

AGENDA

**Regular Meeting of the Pierce County Library System Board of Trustees
September 14, 2022 | 3:30 p.m.
The meeting will be held in person at: 3005 112th 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 pmcbride@piercecounitylibrary.org by 2:00 p.m. on September 14. Written comments must be provided 24 hours prior to the meeting.*

Consent Agenda

Action

1. Approval of Minutes of August 10, 2022, Regular Meeting
2. Approval of August 2022 Payroll, Benefits and Vouchers
3. South Hill and Gig Harbor Parking Lot Repavement – Approve Contractor Change
4. IT Infrastructure Replacements Purchase Approval
5. Resolution 2022-12: To Declare Furnishings and Equipment Surplus to Public Service Needs

Board Member Reports

Routine Reports

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

Unfinished Business

1. Lakewood Library Building and Services Update, Gretchen Caserotti, Connie Behe, Melinda Chesbro, Cliff Jo and Mary Getchell
 - a. Public Concerns Regarding Closure Discussion
 - b. Current Library Services and Fall Plans (Verbal Update)
 - c. Community Advisory Committee Status Report
 - d. Lease Update

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 a periodic personnel evaluation and property matters.

Unfinished Business (cont.)

2. Policy Updates, Gretchen Caserotti
 - a. Selection of Library Materials
 - b. Provision of Public Art
 - c. Fiscal Management

Action

Action

Action

Officers Reports

1. Fines and Fees Update, Melinda Chesbro
2. Primary Election Results
3. Housing Help Pop-Ups Transitions to Legal Help Pop-Ups
4. Q2 Marketing & Communications Campaign Results - Welcome Back to your Library
5. Q4 Marketing & Communications Campaign Launch – Online Books and Videos

Announcements

Action

Adjournment

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – AUGUST 10, 2022**

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:38 pm. Board members present were Jamilyn Penn, Pat Jenkins, Abby Sloan, and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Casey Crook addressed the Board by reading a statement which she has also submitted to the Lakewood Library Buildings Community Advisory Committee.

CONSENT AGENDA

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

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Executive Director Report – Executive Director Gretchen Caserotti highlighted the Equity, Diversity, Inclusion (EDI) pillar teams which will lead the work of integrating EDI principles into the Library’s operations. The Library continues to experience a high vacancy rate and has conducted over 80 interviews since July. Director Caserotti is reviewing the leadership structure to better support the Library’s work. Summer Reading continues this month and has been successful, despite staffing shortages. The Library remains mindful of the many impacts from the closure of the Lakewood Library and continues to be responsive to the public’s comments and apply the feedback as planning continues.

Fundraising Performance Report – Foundation Director Dean Carrell reported on current fundraising efforts, including the upcoming 4th Annual Trivia Bee on November 12, 2022. Director Carrell also noted that August is National Make a Will month.

Metrics Dashboard – Deputy Director Melinda Chesbro noted that next month the Board will begin to see more comparative numbers on the report.

June Financial Report – Finance and Business Director Cliff Jo reported the Library has started paying for mitigation work on the Sumner Library site.

Public Services Report – Public Services Deputy Director Connie Behe reported the Library is working on a Memorandum of Understanding (MOU) with the Friends of the Libraries. The usual Friends Connections meeting will return in October. Book sales and other activities will follow. In-person programs will also be returning in the fall, as well as public access to meeting rooms.

Trustees expressed appreciation for the work of the Library in support of its community.

EXECUTIVE SESSION

At 4:07 pm, Trustee Jenkins moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters and a periodic personnel evaluation for approximately 15 minutes. Trustee Duncan seconded the motion. Motion carried. The session ended at 4:20.

UNFINISHED BUSINESS

Lakewood Library Building and Services Update – Lease Documents for Temporary Lakewood Library were not available. Deputy Director Behe reported on interim services, including fall programming for youth and adults, weekly story times, and eventual bookmobile service. Deputy Director Chesbro reported the Library is nearly finished with removing and securing assets. Wi-Fi has been turned off and additional security will be added in response to increased camping and loitering.

Director Jo noted final funding will be determined once a lease is finalized. The funding model ranges between 3 to 4 million for a temporary location. He will bring resolutions to a future meeting once the Library is under contract on a lease.

Policy Updates – Public Comments to the Board of Trustees – Director Caserotti said she would be contacting the Board at a later date to discuss the process.

Trustee Jenkins moved for approval of the Public Comment at Board Meetings Policy as presented. Trustee Duncan seconded the motion. Motion carried.

Selection of Library Materials Policy Revision – This topic was tabled for a future meeting.

2023 Budget and Work Plan – Fiscal Management Policy Review – Director Jo reviewed the annual process and noted only one edit (page 84) depicting a policy name change. Mr. Jo will bring the policy back for approval at the September board meeting.

2021-22 Property Values for 2023 Tax Levy – Director Jo presented the information and offered to review the materials with any Trustee, if desired. Trustees expressed appreciation for the details provided to help the board make informed decisions.

NEW BUSINESS

Policy Update – Provision to Dispose of Public Art – Director Caserotti is working with a small team to update many of the Library’s policies. She noted she was presenting this policy for consideration only and that no action was requested at this meeting as the Library awaits additional input from its attorney. The policy will be presented for action in September.

OFFICERS REPORTS

Marketing and Communications Plan Q2 Results – Chair Penn noted the dynamic data in the report. Marketing and Communications Director Mary Getchell said it demonstrates that communities are using and enjoying Library services. It also raises awareness to those who may not use, but still value, the services in the community.

Staff Demographics – Census Comparison – Director Caserotti noted the data is consistent with public libraries across the country, and efforts are underway at a professional level to increase diversity of candidates. Trustees noted the importance of diversity in providing effective service, the absence of indigenous people, and a gender disparity in a female-occupied industry. Director Green noted one of the Library’s EDI pillar teams will be focused on recruitment and retention

ANNOUNCEMENTS

The Board was informed there may be a need for a special meeting in the coming weeks.

ADJOURNMENT

The meeting was adjourned at 4:57 pm on motion by Trustee Duncan, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10093 - 10094	8/5/2022 - 8/22/2022	\$ 4,248.15
Electronic Payments - Payroll & Acct Payable		8/5/2022	\$ 930,431.04
Electronic Payments - Payroll & Acct Payable		8/22/2022	\$ 901,196.46
Accounts Payable Warrants	703236 - 703376	8/5/2022 - 8/29/2022	\$ 1,165,165.33
Total:			<u>\$ 3,001,040.98</u>

As of 9.2.2022

CHECK RECONCILIATION REGISTER
CHECK DATE FROM: 08/01/2022 TO: 08/31/2022

CHECKING ACCOUNT: 999.000.000.000.111100
AS-OF DATE: 09/02/2022

EMP #	NAME	ISSUED	CHECK #	AMOUNT
1295	CAVANAUGH, CAITLYN	08/05/2022	10093	2,072.80
1429	CALHOUN, KRISTY	08/22/2022	10094	2,175.35
		TOTAL CHECKS	2	4,248.15

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 08/05/22 Payroll

Withdrawal Date: 8/5/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,762.55
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,197.70
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,197.70
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	571,504.09
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	20,973.88
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,601.48
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	79,330.08
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,244.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,618.57
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	-
Total Deposit						\$ 930,431.04

Certification:

Stacy Karabotsos
 Signature (Department Designee)

8/3/2022
 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
 Comments: 08/22/22 Payroll

Withdrawal Date: 8/22/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	75,102.04
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	58,954.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	58,954.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	560,938.89
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,129.17
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	50,261.37
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	78,706.03
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,144.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,335.24
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	625.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	192.80
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	851.29
Total Deposit						\$ 901,196.46

Certification:

Stacy Karabotsos
 Signature (Department Designee)

8/18/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703236	08/05/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,426.50	08/15/2022
703237	08/05/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,472.62	08/09/2022
703238	08/05/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	620.16	08/12/2022
703239	08/05/2022	PRINTED	613	VOLUNTARY EMPLOYEES' BENEFICIA	0.00	14,258.50	08/10/2022
703240	08/05/2022	PRINTED	323	AMERICAN LIBRARY ASSOCIATION	0.00	197.00	08/11/2022
703241	08/05/2022	PRINTED	341	BAKER & TAYLOR	0.00	58,256.94	08/12/2022
703242	08/05/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	404.72	08/11/2022
703243	08/05/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	290.36	08/10/2022
703244	08/05/2022	PRINTED	638	CITY OF BUCKLEY	0.00	265.96	08/10/2022
703245	08/05/2022	PRINTED	642	BUILDINGWORK LLC	0.00	100.57	08/16/2022
703246	08/05/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	418.36	08/12/2022
703247	08/05/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	593.98	08/12/2022
703248	08/05/2022	PRINTED	2112	CRUCIAL LEARNING	0.00	11,197.51	08/12/2022
703249	08/05/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	7,523.41	08/10/2022
703250	08/05/2022	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	9,605.00	08/11/2022
703251	08/05/2022	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	124.00	08/16/2022
703252	08/05/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	805.37	08/15/2022
703253	08/05/2022	PRINTED	2338	LIBRARY IDEAS LLC	0.00	125.16	08/18/2022
703254	08/05/2022	PRINTED	211	MIDWEST TAPE	0.00	8,947.71	08/24/2022
703255	08/05/2022	PRINTED	216	CITY OF MILTON	0.00	611.67	08/10/2022
703256	08/05/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	3,652.00	08/15/2022
703257	08/05/2022	PRINTED	1081	NASIM & SONS INC	0.00	11,944.07	08/09/2022
703258	08/05/2022	PRINTED	510	OCLC INC	0.00	783.64	08/12/2022
703259	08/05/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	3,600.00	08/17/2022
703260	08/05/2022	PRINTED	540	PARKLAND LIGHT & WATER	0.00	612.78	08/10/2022
703261	08/05/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	374.68	08/09/2022
703262	08/05/2022	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	300.05	08/12/2022
703263	08/05/2022	PRINTED	762	PRINT NW LLC	0.00	6,023.43	08/10/2022
703264	08/05/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,585.54	08/09/2022
703265	08/05/2022	PRINTED	782	XEROX CORPORATION	0.00	179.16	08/11/2022
703266	08/05/2022	PRINTED	61	RICOH USA INC	0.00	1,300.63	08/09/2022
703267	08/05/2022	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	489.52	08/09/2022
703268	08/05/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	229.18	08/17/2022
703269	08/05/2022	PRINTED	272	STATE AUDITORS OFFICE	0.00	464.40	08/11/2022
703270	08/05/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	884.87	08/10/2022
703271	08/05/2022	PRINTED	1782	BONNIE SVITAVSKY	0.00	472.77	08/09/2022
703272	08/05/2022	PRINTED	301	TACOMA RUBBER STAMP	0.00	35.16	08/10/2022
703273	08/05/2022	PRINTED	2015	WEX BANK	0.00	4,430.65	08/10/2022
703274	08/08/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	251,209.27	08/15/2022
703275	08/12/2022	PRINTED	341	BAKER & TAYLOR	0.00	41,998.66	08/24/2022
703276	08/12/2022	PRINTED	358	BERK CONSULTING INC	0.00	4,480.00	08/31/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703277	08/12/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	366.30	08/23/2022
703278	08/12/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	16,724.54	08/23/2022
703279	08/12/2022	PRINTED	998	CINTAS CORPORATION	0.00	944.37	08/19/2022
703280	08/12/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	211.60	08/19/2022
703281	08/12/2022	PRINTED	2375	GASTON COUNTY PUBLIC LIBRARY	24.95	0.00	
703282	08/12/2022	PRINTED	455	GORDON THOMAS HONEYWELL LLP	0.00	12,835.00	08/19/2022
703283	08/12/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	117.48	08/22/2022
703284	08/12/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	698.10	08/23/2022
703285	08/12/2022	PRINTED	735	KING COUNTY LIBRARY SYSTEM	10.00	0.00	
703286	08/12/2022	PRINTED	2300	KPFF CONSULTING ENGINEERS	0.00	4,750.00	08/23/2022
703287	08/12/2022	PRINTED	26	LINGO	0.00	104.66	08/22/2022
703288	08/12/2022	PRINTED	1013	METROPOLITAN PARKS DISTRICT OF TACOMA	0.00	75.00	08/23/2022
703289	08/12/2022	PRINTED	211	MIDWEST TAPE	0.00	4,382.86	08/24/2022
703290	08/12/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,520.00	08/23/2022
703291	08/12/2022	PRINTED	2243	GEODESIGN INC	0.00	6,128.87	08/22/2022
703292	08/12/2022	PRINTED	510	OCLC INC	0.00	52,159.12	08/22/2022
703293	08/12/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	08/18/2022
703294	08/12/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	3,710.00	08/31/2022
703295	08/12/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	08/25/2022
703296	08/12/2022	PRINTED	2334	PRIMARY SOURCE LLC	0.00	270.00	08/23/2022
703297	08/12/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	871.65	08/18/2022
703298	08/12/2022	PRINTED	61	RICOH USA INC	0.00	1,947.72	08/22/2022
703299	08/12/2022	PRINTED	2097	SENTINEL PEST CONTROL	176.00	0.00	
703300	08/12/2022	PRINTED	1874	TEREX USA LLC	0.00	1,308.22	08/22/2022
703301	08/12/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	99.36	08/19/2022
703302	08/12/2022	PRINTED	2374	WATZEK LIBRARY	90.00	0.00	
703303	08/12/2022	PRINTED	810	WAYNES ROOFING INC	0.00	27,959.61	08/18/2022
703304	08/15/2022	PRINTED	605	US BANK	0.00	169,768.32	08/18/2022
703305	08/19/2022	PRINTED	2143	AWARDCO INC	0.00	1,050.00	08/24/2022
703306	08/19/2022	PRINTED	341	BAKER & TAYLOR	0.00	39,319.38	08/25/2022
703307	08/19/2022	PRINTED	642	BUILDINGWORK LLC	0.00	502.03	08/23/2022
703308	08/19/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	08/29/2022
703309	08/19/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	78.75	08/25/2022
703310	08/19/2022	PRINTED	927	DAN BORBA	0.00	750.00	08/23/2022
703311	08/19/2022	PRINTED	1001	DATA QUEST LLC	0.00	135.00	08/30/2022
703312	08/19/2022	PRINTED	155	DELL MARKETING LP	0.00	22,413.89	08/26/2022
703313	08/19/2022	PRINTED	163	DEPT OF LABOR & INDUSTRIES	0.00	348.60	08/29/2022
703314	08/19/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	825.00	08/29/2022
703315	08/19/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,598.13	08/30/2022
703316	08/19/2022	PRINTED	405	FLOHAWKS	0.00	1,462.45	08/25/2022
703317	08/19/2022	PRINTED	419	GALE CENGAGE LEARNING INC	8,714.60	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703318	08/19/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	26,678.32	08/23/2022
703319	08/19/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	362.51	08/25/2022
703320	08/19/2022	PRINTED	954	DON EHLEN	0.00	5,100.00	08/24/2022
703321	08/19/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	08/24/2022
703322	08/19/2022	PRINTED	2338	LIBRARY IDEAS LLC	125.16	0.00	
703323	08/19/2022	PRINTED	211	MIDWEST TAPE	0.00	5,134.92	08/25/2022
703324	08/19/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,640.00	08/26/2022
703325	08/19/2022	PRINTED	241	MCCLATCHY COMPANY LLC	650.00	0.00	
703326	08/19/2022	PRINTED	1895	NEWSBANK INC	0.00	20,027.00	08/25/2022
703327	08/19/2022	PRINTED	2243	GEODESIGN INC	0.00	17,923.02	08/25/2022
703328	08/19/2022	PRINTED	520	CITY OF ORTING	0.00	206.02	08/25/2022
703329	08/19/2022	PRINTED	538	PARK COUNTY LIBRARY	20.67	0.00	
703330	08/19/2022	PRINTED	560	PIERCE COUNTY	0.00	78.00	08/26/2022
703331	08/19/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	2,150.15	08/25/2022
703332	08/19/2022	PRINTED	782	XEROX CORPORATION	0.00	179.16	08/25/2022
703333	08/19/2022	PRINTED	61	RICOH USA INC	0.00	2,321.78	08/24/2022
703334	08/19/2022	PRINTED	61	RICOH USA INC	0.00	4,366.63	08/25/2022
703335	08/19/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	30.99	0.00	
703336	08/19/2022	PRINTED	2097	SENTINEL PEST CONTROL	611.94	0.00	
703337	08/19/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	2,128.00	08/24/2022
703338	08/19/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	2,547.34	08/24/2022
703339	08/19/2022	PRINTED	2385	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES	28.00	0.00	
703340	08/19/2022	PRINTED	2193	WETHERHOLT AND ASSOCIATES INC	0.00	3,075.82	08/25/2022
703341	08/22/2022	PRINTED	313	AFLAC	3,575.44	0.00	
703342	08/22/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
703343	08/22/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,472.62	0.00	
703344	08/22/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	599.33	08/26/2022
703345	08/22/2022	PRINTED	358	BERK CONSULTING INC	0.00	1,671.25	08/31/2022
703346	08/22/2022	PRINTED	998	CINTAS CORPORATION	0.00	476.95	08/29/2022
703347	08/22/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,668.17	08/30/2022
703348	08/22/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	1,010.91	08/26/2022
703349	08/26/2022	PRINTED	909	ALEX ZERBE ENTERTAINMENTLLC	0.00	4,500.00	08/31/2022
703350	08/26/2022	PRINTED	2390	ANGELL, MICHELLE	37.41	0.00	
703351	08/26/2022	PRINTED	341	BAKER & TAYLOR	51,593.01	0.00	
703352	08/26/2022	PRINTED	2351	CLINTON BELL	27,498.90	0.00	
703353	08/26/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	249.36	0.00	
703354	08/26/2022	PRINTED	669	CHUCKALS INC	0.00	1,916.20	08/31/2022
703355	08/26/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	08/31/2022
703356	08/26/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	2,617.50	08/31/2022
703357	08/26/2022	PRINTED	703	INGRAM LIBRARY SERVICES	361.17	0.00	
703358	08/26/2022	PRINTED	2376	KATHARYN YOUNG	250.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703359	08/26/2022	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
703360	08/26/2022	PRINTED	211	MIDWEST TAPE	7,131.37	0.00	
703361	08/26/2022	PRINTED	227	MOUNTAIN MIST	0.00	42.05	08/30/2022
703362	08/26/2022	PRINTED	1081	NASIM & SONS INC	0.00	3,379.75	08/30/2022
703363	08/26/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	3,710.00	0.00	
703364	08/26/2022	PRINTED	532	PANDORA MEDIA INC	2,798.07	0.00	
703365	08/26/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,265.51	08/30/2022
703366	08/26/2022	PRINTED	2269	THE PIPE GUYS	0.00	20,655.25	08/31/2022
703367	08/26/2022	PRINTED	752	RESERVE ACCOUNT	10,000.00	0.00	
703368	08/26/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	2,577.63	08/30/2022
703369	08/26/2022	PRINTED	61	RICOH USA INC	0.00	288.36	08/30/2022
703370	08/26/2022	PRINTED	2342	RUGGED OUTDOORS WOMAN LLC	250.00	0.00	
703371	08/26/2022	PRINTED	2097	SENTINEL PEST CONTROL	382.76	0.00	
703372	08/26/2022	PRINTED	2377	SMILEY EXPERIENCE INC, THE	250.00	0.00	
703373	08/26/2022	PRINTED	1642	SOLARWINDS	0.00	25,356.91	08/30/2022
703374	08/26/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	508.11	08/31/2022
703375	08/26/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	4,140.00	0.00	
703376	08/29/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,019.41	0.00	
					138,895.83	1,026,269.50	1,165,165.33

MEMO



Date: August 23, 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—contractor change

We had previously sought your approval to enter into an agreement with Agate Asphalt for parking lot renovation services in an amount not to exceed \$280,000. The contractor requested to forego the project and the Library agreed to their withdrawal. As a result, we need your approval to enter into a new agreement with the next low bidder, Puget Paving & Construction, Inc. in an amount not to exceed \$403,000. While this is an increase of \$123,000 from the original approval, the cost is within the original engineering estimates for a project of this size and scope.

Upon ratification of an agreement, we anticipate this work to be completed by November 15, 2022.

Action: Move to cancel the prior motion with Agate Asphalt, and approve a purchase order in the amount not to exceed \$403,000.00 with Puget Paving & Construction, Inc. to perform parking lot improvements at South Hill and Gig Harbor.

MEMO



Date: August 31, 2022

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

From: Stephanie Ratko

Subject: IT Infrastructure Replacements

The Library needs to replace our Dell virtual server and storage environment, associated warranties and purchase installation services. This investment will cover a period of 5 years. Dell's products and technologies are essential components of the current PCLS IT infrastructure.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The Library's current servers, storage environment and associated warranties expire in Q4 2022. Not supporting the Library's IT infrastructure reduces the ability of the PCLS IT Department to provide support and business value to the library system. Maintaining supported industry-standard network infrastructure is essential in the support of the Library's ability to provide secure, reliable virtual services and data storage to the public and staff.

Purchasing Mechanism

With the Board's approval, we will purchase this equipment using the Department of Enterprise Services Washington State Master Contract.

ACTION: Move to approve the purchase of Dell equipment, warranties and installation services not to exceed \$500,000, not including tax.

MEMO



Date: August 29, 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 dispose of some low-value items and equipment that have reached their end-of-life. The PCLS Facilities team continues to carry out regular surplus efforts in keeping with our obligation to maintain our facilities, and be responsible stewards of taxpayer money as well as our environment.

Background: Facilities furnishings and equipment valued at \$50 or more and in good working order 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.

Quantity	Item	Reason for disposal	Est. Value (total)
1	Small childrens' couch	End of Life	\$0.00
2	childrens' chairs	End of Life	\$0.00
1	Computer workstation	End of Life	\$0.00
3	Computer desk	End of Life	\$0.00
1	Wood table	End of Life	\$0.00
3	Small computer desk	End of Life	\$0.00
5	Square wood study tables	End of Life	\$0.00
2	Wood Chair	End of Life	\$0.00
2	Laptop chairs	End of life	\$0.00
1	Computer station	End of Life	\$0.00
4	Upholstered Armchairs	End of Life	\$0.00
1	Small round endtable	End of Life	\$0.00
8	Wooden chair with upholstered seat	End of Life	\$0.00
1	Ottoman	End of Life	\$0.00
2	Staff lounge chair	End of Life	\$0.00
2	Staff lounge ottomans	End of Life	\$0.00
1	Metal frame upholstered chair	End of Life	\$0.00
1	Staff lounge break table	End of Life	\$0.00
1	Small table	End of Life	\$0.00
7	Steamer desk	End of Life	\$0.00
1	Bookcase	End of Life	\$0.00
1	2-drawer Filing Cabinet	End of Life	\$0.00
2	Built-in workstations	End of Life	\$0.00
1	Wooden table	End of Life	\$0.00
3	Filing Cabinet	End of Life	\$0.00
4	Cubicle walls	Obsolete	\$0.00
1	Large height-adjustable workstation	End of Life	\$0.00
2	Whiteboard	End of Life	\$0.00
3	Steel Curbside Pickup metal cabinets	Excess	\$500.00
1	Height-adjustable angled table	End of Life	\$100.00
1	Snowblower attachment for John Deere	End of Life	\$100.00
2	Welding barrier	Obsolete	\$50.00
1	Tenant Vacuum Cleaner	End of Life	\$50.00
3	Backpack Vacuums	End of Life	\$50.00
1	Floor Buffer	End of Life	\$100.00
4	Sharps containers with Inserts (unused)	Excess	\$100.00
7	Task Chairs	End of Life	\$50.00

RESOLUTION NO. 2022-12

**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 14TH DAY OF SEPTEMBER, 2022.

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

Routine Reports

MEMO



Date: September 8, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

In the last month of the hot and busy summer, PCLS was busy following through on our plans for the summer reading program including lots of outdoor programs, outreach events and readying the branches to reopen study and meeting rooms. Internally, we did a lot of recruiting! Staff Experience facilitated at least ninety interviews and we have successfully onboarded five new employees and two more internal candidates. Additional key leadership positions in the Public Services division will be onboarded in September. Speaking of leadership positions, in moving the Leadership Restructure project closer toward completion, the Operations division wrapped up their leadership position evaluation and we are finishing the evaluation of positions reporting to me in the Executive Office. I mention this as a way to bring a change to the Board's attention. Petra McBride's position has been reclassified as the PCLS Manager of Executive Office Administration and has been updated to reflect her important work with me, the Board and the library's administrative team. Information about the final changes and the conclusion of the project will be shared with staff in the next few weeks.

I continue to have many meetings with community leaders and partners around the county. I'm enjoying traveling to tour their facilities and seeing the many different neighborhoods and communities in the district. In hearing from them about their perceptions of the library system, I appreciate that we have many strong partnerships. I look forward to hosting five Open Houses in the branches over the next several months and connecting with our Friends and "super users" in the branches. Thank you to those of you who indicated you can join me.

Library administrators are busy developing the 2023 budget and workplan. Mary Stimson has introduced new tools and methods for both having information about prior budget expense detail and making budget requests for next year. I have asked that the requests indicate what is necessary to operate and what an enhancement request is. We expect that with the upcoming capital projects we will need to negotiate on some of the enhancement requests.

Also happening behind the scenes, the PCLS Information Technology (IT) Team has been hard at work protecting us from cyber security attacks and is doing a terrific job! Across the country, attacks on both private companies and government agencies are continuing. In August, one of the library's biggest book vendors, Baker and Taylor, experienced a ransomware attack resulting in a complete shutdown on our ability to purchase materials through them for a few weeks. While the systems are back online and we're purchasing again, it was a big wakeup call and a reminder why vigilance is important at all levels of our organization, not just IT. We use a platform called KnowB4 which provides security and risk

management virtual training and are deploying a new training campaign for all staff. At PCLS, we have strong network security, excellent outside support to address any incidents, and high-caliber staff in our IT department working behind the scenes with strong controls and protocols to keep our networks and information safe and secure. Additionally, we do carry cyber-security insurance coverage.

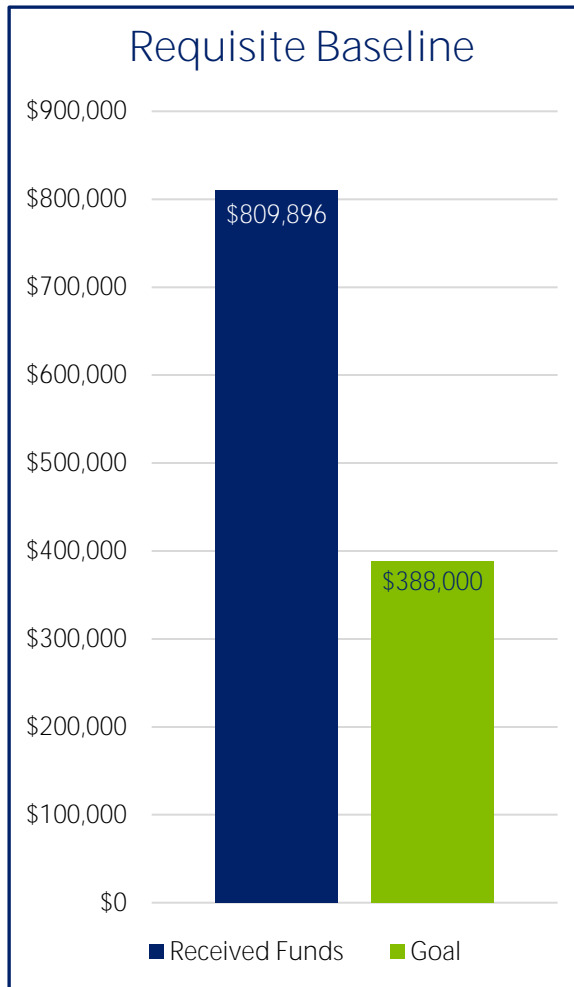
In August I continued to meet with leaders and community members in Lakewood, the Library Advisory Committee continued their work, and our staff continued to work toward emptying the branch on Wildaire Rd. As the building move-out approaches completion, Facilities moves to preparing the building for being vacant over the winter. Administrators are aware that developing the plans for interim services and physical spaces is a top priority for the district and considerable progress is being made which we look forward to finalizing and sharing.

The Facilities team is working their way through their planned projects and taking advantage of the summer months to complete parking lot improvement projects in South Hill and Gig Harbor where arborists have evaluated the impacts of underground tree roots upending surfaces. We don't anticipate that the Bonney Lake branch refresh contracts, also on the agenda, will have negative impacts on the schedule this fall.

Finally, I am excited to be kicking off planning for the Sumner Library project! We will be bringing materials forward to the Board this fall to discuss the cost estimates and capital funding options for that new branch project with an eye toward officially launching that in 2023.



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

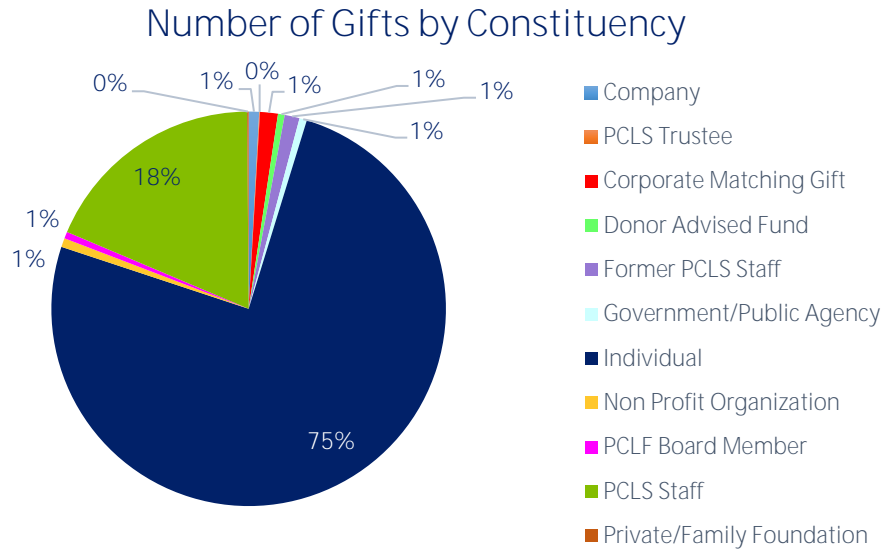


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

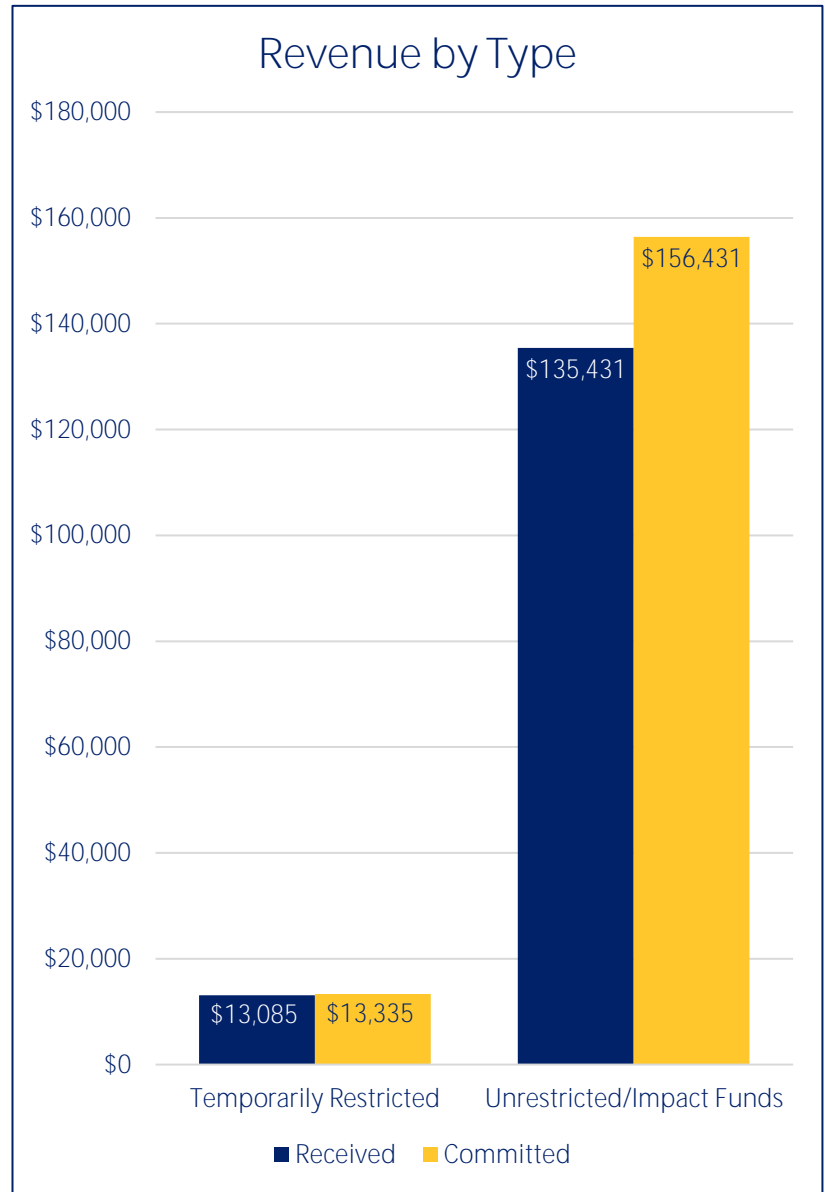
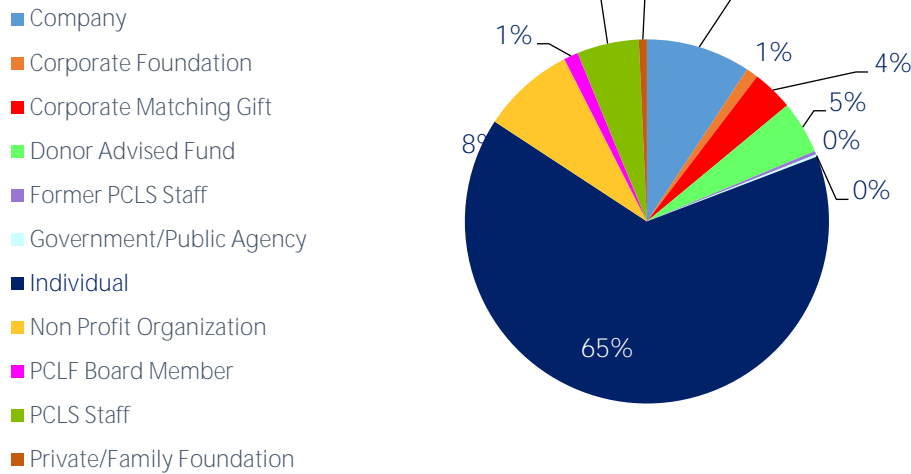


Goal = to achieve by 12/31/2023

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
518	43.17%	\$120,189.00	36.11%	682	\$133,808.00

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%	\$7,914	32.56%	126	\$14,012.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
123	4.31%	\$23,871	65.04%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
159	10.70%	\$10,670	16.40%

Updates

What's going well

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

Areas to capitalize on

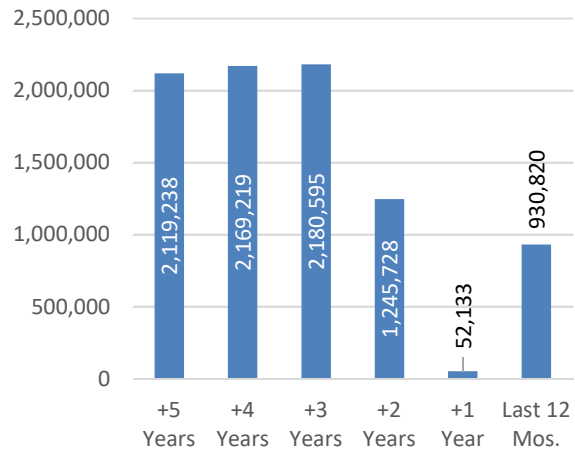
- PCLS partnership to promote National Estate Planning Awareness Week
- Securing annual gift commitments prior to Q4

Terms Defined

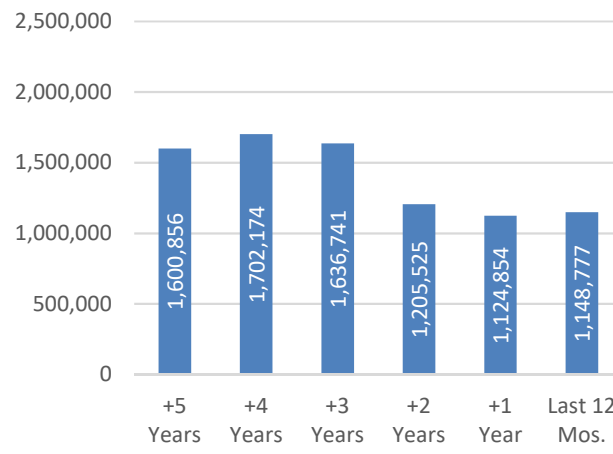
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact 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 - July 2022

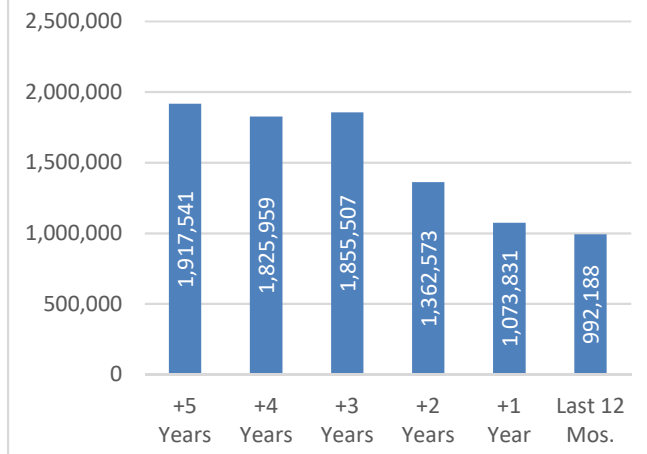
Branch Visits



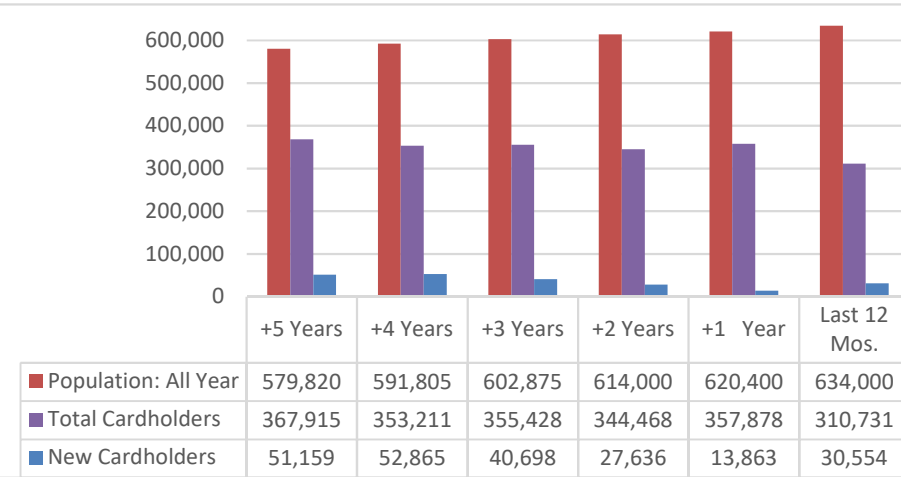
Catalog Visits



Website Visits



PCLS Cardholder Statistics



July and Rolling 12-Month Comparison

	July 2022	July 2021	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	91,250	52,133	75.0%	930,820	52,133	1685.5%
Catalog Visits	92,826	85,646	8.4%	1,148,777	1,124,854	2.1%
Public Website Visits	77,922	85,725	-9.1%	992,188	1,073,831	-7.6%

Technology

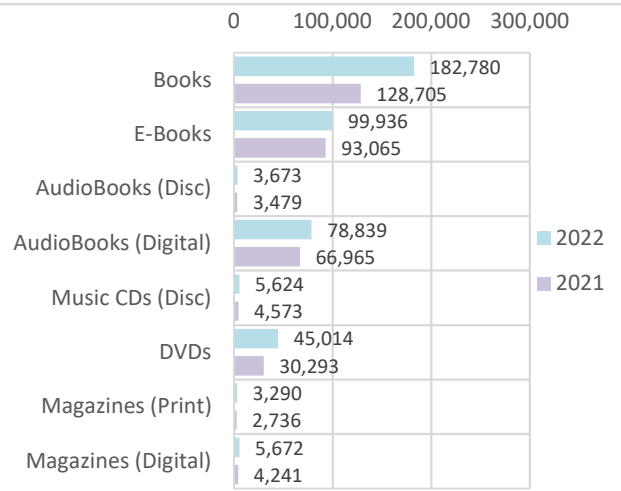
	July 2022	July 2021	% Change July Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	10,099	2,130	374.1%	101,566	3,607	2715.8%
Wi-Fi Sessions	48,986	32,434	51.0%	587,456	284,241	106.7%

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 - July 2022

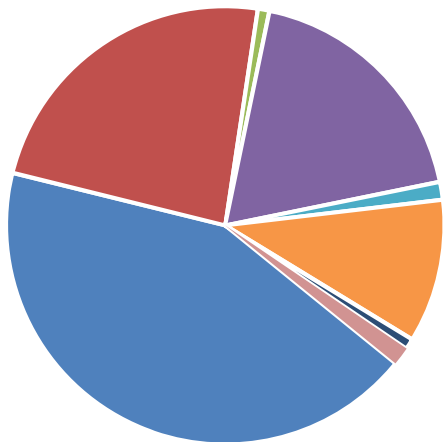
July 2022 vs July 2021 Checkouts



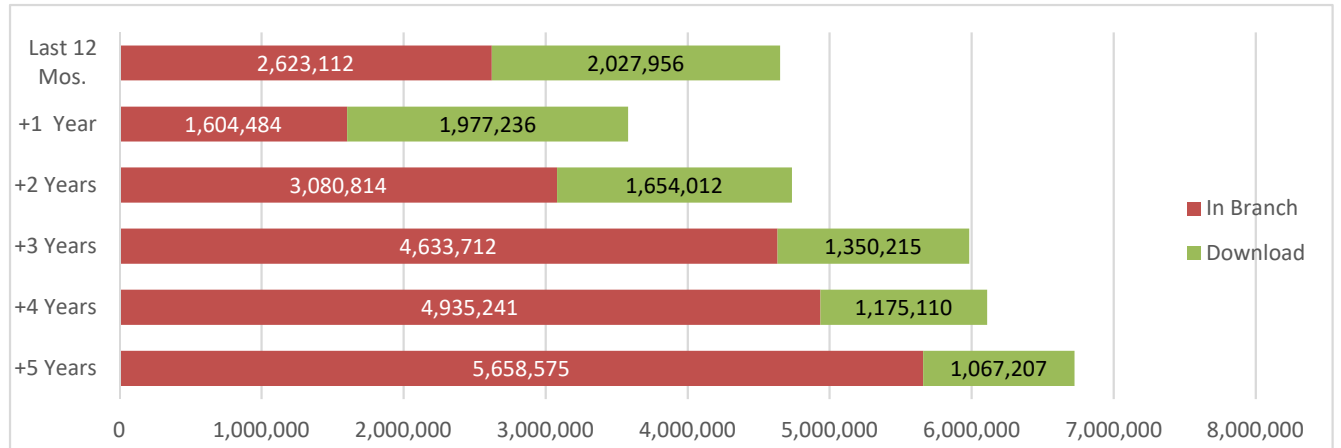
Data Table

Categories	June 2022	July 2022	July 2021	% Change of July Year Over Year	% of Total July 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	177,662	182,780	128,705	42.01%	43.02%	1,970,683	1,282,903	53.61%
E-Books	95,842	99,936	93,065	7.38%	23.52%	1,126,455	1,138,188	-1.03%
AudioBooks (Disc)	3,777	3,673	3,479	5.58%	0.86%	44,372	38,058	16.59%
AudioBooks (Digital)	75,896	78,839	66,965	17.73%	18.56%	852,757	749,508	13.78%
Music CDs (Disc)	5,305	5,624	4,573	22.98%	1.32%	70,798	50,285	40.79%
DVDs	44,022	45,014	30,293	48.60%	10.60%	566,661	343,715	64.86%
Magazines (Print)	3,358	3,290	2,736	20.25%	0.77%	37,035	7,240	411.53%
Magazines (Digital)	5,644	5,672	4,241	33.74%	1.34%	68,920	87,719	-21.43%
Totals:	411,506	424,828	334,057	27.17%	100.00%	4,737,681	3,697,616	28.13%

Checkouts By Format - July 2022



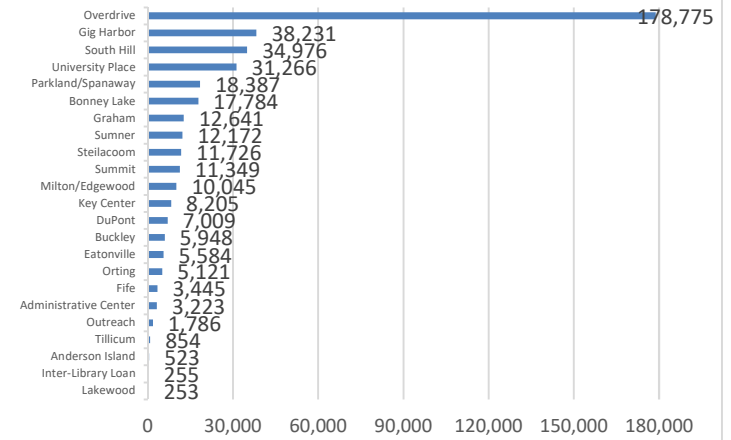
Collection Checkouts



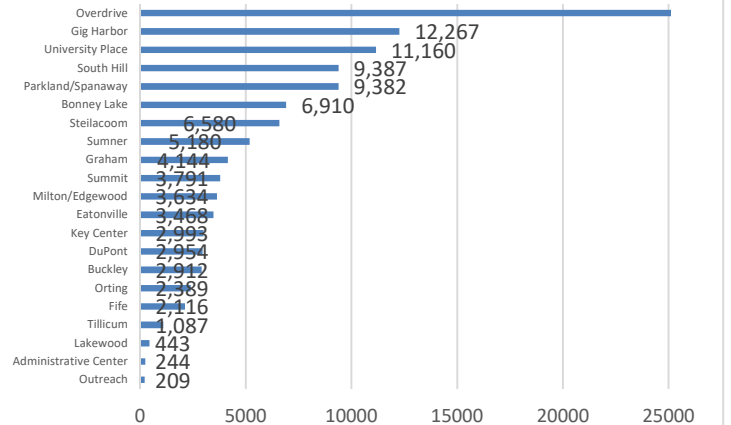
Activity - July 2022

Location	Checkouts				Visitors			
	July. 2022	Last 12 Mo.	+1 Year	% Change	July. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	3,223	27,466	27,122	1.3%	244	2,009	117	1617.1%
Anderson Island	523	4,749	4,164	14.0%	No Door Counter for Anderson Island			
Bonney Lake	17,784	114,966	102,510	12.2%	6,910	57,901	3,804	1422.1%
Buckley	5,948	71,002	36,425	94.9%	2,912	27,860	2,076	1242.0%
DuPont	7,009	74,026	58,167	27.3%	2,954	25,864	2,465	949.2%
Eatonville	5,584	62,294	36,601	70.2%	3,468	30,738	2,051	1398.7%
Fife	3,445	34,094	25,775	32.3%	2,116	17,314	872	1885.6%
Gig Harbor	38,231	439,671	283,591	55.0%	12,267	112,284	6,293	1684.3%
Graham	12,641	138,059	84,169	64.0%	4,144	40,470	2,874	1308.1%
Inter-Library Loan	255	3,044	2,902	4.9%	No "visitors" for Inter-Library Loan			
Key Center	8,205	97,622	62,104	57.2%	2,993	32,797	2,473	1226.2%
Lakewood	253	186,963	128,316	45.7%	443	91,444	4,526	1920.4%
Milton / Edgewood	10,045	97,918	61,725	58.6%	3,634	36,142	2,081	1636.8%
Orting	5,121	57,114	35,785	59.6%	2,389	25,290	772	3175.9%
Overdrive	178,775	1,979,212	1,887,696	4.8%	26,769	304,233	282,289	7.8%
Outreach	1,786	24,332	18,919	28.6%	209	3,617	285	1169.1%
Parkland / Spanaway	18,387	185,761	97,403	90.7%	9,382	107,363	5,000	2047.3%
South Hill	34,976	337,265	197,098	71.1%	9,387	79,024	4,059	1846.9%
Steilacoom	11,726	88,192	52,720	67.3%	6,580	55,855	3,112	1694.8%
Summit	11,349	127,920	98,061	30.4%	3,791	34,527	2,068	1569.6%
Sumner	12,172	139,669	100,917	38.4%	5,180	46,820	2,219	2010.0%
Tillicum	854	11,071	8,416	31.5%	1,087	12,264	639	1819.2%
University Place	31,266	306,139	199,766	53.2%	11,160	91,237	4,347	1998.8%
Total	419,558	4,608,549	3,610,352	27.6%	118,019	1,235,053	334,422	269.3%

July Checkouts



July 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				
Key Center	7/2/2022	7/2/2022	1 day	Staff shortage				

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

Monthly Financial Reports

July 31, 2022

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

July

- **36110. Investments continue to increase due to increased rates.**
- **36998. E-rate reimbursement for 2022 Q1 was received.**
- **54120. Includes payment towards DEI consulting services.**

April - 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.
- 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.
- 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

July

- **54120. Payment to EHSI ground contamination monitoring at Buckley property.**
- **54150. Legal services for negotiating Lakewood lease.**
- **54160. Architectural services for both Lakewood and Sumner libraries.**
- **56250. Bonney Lake roof repairs.**
- **56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.**

April - 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.
- 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.
- 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 - July

- **No activity.**

Election Fund

January - July

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January - July

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

January - July

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January - July

- 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	471,075.72	- 0 -	(1,704.74)
April 2022	335,110.90	335,110.90	- 0 -	(1,148.50)
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022	302,597.40	301,701.26	1,000.00	(103.86)
July 2022	209,432.59	205,138.62	4,755.32	(481.35)
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 2,382,924.06	\$ 2,377,733.95	\$ 5,775.32	\$ (585.21)

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	115,101.58	23,324,068.24	0.00	17,618,231.76	56.97
31112 PROPERTY TAX--DELINQUENT	517,900.00	20,275.98	366,102.46	0.00	151,797.54	70.69
31113 PROPERTY TAX--KING COUNTY	60,000.00	193.43	53,658.65	0.00	6,341.35	89.43
31130 SALE OF TAX TITLE PROPERTY	6,000.00	2.28	2,680.58	0.00	3,319.42	44.68
31720 LEASEHOLD EXCISE TAX	20,000.00	171.91	17,909.90	0.00	2,090.10	89.55
31740 TIMBER EXCISE TAX	63,000.00	0.00	35,313.66	0.00	27,686.34	56.05
TAXES:	41,609,200.00	135,745.18	23,799,733.49	0.00	17,809,466.51	57.20
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	6,589.25	9,685.98	0.00	5,314.02	64.57
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	964.75	5,184.83	0.00	4,815.17	51.85
34730 LIBRARY SERVICES FEES--ILL	0.00	27.00	144.55	0.00	(144.55)	0.00
35970 LIBRARY FINES	10,000.00	1,589.04	12,005.59	0.00	(2,005.59)	120.06
36110 INVESTMENT EARNINGS	20,000.00	19,139.87	41,430.13	0.00	(21,430.13)	207.15
36140 INTEREST INCOME--CONTRACTS & N	0.00	2.41	10.81	0.00	(10.81)	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
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	107.80	107.80	0.00	(107.80)	0.00
36725 DONATIONS--OTHER	0.00	2.00	279.00	0.00	(279.00)	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	0.00	25,965.14	0.00	(23,965.14)	1,298.26
36915 SALE OF SURPLUS--MATERIALS	4,000.00	0.00	33,904.90	0.00	(29,904.90)	847.62
36920 FOUND MONEY	0.00	0.00	102.63	0.00	(102.63)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	667.65	0.00	(667.65)	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	50.00	110.00	0.00	(110.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	79,405.12	311,856.27	0.00	218,143.73	58.84
36999 PROCUREMENT CARD REBATES	75,000.00	923.97	56,299.93	0.00	18,700.07	75.07
CHARGES OTHER:	1,144,500.00	108,801.21	501,963.27	0.00	642,536.73	43.86
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	19,678.49	26,813.62	0.00	(26,813.62)	0.00
53450 MAGAZINES	0.00	0.00	333.05	0.00	(333.05)	0.00
NEED A CATEGORY	0.00	0.00	333.05	0.00	(333.05)	0.00
TOTAL FOR REVENUE ACCOUNTS	42,753,700.00	264,224.88	24,328,843.43	0.00	18,424,856.57	56.90
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,635,304.23	11,803,929.16	0.00	10,315,970.84	53.36
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	8,765.91	81,946.08	0.00	117,153.92	41.16
51107 SUBSTITUTE HOURS	12,000.00	963.00	4,491.64	0.00	7,508.36	37.43
51109 TUITION ASSISTANCE	12,000.00	1,439.72	7,100.62	0.00	4,899.38	59.17
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	9,033.34	65,633.39	0.00	139,166.61	32.05
52002 MEDICAL INSURANCE	2,929,100.00	195,150.24	1,536,976.20	0.00	1,392,123.80	52.47
52003 FICA	1,708,300.00	122,190.09	881,681.37	0.00	826,618.63	51.61
52004 RETIREMENT	2,302,000.00	164,656.01	1,177,854.72	0.00	1,124,145.28	51.17
52005 DENTAL INSURANCE	252,400.00	17,466.07	128,676.34	0.00	123,723.66	50.98

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52006 OTHER BENEFIT	30,800.00	1,432.90	11,173.20	0.00	19,626.80	36.28
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,761.07	49,609.69	0.00	43,990.31	53.00
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	10,735.20	14,565.36	0.00	15,434.64	48.55
52021 PAID FML INSURANCE	0.00	2,631.36	18,977.78	0.00	(18,977.78)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
PERSONNEL	28,919,400.00	2,176,529.14	15,782,629.44	0.00	13,136,770.56	54.57
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	5,770.45	55,000.28	0.00	26,999.72	67.07
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	686.38	3,642.24	0.00	86,857.76	4.02
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	3,186.10	33,967.53	0.00	228,032.47	12.96
53110 CUSTODIAL SUPPLIES	85,000.00	6,463.87	68,675.92	0.00	16,324.08	80.80
53120 MAINTENANCE SUPPLIES	35,000.00	2,794.36	18,293.59	0.00	16,706.41	52.27
53130 MATERIAL PROCESSING SUP	17,100.00	2,254.33	6,830.47	0.00	10,269.53	39.94
53140 TRAINING SUPPLIES	0.00	0.00	1,041.73	0.00	(1,041.73)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	7,801.30	70,642.49	0.00	(70,642.49)	0.00
53200 FUEL	50,000.00	5,031.05	25,832.28	0.00	24,167.72	51.66
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	4,298.49	20,810.47	0.00	19,189.53	52.03
53402 ADULT AV - DVD	320,000.00	30,893.21	167,095.60	0.00	152,904.40	52.22
53403 PERIODICALS {{OLD}}	0.00	(214.90)	(255.51)	0.00	255.51	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	1,834.77	7,463.85	0.00	17,536.15	29.86
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	28,504.31	132,219.41	0.00	107,780.59	55.09
53408 ADULT LARGE PRINT	50,000.00	2,804.79	22,615.50	0.00	27,384.50	45.23
53409 ADULT LUCKY DAY	50,000.00	4,487.08	23,720.85	0.00	26,279.15	47.44
53410 ADULT NONFICTION	300,000.00	35,672.87	138,991.43	0.00	161,008.57	46.33
53411 ADULT PAPERBACKS	20,000.00	292.62	1,903.96	0.00	18,096.04	9.52
53413 ADULT REFERENCE	5,000.00	4,395.60	4,625.86	0.00	374.14	92.52
53414 ADULT YA FICTION	60,000.00	5,497.17	21,493.70	0.00	38,506.30	35.82
53415 ADULT YA GRAPHIC NOVELS	25,000.00	2,170.56	14,352.68	0.00	10,647.32	57.41
53416 ADULT YA NONFICTION	10,000.00	2,644.41	9,430.89	0.00	569.11	94.31
53417 ADULT AV - DVDNF	40,000.00	2,089.46	15,591.56	0.00	24,408.44	38.98
53418 ADULT GRAPHIC NOVELS	15,000.00	1,259.06	8,842.44	0.00	6,157.56	58.95
53421 CHILDREN'S STANDING ORDERS	25,000.00	2,323.26	15,132.00	0.00	9,868.00	60.53
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	829.51	3,596.92	0.00	1,403.08	71.94
53425 CHILDREN'S FICTION	175,000.00	14,453.18	98,823.06	0.00	76,176.94	56.47
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	2,451.11	20,485.44	0.00	4,514.56	81.94
53427 CHILDREN'S NONFICTION	135,000.00	14,165.76	55,480.20	0.00	79,519.80	41.10
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	131.15	837.75	0.00	1,662.25	33.51
53430 DATABASES	465,000.00	0.00	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

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
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	489.52	79,107.53	0.00	(19,107.53)	131.85
53460 VENDOR PROCESSING	160,000.00	9,188.06	49,810.92	0.00	110,189.08	31.13
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	8,314.43	9,844.08	0.00	5,155.92	65.63
53471 WORLD - CHILDREN'S SPANISH	7,500.00	406.95	4,181.61	0.00	3,318.39	55.75
53472 WORLD - CHINESE	10,000.00	2,646.00	2,646.00	0.00	7,354.00	26.46
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	2,744.03	2,744.03	0.00	4,755.97	36.59
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	1,306.80	1,306.80	0.00	13,693.20	8.71
53478 WORLD - VIETNAMESE	7,500.00	2,574.00	2,574.00	0.00	4,926.00	34.32
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	723.56	13,980.89	0.00	11,019.11	55.92
53482 YOUTH DVD - FTY	30,000.00	485.66	8,686.46	0.00	21,313.54	28.95
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	607.65	4,855.45	0.00	24,144.55	16.74
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	469.73	238,603.08	0.00	(38,603.08)	119.30
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	136.43	175,620.76	0.00	26,879.24	86.73
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	36,471.77	362,824.27	0.00	155,675.73	69.98
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	1,010.00	170,996.97	0.00	222,003.03	43.51
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	12,286.90	111,549.06	0.00	168,450.94	39.84
54110 PERFORMER SERVICES	38,000.00	475.00	5,040.00	0.00	32,960.00	13.26
54120 CONTRACTUAL SERVICES	457,000.00	40,735.93	245,448.35	0.00	211,551.65	53.71
54140 DATA SERVICES	4,500.00	0.00	4,069.56	0.00	430.44	90.43
54150 LEGAL SERVICES	40,000.00	3,182.50	61,751.50	0.00	(21,751.50)	154.38
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	53,139.76	54,646.48	0.00	(54,646.48)	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	113.20	1,946.98	0.00	(446.98)	129.80
54200 POSTAGE	61,500.00	35.80	35,109.07	0.00	26,390.93	57.09
54201 SHIPPING	20,000.00	6,649.00	8,260.76	0.00	11,739.24	41.30
54210 TELECOM SERVICES--PHONES	50,000.00	7,441.39	53,355.53	0.00	(3,355.53)	106.71
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,416.87	45,178.16	0.00	54,821.84	45.18
54212 TELECOM SERVICES--INTERNET	667,000.00	95,737.07	387,623.98	0.00	279,376.02	58.11
54300 TRAVEL AND TOLLS	41,500.00	5,718.93	30,042.10	0.00	11,457.90	72.39
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,303.53	16,579.60	0.00	34,420.40	32.51
54400 ADVERTISING	135,000.00	14,058.24	71,830.21	0.00	63,169.79	53.21
54501 RENTALS/LEASES--BUILDINGS	493,500.00	35,598.96	358,979.41	0.00	134,520.59	72.74
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	25,968.60	129,431.13	0.00	60,168.87	68.27

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	300,000.00	228.00	(8,826.00)	0.00	308,826.00	(2.94)
54700 ELECTRICITY	265,000.00	15,117.41	168,666.90	0.00	96,333.10	63.65
54701 NATURAL GAS	12,000.00	69.59	10,767.03	0.00	1,232.97	89.73
54702 WATER	30,000.00	1,833.04	15,283.34	0.00	14,716.66	50.94
54703 SEWER	34,000.00	688.89	22,475.62	0.00	11,524.38	66.10
54704 REFUSE	36,000.00	5,247.04	29,606.68	0.00	6,393.32	82.24
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	34,941.76	303,268.64	0.00	(51,768.64)	120.58
54801 CONTRACTED MAINTENANCE	503,000.00	38,461.15	96,754.38	0.00	406,245.62	19.24
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	4,863.86	15,646.22	0.00	49,353.78	24.07
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	0.00	36,865.79	0.00	50,134.21	42.37
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	100.00	160.00	0.00	1,340.00	10.67
54902 DUES AND MEMBERSHIPS	44,000.00	150.00	35,682.59	0.00	8,317.41	81.10
54904 LICENSES	6,500.00	0.00	246.40	0.00	6,253.60	3.79
54905 FEES	42,000.00	2,168.06	9,282.80	0.00	32,717.20	22.10
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	46,355.14	0.00	(2,355.14)	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	4,293.97	2,336.87	0.00	(2,336.87)	0.00
54999 MISCELLANEOUS	0.00	234.66	234.66	0.00	(234.66)	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
ALL OTHER EXPENSES	13,834,300.00	681,805.01	5,530,746.59	0.00	8,303,553.41	39.98
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	2,858,334.15	21,313,376.03	0.00	21,440,323.97	49.85
NET SURPLUS / DEFICIT	0.00	(2,594,109.27)	3,015,467.40	0.00	(3,015,467.40)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
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
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE ACCOUNTS						
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
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	15,173.14	38,612.23	0.00	(38,612.23)	0.00
CHARGES OTHER:	0.00	15,173.14	38,612.23	0.00	(38,612.23)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	15,173.14	38,612.23	0.00	(38,612.23)	0.00
NET SURPLUS / DEFICIT	0.00	15,173.14	38,612.23	0.00	(38,612.23)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: ELECTION FUND (17)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	1,525.67	3,882.51	0.00	(3,882.51)	0.00
CHARGES OTHER:	0.00	1,525.67	3,882.51	0.00	(3,882.51)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,525.67	3,882.51	0.00	(3,882.51)	0.00
NET SURPLUS / DEFICIT	0.00	1,525.67	3,882.51	0.00	(3,882.51)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	4,597.92	11,700.68	0.00	(11,700.68)	0.00
CHARGES OTHER:	0.00	4,597.92	11,700.68	0.00	(11,700.68)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	4,597.92	11,700.68	0.00	(11,700.68)	0.00
NET SURPLUS / DEFICIT	0.00	4,597.92	11,700.68	0.00	(11,700.68)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2022

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	115.19	292.85	0.00	(292.85)	0.00
CHARGES OTHER:	0.00	115.19	292.85	0.00	(292.85)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	115.19	292.85	0.00	(292.85)	0.00
NET SURPLUS / DEFICIT	0.00	115.19	292.85	0.00	(292.85)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	July Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
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	6,331.12	16,847.05	0.00	(16,847.05)	0.00
CHARGES OTHER:	2,590,000.00	6,331.12	16,847.05	0.00	2,573,152.95	0.65
39700 TRANSFERS IN	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	3,690,000.00	6,331.12	16,847.05	0.00	3,673,152.95	0.46
EXPENSE ACCOUNTS						
53500 MINOR EQUIPMENT	0.00	4,775.32	4,775.32	0.00	(4,775.32)	0.00
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	18,092.50	124,726.24	0.00	550,273.76	18.48
54150 LEGAL SERVICES	0.00	22,440.00	44,076.00	0.00	(44,076.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	25,826.82	51,686.72	0.00	(51,686.72)	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
56250 ROOFING	0.00	27,959.61	27,959.61	0.00	(27,959.61)	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	13,750.00	21,250.00	0.00	78,750.00	21.25
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
TOTAL FOR EXPENSE ACCOUNTS	3,690,000.00	112,844.25	591,859.25	0.00	3,098,140.75	16.04
NET SURPLUS / DEFICIT	0.00	(106,513.13)	(575,012.20)	0.00	575,012.20	0.00

MEMO



Date: September 2, 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 – August

Customer Experiences

Lakewood Library's Youth Services Librarian Seung Kang shared: "A comment I've been hearing from caregivers at our Pacific Walk events is their appreciation for the chance to actually meet other families in the sprawling apartment complex. One grandmother informed me that prior to our Pacific Walk summer programs, she and her grandkids hardly ever saw other kids and that the library events have allowed their family to make neighborhood friends. This same grandmother shared her anxiety recently about needing to find a job and I was able to give her information about WorkSource as well as point her to the library's Get Hired web page for resources, which she was thankful for. Another caregiver asked about free bus passes, and I was able to refer her to Springbrook Connections, which provides passes to any Lakewood resident in need, adding that starting this fall, youth 18 and under may ride free on Pierce Transit. These summer programs have been a nice way to offer free activities in one of Lakewood's underserved neighborhoods and to get to know folks and their needs and to connect them to the library's resources."

A family with three children waited approximately 45 minutes outside Tillicum Library before the 1:00 pm opening. As soon as the library opened, the children excitedly turned in their Summer Reading logs and spent a long time picking out their prizes. Several times they commented on the good books available this year. They were very enthusiastic about their book prize choices.

A customer at Eatonville's self-checkout complimented staff on the "clean" condition of the Large Print. She was very impressed by the clean covers and condition of books.

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

Adult Service Librarian Maureen Ricks Wildish and Adult Service Specialist Maggie Crelling set up a table at the Families Unlimited Network Food Bank in University Place. They were able to distribute over 60 summer reading logs, blow giant bubbles with the kids visiting with their guardians, and encourage new community members to visit the library. The University Place Library plans to continue their presence at the food bank as often as they can to help share library resources with the community.

Initiatives Highlights

On August 15th, School Success Coordinator Summer Disney organized with Graham Teen Specialist Kit Deforge and Summit Youth Services Librarian Lucie Ferguson to meet with a cohort of Bethel School District librarians as part of their summer institute programming. Lucie presented resources, programming information and answered questions about our services. The group spent time meeting to hear the perspectives of librarians serving students, discuss ways the libraries could support each other and build relationships for the coming school year.

On August 22nd, School Success Coordinator Summer Disney and Summit Youth Services Librarian Lucie Ferguson tabled at the Franklin Pierce School District Community Day, a gathering of over 1,000+ school district staff to share library resources, answer questions and build relationships with staff.

Operational Highlights

Multiple locations reported comments from customers being grateful that locations were open this summer and had A/C in the building during our recent heat waves.

Community Engagement Highlights

Youth Librarian Seung Kang wrapped up Lakewood's 4-week story time series at the Science Dome. Except for four repeat families and one Steilacoom summer camp group, each week's turnout was full of new faces, mostly Tacoma and Steilacoom residents who are first time visitors to the Science Dome. The Science Dome is eager to continue our partnership and looking forward to a potential collaboration on intergenerational programming again.

University Place Youth Librarians Dana Brownfield and Alex Byrne along with CE Specialist Darien Torbert brought giant bubble stations to Pierce County Parks and Recreation's "Come Fly a Kite" event on July 2nd at Chambers Creek Regional Park. This joyous activity allowed staff to connect with several hundred people of all ages during the 3-hour event. Brochures with the giant bubble juice recipe, a short booklist, and information about upcoming events were distributed along with Summer Reading bookmarks. This created a positive connection with Pierce County Parks staff members and opened the possibility of future collaborations.

Unfinished Business

MEMO



Date: September 2, 2022

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

From: Connie Behe, Deputy Director of Public Services,
Mary Getchell, Marketing and Communications Director

Subject: Public Concerns re: Lakewood Closure

This is not an overview of all public comment, this memo is to give you an unfiltered understanding of the concerns that many have expressed about the closure of the Lakewood Library Pierce County Library. The public deserves to have their concerns about the Lakewood Library closure addressed and understood by library decision-makers. In our continuous review of concerns and criticisms that the Pierce County Library System has received about the closure, we have heard these themes:

- Concerns about fairness and the opaque process decision-makers used to identify, analyze, and make a conclusion about the safety of the facility and to close it without a plan in place for services.
- Concerns about losing an important community building that many have a deep and real attachment to. Any closure of this building is a huge loss for many who visited and have enjoyed the library for decades. We have heard from several people who used the library as children then watched their own children grow up in the library, as well as the people to whom the library is a current lifeline of community and resources.
- Concerns about taxation without representation. Some have said it is a matter of principle that the citizens of Lakewood should not be paying for library services not located within the city limits.

We owe it to the people of Lakewood and to the city government of Lakewood to provide a clear and confirmed plan for library services for the interim and to communicate the steps we are taking to secure property to build an interim facility while the Community Advisory Committee does its work to make a recommendation to the Library Board. The Library System is committed to providing quality library services for all the residents in Lakewood and we are committed to making our process more transparent as we move forward.

MEMO



Date: August 23, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Lakewood Library Buildings Community Advisory Committee August Meeting Update

The Lakewood Library Buildings Community Advisory Committee conducted its second of approximately five planned meetings on August 12. Nearly all volunteer committee members attended and participated in discussions regarding building plans for Lakewood libraries.

Committee members discussed decision-making tools/processes for the committee's recommendation to the Pierce County Library System's Board of Trustees and Lakewood City Council, with the decision on next steps being the Board of Trustees' decision.

Architects from BUILDINGWORK Kate Weiland and Matt Aalfs and Pierce County Library Deputy Director for Public Services Connie Behe presented information about access to libraries for all and how space today is designed for people versus yesterday's libraries were designed around books and things.

One committee member questioned getting direct public comment, in addition to the email and survey comments the advisory committee is receiving. The committee will discuss receiving public comments at the next meeting. Committee members expressed concern regarding reviewing space for a senior center. The City of Lakewood will provide additional information at the next advisory committee meeting.

Advisory Committee Meeting 2 Summary

August 12, 2022

Meeting Details

August 12th | 2 – 4 pm | Zoom



Objectives

The objectives of this Advisory Committee meeting were to:

- Share updates about the temporary Downtown Library and ongoing community engagement.
- Report on public comment received to date.
- Respond to questions raised in the previous CAC meeting.
- Gain CAC feedback on a Draft Evaluative Framework and Decision-Making Process.
- Share additional context on the built environment and what a new library space could look like.

Attendance

Advisory Committee

David Anderson
Amelia Escobedo
Bob Estrada
Ron Irwin
Lianna Olds
Darwin Peters II
Ginny Rawlings
Timothy Rhee
Chelsey Tschosik
Bob Warfield

City of Lakewood

Becky Newton, Economic Development Manager

Pierce County Library System (PCLS)

Connie Behe, Deputy Director of Public Services
Mary Getchell, Marketing and Communications
Director

Consultants

Kate Weiland, BUILDINGWORK
Matt Aalfs, BUILDINGWORK
Michelle Ellsworth, BERK Consulting
Rebecca Fornaby, BERK Consulting
Brian Murphy, BERK Consulting

Agenda

- **Item 1: Meeting Purpose, Agenda, and Updates**
 - Downtown Library Update
 - Community Engagement Update
 - Follow-up to Previous Meeting Action Items
 - Summary of Recent Public Input
- **Item 2: Discussion of Committee Charge, Evaluative Framework and Decision-Making Process**
- **Item 3: Additional Context**
 - Built Environment
 - Public Libraries: 21st Century Design and Access
 - BUILDINGWORK Presentation: Library Spaces
- **Item 4: Next Steps**

Discussion Summary

Following each presentation summary below are bulleted comments and questions from Committee members. Where applicable, responses to each question are included in italics.

The [presentation](#) from this meeting can be found on the [project website](#) under "Project Documents."

Item 1: Meeting Purpose, Agenda, and Updates

Downtown Library Update

Pierce County Library System (PCLS) Marketing and Communications Director Mary Getchell provided an update on the interim location for the Lakewood Library. The PCLS Board of Trustees authorized the Library System to enter negotiations for a lease for a space that will serve Lakewood residents. Mary will provide more information as the lease is signed.

Comments / Questions:

- What are the criteria for that interim space?
 - *Response:* Those specific criteria will be shared as PCLS confirms the lease, which is actively being negotiated. When PCLS is in a position of a signed lease location, it will be sharing size specifics and information about plans for the space.
- Are the collections from the Lakewood Library accessible by the in the community or are they in storage?
 - *Response:* PCLS is currently recommending individuals visit University Place, Tillicum, and Steilacoom locations. Collections will be moved to the interim space once that is secured. PCLS

has been hosting summer reading events outside the library. In the fall, PCLS will start pop-up libraries with books, movies, other materials that people can check out. Stay tuned for more details related to locations, dates, and available items.

- How long is the lease for the interim space?
 - *Response:* Duration is a detail currently in negotiation within the lease. As a reminder, the Committee's charge is focused on long-term solutions. But PCLS will provide updates on short-term solutions.

Community Engagement Update

Rebecca Fornaby from BERK Consulting provided an update on community engagement. The online PCLS [survey](#) has more than 1,300 responses and will close on August 19th. She asked Committee members to promote the survey within their networks (<https://www.surveymonkey.com/r/LakewoodLibraries22>).

PCLS, the City of Lakewood, and BERK have conducted in-person engagement, including tabling at SummerFEST and the Lakewood Farmer's Market. BERK will also be conducting interviews with key stakeholders to hear more detailed feedback about community needs related to the libraries. BERK will summarize the engagement results and present findings in the third meeting.

Comments / Questions:

- How will the survey data be used?
 - *Response:* The project team will share the survey findings with the Committee to inform the evaluative process. The first question in the Evaluative Framework is to determine if the long-term solution meets the needs and interests of the community. We will compare responses in the current survey to what we heard in similar outreach in 2019 to identify how community sentiments have changed.
- Who are the stakeholders selected for the interviews? What are the criteria for deciding who the stakeholders are?
 - *Response:* Planned stakeholder engagement builds on the robust engagement effort conducted in 2019. The [2019 Lakewood Library Engagement](#) included stakeholder touchpoints, all of whom are included in the 2022 engagement to varying degrees. PCLS and the City reviewed the list to identify a representative set of stakeholders to interview. BERK is still confirming the organizations that are participating in stakeholder interviews.
- Would it be helpful for me to send them the survey and/or host an in-person opportunity for them to engage at a physical location, like a community center?
 - *Response:* Please spread the word about the survey and promote it within your network. The survey is closing on August 19 to ensure we can conduct survey analysis and bring the results of community input to the third meeting. Regarding the in-person community gathering, there has been reticence to attend in-person events due to the pandemic. Committee members may want to consider an in-person meeting if they would like.

Follow-up to Previous Meeting Action Items

Brian Murphy from BERK followed up on items from the previous meeting, including coordination of a Tillicum Library tour. Specific details on these items are included in the [presentation slide deck](#).

Comments / Questions

- During the Tillicum Library tour, can we also look at the property that the City purchased in Tillicum for the library?
 - *Response:* Absolutely. We will add that to the tour itinerary.
- Please share the race demographics of who uses the Tillicum and Lakewood Libraries.
 - *Response:* Libraries traditionally do not gather demographic details on cardholders. BERK can provide general demographic profiles of the Downtown Lakewood and Tillicum communities by pulling GIS data related to neighborhood designations.

Summary of Recent Public Input

Brian spoke on the formal process for public record and communications. He shared a [summary of public comment](#) received, which can be found under “Documents” on the [project website](#). He also summarized recent public comments received a day or so prior to the meeting, which will be included in an updated record of public comments. The public is encouraged to share comments and questions by emailing LakewoodCAC@pcls.us.

Public Comment Summary

- One community member is interested in having the meeting recorded going forward and allowing public comment at the meetings.
- A community member who has been using the library for almost 20 years hopes that there are plans to rebuild in the same location.
- Another community member would like longer hours at the Tillicum Library and the ability to buy books from the Friends of the Library.
- A community member expressed a desire for PCLS to be tax efficient. They did not like the idea of taxing Lakewood residents to tear down and rebuild an existing building.
- Some community members suggested de-annexing Lakewood from the Pierce County Library System.
- Some community members spoke in favor of retaining the existing Lakewood Library and expressed affection for it. They miss the library and its services.

Item 2: Discussion of Committee Charge, Evaluative Framework and Decision-Making Process

Committee Charge

Brian shared a clarification of the Committee’s role, which can be found in the [slide deck](#) and within the [FAQ – PCLS City and Community Advisory Committee Roles](#) document on the project website. While discussing the Committee’s role, Mary from PCLS highlighted that the City of Lakewood and PCLS

convened the Advisory Committee to develop recommendations about how best to meet community desire for library services. The CAC's recommendations will go to both the City of Lakewood and the PCLS Board of Trustees, and the decision on next steps will be made by the Board of Trustees which is charged with governing the Library System.

Discussion: Evaluative Framework and the Decision-Making Process

Brian led a discussion with the Advisory Committee to share suggested Evaluative Framework to guide the Committee in its decision making. Those details can be found in the [presentation slide deck](#).

During the discussion, Brian asked each attending committee member if they approved of the drafted Evaluative Framework or if they had suggested changes. Overall, Committee members responded positively to the drafted framework.

Comments / Questions:

- When we talk about service suitability in regard to the Senior Center, are we referring to both locations or just the Lakewood Library location? What about the Senior Center in Tillicum, which is currently collocated?
 - *Response:* If the Tillicum library is renovated and the Senior Center continues to operate in the same location, it would be collocated. Regarding the Lakewood Library, the City's primary focus is on finding space for the library. A secondary piece is to look at efficiencies through programming and /or co-location between the Senior Center and Library. In the Evaluative Framework, we can broaden the "site suitability" question to identify services that could be collocated with the library and to consider the potential benefits and costs.
- Has the library talked to the senior centers in Lakewood and Tillicum? Has the library talked with Sea-Mar and the food bank at Tillicum?
 - *Response:* The engagement process includes talking to these stakeholders, which will be brought forward for consideration.
- If the Senior Center is collocated, will they contribute to the costs? Who pays for the Senior Center, and would some of those funds be available? This applies to renovations as well.
 - *Response:* The Senior Center is provided by the City of Lakewood, so the City would take on that responsibility.
- Within "Service Suitability," it includes "Other Services," which can include a lot of other services. How can I stipulate with the rating key what other services might be excellent, good, or fair?
 - *Response:* We'll clarify that and refine it in our next discussion.
- It's important to focus on the library. We get too complicated when we start to focus on more because these other services have vastly different purposes. If we try to put them both together, it's a mishmash of suggestions that will be difficult to fulfill.
 - *Response:* Thank you for that feedback. Let's discuss this more in our next meeting.
- Please add criteria related to ongoing maintenance and sustainability. We need to be sure the Library System can maintain what is built.

- *Response:* We will include maintenance and sustainability costs in our estimates.
- Several Committee members asked for clarification about the potential inclusion of the Senior Center, with several voicing an opinion that library needs should be prioritized.
 - *Response:* We'll discuss the potential inclusion of the Senior Center in the next meeting.

Item 3: Additional Context

Zoning and Parking Requirements

Becky Newton presented on zoning and parking requirements as outlined by the City of Lakewood. Her slides are included in the [presentation slide deck](#).

Committee Member Suggestion: Seely Lake City Campus

Committee Member Bob Warfield presented [Seely Lake City Campus](#) as a possible location option for the Downtown library. The total property sizes is 50 acres, some of which may require mitigation. If the idea is of interest to the Committee, it will be included as part of the conversation when analyzing options.

Presentation: Public Libraries: 21st Century Design and Access

PCLS Deputy Director of Public Services Connie Behe presented on how libraries are designed in the 21st Century. The presentation is included in the [overall meeting slide deck](#). It focused on equitable access to information and services; human-centered design to serve every body in the community; accessibility design in all facets of the library; and how design and trends affect the overall spaces, technology, programs, and partnerships within a library.

Presentation: BUILDINGWORK: Library as Place – Contemporary Trends in Public Library Design

BUILDINGWORK Principal Matt Aalfs, AIA, and Associate Principal Kate Weiland, AIA presented on themes in contemporary design. BUILDINGWORK is an on-call architecture firm to support PCLS, with expertise in new library construction and renovation. BUILDINGWORK previously conducted the [2021 Condition Assessment Report for Lakewood Library and Tillicum Library](#).

The presentation highlighted previous examples BUILDINGWORK has completed to illustrate contemporary library design. The presentation slides are included in the [meeting slide deck](#).

Comments / Questions

- What would you consider an optional size for Lakewood Library?
 - *Response:* That is a great item for our next meeting. We will think about ranges for appropriate square footage needs, parking, and site requirements.

Item 4: Next Steps

The project team will follow up to gauge the Committee's interest in a Tillicum Library tour, revise the Evaluation Framework based on feedback received today, provide additional clarity and discussion related to the Senior Center and other services, and provide a summary of the community engagement. All relevant materials will be posted and updated on the [project website](#).

BERK will follow up to schedule the upcoming three meetings. The next Advisory Work Group meeting will be in mid-September. It will focus on a presentation of findings from the community input and financial scenarios analysis.

Comments / Questions

- When scheduling upcoming meetings, please try to include different dates as well as different times.
 - *Response:* In scheduling, we are working to accommodate presenters' schedules as well, which may limit the options available. We will follow up and work to schedule all meetings so we can maintain momentum.
- Thank you for posting the various documents on the project website. It was a bit hard to find but the information was valuable!
- A request was made to include public comment within each CAC meeting.
 - *Response:* Thank you for that feedback. We are trying to balance expediency with careful time and consideration for the committee and the community. We will ask the Committee for input on the best ways to hear from the public at the next meeting.

The meeting ended at approximately 4:02pm.

MEMO



Date: September 8, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: Lakewood Interim Lease

We are continuing to work on a lease, and will update you during executive session at the Board meeting. At this time, we don't anticipate any action is needed.

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 (cont.)

MEMO



Date: September 7, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Selection of Library Materials Policy

In April 2022, Trustees received training on the concept of Intellectual Freedom which covered responsibilities under the First Amendment of the United States Constitution protecting citizen's right to express and receive speech/information. Over the course of the summer, a small working group consisting of myself, Deputy Director for Public Services, Collection Management Director, and our Manager of Executive Office Administration worked together to propose updates to the library's policy and updated all internal materials, forms, and procedures for handling any challenges to library materials. The policy was reviewed by legal counsel in August, but we requested to table the discussion as there were two areas we wanted a last-look at and needed an extra month.

This final proposed revision includes the following changes:

- Clarifying the role of the Board of Trustees.
- Grater specificity of selection criteria formerly expressed in administrative policies.
- Articulating an appeals process.
- Reordering and simplifying language to make it easier to read.

I encourage the Trustees to consider and discuss the formalization of an appeals process vs. the common practice in Washington State Public Libraries to offer members of the public who object to a decision to provide public comment to the Board.

If the Board is satisfied with the policy, it needs to be approved via motion:

Action: Move to approve the revised Board policy for the Selection of Library Materials with the amendments 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, t~~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~~ viewpoints 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~~ of the following characteristics may be considered when selecting library materials. ~~Materials selected need not contain each of the following:~~

- Literary or stylistic quality
- ~~Content~~Materials 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 Lawcourt having jurisdiction over the Pierce County. Library System.~~ Forms of expression that are not protected by Federal and State Constitution and as established by a court having jurisdiction over the Pierce County Library System will not knowingly be included in the Library's collection.

~~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. AnyNo additional labeling, sequestering or alteration of materials because of controversy related to them are will notwill 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 ~~r~~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. ~~s~~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 process does not consider individually passages. ~~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 ~~l~~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 selection 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 and September 2, 2022

Related Policy

Administrative Policy 92-04, Criteria for Library Materials Selection

Board Policy



Selection of Library Materials

Policy Statement

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The Library's physical and digital collections, protected by Federal and State Constitutions, are a marketplace of ideas, contained in varied and divergent materials and formats.

Policy

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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. The Library's collections will include as broad a selection as possible. Subjects will be covered in sufficient depth to meet anticipated and expressed needs.

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- 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
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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 and September 2, 2022**

Related Policy

Administrative Policy 92-04, Criteria for Library Materials Selection

Proposed

MEMO



Date: September 7, 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

The Board had its first review of the Public Art policy last month, and elected to consider it during the September board meeting for any edits, comments, or approval. The main focus of the edits were to add considerations with disposition and surplus. The policy is provided as attached.

If the Board is satisfied with the policy, it needs to approve it via motion:

Action: Move to approve the revised Board policy for Provision of Public Art in Pierce County Library System Buildings with the amendments as presented.

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

Board Policy



Provision of Public Art in Pierce County Library System Buildings

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**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**

MEMO



Date: September 7, 2022

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

From: Clifford Jo, Finance & Business Director

Subject: Review of Fiscal Management Policy

Last month we presented the Fiscal Management policy with minor revision to a reference for the Purchasing and Contracting policy from Administrative to Board, we are not recommending other content changes at this time. The policy is provided as attached.

If the Board is satisfied with the policy, a motion is needed to adopt the amendment.

Action: *Move to approve the revised Board policy for Fiscal Management with the amendments as presented.*

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

Officers Reports

MEMO



Date: September 2, 2022

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

From: Melinda Chesbro, Deputy Director of Operations

Subject: Fines and Fees update

At the January and February Board meetings we presented you with our goal of reducing economic barriers to access through the elimination of fines for overdue books and other materials, as well as fees for library services such as printing and faxing.

To recap from the February 1, 2022 memo on this topic:

When the pandemic started in 2020, the Library temporarily stopped collecting and charging fines and fees because of the limitations on money handling, and the economic impact fines have on lower income community members and those affected by the economic impacts of the pandemic. As the pandemic continued, the Library extended cash free service in 2021, and for 2022 did not budget fines or fees. The Library did not budget or charge fines for over two years.

During this time, we observed the impacts of being fine and fee-free. We have not seen a decrease in the rate of materials returned due to the elimination of fines. We are exploring other methods to achieve the same results and services with good stewardship. The use of non-economic measures to manage use of library services aligns with the Library's values, guiding principles, and its commitment to access, equity, and inclusion.

At that meeting, you confirmed that the Library should move ahead with an implementation plan that includes processes to ensure good stewardship and return of materials without the use of financial penalties. Trustees overwhelmingly agreed this action would benefit the community and ensure equitable access to library materials and align with the Library's guiding principles.

We intended to launch this project in the summer, after our new Executive Director had time to settle into her new position. However, other priorities have adjusted the schedule for several planned projects including this one. We also had several leadership vacancies, especially in Customer Experience, and the participation of these roles in this important project are vital to its success. We now hope to launch this project in early 2024.

MEMO



Date: August 25, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: August 2022 Primary Election Results

The August 2022 Primary Election in Pierce County included five ballot measures for four taxing districts, all focused on public health and safety. As is generally the case, each of these public health and safety majors past with significant voter approval.

Voters in the Town of Eatonville passed a replacement emergency medical services levy by nearly 80%, well above the needed simple majority of 50% +1 vote. Voters approved funding for the next six years.

Town of Eatonville - Proposition 1 – Replacement Emergency Medical Services Levy

Yes:	539	78.34%	APPROVED
No:	149	21.66%	
Total:	688	100.00%	

Voters in Central Pierce County passed two public health and safety levies at significant approval levels exceeding 70%. One major authorized an existing emergency medical services levy and the other supported an operational levy for six years. Central Pierce Fire & Rescue serves Frederickson, Midland, Parkland, Puyallup, South Hill, Spanaway, and Summit.

Central Pierce Fire & Rescue – Proposition 1 – Re-authorizing EMS Levy

Yes:	30,263	71.44%	APPROVED
No:	12,101	28.56%	
Total:	42,364	100.00%	

Central Pierce Fire & Rescue – Proposition 2 – Re-authorizing Fire Benefit Charge

Yes:	31,006	73.75%	APPROVED
No:	11,037	26.25%	
Total:	42,043	100.00%	

Also by a wide margin, voters in the southern part of the county passed a six-year levy lid lift for emergency medical services from South Pierce Fire & Rescue. In general, South Pierce fire and rescue serves Eatonville, Roy, and the unincorporated portion of the southeast part of the county.

South Pierce Fire & Rescue – Proposition 1 – Re-authorizing EMS Levy

Yes:	3,435	65.52%	APPROVED
No:	1,808	34.48%	
Total:	5,243	100.00%	

Voters in the Gig Harbor area approved a capital bond for \$80 million to build a fire training facility, replace one fire station, and renovate four fire stations, as well as make other capital improvements and acquisitions.

Fire Protection District No. 5 (Gig Harbor Fire & Medic One) – Proposition 1 – Bonds for Fire Stations and Training Facility

Approved:	12,933	66.1%	APPROVED
Rejected:	6,632	33.9%	
Total:	19,565	100.00%	

Of note, voter turnout for the primary election in Washington State and Pierce County was on par with recent years of primary elections in the state and county. The voter turnout remained low with fewer than 40% of registered voters participating in the Pierce County primary election, with 549,344 registered voters casting 199,819 ballots for a 36.37% turnout rate.

MEMO



Date: September 1, 2022

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

From: Jeffri Walters, Community Engagement Coordinator
Elly Krumwiede, Supervising Librarian Lakewood
Anna Shelton, Community Initiative Manager

Subject: Housing Help Pop-Ups Transitions to Legal Help Pop-Ups

Over the past year, the Library has partnered with Tacomaprobono and Pierce County Human Services to provide drop-in Housing Help clinics at library locations across the county. During a “Housing Help Pop-Up” event, people stop by their local library to get answers from experts to their legal questions and get help applying for rental and utility assistance programs. Over 600 residents at all Pierce County Libraries except Anderson Island and Bonney Lake (where we worked with the Sumner-Bonney Lake School District) have had the opportunity to attend. Attendees talked with Tacomaprobono about legal eviction help and applied for COVID-related housing assistance with Pierce County Human Services (PCHS) along with PCHS rental service providers-KWA, Mi Centro, LASA, Goodwill, and Associated Ministries. We have also been able to build on the relationship with LASA to help support Lakewood library services. Housing Help Pop-ups has been an important and successful way to advance the Library’s purpose of providing access to information.

Until a new rental assistance program begins in 2023, Pierce County Human Services is no longer accepting new applications for rental assistance. In order to keep up the momentum of this successful program and partnership, Housing Help Pop-Ups will now transition into Legal Help Pop-Ups. Starting in October Tacomaprobono will provide weekly drop-in information and assistance for basic legal questions related to landlord-tenant and family law including divorce, custody, child support at different library locations. Find a Legal Help Pop-Up event near you by searching the Library’s [events calendar](#).

On October 5, at the Tacoma Art Museum’s Pro Bono Night, Pierce County Library System will be awarded *Partner of the Year* for our Housing Help program partnership with Tacomaprobono. The Library is honored to receive this award, and pleased to have the opportunity to help connect Pierce County residents with vital resources and assistance provided by Tacomaprobono and Pierce County Human Services.

MEMO



Date: August 22, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Second Quarter Marketing Focus: Welcome (back) to Your Library

The Pierce County Library System's 2022 second quarter marketing and communications focus to welcome people (back) to their Pierce County Library – for the first time in a couple months/years – was a significant success! This campaign for the second quarter of 2022 was part of the Pierce County Library's 2022 Marketing and Communications Plan. The second quarter marketing and communications plan focused on Pierce County Libraries welcoming all people to visit and enjoy services and used the theme of the Library System as the heart of the community, with buildings set up to safely serve residents, and skilled staff to support learning and enjoyment. Following are the results from the focused marketing effort, which realized a tremendous influence on public awareness and substantial impact on the use of services.

Overall, the two-month campaign (May-June) was a remarkable success **with a 14% increase in visitors to libraries, and 1.7% increase in checkouts of books, movies and other materials**, in comparison to March and April 2022.

The Marketing and Communications Department employed a variety of marketing and communications tactics and channels to inform and engage audiences, including owned, earned, and paid channels:

- Posters
- Flyers
- Bookmarks
- Banners
- Website
- Video
- E-newsletter articles
- Community marketing (by Customer Experience)
- Social media marketing and advertising
- Bus ads
- Digital advertising
- Digital audio advertising
- Pandora advertising
- KNKX sponsorship advertising
- Spanish radio advertising
- Newspaper print and digital advertising
- Direct mail
- Incentives (enter to win an iPad thanks to a contribution from the Pierce County Library Foundation)
- And many other assets

Impacts and results

- **Campaign goal visits to libraries increase by 2%: Exceeded goal with a 14% increase** in visits with **196,825 visitors** in March and April 2022, and **224,549** in May and June 2022.

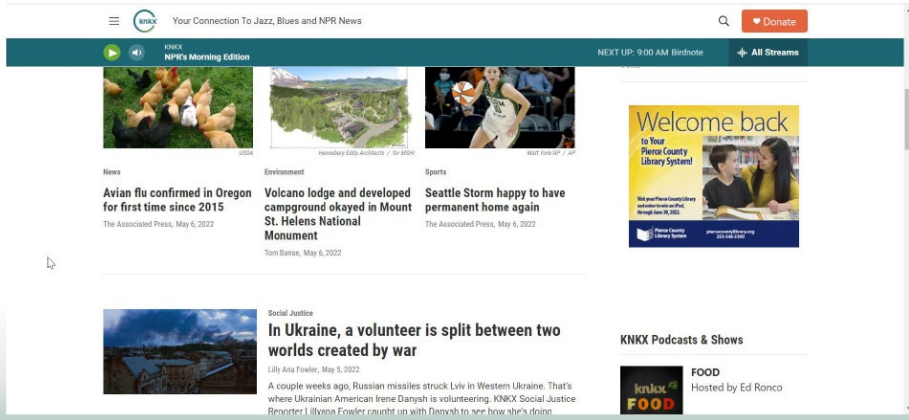
- **Campaign goal checkouts from libraries increase by 2%:** Did not meet goal, with **781,529** checkouts in March and April 2022, and **795,065** checkouts in May and June 2022 for an increase in 1.7% more checkouts.
- **Campaign goal 500 iPad drawing entries: Exceeded goal by 400% with 2,509 iPad drawing slips.** Winners were from Graham, Lakewood, and Sumner.
- **KNKX ads:** 90 paid radio spots; 35 in-kind radio spots. KNKX featured the Library System in its June sponsor spotlight, all delivering 53,870 impressions.
- **Pandora radio ads:** 450,843 impressions, with a reach of 87,653. 213 clicks, for a click through rate of 0.12%, **exceeding the industry standard** of .05%.
- **The News Tribune online ads:** 85,069 impressions with 45 clicks for a click thru rate of .05%, **meeting industry standard.**
- **The News Tribune digital audio ads:** 104,390 impressions with 88,431 audio completions for a completion rate of 87.26%.
- **Spanish Radio ads:** 130 spots on KZTM.
- **Spanish Radio digital ads** (ads ran on Le Radio De Seattle’s Facebook and Instagram pages): with a reach of 18,504 and 24,793 impressions for Facebook ads, and with a reach of 7,418 and 6,340 impressions for Instagram ads.
- **E-newsletter article engagement:** Two e-newsletter articles sent to an average of 60,641 recipients each time, **with an average open rate of 50%, exceeding the industry standard** of 25.17% and an average click through rate of 1.6%, which was below the industry standard of 2.79%.
- **Facebook and Instagram:**
 - Seven posts: 5.35% average engagement rate, **exceeding the industry standard** of 5.2%. Reached 33,715 people (4,816 average reach per post), and earned 1,803 total engagement (257.6 average engagement per post).
 - One Ad: 2.18% engagement rate, which is below the industry standard of 5.2%. Reach of 40,264, and 877 total engagement including 674 link clicks.
- **Twitter posts:** 5 posts, with a reach of 635 and an engagement of 20 for an average engagement rate of 3.1%, **exceeding industry standard** of 0.062%.
- **Direct mail** to all households in service area.
- **12 Bus ads:** 400,000 estimated impressions.
- **Community Marketing:** Customer Experience staff shared information at 119 locations.





Your Connection To Jazz, Blues and NPR News

Jazz 24



Email from one of the iPad drawing winners' parents' (featured above, left): "Ja-Vonte is super excited. He has not stopped smiling since the moment I let him know his name was picked in the drawing. Thank you Pierce County Libraries."

Lakewood iPad winner Ja-Vonte Smith

Sumner iPad winner Yujen Shrestha

Graham iPad winner Dennis Karyavyv

MEMO



Date: August 29, 2022

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

From: Mary Getchell, Marketing & Communications Director

Subject: Quarterly Marketing Focus: Online Books, Videos, and Magazines

As part of the Library System's 2022 Marketing and Communications plan, the fourth quarter marketing focus will feature online books, videos, and magazines in October and November. Building on the 2021 marketing effort for online e-books and audiobooks, staff from Collection Management, Communications and Customer Experience are creating focused marketing attention on online e-books, audiobooks, videos, and magazines. The two-month campaign will highlight the Library's Strategic Focus area for Enjoyment, to help people enjoy their free time.

The goals for this year's marketing focus on online books, videos, and magazines include:

- Engage audiences with the knowledge of the Library's online book, video, and magazine offerings.
- Strategically position Pierce County Library as a leader to inspire imagination, foster the love of reading, and discover new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

The Library System is employing a variety of marketing and communications tactics and channels to inform and engage audiences, including owned, earned, and paid channels from flyers and bookmarks, community marketing, social media marketing, and bus shelter partnership advertising, to digital advertising, and radio advertising including The News Tribune, digital, Pandora, KNKX, and Spanish radio. Themes include reducing stress, saving time, and finding joy.

The end-result of the 2021 campaign showed a substantial increase in the number of e-book and audiobook customers with a 9% increase and a significant gain in checkouts of nearly 9% when compared with months when the Library System was not conducting focused marketing of the service. The Library System's goal this year is to increase new e-book and audiobook customers by 2% as well as grow checkouts by 2% during this two-month campaign.

Strategy

Gold premium tactics: flyers for in library and community marketing, translate flyers into Spanish and Korean, bookmarks for in library and holds pick up items, posters, sandwich boards, public web homepage ad, Staff Web image, Polaris-generated email message, Facebook and Twitter posts, Facebook, Twitter, LinkedIn, YouTube covers, e-newsletter, library event script (introduction only), Google My Business profile for free, print advertising (TNT), digital advertising, KNKX advertising, Spanish radio, print advertising and digital (ParentMap), bus shelters, Facebook and Instagram advertising, banner in the Wowbrary e-newsletter (468x60 or 695x60), news item in Wowbrary e-newsletter, staff email tagline, community marketing in particular to reach asset limited households-nonprofit partners such as food banks, Sound Outreach, Goodwill, South Sound 2-1-1, United Way's Centers for Strong Families, low-income housing service providers, churches, laundry mats, public health clinics, etc., Fife/Milton/DuPont Library posters in windows, Peachjar, direct ask to partners and request their sharing information to partners such as Asia Pacific Cultural Center, Tacoma Urban League, Korean Women's Association, Centro Latino, Black Collective, etc.

The marketing plan calls for focusing marketing efforts on Enjoyment in the fourth quarter, with an emphasis on online books, videos, and magazines. The Pierce County Library System marketing and communications will reflect the following:

- Pierce County Library is a leader in inspiring imagination through an extensive and diverse collection, so people can discover outlets to offset the pressures of daily life, reduce stress, and relax.
- The Library is a leader in fostering the love of reading.
- The Library offers easy and free opportunities to discover new interests and pursue passions, so people can live balanced lives and find joy.
- The OverDrive website and Libby and Kanopy apps can serve as a one-stop shop for the entire family with a large variety of online books, videos, and magazines for all ages and interests.
- People can access online books, videos, and magazines on their TV, phone, laptop, tablet or other device.

Employ a variety of communications channels to inform and engage audiences. Use multiple marketing and communications tactics to engage audiences and feature individual(s) benefiting from the use and enjoyment of streaming video, e-books, magazines, and audiobooks.

Goals

- Engage audiences with the knowledge of the Library's online books, videos, and magazine offerings.
- Strategically position Pierce County Library as a leader in inspiring imagination, fostering the love of reading, and discovering new interests through an extensive and diverse choice of online books, videos, and magazines.
- Inform people how reading helps offset the pressures of daily life and helps reduce stress.
- Inspire excitement and build support for and use of these services.

Evaluation/Key Performance Indicators

- Plan implemented on time and on budget
- Social media engagement:
 - Reach: meet or exceed industry standard
 - Engaged: Goal: meet or exceed industry standard
- Marketing email open rate: meet or exceed industry standard
- Digital advertising: Goal meet or exceed industry standard for Click Through Rate (CTR)
- Inspire excitement and build support for and use of the Library's services.
- Online book/audiobook/video/magazine customer increase – Goal: 2% increase compared with October-November 2022
- Online book/audiobook/video/e-magazine checkout increase – Goal: 2% increase compared with October-November 2022

Activities and Tactics

Tactic	Lead Staff	Target Date
Prepare materials from 2021 campaign for 2022 campaign and provide to Mary Getchell, Lisa Oldoski, Kim Archer, and Amy Anderson for review: <ul style="list-style-type: none"> ▪ Posters: for stand-up displays and window acrylics ▪ Flyers for in-library, curbside bags, community marketing (translated into Spanish and Korean) ▪ Bookmarks for hold pickup items ▪ Public web homepage ad ▪ Staff Web image ▪ Express Check screenshot ▪ Express Check receipt messages ▪ Polaris-generated email message ▪ Print advertisements ▪ Digital ads ▪ Direct mail ▪ Email marketing message article ▪ Bus shelter ads 	Carol Sheehan (Heather to provide applicable copy changes for 2022)	Live October-November Copy ready for review Aug. 19 Copy reviewed by Mary Aug. 26 Copy reviewed by Lisa Oldoski, Kim Archer and Amy Anderson Sept. 2 Proofs from Carol Sept. 9 Proofs reviewed by Mary/Heather Sept. 13 Proofs reviewed by Lisa, Kim, and Amy Sept. 15 Final edits and copy editing Sept. 21 Printing/distribution Sept. 22-29

<ul style="list-style-type: none"> ▪ Pandora/radio ads ▪ Sandwich Boards 		
Prepare materials for 2022 campaign and provide: <ul style="list-style-type: none"> ▪ Facebook and Twitter posts ▪ Google My Business profile ▪ Event script (intro only) ▪ Update website to include streaming videos, and any applicable changes to Kanopy/OverDrive access ▪ Translate flyers for in-library, community marketing, and curbside bags into Spanish and Korean. 	Heather Hernandez Mary Getchell to review	Live Oct.-Nov. Copy ready for review Sept. 2 Mary reviews Sept. 2-9
<ul style="list-style-type: none"> ▪ Facebook/Twitter ads 	Nicole to post Heather/Carol create	Live Oct-Nov.
Data gathering from CM	Heather	Dec. 8 Compare Oct.-Nov. 2021 to Oct.-Nov. 2022 downloads/streaming, customers
Launch board memo	Heather/Mary	August 26 to Mary for September Board meeting
Cover to Cover article	Heather	Sept 23 and January 2023
Results board memo	Heather/Mary	Dec. 15 for Mary to finalize January board packet

Pierce County Library in the News

September 14, 2022

Pierce County Library in the News

- [Pierce County Library Board to discuss lease for temporary Lakewood Library](#) – Suburban Times
- [How to provide quality library services in Lakewood?](#) – Suburban Times
- [Library Board to discuss Lakewood Library, policies and other issues](#) – Suburban Times
- [Lakewood Libraries Community Survey](#) – Suburban Times (+ Spot On WA)
- [Lakewood Works To Address Library Closure](#) – Tacoma Weekly