

Regular Meeting of the Pierce County Library System Board of Trustees
October 12, 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
- **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@piercescountylibrary.org by 2:00 p.m. on October 12. Written comments must be provided 24 hours prior to the meeting.*

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

1. Approval of Minutes of September 14, 2022, Regular Meeting
2. Approval of Minutes of September 22, 2022, Special Meeting
3. Approval of September 2022 Payroll, Benefits and Vouchers

Routine Reports

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

Unfinished Business

1. Lakewood Library Building and Services Update, Gretchen Caserotti
 - a. Community Advisory Committee Status Report – Mary Getchell
 - b. Interim Library Status – Melinda Chesbro
2. 2023 Budget and Work Plan, Gretchen Caserotti
 - a. Preliminary Levy Certificate and Implicit Price Deflator – Cliff Jo
 - b. Organizational Priorities – Gretchen Caserotti

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.

New Business

1. 2023 Executive Director Salary Agreement – Chereé Green **[ACTION]**
2. Art Surplus – Bonney Lake Library Mural – Cliff Jo **[ACTION]**
3. Proposed 2023 Board Meeting Schedule – Gretchen Caserotti
4. Future Libraries Planning – Gretchen Caserotti
5. National Friends of the Library Proclamation – Jamilyn Penn

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

1. Summer Reading Program Results
2. Buckley Library Site Update
3. Bill and Melinda Gates Foundation Grant
4. L&I Update
5. Website Accessibility

Announcements

Adjournment [ACTION]

Consent Agenda

CALL TO ORDER

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

PUBLIC COMMENT

Puyallup resident, and staff member, Juli Powell and Lakewood resident Casey Crook provided comments regarding the Lakewood Library.

CONSENT AGENDA

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

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Executive Director Report – Executive Director Gretchen Caserotti commended the Staff Experience and Leadership Teams who participated in the recruitment efforts over the summer months. 748 applications were reviewed and 210 interviews were conducted.

Caserotti will share information on the leadership structure and reporting relationships with the Board in the near future once staff have been notified.

She reported the Lakewood Library building is being prepared for the winter season. Behind the scenes efforts are continuing, including community outreach, planning interim services with community partners and working to obtain a lease agreement for interim Library.

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation nearing the end of its 2022 annual goal commitment to the Library. The Foundation reported the trivia bee will be held on November 12, 2022, at the Foss Waterway Maritime Museum. The event has raised over \$20,000 in corporate sponsorships. Director Carrell commended Major Gifts Officer Christina Greene for her efforts in securing a \$1 million gift from a generous donor. Additional information will be shared in the future.

Trustees congratulated the Foundation team for their successful fundraising efforts. Trustee Penn encouraged the trustees to participate in the trivia bee this year.

Metrics Dashboard – Deputy Director Melinda Chesbro reported the Library is now approaching the time of year where current services can be compared to pre-COVID services allowing for a truer representation of monthly and year over year statistics.

July Financial Report – Finance and Business Director Cliff Jo reported interest rates are increasing, which indicates the Library’s return on investments will increase considerably. The report reflects expenditures being made due to work related to Lakewood, Sumner, Buckley and Bonney Lake libraries that had been on hold during the pandemic.

Director Jo noted the winning bidder for the Gig Harbor parking lot indicated their bid was under-quoted and asked to withdraw their proposal. The Library then selected the next lowest bidder and is still within the budget allocated for this project.

Public Services Report – Deputy Director Connie Behe reported study and meeting rooms are now open for staff and the public. In person in-building programs will be reinstated in October. The restriction to eat food in the libraries has been lifted. Behe praised Lakewood staff for their efforts to continue to provide services to its community despite the building closure.

Chair Penn asked how the Library plans on educating the community about the direction the state is going with regard to the lifting of the governor’s emergency orders. Behe noted the importance of providing information on pandemic safety but not enforcing behavior outside of the health department guidelines. She added contact tracing is not provided by the Library.

Director Caserotti noted the Library’s risk management committee monitors public health and safety issues.

UNFINISHED BUSINESS

Lakewood Library Building and Services Update – Deputy Director Behe shared and acknowledged the concerns of the staff and customers of the Lakewood Library. She noted the Library was focused on the critical safety issue and failed to communicate this to the public early enough. As a result, the Library recognizes it did not effectively cultivate relationships, causing distrust in the community. The Library is committed to sharing information with the public with as much notice as possible.

Behe reported the Library is tracking the feedback it is receiving and listening to the issues and values of the public and the Lakewood officials. She and Director Caserotti are committed to being more present in community events and civic group gatherings to listen and learn from the public what is of concern or needs clarity. They are also attending City Council meetings regularly.

Director Caserotti noted Library administrators meet weekly to review and compile commonalities and themes from the feedback received in an effort to understand and be more responsive to their concerns.

The Board expressed appreciation for the transparency around the building closure and the need to improve communications. Trustee Duncan expressed her willingness to assist in aiding the Library in its outreach efforts.

Current Library Services and Fall Plans – Deputy Director Behe reported on the work of the interim services team. Outreach continues to daycare and assisted living facilities. The City of Lakewood has agreed to allow the Library to hold programs in the Council chambers. Weekly story times will be held in various locations throughout the city and pop up libraries will be in place throughout the community. The bookmobile has been repaired and will provide access to the collection. A book drop will also be installed in a suitable location.

Behe shared her appreciation for the efforts of Library teams to divert as many resources as possible to continue to develop innovative ways to provide services to the residents of Lakewood.

Lakewood Library Buildings Advisory Committee – Marketing and Communications Director Mary Getchell reported the third advisory committee meeting will be held on September 16, 2022. At the meeting, the Library will provide financial information related to various building sizes and the City will share information relating to the possibilities of co-housing a senior/community center. The committee will also review responses to the survey that was issued in August asking for feedback about the direction of Library services and needs in the community. Over 2000 people had responded to that survey.

The committee is working on an evaluation matrix to aid in making their recommendations to the Board on November 17, 2022.

Lease Update – Finance and Business Director Cliff Jo reported the Library is still negotiating on a lease for the Lakewood Library.

EXECUTIVE SESSION

At 4:31 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters and a periodic personnel evaluation for approximately 30 minutes. Trustee Jenkins seconded the motion. Motion carried. The session was extended for 10 minutes and ended at 5:12 pm.

UNFINISHED BUSINESS (CONT.)

Policy Updates:

Selection of Library Materials

Trustee Patel noted she had been hearing about protests to books in libraries across the country and inquired how the Library would handle group pressure to remove an item. Caserotti noted the importance of a clearly understood and legally sound policy in such cases. Deputy Director Behe informed the Board that training is available for the Trustees to aid them in understanding their roles and responsibilities in response to materials challenges. De-escalation training is also being considered for staff who may also feel intimidated by the pressures imposed upon them in these matters.

When asked about the new appeals process clause in the policy, Director Caserotti noted the formalization of this step establishes the legal connection to collections and the perceived sense of authority of the Board in the checks and balance of governing bodies and executives in government process.

Caserotti noted the appeals process clearly states the Board's role is to examine whether staff followed the policy. She added this policy keeps the Library legally protected from exposure as well as honoring the public in the process.

Trustee Duncan noted this formalization of the appeals process demonstrates the Library's commitment to the public's feedback.

Trustee Jenkins moved to approve the revised Board policy for the Selection of Library Materials with the amendments as presented. Trustee Duncan seconded the motion and it was approved.

Provision of Public Art

Director Jo reported the policy was revised to release the Library of ownership and account for the disposal of public art, which was not addressed in the original policy. The new verbiage allows the Library to surplus art consistent with its surplus policy.

Director Caserotti noted the importance of adding this clause to the policy in preparation for any situations concerning public art disposition in the future as the Library plans for building updates.

Caserotti also noted one of the projects planned for 2023 is to conduct a comprehensive policy review process. She will provide more information at a future meeting.

Trustee Jenkins moved to approve the revised Board policy for Provision of Public Art in Pierce County Library System Buildings with the amendments as presented. Trustee Duncan seconded the motion and it was approved.

Fiscal Management

Trustee Duncan moved to approve the revised Board policy for Fiscal Management with the amendments as presented. Trustee Patel seconded the motion and it was approved.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:39 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – SEPTEMBER 22, 2022**



CALL TO ORDER

Vice Chair Pat Jenkins called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pat Jenkins, Neesha Patel, and Pam Duncan. Abby Sloan joined the meeting at 3:33 pm. Chair Jamilyn Penn joined at 3:35 pm. The meeting was conducted in person, with an option to attend virtually.

UNFINISHED BUSINESS

Lakewood Library Discussion – Executive Director Gretchen Caserotti reviewed the information presented in the board packet and solicited discussion from the Trustees.

Code Violation Notice Discussion - Executive Director Caserotti reported the Library is working to understand the recent letter received from the City of Lakewood by seeking counsel from attorneys and architects. Discussion ensued. Executive Director Caserotti acknowledged a sense of urgency around decision-making and the importance of ensuring safe buildings for staff and the public, noting that she will keep the Trustees informed as she learns more.

Condition Assessment and Cost-Estimate Reports Summary – Business and Compliance Director Cliff Jo noted the reports contain estimates put together by the Library’s consultants, and that costs would be refined depending on the recommendation of the Lakewood Library Buildings Community Advisory Committee and final decision from the Board of Trustees.

Trustees expressed appreciation for the transparent, expansive compilation of information. Trustees also noted the importance of ensuring culturally responsive communication and ensuring the public has an awareness of what the Library itself is aware of.

EXECUTIVE SESSION

At 4:11 pm, Trustee Duncan moved to recess to Executive Session, per RCW 42.30.110, to discuss property matters for approximately 20 minutes. Trustee Sloan seconded the motion. Motion carried. The session ended at 4:31 pm.

UNFINISHED BUSINESS (CONT.)

Approve Lease Documents for Temporary Lakewood Library

Trustee Sloan moved to authorize the Library to sign a lease agreement and all associated documents as required to execute said lease. Trustee Jenkins seconded the motion. Motion carried.

Executive Director Caserotti indicated this action initiates the beginning of a planning process, and that Library administration will have more information in the coming weeks.

ADJOURNMENT

The meeting was adjourned at 4:37 pm on motion by Trustee Jenkins seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10095 - 10102	9/6/2022 - 9/21/2022	\$ 6,372.03
Electronic Payments - Payroll & Acct Payable		9/6/2022	\$ 951,657.65
Electronic Payments - Payroll & Acct Payable		9/21/2022	\$ 957,386.88
Accounts Payable Warrants	703377 - 703507	9/2/2022 - 9/30/2022	\$ 1,527,538.30
Total:			<u>\$ 3,442,954.86</u>

As of 10.4.2022

ALL CHECKS

CHECK DATE FROM: 09/01/2022 TO: 09/30/2022

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1437	CAZARES, LESLEY	09/06/2022		10095	952.86
1435	VARGAS, ROCIO	09/06/2022	C	10096	1,588.75
1436	WHITE, JAMIE L	09/06/2022	C	10097	2,223.65
634	BIESTERFELD, JAMES	09/21/2022		10098	22.48
1376	BRADEN, LESLEY	09/21/2022		10099	16.60
1438	JOHNSON, KALIE D	09/21/2022		10100	1,540.57
1367	MCCRORY, RYAN H	09/21/2022		10101	24.97
1371	SMITH, AMBER	09/21/2022	C	10102	2.15
TOTAL CHECKS				8	6,372.03

** END OF REPORT - Generated by MEGAN TURNER **

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: 09/06/22 Payroll

Withdrawal Date: 9/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	80,737.90
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	62,520.10
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	62,520.10
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	588,905.98
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	8,965.71
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,798.21
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,433.96
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,094.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,185.24
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	500.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	(4.54)
Total Deposit						\$ 951,657.65

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/1/2022
 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: 09/21/22 Payroll

Withdrawal Date: 9/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	82,236.64
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	62,260.09
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	62,260.09
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	593,580.64
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	8,238.10
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,873.25
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,083.79
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	2,185.24
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	186.90
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,337.15
Total Deposit						\$ 957,386.88

Certification:

Stacy Karabotsos
 Signature (Department Designee)

9/19/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703377	09/02/2022	PRINTED	341	BAKER & TAYLOR	0.00	26,611.40	09/08/2022
703378	09/02/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	121.62	09/08/2022
703379	09/02/2022	PRINTED	638	CITY OF BUCKLEY	0.00	401.66	09/09/2022
703380	09/02/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	541.39	09/08/2022
703381	09/02/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	09/12/2022
703382	09/02/2022	PRINTED	2337	GEORGIA LOMAX CONSULTING	0.00	1,375.00	09/13/2022
703383	09/02/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	6,519.27	09/07/2022
703384	09/02/2022	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	798.00	09/09/2022
703385	09/02/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	402.43	09/12/2022
703386	09/02/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	438.90	09/09/2022
703387	09/02/2022	PRINTED	2378	KANOPY INC	0.00	20,000.00	09/07/2022
703388	09/02/2022	PRINTED	26	LINGO	0.00	113.79	09/08/2022
703389	09/02/2022	PRINTED	211	MIDWEST TAPE	0.00	2,398.27	09/12/2022
703390	09/02/2022	PRINTED	216	CITY OF MILTON	0.00	594.61	09/07/2022
703391	09/02/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.84	09/08/2022
703392	09/02/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	09/07/2022
703393	09/02/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	4,860.00	09/12/2022
703394	09/02/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,890.69	09/08/2022
703395	09/02/2022	PRINTED	61	RICOH USA INC	0.00	868.72	09/07/2022
703396	09/02/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	153.58	09/22/2022
703397	09/02/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,203.33	09/09/2022
703398	09/02/2022	PRINTED	579	TK ELEVATOR	0.00	1,058.75	09/09/2022
703399	09/02/2022	PRINTED	2015	WEX BANK	0.00	4,714.68	09/15/2022
703400	09/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,347.27	09/16/2022
703401	09/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,472.62	09/21/2022
703402	09/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	599.33	09/09/2022
703403	09/09/2022	PRINTED	2372	BCE ENGINEERS INC	0.00	423.00	09/14/2022
703404	09/09/2022	PRINTED	432	CITY OF BONNEY LAKE	0.00	282.97	09/13/2022
703405	09/09/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	159.98	09/15/2022
703406	09/09/2022	PRINTED	998	CINTAS CORPORATION	0.00	467.42	09/16/2022
703407	09/09/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	211.60	09/14/2022
703408	09/09/2022	PRINTED	1001	DATA QUEST LLC	0.00	521.65	09/20/2022
703409	09/09/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	866.40	09/28/2022
703410	09/09/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	149.82	09/15/2022
703411	09/09/2022	PRINTED	211	MIDWEST TAPE	0.00	12,841.98	09/15/2022
703412	09/09/2022	PRINTED	2380	NASH CONSULTING INC	0.00	1,170.00	09/15/2022
703413	09/09/2022	PRINTED	520	CITY OF ORTING	0.00	228.77	09/15/2022
703414	09/09/2022	PRINTED	522	OVERDRIVE INC	0.00	171,596.10	09/15/2022
703415	09/09/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	503.77	09/13/2022
703416	09/09/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	947.57	09/15/2022
703417	09/09/2022	PRINTED	61	RICOH USA INC	0.00	836.79	09/14/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703418	09/09/2022	PRINTED	61	RICOH USA INC	0.00	2,250.40	09/15/2022
703419	09/09/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	228.76	09/28/2022
703420	09/09/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	4,960.91	09/13/2022
703421	09/09/2022	PRINTED	1219	SONITROL PACIFIC	0.00	3,842.15	09/13/2022
703422	09/09/2022	PRINTED	2365	TEKS SERVICES INC	0.00	9,463.47	09/19/2022
703423	09/09/2022	PRINTED	605	US BANK	0.00	481,633.90	09/20/2022
703424	09/09/2022	PRINTED	811	WCP SOLUTIONS	0.00	1,354.63	09/13/2022
703425	09/13/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	249,524.11	09/21/2022
703426	09/16/2022	PRINTED	341	BAKER & TAYLOR	0.00	16,126.01	09/23/2022
703427	09/16/2022	PRINTED	2406	CHEVROLET BUICK GMC OF PUYALLUP INC	0.00	47,037.11	09/21/2022
703428	09/16/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.00	09/23/2022
703429	09/16/2022	PRINTED	1885	D'MARIO CARTER	500.00	0.00	
703430	09/16/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	750.00	09/27/2022
703431	09/16/2022	PRINTED	399	CITY OF FIFE	0.00	1,256.74	09/20/2022
703432	09/16/2022	PRINTED	446	CITY OF GIG HARBOR	0.00	783.13	09/21/2022
703433	09/16/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	1,333.92	09/20/2022
703434	09/16/2022	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	3,444.00	09/21/2022
703435	09/16/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	4,793.23	09/22/2022
703436	09/16/2022	PRINTED	2378	KANOPY INC	0.00	7,000.00	09/20/2022
703437	09/16/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	09/23/2022
703438	09/16/2022	PRINTED	2338	LIBRARY IDEAS LLC	0.00	293.62	09/26/2022
703439	09/16/2022	PRINTED	2403	MID-CONTINENT PUBLIC LIBRARY	12.59	0.00	
703440	09/16/2022	PRINTED	211	MIDWEST TAPE	0.00	12,270.17	09/22/2022
703441	09/16/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	840.00	09/26/2022
703442	09/16/2022	PRINTED	563	PIERCE COUNTY RECYCLING	0.00	298.32	09/27/2022
703443	09/16/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	09/20/2022
703444	09/16/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,221.45	09/23/2022
703445	09/16/2022	PRINTED	61	RICOH USA INC	0.00	115.96	09/21/2022
703446	09/16/2022	PRINTED	2404	SAN JUAN ISLAND LIBRARY	14.99	0.00	
703447	09/16/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	16.00	0.00	
703448	09/16/2022	PRINTED	2097	SENTINEL PEST CONTROL	526.60	0.00	
703449	09/16/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	4,874.92	09/20/2022
703450	09/16/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	09/21/2022
703451	09/16/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	100.98	09/22/2022
703452	09/16/2022	PRINTED	811	WCP SOLUTIONS	0.00	134.20	09/20/2022
703453	09/21/2022	PRINTED	313	AFLAC	3,728.08	0.00	
703454	09/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	174.00	09/30/2022
703455	09/21/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,472.62	09/29/2022
703456	09/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	599.33	09/23/2022
703457	09/23/2022	PRINTED	341	BAKER & TAYLOR	29,244.44	0.00	
703458	09/23/2022	PRINTED	1789	BARSNESS GROUP	19,810.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703459	09/23/2022	PRINTED	2412	LISA BELTON	5.00	0.00	
703460	09/23/2022	PRINTED	358	BERK CONSULTING INC	6,551.88	0.00	
703461	09/23/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	454.67	0.00	
703462	09/23/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	111.56	09/29/2022
703463	09/23/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	487.38	09/27/2022
703464	09/23/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	236.25	09/27/2022
703465	09/23/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	2,718.07	09/29/2022
703466	09/23/2022	PRINTED	707	INTRACOMMUNICATION NETWORK SYS	0.00	678.28	09/28/2022
703467	09/23/2022	PRINTED	1821	KNKX 88.5 FM	0.00	1,970.00	09/27/2022
703468	09/23/2022	PRINTED	2300	KPFF CONSULTING ENGINEERS	0.00	2,000.00	09/29/2022
703469	09/23/2022	PRINTED	211	MIDWEST TAPE	0.00	9,053.67	09/29/2022
703470	09/23/2022	PRINTED	227	MOUNTAIN MIST	0.00	34.67	09/28/2022
703471	09/23/2022	PRINTED	1081	NASIM & SONS INC	0.00	1,996.41	09/27/2022
703472	09/23/2022	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	1,000.00	09/30/2022
703473	09/23/2022	PRINTED	2243	GEODESIGN INC	0.00	9,749.01	09/29/2022
703474	09/23/2022	PRINTED	532	PANDORA MEDIA INC	0.00	2,201.35	09/28/2022
703475	09/23/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,256.30	09/27/2022
703476	09/23/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,536.54	09/28/2022
703477	09/23/2022	PRINTED	61	RICOH USA INC	0.00	2,205.82	09/29/2022
703478	09/23/2022	PRINTED	61	RICOH USA INC	0.00	1,188.87	09/28/2022
703479	09/23/2022	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	601.09	09/28/2022
703480	09/23/2022	PRINTED	2097	SENTINEL PEST CONTROL	460.18	0.00	
703481	09/23/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	3,181.27	09/27/2022
703482	09/23/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	640.00	09/29/2022
703483	09/23/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,663.96	09/28/2022
703484	09/23/2022	PRINTED	811	WCP SOLUTIONS	0.00	83.69	09/27/2022
703485	09/29/2022	PRINTED	2423	BETA - LAKEWOOD LLC	138,000.00	0.00	
703486	09/30/2022	PRINTED	341	BAKER & TAYLOR	29,254.92	0.00	
703487	09/30/2022	PRINTED	358	BERK CONSULTING INC	11,871.41	0.00	
703488	09/30/2022	PRINTED	633	BROOKDALE LUMBER INC	6,721.00	0.00	
703489	09/30/2022	PRINTED	642	BUILDINGWORK LLC	18,730.80	0.00	
703490	09/30/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	2,752.07	0.00	
703491	09/30/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	12,049.47	0.00	
703492	09/30/2022	PRINTED	482	HERMANSON COMPANY LLP	7,951.50	0.00	
703493	09/30/2022	PRINTED	703	INGRAM LIBRARY SERVICES	5,483.43	0.00	
703494	09/30/2022	PRINTED	704	INNOVATIVE INTERFACES INC	2,640.00	0.00	
703495	09/30/2022	PRINTED	1908	LAST MILE GEAR	554.40	0.00	
703496	09/30/2022	PRINTED	36	LOGIC INTEGRITY INC	1,520.00	0.00	
703497	09/30/2022	PRINTED	211	MIDWEST TAPE	9,175.58	0.00	
703498	09/30/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	1,560.00	0.00	
703499	09/30/2022	PRINTED	560	PIERCE COUNTY	500.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703500	09/30/2022	PRINTED	773	PUGET SOUND BUSINESS JOURNAL	80.00	0.00	
703501	09/30/2022	PRINTED	776	PUGET SOUND ENERGY	1,763.21	0.00	
703502	09/30/2022	PRINTED	782	XEROX CORPORATION	179.16	0.00	
703503	09/30/2022	PRINTED	61	RICOH USA INC	1,004.31	0.00	
703504	09/30/2022	PRINTED	2097	SENTINEL PEST CONTROL	459.90	0.00	
703505	09/30/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	12,019.41	0.00	
703506	09/30/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	590.97	0.00	
703507	09/30/2022	PRINTED	811	WCP SOLUTIONS	1,172.82	0.00	
					327,358.79	1,200,179.51	1,527,538.30

Routine Reports

MEMO



Date: October 4, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

The month of September went by very quickly as PCLS was “all hands on deck” in Lakewood. Hundreds of hours of administrative time was spent working on the negotiating the lease, addressing issues with staff at City Hall regarding the tarps, furthering the work of the Community Advisory Committee, and preparing to implement the hard work Public Services has put into planning for expanded programs and services in the community this fall. We will provide updates to all things Lakewood during the meeting.

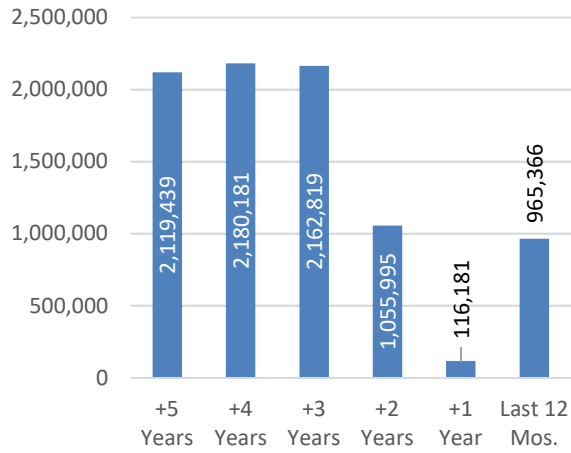
In September, we hosted Open Houses in a few branches around the county with a few more still to come later this fall. These casual events were a great way for me to connect directly with library users to listen to them share their feedback about the library. So far, I’m hearing a desire for the return of in person programming for all ages, but I heard a strong desire for active adult programming from the folks attending.

My calendar remains full heading into October with numerous meetings scheduled around the county meeting with community partners and elected officials.

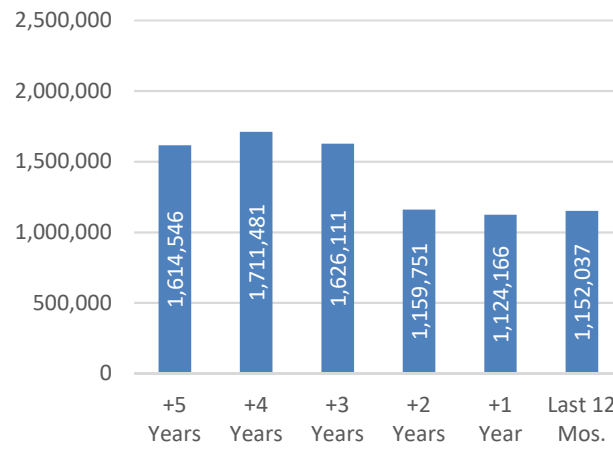
Internally, we continue to develop the 2023 budget and workplan and look forward to discussing them both with the Trustees.

Customers / Visits - August 2022

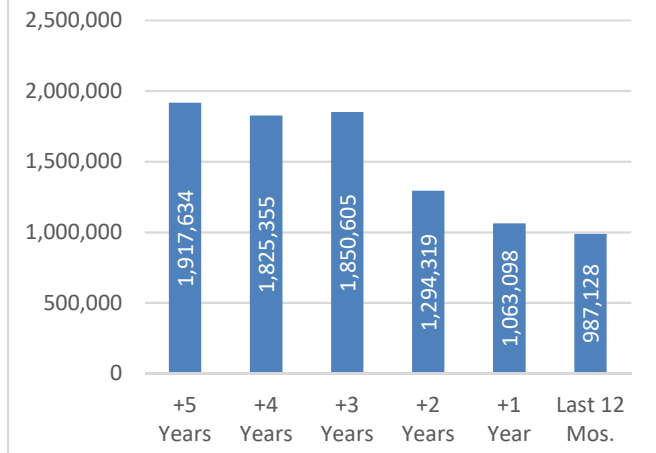
Branch Visits



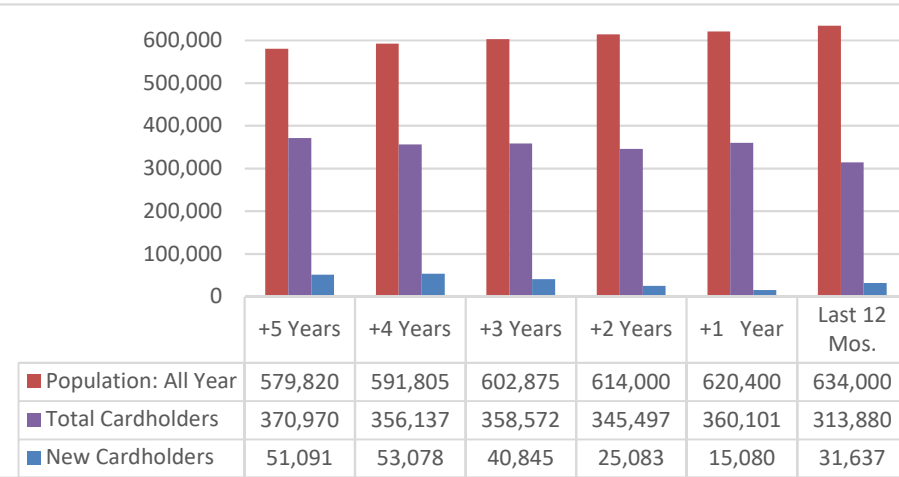
Catalog Visits



Website Visits



PCLS Cardholder Statistics



August and Rolling 12-Month Comparison

	August 2022	August 2021	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	98,594	64,048	53.9%	965,366	116,181	730.9%
Catalog Visits	94,451	91,191	3.6%	1,152,037	1,124,166	2.5%
Public Website Visits	79,164	84,224	-6.0%	987,128	1,063,098	-7.1%

Technology

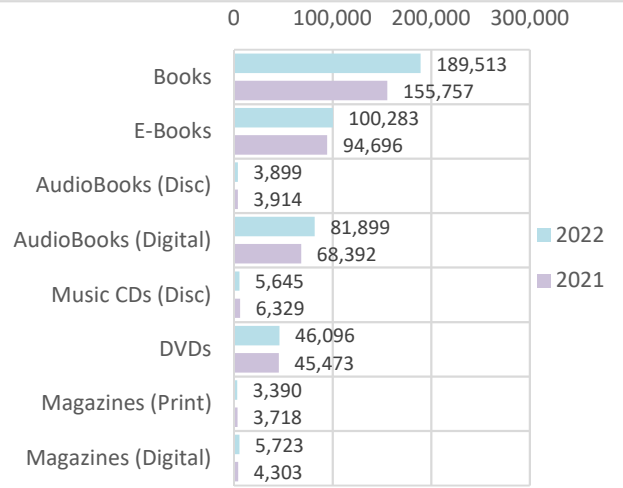
	August 2022	August 2021	% Change Aug. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	12,152	5,737	111.8%	107,981	9,344	1055.6%
Wi-Fi Sessions	52,901	37,707	40.3%	602,650	302,260	99.4%

Public Spaces Usage

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

Collection Use - August 2022

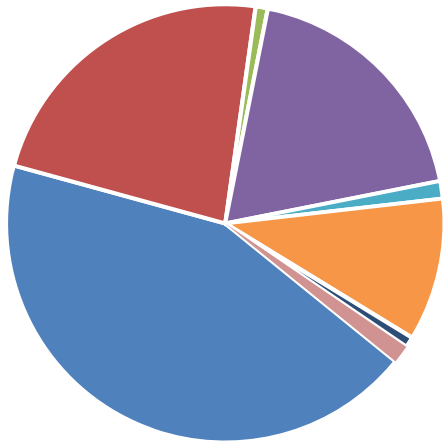
August 2022 vs August 2021 Checkouts



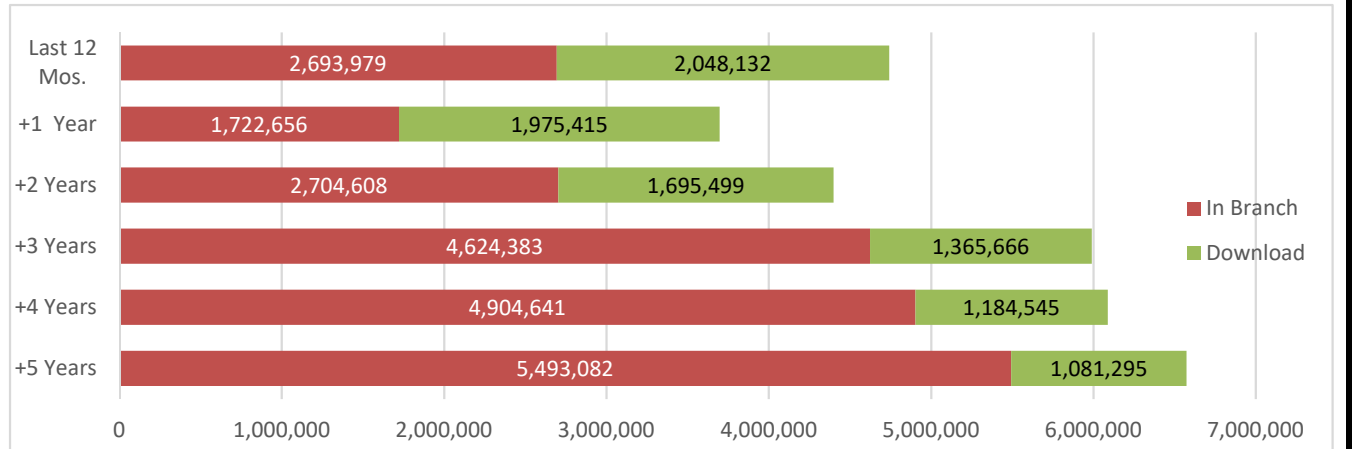
Data Table

Categories	July 2022	August 2022	August 2021	% Change of Aug. Year Over Year	% of Total Aug. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	182,780	189,513	155,757	21.67%	43.42%	2,004,439	1,351,368	48.33%
E-Books	99,936	100,283	94,696	5.90%	22.98%	1,132,042	1,137,191	-0.45%
AudioBooks (Disc)	3,673	3,899	3,914	-0.38%	0.89%	44,357	38,630	14.83%
AudioBooks (Digital)	78,839	81,899	68,392	19.75%	18.76%	866,264	758,256	14.24%
Music CDs (Disc)	5,624	5,645	6,329	-10.81%	1.29%	70,114	52,054	34.69%
DVDs	45,014	46,096	45,473	1.37%	10.56%	567,284	363,564	56.03%
Magazines (Print)	3,290	3,390	3,718	-8.82%	0.78%	36,707	10,562	247.54%
Magazines (Digital)	5,672	5,723	4,303	33.00%	1.31%	70,340	82,050	-14.27%
Totals:	424,828	436,448	382,582	14.08%	100.00%	4,791,547	3,793,675	26.30%

Checkouts By Format - August 2022



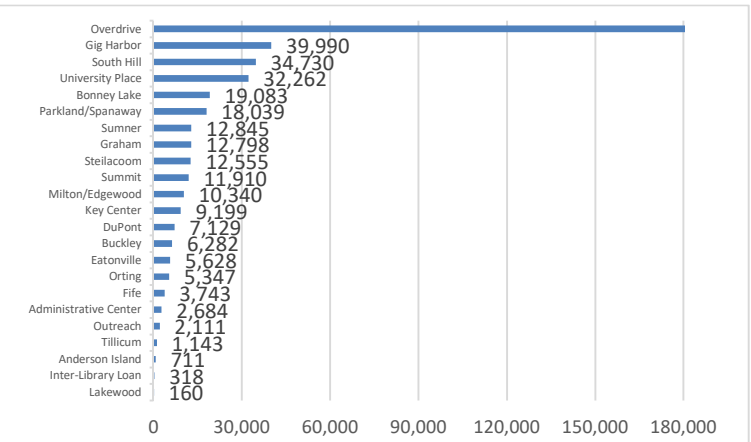
Collection Checkouts



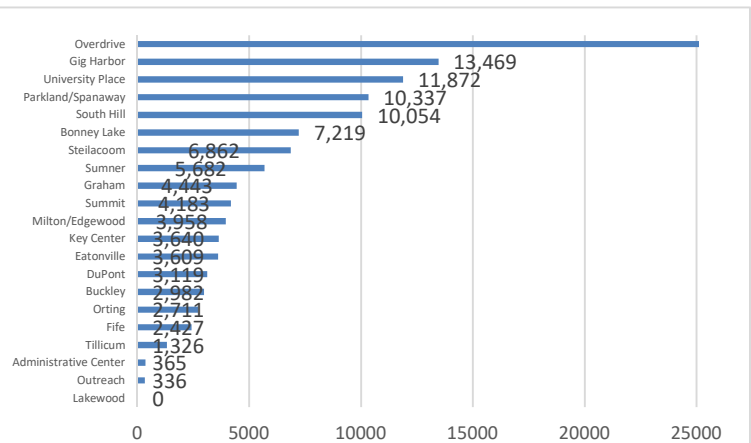
Activity - August 2022

Location	Checkouts				Visitors			
	August 2022	Last 12 Mo.	+1 Year	% Change	August 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,684	27,819	29,160	-4.6%	365	2,230	261	754.4%
Anderson Island	711	4,963	4,658	6.5%	No Door Counter for Anderson Island			
Bonney Lake	19,083	106,741	113,145	-5.7%	7,219	60,981	7,943	667.7%
Buckley	6,282	71,818	39,276	82.9%	2,982	28,712	4,206	582.6%
DuPont	7,129	74,744	60,472	23.6%	3,119	26,665	4,783	457.5%
Eatonville	5,628	63,611	38,553	65.0%	3,609	31,677	4,721	571.0%
Fife	3,743	35,123	25,667	36.8%	2,427	18,772	1,841	919.7%
Gig Harbor	39,990	442,898	301,046	47.1%	13,469	117,282	14,764	694.4%
Graham	12,798	139,687	91,207	53.2%	4,443	41,756	6,031	592.4%
Inter-Library Loan	318	3,071	3,063	0.3%	No "visitors" for Inter-Library Loan			
Key Center	9,199	98,462	66,443	48.2%	3,640	33,910	5,000	578.2%
Lakewood	160	171,444	132,331	29.6%	0	85,437	10,533	711.1%
Milton / Edgewood	10,340	99,890	66,619	49.9%	3,958	37,621	4,560	725.0%
Orting	5,347	58,292	38,111	53.0%	2,711	26,573	2,200	1107.9%
Overdrive	182,182	1,998,306	1,895,447	5.4%	27,467	307,430	283,484	8.4%
Outreach	2,111	24,791	19,277	28.6%	336	3,704	534	593.6%
Parkland / Spanaway	18,039	189,992	103,528	83.5%	10,337	111,629	11,071	908.3%
South Hill	34,730	345,785	207,748	66.4%	10,054	83,860	9,277	804.0%
Steilacoom	12,555	94,339	57,104	65.2%	6,862	59,819	6,010	895.3%
Summit	11,910	130,841	99,910	31.0%	4,183	36,460	4,318	744.4%
Sumner	12,845	140,668	102,291	37.5%	5,682	48,980	5,741	753.2%
Tillicum	1,143	11,474	8,634	32.9%	1,326	12,926	1,303	892.0%
University Place	32,262	313,528	208,729	50.2%	11,872	96,372	11,084	769.5%
Total	431,189	4,648,287	3,712,419	25.2%	126,061	1,272,796	399,665	218.5%

August Checkouts



August Visitors



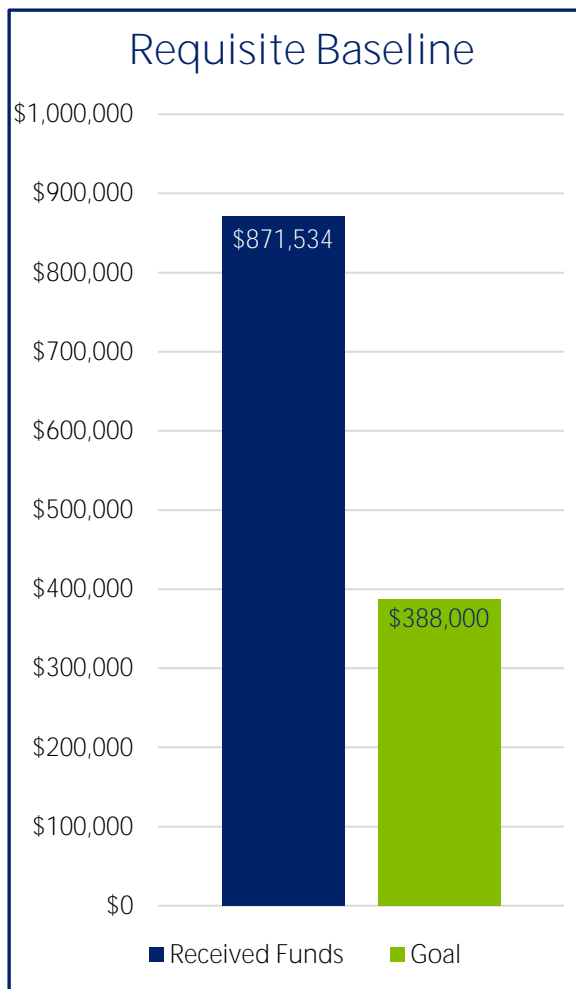
Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19	MIL	8/10/2022	8/10/2022	1 day	Power outage
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					

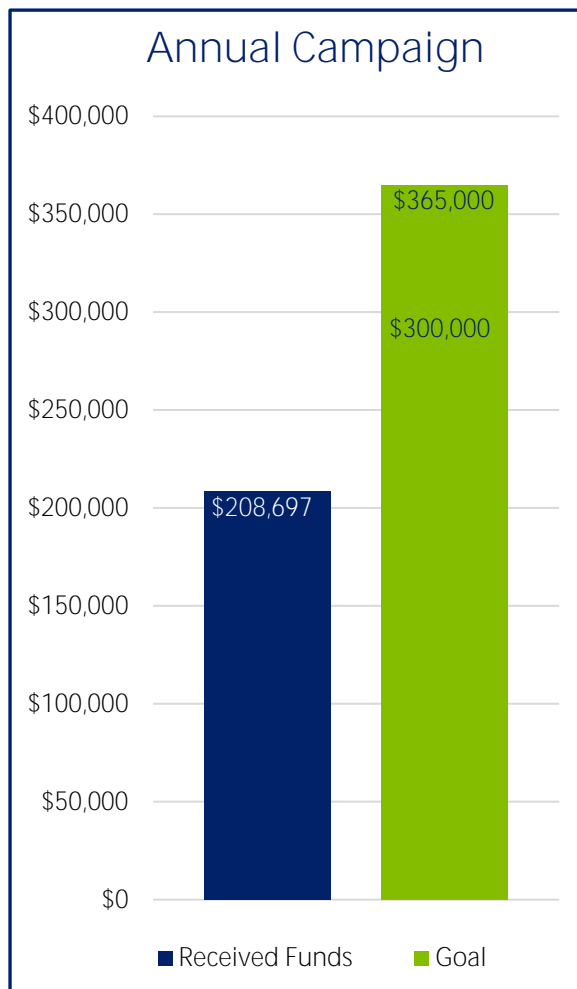
Visitors: August 2022 counts are included in the Last 12 Mo. count for the branch locations.



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

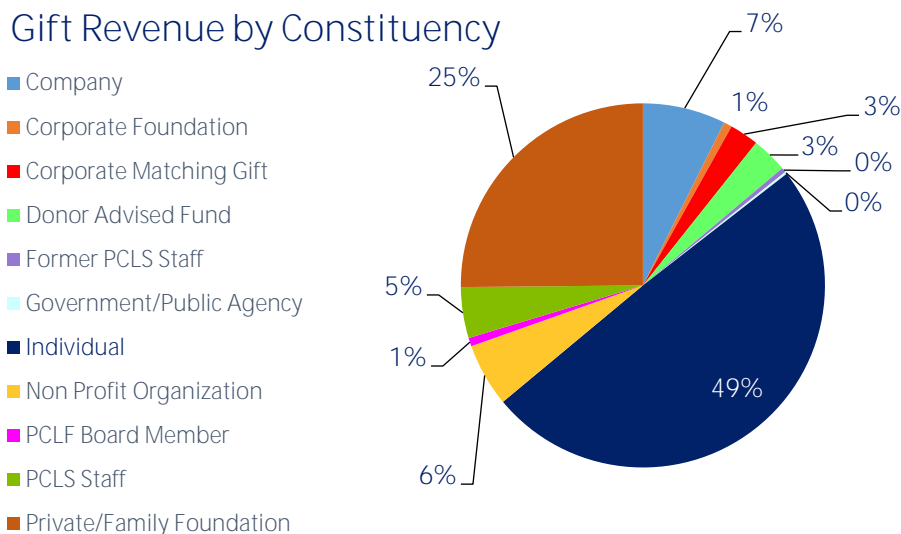
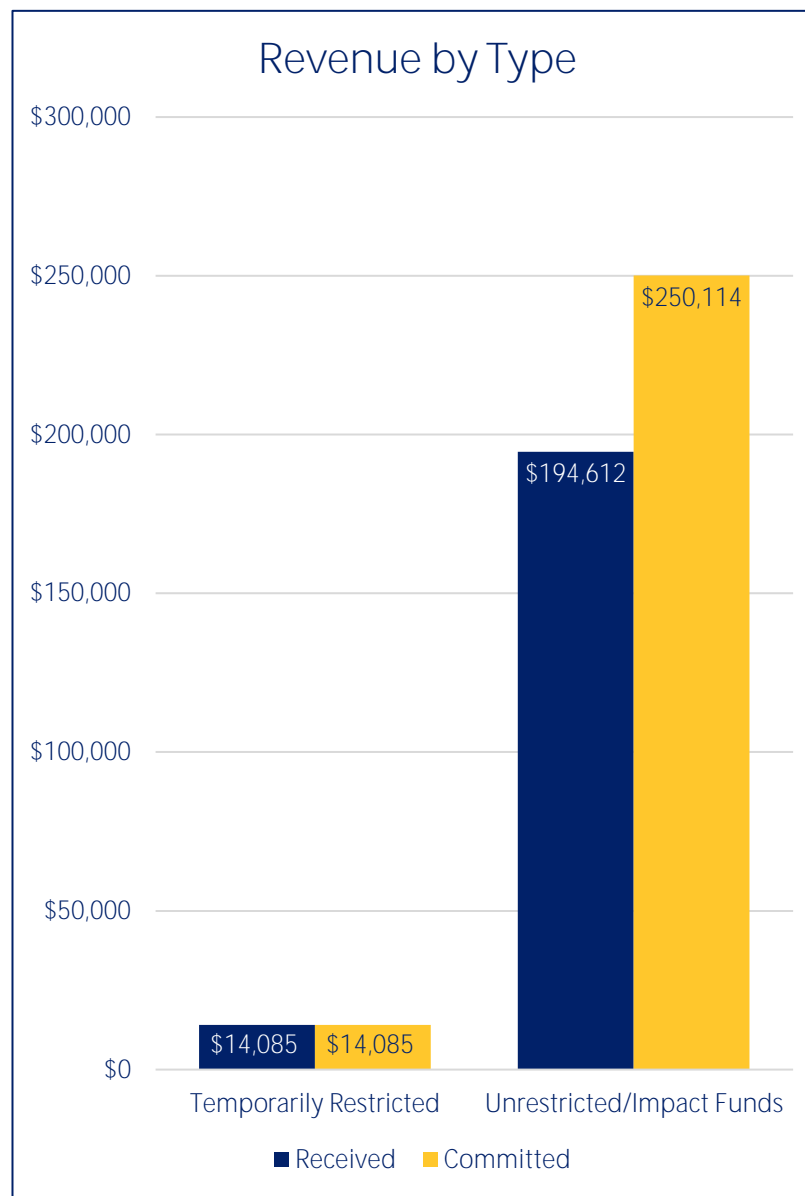
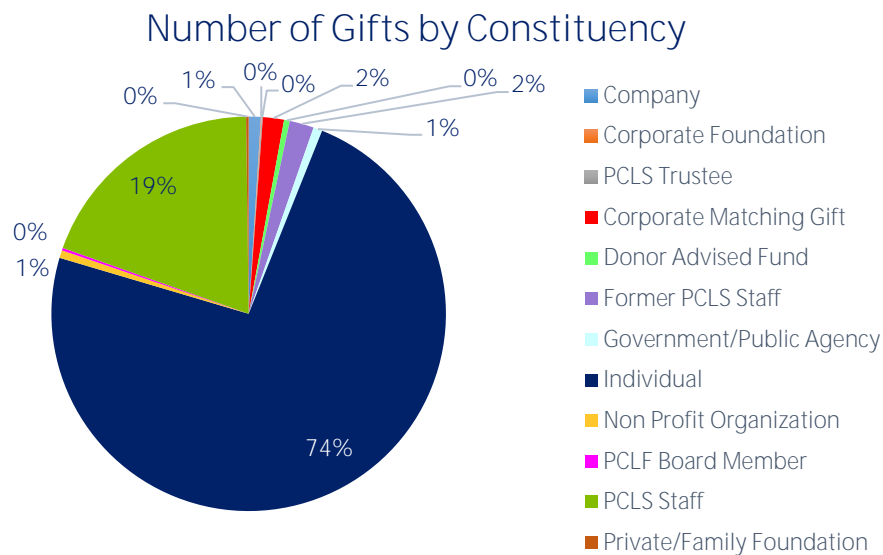


Goal = Impact Commitment (\$300,000) +
Foundation budget (\$65,000)



Goal = to achieve by 12/31/2023

Annual Campaign Statistics



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
526	43.83%	\$127,408.00	38.28%	674	\$130,083.00

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%	\$8,492	34.93%	126	\$14,012.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
129	4.51%	\$76,401	208.16%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
163	11.00%	\$12,412	19.10%

Updates

What's going well

- Planned Giving efforts: secured \$1,000,000 bequest
- Grants: secured \$100,000 operating support grant from Bill & Melinda Gates Foundation
- Trivia BEE sponsorship

Areas to capitalize on

- PCLS partnership to promote National Estate Planning Awareness Week

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

Monthly Financial Reports

August 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

August

- **36998. E-rate reimbursement for 2022 Q1 was received (second of two).**
- **54100. Includes significant rental costs for carts to help with Lakewood clear out.**
- **54800. Includes significant plumbing repairs at Parkland/Spanaway Library.**

April - 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.
- 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

August

- **54120. Payment to Geodesign/NV2 for monitoring at new Sumner property.**
- **54160. Architectural services for both Lakewood and Sumner libraries.**
- **56430. Includes another round of posting P-card purchases for computer equipment.**

April - 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.
- 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 - August

- No activity.

Election Fund

January - August

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January - August

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

January - August

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January - August

- 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 -	- 0 -
April 2022	335,110.90	335,110.90	- 0 -	- 0 -
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	169,768.32	167,019.37	1,692.00	1,056.95
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 2,552,692.38	\$ 2,544,753.32	\$ 7,467.32	\$ 471.74

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
August 31, 2022

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 10,484,145	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,521,122	\$ 12,005,667
Investments	\$ 9,882,917	\$ -	\$ 11,186,535	\$ 1,124,818	\$ 3,389,868	\$ 89,058	\$ 4,267,037	\$ 29,940,232
Accrued Interest on Investments	\$ 3,577	\$ -	\$ 148	\$ (346)	\$ (1,023)	\$ 7	\$ (1,930)	\$ 433
Total Current Assets	\$ 20,370,638	\$ -	\$ 11,186,783	\$ 1,124,572	\$ 3,388,945	\$ 89,164	\$ 5,786,229	\$ 41,946,332
TOTAL ASSETS	\$ 20,370,638	\$ -	\$ 11,186,783	\$ 1,124,572	\$ 3,388,945	\$ 89,164	\$ 5,786,229	\$ 41,946,332
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 534
Payroll Payable	\$ (359)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (359)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174
TOTAL LIABILITIES	\$ 174	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174
FUND BALANCE								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside		\$ -	\$ -	\$ 1,021,347	\$ -			\$ 1,021,347
Land/Property/Facility Set-Aside		\$ -	\$ -	\$ -	\$ 3,019,930			\$ 3,019,930
Unreserved Fund Balance	\$ 10,929,356	\$ -	\$ 11,186,783	\$ 103,225	\$ 369,015	\$ 89,164	\$ 4,880,602	\$ 27,558,146
TOTAL FUND BALANCE	\$ 10,929,356	\$ -	\$ 11,186,783	\$ 1,124,572	\$ 3,388,945	\$ 89,164	\$ 4,880,602	\$ 31,599,422
TOTAL LIABILITIES & FUND BALANCE	\$ 10,929,531	\$ -	\$ 11,186,783	\$ 1,124,572	\$ 3,388,945	\$ 89,164	\$ 4,880,602	\$ 31,599,597
BEGINNING FUND BALANCE, 01/01/21								
	\$ 10,530,099	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,750,863
YTD Revenue	\$ 24,669,824	\$ -	\$ 59,815	\$ 6,014	\$ 18,124	\$ 454	\$ 25,052	\$ 24,779,284
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (24,270,567)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (660,157)	\$ (24,930,724)
ENDING FUND BALANCE, 08/31/22	\$ 10,929,356	\$ -	\$ 11,186,783	\$ 1,124,572	\$ 3,388,945	\$ 89,164	\$ 4,880,602	\$ 31,599,422
TAXES RECEIVABLE	\$ 19,868,561	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,868,561

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

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of August 31, 2022**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	9/30/2021	10/31/2021	11/30/2021	12/31/2021	1/31/2022	2/28/2022	3/31/2022	4/30/2022	5/31/2022	6/30/2022	7/31/2022	8/31/2022	8/31/2022
ASSETS													
Current Assets													
Cash	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 1,153,585	\$ 2,165,105	\$ 17,304,332	\$ 4,088,315	\$ 624,285	\$ 10,021,029	\$ 10,484,145	\$ 10,484,145
Investments	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219	\$ 871,292	\$ 14,721,292	\$ 15,492,423	\$ 12,961,603	\$ 9,882,917	\$ 9,882,917
Accrued Interest on Investments	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,577
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 22,986,284	\$ 20,370,638	\$ 20,370,638
TOTAL ASSETS	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 22,986,284	\$ 20,370,638	\$ 20,370,638
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296	\$ (31)	\$ 534	\$ 534
Payroll Payable	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)
Total Current Liabilities	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 174
TOTAL LIABILITIES	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 174
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,545,566	\$ 10,929,356	\$ 10,929,356
TOTAL FUND BALANCE	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,545,566	\$ 10,929,356	\$ 10,929,356
TOTAL LIABILITIES & FUND BALANCE	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 13,545,176	\$ 10,929,531	\$ 10,929,531
PROPERTY TAXES RECEIVABLE	\$ 18,384,256	\$ 3,570,533	\$ 917,725	\$ 709,292	\$ 43,677,382	\$ 42,950,149	\$ 40,900,205	\$ 23,852,374	\$ 20,427,400	\$ 20,210,428	\$ 20,073,192	\$ 19,868,561	\$ 19,868,561

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

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending August 31, 2022**



GENERAL FUND - 01	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,644,200	\$ 24,124,311	\$ -	\$ 17,519,889	58%
Other Revenue	\$ 1,109,500	\$ 545,513	\$ -	\$ 563,987	49%
TOTAL REVENUE	\$ 42,753,700	\$ 24,669,824	\$ -	\$ 18,083,876	58%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 17,925,597	\$ -	\$ 10,993,803	62%
Materials	\$ 4,307,500	\$ 2,197,721	\$ -	\$ 2,109,779	51%
Maintenance and Operations	\$ 7,253,600	\$ 4,147,249	\$ -	\$ 3,106,351	57%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
TOTAL EXPENDITURES	\$ 42,753,700	\$ 24,270,567	\$ -	\$ 18,483,133	57%
Excess/(Deficit)		\$ 399,257			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 399,257			

CAPITAL IMPROVEMENT PROJECTS FUND - 30	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 2,590,000	\$ -	\$ -	\$ 2,590,000	0%
Transfers In	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000	0%
Other Revenue	\$ -	\$ 25,052	\$ -	\$ (25,052)	-
TOTAL REVENUE	\$ 3,690,000	\$ 25,052	\$ -	\$ 3,664,948	1%
EXPENDITURES					
Capital Improvement Projects	\$ 3,690,000	\$ 660,157	\$ -	\$ 3,029,843	18%
TOTAL EXPENDITURES	\$ 3,690,000	\$ 660,157	\$ -	\$ 3,029,843	18%
Excess/(Deficit)		\$ (635,105)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (635,105)			

DEBT SERVICE FUND - 20	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 454	\$ -	\$ (454)	-
TOTAL REVENUE	\$ -	\$ 454	\$ -	\$ (454)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 454			

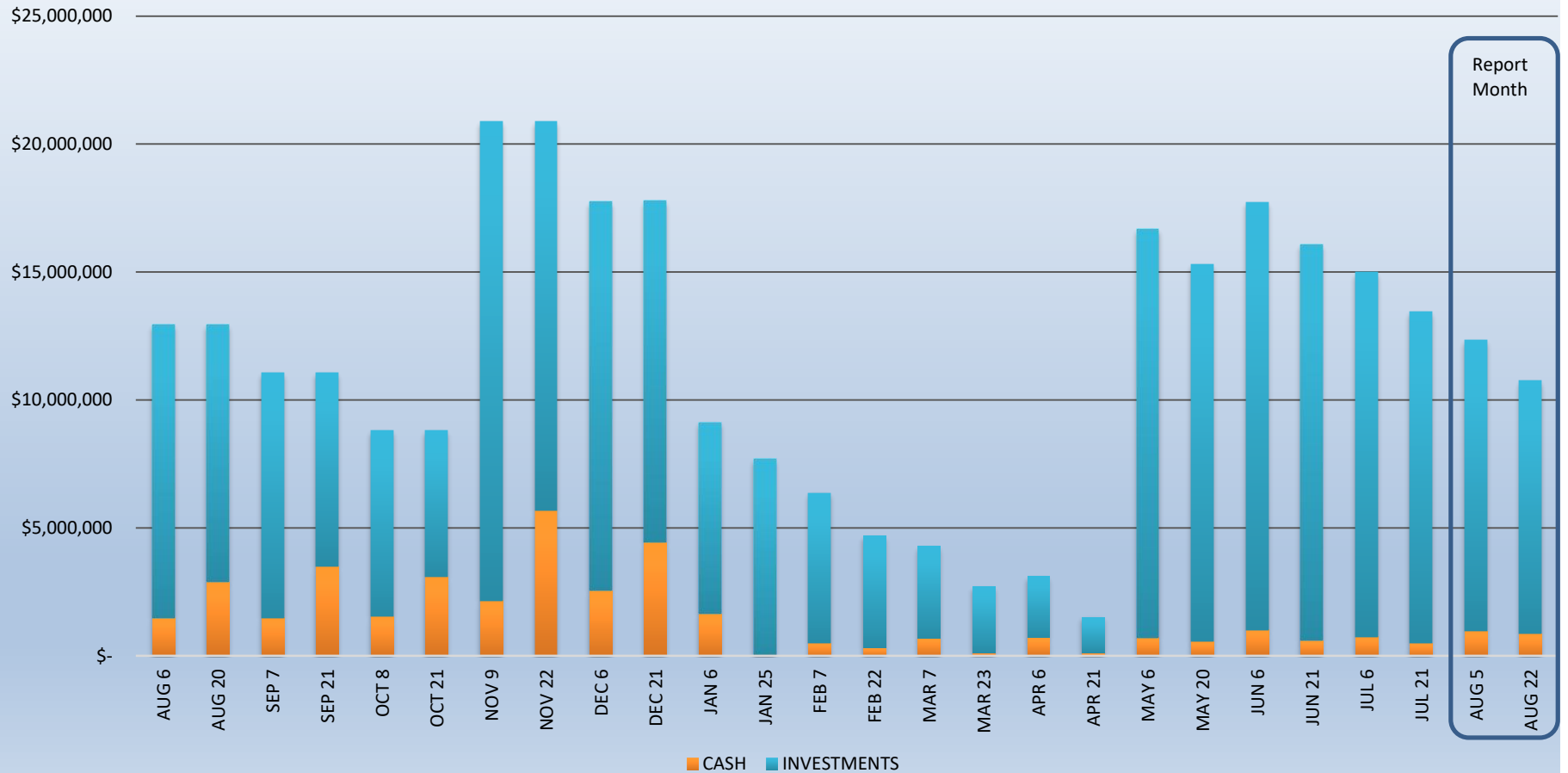
SPECIAL PURPOSE FUND - 15	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs &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

LEVY SUSTAINABILITY FUND - 16	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 59,815	\$ -	\$ (59,815)	-
TOTAL REVENUE	\$ -	\$ 59,815	\$ -	\$ (59,815)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 59,815			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 59,815			

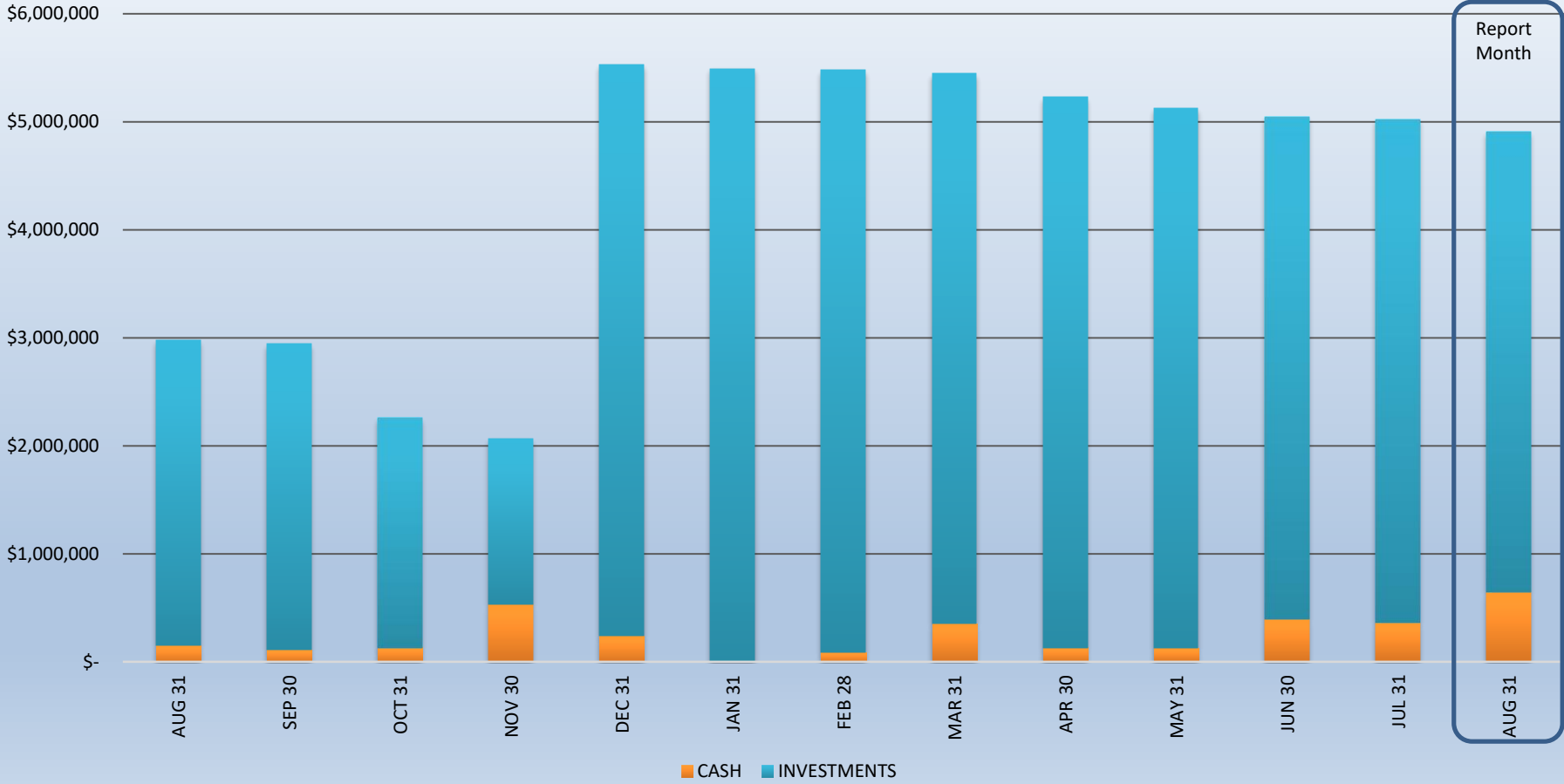
ELECTION FUND - 17	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 6,014	\$ -	\$ (6,014)	-
TOTAL REVENUE	\$ -	\$ 6,014	\$ -	\$ (6,014)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 6,014			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 6,014			

PROPERTY AND FACILITY FUND - 18	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 18,124	\$ -	\$ (18,124)	-
TOTAL REVENUE	\$ -	\$ 18,124	\$ -	\$ (18,124)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 18,124			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 18,124			

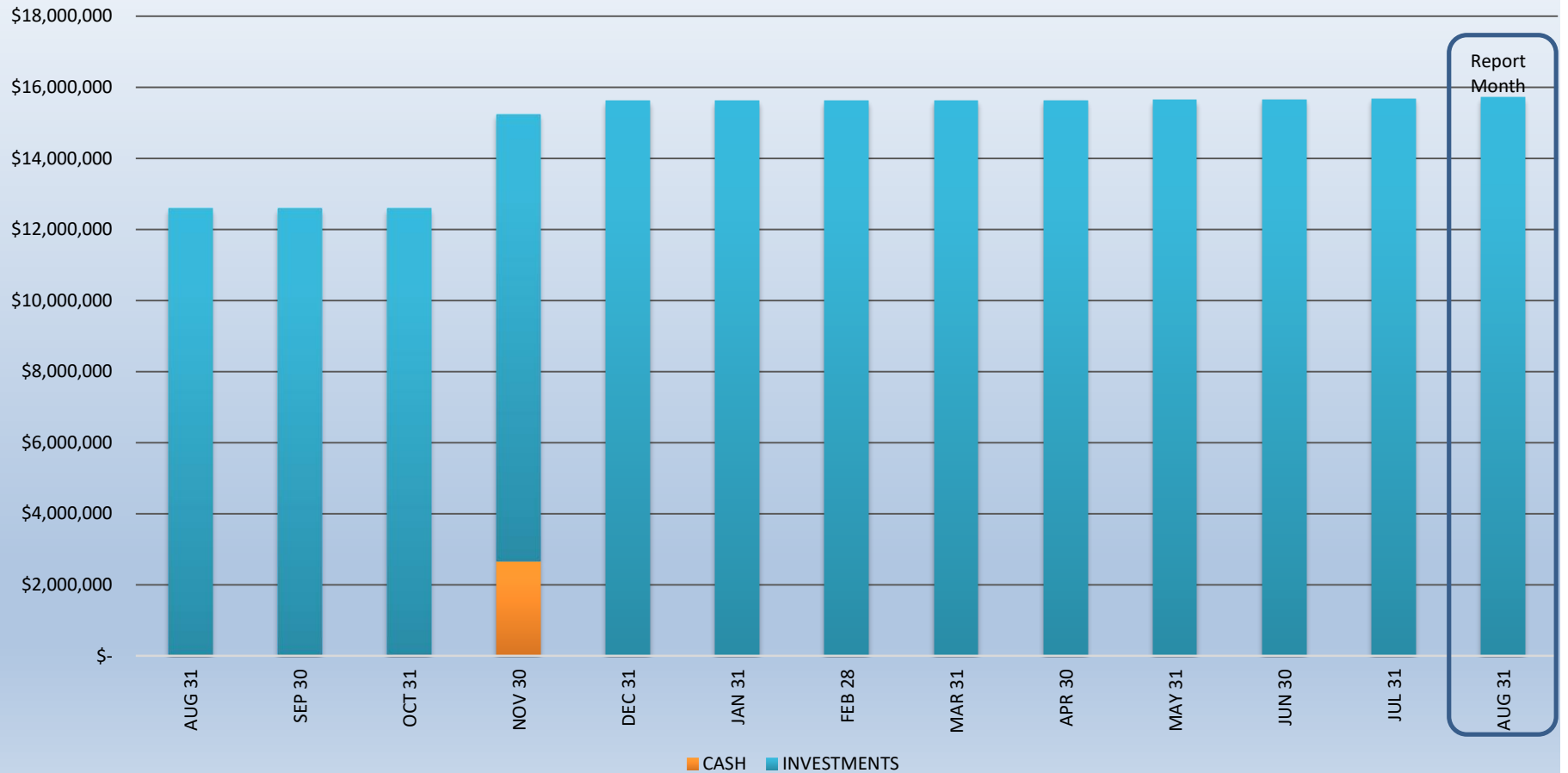
CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -



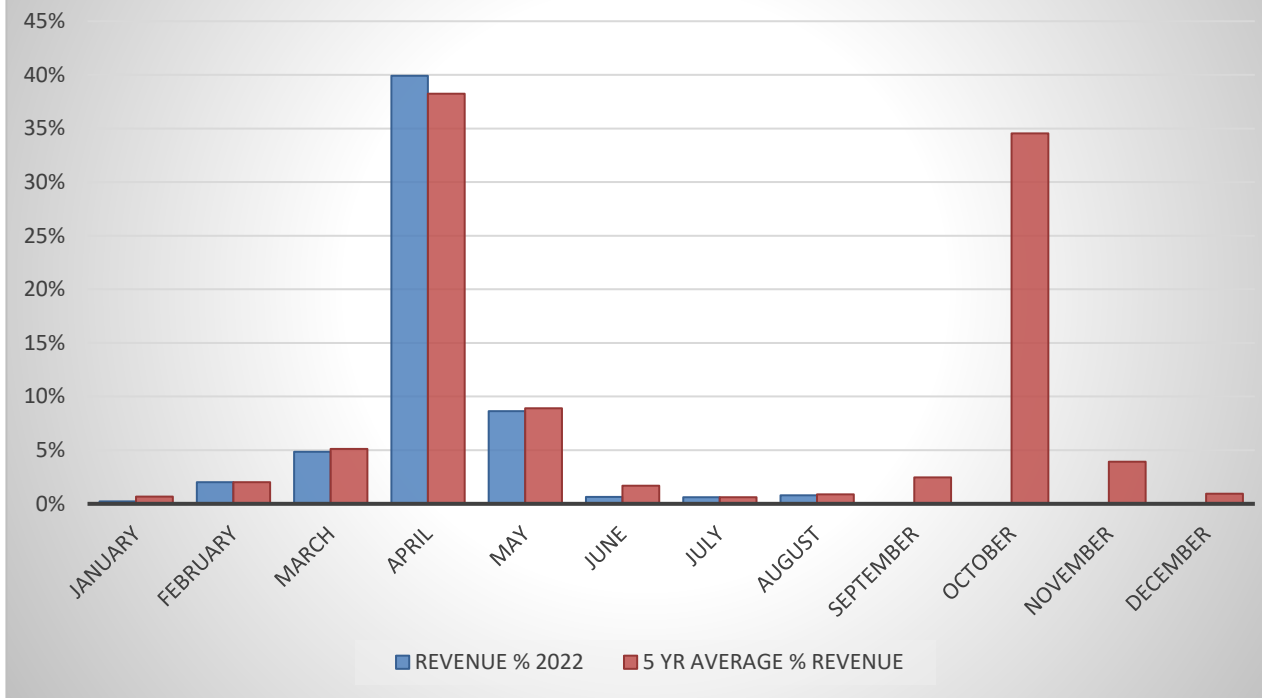
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



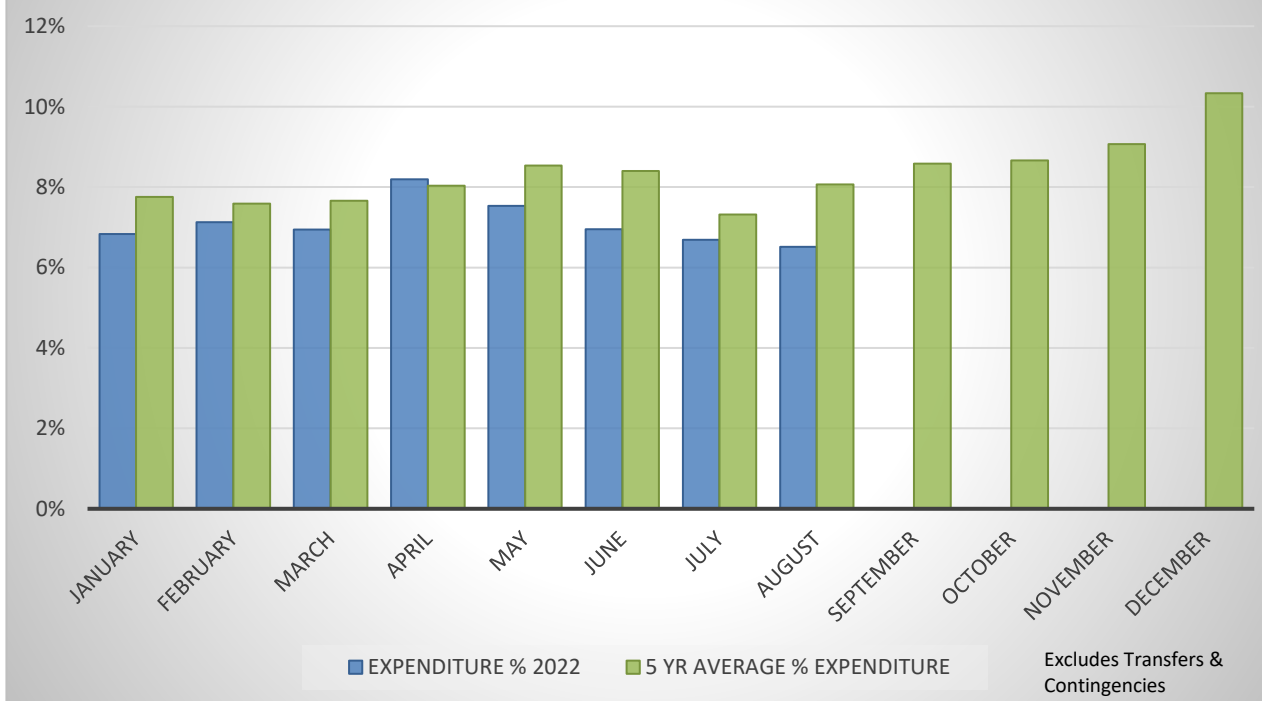
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH AUGUST 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH AUGUST 2022



FUND: GENERAL FUND (01)

Object	2022 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	193,867.47	23,517,935.71	0.00	17,424,364.29	57.44
31112 PROPERTY TAX--DELINQUENT	517,900.00	16,041.87	382,144.33	0.00	135,755.67	73.79
31113 PROPERTY TAX--KING COUNTY	60,000.00	270.35	53,929.00	0.00	6,071.00	89.88
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,680.58	0.00	3,319.42	44.68
31720 LEASEHOLD EXCISE TAX	20,000.00	4,353.15	22,263.05	0.00	(2,263.05)	111.32
31740 TIMBER EXCISE TAX	63,000.00	0.00	35,313.66	0.00	27,686.34	56.05
TAXES:	41,609,200.00	214,532.84	24,014,266.33	0.00	17,594,933.67	57.71
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	9,685.98	0.00	5,314.02	64.57
34160 COPIER FEES	0.00	35.09	35.09	0.00	(35.09)	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	3,743.10	0.00	3,756.90	49.91
34162 PRINTER FEES	10,000.00	1,383.46	6,568.45	0.00	3,431.55	65.68
34730 LIBRARY SERVICES FEES--ILL	0.00	14.95	159.50	0.00	(159.50)	0.00
35970 LIBRARY FINES	10,000.00	1,583.65	13,609.22	0.00	(3,609.22)	136.09
36110 INVESTMENT EARNINGS	20,000.00	21,237.93	62,668.06	0.00	(42,668.06)	313.34
36140 INTEREST INCOME--CONTRACTS & N	0.00	3.59	14.40	0.00	(14.40)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	500.00	500.00	0.00	299,500.00	0.17
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	0.00	107.80	0.00	(107.80)	0.00
36725 DONATIONS--OTHER	0.00	0.00	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	7,878.99	41,783.89	0.00	(37,783.89)	1,044.60
36920 FOUND MONEY	0.00	3.25	105.88	0.00	(105.88)	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	0.00	110.00	0.00	(110.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	69,749.18	381,605.45	0.00	148,394.55	72.00
36999 PROCUREMENT CARD REBATES	75,000.00	13,174.94	69,474.87	0.00	5,525.13	92.63
CHARGES OTHER:	1,144,500.00	115,565.03	617,548.44	0.00	526,951.56	53.96
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	10,862.85	37,676.47	0.00	(37,676.47)	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	340,960.72	24,669,824.29	0.00	18,083,875.71	57.70
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,614,687.81	13,418,616.97	0.00	8,701,283.03	60.66
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	14,682.00	96,628.08	0.00	102,471.92	48.53
51107 SUBSTITUTE HOURS	12,000.00	1,836.24	6,327.88	0.00	5,672.12	52.73
51109 TUITION ASSISTANCE	12,000.00	0.00	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	8,933.93	74,567.32	0.00	130,232.68	36.41
52002 MEDICAL INSURANCE	2,929,100.00	196,448.74	1,733,424.94	0.00	1,195,675.06	59.18
52003 FICA	1,708,300.00	120,152.52	1,001,833.89	0.00	706,466.11	58.65
52004 RETIREMENT	2,302,000.00	158,036.11	1,335,890.83	0.00	966,109.17	58.03

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	252,400.00	17,491.13	146,167.47	0.00	106,232.53	57.91
52006 OTHER BENEFIT	30,800.00	1,384.80	12,558.00	0.00	18,242.00	40.77
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,705.57	56,315.26	0.00	37,284.74	60.17
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	14,565.36	0.00	15,434.64	48.55
52021 PAID FML INSURANCE	0.00	2,608.68	21,586.46	0.00	(21,586.46)	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	2,142,967.53	17,925,596.97	0.00	10,993,803.03	61.98
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	7,054.15	61,865.38	0.00	20,134.62	75.45
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	35.00	3,677.24	0.00	86,822.76	4.06
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	4,704.31	38,622.34	0.00	223,377.66	14.74
53110 CUSTODIAL SUPPLIES	85,000.00	6,980.59	75,656.51	0.00	9,343.49	89.01
53120 MAINTENANCE SUPPLIES	35,000.00	3,344.16	21,637.75	0.00	13,362.25	61.82
53130 MATERIAL PROCESSING SUP	17,100.00	0.00	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	1,126.18	71,768.67	0.00	(71,768.67)	0.00
53200 FUEL	50,000.00	4,522.60	30,354.88	0.00	19,645.12	60.71
53400 MATERIALS COLLECTION	60,000.00	0.00	(532.31)	0.00	60,532.31	(0.89)
53401 ADULT AV - CDS	40,000.00	3,044.38	23,854.85	0.00	16,145.15	59.64
53402 ADULT AV - DVD	320,000.00	10,283.56	177,379.16	0.00	142,620.84	55.43
53403 PERIODICALS {{OLD}}	0.00	(26.17)	(281.68)	0.00	281.68	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	2,407.10	9,870.95	0.00	15,129.05	39.48
53405 ADULT BOOK CLUB KITS	3,500.00	216.56	428.84	0.00	3,071.16	12.25
53406 ADULT FICTION	240,000.00	46,485.50	178,704.91	0.00	61,295.09	74.46
53408 ADULT LARGE PRINT	50,000.00	3,533.18	26,148.68	0.00	23,851.32	52.30
53409 ADULT LUCKY DAY	50,000.00	5,864.21	29,585.06	0.00	20,414.94	59.17
53410 ADULT NONFICTION	300,000.00	40,401.91	179,393.34	0.00	120,606.66	59.80
53411 ADULT PAPERBACKS	20,000.00	381.41	2,285.37	0.00	17,714.63	11.43
53413 ADULT REFERENCE	5,000.00	0.00	4,625.86	0.00	374.14	92.52
53414 ADULT YA FICTION	60,000.00	6,534.16	28,027.86	0.00	31,972.14	46.71
53415 ADULT YA GRAPHIC NOVELS	25,000.00	1,893.64	16,246.32	0.00	8,753.68	64.99
53416 ADULT YA NONFICTION	10,000.00	1,543.34	10,974.23	0.00	(974.23)	109.74
53417 ADULT AV - DVDNF	40,000.00	2,308.97	17,900.53	0.00	22,099.47	44.75
53418 ADULT GRAPHIC NOVELS	15,000.00	1,741.99	10,584.43	0.00	4,415.57	70.56
53421 CHILDREN'S STANDING ORDERS	25,000.00	1,863.35	16,995.35	0.00	8,004.65	67.98
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	394.89	3,991.81	0.00	1,008.19	79.84
53425 CHILDREN'S FICTION	175,000.00	16,514.00	115,337.06	0.00	59,662.94	65.91
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	9,212.37	29,697.81	0.00	(4,697.81)	118.79
53427 CHILDREN'S NONFICTION	135,000.00	15,784.12	71,264.32	0.00	63,735.68	52.79
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	113.67	951.42	0.00	1,548.58	38.06
53430 DATABASES	465,000.00	28,741.60	323,195.33	0.00	141,804.67	69.50
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	0.00	377,846.65	0.00	422,153.35	47.23
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	262,262.17	0.00	437,737.83	37.47
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
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	(26.08)	79,081.45	0.00	(19,081.45)	131.80
53460 VENDOR PROCESSING	160,000.00	7,327.46	57,138.38	0.00	102,861.62	35.71
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	2,437.92	12,282.00	0.00	2,718.00	81.88
53471 WORLD - CHILDREN'S SPANISH	7,500.00	0.00	4,181.61	0.00	3,318.39	55.75
53472 WORLD - CHINESE	10,000.00	2,772.00	5,418.00	0.00	4,582.00	54.18
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	2,772.00	5,516.03	0.00	1,983.97	73.55
53475 WORLD - JAPANESE	5,000.00	0.00	594.00	0.00	4,406.00	11.88
53476 WORLD - KOREAN	20,000.00	8,162.00	8,162.00	0.00	11,838.00	40.81
53477 WORLD - TAGALOG	15,000.00	2,904.00	4,210.80	0.00	10,789.20	28.07
53478 WORLD - VIETNAMESE	7,500.00	2,574.00	5,148.00	0.00	2,352.00	68.64
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	634.14	14,615.03	0.00	10,384.97	58.46
53482 YOUTH DVD - FTY	30,000.00	810.48	9,496.94	0.00	20,503.06	31.66
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	1,649.45	6,504.90	0.00	22,495.10	22.43
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	497.40	249,260.85	0.00	(49,260.85)	124.63
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	136.43	176,856.09	0.00	25,643.91	87.34
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	20,011.20	388,453.57	0.00	130,046.43	74.92
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	27,581.13	198,578.10	0.00	194,421.90	50.53
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	33,983.90	143,922.21	0.00	136,077.79	51.40
54110 PERFORMER SERVICES	38,000.00	11,175.00	16,215.00	0.00	21,785.00	42.67
54120 CONTRACTUAL SERVICES	457,000.00	16,749.61	262,197.96	0.00	194,802.04	57.37
54140 DATA SERVICES	4,500.00	0.00	4,069.56	0.00	430.44	90.43
54150 LEGAL SERVICES	40,000.00	2,477.00	64,228.50	0.00	(24,228.50)	160.57
54162 BIBLIOGRAPHIC & RELATED SERVIC	0.00	0.00	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	204.61	2,151.59	0.00	(651.59)	143.44
54200 POSTAGE	61,500.00	10,017.90	45,126.97	0.00	16,373.03	73.38
54201 SHIPPING	20,000.00	391.12	8,651.88	0.00	11,348.12	43.26
54210 TELECOM SERVICES--PHONES	50,000.00	7,784.30	66,740.24	0.00	(16,740.24)	133.48
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,436.30	51,614.46	0.00	48,385.54	51.61
54212 TELECOM SERVICES--INTERNET	667,000.00	60,190.64	447,814.62	0.00	219,185.38	67.14
54300 TRAVEL AND TOLLS	41,500.00	36.25	30,078.35	0.00	11,421.65	72.48
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,156.09	19,735.69	0.00	31,264.31	38.70
54400 ADVERTISING	135,000.00	10,523.61	82,353.82	0.00	52,646.18	61.00
54501 RENTALS/LEASES--BUILDINGS	493,500.00	28,267.84	387,247.25	0.00	106,252.75	78.47

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 8/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	13,106.97	142,538.10	0.00	47,061.90	75.18
54600 INSURANCE	300,000.00	0.00	(8,826.00)	0.00	308,826.00	(2.94)
54700 ELECTRICITY	265,000.00	22,936.80	195,229.47	0.00	69,770.53	73.67
54701 NATURAL GAS	12,000.00	166.65	10,933.68	0.00	1,066.32	91.11
54702 WATER	30,000.00	4,419.65	20,110.08	0.00	9,889.92	67.03
54703 SEWER	34,000.00	2,400.43	24,876.05	0.00	9,123.95	73.16
54704 REFUSE	36,000.00	3,816.22	33,422.90	0.00	2,577.10	92.84
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	48,319.55	351,588.19	0.00	(100,088.19)	139.80
54801 CONTRACTED MAINTENANCE	503,000.00	32,431.61	129,710.99	0.00	373,289.01	25.79
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	10,200.24	25,846.46	0.00	39,153.54	39.76
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	353.24	35,985.03	0.00	51,014.97	41.36
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	160.00	0.00	1,340.00	10.67
54902 DUES AND MEMBERSHIPS	44,000.00	0.00	35,682.59	0.00	8,317.41	81.10
54904 LICENSES	6,500.00	426.60	815.50	0.00	5,684.50	12.55
54905 FEES	42,000.00	1,508.13	10,939.27	0.00	31,060.73	26.05
54906 TAXES AND ASSESSMENTS	44,000.00	0.46	46,355.58	0.00	(2,355.58)	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	2,748.95	7,939.06	0.00	(7,939.06)	0.00
54999 MISCELLANEOUS	0.00	0.00	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	641,477.93	6,344,970.21	0.00	7,489,329.79	45.86
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	2,784,445.46	24,270,567.18	0.00	18,483,132.82	56.77
NET SURPLUS / DEFICIT	0.00	(2,443,484.74)	399,257.11	0.00	(399,257.11)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	August 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

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	August 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	21,202.97	59,815.20	0.00	(59,815.20)	0.00
CHARGES OTHER:	0.00	21,202.97	59,815.20	0.00	(59,815.20)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	21,202.97	59,815.20	0.00	(59,815.20)	0.00
NET SURPLUS / DEFICIT	0.00	21,202.97	59,815.20	0.00	(59,815.20)	0.00

FUND: ELECTION FUND (17)

Object	2022 Budget	August 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	2,131.30	6,013.81	0.00	(6,013.81)	0.00
CHARGES OTHER:	0.00	2,131.30	6,013.81	0.00	(6,013.81)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	2,131.30	6,013.81	0.00	(6,013.81)	0.00
NET SURPLUS / DEFICIT	0.00	2,131.30	6,013.81	0.00	(6,013.81)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	August 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	6,423.15	18,123.83	0.00	(18,123.83)	0.00
CHARGES OTHER:	0.00	6,423.15	18,123.83	0.00	(18,123.83)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6,423.15	18,123.83	0.00	(18,123.83)	0.00
NET SURPLUS / DEFICIT	0.00	6,423.15	18,123.83	0.00	(18,123.83)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	161.08	453.93	0.00	(453.93)	0.00
CHARGES OTHER:	0.00	161.08	453.93	0.00	(453.93)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	161.08	453.93	0.00	(453.93)	0.00
NET SURPLUS / DEFICIT	0.00	161.08	453.93	0.00	(453.93)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	August 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	8,205.40	25,052.45	0.00	(25,052.45)	0.00
CHARGES OTHER:	2,590,000.00	8,205.40	25,052.45	0.00	2,564,947.55	0.97
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	8,205.40	25,052.45	0.00	3,664,947.55	0.68
EXPENSE ACCOUNTS						
53500 MINOR EQUIPMENT	0.00	0.00	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	3,075.82	13,401.88	0.00	236,598.12	5.36
54120 CONTRACTUAL SERVICES	675,000.00	35,864.05	160,590.29	0.00	514,409.71	23.79
54150 LEGAL SERVICES	0.00	0.00	44,076.00	0.00	(44,076.00)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	502.03	52,188.75	0.00	(52,188.75)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54905 FEES	0.00	1,692.00	1,692.00	0.00	(1,692.00)	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	0.00	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	4,750.00	26,000.00	0.00	74,000.00	26.00
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	22,413.89	146,692.86	0.00	98,307.14	59.87
TOTAL FOR EXPENSE ACCOUNTS	3,690,000.00	68,297.79	660,157.04	0.00	3,029,842.96	17.89
NET SURPLUS / DEFICIT	0.00	(60,092.39)	(635,104.59)	0.00	635,104.59	0.00

MEMO



Date: September 30, 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 – September

Customer Experiences

A staff member at the Parkland/Spanaway Library was helping a family pick out their book and zoo pass prizes for completing Summer Reading. The eldest teen said "Oh my gosh, I have been waiting to read this book forever. I'm so glad you have it and now it's mine!" The youngest danced around waving their ticket because this will be their first time going to the zoo.

At the Graham Library, a customer shared that they were so happy the study rooms were available. They had studied for their real estate exam and if it were not for the study rooms, they wouldn't have the job they have today.

Customer Experience Assistant Aleks Orabey spent time helping a Ukrainian/Russian family that regularly visits the Fife Library. After speaking with one family member in Russian, they learned the customer was interested in learning English. They shared information with her about "Virtual Talk Time," the virtual online program about English conversations for ESL learners that the library offers. She was thankful to learn about the program and will try to attend in the future.

At a Back to School event that South Hill staff attended, community members shared their love and appreciation for the library. One mom/Puyallup School District social worker stopped by just to share how grateful she is for PCLS and "[that] the library is our second home [SUM and MIL]" and where her children learned a love for reading.

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

Brian Gaw, Adult Services Librarian at the Sumner Library, has been presenting Career and Job Resource classes at the Sumner Food Bank, and technology classes at the Sumner Senior Center. Elise Bodell, Sumner Library's Teen Services Librarian, has delivered Teen Take & Make kits to the Family Center and Sumner Food Bank. The Family Center is interested in holding their ESL classes at the library, so they can have more room.

Initiatives Highlights

South Hill's Adult Services Team reintroduced in-person Tech Help. Staff implemented this as a soft launch with a variety of days and times for customers to choose. Times were dependent on staffing levels. Once the branch has an adequate staffing level, they will reexamine the soft launch statistics to determine the best times to offer the service moving forward.

DuPont Library CE Specialist Christina Pederson thought quickly on her feet after a thunderstorm made the grass at the park too wet for the story time she had planned. She brought music, bubbles, and information about dinosaurs. After looking at a book about dinosaur fossils, she and the kids donned safari hats and went hunting for fossils she had hid around the park. Everyone involved had a great time!

Operational Highlights

A number of new staff members have started this month throughout the system including the Regional Services Manager (RSM) for Parkland/Spanaway, and Supervising Librarians and Senior Librarians at various locations. RSMs for Gig Harbor and Sumner will be starting in October.

Eating and drinking was allowed back in library branches. Customers have been happy to enjoy their snacks and beverages again.

Meeting Rooms and Study Rooms are available to be booked by the public at all library locations.

Community Engagement Highlights

South Hill Library's Youth Services Librarian Kari Van Baalen and Supervising Librarian Liz Athey attended the Puyallup School District's Community Resource Fair on August 30. More than 100 attendees visited the table and received free books to take home, as well as other information about the library.

Graham Library's Senior Librarian Corrine Weatherly attended the Graham Kapowsin Community Council meeting and the Graham Business Association meeting. At both meetings, she shared Summer Reading Program highlights and Study Room and Meeting Room reopenings.

University Place Library Customer Experience Assistant Nancy Knott and Adult Services Librarian Kristine Countryman engaged with more than 165 University Place community members at the Curran Apple Orchard Cider Squeeze. Kristine reports, "It was a wonderful community building experience. We had the most decorative booth and it drew in loads of people. We handed out giveaways for the kids and brought apple, orchard and cider-making books for all ages. Everyone seemed excited about the library and the books we brought were a hit. Some people stood around and just read books and listened to the live band. A library in the orchard!!! We also encouraged loads of families to come to the library and get a card. Many didn't know they were even eligible."

Unfinished Business

MEMO



Date: October 3, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Lakewood Library Building Community Advisory Committee September Meeting Update

The Lakewood Library Building Community Advisory Committee conducted its third of approximately five planned meetings on September 16. Nearly all volunteer committee members attended and participated in discussions regarding building plans for Lakewood libraries.

At the meeting, the volunteer committee reviewed input from the community about library services and buildings in downtown Lakewood and the Tillicum neighborhood. In the summer, more than 2,000 people responded to a survey about library services. In addition, community members gave input at public events, such as the Lakewood Farmers Market, and community leaders provided feedback through interviews.

Pierce County Library System Business & Compliance Director Cliff Jo provided information about costs to build and operate public libraries and the City of Lakewood provided information about the City's senior center as a potential opportunity to co-locate services with a future Lakewood Library.

Committee members further identified how it plans to evaluate options to determine its recommendation to deliver quality library services in Lakewood. On November 17, the committee is scheduled to present its recommendation to the Library Board of Trustees and Lakewood City Council, with the decision on next steps being the Board of Trustees' decision.

In addition to comments sent to the committee via email, the committee has opted to hear comments from the public at its meetings. The committee will hear community viewpoints for a limited time during the October 4th and 26th meetings.

Following is the schedule for the October Community Advisory Committee meetings:

- **Meeting 4**
 - **Timing:** Tuesday, October 4, 11:30am- 2pm
 - **Public Zoom Link:** <https://us06web.zoom.us/j/84400013158>
 - **Meeting ID:** 844 0001 3158
 - **Phone Number & Meeting ID:** Dial 253 215 8782 and enter the meeting ID: 844 0001 3158
- **Meeting 5:**
 - **Timing:** Wednesday, October 26, 10:00am – 12:30pm
 - **Public Zoom Link:** <https://us06web.zoom.us/j/88097445054>
 - **Meeting ID:** 880 9744 5054
 - **Phone Number & Meeting ID:** Dial 253 215 8782 and enter the meeting ID: 880 9744 5054

Advisory Committee Meeting 3 Summary

September 16, 2022

Meeting Details

September 16th | 1:00 – 3:00 pm | Zoom

Objectives

The objectives of this Advisory Committee meeting were to:

- Share a high-level summary on the community engagement
- Share the approach to calculating library space needs and cost
- Share additional context on the City of Lakewood considerations
- Gain feedback on the summary of space needs and an identification of options to evaluate

Attendance

Advisory Committee in Attendance

Sherwanda Beck-Atkinson
Amelia Escobedo
Bob Estrada
Lianna Olds
Darwin Peters II
Ginny Rawlings
Timothy Rhee
Chelsey Tschosik
Bob Warfield

Not in Attendance

David Anderson
Josette Parker
Ron Irwin

City of Lakewood

John Caulfield, City Manager
Becky Newton, Economic Development Manager
Mary Dodsworth, Parks and Recreation Director
Elizabeth Scheid, Senior Activity Center
Recreation Coordinator

Pierce County Library System (PCLS)

Mary Getchell, Marketing and Communications
Director
Clifford Jo, Finance and Business Director

Consultants

Brian Murphy, BERK Consulting
Michelle Ellsworth, BERK Consulting
Katherine Goetz, BERK Consulting

Agenda

- **Item 1: Meeting Agenda and Updates**
- **Item 2: Survey and Engagement Summary**
- **Item 3: Approach to Calculating Space Needs and Cost**
- **Item 4: Library Planning Considerations**
- **Item 5: City of Lakewood Considerations**
- **Item 6: Summary of Space Needs and Identification of Options to Evaluate**
- **Item 7: 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 Agenda and Updates

Downtown Library Update and Website Updates

Pierce County Library System (PCLS) Marketing and Communications Director Mary Getchell provided an update on the interim location for the Lakewood Library. The Library System is still negotiating the lease for a space. Mary will provide more information as the lease is signed. She also highlighted that contractors are installing tarps on the lower roof of the Lakewood Library as a protective measure to the failing roof.

Following up on Committee feedback, the Library System updated the website to improve navigation to the Committee documents. Improvements include a direct link to the Lakewood Library webpage from the "Locations" dropdown menu and a "Lakewood Library" tile to the Library System homepage.

Follow-up to Previous Meeting Action Items

Michelle Ellsworth from BERK Consulting confirmed the date and time of the Tillicum Library tour. It will be on Friday, September 30 from 2:00-3:00pm. She will send final details the week of September 26.

She shared high-level findings of community characteristics served by the Lakewood Downtown and Tillicum libraries, which can be found in further detail in the [Community Characteristics document](#). To note, these libraries also serve the larger Lakewood community and region.

Specific details on these items are included in the [presentation slide deck](#).

Item 2: Survey and Engagement Summary

Michelle provided a high-level summary of key findings from community engagement conducted this summer. The highlights can be found in the [presentation deck](#). BERK will provide the full engagement report prior to the Committee meeting on October 4th.

Comments / Questions:

- Committee members shared thoughts on the survey respondents who expressed preference for the existing Lakewood Downtown site via the open-ended comments. A committee member shared that open-ended survey responses might change if presented with feasible, viable alternatives.
 - *Response:* The open-ended response of the survey heard interest among some community members in support of the current site. Some may like it because of its convenient location while others may be attached to the current building. With other potential sites not known to the public, the summary of the open-ended responses is inconclusive.
- Some community members consider the Lakewood Downtown Library to be a beloved building. If an alternative site is selected, please include information on the future of the Lakewood Downtown Library building.
 - *Response:* In the next meeting, cost estimates related to the building evaluation will be shared. This will provide some context for the potential future use of the building, but PCLS would not be able to influence future use of the building or site if it sells the property.

Discussion: Extending Committee Meetings to Allow Time for Public Comment

Brian shared an update on public comments, noting that the project email had not received any public comments since August 19th. The Committee then discussed if they would like to extend meetings by 30 minutes to hear public comments, along with receiving a summary of email input.

Discussion Summary

- Six committee members supported extending the meeting to allow time for public comment.
- Two committee members voiced that it may create a limitation in participation due to other commitments.
- Many committee members shared strong support to still receive public comments via email.

Ultimately, Committee members agreed to extend the meeting to provide time for public comment. Emails to the project email (Lakewoodcac@pcls.us) are also encouraged, as these emails are read and studied by the Committee.

Item 3: Approach to Calculating Space Needs and Cost

Katherine Goetz from BERK Consulting shared the overall approach to calculating library space needs and costs, which can be found in the [presentation deck](#). She also highlighted the Library Downtown-related costs and Senior Community Center-related costs, should the Committee choose to co-locate the Senior Community Center with the Lakewood Downtown Library. If so, the City and PCLS would work out an interlocal agreement.

Item 4: Library Planning Considerations

Clifford Jo from Pierce County Library System presented on planning and cost considerations for the Library System, which can be found in the [presentation deck](#). It includes the benefits of a countywide system and how the Library System receives funding, high-level information on capital and operating costs especially with considerations for a second floor, and the population served within a 10-minute drive time. He then shared models of library space needs, with ranges from low to high.

Comments / Questions:

- Committee members inquired about how adding a second story would affect costs and efficiency in the current Lakewood Downtown building. A committee member suggested using the first floor to accommodate parking. Another committee member suggested training volunteers to fill in as staff.
 - *Response:* Adding a second floor is a design consideration that affects capital and operating costs, such as the staffing cost. While volunteers and Friends of the Library have been used in the past to complement staff, they cannot all do the same jobs as the library staff.
- Given contemporary library needs, would the Library decrease the number of computers?
 - *Response:* Having computers in the library is important, as there are users that need access. However, space assumptions and needs from the 1990s and 2000s have changed. The Library System would determine the right number of computers to have in its library spaces.
- How do parking and site access at the library relate to its current location?
 - *Response:* Parking at the current Lakewood Downtown location has been seen as inadequate, impacting street parking. The Library System looks to the community and the Committee to help determine parking needs.

Item 5: City of Lakewood Considerations

John Caulfield, City Manager with the City of Lakewood, presented on the City's interest in library and senior community center services, which can be found in the [presentation deck](#). The City is an active participant in the Library System's planning process. The City's long-range plans reflect the Library System Facilities Master Plan's goal to relocate and expand both the Lakewood Downtown and Tillicum Library buildings.

Mary Dodsworth, Parks and Recreation Director with the City of Lakewood, presented on how the City provides senior services and the Center's multi-use space needs. She described the benefits of co-location of the Library and Senior Community Center. Co-location examples include [City of South Burlington Vermont](#) and [St. Mary's County](#).

Comments / Questions:

- Why is the Senior Community Center seeking partnership with the Library versus a community center?
 - *Response:* Because the Senior Community Center does traditional and non-traditional programming with schools, the City is seeking similar space for these programs, such as at the library.

- Would co-location eliminate the current library site as an option?
 - *Response:* Co-location might exceed the current site capacity or require two floors, which is more costly. This is an option for the Committee to evaluate and compare in future meetings.
- Will the construction costs for the Senior Community Center be shared with the City?
 - *Response:* If the Senior Community Center and Library are co-located, the City and Library System would create an interlocal agreement related to cost sharing for shared spaces. The City would cover the costs of the Senior Community Center.

Item 6: Summary of Space Needs and Identification of Options to Evaluate

Katherine presented a low, medium, and high range of space needs for both the Lakewood Downtown and Tillicum libraries. It included the estimated square footage for the library, the space needs of the Senior Community Center, and the estimated parking spaces needed. Specific details can be found in the [presentation deck](#).

Discussion

Brian facilitated a discussion with the Advisory Committee to identify the specific options and questions to evaluate in the next meeting. He reviewed updates to the Evaluative Framework per suggestions from the Committee. Below are the questions and feedback that the Committee provided.

Comments / Questions:

- A committee member requested future flexibility be added to the Evaluative Framework.
- Committee members shared thoughts on library site priorities, including transit accessibility and sites for purchase versus leasing. A committee member requested an inventory of available potential sites irrespective of cost.
- Two committee members would like to consider purchasing property from St. Mary's Episcopal Church to expand the current Lakewood Downtown site.
 - *Response:* The Library System will follow up on estimating the property value through a broker opinion of value, given that the constrained space at the existing site is a concern.
- Could the interim Lakewood Downtown library location become a permanent option?
 - *Response:* When negotiations are finalized, the Library System will share more details on the interim location to determine if this is a viable option.
- How large of a facility can be built at the site purchased in Tillicum? Could the Tillicum Library expand to free up space at the Lakewood Downtown location?
 - *Response:* The property is 1.25 acres, so it can accommodate approximately a 10,000-15,000 sq. ft. facility. A larger Tillicum Library will be added as an option to evaluate.

Summary

Committee members agreed to look at the following options in meeting 4:

- Lakewood Downtown [consider with and without a co-located Senior Community Center]
 - Substantially renovate the existing building.
 - Completely rebuild on the existing site.
 - Build at another location: Seeley Lake or other.
 - Locate a library in the Towne Center, which may imply leasing.
- Tillicum [consider at various sizes, including a larger building to free up space Downtown]
 - Renovate the existing building.
 - Build on the City-owned parcel.
 - Purchase property elsewhere and build a new library.

Item 7: Next Steps

Brian shared next steps to expect in meeting 4, including the cost analysis and staff input on the Evaluative Framework for the options selected. The next meeting will be on October 4, starting at 11:30am. The meeting link for the public is <https://us06web.zoom.us/j/84400013158>.

At meeting 5 on October 26, the Committee will finalize recommendations and select two representatives to present findings at the Joint Library Board of Trustees and Lakewood City Council meeting on Thursday, November 17.

The meeting ended at approximately 3:05pm.

MEMO



Date: October 5, 2022

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

From: Melinda Chesbro, Deputy Director of Operations

Subject: Interim Library Status

At the special meeting on September 22, you approved us to proceed with a ground lease for an interim Lakewood library. There is an escrow process associated with this lease and property, which will be completed by October 28 at the latest, though we expect it to complete earlier. At that time, we will be able to release the location of the site.

In the meantime, we have outlined an estimated project budget of up to \$4 million using cash reserves. This will be reflected in the budget we bring you next month and will be refined as the project moves along. We are also re-engaging with our architects on the project to get to design drawings as quickly as possible.

MEMO



Date: September 29, 2022

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

From: Clifford Jo, Business and Compliance Director

Subject: 2023 Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and Department of Revenue's (DOR) instructions to County Assessors regarding this year's Implicit Price Deflator (IPD).

The preliminary levy certificate applied the 1% increase (line A) and new construction. The increase calculates to \$1,357,353 for the 2023 budget. DOR reported the IPD to be 6.457% (last year it was 3.86%), the highest ever recorded during Initiative 747 era (since 2002). Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction. For the 2023 Budget, because the IPD is greater than 1%, property taxes can increase by up to 1% without the governing body issuing a substantial need resolution.

In terms of the mill rate, the district's property values increased by 21.19%, which means the mill rate went down from 39.15¢/\$1,000 Assessed Value (AV) to 33.38¢/\$1,000 AV. As mentioned last year, While properties were assessed at higher than projected rates, indications show one more year at or near double digit increases, and then a correction happening over the next 6 or so years. These projections, of course, can change dramatically in one year's time.

No action is required now, as the certificate does not need to be submitted until after the November Board meeting where the Board approves the levy certificate.



2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

Mike Lonergan
Assessor-Treasurer

MEMORANDUM

DATE: September 9, 2022
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: Preliminary Certification of Assessed Values/Levy Limit Factor

Enclosed is the Preliminary Certification of Assessed Values for your taxing district. These values include last year's State Assessed Property Values.

For budget preparation assistance to applicable districts, Levy limit factor worksheets, court ordered refund information, and sample ordinance/resolutions are included. Limit factor worksheets are prepared with an assumption the IPD is more than 1%. Amended calculations will be sent to affected districts should the IPD notification to counties fall below 1%.

Submit original ad valorem Budget / Levy Certifications & an approved Ordinance or Resolution no later than November 30th:

Pierce County Council
Attention: Clerk, Rm. 1046
County City Building
930 Tacoma Ave. S
Tacoma, WA 98402

And a copy to:
Pierce County Assessor-Treasurer
Attention: Levy Dept.
2401 S. 35th St. Rm. 142
Tacoma, WA 98409
email: kim.alflen@piercecounywa.gov

YOU MAY EMAIL COPIES IN PDF FOR THE ASSESSOR-TREASURER TO KIM ALFLEN

(Failure to submit a budget request & the district's Resolution/Ordinance may adversely affect next year's Levy collection)

Preliminary Values Are Subject to Change.

Districts will receive **Final** values in late December.

The district's Ordinance/Resolution **must** identify these three components.

- The **dollar amount of the previous year's levy**. The actual levy received, including refunds.
- The **dollar amount of increase** reflects the difference between the previous year's actual levy and the 1% growth of the highest lawful levy, or a lesser amount if banking levy capacity.
- The **percent of increase** equals the change over the prior year's actual levy plus the dollar amount of increase equal to the district's highest lawful levy for this year, or a lesser amount if banking levy capacity.

The sample Ordinance/Resolution enclosed provides the amounts for districts wishing to request their highest lawful levy.

Levy FAQs

Q. How should the Ordinance/Resolution read if the district is limited at a lesser amount due to the statutory maximum rate limit?

A. Prepare the document as though there is no limit due to the statutory maximum rate. Add language to inform the district's taxpayers of the rate limit and the projected allowable levy to the Ordinance/Resolution.

The Ordinance/Resolution must contain three amounts; last year's actual levy, the dollar amount & percent of increase needed for the following year. The intent of the district must be clear in the Ordinance/Resolution.

Q. Why does the sample Ordinance/Resolution show more/less than 1%?

A. The 1% limit refers to the limitation of increase to a district's highest lawful levy known as the Levy Limit Factor. The percent of increase approved in a district's Ordinance/Resolution equals the change over the prior year's actual amount levied plus the dollar amount of increase for the next year's budget needs.

- The simple act of passing an Ordinance/Resolution allows a district to increase the Highest Lawful levy by the lesser of 1% or the IPD, depending on the size of the district.
- The increase authorized in the document identifies how much of that increase is required for the next year's budget needs.

Q. Why does the sample show \$0 increase and an increase of 0%?

A. The total amount levied in the prior year is more than this year's increase from the limit factor, the district should ask for a \$0 and 0% increase. This does not affect any increase allowed by the limit factor increase of the highest lawful levy. Once a district passes the Ordinance/Resolution the Highest Lawful levy is allowed to increase by the limit factor.

A district's Ordinance or Resolution controls two levy limitations;

1. The act of passing a resolution/ordinance allows the Limit Factor increase (lesser of 1% or the IPD) to the highest lawful levy.
2. The authorized percent and dollar amount stated increase over the prior year's actual, Certified levy request.

Q. What documents need to be submitted by November 30?

A. No later than November 30, provide a copy of the approved Ordinance/Resolution & the Levy Certification (Budget Request).

FAILURE TO PROVIDE THESE DOCUMENTS BY THE DUE DATE COULD ADVERSLEY AFFECT YOUR LEVY.



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
Tacoma, WA 98409-7498
(253) 798-6111 FAX (253) 798-3142
ATLAS (253) 798-3333
www.piercecountywa.org/atr

September 9, 2022

OFFICIAL NOTIFICATION TO: PIERCE COUNTY RURAL LIBRARY-

Pierce Values ONLY

RE: 2022 PRELIMINARY ASSESSED VALUES

FOR REGULAR LEVY

Total Taxable Regular Value	133,277,079,358
Highest lawful regular levy amount since 1985	43,133,500.09
Last year's actual levy amount (including refunds)	43,133,440.20
Additional revenue from current year's NC&I	885,030.10
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	45,707.13
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Last year's additional revenue from increase in state-assessed property	40,927.57

FOR EXCESS LEVY

Taxable Value	131,482,015,656
Timber Assessed Value	
Total Taxable Excess Value	131,482,015,656

New Construction and Improvement Value 2,260,671,036

*If you need assistance or have any questions regarding this information, please contact Kim Alflen
253.798.7114 kim.alflen@piercecountywa.gov*



Pierce County

Mike Lonergan, Assessor-Treasurer

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HIGHEST LAWFUL LEVY LIMIT 2022 FOR 2023

**RURAL LIBRARY
> 10,000
Pierce & King Joint
Pierce Only**

REGULAR TAX LEVY LIMIT:

	2021
A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	43,133,500.09 1.0100000 43,564,835.09
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	 2,260,671,036 0.391490000000 885,030.10
C. Last year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	 986,483,833 986,483,833 0.00 0.391490000000 40,927.57
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	 44,490,792.76

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	44,490,792.76 133,277,079,358 0.333821786719
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.333821786719 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	 44,490,792.76

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	44,490,792.76 45,707.13 44,536,499.89
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	 44,536,499.89
J. Amount of levy under statutory rate limitation.	 133,277,079,358 0.500000000000 66,638,539.68
K. LESSER OF I OR J	 44,536,499.89

**EXAMPLE OF ORDINANCE/RESOLUTION
REQUESTING HIGHEST LAWFUL LEVY**

**Ordinance/Resolution No. _____
RCW 84.55.120**

WHEREAS, the _____ of **RURAL LIBRARY** has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2023 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ **43,133,440.20** and,
Previous Year's Levy Amount

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check One)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the **2023** tax year.
(Year of Collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ **431,394.89**
which is a percentage increase of **1.00014024%** from the previous year. This increase is exclusive of
(Percentage Increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this _____ day of _____, _____.

SAMPLE

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax. This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at:

For tax assistance, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 570-5900. To inquire about the availability of this document in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users may call 1-800-451-7985.

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
 _____ (Title), for _____ (District name),
 do hereby certify to the _____ (Name of county) County legislative authority
 that the _____ (Commissioners, Council, Board, etc.) of said district requests
 that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
 budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy* _____
Total certified levy request amount, which includes the amounts below.	_____	_____
Administrative refund amount	_____	_____
Non-voted bond debt amount	_____	_____
Other* _____	_____	_____

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* _____
Total certified levy request amount, which includes the amounts below.	_____	_____	_____	_____	_____
Administrative refund amount	_____	_____	_____	_____	_____
Other* _____	_____	_____	_____	_____	_____

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ Date: _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

September 26, 2022

Dear County Assessors:

What is the rate of inflation (IPD rate) for 2023?

The rate of inflation (IPD rate) for property taxes due in 2023 is **6.457 percent**.

What is the limit factor for 2023 provided the taxing district adopts a resolution/ ordinance authorizing an increase over the prior year's levy?

For the state and taxing districts with populations of 10,000 or greater, the limit factor for property taxes due in 2023 is **101 percent**. The limit factor for these districts is defined as 100 percent plus the lesser of the rate of inflation or one percent.

For taxing districts with populations under 10,000, the limit factor for property taxes due in 2023 is **101 percent**.

How is the rate of inflation (IPD rate) calculated?

The rate of inflation is the percent change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25th.

The most recent publication available on September 25th was the August publication. For this reason, we used the quarterly values to calculate the percent change in implicit price deflator for personal consumption for taxes due in 2023.

We calculate the percent change by dividing the Quarter 2 2022 number by the Quarter 2 2021 number, subtracting one, and then multiplying by 100. We used the following values in the calculation this year:

Quarter 2 2021	114.753
Quarter 2 2022	122.163

If you have any questions, please contact me.

Sincerely,

Mark Studer
 Tax Policy Specialist
 Research & Fiscal Analysis
 Department of Revenue

cc: County Treasurers

MEMO



Date: October 4, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: 2023 Organizational Priorities

In 2022, Pierce County Library System went through tremendous changes from major transitions in leadership to the cultural shift with a social attitude of the pandemic becoming endemic and the “return to normal.” The phrase sea change comes to mind and in that, I am sensitive to the amount of fatigue that much change can bring to our staff across the system when it feels like the ground is constantly shifting under your feet. PCLS has numerous major projects still underway. For 2023, I’d like to focus on completing as many of those as possible, putting a solid foundation under us, and envisioning our future together through a strategic planning “refresh.”

Our organizational priorities for 2023 will be:

- **Service** – Being in the business of public service, service to the people who live in Pierce County should be at the front of all our decision-making. We can apply that priority to our internal service to each other as all our support departments are working indirectly in public service as well. Lateral customer service is as important as our external customer service.
- **Simplicity** – For the past few years, PCLS has been working toward organizational maturity and we’ve built up processes that seem to sometimes stand in our way of progress. At all levels, if we can look for ways to make our work and processes as efficient and effective as possible, we’ll be able to deliver better, more responsive, faster services to our communities.
- **Stability** – To say these last few years have been a challenge would be an understatement. We have all gone through incredible changes as an institution and societally. We’ll be working to ensure that we have a solid foundation in order to be able to grow and thrive. This will take the form of clarifying roles and responsibilities, reviewing and updating policies, and strong communication.
- **Stats/Stories** – We can do a better job at articulating how we measure our work and capture the impact it has on our community members. Each of us is a part of those stories, each of us hears those stories. As we reimagine how we deliver programs and services to our public, we want to be sure we’re capturing those stories. When we can share and celebrate how someone’s life was impacted by having access to the library’s resources, we can better tell our story to the community.

These priorities can be applied across every department and we can all consider 2023 as our year to stabilize and recalibrate, ready ourselves to be able to fully return to serving our public and delivering on our mission with renewed energy and enthusiasm.

We have many challenges still ahead of us to tackle next year. We continue to work through the challenges with our facilities in Lakewood. We will continue to prioritize getting an interim library up and

running while also charting the course for the long-term future there. Simultaneously, we will be working on the East side of the county in moving the new Sumner branch project forward. These two areas of our district are at the front of our capital needs today, but with 19 branches we also need to take a critical look at our facility needs across the county. To that end, we'll be updating our Master Facility Plan in 2023 which will help us chart a clear course for the future. Internally, we will work to implement the EDI Pillar teams' recommendations and finalize our EDI strategic plan. In order to execute on our mission, we need to ensure that we have an inclusive and accountable culture.

I look forward to continuing to build the future of Pierce County Library System together.

Executive Session

Motion: To recess to Executive Session per RCW 42.30.110 to discuss a periodic personnel evaluation for 15 minutes.

New Business

MEMO



Date: October 5, 2022

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

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

Subject: Executive Director Employment Agreement for 2023

In order to set the 2023 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Move to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2023

Date: October 4, 2022

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

From: Clifford Jo, Business and Compliance Director

Subject: Art Surplus—Bonney Lake Library Mural

With the Board's approved art policy's inclusion of surplus, we are ready to have the Board take action on a particular work of art at the Bonney Lake Library. It is a mural painted by local artist and unveiled on March 27, 1999. The particular mural is painted on the walls and ceiling in the children's section of the Library.

The Bonney Lake Library is moving forward with significant interior renovations, furnishing upgrades, and wall treatments. As such, the mural needs to be painted over with the approved design. See attached elevation (bottom drawing), which calls for the walls being painted over with yellow and blue, and the ceiling painted white.

Action: Move to approve the Library to surplus the Bonney Lake Library mural, through the process of pentimento or any permanent coverings as required to finish the renovation project.

MEMO



Date: October 3, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2023 Board Meeting Schedule

In November, the Board of Trustees adopts a resolution scheduling its meetings for the next year. Attached is a proposed schedule of 2023 Board of Trustee meeting dates. Meetings are currently held on the second Wednesday of the month at 3:30 pm.

During the meeting, we will discuss if you would like to make any changes to the 2023 meeting schedule, including the time of day.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES**

2023 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month. The dates of the 2023 Board of Trustee meetings are as follows:

January 11
February 8
March 8
April 12
May 10
June 14
July 12
August 9
September 13
October 11
November 8
December 13

MEMO



Date: October 4, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Future Libraries Planning

Pierce County Library System operates 19 physical locations across the district boundaries that range in age and condition. In 2010, PCLS completed an aspirational long-range facility plan. Future library planning started in 2017, resumed after the Levy Lid Lift in 2018, then picked up in earnest in 2019 before the COVID-19 pandemic hit. Documents from the October 2019 Study Session where PCLS leadership discussed with the Board of Trustees capital funding methods, cost-estimates, and timelines for the capital projects identified for Lakewood and Sumner have been valuable to me as we pick these projects back up.

Our current needs and areas of opportunity are unchanged since those planning efforts. The Lakewood and Tillicum library branches in Lakewood and Sumner library remain our top priorities to address. With so many changes in society since 2010, we are working to prepare an update to the Facilities Master Plan which we anticipate having completed in early 2023.

Lakewood

Lakewood is the only city within PCLS boundaries that has two physical library branches.

We are nearing the completion of the Lakewood Library Community Advisory Committee's work and subsequent recommendation to the Library Board this fall, but we know that any action on the future library in downtown Lakewood will require funding beyond our current operating budget. The interim library is planned to be a reasonable cost, under or around \$4M, we can fund through appropriation and application of capital funds. Any capital project over \$5M will require investment and likely voter-approval for public funding.

The City of Lakewood would like to work with the library on a downtown library project and has expressed their desire to co-locate a senior center with us, as well as demonstrated their commitment to our partnership through the acquisition of a property in Tillicum for a potential new library in that neighborhood.

Sumner

The City of Sumner purchased property for a new library in 2018 and PCLS purchased the property from the City in 2021. The City owns the property on which the current library sits, and wishes to sell that property, though a timeline hasn't been provided to us yet. This brings immediacy to exploring funding options and planning for a new Sumner library.

As we develop the 2023 budget and plans, the Board of Trustees will be provided with information about capital funding options, a budget for funding the interim Lakewood library, and a rough possible timeline for a new library branch in Sumner. Once the Advisory Committee makes its recommendation, the Board can use the same funding tools to discuss the road map for a long-term solution to Lakewood libraries.

MEMO



Date: October 4, 2022

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

From: Anna Shelton, Community Initiative Manager

Subject: National Friends of Libraries Week 2022

Thank you to Pierce County Library System’s Friends of the Library groups for their commitment, enthusiasm, and contributions to bolster library services throughout Pierce County.

October 16-22, 2022 marks National Friends of Libraries Week to recognize and celebrate Friends groups for volunteering time and resources to help support libraries. Pierce County Library System is grateful for the amazing support our seventeen Friends groups give every day to enhance library service in our communities.

Friends groups foster public interest and support of the Library in many ways:

- Advocating for and increasing public awareness about library services, needs, and goals.
- Fundraising through book sales and other activities.
- Supporting Library events and activities that promote learning, enjoyment, and community connection.

Over the past several years, pandemic impacts on the Library and our community disrupted many Friends activities. Throughout that time, our Friends groups have continued to serve an incredibly important role, helping raise community awareness as Library services evolved and expanded. Looking ahead to fall 2022 and beyond, we are so happy to be working together with our valued Friends of the Library groups to resume Friends activities and plan for the future.

Along with other recognition to celebrate National Friends of Libraries Week, we are asking Pierce County Library’s Board of Trustees to issue the following proclamation to proclaim October 16-22, 2022, as “Friends of Libraries Week” in Pierce County, Washington.

Friends of Libraries Week

Proclamation of the Pierce County Library Board of Trustees in recognition of Pierce County Library Friends.

Whereas, Friends of Pierce County Library raise funds through book sales and other activities to purchase services, materials, equipment and furnishings to enhance customer experiences;

Whereas, Friends advocate and raise awareness about Pierce County Library System's services, needs and goals in the community;

Whereas, Friends are ambassadors in our libraries and in our communities to share information about Library programs and services;

Whereas, the Friends' gift of time and enthusiastic commitment to Pierce County Library exemplifies strong volunteerism and leads to positive civic engagement and the betterment of our community;

NOW, THEREFORE, be it resolved that the Pierce County Library Board of Trustees proclaims October 16-22, 2022, as

Friends of Libraries Week

in Pierce County, Washington,

and urges everyone to join a Pierce County Library Friends' organization, and thanks the Friends for the time and resources provided to make our Library and community strong.

PROCLAIMED this day, Wednesday, October 12, 2022.



Officers Reports

MEMO



Date: September 23, 2022

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

From: Kim Archer, Enjoyment Initiative Manager

Subject: Summer Reading Report, 2022

Pierce County Library System launched its' 2022 Summer Reading Program, *Off the Beaten Path*, on June 1st, and we are happy to say it was a success. For the first time since our doors closed to the COVID-19 pandemic, we had what we would consider a more “traditional” Summer Reading Program, with paper reading logs, programs and prizes. The Library’s Foundation provided book prizes and worked with the NW Trek/Point Defiance Zoo to provide free zoo passes as prizes, which for the first time included both free access for a child and an adult together. The pass was very popular, as it addressed inequity issues facing ALICE families who often turned down free passes because an adult could not afford the entry fee. For those who enjoyed tracking online, we offered Beanstack as a way to track their reading, and adult participants were able to participate through reading Bingo sheets. While we are not back to pre-pandemic numbers for participation, statistics show our customers approve of the more traditional approach.

Summer Reading programs at PCLS have traditionally focused on reducing [Summer Slide](#), a term for youth’s decline in reading ability and other academic skills during the summer months. The need to address Summer Slide has grown increasingly pressing as learning loss compounded due to the pandemic, and it does so unequally. As an additional tool in addressing Summer Slide, and to support readers of all ages, we chose to focus on [reading for pleasure](#) as part of our approach to combating learning loss. Our theme of *Off the Beaton Path* allowed us to connect reading and the outdoors through programs held in community locations. Rather than wait for customers to rediscover our library branches, we met them where they were at, in parks, community centers and partner locations. We also held many programs outside of branches on Library property.

Overall, we shifted our tracking of reading to days, rather than time or books read. Reading every day, even if it is just 10-20 minutes a day, helps [build healthy reading habits](#) in children, and based on customer feedback, days are also easier to track than time or titles. With this in mind, reading logs were designed with this in mind. In the end, we met or exceeded our goals for Summer Reading 2022, and while we have not yet achieved pre-pandemic numbers we are well on our way to getting there.

Goal for SRP 2022	Actual Data for SRP 2022
20% increase in number of participants overall	64% increase in number of participants from 2021
10% increase in youth (ages 0-12) participation	51% increase in youth participation from 2021
5% increase in teen (ages 13-18) participation	80% increase in teen participation from 2021
5% increase in adult participation	75% increase in adult participation from 2021

Overall, 14,646 children, teens and adults participated in Summer Reading at PCLS this year compared to 5,250 in 2021. Overall we saw a 33% completion rate, with 4,806 individuals completing the program by reading 45 days each. Participants read for a combined total of 216,270 days, or 72,090 hours at 20 minutes per day. We handed out 6,705 books to children and teens as prizes as well as 3,727 NW Trek/Point Defiance Zoo passes. In addition, with the Lakewood Branch closure coming right as Summer Reading was getting started, we worked with the Lakewood staff to provide reading logs and books to schools serving ALICE populations, with reading logs delivered directly to many locations. Additionally, Lakewood Librarians delivered reading logs and books to summer school participants. We also provided approximately an additional 3,000 books to our Outreach Services department for distribution during outreach stops in the Lakewood community.

In 2023 we will add back in milestone markers and prizes to encourage struggling readers. This is important especially since Pierce County literacy rates are so low. Rather than having children wait until they've read 45 days over the summer, we will set 2-3 reading success opportunities between start and finish of the program. We anticipate this will increase number of completions overall and keep kids reading throughout the summer.

The successful comeback of Summer Reading at PCLS is due to the significant work our librarians and staff did to hand-sell the program both at our branches and at community events. We were not able to do school visits again this year to the level we normally would, and we know this continued to affect our numbers for participation. We know through school outreach we connect our school age readers to Summer Reading, and we will be working diligently to bring back a more robust and organized school outreach component in 2023.

This year we had a much more robust programming menu, offering virtual programs, in-person programs onsite at branches and at community locations, and take-and-make craft kits. Between June 1st and August 31st we offered 617 programs. Many programs were offered at childcare centers, apartment complexes, local parks, community centers and community event/celebrations. 12,910 people attended our programs including 4,747 adults and 8163 youth/teens. Both staff and customers appreciated the ability to attend programs in person, and hosting programs in community locations was well received. This was a new aspect of programming for Summer Reading at PCLS and we plan to continue looking for opportunities to host programs in our communities when it makes sense.

We have made significant changes to the Summer Reading program each year since 2020 when the pandemic began. This year in particular we added reading by days as the only tracking mechanism for all ages both in print and online. We created new age brackets to better reflect reading levels and provide appropriate activities for each reading level. We are no longer tracking activities or badges earned in Beanstack, our online tracker. Additionally, we moved to a "Book Bingo" reading log for adults.

Due to many challenges still facing us as we move out of the Covid-19 pandemic, and the many different versions (online/hybrid print) of tracking reading during the past few years of the Summer Reading program, we cannot compare reading engagement from this year equally to the past two years. 2019 was our last traditional summer reading program. As we move forward into 2023, we will be taking the best of what we've learned during the pandemic and previous work done pre-pandemic and continue to build out our new model of the Summer Reading program. We anticipate the 2022 version to be the platform on which we continue to grow and develop moving forward and as such this year's numbers will set a new benchmark for measuring success over the next few years. We are providing you with two charts

featuring statistical data from 2019 through 2022. We will continue to evaluate data points to add how we measure success and compare data year-to-year.

Participation	2022
<u>EARLY READERS (0-3)</u>	
# Enrolled	2,548
# Days of Reading	22,868
# Program Completed	453
<u>BEGINNING READERS (4-7)</u>	
# Enrolled	1,798
# Days of Reading	68,306
# Program Completed	1,377
<u>INDEPENDENT READERS (8-11)</u>	
# Enrolled	2,586
# Days Read	90,442
# Program Completed	1,868
<u>TEEN (12-18)</u>	
# Enrolled	2,480
# Days of Reading	18,859
# Program Completed	375
<u>ADULTS (18+)</u>	
# Enrolled	5234
# Days of Reading (Beanstack only)	8,671
# Bingo Sheets Returned	413

Chart Comparison 2021 to 2019

Participation	2021	2020	2019
WEE READERS (0-5 yrs)			
# Enrolled	969	518	2597
# Days of Reading	8603	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	4653	1300	(N/A, not tracked)
Completed Activities	6554		
CHILDREN (5-12 yrs)			
# Enrolled	2534	1594	16,730
# Days of Reading	24,869	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	13,766	3,829	(N/A, not tracked)
Completed Activities	14,684		
TEEN (12-18 yrs)			
# Enrolled	515	537	5243
# Days of Reading	5407	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	2492	1238	(N/A, not tracked)
Activities Completed	3492		
ADULTS (18+)			
# Enrolled	1332	1385	12,313
# Books Read	6227	(N/A, not tracked)	(N/A, not tracked)
# Badges Earned	6130	4252	(N/A, not tracked)
Activities Completed	5656		

Our budget did increase significantly in 2022 based on anticipated participation and increased costs for supplies and services. Our budget was \$121,000 compared to \$64,000 in 2021 and \$95,000 in 2019 pre-pandemic. This in part reflects adding back in more programming, both presenter-based and staff-lead as

well as added printing costs and additional funds from the Library Foundation for prizes. Customers greatly appreciated in-person programming, the new reading logs and books/zoo passes for prizes. We will be evaluating customer and staff surveys and incorporating improvements as we begin planning for SRP 2023. We look forward to evaluating what we've learned over the past few years and using that information to improve the experience for our customers in 2023. Based on numbers and feedback, we know the program had significant impact on many of our participants, as reflected in customer feedback:

What did you, as an adult, like most about Summer Reading?

- The motivating opportunity to take time out of every day to read together with my kids.
- My kids continued develop their love of reading and were rewarded because of it.
- Seeing kids so motivated to read! The program booklet was really well thought out. My independent reader (age 7) loved all the activities within as well as the book recommendations. We used the paper and Beanstack to track progress.
- I liked that it brought my family closer to reading together as a family and just making reading more enjoyable for me and them.
- I like the fact that it helps get me out of my comfort zone and gets me reading again.
- With the app or book she was able to see how many days she read and keep track of it. It brings more awareness to her reading.
- Finding new and different books to read. I got out of my normal reading style and read some really good books that I otherwise would have missed!

What did your children like most about Summer Reading?

- They loved getting a book and tracked what they read and how long! It was like an important part of the day, every day.
- Logging and getting to complete the reading program. They enjoy turning their log in and hearing from our librarians that they are rock stars for reading! They also love picking a book at the end and they very proudly use their free zoo coupons to treat us to a trip to the zoo.
- Little people liked buttons and stickers and free books. Teen liked the challenge of reading a certain amount (self-imposed).
- The zoo/NW Trek pass.
- Books!! And visiting the library for more books.
- The booklet with the activities in it as well as the free passes.
- Story time at DuPont plaza; waters incredible journey; ZANIAC comedy show and the reward for completion!

MEMO



Date: October 4, 2022

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

From: Clifford Jo, Business and Compliance Director

Subject: Buckley Library Site Evaluation Sole-Source Agreement

In late September, Restorical Research conducted a site visit to look through tens of thousands of pages related to our properties. Their goal was to find existing insurance policies in-force in the 1970s to early 1990s. Finding those policies are critical to understanding what claims may be available for cleanup costs.

They found one document related to insurance policies dated in 1993 and were optimistic that it could help with the \$1,000,000 price tag for remediating the contamination at the Buckley Library property. They will need considerable documents shipped to them (Indiana) for follow up work.

Once we know for sure whether we have a viable avenue using insurance, we begin that process in early 2023.

MEMO



Date: October 12, 2022
To: Chair Jamilyn Penn and Members of the Board of Trustees
From: Dean Carrell, Foundation Director
Subject: Bill & Melinda Gates Foundation Grant

On behalf of the Pierce County Library Foundation Board and team, I am honored to share news that the Pierce County Library Foundation is a recipient of a \$100,000 gift from the Bill & Melinda Gates Foundation. This two year gift directly supports the Foundation and their general operating budget.

This special type of unrestricted general operating support will strengthen our work by providing capacity, flexibility, and efficiency in our fundraising efforts. This grant will empower the Foundation to focus solely on our fundraising efforts, with the ultimate goal for funds to maximize our impact for the betterment of the library community.

MEMO

Date: September 28, 2022

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

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

Subject: L&I – Worker’s Compensation Update

The Library has been working with Sedgewick CMS as our Third Party Administrator (TPA) for the past eight years to manage Washington State Labor & Industries (L&I) claims. Utilizing the services of a TPA for our L&I claims is beneficial because it:

- Provides an overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shifts the complex and administrative work of managing claims from the HR Analyst to the subject matter experts at Sedgewick. This helps us manage claims more timely, efficiently and proactively, allowing front end solutions to our claims.
- Saves money for PCLS and our employees.

Below is a summary of our L&I costs:

- Premium History: 2014 (\$261,357), 2015 (\$216,331), 2016 (\$188,873), 2017 (\$172,826), 2018 (185,467), 2019 (\$179,834); 2020 (\$162,413.60); 2021 (\$171,175.14)
- PCLS’ projected premium* for the remainder of 2022 is \$170,784 versus our 2021 premium of \$171,175. This is a slight decrease of \$391 in premiums.
- Our final experience modification impact rating for 2022 was 0.7840. The industry average rating is 1.0 and our objective is to be at 0.75. During the three year window used to determine our experience factor for 2022, we had relatively low cost claims which didn’t require us to hold a reserve for future medical costs.
- Based on claims so far, and all things being equal, our projected premium for 2023 will be approximately \$193,971, and our experience modification factor will increase to 0.9800. This is due to dropping a smaller claim year and picking up a significantly larger claim year during the factor window period.
 - Looking forward to 2024 we already know our experience factor will increase because we will be assessed on a higher level of claims during the factor period window.
 - Sedgewick is currently evaluating our open claims and working to close them to minimize the impact to our 2024 experience rating.
 - Sedgewick has also hired a Vocational Counselor to work with the library beginning in November to evaluate our high-risk jobs and develop and approved task list to help us implement the Stay at Work program in a shorter timeframe.

Under our contract with Sedgewick, we pay 4.5% of our premiums in service fees. This year service fees will be \$7,703.26, which is a slight decrease of \$49.18 over our 2021 service fee. Projected service fees for 2023 will be \$8,728.70.

**Premiums are determined by the state's formula that includes the following factors: class of workers, total hours and L & I claims history (using the past three fiscal rolling years of data—time loss and claims activity). Our premium and reserves are charged to us by the state using this data.*

We will continue focusing on proactively:

- Utilizing the “Stay at Work” program for Washington State to optimize saving by providing light duty opportunities for employees injured at work.
 - We are currently working with Sedgwick to submit the necessary documentation to request reimbursement for four employees who were able to work light duty assignments in 2022 through the Stay at Work program.
- Communicating with and educate PCLS supervisors regarding L&I and their role and expectations to assist with handling claims carefully and timely.
- Monitoring claims and check in regularly in order to partner with Sedgwick and our staff to move through the processes in a timely manner.
- Coordinating our ergonomic equipment and process through our Staff Ergonomic Project to help reduce risk areas and implement our ergonomic plan and approach.

MEMO



Date: October 4, 2022

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

From: Melinda Chesbro, Deputy Director of Operations

Subject: Website Accessibility Compliance Review and Resolution Agreement

Earlier this year we were notified by the Office for Civil Rights (OCR) of the U.S. Department of Education that the PCLS was selected for a compliance review of our online programs, services and activities. This review will ensure that people with disabilities have full and equal enjoyment of PCLS online services.

Staff have been engaged with a project to update our website and we are anticipating launch of that website in early 2024. Accessibility is one of our priorities for this new website.

We have voluntarily entered into a Resolution Agreement and are excited by the opportunity to have additional tools and training. Among the activities we will be doing as part of this agreement are:

- adopting an accessibility standard
- providing notice on the website on how people with disabilities can inform us of technology barriers to access
- using tools provided by the OCR to audit, test and remediate access barriers
- develop a plan to maintain accessibility of the website and other online services

Pierce County Library in the News

October 12, 2022

Pierce County Library in the News

- [Community advisory committee evaluates cost scenarios for libraries in Lakewood](#) – Suburban Times (+ SOCIETY magazine, Spot On WA)
- [Pierce County Library System Board to discuss policy updates and other issues](#) – Suburban Times (+Newsbreak)
- [Pierce County Library Board to hold special meeting regarding Lakewood Library](#) – Suburban Times (+Newsbreak)
- [City tells library that repairs, not just roof tarps, needed at shuttered Lakewood site](#) – The News Tribune (+Democratic Underground)
- [Lakewood council receives library update](#) – The News Tribune
- [Lakewood Council Corner: Sept.12, 2022](#) – Suburban Times
- [Lakewood Council Corner: Sept.6, 2022](#) – Suburban Times
- [County Libraries Offer Tools For School](#) – Tacoma Weekly
- [Book Club at Lakewood History Museum](#) – Suburban Times

Miscellaneous

- The Organizer, Summer 2022 - Local 3787 – AFSCME (see attached PDF)

Local 3787 - AFSCME

The Organizer

Summer 2022

President's Message

by Katie Baker

Hi.

My name is Katie. I'm your union president and I wanted to share a little about how I got here. I started working at PCLS as a sub only in 2012. That means I wasn't a member of the union--I'm not even sure I realized PCLS was a union shop. But I liked working for the library and over the next year and a half, I became a temporary employee, then a permanent employee and . . . a union employee! The first time I remember really understanding the benefit of a union was in 2013, when our union won holiday pay for ALL employees, including those who worked under 20 hours a week. That was me! I was a 15 hour employee! I remember running into our president at the time, Elise DeGuiseppe, and telling her THANK YOU.

In 2015, I became even more grateful for the union, when former IT management tried to restructure the department in a non-beneficial way. The union fought hard for us and, in the end, everything turned out well.

While all of this was going on, I was also finding my footing in the library--my hours increased to 24 hours a week, then 37, and finally 40. During all this time, I was working at the IT Help Desk, which meant I got to talk to a LOT of people throughout the library. I got to help people and I got to know them.

So in 2017, when the union secretary position opened up, I wanted to run because I'd seen the value of the union. People were used to reaching out to me for help and I was hoping that would translate to them reaching out to me for union help, too.

Now? I've been on two contract negotiating teams, been to two international conventions, been promoted to supervisor, and elected president. This journey has, I hope, helped me understand the value of the union for EVERY member of the bargaining unit, from that 15 hour employee I was once upon a time to the represented supervisor I am now.

I hope it's inspired you, too. Would you like to become more involved in the union? Reach out to local3787@gmail.com . We'd love to have you.

Executive Board Members	Council 2 Staff Representative
<p>President: Katie Baker katiejanebaker@gmail.com</p> <p>Vice-President: Justin Moser</p> <p>Chief Shop Steward: Michelle Angell michelleangell.509@gmail.com</p> <p>Secretary: Clorissa Ashely</p> <p>Treasurer: Tamara Saarinen</p>	<p>Carrie Caffrey WSCCCE / AFSCME Council 2 carriec@council2.com</p>

2022 General Membership Meeting Dates

Friday, September 16th (this is a new date to a Council 2 Meeting on the 24th)

Friday, November 18th (on the third Friday due to the 4th Thursday being Thanksgiving)

Meetings are held on Zoom at 7pm -- although this may change in the future! Invitations are sent to your **personal email** a few hours before the meeting. The email sender address is C2everett@council2.com. Sometimes it goes into a junk or spam folder. If you have not received the link by the day of the meeting, please contact the Union Executive Board via local3787@gmail.com. Executive Board members check this account frequently and on General Meeting days check the account about ½ an hour before the meeting starts to make sure everyone has their link.

Reminder: If you get a meeting invite from Staff Experience or if you're a represented supervisor who needs to meet with Staff Experience and an employee, please forward the invite to Katie Baker katiejanebaker@gmail.com and Michelle Angell michelleangell.509@gmail.com along with your **personal email and cell phone number**. They'll make sure one of our friendly stewards is there to represent you.

Steward(s)

Choosing Union membership, by signing a card, makes you an active participant in your Union. Attending a Union meeting, when you can, is another way for you to participate in your Union. If you are looking for additional opportunities to contribute to or learn more about your Union, consider becoming a Steward.

Union Stewards are vital and perform important work. In our Local's Manual of Operations, the role of stewards is defined as:

As prescribed in the AFSCME Steward Handbook, Stewards shall:

- ❖ At the direction of the Chief Shop Steward, act as members' representative at disciplinary meetings.
- ❖ Stewards take notes and ask clarifying questions to ensure the protection of members' rights.
- ❖ Understand the duty of fair representation.
- ❖ Become familiar with the grievance procedure, the rights of workers under the contract and applicable laws (Weingarten and Loudermill), and the Seven Tests of Just Cause.
- ❖ Bring potential contract violations to the attention of the Chief Shop Steward and/or President.
- ❖ Motivate members to be more active in the Local.

In addition to the prescribed duties in the AFSCME Steward Handbook, a Steward shall:

- ❖ Attend basic and advanced steward trainings, at least biennially.
- ❖ Attend a majority of membership meetings.
- ❖ Attend steward meetings.

After reading that description are you intrigued, intimidated, or a mix of both? You don't have to know what Weingarten and Loudermill are to be a Steward, it's not a pre-requisite! Our parent organizations, Council 2 and AFSCME, have virtual trainings available to help explain what fair representation and just cause actually mean, far better than I can.

Sign up for a virtual training on the [Council 2](https://council2.com) website, <https://council2.com>; under the Events tab, select [Virtual Trainings](#). The trainings are on zoom, run about 75-90min, and are offered on evenings and weekends. The Virtual Training site is updated regularly, and Council 2 has also resumed some in-persons trainings for Executive Board positions.

Trainings are free. The registration form will ask for your Local number, we are 3787. Attending a training doesn't obligate you to being a steward. If you want to just learn more about how your Union operates, please attend a training!

Steward(s) Continued

Council 2 is one of approximately 58 Councils that make up AFSCME, the American Federation of State, Council, and Municipal Employees, across the US, the District of Columbia, and Puerto Rico. AFSCME's website has a wealth of information, including some videos in their [Online Academy](#).

Also check out the [Publication and Resources](#) page, <https://www.afscme.org/member-resources/education-training/publications-and-resources> to find copies of the [Steward Handbook](#) and the [Officer's Manual](#).

If you are checking out the [AFSCME website](#), make sure to take a look at the [AFSCME Advantage](#) pages, also under the Member Resources tab. The Advantage page has links to scholarship opportunities, credit counseling options, homeowner's, renter's, auto, and pet insurance discounts, and many more discounts on all kinds of services. Really, there are a lot of great deals to take advantage of.

If you attend a training or want to learn more about being a steward please contact me, Michelle Angell, your friendly neighborhood Chief Shop Steward michelleangell.509@gmail.com.

WEINGARTEN RIGHTS

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions."

Free College Program Update

On July 20, 2022, the following update was sent out to union members:

AFSCME Family:

Today we learned that the U.S. Department of Education notified our “Free College” partners — Eastern Gateway Community College (EGCC), Central State University and Paul Quinn College — that they could no longer offer no-cost college to our members and their families. The department indicated that the financing of the program for students not eligible for Pell Grants is inconsistent with federal requirements. As a result, new students may not enroll.

There is no financial liability owed by any former or existing students who participated in the program. We are engaged in discussions with the department and EGCC concerning the continuing education of existing students. Continuation at no cost should not be an issue for any student who qualifies for a [Pell Grant](#). For those who are not Pell eligible, and do not have an alternative source of funding, such as an employer or union trust funded tuition assistance program, we are seeking to continue Free College until their education is complete, but we do not now have an assurance that will be the case.

The Free College program is an outstanding benefit, in some cases life-changing, for AFSCME members and their families. I was proud that we could offer the opportunity to obtain a debt free education to our members and I am committed to finding an alternative program.

By offering this benefit, we learned that a large percentage of our members are eligible for [Pell Grants](#). This federal program provides eligible students with up to \$6,895 a year in education assistance depending on various factors such as income, cost of attendance, and full or part-time student status. The grants are portable and can be used at almost any accredited college or university. To find out if you are eligible, you will need to complete an application form and the college’s financial office will calculate your eligibility before you enroll. [Click on this link to learn more.](#)

I am sorry to report this disappointing news, but we will make every effort to at least partially fill the void left by the cessation of the Free College program.

In solidarity,

Lee Saunders
AFSCME President

Scholarships

The [AFSCME](#) International Family Scholarship application is due at the end of the year. Ten scholarships for \$2,000 a year for 4 years are provided via this scholarship. Applications for 2023 are available for download now <https://www.afscme.org/member-resources/scholarships/afscme-family-scholarship>

[Council 2](#) provides a variety of scholarships. The scholarship application process for dependents starts in the spring for High School Seniors and College Students. The biggest Scholarship is \$5,000.00 a year for 4 years- a total of \$20,000.00 for one lucky student. The other scholarships range in amounts from \$5,000.00 to \$1,000.00.

Council 2 also offers 5 Continuing Education scholarships a year for members of \$1,000.00 each. Over the past 15 years Council 2 has awarded \$900,000.00 in Scholarship funds to members and their dependents.

Flexible Spending Accounts

Open enrollment is a few months away and for those who prefer to avoid unexpected health bills, the Flexible Spending Account is a great option to sign up for. What is a Flexible Spending Account?

- ❖ A special account in which you can save UP to \$2,000 a year towards deductibles, copays, and prescriptions for vision, dental, health, and hearing for yourself and dependents.
- ❖ If your annual deductible is \$300 a year and you spend \$500 a year on prescriptions and copays, you can sign up to set aside \$800 in an FSA.
- ❖ The funds come out every paycheck till you reach the amount you signed up for with your last pay check. For an \$800 account, \$33.34 is deducted every paycheck.
- ❖ The deductions come out pre-tax dollars which might lower your tax rate.
- ❖ The funds are immediately available for your use.
- ❖ You can use the FSA debit card AND/OR submit receipts for services at the website and be reimbursement via direct deposit.
- ❖ FSA funds can be used on other services such as, massage therapy with a Letter of Medical Necessity from your Doctor,
- ❖ A variety of items can be purchased with your FSA: Over the Counter medicines; Period Products; Contraception; Breast Pumps; Sunscreen/Moisturizer 15 SPF or higher, and more!
- ❖ Many retailers will note on the price tag if an item is FSA eligible, or if you use your FSA debit card it automatically declines any items NOT covered.
- ❖ Didn't spend all your funds in the current year? You can roll over up to \$550 into the next year.

Voter Point of Assistance

Mid-terms Matter: Pierce County Library System branches will provide support to voters via ballot assistance. Some branches also have ballot drop boxes on site. As we help our communities to vote, please don't forget to vote yourself.



Union Elections

Speaking of elections, Local 3787 will be holding elections at the November 18th, 2022 General Membership Meeting. These are positions are open to ALL employees who have been a Union Member in good standing for one year. The following positions are up for election.

- ❖ Vice-President
- ❖ Treasurer
- ❖ Chief Shop Steward
- ❖ 2 Trustees.

For the positions of Vice-President AND Chief Shop Steward the incumbents are not running for re-election. If you are interested in any position, please contact any e-board member or send an email to local3787@gmail.com

Perks of Being a Union Member

As Union members, we are eligible for an incredible array of benefits, from scholarships and credit counseling to retirement planning to discounts on Union-made merchandise, vacation, and entertainment discounts and much more. Please browse Union Plus, AFSCME Advantage and BeFrugal Union Plus websites. These online clearing houses offer hundreds of opportunities and solid information – something for every member. Some parts of the sites might require creating an account and password. As always you will want to check the quality and suitability of goods before a purchase is made, however many of the deals and an inventory of information are yours for browsing. AFSCME's AFL-CIO affiliation yields real union power! Here is the link [Union Plus](#), [AFSCME Advantage](#) and [BeFrugal Union Plus](#).

Ongoing Attacks on Unions --“Freedom Foundation”

Nothing annoys me more than coming home to find a “Freedom Foundation” flyer in the mail urging members to “Opt Out” of their union and full of misinformation. We know better. Your dues **ARE NOT** used to support political candidates or parties.

For newer members here are the facts on the “Freedom Foundation”-

- ❖ It is a “Charity” funded by out of state billionaire donors like the Bradley Foundation, Koch and DeVos families.
- ❖ The “Charity’s” main targets are public and private employee union.
- ❖ According to the Foundation public workers are the cause of all ills in Local, State, and Federal Government.
- ❖ They have offices in all 50 States trying to take down unions nationwide and end employees right to organize and have representation.
- ❖ Because Public Employee contact information is public record they can email or snail mail us directly with their disinformation campaigns.
- ❖ Donations are used to get members to leave and sue Unions out of existence.
- ❖ They do not believe in Government taxes or “Handouts”, but took between \$350,000 to \$1 million dollars in Paycheck Protection Loans for their Washington State Office alone in 2020.
- ❖ Their long-term goal is to end: Minimum Wage, Social Security, Medicare/Medicaid, and return to a ‘Free-Market’ economy where workers fend for themselves.

Ironically, we cannot “Opt-Out” of the Freedom Foundations relentless campaign to destroy unions and workers' rights. If you receive an email at work from the Freedom Foundation, mark it as junk and block them.



Please send any submissions and ideas for **The Organizer** to Clorissa at c.rae.ashley@gmail.com