

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees January 8, 2025 | 3:30 p.m.

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

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | Webinar ID: 830 8752 2874 | Passcode: 237861

Web Browser or App: <https://us06web.zoom.us/j/83087522874?pwd=4gz9oMd5eesByECZRU56pk9L19ZZZh.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. Virtual attendees may sign up by emailing pmcbride@piercescountylibrary.org by 2:00 p.m. on January 8. 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 December 11, 2024, Regular Meeting
2. Approval of December Payroll, Benefits, and Vouchers
3. Change Order for Sumner Architect to Include Additional Services

Closed Session

At this time on the agenda, the Board of Trustees will recess to Closed Session to discuss collective bargaining matters.

New Business

1. Ratification of 2025-2027 Collective Bargaining Agreement **[ACTION]**
2. New Board Reports Discussion
3. 2021-2023: Three Year Audit Update
4. Approve 2025 Foundation Agreement and Addendums **[ACTION]**

Reports

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

Unfinished Business

1. Policy Review
 - a. Board Bylaws Update – Discussion
 - b. Approve Public Records Policy Revision **[ACTION]**
 - c. Approve Works of Art in Library Facilities Policy Revision **[ACTION]**
 - d. Approve Access to Library Services for Persons with Disabilities Policy Revision **[ACTION]**
2. Sumner Library Project Update

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

1. Q1 2025 Marketing and Communications Focus: Job and Business Services
2. Dashboard Update

Announcements

Adjournment **[ACTION]**

Consent Agenda

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

CALL TO ORDER

Vice-Chair Neesha Patel called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Ryan Wheaton was excused. The meeting was conducted in person, with the option of virtual attendance.

Executive Director Gretchen Caserotti clarified that the agenda item under New Business, “2025 Election of Officers,” should be noted as an action item, aligning with the Board memo stating such.

PUBLIC COMMENT

Quigley Grey provided a comment.

CONSENT AGENDA

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

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

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported on 2024 work accomplished by the organization and expressed appreciation to all staff. She noted a minor correction in her report regarding web accessibility standards to WCAG2.1AA. In 2025, reports to the Board will evolve and be updated. Departmental presentations will also be included in 2025 meetings.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation received \$570,800 to date and that the fundraising goal will be met by year end. He noted the Foundation anticipates achieving all capital campaign commitment goals by the end of 2025. He also reported that while the total number of donors has decreased in recent years, much larger gifts are being given, which has been a trend in non-profit fundraising. Discussion ensued on matching gifts from donors’ employers. A recent gift of \$25,000 was matched by Boeing, resulting in a \$50,000 donation.

October 2024 Financial Report – Executive Director Caserotti reported approximately 80% of the budget has been expended. Larger expenditures are coming out of the Capital Fund for the Lakewood project. The November financial report will reflect the receipt of property tax payments.

Public Services Report and Metrics Dashboard – Deputy Director Connie Behe shared information on visitor counts at the various locations and how that data is captured.

UNFINISHED BUSINESS

2025-2029 Strategic Plan – Deputy Director Connie Behe shared the final design from consultants Coraggio Group.

Trustee Duncan moved to approve the 2025-2029 Strategic Plan as presented. Trustee Sloan seconded the motion. Motion carried.

Policy Review:

Public Records – Discussion

Director Caserotti emphasized the Library's commitment to transparency, access to information, and privacy under the Public Records Act. Library administrators have collaborated with legal counsel and the Assistant Attorney General to ensure compliance while maintaining efficient operations. A recent complaint about a staff member was reviewed, confirming no illegal or fraudulent activity and that the employee acted in good faith. She added that she would not comment further on personnel matters.

In recent weeks, the Library and Board received numerous public comments and nearly 75 new records requests, straining staff resources. The surge highlights the need for updated procedures, as existing ones were designed for lower volumes. Proposed updates to this policy include clarifying that records requests are accepted at any Library location, retaining public records officer designation flexibly, and incorporating cybersecurity exemptions as permitted by law.

Staff are adopting modern, cloud-based systems to streamline records management and working with a Lean Specialist from the State Auditor's Office to refine processes. Grant funding is being pursued to support redaction and file conversion tools.

Discussion covered timelines, fees, and resource challenges. Processing requests is labor-intensive, with two Executive Office staff working nearly full-time on this task. Fee adjustments will be revisited in 2025 after completing process improvements; fees are currently waived.

Questions arose about the role of bots in the surge, but Director Caserotti noted that while many requests are similar and anonymous, they do not appear to involve bots.

Works of Art in Library Facilities – Discussion

Executive Director Gretchen Caserotti reported the policy was last presented in 2022 and noted the need to eliminate unnecessary bureaucracy and broaden the scope. Director Caserotti noted the Library has the right to accept or decline the art. This policy also aligns with the Donations and Sponsorships Policy by stating that, once the art is accepted, ownership transfers to the Library.

Access to Library Services for Persons with Disabilities: Grievance Process – Discussion

No material content revisions were made to this policy as presented. It will move toward approval in January.

Smoke and Tobacco Free Campus –

Trustee Duncan moved for approval of the Smoke and Tobacco Free Campus policy. Trustee Jenkins seconded the motion. Motion carried.

Alcohol Consumption on Library Premises –

Trustee Duncan moved for approval of the Alcohol Consumption on Library Premises policy. Trustee Sloan seconded the motion. Motion carried.

Resolution 2024-15: To Repeal Board Policies No Longer Needed

Trustee Duncan moved for approval To Repeal Board Policies No Longer Needed. Trustee Sloan seconded the motion. Motion carried.

2025 Budget: Second Reading and Discussion – Executive Director Caserotti and Finance Director Mary Stimson presented an overview of the proposed 2025 budget. Key points included:

- Healthcare cost increases
- Additional \$136,000 in cost saving measures in M&O
- Increases in facilities repairs and maintenance
- Increases in utilities costs
- Increases in software costs
- Reduction in the contingency to align with use of less Levy Sustainability Funds (LSF)
- Materials budget remains close to 10%
- Anticipate transferring \$2M to the Capital Fund
- Seeking \$1M in the General Fund

Levy Sustainability Fund - As the Library enters phase three of the curve, operating expenditures will exceed revenues. The Library requests \$1.8M be transferred to the General Fund in January 2025, to offset cash flow needs.

Capital Fund - The Fiscal Management Policy requires the Library to keep \$4M in this fund. Total revenue is estimated at \$16,024,000. \$11.8M will come from Sumner LCFA bond proceeds, which will support construction costs. The remainder is comprised of Foundation Capital Planning funds, the LCIP grant from the Department of Commerce, and investment interest.

Expenditures include final payments on the Buckley site project and the Lakewood demolition. Critical needs include HVAC equipment replacements, transformer replacement and electrical panel upgrades. Final payments will be made for the interim Lakewood Library. Sumner Library design and preliminary construction costs, consultant fees, vehicle purchases, the public opinion poll and technology upgrades are also reflected in the budget.

Aside from investment income, there are no budgeted activities for the Election, Property and Facility, and Debt Service Funds.

SECOND PUBLIC HEARING: 2025 BUDGET OF REVENUE AND EXPENDITURES

Trustee Duncan moved that in accordance with RCW 84.55.120, the public hearing be opened to receive comments from interested members of the public regarding the Pierce County Library System's 2025 budget of Revenue and Expenditures. Trustee Sloan seconded the motion, and it passed.

Quigley Grey provided a comment.

There being no additional comments, *Trustee Duncan moved to close the public hearing on the 2025 budget of revenue and expenditures. Trustee Patel seconded the motion, and it passed.*

UNFINISHED BUSINESS (CONT.)

2025 Budget Approvals

Trustee Duncan moved for approval of Resolution 2024-16 To Release a Portion of the Levy Sustainability Funds for 2025 Budget. Trustee Patel seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-17 To Set 2025 Wages and Benefits for Non-Represented Employees. Trustee Sloan seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-18 To Adopt the 2025 General Fund Budget. Trustee Jenkins seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-19 To Adopt the 2025 Capital Improvement Fund Budget. Trustee Patel seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-20 To Adopt the 2025 Election Fund Budget. Trustee Sloan seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-21 To Adopt the 2025 Property and Facility Fund Budget. Trustee Sloan seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-22 To Adopt the 2025 Levy Sustainability Fund Budget. Trustee Patel seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-23 To Adopt the 2025 Debt Service Fund Budget. Trustee Sloan seconded the motion. Motion carried.

Trustee Duncan moved for approval of Resolution 2024-24 Transfer a Portion of Levy Sustainability Funds to the General Fund. Trustee Jenkins seconded the motion. Motion carried.

NEW BUSINESS

2025 Election of Officers – Executive Director Caserotti and the Trustees thanked Chair Duncan and Vice-Chair Patel for serving in their positions in 2024. Trustee Duncan will continue to serve as Chair and Trustee Patel will continue to serve as Vice-Chair in 2025.

Trustee Sloan moved to approve the slate of officers for 2025 as presented. Trustee Jenkins seconded the motion. Motion carried.

ANNOUNCEMENTS

Director Caserotti thanked the Trustees for completing Cybersecurity training modules. She invited them to review the calendar of events for many holiday events in branches. She expressed her excitement for the structure of programs and events in 2025.

CLOSED SESSION

At 5:34 pm, Trustees recessed to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 6:02 pm.

ADJOURNMENT

The meeting adjourned at 6:03 pm on motion by Trustee Duncan, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		12/6/2024	\$ 1,064,157.89
Electronic Payments - Payroll & Acct Payable		12/20/2024	\$ 1,057,440.94
Accounts Payable Warrants	707192 - 707352	12/5/2024 - 12/23/2024	\$ 2,496,956.30
Total:			<u>\$ 4,618,555.13</u>

As of 12.31.2024

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 12/06/24 Payroll

Withdrawal Date: 12/6/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 86,576.22
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,973.45
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,150.41
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 670,848.00
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 14,453.31
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,617.36
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 85,242.34
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,207.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,633.69
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
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						\$ 1,064,157.89

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/4/2024
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 12/20/24 Payroll

Withdrawal Date: 12/20/2024

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 86,015.77
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,029.86
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,029.86
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 663,012.27
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,213.17
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,132.86
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 84,300.64
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,237.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,633.29
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	\$ 4,194.21
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						\$ 1,057,440.94

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/18/2024
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707192	12/05/2024	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 120624	0.00	14,927.14	12/16/2024
707193	12/05/2024	DEPT OF RETIREMENT SERVICES, WASHINGTON STATE		VOIDED CHECK	0.00	0.00	
707194	12/05/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 120624	0.00	1,932.85	12/20/2024
707195	12/05/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 120624	0.00	372.50	12/11/2024
707196	12/06/2024	AMAZON CAPITAL SERVICES	531004	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult & Children's books	0.00	8,927.48	12/13/2024
707197	12/06/2024	BAKER & TAYLOR	534220	MATERIALS - Adult, YA & Children's books; Fall/Winter Giveaway Books	0.00	43,832.70	12/20/2024
707198	12/06/2024	CITY OF BUCKLEY	547020	BUC Water, Sewer, Accts #1489.0 & #1489.1 November 24	0.00	691.87	12/13/2024
707199	12/06/2024	BUILDINGWORK LLC	541060	BUILDINGWORK DOOR REPLACEMENT PROPOSAL & LWD ARCH. CONSULT	0.00	4,831.25	12/16/2024
707200	12/06/2024	TARA CAMPBELL	541010	SPEAKER'S FEE 12/5 SUM	0.00	55.00	12/13/2024
707201	12/06/2024	CEDAR MILL LIBRARY	541650	ILL 226294821; Lost Item Reversible Errors	0.00	32.95	12/16/2024
707202	12/06/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	1,032.03	12/20/2024
707203	12/06/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	986.18	12/24/2024
707204	12/06/2024	CITY OF BEAVERTON	541650	ILL 22647664; Lost Item; The Hot Kid	25.95	0.00	
707205	12/06/2024	DELL MARKETING LP	535025	2024 OCT LAPTOP ORDER	0.00	64,388.70	12/20/2024
707206	12/06/2024	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	23,674.86	12/13/2024
707207	12/06/2024	ENVISIONWARE INC	535020	ENVISIONWARE CLOUD NINE SERVICE	0.00	9,520.20	12/20/2024
707208	12/06/2024	MIKE GERVAIS	541010	WINTER WONDERLAND EAT 11/27	400.00	0.00	
707209	12/06/2024	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	0.00	1,447.28	12/16/2024
707210	12/06/2024	ELISE GERRISH	541010	HEALING SACRED CIRCLE GIG 11/16/24, 11/23/24 STL	300.00	0.00	
707211	12/06/2024	GHA TECHNOLOGIES INC	535055	2024 FARONICS DEEP FREEZE 3YR RENEWAL	0.00	11,174.05	12/16/2024
707212	12/06/2024	HERMANSON COMPANY LLP	548010	HVAC REPAIRS	0.00	26,991.85	12/12/2024
707213	12/06/2024	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult, YA & Children's Books	0.00	6,970.75	12/19/2024
707214	12/06/2024	INNOVATIVE INTERFACES INC	548100	2024 POLARIS OFF HOURS UPGRADES	0.00	3,303.00	12/19/2024
707215	12/06/2024	INNOVATIVE USERS GROUP	549020	2025 INNOVATIVE USERS GROUP (IUG) MEMBERSHIP	150.00	0.00	
707216	12/06/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	3,980.25	12/20/2024
707217	12/06/2024	LANGUAGE TESTING INTERNATIONAL INC	541020	LANGUAGE TESTING SERVICE	0.00	314.00	12/20/2024
707218	12/06/2024	LOTUS SEATTLE GROUP	544000	ADVERTISING - RADIO AND DIGITAL	0.00	4,000.00	12/16/2024
707219	12/06/2024	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	95,400.05	12/18/2024
707220	12/06/2024	MANGO LANGUAGES	534305	MATERIALS - Databases	0.00	5,795.99	12/18/2024
707221	12/06/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult, Youth & Children's AV	0.00	21,683.81	12/20/2024
707222	12/06/2024	MONARCH LANDSCAPE WA, LLC	548000	MONARCH LANDSCAPING MAINTENANCE	0.00	1,396.13	12/16/2024
707223	12/06/2024	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - Tagalog & Russian	0.00	2,436.00	12/17/2024
707224	12/06/2024	OCLC INC	535050	2024 EZPROXY SUBSCRIPTION - NEW	0.00	18,017.26	12/17/2024
707225	12/06/2024	OETC	535050	MICROSOFT PROJECT PLAN 5 LICENSES	0.00	530.48	12/13/2024
707226	12/06/2024	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees	0.00	220.00	12/12/2024
707227	12/06/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese, Japanese, Korean & Vietnamese	0.00	4,800.00	12/18/2024
707228	12/06/2024	PIERCE COUNTY SEWER	547030	Sewers, LWD, PKS, SMT, ACL, UP Nov-Dec 24	0.00	1,887.42	12/17/2024
707229	12/06/2024	PITNEY BOWES	542000	POSTAGE REPLENISHING RESERVE ACCOUNT	0.00	10,000.00	12/24/2024
707230	12/06/2024	APRIL JACKSON	541010	REPTILE SHOW PKS 10/9/24, SMT 10/9/24	0.00	1,102.70	12/17/2024
707231	12/06/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	7,836.52	12/16/2024
707232	12/06/2024	RIVERS EDGE ENVIRONMENTAL SERVICE INC	223400	Release of Retainage withheld on entire contract	32,620.64	0.00	
707233	12/06/2024	AMANDA RODRIGUEZ		VOIDED CHECK	0.00	0.00	
707234	12/06/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	1,862.99	12/12/2024
707235	12/06/2024	SCJ ALLIANCE	562020	BUC - CONSTRUCTION DOCUMENT & CONSTRUCTION SUPPORT	0.00	770.00	12/12/2024
707236	12/06/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	173.04	12/17/2024
707237	12/06/2024	STATE AUDITORS OFFICE	541000	2024 ACCOUNTABILITY AND FINANCIAL AUDITS	0.00	2,190.83	12/13/2024
707238	12/06/2024	TOWN OF STEILACOOM	547000	STL Electric, Water, Sewer Acct#1462.0	0.00	1,411.29	12/18/2024
707239	12/06/2024	TRANSPARENT LANGUAGE INC	534305	MATERIALS - Databases	0.00	5,000.00	12/23/2024
707240	12/06/2024	TRI-TEC COMMUNICATIONS INC	548110	2025 TRI-TEC SUPPORT RENEWAL	0.00	68,713.41	12/12/2024
707241	12/06/2024	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES	0.00	2,826.74	12/16/2024
707242	12/06/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	103.84	12/12/2024
707243	12/06/2024	WEX BANK	532000	ANNUAL 2024 WEX FUEL CARDS	0.00	2,374.66	12/24/2024

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707244	12/06/2024	WORKPOINTE	535015	WORKPOINTE-FAC CUSTODIAL RM 160 OFFICE PARTITIONS	0.00	6,010.40	12/12/2024
707245	12/10/2024	AWC EMPLOYEE BENEFIT TRUST	231540	AWC Employee Benefit Trust December 2024	0.00	291,529.30	12/19/2024
707246	12/13/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES	0.00	4,709.46	12/20/2024
707247	12/13/2024	AMERICAN LIBRARY ASSOCIATION	549020	ALA MEMBERSHIP RENEWAL PJENKINS	0.00	690.00	12/26/2024
707248	12/13/2024	BAKER & TAYLOR	534220	BAKER & TAYLOR FALL/WINTER GIVEAWAY BOOKS	0.00	13,286.77	12/23/2024
707249	12/13/2024	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	328.86	12/23/2024
707250	12/13/2024	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	1,039.40	12/24/2024
707251	12/13/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	0.00	493.09	12/31/2024
707252	12/13/2024	COLAB CAPACITY LLC	541000	OUTCOMES BASED TRAINING 9/11 9/17 10/15	0.00	7,000.00	12/18/2024
707253	12/13/2024	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	0.00	6,448.00	12/24/2024
707254	12/13/2024	CRUCIAL LEARNING	531002	NLO CRUCIAL LEARNING MATERIALS	0.00	7,586.72	12/31/2024
707255	12/13/2024	DELL MARKETING LP	535055	2024 DELL ALBERT APPLIANCE R640 PRO SUPPORT	0.00	799.51	12/27/2024
707256	12/13/2024	DEPT OF ENTERPRISE SERVICES	549010	REGISTRATION: ALISON ECKES - GOVNT. TRAINING	0.00	220.00	12/19/2024
707257	12/13/2024	ENVISIONWARE INC	535020	ENVISIONWARE SIP2 SSL ENCRYPTION SERVICE	0.00	1,219.00	12/24/2024
707258	12/13/2024	EVERGREEN FIRE AND SECURITY	548000	EVERGREEN - ROUTINE M&R/ EM REPAIRS/SERVICE CALLS	0.00	1,538.31	12/17/2024
707259	12/13/2024	GHA TECHNOLOGIES INC	535055	2024 VEEAM BACKUP & SUBSCRIPTION RENEWAL	0.00	53,225.64	12/24/2024
707260	12/13/2024	HILLIS CLARK MARTIN & PETERSON	541040	LEGAL SERVICES - Matter ID: 21162.001; General	0.00	7,364.00	12/19/2024
707261	12/13/2024	HUB INTERNATIONAL	546000	HUB INTL INSURANCE POLICY SERVICES	0.00	341,594.39	12/20/2024
707262	12/13/2024	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	8,633.85	12/23/2024
707263	12/13/2024	INNOVATIVE INTERFACES INC	549010	CLARIVATE POLARIS TRAINING FOR HILARY ROBBELOTH	0.00	385.35	12/23/2024
707264	12/13/2024	IRON MOUNTAIN INC	541020	2024 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM	0.00	553.56	12/30/2024
707265	12/13/2024	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	0.00	120,759.40	12/17/2024
707266	12/13/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	640.00	12/23/2024
707267	12/13/2024	REGINA LUNDGREN	541010	REGINA SCOTT, WRITING HIST. FICTION 12/7/24 EAT	0.00	50.00	12/18/2024
707268	12/13/2024	MICROSOFT CORPORATION	541020	2025 MICROSOFT UNIFIED ENTERPRISE SUPPORT	70,940.00	0.00	
707269	12/13/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult, Youth & Children's AV	0.00	29,264.69	12/30/2024
707270	12/13/2024	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE CONTRACTED MONTHLY SERVICES	0.00	3,501.09	12/20/2024
707271	12/13/2024	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - German, Tagalog, Russian	0.00	7,128.00	12/23/2024
707272	12/13/2024	NASH CONSULTING INC	541000	LEADERSHIP WORKSHOP	0.00	7,321.60	12/18/2024
707273	12/13/2024	OMNI YOGA LLC	541010	GENTLE YOGA FOR ADULTS 11/6/24 PKS, 11/20/24 ORT	0.00	250.00	12/26/2024
707274	12/13/2024	OVERDRIVE INC		VOIDED CHECK	0.00	0.00	
707275	12/13/2024	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Chinese, Korean, Vietnamese	0.00	2,660.00	12/30/2024
707276	12/13/2024	PEER WASHINGTON	541000	PEER WASHINGTON OCTOBER 2024 INVOICE	0.00	7,916.66	12/19/2024
707277	12/13/2024	PEGASUS PUPPET THEATRE	541010	VAIN MOUSE PERFORMANCE, DPT 12/7/24	0.00	900.00	12/17/2024
707278	12/13/2024	PIONEER FARM MUSEUM	541010	PIONEER TOY MAKING SESSION 12/12/24 GHM	0.00	200.00	12/20/2024
707279	12/13/2024	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	259.30	12/24/2024
707280	12/13/2024	QBSI - A XEROX COMPANY	548010	Overage Charges - October	0.00	1,064.26	12/20/2024
707281	12/13/2024	RICOH USA INC	591720	60 MONTH COPIER LEASE - GIG- (2023-2028)	0.00	5,619.24	12/24/2024
707282	12/13/2024	ROBERT HALF INC	541000	TEMP FIN EMPLOYEE	0.00	4,910.62	12/23/2024
707283	12/13/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	995.88	12/24/2024
707284	12/13/2024	SOLARWINDS	535050	2025 SOLARWINDS SERVICE DESK FOR CM & IT	0.00	29,155.76	12/23/2024
707285	12/13/2024	TACOMA RUBBER STAMP	531000	NOTARY STAMP PETRA MCBRIDE	0.00	57.19	12/18/2024
707286	12/13/2024	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 12/6/2024	0.00	202,045.25	12/26/2024
707287	12/13/2024	WCP SOLUTIONS	531004	PAPER PRODUCTS	0.00	735.27	12/18/2024
707288	12/20/2024	ALCOR SOLUTIONS	541000	SERVICENOW PROJECT IMPLEMENTATION	0.00	42,554.00	12/24/2024
707289	12/20/2024	AMAZON CAPITAL SERVICES	531002	OFFICE/PROGRAM SUPPLIES, MATERIALS - Adult BOOKS	0.00	2,877.35	12/24/2024
707290	12/20/2024	AMERICAN LEGION COMMUNITY CENTER	545010	ANNUAL - ANDERSON ISLAND LEASE	0.00	6,912.14	12/26/2024
707291	12/20/2024	ATS AUTOMATION INC	548000	UNIVERSITY PLACE MITSUBISHI SYSTEM INTEGRATION	0.00	23,736.56	12/26/2024
707292	12/20/2024	AWARDCO INC	531002	SE AWARDCO AWARDS	0.00	996.00	12/30/2024
707293	12/20/2024	BAKER & TAYLOR	534110	MATERIALS - Adult, YA & Children's Books/AV, FALL/WIN GIVEAWAY BOOKS	0.00	19,742.03	12/30/2024
707294	12/20/2024	BETA - LAKEWOOD LLC	591720	Ground Lease 17th Payment; Due 1-1-25	23,874.00	0.00	
707295	12/20/2024	BRIAN DALBALCON PHOTOGRAPHY	541000	PHOTOGRAPHY SERVICES	0.00	486.00	12/27/2024

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707296	12/20/2024	BUILDINGWORK LLC	541060	BUILDINGWORK DOOR REPLACEMENT PROPOSAL	0.00	737.50	12/31/2024
707297	12/20/2024	CLINTON BELL	548000	PIONEER PACKAGING CRATE & DOLLY PICKUP	350.00	0.00	
707298	12/20/2024	CENTURYLINK	542010	PHONE SERV; ACCT#508337057	0.00	117.22	12/31/2024
707299	12/20/2024	CINTAS CORPORATION LOC 461	531010	ANNUAL 2024 SERVICE FOR CUSTODIAL LAUNDRY - SYS	965.09	0.00	
707300	12/20/2024	CLIFFORD JO	543000	Per Diem for GFOA Annual Conference	0.00	276.50	12/23/2024
707301	12/20/2024	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; DEC 2024	0.00	600.63	12/27/2024
707302	12/20/2024	CRYSTAL SPRINGS	531002	5 GAL Water; ENV Surcharge	43.75	0.00	
707303	12/20/2024	DEPARTMENT OF REVENUE	549050	Unclaimed Property reported Print Account Balances	0.00	31,687.42	12/26/2024
707304	12/20/2024	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	120.00	12/30/2024
707305	12/20/2024	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	5,137.43	12/27/2024
707306	12/20/2024	JOAN EISENHARDT	369911	Refund for lost materials	0.00	15.99	12/26/2024
707307	12/20/2024	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer Jan 25	0.00	13,263.85	12/30/2024
707308	12/20/2024	FATBEAM LLC	542012	ACL INTERNET ACCESS 12/1/24	18,219.68	0.00	
707309	12/20/2024	FEHR & PEERS	541060	SUMNER SITE TRANSPORT IMPACT & PARKING ASSESSMENT	1,132.50	0.00	
707310	12/20/2024	HERMANSON COMPANY LLP	548000	HVAC REPAIRS	0.00	412.14	12/24/2024
707311	12/20/2024	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	7,839.29	12/31/2024
707312	12/20/2024	INNOVATIVE INTERFACES INC	535050	2024 POLARIS NOVELIST SELECT SUBSCRIPTION	8,878.27	0.00	
707313	12/20/2024	DIANE JOHNSTON	541010	HUMANITIES WASHINGTON SPEAKER, UP 3/8/24	0.00	114.57	12/31/2024
707314	12/20/2024	CHRISTINA KNOELKE	543000	Per Diem;AWC Labor Relations Institute	119.50	0.00	
707315	12/20/2024	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,805.00	12/30/2024
707316	12/20/2024	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	67,632.18	12/30/2024
707317	12/20/2024	MARKHAM INVESTIGATION & PROTECTION LLC	541000	MARKHAM INVESTIGATIONS Q4 2024 INVOICES	0.00	21,560.16	12/30/2024
707318	12/20/2024	MICROSCAN CONSULTANCY SERVICES LLC	541004	2024 MICROSCAN CONSULTING	0.00	2,175.00	12/24/2024
707319	12/20/2024	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Children's AV	8,714.26	0.00	
707320	12/20/2024	MCCLATCHY COMPANY LLC	544000	ADVERTISING - TNT ADS AND DIGITAL	0.00	5,850.00	12/31/2024
707321	12/20/2024	OETC	535050	MICROSOFT 365 COPILOT LICENSE ADD ON	0.00	297.27	12/24/2024
707322	12/20/2024	OMNI YOGA LLC	541010	GENTLE YOGA FOR ADULTS 12/4/24 PKS, 12/18/24 ORT	0.00	250.00	12/26/2024
707323	12/20/2024	CITY OF ORTING	547020	Lease Payment MPC Jan 25	0.00	3,566.66	12/27/2024
707324	12/20/2024	OVERDRIVE INC	534415	MATERIALS - Databases	0.00	115,990.21	12/30/2024
707325	12/20/2024	PBS ENGINEERING AND ENVIRONMENTAL LLC	541060	PBS USA LWD DEMO HAZ MAT	0.00	396.50	12/30/2024
707326	12/20/2024	PEER WASHINGTON	541000	PEER WASHINGTON NOVEMBER 2024 INVOICE	7,916.66	0.00	
707327	12/20/2024	PEGASUS PUPPET THEATRE	541010	VAIN MOUSE PERFORMANCE, SUM 12/7/24	0.00	450.00	12/24/2024
707328	12/20/2024	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees:\$713.13; Key Bank Fees: \$149.87	0.00	863.00	12/27/2024
707329	12/20/2024	PUPPETS PLEASE	541010	PUPPETS PLEASE 12/14 FIF & UP	0.00	600.00	12/27/2024
707330	12/20/2024	QBSI - A XEROX COMPANY	548010	Overage Charges November 24	0.00	1,617.37	12/27/2024
707331	12/20/2024	RICOH USA INC	591720	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	5,659.21	12/30/2024
707332	12/20/2024	RICOH USA INC	541630	2024 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	4,400.65	12/30/2024
707333	12/20/2024	ROBERT HALF INC	541000	TEMP FIN EMPLOYEE	0.00	2,747.20	12/30/2024
707334	12/20/2024	AMANDA RODRIGUEZ	543000	Per Diem;NHRMA Conference	0.00	145.00	12/30/2024
707335	12/20/2024	SARCO SUPPLY LLC	531010	CUSTODIAL SUPPLIES - ANNUAL	0.00	679.90	12/24/2024
707336	12/20/2024	SENTINEL PEST CONTROL	548010	ANNUAL 2024 SENTINEL PEST CONTROL MONTHLY SERVICE	525.44	0.00	
707337	12/20/2024	SKYCROP LTD	562100	LWD DEMO	0.00	68,163.43	12/30/2024
707338	12/20/2024	STARLING WHITEHEAD & LUX ARCHITECTS	541020	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	0.00	33,448.75	12/24/2024
707339	12/20/2024	STATE AUDITORS OFFICE	541000	2024 ACCOUNTABILITY AND FINANCIAL AUDITS	0.00	19,754.55	12/30/2024
707340	12/20/2024	MARY STIMSON	543000	Per Diem WFOA Annual Conference	0.00	384.01	12/30/2024
707341	12/20/2024	SUMMIT WATER & SUPPLY CO	547030	SMT WATER;ACCT#02147900-01;11/04-12/02/24	0.00	378.34	12/24/2024
707342	12/20/2024	SUNDOWNER LLC	548000	ROOF/ GUTTER WINTER CLEANING 2024	9,804.72	0.00	
707343	12/20/2024	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM January 2025	0.00	12,863.39	12/27/2024
707344	12/20/2024	TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Tillicum Branch Utilities & Rent/CAM Aug 24	0.00	10,692.64	12/31/2024
707345	12/20/2024	JASMINE TRAN	543000	Travel Reimb for LJ Deisgn Institute Training	265.10	0.00	
707346	12/20/2024	CITY OF UNIVERSITY PLACE		VOIDED CHECK	0.00	0.00	
707347	12/20/2024	UNIVERSITY PLACE CIVIC BUILDING	545030	Sept - Dec 2024 Assessment for UP Lib	0.00	95,638.34	12/31/2024

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707348	12/20/2024	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;DEC 24	0.00	171.89	12/30/2024
707349	12/23/2024	AFLAC	231590	Payroll Run 2 - Warrant 122024	3,567.54	0.00	
707350	12/23/2024	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 122024	21.16	0.00	
707351	12/23/2024	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 122024	1,932.40	0.00	
707352	12/23/2024	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 122024	0.00	372.50	12/31/2024
					190,766.66	2,306,189.64	2,496,956.30

MEMO



Date: December 26, 2024

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

From: Christina Neville-Neil, Facilities Projects Manager

Subject: New Sumner Library Additional Consultant Services Change Order

Throughout each phase of the new Sumner Library’s design process, the design team of Johnson Architects (“Architect”) conducted cost estimates to ensure the project stayed within budget constraints. A geotechnical study was also performed on the site to determine its constructability. From these measures, the design team undertook several iterations of design modifications to reduce the building’s construction costs. Additionally, the team provided extra services to develop a soil conditioning design to address the silty components discovered during the geotechnical study.

The Architect has submitted proposals for additional services totaling approximately \$125,000. The requested approval also includes a \$25,000 allowance to accommodate any additional requests as we advance through construction development, thereby eliminating the need to return to the Board in the spring.

Board Action: Move to approve an amended purchase order total to Johnston Architects in an amount not to exceed \$150,000.

Closed Session

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

New Business

MEMO



Date: January 3, 2025

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

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

Subject: Ratification of the 2025-2027 Collective Bargaining Agreement

On Friday, January 3, AFSCME Local 3787 President Katie Baker, announced that bargaining unit members had ratified the proposed Collective Bargaining Agreement (CBA) for 2025-2027.

Library and Union representatives met multiple times between August 2024 and December 2024 to discuss proposed updates and changes to the bargaining agreement. On December 9, they tentatively agreed to a new three-year CBA pending ratification by bargaining unit members and the Board of Trustees.

The Library's negotiating team appreciated the thoughtful discussions and collaboration with the Union's negotiating team and is pleased to strongly recommend Board ratification of the proposed CBA.

MOTION: To ratify the 2025-2027 Collective Bargaining Agreement between Pierce County Rural Library District and Washington State Council of County and City Employees, Local 3787.

MEMO



Date: December 20, 2024

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

From: Gretchen Caserotti, Executive Director
Connie Behe, Deputy Director

Subject: New Board Reports Proposal

In 2024, Library administrators gathered feedback from Trustees on the monthly reports provided by staff. After discussions throughout the year, that feedback and resulting recommendations are being presented this month for consideration and potential implementation in 2025.

Routine Reports

These standard monthly reports are designed to inform Trustees about District operations, financial matters, and ensure the Executive Director's accountability to the Board. With ever increasing and complex business, we propose the following:

- The **Executive Director Report** will summarize the Executive Director's activities from the previous month, along with an overview of support department activities (Finance, Foundation, IT, Staff Experience, Communications, and the Executive Office).
- The **Deputy Director Report** will summarize activities in the Library branches and include Library use statistics, similar to the current Public Services report.
- The **Finance Director Report** will summarize major areas of monthly spending and trends, replacing the current summary. It will include the monthly budget-to-actuals reports for the month closing two months prior to the board meeting, maintaining the existing cadence. Additionally, quarterly dashboard reports (Feb, May, Aug, Nov) will show financial position, investments, and cash flow, replacing the existing charts and graphs.

Department Directors will deliver presentations throughout 2025 to give trustees deeper insights into the operations of their respective areas of oversight. These presentations are especially valuable given the significant changes in recent years and the upcoming implementation of the new strategic plan.

Officers Reports

Department Directors will continue to provide reports on items of interest or note to keep the Board informed, focusing on topics that do not require full discussion on the agenda.

MEMO



Date: December 26, 2024

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

From: Gretchen Caserotti, Executive Director and Mary Stimson, Finance Director

Subject: 2021-2023: Three Year Audit Update

The Library successfully completed the 2021-2023 financial audit in collaboration with the Washington State Auditor's Office (SAO) within a short three-month timeframe. The SAO had previously recommended that Pierce County Library System (PCLS) transition to a 3-year audit cycle due to our history of clean audits. However, in 2024, we discovered that this extended cycle could negatively affect the Sumner Library Capital Facility Area (SLCFA) Bond Rating for the new Sumner Library. As a result, we requested and were granted an expedited audit. We greatly appreciate the SAO's time, effort, recommendations, and reports, which support the Pierce County Library System's commitment to accountability, transparency, and responsible stewardship of tax funds.

This audit, which encompassed a significant transition from our legacy Eden system to the new Munis Enterprise Resources System required numerous and prompt responses from the Finance, Staff Experience, and IT departments. Their efforts with this significant endeavor are commended and appreciated.

Audit Results

We are pleased to report an unmodified opinion in accordance with the State Budgeting, Accounting and Reporting System (BARS) Manual, demonstrating our ongoing commitment to fiscal responsibility. As a cash-basis entity, we will consistently receive an adverse opinion under U.S. General Accepted Accounting Principles (GAAP), as allowed by our accounting methodology. The complete 2021-2023 audit report is available on the Washington SAO's website.

The audit identified a finding related to internal controls in the preparation of financial statements submitted to the SAO. This finding stemmed from a typographical error during the data import to the county, which led to the misclassification of over \$4 million in transfers initially reported as other resources.

The audit also identified misclassifications on the Schedule 9 reporting, due to changes in pension calculation forms and the implementation of Governmental Accounting Standards Board (GASB) These issues, spanning 2021-2023, led to understated liabilities on the SAO Schedule 9. The complexities of pension liabilities and new GASB standards posed challenges for many organizations. After discussions with the SAO, it was noted that if the GASB issues occurred independently, they would have been likely to be treated as corrections rather than findings.

All errors identified during the audit were corrected as indicated by the SAO's office and are accurately reflected in our financial statements and notes (pages 15–58 of the audit report).

It is important to emphasize that these figures were accurately recorded in the Library's general ledger using the correct BARS manual coding and application throughout the audit period. Additionally, we continue to maintain accurate reporting in our accounting system of records, ensuring alignment with the county treasurer. The financial reports presented to the Board consistently and accurately reflect the Library's financial position.

Ongoing Improvements

In 2024, the Finance Team underwent a restructuring due to two vacancies in key positions. While one position has been recently filled, the other remains vacant with recruitment resuming in early 2025. We remain committed to addressing the auditor's recommendations by improving staff training, implementing thorough reviews, and refining verification processes.

Finance leadership has historically prioritized aligning financial records with county records and ensuring compliance with the State BARS Manual. Moving forward, we will place additional emphasis on enhancing the accuracy of reports submitted to the SAO. For 2024, we have initiated the development of additional controls to ensure the accuracy of imported financial reports and that the notes submitted to the SAO accurately reflect our financial condition.

Looking ahead to 2025, we plan to update the role responsible for overseeing contracts, ensuring it has the accounting knowledge to support GASB Leases and GASB Subscription-Based Technology Agreement (SBITA) requirements. We are conducting more training to improve internal controls and enhance BARS compliance within our team.

Next Steps

We are in the final stages of our accountability audit with the State Auditor's office for the 2021-2023 period, which evaluates our adherence to policies and guidelines. I will provide an update on the audit once it is completed in the coming months.

MEMO



Date: December 18, 2024

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

From: Dean Carrell, Foundation Director
Clifford Jo, Business & Compliance Director

Subject: 2025 Foundation/Library Agreement and Addenda (2)

Each year the Foundation and Library enter into an agreement that allows the Library to fund staff and resources for Foundation-related work. In return, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) present the new agreement for approval by both the Library Board of Trustees and the Foundation Board of Directors.

2024 Foundation Agreement Results

The 2024 revised agreement stated that the Library would provide \$500,000 in value of support by funding the Foundation Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions	\$374,539
*Foundation deposits	\$250,414
Subtotal distributions & deposits	<u>\$624,953</u>
Less Agreement.....	<u>500,000</u>
Net Results	\$ 124,953

*Beginning in 2021, the Library is recording confirmed Foundation deposits made into a separate Foundation-owned bank account from which the Library will benefit from in the future. For example, proceeds stemming from fundraising for the Sumner Library project, but used later, will be recorded in this account and also totaled into the agreement's performance.

Given the substantially positive net results, the agreement has been successfully satisfied.

Addenda

The Agreement is accompanied by the following addenda:

1. An addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to

determining the programs to fundraise and also mirrors the Library’s strategic plan. This addendum and its variations began in 2012 and has carried forward annually since then.

2. An addendum associated with the Capital Campaign Feasibility Study.

The following page shows a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

PCLS Direct Fundraising Results

Foundation staff are increasingly involved in directly supporting PCLS on special projects that cannot be reflected in the Foundation’s financial statements due to ineligibility to apply for such funds. While this work falls outside the scope of the agreement, it should be acknowledged and recognized as it highlights the additional value the Foundation brings to PCLS. This work, primarily conducted through grant writing and grant stewardship in collaboration with various PCLS departments, is expected to realize even more opportunities in the future.

Record of Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Deposits & Distributions	Agreement for Supporting Costs	Difference from Distributions	PCLS Direct Fundraising Results ¹
2025	Recorded at yearend	\$ 450,000	Recorded at yearend	Recorded at yearend
2024	624,953	500,000	\$ 124,953	\$ 125,000 ⁵
2023	542,913	452,000	90,913	
2022 ²	982,938	388,000	594,938	
2021	520,963	392,000	128,963	
2020	273,146	273,000	146	
2019	271,451	265,000	6,451	
2018	350,000	278,000	72,000	
2017 ³	211,008	251,000	<u>-39,992</u>	
			2017-18: 32,008	
2016	287,081	228,000	59,081	
2015 ⁴	438,771	219,000	219,771	

¹ Beginning with 2024 report, PCLS direct fundraising results are included
² First year of Addendum #2 regarding capital fund development.
³ 2017 included only 6 months due to fiscal year transition.
⁴ Includes WorkForce Central funding (\$137,068).
⁵ Funding commitment secured through the State and Local Cybersecurity Grant Program (SLCGP), and is a reimbursable grant through two projects in 2025: \$85,000 for IT Security Assessment and Planning Project, and \$40,000 for Security Infrastructure Training Implementation.

2025 Foundation Agreement and Addenda

For 2025, the estimated value of staffing, services, space, and equipment provided by the Library to support the department working on the Foundation’s Annual Development Plan is \$450,000. Projected distributions and deposits are expected to exceed the agreement’s value. This decrease reflects a time audit conducted in September 2024, which revealed that department staff are dedicating significant time

to fundraising activities beyond those related to the Foundation. These additional efforts include pursuing grants and state/federal capital funding projects, which are distinct from the Foundation's scope.

The revisions for 2025 include corrections and additional qualifiers, which are not intended to have a major or material impact.

Both addenda record that the Foundation contributes more than just the funds it raises, and provide transparency about the full range of activities it undertakes.

Attached are the Agreement and Addenda. As separate documents, the Agreement and Addenda may have different amendment needs and require individual annual approval by the Board. We recommend that the Board pass three (3) motions:

Motion: Authorize Executive Director Caserotti to sign the Foundation Agreement as presented.

Motion: Authorize Executive Director Caserotti to sign Addendum #1 as presented.

Motion: Authorize Executive Director Caserotti to sign Addendum #2 as presented.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2025 by and between the Pierce County Rural Library District, a special purpose taxing district herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions in the form of cash distributions or otherwise, to the Library based on, the Foundation’s efforts to raise grants, gifts, bequests, trusts, and other such property; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain philanthropic services for the Library as described in this Agreement in furtherance of its corporate purpose; and

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.
2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.
4. Use all assets and earnings of the Foundation exclusively for Library purposes.
5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.
6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.
7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.
8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.
9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.
10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director; necessary office space; staffing support to include office assistance, management, and other personnel as deemed needed; and utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.
2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$450,000 during the

Library fiscal year 2025. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not exceeded or will be adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be "de minimis" in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

F. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

**ADDENDUM NO. 1 (2025) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2025, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2025.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library, primarily supporting the following areas: Literacy and Library Resources; Technology and Access; and a few selected Special Projects.

The Foundation will be engaged in a capital fundraising campaign for a future library in Sumner. Multi-year commitments will be made by donors, whereby pledge payments on those commitments will be paid over several years. It will be understood that any onetime gifts or pledge payments, in the year they were paid, will be applied towards the annual commitment with the Library in that same year.

Services and Activities

The Library and Foundation take a mutually respectful, cooperative approach to their relationship. The Library will work with the Foundation in joint fundraising efforts and opportunities.

The Library’s Vision is “The community of Pierce County thrives on inclusion, curiosity, and connection.”

The Foundation’s Vision is to “*Enhance and strengthen Pierce County Library System as the community’s choice for the discovery and exchange of information and ideas.*”

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature

and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 19 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Multiple direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Email communications and solicitations
- Personal correspondence and appointments with key prospects and donors (individuals, companies, and private foundations)
- Acknowledgement letters for gifts and personal thank you cards
- Invitations in support of seventh annual Trivia BEE
- Stewardship calls and correspondence to donors

To assist with these communications, the Foundation and Library may enter into an annual agreement for services provided by the Library’s Marketing and Communications Department.

Also, to assist with these communications, the Library will provide the Foundation information sharing and routine reporting.

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support, as well as event sponsorships for the seventh annual Trivia BEE event. The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.

- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events.
- Fundraising event: the Foundation will host its seventh annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System.
- Commemorative naming ceremonies, if appropriate.
- Realize meaningful engagement opportunities between the Library and Foundation, which may include their respective boards.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year. Facilitated by the Library, the Foundation will have access to patron information important to fundraising.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

**ADDENDUM NO. 2 (2025) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (“Foundation”) will provide and the specific activities that the Foundation will undertake in 2025 for the benefit towards a new Sumner Library for the Pierce County Rural Library District (“Library”), including, but not limited to, Financial Transactions as described herein. The effective date of this addendum is for the calendar year of 2025 and may be renewed annually or as needed.

Services and Activities

To serve our growing communities the Library must expand in creative ways to meet people where they are—whether that be in person, online, or through community partnerships. The Library has the opportunity to create a modern library for Sumner, which will serve as an anchor for library services, and be a community resource for East Pierce County.

The Foundation’s efforts to help make this happen will be to:

- Consult regularly with contracted fundraising counsel on best practices and strategy;
- Engage a volunteer driven Campaign Steering Committee on a monthly basis to provide necessary information, check on progress, determine appropriate strategies;
- Identify, cultivate, solicit potential donors;
- Work with key donors to leverage their gifts amongst other potential donors;
- Steward all donors with appropriate levels of recognition, including establishing naming opportunities; and
- Manage all aspects of a successful fundraising campaign.

Financial Transactions

The Foundation is engaged in a capital fundraising campaign for a future library in the City of Sumner community. The Foundation may make distributions or deposits (collectively, “Financial Transactions”) from gifts, grants, donations, and endowments solicited by the Foundation for the benefit of the Sumner Library. Multi-year commitments may be made by donors, whereby pledge payments on those commitments may be paid over several years.

Actual Financial Transactions shall be recorded in the calendar year that they are made in, and count towards the prime agreement that the Foundation and Library have that’s currently in force at the time these transactions are made. The annual performance report for the prime agreement shall separate Financial Transactions made under this Addendum from other fundraising transactions not apropos to this Addendum.

Whenever the Foundation chooses to deposit funds into its own bank account, said funds shall have properly recorded documentation submitted to the Library, to include proof of deposits and monthly statements. This bank account shall be separate from other bank accounts that the Foundation owns. The Foundation agrees that all deposited funds shall be used for paying the costs towards a future Sumner Library.

Because these funds are recorded as “cash basis” in the Foundation’s accounting and reporting, the Library will not record actual distributed funds to the Library once project expenses occur, as they have already been recorded upon the Foundation’s receipts.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

Executive Director Report (Routine Reports)

MEMO



Date: December 31, 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 December 2024 for the January Regular Meeting. I will be happy to answer any questions the Trustees may have regarding this or any of the other routine reports.

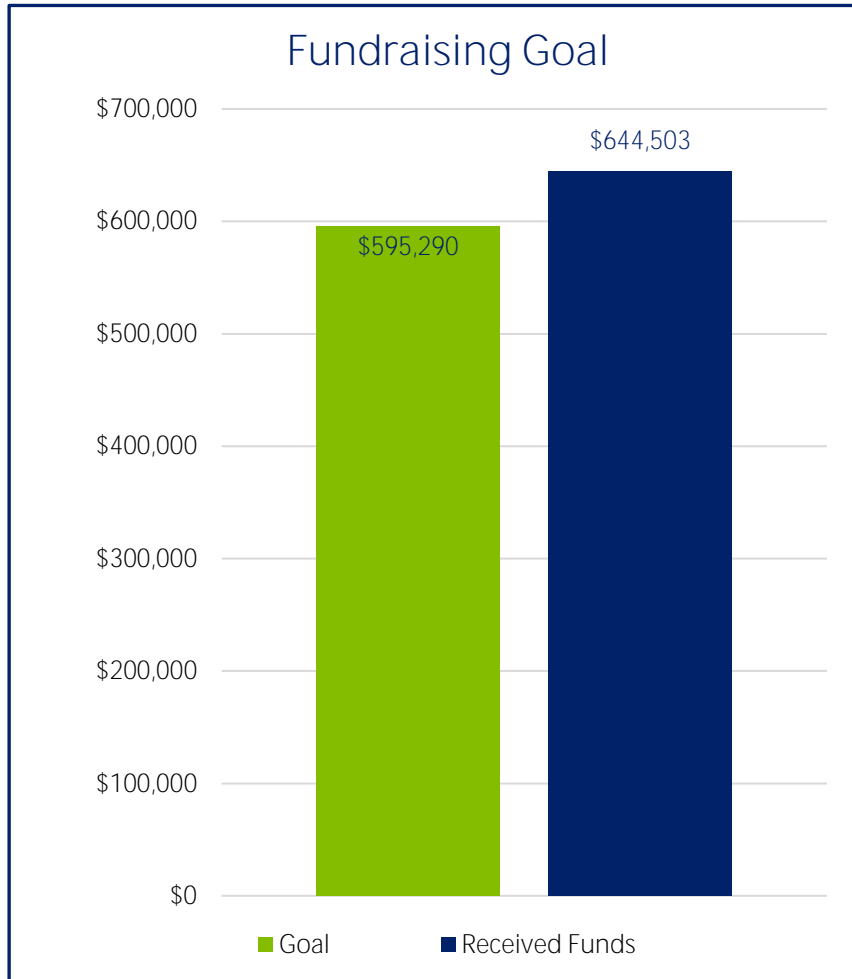
The month of December brings welcomed time for rest as many of us take with time off over the holiday season. As we wrap up an incredibly busy and productive year, many of us felt the strain of the intense last few weeks of 2024. The expedited three-year audit, finalizing the 2025 budget, contract negotiations with our union Local 3787 (member of the Washington State Council of County and City Employees-Council 2, an affiliate of AFSCME International), completing the new strategic plan and filling a record number of public record requests all happened in the last few months of the year. I want to share my appreciation to all the staff in the libraries who continued to report to work so the libraries remained open, warm, and welcoming while kids were on their winter breaks and community members across Pierce County had recreational time off. This ensured that everyone could enjoy the resources and activities in the libraries. Gratitude also goes to our support staff who kept things running smoothly behind the scenes for the whole Library System.

January brings new beginnings. Members of the Administrative Team are looking forward to engaging with staff as we transition our new strategic plan into the implementation phase. We are also pleased to welcome back Facilities and Capital Projects Director Kristina Cintron from her leave, and we anticipate completing the comprehensive capital plan for the Library mid-to-late year. The Washington State Legislature convenes its biennial session this month and I look forward to participating in the Washington Library Association's Library Legislative Day scheduled for February 5, 2025. I will keep the Board informed throughout the session of any proposed legislation that could impact the district.

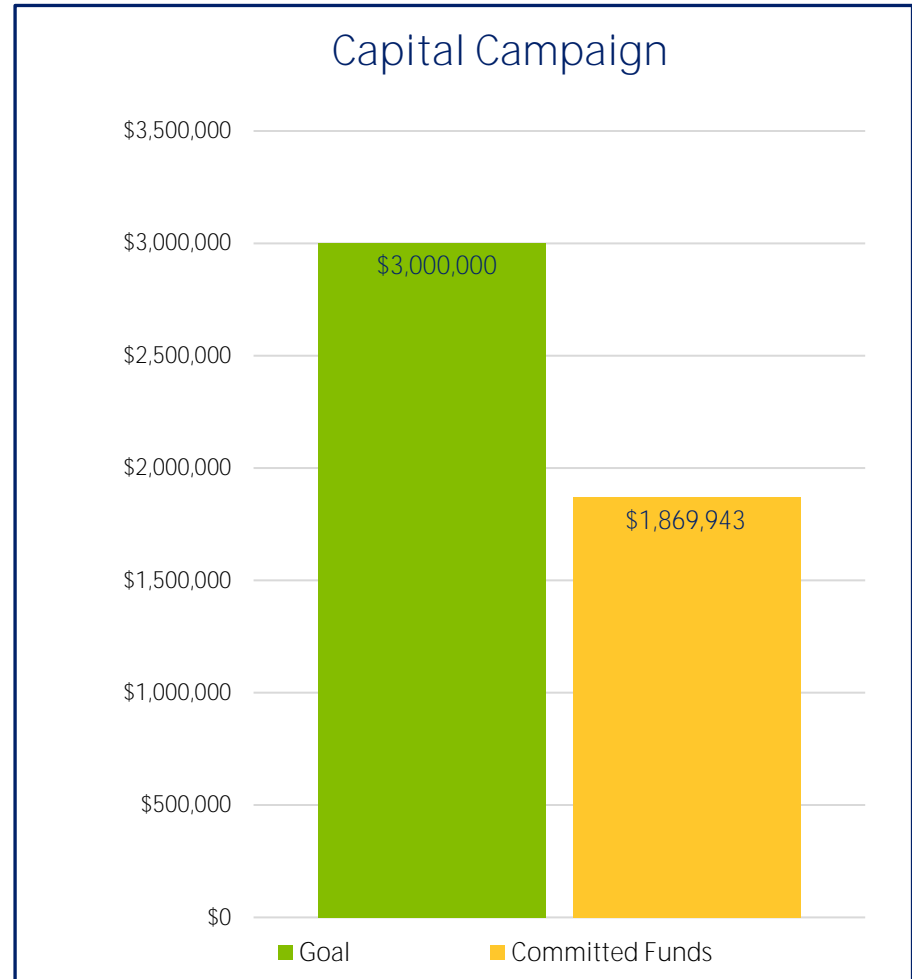
Thank you for your continued support and dedication to our Library's mission. I look forward to another productive year of growth and improvements for the Library in 2025.



Fundraising Performance Dashboard



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

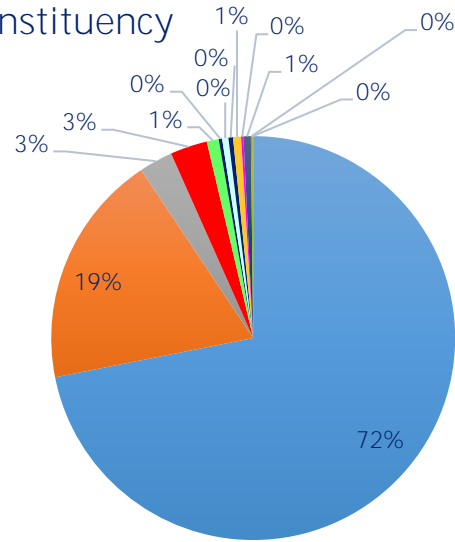


Goal = Multi-year (2021-2026)

Annual Campaign Statistics

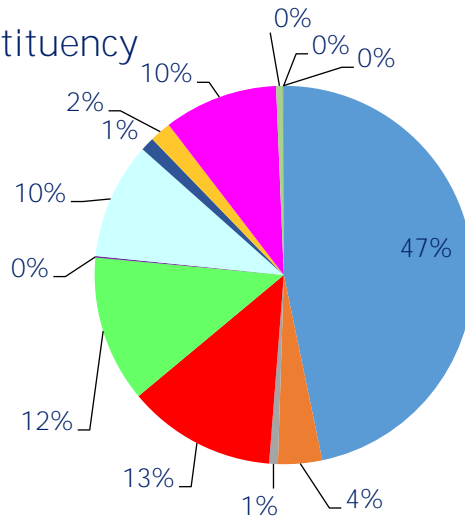
Number of Gifts by Constituency

- 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

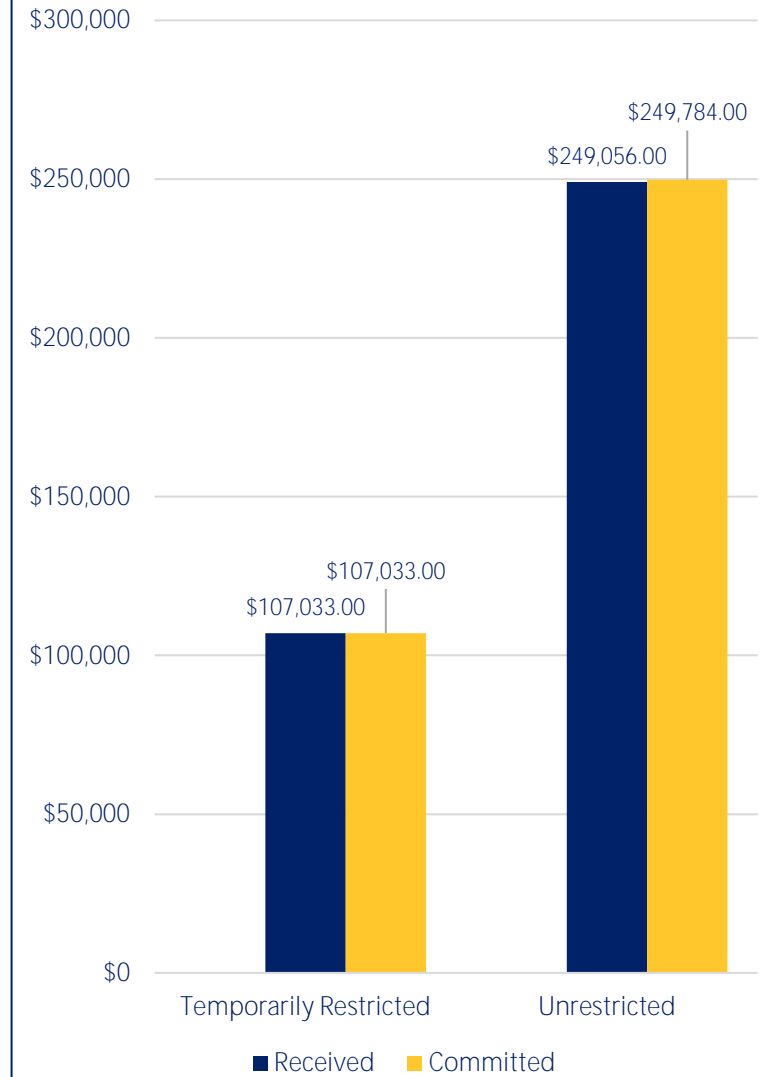


Gift Revenue by Constituency

- 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
554	60.09%	\$183,674	93.62%	365	\$44,276

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
28	52.83%	\$263,648	110.87%	22	\$161,997

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	
124	4.99%	\$22,741	158.71%	

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	
152	10.50%	\$49,885	173.80%	

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	
7	10.10%	\$28,287	38.00%	

Updates

What's going well

- Fundraising Goal: 8.2 % above goal
- Annual Campaign: 7.9 % above goal
- Capital Campaign: made final and complete deposits of \$250,413.87 from gifts and pledge payments for 2024

Areas to capitalize on

- Foundation Board: January meeting and retreat focused on strategic support of PCLS
- 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

November 30, 2024

Prepared By: Mary Stimson, Finance Director

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

General Fund

November

- **535055. Includes payment to OETC for yearly Microsoft licenses.**
- **535050. Includes payment to Envisionware Inc. for yearly Envisionware subscription**
- **548000. Includes payment to Hermanson Company LLP for HVAC repairs**
- **Transferred \$2.05M from General Fund to the Capital Improvement Fund per the approved resolution in the November 2024 board packet**

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 2nd 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 Xiologix for 2024 SonicWall Renewal

April

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

March

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

February

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

January

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

Capital Improvement Projects Fund

November

- **562000. 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**
- **562100. Includes payment to Skycorp LTD for Lakewood demo**
- **541020. Includes payment to Gensler for strategy services for capital plan**
- **562100. Includes payment to Westmark Construction Inc for door replacement**

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–November

- **No activity**

Election Fund

January–November

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

Property & Facility Fund

January–November

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

Levy Sustainability Fund

January–November

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

Debt Service Fund

January–November

- **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	374,565.35	372,606.57	1,958.78	-
December				
	\$ 3,507,307.45	\$ 3,454,096.54	\$ 53,210.91	\$ -

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
November 30, 2024**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 4,113,854	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 126,621	\$ 4,240,874
Investments	\$ 13,718,084	\$ -	\$ 17,649,512	\$ 1,241,009	\$ 1,195,188	\$ 98,929	\$ 2,427,669	\$ 36,330,391
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 17,831,457	\$ -	\$ 17,649,612	\$ 1,241,109	\$ 1,195,288	\$ 99,029	\$ 2,554,290	\$ 40,570,785
TOTAL ASSETS	\$ 17,831,457	\$ -	\$ 17,649,612	\$ 1,241,109	\$ 1,195,288	\$ 99,029	\$ 2,554,290	\$ 40,570,785
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 4,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,946
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,923	\$ 74,923
Sales Tax Payable*	\$ (396)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (396)
Payroll Payable	\$ 216,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 216,924
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 221,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,923	\$ 296,398
TOTAL LIABILITIES	\$ 221,474	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,923	\$ 296,398
FUND BALANCE								
Reserve for Encumbrances	\$ 1,049,809	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,654,092	\$ 3,703,901
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	\$ 16,560,174	\$ -	\$ 844,769	\$ 59,399	\$ 57,206	\$ 99,029	\$ (174,725)	\$ 17,445,851
TOTAL FUND BALANCE	\$ 17,609,983	\$ -	\$ 17,649,612	\$ 1,241,109	\$ 1,195,288	\$ 99,029	\$ 2,479,366	\$ 40,274,388
TOTAL LIABILITIES & FUND BALANCE	\$ 17,831,457	\$ -	\$ 17,649,612	\$ 1,241,109	\$ 1,195,288	\$ 99,029	\$ 2,554,290	\$ 40,570,785
BEGINNING FUND BALANCE, 01/01/2024								
YTD Revenue	\$ 46,209,399	\$ -	\$ 844,769	\$ 59,399	\$ 57,206	\$ 4,449	\$ 2,335,549	\$ 49,510,770
Transfers In/(Out)	\$ (2,050,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000	\$ -
YTD Expenditures	\$ (37,119,153)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (12,571,242)	\$ (49,690,395)
ENDING FUND BALANCE, 11/30/24	\$ 17,609,983	\$ -	\$ 17,649,612	\$ 1,241,109	\$ 1,195,288	\$ 99,029	\$ 2,479,366	\$ 40,274,388
TAXES RECEIVABLE	\$ 1,108,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,108,813

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

	<i>HISTORICAL</i> 11/30/2023	<i>HISTORICAL</i> 12/31/2023	<i>HISTORICAL</i> 1/31/2024	<i>HISTORICAL</i> 2/29/2024	<i>HISTORICAL</i> 3/31/2024	<i>HISTORICAL</i> 4/30/2024	<i>HISTORICAL</i> 5/31/2024	<i>HISTORICAL</i> 6/30/2024	<i>HISTORICAL</i> 7/31/2024	<i>HISTORICAL</i> 8/31/2024	<i>HISTORICAL</i> 9/30/2024	<i>HISTORICAL</i> 10/31/2024	<i>CURRENT</i> 11/30/2024
ASSETS													
Current Assets													
Cash	\$ 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	\$ 4,113,854
Investments	\$ 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	\$ 13,718,084
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457
TOTAL ASSETS	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 464	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 752	\$ 752	\$ 2,576	\$ 4,946
Sales Tax Payable	\$ 2,278	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 1,153	\$ 1,563	\$ 2,915	\$ (396)
Payroll Payable	\$ 208,158	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 215,394	\$ 256,524	\$ 172,053	\$ 216,924
US Bank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298	\$ 258,838	\$ 177,544	\$ 221,474
TOTAL LIABILITIES	\$ 210,900	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298	\$ 258,838	\$ 177,544	\$ 221,474
FUND BALANCE													
Reserve for Encumbrance Transfer	\$ 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	\$ 1,049,809
Unreserved Fund Balance	\$ 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	\$ 14,510,174
TOTAL FUND BALANCE	\$ 15,046,456	\$ 11,119,784	\$ 7,846,375	\$ 5,354,541	\$ 3,914,633	\$ 19,073,135	\$ 18,834,739	\$ 15,743,606	\$ 12,925,742	\$ 9,609,638	\$ 7,002,124	\$ 20,592,515	\$ 17,609,983
TOTAL LIABILITIES & FUND BALANCE	\$ 15,257,356	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457
PROPERTY TAXES RECEIVABLE	\$ 1,007,589	\$ 840,230	\$ 46,224,172	\$ 45,408,418	\$ 43,546,715	\$ 24,946,270	\$ 21,793,037	\$ 21,587,868	\$ 21,413,046	\$ 21,185,249	\$ 20,618,196	\$ 3,757,826	\$ 1,108,813

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



GENERAL FUND - 001	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 45,586,600	\$ 45,336,644	\$ -	\$ 249,956	99%
Other Revenue	\$ 1,258,000	\$ 872,755	\$ -	\$ 385,245	69%
TOTAL REVENUE	\$ 46,844,600	\$ 46,209,399	\$ -	\$ 635,201	99%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 27,591,128	\$ -	\$ 4,195,872	87%
Materials	\$ 4,501,000	\$ 3,900,378	\$ -	\$ 600,622	87%
Maintenance and Operations	\$ 7,855,990	\$ 5,011,303	\$ 1,041,485	\$ 1,803,202	77%
Transfers Out & Reserves	\$ 2,700,610	\$ 2,666,344	\$ 7,395	\$ 26,871	99%
TOTAL EXPENDITURES	\$ 46,844,600	\$ 39,169,153	\$ 1,048,881	\$ 6,626,566	86%
Excess/(Deficit)		\$ 7,040,246			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 7,040,246			

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

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 9,576,800	\$ -	\$ -	\$ 9,576,800	0%
Transfers In	\$ 2,050,000	\$ 2,050,000	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 285,549	\$ -	\$ (285,549)	-
TOTAL REVENUE	\$ 11,626,800	\$ 2,335,549	\$ -	\$ 9,291,251	20%
EXPENDITURES					
Capital Improvement Projects	\$ 11,626,800	\$ 10,521,242	\$ 2,654,092	\$ (1,548,534)	113%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 10,521,242	\$ 2,654,092	\$ (1,548,534)	113%
Excess/(Deficit)		\$ (8,185,693)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (8,185,693)			

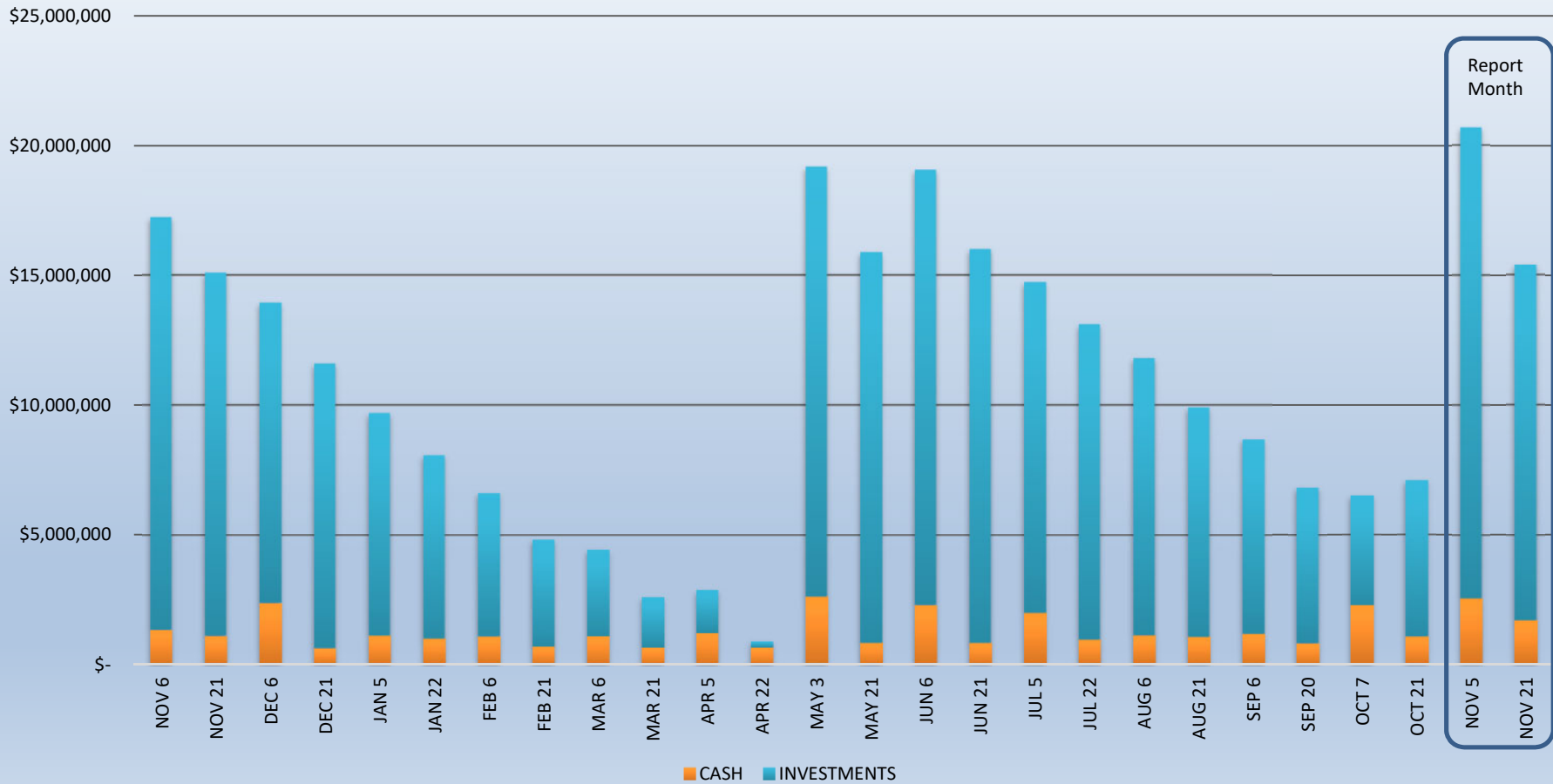
LEVY SUSTAINABILITY FUND - 102	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 844,769	\$ -	\$ (844,769)	-
TOTAL REVENUE	\$ -	\$ 844,769	\$ -	\$ (844,769)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 844,769			
Use of Fund Balance		\$ -			
NET EXCESS (DEFICIT)		\$ 844,769			

DEBT SERVICE FUND - 201	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 4,449	\$ -	\$ (4,449)	-
TOTAL REVENUE	\$ -	\$ 4,449	\$ -	\$ (4,449)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 4,449			

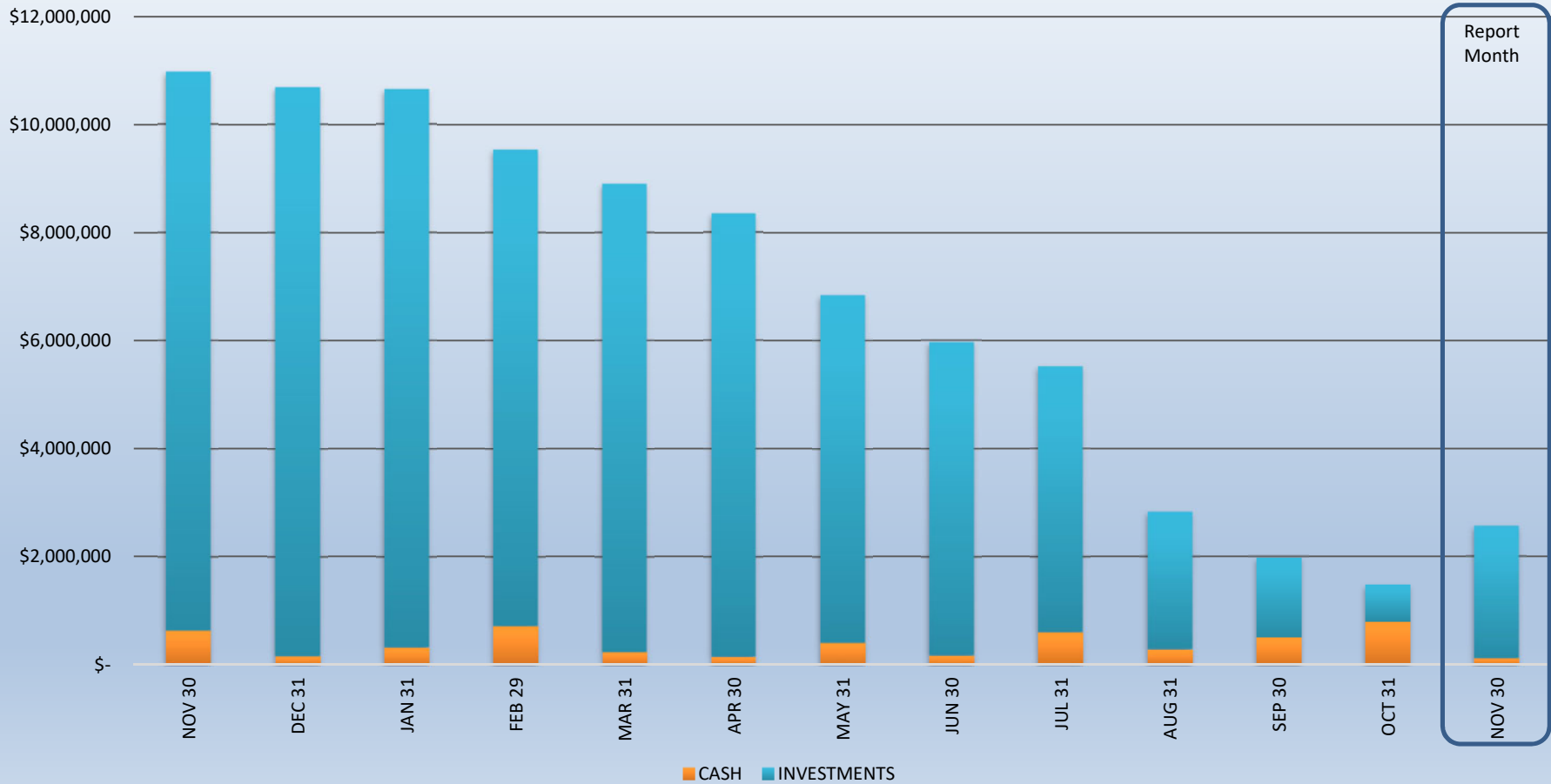
ELECTION FUND - 103	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 59,399	\$ -	\$ (59,399)	-
TOTAL REVENUE	\$ -	\$ 59,399	\$ -	\$ (59,399)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 59,399			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 59,399			

PROPERTY AND FACILITY FUND - 104	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 57,206	\$ -	\$ (57,206)	-
TOTAL REVENUE	\$ -	\$ 57,206	\$ -	\$ (57,206)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 57,206			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 57,206			

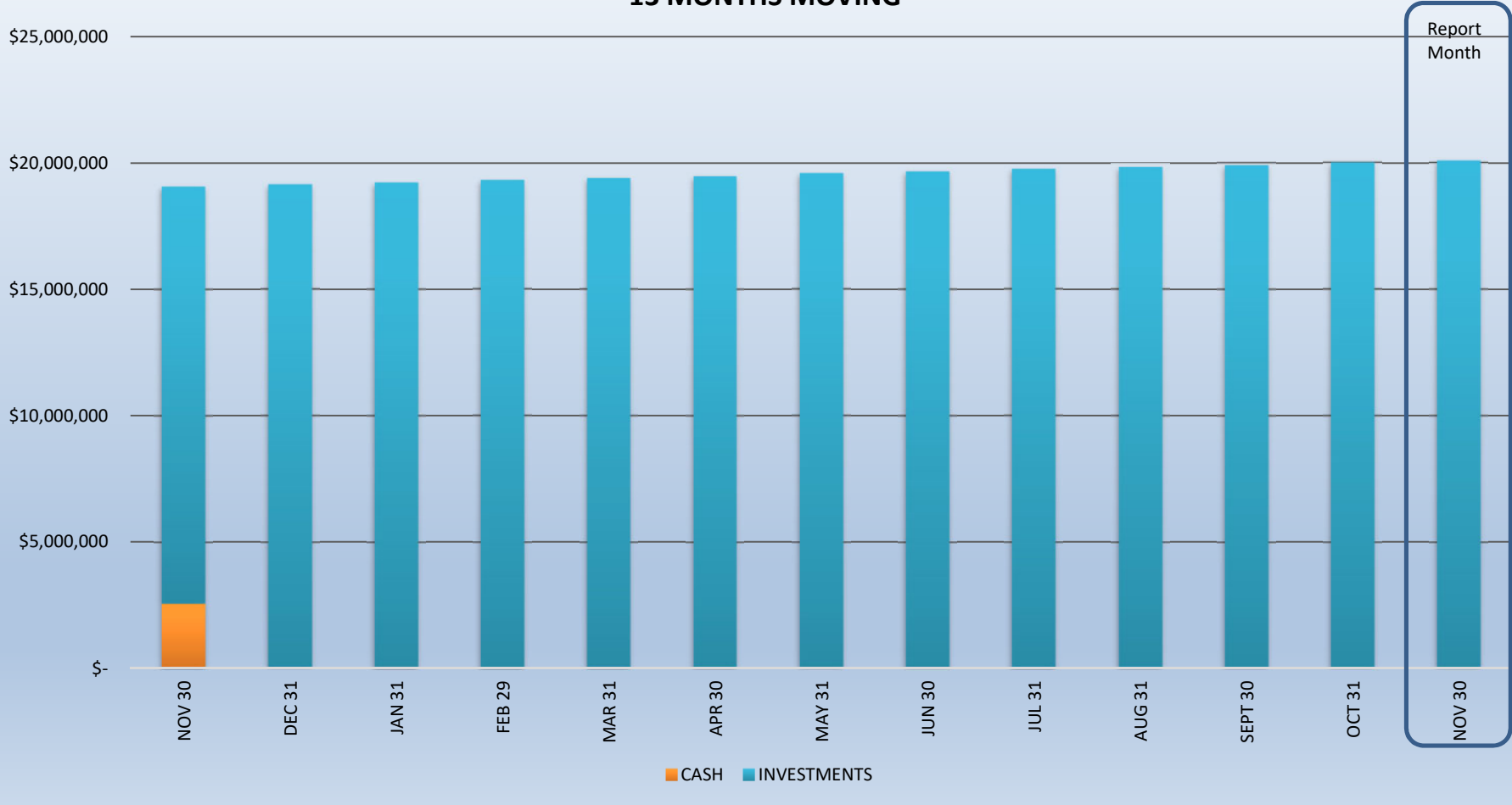
**CASH & INVESTMENTS - SEMI-MONTHLY
2024 - GENERAL FUND
- 13 MONTHS MOVING -**



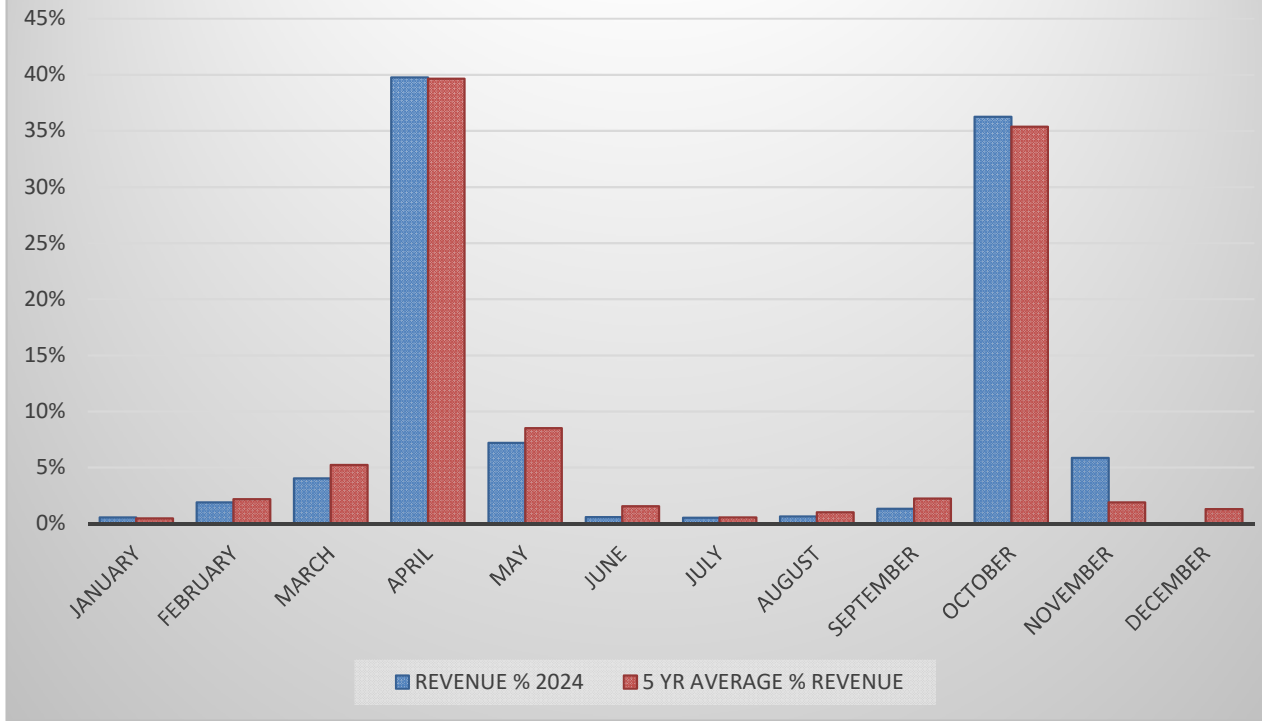
**CASH & INVESTMENTS - MONTHLY
2024 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



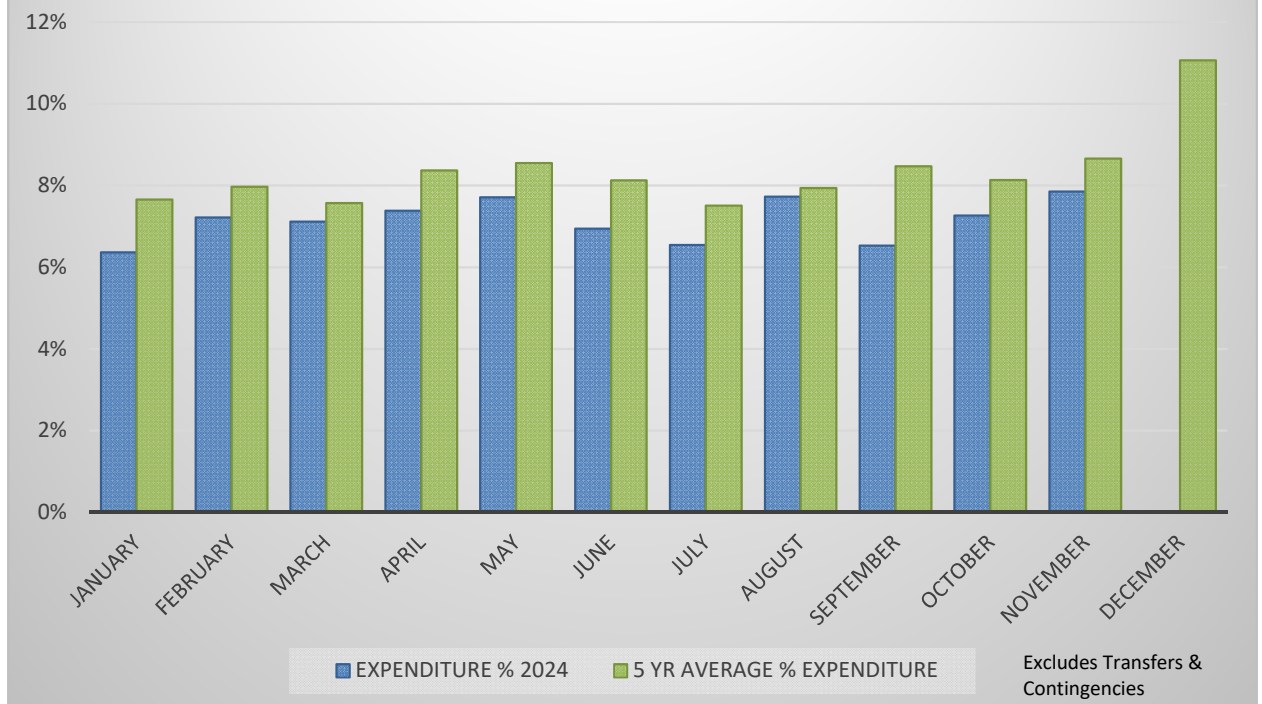
**CASH & INVESTMENTS - MONTHLY
2024 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH NOVEMBER 2024



GENERAL FUND - EXPENDITURE TREND (%) THROUGH NOVEMBER 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-44,586,528.63	-2,617,114.70	.00	-319,571.37	99.3%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-507,228.69	-21,323.18	.00	-23,671.31	95.5%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-167,068.97	-42,153.57	.00	106,468.97	275.7%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-56.36	.00	.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	-45,336,643.64	-2,680,591.45	.00	-249,956.36	99.5%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,605.43	.00	.00	-12,394.57	17.4%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-348.36	.00	.00	-3,651.64	8.7%
347200 LIBRARY SERVICES FEES--ILL	0	0	-43.23	-13.33	.00	43.23	100.0%
347902 PRINTER FEES	0	0	-32,772.26	-3,596.83	.00	32,772.26	100.0%
359000 LIBRARY FINES	0	0	-814.85	-18.21	.00	814.85	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-416,795.48	-42,297.99	.00	-35,204.52	92.2%
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	.00	.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	.00	.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	.00	.00	22,332.45	1216.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-27,655.45	-2,296.21	.00	23,655.45	691.4%
369200 FOUND MONEY	0	0	-687.87	-12.62	.00	687.87	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	-25,976.77	-2,507.29	.00	5,976.77	129.9%
369912 JURY DUTY REIMBURSEMENT	0	0	-370.00	-100.00	.00	370.00	100.0%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-211,426.11	.00	.00	11,426.11	105.7%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-74,768.76	-15,530.82	.00	-231.24	99.7%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-872,755.07	-66,373.30	.00	-385,244.93	69.4%
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	24,630,000	24,630,000	20,841,790.88	1,942,361.75	.00	3,788,209.12	84.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	8,486.91	1,039.18	.00	23,513.09	26.5%
511007 SHIFT DIFFERENTIAL	134,000	134,000	114,218.03	9,645.36	.00	19,781.97	85.2%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	40,363.95	3,272.81	.00	26,636.05	60.2%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
TOTAL SALARIES AND WAGES	23,898,000	23,898,000	21,013,766.77	1,956,319.10	.00	2,884,233.23	87.9%

04 PERSONNEL BENEFITS

520010 FICA	1,895,000	1,895,000	1,558,086.63	144,308.86	.00	336,913.37	82.2%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	2,574,724.28	229,879.32	.00	729,275.72	77.9%
520021 DENTAL INSURANCE	259,000	259,000	204,865.32	18,839.14	.00	54,134.68	79.1%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	88,503.80	7,934.98	.00	14,496.20	85.9%
520023 INDUSTRIAL INSURANCE	151,000	151,000	137,862.77	13,068.02	.00	13,137.23	91.3%
520030 RETIREMENT	2,378,000	2,378,000	1,926,481.37	174,582.90	.00	451,518.63	81.0%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	33,299.46	12,832.35	.00	1,700.54	95.1%
520041 PAID FML INSURANCE	58,000	58,000	44,195.09	4,067.29	.00	13,804.91	76.2%
520091 OTHER BENEFIT	75,000	75,000	9,342.95	1,095.90	.00	65,657.05	12.5%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
TOTAL PERSONNEL BENEFITS	7,889,000	7,889,000	6,577,361.67	606,608.76	.00	1,311,638.33	83.4%

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	91,300	96,753	69,664.19	7,364.53	.00	27,088.65	72.0%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	117,722	88,543.99	7,417.90	11,137.00	18,040.99	84.7%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	117,536	75,273.65	20,239.90	4,135.35	38,127.43	67.6%
531010 CUSTODIAL SUPPLIES	130,000	122,000	100,759.89	8,765.25	21,879.56	-639.45	100.5%
531020 MAINTENANCE SUPPLIES	46,000	43,600	36,686.35	3,221.68	.00	6,913.65	84.1%
531030 MATERIAL PROCESSING SUP	16,100	19,600	20,518.12	2,569.98	.00	-918.12	104.7%
531040 TRAINING SUPPLIES	3,000	3,028	938.72	204.06	.00	2,089.28	31.0%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	170,353.31	5,115.94	7,229.32	-22,282.63	114.3%
532000 FUEL	47,000	41,000	36,025.41	3,809.46	12,030.47	-7,055.88	117.2%
535000 MINOR EQUIPMENT	11,000	11,000	6,478.52	.00	.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	25,507.22	291.48	23,277.28	1,215.50	97.6%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	200,000	10,896.70	626.29	.00	189,103.30	5.4%
535025 TECHNOLOGY HARDWARE--STAFF	206,000	203,500	97,377.90	1,623.60	58,482.00	47,640.10	76.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	466,145.07	32,066.36	54,953.11	35,841.78	93.6%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	418,900	256,601.15	88,066.91	20,106.31	142,192.54	66.1%
TOTAL SUPPLIES EXPENSES	2,243,800	2,242,879	1,490,721.90	181,383.34	257,580.48	494,576.83	77.9%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	14,982	101.45	.00	.00	14,880.72	.7%
534005 ADULT AV - CDS	30,000	30,000	24,355.10	2,006.57	.00	5,644.90	81.2%
534010 ADULT AV - DVD	330,000	298,000	213,159.85	28,183.60	.00	84,840.15	71.5%
534015 ADULT AV - DVDNF	21,000	21,000	19,857.84	3,320.18	.00	1,142.16	94.6%
534020 ADULT AV AUDIOBOOKS	25,000	14,500	11,038.86	1,489.73	.00	3,461.14	76.1%
534105 ADULT BOOK CLUB KITS	3,500	3,500	2,322.28	.00	.00	1,177.72	66.4%
534110 ADULT FICTION	270,000	300,500	260,040.84	29,521.46	.00	40,459.16	86.5%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	13,237.74	2,123.47	.00	1,762.26	88.3%
534120 ADULT LARGE PRINT	50,000	40,000	32,627.97	4,033.81	.00	7,372.03	81.6%
534125 ADULT LUCKY DAY	55,000	80,000	55,540.20	7,851.43	.00	24,459.80	69.4%
534130 ADULT NONFICTION	300,000	312,000	264,848.82	27,164.66	.00	47,151.18	84.9%
534145 ADULT REFERENCE	5,000	5,000	1,989.12	1,603.60	.00	3,010.88	39.8%
534150 ADULT YA FICTION	55,000	52,000	28,262.22	2,567.01	.00	23,737.78	54.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	30,000	25,732.64	3,438.91	.00	4,267.36	85.8%
534160 ADULT YA NONFICTION	12,500	15,500	12,605.88	738.40	.00	2,894.12	81.3%
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	4,939.90	964.63	.00	1,060.10	82.3%
534220 CHILDREN'S FICTION	225,000	285,000	221,332.48	45,525.82	.00	63,667.52	77.7%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	58,000	49,936.27	6,125.36	.00	8,063.73	86.1%
534230 CHILDREN'S NONFICTION	135,000	132,000	102,120.69	17,540.67	.00	29,879.31	77.4%
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	27,553.34	3,026.63	.00	7,446.66	78.7%
534240 CHILDREN'S STORYTIME	3,000	3,000	2,102.72	852.51	.00	897.28	70.1%
534305 DATABASES	524,500	546,800	526,906.56	57,080.35	.00	19,893.44	96.4%
534410 EBOOKS	875,000	875,000	803,743.44	98,464.50	.00	71,256.56	91.9%
534415 EDOWNLOADABLE AUDIO	775,000	775,000	704,546.84	86,435.07	.00	70,453.16	90.9%
534417 ONLINE BOOK CLUB KITS	3,500	0	.00	.00	.00	.00	.0%
534421 ESTREAMING FILMS	150,000	70,000	66,000.00	.00	.00	4,000.00	94.3%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	80,500	79,500	79,453.50	.00	.00	46.50	99.9%
534505 MAGAZINES	71,000	90,000	93,909.33	72,937.67	.00	-3,909.33	104.3%
534605 VENDOR PROCESSING	100,000	100,000	89,469.00	19,246.52	.00	10,531.00	89.5%
534645 VENDOR CATALOGING	10,000	10,000	3,814.18	310.00	.00	6,185.82	38.1%
534705 WORLD - ADULT SPANISH	9,000	9,000	7,280.69	764.21	.00	1,719.31	80.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	12,234.54	1,370.49	.00	1,765.46	87.4%
534715 WORLD - CHINESE	10,000	10,000	6,407.14	.00	.00	3,592.86	64.1%
534725 WORLD - GERMAN	7,500	7,500	5,407.94	1,409.28	.00	2,092.06	72.1%
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	.00	.00	4,586.00	77.1%
534740 WORLD - TAGALOG	15,000	15,000	9,215.39	1,625.08	.00	5,784.61	61.4%
534745 WORLD - VIETNAMESE	7,500	7,500	5,945.40	.00	.00	1,554.60	79.3%
534750 WORLD - RUSSIAN	20,000	20,000	15,669.44	1,915.74	.00	4,330.56	78.3%
534755 WORLD - UKRAINE	0	4,000	.00	.00	.00	4,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	50,000	46,726.85	15,717.01	.00	3,273.15	93.5%
534810 YOUTH DVD - FTY	30,000	12,000	9,295.75	314.50	.00	2,704.25	77.5%
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%
TOTAL MATERIALS	4,564,700	4,561,200	3,956,971.84	545,668.87	.00	604,228.16	86.8%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	317,891	249,868.14	33,118.95	132,767.21	-64,744.85	120.4%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	75,000	49,034.76	8,549.70	6,075.00	19,890.24	73.5%
541010 PERFORMER SERVICES	113,000	116,360	72,607.50	11,087.34	5,366.49	38,386.01	67.0%
541020 CONTRACTUAL SERVICES	480,000	490,020	292,454.92	28,139.53	178,065.00	19,499.81	96.0%
541040 LEGAL SERVICES	95,000	81,337	39,293.00	11,102.50	4,981.00	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	73,410.16	2,297.59	25,241.17	18,668.67	84.1%
541650 ILL LOST ITEM CHARGE	3,000	3,000	970.31	44.93	.00	2,029.69	32.3%
542000 POSTAGE	72,300	59,681	49,662.27	16.36	10,000.00	18.59	100.0%
542001 SHIPPING	10,000	10,000	9,892.78	350.10	.00	107.22	98.9%
542010 TELECOM SERVICES--PHONES	81,600	81,600	93,351.63	21,771.59	.00	-11,751.63	114.4%
542011 TELECOM SERVICES--CELLPHONES	39,000	39,000	52,216.13	4,905.38	.00	-13,216.13	133.9%
542012 TELECOM SERVICES--INTERNET	345,000	345,000	667,371.27	33,079.99	.00	-322,371.27	193.4%
543000 TOLLS/PARKING	102,900	89,559	67,086.93	2,381.92	.00	22,472.40	74.9%
543010 MILEAGE REIMBURSEMENTS	55,500	52,419	52,218.89	4,851.73	.00	199.80	99.6%
544000 ADVERTISING	136,500	105,720	101,302.64	24,895.57	29,313.43	-24,896.49	123.5%
545010 RENTALS/LEASES--BUILDINGS	0	0	3,360.00	.00	.00	-3,360.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	625.81	.00	.00	2,574.19	19.6%
545030 Rental/Lease CAM	480,500	480,500	338,726.35	10,951.64	.00	141,773.65	70.5%
546000 INSURANCE	300,000	300,000	7,202.00	.00	.00	292,798.00	2.4%
547000 ELECTRICITY	346,000	346,000	241,774.15	19,668.61	.00	104,225.85	69.9%
547010 NATURAL GAS	16,500	16,500	2,368.20	86.98	.00	14,131.80	14.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	44,688.34	5,031.64	.00	-3,688.34	109.0%
547030 SEWER	35,000	35,000	33,134.75	2,270.23	.00	1,865.25	94.7%
547040 REFUSE	55,000	55,000	55,300.98	7,170.10	.00	-300.98	100.5%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	400,524	229,402.07	36,665.72	165,357.62	5,763.85	98.6%
548010 CONTRACTED MAINTENANCE	589,800	488,200	400,845.88	21,030.30	140,177.79	-52,823.67	110.8%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	55,000	55,697.47	19,655.78	15,000.00	-15,697.47	128.5%
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	62,410.00	20,590.00	75.2%
549010 INDIVIDUAL REGISTRATIONS	111,150	101,704	49,714.63	18,311.00	6,000.00	45,989.57	54.8%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	12,445	4,613.63	5.00	.00	7,831.37	37.1%
549020 DUES AND MEMBERSHIPS	60,400	60,252	52,280.74	1,578.10	150.00	7,821.40	87.0%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.67	.00	.00	-479.67	100.9%
549040 LICENSES	2,000	2,000	1,033.81	105.60	.00	966.19	51.7%
549050 FEES	17,500	12,820	14,070.31	1,246.58	.00	-1,250.31	109.8%
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	577,587.25	59,146.23	7,395.37	65,627.38	89.9%
591721 SBITA	0	0	38,756.34	.00	.00	-38,756.34	100.0%
TOTAL SERVICES EXPENSES	6,199,100	6,203,521	4,080,330.87	389,516.69	791,300.08	1,331,889.84	78.5%
09 TRANSFERS/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	2,050,000.00	2,050,000.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	2,050,000	2,050,000	2,050,000.00	2,050,000.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-7,040,245.66	2,982,532.01	1,048,880.56	5,991,365.10	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-46,209,398.71	-2,746,964.75	.00	-635,201.29	
TOTAL EXPENSES	46,844,600	46,844,600	39,169,153.05	5,729,496.76	1,048,880.56	6,626,566.39	

YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-844,768.55	-79,002.67	.00	844,768.55	100.0%
TOTAL CHARGES OTHER	0	0	-844,768.55	-79,002.67	.00	844,768.55	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-844,768.55	-79,002.67	.00	844,768.55	100.0%
TOTAL REVENUES	0	0	-844,768.55	-79,002.67	.00	844,768.55	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 103	ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-59,399.12	-5,555.00	.00	59,399.12	100.0%
	TOTAL CHARGES OTHER	0	0	-59,399.12	-5,555.00	.00	59,399.12	100.0%
	TOTAL ELECTION FUND	0	0	-59,399.12	-5,555.00	.00	59,399.12	100.0%
	TOTAL REVENUES	0	0	-59,399.12	-5,555.00	.00	59,399.12	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-57,205.97	-5,349.90	.00	57,205.97	100.0%
	TOTAL CHARGES OTHER	0	0	-57,205.97	-5,349.90	.00	57,205.97	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-57,205.97	-5,349.90	.00	57,205.97	100.0%
	TOTAL REVENUES	0	0	-57,205.97	-5,349.90	.00	57,205.97	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-4,449.15	-361.62	.00	4,449.15	100.0%
TOTAL CHARGES OTHER	0	0	-4,449.15	-361.62	.00	4,449.15	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,449.15	-361.62	.00	4,449.15	100.0%
TOTAL REVENUES	0	0	-4,449.15	-361.62	.00	4,449.15	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
02 CHARGES OTHER							
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
361100 INVESTMENT EARNINGS	0	0	-285,548.59	-4,579.95	.00	285,548.59	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-285,548.59	-4,579.95	.00	-9,291,251.41	3.0%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	2,365	8,247.53	.00	1,455.00	-7,337.53	410.3%
541020 CONTRACTUAL SERVICES	395,500	479,515	282,959.53	60,640.08	194,663.20	1,892.10	99.6%
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	1,904,708.62	254,529.33	2,107,065.20	-1,985,216.52	198.0%
542000 POSTAGE	13,000	1,000	2,863.95	.00	.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	33,450.25	454.49	2,254.20	-2,254.31	106.7%
549050 FEES	216,256	16,076	15,643.27	.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	2,279,097.90	315,623.90	2,305,437.60	-1,479,394.72	147.6%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,670,195	4,670,194.72	446,133.30	.00	.00	100.0%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	426,314	422,794.00	46,243.52	11,010.52	-7,490.52	101.8%
562100 CONSTRUCTION	2,770,703	2,875,627	2,628,637.74	155,106.71	293,715.74	-46,726.53	101.6%
562500 ROOFING	0	1,640	1,640.49	.00	.00	.00	100.0%
562800 FURNITURE AND FIXTURES	302,000	306,380	305,234.27	.00	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	.00	42,566.05	-14,705.70	149.0%
TOTAL CAPITAL OUTLAYS	8,400,551	8,521,659	8,242,143.93	647,483.53	348,654.16	-69,138.87	100.8%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-2,050,000	-2,050,000	-2,050,000.00	-2,050,000.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	-2,050,000	-2,050,000	-2,050,000.00	-2,050,000.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

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	8,185,693.24	-1,091,472.52	2,654,091.76	-10,839,785.00	100.0%
	TOTAL REVENUES	-11,626,800	-11,626,800	-2,335,548.59	-2,054,579.95	.00	-9,291,251.41	
	TOTAL EXPENSES	11,626,800	11,626,800	10,521,241.83	963,107.43	2,654,091.76	-1,548,533.59	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 11

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	179,624.79	1,800,790.30	3,702,972.32	-3,882,597.11	100.0%

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

Public Services Report

Library at a Glance: November 2024 YTD Key Performance Indicators

<p>Cardholders</p> <p>337,994</p> <p>↑</p> <p>+5.3%</p>	<p>YTD Users - Physical</p> <p>1,324,850</p> <p>↑</p> <p>+13%</p>	<p>YTD Circulation - Digital</p> <p>2,415,933</p> <p>↑</p> <p>+14%</p>
<p>YTD Circulation - Physical</p> <p>2,399,044</p> <p>↓</p> <p>-9.1%</p>	<p>YTD Number of Youth Programs</p> <p>2,164</p> <p>↑</p> <p>+12%</p>	<p>YTD Youth Program Attendees</p> <p>46,455</p> <p>↑</p> <p>+5%</p>
<p>YTD Number of Adult Programs</p> <p>985</p> <p>↑</p> <p>+18%</p>	<p>YTD Adult Program Attendees</p> <p>9,564</p> <p>↑</p> <p>+16%</p>	

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

In Focus: November 2024 Service Highlight

Public Services Highlight: Ready for Books

Pierce County Library System’s Ready for Books service provides books and resources tailored to the developmental and curricular needs of toddlers, preschoolers, and school-aged children in licensed childcare centers and preschools across Pierce County. Sites served include ECEAPs (Early Childhood Education and Assistance Program), Head Start programs, and high-need childcare and preschool programs identified through demographic data and other barriers to library service.

The Library’s Outreach Services Team delivers bins with curated selections of library materials to childcare centers and organizations, refreshed and delivered monthly. Materials are selected from a specialized print-rich collection organized into three categories—toddler, preschool, and school-age—and includes Spanish/bilingual books and some in other languages. The collection also features children’s music CDs and adult nonfiction resources for caregivers.

Previously managed by the Library’s Early Learning Team, Ready for Books transitioned to Outreach Services in 2023 to improve efficiency, sustainability, and alignment with organizational goals. The transition involved cross-departmental collaboration, capacity assessment, and reconfiguration of Outreach Services delivery routes to reduce redundancies and maximize resources. This shift has expanded service reach, including a recent expansion to two ECEAP programs on the Key Peninsula.

Statistics

Outreach Services currently serves **40 childcares and preschools** across Pierce County:

- reaching more than **1,500 youth** (according to enrollment numbers reported by childcare centers and preschools)
- **76 bins of books per month**, totaling more than **18,600 books annually**
- **58% of the books** are used to support preschool-aged children. The remaining serve toddlers or school-aged youth (K-3rd grade).

Stories of Impact

Childcare centers shared with us how they use materials provided by Ready for Books in their classrooms to provide enriching and enjoyable learning opportunities:

“For some of the children in our care, this service is their only access to books and the library.”

“Ready for Books supports us in creating a print-rich environment that promotes literacy and makes reading fun for the kids.”

“We look at books every day and discuss the books with each other by asking questions. We also do lessons around books and allow our kids to re-read a story after we (adults) have read a story. We do dramatic play. We have all of the library books out for the kids and they do so well at taking care of the books.”

Looking Ahead

Events to Know About

Minimize to Maximize, Tools & Tips on Getting (And Staying!) Organized* (*Registration Required)

Saturday, Jan. 11, 10:30am-12:00pm; Milton/Edgewood

Saturday, Jan. 11, 2:00pm-3:30pm; University Place

Resources for Seniors and Disabled Adults – Sunday, Jan. 8, 10:00am-11:30am; University Place

Read to a Dog

Monday, Jan. 13, 4:00pm-5:00pm; University Place

Saturday, Jan. 25, 10:30am-11:30am; Gig Harbor

Monday, Jan. 27, 4:00pm-5:00pm; University Place

Monday, Feb. 3, 4:00pm-5:00pm; University Place

Indoor Plant, Seed, and Garden Supply Swap – Saturday, Jan. 25, 1:30pm-2:00pm; Eatonville

Master Your Money, A Practical Guide to Managing Your Spending* – Monday, Jan. 27, 6:00pm-7:00pm; Virtual and in-person (*registration required)

Understanding Gale Business, Online Resources at the Library – Thursday, Jan. 30, 4:00pm-5:00pm; Graham

Creative Card Making: Valentines for Veterans – Saturday, Feb. 21, 12:00pm-1:00pm; Anderson Island

Customer Impact and Community Engagement - Stories by Location

A customer visited **Bonney Lake Library** to make copies and, using a translation app, communicated that they spoke Japanese and needed assistance with the copier. Staff accompanied them to the machine, and together they used the app to bridge the language barrier to teach the customer how to use the machine. After making the copies, the customer was surprised to learn there was no cost. Staff shared *“I learned the word *muryō*, which means ‘free of charge,’ during this interaction. It came up several times on the app because the customer was so surprised that the copies were free!”*

24 people attended a job fair at **South Hill Library**, connecting with employers and local schools to enhance their job skills.

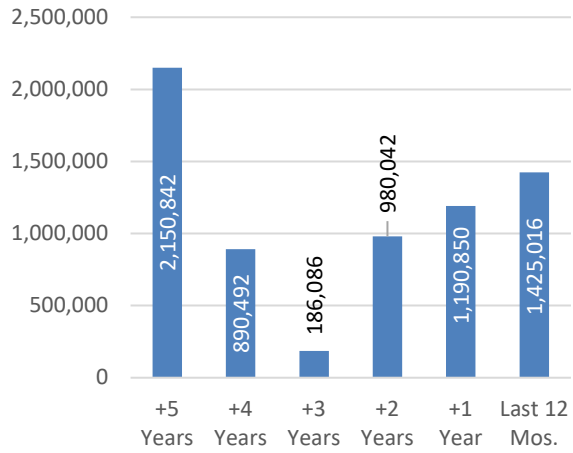
South Hill also hosted a craft supply swap giving patrons the chance to exchange old supplies for new ones. Many expressed gratitude for the opportunity to breathe new life into their unused items.

Sumner Library continues to extend its programming into the community, hosting events like Community Board Game Day and the Main Street Reads book club at local businesses. These events give the librarians a chance to hear from folks who might not typically visit the library, and to showcase the wide range of programs and services available. Staff began attending the Teen Late Nite at the local YMCA, featuring a pop-up library and plans for a teen-focused book club beginning in the new year. Staff also remains engaged with school board meetings, providing a valuable opportunity to hear community concerns and connect informally with school staff and families deeply invested in student success in our service area.

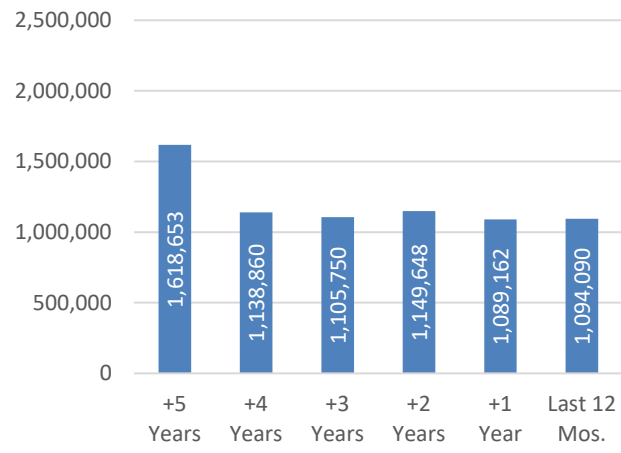
Tillicum: We assisted 48 voters on VPOA (Voter Point of Assistance) Day—the highest number Tillicum has ever supported in a single day! Many grateful participants, including first-time voters and others who had recently moved to the area, appreciated the Library’s efforts to make the voting process easier on what could have been a stressful day.

Customers / Visits - September 2024

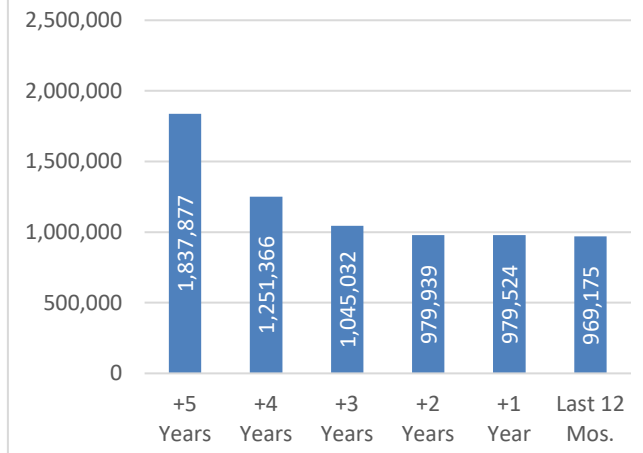
Branch Visits



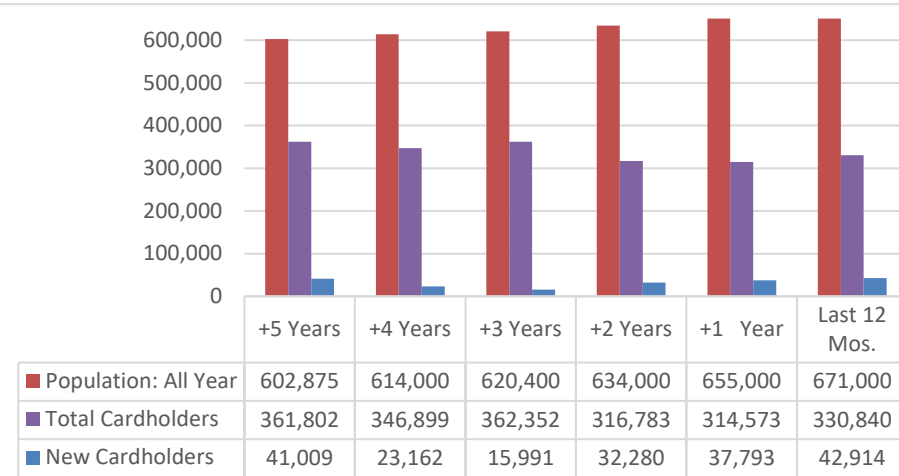
Catalog Visits



Website Visits



PCLS Cardholder Statistics



September and Rolling 12-Month Comparison

	September 2024	September 2023	% Change September Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	113,832	107,745	5.6%	1,425,016	1,190,850	19.7%
Catalog Visits	88,453	90,963	-2.8%	1,094,090	1,089,162	0.5%
Public Website Visits	81,234	80,972	0.3%	969,175	979,524	-1.1%

Technology

	September 2024	September 2023	% Change September Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	16,085	14,082	14.2%	183,937	149,702	22.9%
Wi-Fi Sessions	72,232	89,879	-19.6%	844,654	778,357	8.5%

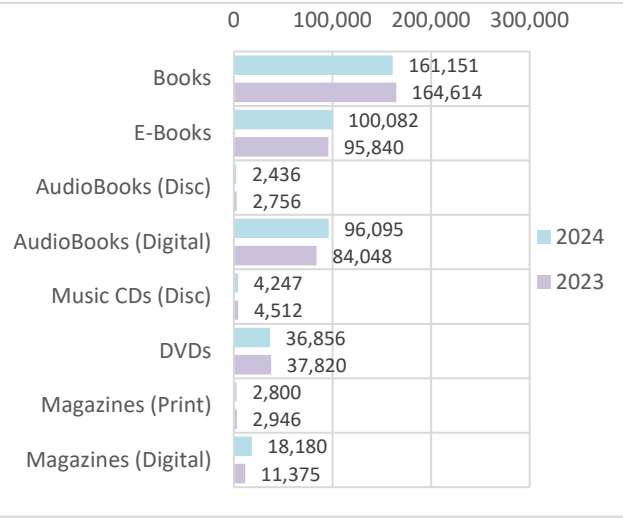
Public Spaces Usage

	September 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	2,012	22,572	15,024	50.2%
# of Attendees	8,006	92,084	63,948	44.0%

Notes:

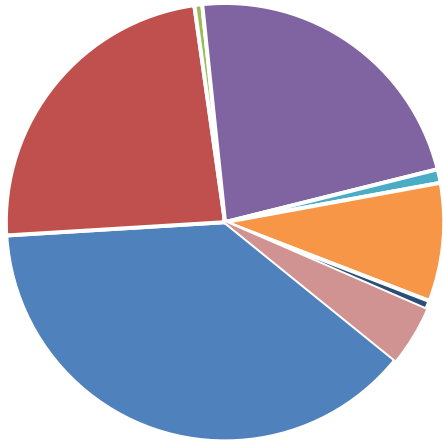
Collection Use - September 2024

September 2024 vs September 2023 Checkouts Data Table

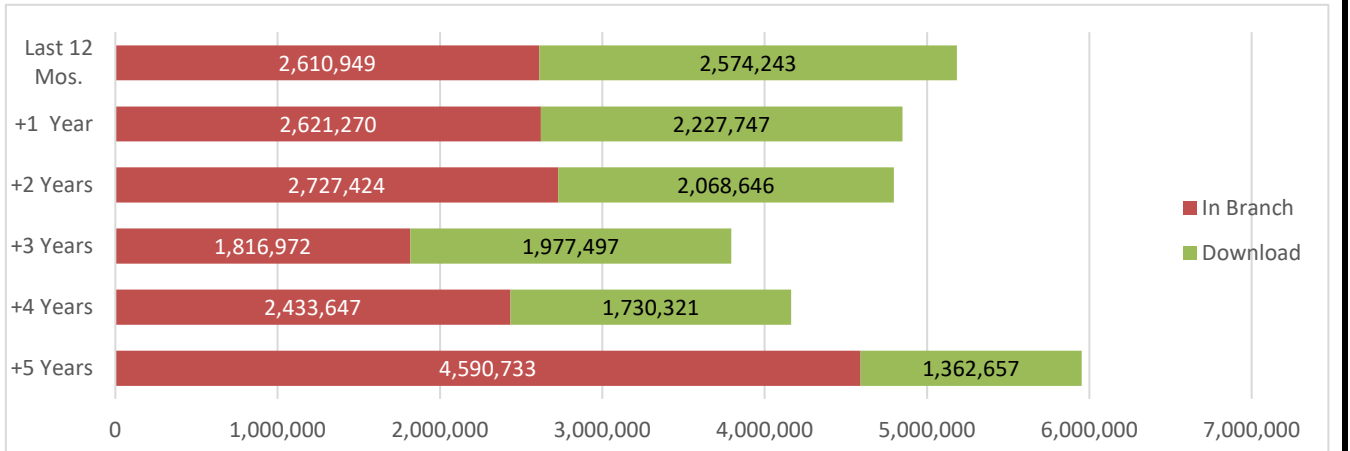


Categories	August 2024	September 2024	September 2023	% Change of September Year Over Year	% of Total September 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	173,184	161,151	164,614	-2.10%	38.20%	1,990,773	1,978,013	0.65%
E-Books	100,460	100,082	95,840	4.43%	23.72%	1,226,894	1,170,651	4.80%
AudioBooks (Disc)	2,552	2,436	2,756	-11.61%	0.58%	31,437	36,665	-14.26%
AudioBooks (Digital)	98,671	96,095	84,048	14.33%	22.78%	1,141,536	993,784	14.87%
Music CDs (Disc)	4,566	4,247	4,512	-5.87%	1.01%	56,051	61,102	-8.27%
DVDs	38,704	36,856	37,820	-2.55%	8.74%	483,045	493,026	-2.02%
Magazines (Print)	3,120	2,800	2,946	-4.96%	0.66%	35,240	37,801	-6.77%
Magazines (Digital)	13,638	18,180	11,375	59.82%	4.31%	228,907	79,443	188.14%
Totals:	434,895	421,847	403,911	4.44%	100.00%	5,193,883	4,850,485	7.08%

Checkouts By Format - September 2024



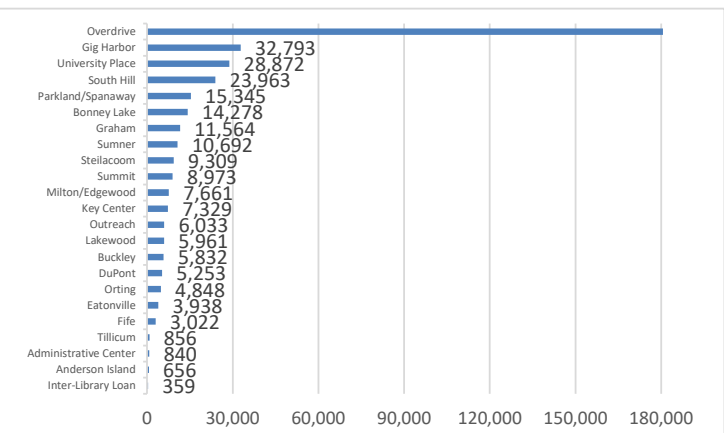
Collection Checkouts



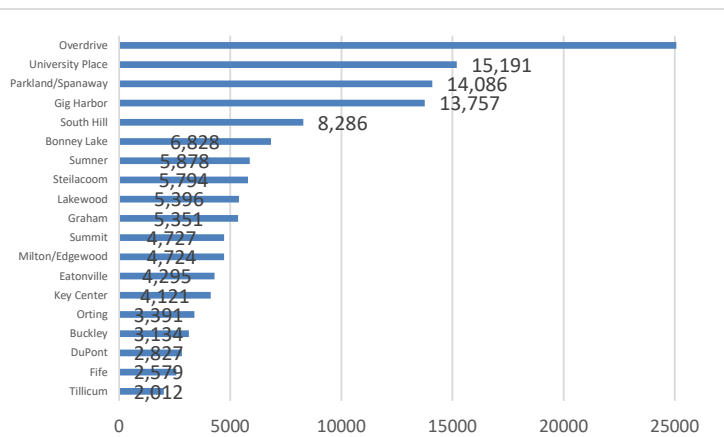
Activity - September 2024

Location	Checkouts				Visitors			
	September 2024	Last 12 Mo.	+1 Year	% Change	September 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	840	25,835	27,721	-6.8%	No "visitors" for Administrative Center			
Anderson Island	656	10,072	9,229	9.1%	No Door Counter for Anderson Island			
Bonney Lake	14,278	96,389	172,281	-44.1%	6,828	86,058	74,198	16.0%
Buckley	5,832	73,218	77,128	-5.1%	3,134	39,768	36,364	9.4%
DuPont	5,253	67,890	76,347	-11.1%	2,827	37,151	34,016	9.2%
Eatonville	3,938	56,587	61,634	-8.2%	4,295	49,855	39,403	26.5%
Fife	3,022	36,705	37,878	-3.1%	2,579	29,773	24,700	20.5%
Gig Harbor	32,793	411,726	412,050	-0.1%	13,757	173,499	153,295	13.2%
Graham	11,564	146,532	145,329	0.8%	5,351	67,917	53,532	26.9%
Inter-Library Loan	359	3,147	3,369	-6.6%	No "visitors" for Inter-Library Loan			
Key Center	7,329	95,176	97,161	-2.0%	4,121	47,918	41,111	16.6%
Lakewood	5,961	7,796	1,581	393.1%	5,396	5,396	0	-
Milton / Edgewood	7,661	99,171	96,931	2.3%	4,724	62,078	51,623	20.3%
Orting	4,848	60,431	58,905	2.6%	3,391	41,402	33,170	24.8%
Overdrive	196,177	2,368,430	2,164,435	9.4%	36,050	408,322	353,644	15.5%
Outreach	6,033	46,962	34,605	35.7%	549	6,746	5,604	20.4%
Parkland / Spanaway	15,345	191,226	203,454	-6.0%	14,086	204,452	160,433	27.4%
South Hill	23,963	330,887	338,491	-2.2%	8,286	129,625	112,303	15.4%
Steilacoom	9,309	130,257	134,834	-3.4%	5,794	98,628	84,037	17.4%
Summit	8,973	112,084	122,895	-8.8%	4,727	53,560	47,947	11.7%
Sumner	10,692	138,123	135,905	1.6%	5,878	75,576	63,676	18.7%
Tillicum	856	12,123	13,509	-10.3%	2,012	28,947	22,206	30.4%
University Place	28,872	372,222	352,952	5.5%	15,191	176,621	144,903	21.9%
Total	404,554	4,892,989	4,778,624	2.4%	148,976	1,823,292	1,536,165	18.7%

September Checkouts



September Visitors



Location Closure Information - Last 12 Months

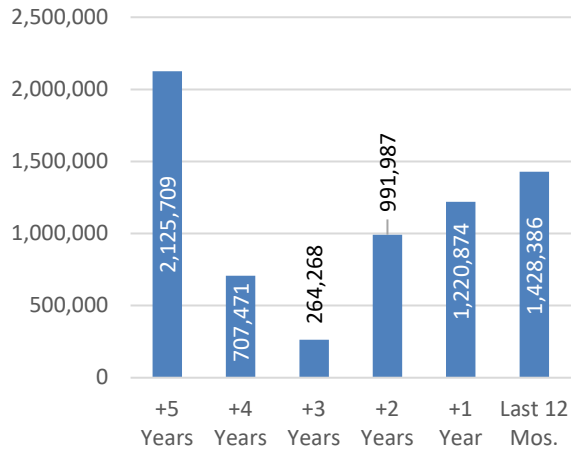
Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Bonney Lake	1/16/2024	1/17/2024	2 days	Water issue					
Fife	1/16/2024	1/16/2024	1 day	Water issue					
Buckley	5/8/2024	5/9/2024	2 days	Water issue					
Steilacoom	8/28/2024	8/28/2024	1 day	No electricity					

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

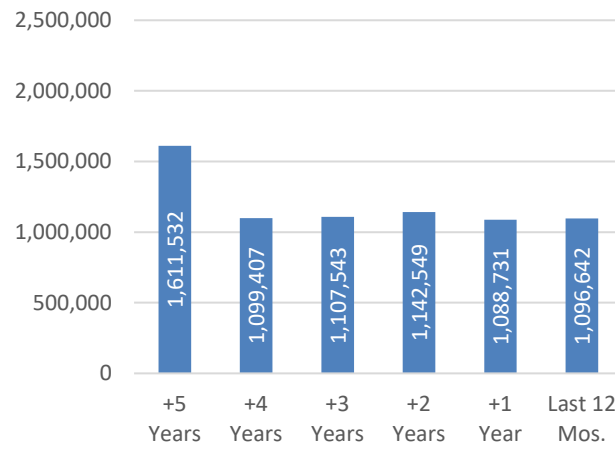
Checkouts: Statistics for the Administrative Center come from the staff holds pickup area.

Customers / Visits - October 2024

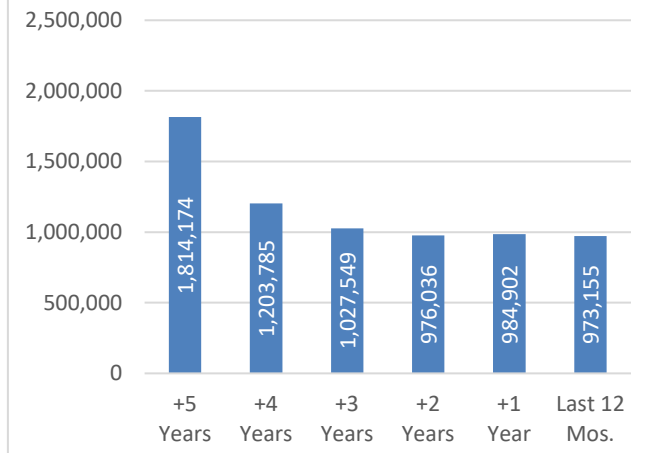
Branch Visits



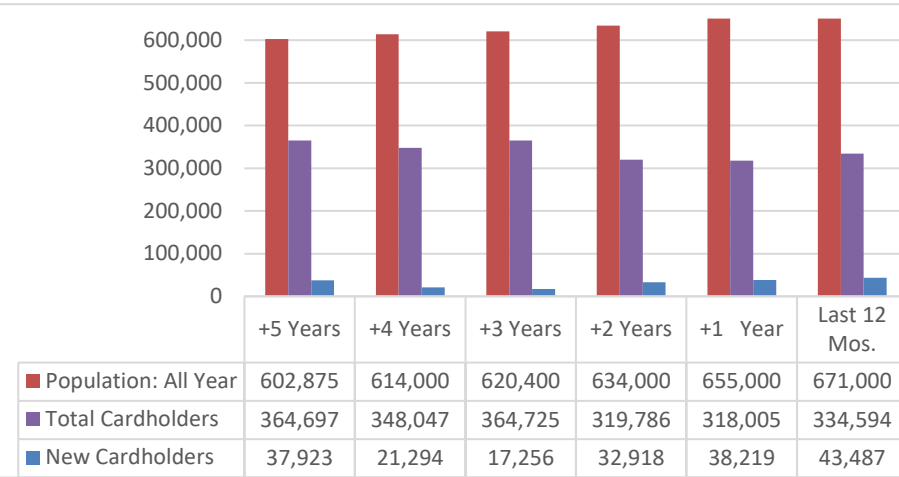
Catalog Visits



Website Visits



PCLS Cardholder Statistics



October and Rolling 12-Month Comparison

	October 2024	October 2023	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	123,521	120,151	2.8%	1,428,386	1,220,874	17.0%
Catalog Visits	92,600	90,048	2.8%	1,096,642	1,088,731	0.7%
Public Website Visits	89,067	85,087	4.7%	973,155	984,902	-1.2%

Technology

	October 2024	October 2023	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	18,323	15,214	20.4%	187,046	153,596	21.8%
Wi-Fi Sessions	83,716	78,955	6.0%	849,415	800,204	6.1%

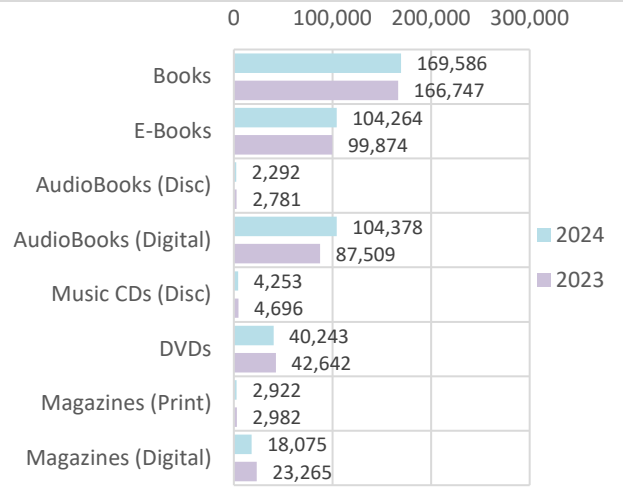
Public Spaces Usage

	October 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	2,471	23,339	15,785	47.9%
# of Attendees	10,363	94,373	67,418	40.0%

Notes:

Collection Use - October 2024

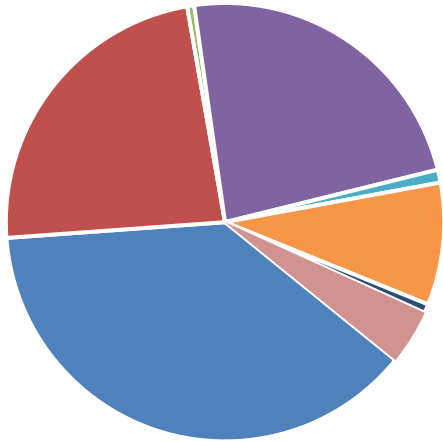
October 2024 vs October 2023 Checkouts



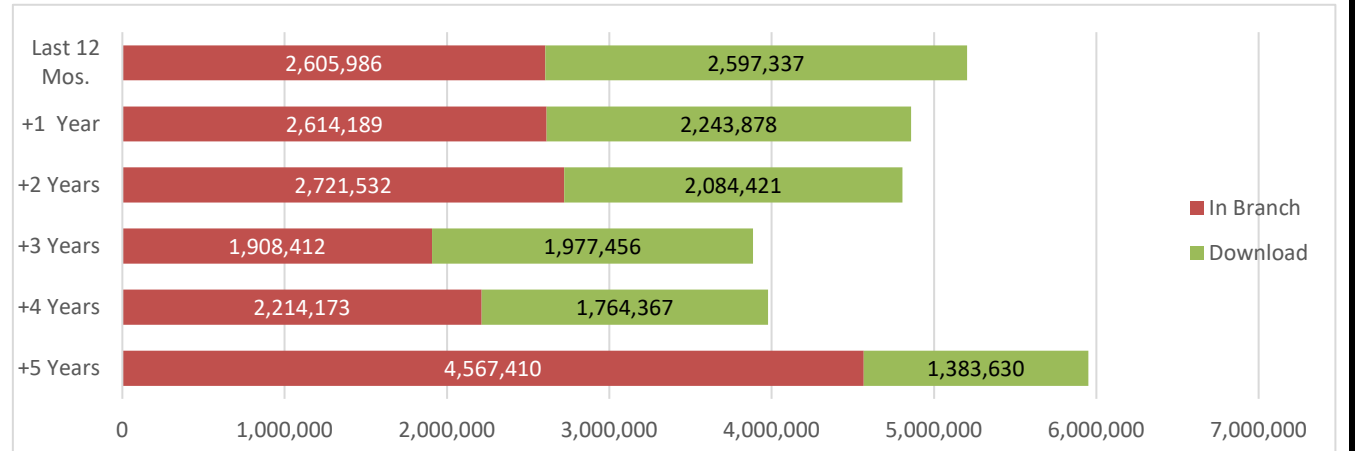
Data Table

Categories	September 2024	October 2024	October 2023	% Change of October Year Over Year	% of Total October 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	161,151	169,586	166,747	1.70%	38.02%	1,993,612	1,973,835	1.00%
E-Books	100,082	104,264	99,874	4.40%	23.38%	1,231,284	1,172,487	5.01%
AudioBooks (Disc)	2,436	2,292	2,781	-17.58%	0.51%	30,948	36,077	-14.22%
AudioBooks (Digital)	96,095	104,378	87,509	19.28%	23.40%	1,158,405	1,004,156	15.36%
Music CDs (Disc)	4,247	4,253	4,696	-9.43%	0.95%	55,608	60,392	-7.92%
DVDs	36,856	40,243	42,642	-5.63%	9.02%	480,646	494,982	-2.90%
Magazines (Print)	2,800	2,922	2,982	-2.01%	0.66%	35,180	37,601	-6.44%
Magazines (Digital)	18,180	18,075	23,265	-22.31%	4.05%	223,717	96,747	131.24%
Totals:	421,847	446,013	430,496	3.60%	100.00%	5,209,400	4,876,277	6.83%

Checkouts By Format - October 2024



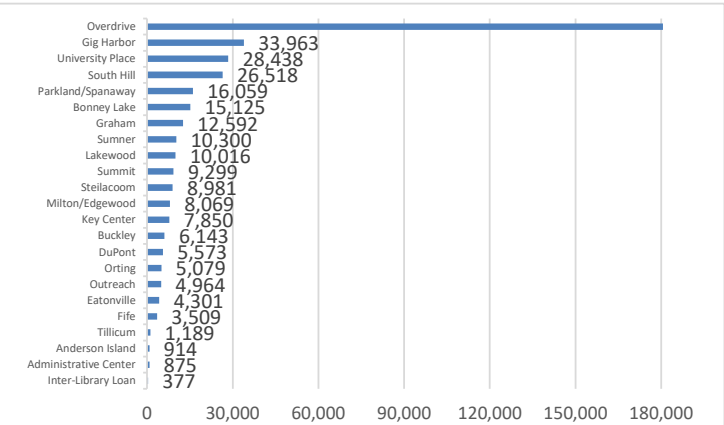
Collection Checkouts



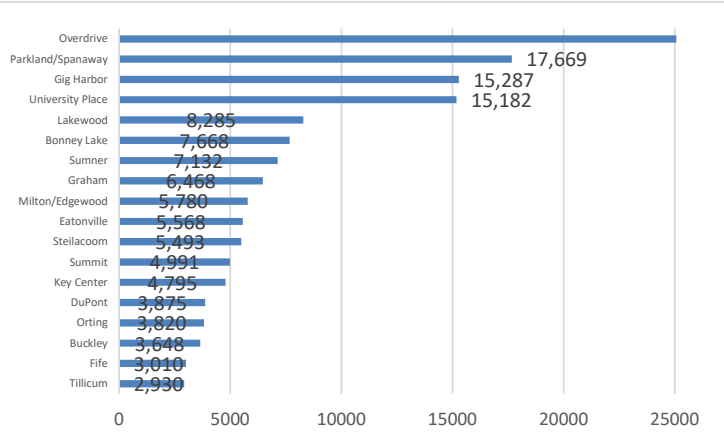
Activity - October 2024

Location	Checkouts				Visitors			
	October 2024	Last 12 Mo.	+1 Year	% Change	October 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	875	25,423	26,718	-4.8%	No "visitors" for Administrative Center			
Anderson Island	914	10,059	9,535	5.5%	No Door Counter for Anderson Island			
Bonney Lake	15,125	87,818	171,153	-48.7%	7,668	87,183	75,252	15.9%
Buckley	6,143	73,021	77,537	-5.8%	3,648	40,143	36,924	8.7%
DuPont	5,573	67,296	76,211	-11.7%	3,875	37,612	34,644	8.6%
Eatonville	4,301	55,454	61,848	-10.3%	5,568	50,478	40,901	23.4%
Fife	3,509	37,408	37,143	0.7%	3,010	30,513	25,162	21.3%
Gig Harbor	33,963	411,881	409,971	0.5%	15,287	174,621	155,579	12.2%
Graham	12,592	146,737	145,458	0.9%	6,468	68,806	55,449	24.1%
Inter-Library Loan	377	3,217	3,299	-2.5%	No "visitors" for Inter-Library Loan			
Key Center	7,850	94,147	97,748	-3.7%	4,795	48,602	41,824	16.2%
Lakewood	10,016	17,797	1,413	1159.5%	8,285	13,681	0	-
Milton / Edgewood	8,069	98,626	97,755	0.9%	5,780	63,012	52,813	19.3%
Orting	5,079	60,858	58,500	4.0%	3,820	42,095	33,597	25.3%
Overdrive	208,642	2,389,689	2,176,643	9.8%	37,406	413,578	357,663	15.6%
Outreach	4,964	48,299	35,288	36.9%	673	6,851	5,745	19.3%
Parkland / Spanaway	16,059	190,422	201,941	-5.7%	17,669	204,998	166,576	23.1%
South Hill	26,518	328,482	338,906	-3.1%		118,157	115,513	2.3%
Steilacoom	8,981	127,904	134,138	-4.6%	5,493	93,272	87,187	7.0%
Summit	9,299	111,353	122,084	-8.8%	4,991	53,712	48,982	9.7%
Sumner	10,300	136,911	136,523	0.3%	7,132	76,509	65,142	17.4%
Tillicum	1,189	12,318	13,630	-9.6%	2,930	29,339	23,017	27.5%
University Place	28,438	369,737	353,805	4.5%	15,182	178,402	148,007	20.5%
Total	428,776	4,904,857	4,787,247	2.5%	159,680	1,831,564	1,569,977	16.7%

October Checkouts



October Visitors



Location Closure Information - Last 12 Months

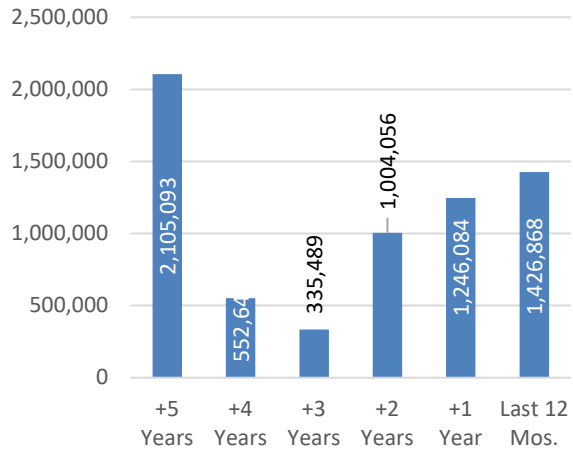
Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
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Fife	1/16/2024	1/16/2024	1 day	Water issue					
Buckley	5/8/2024	5/9/2024	2 days	Water issue					
Steilacoom	8/28/2024	8/28/2024	1 day	No electricity					

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

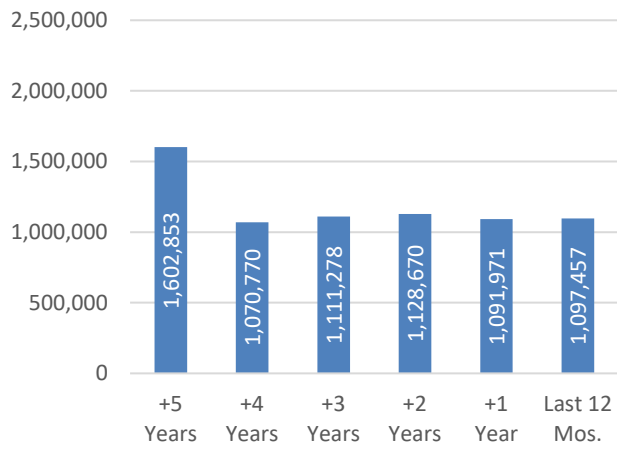
Checkouts: Statistics for the Administrative Center come from the staff holds pickup area.

Customers / Visits - November 2024

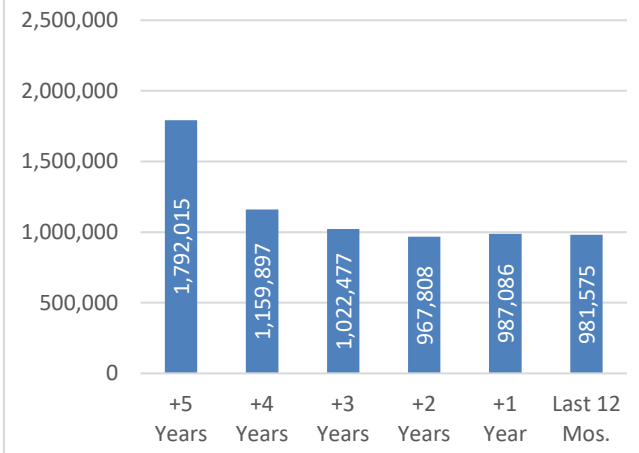
Branch Visits



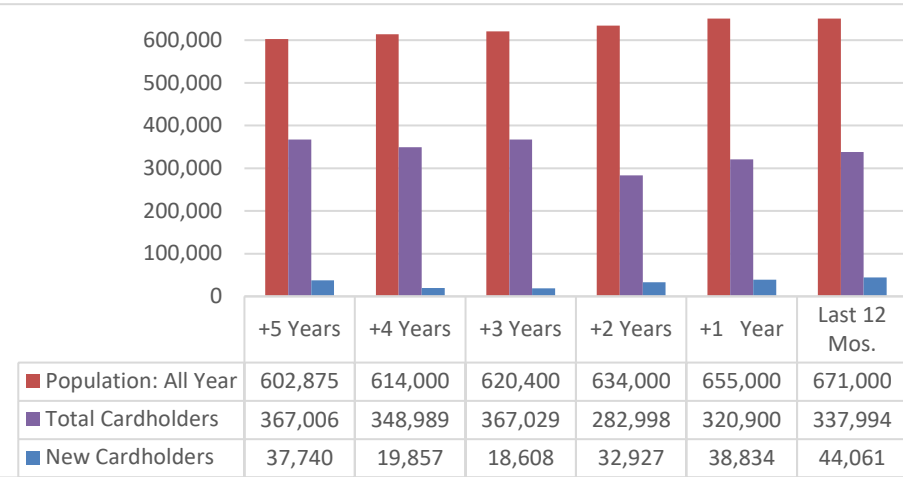
Catalog Visits



Website Visits



PCLS Cardholder Statistics



November and Rolling 12-Month Comparison

	November 2024	November 2023	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	106,982	108,500	-1.4%	1,426,868	1,246,084	14.5%
Catalog Visits	87,300	86,485	0.9%	1,097,457	1,091,971	0.5%
Public Website Visits	86,006	77,586	10.9%	981,575	987,086	-0.6%

Technology

	November 2024	November 2023	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	15,456	13,462	14.8%	189,040	157,474	20.0%
Wi-Fi Sessions	72,287	66,941	8.0%	854,761	817,010	4.6%

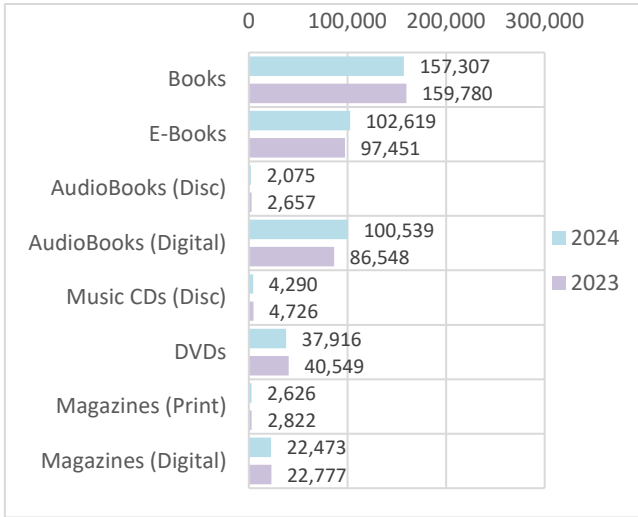
Public Spaces Usage

	November 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	2,285	24,050	16,392	46.7%
# of Attendees	9,080	95,957	69,639	37.8%

Notes:

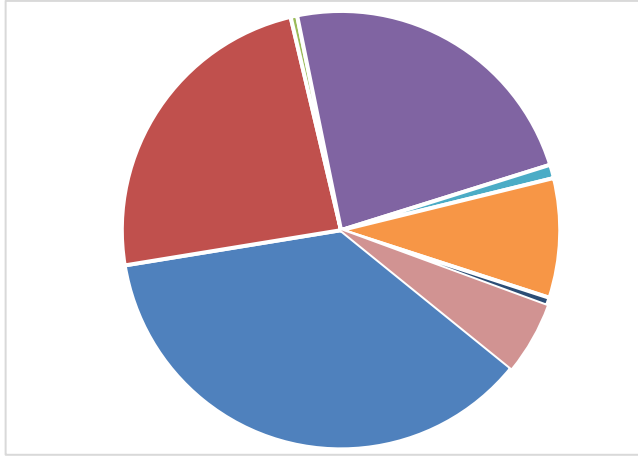
Collection Use - November 2024

November 2024 vs November 2023 Checkouts Data Table

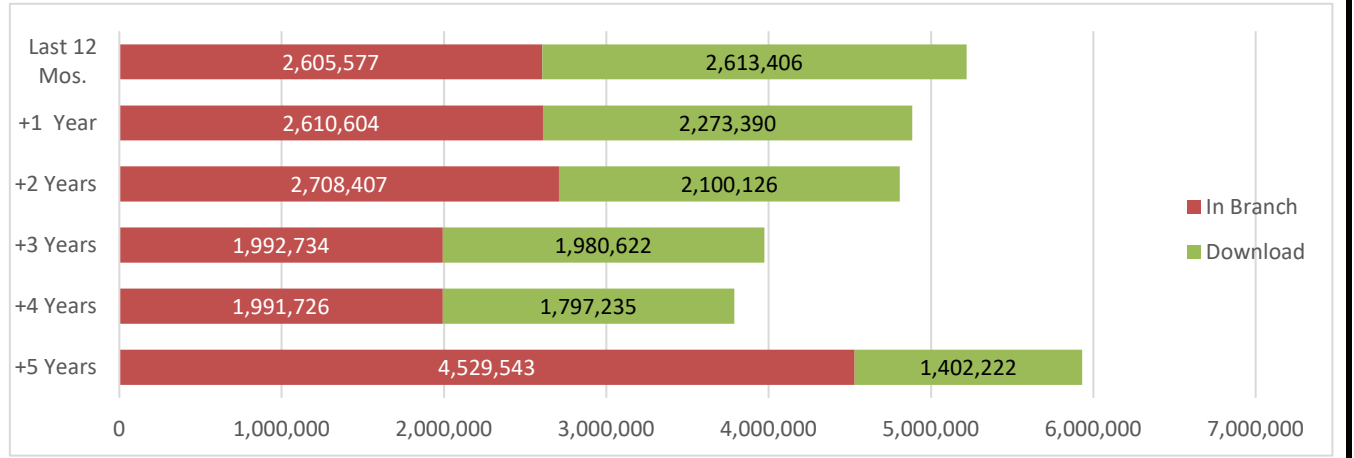


Categories	October 2024	November 2024	November 2023	% Change of November Year Over Year	% of Total November 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	169,586	157,307	159,780	-1.55%	36.60%	1,991,139	1,981,189	0.50%
E-Books	104,264	102,619	97,451	5.30%	23.87%	1,236,452	1,175,672	5.17%
AudioBooks (Disc)	2,292	2,075	2,657	-21.90%	0.48%	30,366	35,804	-15.19%
AudioBooks (Digital)	104,378	100,539	86,548	16.17%	23.39%	1,172,396	1,016,438	15.34%
Music CDs (Disc)	4,253	4,290	4,726	-9.23%	1.00%	55,172	60,046	-8.12%
DVDs	40,243	37,916	40,549	-6.49%	8.82%	478,013	495,019	-3.44%
Magazines (Print)	2,922	2,626	2,822	-6.95%	0.61%	34,984	37,340	-6.31%
Magazines (Digital)	18,075	22,473	22,777	-1.33%	5.23%	223,413	113,575	96.71%
Totals:	446,013	429,845	417,310	3.00%	100.00%	5,221,935	4,915,083	6.24%

Checkouts By Format - November 2024



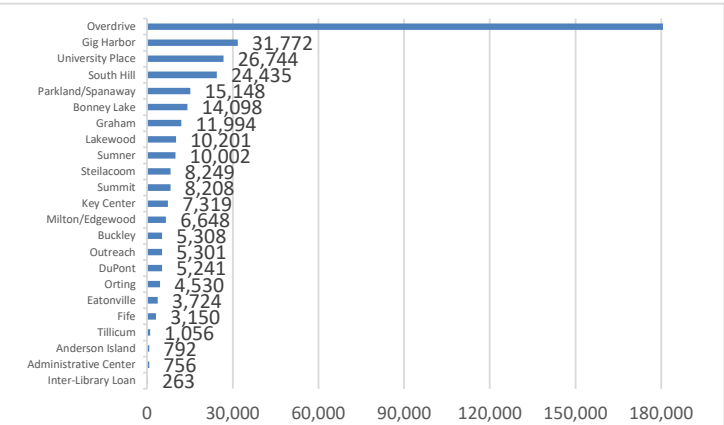
Collection Checkouts



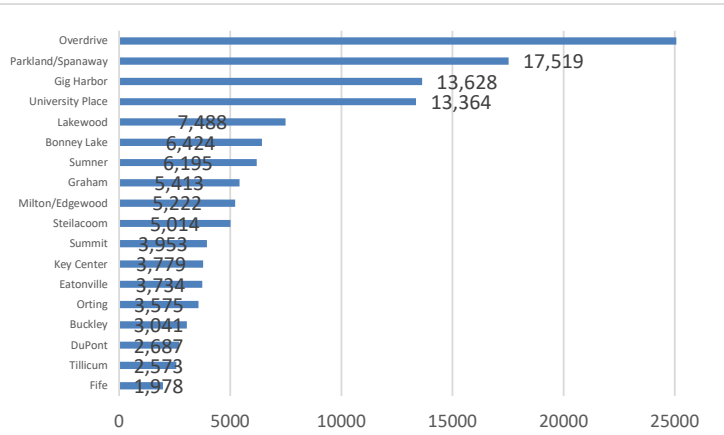
Activity - November 2024

Location	Checkouts				Visitors			
	November 2024	Last 12 Mo.	+1 Year	% Change	November 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	756	23,241	27,074	-14.2%	No "visitors" for Administrative Center			
Anderson Island	792	9,915	9,627	3.0%	No Door Counter for Anderson Island			
Bonney Lake	14,098	79,211	175,742	-54.9%	6,424	87,467	76,897	13.7%
Buckley	5,308	72,184	77,367	-6.7%	3,041	40,064	37,167	7.8%
DuPont	5,241	66,999	75,936	-11.8%	2,687	37,628	35,071	7.3%
Eatonville	3,724	54,649	61,416	-11.0%	3,734	50,768	41,637	21.9%
Fife	3,150	37,922	36,897	2.8%	1,978	30,657	25,590	19.8%
Gig Harbor	31,772	410,732	410,062	0.2%	13,628	175,516	157,218	11.6%
Graham	11,994	147,003	146,020	0.7%	5,413	69,175	56,625	22.2%
Inter-Library Loan	263	3,367	3,213	4.8%	No "visitors" for Inter-Library Loan			
Key Center	7,319	92,686	98,466	-5.9%	3,779	48,908	42,555	14.9%
Lakewood	10,201	27,784	1,534	1711.2%	7,488	21,169	0	-
Milton / Edgewood	6,648	97,311	98,217	-0.9%	5,222	63,563	53,914	17.9%
Orting	4,530	61,040	58,287	4.7%	3,575	42,595	34,544	23.3%
Overdrive	203,158	2,408,848	2,192,110	9.9%	37,087	418,687	362,191	15.6%
Outreach	5,301	49,477	36,613	35.1%	617	6,851	5,961	14.9%
Parkland / Spanaway	15,148	189,666	200,978	-5.6%	17,519	204,995	172,174	19.1%
South Hill	24,435	326,088	339,942	-4.1%		108,241	117,840	-8.1%
Steilacoom	8,249	125,513	134,071	-6.4%	5,014	89,111	89,994	-1.0%
Summit	8,208	110,793	120,017	-7.7%	3,953	53,951	49,289	9.5%
Sumner	10,002	135,813	136,093	-0.2%	6,195	76,700	66,052	16.1%
Tillicum	1,056	12,552	13,739	-8.6%	2,573	29,724	23,886	24.4%
University Place	26,744	366,152	356,120	2.8%	13,364	179,430	150,898	18.9%
Total	408,097	4,908,946	4,809,541	2.1%	143,291	1,835,200	1,599,503	14.7%

November Checkouts



November Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Bonney Lake	1/16/2024	1/17/2024	2 days	Water issue					
Fife	1/16/2024	1/16/2024	1 day	Water issue					
Buckley	5/8/2024	5/9/2024	2 days	Water issue					
Steilacoom	8/28/2024	8/28/2024	1 day	No electricity					
Buckley	11/20/2024	11/20/2024	1 day	No electricity					

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

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

Unfinished Business

MEMO



Date: December 20, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Bylaws of the Pierce County Library System Board of Trustees - Discussion

Along with several policies prepared for Board action, the Board Bylaws require minor updates, as outlined below:

- Trustees have the authority to approve interlocal agreements as expressed in state law. Adding this to Article II aligns with other statutory powers related to library services. Staff recommend this inclusion as a replacement for the essential element of the policy planned for disposal (see Disposition of Policies Memo)
- Updates to Article V, Section 6, Form of Action combine the simple majority decision process and remove the requirement for roll call votes (an outdated practice). These changes better align with current meeting practices while retaining flexibility in Board actions.
- Adds language from the disposed Indemnification Policy (now merged into the HR Policy Manual). This ensures the statutory authority of Trustees to grant coverage for civil or criminal actions, as outlined in state law, is captured and articulated outside of personnel policies.

Per legal counsel, these updates are compliant, consistent with best practices, and align with staff intentions outlined in prior policy revisions to incorporate policy elements into the Board Bylaws.

Board Policy



Bylaws of the Pierce County Library System Board of Trustees

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The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board shall be responsible for the provision of public library services to the residents of unincorporated Pierce County and the residents of cities that annex to or contract with Pierce County Library System for library services. The management and control of the Library is vested in the Board.

ARTICLE III. Membership

Section 1. Appointment: In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council.

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Section 6. Secretary: The Library Director or their designate shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

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If a Trustee has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the Board, by majority vote, may request the County Council remove and replace that member by making a new appointment.

Section 6. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by roll call vote. The Chair may move, second, or vote upon actions that are before the Board. A simple majority is needed to pass a motion or adopt a resolution unless otherwise specified or required by the laws of the State of Washington or these Bylaws.

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**Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System:
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ARTICLE VIII. Board Policies

Section 1. Definition: A policy is a carefully designed, broadly stated, written guideline for decision-making that is formally adopted by the Board. It is the governing principle upon which the Executive Director and staff develop specific procedures and regulations for the operation of the Library. Additional administrative guidelines, procedures, and rules will be established under the authority of the Executive Director or designee and shall be consistent with Board policies.

Section 2. Adoption or Amendment of Board Policies: Each Board policy shall be adopted or amended by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum. All Board policies shall be posted on the Library's website.

ARTICLE IX. Indemnification

The Library will be responsible for all acts and omissions of the individual Trustees in the performance of their duties as such. In accordance with RCW 4.96.041, the Library's Board of Trustees may, at its discretion, provide for the defense of its trustees, employees, or volunteers in a civil or criminal action arising out of the acts, errors or omissions in the performance or good faith attempt to perform, the official duties of said trustee, employee or volunteer.

ARTICLE X. Amendments

Section 1. Process: The Board will periodically review these Bylaws.

Section 2. Review: These Bylaws may be revised or amended at any regular or special meeting of the Board, with the provision that the Trustees receive copies of the proposed changes at least one (1) week prior to the meeting.

Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System: January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995, May 10, 1997; October 15, 2014; September 13, 2023 REVISION DRAFT January 8, 2025

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 20, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Public Records Policy Revision

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 Trustees feedback on these updates.

MOTION: To approve the Public Records Policy as presented

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 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, 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 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,

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- 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.

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 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)).

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:

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;

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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. Revised January 8, 2025.

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.		

MEMO



Date: December 20, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: Works of Art in Library Facilities Policy Revision

The original public art policy, established 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 comprehensive update was needed. Insights gained from managing artworks across two buildings at the Lakewood Pierce County Library further informed this revision. This updated policy reflects a thoughtful, streamlined approach to managing artwork in Library facilities, ensuring alignment with current operations and practices. It has also been reviewed by legal counsel.

Policy enhancements include:

- **Expanded Scope & Updated Title:** It now addresses the entire lifecycle of artworks, from acquisition to disposal, rather than focusing solely on acquisition.
- **Simplified Language:** The policy now uses clearer, more straightforward language.
- **Operational Alignment:** Added criteria for selection and considerations similar to those in the [Library Materials Selection Policy](#) to streamline decision-making 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 accordance with this policy.
- [Surplus Policy](#): The Board retains its role in approving the disposal of assets, including artwork, in compliance with state law.

No additional comments, suggestions or corrections have been received. Therefore, the policy is presented for your approval following its review at the December meeting.

MOTION: To approve the Works of Art in Library Facilities Policy as presented

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.

**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. Revised
January 8, 2025.**

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 26, 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

Attached is a revised version of the Access to Library Services for Persons with Disabilities Policy, last reviewed and updated in 2011. This policy, along with its accompanying processes, was reviewed in consultation with legal counsel. No further comments, suggestions, or corrections have been received. Therefore, the policy is presented for your approval, following its review at the December meeting.

MOTION: To approve the Access to Library Services for Persons with Disabilities Policy as presented

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”).

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.

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.

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

Adopted by the Pierce County Library District Board of Trustees March 9, 2011. Revised January 8, 2025.

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 20, 2024

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Project Update

Since the last presentation to the Board of Trustees at the August 13, 2024, Regular Meeting, staff have continued collaborating with the architectural team, bond and legal counsel, and City of Sumner staff on various elements of this project. During this month's meeting, Trustees will be provided with another updated status report on the project.

The presentation will cover much of the following:

Building Design

- Updated images from most recent design work

Project Budget

- Progress with the Sumner Library Capital Facility Area (SLCFA) preparation for bond sale
- Status of Library Capital Improvement Program (LCIP) submittals
- Capital Campaign progress
- Cost-estimate updates, review major drivers

What's Next

- Planning community workshops in 2025
- Consulting with individuals and groups on local history
- Construction phases begin – planning to break ground in 2025!

Officers Reports

MEMO



Date: December 20, 2024

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 1 2025 Focus: Job + Business Services

As part of the Pierce County Library System's 2025 Marketing and Communications Plan, the first quarter focus will feature the Library's Job + Business services. The Library System will develop and deploy marketing and communications tactics to increase awareness and grow use of the free services designed to help people gain technology skills, improve their digital literacy, and boost their career marketability to get the jobs they want.

With Pierce County's unemployment rate at 4.8% as of October 2024 (Washington State Employment Security Department), the Library's marketing will target young adults entering the job market, individuals with career gaps or lacking technology skills, and those facing chronic unemployment. An individual would pay hundreds of dollars to purchase these quality career resources and services. Thank you to the Pierce County Library Foundation and its donors as well as the Washington State Library for helping to fund these important services.

The marketing and communications focus will highlight the following Job + Business services:

- Online resume templates.
- Live online interview coaches.
- One-on-one technology assistance.
- Free technology certifications in more than 30 programs.

With a mix of mass and direct marketing tactics, the Library will inform audiences about the Job + Business services and encourage people to use them.

- **Mass marketing:** Print and online materials, plus Spanish radio to reach the Spanish-speaking community.
- **Targeted direct mail:** Sent to asset-limited individuals.
- **Community marketing:** Share with nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, and United Way's Center for Strong Families.
- **Diverse outreach:** Collaborate with groups such as Asia Pacific Cultural Center, The Black Collective, Mi Centro, Korean Women's Association, and Tacoma Urban League.

Opportunity

- The Pierce County Library System offers robust services to help people develop their technology skills, gain digital literacy knowledge, and boost their career marketability for getting jobs.
- In the first quarter of 2025, the Library System will develop and deploy a variety of marketing and communications tactics to increase the public's awareness and grow use of these services.
- **Marketing and communications timeframe:**
 - **Develop materials:** January 2025.
 - **Implement:** Feb. 1-March 31, 2025.

Communications Goals

1. Inform audiences of the Library's Job + Business services and resources, with an emphasis on technology assistance and digital literacy.
2. Strategically position the Pierce County Library as a leader in providing free resources to strengthen the practical skills and knowledge of Pierce County residents, so people can navigate the changing economic climate and meet their goals.
3. Help support people with proven tools for career success.
4. Inspire excitement and build support for and use of these services.

Target Audiences

- Pierce County Library's Board of Trustees
- Pierce County Library staff
- Public-Pierce County residents, ages 18-60, especially job seekers
 - Older Generation Z (born 1997-2012, with target of those ages 18-26)
 - Millennial (Born 1981-1996)
 - Generation X (Born 1965-1980)
 - Younger Baby Boomers (Born 1946-1964)
 - Individuals who are asset limited or Asset Limited, Income Constrained, and Employed (ALICE). United Ways of the Pacific Northwest's 2023 "ALICE in the Crosscurrents: COVID and Financial Hardship in Washington" showed in 2021 8% (28,763 households) lived in poverty and 23% (78,719 households) were identified as ALICE. These numbers include Tacoma and all of Pierce County, not just the Library's service area.
- News media
- Partners, such as:
 - Sound Outreach
 - Goodwill
 - South Sound 2-1-1
 - United Way's Center for Strong Families
 - WorkSource Pierce
 - Asia Pacific Cultural Center
 - Tacoma Urban League
 - Korean Women's Association
 - Mi Centro
 - The Black Collective

Strategy

The marketing and communications activities and tactics support the Library's Strategic Plan—a multi-year strategy to help meet Pierce County residents' priority needs with library services. The marketing and communications plan leads residents to the Library's services to help people find and get jobs they want. The marketing and communications will reflect the following:

- The Pierce County Library is a leader in inspiring people to strengthen their practical skills and knowledge, so they can navigate the real world and meet their goals.
- The Library is a leader in providing free resources to help people build their technology skills and get jobs.

With a variety of marketing and communications tactics, the Library will inform audiences about the Job + Business services and encourage people to use them using mass marketing tactics such as printed and online products, Spanish radio ads to reach Spanish speaking people, a direct mailing to reach asset limited individuals, and demographically directed social media ads to reach target audiences. In addition, the plan calls for direct marketing tactics including community marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Center for Strong Families, low-income housing service providers, churches, laundromats, public health clinics, etc. It also includes a direct ask to reach diverse groups, people of color via communications with partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Mi Centro, and The Black Collective.

Primary Messengers

- All Staff

Messages/Message Elements

Note: Primarily third person voice used below.

1. The Pierce County Library System's Job + Business services help people develop their technology skills, gain digital literacy knowledge, and improve their career marketability to get the jobs they want.
2. Now, more than ever, people need the free, high quality, credible resources of the Library System to help them improve their job skills and get the skills to get the jobs they want.
3. An individual would pay hundreds of dollars to purchase these quality career resources and services.
4. Northstar Digital Literacy, a simple, self-paced digital resource, is available to help teach the skills needed when applying for jobs, going back to school, and searching for credible information.
5. With everyday tasks relying more and more on evolving technology, Northstar helps navigate today's online world. People can learn computer and internet basics including Microsoft Word and Excel, social media and much more.
6. The Library offers certifications in more than 30 programs including expert level certifications, as well as Microsoft, Adobe, QuickBooks and more.
7. The certifications build confidence, improve job skills, and help advance careers or get new jobs.
8. Applicants with certifications show they take initiative and are self-starters.
9. Employers report certifications give job seekers an edge in highly competitive job markets.
10. Hiring managers see certifications as a validation of job candidates' knowledge and the certifications link to increased earning power for job seekers or employees looking to move ahead in their current workplaces.
11. The Library System also offers online resume templates and online live expert help to build a solid, standout resume as well as live interview help from professional career coaches.
12. Thank you to the Pierce County Library Foundation and its donors for helping to fund these important services.
13. For any of the services all a person needs is a Pierce County Library card, computer and internet access.
14. Get started at jbc.mypcls.org.

Activities/Tactics

Tactics	Lead Staff	Target Date
<p>Update materials from 2024 campaign for 2025 campaign and provide for Mary Getchell to review, followed by Kim Archer and Lori Ries:</p> <ul style="list-style-type: none"> • Flyers for in library and community marketing, translated into Spanish, Korean and Russian • Bookmarks for in library and holds pickup items • Posters • DuPont/Fife/Milton Library posters in windows • Sandwich boards • External banners • Direct mail (demographically targeted to ALICE households and those with a household annual income under \$60k) • News item in Wowbrary • Wowbrary banner (468x60 or 695x60) • E-newsletter article/email marketing messages • Spanish radio ads 	<p>Somer Hanson, Creighton Simpson to design Mary Getchell to review, followed by Kim Archer and Lori Ries</p>	<p>Jan. 31, 2025 live</p>
<p>Prepare materials for 2025 campaign and provide:</p> <ul style="list-style-type: none"> • Facebook and X posts (Somer/Nicole Milbradt) • Facebook ads (Somer) • Facebook, X, LinkedIn, YouTube covers (Somer/Nicole to post) • Library event script (Somer--intro only) • Google My Business profile (Somer/Nicole to post) 	<p>Somer Mary to review Creighton to design (if needed) *Nicole Milbradt as where indicated</p>	<p>Feb. 1</p>

Tactics	Lead Staff	Target Date
<ul style="list-style-type: none"> • Express Check receipt messages (Somer) • Polaris-generated email message (Somer) • Staff email tagline (Somer/Creighton) 		
Launch board memo	Somer/Mary	Dec. 23 for Feb. 12 meeting
Cover to Cover articles	Somer/Mary	Jan. 24 to announce By April 25 for results
Community marketing-flyers, bookmarks, posters	Somer-coordinate with CE Supervisors; create and track Teams spreadsheet for reporting. Inform Mary of weekly progress.	February-March
Results board memo	Somer/Mary	April 23 for May 14 meeting
Direct ask to partners and request their sharing information to partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women’s Association, Mi Centro, and The Black Collective	Lori	Ongoing February and March

Evaluation

1. Plan implemented on time and on budget
2. Social media engagement:
 - Reach: meet or exceed industry standard
 - Engaged: meet or exceed industry standard
3. E-newsletter/email marketing open rate: meet or exceed industry standard
4. Inspire excitement and build support for and use of the Library’s services
5. Job + Business web page visits – Goal: 2% increase compared with December 2024-January 2025
6. Learners in Northstar – Goal: 3% increase compared with January 2025

This plan is the proposed blueprint. Actual materials produced will reflect final marketing and communications.

MEMO



Date: December 31, 2024

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

From: Connie Behe, Deputy Director

Subject: Dashboard Update

This month's statistical dashboard includes two additional reports to fill gaps from prior months that were delayed due to workload challenges. In addition, we want to bring to your attention the following updates related to specific data points:

Bonney Lake Library: A formula issue regarding Bonney Lake's circulation statistics was recently brought to our attention. While we have identified the error, correcting the issue requires revising previous worksheets dating back to 2023. We will continue with the current approach for now and implement corrections with a clean start beginning with the January 2025 report. As a reminder, dashboard data in the packet represents statistics from two months earlier; in this case, January data will be reported at the March meeting.

Interim Lakewood Library: With the interim Lakewood Library opening on September 12, 2024, visitor statistics have now returned to the dashboard.

South Hill Library: Door count data for South Hill Library is missing from the dashboard for the months of October and November. This is due to the door replacement in mid-September. We are actively working to resolve the issue and will provide an update to the Board shortly.