and Alfaretta Street Southwest. It will be open seven days a week.

The new boxy blue building is a couple blocks from the old, and beloved, Lakewood library on

Wildaire Road Southwest, [which is being demolished](#) after the building was found to be in [dire shape](#). When it closed in June 2022, it was [one of the busiest branches in the county library system](#), with nearly a quarter of a million annual visitors prior to the COVID-19 pandemic, as previously reported by The News Tribune.

Across the street from the Lakewood Towne Center and on a bus line, the new interim library is 7,500 square feet. Large windows bring in natural light to work spaces and reading areas and a children’s area is full of books, blocks and toys.

Library officials were careful to preserve some of the public art displayed in the old building, and there are lots of outlets and plugs to encourage people to work and use the free high-speed WiFi. There are conference rooms and study rooms to check out, a permanent shelf of books for sale organized by Friends of the Library, in addition to classes and community events that are expected to kick off in October.

The library will be open from 10 a.m. to 7 p.m. Monday through Wednesday, 10 a.m. to 6 p.m. Thursday and Friday, 10 a.m. to 5 p.m. Saturday and 1-5 p.m. Sunday.

## **SO, WHAT’S HAPPENING TO THE OLD LIBRARY?**

The plan is for this new \$9.5 million building to be used while the old library site is demolished and debris is cleared.

Long-term planning and potential rebuilding on the Wildaire Road Southwest property will continue to be discussed by the Pierce County Library System’s Board of Trustees, said executive director Gretchen Caserotti, who gave The News Tribune a tour of the new library Tuesday.

Pierce County Library Systems is leasing the land of the new site but owns the building, meaning if it decides not to renew the lease, it could move the building to another location or sell it, Caserotti said.



The new, interim Lakewood Public Library is finally set to open soon, on Tuesday, Sept. 10, 2024, in Lakewood, Wash. Brian Hayes [bhayes@thenewstribune.com](mailto:bhayes@thenewstribune.com)

The Lakewood Libraries Building Community Advisory Committee has [recommended building a new permanent library in the same location](#) as the old one. Caserotti said library officials would explore that concept and costs after addressing other pressing needs in the library system.



The new, interim Lakewood Public Library has a children's area with books and activities, on Tuesday, Sept. 10, 2024, in Lakewood, Wash. Brian Hayes [bhayes@thenewstribune.com](mailto:bhayes@thenewstribune.com)

“We have a lease that we’ll be able to renew in perpetuity until a more permanent solution is determined,” she said. “We have a lot of needs in the system that we’re really trying to wrap our arms around. Most of our buildings were built in the late ‘80s and early ‘90s, so they all need some work, and we need to figure out how we’re going to manage all of those.”

Caserotti said the speed at which staff was able to find an interim location for the Lakewood library and open it is “something we can feel really proud of.”

“We just got the certificate of occupancy last week, and we’re opening this week,” she said. “That is how fast we are turning this around. Most places will take a few weeks, maybe two months, and we are doing it in a week, [that’s] how important it is.”

In the more than two years Lakewood was without a permanent library, library staff went out in the community with pop-up locations and story times and expanded hours at the Tillicum library branch, said Somer Hanson, marketing and communications manager for the Pierce County Library System.

“I want the community to know that we recognize it’s been tough. It’s been really hard, there were a lot of feelings and things were a little bumpy. It’s hard when things move really quickly,” Caserotti said. “I really want this community to recognize the opportunities of the future and the potentials that new libraries can bring to communities. ... We want the library services coming out of this branch to feel just as special as the memories of [those] who grew up in that other building.”

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## **The Suburban Times**

### **Celebrate and explore Latin culture at the Pierce County Library System**

The Pierce County Library offers many opportunities to celebrate with events and activities.

#### **The Art of Metal Tooling: Repujado**

Learn the basic techniques of metal embossing in Mexican folk art with artist Amaranta Sandys. Registration required. All supplies provided. Ages 13 and older.

**Sunday, Oct. 6, 1:30-2:45 p.m.**

Parkland/Spanaway Pierce County Library, 13718 Pacific Ave. S., Tacoma

#### **Teotihuacan Masks – ArtMaranth Mobile School**

Celebrate National Hispanic and Latinx Heritage Month with Amaranta Sandys who will teach how to make and decorate a Teotihuacan Masks. Ages 5-12.

**Friday, Oct. 11, 1-2 p.m.**

Steilacoom Pierce County Library, 2950 Steilacoom Blvd.

#### **Loteria! Mexican BINGO**

Join in a game of Loteria for a chance to win prizes and learn some Spanish vocabulary along the way at this family friendly program! Registration required. Ages 5-18.

**Thursday, Oct. 3, 4-5 p.m.**

Steilacoom Pierce County Library, 2950 Steilacoom Blvd.

#### **Caña Dulce – Costa Rican Folklore and Calypso**

Listen as Caña Dulce shares Costa Rican cultural heritage through outfits, music, dance and storytelling. All ages.

**Sunday, Oct. 6, 2-2:45 p.m.**

South Hill Pierce County Library, 15420 Meridian E.

Discover the stories and voices of Hispanic and Latinx authors hailing from Spain, Mexico, the Caribbean and Central and South America, through booklists for all ages, available in books, e-books and online audiobooks.

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## **Example of Paid Advertising**

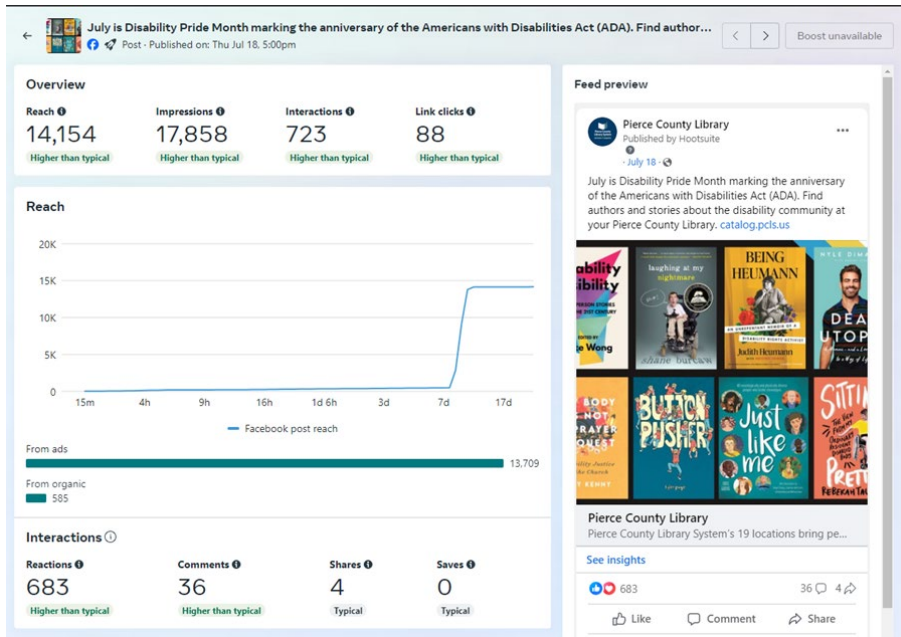
### **Summer Reading program digital ad on ParentMap**



## Top Social Media Posts

### Facebook

#### July



#### August

Who needs a will? You do. The Pierce County Library Foundation is here to make it easy for you. Create your own...  
 Post · Published on: Mon Aug 12, 5:00pm

**Overview**

Reach	Impressions	Interactions	Link clicks
15,670	19,876	572	359
Higher than typical	Higher than typical	Higher than typical	Higher than typical

**Reach**

From ads: 10,367  
 From organic: 5,676

**Interactions**

Reactions	Comments	Shares	Saves
317	28	85	142
Higher than typical	Higher than typical	Higher than typical	Higher than typical

**Feed preview**

Pierce County Library  
 Published by Hootsuite  
 · August 12 ·

Who needs a will? You do. The Pierce County Library Foundation is here to make it easy for you. Create your own legal will free at FreeWill, or visit the Foundation at [mypcl.org/ways-to-give](https://mypcl.org/ways-to-give) to learn more about the estate planning process. <https://ow.ly/rajL50SWt0Q>

See insights

317 28 84

Like Comment Share

Most relevant

Write a comment...

Harold H Noble  
 Thank you. I need to do this. I need to renew my card while I'm at it.

## September

Have you heard the news? The interim Lakewood Pierce County Library will open on Thursday, Sept. 12! Learn m...  
 Post · Published on: Mon Sep 9, 8:52am

**Overview**

Reach	Impressions	Interactions	Link clicks
9,169	10,680	903	97
Higher than typical	Higher than typical	Higher than typical	Higher than typical

**Reach**

From ads: 4,607  
 From organic: 4,469

**Interactions**

Reactions	Comments	Shares	Saves
818	45	38	2
Higher than typical	Higher than typical	Higher than typical	Higher than typical

**Feed preview**

Pierce County Library  
 Published by Hootsuite  
 · September 9 at 8:52 AM ·

Have you heard the news? The interim Lakewood Pierce County Library will open on Thursday, Sept. 12! Learn more about the new location at [mypcl.org/interim-lakewood-library](https://mypcl.org/interim-lakewood-library).

See insights

818 45 37

Like Comment Share


Most relevant

Write a comment...

X

### July

**PierceCountyLibrary** @PierceCoLibrary · Jul 12




Need legal help? Come to a Legal Help Pop-Up at your Pierce County Library. Get help with family law and eviction prevention! [ow.ly/A6MM50SzLOR](https://ow.ly/A6MM50SzLOR)

0 likes, 0 retweets, 0 replies

Impressions	Engagements	Detail expands
57	7	2
	New followers	Profile visits
	0	0
	Link clicks	
	3	

### August

**PierceCountyLibrary** @PierceCoLibrary · Aug 12




Who needs a will? You do. The Pierce County Library Foundation is here to make it easy for you. Create your own legal will free at FreeWill, or visit the Foundation at [ow.ly/xf9I50SWf0R](https://ow.ly/xf9I50SWf0R) to learn more about the estate planning process. [ow.ly/e1fr50SWf0S](https://ow.ly/e1fr50SWf0S)

2 likes, 0 retweets, 0 replies

Impressions	Engagements	Detail expands
49	4	0
	New followers	Profile visits
	0	0
	Link clicks	
	2	

### September

**PierceCountyLibrary** @PierceCoLibrary · Sep 9



Have you heard the news? The interim Lakewood Pierce County Library will open on Thursday, Sept. 12! Learn more about the new location at [mypcls.org/interim-lakewo....](https://mypcls.org/interim-lakewo....)

0 likes, 1 retweet, 0 replies

Impressions	Engagements	Detail expands
55	7	3
	New followers	Profile visits
	1	0
	Link clicks	
	2	

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# MEMO



Date: September 27, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2025 Marketing and Communications Plan

The 2025 Pierce County Library System Marketing and Communications Plan directs the Library System's promotional and communications strategy and activities to position the Library System as a valued, trusted organization, and enhance the Library's brand. The plan builds on the successes from the Library's 2024 Marketing and Communications Plan and aligns with the Library's direction in a new Strategic Plan. The Library's 2025 Marketing and Communications Plan outlines owned, earned, and paid assets and tactics to inform and engage individuals and drive their use and support for library services.

In 2025, the Library will focus its marketing and communications efforts to inform the public of how the Library's key benefits and services deliver value to individuals and communities. The plan includes communications with internal and external audiences. Based upon the Library's direction for a new Strategic Plan and further input from the Library's department heads, the plan selects focused projects and services to market and communicate. The Library balances marketing those projects and services with seeking the attention of target audiences, community leaders, and news media with the competition of attention-seeking/market share sought by other entities as well as the public's likely attention.

The marketing and communications goals include:

1. Inspire excitement and build the public's support for and use of library services.
2. Position the Pierce County Library as a trusted organization.
3. Bolster the Library's visibility in Pierce County communities, through the eyes of the individuals it serves.
4. Enhance brand awareness and preference for the Library System.
5. Engage communities and community leaders in support of the Library's value, contributions, and achievements.

Some of the new activities in the 2025 plan include:

- Update communications materials, as applicable, to new Strategic Plan.
- Conduct public opinion awareness/preference poll.
- Support architects with communications activities to build new Sumner Pierce County Library.
- Create a quarterly marketing focus on early learning and literacy services.
- Add National library Card Signup Month to Card Design Contest.
- Assess, update, and eliminate print collateral per print accessibility training.
- Review Internal Communications Plan.



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# MEMO



Date: October 30, 2024

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

From: Mary Stimson, Finance Director

Subject: Transfer of Unused Patron Printing Balances to DOR Unclaimed Property

As part of our Fines and Fees review, we recently assessed patron fund balances and updated our printing procedures to minimize liabilities and streamline financial processes. During this review, we found that patrons could keep a balance in their Print Accounts (via Envisionware) for over a year without any activity. Approximately 13,500 patrons have a combined total of \$31,000 in inactive account balances, unused since June 30, 2023. We are required to report these as unclaimed property to the Department of Revenue (DOR) in November, after which the balances will be cleared from the system.

## **Patron Printing Allowances and Account Management**

We will continue our practice of allocating a \$5.00 weekly allowance for free printing to all patron accounts, with any additional prints beyond this allowance requiring payment.

## **Process Changes for Improved Efficiency and Reduced Liability**

To improve account management and minimize the library's financial liability, we identified a new Pay-As-You-Go System: Envisionware settings allow us to shift from a pre-loaded print account model to a pay-as-you-go option for patrons making additional print purchases. Both options require credit cards, but the pay-as-you-go system simplifies the process for the patrons and reduces the Library's responsibility in holding these funds.

This pay-as-you-go method for additional prints was implemented starting in June 2024.

## **Financial and Administrative Adjustments**

Accounting Manager, Olivia Bishop, successfully secured a 5% penalty waiver and a late fee waiver on the DOR payment, enabling us to use a check to lower processing costs. Additionally, we plan to recoup any sales tax previously paid on these funds in 2025.

We will be required to repeat this process next October for any remaining funds added after June 30, 2023. These updates enhance the efficiency and compliance of our printing and account management processes, aligning with best practices to minimize financial liabilities for the Library.

Please reach out with any questions regarding this process.

# Closed Session

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