

**AGENDA**

**Regular Meeting of the Pierce County Library System Board of Trustees  
August 10, 2022 | 3:30 p.m.**

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

Optional virtual attendance is available via:

- **Phone:** Dial+ 1.253.215.8782 | Webinar ID: 853 3159 8218| Passcode: 305939; or
- **Web browser** (Zoom user account is required to join via web browser) or **App:**  
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

**Call to Order:** Jamilyn Penn, Chair

**Public Comment:** *This is time set aside for members of the public to speak to the Board of Trustees. Time limit for comments is three minutes. To provide comments virtually, sign up by emailing [btanksley@piercecountylibrary.org](mailto:btanksley@piercecountylibrary.org) by 2:00 p.m. on August 10. Written comments must be provided 24 hours prior to the meeting.*

**Consent Agenda**

**Action**

1. Approval of Amended Minutes of June 8, 2022, Regular Meeting
2. Approval of Minutes of July 13, 2022, Regular Meeting
3. Approval of Minutes of July 29, 2022, Special Meeting
4. Approval of July 2022 Payroll, Benefits and Vouchers
5. Resolution 2022-11: To Declare Furnishings and Equipment Surplus to Public Service Needs
6. Contracts, Purchase Orders, and Other:
  - a. Bonney Lake Interior Tenant Improvement
  - b. Buckley Library Site Evaluation
  - c. South Hill Library Parking Lot

**Board Member Reports**

**Routine Reports**

1. Executive Director Report, Gretchen Caserotti
2. Fundraising Performance Report, Dean Carrell
3. Metrics Dashboard, Melinda Chesbro
4. June Financial Report, Cliff Jo
5. Public Services Report, Connie Behe

**Executive Session**

**Action**

*At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss property matters and a periodic personnel evaluation.*

**Unfinished Business**

1. Lakewood Library Building and Services Update, Connie Behe and Melinda Chesbro
  - a. Approve Lease Documents for Temporary Lakewood Library (if available), Cliff Jo **Action**
2. Policy Updates, Gretchen Caserotti
  - a. Public Comments to the Board of Trustees **Action**
  - b. Selection of Library Materials Policy Revision **Action**
3. 2023 Budget and Work Plan, Gretchen Caserotti, Melinda Chesbro and Cliff Jo
  - a. Fiscal Management Policy Review
  - b. 2021-22 Property Values for 2023 Tax Levy

**New Business**

1. Policy Update – Provision to Dispose of Public Art, Gretchen Caserotti **Action**

**Officers Reports**

1. Marketing and Communications Plan Q2 Results, Mary Getchell
2. Staff Demographics – Census Comparison, Chereé Green

**Announcements**

**Adjournment**

**Action**

# Consent Agenda

### **CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Jamilyn Penn, Pat Jenkins and Neesha Patel. Pam Duncan joined the meeting at 3:36 pm, and Abby Sloan joined the meeting at 3:37 pm. The meeting was conducted virtually and in person.

### **PUBLIC COMMENT**

The following members of the Lakewood community addressed the Board:

Dr. Carlo Manetti, James Dunlop, Tichomír Dunlop, Judith Manetti, Matthew McCarthy  
Christina Manetti, Helen Wagner.

### **CONSENT AGENDA**

1. Approval of Minutes of May 11, 2022, Special Meeting
2. Approval of May 2022 Payroll, Benefits and Vouchers
3. Resolution 2022-09: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Resolution 2022-10: Appointing The Agent To Receive Claims For Damages

*Trustee Patel moved for approval of the consent agenda. Trustee Duncan seconded the motion. Motion carried.*

### **BOARD MEMBER REPORTS**

Trustee Duncan visited the Friends of the Lakewood Library book sale and enjoyed the experience.

### **ROUTINE REPORTS**

Inaugural Executive Director Report – Executive Director Gretchen Caserotti extended her appreciation for the warm welcome and thoughtfulness from staff. She will be visiting all branch locations within the month. She expressed her gratitude to have heard Lakewood community members, adding the Library intends to honor the history, tradition and the comments received about the Lakewood Library. She noted the Library has engaged in a collaborative decision making process with the City of Lakewood in the formation of the joint advisory committee who will bring their recommendations to the Board in the future.

Director Caserotti intends to regularly meet with the board chair and will be meeting individually with each of the trustees this summer as she builds her relationship with the Board in service to the community. She expressed excitement in bringing her own ideas and experiences to the work being done in the Library System.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation is on pace to meeting its annual campaign goals. He noted the capital campaign figures in the dashboard do not reflect the recent \$50,000 commitment from a generous donor, putting the donations received at \$1,243,000 in commitments to date.

Metrics Dashboard – Deputy Director Melinda Chesbro reported the allocation of the World Language collection and the use of the Streaming video service will be shared in a future meeting.

April Financial Report – Finance and Business Director Cliff Jo reported the Library received an additional \$3.4 M of its 2022 property tax revenue in May and is on track to receive all projected taxes for the year.

Customer Experience Services Report – Public Services Deputy Director Connie Behe reported a plan is in place to reinstate the full range of services in all library locations, including reopening of the public meeting rooms.

### **UNFINISHED BUSINESS**

Lakewood Building Condition – Deputy Director Behe noted there are 47 programs that are part of the summer reading program that was planned for the Lakewood Library. There were no in-building programs since the pandemic but the Library has committed staff and the bookmobile to continue offering programs outside the library building and in the community as it has been since the pandemic.

Staff are developing an interim services plan for robust outreach and community engagement in Lakewood. She noted the temporary branch location has not yet been finalized. Staff have been relocated and no layoffs were made in this transition.

Advisory Committee – Deputy Director Behe and Executive Director Caserotti attended the Lakewood City Council meeting during which the appointed committee members were announced. The first meeting will be held in June.

### **NEW BUSINESS**

2023 Budget Calendar – Director Jo provided an overview of the budget calendar and process that will take place during the next several months. He anticipated property values to grow from \$444,000 to near \$500,000 next year given the growth of residential values in the Library's taxing district. The Library will receive the assessor's preliminary certificate in September.

### **OFFICERS REPORTS**

Great Resignation – Staff Experience Director Chereé Green noted plans are underway to include additional tracking data to capture reasons for voluntary retirement of employees.

2020 Fiscal Audit – Director Jo reported the exit conference will take place later this month. Trustee Patel will continue to participate in the process.

Buckley Library Site Evaluation Update – Director Jo noted the costs for remediation are being identified and are within the anticipated range.

### **EXECUTIVE SESSION**

At 4:30 pm, Trustee Patel moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 4:45 pm.



**NEW BUSINESS (CONT.)**

*Trustee Jenkins authorized the Library to sole-source commercial broker representation to Jeff Williams at Berkadia. Trustee Duncan seconded the motion. Motion carried.*

*Trustee Duncan authorized the Library to extend BuildingWork Architects contract to include the design of the leased space for the Lakewood Library. Trustee Patel seconded the motion. Motion carried.*

**ANNOUNCEMENTS**

Director Caserotti encouraged the Board to participate in and mention the Library’s summer reading programs.

**ADJOURNMENT**

The meeting was adjourned at 4:53 pm on motion by Trustee Jenkins, seconded by Trustee Patel.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

**CALL TO ORDER**

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Jamilyn Penn, Pat Jenkins and Neesha Patel, Pam Duncan. Abby Sloan arrived at 3:40 pm. The meeting was conducted in person, with the option of virtual attendance.

**PUBLIC COMMENT**

The following past or present members of the Lakewood community addressed the Board: Katie Kauffman, Roxy Giddings, Rachel Mackey and Crystal Liberatore.

**CONSENT AGENDA**

1. Approval of Minutes of June 8, 2022, Special Meeting
2. Approval of June 2022 Payroll, Benefits and Vouchers

*Trustee Jenkins moved for approval of the consent agenda. Trustee Patel seconded the motion. Motion carried.*

**BOARD MEMBER REPORTS**

There were no Board member reports.

**ROUTINE REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti completed her tours of the branches and departments. She is still summarizing her learnings from these tours but noted her initial observations include building conditions and staff’s desire to focus on fully reopening to serve the Library’s customers.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation received Capital Campaign commitments of \$1,266,102.00, not including an additional pending gift of \$300,000. The annual fund is nearly \$135,000 and does not reflect an additional \$15,000.00 in commitments. Director Carrell and Major Gifts Officer Christina Greene have been working closely with donors regarding future commitments to the Library.

Metrics Dashboard –Director Caserotti reported the Library is seeing slight increases due to children being out of school for the summer. She anticipates increases in overall metrics throughout the summer. The Library is still significantly impacted by staffing shortages which will impact the ability to staff the facilities during extended hours in the fall.

Deputy Director Melinda Chesbro noted the one-year comparison on the dashboard is to May 2021 while the Library was only open for curbside service. She will present a statistical trend report to the Board in September. She noted the largest mobile service effort takes place during the summer while the Library serves low-income housing centers. This information will likely be included in future dashboards.

Public Services Deputy Director Connie Behe noted work is underway to reorganize the collection of metrics to track additional activities.

May Financial Report – Finance and Business Director Cliff Jo reported interest rates are increasing to curb inflation. He estimates the Library will see double interest returns every month for the foreseeable future. This should offset increased costs estimated for 2023. Director Jo noted the budget was adjusted to reflect what the Board approved in December 2021.

Public Services Report – Deputy Director Connie Behe reported the Customer Experience department will be renamed to Public Services and will also include the Collection Management department. This allows for greater partnership in designing better customer experiences. She noted the report will be changing in the coming months, better reflecting the work being done collaboratively between the departments.

### **UNFINISHED BUSINESS**

Lakewood Library Services and Communications – Deputy Director Behe reported there is a team of staff that remains in the branch and are planning outreach and community engagement programming for the fall. They are also assisting with the removal of materials and other assets from the building.

Deputy Director Behe reported she attended the first Lakewood Community Advisory Committee meeting and is working with BERK Consulting to ensure committee members have the necessary materials and information needed to conduct their assessment and bring a recommendation to the Board. She added that communications material are being distributed to the community.

Deputy Director Chesbro noted Collections department staff are working on the move-out activities, assessing over 66,000 items. Facilities and IT staff are coordinating and removing technology and furnishings.

Director Caserotti asked if Trustees had any questions or comments regarding online communications online about the safety or cleanliness of the Lakewood property site. There were no questions or comments.

Buckley Site Contamination Update – Director Jo reported the remediation report has been filed with the Department of Ecology. The Library expects approval by the end of the year. Costs are estimated at \$750,000.00 - \$1million. Director Jo anticipated much of the funding will be covered by grants and former insurance policies that will be researched by an insurance archeologist. As additional costs are identified that may need to be paid by the Library, an amended budget would be brought to the Board in the future.

*Due to an omission on the agenda, action was deferred to approve a sole source agreement for Restorical Research, LLC.*

### **NEW BUSINESS**

Public Comments to the Board of Trustees – Executive Director Caserotti reported the Library's Public Comment policy required an update in accordance with new Open Public Meeting Act statutes.

She also made recommendations to create new mechanisms for the community to communicate directly with the Board using a formal email account for the Board.

Discussion ensued regarding removing the requirement to obtain the address of someone wishing to make public comment. Director Caserotti noted the importance of providing equitable access as well as consideration of safety and privacy concerns.

The Public Comment policy will be presented to the Board for action at the August meeting.

Additional work on processes around the new emails will continue and be discussed at a future meeting.

2023 Budget Calendar – Director Jo provided an overview of the upcoming budget activities.

Selection of Library Materials Policy Discussion – Executive Director Caserotti reviewed the recommended revisions to the policy. She stated the importance of applying the constitutional responsibilities under the First Amendment and anchoring the discussion under the Library’s legal obligations and approach this work within its EDI commitment. She noted the draft incorporates necessary elements to protect readers’ rights and the Library from liability and risk of exposure. She welcomed the Board’s input and feedback to the proposal.

Discussion ensued around providing a diverse range of materials to the community.

Collection Management Director Amy Anderson reported the collection process is responsive to community needs while still supporting a diverse collection.

It was suggested the verbiage on page 2 be changed from “the Library will” to “the Library will continue to”.

The policy will be brought before the Board again in August.

### **OFFICERS REPORTS**

World Languages – Trustee Patel inquired why the Hindi language was not included. Collections Management Director Amy Anderson noted there are some world language DVDs that are purchased that fall outside of the list of languages. These can be driven by customer requests or reviews. The Library will conduct another demographic study in the near future since the current study took place in 2019 prior to the pandemic.

2020 Audit – Trustee Patel noted the audit team was very complimentary of Director Jo and Finance Manager Mary Stimson and appreciated the thorough and hard work. The Trustees complimented the Library on having no findings on the report.

Director Jo noted that should the Board choose to have a more frequent audit cycle, that request will be considered by the State Auditor.

Trustee Sloan was excused from the meeting at 5:00 pm.

**EXECUTIVE SESSION**

At 5:03 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 10 minutes. Trustee Jenkins seconded the motion. Motion carried. The session was extended for 10 minutes and ended at 5: 25 pm.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 5:27 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

**CALL TO ORDER**

Chair Jamilyn Penn called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 2:08 pm. Board members present were Jamilyn Penn, Pat Jenkins, Neesha Patel, and Pam Duncan Abby Sloan was excused. The meeting was conducted in person, with an option to attend virtually.

**EXECUTIVE SESSION**

At 2:10 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 15 minutes. Trustee Jenkins seconded the motion. Motion carried. At 2:25 pm, the session was extended an additional 20 minutes. The session ended at 2:46 pm.

It was discovered that the link to attend the virtual meeting room was incorrect. The link was corrected on the Library's website and on the agenda by 2:32 pm.

In an effort to cure the error, at 2:56 pm, the Board repeated their motion to recess to Executive Session.

Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately three minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 2:59 pm.

Lakewood Library Lease Negotiations – Trustee Patel moved to authorize the Library to enter into negotiations for a lease agreement to be used for a temporary Lakewood Library. Trustee Duncan seconded the motion. Motion carried.

**ADJOURNMENT**

The meeting was adjourned at 3:02 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

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Gretchen Caserotti, Secretary

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Jamilyn Penn, Chair

**Pierce County Library System  
Payroll, Benefits and Vouchers  
July 2022**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10081 - 10092	7/6/2022 - 7/21/2022	\$ 17,446.84
Electronic Payments - Payroll & Acct Payable		7/6/2022	\$ 926,824.31
Electronic Payments - Payroll & Acct Payable		7/21/2022	\$ 927,627.59
Accounts Payable Warrants	703090 - 703235	7/1/2022 - 7/29/2022	\$ 1,259,909.79
<b>Total:</b>			<b><u>\$ 3,131,808.53</u></b>

As of 8.1.2022

**CHECK RECONCILIATION REGISTER**  
**CHECK DATE FROM: 07/01/2022 TO: 07/31/2022**

CHECKING ACCOUNT: 999.000.000.000.111100  
 AS-OF DATE: 08/01/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1426	AUNSPACH, JOHN	07/06/2022	10081	1,367.46
1421	BRUEMMER, KRISA	07/06/2022	10082	1,079.32
1425	GOODHEAD, GWENDOLYN	07/06/2022	10083	1,586.46
1423	JACKSON, NOELANI	07/06/2022	10084	1,129.55
1382	LE, GIANG QUYNH	07/06/2022	10085	822.09
1427	MANNINO, DANNO	07/06/2022	10086	1,166.92
1424	TORBERT, DARIEN	07/06/2022	10087	1,759.57
1382	LE, GIANG QUYNH	07/21/2022	10088	858.88
1432	MACKENZIE, STEPHANIE	07/21/2022	10089	1,751.76
1431	MILLER, DERRICK	07/21/2022	10090	2,210.47
1428	MUSKE, ERIN	07/21/2022	10091	2,283.99
1430	PERKINS, SIERRA	07/21/2022	10092	1,430.37
TOTAL CHECKS			12	17,446.84



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 07/06/22 Payroll

Withdrawal Date: 7/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,424.28
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,138.54
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,138.54
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	572,891.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,809.06
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,651.20
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,694.94
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,369.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
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	-
<b>Total Deposit</b>						<b>\$ 926,824.31</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

7/5/2022  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

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

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: [sdkarabotsos@piercecounyalibrary.org](mailto:sdkarabotsos@piercecounyalibrary.org)  
 Comments: 07/21/22 Payroll

Withdrawal Date: 7/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,693.31
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,051.55
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,051.55
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	574,340.57
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,763.40
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	52,181.15
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	81,961.07
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,369.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,706.07
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	200.90
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	308.03
<b>Total Deposit</b>						<b>\$ 927,627.59</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

7/19/2022  
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703090	07/01/2022	PRINTED	341	BAKER & TAYLOR	0.00	33,546.53	07/07/2022
703091	07/01/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	109.62	07/06/2022
703092	07/01/2022	PRINTED	627	BRAINFUSE INC	0.00	55,100.00	07/07/2022
703093	07/01/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	87,733.39	07/06/2022
703094	07/01/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	07/13/2022
703095	07/01/2022	PRINTED	2336	CRAFTOPIA WA, LLC	0.00	40.00	07/18/2022
703096	07/01/2022	PRINTED	155	DELL MARKETING LP	0.00	32,908.76	07/11/2022
703097	07/01/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,598.13	07/06/2022
703098	07/01/2022	PRINTED	2352	FINDAWAY WORLD LLC	0.00	5,124.21	07/08/2022
703099	07/01/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	869.36	07/11/2022
703100	07/01/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	439.74	07/07/2022
703101	07/01/2022	PRINTED	2354	LAUREN LINDSKOG	447.56	0.00	
703102	07/01/2022	PRINTED	211	MIDWEST TAPE	0.00	8,018.12	07/07/2022
703103	07/01/2022	PRINTED	216	CITY OF MILTON	0.00	573.81	07/06/2022
703104	07/01/2022	PRINTED	227	MOUNTAIN MIST	0.00	60.56	07/06/2022
703105	07/01/2022	PRINTED	2345	TRISHA MUSCHETT	15.13	0.00	
703106	07/01/2022	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	5,350.00	07/08/2022
703107	07/01/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	07/07/2022
703108	07/01/2022	PRINTED	560	PIERCE COUNTY	0.00	78.00	07/08/2022
703109	07/01/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,931.04	07/15/2022
703110	07/01/2022	PRINTED	61	RICOH USA INC	0.00	935.72	07/07/2022
703111	07/01/2022	PRINTED	91	SCHOLASTIC INC	0.00	10,386.35	07/06/2022
703112	07/01/2022	PRINTED	883	SEATTLE ARTISTS WAY CENTER	325.00	0.00	
703113	07/01/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	382.34	07/13/2022
703114	07/01/2022	PRINTED	272	STATE AUDITORS OFFICE	0.00	696.60	07/07/2022
703115	07/01/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	996.01	07/08/2022
703116	07/01/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,019.41	07/12/2022
703117	07/01/2022	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	1,605.65	07/08/2022
703118	07/01/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	07/07/2022
703119	07/01/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	741.73	07/07/2022
703120	07/01/2022	PRINTED	810	WAYNES ROOFING INC	0.00	1,489.96	07/06/2022
703121	07/01/2022	PRINTED	811	WCP SOLUTIONS	0.00	943.12	07/06/2022
703122	07/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,490.19	07/15/2022
703123	07/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,747.62	07/21/2022
703124	07/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	620.16	07/08/2022
703125	07/08/2022	PRINTED	341	BAKER & TAYLOR	0.00	51,416.26	07/13/2022
703126	07/08/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	282.97	07/12/2022
703127	07/08/2022	PRINTED	638	CITY OF BUCKLEY	0.00	254.60	07/14/2022
703128	07/08/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	595.82	07/15/2022
703129	07/08/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	555.34	07/15/2022
703130	07/08/2022	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	07/15/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703131	07/08/2022	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	0.00	75.00	07/15/2022
703132	07/08/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.85	07/12/2022
703133	07/08/2022	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	1,062.23	07/15/2022
703134	07/08/2022	PRINTED	61	RICOH USA INC	0.00	836.79	07/13/2022
703135	07/08/2022	PRINTED	61	RICOH USA INC	0.00	2,068.34	07/13/2022
703136	07/08/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	251.60	07/21/2022
703137	07/08/2022	PRINTED	1219	SONITROL PACIFIC	0.00	1,207.25	07/12/2022
703138	07/08/2022	PRINTED	579	TK ELEVATOR	0.00	2,623.50	07/14/2022
703139	07/08/2022	PRINTED	2015	WEX BANK	0.00	4,756.71	07/15/2022
703140	07/08/2022	PRINTED	2111	OFFICE OF UC TAX SERVICES	0.00	536.81	07/18/2022
703141	07/12/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	248,537.50	07/22/2022
703142	07/15/2022	PRINTED	2143	AWARDCO INC	0.00	660.00	07/26/2022
703143	07/15/2022	PRINTED	341	BAKER & TAYLOR	0.00	24,401.54	07/21/2022
703144	07/15/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	121.62	07/20/2022
703145	07/15/2022	PRINTED	642	BUILDINGWORK LLC	0.00	25,726.25	07/19/2022
703146	07/15/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,318.18	07/19/2022
703147	07/15/2022	PRINTED	669	CHUCKALS INC	0.00	2,336.33	07/20/2022
703148	07/15/2022	PRINTED	1001	DATA QUEST LLC	0.00	385.90	07/25/2022
703149	07/15/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	360.00	07/19/2022
703150	07/15/2022	PRINTED	399	CITY OF FIFE	0.00	673.52	07/20/2022
703151	07/15/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	265.20	07/20/2022
703152	07/15/2022	PRINTED	2337	GEORGIA LOMAX CONSULTING	0.00	3,850.00	07/21/2022
703153	07/15/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	780.99	07/21/2022
703154	07/15/2022	PRINTED	2355	EMILY KNOX	150.00	0.00	
703155	07/15/2022	PRINTED	211	MIDWEST TAPE	0.00	29,808.13	07/19/2022
703156	07/15/2022	PRINTED	1081	NASIM & SONS INC	0.00	3,791.61	07/26/2022
703157	07/15/2022	PRINTED	510	OCLC INC	0.00	20.25	07/21/2022
703158	07/15/2022	PRINTED	2356	SHANNON M OLTMANN	0.00	150.00	07/20/2022
703159	07/15/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	1,260.00	07/22/2022
703160	07/15/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	404.96	07/19/2022
703161	07/15/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	07/25/2022
703162	07/15/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	790.61	07/20/2022
703163	07/15/2022	PRINTED	61	RICOH USA INC	0.00	439.02	07/25/2022
703164	07/15/2022	PRINTED	61	RICOH USA INC	0.00	856.96	07/20/2022
703165	07/15/2022	PRINTED	91	SCHOLASTIC INC	0.00	43.68	07/20/2022
703166	07/15/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	131.00	07/20/2022
703167	07/15/2022	PRINTED	267	SPOKANE PUBLIC LIBRARY	16.00	0.00	
703168	07/15/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	15.16	07/22/2022
703169	07/15/2022	PRINTED	605	US BANK	0.00	209,432.59	07/21/2022
703170	07/15/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	499.43	07/25/2022
703171	07/15/2022	PRINTED	832	WORLD BOOK INC	0.00	7,692.31	07/19/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703172	07/21/2022	PRINTED	313	AFLAC	3,628.62	0.00	
703173	07/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
703174	07/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,747.62	0.00	
703175	07/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	620.16	07/26/2022
703176	07/22/2022	PRINTED	2366	ABS VALUATION	0.00	8,750.00	07/28/2022
703177	07/22/2022	PRINTED	336	ATS AUTOMATION INC	0.00	5,762.88	07/29/2022
703178	07/22/2022	PRINTED	341	BAKER & TAYLOR	0.00	21,742.99	07/28/2022
703179	07/22/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	207.84	07/28/2022
703180	07/22/2022	PRINTED	629	BRIAN DALBALCON PHOTOGRAPHY	350.00	0.00	
703181	07/22/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	0.00	1,662.00	07/28/2022
703182	07/22/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	427.00	0.00	
703183	07/22/2022	PRINTED	2361	CALIFORNIA STATE LIBRARY	75.00	0.00	
703184	07/22/2022	PRINTED	998	CINTAS CORPORATION	0.00	1,402.26	07/27/2022
703185	07/22/2022	PRINTED	685	COLUMBIA BANK	0.00	1,576.91	07/28/2022
703186	07/22/2022	PRINTED	2112	CRUCIAL LEARNING	10,812.51	0.00	
703187	07/22/2022	PRINTED	379	E-RATE EXPERTISE INC	862.50	0.00	
703188	07/22/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,559.83	07/27/2022
703189	07/22/2022	PRINTED	446	CITY OF GIG HARBOR	0.00	1,299.17	07/27/2022
703190	07/22/2022	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	1,025.00	07/27/2022
703191	07/22/2022	PRINTED	1945	HENDERWORKS INC	0.00	15,000.00	07/27/2022
703192	07/22/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	26,678.32	07/26/2022
703193	07/22/2022	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	104.00	07/26/2022
703194	07/22/2022	PRINTED	703	INGRAM LIBRARY SERVICES	95.06	0.00	
703195	07/22/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	07/27/2022
703196	07/22/2022	PRINTED	211	MIDWEST TAPE	0.00	6,375.72	07/26/2022
703197	07/22/2022	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	4,725.00	07/28/2022
703198	07/22/2022	PRINTED	510	OCLC INC	0.00	5.25	07/28/2022
703199	07/22/2022	PRINTED	520	CITY OF ORTING	0.00	10,399.54	07/28/2022
703200	07/22/2022	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	217.50	07/26/2022
703201	07/22/2022	PRINTED	61	RICOH USA INC	0.00	2,047.58	07/27/2022
703202	07/22/2022	PRINTED	2097	SENTINEL PEST CONTROL	384.16	0.00	
703203	07/22/2022	PRINTED	114	SILKROAD TECHNOLOGY INC	20,282.90	0.00	
703204	07/22/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	357.44	07/26/2022
703205	07/22/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	11,964.86	07/29/2022
703206	07/22/2022	PRINTED	1705	U.S. POSTAL SERVICE	332.00	0.00	
703207	07/22/2022	PRINTED	810	WAYNES ROOFING INC	0.00	774.40	07/26/2022
703208	07/22/2022	PRINTED	811	WCP SOLUTIONS	0.00	232.12	07/26/2022
703209	07/22/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	3,450.00	0.00	
703210	07/28/2022	PRINTED	163	DEPT OF LABOR & INDUSTRIES	43,350.33	0.00	
703211	07/28/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	30,512.75	0.00	
703212	07/29/2022	PRINTED	1088	KAREN BROOKS	1,702.21	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703213	07/29/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	598.50	0.00	
703214	07/29/2022	PRINTED	369	EHS-INTERNATIONAL INC	4,502.50	0.00	
703215	07/29/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	10,735.20	0.00	
703216	07/29/2022	PRINTED	2268	ARNEE FLORES	200.00	0.00	
703217	07/29/2022	PRINTED	2116	TARA GOEDJEN	200.00	0.00	
703218	07/29/2022	PRINTED	464	GREAT FLOORS COMMERCIAL SALES	938.30	0.00	
703219	07/29/2022	PRINTED	2367	KAYCE HALL	3,500.97	0.00	
703220	07/29/2022	PRINTED	2300	KPFF CONSULTING ENGINEERS	13,750.00	0.00	
703221	07/29/2022	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
703222	07/29/2022	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	75.00	0.00	
703223	07/29/2022	PRINTED	227	MOUNTAIN MIST	49.44	0.00	
703224	07/29/2022	PRINTED	1081	NASIM & SONS INC	3,999.05	0.00	
703225	07/29/2022	PRINTED	519	ORBIS CASCADE ALLIANCE	6,649.00	0.00	
703226	07/29/2022	PRINTED	2368	PEND OREILLE COUNTY LIBRARY DISTRICT	16.95	0.00	
703227	07/29/2022	PRINTED	552	PENINSULA LIGHT CO	1,137.94	0.00	
703228	07/29/2022	PRINTED	560	PIERCE COUNTY	360.00	0.00	
703229	07/29/2022	PRINTED	2332	THE PLUMBING & DRAIN COMPANY INC	2,794.11	0.00	
703230	07/29/2022	PRINTED	776	PUGET SOUND ENERGY	633.30	0.00	
703231	07/29/2022	PRINTED	776	PUGET SOUND ENERGY	1,552.93	0.00	
703232	07/29/2022	PRINTED	61	RICOH USA INC	545.93	0.00	
703233	07/29/2022	PRINTED	2097	SENTINEL PEST CONTROL	533.96	0.00	
703234	07/29/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,019.41	0.00	
703235	07/29/2022	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	1,504.93	0.00	
					187,957.77	1,071,952.02	1,259,909.79

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# MEMO



Date: July 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Facilities Equipment Surplus and Recycling Request

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

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

**Inventory Removal Mechanism:** With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized recycling program. See spreadsheet on next page for details.

***ACTION: Move to approve the surplus and recycling of the furnishings, supplies & equipment.***

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2022 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items from the Lakewood branch as part of the move out activities. The PCLS IT team identified technology to surplus or recycle that was currently at end of support from the manufacturer or would be before the temporary Lakewood location opens.

## **Background**

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

## **Inventory Removal Mechanism**

With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized e-cycle vendor.

See spreadsheet on next page for details.

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



**RESOLUTION NO. 2022-11**

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

**WHEREAS**, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

**WHEREAS**, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

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

**PASSED AND APPROVED THIS 10TH DAY OF AUGUST, 2022.**

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

**FAC Surplus Items**

Quantity	Item	Reason for disposal	Est. Value (total)
3	2-drawer file cabinet	Obsolete	\$ 150.00
1	2-drawer metal cabinet	No longer in use	\$ 49.00
2	Large adjustable workstation	Obsolete	\$ 49.00
24	Plastic Chair	Obsolete	\$ 10.00
2	Black tall cabinet	Obsolete	\$ 10.00
7	Blue wooden chair	Out of warranty	\$ 49.00
144	Stacking plastic chair	Obsolete	\$ 25.00
11	Mirra task chair	Obsolete	\$ 25.00
13	Children's chair	No longer in use	\$ 25.00
10	Black chairs with cushion	Obsolete	\$ 25.00
1	Catalog Stand	Obsolete	\$ 10.00
1	Computer workstation	Obsolete	\$ 25.00
13	Gray plastic chairs	Obsolete	\$ 25.00
1	Black computer desk	Obsolete	\$ 25.00
1	Amazon UV platform table	Obsolete	\$ 25.00
1	Black curved plastic-coated tabletop table	Obsolete	\$ 25.00
1	AV Cart	No longer in use	\$ 10.00
2	Space heater	Obsolete	\$ 10.00
1	Childrens' cabinet	No longer in use	\$ 10.00
1	Childrens' table	No longer in use	\$ 10.00
2	Square recycle receptacles	No longer in use	\$ 5.00
1	Wire newspaper rack	No longer in use	\$ 25.00
1	Purple top, gray cabinet	No longer in use	\$ 25.00
4	Purple marble-topped cabinet	No longer in use	\$ 25.00
1	Gray tv motor cart	No longer in use	\$ 10.00
9	Second Floor Computer Tables	Obsolete	\$ 25.00
1	Podium	Obsolete	\$ 25.00
1	Printer stand	No longer in use	\$ 25.00
3	Wood bookshelf	Obsolete	\$ 10.00
1	Print release station cart	Obsolete	\$ 10.00
1	grat folding table	Obsolete	\$ 10.00
1	Podium	No longer in use	\$ 25.00
6	Tan and Black computer tables	No longer in use	\$ 10.00
5	Semi-circle tables	No longer in use	\$ 10.00
1	Children's Room cabinet	No longer in use	\$ 10.00
3	Face out display shelving	No longer in use	\$ 10.00
2	Smaller round kids table	No longer in use	\$ 10.00
2	Pyramid shelving	No longer in use	\$ 10.00
1	Board Book shelving	No longer in use	\$ 10.00
2	Lamps	No longer in use	\$ 10.00
2	Shower curtain barrier	No longer in use	\$ 15.00
1	Inflatable punching bag	No longer in use	\$ -
1	book cubby	No longer in use	\$ 15.00
1	Computer station	No longer in use	\$ 49.00
1	Conference table	No longer in use	\$ 49.00

Quantity	Item	Reason for disposal	Est. Value (total)
1	Corner unit	No longer in use	\$ 25.00
2	corner work desk	No longer in use	\$ 25.00
3	Cylinder table	No longer in use	\$ 10.00
1	Flower print bench	No longer in use	\$ 10.00
2	Green bench	No longer in use	\$ 10.00
2	Green chair	No longer in use	\$ 10.00
1	TR2 task chair	Obsolete	\$ 25.00
2	Green couch	No longer in use	\$ 25.00
4	Green fabric chair	No longer in use	\$ 25.00
8	Green ottoman	No longer in use	\$ 25.00
15	Green plastic chair	end of life	\$ 10.00
4	Green print chair	end of life	\$ 10.00
3	Green/brown chair	end of life	\$ 10.00
1	Help desk	end of life	\$ 49.00
2	Large wooden table	end of life	\$ 25.00
2	Metal bookshelf	end of life	\$ 10.00
9	Metal workstation	end of life	\$ 10.00
1	Mobile computer station	end of life	\$ 25.00
24	Orange plastic chair	end of life	\$ 10.00
2	Orange plastic stool	end of life	\$ 10.00
4	Orange table	end of life	\$ 25.00
1	Printer cart	end of life	\$ 10.00
3	Purple desk	end of life	\$ 10.00
12	Purple plastic chair	end of life	\$ 10.00
1	Purple couch	end of life	\$ 25.00
9	Purple computer table	end of life	\$ 25.00
1	Round end table	end of life	\$ 10.00
5	Round table	end of life	\$ 25.00
2	Seating	Obsolete	\$ 25.00
1	Small computer desk	end of life	\$ 49.00
4	Small green computer desk	end of life	\$ 49.00
1	Small table	end of life	\$ 10.00
3	Small tan computer desk	end of life	\$ 10.00
1	Table	end of life	\$ 25.00
7	Tan computer desk	Obsolete	\$ 25.00
6	Silver textured task table	end of life	\$ 25.00
3	USB Chair	end of life	\$ 49.00
1	wooden chair	end of life	\$ 5.00
9	Upholstered wooden chair	end of life	\$ 10.00
3	Wooden desk	end of life	\$ 15.00
2	Wooden end-table	end of life	\$ 10.00
1	Wooden table	end of life	\$ 10.00
4	Workstation	end of life	\$ 25.00
1	Toro push mower (recycler model)	No longer in use	\$ 50.00
1	Pneumatic liftgate	end of life	\$ 20.00
2	Wheel-barrow	No longer in use	\$ 10.00

Quantity	Item	Reason for disposal	Est. Value (total)
1	John Deere Riding Lawnmower	No longer in use	\$ 500.00
1	John Deere Riding Lawnmower attachment	No longer in use	\$ 250.00
2	Bug sprayers	No longer in use	\$ 10.00
1	Trailer attachment(for john deere)	No longer in use	\$ 50.00
1	Post-hole diggers	No longer in use	\$ 10.00
2	Garden Hoe	No longer in use	\$ 5.00
3	Shop brooms	No longer in use	\$ 5.00
2	Steel-tine rakes	No longer in use	\$ 5.00
2	Edger tools	No longer in use	\$ 10.00
1	Steel digging bar	No longer in use	\$ 10.00
1	Pitchfork	No longer in use	\$ 10.00
5	Shovels	No longer in use	\$ 10.00
1	Lopper	No longer in use	\$ 5.00
1	Concrete squeegee	No longer in use	\$ 10.00
1	Snow shovel	No longer in use	\$ 5.00
1	garden hoe	No longer in use	\$ 5.00
1	Air compressor	end of life	\$ 10.00
1	Small metal shed	No longer in use	\$ 49.00
1	large wood shed	No longer in use	\$ 49.00
1	Paint striper	end of life	\$ 49.00
1	Leaf blower	No longer in use	\$ 50.00
1	Portable generator	end of life	\$ 50.00
1	Open sign	No longer in use	\$ 50.00
1	Rotary broom	No longer in use	\$ 100.00

Count	IT Surplus Items OVER \$50 in estimated value	Estimated value (each)
28	Dell OptiPlex 7470 AIO	\$350
1	Dell OptiPlex 3030 AIO	\$80

Count	IT Surplus Items UNDER \$50 in estimated value
1	LG 60" Plasma TV 2010
1	Insignia 42" LCD TV 2012

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# MEMO



Date: July 14, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Bonney Lake Interior Tenant Improvement

One of the Library's 2022 projects that addresses the Core Service of Spaces is the Bonney Lake Refresh Implementation. This project will create a welcoming space for customers of the Bonney Lake Library by upgrading the public restrooms, refreshing the interior public spaces with new paint, and installing new cabinetry. New public furniture will also be installed after this portion of work is completed.

We are seeking your approval to enter into an agreement with Gateway Construction Services for renovation services in an amount not to exceed \$192,000.

Upon ratification of an agreement, we anticipate this work to be completed within six weeks of delivery of cabinetry, and no later than December 15, 2022.

***Motion: Move to approve a purchase order in the amount not to exceed \$192,000 with Gateway Construction Services to perform the work as stated.***

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Sole-Source Agreement

Due to language that was missing on the July meeting agenda, the Board could not take action on approving a sole-source agreement for Restorical Research, LLC to provide services related to the Buckley Library Site Evaluation.

I have attached a copy of last month's memo for your reference.

We respectfully request the Board's consideration and approval at the August meeting.

***Action: Move to approve a sole-source agreement for Restorical Research, LLC to perform environmental cost recovery or contribution services, and insurance research.***

# MEMO



Date: July 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Site Evaluation Update

EHS-I has filed the remediation investigation and feasibility study (RI/FS) report with Department of Ecology. There will be several iterations before it is accepted. Once approved, we will be in the clear to select contractors, engineers, and schedule construction on the site. We remain on target with remediation to occur in July and August next year.

In the meantime, EHS-I is working on grants. And since 2017, I've been in contact with an insurance archeologist who conducts deep research into insurance policies going back many decades. In order to proceed, we need to sign a sole-source arrangement with Restorical Research, LLC. There are no up-front or hourly fees, but their commission is 10% of any insurance claims that end up as successfully paid. For example, should those policies cover \$750,000 of the work that costs \$1,000,000, then PCLS would pay Restorical Research \$75,000. Board approval is required, as follows:

**Action:** *Move to approve a sole-source agreement for Restorical Research, LLC to perform environmental cost recovery or contribution services, and insurance research.*

## UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
✓		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
✓		iii. Offsite testing and evaluation
		Hazard Ranking
✓		Listing on Hazardous Sites List
11/21-9/22		Active Cleanup
	Health Plan	
	Cleanup Action Plan	
7/23-8/23	Post-Cleanup	Remediation Work
		Monitoring



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# MEMO



Date: August 8, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: South Hill and Gig Harbor Parking Lot Repaving Project

Parking lots deteriorate overtime due to age and weather elements. Parking lot maintenance can significantly improve the appearance, safety, and overall quality of the parking lot. By keeping the parking lot clean and smooth, our business will have better curb appeal and attract more customers. This creates safer pedestrian crossings, easier parking and fewer ground hazards as well. As a Facilities Department's on-going maintenance plan to address the Core Service of Spaces, this project will repave the parking lots in South Hill and Gig Harbor. To eliminate future damage to a newly repaved lot, this project will also replace trees that have caused damage to the infrastructure with new ironwood trees that do not have a big root spread footprint.

We are seeking your approval to enter into an agreement with Agate Asphalt for parking lot renovation services in an amount not to exceed \$280,000.00.

Upon ratification of an agreement, we anticipate this work to be completed by November 1, 2022.

***Motion: Move to approve a purchase order in the amount not to exceed \$280,000.00 with Agate Asphalt to perform the work stated.***

# Routine Reports

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# MEMO



Date: August 2, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report - July

As the temperature increased in July, so did the activity in PCLS branches. We've seen a steady increase in the number of library card holders in 2022 from 294,177 in January to 307,467 at the end of June. Summer reading is in full force at PCLS! With the extreme heat event near the end of the month, our branches also served as cooling centers in our communities. Our Facilities team takes advantage of the warm and dry summer months to do necessary building maintenance, including parking lot repairs. Staff Experience is keeping busy working to fill vacancies and new positions across the system.

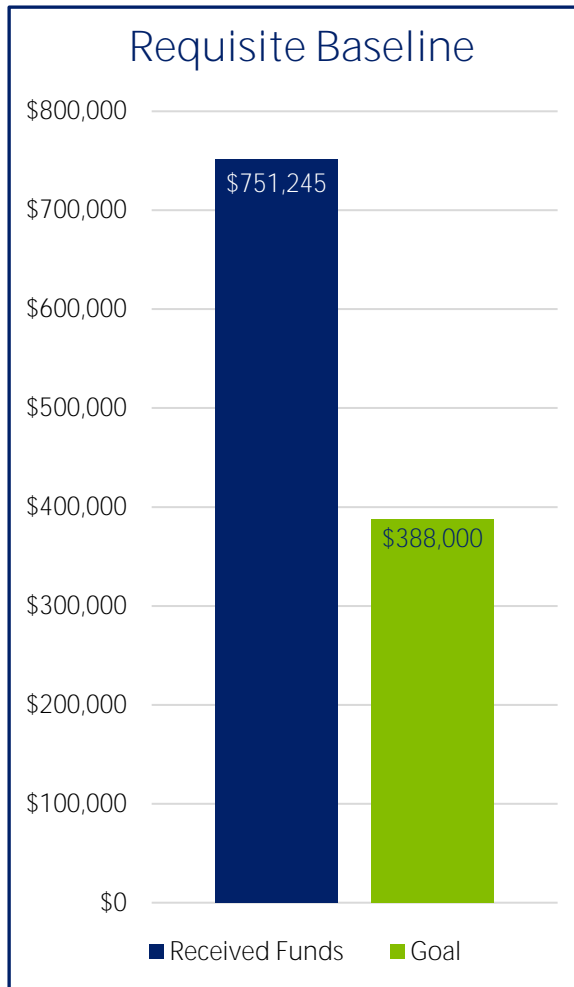
Being mid-way through the summer, we are about mid-way through my 90-day road map. Letters were sent to more than a hundred community leaders across the county, and we are busy scheduling meetings with many of them. I am on the schedule to present to the Clover Park Rotary Club in August as well as the Pierce County Council before the end of the summer. I met with our general counsel attorney in July, and we are coordinating an additional First Amendment training for the Trustees at the September meeting.

While we have a few policies that require more urgent revisions, a small group is working on building the framework for a comprehensive policy review process which should be complete by the fall, allowing the work to review all PCLS policies to begin by the end of the year.

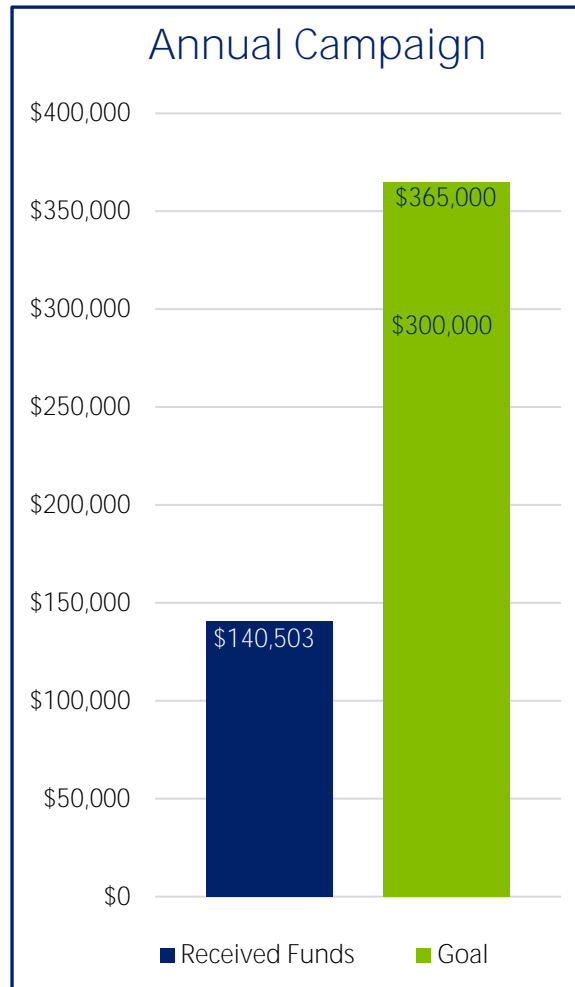
I am grateful to Cliff Jo and Mary Stimson for spending considerable time educating me on PCLS finances and controls. It is good timing as we are working to prepare 2023 budgets and for me to have that knowledge as we start to look ahead toward significant capital projects.



## Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

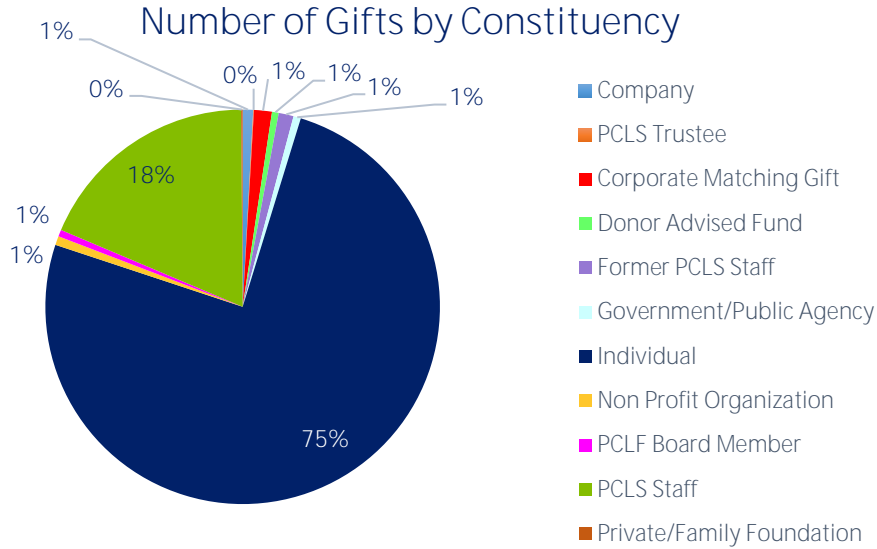


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

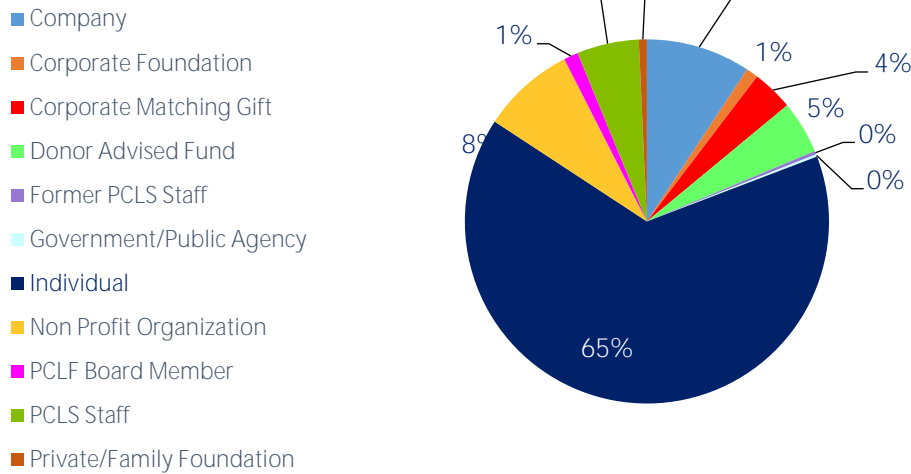


Goal = to achieve by 12/31/2023

# Annual Campaign Statistics



### Gift Revenue by Constituency



## Annual Campaign Donors by Lifecycle Status

### Continuing Individual donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
515	42.88%	\$114,326.00	34.34%	686	\$134,428.00

### Continuing Individual donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
50	28.41%	\$7,714	31.73%	126	\$14,012.00

### New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
115	4.04%	\$22,849	62.25%

### Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
158	10.60%	\$10,590	16.30%

## Updates

What's going well

- Planned Giving work in securing Memoir Society commitments
- Trivia BEE sponsorship work

Areas to capitalize on

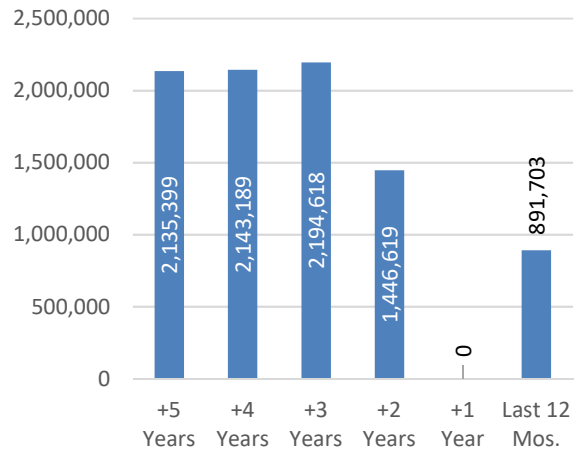
- Securing donor visits and annual gift commitments prior to Q4
- Refocused effort with capital campaign

## Terms Defined

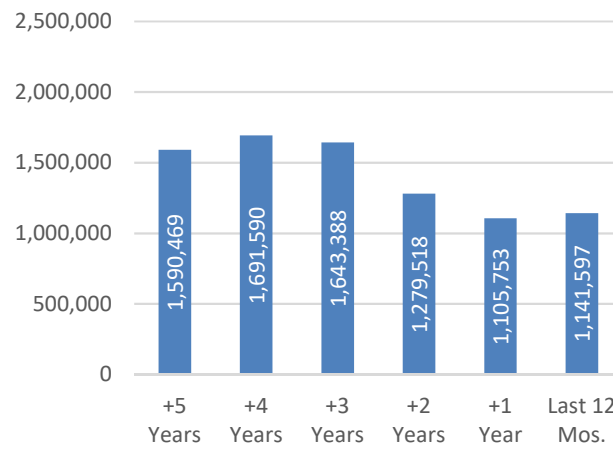
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact 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

# Customers / Visits - June 2022

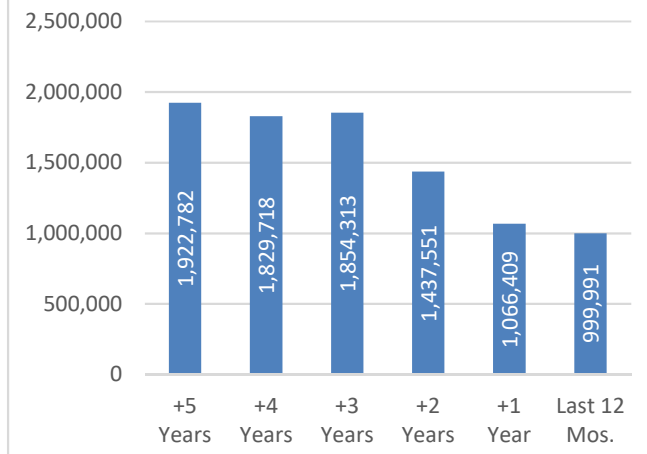
## Branch Visits



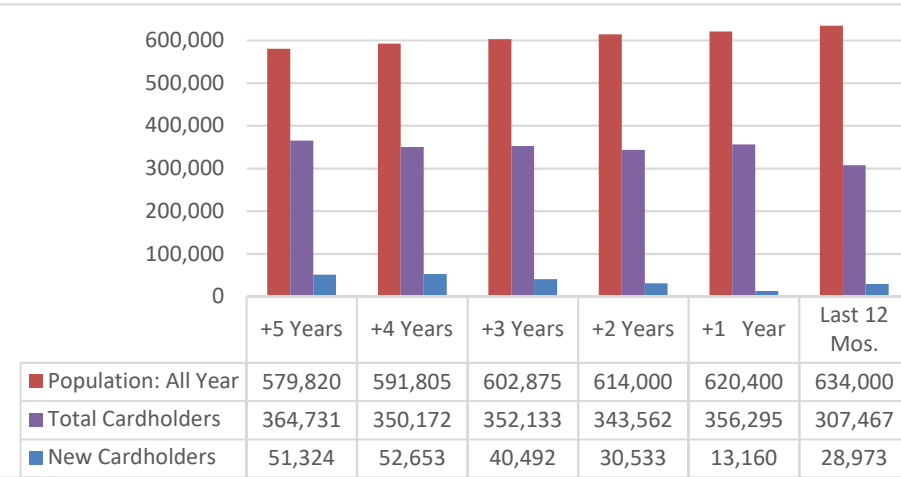
## Catalog Visits



## Website Visits



## PCLS Cardholder Statistics



## June and Rolling 12-Month Comparison

	June 2022	June 2021	% Change June Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	89,405	0	-	891,703	0	-
Catalog Visits	98,162	87,668	12.0%	1,141,597	1,105,753	3.2%
Public Website Visits	79,525	87,171	-8.8%	999,991	1,066,409	-6.2%

## Technology

	June 2022	June 2021	% Change June Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	10,134	622	1529.3%	93,597	1,477	6237.0%
Wi-Fi Sessions	51,791	33,022	56.8%	570,904	267,544	113.4%

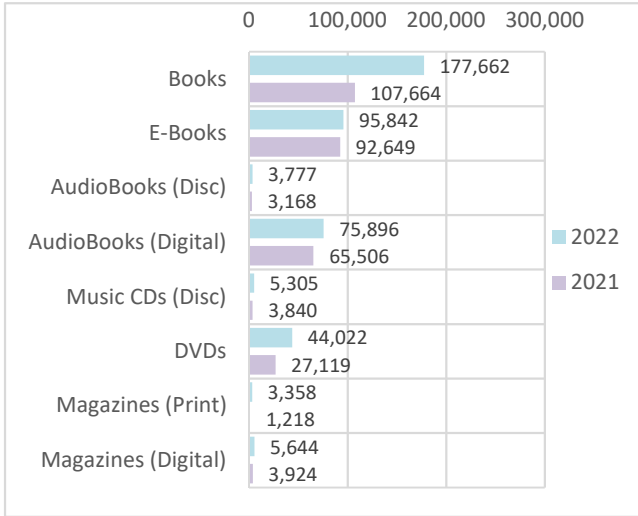
## Public Spaces Usage

	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	0	-
# of Attendees	0	0	0	-



# Collection Use - June 2022

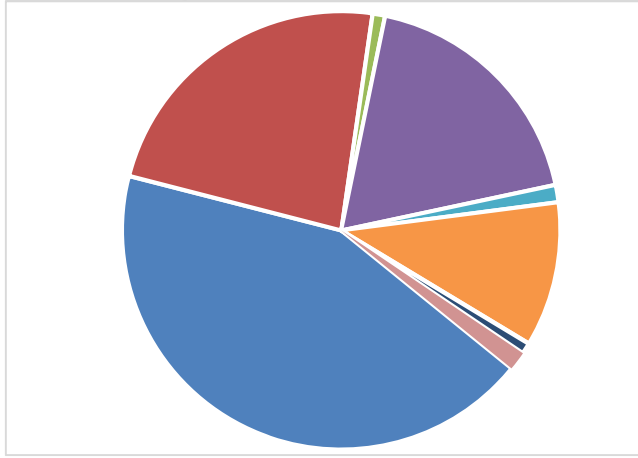
## June 2022 vs June 2021 Checkouts



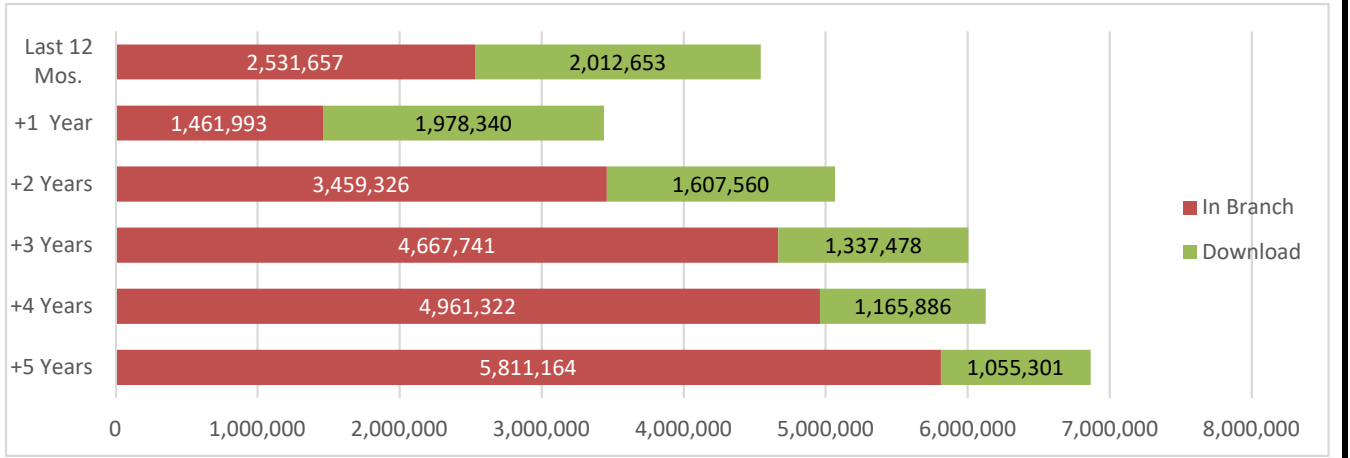
## Data Table

Categories	May 2022	June 2022	June 2021	% Change of June Year Over Year	% of Total June 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	161,345	177,662	107,664	65.02%	43.17%	1,916,608	1,190,221	61.03%
E-Books	96,707	95,842	92,649	3.45%	23.29%	1,119,584	1,141,945	-1.96%
AudioBooks (Disc)	3,716	3,777	3,168	19.22%	0.92%	44,178	35,842	23.26%
AudioBooks (Digital)	76,261	75,896	65,506	15.86%	18.44%	840,883	742,056	13.32%
Music CDs (Disc)	5,618	5,305	3,840	38.15%	1.29%	69,747	47,913	45.57%
DVDs	46,740	44,022	27,119	62.33%	10.70%	551,940	325,336	69.65%
Magazines (Print)	3,338	3,358	1,218	175.70%	0.82%	36,481	4,796	660.65%
Magazines (Digital)	5,901	5,644	3,924	43.83%	1.37%	67,489	93,235	-27.61%
Totals:	399,626	411,506	305,088	34.88%	100.00%	4,646,910	3,581,344	29.75%

## Checkouts By Format - June 2022



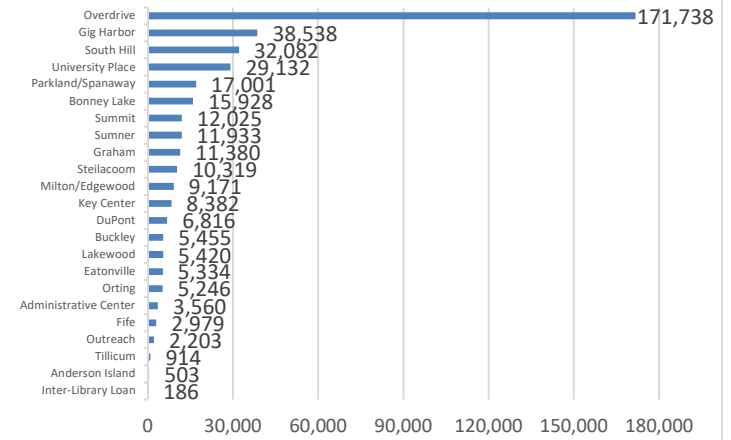
## Collection Checkouts



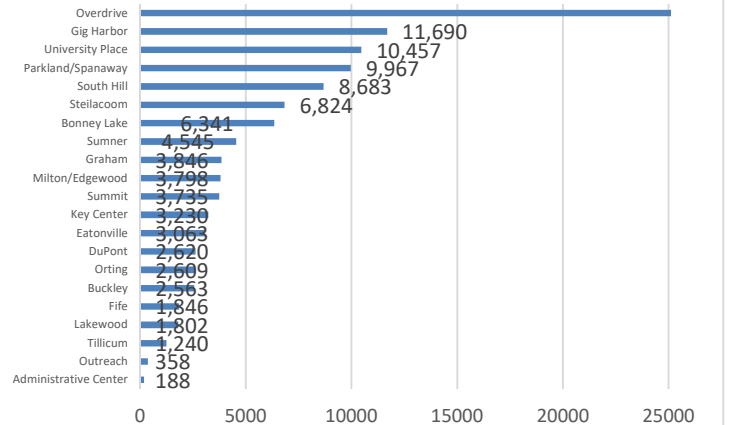
# Activity - June 2022

Location	Checkouts				Visitors			
	June. 2022	Last 12 Mo.	+1 Year	% Change	June. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,560	27,046	24,808	9.0%	188	1,882	0	-
Anderson Island	503	4,564	3,826	19.3%	No Door Counter for Anderson Island			
Bonney Lake	15,928	121,261	90,475	34.0%	6,341	54,795	0	-
Buckley	5,455	69,310	32,432	113.7%	2,563	27,024	0	-
DuPont	6,816	71,970	53,316	35.0%	2,620	25,375	0	-
Eatonville	5,334	59,906	33,595	78.3%	3,063	29,321	0	-
Fife	2,979	32,818	25,349	29.5%	1,846	16,070	0	-
Gig Harbor	38,538	429,629	265,821	61.6%	11,690	106,310	0	-
Graham	11,380	135,092	74,886	80.4%	3,846	39,200	0	-
Inter-Library Loan	186	3,083	2,613	18.0%	No "visitors" for Inter-Library Loan			
Key Center	8,382	96,212	55,580	73.1%	3,230	32,277	0	-
Lakewood	5,420	196,815	124,970	57.5%	1,802	95,527	0	-
Milton / Edgewood	9,171	93,964	55,793	68.4%	3,798	34,589	0	-
Orting	5,246	54,773	33,184	65.1%	2,609	23,673	0	-
Overdrive	171,738	1,960,467	1,884,001	4.1%	26,437	301,363	281,401	7.1%
Outreach	2,203	24,346	17,270	41.0%	358	3,693	0	-
Parkland / Spanaway	17,001	177,240	91,493	93.7%	9,967	102,981	0	-
South Hill	32,082	322,549	185,357	74.0%	8,683	73,696	0	-
Steilacoom	10,319	82,290	47,019	75.0%	6,824	52,387	0	-
Summit	12,025	124,480	93,932	32.5%	3,735	32,804	0	-
Sumner	11,933	136,111	98,580	38.1%	4,545	43,859	0	-
Tillicum	914	10,868	7,781	39.7%	1,240	11,816	0	-
University Place	29,132	295,979	186,404	58.8%	10,457	84,424	0	-
<b>Total</b>	<b>406,245</b>	<b>4,530,773</b>	<b>3,488,485</b>	<b>29.9%</b>	<b>115,842</b>	<b>1,193,066</b>	<b>281,401</b>	<b>324.0%</b>

## June Checkouts



## June Visitors



## Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19				
System-wide	12/26/2021	12/27/2021	2 days	Snow storm				
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs				
System-wide	12/30/2021	12/30/2021	1 day	Snow storm				
Graham	3/10/2022	3/10/2022	1 day	Road construction				
Lakewood	6/5/2022		ongoing	Closed for in-branch services				

Visitors: June 2022 counts are included in the Last 12 Mo. count for the branch locations.

## Monthly Financial Reports June 30, 2022

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

**2022's reports are based on Munis data moved to Eden.**

**These reports will be converted in upcoming months to be driven directly by Munis.**

### General Fund

#### June

- **53199. Began the implementation of Foundation pass-through payments using a specific object code that allows better tracking.**
- **54100. Payments towards consultants for CE retreat and Crucial Conversations.**
- **54800. Payment for Bonney Lake Library door replacement.**

#### May

- Budget was adjusted to match what the Board approved in December 2021.
- Beginning in May, posted interest returns will be substantially more as the federal government works to reduce inflation. This will be true across all funds, most notably in the Levy Sustainability Fund.
- 36998. E-rate reimbursement for 2021 Q4 was received.
- 36999. Purchase card reimbursement for 2022 Q1 was received and on target to exceed budget.
- 53505. Annual support, licensing, and maintenance payment made to Innovative Interfaces for the Polaris Integrated Library System.
- 54120. Payment for "Welcome Back" mailed postcards, and printed items for Summer Reading.

#### April

- 54120. Includes final payment for executive search firm.
- 54800. Includes significant repairs to ACL's HVAC system.
- 54906. Includes payment for property taxes.

#### January - March

- 53502. Includes computer replacements.
- 54120. Includes auditor billings, Barsness Group, et al.
- 54150. Includes legal consultation work related to Sumner.

- 54120. Includes auditor billings, E-Rate consulting, a new staff award system, et al.
- 54150. Includes legal consultation work related to employment.
- The month was on par for typical activity at the beginning of the year.

### Capital Improvement Projects Fund

#### June

- **54120. Payment to NV5 ground contamination monitoring at new Sumner property.**
- **56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.**

#### May

- Budget was adjusted to match what the Board approved in December 2021
- 54120. Includes payments to EHS-I for Buckley contamination mitigation.
- 56430. Includes another round of posting P-card purchases for computer equipment.

#### April

- 54120. Includes payment to Barsness Group for capital campaign consultation.
- 56430. Includes the posting of P-card purchases for computer equipment.

#### January - March

- 54160. Includes BuildingWork architectural services for creating standard building templates.
- 56420. Includes equipment for IT server room environmental controls.
- 54120. Includes significant repair work to IT server room environmental controls.
- 54150. Includes legal assistance for the Sumner project.

### Special Purpose Fund

#### January - June

- **No activity.**

### Election Fund

#### January - June

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

**Property & Facility Fund**

January - June

- No significant activity other than receipt of investment earnings.

**Levy Sustainability Fund**

January - June

- No significant activity other than receipt of investment earnings.

**Debt Service Fund**

January - June

- No significant activity other than receipt of investment earnings.

**US BANK Clearing Distributions**

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022	471,075.72	472,780.46	- 0 -	(1,704.74)
April 2022	335,110.90	336,259.40	- 0 -	(1,148.50)
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022	302,597.40	282,835.46	1,000.00	18,761.94
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 2,173,491.47	\$ 2,156,582.77	\$ 1,000.00	\$ 15,908.70

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF FINANCIAL POSITION  
June 30, 2022**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
<b>ASSETS</b>								
<b>Current Assets</b>								
Cash	\$ 624,285	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 396,636	\$ 1,021,321
Investments	\$ 15,492,423	\$ -	\$ 11,150,048	\$ 1,121,149	\$ 3,378,811	\$ 88,782	\$ 4,652,453	\$ 35,883,666
Accrued Interest on Investments	\$ 3,698	\$ -	\$ 260	\$ (335)	\$ (989)	\$ 7	\$ (1,885)	\$ 755
<b>Total Current Assets</b>	<b>\$ 16,120,405</b>	<b>\$ -</b>	<b>\$ 11,150,408</b>	<b>\$ 1,120,914</b>	<b>\$ 3,377,922</b>	<b>\$ 88,888</b>	<b>\$ 5,047,204</b>	<b>\$ 36,905,742</b>
<b>TOTAL ASSETS</b>	<b>\$ 16,120,405</b>	<b>\$ -</b>	<b>\$ 11,150,408</b>	<b>\$ 1,120,914</b>	<b>\$ 3,377,922</b>	<b>\$ 88,888</b>	<b>\$ 5,047,204</b>	<b>\$ 36,905,742</b>
<b>LIABILITIES</b>								
<b>Current Liabilities</b>								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 296	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296
Payroll Payable	\$ (359)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (359)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ (64)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (64)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ (64)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (64)</b>
<b>FUND BALANCE</b>								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ -	\$ -	\$ 1,021,347	\$ -			\$ 1,021,347
Land/Property/Facility Set-Aside		\$ -	\$ -	\$ -	\$ 3,019,930			\$ 3,019,930
Unreserved Fund Balance	\$ 16,120,469	\$ -	\$ 11,150,408	\$ 99,568	\$ 357,993	\$ 88,888	\$ 5,047,204	\$ 32,864,529
<b>TOTAL FUND BALANCE</b>	<b>\$ 16,120,469</b>	<b>\$ -</b>	<b>\$ 11,150,408</b>	<b>\$ 1,120,914</b>	<b>\$ 3,377,922</b>	<b>\$ 88,888</b>	<b>\$ 5,047,204</b>	<b>\$ 36,905,806</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 16,120,405</b>	<b>\$ -</b>	<b>\$ 11,150,408</b>	<b>\$ 1,120,914</b>	<b>\$ 3,377,922</b>	<b>\$ 88,888</b>	<b>\$ 5,047,204</b>	<b>\$ 36,905,742</b>
<b>BEGINNING FUND BALANCE, 01/01/21</b>								
	\$ 10,530,099	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,750,863
YTD Revenue	\$ 24,064,278	\$ -	\$ 23,440	\$ 2,356	\$ 7,101	\$ 178	\$ 10,512	\$ 24,107,865
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (18,473,908)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (479,015)	\$ (18,952,923)
<b>ENDING FUND BALANCE, 06/30/22</b>	<b>\$ 16,120,469</b>	<b>\$ -</b>	<b>\$ 11,150,408</b>	<b>\$ 1,120,914</b>	<b>\$ 3,377,922</b>	<b>\$ 88,888</b>	<b>\$ 5,047,204</b>	<b>\$ 36,905,806</b>
<b>TAXES RECEIVABLE</b>	<b>\$ 20,210,428</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,210,428</b>

\* Does not include Munis payables. These will be applied to each month prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM  
COMPARATIVE STATEMENT OF FINANCIAL POSITION  
General Fund as of June 30, 2022**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	7/31/2021	8/31/2021	9/30/2021	10/31/2021	11/30/2021	12/31/2021	1/31/2022	2/28/2022	3/31/2022	4/30/2022	5/31/2022	6/30/2022
<b>ASSETS</b>												
<b>Current Assets</b>												
Cash	\$ 208,546	\$ 376,285	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 1,153,585	\$ 2,165,105	\$ 17,304,332	\$ 4,088,315	\$ 624,285
Investments	\$ 12,757,233	\$ 10,057,963	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219	\$ 871,292	\$ 14,721,292	\$ 15,492,423
Accrued Interest on Investments	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>
<b>TOTAL ASSETS</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>
<b>LIABILITIES</b>												
<b>Current Liabilities</b>												
Warrants Payable*	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296
Payroll Payable	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)
<b>Total Current Liabilities</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>	<b>\$ (1,208)</b>	<b>\$ (1,174)</b>	<b>\$ (180)</b>	<b>\$ (64)</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 1,344</b>	<b>\$ 1,356</b>	<b>\$ 1,353</b>	<b>\$ 1,358</b>	<b>\$ 1,397</b>	<b>\$ 1,387</b>	<b>\$ (1,324)</b>	<b>\$ (1,319)</b>	<b>\$ (1,208)</b>	<b>\$ (1,174)</b>	<b>\$ (180)</b>	<b>\$ (64)</b>
<b>FUND BALANCE</b>												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469
<b>TOTAL FUND BALANCE</b>	<b>\$ 12,968,038</b>	<b>\$ 10,436,491</b>	<b>\$ 8,790,739</b>	<b>\$ 20,894,366</b>	<b>\$ 17,801,867</b>	<b>\$ 10,526,081</b>	<b>\$ 7,703,020</b>	<b>\$ 5,520,119</b>	<b>\$ 4,740,139</b>	<b>\$ 18,180,402</b>	<b>\$ 18,813,391</b>	<b>\$ 16,120,469</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 12,969,382</b>	<b>\$ 10,437,848</b>	<b>\$ 8,792,092</b>	<b>\$ 20,895,724</b>	<b>\$ 17,803,264</b>	<b>\$ 10,527,468</b>	<b>\$ 7,701,697</b>	<b>\$ 5,518,800</b>	<b>\$ 4,738,930</b>	<b>\$ 18,179,227</b>	<b>\$ 18,813,211</b>	<b>\$ 16,120,405</b>
<b>PROPERTY TAXES RECEIVABLE</b>	<b>\$ 19,256,366</b>	<b>\$ 19,012,622</b>	<b>\$ 18,384,256</b>	<b>\$ 3,570,533</b>	<b>\$ 917,725</b>	<b>\$ 709,292</b>	<b>\$ 43,677,382</b>	<b>\$ 42,950,149</b>	<b>\$ 40,900,205</b>	<b>\$ 23,852,374</b>	<b>\$ 20,427,400</b>	<b>\$ 20,210,428</b>

\* Does not include Munis payables  
These will be applied to each month  
prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM  
STATEMENT OF REVENUE & EXPENDITURES  
For the Period Ending June 30, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Property Tax & Related Income	\$ 41,644,200	\$ 23,696,524	\$ -	\$ 17,947,676	57%
Other Revenue	\$ 1,109,500	\$ 367,754	\$ -	\$ 741,746	33%
<b>TOTAL REVENUE</b>	<b>\$ 42,753,700</b>	<b>\$ 24,064,278</b>	<b>\$ -</b>	<b>\$ 18,689,422</b>	<b>56%</b>
<b>EXPENDITURES</b>					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 13,606,100	\$ -	\$ 15,313,300	47%
Materials	\$ 4,307,500	\$ 1,632,603	\$ -	\$ 2,674,897	38%
Maintenance and Operations	\$ 7,253,600	\$ 3,235,204	\$ -	\$ 4,018,396	45%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,753,700</b>	<b>\$ 18,473,908</b>	<b>\$ -</b>	<b>\$ 24,279,792</b>	<b>43%</b>
Excess/(Deficit)		\$ 5,590,370			
Additional Transfers Out		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 5,590,370</b>			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ 2,590,000	\$ -	\$ -	\$ 2,590,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Other Revenue	\$ -	\$ 10,512	\$ -	\$ (10,512)	-
<b>TOTAL REVENUE</b>	<b>\$ 3,690,000</b>	<b>\$ 10,512</b>	<b>\$ -</b>	<b>\$ 3,679,488</b>	<b>0%</b>
<b>EXPENDITURES</b>					
Capital Improvement Projects	\$ 3,690,000	\$ 479,015	\$ -	\$ 3,210,985	13%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,690,000</b>	<b>\$ 479,015</b>	<b>\$ -</b>	<b>\$ 3,210,985</b>	<b>13%</b>
Excess/(Deficit)		\$ (468,503)			
Additional Transfers In		-			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ (468,503)</b>			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Investment Income	\$ -	\$ 178	\$ -	\$ (178)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 178</b>	<b>\$ -</b>	<b>\$ (178)</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 178</b>			

<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>EXPENDITURES</b>					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ -</b>			

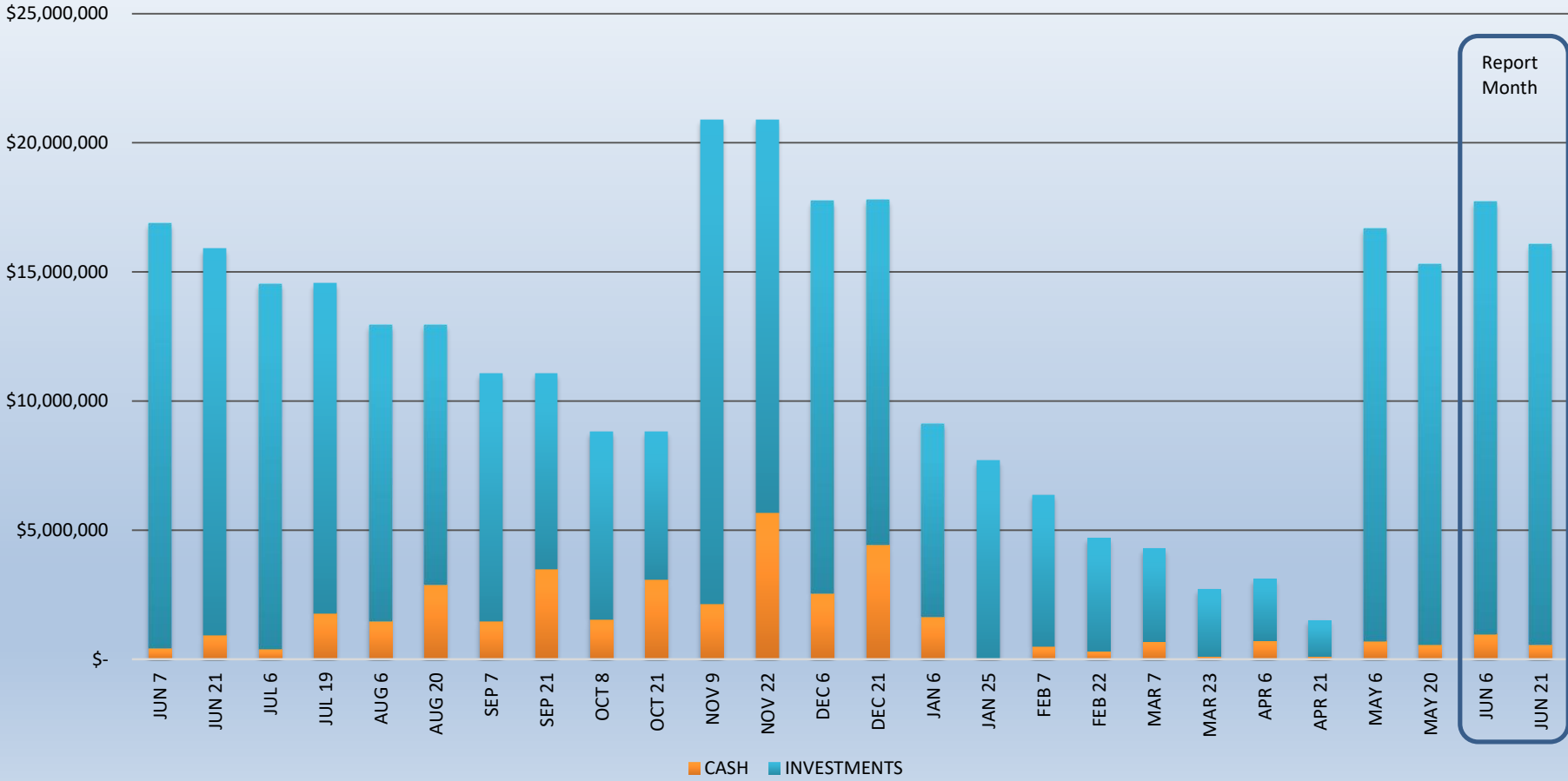
<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 23,440	\$ -	\$ (23,440)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 23,440</b>	<b>\$ -</b>	<b>\$ (23,440)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 23,440			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 23,440</b>			

<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 2,356	\$ -	\$ (2,356)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 2,356</b>	<b>\$ -</b>	<b>\$ (2,356)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 2,356			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 2,356</b>			

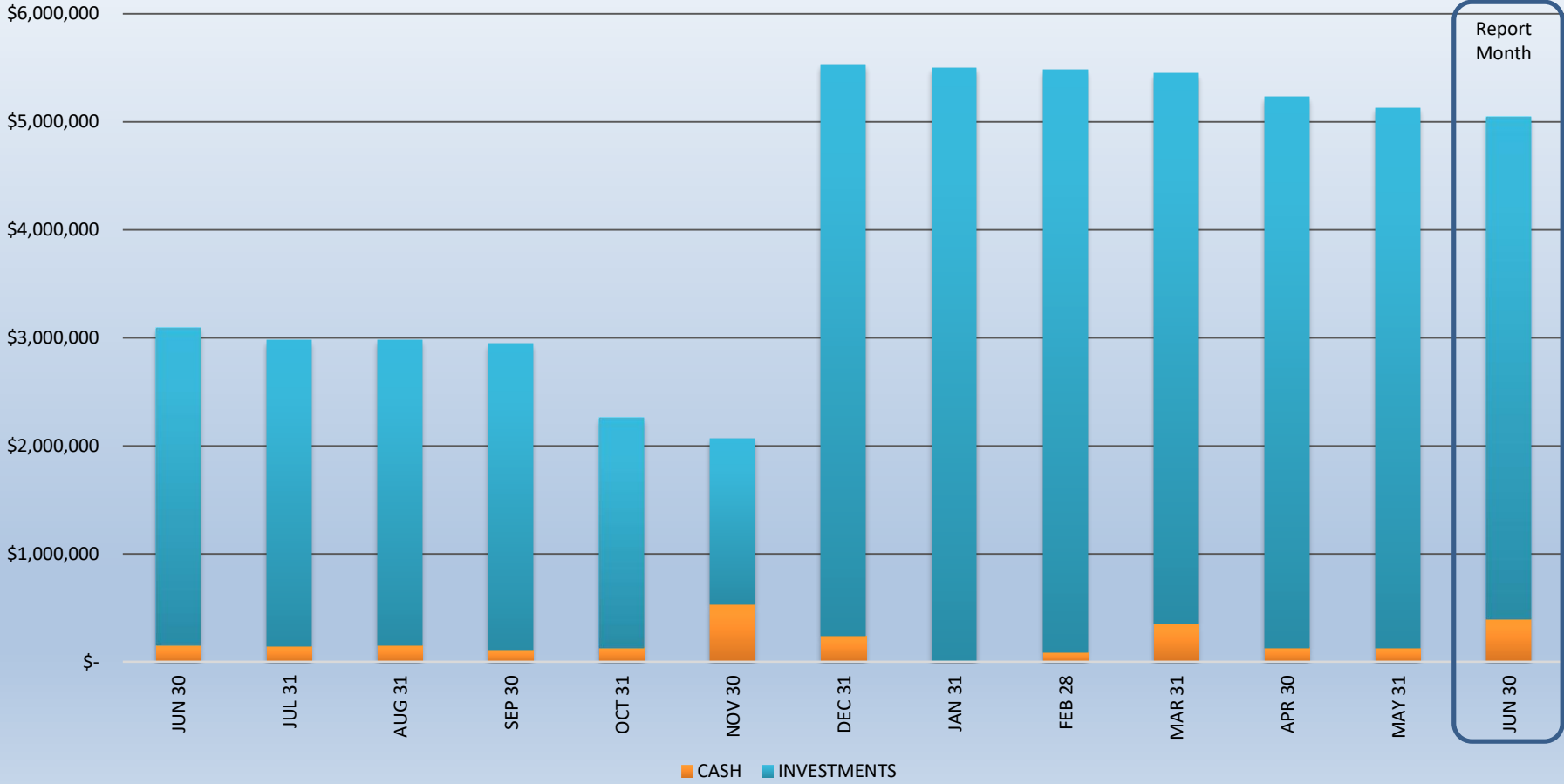
<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
<b>REVENUE</b>					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 7,101	\$ -	\$ (7,101)	-
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 7,101</b>	<b>\$ -</b>	<b>\$ (7,101)</b>	<b>-</b>
<b>EXPENDITURES</b>					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
Excess/(Deficit)		\$ 7,101			
Additional Transfers Out		\$ -			
<b>NET EXCESS (DEFICIT)</b>		<b>\$ 7,101</b>			



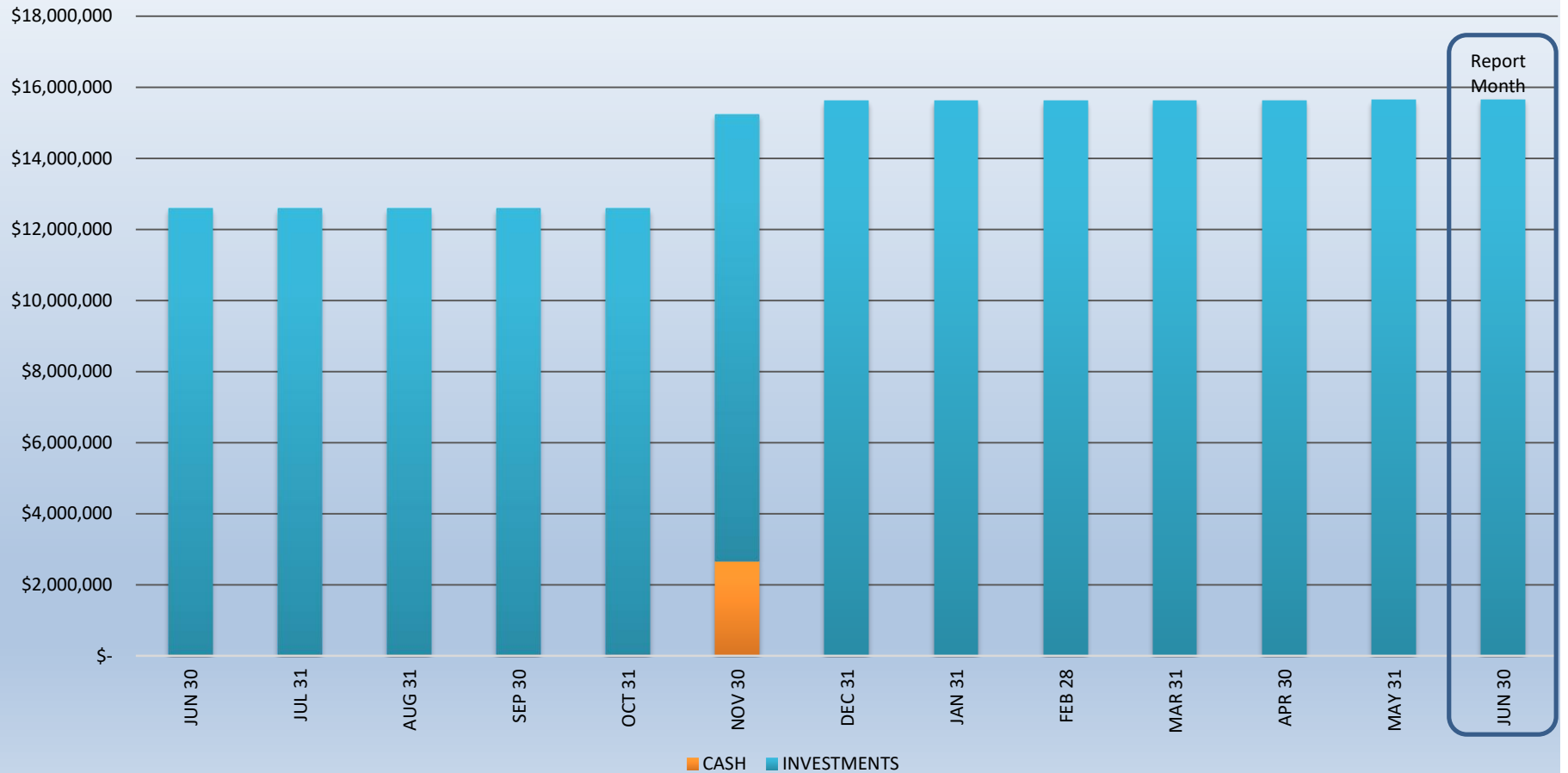
**CASH & INVESTMENTS - SEMI-MONTHLY  
2022 - GENERAL FUND  
- 13 MONTHS MOVING -**



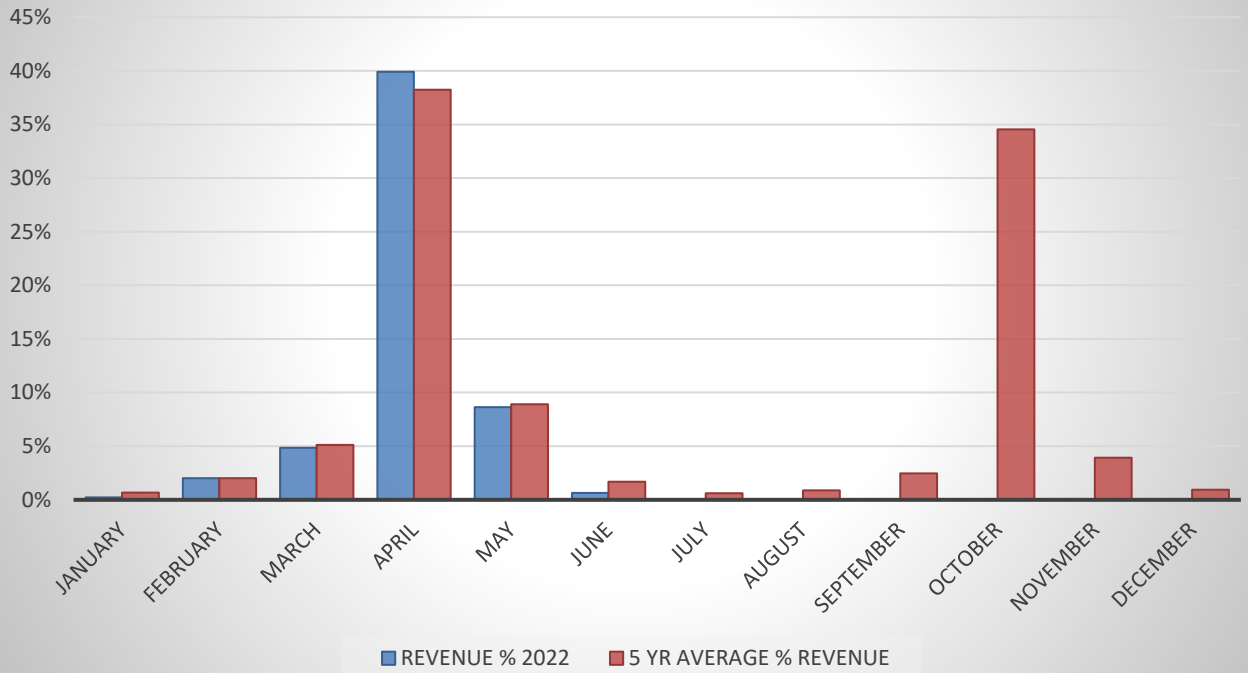
**CASH & INVESTMENTS - MONTHLY  
2022 - CAPITAL IMPROVEMENT FUND  
- 13 MONTHS MOVING -**



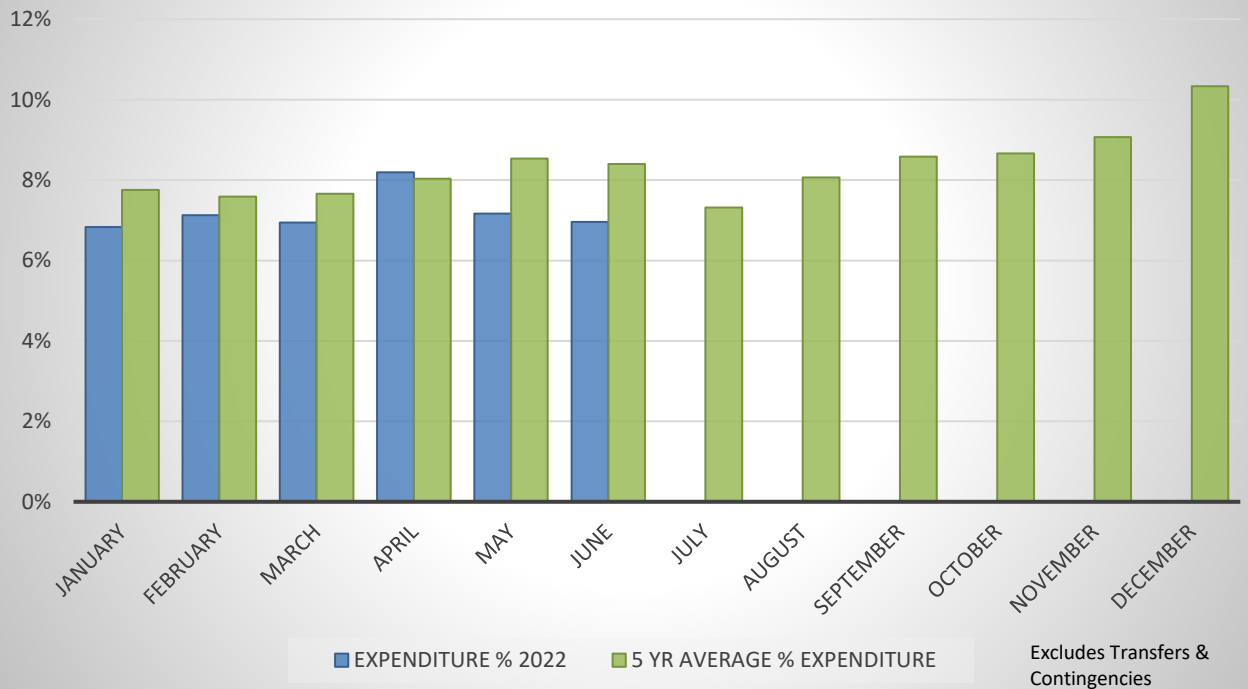
**CASH & INVESTMENTS - MONTHLY  
2022 - SPECIAL REVENUE FUNDS COMBINED  
- 13 MONTHS MOVING -**



### GENERAL FUND - REVENUE TREND (%) THROUGH JUNE 2022



### GENERAL FUND - EXPENDITURE TREND (%) THROUGH JUNE 2022



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 6/30/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAX--CURRENT	40,942,300.00	219,560.34	23,208,966.66	0.00	17,733,333.34	56.69
31112 PROPERTY TAX--DELINQUENT	517,900.00	21,667.50	345,826.48	0.00	172,073.52	66.77
31113 PROPERTY TAX--KING COUNTY	60,000.00	2,674.29	53,465.22	0.00	6,534.78	89.11
31130 SALE OF TAX TITLE PROPERTY	6,000.00	6.68	2,678.30	0.00	3,321.70	44.64
31720 LEASEHOLD EXCISE TAX	20,000.00	461.16	17,737.99	0.00	2,262.01	88.69
31740 TIMBER EXCISE TAX	63,000.00	0.00	35,313.66	0.00	27,686.34	56.05
<b>TAXES:</b>	<b>41,609,200.00</b>	<b>244,369.97</b>	<b>23,663,988.31</b>	<b>0.00</b>	<b>17,945,211.69</b>	<b>56.87</b>
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	3,096.73	0.00	11,903.27	20.64
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	3,743.10	0.00	3,756.90	49.91
34162 PRINTER FEES	10,000.00	1,162.27	4,220.08	0.00	5,779.92	42.20
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	92.55	0.00	(92.55)	0.00
35970 LIBRARY FINES	10,000.00	1,579.46	10,416.55	0.00	(416.55)	104.17
36110 INVESTMENT EARNINGS	20,000.00	13,160.03	22,295.05	0.00	(2,295.05)	111.48
36140 INTEREST INCOME--CONTRACTS & N	0.00	1.99	8.40	0.00	(8.40)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36725 DONATIONS--OTHER	0.00	0.00	277.00	0.00	(277.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	9,766.35	25,679.70	0.00	(23,679.70)	1,283.99
36915 SALE OF SURPLUS--MATERIALS	4,000.00	7,834.62	33,904.90	0.00	(29,904.90)	847.62
36920 FOUND MONEY	0.00	7.06	102.63	0.00	(102.63)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	632.65	0.00	(632.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	0.00	464.96	0.00	9,535.04	4.65
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	60.00	0.00	(60.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	232,451.15	0.00	297,548.85	43.86
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	55,375.96	0.00	19,624.04	73.83
<b>CHARGES OTHER:</b>	<b>1,144,500.00</b>	<b>33,511.78</b>	<b>392,821.41</b>	<b>0.00</b>	<b>751,678.59</b>	<b>34.32</b>
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	0.00	7,135.13	0.00	(7,135.13)	0.00
53450 MAGAZINES	0.00	0.00	333.05	0.00	(333.05)	0.00
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>333.05</b>	<b>0.00</b>	<b>(333.05)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>42,753,700.00</b>	<b>277,881.75</b>	<b>24,064,277.90</b>	<b>0.00</b>	<b>18,689,422.10</b>	<b>56.29</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	22,119,900.00	1,718,443.82	10,168,624.93	0.00	11,951,275.07	45.97
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	11,118.36	73,180.17	0.00	125,919.83	36.76
51107 SUBSTITUTE HOURS	12,000.00	575.44	3,528.64	0.00	8,471.36	29.41
51109 TUITION ASSISTANCE	12,000.00	3,900.80	5,660.90	0.00	6,339.10	47.17
51200 OVERTIME WAGES	19,100.00	0.00	13.89	0.00	19,086.11	0.07
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	9,892.93	56,600.05	0.00	148,199.95	27.64
52002 MEDICAL INSURANCE	2,929,100.00	196,726.56	1,341,825.96	0.00	1,587,274.04	45.81
52003 FICA	1,708,300.00	128,624.66	759,491.28	0.00	948,808.72	44.46
52004 RETIREMENT	2,302,000.00	169,342.92	1,013,198.71	0.00	1,288,801.29	44.01
52005 DENTAL INSURANCE	252,400.00	17,551.90	111,210.27	0.00	141,189.73	44.06
52006 OTHER BENEFIT	30,800.00	(8,543.10)	9,740.30	0.00	21,059.70	31.62

**FUND: GENERAL FUND (01)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,847.85	42,848.62	0.00	50,751.38	45.78
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	3,830.16	0.00	26,169.84	12.77
52021 PAID FML INSURANCE	0.00	2,763.71	16,346.42	0.00	(16,346.42)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
<b>PERSONNEL</b>	<b>28,919,400.00</b>	<b>2,257,245.85</b>	<b>13,606,100.30</b>	<b>0.00</b>	<b>15,313,299.70</b>	<b>47.05</b>
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	4,967.78	49,229.83	0.00	32,770.17	60.04
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	1,409.10	2,955.86	0.00	87,544.14	3.27
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	7,219.95	30,781.43	0.00	231,218.57	11.75
53110 CUSTODIAL SUPPLIES	85,000.00	6,335.70	62,212.05	0.00	22,787.95	73.19
53120 MAINTENANCE SUPPLIES	35,000.00	2,773.74	15,499.23	0.00	19,500.77	44.28
53130 MATERIAL PROCESSING SUP	17,100.00	303.36	4,576.14	0.00	12,523.86	26.76
53140 TRAINING SUPPLIES	0.00	0.00	1,041.73	0.00	(1,041.73)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	61,484.23	62,841.19	0.00	(62,841.19)	0.00
53200 FUEL	50,000.00	4,287.63	20,801.23	0.00	29,198.77	41.60
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	7,379.12	16,511.98	0.00	23,488.02	41.28
53402 ADULT AV - DVD	320,000.00	39,796.38	136,202.39	0.00	183,797.61	42.56
53403 PERIODICALS {{OLD}}	0.00	0.00	(40.61)	0.00	40.61	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	713.73	5,629.08	0.00	19,370.92	22.52
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	212.28	0.00	3,287.72	6.07
53406 ADULT FICTION	240,000.00	22,905.65	103,715.10	0.00	136,284.90	43.21
53408 ADULT LARGE PRINT	50,000.00	8,245.30	19,810.71	0.00	30,189.29	39.62
53409 ADULT LUCKY DAY	50,000.00	3,048.44	19,233.77	0.00	30,766.23	38.47
53410 ADULT NONFICTION	300,000.00	22,792.56	103,318.56	0.00	196,681.44	34.44
53411 ADULT PAPERBACKS	20,000.00	184.47	1,611.34	0.00	18,388.66	8.06
53413 ADULT REFERENCE	5,000.00	230.26	230.26	0.00	4,769.74	4.61
53414 ADULT YA FICTION	60,000.00	3,150.67	15,996.53	0.00	44,003.47	26.66
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,576.51	12,182.12	0.00	12,817.88	48.73
53416 ADULT YA NONFICTION	10,000.00	2,854.00	6,786.48	0.00	3,213.52	67.86
53417 ADULT AV - DVDNF	40,000.00	3,648.83	13,502.10	0.00	26,497.90	33.76
53418 ADULT GRAPHIC NOVELS	15,000.00	1,887.64	7,583.38	0.00	7,416.62	50.56
53421 CHILDREN'S STANDING ORDERS	25,000.00	2,317.06	12,808.74	0.00	12,191.26	51.23
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	5,000.00	297.24	2,767.41	0.00	2,232.59	55.35
53425 CHILDREN'S FICTION	175,000.00	16,916.59	84,369.88	0.00	90,630.12	48.21
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	1,715.10	18,034.33	0.00	6,965.67	72.14
53427 CHILDREN'S NONFICTION	135,000.00	5,049.61	41,314.44	0.00	93,685.56	30.60
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
53429 CHILDREN'S STORYTIME	2,500.00	80.80	706.60	0.00	1,793.40	28.26
53430 DATABASES	465,000.00	151,035.49	294,453.73	0.00	170,546.27	63.32
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	0.00	301,294.65	0.00	498,705.35	37.66
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	192,632.57	0.00	507,367.43	27.52
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 6/30/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53450 MAGAZINES	60,000.00	0.00	78,618.01	0.00	(18,618.01)	131.03
53460 VENDOR PROCESSING	160,000.00	10,555.16	40,622.86	0.00	119,377.14	25.39
53464 VENDOR PROCESSING SERVICES	10,000.00	0.00	3,661.00	0.00	6,339.00	36.61
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53470 WORLD - ADULT SPANISH	15,000.00	0.00	1,529.65	0.00	13,470.35	10.20
53471 WORLD - CHILDREN'S SPANISH	7,500.00	0.00	3,774.66	0.00	3,725.34	50.33
53472 WORLD - CHINESE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	594.00	0.00	4,406.00	11.88
53476 WORLD - KOREAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53477 WORLD - TAGALOG	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53478 WORLD - VIETNAMESE	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53479 WORLD - RUSSIAN	20,000.00	0.00	3,597.00	0.00	16,403.00	17.99
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	9,840.58	13,257.33	0.00	11,742.67	53.03
53482 YOUTH DVD - FTY	30,000.00	2,129.54	8,200.80	0.00	21,799.20	27.34
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	1,052.11	4,247.80	0.00	24,752.20	14.65
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	641.23	238,133.35	0.00	(38,133.35)	119.07
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	136.43	175,484.33	0.00	27,015.67	86.66
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	1,733.05	326,352.50	0.00	192,147.50	62.94
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	33,918.76	169,986.97	0.00	223,013.03	43.25
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	0.00	38,724.35	0.00	25,775.65	60.04
54100 INDEPENDENT CONTRACTORS	280,000.00	41,150.96	99,262.16	0.00	180,737.84	35.45
54110 PERFORMER SERVICES	38,000.00	640.00	4,565.00	0.00	33,435.00	12.01
54120 CONTRACTUAL SERVICES	457,000.00	16,771.62	204,712.42	0.00	252,287.58	44.79
54140 DATA SERVICES	4,500.00	0.00	4,069.56	0.00	430.44	90.43
54150 LEGAL SERVICES	40,000.00	455.00	58,569.00	0.00	(18,569.00)	146.42
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	0.00	1,506.72	0.00	(1,506.72)	0.00
54163 PRINTING AND BINDING	26,000.00	0.00	2,267.45	0.00	23,732.55	8.72
54165 ILL LOST ITEM CHARGE	1,500.00	182.15	1,833.78	0.00	(333.78)	122.25
54200 POSTAGE	61,500.00	17.90	35,073.27	0.00	26,426.73	57.03
54201 SHIPPING	20,000.00	250.51	1,611.76	0.00	18,388.24	8.06
54210 TELECOM SERVICES--PHONES	50,000.00	7,740.43	45,914.14	0.00	4,085.86	91.83
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,508.70	38,761.29	0.00	61,238.71	38.76
54212 TELECOM SERVICES--INTERNET	667,000.00	13,770.00	291,886.91	0.00	375,113.09	43.76
54300 TRAVEL AND TOLLS	41,500.00	6,427.18	24,323.17	0.00	17,176.83	58.61
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,444.66	13,276.07	0.00	37,723.93	26.03
54400 ADVERTISING	135,000.00	21,719.21	57,771.97	0.00	77,228.03	42.79
54501 RENTALS/LEASES--BUILDINGS	493,500.00	24,917.25	323,380.45	0.00	170,119.55	65.53
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	12,630.47	103,462.53	0.00	86,137.47	54.57
54600 INSURANCE	300,000.00	0.00	(9,054.00)	0.00	309,054.00	(3.02)

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 6/30/2022

**FUND: GENERAL FUND (01)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54700 ELECTRICITY	265,000.00	22,055.79	153,549.49	0.00	111,450.51	57.94
54701 NATURAL GAS	12,000.00	580.46	10,697.44	0.00	1,302.56	89.15
54702 WATER	30,000.00	2,922.57	13,450.30	0.00	16,549.70	44.83
54703 SEWER	34,000.00	4,876.91	21,786.73	0.00	12,213.27	64.08
54704 REFUSE	36,000.00	4,734.14	24,359.64	0.00	11,640.36	67.67
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	53,589.74	268,326.88	0.00	(16,826.88)	106.69
54801 CONTRACTED MAINTENANCE	503,000.00	2,448.41	58,293.23	0.00	444,706.77	11.59
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	2,342.11	10,782.36	0.00	54,217.64	16.59
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	0.00	150.00	0.00	7,850.00	1.88
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	0.00	0.00	0.00	80,000.00	0.00
54900 INDIVIDUAL REGISTRATIONS	87,000.00	760.00	36,865.79	0.00	50,134.21	42.37
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	60.00	0.00	1,440.00	4.00
54902 DUES AND MEMBERSHIPS	44,000.00	548.90	35,532.59	0.00	8,467.41	80.76
54904 LICENSES	6,500.00	78.00	246.40	0.00	6,253.60	3.79
54905 FEES	42,000.00	469.18	7,114.74	0.00	34,885.26	16.94
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	46,355.15	0.00	(2,355.15)	105.35
54911 FOUNDATION IMPACT PROJECTS	93,500.00	0.00	23,858.45	0.00	69,641.55	25.52
54912 CONTINGENCY	575,400.00	0.00	0.00	0.00	575,400.00	0.00
54998 US BANK CLEARING	0.00	19,761.94	16,908.70	0.00	(16,908.70)	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,173,200.00	0.00	0.00	0.00	1,173,200.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>13,834,300.00</b>	<b>716,407.99</b>	<b>4,867,807.39</b>	<b>0.00</b>	<b>8,966,492.61</b>	<b>35.19</b>
<b>NEED A CATEGORY</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>42,753,700.00</b>	<b>2,973,653.84</b>	<b>18,473,907.69</b>	<b>0.00</b>	<b>24,279,792.31</b>	<b>43.21</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,695,772.09)</b>	<b>5,590,370.21</b>	<b>0.00</b>	<b>(5,590,370.21)</b>	<b>0.00</b>



FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES OTHER:	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	9,188.78	23,440.23	0.00	(23,440.23)	0.00
CHARGES OTHER:	0.00	9,188.78	23,440.23	0.00	(23,440.23)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>9,188.78</b>	<b>23,440.23</b>	<b>0.00</b>	<b>(23,440.23)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>9,188.78</b>	<b>23,440.23</b>	<b>0.00</b>	<b>(23,440.23)</b>	<b>0.00</b>

FUND: ELECTION FUND (17)

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	923.62	2,356.19	0.00	(2,356.19)	0.00
CHARGES OTHER:	0.00	923.62	2,356.19	0.00	(2,356.19)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>923.62</b>	<b>2,356.19</b>	<b>0.00</b>	<b>(2,356.19)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>923.62</b>	<b>2,356.19</b>	<b>0.00</b>	<b>(2,356.19)</b>	<b>0.00</b>

**FUND: PROPERTY AND FACILITY FUND (18)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	2,783.55	7,100.98	0.00	(7,100.98)	0.00
CHARGES OTHER:	0.00	2,783.55	7,100.98	0.00	(7,100.98)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>2,783.55</b>	<b>7,100.98</b>	<b>0.00</b>	<b>(7,100.98)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>2,783.55</b>	<b>7,100.98</b>	<b>0.00</b>	<b>(7,100.98)</b>	<b>0.00</b>

**FUND: DEBT SERVICE FUND (20)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT EARNINGS	0.00	69.60	177.66	0.00	(177.66)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>69.60</b>	<b>177.66</b>	<b>0.00</b>	<b>(177.66)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>69.60</b>	<b>177.66</b>	<b>0.00</b>	<b>(177.66)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>69.60</b>	<b>177.66</b>	<b>0.00</b>	<b>(177.66)</b>	<b>0.00</b>

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2022 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	2,590,000.00	0.00	0.00	0.00	2,590,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	3,931.29	10,512.43	0.00	(10,512.43)	0.00
<b>CHARGES OTHER:</b>	<b>2,590,000.00</b>	<b>3,931.29</b>	<b>10,512.43</b>	<b>0.00</b>	<b>2,579,487.57</b>	<b>0.41</b>
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>3,690,000.00</b>	<b>3,931.29</b>	<b>10,512.43</b>	<b>0.00</b>	<b>3,679,487.57</b>	<b>0.28</b>
<b>EXPENSE ACCOUNTS</b>						
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	(307.05)	0.00	100,307.05	(0.31)
54100 INDEPENDENT CONTRACTORS	250,000.00	0.00	10,326.06	0.00	239,673.94	4.13
54120 CONTRACTUAL SERVICES	675,000.00	13,988.75	106,633.74	0.00	568,366.26	15.80
54150 LEGAL SERVICES	0.00	0.00	21,636.00	0.00	(21,636.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	0.00	25,859.90	0.00	(25,859.90)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	400,000.00	0.00	0.00	0.00	400,000.00	0.00
56220 ELECTRICAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56270 DOORS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56310 PARKING LOT REPAIR & IMPROVEMENT	100,000.00	7,500.00	7,500.00	0.00	92,500.00	7.50
56400 MACHINERY & MAJOR EQUIPMENT	1,050,000.00	0.00	61,601.05	0.00	988,398.95	5.87
56410 VEHICLES	300,000.00	0.00	(535.19)	0.00	300,535.19	(0.18)
56420 HVAC AND MECHANICALS	120,000.00	0.00	121,000.00	0.00	(1,000.00)	100.83
56430 TECHNOLOGY EQUIPMENT	245,000.00	0.00	124,278.97	0.00	120,721.03	50.73
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>3,690,000.00</b>	<b>21,488.75</b>	<b>479,015.00</b>	<b>0.00</b>	<b>3,210,985.00</b>	<b>12.98</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(17,557.46)</b>	<b>(468,502.57)</b>	<b>0.00</b>	<b>468,502.57</b>	<b>0.00</b>

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Public Services Deputy Director Connie Behe  
Customer Experience Directors Kayce Hall and Alison Eckes

Subject: Public Services Report – July

## **Customer Experiences**

A young library customer at Graham brought his mother and little sister to the library after seeing Youth Services Librarian Lisa Cipolla at the Nelson Elementary school visit. The family all signed up for library cards and received Summer Reading logs. Lisa was on site and was able to come out and chat with the customer. He was smiling from ear to ear!

A customer who attended Insect Safari program told staff that although she lives near a KCLS location, she loves the Fife Library and will be returning.

A new customer living on the military base noticed the seed sharing setup at the Tillicum Library and became very excited about the possibility of gaining a free garden bed through the Community Center and the possible future programming through the library. She was also very impressed with our collection and stated, “It speaks to who this community is, very diverse and inclusive.”

## **Serving ALICE Households** (Asset Limited, Income Constrained, Employed)

Progress is being made at the Summit Library with ongoing efforts to bring a little free pantry to the library grounds. A MOU has been signed with partner organization Our Savior Lutheran Church for installation and supply, and there is a site selected and approved for digging.

## **Initiatives Highlights**

Summer Reading began in June and staff across the system have worked hard to learn all about this year’s program and promote “Read Beyond the Beaten Path.” Locations have created phenomenal displays, set materials in easy to access places, and brushed up on SRP themed Reader’s Advisory. Multiple outdoor programs have been held at the libraries and partner locations including Insect Safari, “The Zaniac” magic show by Alex Zerbe, and staff led story times.

## **Operational Highlights**

Branches continued to move furniture and materials out of meeting rooms to get ready for the relaunch of meeting and conference room access to the public. Study rooms became available to reserve on July 25 for customers at 11 locations.

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### **Community Engagement Highlights**

Graham's Adult Services Librarian, Zena Yeatman, attended the monthly Graham Kapowsin Community Council meeting. Senior Librarian, Corrine Weatherly, attended the monthly Graham Business Association meeting. Corrine also attended the grand opening of the Graham Kapowsin Senior Center.

Lakewood's Youth Services Librarian, Seung Kang, partnered with Outreach staff to bring summer reading fun to Pacific Walk Townhomes each week. Caregivers shared that they appreciate how these library visits have provided the chance to meet and connect with other families in the sprawling apartment complex. One grandmother shared that her grandkids and family have been able to make neighborhood friends through the library's weekly outreach activities and events.

Eatonville's Supervising Librarian, Cindy Dargan, included program/activity announcements on the Ashford Community page and has noticed an increase in customers coming in from the Ashford and Elbe communities.

Lakewood's Branch Leadership Team Chris Svitavsky, Elly Krumwiede, and Elysha Ryan partnered with Outreach and Initiative staff Brittany Remillard, and Summer Disney to bring the library to Lakewood's SummerFEST. They connected with more than 600 people at this longstanding community event, sharing information about library programs and services, giving tours of the library's Bookmobile, and talking with community members about the Lakewood community advisory committee and community engagement survey.

University Place's Adult Services Librarians Kristine Countryman and Maureen Ricks Wildish led the third monthly Nature Poetry walk in partnership with the Tahoma Audubon Book Club. The twelve participants enjoyed a beautiful stroll to the beach at Chambers Creek Regional Park while sharing poems and watching the birds. One participant shared that this program has helped her to reconnect with the community and get outside after her husband passed away. She hopes to join next month too.



# Executive Session

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

# Unfinished Business

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# MEMO



Date: August 3, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Connie Behe and Melinda Chesbro

Subject: Lakewood Library Building and Services Update

At the Special Board Meeting on July 29, the Library Board authorized library staff to pursue a lease for an interim Lakewood location. If we have new information on the status of this process, we will update you in Executive Session. If we have a lease ready to be signed, we will bring you an action item.

As reported last month, Summer Reading programs and Outreach activities are underway in Lakewood. The Lakewood Interim Services team members are in the process of contacting community businesses and organizations for potential partnerships such as pop up library sites.

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Public Comment Policy

Last month I introduced an update to the Public Comment Policy to reflect revisions to RCW 42.30, Open Meetings Act that requires boards in Washington to accept public comment in the regular meetings and requires an in person option for meetings. The proposed policy changes included outlining that comments are accepted in person and virtually in hybrid meeting environments as well as articulating the time limit per speaker (three minutes) and on the agenda (twenty minutes unless otherwise ruled by the Chair).

We also introduced creating PCLS hosted email accounts for Trustees to use for library business and provide additional direct access to the board for the general public. Work is underway internally to create board email accounts and the necessary materials to support Trustees later this year to implement. We expect to be prepared to implement those and support the board this fall.

There have been minor additional changes from PCLS Administration on this proposed policy revision since we last presented it, which are highlighted on the attached document. We look forward to hearing any additional comments or changes and see if you are ready to consider taking any action.

***Action: Move to approve the Public Comment policy as presented.***

# Board Policy



## Public Comment at Board Meetings

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with RCW 42.30, Open Public Meetings Act, attached. All topics for discussion for a particular meeting must be on the agenda. Certain topics may be discussed in executive session, as outlined in RCW 42.30.110.

Any member of the audience may address the board during a public comment period. Guidelines for those who wish to address the board are as follows:

1. A sign-up register will be available at the entrance to the Board room for persons wishing to address the Board. Persons will be allowed to address the Board in the order in which their names appear on the register. For those persons in the audience who do not wish to address the board, it is not necessary to sign the register.
2. Questions must be directed to the Chair of the Board.
3. An individual addressing the Board, upon being recognized by the Chair, will state whether he or she is a resident of the Library District.
4. There will be a three-minute time limit per individual, unless otherwise ruled by the Chair.
5. Any person or persons judged by the Board and/or Chair of the Board to be causing undue disruption or who do not follow the guidelines established by the Board will be asked to leave the premises. Refusal to leave the premises may result in removal by local authorities.

The public comment period normally will be at the beginning of the regular agenda. The comment period will be limited to twenty (20) minutes unless otherwise ruled by the Chair. The Board will not be expected to act upon a request at the meeting at which it is made. Any specific request for Board action must be concise and submitted in writing for inclusion on a subsequent agenda at least ten (10) days prior to the meeting.

### Board Policy 1.14

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.**

## Public Comment at Board Meetings

### Policy Statement

The Pierce County Library Board of Trustees invites and welcomes audience participation during the public comment portion of the Board meeting agenda and provides this opportunity for individuals to address the Board on library matters.

### Purpose

To establish standards to ensure a consistent, structured opportunity for persons to address the Board of Trustees on library-related matters or matters over which it has responsibility and authority.

### Policy

Meetings of the Board of Trustees of the Pierce County Library District are open to the public in accordance with the Open Public Meetings Act (RCW 42.30).

The public is not normally invited to participate or contribute to discussion of business on the agenda except when invited to speak, make a presentation or in some way provide information to the Board.

Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to twenty (20) minutes unless otherwise ruled by the Chair.

### **Public Comment**

Public comments may be made in person or virtually. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address and any relevant group affiliation. The time allowed to address the Board is 3 minutes, unless otherwise rule by the Chair. Each person is allowed to comment only once. The Clerk of the Board will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.

Members of the public may submit their comments in writing at any time via regular mail or emailed 24 hours prior to the meeting, to one of the following:

#### USPS

Clerk to the Board of Trustees  
3005 112<sup>th</sup> Street E  
Tacoma WA 98446

#### Email

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

Requests for interpreter assistance may also be made to the above addresses.

Requestors have the option of stating their comments or having them read aloud by the Board clerk.

Comments will be directed to the Board as a whole, not to individual trustees. Comments will be relevant to library matters, excluding personnel issues.

The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, though they may ask clarifying questions. All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during public comment session will be addressed by the Board at a future meeting.

### **Conduct**

Respectful and courteous behavior and language is expected of all participants. [The Library Rules of Conduct Policy](#) applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.

In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the Chair or Vice Chair may call the session to an end. Any person(s) judged by the Board and/or Chair of the Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration.

### **Comments in Public Hearings**

Comments during public hearings will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

**Adopted by the Pierce County Rural Library District Board of Trustees, November 19, 1992.**

**Revised XXXXXXXX**

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**Revised XXXXXXXX**

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Selection of Library Materials Policy and Reconsideration Process Revision

At the July Regular Board Meeting I presented proposed revisions to the Selection of Library Materials Board Policy which outlines potential changes to the way PCLS would address challenges to items in the library's collection. The proposed revision includes greater specificity of selection criteria, a new section clarifying an appeals process, and some reordering to make it easier to read.

There have been no additional comments, suggestions, or changes from PCLS Administration on this proposed policy revision. This policy revision draft has been sent to legal counsel for review and this final draft revision incorporates legal counsel. We look forward to hearing any additional comments or changes and see if you are ready to consider taking any action.

***Action: Motion to approve the Selection of Library Materials Policy as presented***

# Board Policy



## Selection of Library Materials

### Policy Statement

~~Pierce County Library System selects materials and resources that support the Library's Mission Statement.~~ Pierce County Library System has the responsibility to provide fair and equitable access to information to all people of our community.

Pierce County Library System selects materials and resources that support the Library's Mission Statement:

To bring the world of information and imagination to all people of our community.

### Purpose

The Board of Trustees of Pierce County Library System recognizes that the highest potential of American democracy can only be realized when a full range of ideas is accessible to the people as embodied in the United States Constitution's First Amendment and Article 1 of the Washington State Constitution, which protects the free expression of ideas.

The Library's physical and digital collections, protected by ~~the First Amendment and Article I of the Washington~~ Federal and State Constitutions, ~~is~~ are a marketplace of ideas, contained in varied and divergent materials and formats.

### Policy

The Library's collections will be selected and maintained to provide material to enable each individual to acquire or adapt the skills and knowledge necessary to participate in ~~selfgovernment~~ self-government, be productive, elevate the individual's humanity and contribute to the enjoyment of life according to the full exercise of free choice. The Board of Trustees recognizes that Full information about issues of public concern requires access to information sources which embody, represent, illustrate and challenge these concerns. Library use is an individual, private matter. Adult individuals are free to select or reject materials for themselves, however, they cannot restrict the freedom of others to read, view or inquire. Responsibility for use of library materials by children and teens rests with their parents or legal guardians.

The Executive Director of the Pierce County Library System and, at the Executive Director's designation, such members of the staff who are qualified by reason of education and training are

responsible for the selection of library materials. ~~In pursuit of this goal, the~~ The Library's collections will include as ~~wide-broad~~ a selection as possible. ~~—~~

Subjects will be covered in sufficient depth to meet anticipated and expressed needs. ~~The collection will be impartial and will seek the greatest possible balance by including, as available, diverse and opposing points of view on issues of public interest.~~

**The Library will:**

- Provide diverse and inclusive collections that contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences
- Provide collections that anticipates the needs and numbers of potential users
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collections
- Consider the availability of the same, or similar, materials in other libraries or agencies
- Consider the need for all subjects covered and viewpoints expressed
- Consider the effect that subjects and viewpoints selected have on developing a balanced collections
- Consider the unique nature of branch locations in developing their collections
- Consider the unique nature of digital materials in developing their collections

**Any combination ~~these~~ the following characteristics may be considered when selecting library materials. ~~Materials selected need not contain each of the following:~~**

- Literary or stylistic quality
- Content created by and representative of marginalized and underrepresented groups
- Reputations, qualifications, and significance of author, producer, or publisher
- Accuracy, currency, timeliness, and validity
- Attention of critics, reviewers, awards and public
- Resources from self-published, independent, small, and local producers
- Physical quality and effectiveness of format and appropriateness of format to subject
- Cost, as measured against competing materials on the same subject
- Resources in formats that meet the needs of users with disabilities
- Availability of discounts and efficiency in vendors used for purchasing
- Suitability for intended audience
- Availability of subscriptions and standing orders for popular materials, reference and nonfiction items published or released annually

~~Factors to be considered in adding specific materials to the Library's collection shall include:~~

- ~~Present collection composition~~
- ~~Collection development objectives~~
- ~~Interest~~
- ~~Demand~~
- ~~Timeliness~~
- ~~Audience~~
- ~~Significance of subject~~

- ~~Diversity of viewpoint~~
- ~~Effective expression~~

The Library welcomes public suggestion of items and subjects not included in the Library's collections. Requests for items to be added to the collections may be made through the Library to an item using a form on the Library's website.

~~No materials shall be excluded because of the race, nationality, gender, religion, political or social view of the author.~~

~~Individual items which in and of themselves may be controversial or offensive to some may appropriately be selected if their inclusion in the collection will contribute to the balance and effectiveness of the Library's collection as a whole.~~

Forms of expression that are ~~unprotected~~ not protected by the ~~First Amendment~~ Federal and State Constitutions will not knowingly be included in the collections. ~~Unprotected materials are those that have been declared obscene by a U.S. Court of Law~~ court having jurisdiction over the Pierce County Library System.

~~The Board of Trustees recognizes that full information about issues of public concern requires access to information sources which embody, represent, illustrate and challenge these concerns.~~

~~The Board believes that library use is an individual, private matter. While individuals are free to select or reject materials for themselves, they cannot restrict the freedom of others to read, view or inquire.~~

The Library's collections will be organized and maintained to facilitate access. Any ~~No~~ additional labeling, sequestering or alteration of materials because of controversy related to them ~~are will not~~ will be sanctioned.

~~Parents have the primary responsibility to guide and direct the library use of their own minor child. The Library does not serve in loco parentis (in the place of parents).~~

~~Selection is and shall be vested in the Executive Director of the Pierce County Library System and, at the Director's designation, in such members of the staff who are qualified by reason of education and training.~~

### Reconsideration of Materials:

~~The Board of Trustees recognizes the right of individuals to question suitability of materials in the Library's collection. The Library will give serious consideration to each customer's opinion.~~

The Library welcomes expressions of opinion from customers concerning materials selected for the collections. To question a collection selection decision, a customer should first address the concern with Library staff at the branch. Many of the comments and questions that ~~residents~~ customers have regarding library materials can be answered through conversations with

Library staff members. Alternatively, comments or questions about library materials may be submitted to Library administration in person, in writing, or online.

A formal process for requesting that an item in the collections be reconsidered is also available. This formal materials challenge is initiated when a fully completed and signed copy of the Request for Reconsideration Form is received by the Library. Requests for Reconsideration forms, available at any library branch, will be accepted only from residents of within Pierce County Library System's service area for items owned by the Pierce County Library System. The Collection Management Director, a Collection Management Librarian, and a site supervisor from the branch where the challenge was received will perform an independent review of the item challenged. During this review process, the material in question will remain accessible to Library customers. This review process shall consider the work as a whole; individual passages will not be treated out of context. The review will also consider the literary merit of works recognized as classics, even though classic works may contain words or sentiments that are unacceptable today. No materials shall be excluded from the Library's collections solely because of coarse language or implicit or explicit treatment of certain situations, if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in this policy. Upon completion of their review, the reviewers will deliver a report with recommendations to the Public Services Deputy Director who will deliver a formal written response to the complainant. The customer may appeal that decision to the Executive Director within five (5) days of receipt of this response. The Executive Director will review the challenge, the material, the staff research and reports, Board policies (including this policy), the Washington Library Association Intellectual Freedom Statement, the First Amendment of the Constitution of the United States, and Article I of the Washington State Constitution. A response will be provided in writing within 30 days.

Upon request, the Board of Trustees may hear an appeal of the library's Executive Director's response. Appeals must be presented to the Board in writing and be received within 30 days after receiving a response to a challenge. The standard of review exercised by the Board in reviewing any appeal is whether there is clear and convincing evidence that the Executive Director's determination was not based upon substantial evidence or support, and that the staff's decision complied with the Library's policy and selection criteria. After consultation with legal counsel, the Board will determine whether the staff's decision should be upheld, modified, or overturned. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

~~The Library's collection will be organized and maintained to facilitate access. Any additional labeling, sequestering or alteration of materials because of controversy related to them will not be sanctioned.~~

## **Withdrawal of Materials**

~~The Board of Trustees recognizes that w~~Withdrawing materials from the collections is as important part of the maintenance of the Library's collections as the initial selection.

Therefore, ~~the withdrawal policy of~~ the Library shall ~~include~~ consider the same factors as the selection policy, as well as condition and space, when withdrawing items.

This paragraph is not intended to sanction removal of library materials based upon any controversy surrounding the material.

**Board Policy 2.6**

**Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992. Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised February 13, 2008. Revised, January 8, 2014.**

**DRAFT REVISION July 5, 2022**

Related Policy

Administrative Policy 92-04, Criteria for Library Materials Selection

Proposed Changes (tracked)

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# Board Policy



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**Revised February 13, 2008. Revised, January 8, 2014.**

**DRAFT REVISION July 5, 2022**

Related Policy

Administrative Policy 92-04, Criteria for Library Materials Selection

Proposed Changes

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# MEMO



Date: July 27, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Review of Fiscal Management Policy

Please find attached the Board's Fiscal Management policy. The review serves as a reminder of the Board and Library's fiscal philosophies and as an opportunity to consider any revisions as the next fiscal year's budget is being prepared.

At this time, other than a technical amendment to change the reference for the Purchasing and Contracting policy from Administrative to Board, we are not recommending other content changes but invite your feedback and, if needed, we will create a draft revised Fiscal Management Policy for your review in September.

## Fiscal Management

### Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, and the Library implements all accounting rules and processes required by the Assessor-Treasurer.

As authorized by the State Auditor, the Library implements the cash basis of accounting, but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP) and the State Auditor notes this status in annual audit reports.

### Definitions

*Budget:* A statement of anticipated revenues to be used for planned expenditures.

*Capital Improvement Fund:* A fund that is set aside for major asset and system purchases, maintenance, and improvements.

*Cash:* The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

*Cash reserves:* A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

*Current Year Revenue:* A combination of new revenue, use of fund balance, and transfers from a Levy Sustainability Fund.

*Expenditure management:* A process to capture and report actual expenditures compared to the budget of planned projects and operations.

*Fund Balance:* The projected available cash after satisfying all recorded liabilities and accruals to be paid.

*Funding Cycle:* A multiyear fiscal strategy will likely have three phases that may or may not be sequential. Phase 1: The Library receives more money than is expended, and additional funds are deposited into the Levy Sustainability Fund. Phase 2: Revenue and expenditures are in balance and no funds are deposited into or withdrawn from the Levy Sustainability Fund. Phase 3: Expenditures exceed revenue and funds are withdrawn from the Levy Sustainability Fund to close the shortfall.

*General Fund:* A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.

*Levy Sustainability Fund:* A Special Revenue Fund that is used to accumulate cash at the beginning of a Funding Cycle in order to balance subsequent budgets without incurring major reductions in services.

*Special Revenue Fund:* A fund that is designated by the governing body as having a restricted or committed use for specific purposes.

*Property and Facility Fund:* A Special Revenue Fund that is used to accumulate funds for purposes of purchasing property, land development, and major facilities construction.

*Elections Fund:* A Special Revenue Fund that is used to accumulate funds for purposes of paying for election costs, primarily ballot printing and mailing costs, legal costs, and consulting costs.

## Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred among funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.
7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library's finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.
10. To pay for special purpose projects, a Special Revenue Fund called the Special Purpose Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.
11. To manage funds for a funding cycle's fiscal sustainability, a Special Revenue Fund called the Levy Sustainability Fund is established and funded appropriately by and through multiple funding sources including but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for fiscal sustainability.
12. To manage funds for future land and buildings, a Special Revenue Fund called the Property and Facility Fund is established and funded appropriately by and through multiple funding sources including

but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for land and buildings.

13. To manage funds for future election costs, a Special Revenue Fund called the Elections Fund is established and funded appropriately by and through multiple funding sources including but not limited to, direct tax revenue receipts, General Fund transfers, and any other sources designated for elections.

14. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to any other fund.

15. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.

16. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement, and allocates revenue accordingly. The Board recognizes that in the absence of new revenue sources such as annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.

### Library Responsibilities

The Board expects the Library staff to carry out the following responsibilities:

1. Establish and administer a budget and expenditure management system to meet the goals of this policy.
2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish a multiyear Funding Cycle and maintain a Sustainability Fund strategy to sustain services to the Library's communities.
4. Establish and maintain a current year cash-flow solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. This four-month cash balance is calculated with all yearend payables having been satisfied.
5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.
6. Administer a long-term cash-flow projection as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.
9. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten-year period.

11. Bring to the board for approval purchase orders or payments above a Board-designated dollar threshold as stated in the ~~Administrative~~ [Purchasing and Procurement Board](#) Policy. Purchases of materials (books, movies, databases and related subscriptions, etc.) are exempt from this clause.

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

#### Board Policy 3.15

**Adopted by the Board of Trustees of the Pierce County Library System, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017, July 10, 2019, December 11, 2019, and September, 8, 2021.**

DRAFT



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# MEMO



Date: July 27, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Estimated 2022 Property Values for 2023 Tax Levy

The Pierce County Assessor-Treasurers Office recently released their annual report on property revaluations in Pierce County.

Countywide the Assessor-Treasurer reports that residential properties increased by a weighted average of 19.66%, which is 3.33% higher over last year's increase of 16.33%. The commercial property revaluation report is usually released in the fall, and has a lesser impact on the levy certificate. These reports offer an early and reasonably accurate glimpse for both new construction and the mill rate, which we will use as we begin budget development and until the preliminary certificate is received.

After factoring out cities that are not within our taxing district, I am estimating:

- overall property value change to land between 14% and 18%;
- 1.00% increase of \$431,000;
- Implicit Price Deflator (IPD) is at least 1% (otherwise the Board may consider passing a "substantial need" resolution);
- revenue from new construction is projected to be between \$750,000 and \$1,000,000; and
- the mill rate to drop from 39.1 cents per \$1,000 to between 33 and 35 cents per \$1,000 of assessed value.

The Assessor has until August 31 to calculate new construction, at which point the preliminary certificate is drafted. The County will send us the preliminary certificate in early September, which will be used to construct the revenue side of the 2023 budget.

Please see attached data tables for the County breakdown of property value changes for residential properties in our taxing district. The attached is a two-page excerpt from the large Residential Revaluation Report created by the County Assessor-Treasurer, and is available at: [Revaluation Reports - 2022 Assessed Values / 2023 Tax](#)

## Countywide Average Assessed Value (AV) Change Summary

Included Accounts <sup>4</sup>	253,568
Prior Year Average AV	\$445,896
Current Year Average AV	\$533,562
Average AV Change (\$)	\$87,666
Average AV Change (%)	19.661%

## Assessed Value (AV) by Property Type

Property Type	Included Accounts	Prior Year Average AV	Current Year Average AV	Average AV Change (\$)	Average AV Change (%)
MULTI	6,911	\$504,201	\$594,301	\$90,100	17.870%
SFR	220,419	\$475,343	\$568,840	\$93,498	19.670%
TOWNHS	7,161	\$346,456	\$408,781	\$62,325	17.989%
VACANT	19,077	\$121,873	\$150,787	\$28,914	23.725%

The following tables detail the 2021/2022 change in the average assessed value of residential property within various geographical areas of the county. A map displaying these changes is included after each table. The first set of tables indicates the overall average assessed value change for the county, appraisal areas and LEA/Neighborhoods by property type. The second set of tables (following the appraisal area map) indicates the average assessed value changes within cities by property type. The third set (following the city map) indicates the average assessed value changes by school district and property type. The fourth set indicates the average assessed value changes by fire district and property type. The percent change is calculated by comparing the aggregate assessed values for each year.

Certain properties experiencing value changes are excluded from the analysis because the value change is not considered part of the normal market trend. Exclusions include circumstances such as boundary line revisions, new subdivisions, changes in use classification and new construction value added. These properties are not included when calculating the average assessed value or the percent change in total assessed value for a given area.

## Key to Abbreviations

TOWNHS <sup>5</sup>	Townhouse Unit (often referred to as Condominium)
MULTI	Multiple Units (2 – 4 Units)
SFR	Single Family Residence
VACANT <sup>6</sup>	Vacant Land (Land without an improvement)

<sup>4</sup> "Included Accounts" refers to accounts where AV changed due to revaluation only

<sup>5</sup> For 2020 Reports "Townhouse" replaced "Condo"

<sup>6</sup> For 2021 Reports "Vacant" replaced "Land"

### Average Assessed Value (AV) Change by City

City	Included Accounts	Prior Year Average AV	Current Year Average AV	Average AV Change (\$)	Average AV Change (%)
AUBURN	2,454	\$484,543	\$585,299	\$100,756	20.794%
BONNEY LAKE	6,461	\$494,748	\$589,301	\$94,554	19.111%
BUCKLEY	1,654	\$417,549	\$494,606	\$77,057	18.455%
CARBONADO	234	\$337,963	\$423,258	\$85,295	25.238%
DUPONT	2,809	\$427,616	\$494,610	\$66,995	15.667%
EATONVILLE	919	\$324,030	\$382,579	\$58,549	18.069%
EDGEWOOD	4,327	\$535,159	\$604,333	\$69,174	12.926%
FIFE	1,983	\$398,979	\$474,748	\$75,769	18.991%
FIRCREST	2,327	\$477,104	\$561,023	\$83,919	17.589%
GIG HARBOR	3,918	\$594,856	\$715,833	\$120,977	20.337%
LAKEWOOD	13,730	\$432,220	\$508,843	\$76,622	17.728%
MILTON	1,876	\$419,844	\$480,804	\$60,960	14.520%
ORTING	2,591	\$381,518	\$452,127	\$70,609	18.507%
PACIFIC	3	\$296,567	\$358,333	\$61,767	20.827%
PUYALLUP	10,981	\$442,687	\$524,551	\$81,863	18.492%
ROY	253	\$310,964	\$376,056	\$65,092	20.933%
RUSTON	378	\$576,985	\$688,780	\$111,794	19.376%
SOUTH PRAIRIE	115	\$269,202	\$329,092	\$59,890	22.247%
STEILACOOM	2,345	\$500,576	\$608,801	\$108,225	21.620%
SUMNER	2,637	\$429,814	\$501,717	\$71,904	16.729%
TACOMA	59,410	\$416,164	\$492,910	\$76,746	18.441%
UNINCORPORATED	122,692	\$448,202	\$542,323	\$94,122	21.000%
UNIVERSITY PLACE	9,257	\$527,228	\$633,975	\$106,748	20.247%
WILKESON	214	\$279,977	\$325,501	\$45,524	16.260%

# New Business

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# MEMO



Date: July 29, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Provision of Public Art—Revisions for Surplus

Please find attached the Board’s Provision of Public Art in Pierce County Library System Buildings. The policy has been in its current version for nearly 23 years and needs amending. In the early 1990s, when the System Expansion project was underway to construct new facilities from the passage of a 1980s bond, artwork was an important inclusion as part of each branch’s character reflecting the community and the services provided and the 1988 version was created, and subsequently revised in 1999.

With time’s passing, some artwork may no longer be relevant for the community, and in one case, has been stored away as interior work made display difficult. They can also conflict with remodels and other improvements that are needed to keep the interiors relevant and functional for current service needs.

The current policy only addresses the selection process and the Board’s role in approving works of art. It does not address disposition or surplus considerations, which the Board must enact. Provided herein is proposed language that includes a few methods for disposition as well as other considerations.

During the August Board meeting, we will present these amendments to you for your consideration, discussion, questions, and feedback, and then bring back a version in September for your final review and approval.

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# Board Policy



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

### Policy Statement

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

### Policy

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

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

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

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

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

### Board Policy 2.9

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

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# Board Policy



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### Board Policy 2.9

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Revised September 16, 1999. Revised January 12, 2011. Revised XXXXX, XX, 2022**

# Officers Reports



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# MEMO



Date: July 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: 2022 Pierce County Library System Marketing and Communications Second Quarter Results

The Pierce County Library System's second quarter showed the Library System exceeding all of its marketing and communications evaluation measures, to enhance the public's awareness of the Library System and inspire the public's use of library services. The Library System's 2022 Marketing and Communications Plan evaluation measures include the following:

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

For news media, the Library System achieved 88 news articles and 46 media mentions/calendar placements. The most extensive news coverage addressed the building conditions at Lakewood and Tillicum Pierce County Libraries. In addition media coverage included Board of Trustees' meetings, library events and classes, and Summer Reading. This is a remarkable gain in news media coverage, compared with 2021, yielding 63% more news articles and 91% more media mentions and calendar placements.

As part of the Welcome (back) to Your Library marketing and communications campaign in the second quarter, the Library invested in advertising channels:

- Bus ads on Pierce Transit.
- Spanish radio ads on KZTM.
- Digital advertising with Le Radio De Seattle's Facebook and Instagram pages.
- Sponsorship ads on KNKX.
- Audio and digital ads on Pandora.
- Print and digital ads in The News Tribune.
- Digital display advertising on targeted websites.
- Digital audio advertising on targeted websites.

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The digital display advertising on targeted websites continues to be a strong tactic, realizing a click through rate of .16%, exceeding industry standards by three times the standard of .05%. This was the Library System's first foray into digital audio advertising on targeted websites. The trial run into digital audio advertising on targeted websites resulted in more than 104,000 impressions and a completion rate of 87.26%, which means more than 88,000 of those listeners tuned into the entire 15-second ad. Will continue to explore this audio digital advertising platform in 2022.

In the second quarter, the Library System continued to recognize a commendable comeback from declines from changes to the Library's Facebook page in 2020. For the third time in recent quarters, engagement exceeded industry standards. Facebook posts producing in the highest interest in reach and engagement included anything with comedy, definitely showing Pierce County residents are prime for smiles and laughter: "Goes into the library for one book. Walks out with 20" with an image of actor Nick Offerman, May the Fourth be with you with an image of Darth Vader and Princess Leia readings books "Reading It's our only hope", and "what the house looks like after a trip to the library" with an image of books stacked everywhere. The top organic Facebook post was sharing of The News Tribune's article announcing Gretchen Caserotti as the Library System's Executive Director, resulting in 141 reactions compared to typically no reactions on such shared posts. Top tweets included National Library Workers Day, Checkout Washington backpack, and "what the house looks like after a trip to the library" with an image of books stacked everywhere.

During the second quarter, the Library System issued one email-marketing message and three e-newsletters to its main distribution list with an average of 61,000 subscribers. The Library's open rate exceeded industry standard in him the email-marketing message and all e-newsletters, with e-newsletters nearly doubling the industry standard. Overall, the open rate averaged 48.3%, significantly exceeding the industry average of 25.17%. The second quarter marks the second time the Library System has included an e-newsletter in its assets for nearly 10 years.

In the second quarter, 94% of internal customers said they were "very satisfied" with the Marketing and Communications Department's service.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2022 Marketing and Communications Plan**  
**QUARTER TWO RESULTS, April-June 2022**

**Overall Evaluation Measures**

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

**News Media Stories**

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- Goal: Maintain or exceed 2021 news coverage.
- Quarter Two (Q2) 2021: 54 news articles and 28 media mentions/calendar placements.
- Quarter Two (Q2) 2022: 88 news articles and 46 media mentions/calendar placements.
- **Q2 2022 exceeded Q1 2021 news coverage by 63% for news articles and by 91% for media mentions/calendar placements.**

**Paid/Sponsorship Advertising**

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Welcome (Back) to Your Library marketing and communications focus (April-June 2022)

- 12 bus ads, yielding impressions (number of times ads appeared): 316,000. Includes six paid and six in-kind ads. Note several ads will run for a full year for projected 4.1 million impressions.
- Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 119.
- Spanish Radio digital ads (ads ran on Le Radio De Seattle's Facebook and Instagram pages):
  - Facebook ads: 24,793 impressions; 18,504 reach.
  - Instagram ads: 6,340 impressions; 7,418 reach.
- KNKX Radio sponsorship ads:
  - Ads spots, paid: 90.
  - Sponsorship/in-kind ads: 35.
  - Sponsorship spotlight featured in newsletter: 40,000 digital impressions.
- Pandora:
  - Audio Impressions: 241,736
- The News Tribune (TNT)
  - Print ads: 10 with 596,138 impressions
  - Digital ads: 85,069
    - Clicks: 45
    - **Click through rate (CTR): .05%, meeting industry standard of .05%**

- Digital display advertising on targeted websites:
  - Impressions: 305,474
  - Clicks: 498
  - **CTR: .16%, exceeding industry standards by three times the standard.**
- Digital audio advertising on targeted websites:
  - Impressions: 104,390
  - Audio completions: 88,431
  - Completion rate: 87.26%

## Email Marketing and E-newsletter

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- Goal: Meet or exceed industry standards:
  - Open rate industry standard: 25.17%.
  - CTR industry standard: 2.79%.
- 1 email marketing message and 3 e-newsletters to an average of 61,000 subscribers.
- Average number of email messages/e-newsletters opened: 117,017; 48.3% open rate.
- Average number of people who CTR'd messages: 2,665; 1.1%.
- **Q2 Open rate exceeded industry standard.**

## Social Media Marketing

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- Goal: Maintain 2021 engagement rate for Facebook nonprofit organization's industry standard of 5.2% engagement rate and Twitter nonprofit organization's industry standard of 0.062% engagement rate.

### Facebook

- **Q2 2022: average of 29,000 followers, engaging at a rate of 1.17%, which is 9 times the industry standard of .13%.**
- Q2 2021: 4.65% engagement rate.
- Q2 2022: 7.10% engagement rate. 74 posts, with a reach of 343,000 people (4,636 average reach per post), and 24,300 engagements including CTR (329.22 average per post).
- **Q2 Exceeded industry standard by 1.9%. Increase of 2.65% higher engagement than 2021.**

### Twitter

- Q2 2021: 2.04% engagement rate.
- Q2 2022: 2.89% engagement rate.
- **Q2 Exceeded industry standard by 2.82%; .85%-higher engagement than 2021.**

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q1 Exceeded goal with 94% Very Satisfied.**

# MEMO



Date: July 26, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

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

Subject: Staff Demographic Information, Census Comparison

## Pierce County Library 2022 Staff Demographics

### Racial Diversity (as of July 1, 2022)

#### Leadership

Team	% Persons of Color
Administrative Team	57%
Leadership Team	24%
Supervisors	19%

#### All Staff

Year	% Persons of Color
2005	11%
2010	12%
2017	16%
2018	16%
2019	17%
2020	19%
2021	21%
2022 (as of 7/1/2022)	20%

### Detail – Leadership

#### Administrative Team (6 Female/1 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	1	14.29%
Black	1	14.29%
Hispanic	2	28.57%
American Indian	0	0.00%
Two or More	0	0.00%
Pacific Islander	0	0.00%
White	3	42.86%
<b>Total -</b>	<b>7</b>	

#### Leadership Team (18 Female/3 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	2	9.52%
Black	1	4.76%
Hispanic	2	9.52%
American Indian	0	0.00%
Two or More	0	0.00%
Pacific Islander	0	0.00%
White	16	76.19%
<b>Total -</b>	<b>21</b>	

#### Supervisors (46 Female/12 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	2	3.45%
Black	2	3.45%
Hispanic	3	5.17%
American Indian	0	0.00%
Two or More	3	5.17%
Pacific Islander	1	1.72%
White	47	81.03%
<b>Total -</b>	<b>58</b>	

Detail – All Staff

Notes:

- Census % based on all Pierce County, including jurisdictions that are outside PCLS service area including Tacoma and Puyallup.
- Data is based on EEOC forms completed by employees at the time of hire.
- PCLS% may not equal 100% due to rounding to whole numbers.

**2021**

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 319 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	3	1%	9.0%
25-29	20	6%	11.0%
30-39	86	27%	22.0%
40-49	72	23%	18.0%
50-59	71	22%	18.0%
60-69	61	19%	16.0%
70-74	6	2%	6.0%
Ethnicity	# Employees	PCLS %	Census %
Asian	14	4%	7.7%
Black	18	6%	8.2%
Hispanic	18	6%	10.5%
American Indian	4	1%	1.7%
Pacific Islander	0	0%	1.8%
Two or More	12	4%	5.6%
Caucasian	253	79%	75.1%
Gender	# Employees	PCLS %	Census %
Females	254	80%	49.6%
Male	62	19%	50.4%
Nonbinary	3	1%	Not Reported

**2022**

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 321 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	8	2%	
25-29	27	8%	
30-39	88	27%	
40-49	81	25%	
50-59	62	19%	
60-69	48	15%	
70-74	7	2%	
Ethnicity	# Employees	PCLS %	Census %
Asian	14	4%	
Black	15	5%	
Hispanic	14	4%	
American Indian	3	1%	
Pacific Islander	2	1%	
Two or More	17	5%	
Caucasian	256	80%	
Gender	# Employees	PCLS %	Census %
Females	250	78%	
Male	62	19%	
Nonbinary	9	3%	

\*(census data for 2022 not available until July, 2023)

**2019**

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 329 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	4	1%	10%
25-29	26	8%	12%
30-39	77	23%	22%
40-49	62	19%	18%
50-59	77	23%	18%
60-69	77	23%	16%
70-74	6	2%	5%
Ethnicity	# Employees	PCLS %	Census %
Asian	16	5%	7%
Black	13	4%	7%
Hispanic	17	5%	9%
American Indian	5	2%	2%
Pacific Islander	0	0%	2%
Two or More	5	2%	5%
Caucasian	273	83%	69%
Gender	# Employees	PCLS %	Census %
Females	269	82%	46%
Male	58	18%	46%
Nonbinary	2	1%	Not Reported

**2020**

[Census data found United States Census Bureau \(http://www.census.gov/\)](http://www.census.gov/)

PCLS percentages are based off 322 total employees.

Census Age Range	# Employees	PCLS %	Census %
20-24	8	2%	10%
25-29	20	6%	12%
30-39	78	24%	22%
40-49	66	20%	18%
50-59	71	22%	18%
60-69	74	23%	16%
70-74	5	2%	6%
Ethnicity	# Employees	PCLS %	Census %
Asian	15	5%	8%
Black	16	5%	8%
Hispanic	17	5%	10%
American Indian	5	2%	2%
Pacific Islander	1	0%	2%
Two or More	6	2%	5%
Caucasian	262	81%	76%
Gender	# Employees	PCLS %	Census %
Females	257	80%	50%
Male	62	19%	50%
Nonbinary	3	1%	Not Reported

## **Pierce County Library in the News**

### **August 10, 2022**

#### **Pierce County Library in the News**

- [Pierce County Library System's Board to discuss Lakewood Library update and other issues](#) – Sub Times
- [Summer reading programs: Local libraries offer activities, incentives](#) – Seattle's Child
- [Huge property value increases don't portend corresponding tax hikes](#) – Gig Harbor Now
- [List of ballot drop boxes in western Washington](#) – King 5
- [Primary ballots mailed out with district changes for some Pierce County voters](#) – Sub Times
- [Gig Harbor Library Teen Tuesdays](#) – Macaroni Kid
- [No Summer Sounds concert, Farmer's Market this week due to heat](#) – Gig Harbor Now
- [How to stay cool this week](#) – My Northwest
- [Cooling Centers Open As Heat Wave Arrives In Washington](#) – Pierce County Patch
- [Tween Crafts An Outdoor Craft Program for Ages 9-12](#) – Macaroni Kid
- July 2022 South Sound Biz On the Move \_Gretchen Caserotti (see attached PDF)



PERSONNEL

# On the Move



**Pierce College Puyallup** names **Charlie Parker** interim vice president of learning and student success.



**Columbia Trust Co.** adds **Sharry Nadjm** as vice president and trust real estate specialist.



**BCRA** welcomes **Marcy Naismith** as senior associate interior designer and medical planning associate.



**The Northwest Housing Association** appoints **Lance Clark** executive director.



**First Citizen Bank Tacoma** names **Alecia Warner** vice president, financial sales manager.



**Communities for a Healthy Bay** welcomes **Phyllis McElroy** as communications and marketing director.



**Washington State Department of Commerce** appoints **Mark Vasconi** director of the state



**Commencement Bank** welcomes **Nigel L. English** as president and chief operating



**Brand Stratos** adds **Wes Edwards** as account coordinator and graphic designer



or the state  
broadband office.



Mason Health adds  
Sean Hazlett  
as director of  
supply chain.



Saint Martin's  
University  
appoints Jennifer  
Bonds-Raacke  
president.

omicer.



The Pierce County  
Library System  
selects Gretchen  
Caserotti as  
executive director.



BCRA  
welcomes Sue  
Roulinski as  
senior associate  
interior designer.

graphic designer.



Kitsap Bank elects  
Kelly Nelson  
to its board of  
directors.



Bank of the  
Pacific hires  
Evette Temple  
as commercial  
lender.

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**To submit to On the Move, send your hires and  
promotions to [stories@southsoundbiz.com](mailto:stories@southsoundbiz.com).**