

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

January 11, 2023 | 3:30 p.m.

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

Optional virtual attendance available via:

Phone: Dial+1.253.205.0468 | Webinar ID: 819 4170 0672 | Passcode: 419305

Web Browser or App: <https://us06web.zoom.us/j/81941700672?pwd=N1hQY0hXWkxEaXZjSnhaQ3RyTkN4QT09>

(Zoom user account is required to join via web browser)

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. Comments will be limited to three (3) minutes. To provide comments virtually, sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on January 11. Written comments must be provided 24 hours prior to the meeting.*

Board Development

1. Library Capital Facilities Area – Daniel Gottlieb, Attorney, Hillis Clark Martin & Peterson P.S.

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 December 8, 2022, Study Session
2. Approval of Minutes of December 14, 2022, Regular Meeting
3. Approval of December 2022 Payroll, Benefits and Vouchers
4. Resolution 2023-01 To Declare Furnishings and Equipment Surplus to Public Service Needs

Executive Director Report

1. Executive Director Report
 - a. Fundraising Performance Report
 - b. Metrics Dashboard
 - c. November 2022 Financial Report
 - d. Public Services Report

Unfinished Business

1. Lakewood Libraries Discussion
2. Sumner Capital Project Proposal

New Business

1. Policy Revision - Real Property **[ACTION]**
2. 2023 Foundation/Library Agreement and Addendum **[ACTION]**

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

1. Buckley Library Site Evaluation Update
2. Public Opinion Poll
3. 2023 Marketing and Communications Plan

Announcements

Adjournment **[ACTION]**

Board Development

Library Capital Facilities Area

Consent Agenda

CALL TO ORDER

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

Lakewood Library Buildings Advisory Committee Recommendations

Executive Director Caserotti commented on the complicated decision the Board is making and expressed appreciation to the Lakewood Libraries Advisory Committee in providing their recommendations.

Utilizing the Knowledge Based Decision-Making framework, Trustees discussed the following regarding the Downtown Lakewood Library:

Downtown Lakewood Location

What do we know about the stakeholders' needs, wants and preferences?

- The Board understands the library is deeply valued in the Lakewood community as a gathering place, not just for access to books & internet computers. Community members see the library as a safe place for young people.
- There is agreement that the library needs to be located in a highly accessible place by foot and transit not just car.
- The library needs to be designed with flexibility to adapt to future needs.
- Ownership of property is preferred to leasing.
- The City has interest in co-locating a Senior Center while the advisory committee recommends focusing on the library as a priority.
- Lakewood citizens have a need to feel heard and listened to. Many are extremely passionate about the current facility, location and facility itself, sense of ownership and attachment to building.
- Concern about the Big One as a significant, recognizable, cultural artifact, a desire to preserve and keep it in Lakewood.
- Any new library should have "old feel" – a new building could honor the design style and feeling people love about the building.
- Awareness and concern for having a library into the future, not just today. The library buildings will be here long after current members are no longer on the Board.
- The advisory committee composition was representative of diverse community, intentionally selected.

What do we know about the current realities and evolving dynamic of our environment that is relevant to this decision?

- There are extensive costs involved in response to restoring the building.

- The importance of ensuring primary use of the library does not fall outside the scope of library services.
- The condition of the facility and the cascading set of circumstances that extends beyond the roof due to the design of the structure has illuminated that it is not a simple fix.
- There are significant concerns about the rainy season as it relates to the roof, reports indicated it would not withstand another significant weather event and is in critical condition.
- The failing elevator brings safety concerns for staff and public
- Lakewood patrons don't have a full service branch which they deserve and the Library needs to move as expeditiously as possible to provide one.

What do we know about capacity and strategic positioning relevant to this decision?

The Board recognizes the importance of its responsibility to lead the charge and provide solid direction to the Library.

Executive Director Caserotti noted costs of renovating exceeds current financial capacity and would require a public funding measure, which requires excessive funding and staff resources to administer. There are also labor, construction and supply chain restraints.

Trustees noted the Library has consistently demonstrated prudent, proactive and collaborative budgeting in its future planning which is of benefit.

What are the ethical implications relevant to this decision?

Executive Director Caserotti noted ethical implications include stakeholder groups that may feel enfranchised or disenfranchised. Additional implications include advocacy or credibility issues with regard to the processes that would result in responding to the situation.

Additional implications included:

- People want to feel heard and be a part of the process
- Lack of social services that people rely on the library to fill
- The diversity of the community with different socio-economic needs
- The unique physical boundaries of the community
- The fiduciary responsibility of the Library as stewards of taxpayer dollars
- The need for equitable access and safety

The question arose how the Lakewood Library was doing prior to the closure as it relates to meeting those needs of the community.

Executive Director Caserotti noted the older facility caused a lot of additional work/resources strains related to repairs and adjusting to how to deliver services. There are a lot of tensions in the community that the library is caught in the crosshairs around social issues. In terms of delivering services, there was much more computer use rather than browsing and picking up holds. Programs were already being given outside of the building and working out in the community, which were expanded upon when the library closed.

Deputy Director Connie Behe noted foot traffic was trending down before the pandemic and has not recovered. There were serious security and safety issues as well as concerns about frequent mechanical and plumbing failures. The staff were beloved by the community and the Library had a good relationship

with the City, however there were a lot of people who were not utilizing the Library any longer. She also noted the Library was not ADA compliant, making equitable access very difficult.

Trustees noted witnessing the difficulty those with disabilities had accessing the Library, adding that safety concerns related to homelessness must be considered. They stressed the importance of partnering with other constituents in the community as it relates to public services.

Trustees also noted the Library was making a good faith effort to provide services and meet the needs of the community, adding that providing a better facility would be the best outcome.

Trustees reviewed the advisory committee's recommendations which were to keep the library at the same location, building a new library on the current site and, if this is not possible, to build a new library in an equally accessible location.

The Board discussed the short term and long-range funding implications for building on the current site versus a new site. Questions arose about demolition costs, including remediation of any potentially contaminated soils. It was asked whether it would be possible to salvage some of the artifacts currently on display at the library to be displayed elsewhere or incorporated into the new building.

Trustees stressed that equitable accessibility is of utmost importance. The current site is not accessible to the whole community. There are many community members who reside on the other side of the town, who may represent a different demographic and may not have reliable transportation, whose voices were possibly not heard of during this process. They added this is an important component needing further discussion.

Executive Director Caserotti noted the City and Library strove to develop an advisory committee that would represent the diverse voices in the community. Concerns were raised at the Joint Meeting about the relative sample in the survey results not including diverse perspectives. She noted that as a part of a new building program the public will be engaged in the design process.

Executive Director Caserotti noted there is a sense of urgency and a need for staff to have direction from the board in January in order to address timelines required by the City and can prepare material to share information with the community on the direction being taken as well as the timelines and costs.

Chair Penn remarked the Board is not in an enviable position as it forms its decision, noting these are significant and challenging decisions. She stressed the significance of making a decision that will leave a legacy and make a great impact in the Lakewood community.

Trustee Patel requested more information on the funding methods. Executive Director Caserotti noted most capital projects would utilize a combination of funding tools, each determined for individual projects. In order to follow the direction of the committee there is a lot of work the Library would need to bring to the Board to help them understand what's possible on the site and how much the project would cost. It would be at that point that the Board would identify which funding options are feasible.

The question was asked whether building new on the current site would meet the site selection criteria the library currently uses when building new facilities. Executive Director Caserotti noted the Library is working with architects now to understand building codes, site development requirements and feasibility

to build on the site. She noted there will be limitations on the size of the building the site can accommodate.

There was further discussion about whether there is a more desirable building site.

Chair Penn asked the Trustees to take time until the next meeting to review the information around the feasibility study and consider the three options: rebuild on the current site, build on a new site, or renovate the current building. She also asked them to come prepared to share with the Library what additional information they may need to make their decision.

Tillicum Location

What do we know about the stakeholders' needs, wants and preferences?

- Awareness of the strong desire from advisory committee to co-locate social services for an impoverished community with extreme needs with lack of services in this geographic area.
- There is a strong desire to continue to support relationships with service providers.

What do we know about the current realities and evolving dynamic of our environment that is relevant to this decision?

- The library is cut off geographically from other services in the city.

Trustees noted this location has a large parking area for such a small facility.

Trustees mentioned that the committee had concerns about the lack of sidewalks and proximity to the elementary school as it relates to their recommendation to building on the parcel currently owned by the City. Executive Director Caserotti noted the City would likely cooperate with the Library to install sidewalks.

Questions arose whether it is possible to even renovate the existing building and is there an option to pursue purchasing it. Executive Director Caserotti noted the Library had not been given direction or instruction to pursue purchasing it. Executive Director Caserotti noted when assessing building condition staff was only able to conduct a visual inspection since the Library is only a tenant.

Trustees asked what the trends are of the customers using the Tillicum library. Executive Director Caserotti noted additional data gathering may be needed to understand current use trends and who is leveraging proximity to other service providers.

Chair Penn asked the Trustees to identify additional information needed to aid them in their decision-making process.

Responses included:

- Trends of the current Tillicum library customers
- If the library relocated, would other services move along with the library as well? Executive Director Caserotti noted there may be fiduciary limitations using tax dollars to rent space for private non-library use
- Would the Library lease or purchase the land from the City? Executive Director Caserotti noted the City indicated they would sell it to the Library.

- What is the anticipated outcome if the Library established a new facility – would we lease space to someone else? There is an extreme need in Tillicum – we must continue to support the relationships with the other organizations such as the food bank and the school. Executive Director Caserotti noted getting this information directly from the partners would be challenging but that the Library could do some reasonable speculation.

Chair Penn thanked the Trustees for the discussion. She encouraged them to take under advisement the advisory committee recommendations, their own notes, information they received when out in the community, comments from the public, and from the Library administrators.

The Board agreed to hold additional meetings to further the conversation.

ADJOURNMENT

The meeting was adjourned at 5:04 pm on motion by Trustee Duncan, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Jamilyn Penn, Pat Jenkins, Neesha Patel and Pam Duncan. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comment was received by email from Lakewood resident, Bob Warfield.
Public comment was received by Milton resident, Dawn Land.

CONSENT AGENDA

1. Approval of Minutes of November 9, 2022, Regular Meeting
2. Approval of Minutes of November 17, 2022, Joint Meeting
3. Approval of November 2022 Payroll, Benefits and Vouchers
4. 2023 Insurance Policy Renewal
5. Resolution 2022-15: To Declare Furnishings and Equipment Surplus to Public Service Needs

Trustee Jenkins moved for approval of the consent agenda with one correction to Minutes of November 9, 2022, Regular Meeting. Trustee Patel seconded the motion. Motion carried.

ROUTINE REPORTS

Executive Director Report - Executive Director Caserotti noted the Trivia Bee event raised close to \$43,000. She reiterated that there was a large turnout at the South Hill Pierce County Library for the Voters Point of Assistance services, and expressed appreciation for recent staff efforts and participation at the annual Winterfest event where over 700 books were given out to the Parkland-Spanaway community.

The Trustees stated their appreciation for the information and for being kept aware of staff involvement in community events.

UNFINISHED BUSINESS

Lakewood Libraries Discussion – Chair Penn emphasized the importance of the Trustees discussing and documenting the discussions on this topic, and asked the Trustees if there are any options they are willing to consider removing from the table after having reviewed the information provided by the Library and the community advisory community (CAC), as well as having multiple conversations and one study session thus far.

Trustees acknowledged the diligent work of the CAC and its recommendations. Discussion opened with renovating the current structure. Trustees considered whether renovation is feasible considering the existing size limitations, parking issues, and whether it would provide potential for future growth.

Executive Director Caserotti reiterated the CAC's recommendation is a layered recommendation that starts with rebuilding on the current site, or, if not feasible, looking for another site. If it is decided to pursue the committee's recommendation to rebuild on the current site, that eliminates the option of renovating of the existing structure. Executive Director Caserotti noted that the committee did not recommend renovating the building and that there are strong feelings about preserving the building that the library has heard from community members in recent months. She suggested the Board discuss those points in more detail to fully understand what it would entail and why the committee did not recommend that option. Attention was called to the reports provided to the CAC over the summer regarding the costs to renovate the building. Trustees recognized the desire of some citizens to renovate the building, and acknowledged information previously provided in reports indicated doing so is not financially feasible and would also not provide a building that could evolve in the future.

Trustees remarked the Library is at a nexus to explore and create space beneficial to the community and for future generations. Trustees are aware the Library needs to rebuild with a fiscally responsible strategy.

The discussion transitioned to rebuilding on the same site. Trustees expressed interest in this option, unless financially unfeasible or if doing so would not meet the community's needs. It was also noted that the existing location holds a lot of meaning to the community and is accessible to transit.

There was further discussion about older library buildings not meeting modern needs and the realities of parking constraints on the current site. A suggestion was made that the Library look into providing underground parking if it would allow a bigger footprint on the site instead of having to reserve space for parking. There was concern by a Trustee that underground parking could pose safety issues and even higher project costs.

Trustees noted it would be a time-consuming and expensive project to look for another site that would meet the needs of the community. Interest was also expressed in identifying another location that would better accommodate the needs of the community and exploring whether another site would be the better option. It is currently unclear whether any strong potential alternative sites exist and if they would be worth the time and effort to pursue.

Trustees expressed their respect for the strong feelings expressed by some community members and some Trustees have the position that rebuilding a new library on the existing site would allow the Library to better serve the community in the future.

Chair Penn said the Library is working as quickly as possible on the interim site, and acknowledged the challenges for staff just to find the new temporary location for interim services.

Executive Director Caserotti thanked the Board for sharing their perspective as the governing body. She asked for direction on how to proceed in January 2023 regarding the current building and whether the Library should begin working on a site fit for the property and run cost estimates, which will take a couple months. She added the Library has thus far only explored lease options with respect to an additional alternative site, not purchase options. The Trustees did not individually support renovating the current building and will continue discussing the committee's recommendations at the upcoming meetings.

Trustees would like to schedule another special study session to continue discussing Lakewood Libraries in January in addition to the Regular Monthly Meeting.

Chair Penn thanked the Trustees for the robust conversation.

2022 Fund Transfers

Trustee Jenkins moved for approval of:

- *Resolution 2022-16: To Transfer Set-Asides in the General Fund Balance to the Capital Facilities Fund*
- *Resolution 2022-17: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund*

Trustee Duncan seconded. Motion carried.

2023 Budget: Second Reading and Discussion

Finance Director Mary Stimson reviewed the budget including expenditures over 2022-2023.

Chair Penn inquired whether the increase in overtime was a result of staff attrition. Director Stimson responded she would get more information to provide an answer.

Public Hearing: 2023 Budget of Revenue and Expenditures

Trustee Duncan moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2022 property tax levies for collection in 2023. Trustee Jenkins seconded the motion. Motion carried.

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2023 budget. Comments were received by Tacoma resident, John Leslie.

There being no further comments, *Trustee Jenkins moved to close the public hearing on the 2023 budget of revenue and expenditures. Trustee Patel seconded the motion. Motion carried.*

Unfinished Business (cont.)

Trustee Patel moved for approval of:

- *Resolution 2022-18: To Set Wages and Benefits for Non-Represented Employees for 2023*
- *Resolution 2022-19: To Adopt the 2023 General Fund Budget*
- *Resolution 2022-20: To Adopt the 2023 Capital Improvement Fund Budget*
- *Resolution 2022-21: To Adopt the 2023 Election Fund Budget*
- *Resolution 2022-22: To Adopt the 2023 Levy Sustainability Fund Budget*
- *Resolution 2022-23: To Adopt the 2023 Property and Facility Fund Budget*

Trustee Duncan seconded the motion. Motion carried.

NEW BUSINESS

Capital Fund Transfers for 2023

Trustee Patel moved to approve Resolution 2022-24: To Redirect the Transfer Set-Aside in the General Fund Balance for the Property and Facility Fund to the Capital Improvement Fund (\$1,173,200). Trustee Duncan seconded. Motion carried.

Trustee Duncan moved to approve Resolution 2022-25: To Transfer Unspent Budget Funds in General Fund to the Capital Improvement Fund (\$2,000,000). Trustee Jenkins seconded. Motion carried.

Trustee Jenkins moved to approve Resolution 2022-26: To Transfer the Set-Aside in the Property and Facility Fund Balance to The Capital Improvement Fund (\$1,000,000). Trustee Duncan seconded. Motion carried.

2023 Election of Officers

Trustee Duncan moved to approve the slate of officers for 2023 with Trustee Penn as Chair and Trustee Jenkins as Vice-Chair. Trustee Patel seconded the motion. Motion carried.

2023 Board Calendar of Work

Chair Penn raised a question regarding a topic for a future agenda. She would like to discuss personal growth and development opportunities for the executive director position.

ANNOUNCEMENTS

Chair Penn expressed gratitude to the Trustees for a great year. She remarked she was proud to be a Trustee for the Library and looks forward to the new year.

ADJOURNMENT

The meeting was adjourned at 5:09 pm on motion by Trustee Jenkins, seconded by Trustee Duncan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10118 - 10122	12/06/2022 - 12/21/2022	\$ 8,942.10
Electronic Payments - Payroll & Acct Payable		12/6/2022	\$ 962,464.81
Electronic Payments - Payroll & Acct Payable		12/21/2022	\$ 944,185.47
Accounts Payable Warrants	703728 - 703885	12/01/2022 - 12/31/2022	\$ 2,640,035.73
Total:			<u>\$ 4,555,628.11</u>

As of 1.3.2023

ALL CHECKS

CHECK DATE FROM: 12/01/2022 TO: 12/31/2022

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1458	KRAMAREVSKY, MAKSIM	12/06/2022	C	10118	1,961.77
1457	DECICCO, NICOLE J	12/21/2022	C	10119	1,388.15
1463	DIX, MEGAN K	12/21/2022	C	10120	861.59
1194	LARSEN, HEIDI M	12/21/2022		10121	2,218.87
1459	WIDMER, JESSICA	12/21/2022	C	10122	2,511.72
TOTAL CHECKS				5	8,942.10

** END OF REPORT - Generated by MARY STIMSON **

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 12/06/22 Payroll

Withdrawal Date: 12/6/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	80,203.18
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,209.20
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,209.20
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	604,513.91
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	8,588.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,768.36
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,346.90
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,353.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,147.74
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	125.00
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	
Total Deposit						\$ 962,464.81

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/2/2022
 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: 12/21/22 Payroll

Withdrawal Date: 12/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,182.00
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	59,692.14
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	59,692.14
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	588,569.49
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,583.53
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,438.95
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,622.55
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	8,353.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,147.59
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	184.45
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	719.31
Total Deposit						\$ 944,185.47

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/19/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703728	12/02/2022	PRINTED	341	BAKER & TAYLOR	0.00	44,254.39	12/12/2022
703729	12/02/2022	PRINTED	427	BLACKSTONE PUBLISHING	0.00	121.62	12/12/2022
703730	12/02/2022	PRINTED	638	CITY OF BUCKLEY	0.00	353.36	12/13/2022
703731	12/02/2022	PRINTED	2422	CDW GOVERNMENT LLC	0.00	19,782.42	12/16/2022
703732	12/02/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	592.28	12/13/2022
703733	12/02/2022	PRINTED	998	CINTAS CORPORATION	0.00	369.91	12/13/2022
703734	12/02/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	211.60	12/09/2022
703735	12/02/2022	PRINTED	155	DELL MARKETING LP	0.00	352,653.09	12/14/2022
703736	12/02/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,350.00	12/13/2022
703737	12/02/2022	PRINTED	365	EBSCO	0.00	26.23	12/09/2022
703738	12/02/2022	PRINTED	2428	EMC RESEARCH INC	31,850.00	0.00	
703739	12/02/2022	PRINTED	445	GHA TECHNOLOGIES INC	0.00	12,809.50	12/12/2022
703740	12/02/2022	PRINTED	446	CITY OF GIG HARBOR	0.00	783.13	12/09/2022
703741	12/02/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	26,678.32	12/08/2022
703742	12/02/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	900.57	12/14/2022
703743	12/02/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	467.47	12/13/2022
703744	12/02/2022	PRINTED	1821	KNKX 88.5 FM	0.00	4,635.00	12/13/2022
703745	12/02/2022	PRINTED	26	LINGO	200.02	0.00	
703746	12/02/2022	PRINTED	36	LOGIC INTEGRITY INC	0.00	1,520.00	12/13/2022
703747	12/02/2022	PRINTED	211	MIDWEST TAPE	0.00	164.98	12/13/2022
703748	12/02/2022	PRINTED	216	CITY OF MILTON	0.00	531.88	12/08/2022
703749	12/02/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,160.00	12/13/2022
703750	12/02/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	6,720.00	12/21/2022
703751	12/02/2022	PRINTED	535	PAPERROLLS-N-MORE.COM	0.00	1,214.08	12/15/2022
703752	12/02/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	2,604.95	12/07/2022
703753	12/02/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	3,819.78	12/07/2022
703754	12/02/2022	PRINTED	61	RICOH USA INC	0.00	192.13	12/09/2022
703755	12/02/2022	PRINTED	61	RICOH USA INC	0.00	4,430.68	12/12/2022
703756	12/02/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	154.00	12/15/2022
703757	12/02/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	670.08	12/08/2022
703758	12/02/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,622.00	0.00	
703759	12/06/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,387.20	12/12/2022
703760	12/06/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	251,942.81	12/16/2022
703761	12/06/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,472.62	12/16/2022
703762	12/06/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	534.33	12/09/2022
703763	12/09/2022	PRINTED	2477	APERTURE EQ, LLC	0.00	4,000.00	12/19/2022
703764	12/09/2022	PRINTED	341	BAKER & TAYLOR	0.00	16,060.22	12/19/2022
703765	12/09/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	8.92	12/13/2022
703766	12/09/2022	PRINTED	432	CITY OF BONNEY LAKE	0.00	282.97	12/13/2022
703767	12/09/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	12/20/2022
703768	12/09/2022	PRINTED	2422	CDW GOVERNMENT LLC	0.00	4,072.77	12/21/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703769	12/09/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	237.06	12/19/2022
703770	12/09/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	590.82	12/16/2022
703771	12/09/2022	PRINTED	142	CUMMINS SALES AND SERVICE	0.00	1,020.13	12/16/2022
703772	12/09/2022	PRINTED	1001	DATA QUEST LLC	0.00	453.59	12/14/2022
703773	12/09/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,574.05	12/13/2022
703774	12/09/2022	PRINTED	155	DELL MARKETING LP	0.00	11,891.97	12/15/2022
703775	12/09/2022	PRINTED	160	DEPT OF ECOLOGY	0.00	759.10	12/15/2022
703776	12/09/2022	PRINTED	367	EDU BUSINESS SOLUTIONS INC	0.00	1,870.20	12/16/2022
703777	12/09/2022	PRINTED	2467	ELEVATE TECHNOLOGY GROUP	0.00	7,033.60	12/16/2022
703778	12/09/2022	PRINTED	2352	FINDAWAY WORLD LLC	0.00	1,838.67	12/19/2022
703779	12/09/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,521.24	12/21/2022
703780	12/09/2022	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	3,300.00	12/16/2022
703781	12/09/2022	PRINTED	1908	LAST MILE GEAR	0.00	3,162.53	12/20/2022
703782	12/09/2022	PRINTED	2338	LIBRARY IDEAS LLC	0.00	1,133.92	12/23/2022
703783	12/09/2022	PRINTED	211	MIDWEST TAPE	0.00	15,593.85	12/16/2022
703784	12/09/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	2,640.00	12/16/2022
703785	12/09/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.83	12/13/2022
703786	12/09/2022	PRINTED	241	NEWS TRIBUNE	0.00	390.00	12/19/2022
703787	12/09/2022	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	7,925.00	12/20/2022
703788	12/09/2022	PRINTED	2243	GEODESIGN INC	0.00	8,391.47	12/16/2022
703789	12/09/2022	PRINTED	510	OCLC INC	0.00	50.78	12/23/2022
703790	12/09/2022	PRINTED	512	OETC	0.00	2,158.11	12/14/2022
703791	12/09/2022	PRINTED	520	CITY OF ORTING	0.00	202.41	12/14/2022
703792	12/09/2022	PRINTED	522	OVERDRIVE INC	0.00	118,152.13	12/13/2022
703793	12/09/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	12/13/2022
703794	12/09/2022	PRINTED	540	PARKLAND LIGHT & WATER	0.00	508.90	12/14/2022
703795	12/09/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	786.74	12/13/2022
703796	12/09/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	12/13/2022
703797	12/09/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,304.96	12/14/2022
703798	12/09/2022	PRINTED	782	XEROX CORPORATION	0.00	179.16	12/15/2022
703799	12/09/2022	PRINTED	61	RICOH USA INC	0.00	1,942.71	12/14/2022
703800	12/09/2022	PRINTED	61	RICOH USA INC	0.00	1,637.27	12/15/2022
703801	12/09/2022	PRINTED	84	SANTA CLARA CITY OF	0.00	22.50	12/27/2022
703802	12/09/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	939.70	12/19/2022
703803	12/09/2022	PRINTED	114	SILKROAD TECHNOLOGY INC	0.00	11,453.01	12/15/2022
703804	12/09/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	3,105.92	12/13/2022
703805	12/09/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,369.34	12/13/2022
703806	12/09/2022	PRINTED	285	CITY OF SUMNER	0.00	1,112.14	12/15/2022
703807	12/09/2022	PRINTED	892	SUNDOWNER LLC	0.00	9,314.72	12/23/2022
703808	12/09/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	0.00	12,019.41	12/14/2022
703809	12/09/2022	PRINTED	581	TILLCUM COMMUNITY SERVICE CEN	0.00	4,866.27	12/14/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703810	12/09/2022	PRINTED	579	TK ELEVATOR	0.00	61,601.03	12/19/2022
703811	12/09/2022	PRINTED	2473	TULARE COUNTY LIBRARY	8.49	0.00	
703812	12/09/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	159.86	12/15/2022
703813	12/09/2022	PRINTED	605	US BANK	0.00	281,533.90	12/21/2022
703814	12/09/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,968.06	12/14/2022
703815	12/09/2022	PRINTED	811	WCP SOLUTIONS	0.00	102.01	12/13/2022
703816	12/09/2022	PRINTED	2015	WEX BANK	0.00	3,807.14	12/22/2022
703817	12/09/2022	PRINTED	831	WORKPOINTE	0.00	2,241.15	12/14/2022
703818	12/16/2022	PRINTED	341	BAKER & TAYLOR	0.00	27,600.73	12/23/2022
703819	12/16/2022	PRINTED	2254	DANA BROWNFIELD	0.00	22.00	12/22/2022
703820	12/16/2022	PRINTED	642	BUILDINGWORK LLC	0.00	43,098.70	12/20/2022
703821	12/16/2022	PRINTED	2351	C BELL ASSOCIATES	1,723.93	0.00	
703822	12/16/2022	PRINTED	652	CASCADE COMPUTING LLC	435.00	0.00	
703823	12/16/2022	PRINTED	669	CHUCKALS INC	0.00	2,336.35	12/22/2022
703824	12/16/2022	PRINTED	998	CINTAS CORPORATION	0.00	1,109.73	12/28/2022
703825	12/16/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	147.20	12/21/2022
703826	12/16/2022	PRINTED	155	DELL MARKETING LP	0.00	6,372.06	12/27/2022
703827	12/16/2022	PRINTED	185	DWYER PEMBERTON & COULSON PC	0.00	4,000.00	12/21/2022
703828	12/16/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	903.50	12/21/2022
703829	12/16/2022	PRINTED	1852	GA CREATIVE INC	0.00	37,650.00	12/22/2022
703830	12/16/2022	PRINTED	2337	GEORGIA LOMAX CONSULTING	0.00	756.25	12/23/2022
703831	12/16/2022	PRINTED	704	INNOVATIVE INTERFACES INC	0.00	7,489.10	12/23/2022
703832	12/16/2022	PRINTED	211	MIDWEST TAPE	0.00	18,923.84	12/29/2022
703833	12/16/2022	PRINTED	227	MOUNTAIN MIST	0.00	27.28	12/20/2022
703834	12/16/2022	PRINTED	2380	NASH CONSULTING INC	0.00	18,513.24	12/21/2022
703835	12/16/2022	PRINTED	1081	NASIM & SONS INC	0.00	67,918.69	12/20/2022
703836	12/16/2022	PRINTED	2295	ODP BUSINESS SOLUTIONS LLC	0.00	1,328.96	12/23/2022
703837	12/16/2022	PRINTED	522	OVERDRIVE INC	0.00	134,324.39	12/21/2022
703838	12/16/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	812.58	12/27/2022
703839	12/16/2022	PRINTED	61	RICOH USA INC	0.00	670.94	12/22/2022
703840	12/16/2022	PRINTED	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	0.00	1,950.76	12/22/2022
703841	12/16/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	687.54	12/30/2022
703842	12/16/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	344.96	12/21/2022
703843	12/16/2022	PRINTED	299	TACOMA PUBLIC LIBRARY	0.00	27.99	12/23/2022
703844	12/16/2022	PRINTED	581	TILLICUM COMMUNITY SERVICE CEN	0.00	6,272.08	12/20/2022
703845	12/16/2022	PRINTED	2433	JOAN TORNOW	0.00	200.00	12/21/2022
703846	12/16/2022	PRINTED	590	TRI-TEC COMMUNICATIONS INC	0.00	97,357.70	12/20/2022
703847	12/16/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	66,541.34	12/22/2022
703848	12/16/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	3,450.00	0.00	
703849	12/20/2022	PRINTED	313	AFLAC	3,737.84	0.00	
703850	12/20/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703851	12/20/2022	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	2,471.82	0.00	
703852	12/20/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	534.33	12/22/2022
703853	12/21/2022	PRINTED	341	BAKER & TAYLOR	20,615.97	0.00	
703854	12/21/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	0.00	1,817.00	12/28/2022
703855	12/21/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	127.97	12/29/2022
703856	12/21/2022	PRINTED	998	CINTAS CORPORATION	369.91	0.00	
703857	12/21/2022	PRINTED	2028	DAVIS DOOR SERVICE INC	0.00	1,101.86	12/28/2022
703858	12/21/2022	PRINTED	365	EBSCO	0.00	30.16	12/30/2022
703859	12/21/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	817.50	12/28/2022
703860	12/21/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	12,049.47	12/30/2022
703861	12/21/2022	PRINTED	2352	FINDAWAY WORLD LLC	0.00	494.91	12/30/2022
703862	12/21/2022	PRINTED	474	HANBOOKS.COM	0.00	1,237.45	12/29/2022
703863	12/21/2022	PRINTED	2484	HOMEDALE DISTRICT LIBRARY	0.00	11.89	12/29/2022
703864	12/21/2022	PRINTED	703	INGRAM LIBRARY SERVICES	1,453.67	0.00	
703865	12/21/2022	PRINTED	712	JACKSON COUNTY LIBRARY DISTRICT	23.00	0.00	
703866	12/21/2022	PRINTED	2338	LIBRARY IDEAS LLC	303.21	0.00	
703867	12/21/2022	PRINTED	207	MICROSOFT CORPORATION	0.00	68,349.00	12/29/2022
703868	12/21/2022	PRINTED	211	MIDWEST TAPE	0.00	12,983.81	12/28/2022
703869	12/21/2022	PRINTED	2380	NASH CONSULTING INC	0.00	9,443.04	12/28/2022
703870	12/21/2022	PRINTED	1081	NASIM & SONS INC	0.00	14,709.87	12/27/2022
703871	12/21/2022	PRINTED	241	MCCLATCHY COMPANY LLC	0.00	7,550.00	12/30/2022
703872	12/21/2022	PRINTED	522	OVERDRIVE INC	0.00	426.73	12/29/2022
703873	12/21/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	0.00	9,075.00	12/30/2022
703874	12/21/2022	PRINTED	1200	PIONEER PACKAGING	0.00	918.51	12/28/2022
703875	12/21/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,841.13	12/29/2022
703876	12/21/2022	PRINTED	61	RICOH USA INC	0.00	1,129.82	12/28/2022
703877	12/21/2022	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	634.40	12/28/2022
703878	12/21/2022	PRINTED	2097	SENTINEL PEST CONTROL	77.00	0.00	
703879	12/21/2022	PRINTED	264	SPOKANE COUNTY LIBRARY DISTRICT	10.00	0.00	
703880	12/21/2022	PRINTED	579	TK ELEVATOR	0.00	123,202.09	12/30/2022
703881	12/21/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	812.70	12/28/2022
703882	12/21/2022	PRINTED	811	WCP SOLUTIONS	0.00	228.80	12/27/2022
703883	12/26/2022	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	308.00	0.00	
703884	12/26/2022	PRINTED	497	HUB INTERNATIONAL NORTHWEST LLC	0.00	2,390.00	12/30/2022
703885	12/26/2022	PRINTED	497	HUB INTERNATIONAL	0.00	363,375.31	12/30/2022
					69,833.86	2,570,201.87	2,640,035.73

MEMO



Date: January 5, 2023

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

From: Kristina Cintron, Director of Facilities and Capital Projects

Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

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

QTY	Location	Item Description	Reason for request	Condition	Est. Value	Action
1	ACL	IT Connex	No longer needed	Good	\$ 1,000.00	Auction
1	ACL	OptoCart	No longer needed	Good	\$ 100.00	Auction
1	ACL	Filing Cabinet	No longer needed	Good	\$ 50.00	Auction
2	ACL	Welding Screens w/ Wheels	No longer needed	Good	\$ 50.00	Auction
1	ACL	Short Connex	No longer needed	Good	\$ 700.00	Auction
1	ACL	Assorted Hand Tools	No longer needed	Good	\$ 100.00	Auction

RESOLUTION NO. 2023-01

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

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

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

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

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

PASSED AND APPROVED THIS 11TH DAY OF JANUARY, 2023

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

Executive Director Report (Routine Reports)

MEMO



Date: January 6, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

The latter half of December is the time of year when the library operations quiet down through the holiday season. Winter weather, and vacations are major drivers to the feeling of quiet in the library in late December. Administratively, there is a lot of work happening behind the scenes to wrap up the close of the fiscal year and prepare for the beginning of the next. I'd like to say a public thank you to our staff in the Finance Department who spend the final days of the year very busy with our accounting, invoices, purchase orders, and setting up the budget in the software for the next fiscal year under the capable leadership of Finance Director Mary Stimson.

December was the month of celebrations across the county with library staff participating in a variety of community events such as the Holiday Tree Lighting in University Place, Winterfest in Parkland, and participating in the Bridge Lighting event in Sumner on the East side of the county (to name a few). In my role as Executive Director, I attended several year-end events to meet and mingle with elected officials such as the Tacoma Metro Chamber's Public Officials Reception, Puyallup Sumner Chamber Legislative Breakfast, the Joint-Municipal Action Committee year-end meeting with elected officials. I continued to meet with our elected representatives across the county before they head into the session starting January 9, 2023. I'm pleased to hear supportive comments from those I have met with so far regarding [our request for capital funding in the proposed 2023-2025 state capital budget through the Library Capital Improvement Program](#). I will be working on this state funding request in these first few weeks of January.

With the new Administrative Team still forming and library leaders settling into our respective roles at PCLS, we are slightly behind where we normally would be in developing the 2023 work plan the way the Board has traditionally seen it presented from PCLS staff. With the organizational priorities to focus on Service, Simplify and Stabilize operations, and improved capture of our Stats and Stories of impact, our 2023 work plan will consist mainly of carrying forward projects from 2022 that were delayed or postponed and focus on tightening up our departmental management and operations. Outside of our future library projects in Lakewood and Sumner, no new projects are being proposed that don't fit under the organizational priorities. The Administrative Team will be finalizing a work plan in a format that can be shared with the Board and staff in February. This approach is strategic and intended to allow us to recalibrate our organizational culture, improve communications, and prepare for a more comprehensive strategic planning process in 2024.

The work continues behind the scenes to design and prepare for the interim Lakewood Library. Architects and working closely with library staff, engineers, City of Lakewood staff, and continue to perform due

diligence in the process. We are striving to have bid responses for the building presented for Board approval in late January.

In continuing our organizational commitment to Equity, Diversity, and Inclusion (EDI), 2023 will see the recommendations from our three EDI Pillar Teams that are actively working on assessments and recommendations in their assigned strategic areas: (1) Respectful and Inclusive Work Environment, (2) Building Diversity in Business Planning, Design, and Delivery, and (3) Inclusive Systems, Processes, and Practices. These recommendations will allow us to make the necessary changes to ensure that EDI is lasting, authentic, sustainable, and that we are accountable for the work we promise to do. This is important and delicate work and I appreciate the leadership Cheree Green and Connie Behe are demonstrating in leading this work with the Leadership Team. We continue to work closely with our EDI consultant Effenus Henderson to advise and coach us through this process. I am looking forward to learning from the staff who volunteered their time and lent their passion to this significant direction. I hope this process will also result in strong team building and even greater empathy for the people we work with and the people we serve.

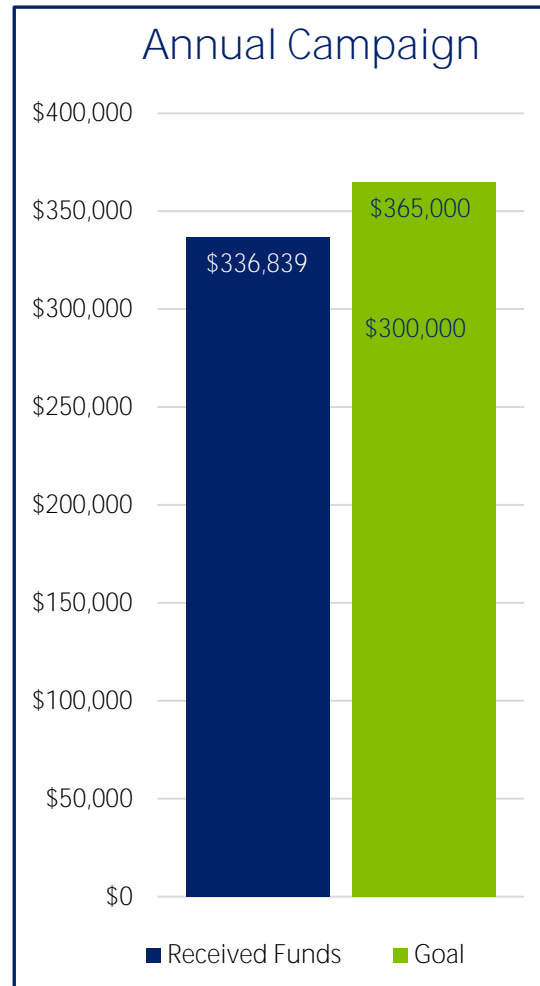
After some downtime myself during the holidays to reenergize, I am very eager to dive into the future libraries work in Lakewood and Sumner. I have included the summarized capital funding methods overview document the Trustees requested in this month's packet for your reference as we start to really dig into capital projects in 2023. We have a very busy and significant year ahead of us!



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

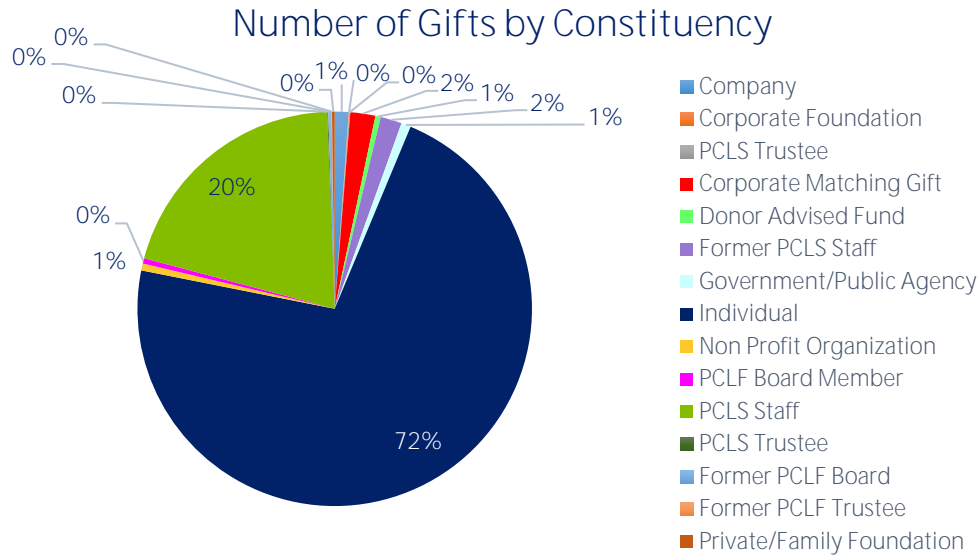


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

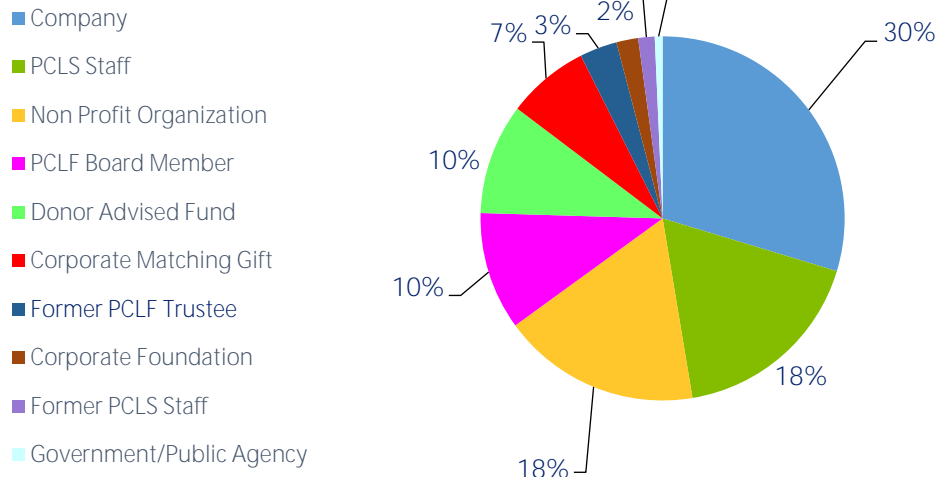


Goal = to achieve by 12/31/2023

Annual Campaign Statistics



Gift Revenue by Constituency



Annual Campaign Donors by Lifecycle Status

Continuing Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
676	56.57%	\$298,482	100.93%	519	\$62,864

Continuing Corporate/Foundation donors - Year to date

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
31	59.62%	\$359,375	219.38%	21	\$206,772

Continuing Individual donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
58	33.14%	\$11,726	48.84%	117	\$9,637

Continuing Corporate/Foundation donors - First year donor

# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
10	50.00%	\$35,033	45.10%	9	\$13,056

New Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate
139	5.11%	\$15,424	67.26%

New Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate
25	18.12%	\$68,301	552.10%

Returning Individual donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate
185	14.60%	\$22,861	87.70%

Returning Corporate/Foundation donors - Year to date

# of Donors	Donor Rate	Revenue	Revenue Rate
9	15.50%	\$21,350	67.40%

Updates

What's going well

- Requisite Baseline exceeds goal!
- Annual Campaign: increased number of first time individual donors, continued growth in corporate and foundation donor relationships

Areas to capitalize on

- Refreshed vision and messaging for donor engagement
- Solidifying funding priorities and potential funders for 2023
- Board member development - identification of new board members

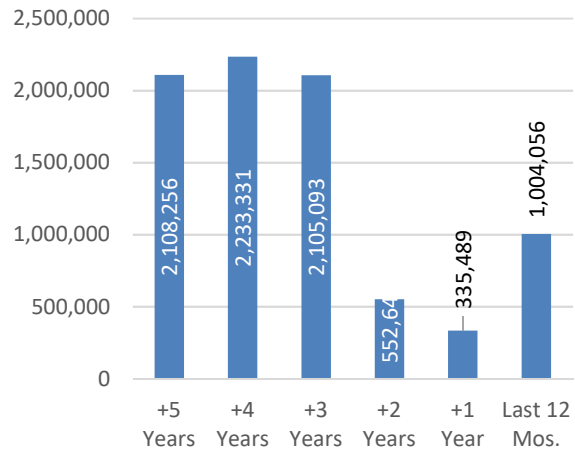
Terms Defined

- 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

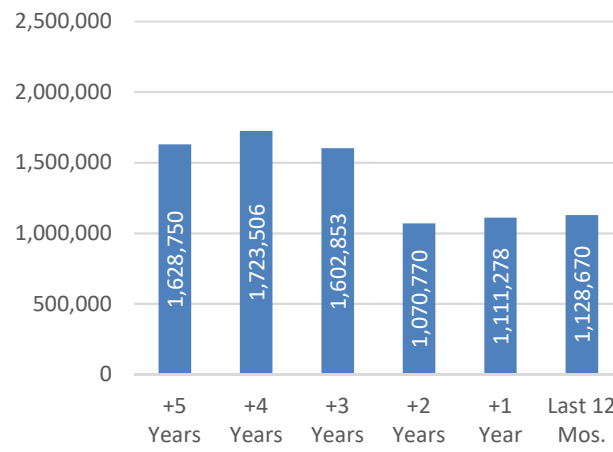
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year
- Returning Donor Revenue Rate (YTD): How returning donor revenue amount compares to the previous fiscal year's returning donor revenue
- LYBUNT (YTD): All gifts received in the Last Year But Unfortunately Not yet received In this year
- LYBUNT (1st year): A subset of LYBUNTs, all first time gifts received in the Last Year But Unfortunately Not yet received In this year

Customers / Visits - November 2022

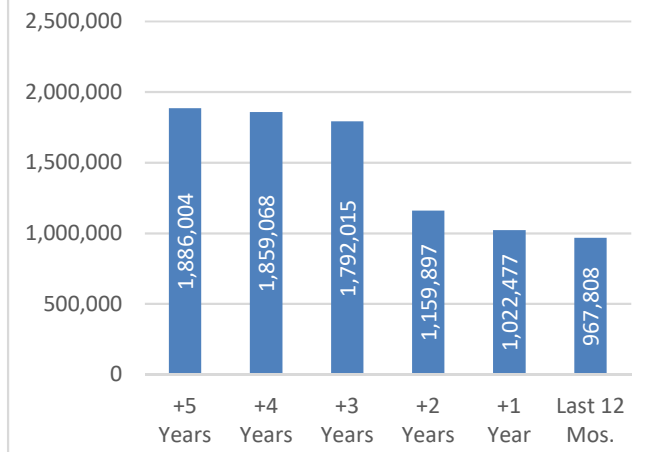
Branch Visits



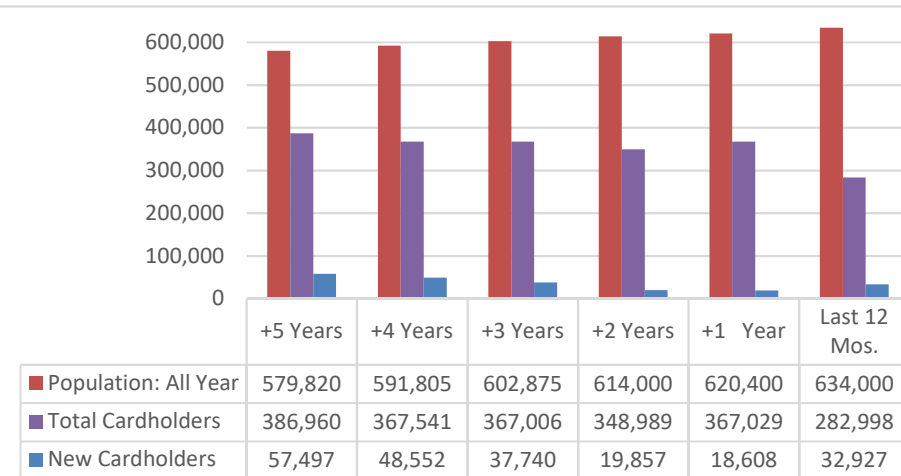
Catalog Visits



Website Visits



PCLS Cardholder Statistics



November and Rolling 12-Month Comparison

	November 2022	November 2021	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	83,290	71,221	16.9%	1,004,056	335,489	199.3%
Catalog Visits	83,245	97,124	-14.3%	1,128,670	1,111,278	1.6%
Public Website Visits	75,402	83,630	-9.8%	967,808	1,022,477	-5.3%

Technology

	November 2022	November 2021	% Change Nov. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	9,584	7,031	36.3%	118,134	30,544	286.8%
Wi-Fi Sessions	50,135	50,486	-0.7%	612,264	387,787	57.9%

Public Spaces Usage

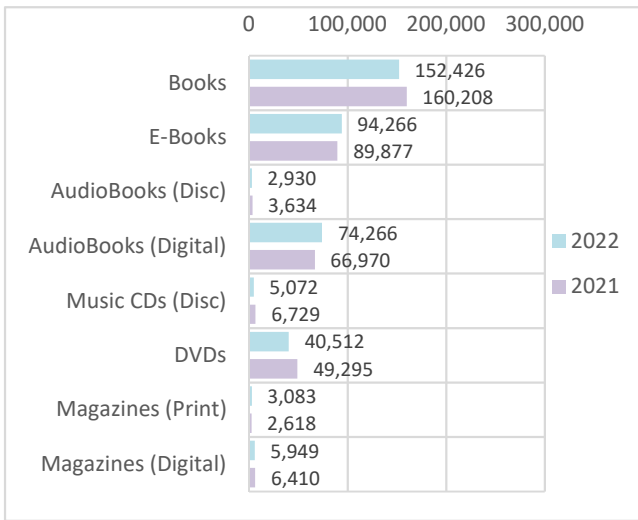
	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	967	2,590	0	-
# of Attendees	5,275	11,798	0	-

Notes:

Public Spaces Usage: Use of public meeting rooms restarted in September 2022

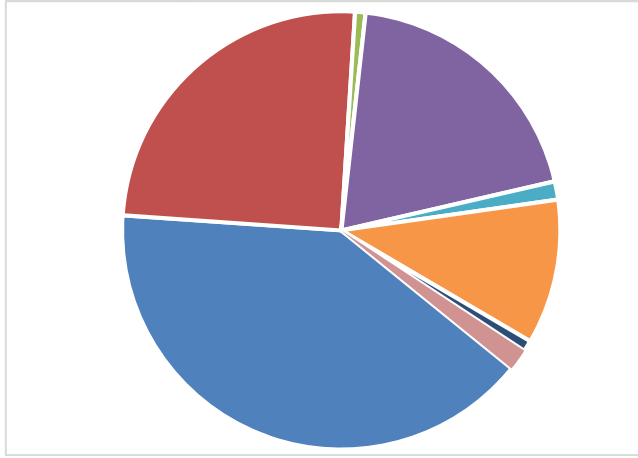
Collection Use - November 2022

November 2022 vs November 2021 Checkouts Data Table

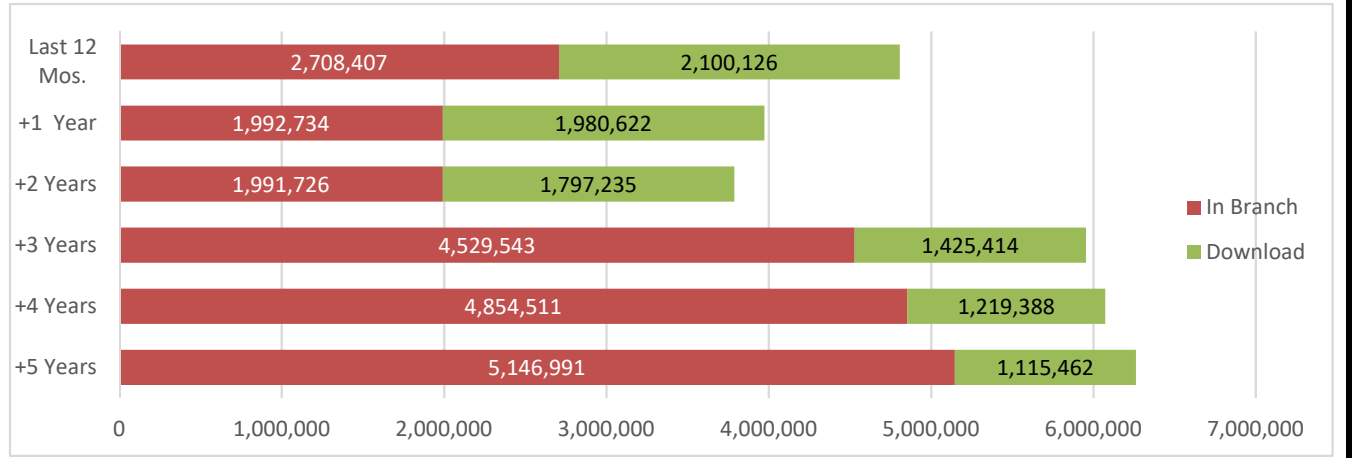


Categories	October 2022	November 2022	November 2021	% Change of Nov. Year Over Year	% of Total Nov. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	170,925	152,426	160,208	-4.86%	40.27%	1,999,505	1,525,795	31.05%
E-Books	98,038	94,266	89,877	4.88%	24.90%	1,147,572	1,131,924	1.38%
AudioBooks (Disc)	3,369	2,930	3,634	-19.37%	0.77%	42,224	40,799	3.49%
AudioBooks (Digital)	77,137	74,266	66,970	10.89%	19.62%	892,896	785,704	13.64%
Music CDs (Disc)	5,406	5,072	6,729	-24.62%	1.34%	66,413	58,328	13.86%
DVDs	40,686	40,512	49,295	-17.82%	10.70%	540,261	426,728	26.61%
Magazines (Print)	3,182	3,083	2,618	17.76%	0.81%	36,758	19,527	88.24%
Magazines (Digital)	5,961	5,949	6,410	-7.19%	1.57%	70,882	65,896	7.57%
Totals:	404,704	378,504	385,741	-1.88%	100.00%	4,796,511	4,054,701	18.30%

Checkouts By Format - November 2022



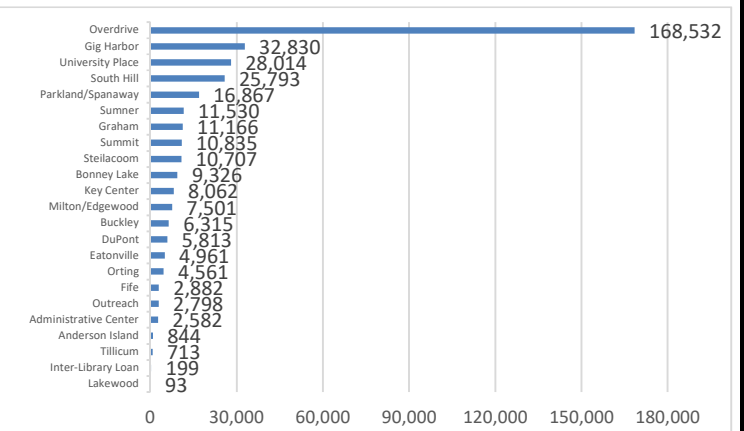
Collection Checkouts



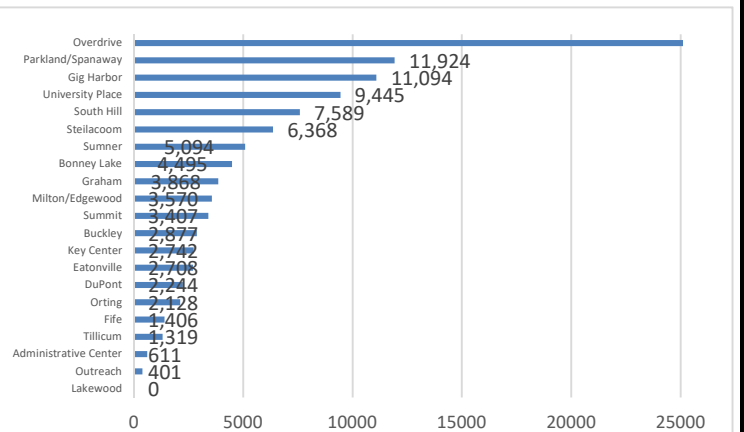
Activity - November 2022

Location	Checkouts				Visitors			
	November. 2022	Last 12 Mo.	+1 Year	% Change	November. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,582	31,695	28,138	12.6%	611	3,644	788	362.4%
Anderson Island	844	5,507	5,402	1.9%	No Door Counter for Anderson Island			
Bonney Lake	9,326	78,924	132,810	-40.6%	4,495	63,934	20,604	210.3%
Buckley	6,315	71,624	48,857	46.6%	2,877	29,981	11,141	169.1%
DuPont	5,813	73,985	64,396	14.9%	2,244	28,400	10,619	167.4%
Eatonville	4,961	63,746	45,321	40.7%	2,708	33,494	12,557	166.7%
Fife	2,882	36,727	26,445	38.9%	1,406	20,318	5,363	278.9%
Gig Harbor	32,830	430,603	345,114	24.8%	11,094	125,138	41,317	202.9%
Graham	11,166	138,458	107,258	29.1%	3,868	43,238	15,580	177.5%
Inter-Library Loan	199	3,329	2,891	15.2%	No "visitors" for Inter-Library Loan			
Key Center	8,062	95,158	78,598	21.1%	2,742	34,754	13,659	154.4%
Lakewood	93	118,220	152,305	-22.4%	0	61,294	34,676	76.8%
Milton / Edgewood	7,501	98,977	75,530	31.0%	3,570	40,119	12,835	212.6%
Orting	4,561	57,870	43,898	31.8%	2,128	27,735	8,134	241.0%
Overdrive	168,532	2,040,468	1,917,628	6.4%	27,450	317,588	287,692	10.4%
Outreach	2,798	27,221	20,249	34.4%	401	4,102	1,336	207.0%
Parkland / Spanaway	16,867	198,184	124,758	58.9%	11,924	118,905	35,419	235.7%
South Hill	25,793	345,986	242,338	42.8%	7,589	90,907	26,746	239.9%
Steilacoom	10,707	108,312	64,860	67.0%	6,368	65,831	20,224	225.5%
Summit	10,835	129,842	108,498	19.7%	3,407	38,885	12,641	207.6%
Sumner	11,530	138,607	110,679	25.2%	5,094	52,916	16,230	226.0%
Tillicum	713	11,134	8,888	25.3%	1,319	14,101	4,256	231.3%
University Place	28,014	324,833	235,827	37.7%	9,445	106,360	31,364	239.1%
Total	372,924	4,629,410	3,990,688	16.0%	110,740	1,321,644	623,181	112.1%

November Checkouts



November Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
System-wide	12/26/2021	12/27/2021	2 days	Snow storm	Tillicum	9/10/2022	9/10/2022	1 day	Anticipated heat, HVAC not working
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs					
System-wide	12/30/2021	12/30/2021	1 day	Snow storm	Bonney Lake	11/13/2022	11/27/2022	15 days	Building updates
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					
Milton	8/10/2022	8/10/2022	1 day	Power outage					

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

Monthly Financial Reports November 30, 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

November

- **31111/2. The recorded property tax receipt is the remainder after depositing \$1,608,000 into the Levy Sustainability Fund.**
- **53506. Includes renewal of the Communico system.**

October

- 31111. The second of two main property taxes were recorded in October, with approximately \$3.3 million left to collect, of which a substantial portion will be recorded to the Levy Sustainability Fund by yearend.
- 53506. Includes various technology license renewals.

July - September

- 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.
- 54501. Includes the Lakewood ground lease deposit to BETA Holdings.
- 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.
- 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.

April - June

- 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

November

- **54120. Includes Library’s portion for BERK’s coordination of the Lakewood Advisory Committee.**
- **54160. Architectural services for Lakewood Interim Library.**
- **56310. Payment to the contractor for the South Hill and Graham parking lot improvements.**

October

- 54120. Includes payment to Barsness Group for capital campaign consultation, and Library’s portion for BERK’s coordination of the Lakewood Advisory Committee.
- 54150. Includes legal consultation regarding Lakewood Library.
- 54160. Architectural services for Lakewood Interim Library.

July - September

- 54120. Includes payment to Barsness Group for capital campaign consultation, and Library’s portion for BERK’s coordination of the Lakewood Advisory Committee.

- 56410. Includes vehicle purchase to replace stolen van, which was destroyed beyond all recognition.
- 54160. Architectural services for Lakewood Interim Library.
- 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.
- 54120. Payment to EHSI ground contamination monitoring at Buckley property.
- 54150. Legal services for negotiating Lakewood lease.
- 54160. Architectural services for both Lakewood and Sumner libraries.
- 56250. Bonney Lake roof repairs.
- 56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.

April - June

- 54120. Payment to NV5 ground contamination monitoring at new Sumner property.
- 56310. Payments towards engineering consultation on Gig Harbor and South Hill libraries parking lot repair and improvements.
- Budget was adjusted to match what the Board approved in December 2021
- 54120. Includes payments to EHS-I for Buckley contamination mitigation.
- 56430. Includes another round of posting P-card purchases for computer equipment.
- 54120. Includes payment to Barsness Group for capital campaign consultation.
- 56430. Includes the posting of P-card purchases for computer equipment.

January - March

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

Special Purpose Fund

January – November

- No activity.

Election Fund

January - November

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January - November

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

November

- 3111X. Recorded \$1,608,000 of property tax collections directly into the fund.

January - October

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January - November

- 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	301,597.40	1,000.00	- 0 -
July 2022	209,432.59	204,657.27	4,755.32	- 0 -
August 2022	169,768.32	168,076.32	1,692.00	- 0 -
September 2022	481,633.90	481,181.33	- 0 -	452.57
October 2022	378,026.96	365,769.99	12,256.97	- 0 -
November 2022	271,230.79	51,405.58	- 0 -	219,825.21
December 2022				
2022 YTD	\$ 3,683,584.03	\$ 3,443,581.96	\$ 19,724.29	\$ 220,277.78

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

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 2,646,020	\$ -	\$ 1,608,100	\$ 100	\$ 100	\$ 100	\$ 900,228	\$ 5,154,648
Investments	\$ 16,757,569	\$ -	\$ 11,273,688	\$ 1,133,582	\$ 3,416,280	\$ 89,717	\$ 3,348,764	\$ 36,019,600
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 19,403,589	\$ -	\$ 12,881,788	\$ 1,133,682	\$ 3,416,380	\$ 89,817	\$ 4,248,992	\$ 41,174,248
TOTAL ASSETS	\$ 19,403,589	\$ -	\$ 12,881,788	\$ 1,133,682	\$ 3,416,380	\$ 89,817	\$ 4,248,992	\$ 41,174,248
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880
Payroll Payable	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 972
TOTAL LIABILITIES	\$ 972	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 972
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	\$ 19,402,617	\$ -	\$ 12,881,788	\$ 112,335	\$ 396,450	\$ 89,817	\$ 4,248,992	\$ 37,131,999
TOTAL FUND BALANCE	\$ 19,402,617	\$ -	\$ 12,881,788	\$ 1,133,682	\$ 3,416,380	\$ 89,817	\$ 4,248,992	\$ 41,173,276
TOTAL LIABILITIES & FUND BALANCE	\$ 19,403,589	\$ -	\$ 12,881,788	\$ 1,133,682	\$ 3,416,380	\$ 89,817	\$ 4,248,992	\$ 41,174,248
<hr/>								
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	\$ 42,314,306	\$ -	\$ 1,754,820	\$ 15,124	\$ 45,559	\$ 1,107	\$ 58,709	\$ 44,189,624
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (33,441,788)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,325,423)	\$ (34,767,211)
ENDING FUND BALANCE, 11/30/22	\$ 19,402,617	\$ -	\$ 12,881,788	\$ 1,133,682	\$ 3,416,380	\$ 89,817	\$ 4,248,992	\$ 41,173,276
TAXES RECEIVABLE	\$ 936,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 936,477

* 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 November 30, 2022**

	<i>HISTORICAL</i> 12/31/2021	<i>HISTORICAL</i> 1/31/2022	<i>HISTORICAL</i> 2/28/2022	<i>HISTORICAL</i> 3/31/2022	<i>HISTORICAL</i> 4/30/2022	<i>HISTORICAL</i> 5/31/2022	<i>HISTORICAL</i> 6/30/2022	<i>HISTORICAL</i> 7/31/2022	<i>HISTORICAL</i> 8/31/2022	<i>HISTORICAL</i> 9/30/2022	<i>HISTORICAL</i> 10/31/2022	<i>CURRENT</i> 11/30/2022
ASSETS												
Current Assets												
Cash	\$ 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	\$ 7,350,262	\$ 17,309,825	\$ 2,646,020
Investments	\$ 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	\$ 7,020,219	\$ 3,913,522	\$ 16,757,569
Accrued Interest on Investments	\$ 3,607	\$ 3,606	\$ 3,596	\$ 3,607	\$ 3,604	\$ 3,604	\$ 3,698	\$ 3,653	\$ 3,577	\$ 3,607	\$ 3,577	\$ -
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 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	\$ 14,374,088	\$ 21,226,924	\$ 19,403,589
TOTAL ASSETS	\$ 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	\$ 14,374,088	\$ 21,226,924	\$ 19,403,589
LIABILITIES												
Current Liabilities												
Warrants Payable*	\$ 2,533	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296	\$ (31)	\$ 534	\$ 639	\$ 765	\$ 880
Payroll Payable	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ 92
Total Current Liabilities	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 280	\$ 406	\$ 972
TOTAL LIABILITIES	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 280	\$ 406	\$ 972
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 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	\$ 8,285,905	\$ 21,226,518	\$ 19,402,617
TOTAL FUND BALANCE	\$ 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	\$ 8,285,905	\$ 21,226,518	\$ 19,402,617
TOTAL LIABILITIES & FUND BALANCE	\$ 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	\$ 8,286,184	\$ 21,226,924	\$ 19,403,589
PROPERTY TAXES RECEIVABLE	\$ 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	\$ 19,250,444	\$ 3,341,795	\$ 936,477

* 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 November 30, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,644,200	\$ 41,652,460	\$ -	\$ (8,260)	100%
Other Revenue	\$ 1,109,500	\$ 661,846	\$ -	\$ 447,654	60%
TOTAL REVENUE	\$ 42,753,700	\$ 42,314,306	\$ -	\$ 439,394	99%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 24,545,799	\$ -	\$ 4,373,601	85%
Materials	\$ 4,307,500	\$ 3,352,719	\$ -	\$ 954,781	78%
Maintenance and Operations	\$ 7,253,600	\$ 5,543,269	\$ -	\$ 1,710,331	76%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
TOTAL EXPENDITURES	\$ 42,753,700	\$ 33,441,788	\$ -	\$ 9,311,912	78%
Excess/(Deficit)		\$ 8,872,518			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 8,872,518			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	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	\$ -	\$ 58,709	\$ -	\$ (58,709)	-
TOTAL REVENUE	\$ 3,690,000	\$ 58,709	\$ -	\$ 3,631,291	2%
EXPENDITURES					
Capital Improvement Projects	\$ 3,690,000	\$ 1,325,423	\$ -	\$ 2,364,577	36%
TOTAL EXPENDITURES	\$ 3,690,000	\$ 1,325,423	\$ -	\$ 2,364,577	36%
Excess/(Deficit)		\$ (1,266,714)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (1,266,714)			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,107	\$ -	\$ (1,107)	-
TOTAL REVENUE	\$ -	\$ 1,107	\$ -	\$ (1,107)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,107			

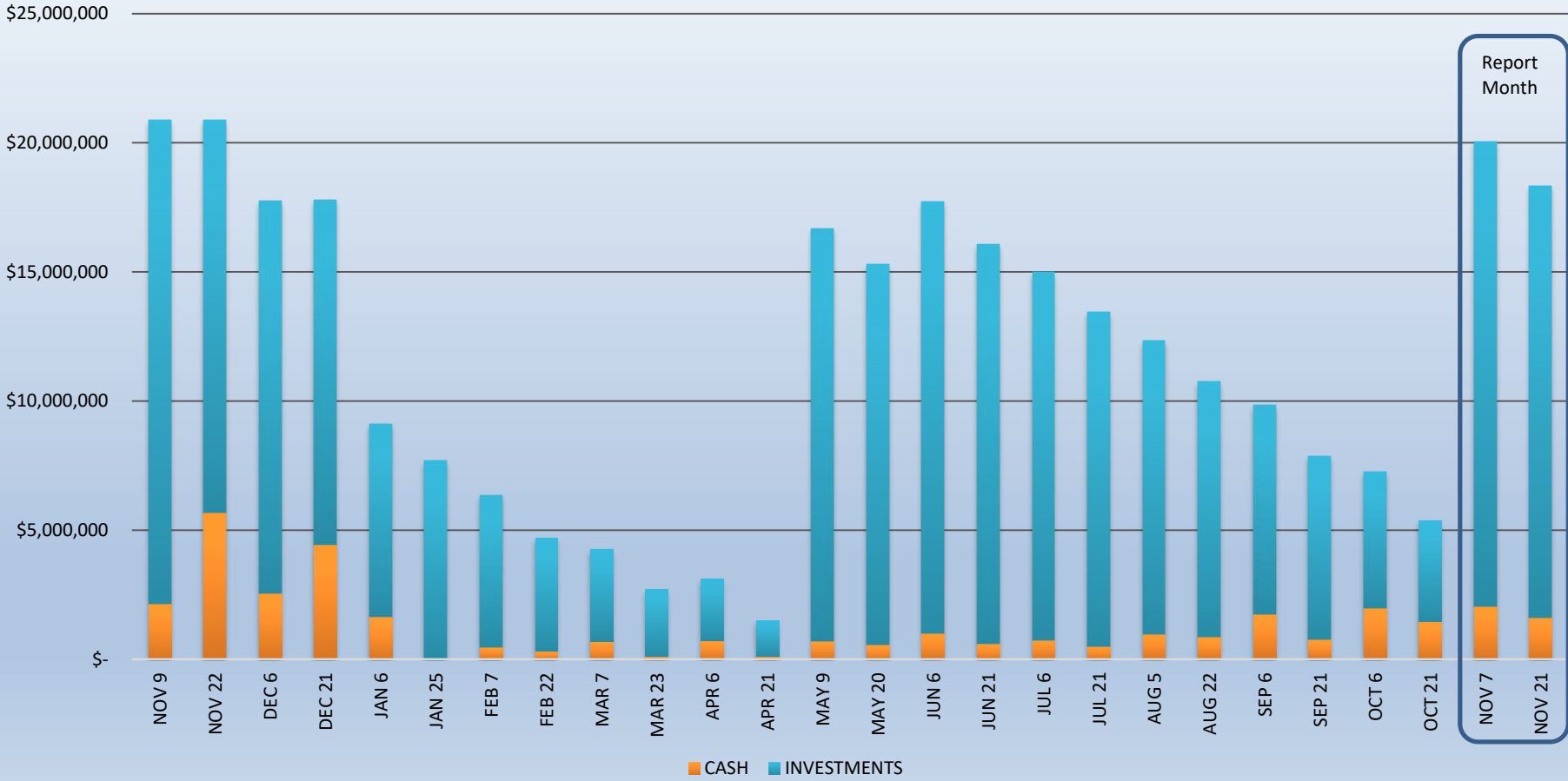
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs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

<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 146,820	\$ -	\$ (146,820)	-
TOTAL REVENUE	\$ -	\$ 146,820	\$ -	\$ (146,820)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 146,820			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 146,820			

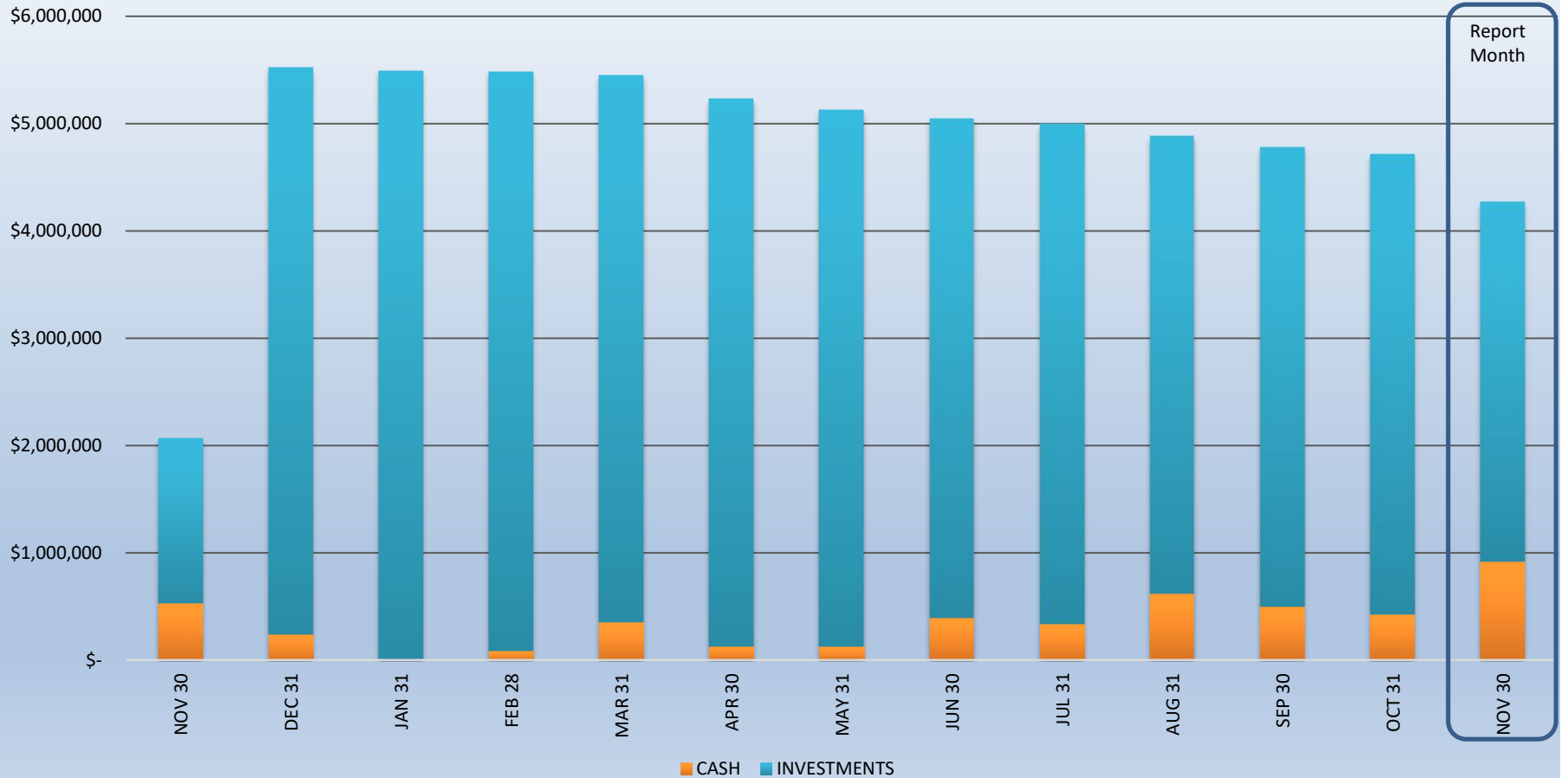
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 15,124	\$ -	\$ (15,124)	-
TOTAL REVENUE	\$ -	\$ 15,124	\$ -	\$ (15,124)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 15,124			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 15,124			

<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 45,559	\$ -	\$ (45,559)	-
TOTAL REVENUE	\$ -	\$ 45,559	\$ -	\$ (45,559)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 45,559			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 45,559			

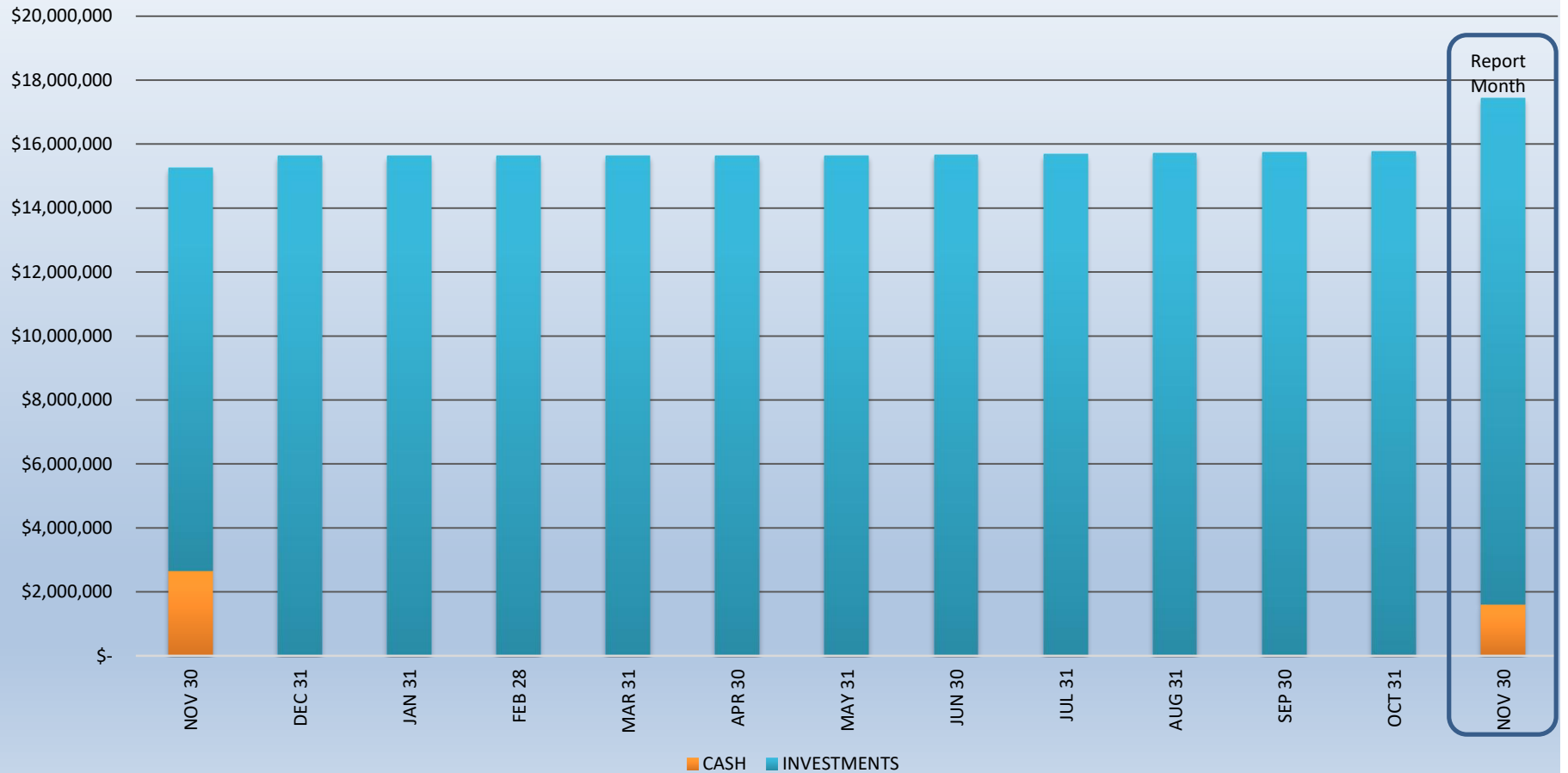
CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -



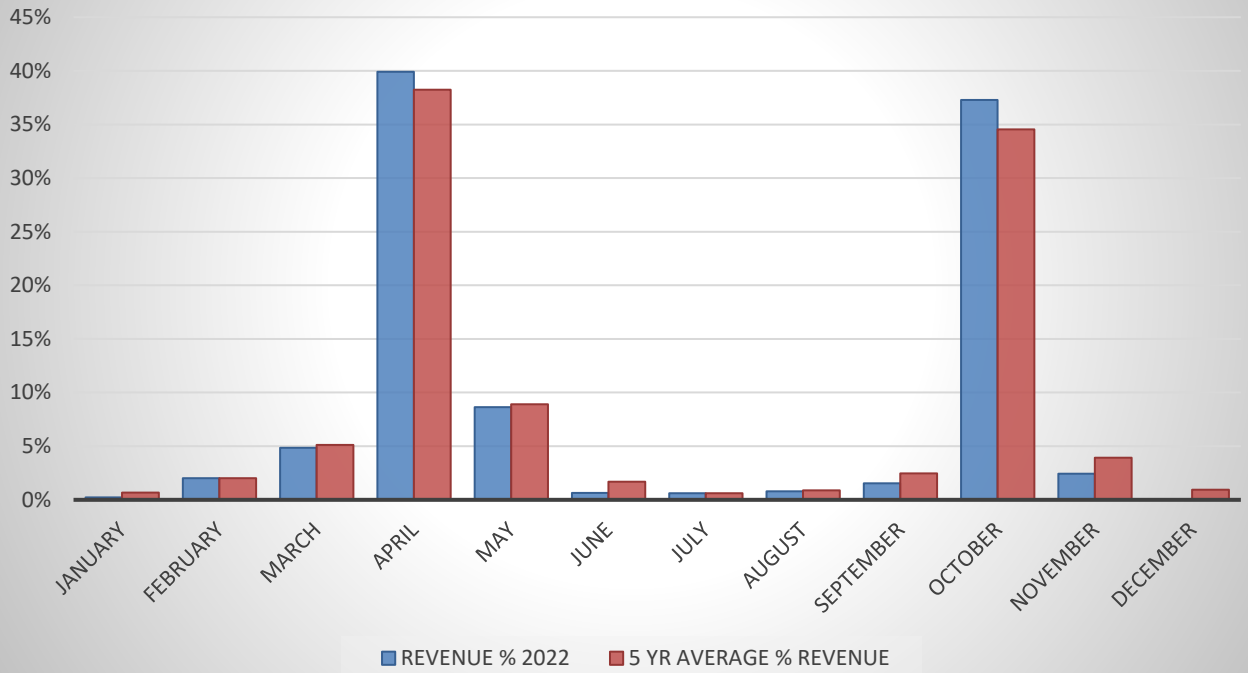
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



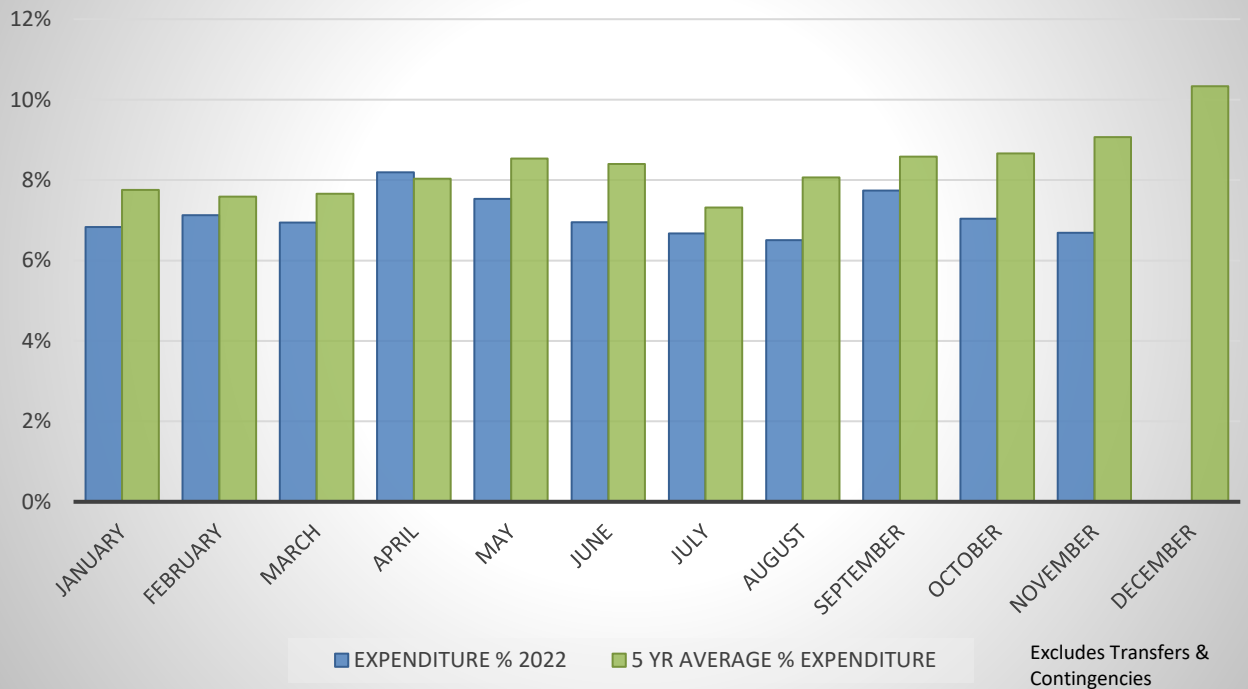
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH NOVEMBER 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH NOVEMBER 2022



FUND: GENERAL FUND (01)

Object	2022 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	796,624.58	40,804,037.41	0.00	138,262.59	99.66
31112 PROPERTY TAX--DELINQUENT	517,900.00	0.06	420,366.96	0.00	97,533.04	81.17
31113 PROPERTY TAX--KING COUNTY	60,000.00	22,064.26	77,058.72	0.00	(17,058.72)	128.43
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	2,705.96	0.00	3,294.04	45.10
31720 LEASEHOLD EXCISE TAX	20,000.00	3,861.33	27,358.89	0.00	(7,358.89)	136.79
31740 TIMBER EXCISE TAX	63,000.00	37,629.45	72,943.11	0.00	(9,943.11)	115.78
TAXES:	41,609,200.00	860,179.68	41,404,471.05	0.00	204,728.95	99.51
33403 STATE GRANT FROM STATE LIBRARY	0.00	11,367.36	11,367.36	0.00	(11,367.36)	0.00
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	1,528.77	12,011.89	0.00	2,988.11	80.08
34160 COPIER FEES	0.00	0.00	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	1,146.87	10,029.40	0.00	(29.40)	100.29
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	159.50	0.00	(159.50)	0.00
35970 LIBRARY FINES	10,000.00	1,526.10	17,792.99	0.00	(7,792.99)	177.93
36110 INVESTMENT EARNINGS	20,000.00	44,068.35	133,743.82	0.00	(113,743.82)	668.72
36140 INTEREST INCOME--CONTRACTS & N	0.00	43.39	67.63	0.00	(67.63)	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	106.08	606.08	0.00	299,393.92	0.20
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	0.00	205.70	0.00	(205.70)	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	97.44	27,723.58	0.00	(25,723.58)	1,386.18
36915 SALE OF SURPLUS--MATERIALS	4,000.00	5,555.23	49,003.33	0.00	(45,003.33)	1,225.08
36920 FOUND MONEY	0.00	24.14	130.02	0.00	(130.02)	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	178.15	813.01	0.00	9,186.99	8.13
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	150.00	0.00	(150.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	68,995.18	450,600.63	0.00	79,399.37	85.02
36999 PROCUREMENT CARD REBATES	75,000.00	18,582.99	88,057.86	0.00	(13,057.86)	117.41
CHARGES OTHER:	1,144,500.00	153,220.05	807,187.64	0.00	337,312.36	70.53
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	20,645.22	90,798.05	0.00	(90,798.05)	0.00
39520 INSURANCE RECOVERIES--CAPITAL	0.00	11,516.14	11,516.14	0.00	(11,516.14)	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	1,045,561.09	42,314,305.93	0.00	439,394.07	98.97
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,666,015.88	18,384,025.97	0.00	3,735,874.03	83.11
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	14,223.76	133,401.07	0.00	65,698.93	67.00
51107 SUBSTITUTE HOURS	12,000.00	3,171.91	11,507.74	0.00	492.26	95.90
51109 TUITION ASSISTANCE	12,000.00	0.00	8,881.09	0.00	3,118.91	74.01
51200 OVERTIME WAGES	19,100.00	0.00	13.89	0.00	19,086.11	0.07
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	9,317.01	102,672.29	0.00	102,127.71	50.13
52002 MEDICAL INSURANCE	2,929,100.00	199,920.04	2,329,720.76	0.00	599,379.24	79.54

FUND: GENERAL FUND (01)

Object	2022 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52003 FICA	1,708,300.00	122,907.25	1,371,930.46	0.00	336,369.54	80.31
52004 RETIREMENT	2,302,000.00	170,304.51	1,843,615.83	0.00	458,384.17	80.09
52005 DENTAL INSURANCE	252,400.00	17,869.95	199,620.28	0.00	52,779.72	79.09
52006 OTHER BENEFIT	30,800.00	1,147.15	16,081.90	0.00	14,718.10	52.21
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,956.20	76,792.41	0.00	16,807.59	82.04
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	0.00	38,020.86	0.00	(8,020.86)	126.74
52021 PAID FML INSURANCE	0.00	2,613.39	29,514.93	0.00	(29,514.93)	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	2,214,447.05	24,545,799.48	0.00	4,373,600.52	84.88
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	6,346.01	95,935.58	0.00	(13,935.58)	116.99
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	2,867.46	6,893.03	0.00	83,606.97	7.62
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	5,421.80	51,856.60	0.00	210,143.40	19.79
53110 CUSTODIAL SUPPLIES	85,000.00	3,032.66	94,243.94	0.00	(9,243.94)	110.88
53120 MAINTENANCE SUPPLIES	35,000.00	3,433.62	34,743.44	0.00	256.56	99.27
53130 MATERIAL PROCESSING SUP	17,100.00	69.78	12,663.07	0.00	4,436.93	74.05
53140 TRAINING SUPPLIES	0.00	15.31	1,057.04	0.00	(1,057.04)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	7,962.69	100,953.76	0.00	(100,953.76)	0.00
53200 FUEL	50,000.00	4,705.07	44,073.37	0.00	5,926.63	88.15
53400 MATERIALS COLLECTION	60,000.00	0.00	(532.31)	0.00	60,532.31	(0.89)
53401 ADULT AV - CDS	40,000.00	2,249.73	32,735.74	0.00	7,264.26	81.84
53402 ADULT AV - DVD	320,000.00	15,651.82	240,582.30	0.00	79,417.70	75.18
53403 PERIODICALS {{OLD}}	0.00	(390.41)	(672.09)	0.00	672.09	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	219.96	12,426.99	0.00	12,573.01	49.71
53405 ADULT BOOK CLUB KITS	3,500.00	915.41	3,489.78	0.00	10.22	99.71
53406 ADULT FICTION	240,000.00	10,424.11	243,062.95	0.00	(3,062.95)	101.28
53408 ADULT LARGE PRINT	50,000.00	3,045.18	39,738.37	0.00	10,261.63	79.48
53409 ADULT LUCKY DAY	50,000.00	3,572.69	40,120.86	0.00	9,879.14	80.24
53410 ADULT NONFICTION	300,000.00	21,184.45	246,805.56	0.00	53,194.44	82.27
53411 ADULT PAPERBACKS	20,000.00	118.70	2,694.71	0.00	17,305.29	13.47
53413 ADULT REFERENCE	5,000.00	0.00	4,625.86	0.00	374.14	92.52
53414 ADULT YA FICTION	60,000.00	5,270.97	38,438.67	0.00	21,561.33	64.06
53415 ADULT YA GRAPHIC NOVELS	25,000.00	941.24	22,270.16	0.00	2,729.84	89.08
53416 ADULT YA NONFICTION	10,000.00	1,603.54	13,166.53	0.00	(3,166.53)	131.67
53417 ADULT AV - DVDNF	40,000.00	1,147.79	29,573.66	0.00	10,426.34	73.93
53418 ADULT GRAPHIC NOVELS	15,000.00	641.00	14,278.35	0.00	721.65	95.19
53421 CHILDREN'S STANDING ORDERS	25,000.00	227.20	23,211.53	0.00	1,788.47	92.85
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	872.83	2,513.36	0.00	2,486.64	50.27
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	294.50	5,069.26	0.00	(69.26)	101.39
53425 CHILDREN'S FICTION	175,000.00	9,891.10	153,592.45	0.00	21,407.55	87.77
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	3,391.51	41,589.13	0.00	(16,589.13)	166.36
53427 CHILDREN'S NONFICTION	135,000.00	10,780.34	97,236.42	0.00	37,763.58	72.03
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	302.98	2,019.28	0.00	480.72	80.77
53430 DATABASES	465,000.00	0.00	331,909.93	0.00	133,090.07	71.38
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	0.00	763,692.88	0.00	36,307.12	95.46

FUND: GENERAL FUND (01)

Object	2022 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	544,546.07	0.00	155,453.93	77.79
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
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
53448 ESTREAMING FILMS	0.00	0.00	27,000.00	0.00	(27,000.00)	0.00
53450 MAGAZINES	60,000.00	41,786.01	122,892.66	0.00	(62,892.66)	204.82
53460 VENDOR PROCESSING	160,000.00	5,318.40	78,827.31	0.00	81,172.69	49.27
53464 VENDOR PROCESSING SERVICES	10,000.00	0.00	6,226.80	0.00	3,773.20	62.27
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	2,407.59	18,168.41	0.00	(3,168.41)	121.12
53471 WORLD - CHILDREN'S SPANISH	7,500.00	972.54	8,225.77	0.00	(725.77)	109.68
53472 WORLD - CHINESE	10,000.00	0.00	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	1,936.00	7,452.03	0.00	47.97	99.36
53475 WORLD - JAPANESE	5,000.00	1,386.00	2,673.00	0.00	2,327.00	53.46
53476 WORLD - KOREAN	20,000.00	2,040.50	10,202.50	0.00	9,797.50	51.01
53477 WORLD - TAGALOG	15,000.00	0.00	9,358.80	0.00	5,641.20	62.39
53478 WORLD - VIETNAMESE	7,500.00	1,287.00	6,435.00	0.00	1,065.00	85.80
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	302.41	16,784.89	0.00	8,215.11	67.14
53482 YOUTH DVD - FTY	30,000.00	1,145.29	13,390.62	0.00	16,609.38	44.64
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	737.92	11,967.05	0.00	17,032.95	41.27
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	454.67	264,697.44	0.00	(64,697.44)	132.35
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	2,426.60	179,687.58	0.00	22,812.42	88.73
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	350.75	395,374.38	0.00	123,125.62	76.25
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	100,925.28	394,701.35	0.00	(1,701.35)	100.43
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	17,212.93	56,064.87	0.00	8,435.13	86.92
54100 INDEPENDENT CONTRACTORS	280,000.00	1,031.25	169,747.36	0.00	110,252.64	60.62
54110 PERFORMER SERVICES	38,000.00	0.00	17,390.00	0.00	20,610.00	45.76
54120 CONTRACTUAL SERVICES	457,000.00	19,786.04	344,843.51	0.00	112,156.49	75.46
54140 DATA SERVICES	4,500.00	0.00	4,747.84	0.00	(247.84)	105.51
54150 LEGAL SERVICES	40,000.00	1,022.00	70,999.50	0.00	(30,999.50)	177.50
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	(7.36)	2,315.05	0.00	(815.05)	154.34
54200 POSTAGE	61,500.00	9.90	45,169.82	0.00	16,330.18	73.45
54201 SHIPPING	20,000.00	167.87	9,254.43	0.00	10,745.57	46.27
54210 TELECOM SERVICES--PHONES	50,000.00	692.52	76,592.10	0.00	(26,592.10)	153.18
54211 TELECOM SERVICES--CELLPHONES	100,000.00	723.27	62,135.57	0.00	37,864.43	62.14
54212 TELECOM SERVICES--INTERNET	667,000.00	0.00	559,823.86	0.00	107,176.14	83.93
54300 TRAVEL AND TOLLS	41,500.00	313.53	34,763.74	0.00	6,736.26	83.77

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,550.19	29,558.10	0.00	21,441.90	57.96
54400 ADVERTISING	135,000.00	10,061.40	107,921.70	0.00	27,078.30	79.94
54501 RENTALS/LEASES--BUILDINGS	493,500.00	31,784.36	627,202.18	0.00	(133,702.18)	127.09
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	14,218.25	177,271.03	0.00	12,328.97	93.50
54600 INSURANCE	300,000.00	0.00	(8,770.66)	0.00	308,770.66	(2.92)
54700 ELECTRICITY	265,000.00	4,658.54	230,227.75	0.00	34,772.25	86.88
54701 NATURAL GAS	12,000.00	121.46	11,289.90	0.00	710.10	94.08
54702 WATER	30,000.00	5,002.77	42,029.65	0.00	(12,029.65)	140.10
54703 SEWER	34,000.00	1,817.89	32,670.40	0.00	1,329.60	96.09
54704 REFUSE	36,000.00	106.47	43,113.78	0.00	(7,113.78)	119.76
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	12,842.74	464,797.14	0.00	(213,297.14)	184.81
54801 CONTRACTED MAINTENANCE	503,000.00	2,622.49	147,513.74	0.00	355,486.26	29.33
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	6,765.92	47,034.68	0.00	17,965.32	72.36
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	4,323.00	0.00	75,677.00	5.40
54900 INDIVIDUAL REGISTRATIONS	87,000.00	787.12	40,915.20	0.00	46,084.80	47.03
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	185.00	0.00	1,315.00	12.33
54902 DUES AND MEMBERSHIPS	44,000.00	452.00	39,777.35	0.00	4,222.65	90.40
54904 LICENSES	6,500.00	0.00	1,159.33	0.00	5,340.67	17.84
54905 FEES	42,000.00	1,204.10	13,917.20	0.00	28,082.80	33.14
54906 TAXES AND ASSESSMENTS	44,000.00	0.00	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	219,378.47	219,831.04	0.00	(219,831.04)	0.00
54999 MISCELLANEOUS	0.00	54.60	523.92	0.00	(523.92)	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	646,068.72	8,895,988.59	0.00	4,938,311.41	64.30
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	2,860,515.77	33,441,788.07	0.00	9,311,911.93	78.22
NET SURPLUS / DEFICIT	0.00	(1,814,954.68)	8,872,517.86	0.00	(8,872,517.86)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	November 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	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	0.00	1,585,000.00	1,585,000.00	0.00	(1,585,000.00)	0.00
31112 PROPERTY TAX--DELINQUENT	0.00	23,000.00	23,000.00	0.00	(23,000.00)	0.00
TAXES:	0.00	1,608,000.00	1,608,000.00	0.00	(1,608,000.00)	0.00
36110 INVESTMENT EARNINGS	0.00	34,554.69	146,819.94	0.00	(146,819.94)	0.00
CHARGES OTHER:	0.00	34,554.69	146,819.94	0.00	(146,819.94)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	1,642,554.69	1,754,819.94	0.00	(1,754,819.94)	0.00
NET SURPLUS / DEFICIT	0.00	1,642,554.69	1,754,819.94	0.00	(1,754,819.94)	0.00

FUND: ELECTION FUND (17)

Object	2022 Budget	November 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	3,474.51	15,123.70	0.00	(15,123.70)	0.00
CHARGES OTHER:	0.00	3,474.51	15,123.70	0.00	(15,123.70)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	3,474.51	15,123.70	0.00	(15,123.70)	0.00
NET SURPLUS / DEFICIT	0.00	3,474.51	15,123.70	0.00	(15,123.70)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	November 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	10,471.15	45,558.74	0.00	(45,558.74)	0.00
CHARGES OTHER:	0.00	10,471.15	45,558.74	0.00	(45,558.74)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	10,471.15	45,558.74	0.00	(45,558.74)	0.00
NET SURPLUS / DEFICIT	0.00	10,471.15	45,558.74	0.00	(45,558.74)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	November Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	261.42	1,106.90	0.00	(1,106.90)	0.00
CHARGES OTHER:	0.00	261.42	1,106.90	0.00	(1,106.90)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	261.42	1,106.90	0.00	(1,106.90)	0.00
NET SURPLUS / DEFICIT	0.00	261.42	1,106.90	0.00	(1,106.90)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	November 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	11,658.81	58,708.84	0.00	(58,708.84)	0.00
CHARGES OTHER:	2,590,000.00	11,658.81	58,708.84	0.00	2,531,291.16	2.27
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	11,658.81	58,708.84	0.00	3,631,291.16	1.59
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES--DEP	0.00	275.06	275.06	0.00	(275.06)	0.00
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	7,154.63	34,713.44	0.00	215,286.56	13.89
54120 CONTRACTUAL SERVICES	675,000.00	16,154.13	242,002.23	0.00	432,997.77	35.85
54150 LEGAL SERVICES	0.00	0.00	66,149.58	0.00	(66,149.58)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	20,999.69	101,445.91	0.00	(101,445.91)	0.00
54502 RENTALS/LEASES--EQUIPMENT	0.00	6,162.31	6,712.31	0.00	(6,712.31)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54904 LICENSES	0.00	0.00	171.59	0.00	(171.59)	0.00
54905 FEES	0.00	0.00	2,167.67	0.00	(2,167.67)	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	35,936.37	0.00	(35,936.37)	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	411,003.82	443,503.82	0.00	(343,503.82)	443.50
56400 MACHINERY & MAJOR EQUIPMENT	1,050,000.00	0.00	61,601.05	0.00	988,398.95	5.87
56410 VEHICLES	300,000.00	0.00	57,561.63	0.00	242,438.37	19.19
56420 HVAC AND MECHANICALS	120,000.00	0.00	121,000.00	0.00	(1,000.00)	100.83
56430 TECHNOLOGY EQUIPMENT	245,000.00	0.00	146,692.86	0.00	98,307.14	59.87
TOTAL FOR EXPENSE ACCOUNTS	3,690,000.00	461,749.64	1,325,423.31	0.00	2,364,576.69	35.92
NET SURPLUS / DEFICIT	0.00	(450,090.83)	(1,266,714.47)	0.00	1,266,714.47	0.00

MEMO



Date: December 27, 2022

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

From: Public Services Deputy Director Connie Behe
Customer Experience Directors Kayce Hall, Alison Eckes, Melissa Munn

Subject: Public Services Report – December

Customer Experiences

A Sumner customer signed up for a library card, and has been using the library to read Chilton auto repair manuals, get warm, and charge his phone and battery-powered screwdriver. The customer has been working on his truck in the parking lot, hoping to get it running again so he can look for work.

A University Place customer who had been a daily user of the library as a teenager came back to have a chat with a Youth Services Librarian he knew and talk about his life after school, his memories of the library as a safe space, a social area, the camaraderie built from shared video game playing, and to give thanks and expressed interest in giving back to the library. The Librarian directed him to the Foundation office for more information and how to direct a possible future gift.

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

Staff at the Summit Library would like to recognize the ongoing support of our community partner with the branch Little Free Pantry, Our Savior Lutheran Church. They have diligently resupplied the pantry and addressed any maintenance issues that have arisen, and community response has been strongly positive.

Initiatives Highlights

Outreach and Initiative staff participated in Collaboration for a Cause, a county-wide collaborative event designed to connect people to resources employment, food, and housing. PCLS was unable to be there in-person due to inclement weather, but attendees registered to be contacted directly by organizations for 1:1 help. The Library received 16 referrals from Collaboration for a Cause, and each person was contacted personally by staff who shared information about library cards, job and business resources, copying/faxing/printing, and tech certifications. The next Collaboration for a Cause event is tentatively scheduled for March 2023; Outreach and Initiative staff are planning to participate in future events.

Community Engagement Highlights

From Sumner Library:

- The Old Cannery invited the Library to host a vendor table at the annual Bridge Lighting event. Over the course of the day, Library staff talked to several hundred people to promote the role of the library in a thriving community.

From Milton/Edgewood Library:

- Several customers expressed gratitude for the return of in-person story times. A busy caregiver came in to the library specifically to pick up monthly activity packs because they are so great for bored kids. And the adult customers turned out strong for the Milton/Edgewood adult book club.
- A person experiencing domestic trauma at home was able to use the Library's public cell phone and study room for a private place to communicate.
- Since the local mail and copy center closed, the Library's printing and copying services have been heavily used by the Milton/Edgewood community.

From Graham Library:

- The Graham Kapowsin Community Council were excited to learn that the Friends are once again active. They are using our Meeting Room for their monthly meetings and find the technology and Wi-Fi very user friendly for their hybrid in person/online meetings.
- The Sumner Teen Specialist is working with the school librarian at Graham Kapowsin High School by meeting with the teens and planning how to move forward with a highly requested Comic Book Club. They showed them how to access the books electronically and they decided how to select books moving forward.

From Outreach:

- Learning and Community Initiative and Branch managers and staff joined members from the Tillicum Library in conversation with leadership from Workforce Central to discuss the current needs of, and services to, the Lakewood/Tillicum community. The conversation focused on how PCLS and Workforce Central can best work together to effectively assist LWD/TIL customers seeking employment and employment-related services.
- The Outreach Youth Services Librarian and Youth Services Specialist met with the Lakewood Boys & Girls Club about BEES (Books to Engage Elementary Students). Outreach is excited to resume BEES service to the Boys & Girls Club in January 2023.

Unfinished Business

MEMO



Date: January 5, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Lakewood Libraries Discussion

In December the Board of Trustees held a Study Session to discuss the recommendations of the Lakewood Libraries Building Community Advisory Committee delivered in November 2022. The minutes of the meeting discussions are included in this board packet for review. The discussion continued at the December regular meeting. Trustees requested additional time to continue the important deliberation necessary on this matter, though the holidays made it impossible to schedule that before this upcoming regular meeting. I recommend that this month, the Trustees continue this discussion with special attention to the Tillicum Pierce County Library recommendation, which we didn't spend as much time discussing in December.

Based on the committee recommendation and the board discussions thus far, we see the following options in front of us for the downtown building:

- **Renovate the building** – was not recommended by the advisory committee, the PCLS board shared concerns about the costs and critical deadlines imposed by the City of Lakewood that make renovation impossible. Option not being pursued.
- **Remove the existing structure and rebuild on the property** – was the first recommendation from the community advisory committee and the board gave general to staff to start exploring the costs and timelines for this option. Our next steps are to understand what needs to happen to the existing structure adhering to the deadlines set by the City of Lakewood to submit a plan for the facility by March 23, 2023. To understand what the site could accommodate for a new building on the property, staff has engaged architects to evaluate and provide potential building size and fit on the property. Staff will provide this information for the Trustees when this exercise is complete. Given the strong emotional connection many residents have to the building, this is a very sensitive exercise and discussion to have.
- **Remove the building and build elsewhere** – the secondary recommendation from the advisory committee if their preferred recommendation is determined not to be feasible. Staff has not dedicated time to this option yet. We would need to engage a real estate broker to review available properties for purchase, trade, or other means of acquisition. If PCLS pursues this option, the property is an asset with or without the building on it and may be sold. Per the original agreement, any proceeds from a sale would remain to fund libraries within the City of Lakewood.

As requested, we have included in the PCLS Board Approved Site Selection Criteria for your reference in the packets. This criteria is also included in the Master Facility Plan, the Sumner Library Program and other PCLS capital project documents. It was first referenced in regards to the Advisory Committee's recommendations very much in alignment with our preferred criteria. We wanted to make sure the Board has an opportunity to review that again.

Library staff continue to coordinate with architects designing the interim library facility and performing the necessary due diligence regarding all architect, engineering, and construction contracted work. We will continue to update the Board, staff, and the general public as details become finalized for this interim library space. Library workers have stabilized the distributed services with community partners and are now deepening their community-building work in meeting with partners to identify where the library can provide impactful services. Deputy Director of Public Services, Connie Behe's report identifies a few of those endeavors.

I encourage the Trustees to review the meeting minutes where we tried to capture the discussion about the downtown and Tillicum library buildings within the Four Knowledge Bases in the decision-making framework proposed to use. We look forward to hearing your thoughts, information requests, and questions at our upcoming meetings.

Site Selection Criteria

Site selection criteria guide evaluation of potential and existing sites for library buildings. They ensure library facilities are located in places that are convenient, accessible and visible to customers, allow efficient operations of the library system and have a strong presence in their communities. Sites are not expected to meet all criteria, and more detailed criteria, including weighting factors, may be applied as a project proceeds.

Public Convenience/Location

- Site has a high profile and is visible within the community
- Site is convenient and centrally located near centers of activity within the service area of the community. Site is in close proximity to other community services (shopping, cultural resources, civic/community centers, schools, etc.).
- Site is located on major travel routes in the area and reflect traffic patterns.
- Use of site for a library is compatible with community plans (Comprehensive Plan, economic development, etc.) and supports local development, revitalization or activation efforts.
- Current and anticipated use of adjacent land is compatible and complements library uses.
- Site considers community opinion and preferences and is considered acceptable to community.
- Proximity to non-District population will not unduly impact use of services by PCLS residents or operating costs.

Accessibility

- Site is easily and safely accessible by vehicles and pedestrians.
- Site is located convenient to public transportation.
- Site is accessible to people who are disabled.
- Good site circulation and flow; sites with stoplights at nearby intersections are preferred.
- Frontage on major streets; corner locations are also preferred.
- Access to additional parking on street or other area is advantageous.

Land/Infrastructure

- Developable area of site can accommodate library building, adequate parking, and landscaping.
- Site is functional and efficient shape (square, rectangular preferred).
- Site can accommodate a single-story library.
- Site characteristics are suitable for development (soil condition, relatively flat, appropriate drainage, not in wetlands or with water issues, etc.) or can be mitigated at reasonable cost or effort.
- Site does not have unreasonable economic or environmental liabilities or nuisance factors that will threaten the project's viability.
- Where possible, sites include room for future expansion.
- Easements or other legal considerations do not unduly restrict use or impose liability. Property has clear title.
- Site is zoned appropriate for library use, or necessary zoning can be obtained.
- Infrastructure is available, or will be, to support service and operations (utilities, high-speed broadband or fiber, safety services, etc.)

Availability and Affordability

- Site is available or will become available within the time frame desired for implementation.
- Site may be of value for future library service needs
- Site is affordable.

Additional Site Criteria for Alternative Service Delivery (ASD) Points

- Does a proposed service point serve a foot traffic destination?
- Is the location of the service point accessible and safe for an extended time (18-24 hours/day)?
- Does the location serve a population that does not otherwise have good access to library services (more than 12 miles from a library facility, isolated by geography, etc.)?
- Does appropriate infrastructure exist to support the service (power, data, restrooms, etc., depending on ASD type)?

Adopted by the Board of Trustees of the Pierce County Library System, April 12, 2006.

Revised May 13, 2009

Revised June 7, 2017

**FACILITY FUNDING METHODS
SUMMARIZED VERSION**

Funding Method	Potential Amounts
- Generally Available Methods -	
Library’s cash balances	
• Property and Facility Fund	\$2,400,000 as of 12/31/2022
• Capital Fund	\$1,600,000 as of 12/31/2023 (excess of \$1.8m fund balance)
• General Fund.....	\$1,000,000 (highly dependent on future cashflow needs)
Library’s operating revenue	\$X00,000 one-time or multi-year Depends on expenses to cut and techniques to free up budget
Councilmanic Bond	\$133,000,000 as of 2023
Funding through city’s capacity.....	Several million \$ Depends on which city, its council, and successful negotiations
Foundation	\$X00,000 to \$X,000,000
Library Capital Facilities Area Bond (LCFA).....	\$XX,000,000 to \$XXX,000,000
• City of Sumner boundaries	\$53.5 million
• City of Lakewood boundaries	\$117 million Requires 60% voter approval in all cases
State budget	\$X00,000 to \$X,000,000
Partnering/colocation.....	\$X0,000 to \$X00,000 Space limitations to what the Library legally can offer
- Theoretically Available Methods -	
Joint venture with city	Core-and-shell provided by city as part of property exchange Similar to University Place’s Civic Center
Districtwide General Obligation Bond.....	\$667 million as of 2023 Requires 60% voter approval and all but guaranteed to fail
Levy Lid-Lift.....	\$22,000,000 as of 2023’s mill rate Requires 50% voter approval and takes 3+ years to plan Years away from conducting a Levy Lid-Lift
Annexation	\$X00,000 to \$X,000,000 Few cities left to annex, and most already have a library
CBD Grants/HUD	\$X00,000 to \$X,000,000 Depends on location, federal approvals, & 20-year commitment

As of 6 January 2023

MEMO



Date: January 5, 2023

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Capital Project Proposal

In December, I presented the Trustees with an overview of the research and status of the New Sumner Library Project started in 2019, based upon the Pierce County Library System's 2010 Facility Master Plan. With the main focus of the meeting on the budget and Lakewood libraries, Trustees were encouraged to review the memo and be prepared for that work to begin in January 2023.

A study session is being scheduled for later in January where we will have guests attend to provide information to the Board on the Library Capital Facility Area (LCFA) process and General Bonds for government capital construction projects. On January 9, 2023, I will attend and present the capital project proposal to the City of Sumner City Council and I have been coordinating with Pierce County representatives in numerous departments in recent weeks. We look forward to sharing more details in an upcoming study session with the Trustees later in January.

The proposed next steps are:

January

Board: Receive an overview on an LCFA structure and public capital financing bonds from attorney and financial advisors. Review proposed project cost estimates and scope.

Staff: Introduce new Sumner Library project to Sumner City Council, meet with Pierce County staff and elected leaders and advocate for state funding. Promote public engagement opportunities/provide information/conduct public engagement, including public open houses with architects and Library leaders. [Publish project information on PCLS website.](#) Public opinion poll underway. Develop expanded/detailed project budgets to review.

February

Board: Review financial scenarios for capital budget and household impact. Confirm precincts to include in LCFA and estimated household tax impact. Board training on dos and don'ts in public ballot measures regarding the Library System.

Staff: Continue to meet with Pierce County staff to coordinate, update Sumner Council. Continue public opinion poll and public engagement activities. Draft resolutions for PCLS, City, and County to review.

March

Board: Public Opinion and engagement results shared with Board and Sumner Council. Board decides final project size/scope and costs. Board makes go/no go decision to pursue LCFA and bond ballot measure adopting a resolution, Sumner Council makes go/no decision to

pursue LCFA and bond ballot measure and adopts joint-resolution with PCLS. Resolution delivered to Pierce County.

Staff: Inform all staff of “dos and don’ts” in public ballot measures regarding the Library System. Coordinate all paperwork among three agencies. Launch information-only communications activities to general public.

Additional information was included in the memo on this project in the December board meeting packet and additional information is actively being developed in preparation for the study session to be held later in January. At this January regular meeting, I invite questions and requests for information to develop the special meeting agenda on this topic.

With two major capital projects in the works, Trustees can reasonably anticipate a second study session/special meeting each month for the next few critical months of 2023. We’ll do our best to accommodate your schedules as we move these projects forward on top of our routine business commitments.

New Business

MEMO



Date: December 28, 2022

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

From: Clifford Jo, Business and Compliance Director

Subject: Real Property Policy—updates

In July 2017, the Board approved a new policy regarding real property. At the time, the policy largely addressed acquisition-related approvals. The original policy incorporated disposition, but did not elaborate.

During the December 2022 regular board meeting, the Trustees deliberated at length on the future of Lakewood’s two libraries, having been informed by the Community Advisory Committee’s recommendations. In these discussions, Trustees mentioned that the current real property of the Lakewood Library may not be suitable for renovating the existing facility. To prepare for future potential Board action, we needed to amend the Real Property policy.

Attached is a draft for your review. There are three principle edits:

- A minor qualification of what real property includes;
- An extension of tasks authorized to Library staff; and
- The Board’s role in conducting disposition of real property, in part or whole.

All edits have been reviewed by our attorney.

During the meeting, I will go review these amendments and answer any questions you may have. Should the Board be ready to approve the changes, a motion is required as follows:

Action: Move to approve the amendments as presented on the Board policy for Real-Property.

Board Policy



Real Property – Acquisition and Disposition

Policy Statement

The Pierce County Library System Board of Trustees approves the purchase, lease, rent, exchange, and sale of real property for current and future library service needs.

Definitions

Real Property: Any land or property that is fixed in location, which may include a building.

Policy

The Library Board of Trustees reviews and approves transactions involving real property. Such transactions may include ownership, leases, disposition of property, etc.

The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions involving real property.

Transactions involving real property are guided by site selection criteria developed by the Library.

All real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.

The Library may acquire real property for future use in advance of readiness to fund construction.

Adopted by the Pierce County Rural Library District Board of Trustees, July 12, 2017.

Board Policy

Real Property—Acquisition and Disposition

Policy Statement

The Pierce County Library System Board of Trustees (the “Board”) approves the purchase, lease, rent, exchange, and sale of real property for current and future library service needs.

Definitions

Real Property: Any land or property that is fixed in location, which may include [improvements, such as](#) a building.

Policy

The ~~Library Board of Trustees~~ reviews and approves transactions involving real property. Such transactions may include ownership, leases, disposition of property, etc.

The Board authorizes the Executive Director, or designee, to [conduct transactions involving real property, including but not limited to enter into negotiations; executions of property deeds, titles, escrow, rights-of-ways, memos of understanding, appraisals, leases, purchase and sale agreements; and other legal or financial documents related to](#) ~~of transactions involving~~ real property.

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The Library may acquire real property for future use in advance of readiness to fund construction.

[The Board reviews and determines by resolution whether any real property is surplus to the needs of the Library and, if so, the manner of disposition of such surplus real property. The resolution shall authorize the Library to surplus such land and any improvements, in whole or in part. Disposition methods include but are not limited to sales, leases, interlocal agreements, equitable exchanges, removal of improvements, or any other means available to or required by the Library under chapter 39.33 RCW or other applicable Washington State law.](#)

Board Policy

Real Property—Acquisition and Disposition

Policy Statement

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MEMO



Date: December 28, 2022

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

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

Subject: 2023 Foundation/Library Agreement and Addendum

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

2022 Results

The 2022 agreement stated that the Library would provide \$388,000 in value of support by funding the Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions	\$ 292,993.62
*Foundation deposits	689,943.91
Subtotal distributions & deposits	\$ 982,937.53
Less Agreement.....	388,000.00
Net Results	\$ 594,937.53

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

Given that the net results are positive, indeed substantially, the agreement has been satisfied.

Addenda

The Agreement is accompanied by the following addenda:

1. An addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library's strategic plan. This addendum and its variations began in 2012 and has carried forward annually since then.
2. An addendum associated with the Capital Campaign Feasibility Study.

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

Record of Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Deposits & Distributions	Agreement for Supporting Costs	Difference from Distributions
2023	Recorded at yearend	\$ 395,000	Recorded at yearend
2022 ¹	\$ 982,938	388,000	\$ 594,938
2021	520,963	392,000	128,963
2020	273,146	273,000	146
2019	271,451	265,000	6,451
2018	350,000	278,000	72,000
2017 ²	211,008	251,000	<u>-39,992</u>
			2017-18: 32,008
2016	287,081	228,000	59,081
2015 ³	438,771	219,000	219,771
2014 ⁴	537,093	216,000	321,093
2013	266,982	185,000	81,982

¹ First year of Addendum #2 regarding capital fund development.

² 2017 included only 6 months due to fiscal year transition.

³ Includes WorkForce Central funding (\$137,068).

⁴ Includes Interactive Development Platform and Science to Go (\$204,066).

2023 Agreement and Addenda

In 2023, the value of staffing, services, space, and equipment which the Library provides for the department working on the Foundation’s Annual Development Plan is estimated at \$395,000 and distributions and deposits are projected to exceed the agreement value. The change, a moderate increase, is due to typical inflationary costs. Future years will have similar increases.

Both addenda record that the Foundation contributes more than just the money that it raises and provides transparency on the full range of activities the Foundation undertakes.

Attached are the Agreement and Addenda. The Agreement and Addenda may have different amendment needs and are considered separate documents. Therefore, each needs to be approved by the Board annually. We recommend that the Board pass three motions:

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

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

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

AGREEMENT

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

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

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

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

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

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

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

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

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

A. THE FOUNDATION AGREES TO:

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

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of ~~388,000~~ \$395,000 during the Library fiscal year 20222023. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not

exceeded or will be adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

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

C. ANNUAL EVALUATION AND REVIEW

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

D. TERM OF AGREEMENT

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

E. MODIFICATION

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

F. TERMINATION

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

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

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

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

**ADDENDUM NO. 1 (2023) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2023, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2023.

Estimated Distributions

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

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

Services and Activities

The Library’s Vision is *“We spark success for Pierce County. With 18 libraries, hundreds of events, helpful staff, and more than a million materials to choose from, the possibilities are endless.”*

The Foundation’s Vision is to *“Ignite literacy of all kinds for every child, teen, and adult in Pierce County to build a knowledgeable, aware, engaged, and empowered community, critical to fueling our social and economic prosperity.”*

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

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

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

- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 18 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

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

Communicating the Library to constituents

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

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

Bringing awareness of the Library to local businesses and foundations

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

- The Foundation will research, apply, and report on Library programs and their benefits to the community.
- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events.
- Fundraising event: the Foundation will host its fifth annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System.
- Commemorative naming ceremonies, if appropriate.

Attracting a cadre of loyal library supporters

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

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date

Officers Reports

MEMO



Date: December 28, 2022

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

From: Clifford Jo, Business and Compliance Director

Subject: Buckley Library Site Evaluation Update

Along with our EHS-I consultants, I met with the Department of Ecology (DoE) team who is overseeing our remediation project. They reviewed our remediation investigation and feasibility study (RI/FS) report with us, and we anticipated one or more rounds of substantive changes. Instead, I received a letter on December 21 that, in a gist, gave us an initial “No Further Action Likely” opinion. The comments that DoE provided largely concurred with our report and offered caveats and cautions commensurate until actual work proceeds and concludes. Importantly, DoE agreed with our site’s construction strategy, which was the most comprehensive approach out of the three alternatives that EHS-I provided. Monitoring would be required for at least two years post-mitigation.

We have budgeted \$1,000,000 for an upfront payment towards the work. This amount would be offset significantly by grants and/or insurance claims that our other consultant, Restorical Research, concluded last month should be successful and is eager to work with us. That said, due to the complexity of the insurance claims, we would engage with an attorney who specializes in this area. Should the insurance claim be approved, the estimated net cost to the Library would be 20% of actual construction costs.

UPDATED PROGRESS CHART (BASED ON DEPT. OF ECOLOGY)

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

MEMO



Date: December 27, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Public Opinion Awareness/Preference Poll

As part of the Pierce County Library System’s Marketing and Communications Plan, the Library System is conducting its biennial public opinion awareness/preference poll. As with other pandemic interruptions, the Library System paused its plan to conduct a public opinion poll in 2020. We are reinstating the Library’s biennial pattern for public opinion polls in 2023, aligning with the most recent public opinion research we produced in 2018. Building upon the 2018 public opinion research, we plan to learn information about the public’s value for the Library System and its service to communities.

Given the significant changes in the past three years with the pandemic, social issues, economic fluctuations, and other influences, in addition to analyzing comparisons to some parameters from the 2018 research, we will also reestablish some baselines. The public opinion research goals include the following:

1. Learn the public’s awareness and preference for the Library System.
2. Ascertain the public’s value for the Library System, for themselves, for their community.
3. Understand barriers to the public accessing and using library services.
4. Deliver replicable public opinion research, which the Library System can build upon in 2025, as part of its biennial cadence for public opinion research.

Through a Request for Proposal, three respondents submitted responses, and we selected EMC Research, a leading Pacific Northwest public issue opinion research and strategic consulting firm. EMC Research will develop, conduct, analyze, and report on the public’s awareness and preference for the Pierce County Library. The firm will conduct a quantitative research study of adult residents in the Library’s service area. They will use a robust and inclusive methodology, sampling frame, and research approach, to provide reliable survey results.

EMC Research will implement a multimodal survey, in English and Spanish, using an address-based sampling (ABS) approach, which is the public opinion research industry’s most inclusive and representative sample frame for surveying residents. ABS draws a randomly selected representative sample of households with results showing detailed crosstab views of attitudes, opinions, and values. Respondents may participate via an online, phone, or mail questionnaire.

In addition to awareness, preference, and service questions for a system-wide survey, EMC Research created a subset of questions for Sumner area residents, to learn the public’s interest and opinions regarding a potential new Sumner Pierce County Library.

We will launch the survey in January and collect data through February. EMC Research will analyze the data in February and early March and plans to provide the survey results at the March 8, 2023 Board of Trustees meeting.

MEMO



Date: December 28, 2022

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

From: Mary Getchell, Marketing and Communications Manager

Subject: 2023 Marketing and Communications Plan

With the focus to inform and engage individuals about and with the Pierce County Library System and drive their use and support for its services, the Library System's 2023 marketing and communications plan directs promotional and communications strategy and activities. The Marketing and Communications Plan builds on the Library System's 2022 Marketing and Communications Plan and aligns with the Library's Strategic Framework and Plan/activities.

In 2023, the Library System will focus its marketing and communications efforts to continue to reestablish the Library's key benefits and services, while showing the value the Library System delivers to communities. The plan highlights and works toward achieving the Library's priorities: service, stability, simplify, and stats and stories. In particular, the plan highlights the Library's service while being the communications blueprint for service to the Library and its staff. The plan is brimming with statistics to measure its progress as well as seeking stories as part of communications. The Library's 2023 Marketing and Communications Plan relies on all staff to accomplish comprehensive results.

The plan outlines a strategic roadmap to market and communicate, employing a variety of assets and activities, often using demographically targeted tactics. External channels/tactics include a mix of owned assets (e.g. collateral in libraries such as rack cards and posters, website, social media), paid assets (e.g. bus advertising, digital advertising, streaming advertising such as Pandora and TikTok), and earned assets (e.g. media relations, community relations, testimonials). Internal channels/tactics include a mix of Staff Web, Cover to Cover (internal e-newsletter), videos, and other assets.

Marketing and Communications goals include the following:

1. Inspire excitement and build support for and use of the Pierce County Library System's services.
2. Position the Pierce County Library as a trusted organization to spark success for residents.
3. Bolster the Library's visibility in Pierce County communities.
4. Enhance brand awareness and preference for the Library System.
5. Engage communities and community leaders in support of the Library's value, contributions, and achievements.

The plan includes communications with internal and external audiences. Based upon the Library's 2023 Work Plan/activities and further input from the Library's department heads, the plan notes focused projects and services to market and communicate. The Library balances marketing those projects and services with seeking the attention of target audiences, community leaders, and news media with the competition of attention-seeking/market share sought by other entities as well as the public's likely attention. The comprehensive plan is available on request.