

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees December 11, 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 address the Board of Trustees. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing [pmcbride@piercescountylibrary.org](mailto:pmcbride@piercescountylibrary.org) by 2:00 p.m. on December 11. 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 November 13, 2024, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. Approval of Administrative Center Transformer Replacement Purchase Order
4. Resolution 2024-14: To Declare Furnishings and Equipment Surplus to Public Service Needs
5. 2025 Insurance Renewal

### Reports

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

### Unfinished Business

1. 2025-2029 Strategic Plan [ACTION]
2. Policy Review
  - a. Public Records – Discussion
  - b. Works of Art in Library Facilities – Discussion
  - c. Access to Library Services for Persons with Disabilities: Grievance Process – Discussion
  - d. Smoke and Tobacco Free Campus [ACTION]
  - e. Alcohol Consumption on Library Premises [ACTION]
3. Resolution 2024-15: To Repeal Board Policies No Longer Needed [ACTION]
4. 2025 Budget: Second Reading and Discussion

**Public Hearing: 2025 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 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)

## AGENDA

### Unfinished Business (cont.)

5. 2025 Budget Approvals
  - a. Resolution 2024-16: To Release a Portion of the Levy Sustainability Funds for 2025 Budget **[ACTION]**
  - b. Resolution 2024-17: To Set 2025 Wages and Benefits for Non-Represented Employees **[ACTION]**
  - c. Resolution 2024-18: To Adopt The 2025 General Fund Budget **[ACTION]**
  - d. Resolution 2024-19: To Adopt The 2025 Capital Improvement Fund Budget **[ACTION]**
  - e. Resolution 2024-20: To Adopt The 2025 Election Fund Budget **[ACTION]**
  - f. Resolution 2024-21: To Adopt The 2025 Property and Facility Fund Budget **[ACTION]**
  - g. Resolution 2024-22: To Adopt The 2025 Levy Sustainability Fund Budget **[ACTION]**
  - h. Resolution 2024-23: To Adopt The 2025 Debt Service Fund Budget **[ACTION]**
  - i. Resolution 2024-24: Transfer a Portion of Levy Sustainability Funds to the General Fund **[ACTION]**

### New Business

1. 2025 Election of Officers

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

1. 2024 Staff Engagement Survey Action Planning Updates
2. Strategic Plan Communications Plan
3. 2025 General Election Report

### 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 – NOVEMBER 13, 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, Abby Sloan, Pat Jenkins, and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

Public comments were received from Steve (no last name provided) and from Oscar Gray.

**CONSENT AGENDA**

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

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

**BOARD DEVELOPMENT**

The Board was reminded to complete the required Cybersecurity training by December 31, 2024.

**EXECUTIVE DIRECTOR REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti reported more than 1,000 voters utilized the VPOA services on election day. She also commended the Foundation staff for their efforts in hosting the 6<sup>th</sup> annual Trivia Bee. She noted the new Sumner Library project and the long-range capital planning projects are both on track.

Fundraising Performance Report – Foundation Director Dean Carrell reported \$323,000 of the department’s fundraising goal has been received. An additional \$190,000 will be applied towards the Library’s capital campaign before the end of the year.

September 2024 Financial Report – Finance Director Mary Stimson reported the Capital Fund balance is decreasing, initiating an earlier than usual request for transfer of funds. Expenditures are at 60-70% for the year.

Public Services Report and Metrics Dashboard – Trustees expressed appreciation for the work staff put into the programs for sharing the stories of library users in this report.

## **UNFINISHED BUSINESS**

2025-2029 Strategic Plan Final Draft Discussion – Deputy Director Connie Behe presented the final draft of the strategic plan. The final version will be presented for adoption in December, with implementation planned for February 2025.

Resolution 2024-11: 2025 Schedule of Regular Meetings –

*Trustee Wheaton moved for approval of the 2025 Schedule of Regular Meetings as presented.*

*Trustee Patel seconded the motion. Motion carried.*

Policy Review:

Borrowing Privileges 2nd Reading – Deputy Director Behe noted the policy would take effect on January 1, 2025.

*Trustee Jenkins moved for approval of the Borrowing Privileges policy. Trustee Patel seconded the motion. Motion carried.*

Trustee Sloan was temporarily excused from the meeting.

Disposition of Policies Discussion – Executive Director Caserotti presented the list of policies that were outdated, no longer needed, or revised during the policy review project. The Board will be asked to approve the disposition of these policies at the December meeting.

2025 Budget and Work Plan - Finance Director Mary Stimson provided an overview of the draft budgets. She noted the Library has identified the need to request a \$950,000 transfer from the Levy Sustainability Fund to the General Fund. The 2025 budget is balanced at \$48.49 million.

Director Stimson provided an overview of the General Fund. Personnel expenditures account for 62% of the budget, at \$32 million. Director Stimson noted there may be changes to this item depending on the outcome of the current contract negotiations. She reviewed FTE comparisons and outlined how the Library will adjust the FTE to meet the fiscal management guidelines. Maintenance and Operations account for 17% of the budget. Library leaders were able to make budget reductions of approximately \$16,000. The Materials budget remains at 10% of the overall budget. Set-asides and transfers are budgeted at \$3 million.

Trustees questioned the potential impacts of reductions to the personnel budget. Executive Director Gretchen Caserotti explained that personnel changes are based on current business.

Director Stimson provided a brief overview of the new budget book software, which will include interactive charts to portray various scenarios of the Library's budget. She then provided a brief overview of the Capital, Election and Debt Service funds.

## **FIRST PUBLIC HEARING: 2025 DRAFT BUDGET OF REVENUE AND EXPENDITURES**

*Trustee Wheaton moved 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. Trustee Patel seconded the motion, and it passed.*

Chair Duncan asked if there was anyone in the audience who wished to comment on the 2025 draft budget.

*There being no comments, Trustee Wheaton moved to close the public hearing on the 2024 budget of estimated revenue and expenditures. Trustee Patel seconded the motion, and it passed.*

**UNFINISHED BUSINESS (CONT.)**

2025 Budget and Work Plan

*Trustee Wheaton moved for approval of Resolution 2024-12 Requesting Highest Lawful Levy and Levy Certification. Trustee Patel seconded the motion. Motion carried.*

*Trustee Wheaton moved for approval of Resolution 2024-13 To Transfer \$2,050,000 of the Set-Asides in the General Fund to the Capital Improvement Fund. Trustee Patel seconded the motion. Motion carried.*

Director Stimson noted there is the potential the Library may need to request an amendment for a very small additional dollar amount for the Capital Fund.

**ANNOUNCEMENTS**

- Trustee Patel was happy to announce her grandson received his first library card.
- In partnership with Goodwill, the Key Center Library will hold a career exploration workshop on December 4, 2024, at 11:30 am
- Trustees expressed appreciation for the efforts of Library administrators and staff in preparing comprehensive agenda packets.

Trustee Sloan returned to the meeting.

**CLOSED SESSION**

At 4:26 pm, Trustees recess to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 4:45 pm.

**ADJOURNMENT**

The meeting adjourned at 4:46 pm.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		11/6/2024	\$ 1,133,773.53
Electronic Payments - Payroll & Acct Payable		11/21/2024	\$ 1,062,208.04
Accounts Payable Warrants	707043 - 707191	11/1/24 - 11/26/24	\$ 2,394,195.04
<b>Total:</b>			<b><u>\$ 4,590,176.61</u></b>

As of 12.3.2024

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 11/06/24 Payroll

Withdrawal Date: 11/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 98,518.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,160.93
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,160.93
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 708,571.97
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 14,734.80
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 64,654.12
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 89,725.13
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	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,133,773.53

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

11/4/2024  
 Date

Comments:



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
 Comments: 11/21/24 Payroll

Withdrawal Date: 11/21/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 86,299.75
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,147.93
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,147.93
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 666,735.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 14,521.26
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,022.06
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 84,857.77
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	\$ 3,042.95
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>\$ 1,062,208.04</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

11/19/2024  
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707043	11/01/2024	AMAZON CAPITAL SERVICES	531000	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult, YA & Children's books	0.00	5,728.90	11/05/2024
707044	11/01/2024	BAKER & TAYLOR	534220	MATERIALS - Adult, YA & Children's Books	0.00	29,210.71	11/08/2024
707045	11/01/2024	BUILDINGWORK LLC	541060	BUILDINGWORK LWD ARCHITECTURE & CONSULTING SVCS	0.00	8,087.84	11/15/2024
707046	11/01/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	274.22	11/07/2024
707047	11/01/2024	CHEMEKETA COOPERATIVE REGIONAL LIBRARY	541650	Lost Interlibrary Loan Items	0.00	32.95	11/21/2024
707048	11/01/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	11/13/2024
707049	11/01/2024	DAILY JOURNAL OF COMMERCE	544000	Ad for Transformer Replacement & HVAC Repairs, All Locations	0.00	591.60	11/12/2024
707050	11/01/2024	ELEVATE TECHNOLOGY GROUP	535055	2024 CAMBIUM ACCESS POINT LICENSE RENEWAL	0.00	8,325.98	11/12/2024
707051	11/01/2024	GARDEN CARE	548000	GARDEN CARE IRRIGATION REPAIRS	0.00	500.00	11/08/2024
707052	11/01/2024	HERMANSON COMPANY LLP	548000	HVAC REPAIRS	0.00	15,669.25	11/05/2024
707053	11/01/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	1,806.11	11/07/2024
707054	11/01/2024	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,600.00	11/19/2024
707055	11/01/2024	MIDWEST TAPE LLC	534005	MATERIALS - Adult AV - CD's	0.00	638.74	11/12/2024
707056	11/01/2024	MONARCH LANDSCAPE WA, LLC	548000	MONARCH LANDSCAPING MAINTENANCE	0.00	1,286.39	11/06/2024
707057	11/01/2024	LINNAE M NEYMAN	541010	RENAISSANCE FAIRE LINNAE NEYMAN LWD 10/26	75.00	0.00	
707058	11/01/2024	CITY OF ORTING	547020	Lease Payment MPC (November Rent 2024)	0.00	3,566.66	11/07/2024
707059	11/01/2024	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees October 2024	0.00	110.00	11/07/2024
707060	11/01/2024	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Youth Children's Audiobooks	0.00	5,315.20	11/25/2024
707061	11/01/2024	ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST	549020	MEMBERSHIP (EO) & MEETING FEES (CE): JUL-SEPT 2024	0.00	135.00	11/19/2024
707062	11/01/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	175.20	11/14/2024
707063	11/01/2024	COLLIN VEENSTRA	541010	COLIN VEENSTRA 9/23 FIF, 10/7 MIL, 10/29 UP	0.00	1,050.00	11/14/2024
707064	11/01/2024	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- SH	0.00	59,416.18	11/05/2024
707065	11/06/2024	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 110624	0.00	14,932.99	11/12/2024
707066	11/06/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 110624	0.00	1,932.85	11/15/2024
707067	11/06/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 110624	0.00	427.50	11/08/2024
707068	11/06/2024	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 110624	0.00	5,002.61	11/14/2024
707069	11/07/2024	AWC EMPLOYEE BENEFIT TRUST	231540	AWC NOVEMBER 2024 PREMIUMS	0.00	289,067.07	11/21/2024
707070	11/08/2024	AMAZON CAPITAL SERVICES		VOIDED CHECK	0.00	0.00	
707071	11/08/2024	AMERICAN SOCIETY FOR TRAINING AND DEVELOPMENT	549010	ATD CONFERENCE REGISTRARTION - S CAMPION	0.00	1,995.00	11/21/2024
707072	11/08/2024	AMARANTA SANDYS	541010	ART MARANTH 10/11 STL, 10/11 GIG 11/5 KC	0.00	436.66	11/19/2024
707073	11/08/2024	BAKER & TAYLOR	534110	MATERIALS - Adult, YA & Children's Books	0.00	28,015.62	11/25/2024
707074	11/08/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	813.84	11/19/2024
707075	11/08/2024	KENDARE BLAKE LLC	541010	KENDARE BLAKE, WARRIOR LEGEND 10/12,11/ 6	250.00	0.00	
707076	11/08/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	864.55	11/22/2024
707077	11/08/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	11/27/2024
707078	11/08/2024	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	0.00	6,350.00	11/21/2024
707079	11/08/2024	DATA AXLE	534145	MATERIALS - Adult Reference	421.79	0.00	
707080	11/08/2024	DEPARTMENT OF LABOR & INDUSTRIES	549040	Boiler & Pressure Valve Cert	0.00	63.60	11/19/2024
707081	11/08/2024	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult, YA & Children's Books	0.00	2,294.50	11/18/2024
707082	11/08/2024	JADE AND CO BOUTIQUE LLC	541010	MAKE YOUR OWN TERRARIUM PROGRAM AT ANDERSON ISL.	0.00	465.06	11/19/2024
707083	11/08/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	640.00	11/22/2024
707084	11/08/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,165.00	11/22/2024
707085	11/08/2024	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	54,290.08	11/19/2024
707086	11/08/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult Media & Audiobooks	0.00	12,782.29	11/25/2024
707087	11/08/2024	PAWS WITH CAUSE	541010	PET PAINTING PROGRAM, UP 9/21/24	0.00	220.00	11/18/2024
707088	11/08/2024	PBS ENGINEERING AND ENVIRONMENTAL LLC	541060	PBS USA LWD DEMO HAZ MAT	0.00	6,057.96	11/19/2024
707089	11/08/2024	XEROX CORPORATION	591720	StaffTech - Xerox printer for COM	0.00	156.96	11/18/2024
707090	11/08/2024	APRIL JACKSON	541010	REPTILE LADY, REPTILE SHOW DPT 10/2/24	0.00	1,123.50	11/21/2024
707091	11/08/2024	RICOH USA INC	531000	Freight for fusing unit	0.00	93.65	11/20/2024
707092	11/08/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	488.33	11/15/2024
707093	11/08/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	275.20	11/27/2024
707094	11/08/2024	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM November 2024	0.00	12,863.39	11/18/2024
707095	11/08/2024	TRI-TEC COMMUNICATIONS INC	541004	PAC DOOR PHONE	0.00	3,174.70	11/19/2024
707096	11/08/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	2,448.17	11/22/2024
707097	11/08/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult, YA & Children's books	0.00	10,778.38	11/15/2024

707098	11/15/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult, YA & Children's books	0.00	5,464.70	11/19/2024
707099	11/15/2024	BAKER & TAYLOR	534130	MATERIALS - Adult, YA & Children's Books	0.00	47,666.08	11/25/2024
707100	11/15/2024	CITY OF BUCKLEY	547030	Buc Wate/Sewer; Acct 1489.1/1489.0; 10/31/24	0.00	267.67	11/22/2024
707101	11/15/2024	CANDID	534305	MATERIALS - Databases	9,995.00	0.00	
707102	11/15/2024	CENGAGE LEARNING INC / GALE	534305	MATERIALS - Adult Large Print & Databases	0.00	14,598.63	11/26/2024
707103	11/15/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	481.27	11/29/2024
707104	11/15/2024	DATA QUEST LLC	541020	DATAQUEST BACKGROUND CHECKS	0.00	246.31	11/26/2024
707105	11/15/2024	EBS CO	534505	MATERIALS - 2025 Magazine & Newspaper Subscriptions	0.00	71,299.45	11/26/2024
707106	11/15/2024	DESMOND ELLIS	541010	DESMOND ELLIS SUNDAY MUSIC SOCIAL 11/10/24 SUM	150.00	0.00	
707107	11/15/2024	ENVISIONWARE INC	535050	2024 ENVISIONWARE SUBSCRIPTION RENEWAL	0.00	24,950.42	11/26/2024
707108	11/15/2024	FATBEAM LLC	542012	Monthly Internet Service	0.00	21,358.73	11/22/2024
707109	11/15/2024	FIRGROVE MUTUAL WATER COMPANY	547040	SH Water; Acct 008359-000; 9/1-10/31/24	0.00	2,231.91	11/20/2024
707110	11/15/2024	GARDEN CARE	548000	SPRINKLER WINTERIZATION & IRRIGATION REPAIRS	0.00	12,238.00	11/21/2024
707111	11/15/2024	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult, YA & Children's Books	0.00	1,905.70	11/25/2024
707112	11/15/2024	IRON MOUNTAIN INC	541020	2024 ANNUAL DOCUMENT STORAGE AND DESTRUCTION	485.82	0.00	
707113	11/15/2024	KNKX 88.5 FM	544000	RADIO ADVERTISING FOR 2024 FOUNDATION TRIVIA BEE	0.00	2,460.00	11/21/2024
707114	11/15/2024	LOTUS SEATTLE GROUP	544000	ADVERTISING - RADIO AND DIGITAL	0.00	4,000.00	11/25/2024
707115	11/15/2024	MICHELLE MARTENS	347902	Refund to patron for print malfunction	0.00	10.10	11/19/2024
707116	11/15/2024	MECHANIC SHOP FEMME INC	541010	Chaya Milchtein 11/8/24 Virtual Program	500.00	0.00	
707117	11/15/2024	MICROSCAN CONSULTANCY SERVICES LLC	541004	2024 MICROSAN CONSULTING	0.00	2,175.00	11/25/2024
707118	11/15/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult Media & Audiobooks	0.00	11,810.67	11/25/2024
707119	11/15/2024	MOUNTAIN MIST	531002	5 Gal Water; ENV Surcharge	36.52	0.00	
707120	11/15/2024	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	0.00	1,280.00	11/27/2024
707121	11/15/2024	MCLATCHY COMPANY LLC	544000	ADVERTISING - TNT	0.00	5,625.00	11/22/2024
707122	11/15/2024	NEWSBANK INC	534305	MATERIALS - Databases	0.00	26,251.00	11/26/2024
707123	11/15/2024	GEODESIGN INC	541060	GROUND MONITORING/REGULATORY CLOSURE ACTIVITIES	0.00	1,997.50	11/21/2024
707124	11/15/2024	PEER WASHINGTON	541000	PEER WASHINGTON MAY 2024 INVOICE	0.00	7,916.66	11/21/2024
707125	11/15/2024	QUADRANT45 LLC	541010	UFO NORTHWEST PRESENTATION, DPT 11/6/2024	42.00	0.00	
707126	11/15/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	768.73	11/19/2024
707127	11/15/2024	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	541020	ANNUAL L&I MANAGEMENT	0.00	2,565.90	11/25/2024
707128	11/15/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	702.56	11/27/2024
707129	11/15/2024	SKYCORP LTD	562100	LWD DEMO	0.00	76,833.60	11/20/2024
707130	11/15/2024	TOWN OF STEILACOOM	547030	STL Electric, Water, Sewer, fees; Acct 1462.0	0.00	1,768.74	11/20/2024
707131	11/15/2024	SUMMIT WATER & SUPPLY CO	547020	ACL Water; Acct 03270000-01; 10/3-11/4 & SMT WATER	0.00	1,060.72	11/27/2024
707132	11/15/2024	CITY OF UNIVERSITY PLACE	547040	Civic Building Utilities; Nov 24	0.00	102.25	11/21/2024
707133	11/15/2024	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 11/6/2024	0.00	374,565.35	11/22/2024
707134	11/15/2024	COLLIN VEENSTRA	541010	PAINTING PROGRAM 11/13 BUC	0.00	250.00	11/21/2024
707135	11/15/2024	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	3,064.92	11/22/2024
707136	11/21/2024	AFLAC	231590	Payroll Run 2 - Warrant 112124	3,567.54	0.00	
707137	11/21/2024	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 112124	21.16	0.00	
707138	11/21/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 112124	1,932.85	0.00	
707139	11/21/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 112124	372.50	0.00	
707140	11/22/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult, YA & Children's books	0.00	4,767.39	11/26/2024
707141	11/22/2024	NANCY STEWART	541010	DANCING PAJAMAS 11/6 STL, 11/7 KC, 11/13 GIG	0.00	950.00	11/27/2024
707142	11/22/2024	AWARDCO INC	531002	SE AWARDCO AWARDS	178.00	0.00	
707143	11/22/2024	BAKER & TAYLOR	534220	MATERIALS - Adult, YA & Children's books, Adult AV - Audiobooks	50,823.67	0.00	
707144	11/22/2024	BARONY OF BLATHA AN OIR SCA INC	541010	DEMONSTRATION LWD 10/26/2024	400.00	0.00	
707145	11/22/2024	BETA - LAKEWOOD LLC	591720	Ground Lease 16th Payment; Due 12-01	23,874.00	0.00	
707146	11/22/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	128.82	0.00	
707147	11/22/2024	BUCKLEY NURSERY COMPANY	562020	BUCKLEY NURSERY- LANDSCAPING AND SITE IMPROVEMENT	44,106.57	0.00	
707148	11/22/2024	BUSTOS MEDIA HOLDINGS, LLC	544000	ADVERTISING - MEDIA ADS	0.00	3,000.00	11/27/2024
707149	11/22/2024	CENGAGE LEARNING	534120	MATERIALS - Adult Large Print	47.62	0.00	
707150	11/22/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	516.44	0.00	
707151	11/22/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	493.09	0.00	
707152	11/22/2024	WASHINGTON TECHNOLOGY SERVICES	542010	Acct #G15-000; Oct 2024	588.00	0.00	
707153	11/22/2024	DISCOVER THIS HANDS ON SCIENCE	541010	DINO CLASS 11/19/24 BUCKLEY	325.00	0.00	

707154	11/22/2024	DOW JONES & COMPANY	534505	MATERIALS - Magazines	129.60	0.00	
707155	11/22/2024	EMPLOYMENT SECURITY DEPARTMENT	520040	ESD#000-930403-10-6; UBI#278-036-416; Q3/2024	0.00	12,832.35	11/26/2024
707156	11/22/2024	FATBEAM LLC	542012	Monthly Internet Services; Milton/Edgewood	3,711.44	0.00	
707157	11/22/2024	HERMANSON COMPANY LLP	548000	HVAC REPAIRS	412.14	0.00	
707158	11/22/2024	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult, YA & Children's Books	4,631.28	0.00	
707159	11/22/2024	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	0.00	237,286.03	11/27/2024
707160	11/22/2024	KANSAS CITY PUBLIC LIBRARY	541650	OCLC 225904402; Lost Item; Overcome by Happiness	11.98	0.00	
707161	11/22/2024	KELSEY ALGER	541010	MEMORIES MAGIC PROGRAM 11/16 ORT	230.00	0.00	
707162	11/22/2024	KIDSQUEST CHILDREN'S MUSEUM	541010	KIDSQUEST, MUSEUM FIELD TRIP TO GO 11/16/24 MIL	221.70	0.00	
707163	11/22/2024	VICTORY JOY KNIGHT-RICHARDS	541010	PERFORMANCES AT RENAISSANCE FAIRE LWD 10/26/24	0.00	1,000.00	11/27/2024
707164	11/22/2024	KNKX 88.5 FM	544000	ADVERTISING (NPR KNKX)	0.00	5,510.00	11/29/2024
707165	11/22/2024	MARIAH MEADE	541010	FROM FANDOM TO FANS OF YOUR OWN GIG STL 11/12/2024	500.00	0.00	
707166	11/22/2024	LOGIC INTEGRITY INC	541004	2024 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
707167	11/22/2024	THE MAD POTTER SAVAGE BEAUTI LLC	541010	PAINT YOUR POTTERY, SMT 11/5, ORT 11/15, PKS 11/16	1,017.42	0.00	
707168	11/22/2024	MARIAN D MAXWELL	541010	INTRODUCTION TO MUSHROOM HUNTING 11/9 SMT	300.00	0.00	
707169	11/22/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth Media	12,875.24	0.00	
707170	11/22/2024	MODERN BUILDING SYSTEMS INC	562000	LAKEWOOD INTERIM BUILDING MANUFACTURER INSTALL	0.00	446,133.30	11/27/2024
707171	11/22/2024	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	8,022.50	11/27/2024
707172	11/22/2024	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	792.37	11/29/2024
707173	11/22/2024	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Tagalog & Russian	3,216.00	0.00	
707174	11/22/2024	NASH CONSULTING INC	541000	NASH CONSULTING AND TRAVEL	0.00	15,306.93	11/27/2024
707175	11/22/2024	OETC	535055	2024 MICROSOFT LICENSES	0.00	81,879.94	11/26/2024
707176	11/22/2024	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA FEES:\$606.69; KB Fees:\$121.12	0.00	727.81	11/27/2024
707177	11/22/2024	PIONEER PACKAGING	545020	PIONEER PACKAGING LWD CRATES & DOLLIES RENTAL 2024	0.00	454.49	11/27/2024
707178	11/22/2024	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	8,314.52	0.00	
707179	11/22/2024	REMAKERY	541010	REMAKERY, DARNING 11/16 UP, PATCH MAKING EAT 11/21	531.00	0.00	
707180	11/22/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	2,134.67	0.00	
707181	11/22/2024	SANAE ISHIDA	541010	SANAE ISHIDA WATERCOLOR WORKSHOP 11/16/24 SH	0.00	450.00	11/29/2024
707182	11/22/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	524.96	0.00	
707183	11/22/2024	TEREX USA LLC	548000	TEREX FORKLIFT & BUCKET TRUCK REPAIR	0.00	18,440.14	11/29/2024
707184	11/22/2024	TOBIS NATIVE TREASURES	541010	WHAT IS A CHIEF? PRESENTATION PKS 11/10/2024	400.00	0.00	
707185	11/22/2024	VELOCITY BUILDING TECHNICAL SERVICES	562100	ILWD HVAC COMMISSIONING - VELOCITY	0.00	11,500.00	11/26/2024
707186	11/22/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	1,296.12	11/27/2024
707187	11/22/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	1,636.59	11/26/2024
707188	11/22/2024	ELIZABETH MURRAY	541010	MEMOIR WRITING WITH E.C. MURRAY 11/3 PKS, 11/8 SMT	350.00	0.00	
707189	11/26/2024	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer, Water; Dec 24	13,715.19	0.00	
707190	11/26/2024	CITY OF ORTING	591720	Lease Payment MPC; Dec 24	3,566.66	0.00	
707191	11/26/2024	SURPRISE LAKE SQUARE LLC	591720	Rent & Cam December 2024	12,863.39	0.00	
					210,588.58	2,183,606.46	2,394,195.04

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# MEMO



Date: November 25, 2024

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

From: Christina Neville-Nell, Facilities Projects Manager

Subject: Administrative Center Transformer Replacement

Having completed the Facilities Condition Assessment project three months ago, the Library is now addressing high-priority maintenance items. One of these items is the Administrative Center's original electric transformer, which is over 30 years old and has shown significant signs of aging that need attention.

The request for bids was issued on October 14, 2024. The engineering estimate for its replacement is \$75,000. Currently, the lead time for obtaining the necessary parts, the time between initiating the order and when the process would be complete (time required for manufacturing, shipping, and any other steps needed to complete the project), is estimated to be as much as 12 months. Therefore, the Library is seeking approval now to ensure that the parts are ordered and can be installed within the desired timeframe.

Bid opening occurred on November 6, 2024. There were 2 bids and the Library chose the lowest, responsive, responsible bidder, United States Electric Corporation, for a contract cost of \$56,500 plus applicable tax. Although specific contract language is still being finalized and should be completed by end of November, there is an urgency to proceed. The requested approval includes a \$5,000 allowance to cover material changes upon contract ratification, avoiding the need to return to the board in January. These changes may include final tax calculations and other details (such as delivery). The purchase order will reflect the final amount, with the majority of payments occurring upon completion of the work in late 2025.

Since this project was not specifically budgeted for in 2024 and exceeds \$50,000, Board approval is required.

***ACTION:*** *Move to approve a purchase order in the amount not to exceed \$67,000 with United States Electric Corporation to perform the work to replace the transformer at the Administrative Center.*

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# MEMO



Date: 25 November 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 Resolution 2024-14 to declare furnishings and equipment surplus to public service needs.***

<b>Total</b>	<b>Information Technology Surplus Items</b>	<b>estimated value (each)</b>
15	PRINTER EPSON M129H THERMAL	<\$50
8	Conference Unit	<\$50
3	Xirrus XR-630 Wireless Access Point	<\$50
2	PRINTER STAR TSP600	<\$50
1	Canon SX160 IS Digital Camera	<\$50
1	Amazon Fire Stick	<\$50
1	Dell Docking Station - WD19	<\$50
1	PRINTER EPSON TMT88V	<\$50
1	PROJECTOR OPTOMA ES522 DV10	<\$50
1	PHONE MITEL 5330 IP	<\$50
1	TV Vizio E75-E3	<\$50
1	Fujifilm A170 Digital Camera	<\$50
1	KC-01-MIFI OLD	<\$50
1	PRINTER DYMO LABELWRITER 450	<\$50
1	DOCUMENT SCANNER CANON DR-2010C	<\$50
1	SUBWOOFER D&K 50W	<\$50

**RESOLUTION NO. 2024-14**

**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 11th DAY OF DECEMBER 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	_____



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# MEMO



Date: December 2, 2024

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

From: Clifford Jo, Business & Compliance Director

Subject: 2025 Insurance Renewal

For the insurance renewal, overall coverage increased 1.4% from \$345,700 to \$350,500, after prorating the final year of the 2023 three-year Pollution Liability coverage.

While the actual increase of 1.4% seems low, we have begun rearranging insurance coverages to ensure it meets our ongoing needs. We had in place \$50 million umbrella/excess coverage for a number of years and no longer need that much, which saved approximately \$40,000 by reducing it to a total of \$25 million.

The Board has consistently rejected terrorism coverage for Board members, which costs over \$21,000 per year. We continue to reject terrorism coverage, unless the Board requests to include it.

We ask the Board to approve payment of the Library's 2025 insurance policy renewals, not to exceed \$341,000, which is adjusted for excluding the already-paid full 3-year Pollution Liability Coverage two years ago. Should anything change with the policies, we will inform the Board in January.

***ACTION: Move to approve payment towards the 2025 insurance renewal policy package premium, not to exceed the amount of \$341,000, and continue to reject terrorism coverage.***

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

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# MEMO



Date: December 2, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

This memo provides an overview of the activities conducted by me and the district during the month of November 2024 for the December Regular Meeting. I will be happy to answer any questions the Trustees may have regarding this or any of the other routine reports.

During November, we simultaneously prepare to wrap up the current year's activities and lay the groundwork for the coming year ahead. The Board of Trustees has a great deal of business to conduct at the December meeting and the Executive Office spent considerable time in November preparing for the final business of 2024.

While an Annual Report will be published with official statistics in early 2025, I am proud of the accomplishments at Pierce County Library System (PCLS) this year. As we look to close out the 2024 calendar year, we can celebrate:

- The conclusion of a year-long **strategic planning** process that included many voices and perspectives. This new plan is forward-thinking, flexible, and focused on the priority areas a public library should be focused on.
- The conclusion of a two-year **leadership development** investment. PCLS contracted with Nash Consulting to build capabilities for strong management and leadership skills throughout the organization. As of now, all PCLS Directors, Managers, Supervisors, and many other individuals in leadership positions have completed the 6-week cohort course.
- The launch of **Equity, Diversity, Inclusion** initiatives including Employee Resource Groups that were employee-driven in partnership with Library administrators over the last few years.
- The completion of the **Public Services Three-Year Plan** building on the organizational structure and priority changes since 2021. Trauma-informed updates to the Rules of Conduct, a new customer-focused programs and services structure, and upcoming shelving standardizations are a few of the initiatives accomplished with this plan. When the plan is sunset at the end of 2024, remaining work will be incorporated into the strategic plan implementation plan or will continue as regular department work.
- The completion of a comprehensive **Facility Condition Assessment** that included extensive architectural and engineering evaluations of all PCLS owned library facilities. This information will help prioritize urgent capital investments in the next three years and inform the long-range capital plan.

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- The launch and first phase of the new **Comprehensive Capital Plan** project is nearly complete. This is a major multi-year project to gather and analyze information including costs, urgency, and opportunities for operating and maintaining the Library's 20 facilities.
  - The completion of a two-year **policy clean-up** project that included creating a framework and tools for consistency and accountability. Published first ever Human Resources Policy Manual, compilation and clean-up of internal procedures including detailed Finance Guidelines.
  - By the end of the calendar year, the migration to a **new staff intranet** will be complete. One of the main goals of this project is to update and make internal documents more accurate, easier to find, and current. By using SharePoint, we provide a platform that offers enhanced collaboration, streamlined document management, improved access, robust security, customization options, and integration with Microsoft 365.
  - Key milestones achieved in the **Sumner Library Building Project** include the formation of governance structure (successfully established the Sumner Library Capital Facility Area and appointed board of directors ensuring effective oversight), bond sale preparedness (completed all required documentation and legal arrangements for the upcoming bond sale, securing financial means), and design progress (maintained an aggressive and efficient design schedule, progressing through critical stages of Pre-Construction, Design, and Design Development, laying a strong foundation for construction bidding and project execution in 2025-2026).
  - The IT Department achieved numerous milestones in 2024, a pivotal year marked by significant transitions and advancements across multiple domains. These accomplishments include System Modernization and Application Enhancements, **Cybersecurity and Infrastructure Strengthening**, Hardware and Network Enhancements, Operational Efficiency and Support, User-Centered Improvements such as upgrading public-facing tools like mobile printing systems. An enterprise-wide accessibility audit of all public facing technology was completed and new web accessibility standards, WCAG 2.2AA, adopted. These efforts have laid the groundwork for a more secure, efficient, and user-friendly technological environment and set the stage for future growth.
  - The **Pierce County Library's Foundation** set a new fundraising record at the annual Trivia Bee and continues to make strong progress raising non-tax revenue to support Library operations.

And last, but certainly not least, the **interim Lakewood Library** opened to the public with full operations and services in September 2024.

When we look back at the year, we have much to be proud of. We have worked hard to take important leaps forward to modernize and optimize Library systems and operations.

With all the transparent planning underway, I opted not to include a 2025 Board Calendar of Work this month as was done in prior years. The routine actions for the Trustees are managed through agenda setting between the Executive Director and Board Chair and Executive Office staff keep an outline for the year to keep track of anticipated business and ongoing Trustee development. Continued feedback on how staff can support the Board is invited.

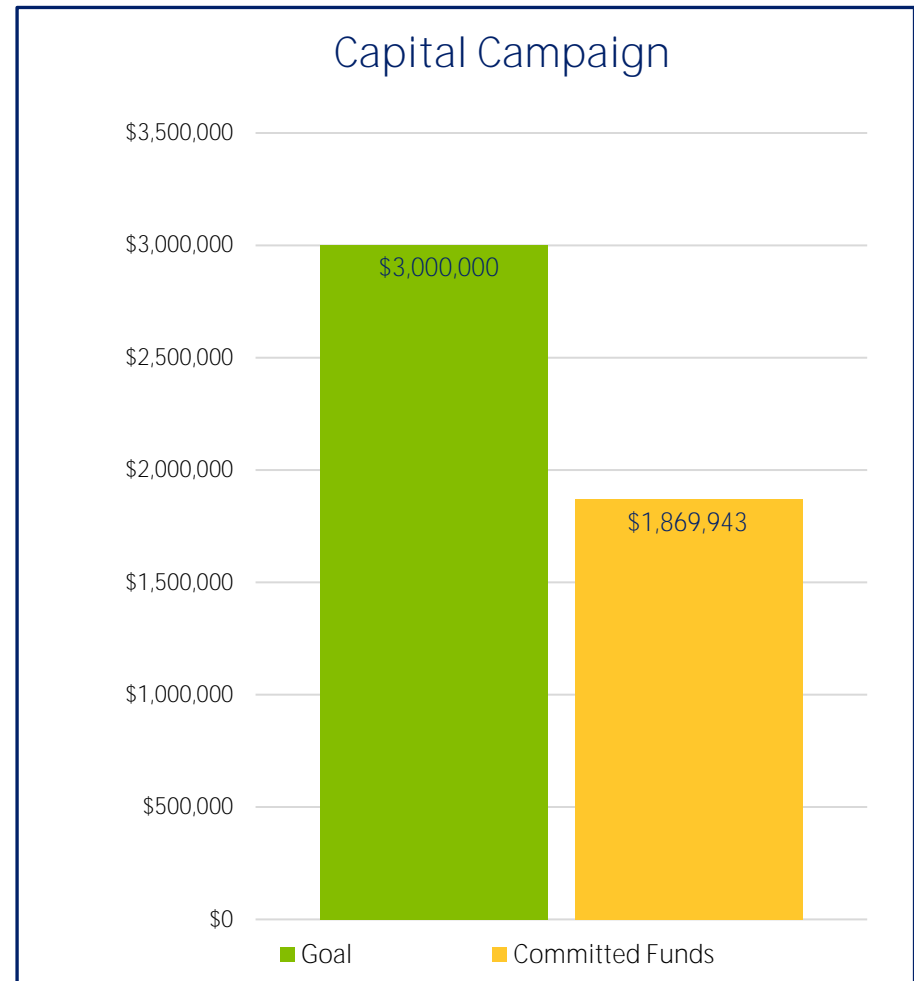
I look forward to furthering the work as new strategic operational and capital plans are developed and adopted. We still have much work to do.



## Fundraising Performance Dashboard



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

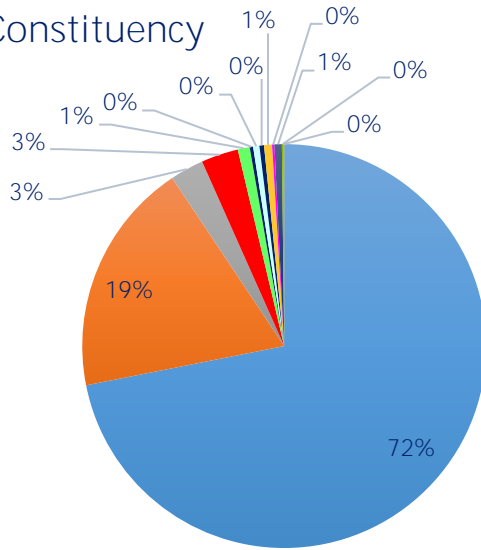


Goal = Multi-year (2021-2026)

# Annual Campaign Statistics

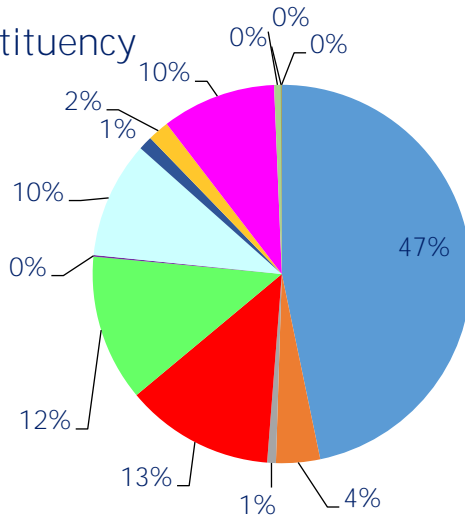
Number of Gifts by Constituency

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

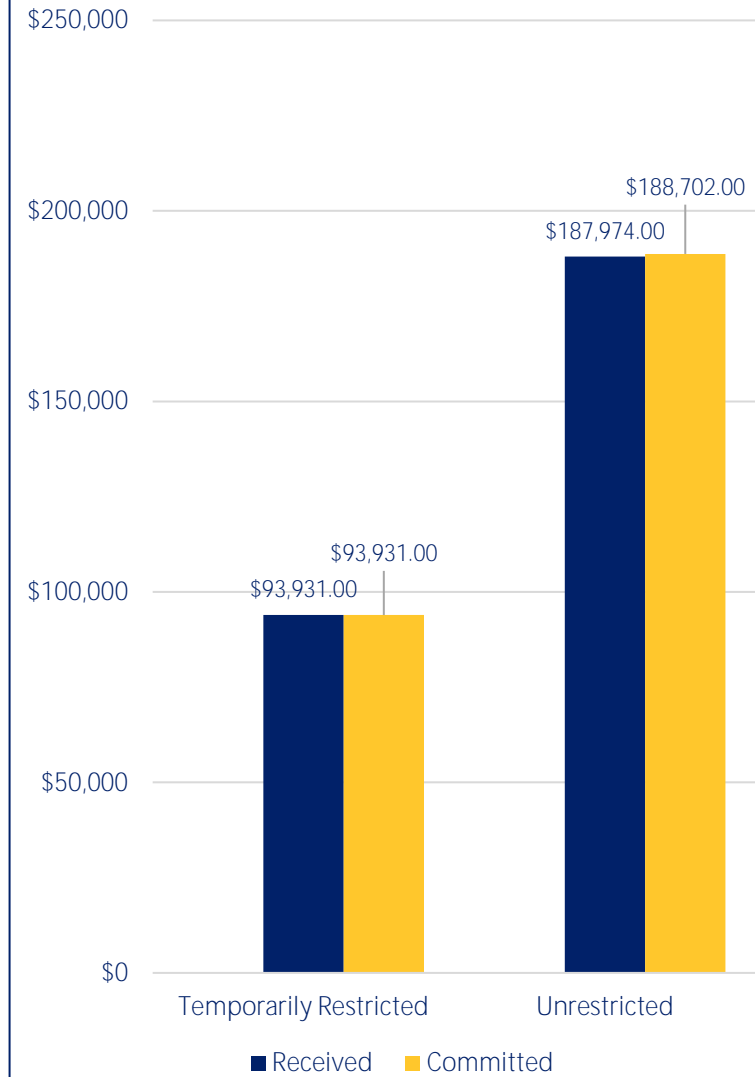


Gift Revenue by Constituency

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



Revenue by Type



## Annual Campaign Donors by Lifecycle Status

### Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
458	49.67%	\$147,647	75.25%	461	\$74,958

### Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
26	49.06%	\$60,148	25.29%	23	\$273,997

### Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
29	23.97%	\$10,119	73.31%	90	\$10,619

### 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	
117	4.72%	\$18,821	131.36%	

### New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
7	5.69%	\$24,200	21.37%	

### Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
131	9.00%	\$35,321	123.00%	

### Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
6	8.70%	\$23,037	30.90%	

## Updates

### What's going well

- Fundraising Goal: 60.2 % to goal
- Annual Campaign: 86.7 % to goal
- Capital Campaign: expected to receive two pledge payments prior to January 1, 2025 totalling approximately \$390,000

### Areas to capitalize on

- Foundation Board: work with board in how best to support new & developing PCLS strategic plan
- Planned Giving: continue efforts from 2024 to replicate in 2025

## 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

## October 31, 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

#### October

- **541000. Includes payment to Nash Consulting for training and development**
- **548010. Includes payment to ATS Automation Inc. for yearly contract**
- **548000. Includes payment to Northwest Preferred Roofing for Buckley gutter replacement**

#### 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**

**October**

- **541060. Includes payment to BuildingWork LLC for architecture and consulting for iLWD**
- **562800. Includes payment to Southwest Solutions Group INC for iLWD shelving**
- **562020. Includes payment to Buckley Nursery Company for landscaping**
- **541020. Includes payment to Gensler for strategy services for capital plan**
- **541020. Includes payment to Teks Services Inc for iLWD opening mailer**

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–October

- **No activity**

**Election Fund**

January–October

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

**Property & Facility Fund**

January–October

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

**Levy Sustainability Fund**

January–October

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

**Debt Service Fund**

**January–October**

- **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	432,313.04	416,307.32	16,005.72	-
November				
December				
	\$ 3,132,742.10	\$ 3,081,489.97	\$ 51,252.13	\$ -

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  
October 31, 2024**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 17,944,754	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 781,093	\$ 18,726,247
Investments	\$ 2,825,786	\$ -	\$ 17,570,509	\$ 1,235,454	\$ 1,189,838	\$ 98,567	\$ 673,089	\$ 23,593,244
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 20,770,059</b>	<b>\$ -</b>	<b>\$ 17,570,609</b>	<b>\$ 1,235,554</b>	<b>\$ 1,189,938</b>	<b>\$ 98,667</b>	<b>\$ 1,454,182</b>	<b>\$ 42,319,010</b>
<b>TOTAL ASSETS</b>	<b>\$ 20,770,059</b>	<b>\$ -</b>	<b>\$ 17,570,609</b>	<b>\$ 1,235,554</b>	<b>\$ 1,189,938</b>	<b>\$ 98,667</b>	<b>\$ 1,454,182</b>	<b>\$ 42,319,010</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ 2,576	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,576
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,288	\$ 66,288
Sales Tax Payable*	\$ 2,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,915
Payroll Payable	\$ 172,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,053
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 177,544</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,288</b>	<b>\$ 243,832</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 177,544</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,288</b>	<b>\$ 243,832</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ 1,078,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,433,094	\$ 4,511,471
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	\$ 19,514,138	\$ -	\$ 765,766	\$ 53,844	\$ 51,856	\$ 98,667	\$ (2,045,200)	\$ 18,439,071
<b>TOTAL FUND BALANCE</b>	<b>\$ 20,592,515</b>	<b>\$ -</b>	<b>\$ 17,570,609</b>	<b>\$ 1,235,554</b>	<b>\$ 1,189,938</b>	<b>\$ 98,667</b>	<b>\$ 1,387,894</b>	<b>\$ 42,075,178</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 20,770,059</b>	<b>\$ -</b>	<b>\$ 17,570,609</b>	<b>\$ 1,235,554</b>	<b>\$ 1,189,938</b>	<b>\$ 98,667</b>	<b>\$ 1,454,182</b>	<b>\$ 42,319,010</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	\$ 43,462,434	\$ -	\$ 765,766	\$ 53,844	\$ 51,856	\$ 4,088	\$ 280,969	\$ 44,618,956
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (33,439,656)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,558,134)	\$ (42,997,791)
<b>ENDING FUND BALANCE, 10/31/24</b>	<b>\$ 20,592,515</b>	<b>\$ -</b>	<b>\$ 17,570,609</b>	<b>\$ 1,235,554</b>	<b>\$ 1,189,938</b>	<b>\$ 98,667</b>	<b>\$ 1,387,894</b>	<b>\$ 42,075,178</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 3,757,826</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,757,826</b>



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

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	10/31/2023	11/30/2023	12/31/2023	1/31/2024	2/29/2024	3/31/2024	4/30/2024	5/31/2024	6/30/2024	7/31/2024	8/31/2024	9/30/2024	10/31/2024	
<b>ASSETS</b>														
<b>Current Assets</b>														
Cash	\$ 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	\$ 17,944,754	
Investments	\$ 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	\$ 2,825,786	
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>\$ 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>\$ 20,770,059</b>	
<b>TOTAL ASSETS</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>\$ 20,770,059</b>	
<b>LIABILITIES</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 1,302	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 752	\$ 752	\$ 2,576	
Sales Tax Payable	\$ 1,522	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 1,153	\$ 1,563	\$ 2,915	
Payroll Payable	\$ 169,370	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 215,394	\$ 256,524	\$ 172,053	
US Bank	\$ (204)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Current Liabilities</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>\$ 177,544</b>	
<b>TOTAL LIABILITIES</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>\$ 177,544</b>	
<b>FUND BALANCE</b>														
Reserve for Encumbrance	\$ 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	\$ 1,078,377	
Transfer	\$ (2,500,000)													
Unreserved Fund Balance	\$ 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	\$ 19,514,138	
<b>TOTAL FUND BALANCE</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>\$ 20,592,515</b>	
<b>TOTAL LIABILITIES &amp; FUND BALANCE</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>\$ 20,770,059</b>	
<b>PROPERTY TAXES RECEIVABLE</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>	<b>\$ 3,757,826</b>	

**PIERCE COUNTY LIBRARY SYSTEM**  
**STATEMENT OF REVENUE & EXPENDITURES**  
For the Period Ending October 31, 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	\$ 42,656,052	\$ -	\$ 2,930,548	94%
Other Revenue	\$ 1,258,000	\$ 806,382	\$ -	\$ 451,618	64%
<b>TOTAL REVENUE</b>	<b>\$ 46,844,600</b>	<b>\$ 43,462,434</b>	<b>\$ -</b>	<b>\$ 3,382,166</b>	<b>93%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 25,028,201	\$ -	\$ 6,758,799	79%
Materials	\$ 4,504,500	\$ 3,354,709	\$ -	\$ 1,149,791	74%
Maintenance and Operations	\$ 7,852,490	\$ 4,499,549	\$ 1,070,053	\$ 2,282,887	71%
Transfers Out & Reserves	\$ 2,700,610	\$ 557,197	\$ 7,395	\$ 2,136,017	21%
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,844,600</b>	<b>\$ 33,439,656</b>	<b>\$ 1,077,449</b>	<b>\$ 12,327,495</b>	<b>74%</b>
Excess/(Deficit)		\$ 10,022,778			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 10,022,778</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	\$ -	\$ 280,969	\$ -	\$ (280,969)	-
<b>TOTAL REVENUE</b>	<b>\$ 11,626,800</b>	<b>\$ 280,969</b>	<b>\$ -</b>	<b>\$ 11,345,831</b>	<b>2%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 11,626,800	\$ 9,558,134	\$ 3,433,094	\$ (1,364,429)	112%
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,626,800</b>	<b>\$ 9,558,134</b>	<b>\$ 3,433,094</b>	<b>\$ (1,364,429)</b>	<b>112%</b>
Excess/(Deficit)		\$ (9,277,166)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (9,277,166)</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	\$ -	\$ 4,088	\$ -	\$ (4,088)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 4,088</b>	<b>\$ -</b>	<b>\$ (4,088)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 4,088</b>			

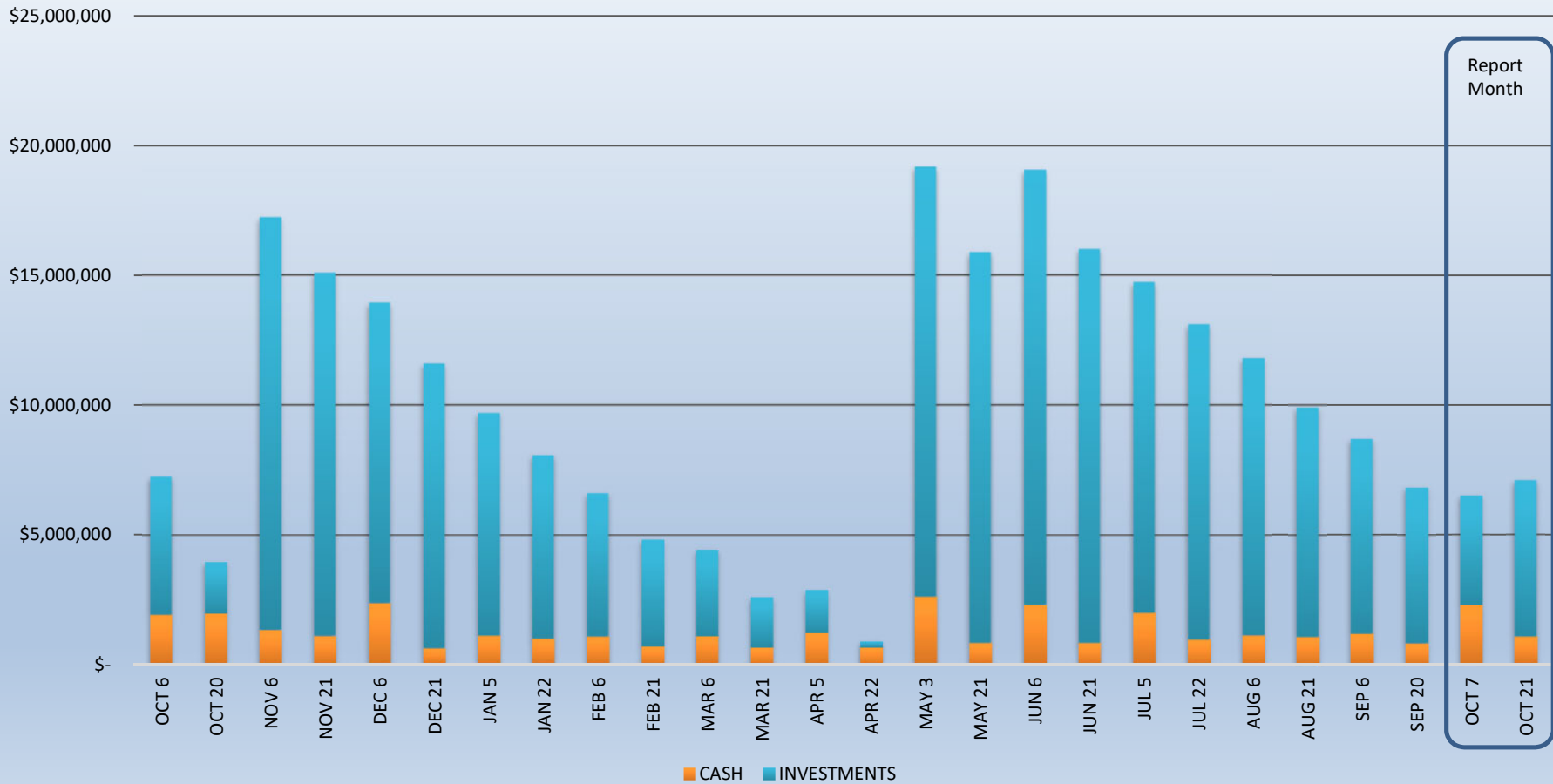
<b>SPECIAL PURPOSE FUND - 101</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<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>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	\$ -	\$ 765,766	\$ -	\$ (765,766)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 765,766</b>	<b>\$ -</b>	<b>\$ (765,766)</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)		\$ 765,766			
Use of Fund Balance		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 765,766</b>			

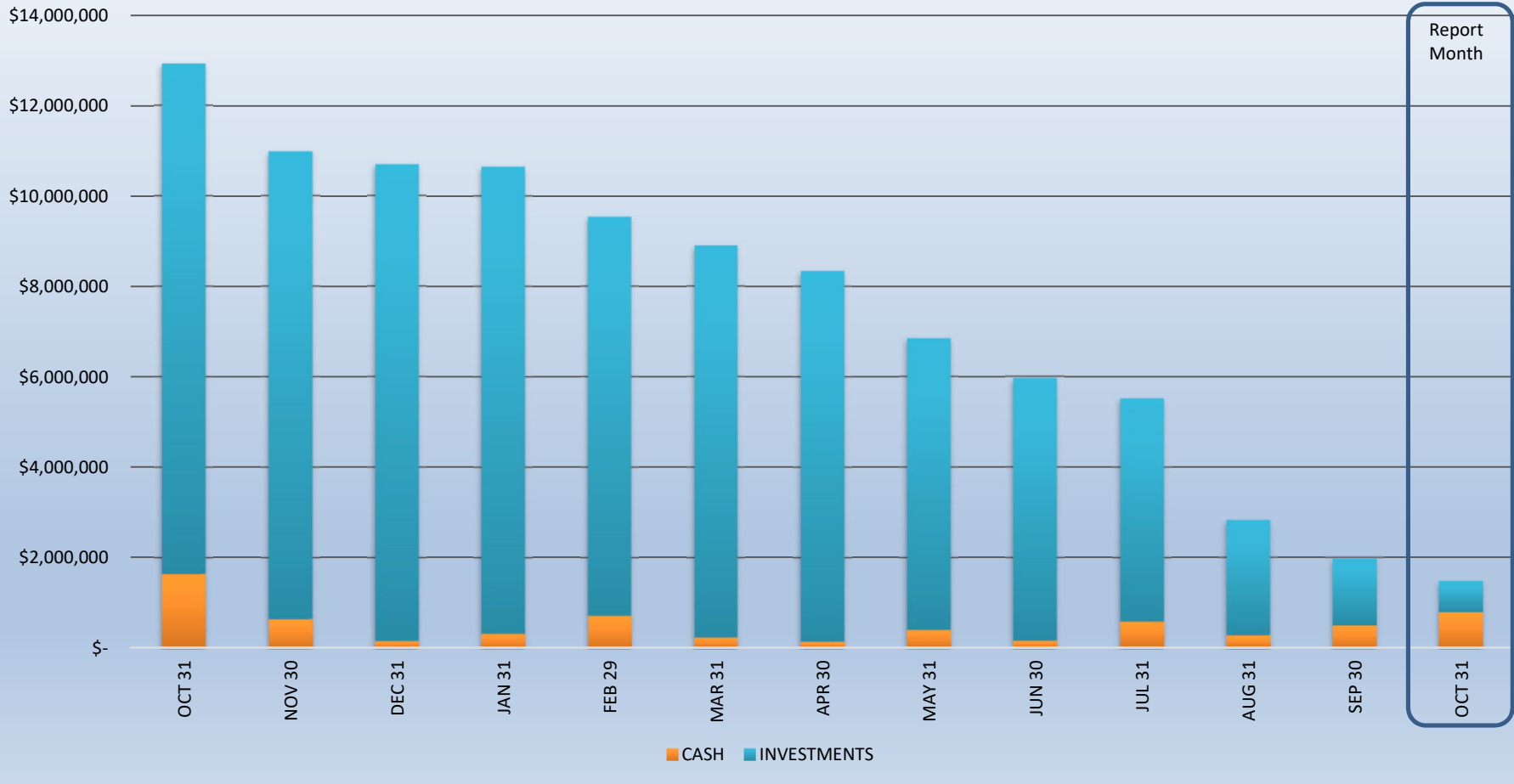
<b>ELECTION FUND - 103</b>	<b>2024 BUDGET</b>	<b>YEAR TO DATE</b>	<b>ENCUMBRANCES</b>	<b>BUDGET BALANCE</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 53,844	\$ -	\$ (53,844)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 53,844</b>	<b>\$ -</b>	<b>\$ (53,844)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 53,844			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 53,844</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	\$ -	\$ 51,856	\$ -	\$ (51,856)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 51,856</b>	<b>\$ -</b>	<b>\$ (51,856)</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)		\$ 51,856			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 51,856</b>			

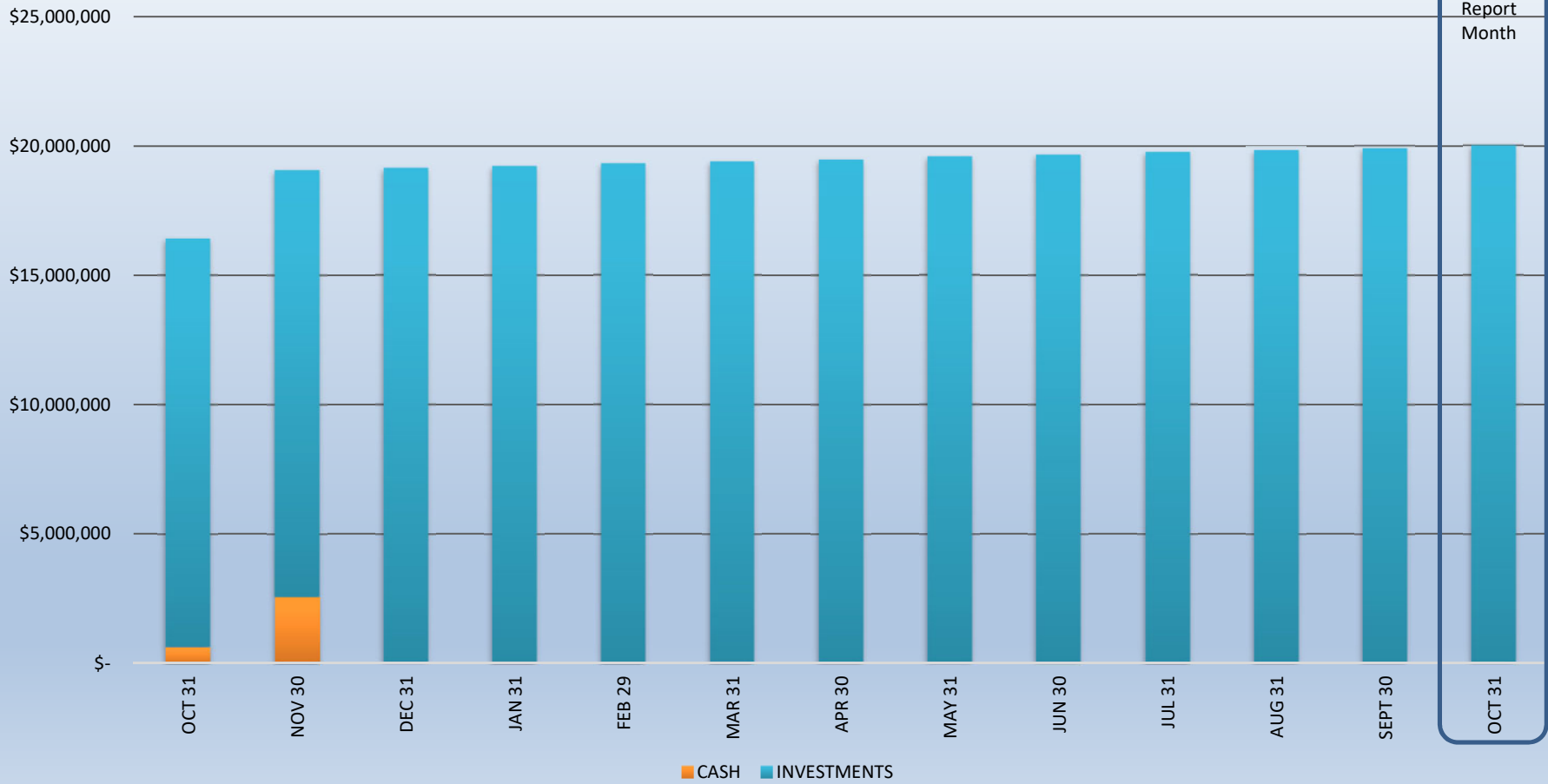
**CASH & INVESTMENTS - SEMI-MONTHLY**  
**2024 - GENERAL FUND**  
**- 13 MONTHS MOVING -**



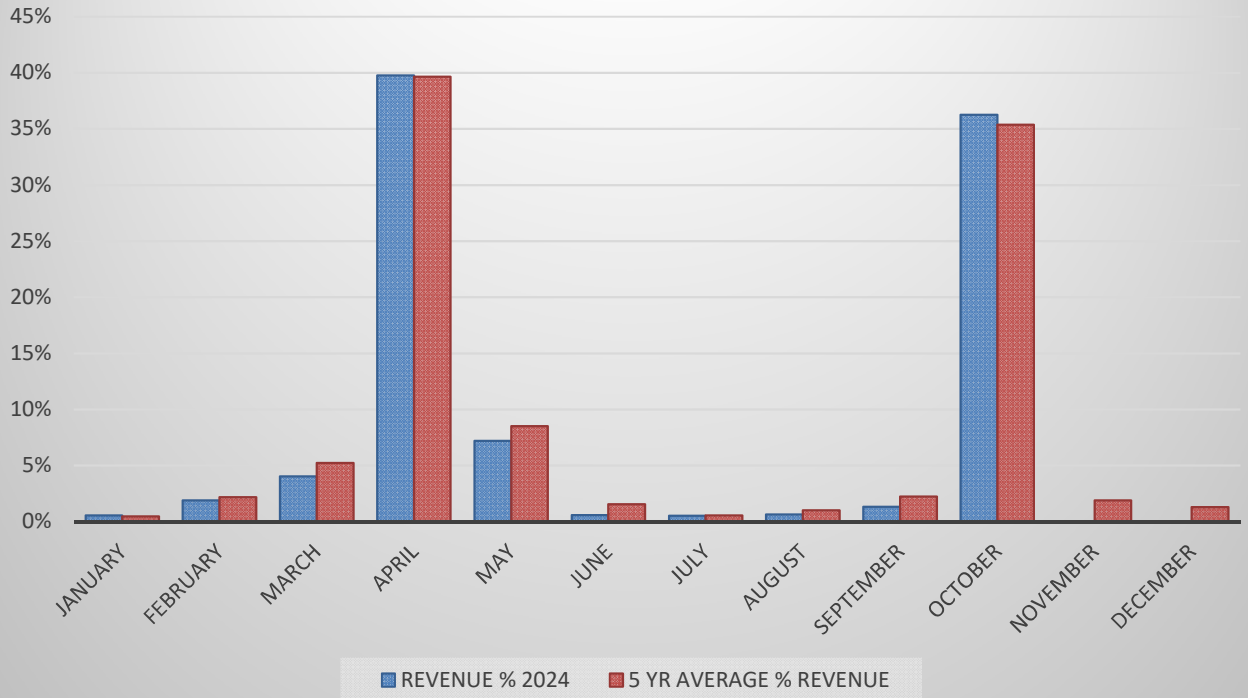
**CASH & INVESTMENTS - MONTHLY  
2024 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



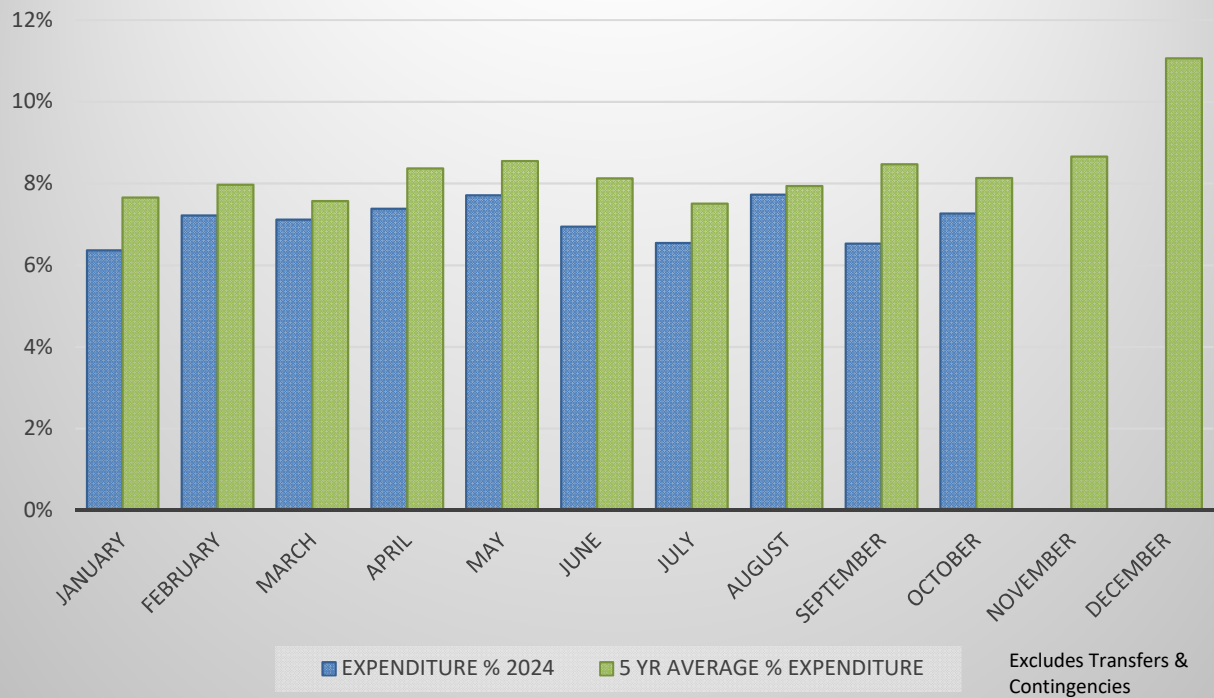
**CASH & INVESTMENTS - MONTHLY  
2024 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



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



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



YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
<b>01 TAXES</b>							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-41,969,413.93	-16,786,358.70	.00	-2,936,686.07	93.5%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-485,905.51	-27,453.92	.00	-44,994.49	91.5%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-124,915.40	-34,454.17	.00	64,315.40	206.1%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-56.36	-38.75	.00	-5,943.64	.9%
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%
TOTAL TAXES	-45,586,600	-45,586,600	-42,656,052.19	-16,848,305.54	.00	-2,930,547.81	93.6%
<b>02 CHARGES OTHER</b>							
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	-348.36	-80.00	.00	-3,651.64	8.7%
347200 LIBRARY SERVICES FEES--ILL	0	0	-29.90	-16.95	.00	29.90	100.0%
347902 PRINTER FEES	0	0	-29,175.43	-4,777.08	.00	29,175.43	100.0%
359000 LIBRARY FINES	0	0	-796.64	-111.53	.00	796.64	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-374,497.49	-17,626.24	.00	-77,502.51	82.9%
361430 INTEREST INCOME--CONTRACTS &	0	0	-93.85	.00	.00	93.85	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-3,117.53	-685.82	.00	2,117.53	311.8%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	.00	.00	.00	-325,000.00	.0%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-30,457.72	-15,148.33	.00	30,457.72	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	-24,332.45	-16,821.35	.00	22,332.45	1216.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-25,359.24	-2,972.82	.00	21,359.24	634.0%
369200 FOUND MONEY	0	0	-675.25	-2.07	.00	675.25	100.0%
369910 MISCELLANEOUS OTHER	0	0	-20,488.95	.00	.00	20,488.95	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-23,469.48	-2,271.58	.00	3,469.48	117.3%
369912 JURY DUTY REIMBURSEMENT	0	0	-270.00	-150.00	.00	270.00	100.0%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-211,426.11	-83,492.81	.00	11,426.11	105.7%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-59,237.94	.00	.00	-15,762.06	79.0%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-806,381.77	-144,156.58	.00	-451,618.23	64.1%
<b>03 SALARIES AND WAGES</b>							
511000 SALARIES AND WAGES	24,630,000	24,630,000	18,899,429.13	1,905,167.21	.00	5,730,570.87	76.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	7,447.73	1,995.22	.00	24,552.27	23.3%
511007 SHIFT DIFFERENTIAL	134,000	134,000	104,572.67	9,442.70	.00	29,427.33	78.0%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	37,091.14	4,311.74	.00	29,908.86	55.4%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>23,898,000</b>	<b>23,898,000</b>	<b>19,057,447.67</b>	<b>1,920,916.87</b>	<b>.00</b>	<b>4,840,552.33</b>	<b>79.7%</b>

04 PERSONNEL BENEFITS

520010 FICA	1,895,000	1,895,000	1,413,777.77	142,864.31	.00	481,222.23	74.6%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	2,344,844.96	229,433.18	.00	959,155.04	71.0%
520021 DENTAL INSURANCE	259,000	259,000	186,026.18	18,806.98	.00	72,973.82	71.8%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	80,568.82	8,162.75	.00	22,431.18	78.2%
520023 INDUSTRIAL INSURANCE	151,000	151,000	124,794.75	13,175.05	.00	26,205.25	82.6%
520030 RETIREMENT	2,378,000	2,378,000	1,751,898.47	172,676.22	.00	626,101.53	73.7%
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	40,127.80	4,053.10	.00	17,872.20	69.2%
520091 OTHER BENEFIT	75,000	75,000	8,247.05	825.90	.00	66,752.95	11.0%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
<b>TOTAL PERSONNEL BENEFITS</b>	<b>7,889,000</b>	<b>7,889,000</b>	<b>5,970,752.91</b>	<b>589,997.49</b>	<b>.00</b>	<b>1,918,247.09</b>	<b>75.7%</b>

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	91,300	95,053	62,299.66	7,346.69	.00	32,753.18	65.5%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	117,722	81,126.09	6,842.14	11,315.00	25,280.89	78.5%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	119,236	55,033.75	7,315.05	5,771.94	58,430.74	51.0%
531010 CUSTODIAL SUPPLIES	130,000	122,000	91,994.64	9,868.87	11,359.07	18,646.29	84.7%
531020 MAINTENANCE SUPPLIES	46,000	43,600	33,464.67	2,650.82	.00	10,135.33	76.8%
531030 MATERIAL PROCESSING SUP	16,100	16,100	17,948.14	284.60	.00	-1,848.14	111.5%
531040 TRAINING SUPPLIES	3,000	3,028	734.66	.00	.00	2,293.34	24.3%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	165,237.37	12,386.02	7,229.32	-17,166.69	111.1%
532000 FUEL	47,000	41,000	32,215.95	2,824.47	15,095.39	-6,311.34	115.4%
535000 MINOR EQUIPMENT	11,000	11,000	6,478.52	2,587.02	.00	4,521.48	58.9%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	43,695.08	6,304.92	87.4%
535015 FURNISHINGS--STAFF	54,500	50,000	25,215.74	697.80	23,277.28	1,506.98	97.0%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	10,270.41	2,801.98	.00	189,729.59	5.1%
535025 TECHNOLOGY HARDWARE--STAFF	206,000	203,500	95,754.30	14,829.59	58,482.00	49,263.70	75.8%



YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	556,940	434,078.71	6,636.34	32,648.41	90,212.84	83.8%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	168,534.24	1,442.14	110,362.81	140,002.95	66.6%
TOTAL SUPPLIES EXPENSES	2,243,800	2,239,379	1,309,338.56	78,513.53	319,891.30	610,149.35	72.8%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	26,282	101.45	.00	.00	26,180.72	.4%
534005 ADULT AV - CDS	30,000	30,000	22,348.53	4,749.26	.00	7,651.47	74.5%
534010 ADULT AV - DVD	330,000	310,000	184,976.25	27,586.67	.00	125,023.75	59.7%
534015 ADULT AV - DVDNF	21,000	21,000	16,537.66	1,022.89	.00	4,462.34	78.8%
534020 ADULT AV AUDIOBOOKS	25,000	17,000	9,549.13	2,048.33	.00	7,450.87	56.2%
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	230,519.38	25,502.98	.00	55,480.62	80.6%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	11,114.27	971.10	.00	3,885.73	74.1%
534120 ADULT LARGE PRINT	50,000	42,000	28,594.16	3,841.33	.00	13,405.84	68.1%
534125 ADULT LUCKY DAY	55,000	80,000	47,688.77	6,267.71	.00	32,311.23	59.6%
534130 ADULT NONFICTION	300,000	300,000	237,684.16	29,931.69	.00	62,315.84	79.2%
534145 ADULT REFERENCE	5,000	5,000	385.52	.00	.00	4,614.48	7.7%
534150 ADULT YA FICTION	55,000	55,000	25,695.21	3,751.12	.00	29,304.79	46.7%
534155 ADULT YA GRAPHIC NOVELS	25,000	30,000	22,293.73	2,551.14	.00	7,706.27	74.3%
534160 ADULT YA NONFICTION	12,500	12,500	11,867.48	695.94	.00	632.52	94.9%
534205 CHILDREN'S BOOK CLUB KITS	3,500	18	17.83	.00	.00	.00	100.0%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	3,975.27	144.11	.00	2,024.73	66.3%
534220 CHILDREN'S FICTION	225,000	285,000	175,806.66	24,152.51	.00	109,193.34	61.7%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	43,810.91	5,431.76	.00	11,189.09	79.7%
534230 CHILDREN'S NONFICTION	135,000	135,000	84,580.02	10,305.97	.00	50,419.98	62.7%
534235 CHILDREN'S SCIENCE TO GO	4,000	12,700	8,397.21	.00	.00	4,302.79	66.1%
534237 CHILDREN'S STANDING ORDERS	32,500	35,000	24,526.71	2,396.46	.00	10,473.29	70.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	1,250.21	98.44	.00	1,749.79	41.7%
534305 DATABASES	524,500	539,500	469,826.21	28,706.02	.00	69,673.79	87.1%
534410 EBOOKS	875,000	875,000	705,278.94	175,048.00	.00	169,721.06	80.6%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	618,111.77	128,081.74	.00	156,888.23	79.8%
534417 ONLINE BOOK CLUB KITS	3,500	3,500	.00	.00	.00	3,500.00	.0%
534421 ESTREAMING FILMS	150,000	75,000	66,000.00	.00	.00	9,000.00	88.0%
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	90,000	20,971.66	475.51	.00	69,028.34	23.3%
534605 VENDOR PROCESSING	100,000	100,000	70,222.48	15,525.60	.00	29,777.52	70.2%
534645 VENDOR CATALOGING	10,000	10,000	3,504.18	717.00	.00	6,495.82	35.0%
534705 WORLD - ADULT SPANISH	9,000	9,000	6,516.48	1,283.96	.00	2,483.52	72.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	10,864.05	2,131.28	.00	3,135.95	77.6%
534715 WORLD - CHINESE	10,000	10,000	6,407.14	.00	.00	3,592.86	64.1%
534725 WORLD - GERMAN	7,500	7,500	3,998.66	1,109.80	.00	3,501.34	53.3%
534730 WORLD - JAPANESE	5,000	5,000	3,468.15	.00	.00	1,531.85	69.4%
534735 WORLD - KOREAN	20,000	20,000	15,414.00	3,082.80	.00	4,586.00	77.1%
534740 WORLD - TAGALOG	15,000	15,000	7,590.31	3,250.16	.00	7,409.69	50.6%
534745 WORLD - VIETNAMESE	7,500	7,500	5,945.40	594.54	.00	1,554.60	79.3%
534750 WORLD - RUSSIAN	20,000	20,000	13,753.70	8,977.55	.00	6,246.30	68.8%
534755 WORLD - UKRAINE	0	4,000	.00	.00	.00	4,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	50,000	31,009.84	11,228.54	.00	18,990.16	62.0%
534810 YOUTH DVD - FTY	30,000	12,000	8,981.25	99.06	.00	3,018.75	74.8%
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>3,411,302.97</b>	<b>531,760.97</b>	<b>.00</b>	<b>1,153,397.03</b>	<b>74.7%</b>

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	317,891	216,749.19	53,959.18	82,662.57	18,478.74	94.2%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	40,485.06	3,775.00	14,333.47	20,181.47	73.1%
541010 PERFORMER SERVICES	113,000	116,360	61,520.16	9,252.60	10,309.13	44,530.71	61.7%
541020 CONTRACTUAL SERVICES	480,000	490,020	264,315.39	17,504.59	177,904.81	47,799.53	90.2%
541040 LEGAL SERVICES	95,000	81,337	28,190.50	255.50	16,083.50	37,062.50	54.4%
541050 DATA SERVICES	9,000	10,280	5,927.16	.00	.00	4,352.50	57.7%
541630 PRINTING AND BINDING	133,500	117,320	71,112.57	3,529.86	27,204.78	19,002.65	83.8%
541650 ILL LOST ITEM CHARGE	3,000	3,000	925.38	15.26	.00	2,074.62	30.8%
542000 POSTAGE	72,300	59,681	49,645.91	71.44	.00	10,034.95	83.2%
542001 SHIPPING	10,000	10,000	9,542.68	.00	.00	457.32	95.4%
542010 TELECOM SERVICES--PHONES	81,600	81,600	71,580.04	1,974.87	.00	10,019.96	87.7%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	47,310.75	4,904.89	.00	-8,310.75	121.3%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	634,291.28	20,548.73	.00	-289,291.28	183.9%
543000 TOLLS/PARKING	102,900	89,559	64,705.01	1,039.82	.00	24,854.32	72.2%
543010 MILEAGE REIMBURSEMENTS	55,500	52,419	47,367.16	3,970.66	.00	5,051.53	90.4%
544000 ADVERTISING	136,500	105,720	76,407.07	4,096.13	47,676.39	-18,363.88	117.4%
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	327,774.71	7,442.64	.00	152,725.29	68.2%
546000 INSURANCE	300,000	300,000	7,202.00	75.00	.00	292,798.00	2.4%
547000 ELECTRICITY	346,000	346,000	222,105.54	17,207.23	.00	123,894.46	64.2%
547010 NATURAL GAS	16,500	16,500	2,281.22	83.82	.00	14,218.78	13.8%

**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 10

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	39,656.70	5,637.05	.00	1,343.30	96.7%
547030 SEWER	35,000	35,000	30,864.52	2,768.15	.00	4,135.48	88.2%
547040 REFUSE	55,000	55,000	48,130.88	4,951.44	.00	6,869.12	87.5%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	400,524	192,736.35	18,371.28	188,274.26	19,512.93	95.1%
548010 CONTRACTED MAINTENANCE	589,800	488,200	379,815.58	36,528.07	159,583.07	-51,198.65	110.5%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	55,000	36,041.69	4,701.20	15,000.00	3,958.31	92.8%
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	101,704	31,403.63	245.00	7,995.00	62,305.57	38.7%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	12,445	4,608.63	.00	.00	7,836.37	37.0%
549020 DUES AND MEMBERSHIPS	60,400	60,252	50,702.64	720.00	135.00	9,414.50	84.4%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.67	.00	.00	-479.67	100.9%
549040 LICENSES	2,000	2,000	928.21	53.90	.00	1,071.79	46.4%
549050 FEES	17,500	12,820	12,823.73	2,801.38	.00	-3.73	100.0%
549120 CONTINGENCY/RESERVE	572,800	1,008,581	.00	.00	.00	1,008,581.06	.0%
591720 GASB 87 LONG TERM LEASE	652,750	650,610	518,441.02	54,710.59	7,395.37	124,773.61	80.8%
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>6,203,521</b>	<b>3,690,814.18</b>	<b>281,195.28</b>	<b>757,557.35</b>	<b>1,755,149.26</b>	<b>71.7%</b>
<b>08 CAPITAL OUTLAYS</b>							
564300 TECHNOLOGY EQUIPMENT	0	0	.00	-313.17	.00	.00	.0%
<b>TOTAL CAPITAL OUTLAYS</b>	<b>0</b>	<b>0</b>	<b>.00</b>	<b>-313.17</b>	<b>.00</b>	<b>.00</b>	<b>.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>-10,022,777.67</b>	<b>-13,590,391.15</b>	<b>1,077,448.65</b>	<b>8,945,329.02</b>	<b>100.0%</b>
<b>TOTAL REVENUES</b>	<b>-46,844,600</b>	<b>-46,844,600</b>	<b>-43,462,433.96</b>	<b>-16,992,462.12</b>	<b>.00</b>	<b>-3,382,166.04</b>	
<b>TOTAL EXPENSES</b>	<b>46,844,600</b>	<b>46,844,600</b>	<b>33,439,656.29</b>	<b>3,402,070.97</b>	<b>1,077,448.65</b>	<b>12,327,495.06</b>	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	-765,765.88	-74,080.37	.00	765,765.88	100.0%
TOTAL CHARGES OTHER	0	0	-765,765.88	-74,080.37	.00	765,765.88	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-765,765.88	-74,080.37	.00	765,765.88	100.0%
TOTAL REVENUES	0	0	-765,765.88	-74,080.37	.00	765,765.88	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	-53,844.12	-5,208.90	.00	53,844.12	100.0%
TOTAL CHARGES OTHER	0	0	-53,844.12	-5,208.90	.00	53,844.12	100.0%
TOTAL ELECTION FUND	0	0	-53,844.12	-5,208.90	.00	53,844.12	100.0%
TOTAL REVENUES	0	0	-53,844.12	-5,208.90	.00	53,844.12	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

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	-51,856.07	-5,016.57	.00	51,856.07	100.0%
	TOTAL CHARGES OTHER	0	0	-51,856.07	-5,016.57	.00	51,856.07	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-51,856.07	-5,016.57	.00	51,856.07	100.0%
	TOTAL REVENUES	0	0	-51,856.07	-5,016.57	.00	51,856.07	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

ACCOUNTS FOR: 201 DEBT SERVICE 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	-4,087.53	-395.10	.00	4,087.53	100.0%
TOTAL CHARGES OTHER	0	0	-4,087.53	-395.10	.00	4,087.53	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,087.53	-395.10	.00	4,087.53	100.0%
TOTAL REVENUES	0	0	-4,087.53	-395.10	.00	4,087.53	

**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 10

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	-280,968.64	-4,741.94	.00	280,968.64	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-280,968.64	-4,741.94	.00	-9,295,831.36	2.9%
<b>07 SERVICES EXPENSES</b>							
541000 INDEPENDENT CONTRACTORS	4,000	2,365	8,247.53	977.21	1,455.00	-7,337.53	410.3%
541020 CONTRACTUAL SERVICES	395,500	479,515	222,319.45	51,939.64	173,830.28	83,365.10	82.6%
541040 LEGAL SERVICES	0	0	4,626.75	.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,026,557	1,650,179.29	233,772.66	2,360,494.53	-1,984,116.52	197.9%
542000 POSTAGE	13,000	1,000	2,863.95	2,863.95	.00	-1,863.95	286.4%
545010 RENTALS/LEASES--BUILDINGS	47,000	26,598	26,598.00	.00	.00	.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	33,450	32,995.76	274.59	2,667.00	-2,212.62	106.6%
549050 FEES	216,256	16,076	15,643.27	2,603.00	.00	432.75	97.3%
549120 CONTINGENCY/RESERVE	481,056	519,579	.00	.00	.00	519,579.49	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,105,141	1,963,474.00	292,431.05	2,538,446.81	-1,396,780.03	145.0%
<b>08 CAPITAL OUTLAYS</b>							
562000 BUILDING ACQUISITIONS	4,584,100	4,670,195	4,224,061.42	.00	403,829.00	42,304.30	99.1%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	426,314	376,550.48	93,228.23	53,485.98	-3,722.46	100.9%
562100 CONSTRUCTION	2,770,703	2,875,627	2,473,531.03	15,968.23	435,958.57	-33,862.65	101.2%
562500 ROOFING	0	1,640	1,640.49	.00	.00	.00	100.0%
562800 FURNITURE AND FIXTURES	302,000	306,380	305,234.27	129,670.33	1,361.85	-216.12	100.1%
564100 VEHICLES	266,000	211,503	211,503.06	.00	.00	.00	100.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	2,139.65	157.64	12.05	27,848.30	7.2%
TOTAL CAPITAL OUTLAYS	8,400,551	8,521,659	7,594,660.40	239,024.43	894,647.45	32,351.37	99.6%
<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 10

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL CAPITAL IMPROVEMENT FUND		0	0	9,277,165.76	526,713.54	3,433,094.26	-12,710,260.02	100.0%
	TOTAL REVENUES	-11,626,800	-11,626,800	-280,968.64	-4,741.94	.00	-11,345,831.36	
	TOTAL EXPENSES	11,626,800	11,626,800	9,558,134.40	531,455.48	3,433,094.26	-1,364,428.66	

YEAR-TO-DATE BUDGET REPORT









FOR 2024 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	-1,621,165.51	-13,148,378.55	4,510,542.91	-2,889,377.40	100.0%

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

# Public Services Report

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

<b>Cardholders</b> <div style="text-align: center; font-size: 2em;">334,594</div> <div style="text-align: center;">               +5.2%         </div>	<b>YTD Users - Physical</b> <div style="text-align: center; font-size: 2em;">1,217,868</div> <div style="text-align: center;">               +15%         </div>	<b>YTD Circulation - Digital</b> <div style="text-align: center; font-size: 2em;">2,086,131</div> <div style="text-align: center;">               +9%         </div>
<b>YTD Circulation - Physical</b> <div style="text-align: center; font-size: 2em;">2,194,105</div> <div style="text-align: center;">               -71%         </div>	<b>YTD Number of Youth Programs</b> <div style="text-align: center; font-size: 2em;">1,975</div> <div style="text-align: center;">               +16%         </div>	<b>YTD Youth Program Attendees</b> <div style="text-align: center; font-size: 2em;">42,934</div> <div style="text-align: center;">               +9%         </div>
<b>YTD Number of Adult Programs</b> <div style="text-align: center; font-size: 2em;">856</div> <div style="text-align: center;">               +14%         </div>	<b>YTD Adult Program Attendees</b> <div style="text-align: center; font-size: 2em;">8,169</div> <div style="text-align: center;">               +11%         </div>	

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

## In Focus: October 2024 Service Highlight

### Public Services Highlight:

#### Uplifting Teen Voices through Civic Engagement

Pierce County Library System offers year-round service-learning opportunities for teens through two unique programs: Teen Council and Teen Volunteer League. Through these programs, teens build relationships with peers, develop essential life and career skills, and earn community service hours needed for graduation, job applications and post-secondary education.

##### Teen Council

Teen Council takes place during the school year for teens ages 13-18. During the 2023-2024 school year, the Library hosted five in-person Teen Council meetings and offered access to a virtual option. The program's flexible, drop-in format provides teens with a low-barrier opportunity to engage in service learning and contribute to their community in a way that fits their busy schedules. Under the mentorship of Library staff, Teen Council members help design and facilitate programs for their peers, develop curated book displays for the Library, create social media content for the Library's teen Instagram, and engage in a variety of games and social activities.

##### Teen Volunteer League (TVL)

TVL takes place during the summer for teens ages 14-19 and features a more formal structure and application process. In 2024, the program shifted from a virtual format to a hybrid model, emphasizing service learning, job skills, and peer connection—a model co-designed with teen input in 2023.

TVL participants meet online weekly and in-person for eight weeks at locations across the county to engage in community-driven projects. In online meetings, teens participate in workshops on resumes, interview skills, and post-secondary readiness, facilitated by community partners, Library leaders, and current college students. In-person, teen volunteers apply their newly developed skills while working with Library staff to complete service-based projects tailored to the needs of each location. Teens have contributed to various initiatives, including planning and hosting teen-driven library conventions, creating welcoming spaces for teen programs, designing future STEAM programs, producing artwork to highlight teen interests, revitalizing community gardens, and providing input on future library designs.

### Statistics

- **142** teens contributed a collective **1,260 service hours** in 2023-2024

Survey responses from teen volunteers:

- **94%** felt they had the opportunity to meet and connect with other teens, and that they knew Library staff better through volunteering (an **11% increase** from last year)
- **94%** reported learning teamwork skills, **83%** reported learning problem-solving skills, and many reported gaining skills in resume writing, project management, organization, and event planning

### Stories of Impact

*"The best part about volunteering for me was learning more about essential 'adulting' skills like interviews and resume writing, and also meeting in person to do the work."*

*"I loved being there in person and meeting others who had a mindset like mine, who all wanted to change the world and improve upon it. It was informational without being overly formal."*

*"I'm actually using résumé writing skills to try to get a job right now! It really lined up conveniently with my job search!"*

*"I was surprised by how involved everyone was. It wasn't just about getting service hours—everyone there was committed to making their library and community better."*

*"I would describe TVL as a program that allows teenagers to learn life skills that can't always be taught at school or home, while also making friends and helping the community!"*

# Looking Ahead

## Events to Know About

**Teen Movie Night, Pacific Rim** – Thursday, Dec. 5, 5:00pm-7:00pm; University Place

**Sunday Movie, The Polar Express** – Sunday, Dec. 8, 10:00am-11:30am; Gig Harbor

**Story Hour(ish) - A story time for grown-ups\*** – Wednesday, Dec. 11, 6:00pm-7:00pm; Virtual or Bonney Lake (\*registration required)

**Pioneer Living Stories & Centennial Craft, Living History: Pioneer Farm Museum and Ohop Indian Village** – Thu., Dec. 12, 6:00pm-7:00pm; Graham

## Making Sense of Medicaid

Tuesday, Dec. 17, 2:30pm-3:30pm; Summit

Thursday, Dec. 19, 2:30pm-3:30pm; Parkland/Spanaway

**Main Street Reads, Favorite Books of 2024\*** – Thursday, Dec. 19, 2:30pm-3:30pm; Anchor House Coffee Roasters (\*registration required)

**Winter Solstice Electric Cello Performance, Gretchen Yanover\*** – Saturday, Dec. 21, 3:00pm-4:00pm; Sumner (\*registration required)

**The Zaniac Comedy Show and Noon Year's Eve Countdown** – Tuesday, Dec. 31, 11:00am-12:00pm; University Place

## Customer Impact and Community Engagement - Stories by Location

**Graham:** A 31-year-old visited the library for the very first time, completely unaware of how it worked. Staff had the opportunity to explain all the amazing offerings the library provides, and her reaction was, “This is so cool!” She had no idea what her PCLS card could do for her. It was wonderful to see her excitement.

**Gig Harbor:** A grandparent came in and shared that they hadn’t visited the library in decades but returned to get a card for their grandchildren. They were shocked and amazed by services like Kanopy, Libby, and various online databases, such as Consumer Reports. They had no idea how much the library now offers.

**Milton:** Our Youth Specialist was pleased to share Mexican traditions as we hosted a Dia de los Muertos program supported by the Friends of the Milton/Edgewood Library. We welcomed 40 people throughout the afternoon.

**University Place:** The Friends of the Library held their winter book sale on Saturday, Nov. 23rd, from 10 a.m. to 4 p.m. Around 20 people were lined up at the front door, eager for the sale to begin. The Friends raised a record-breaking \$1,576 in sales that day. They expressed their gratitude to the Teen Services Librarian and the many teen volunteers who assisted with the set-up and take-down of the event.

A customer came in and shared they were experiencing domestic violence and needed help with an application and document scanning to secure an apartment. While staff assisted, the application disappeared, and the computers timed out before they could finish. Staff provided resources for Tech Help, laptops, and Tacomaprobono. The customer returned the next day, completed the application with staff assistance, and a week later, returned to thank the staff member with a card, sharing they had secured the apartment and successfully moved out.

# Unfinished Business

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# MEMO



Date: December 5, 2024

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

From: Connie Behe, Deputy Director

Subject: 2025-2029 PCLS Strategic Plan – Final

The Board was presented the final draft of the 2025-2029 PCLS Strategic Plan for discussion in November. There was no new feedback to incorporate into the draft. This month the final strategic plan is before the Board for action.

Implementation planning efforts are underway in anticipation of the Board’s approval of the plan. If the plan is adopted by the Board, then copies of the plan will be made available to the public at all locations and online on December 16.

***ACTION: Move to approve the 2025-2029 PCLS Strategic Plan as presented.***

## 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.

## GOALS



### ENHANCE LIBRARY EXPERIENCE:

Improve visitor/user experience of accessibility, services, and resources.

## STRATEGIES

- **Modernize visitor/user experience and service delivery:** Implement systemwide, 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.

GOALS	STRATEGIES	SUCCESS MEASURES
 <p><b>WELCOMING AND INCLUSIVE SPACES AND SERVICES:</b> Create safer spaces and services.</p>	<ul style="list-style-type: none"> <li>• <b>Become a trauma-informed library:</b> Implement systemwide staff training for trauma-informed approaches for libraries and implement trauma-informed space and program criteria.</li> <li>• <b>Apply Universal Design criteria:</b> Include standards for services, spaces, communications, and experiences for wider audience appeal and accessibility for all.</li> <li>• <b>Focus on inclusion and belonging through arts and culture:</b> Increase the visibility of and celebrate the unique and diverse communities the Library serves by amplifying arts and culture in services, spaces, and programs.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors report an increase in sense of belonging and feeling welcome.</li> <li>• Universal Design criteria in use at more than 50% of library locations.</li> <li>• All locations highlight arts and culture to amplify the unique and diverse communities served in that area.</li> </ul>
 <p><b>EMPHASIZE STRATEGIC PARTNERSHIPS:</b> Focus on partnerships where working together has lasting and greater impacts.</p>	<ul style="list-style-type: none"> <li>• <b>Develop and sustain strategic, high-impact community partnerships:</b> Develop, maintain, and strengthen partnerships with shared goals to fill existing gaps or inefficiencies in services.</li> <li>• <b>Collaborate with community:</b> 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.</li> <li>• <b>Advance social equity and literacies:</b> Prioritize strategies, partnerships, services, and programs to develop literacies to improve social equity, such as digital literacy, early literacy, and information literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Partners express greater success in reaching their goals as a result of working with the Library.</li> <li>• Library visitors and partners report increased quality of community-based Library programs and services.</li> </ul>
 <p><b>BUILD A SUSTAINABLE FUTURE:</b> Prioritize sustainability and the future of the Library, environment, and the community the Library serves.</p>	<ul style="list-style-type: none"> <li>• <b>Focus on environmental stewardship:</b> Implement a plan to reduce the Library's environmental footprint.</li> <li>• <b>Build resilience through emergency preparedness:</b> Integrate library plans and resources into the Pierce County Emergency Management network planning.</li> <li>• <b>Emphasize economic feasibility in sustainability:</b> Align budget process to the sustainability priorities and use economic feasibility analysis in decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>• Each department implements three significant changes to operations, which are far-reaching in impact, that reduce the Library's environmental footprint.</li> <li>• In an emergency or crisis people know the Library is a resource.</li> <li>• Integrate sustainability factors into purchasing considerations.</li> </ul>



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# MEMO



Date: December 3, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Public Records Policy – Revision Discussion

In January 2024, Library administrators updating the Pierce County Library System’s (PCLS) Public Record Request Policy. After Assistant Attorney General Morgan Damerow’s training on the Public Records Act at the February regular board meeting, Mr. Damerow reviewed the draft, providing recommendations that were incorporated. Trustees discussed and approved changes to the policy at the March regular meeting, including holding a public hearing on the fee schedule.

Washington’s Public Records Act provides broad public access to government information, fostering sound governance. However, this transparency comes with challenges, as highlighted in a 2016 performance audit on the impact of public records requests. “The Effect of Public Records Requests on State and Local Government” explains some of the significant challenges and costs agencies face, which have continued to evolve since then. See <https://mrsc.org/getmedia/d3dbec02-f6f2-4aa7-b1dd-94cd71a5fb4a/w3saoPRA.aspx#page=31>.

In 2024, the Library saw a sharp increase in the number and scope of requests for records. In the last five years, the Library received an average of 13 per year whereas in 2024, as of this writing the Library has received 111 request for records, 73 of which were received since mid-October. Current procedures, designed for lower volumes, are no longer sustainable. To improve efficiency and reduce costs, the Library plans to adopt modern technology systems, including cloud-based records management with more granular permissions.

The revised policy includes updates to:

- Clarify request submission processes and locations.
- Retain flexibility to assign the Public Records Officer and update information on the website.
- Follow the Local Government Common Records Retention Schedule, including electronic records.
- Provide details on petitioning record denials.
- Add statutory citations for cybersecurity exemptions.

Administrators have collaborated with attorneys to ensure legal compliance and welcome trustee feedback on these updates.

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# Board Policy



## Public Records Request

### Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. This policy applies to all library system records created by staff, administrators, the Board of Trustees, and any third-party records in the Library’s possession. The Library will maintain its records in a reasonably organized manner. The Library will take reasonable actions to protect records from damage and disorganization.

### Purpose

The purpose of this policy is to comply with Chapter 42.56 RCW, the Public Records Act. This policy provides guidance to public records requesters as well as library employees who respond to such requests.

### Public Records Officer

The Library has designated the Manager of Executive Office Administration as the official Public Records Officer (“Officer”) for the library district. The individual serving as the Officer may change through time and current contact information is available on the Library’s website. The Officer is responsible for managing library records to ensure compliance with the law, responding to and tracking requests, and serves as the principal contact with any requester making a records request. Any person wishing to inspect Library records or seeking assistance in making such a request should contact the Officer as follows:

Public Records Officer  
Pierce County Library System  
3005 112th Street E. Tacoma, WA 98446  
253-548-3420  
[publicrecordsofficer@piercecountylibrary.org](mailto:publicrecordsofficer@piercecountylibrary.org)  
<https://mypcl.org/wp-content/uploads/2023/08/public-records-request.pdf>

### Types and Availability of Records

The Library makes a variety of records available on the website including board meeting packets, board meeting minutes, annual reports, and budget documents. The Library maintains and destroys records in accordance with state law. Records documenting the process of fulfilling requests and the records responsive to them are retained for the applicable retention periods.

For reasons stated in Resolution No. 2005-09, adopted by the Board of Trustees on June 8, 2005, and incorporated herein by reference, the Library finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

Public records are available for inspection and copying during the Library’s normal business hours at the Administrative Center.

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## Submitting Requests

All requests should be made in writing and directed to the Officer. The Library's standard and preferred request method is using the Records Request Form available on the website. Although requesters are strongly encouraged to use the form, a requester may also submit a request by postal mail, email, or in person at the Administrative Center.

Any person wishing to inspect or copy public records of the Library should make the request in writing on the Library's request form, by letter, or by email addressed to the Officer that includes the following information:

1. The date and time of the request;
2. A means of communicating to the requester, such as, mailing address, telephone number, and email address;
3. Identification of the public records requested with descriptions that are adequate for the Officer to locate the records; and
4. Whether the requester is seeking to inspect the record(s) or if copies are being requested.

The Library will respond to all Public Records Act requests within five (5) business days in compliance with RCW 42.56.520. A Library response to the Requester may include:

- a. Notifying the requester that the documents are available for inspection or copying,
- b. Acknowledging the request in writing and providing a reasonable estimate of the time the Library will require to respond to the request,
- c. Seeking clarification from the Requester,
- d. Identifying the physical location or internet site where the documents are available to the public, or
- e. Denying the records request.

## Processing Requests

The Officer will process requests in the order allowing requests to be processed most efficiently. When the Library receives a public record request or at any time while processing a record request, the Officer will determine a reasonable time estimate within which the Library can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential Library functions. Specific factors that may affect the response time estimate include, but are not limited to:

- a. Number of pending requests from the same requester;
- b. Volume of records requested;
- c. Complexity or ambiguity of the request;
- d. Access to database or electronic system records;
- e. Information Technology (IT) staff involvement;
- f. Records not easily identified, located, and/or accessible;
- g. Current staffing, including any amount of time needed by Library staff who are not primarily responsible for public record processing;
- h. Third-party notice;
- i. Complex review to determine if content is exempt;
- j. Extensive and complicated electronic redaction;
- k. Legal review;
- l. Resolving issues related to retention of responsive records; and/or
- m. Grouped requests

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To provide fullest assistance to all requesters and prevent excessive interference with other essential Library functions, the Library may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

When a request is for a large volume of records, the Library may elect to provide records on an installment basis. If a Requester does not contact the Officer within thirty (30) days to arrange for the review of the installment, the Library may deem the request abandoned and stop fulfilling the remainder of the request.

### **Denial and Appeal**

The Library has no duty to accept certain automated or bot requests. The Library may deny bot requests that are one of multiple requests from a requester in a 24-hour period if responding to multiple requests would cause excessive interference with the Library's other essential functions. Because social media and voicemails may not be monitored daily, the Library does not accept record requests via these means.

The Library encourages any requester who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the Public Records Officer prior to seeking judicial review of the Library's response to their request.

### **Exemptions**

The Library complies with exemptions for public records requests in alignment with exemptions noted in Washington State law. Some records are exempt from disclosure, in whole or in part. If the Library believes that a record is exempt from disclosure and should be withheld, the Officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Officer will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under Washington State law records exempt from disclosure include, but are not limited to:

**Library Records of Individual Users.** Any library record subject to RCW 42.56.310, as interpreted by the Library's Policy on Confidentiality of Library Records and Patron Files, is exempt from disclosure and will not be released under the Public Records Act.

**Public Records Act Exemptions.** The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

**Commercial Purposes.** The Library is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070.

**Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking.** Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

**Other Exemptions.** In addition to the exemptions provided under the Public Records Act, Washington provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: [Public Records Act for Washington Cities, Counties, and Special Purpose Districts \(mrsc.org\)](http://www.mrsc.org). Documents falling into any exemption recognized by Washington statute, or otherwise under local, state or federal law, may be withheld under the Public Records Act.

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### **Third Party Rights**

Prior to releasing a record, the Library may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law) to allow the third party to seek relief pursuant to RCW 42.56.540. The Library may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

### **Charges**

The Library does not calculate all actual costs for providing records because to do so would be unduly burdensome for the following reasons: 1) The Library lacks the necessary resources to conduct a study to determine actual copying costs; and 2) to conduct such a study would interfere with other essential agency functions. In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the fee schedule outlined in "Exhibit A".

At its discretion, the Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

If charges related to copying have not been paid by the Requester, the Officer may withhold the relevant documents from disclosure until outstanding fees are paid by the Requester.

### **Law Enforcement Requests**

The Library will consult with legal counsel before release of information to law enforcement. Law enforcement will receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

### **Delivery of Records**

Documents are available for inspection during the customary office hours of the Library's Administrative Center, which are normally on business days of Monday through Friday, 9:00 am to noon and 1:00 pm to 5:00 pm. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon nonpermanent method of marking the desired record. Should physical records be fragile or sensitive to handling, the Library, at its discretion, may require the Requester to use gloves, which will be made available free of charge.

On request, physical or digital copies may be made available to the requester. The Library may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. The Library will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site. Due to the potential risks to the security of Library systems, the Library does not allow requesters to attach or insert their own devices or cables into Library-owned computer systems.

### **Failure to Respond**

The Library will deem a request abandoned in the following circumstances:

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1. If a requester fails to respond to a Library request to clarify, whether individual or grouped, within thirty (30) days of the request for clarification, and the entire request is unclear;
  2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
    - a. If the requester fails to contact the Office to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person;
    - b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the Officer to arrange another appointment to inspect within 30 days of the missed appointment;
  3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
    - a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically;
    - b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;
    - c. If the requestor fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
    - d. If the requester fails to pay a deposit, as provided in the Charges section of this Policy, within thirty (30) days of receiving an invoice for such deposit.

### **Closing the Request**

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the Officer to arrange for the review of those records or for payment for copies, the Officer shall close the records request.

### **Disclaimer of Liability**

Neither the Library nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

**Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012.  
Revised March 13, 2024.**

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

**EXHIBIT A**  
**PIERCE COUNTY LIBRARY SYSTEM**  
**PUBLIC RECORDS FEE SCHEDULE**  
 In Compliance with RCW 42.56.120

ITEM DESCRIPTION	FEE	ADDITIONAL NOTES
Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Library equipment to photocopy public records	\$0.15 per page	
Public records scanned into an electronic format or for the use of Library equipment to scan the records	\$0.10 per page	
Electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery	\$0.05 per every four electronic files	
Transmission of public records in an electronic format or for the use of Library equipment to send the records electronically	\$0.10 per gigabyte	The Library shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations
Non-standard copies or items such as photographs, maps, blueprints, or audio/visual recordings	Actual cost, including staff time of \$37.49 per hour	These items may require off-site vendor copying, may require special treatment, and incur staff time charges.
Digital storage media or device provided by Library	Actual cost	
Supplies used for mailing public records, including postage and shipping charges	Actual cost	
DEPOSITS		
At its discretion, the Library may, as a condition of fulfilling the request, require the Requester to make a non-refundable deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library may charge for each installment.		

# Board Policy

## Public Records Request

### Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. This policy applies to all library system records created by staff, administrators, the Board of Trustees, and any third-party records in the Library’s possession. The Library will maintain its records in a reasonably organized manner. The Library will take reasonable actions to protect records from damage and disorganization.

### Purpose

The purpose of this policy is to comply with Chapter 42.56 RCW, the Public Records Act, to facilitate public access to public records while at the same time prevent interference with other essential functions of the agency Library. This policy provides guidance to public records requesters as well as Library employees who respond to such requests.

### Public Records Officer

The Library ~~has designated the Manager of Executive Office Administration as the~~ shall designate one official Public Records Officer (“Officer”) for the library district who will serve as a point of contact for members of the public in making public disclosure requests. The Officer is responsible for managing library records to ensure and overseeing compliance with the Public Records Act law, responding to and tracking requests, and serves as the principal contact with any requester making a records request. The individual serving as the Officer may change through time. ~~conducts oversees public records work as a part of their overall duties,~~ and current contact information is ~~available~~ maintained on the Library’s website. ~~Depending on the nature and volume of requests, OOther employees, including department heads, may be involved in identifying, locating, and retrieving records processing and to fulfilling public records requests. The Officer is responsible for managing library records to ensure compliance with the law, responding to and tracking requests, and serves as the principal contact with any requester making a records request. Any person wishing to inspect Library records or seeking assistance in making such a request should contact the Officer as follows:~~

**Commented [GC1]:** Revised to clarify PRO does not act alone, retains right of Library to change designed PRO keeping current named on website, duties consistent with law.

#### Public Records Officer

Pierce County Library System  
3005 112th Street E, Tacoma, WA 98446  
253-548-3420

[publicrecordsofficer@piercecountylibrary.org](mailto:publicrecordsofficer@piercecountylibrary.org)

<https://mvpcls.org/wp-content/uploads/2023/08/public-records-request.pdf>

### Types and Availability of Records

The Library makes a variety of records available on the website including board meeting packets, board meeting minutes, annual reports, and budget documents. The Library maintains and destroys records in



accordance with state law as authorized in RCW 40.14.070. The specific retention schedule approved for public library districts is the Local Government Common Records Retention Schedule (“CORE”), which is available on the Washington State Archives website. ~~Records documenting the process of fulfilling requests and the records responsive to them are retained for the applicable retention periods.~~

**Commented [GC2]:** Adds retention of records schedule used.

For reasons stated in Resolution No. 2005-09, adopted by the Board of Trustees on June 8, 2005, and incorporated herein by reference, the Library finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

~~Public records are available for inspection and copying during the Library’s normal business hours at the Administrative Center.~~

Public records are available for inspection and copying at the Library’s Administrative Center during normal business hours: Monday through Friday, 9:00 a.m. to 5:00 p.m., excluding the lunch hour (12:00pm to 1:00pm) and excluding legal holidays. Appointments must be made in advance, and Library personnel and the requester may make mutually agreeable arrangements for time(s) of inspection and copying. To the extent possible given other demands for space and staff time, the Officer shall promptly provide space to inspect public records at the Library’s Administrative Center. The Library deems it necessary, in order to comply with the Public Records Act’s mandate to protect public records, to require that inspections of public records be conducted in the presence of the Officer or a Library staff person working on the request. The Library will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the Library. In accommodating a request for public records inspection, the Library may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requester necessary in order to inspect the records, the availability (schedule) of the requester to conduct the inspection, the availability of Library staff to observe the inspection, the time constraints on staff availability imposed by other current Library business, and any other relevant circumstance. After inspection is complete, the requester shall indicate which documents he/she wishes to have copied or scanned using a non-permanent method of marking the desired records as approved by the Officer. The Officer will arrange for copying.

**Commented [GC3]:** Expanded detail to inspection in person requests.

### Submitting Requests

~~All requests should be made in writing and directed to the Officer. The Library’s standard and preferred request method is using the Records Request Form available on the website. Although requesters are strongly encouraged to use the form, a requester may also submit a request by postal mail, email, or in person at the Administrative Center.~~

The Library encourages requesters to make public records requests in writing and directed to the Officer. The Library’s preferred method is using the Records Request Form available on the website or via email to the Officer. Although requesters are strongly encouraged to use the form and submit it electronically to the Officer, the Library will also accept requests made through other methods that comply with the Public Records Act, including requests submitted in person at library locations or by mail. If a requester attempts to make a public request orally, a requester must provide fair notice that the request is for the disclosure of identifiable public records, and that request will be documented and forwarded to the Officer for processing. Records requests submitted after Administrative Center hours will be considered received on the next business day.

**Commented [GC4]:** Clarified language

Public records requests should be submitted by email to [publicrecordsofficer@piercecountylibrary.org](mailto:publicrecordsofficer@piercecountylibrary.org), or by mail to:

Pierce County Library System Administrative Center  
Attention: Public Records  
3005 112th Street E. Tacoma, WA 98446

~~Any person wishing to inspect or copy public records of the Library should make the request in writing on the Library's request form, by letter, or by email addressed to the Officer that includes~~ A request for public records shall include the following information:

1. A clear indication that the ~~document~~ request is a "Public Records Request;"
- ~~2.~~ The date and time of the request;
- ~~3.~~ A means of communicating to the requester, such as, mailing address, telephone number, and email address;
- ~~4.~~ Identification of the public records requested with descriptions that are adequate for the Officer or other library staff to locate the records; and
5. Whether the requester is seeking to inspect the record(s) or if copies are being requested. If copies, whether the request is for printed or digital copies of the record(s); and
6. If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law;

The Library will respond to all Public Records Act requests within five (5) business days (excluding Saturdays, Sundays, and legal holidays) in compliance with RCW 42.56.520. Records requests submitted after Administrative Center hours will be considered received on the next business day. A Library response to the ~~Requester~~ requester may include one or more of the following:

- a. Notifying the requester that the documents are available for inspection or copying,
- b. Acknowledging the request in writing and providing a reasonable estimate of the time the Library will require to respond to the request,
- c. Seeking clarification from the ~~Requester~~ requester,
- d. Identifying the physical location or internet site where the documents are available to the public, or
- e. Denying the records request stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.

#### **Processing Requests**

The ~~Officer~~ Library will aim to process requests in the order allowing requests to be processed most efficiently. When the Library receives a public records request or at any time while processing a record request, the Officer or other staff person involved in processing the request will determine a reasonable time estimate within which the Library can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential Library functions. Specific factors that may affect the response time estimate include, but are not limited to:

- a. Number of pending requests from the same requester;
- b. Volume of records requested;
- ~~b.~~ c. Volume and complexity of records currently in process;
- ~~c.~~ d. Complexity or ambiguity of the request;
- ~~d.~~ e. Access to database or electronic system records;
- ~~e.~~ f. Information Technology (IT) staff involvement;

**Commented [GC5]:** Added details to this section

- ~~f.g.~~ Records not easily identified, located, and/or accessible;
- ~~g.h.~~ Current staffing, including any amount of time needed by Library staff who are not primarily responsible for public record processing;
- ~~h.i.~~ Third-party notice;
- ~~i.j.~~ Complex review to determine if content is exempt;
- ~~j.k.~~ Extensive and complicated ~~electronic~~ redaction;
- ~~l.~~ Legal review; ~~and/or~~
- ~~k.m.~~ Assembling records.
- ~~l.~~ ~~Resolving issues related to retention of responsive records; and/or~~
- ~~m.n.~~ Grouped requests

To provide fullest assistance to all requesters and prevent excessive interference with other essential Library functions, the Library may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

To prevent excessive interference with essential functions of the Library, backup or security systems will not be searched for copies of public records when the originals or other copies of such records are available for inspection and/or copying.

~~When a request is for a large volume of records, t~~The Library may elect to provide records ~~on an~~ installments ~~-basis~~. If a ~~Requester~~ requester either does not contact the Officer within thirty (30) days to arrange for the review of the installment, ~~or fails to make a timely and required payment,~~ the Library may deem the request abandoned, provide notice to the requester, and stop fulfilling the remainder of the request.

### Denial and Appeal

The Library has no duty to accept certain automated or bot requests. The Library may deny bot requests that are one of multiple requests from a requester in a 24-hour period if responding to multiple requests would cause excessive interference with the Library’s other essential functions, and if the Library reasonably believes the requests were automatically generated by a computer program or script. ~~Because social media and voicemails may not be monitored daily, the Library does not accept record requests via these means.~~

The Library encourages any requester who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the ~~Public Records~~ Officer prior to seeking judicial review of the Library’s response to their request.

A requester who objects to the denial of a records request may petition in writing (including email) to the Officer for a review of that decision. The petition shall identify the request at issue and include a copy of the written statement denying the request. The Officer or a supervisor of the Officer will promptly review the petition and decide whether to affirm or reverse the denial, or whether additional time is needed to fully consider the petition and respond.

**Commented [GC6]:** Provides additional clarity on process for appeals, per legal guidance.

### Exemptions

The Library complies with exemptions for public records requests in alignment with exemptions noted in Washington State law. Some records are exempt from disclosure, in whole or in part. If the Library

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believes that a record is exempt from disclosure and should be withheld, the Officer [or a Library employee working on the records request](#) will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Officer will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under Washington State law records exempt from disclosure include, but are not limited to:

**Library Records of Individual Users.** Any library record subject to RCW 42.56.310, as interpreted by the Library’s Policy on Confidentiality of Library Records and Patron Files, is exempt from disclosure and will not be released under the Public Records Act.

**Public Records Act Exemptions.** The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

**Commercial Purposes.** The Library is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070.

**Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking.** Any employee’s name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidentiality program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

[Information Technology Security. Information regarding the public and private infrastructure and security of computer and telecommunications networks and other such information the release of which may increase risk to the confidentiality, integrity, or availability of security, information technology infrastructure, or assets \(RCW 42.56.420\(4\)\).](#)

**Commented [GC7]:** Adding cybersecurity exemption as a common, necessary exemption

**Other Exemptions.** In addition to the exemptions provided under the Public Records Act, ~~Washington other laws~~ provides several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: [Public Records Act for Washington Cities, Counties, and Special Purpose Districts \(mrsc.org\)](#). Documents falling into any exemption recognized by Washington statute, or otherwise under local, state, or federal law, may be withheld under the Public Records Act.

### Third Party Rights

Prior to releasing a record, the Library may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law, [in which case, the Library must provide notice](#)) to allow the third party [an opportunity](#) to seek relief pursuant to RCW 42.56.540. The Library may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

### Charges

The Library does not calculate all actual costs for providing records because to do so would be unduly burdensome for the following reasons: 1) The Library lacks the necessary resources to conduct a study to determine actual copying costs; and 2) to conduct such a study would interfere with other essential agency functions. In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the fee schedule outlined in “Exhibit A”.

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At its discretion, the Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

The Officer or a Library employee working on the records request may require a deposit in an amount not to exceed ten percent (10%) of the estimated cost of providing requested public records. If the Officer responds to a request on a partial or installment basis, the requester shall be charged for each part or installment.

Commented [GC8]: Added per legal guidance

If charges related to ~~copying records requests~~ have not been paid by the ~~r~~Requester, the ~~Officer~~ Library may withhold the ~~relevant documents~~ records from disclosure until outstanding fees are paid by the ~~r~~Requester.

#### Law Enforcement Requests

The Library ~~will~~ may consult with legal counsel before release of information to law enforcement. Law enforcement ~~will~~ may receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

#### Delivery of Records

~~Documents are available for inspection during the customary office hours of the Library's Administrative Center, which are normally on business days of Monday through Friday, 9:00 am to noon and 1:00 pm to 5:00 pm. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requester shall indicate which records they wish to have copied using a mutually agreed upon nonpermanent method of marking the desired record. Should physical records be fragile or sensitive to handling, the Library, at its discretion, may require the Requester to use gloves, which will be made available free of charge.~~

On request, physical or digital copies may be made available to the requester. The Library may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. The Library will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site. Due to the potential risks to the security of Library systems, the Library does not allow requesters to attach or insert their own devices or cables into Library-owned computer systems.

#### Failure to Respond

The Library will deem a request abandoned in the following circumstances:

1. If a requester fails to respond to a Library request to clarify, ~~whether individual or grouped~~, within thirty (30) days of the request for clarification, and the entire request is unclear;
2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
  - a. If the requester fails to contact the Officer to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person;
  - b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the Officer to arrange another appointment to inspect within thirty (30) days of the missed appointment;
3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:

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- a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically;
  - b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;
  - c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
  - d. If the requester fails to pay a deposit, as provided in the Charges section of this Policy, within thirty (30) days of receiving an invoice for such deposit.

#### **Closing the Request**

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the Officer to arrange for the review of those records or for payment for copies, the Officer shall close the records request and notify the requester in writing.

#### **Disclaimer of Liability**

Neither the Library nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

**Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012. Revised March 13, 2024. Revision DRAFT December, 6, 2024**

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

**EXHIBIT A**  
**PIERCE COUNTY LIBRARY SYSTEM**  
**PUBLIC RECORDS FEE SCHEDULE**  
 In Compliance with RCW 42.56.120

ITEM DESCRIPTION	FEE	ADDITIONAL NOTES
Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Library equipment to photocopy public records	\$0.15 per page	
Public records scanned into an electronic format or for the use of Library equipment to scan the records	\$0.10 per page	
Electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery	\$0.05 per every four electronic files	
Transmission of public records in an electronic format or for the use of Library equipment to send the records electronically	\$0.10 per gigabyte	The Library shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations
Non-standard copies or items such as photographs, maps, blueprints, or audio/visual recordings	Actual cost, including staff time of \$37.49 per hour	These items may require off-site vendor copying, may require special treatment, and incur staff time charges.
Digital storage media or device provided by Library	Actual cost	
Supplies used for mailing public records, including postage and shipping charges	Actual cost	
<b>DEPOSITS</b>		
At its discretion, the Library may, as a condition of fulfilling the request, require the Requester to make a non-refundable deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library may charge for each installment.		

# Board Policy

## Public Records

### Policy Statement

It is the policy of the Pierce County Library System (“Library”) to release records of the Library in compliance with the Washington State Public Records Act, set forth in Chapter 42.56 of the Revised Code of Washington (“RCW”), and any other applicable provisions of federal or state law. This policy applies to all library system records created by staff, administrators, the Board of Trustees, and any third-party records in the Library’s possession. The Library will maintain its records in a reasonably organized manner. The Library will take reasonable actions to protect records from damage and disorganization.

### Purpose

The purpose of this policy is to comply with Chapter 42.56 RCW, the Public Records Act, to facilitate public access to public records while at the same time prevent interference with other essential functions of the Library. This policy provides guidance to public records requesters as well as Library employees who respond to such requests.

### Public Records Officer

The Library shall designate one official Public Records Officer (“Officer”) for the library district who will serve as a point of contact for members of the public in making public disclosure requests. The Officer is responsible for overseeing compliance with the Public Records Act. The individual serving as the Officer may change through time, and current contact information is maintained on the Library’s website. Other employees may be involved in processing and fulfilling public records requests.

### Types and Availability of Records

The Library makes a variety of records available on the website including board meeting packets, board meeting minutes, annual reports, and budget documents. The Library maintains and destroys records in accordance with state law as authorized in RCW 40.14.070. The specific retention schedule approved for public library districts is the Local Government Common Records Retention Schedule (“CORE”), which is available on the Washington State Archives website.

For reasons stated in Resolution No. 2005-09, adopted by the Board of Trustees on June 8, 2005, and incorporated herein by reference, the Library finds that it would be unduly burdensome and would interfere with Library operations to maintain an index of records.

Public records are available for inspection and copying at the Library’s Administrative Center during normal business hours: Monday through Friday, 9:00 a.m. to 5:00 p.m., excluding the lunch hour (12:00pm to 1:00pm) and excluding legal holidays. Appointments must be made in advance, and Library personnel and the requester may make mutually agreeable arrangements for time(s) of inspection and copying. To the extent possible given other demands for space and staff time, the Officer shall promptly



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provide space to inspect public records at the Library's Administrative Center. The Library deems it necessary, in order to comply with the Public Records Act's mandate to protect public records, to require that inspections of public records be conducted in the presence of the Officer or a Library staff person working on the request. The Library will make every effort to provide staff to oversee the expeditious inspection of public records without unduly compromising or unreasonably interfering with the essential functions of the Library. In accommodating a request for public records inspection, the Library may consider the size of the request, the ease with which the requested records can be made available for inspection, and special accommodations requested by the requester necessary in order to inspect the records, the availability (schedule) of the requester to conduct the inspection, the availability of Library staff to observe the inspection, the time constraints on staff availability imposed by other current Library business, and any other relevant circumstance. After inspection is complete, the requester shall indicate which documents he/she wishes to have copied or scanned using a non-permanent method of marking the desired records as approved by the Officer. The Officer will arrange for copying.

### Submitting Requests

The Library encourages requesters to make public records requests in writing and directed to the Officer. The Library's preferred method is using the Records Request Form available on the website or via email to the Officer. Although requesters are strongly encouraged to use the form and submit it electronically to the Officer, the Library will also accept requests made through other methods that comply with the Public Records Act, including requests submitted in person at library locations or by mail. If a requester attempts to make a public request orally, a requester must provide fair notice that the request is for the disclosure of identifiable public records, and that request will be documented and forwarded to the Officer for processing. Records requests submitted after Administrative Center hours will be considered received on the next business day.

Public records requests should be submitted by email to [publicrecordsofficer@piercecountylibrary.org](mailto:publicrecordsofficer@piercecountylibrary.org), or [by mail](#) to:

Pierce County Library System Administrative Center  
Attention: Public Records  
3005 112th Street E. Tacoma, WA 98446

A request for public records should include the following information:

1. A clear indication that the request is a public records request;
2. The date and time of the request;
3. A means of communicating to the requester, such as, mailing address, telephone number, and email address;
4. Identification of the public records requested with descriptions that are adequate for the Officer or other library staff to locate the records; and
5. Whether the requester is seeking to inspect the record(s) or if copies are being requested. If copies, whether the request is for printed or digital copies of the record(s); and
6. If the request is for a list of individuals, a statement that the list will not be used for any commercial purposes or that the requester is authorized or directed by law to obtain the list of individuals for commercial purposes, with a specific reference to such law;

The Library will respond to all Public Records Act requests within five (5) business days (excluding Saturdays, Sundays, and legal holidays) in compliance with RCW 42.56.520. Records requests submitted

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after Administrative Center hours will be considered received on the next business day. A Library response to the requester may include one or more of the following:

- a. Notifying the requester that the documents are available for inspection or copying,
- b. Acknowledging the request in writing and providing a reasonable estimate of the time the Library will require to respond to the request,
- c. Seeking clarification from the requester,
- d. Identifying the physical location or internet site where the documents are available to the public, or
- e. Denying the records request stating the specific exemption(s) prohibiting disclosure and a brief explanation of how the exemption applies to each withheld and redacted record.

### **Processing Requests**

The Library will aim to process requests in the order allowing requests to be processed most efficiently. When the Library receives a public records request or at any time while processing a record request, the Officer or other staff person involved in processing the request will determine a reasonable time estimate within which the Library can respond to the request that will factor in the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to responding to the requests of other requesters; and the impact on other essential Library functions. Specific factors that may affect the response time estimate include, but are not limited to:

- a. Number of pending requests from the same requester;
- b. Volume of records requested;
- c. Volume and complexity of records currently in process;
- d. Complexity or ambiguity of the request;
- e. Access to database or electronic system records;
- f. Information Technology (IT) staff involvement;
- g. Records not easily identified, located, and/or accessible;
- h. Current staffing, including any amount of time needed by Library staff who are not primarily responsible for public record processing;
- i. Third-party notice;
- j. Complex review to determine if content is exempt;
- k. Extensive and complicated redaction;
- l. Legal review; and/or
- m. Assembling records.
- n.

To provide fullest assistance to all requesters and prevent excessive interference with other essential Library functions, the Library may allocate specific amounts of time and resources to responding to a request. This may include, but is not limited to, allocating a specific number of hours per week or per month to be spent by public records staff or employees for whom responding to record requests is not among their primary assigned duties. The amount of time shall be based on the factors outlined above.

To prevent excessive interference with essential functions of the Library, backup or security systems will not be searched for copies of public records when the originals or other copies of such records are available for inspection and/or copying.

The Library may elect to provide records in installments. If a requester either does not contact the Officer within thirty (30) days to arrange for the review of the installment or fails to make a timely and required

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payment, the Library may deem the request abandoned, provide notice to the requester, and stop fulfilling the remainder of the request.

### **Denial and Appeal**

The Library has no duty to accept certain automated or bot requests. The Library may deny bot requests that are one of multiple requests from a requester in a 24-hour period if responding to multiple requests would cause excessive interference with the Library's other essential functions, and if the Library reasonably believes the requests were automatically generated by a computer program or script.

The Library encourages any requester who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the Officer prior to seeking judicial review of the Library's response to their request.

A requester who objects to the denial of a records request may petition in writing (including email) to the Officer for a review of that decision. The petition shall identify the request at issue and include a copy of the written statement denying the request. The Officer or a supervisor of the Officer will promptly review the petition and decide whether to affirm or reverse the denial, or whether additional time is needed to fully consider the petition and respond.

### **Exemptions**

The Library complies with exemptions for public records requests in alignment with exemptions noted in Washington State law. Some records are exempt from disclosure, in whole or in part. If the Library believes that a record is exempt from disclosure and should be withheld, the Officer or a Library employee working on the records request will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Officer will redact the exempt portions, provide the non-exempt portions, and inform the requester why portions of the record are redacted.

For informational purposes, under Washington State law records exempt from disclosure include, but are not limited to:

**Library Records of Individual Users.** Any library record subject to RCW 42.56.310, as interpreted by the Library's Policy on Confidentiality of Library Records and Patron Files, is exempt from disclosure and will not be released under the Public Records Act.

**Public Records Act Exemptions.** The Public Records Act exempts several categories of documents and records from disclosure under RCW 42.56.210 et seq. A copy of RCW 42.56.210 is available at: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>. Documents falling into any of these categories may be withheld from disclosure under the Public Records Act.

**Commercial Purposes.** The Library is prohibited from disclosing lists of individuals for commercial purposes as provided in RCW 42.56.070.

**Address Confidentiality for Victims of Domestic Violence, Sexual Assault, and Stalking.** Any employee's name and other personally identifying information if they or a dependent are survivors of domestic violence, sexual assault, sexual abuse, stalking, or harassment, or if they participate in the address confidential program under chapter 40.24 RCW (RCW 42.56.250(1)(i)).

**Information Technology Security.** Information regarding the public and private infrastructure and security of computer and telecommunications networks and other such information the release of which may increase risk to the confidentiality, integrity, or availability of security, information technology infrastructure, or assets (RCW 42.56.420(4)).

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In addition to the exemptions provided under the Public Records Act, other laws provide several additional exemptions that are not listed in the Public Records Act. A non-exclusive list of these exemptions is available at: [Public Records Act for Washington Cities, Counties, and Special Purpose Districts \(mrsc.org\)](http://mrsc.org). Documents falling into any exemption recognized by Washington statute, or otherwise under local, state, or federal law, may be withheld under the Public Records Act.

### **Third Party Rights**

Prior to releasing a record, the Library may, at its discretion, provide notice to an individual or organization named in a public record or to whom the record specifically pertains (unless notice is required by law, in which case, the Library must provide notice) to allow the third party an opportunity to seek relief pursuant to RCW 42.56.540. The Library may take into account any such third-party notification, including the time necessary for any request for injunction or other relief under RCW 42.56.540 to be resolved, in providing an estimate for when the records will be available. Nothing in this Policy is intended to create any third-party right to notice of Public Records Act requests.

### **Charges**

The Library does not calculate all actual costs for providing records because to do so would be unduly burdensome for the following reasons: 1) The Library lacks the necessary resources to conduct a study to determine actual copying costs; and 2) to conduct such a study would interfere with other essential agency functions. In compliance with RCW 42.56.120, no fees are charged for inspection of documents. Fees for paper or electronic copies will be charged pursuant to the fee schedule outlined in “Exhibit A”.

At its discretion, the Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.

The Officer or a Library employee working on the records request may require a deposit in an amount not to exceed ten percent (10%) of the estimated cost of providing requested public records. If the Officer responds to a request on a partial or installment basis, the requester shall be charged for each part or installment.

If charges related to records requests have not been paid by the requester, the Library may withhold the records from disclosure until outstanding fees are paid by the requester.

### **Law Enforcement Requests**

The Library may consult with legal counsel before release of information to law enforcement. Law enforcement may receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

### **Delivery of Records**

On request, physical or digital copies may be made available to the requester. The Library may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared via email. The Library will not provide records on portable media (e.g. thumb drives) provided by a requester or by uploading to a private file-sharing site. Due to the potential risks to the security of Library systems, the Library does not allow requesters to attach or insert their own devices or cables into Library-owned computer systems.

### **Failure to Respond**

The Library will deem a request abandoned in the following circumstances:

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1. If a requester fails to respond to a Library request to clarify within thirty (30) days of the request for clarification, and the entire request is unclear;
  2. If a requester has elected to inspect records, the request, whether individual or grouped, may be deemed abandoned:
    - a. If the requester fails to contact the Officer to arrange for the review of the installment within thirty (30) days of making arrangements to inspect the records in person;
    - b. If the requester misses an appointment to inspect responsive records or any installment of records and fails to contact the Officer to arrange another appointment to inspect within thirty (30) days of the missed appointment;
  3. If a requester has elected to receive copies of records, a request, whether individual or grouped, may be deemed abandoned:
    - a. If the requester fails to open and download within thirty (30) days copies of responsive records or any installment of records provided to the requester electronically;
    - b. If the requester fails to pick up hard copies of responsive records or any installment of records within thirty (30) days of the date on which such copies are made available for pickup;
    - c. If the requester fails to pay for copies of any records or any installment of records within thirty (30) days of receiving an invoice for those records; or
    - d. If the requester fails to pay a deposit, as provided in the Charges section of this Policy, within thirty (30) days of receiving an invoice for such deposit.

### **Closing the Request**

Once all copies of requested records have been provided to the requester, the requester has reviewed the requested records, or thirty (30) days have passed since the requester was notified that the records were available and the requester has failed to contact the Officer to arrange for the review of those records or for payment for copies, the Officer shall close the records request and notify the requester in writing.

### **Disclaimer of Liability**

Neither the Library nor any officer, employee, official, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with this policy.

**Adopted by the Pierce County Rural Library District Board of Trustees, May 9, 2012. Revised March 13, 2024. Revision DRAFT December, 6, 2024**

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

**EXHIBIT A**  
**PIERCE COUNTY LIBRARY SYSTEM**  
**PUBLIC RECORDS FEE SCHEDULE**  
 In Compliance with RCW 42.56.120

ITEM DESCRIPTION	FEE	ADDITIONAL NOTES
Photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of Library equipment to photocopy public records	\$0.15 per page	
Public records scanned into an electronic format or for the use of Library equipment to scan the records	\$0.10 per page	
Electronic files or attachments uploaded to email, cloud-based data storage service or other means of electronic delivery	\$0.05 per every four electronic files	
Transmission of public records in an electronic format or for the use of Library equipment to send the records electronically	\$0.10 per gigabyte	The Library shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations
Non-standard copies or items such as photographs, maps, blueprints, or audio/visual recordings	Actual cost, including staff time of \$37.49 per hour	These items may require off-site vendor copying, may require special treatment, and incur staff time charges.
Digital storage media or device provided by Library	Actual cost	
Supplies used for mailing public records, including postage and shipping charges	Actual cost	
DEPOSITS		
At its discretion, the Library may, as a condition of fulfilling the request, require the Requester to make a non-refundable deposit up to ten percent (10%) of the estimated costs of fulfilling the request. If records are being produced and released in an installment basis, the Library may charge for each installment.		

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# MEMO



Date: December 4, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Provision of Public Art Policy Revision - Discussion

The original public art policy, created in 1988, was designed to manage art acquisitions for bond-funded building projects. During the 2022 policy revision, which added a section on deaccessioning, it became clear that a full update was necessary. Additionally, lessons from the Lakewood Pierce County Library experience managing artworks across two buildings informed this more comprehensive revision.

Policy enhancements include:

- **Expanded Scope & Updated Title:** It addresses the full lifecycle of artworks, from acquisition to disposal, rather than focusing solely on provision.
- **Simplified Language:** The policy now uses clearer, more straightforward language.
- **Operational Alignment:** Added criteria for selection and considerations similar to the [Library Materials Selection Policy](#) to streamline decisions and ensure consistency.

The proposed policy revisions are in alignment with other policies:

- [Donations and Sponsorships Policy](#): The Executive Director is authorized to accept artwork donations in line with this policy.
- [Surplus Policy](#): The Board maintains its role in approving the disposal of assets, including artwork, in compliance with state law.

Architectural firms involved in building projects typically include art, interior design, and wayfinding/signage in their scope of work. This revision aligns with modern practices while preserving flexibility for managing art outside a major building project.

This updated policy reflects a thoughtful, streamlined approach to managing artwork in Library facilities and ensures alignment with current operations and practices. It has been reviewed by legal counsel.

We look forward to hearing the Trustees' thoughts and suggestions on this proposed revision.

# Board Policy



## Provision of Public Art in Pierce County Library System Buildings

### Policy Statement

It is the intent of the Board of Trustees of the Pierce County Library System to create environments throughout the system's buildings that are aesthetically pleasing and intellectually stimulating, and are comprised of high-quality art that engages the public, reflects the Library's vision and the community it serves, and shall be reflective of the high standards and artistic excellence of the existing broad and balanced offerings of the Library. The Library System strives to offer and maintain art that stimulates individual's creativity, imagination, and interest.

### Policy

It is the policy, therefore, of the Board of Trustees to support the placement of works of art in buildings throughout the Library System. All forms of original visual and tactile art or copies of original art may be considered for placement in Pierce County Library System buildings. The Library supports fundraising for public art and/or acceptance of gifted art.

Works of art shall become the property of the Library System for display in library buildings as appropriate.

Review and selection of works of art shall follow the procedures established by the Library System and shall be made by Library Artist Selection Panels, to provide guidance and leadership in support of the Library's acquisition philosophy. The Board of Trustees has final approval of all works of art placed in public buildings.

The Library System shall insure, repair, maintain, identify, and publicize the works of art.

The surplus of works of art shall be approved by the Board of Trustees. Reasons may include, but are not limited to, age or condition of the work, need for space, major remodels or new buildings make it impractical for display, presents problems in its display, or the work no longer functions as intended. In each such case, the surplus method shall be pursuant to the Library's Surplus Policy. For works of art that are affixed into a structure, such as stained glass windows, structural carvings, and murals, methods of surplus may include destructive and non-destructive removal, permanent coverings, or pentimento. Any material cost of transferring ownership, including transportation, shall be the responsibility of the new owner and the Library shall cease all interest, protection, and claims upon the effective date of surplus.

### Board Policy 2.9

**Adopted by the Pierce County Rural Library District Board of Trustees, January 21, 1988.  
Revised September 16, 1999. Revised January 12, 2011. Revised September 14, 2022.**



# Board Policy



## Works of Art in Library Facilities

### Policy Statement

The Pierce County Library System (“Library”) strives to make its buildings welcoming, inspiring, and reflective of the community’s culture and history. The Library may accept works of art as a gift, purchase, commission, or include it in building projects.

### Purpose

This policy explains how the Library chooses and manages works of art in its buildings or on its properties.

### Policy

The Library will consider prospective gifts, loans, and/or purchases of artwork for inclusion and display in Library facilities in accordance with the terms and criteria outlined in this policy. Art may be acquired through open competitions, limited competitions, direct selection or artists, or direct selection of artworks as part of new building projects or renovations.

- The Executive Director (or designee) may accept art donations that support the Library’s mission in accordance with the Donations and Sponsorships Policy.
- Art accepted or purchased by the Library, or has its ownership transferred to the Library becomes Library property.
- The Library decides where and how to display, move, or remove the art.
- The Library may decline any art donations or purchases.
- The Library will insure, repair, and maintain its art collection, as needed.
- Artwork is not guaranteed to remain permanently on its current method of display and may be removed or relocated.

When selecting or accepting art, including gifts, the Library considers but is not limited to:

- **Condition** – the materials used, functionality, technical concerns, and any safety risks.
- **Design** – the artwork fits within the theme, concept, or aesthetics of the environment. The art should enhance the space, create a focal point, or reflect the community’s identity. All art forms are considered.
- **Subject** – the work of art is appropriate for all audiences, may have historical or cultural significance, and aligns with the Library’s mission, vision, or values.
- **Suitability** – the size, materials, and theme are suitable and safe for display in a public library setting.

Donations of art may be refused for any reason determined by the Library, including but not limited to; the art is culturally insensitive, there is no suitable place for it, it is too expensive to display or maintain, or it doesn’t align with the Library’s mission.

Artwork may be declared surplus and disposed of pursuant to the Library’s Surplus Policy. Reasons for removal may include the work’s condition, lack of space, renovations, display issues, or if it no longer serves its purpose. For works of art that are affixed into a structure, such as stained glass windows,

**Commented [GC1]:** Broadening policy to cover more than just procurement.

**Commented [GC2]:** Clarifying and summarizing the position of the policy.

**Commented [GC3]:** Terms of acceptance/selection, eliminates requirements for a Library Artist Selection Panel with all works of art to approval all works of art placed in buildings, ED can accept per Donations policy.

**Commented [GC4]:** Criteria added

structural carvings, and murals, methods of surplus may include destructive and non-destructive removal, such as covering it up or destroying it. If the Library transfers ownership of art, the new owner is responsible for all costs, such as transportation. Once ownership changes, the Library no longer has any claim to the art.

**Commented [GC5]:** This section was added in 2022. This revision just streamlines the legal language for more readable text.

**Board Policy 2.9**

**Adopted by the Pierce County Rural Library District Board of Trustees, January 21, 1988.**

**Revised September 16, 1999. Revised January 12, 2011. Revised September 14, 2022. REVISION**

**DRAFT December 4, 2024**

DRAFT

# Board Policy



## Works of Art in Library Facilities

### Policy Statement

The Pierce County Library System (“Library”) strives to make its buildings welcoming, inspiring, and reflective of the community’s culture and history. The Library may accept works of art as a gift, purchase, commission, or include it in building projects.

### Purpose

This policy explains how the Library chooses and manages works of art in its buildings or on its properties.

### Policy

The Library will consider prospective gifts, loans, and/or purchases of artwork for inclusion and display in Library facilities in accordance with the terms and criteria outlined in this policy. Art may be acquired through open competitions, limited competitions, direct selection or artists, or direct selection of artworks as part of new building projects or renovations.

- The Executive Director (or designee) may accept art donations that support the Library’s mission in accordance with the Donations and Sponsorships Policy.
- Art accepted or purchased by the Library, or has its ownership transferred to the Library becomes Library property.
- The Library decides where and how to display, move, or remove the art.
- The Library may decline any art donations or purchases.
- The Library will insure, repair, and maintain its art collection, as needed.
- Artwork is not guaranteed to remain permanently on its current method of display and may be removed or relocated.

When selecting or accepting art, including gifts, the Library considers but is not limited to:

- **Condition** – the materials used, functionality, technical concerns, and any safety risks.
- **Design** – the artwork fits within the theme, concept, or aesthetics of the environment. The art should enhance the space, create a focal point, or reflect the community’s identity. All art forms are considered.
- **Subject** – the work of art is appropriate for all audiences, may have historical or cultural significance, and aligns with the Library’s mission, vision, or values.
- **Suitability** – the size, materials, and theme are suitable and safe for display in a public library setting.

Donations of art may be refused for any reason determined by the Library, including but not limited to; the art is culturally insensitive, there is no suitable place for it, it is too expensive to display or maintain, or it doesn’t align with the Library’s mission.

Artwork may be declared surplus and disposed of pursuant to the Library’s Surplus Policy. Reasons for removal may include the work’s condition, lack of space, renovations, display issues, or if it no longer serves its purpose. For works of art that are affixed into a structure, such as stained glass windows,

structural carvings, and murals, methods of surplus may include destructive and non-destructive removal, such as covering it up or destroying it. If the Library transfers ownership of art, the new owner is responsible for all costs, such as transportation. Once ownership changes, the Library no longer has any claim to the art.

**Board Policy 2.9**

**Adopted by the Pierce County Rural Library District Board of Trustees, January 21, 1988.**

**Revised September 16, 1999. Revised January 12, 2011. Revised September 14, 2022. REVISION**

**DRAFT December 4, 2024**

DRAFT

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# MEMO



Date: November 8, 2024

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

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

Subject: Access to Library Services for Persons with Disabilities Policy Discussion

Attached is a revision to the Access to Library Services for Persons with Disabilities Policy, last reviewed and revised in 2011. We reviewed this policy, along with accompanying processes, in consultation with legal counsel. Minor changes and explanations are noted in comments throughout the draft policy document.

The policy is now ready for your review and discussion.

# Administrative Policy



## Access to Library Services for Persons with Disabilities: Grievance Process

### Policy Statement

Pierce County Library strives to meet the letter and spirit of Federal and State laws ensuring accessibility of library services and facilities to persons with disabilities.

The Library seeks to resolve the concerns of individuals who believe they have been denied access to Library services or have been otherwise discriminated against because of a disability as promptly and harmoniously as possible.

Library staff is always willing to meet with individuals who have accessibility concerns in order to attempt to resolve the concerns prior to use of the Grievance Procedure.

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990.

### ADA Coordinator

The Human Resources Director is the Library's designated ADA Coordinator:

Chereé Green  
3005 112 Street East  
Tacoma, WA 98446  
253-548-3354  
[cgreen@piercecountylibrary.org](mailto:cgreen@piercecountylibrary.org)

### Eligibility

This procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services by the Pierce County Library. This policy shall also apply to any person with a disability who has concerns regarding their access to the Library's services. The Library's Equal Employment Opportunity Policy governs employment-related complaints of disability discrimination.

An individual's right to a prompt resolution of a complaint will not be impaired by his/her pursuit of other remedies such as filing a complaint with an appropriate State or Federal agency. The use of this grievance process is not a prerequisite to the pursuit of other remedies.

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## Procedure

The Library encourages individuals with concerns to request an informal meeting with the ADA Coordinator, Chereé Green, prior to submitting a complaint. She can be reached at: [cgreen@piercecounitylibrary.org](mailto:cgreen@piercecounitylibrary.org), 253-548-3354, or the address below

## Complaint Submission

Submit the complaint, in writing, to the Library's ADA Coordinator:

Chereé Green, ADA Coordinator  
Human Resources Department  
Pierce County Library System  
3005 112<sup>th</sup> Street East  
Tacoma, WA 98446

Or by email to: [cgreen@piercecounitylibrary.org](mailto:cgreen@piercecounitylibrary.org)

Please include the name, address, phone number of complainant and location, date and a description of the problem and the remedy sought, as well as any person(s) involved or witnesses to the problem.

Alternative means of filing complaints, such as personal interviews or tape recording, are available for persons with disabilities upon request.

The complaint should be submitted within 60 calendar days of the alleged violation.

The ADA Coordinator or designee will acknowledge, in writing, receipt of the complaint within seven (7) calendar days.

## Investigation

An investigation will be conducted by the ADA Coordinator or designee following receipt of the grievance. The investigation may include meeting with the complainant to better understand the situation and possible resolution.

## Timeline

To ensure complaints are processed in a timely manner, the following deadlines will be followed whenever possible. Extensions may be requested.

1. The ADA Coordinator or designee will acknowledge receipt of the complaint within seven (7) calendar days.
2. The ADA Coordinator or designee will investigate the complaint and respond in writing, or when appropriate a format accessible to the complainant, within 45 calendar days of receipt of the complaint. In some cases, access to witnesses or information may require a longer period of time to investigate and respond. If more time is necessary, notification will be made of the amended response date. The response will explain the position of the Library and offer options for resolution of the complaint.

- 
3. If the response does not satisfactorily resolve the issue, within 15 days of receipt of the response, the complainant should provide the ADA Coordinator with a written statement setting forth the reasons for disagreeing with the determination, and request the decision be appealed to the Executive Director.
  4. The Executive Director or designee will investigate the complaint and render a decision with a final resolution in writing, or a format accessible to the complainant, within 30 calendar days after receipt of the written complaint. The decision of the Executive Director is final.

### **Retention**

All written complaints received by the ADA Coordinator, appeals to the Executive Director or designee, and responses from these offices will be retained by the Library for at least three years. These documents are public records and accessible upon request.

### **Related Policies/Procedures**

[\*Access to Library Services for Persons with Disabilities Policy\*](#)

[\*Equal Employment Opportunity Policy\*](#)

Approved by Neel Parikh, Executive Director, March 9, 2011



# Board Policy



## Access to Library Services for Persons with Disabilities

### Policy Statement

The Pierce County Library ~~System (the "Library")~~ complies with the Americans with Disabilities Act ("ADA").

**Commented [CG1]:** Updated for consistency  
**Deleted:** District

### Purpose

Establishing and maintaining an ADA policy, the Library fulfills its obligation to support and protect the rights of individuals with disabilities, contributing to a more equitable and accessible community.

### Policy

Pierce County Library is committed to serving all residents of its community. In accordance with Federal and State law, the Library monitors its compliance with Title II of the Americans with Disabilities Act of 1990 to ensure the Library and its ~~services, programs, activities and facilities~~ are accessible to and usable by individuals with disabilities.

**Commented [CG2]:** Update by legal

The Library offers reasonable accommodations to persons with disabilities.

The Library provides a grievance procedure to ensure that if an individual believes ~~they have~~ been denied access to Library services, ~~programs, activities and facilities~~ or has been otherwise discriminated against because of a disability, the issue can be resolved as promptly and harmoniously as possible.

**Deleted:** he or she has  
**Commented [CG3]:** Update by legal

The Library designates the ~~Staff Experience~~ Director as its ADA Coordinator, to coordinate its efforts to comply with and carry out its ADA responsibilities.

**Deleted:** Human Resources



**Board Policy**  
**Adopted by the Pierce County Library District Board of Trustees March 9, 2011, REVISED**  
**December 5, 2024**

**Deleted:** Related Policies/Procedures¶  
**Deleted:** [Access to Library Services for Persons with Disabilities: Grievance Process](#)  
**Deleted:** [Equal Employment Opportunity Policy](#)  
**Deleted:** 4.16

# Board Policy



## Access to Library Services for Persons with Disabilities

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### Purpose

Establishing and maintaining an ADA policy, the Library fulfills its obligation to support and protect the rights of individuals with disabilities, contributing to a more equitable and accessible community.

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The Library designates the Staff Experience Director as its ADA Coordinator, to coordinate its efforts to comply with and carry out its ADA responsibilities.

### Board Policy

Adopted by the Pierce County Library District Board of Trustees March 9, 2011, **REVISED**  
**December 5, 2024**

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# MEMO



Date: December 4, 2024

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

From: Connie Behe, Deputy Director

Subject: Smoke and Tobacco Free Campus Policy Update

The Smoke and Tobacco Free Campus Policy is included in the December Board packet for action. The policy has been updated to align with the new format for all Board policies. There are no substantive changes. Regular reviews ensure the policy remains relevant and understood.

***ACTION: Move to approve the Smoke and Tobacco Free Campus Policy as presented.***

---

# Board Policy



## Smoke and Tobacco Free Campus

### Policy

All Pierce County Library System buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, vehicle, or on property owned by the Pierce County Library System.

### Purpose

The purpose of this policy is to provide comfortable, accessible facilities and a welcoming environment at Pierce County Library System facilities.

### Procedures

This policy covers tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products.

This policy applies to all persons, including employees, customers, and visitors to property owned by the Pierce County Library System.

Smoking is permitted within personal vehicles as long as the vehicle is parked 25 feet from any facility entrance and/or 25 feet from any ventilation intake.

### Board Policy 3.19

**Effective April 1, 2012. Adopted by the Board of Trustees of the Pierce County Library System on January 11, 2012.**

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# Board Policy



## Smoke and Tobacco Free Campus

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Deleted: Procedures

### **Board Policy**

**Effective April 1, 2012. Adopted by the Board of Trustees of the Pierce County Library System on January 11, 2012. Revised xxx.**

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.

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# Board Policy



## Smoke and Tobacco Free Campus

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# MEMO



Date: December 4, 2024

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

From: Connie Behe, Deputy Director

Subject: Alcohol Consumption on Library Premises Policy Update

The Alcohol Consumption on Library Premises Policy is included in the December Board packet for action. The policy has been updated to align with the new format for all Board policies, with small changes to simplify language. There are no substantive changes. Regular reviews ensure the policy remains relevant and understood.

***ACTION: Move to approve Alcohol Consumption on Library Premises Policy as presented.***

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# Board Policy



## **Alcohol Consumption on Library Premises**

### **Policy:**

Alcoholic beverages may not be served or consumed on library premises except for specific , bona-fide Pierce County Library Foundation events pre-approved by the Library’s Executive Director.

### **Purpose:**

The purpose of this policy is to provide a safe environment and protect the Library from liability issues.

### **Definition:**

Library premises: All grounds, buildings and property owned or operated by the Pierce County Library System, including Library-owned vehicles

### **Procedures:**

Alcoholic beverages may not be served or consumed on library premises, except for specific, bona-fide events hosted by the Pierce County Library Foundation. Permission to serve alcoholic beverages must be pre-approved by the Library’s Executive Director and be for a designated area, and all laws and regulations required by the State of Washington must be met, and required local permits obtained.

This policy applies to all persons, including employees, customers, and visitors to property owned or operated by the Piece County Library System.

### **Board Policy 3.20**

**Adopted by the Board of Trustees of the Pierce County Library System on March 7, 2012**



# Board Policy



## Alcohol Consumption on Library Premises

**Policy Statement:**

Alcoholic beverages may not be served or consumed on library premises except for specific, bona-fide Pierce County Library Foundation events pre-approved by the Library's Executive Director.

**Purpose:**

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**Policy**

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This policy applies to all persons, including employees, customers, and visitors to property owned or operated by the Piece County Library System.

**Deleted: Definition:**

Library premises: All grounds, buildings and property owned or operated by the Pierce County Library System, including Library-owned vehicles

**Deleted: Procedures:**

**Board Policy**

Adopted by the Board of Trustees of the Pierce County Library System on March 7, 2012; Revised  
XXX

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.

# Board Policy



## **Alcohol Consumption on Library Premises**

### **Policy Statement**

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This policy applies to all persons, including employees, customers, and visitors to property owned or operated by the Piece County Library System.

## **Board Policy**

**Adopted by the Board of Trustees of the Pierce County Library System on March 7, 2012;  
Revised xxxx.**

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: December 4, 2024

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

From: Gretchen Caserotti, Executive Director

Clifford Jo, Business & Compliance Director

Subject: 2024 Disposition of Policies – Final Action

As shared last month, the Library is ready to take action on Board policies that are either no longer needed or have been reformulated. This process mirrors the action taken last December.

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

Policy	Reasoning
Payment of Claims	Merged essential elements into <a href="#">Fiscal Management Policy</a> in August 2024
Food Purchase	Merged essential elements into <a href="#">Fiscal Management Policy</a> in August 2024
<a href="#">Library Card Eligibility – Institutions</a>	Merged essential elements into new Borrowing Privileges Policy (effective January 2025)
<a href="#">Library Card Eligibility – Individuals</a>	Merged essential elements into new Borrowing Privileges Policy (effective January 2025)
<a href="#">Reciprocal Borrowing</a>	Essential elements will be incorporated into the Board Bylaws during the upcoming review. The absence of a policy will not impact existing agreements with the eight (8) library systems that have reciprocal borrowing arrangements.
<a href="#">Limits of Liability on Lost or Stolen Library Card 3.6</a>	Not necessary to include in policy. Will be incorporated into the fines/fees schedule.
<a href="#">Volunteer</a>	Policy no longer needed
Gifts	Merged essential elements into new <a href="#">Donations and Sponsorships</a> Policy in April 2024
Sponsorships	Replaced by <a href="#">Donations and Sponsorships</a> in April 2024

***ACTION: Move to approve Resolution 2024-15 as presented.***

**RESOLUTION NO. 2024-15**

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

**WHEREAS**, the Pierce County Rural Library District (the “Library”) set a goal in fiscal year 2023, which activities continued through 2024, to perform 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
- Limits of Liability on Lost or Stolen Library Card 3.6
- 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:

**PASSED AND APPROVED THIS 11<sup>th</sup> DAY OF DECEMBER 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	_____

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# MEMO



Date: December 4, 2024

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

From: Gretchen Caserotti, Executive Director

Mary Stimson, Finance Director

Subject: 2025 Final Budget

During the November Board meeting, Trustees reviewed the first draft of the balanced budgets and held a public hearing. During the December Board meeting, the Board reviews the final proposed budget, holds the second public hearing, and approves resolutions to adopt the 2025 budget.

The final budget presented to the Board includes an additional \$850,000 to sustain library services in 2025, which amounts to a \$49,343,000 budget, and represents a 2024 to 2025 increase of \$2,498,400. As planned, we are entering phase three in 2025. This has resulted in a \$1,800,000 gap to balance the budget and requires the Board to release a portion of the Levy Sustainability Fund and transfer those amounts to the General Fund.

## **General Fund Revenue/Use of Fund:**

Total revenue/Use of Funds in the General Fund for next year is \$49.3 million, which supports 2025 library services, operations, and transfers for capital investments.

Higher than typical interest rates will continue into early 2025 but are anticipated to decrease, which is factored into projected revenues. E-rate rebates will also decrease due to lower internet costs for 2025, which was planned.

## **2025 General Fund Expenses:**

Items of note in the General Fund Draft Budget include personnel, maintenance and operations, materials, and fund transfers. These are indicated below.

### **Personnel – \$33,459,000**

- We are currently negotiating a new collective bargaining agreement (CBA). We have factored financial impacts that we are aware of into the budget.
- Increases to health care costs remain between 7.3 and 8.2%.
- The final personnel budget includes a percentage decrease against the total, to account for vacancies and incoming employees on average come in at lower steps than outgoing employees. For the past few years this adjustment has been -3.5%, but last year we moved this to -4.5% to

account for significant turnover. This was restored to -3.5%, which reflects a conservative position on 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 to:

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>

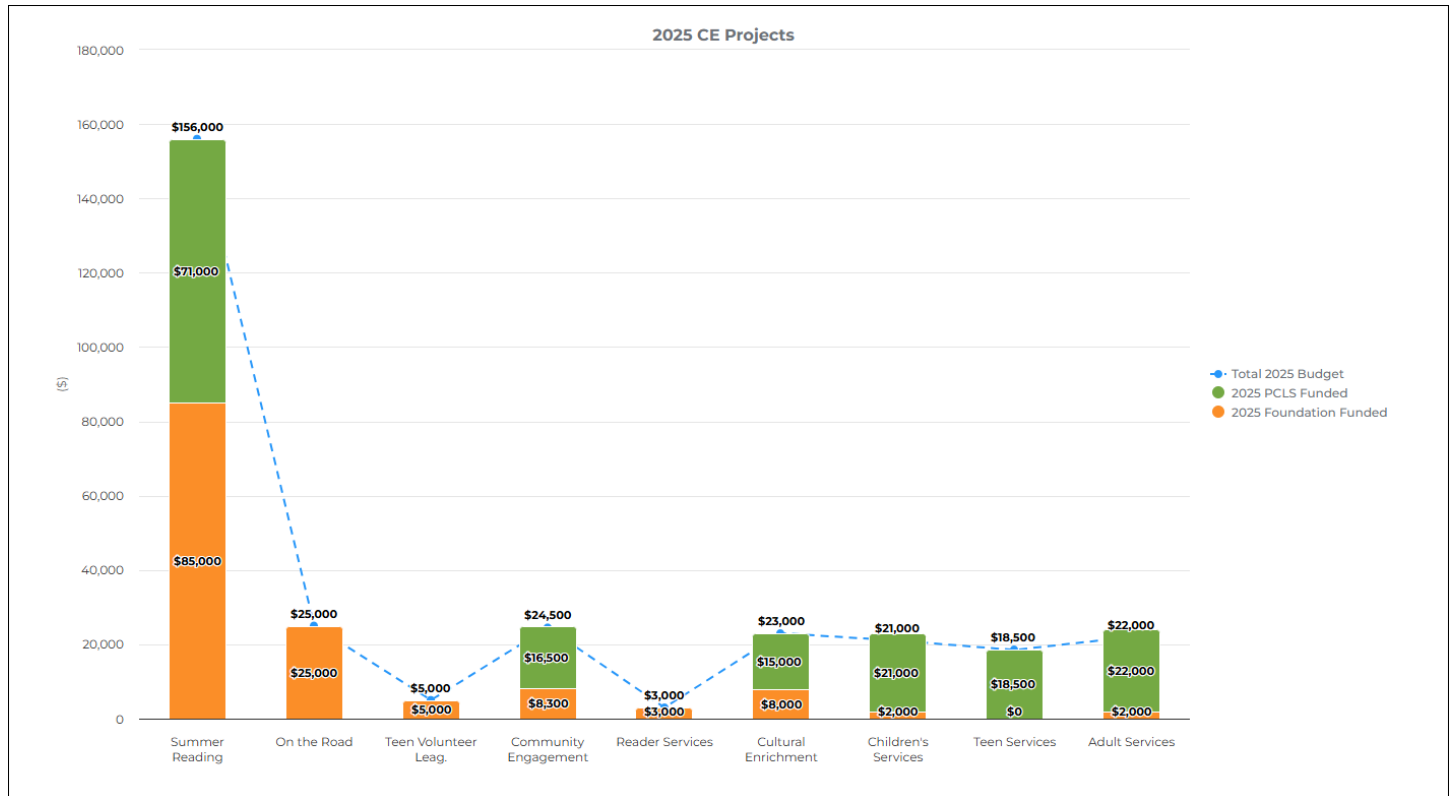
Below is a table representing the average cost per employee and department total budgets for salaries and wages for 2025:

2025 Dept/CE Locations	Average Cost Per Employee	Sum of Total Salaries & Benefits	2025 Munis/ Estimated FTE	2025 Position Count
EXECUTIVE OFFICE DEPT	\$ 178,074	\$ 1,068,443	6	6
FOUNDATION DEPT	\$ 147,763	\$ 738,817	5	5
STAFF EXPERIENCE DEPT	\$ 143,654	\$ 1,149,235	8	8
MARKETING COMMUNICATION DEPT	\$ 131,152	\$ 918,065	7	7
INFORMATION TECHNOLOGY DEPT	\$ 124,602	\$ 2,492,032	20	20
FINANCE DEPT	\$ 124,242	\$ 869,696	7	7
COLLECTION MANAGEMENT DEPT	\$ 95,852	\$ 2,300,448	23	24
FACILITIES DEPT	\$ 93,779	\$ 3,094,698	31	33
CUSTOMER EXPERIENCE DEPT	\$ 90,864	\$ 21,352,929	211	235
<b>Grand Total</b>	<b>\$ 1,129,982</b>	<b>\$ 33,984,364</b>	<b>318</b>	<b>345</b>

Maintenance & Operations- \$8,306,875

- The final budget includes a net reduction of \$136,000, which begins to meet the Board’s guidance to reduce costs to keep the Levy Sustainability Fund solvent for as long as possible.
- An increase to Facilities repairs and maintenance, Insurance, and IT Equipment and networks were reviewed to align with actual spending to maintain aging facilities and important IT infrastructures.
- The contingency set-aside was reduced significantly so that we budget and spend consistent to phase three of the funding cycle.

Included below are some Customer Experience projects funded in Maintenance and Operations, which includes Foundation support:



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

- The 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, The Capital Fund Transfer is set at \$2,000,000.

**Capital Improvement Fund Budget: \$16,024,000**

**Revenues:**

- The Fiscal Management Policy requires an average balance of 4% of General Fund revenues in the Capital Fund. Therefore, \$2 million in transfers from the 2025 General Fund meets that target.
- Approximately \$11.8 million in Sumner LCFA bond proceeds will be necessary to support next year’s construction costs.
- Receipts from the Foundation Capital Planning Funds, the \$2,000,000 LCIP grant and investment interest are included.

**Expenditures:**

- Costs are included for strategic and facilities planning processes, some of which is rolled over from 2024.

- 
- Cost for the New Sumner Library Planning and Construction will continue into 2025 with anticipated spending of at least \$13 million.
  - Continued and new costs are included for the Buckley remediation, Facilities Condition Assessment repairs, additional vehicles, rebranding explorations, and IT capital needs.

### **2025 Levy Sustainability Fund: \$1,800,000**

- As we enter phase three in 2025, operating budget expenditures exceed revenues, which requires releasing and transferring \$1,800,000 to the General Fund.
- The original need was reported as \$2,100,000 and in accordance to the board's guidance, through a series of planning and reductions, it is reduced to \$1,800,000.

### **Other Special Revenue Funds**

- The budget for the other special revenue funds remained unchanged (Election Fund and Property and Facility Fund).

### **2025 Cash flow Needs**

- To support adequate cash balances for expenditures prior to the major tax collections that occur in April and October, \$1,000,000 is set aside to flow to the general fund cash balance.



# BUDGET SUMMARIES 2025

FUND ALLOCATIONS

GENERAL FUND (OPERATING BUDGET)

CAPITAL IMPROVEMENT FUND

ELECTION FUND

PROPERTY AND FACILITY FUND

LEVY SUSTAINABILITY FUND

DEBT SERVICE FUND

# REVENUE & FUND ALLOCATIONS

## - FY2025 FINAL-

	<b>2025</b>
<b>Total Revenue/Fund Use (all sources)</b>	\$ 67,167,000
<b>Fund Allocations</b>	
General	
Personnel	\$ 33,459,000
M&O	\$ 8,306,875
Materials	\$ 4,557,125
Set Asides/Transfers	<u>\$ 3,000,000</u>
Total General	\$ 49,343,000
Capital Improvement	\$ 16,024,000
Property & Facilities	-
Elections	-
Levy Sustainability	\$ 1,800,000
Grand total Allocations	<u><u>\$ 67,167,000</u></u>
Net of Revenue & Allocations	<u><u>-</u></u>

**2025 GENERAL FUND  
FINAL BUDGET**

FINAL BUDGET December 2024	2024 FINAL Approved 12/23	2025 Nov Draft	2025 Final Budget	(%) Change 2024 Final to 2025 Final	(\$ Change 2025 Draft 2025 Final	Notes
<b>-- REVENUE --</b>						
Property Taxes	\$ 45,503,600	\$ 46,458,000	\$ 46,458,000	↑2.1%	\$0	Allowable increase and new construction
Excise Taxes	\$ 83,000	\$ 80,000	\$ 80,000	↓3.6%	\$0	Adjusted to trends
Timber Taxes	\$ 15,000	\$ 15,000	\$ 15,000	0.0%	\$0	
Fees (Printer, Fax, Copier)	\$ 4,000	\$ 4,000	\$ 4,000	0.0%	\$0	
Fines	\$ -	\$ -	\$ -	0.0%	\$0	Removed overdue Fines
Investment Income	\$ 452,000	\$ 400,000	\$ 400,000	↓11.5%	\$0	Anticipated lower returns
Sales of Goods/Services	\$ 1,000	\$ 1,000	\$ 1,000	0.0%	\$0	
Donors & Reimbursements	\$ 485,000	\$ 335,000	\$ 335,000	↓30.9%	\$0	Removed opportunity grants
Other (Erate, P-card Rebates, etc.)	\$ 301,000	\$ 250,000	\$ 250,000	↓16.9%	\$0	Decrease in Erate funds
Transfers In from Levy Sustainability Fund	\$ -	\$ 950,000	\$ 1,800,000	new	\$850,000	Transfer from LSF
<b>TOTAL REVENUE</b>	<b>\$ 46,844,600</b>	<b>\$ 48,493,000</b>	<b>\$ 49,343,000</b>	<b>↑5.3%</b>	<b>\$850,000</b>	
<b>-- EXPENDITURES --</b>						
<b>PERSONNEL</b>						
Salaries & Wages	\$ 23,831,000	\$ 24,220,000	\$ 25,138,000	↑5.5%	\$918,000	
Overtime Wages	\$ 67,000	\$ 45,000	\$ 45,000	↓32.8%	\$0	
Employee Benefits	\$ 7,889,000	\$ 8,224,000	\$ 8,276,000	↑4.9%	\$52,000	
<b>TOTAL PERSONNEL</b>	<b>\$ 31,787,000</b>	<b>\$ 32,489,000</b>	<b>\$ 33,459,000</b>	<b>↑5.3%</b>	<b>\$1,672,000</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>						
Supplies and Consumables	\$ 484,900	\$ 477,110	\$ 454,285	↓6.3%	(\$22,825)	Reduced Branch Consumables
Fuel	\$ 47,000	\$ 45,000	\$ 45,000	↓4.3%	\$0	
Equipment (Computers, Software, Furnishings)	\$ 1,541,600	\$ 1,758,060	\$ 1,782,060	↑15.6%	\$24,000	Increase need for Software Costs
Professional, Legal, Other Services	\$ 1,316,700	\$ 1,311,250	\$ 1,221,500	↓7.2%	(\$89,750)	Reduction in Security Patrols
Networking, Phones, Postage	\$ 547,900	\$ 608,384	\$ 608,384	↑11.0%	\$0	Internet costs higher than anticipated
Travel & Mileage	\$ 158,400	\$ 131,575	\$ 128,825	↓18.7%	(\$2,750)	Reduction applied to all dept to reduce spend
Advertising	\$ 141,500	\$ 132,000	\$ 132,000	↓6.7%	\$0	
Rentals & Leases	\$ 1,136,450	\$ 1,152,544	\$ 1,152,544	↑1.4%	\$0	Includes GASB 87 Lease requirements
Insurance	\$ 300,000	\$ 350,000	\$ 350,000	↑16.7%	\$0	Increase Insurance costs
Utilities	\$ 493,500	\$ 472,000	\$ 472,000	↓4.4%	\$0	Aligned budget to actuals
Repairs & Maintenance, Maintenance Contracts	\$ 1,289,300	\$ 1,383,100	\$ 1,383,100	↑7.3%	\$0	Aligned budget to actuals
Registrations	\$ 125,650	\$ 151,809	\$ 149,059	↑18.6%	(\$2,750)	Aligned budget to actuals
Dues, Taxes, Licenses, Fees, Misc Expenses	\$ 131,900	\$ 118,150	\$ 118,150	↓10.4%	\$0	Aligned budget to actuals
Pass-through Funding	\$ 155,300	\$ 144,300	\$ 145,300	↓6.4%	\$1,000	Funded by Foundation donors
Contingency	\$ 572,800	\$ 191,593	\$ 164,668	↓71.3%	(\$26,925)	Reduced for more lean spending practices
Intergovernmental	\$ -	\$ -	\$ -	0.0%	\$0	
<b>TOTAL MAINTENANCE &amp; OPERATIONS</b>	<b>\$ 8,442,900</b>	<b>\$ 8,426,875</b>	<b>\$ 8,306,875</b>	<b>↓1.6%</b>	<b>(\$136,025)</b>	
<b>MATERIALS</b>						
Books, DVDs, Music, eBooks, Databases	\$ 4,564,700	\$ 4,577,125	\$ 4,577,125	0.0%	\$0	Maintained cost for Materials
<b>TOTAL MATERIALS</b>	<b>\$ 4,564,700</b>	<b>\$ 4,577,125</b>	<b>\$ 4,577,125</b>	<b>0.0%</b>	<b>\$0</b>	
<b>SET-ASIDES &amp; TRANSFERS</b>						
Capital Fund Transfer	\$ 2,050,000	\$ 2,000,000	\$ 2,000,000	↓2.4%	\$0	
Property and Facility Fund Transfer	\$ -	\$ -	\$ -	0.0%	\$0	
Set Aside for Future Sustainability	\$ -	\$ -	\$ -	0.0%	\$0	
Set Aside for Apr/Oct Cashflow	\$ -	\$ 1,000,000	\$ 1,000,000	new	\$0	Need more reserves for cashflow in April
<b>TOTAL SET-ASIDES AND TRANSFERS</b>	<b>\$ 2,050,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>	<b>↑46.3%</b>	<b>\$0</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,844,600</b>	<b>\$ 48,493,000</b>	<b>\$ 49,343,000</b>	<b>↑5.3%</b>	<b>\$850,000</b>	

**2025 CAPITAL IMPROVEMENT FUND**

**-FINAL BUDGET-**

Final December 11, 2024	2024 Approved	2025 Draft Budget	2025 Final Budget	Difference Draft/Final	Notes
<b>----- Budget Summary -----</b>					
<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	\$ -	\$ -	\$ -	
<b>TOTAL USE OF FUND BALANCE</b>	<b>\$ 9,576,800</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>NEW REVENUE</b>					
Transfer from General Fund - 2025 Revenue	\$ 2,050,000	\$ 2,000,000	\$ 2,000,000	\$ -	
Transfer from General Fund - Unspent	\$ -	\$ -	\$ -	\$ -	
Transfer from Property and Facility Fund	\$ -	\$ -	\$ -	\$ -	
Sumer LCFA	\$ -	\$ 10,000,000	\$ 11,834,000	\$ 1,834,000	
Foundation Cap Planning Funding	\$ -	\$ 520,000	\$ 520,000	\$ -	
Grants- LCIP	\$ -	\$ 800,000	\$ 800,000	\$ -	
Interest Earnings	\$ -	\$ 870,000	\$ 870,000	\$ -	
<b>TOTAL NEW REVENUE</b>	<b>\$ 2,050,000</b>	<b>\$ 14,190,000</b>	<b>\$ 16,024,000</b>	<b>\$ 1,834,000</b>	
<b>TOTAL FUNDS USAGE</b>	<b>\$ 11,626,800</b>	<b>\$ 14,190,000</b>	<b>\$ 16,024,000</b>	<b>\$ 4,397,200</b>	
<b>-- EXPENDITURES --</b>					
<b>CURRENT BUILDING IMPROVEMENTS</b>					
Buckley Site Evaluation	\$ 1,040,100	\$ 72,000	\$ 112,000	\$ 40,000	Final Amts for project
LWD Demo	\$ 541,500	\$ -	\$ 30,000	\$ 30,000	Final Payments in
Door replacement	\$ 440,100	\$ -	\$ -	\$ -	
					CY necessary repairs from FCA and
Facilities Condition Assessment Needs/Consultants	\$ 659,100	\$ 945,000	\$ 1,290,000	\$ 345,000	Consultant costs
<b>TOTAL CURRENT BUILDING IMPROVEMENTS</b>	<b>\$ 2,680,800</b>	<b>\$ 1,017,000</b>	<b>\$ 1,432,000</b>	<b>\$ 415,000</b>	
<b>FUTURE BUILDINGS &amp; OTHER</b>					
Lakewood Interim Library	\$ 7,009,500	\$ -	\$ 68,700	\$ 68,700	Final Payments in
Sumner Library	\$ 1,002,000	\$ 12,069,000	\$ 13,155,000	\$ 1,086,000	Tax expense included
Other Future				\$ -	
					Maintenance Van replacement
Vehicle purchases	\$ 266,000	\$ 65,000	\$ 77,000	\$ 12,000	
Comprehensive Capital Plan Consultant	\$ 150,000	\$ 350,000	\$ 371,000	\$ 21,000	
Capital Campaign Consultants	\$ 60,000	\$ 50,000	\$ 55,000	\$ 5,000	
Strategic Planning	\$ 178,500	\$ 4,000	\$ 4,000	\$ -	
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>\$ 13,860,700</b>	<b>\$ 1,192,700</b>	

**2025 CAPITAL IMPROVEMENT FUND**

**-FINAL BUDGET (Cont.)-**

Final December 11, 2024	2024 Approved	2025 Draft Budget	2025 Final Budget	Difference Draft/Final	Notes
----- Budget Summary (Cont.) -----					
-- EXPENDITURES CONT. --					
TECHNOLOGY UPDATES					
Facilities Work Order System	\$ 30,000	\$ -	\$ -	\$ -	
Meeting Room Technology	\$ -	\$ 85,000	\$ 99,000	\$ 14,000	
Digital Signage Upgrades	\$ -	\$ 70,000	\$ 77,000	\$ 7,000	
Network Infrastructure Upgrades	\$ -	\$ 200,000	\$ 220,000	\$ 20,000	
<b>TOTAL TECHNOLOGY PROJECTS</b>	<b>\$ 30,000</b>	<b>\$ 355,000</b>	<b>\$ 396,000</b>	<b>\$ 41,000</b>	
<b>CONTINGENCY</b>	<b>\$ 250,000</b>	<b>\$ 150,000</b>	<b>\$ 335,300</b>	<b>\$ 185,300</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,626,800</b>	<b>\$ 14,190,000</b>	<b>\$ 16,024,000</b>	<b>\$ 1,834,000</b>	
<b>NET OF REVENUE AND EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		

**2025 ELECTION FUND  
-FINAL BUDGET-**

2025 FINAL BUDGET December 2024	2024 Final Approved 12/23	2025 Final Budget	Change (\$)	Change (%)
<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</b>	<b>\$ 30,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 10,000.00</b>	<b>33%</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 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 PROPERTY AND FACILITY FUND  
-FINAL BUDGET-**

2025 FINAL BUDGET December 2024	2024 Final Approved 12/23	2025 Final 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 LEVY SUSTAINABILITY FUND  
-FINAL BUDGET-**

<b>2025 FINAL BUDGET December 2024</b>	<b>2024 Final Approved 12/23</b>	<b>2025 FINAL BUDGET</b>	<b>Change (\$)</b>	<b>Change (%)</b>
<b>-- FUNDING SOURCES --</b>				
<b>USE OF FUND BALANCE</b>				
Use of Levy Sustainability Fund Set Aside	\$ -	\$ 1,800,000.00	\$ -	
<b>NEW REVENUE</b>				
Property Taxes (Funding Cycle Revenue)	\$ -	\$ -	\$ -	
Investment Income	\$ 500,000.00	\$ 350,000.00	\$ (150,000.00)	-30%
<b>TOTAL NEW REVENUE</b>	<b>\$ 500,000.00</b>	<b>\$ 350,000.00</b>	<b>\$(150,000.00)</b>	<b>-30%</b>
<b>TOTAL FUNDS AVAILABLE/FOR USE</b>	<b>\$ 500,000.00</b>	<b>\$ 2,150,000.00</b>	<b>\$ 1,650,000.00</b>	
<b>-- EXPENDITURES --</b>				
Transfer to GF from LSF	\$ -	\$ 1,800,000.00	\$ 1,800,000.00	
<b>TOTAL FUNDS NEEDED</b>	<b>\$ -</b>	<b>\$ 1,800,000.00</b>	<b>\$ 1,800,000.00</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>\$ 1,800,000.00</b>	<b>\$ 1,800,000.00</b>	
<b>NET OF FUNDING SOURCES AND EXPENDITURES</b>	<b>\$ 500,000.00</b>	<b>\$ 350,000.00</b>	<b>\$ (150,000.00)</b>	<b>-30%</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>\$ 17,650,000.00</b>	<b>\$ 16,200,000.00</b>	<b>\$ (1,450,000.00)</b>	<b>-8%</b>



**2025 DEBT SERVICE FUND  
-FINAL BUDGET-**

2025 FINAL BUDGET December 2024	2024 Final Approved 12/23	2025 Final Budget	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>

# 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 will ask if there is anyone in the audience who would like to comment on the budget.

- If joining the meeting by computer, please click the “Raise Hand” button at the bottom of the screen to request to be recognized.
- If joining the meeting over the phone, please press “star 9” to raise your hand.

Those wishing to comment will be given the option to unmute when it is their turn to speak. Please state your name upon addressing the Board.

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 budget of revenue and expenditures.” (The motion is seconded and passed.)

# **Unfinished Business (cont.)**

# BUDGET RESOLUTIONS 2025

➤ *Each resolution will be addressed separately.*

➤ *Chair makes motion (reads Resolution title), seconded by Trustee, open for discussion, roll call vote.*

## 5. 2025 Budget Approvals

- a. RESOLUTION 2024-16: TO RELEASE A PORTION OF THE LEVY SUSTAINABILITY FUNDS FOR 2025 BUDGET [ACTION]
- b. RESOLUTION 2024-17: TO SET 2025 WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES [ACTION]
- c. RESOLUTION 2024-18: TO ADOPT THE 2025 GENERAL FUND BUDGET [ACTION]
- d. RESOLUTION 2024-19: TO ADOPT THE 2025 CAPITAL IMPROVEMENT FUND BUDGET [ACTION]
- e. RESOLUTION 2024-20: TO ADOPT THE 2025 ELECTION FUND BUDGET [ACTION]
- f. RESOLUTION 2024-21: TO ADOPT THE 2025 PROPERTY AND FACILITY FUND BUDGET [ACTION]
- g. RESOLUTION 2024-22: TO ADOPT THE 2025 LEVY SUSTAINABILITY FUND BUDGET [ACTION]
- h. RESOLUTION 2024-23: TO ADOPT THE 2025 DEBT SERVICE FUND BUDGET [ACTION]
- i. RESOLUTION 2024-24: TRANSFER A PORTION OF LEVY SUSTAINABILITY FUNDS TO THE GENERAL FUND [ACTION]

**RESOLUTION NO. 2024-16**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO RELEASE A PORTION OF THE LEVY SUSTAINABILITY FUND**

**WHEREAS**, in December 2019 the Pierce County Rural Library District (“Library”) Board of Trustees established a Special Revenue Fund, having a working title of Levy Sustainability Fund, for purposes of accumulating funds during the first phase of the funding cycle established as part of the 2018 ballot proposition to restore the Library’s lawful limit for property taxation, and such funds be declared as “committed” in accordance to State Auditor rules regarding Special Revenue Funds, and

**WHEREAS**, since 2019, the Levy Sustainability Fund received financial support funded by a variety of revenue sources, such as direct tax receipts, investment interest, General Fund transfers, and any other sources designated for fiscal sustainability, and

**WHEREAS**, in 2024 the Library entered a one-year second phase in which no property tax deposits and no withdrawals were made to the Levy Sustainability Fund, and

**WHEREAS**, in 2025 the Library will enter the third phase of its funding cycle during which time expenditures exceed revenues, and thereby plans to begin drawing from the Levy Sustainability Fund to create balanced budgets, and

**WHEREAS**, during the August 2024 special meeting, the Board discussed the need for the Levy Sustainability Fund to be solvent for as many years as possible, which shall include strategies for identifying and enacting reductions beginning in 2025 and thereafter, and

**WHEREAS**, as part of the 2025 fiscal year budget the Library has identified reduced costs and the net difference is a need of \$1,800,000 to balance the operating budget, and

**WHEREAS**, the Library reviewed the Levy Sustainability Fund and confirmed that over \$16,000,000 had been previously “committed” for the express purpose of balancing operating budgets during phase three of the funding cycle, now therefore,

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

On January 1, 2025, that \$1,800,000 be hereby declared as “uncommitted” for purposes of balancing the 2025 fiscal year general fund budget, and be transferred accordingly in a subsequent board resolution.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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

**RESOLUTION NO. 2024-17**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

**WHEREAS**, there are certain Pierce County Library System employees, management and non- management, who are exempt from membership in a union, and

**WHEREAS**, it is necessary for the Board of Trustees to set salary and benefit rates for non- represented employees in these positions, now therefore,

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

1. For January 1, 2025, excepting the Executive Director, all employees working in a regular, non- represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2025, excepting the Executive Director, all employees working in a regular, non-represented position as of January 1, 2025, will receive a \$500 stipend for those eligible for a 3% step increase in 2025, or a stipend equivalent to 1% of annual wages for those ineligible for a 3% step increase on the January 21, 2025 pay date.
3. For January 1, 2025, excepting the Executive Director, all employees working in a regular, non-represented position as of January 1, 2025, will receive a \$500 deposit into a Lifestyle Savings Account provided through Health Equity for use in 2025.
4. For January 1, 2025, excepting the Executive Director, all employees working on a regular, non- represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
5. The Executive Director shall be paid in accordance to the salary agreement as established and agreed upon between the Board of Trustees and the Executive Director.
6. Effective January 1, 2025, the Library will pay the full cost of the employee-only premiums for PCLS medical plan coverage remaining after the employee contribution of between \$50.18 - \$83.40 per month depending on the plan selected. The Library contributes toward the additional medical benefit premium costs of PCLS medical plan coverage for eligible dependents. The Library pays the full cost of the employee only dental coverage, vision coverage and life insurance.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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 \_\_\_\_\_

**RESOLUTION NO. 2024-18**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE 2025 GENERAL FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (“Library”) has an established General Fund to pay for regular operations, and

**WHEREAS**, the Pierce County Assessor’s Office has provided the Library with a preliminary estimate of assessed valuation of \$142,989,191,801 for the real property located within District boundaries, and

**WHEREAS**, during the November 13, 2024 regular meeting the Board of Trustees certified \$46,750,000 in the preliminary levy certificate to be collected, and anticipates one or more revised levy certificate(s) in December 2024 to be incorporated into the 2025 General Fund budget therein, and

**WHEREAS**, the Library calculated \$45,563,960 of current property tax revenues, and estimated \$704,100 in other forms of tax revenues as collectible in 2025 to be budgeted as General Fund revenue, and

**WHEREAS**, the Library estimated other sources of new revenue at \$1,274,940 to be budgeted in the General Fund, and

**WHEREAS**, the Library calculated a needed transfer from the Levy Sustainability Fund of \$1,800,000 to be budgeted in the General Fund, and

**WHEREAS**, the Library has created a 2025 operating budget of expenditures, transfers, and set- asides totaling \$49,343,000, and

**WHEREAS**, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 General Fund budget for the Library in the amount of \$49,343,000 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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 \_\_\_\_\_

**RESOLUTION NO. 2024-19**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE 2025 CAPITAL IMPROVEMENT FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (“Library”) has an established Capital Improvement Fund to pay for projects included in the Capital Improvements Plan, and

**WHEREAS**, the Library has developed a Capital Improvement Plan which identifies significant projects to be accomplished in 2025, and

**WHEREAS**, the Capital Improvement Fund receives financial support from transfers from the General Fund, the Capital Improvement Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue and transfers, and

**WHEREAS**, the Library has reviewed the Capital Improvement Plan for 2025 and has determined that several 2024 projects will continue into the next year, amounting to \$214,000 funded in 2025 for their completion, and

**WHEREAS**, the Library has reviewed the Capital Improvement Plan for 2025 and has determined that eight (8) new and two (2) continued projects amounting to \$15,474,700 and a \$335,300 contingency should be funded through the Capital Improvement Fund, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 Capital Improvement Fund budget for the Library in the amount of \$16,024,000 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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	_____



**RESOLUTION NO. 2024-20**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE 2025 ELECTION FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (“Library”) has an established Election Fund that funds projects, programs, and set-asides to be managed in the Election Fund in the fiscal year 2025, and

**WHEREAS**, the Election Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

**WHEREAS**, the Library has reviewed the Election Fund for 2025 and has determined that no (0) carry-forwards are necessary and no (0) election projects requiring expenditures will occur in 2025, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 Election Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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	_____

**RESOLUTION NO. 2024-21**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE PROPERTY AND FACILITY FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (Library) has an established Property and Facility Fund that funds projects, programs, and set-asides to be managed in the Property and Facility Fund in the fiscal year 2025, and

**WHEREAS**, the Property and Facility Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

**WHEREAS**, the Library has reviewed the Property and Facility Fund for 2025 and has determined that no (0) carry-forwards are necessary and no (0) property and facility projects requiring expenditures will occur in 2025, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 Property and Facility Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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 \_\_\_\_\_

**RESOLUTION NO. 2024-22**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE LEVY SUSTAINABILITY FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (“Library”) maintains a funding cycle set-aside to be managed in the Levy Sustainability Fund in the fiscal year 2025, and

**WHEREAS**, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

**WHEREAS**, the Library has reviewed the Levy Sustainability Fund for 2025 and has determined that one (1) transfer to the general fund will occur in 2025 as an expenditure, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 Levy Sustainability Fund budget for the Library in the amount of \$1,800,000 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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 \_\_\_\_\_

**RESOLUTION NO. 2024-23**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO ADOPT THE DEBT SERVICE FUND BUDGET**

**WHEREAS**, the Pierce County Rural Library District (“Library”) has an established Debt Service Fund to satisfy debt repayments to be managed in the Debt Service Fund in the fiscal year 2025, and

**WHEREAS**, the Debt Service Fund receives financial support from excess levy receipts, transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

**WHEREAS**, the Library has reviewed the Debt Service Fund for 2025 and has determined that (0) no debt repayments requiring expenditures will occur in 2025, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

The 2025 Debt Service Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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 \_\_\_\_\_

**RESOLUTION NO. 2024-24**  
**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE**  
**PIERCE COUNTY RURAL LIBRARY DISTRICT**  
**TO TRANSFER A PORTION OF LEVY SUSTAINABILITY FUNDS**  
**TO THE GENERAL FUND**

**WHEREAS**, the Pierce County Rural Library District (“Library”) Board of Trustees has established Special Revenue Fund called the Levy Sustainability Fund for purposes of accumulating and distributing committed funds during the funding cycle, and

**WHEREAS**, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

**WHEREAS**, on December 11, 2024, the Board released \$1,800,000 in the Levy Sustainability Fund from committed to uncommitted status to utilize for the 2025 budget transfers, and

**WHEREAS**, the Library has presented the 2025 General Fund budget to include said transfer from the Levy Sustainability Fund to the General Fund, and

**WHEREAS**, the Library reviewed all departments’ budget requests and identified areas to reduce 2025 expenditures to extend the Levy Sustainability Fund as discussed by the Board during the Special Meeting held in August 2024, and

**WHEREAS**, on December 11, 2025, the Board approved both the 2025 General Fund Budget and the 2025 Levy Sustainability Fund Budget, and

**WHEREAS**, the Library has determined that the budgeted transfer be conducted in January of 2025 to support the Library’s General Fund cash-flow needs, now therefore,

**BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:**

\$1,800,000 in the Levy Sustainability Fund balance be transferred to the General Fund effective January 1, 2025.

**PASSED AND APPROVED THIS 11th DAY OF DECEMBER 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	_____

# New Business

# MEMO



Date: November 19, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Election of 2025 Board of Trustee Officers

In December, the Board of Trustees elects officers for the next year. The Revised Washington Code ([RCW 27.10.210](#)) states only the Board shall elect “such officers as they deem necessary.” [Article IV of the PCLS Bylaws for the Board of Trustees](#) states that the Board “shall elect from its membership a Chair and Vice-Chair at the December Board meeting.” Those are the only legal requirements the Board needs to consider in electing officers.

The Board may elect individual Chair and Vice-Chair officer positions one at a time or nominate and vote on a slate of officers.

## 2023

Year	Trustee	Term Exp.	Officers	Term#
2	P. Duncan	February 2024		<i>Partial, Filled D. Jones 1/2022</i>
5	J. Penn	August 2024	Chair	1
2	N. Patel	August 2025		<i>Partial, Filled B. Thomason 8/2021</i>
2	A. Sloan	August 2026		1
6	P. Jenkins	March 2027	Vice-Chair	2

## 2024

Year	Trustee	Term Exp.	Officers	Term#
3	N. Patel	August 2025	Vice-Chair	<i>Partial, Filled B. Thomason 8/2021</i>
3	A. Sloan	August 2026		1
7	P. Jenkins	March 2027		2
3	P. Duncan	February 2029	Chair	<i>1, reappointed for first full term</i>
1	R. Wheaton	August 2029		1

In 2025, terms are as follows:

- Trustee Duncan, 2<sup>nd</sup> year of 1<sup>st</sup> full term (4<sup>th</sup> year serving, appointed to fill vacant partial term)
- Trustee Jenkins, 3<sup>rd</sup> year of 2<sup>nd</sup> term
- Trustee Patel, 4<sup>th</sup> year of 1<sup>st</sup> partial term
- Trustee Sloan, 4<sup>th</sup> year of 1<sup>st</sup> term
- Trustee Wheaton, 1<sup>st</sup> year of 1<sup>st</sup> term

**ACTION: Move to approve the slate of officers for 2025.**

# Officers Reports



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# MEMO



Date: November 5, 2024

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

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

Subject: 2024 Staff Engagement Survey Action Planning Updates

As shared in September 2024, the Library contracted with the National Business Research Institute (NBRI) to develop and deliver the staff engagement survey this year. Responses are reviewed and analyzed by organizational psychologists and researchers at NBRI, a firm with extensive expertise in employee survey research and analysis. Based on their evaluation, NBRI recommends an action planning process targeting areas with the greatest impact on our culture.

All leaders throughout the library have had time to review and reflect on these results. Staff Experience will begin working with them to support using NBRI's action planning process, which focuses on recommendations designed to enhance culture and staff engagement. These recommendations address both organization-wide and localized opportunities at the department or branch level, with the leadership team playing a key role in driving progress. Each location will contribute unique insights to support broader organizational growth. Our next steps and recommendations include:

#### Organization Wide Action Planning and Recommendations:

- Share survey results with employees in a timely manner.
- End-to-end review of communication processes.
- Encourage leadership visibility and connection.
- Ensure current Learning and Development offerings are clearly communicated.

#### Site Specific Action Planning and Recommendations:

- Facilitated local sessions that focus on improvements for teams where employees will be encouraged to get involved in the action planning process to create a shared sense of ownership and empowerment to impact change in their local sites.
- By focusing on these areas as a priority, we can continue to identify key factors that build toward the culture and community we want.
- Sessions will be facilitated in partnership with site leaders and the Staff Experience department.
- Staff Experience will schedule a 6-month touch-base with each site to check-in for how the plan is working and what supports may help to achieve plan goals and timelines.

We look forward to completing the action planning process by early 2025.

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# MEMO



Date: November 22, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: New Strategic Plan Adoption Communications Plan

Per the Board's discussion at the November Board meeting, we wanted to share our plans to communicate the adoption of the Pierce County Library System's 2025-2029 strategic plan. The announcement of the new plan is part of our overall communications plan for the new strategic plan, which we launched earlier this year, to gather input from community members, staff, and the Board. The announcement strategy relies on owned and earned communications channels and focuses on thanking the thousands of individuals who shared their ideas to help develop this path forward.

Thanks to input from nearly 3,000 people, the Library System has created a new strategic plan. This direction, shaped by the valuable input of our vibrant community, promises to elevate our services and enrich the lives of the individuals and communities we serve.

To effectively communicate the new strategic plan, we will use the following tactics:

- Talking Points, Video, E-newsletter Article for Staff: Distributed in "Cover to Cover" December 13, 2024.
- Cover to Cover Articles: Ongoing through February 2025.
- Post, print, and translate Strategic Plan: Online December 13, 2024. English in print in libraries December 16. Translated copies in libraries December 31.
- Web Page Content: December 13.
- Home Page Web Content: December 13.
- Email to Stakeholders: December 13.
- Poster and Digital Interior Signs: in libraries December 16. Translated posters in libraries December 31.
- News Release: December 16.
- E-newsletter Article and Video to approximately 60,000 public subscribers: Projected issuance December 18.
- Social Media Marketing Message: December 18.

# MEMO



Date: December 4, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: Primary Election Results

Voters in Pierce County approved many of the tax-related measures in the 2024 General Election. In all, 443,447 voters (76.73%) of the 577,948 registered voters cast ballots in the General Election.

Initiative No. 2066 repealed and amended certain provisions of the Decarbonization Act. Approval of the measure removes a prohibition from local governments using gas energy.

<b>Yes:</b>	<b>231,471</b>	<b>55.75%</b>
No:	183,694	44.25%

Initiative No. 2124 would have changed how employees participate in the long-term care insurance program. The measure would have allowed employees to opt-out of the program.

Yes:	197,968	47.62%
<b>No:</b>	<b>217,759</b>	<b>52.38%</b>

Voters in the Auburn School District showed outstanding support for a \$532 million bond to replace and equip a middle and elementary school, build a new middle school, and improve other buildings.

<b>Approved:</b>	<b>2,321</b>	<b>63.94%</b>
Rejected:	1,309	36.06%

Voters served by the Key Peninsula Fire Department approved a maintenance and operation levy. If the measure did not pass, the fire department said it would reduce staff and make other reductions. The levy will cost an average \$7 per month increase for the owner of a \$500,000 house.

<b>Yes:</b>	<b>6,569</b>	<b>59.76%</b>
No:	4,424	40.24%

Voters served by Pierce County Fire District 26 (Greenwater) gave extraordinary approval to an emergency medical services levy to maintain emergency medical personnel, training, equipment, and facilities. The levy will cost an average \$17 per month increase for the owner of a \$400,000 house.

<b>Yes:</b>	<b>159</b>	<b>90.34%</b>
No:	17	9.66%

Voters in the Sumner-Bonney Lake School District gave significant approval for a \$732 million bond to improve schools, with expansions/improvements in the high schools and adding a middle school and security. The vote paralleled voters' response to the Sumner Library bond (Sumner voters only), showing strong support for community services. According to the school district, this is the largest bond passed in Washington State history.

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<b>Approved:</b>	<b>18,432</b>	<b>64.17%</b>
Rejected:	10,293	35.83%

Voters in the Town of Wilkeson gave strong approval to a six-year levy lid lift to keep funding for emergency medical services. The levy will cost an average \$9.20 per month increase for the owner of a \$460,000 house.

<b>Yes:</b>	<b>179</b>	<b>67.8%</b>
No:	85	32.2%

Voters served by the West Pierce Fire & Rescue (Lakewood and University Place) approved transitioning from a primarily levy-based funding structure to a Fire Benefit Charge (FBC) structure. Research showed the FBC more fairly distributes funding; it is a fee based on square footage, property use, and fire risk factors. The approved measure reduces property taxes by eliminating the district's current maintenance and operations levy and reducing its regular levy.

<b>Yes:</b>	<b>26,512</b>	<b>68.2%</b>
No:	12,364	31.8%

Voters in the City of Edgewood soundly turned down a levy lid lift to retain law enforcement staffing levels and to maintain other essential city services. The levy would have been an increase of about \$30 a month for the owner of a \$625,000 house.

Yes:	2,654	36.72%
<b>No:</b>	<b>4,573</b>	<b>63.28%</b>

For the fourth time, voters loudly said no to a \$119 million bond in the Orting School District, for a new elementary school, renovating the high school, and other building improvements. The district made cuts to projects included in the bond since it first put it before voters in 2023. The bond would have been an increase of about \$63 a month for the owner of a \$500,000 house.

Yes:	5,893	58.99%
<b>No:</b>	<b>4,096</b>	<b>41.01%</b>

Voters in Tacoma, in a relatively atypical move, turned down a City of Tacoma levy lid lift for current and new Tacoma Fire Department services. The measure would have added facilities, vehicles, and equipment, as well as upgraded fire safety equipment. The levy would have been an increase of about \$25 a month for the average Tacoma homeowner.

Yes:	41,954	45.85%
<b>No:</b>	<b>49,539</b>	<b>54.15%</b>

# Closed Session

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