

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

December 14, 2022 | 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+1.253.215.8782 | **Webinar ID:** 853 3159 8218 | **Passcode:** 305939

Web Browser or App: <https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

(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 December 14. Written comments must be provided 24 hours prior to the meeting.*

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

1. Approval of Minutes of 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

Routine Reports

1. Executive Director Report
2. Fundraising Performance Report
3. Metrics Dashboard
4. October Financial Report
5. Public Services Report

Unfinished Business

1. Lakewood Libraries Discussion
2. Sumner Capital Project Proposal
3. 2022 Fund Transfers
 - a. Resolution 2022-16: To Transfer Set-Asides in the General Fund Balance to the Capital Facilities Fund **[ACTION]**
 - b. Resolution 2022-17: To Record All Deposited Property Tax Revenues to the Levy Sustainability Fund **[ACTION]**
4. 2023 Budget: Second Reading and Discussion

Public Hearing: 2023 Budget of Revenue and Expenditures *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's final 2023 budget of Revenue and Expenditures. Comments will be limited to three (3) minutes.*

1. 2023 Revenue Sources and 2023 Expense Budget: Consideration of increases in property tax revenues, regarding the 2022 property tax levies for collection in 2023 (per RCW 84.55.120)

Unfinished Business (cont.)

5. 2023 Budget Approvals
 - a. Resolution 2022-18: To Set Wages and Benefits for Non-Represented Employees for 2023 **[ACTION]**
 - b. Resolution 2022-19: To Adopt The 2023 General Fund Budget **[ACTION]**
 - c. Resolution 2022-20: To Adopt The 2023 Capital Improvement Fund Budget **[ACTION]**
 - d. Resolution 2022-21: To Adopt The 2023 Election Fund Budget **[ACTION]**
 - e. Resolution 2022-22: To Adopt The 2023 Levy Sustainability Fund Budget **[ACTION]**
 - f. Resolution 2022-23: To Adopt The 2023 Property and Facility Fund Budget **[ACTION]**

New Business

1. Capital Fund Transfers for 2023
 - a. Resolution 2022-24: Redirect the transfer of budgeted Property and Facility Fund instead to CIP (\$1,173,200) **[ACTION]**
 - b. Resolution 2022-25: Transfer of Unused LWD funds in General Fund to CIP (\$2,000,000) **[ACTION]**
 - c. Resolution 2022-26: Transfer of Property and Facility Fund to CIP (\$1,000,000) **[ACTION]**
2. 2023 Election of Officers – Jamilyn Penn **[ACTION]**
3. 2023 Board Calendar of Work

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

1. 2022 General Election Results
2. Inactive Customer Accounts
3. Sumner Public Engagement Plan

Announcements

Adjournment [ACTION]

Consent Agenda

CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 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.

PUBLIC COMMENT

Public comments were made by the following Lakewood residents: Lacey Johnson, James Dunlop, Tichomir Dunlop, Rachel Mackey and Christina Manetti.

CONSENT AGENDA

1. Approval of Minutes of October 12, 2022, Regular Meeting
2. Approval of October 2022 Payroll, Benefits and Vouchers

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

BOARD MEMBER REPORTS

There were no Board member reports.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported corporate sponsorship for the Trivia Bee has increased by 48% over last year. He added the Foundation is actively growing its endowment fund, which is currently at \$258,000.

September Financial Report – Business and Compliance Director Cliff Jo reported the Library received a large amount of property tax revenue in October. He noted the Library will ask the Board to approve the transfer of funds into the levy sustainability fund.

Public Services Report – Deputy Director Behe introduced Melissa Munn, the new Customer Experience Director in charge of public operations.

UNFINISHED BUSINESS

Resolution 2022-13: 2023 Schedule of Recurring Meetings

Trustee Sloan moved to approve Resolution 2022-13: 2023 Schedule of Recurring Meetings. Trustee Patel seconded the motion. Motion carried.

Lakewood Library Buildings and Services Update – Director Caserotti provided updates on progress and activities related to the Lakewood Library.

Upcoming Joint Meeting – Director Caserotti reported she will be sharing additional details on the meeting as they become available.

Decision Making Discussion – Director Caserotti introduced an option for a decision making tool to aid the Trustees as they weigh the information they receive from the Lakewood Advisory Committee’s recommendations and give Library administrators direction as it relates to the future of the Lakewood Library.

Interim Library Status – Deputy Director Chesbro reported the Library will report additional details as they become available.

Approval of Purchase Order for Architectural Design Services

Trustee Jenkins moved to approve BuildingWork as the principal architect for the Lakewood Interim Library Project. Trustee Sloan seconded the motion. Motion carried.

Trustee Jenkins moved to authorize the Library to create a purchase order in the amount not to exceed \$513,000. Trustee Patel seconded the motion. Motion carried.

2023 Budget and Services Plan – Deputy Director Chesbro reviewed the Library’s budgeting principles and provided an overview of the budgetary goals which include funding for current services and staffing, bringing the levy sustainability fund to a \$15 million balance, funding construction of the interim Lakewood Library and maintaining a minimum of \$2 million in the property and facility fund. She directed the Board to the levy sustainability curve, noting the Library estimated it would be in the initial phase until 2024 but would likely end this phase a year earlier than anticipated. There will be no significant revenue from fines or lost book charges. She noted the Library will be working on a plan to remove economic barriers to its customers.

Trustees expressed appreciation for the Library administrators’ thoughtful and prudent efforts in producing the draft budget.

Public Hearing: 2023 Draft Budget of Revenue and Expenditures

Trustee Jenkins 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 Patel seconded the motion and it passed.

Chair Penn then asked if there was anyone in the audience who wished to comment on the 2023 draft budget. Comments were received by Lakewood resident Christina Manetti.

There being no further comments, Trustee Patel moved to close the public hearing on the 2023 budget of estimated revenue and expenditures. Trustee Sloan seconded the motion and it passed.

UNFINISHED BUSINESS (CONT.)

2023 Budget and Services Plan – Director Jo reported the language of the resolution changed slightly from previous years, now reflecting the intent of Initiative 747 and allowing the Board to levy additional taxes for new construction separately. He noted the Board does not need to pass a resolution to override the Implicit Price Deflator this year.

Trustee Sloan moved to approve Resolution 2022-14: To Request Highest Lawful Levy and Levy Certification. Trustee Jenkins seconded the motion. Motion carried.

NEW BUSINESS

Capital Funding Overview – Director Cliff Jo provided an overview of the various funding methods available to the Library. He noted it is likely that a combination of these methods would be utilized. Director Caserotti noted that as each project is unique, a variety of funding methods will be considered and the Library will prepare a recommendation for blended funding methods as projects begin.

ANNOUNCEMENTS

The Trivia Bee event will be on November 12, 2022 at 6:30 pm.

The District 6 Community Conversation event hosted by Councilmember Jani Hitchen at the Clover Park Technical College rotunda, on November 10, 2022.

The Joint Lakewood City Council/Board of Trustees Study session will be on November 17, 2022, at Lakewood City Hall.

Director Caserotti extended thanks to Initiative Manager Anna Shelton and staff at branches for providing assistance to voters on Election Day through the Voter Point of Assistance program.

ADJOURNMENT

The meeting was adjourned at 4:47 pm on motion by Trustee Jenkins, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

**PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
AND LAKEWOOD CITY COUNCIL
JOINT MEETING MINUTES – NOVEMBER 17, 2022**



CALL TO ORDER

Lakewood Mayor Whalen called to the meeting to order at 6:00 pm. Board members present were Jamilyn Penn, Pat Jenkins, Neesha Patel and Pam Duncan. Abby Sloan was excused. Councilmembers present were Mayor Jason Whalen, Deputy Mayor Mary Moss, Councilmembers Mike Brandstetter, Patti Belle, Linda Farmer and Paul Bocchi. Don Anderson was excused. The meeting was conducted in person, with the option of virtual attendance.

WELCOME AND INTRODUCTIONS

Mayor Whalen and City Councilmembers introduced themselves and shared how long they have served on the City Council. Brian Murphy, Berk Consulting and Ginny Rawlings and Darwin Peters II, Community Advisory Committee members introduced themselves. Board Chair Penn and trustees introduced themselves and shared how long they have served on the Board of Trustees.

REVIEW OF LAKEWOOD COMMUNITY ADVISORY COMMITTEE (CAC) RECOMMENDATIONS

Darwin Peters II, Community Advisory Committee Member reviewed the CAC recommendations for the Downtown Library which is to keep the library at the same location but build a new library on that site. If that is not feasible, the recommendation is to build a new library in an equally accessible location. Discussion ensued.

Ginny Rawlings, Community Advisory Committee Member spoke about Tillicum community and services currently provided at the Tillicum Library location. She reviewed the CAC recommendations for Tillicum Library which is to renovate the existing building or rebuild on the existing site. If that is not feasible the recommendation is to pursue a location for a new library near the existing location. Discussion ensued.

CLOSING REMARKS

Board Chair Penn thanked the Mayor and City Council for the opportunity to partner in the conversation.

Mayor Whalen thanked the Pierce County Library System for their partnership and the Community Advisory Committee members for their service. He then spoke about opportunities for future civic engagement and economic development in Lakewood.

ADJOURNMENT

There being no further business, the meeting was adjourned by Mayor Whalen at 7:20 pm.

Gretchen Caserotti, Secretary

Jamilyn Penn, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10114 - 10117	11/06/2022 - 11/21/2022	\$ 8,944.55
Electronic Payments - Payroll & Acct Payable		11/7/2022	\$ 948,039.18
Electronic Payments - Payroll & Acct Payable		11/21/2022	\$ 958,879.46
Accounts Payable Warrants	703638 - 703727	11/01/2022 - 11/31/2022	\$ 1,318,819.30
Total:			<u>\$ 3,234,682.49</u>

As of 12.4.2022

ALL CHECKS

CHECK DATE FROM: 11/01/2022 TO: 11/30/2022

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1452	BRANDTS, MARIAH	11/07/2022	C	10114	1,657.83
1448	PUEBLA, KATHERINE	11/07/2022	C	10115	1,457.79
1451	SHARP, LYNSEY	11/07/2022	C	10116	1,786.62
1453	MUNN, MELISSA	11/21/2022	C	10117	4,042.31
TOTAL CHECKS				4	8,944.55

** 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@piercecountylibrary.org
 Comments: 11/07/22 Payroll

Withdrawal Date: 11/7/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	77,707.86
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,331.13
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,331.13
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	592,769.16
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	9,061.30
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,398.98
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	84,746.89
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,144.99
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,297.74
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	250.00
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						\$ 948,039.18

Certification:

Stacy Karabotsos
Signature (Department Designee)

11/3/2022
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 11/21/22 Payroll

Withdrawal Date: 11/21/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	79,292.81
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	61,576.12
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	61,576.12
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	600,092.76
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	8,629.24
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,924.46
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	85,557.62
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,478.32
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	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	187.15
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	417.12
Total Deposit						\$ 958,879.46

Certification:

Stacy Karabotsos
 Signature (Department Designee)

11/17/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703638	11/04/2022	PRINTED	2143	AWARDCO INC	0.00	3,000.00	11/14/2022
703639	11/04/2022	PRINTED	341	BAKER & TAYLOR	0.00	27,157.81	11/17/2022
703640	11/04/2022	PRINTED	638	CITY OF BUCKLEY	0.00	712.16	11/15/2022
703641	11/04/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	1,705.36	11/15/2022
703642	11/04/2022	PRINTED	998	CINTAS CORPORATION	0.00	1,109.73	11/16/2022
703643	11/04/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	591.19	11/14/2022
703644	11/04/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	138.00	11/14/2022
703645	11/04/2022	PRINTED	1001	DATA QUEST LLC	0.00	45.00	11/15/2022
703646	11/04/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	1,855.35	11/15/2022
703647	11/04/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	434.73	11/15/2022
703648	11/04/2022	PRINTED	1886	LAMAR COMPANIES	0.00	1,755.00	11/16/2022
703649	11/04/2022	PRINTED	211	MIDWEST TAPE	0.00	8,822.91	11/15/2022
703650	11/04/2022	PRINTED	216	CITY OF MILTON	0.00	567.72	11/14/2022
703651	11/04/2022	PRINTED	1081	NASIM & SONS INC	0.00	8,858.84	11/10/2022
703652	11/04/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	11/10/2022
703653	11/04/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	414.69	11/10/2022
703654	11/04/2022	PRINTED	1200	PIONEER PACKAGING	0.00	1,023.02	11/10/2022
703655	11/04/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	1,607.27	11/09/2022
703656	11/04/2022	PRINTED	61	RICOH USA INC	0.00	842.63	11/15/2022
703657	11/04/2022	PRINTED	61	RICOH USA INC	0.00	2,266.68	11/15/2022
703658	11/04/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	17.99	0.00	
703659	11/04/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	253.00	11/18/2022
703660	11/04/2022	PRINTED	258	SONITROL PACIFIC	0.00	1,630.62	11/10/2022
703661	11/04/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	106.47	11/15/2022
703662	11/04/2022	PRINTED	811	WCP SOLUTIONS	0.00	122.25	11/10/2022
703664	11/07/2022	PRINTED	314	AFSCME AFL-CIO	0.00	13,192.16	11/15/2022
703665	11/07/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,472.62	11/23/2022
703666	11/07/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	649.33	11/14/2022
703667	11/09/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	257,287.04	11/09/2022
703668	11/10/2022	PRINTED	341	BAKER & TAYLOR	0.00	20,677.26	11/23/2022
703669	11/10/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	291.89	11/18/2022
703670	11/10/2022	PRINTED	1036	CATALYST WORKPLACE ACTIVATION	0.00	17,212.93	11/18/2022
703671	11/10/2022	PRINTED	2422	CDW GOVERNMENT LLC	0.00	2,426.60	11/25/2022
703672	11/10/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	200.96	11/23/2022
703673	11/10/2022	PRINTED	365	EBSCO	0.00	38,088.81	11/22/2022
703674	11/10/2022	PRINTED	402	FIRGROVE MUTUAL WATER COMPANY	0.00	1,826.10	11/17/2022
703675	11/10/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	585.42	11/21/2022
703676	11/10/2022	PRINTED	2456	IMWR	0.00	22.97	11/21/2022
703677	11/10/2022	PRINTED	26	LINGO	0.00	101.33	11/22/2022
703678	11/10/2022	PRINTED	211	MIDWEST TAPE	0.00	5,106.09	11/22/2022
703679	11/10/2022	PRINTED	228	MULTICULTURAL BOOKS & VIDEOS	0.00	1,760.00	11/22/2022
703680	11/10/2022	PRINTED	241	NEWS TRIBUNE	0.00	3,697.20	11/25/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703681	11/10/2022	PRINTED	520	CITY OF ORTING	0.00	219.42	11/22/2022
703682	11/10/2022	PRINTED	531	PAN ASIAN PUBLICATIONS (USA) INC.	4,285.00	0.00	
703683	11/10/2022	PRINTED	1037	PIERCE COUNTY SEWER	0.00	1,262.89	11/18/2022
703684	11/10/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	770.10	11/17/2022
703685	11/10/2022	PRINTED	61	RICOH USA INC	0.00	579.80	11/21/2022
703686	11/10/2022	PRINTED	605	US BANK	0.00	271,230.79	11/21/2022
703687	11/10/2022	PRINTED	2015	WEX BANK	0.00	4,674.63	11/18/2022
703688	11/18/2022	PRINTED	341	BAKER & TAYLOR	0.00	26,171.18	11/28/2022
703689	11/18/2022	PRINTED	358	BERK CONSULTING INC	0.00	10,000.00	11/23/2022
703690	11/18/2022	PRINTED	642	BUILDINGWORK LLC	0.00	20,999.69	11/23/2022
703691	11/18/2022	PRINTED	1320	BUSTOS MEDIA HOLDINGS, LLC	2,184.00	0.00	
703692	11/18/2022	PRINTED	2238	BYLINE FINANCIAL GROUP	0.00	454.67	11/30/2022
703693	11/18/2022	PRINTED	669	CHUCKALS INC	0.00	1,916.20	11/23/2022
703694	11/18/2022	PRINTED	998	CINTAS CORPORATION	739.82	0.00	
703695	11/18/2022	PRINTED	688	COMMUNICO LLC	68,770.00	0.00	
703696	11/18/2022	PRINTED	146	DAILY JOURNAL OF COMMERCE	0.00	432.40	11/25/2022
703697	11/18/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	0.00	11,598.13	11/29/2022
703698	11/18/2022	PRINTED	399	CITY OF FIFE	0.00	1,317.34	11/29/2022
703699	11/18/2022	PRINTED	405	FLOHAWKS	0.00	165.00	11/23/2022
703700	11/18/2022	PRINTED	2337	GEORGIA LOMAX CONSULTING	0.00	1,031.25	11/28/2022
703701	11/18/2022	PRINTED	486	HILLIS CLARK MARTIN & PETERSON	0.00	182.00	11/23/2022
703702	11/18/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	23.87	11/30/2022
703703	11/18/2022	PRINTED	1821	KNKX 88.5 FM	2,895.00	0.00	
703704	11/18/2022	PRINTED	2300	KPFF CONSULTING ENGINEERS	0.00	2,500.00	11/25/2022
703705	11/18/2022	PRINTED	211	MIDWEST TAPE	0.00	9,630.67	11/29/2022
703706	11/18/2022	PRINTED	227	MOUNTAIN MIST	0.00	34.67	11/22/2022
703707	11/18/2022	PRINTED	2243	GEODESIGN INC	0.00	6,154.13	11/25/2022
703708	11/18/2022	PRINTED	510	OCLC INC	0.00	15.26	11/25/2022
703709	11/18/2022	PRINTED	2410	PBS ENGINEERING AND ENVIRONMENTAL INC	0.00	7,154.63	11/25/2022
703710	11/18/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	1,469.90	11/22/2022
703711	11/18/2022	PRINTED	560	PIERCE COUNTY	0.00	360.00	11/29/2022
703712	11/18/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	1,058.05	11/23/2022
703713	11/18/2022	PRINTED	1810	PIERCE COUNTY LIBRARY FOUNDATION	0.00	106.08	11/23/2022
703714	11/18/2022	PRINTED	2389	PUGET PAVING & CONSTRUCTION INC	0.00	408,503.82	11/22/2022
703715	11/18/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	1,527.81	11/29/2022
703716	11/18/2022	PRINTED	61	RICOH USA INC	0.00	3,588.54	11/23/2022
703717	11/18/2022	PRINTED	78	RWC INTERNATIONAL LTD	0.00	3,163.72	11/25/2022
703718	11/18/2022	PRINTED	2097	SENTINEL PEST CONTROL	841.68	0.00	
703719	11/18/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	0.00	567.00	11/22/2022
703720	11/18/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	1,117.48	11/22/2022
703721	11/18/2022	PRINTED	287	SUPERIOR SAW & SUPPLY, INC.	0.00	22.85	11/22/2022
703722	11/18/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	0.00	1,178.17	11/25/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
703723	11/18/2022	PRINTED	811	WCP SOLUTIONS	0.00	115.50	11/22/2022
703724	11/21/2022	PRINTED	313	AFLAC	0.00	3,728.08	11/21/2022
703725	11/21/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	0.00	174.00	11/21/2022
703726	11/21/2022	PRINTED	530	PACIFCSOURCE ADMINISTRATORS	0.00	2,472.62	11/21/2022
703727	11/21/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	649.33	11/21/2022
					79,733.49	1,239,085.81	1,318,819.30

MEMO



Date: December 5, 2022

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

From: Clifford Jo, Business & Compliance Director

Subject: 2023 Insurance Renewal

This year's ongoing insurance policies coverages remain the same as the expiring ones, with one exception as noted below. The standard policies are increasing from a total of \$302,590 to \$311,900, reflecting a modest 3.07% increase.

However, we need to insure the current Lakewood Library differently as vacant property. Given its condition, this additional policy costs \$51,765 per year (with a maximum \$2.5 million coverage) until such time we decide what to do with the structure. A 25% minimum payment on this policy is required upfront and unrecoverable. The remainder of the amount, a maximum of \$38,824, may be reimbursed in prorated amounts should the building be demolished within the coverage period. Should we renovate the existing building, the policy would revert to a construction-based insurance policy for the duration of the work.

The Board has consistently rejected terrorism coverage for board members, which costs over \$21,000 per year. We will continue to reject terrorism coverage automatically.

We ask the Board to approve payment of the Library's 2023 insurance policy renewals, not to exceed \$364,000. Should anything change with the policies, we will inform the Board in January.

ACTION: Move to approve payment towards the 2023 insurance renewal policy package premium, not to exceed the amount of \$364,000, and continue to reject terrorism coverage.

Premium Summary

Description Of Coverage	Expiring Premium	Proposed Premium
Property	\$68,421.00	\$56,956.00
Property – Vacant Location	Included In Above	\$51,764.70
Difference in Conditions, Earthquake and Flood	\$41,820.00	\$46,751.59
General Liability	Included in Property	\$8,464.00
Business Auto	\$55,092.00	\$50,132.00
Umbrella Liability (\$20M)	\$22,326.00	\$26,170.00
Excess Liability (\$15M x \$20M)	\$16,500.00	\$28,035.00
Excess Liability (\$15M x \$35M)	\$22,000.00	\$20,000.00
Management Liability	\$17,625.00	\$15,978.00
Management Liability – \$5M x \$5M Excess	\$7,443.00	\$6,905.02
Management Liability - \$5M x \$10M Excess	\$6,318.00	\$5,781.00
Pollution Liability	\$30,544.00	\$30,796.42
Cyber Liability	\$14,501.00	\$15,926.58
Total Estimated Annual Premium*	\$302,590.00	\$363,660.31

*All quoted premiums are annual estimates and may change due to year end audits or mid-term policy changes.

**Carrier may apply a short-rate penalty should you request a policy be cancelled mid-term.

MEMO



Date: November 18, 2022

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

From: Stephanie Ratko, IT Director

Subject: 2022 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items as part of an effort to reduce old assets on hand. The PCLS IT team identified technology to surplus or recycle that was at end of support from the manufacturer or damaged and unusable.

Background

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

Inventory Removal Mechanism

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

See spreadsheet on next page for details.

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

Total	IT Surplus Items OVER \$50 in estimated value	Estimated value (each)
44	HP Spectre X360	\$ 300.00
21	Latitude 7400 2-in-1	\$ 200.00
16	PRINTER DELL C3760DN COLOR LASER	\$ 100.00
12	Dell B2360DN Laserjet Printer	\$ 100.00
8	Latitude 3400	\$ 100.00
8	Latitude 7400 2-in-1	\$ 200.00
8	Latitude 7410	\$ 300.00
7	MONITOR DELL 34 U3415W	\$ 200.00
3	Latitude 5490	\$ 150.00
2	Optiplex 7470	\$ 300.00
2	Dell Monitor P1917S	\$ 75.00
1	Dell Monitor 2734 IPS LED 4K UHD	\$ 200.00
2	Dell UltraSharp 27 4K Monitor	\$ 200.00
2	MONITOR DELL LCD U2410 24"	\$ 75.00
1	Mac Pro	\$ 300.00
1	Dell Monitor P2715Q IPS LED 4K UHD	\$ 150.00
1	MONITOR APPLE THUNDERBOLT DISPLAY	\$ 200.00
1	MONITOR DELL ULTRASHARP U3011	\$ 120.00
1	Monitor Dell UltraShart 24 Monitor U2415	\$ 75.00
1	Fax HP LaserJet Pro MFP M127fw	\$ 100.00
1	PRINTER DELL COLOR C2660DN	\$ 200.00
1	PRINTER XEROX PHASER 7800	\$ 1,000.00
1	SWITCH RARITAN DOMINION KVM	\$ 1,000.00

Total	IT Surplus Items UNDER \$50 in estimated value
3	3D PRINT PRO
6	AIO Kiosk
1	Amazon Echo Dot
2	Apple iPad
2	APPLE IPAD MINI 16 GB
3	APPLE IPAD3 16GB
1	Apple iPhone 6S
1	APPLE MAC MINI
1	Brother Fax2840
1	Cisco AIR-LAP1142N-A-K9
2	Dell 19 Monitor - P1917S
3	Dell 24" Monitor - P2419H
2	Dell Docking Station - WD19
2	Dell Docking Station K20A
2	Dell External USB DVDRW Drive
2	Dell Flat Screen Monitor
3	Dell Latitude 3470
1	DELL MONITOR ULTRASHARP 30
7	Ereader Kindle
7	Ereader Nook
4	Ereader Sony
1	Google Glass
1	Google Home Mini

Total	IT Surplus Items UNDER \$50 in estimated value
1	HP 620 LT
1	HP Spectre X360
1	IDMAKER
1	JAMEX
1	LAPTOP MINI DELL INSPIRON 910
18	Latitude 3380
1	Latitude 3400
4	Latitude 3440
23	Latitude 3580
1	Latitude 5490
2	Latitude 7400 2-in-1
3	LULZBOT
3	Mac Pro
3	MICROFICHE E-IMAGE DATA CORP
1	Microsoft Surface Pro 4
1	MONITOR APPLE 27 " LED CINEMA
1	MONITOR SAMSUNG 25.5" 2693HM
2	Optiplex 7470
1	OverHead Projector
1	PRINTER EPSON TMT88V
1	PRINTER EPSON TMT88V
1	PRINTER HP LASERJET 4200TN
1	PRINTER HP LASERJET 4350 DTN
1	PRINTER HP LASERJET COLOR CP4525
1	PRINTER STAR TSP600
11	ProBook 4530s
5	PROJECTOR OPTOMA
2	Receipt Printer
8	Ring (doorbell camera)
8	Ring Chime Pro
1	SCANNER HHP-3800LR-12USBKITE
1	SCANNER HONEYWELL 3800
3	TABLET APPLE IPAD2 16GB
2	Tablet Kindle Fire
4	Ultimaker 2 Go
1	UPS BACKUP APC RXS1000
1	UV Sterilization Cabinet
1	Wii Device
1	Windows Tablet
1	Wireless Receiver
2	Workstation

RESOLUTION NO. 2022-15

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

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

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

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

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

PASSED AND APPROVED THIS 14TH DAY OF DECEMBER, 2022.

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

Routine Reports

MEMO



Date: December 6, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

In November, we enjoyed being together in person again for the Trivia Bee at the Foss Seaport Museum. Many thanks to Dean and his staff in our Foundation for their excellent work organizing and hosting this successful fundraiser! An additional huge thank you to the Pierce County Library System Foundation Board of Directors for their outstanding support of this fun, productive fundraiser. And a special thanks to PCLS staff who contributed their “time, talents, and treasure” as well. The event raised more than \$45,000 to support PCLS outreach services and a good time was had by all.

We want to thank branch staff for their participation in our Voter Points of Assistance partnership with Pierce County Elections and commend the South Hill Pierce County Library for being the number one ballot drop box site in the county, receiving an impressive 14,792 ballots! The election went smoothly and Mary Getchell’s Officer Report Memo captures the results of the general election tax measures.

The Community Conversation with Councilmember Hitchen was held in November to discuss the Lakewood Pierce County Library at the Clover Park Technical College (CPTC). We heard from some passionate community members again about their frustrations around the closure of the downtown library on Wildaire Road in June and the strong feelings of pride for the building. New faces attended and we also heard their hopes for the future and their great questions to better understand how PCLS arrived at the decision to close. We were there to listen and take responsibility for our actions that hurt these community members by removing their access to the library they love. And we remain committed to determining the best path forward to ensure Lakewood has the long-term library it deserves while still being good stewards of taxpayers’ investment in the Library System. We appreciate the Councilwoman and CPTC for organizing and hosting this event and we intend to schedule another one in early 2023.

As we cast our eyes toward the end of the calendar year, we are offered the time to reflect on 2022 and all we have experienced and accomplished during the course of the year. PCLS has gone through significant changes touching all aspects of the organization. With all this newness comes great opportunity, which gives me a great deal of confidence and optimism about 2023 and the future!

In my seven months here as the Executive Director, I have participated in more than 100 individual meetings and tours with community partners representing a wide and diverse range of services and populations across Pierce County. I’ve attended or hosted various open houses, community conversations, luncheons, and nonprofit events. I presented to the Pierce County Council and have connected with a number of municipalities across the county. After touring all the branches and departments, I’ve been

getting to know many of our wonderful employees here at PCLS. I've stepped into managing the Lakewood Libraries critical building issues and picked up the planning for the future Sumner Library. I've mapped out, with our Administrative Team, what I see needs to happen in 2023 with a look ahead to the next decade. With our organizational priorities for 2023 to simplify, stabilize, focus on service and stats/stories of impact, we can solidify our foundation and prepare to dig in to the major work that needs to be achieved to move the organization forward in the future. Deputy Director of Public Services Connie Behe is working hard with the newly formed Public Services division leaders to support the new leadership structure and create a strategic roadmap for public services at PCLS. The workshops to forge the roadmap have been productive and we are all excited to see the progress the team is making.

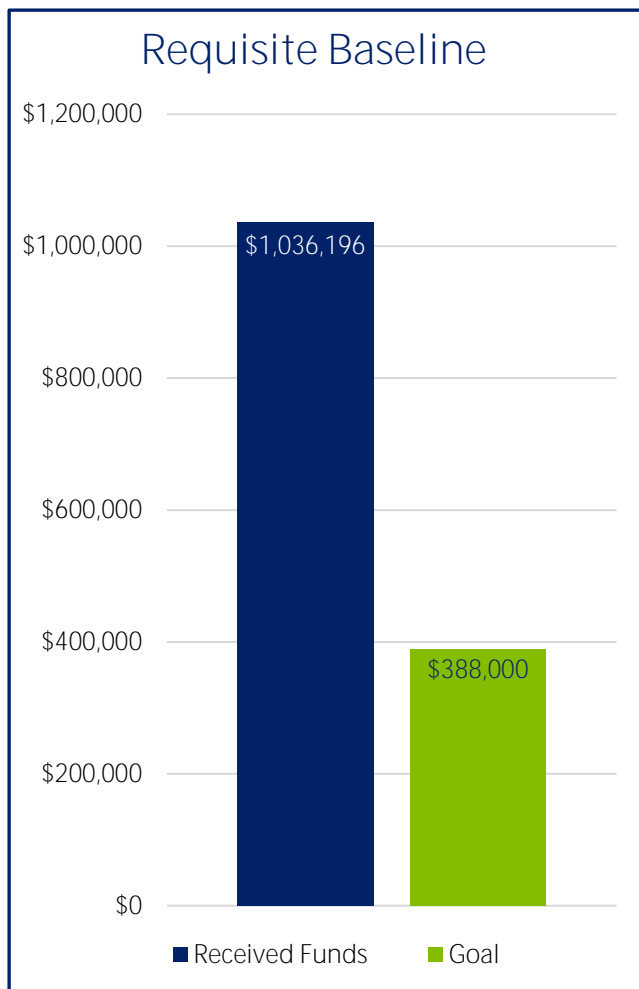
In December, we are starting to prepare for the end of the calendar and fiscal year. We are braced for winter weather, staffing shortages due to illness and vacation, and readying to close out the year's finances and activities. This transition time is important as the Administrative Team sets our operational work plan, activities, and commitments for 2023.

Starting in January, the Board will see some planned adjustments to our meeting agendas. The Board has a number of very big, high-profile decisions to be making in 2023. In the spirit of supporting Trustees' time and attention, we will put the major discussion and action items at the top of the agenda to manage your valuable time so that Trustees can be fresh and focused on those top, important items. I will also be including a standing agenda item for Board Development on the monthly agendas. Please reach out if you have specific requests for training you feel you or the full Board might need or want. With a new financial software program and new Finance Director Mary Stimson, we anticipate providing new financial reports by mid-year.

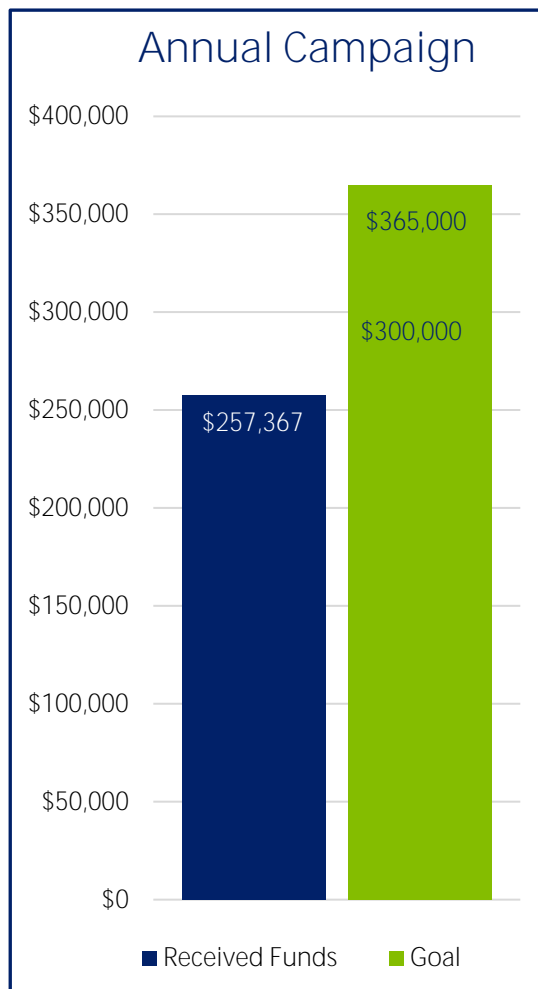
And starting in January, we'll hit the ground running with the new Sumner Pierce County Library discussions and determining the path forward in Lakewood and Tillicum. I look forward to continuing to work with the Board in service to our communities across Pierce County.



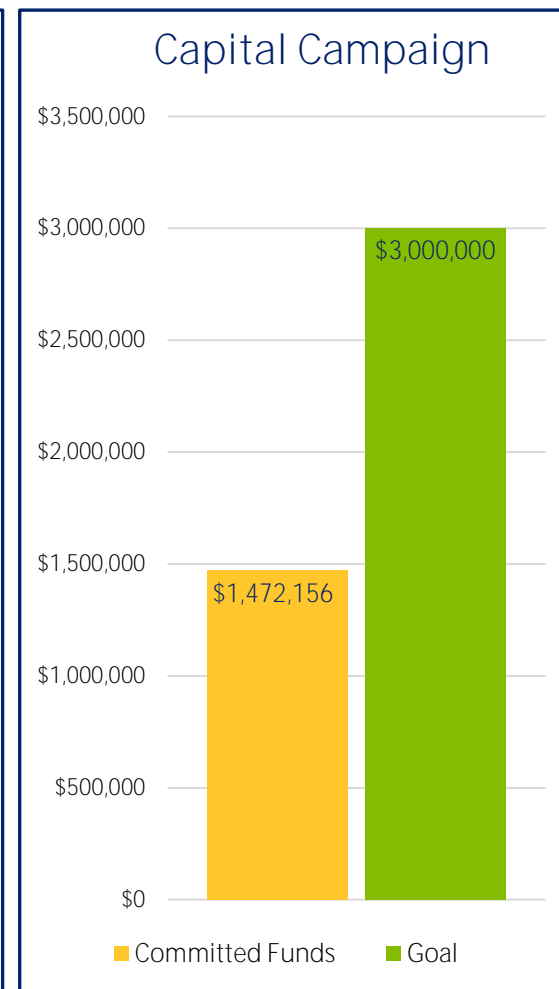
Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement

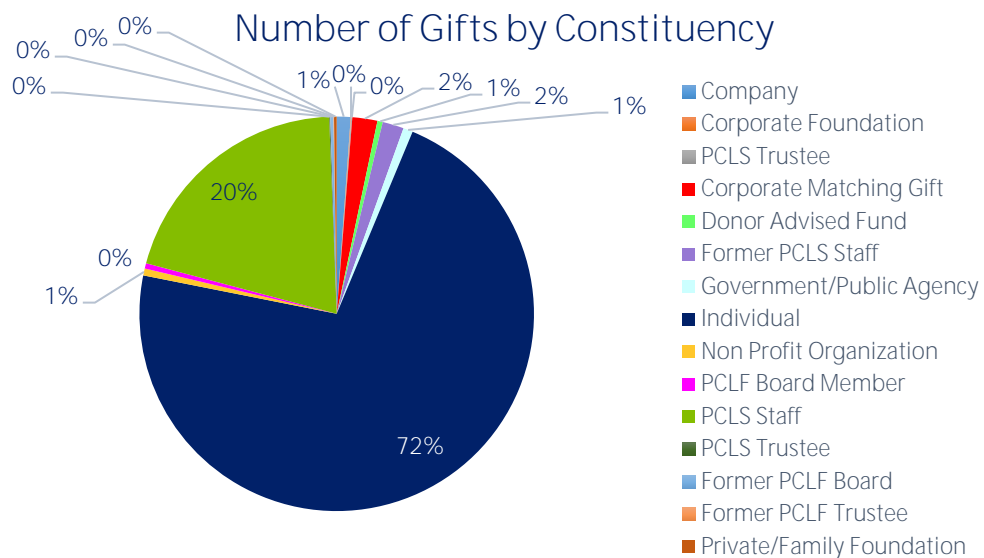


Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)

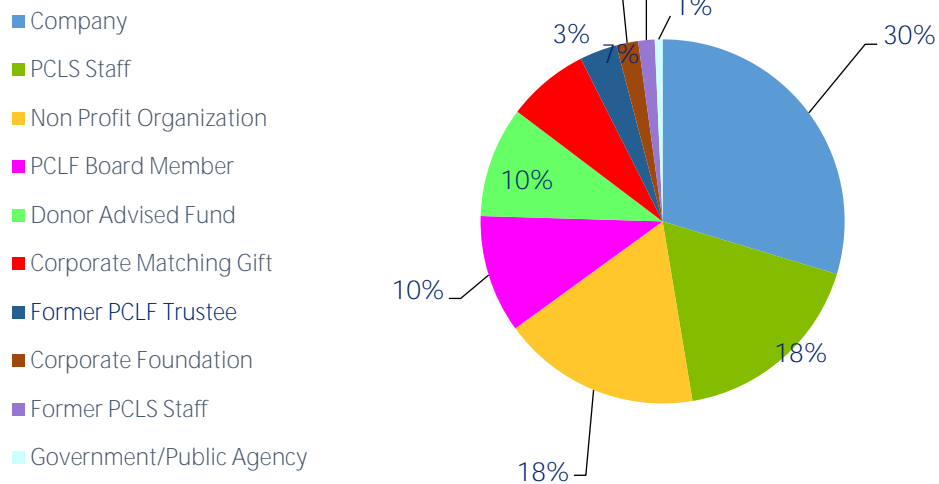


Goal = to achieve by 12/31/2023

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
568	47.53%	\$256,247	86.65%	627	\$96,255
Continuing Corporate/Foundation donors - Year to date					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
25	48.08%	\$337,407.00	25.97%	27	\$218,287.00
Continuing Individual donors - First year donor					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
54	30.86%	\$10,367	43.18%	121	\$12,207.00
Continuing Corporate/Foundation donors - First year donor					
# of Donors	Donor rate	Revenue	Revenue Rate	LYBUNT donors	LYBUNT revenue
7	35.00%	\$34,008.00	43.78%	13	\$14,071.00
New Individual donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
130	4.79%	\$14,115	61.55%		
New Corporate/Foundation donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
22	16.30%	\$67,251	543.61%		
Returning Individual donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
165	13.00%	\$14,721	56.50%		
Returning Corporate/Foundation donors - Year to date					
# of Donors	Donor Rate	Revenue	Revenue Rate		
7	9.60%	\$20,100	57.10%		

Updates

What's going well

- **Raised \$45,000 for Trivia BEE, supporting PCLS Outreach Services...see ad in The News Tribune (Dec 3 and 5)**
- The Foundation is now signed up with Amazon Smile, Fred Meyer and Bing shopper rewards – community giving (the latter two are new)
- The Foundation will soon offer gift payment options for non-recurring gifts via PayPal

Areas to capitalize on

- Securing annual gift commitments prior to close of Q4
- Identification of new board members, building a deeper and more diverse pool

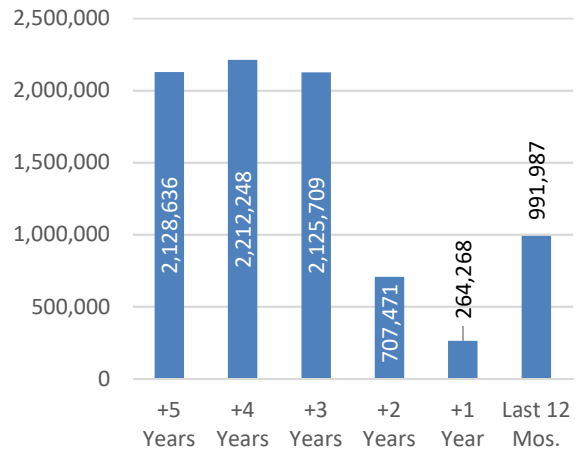
Terms Defined

- **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

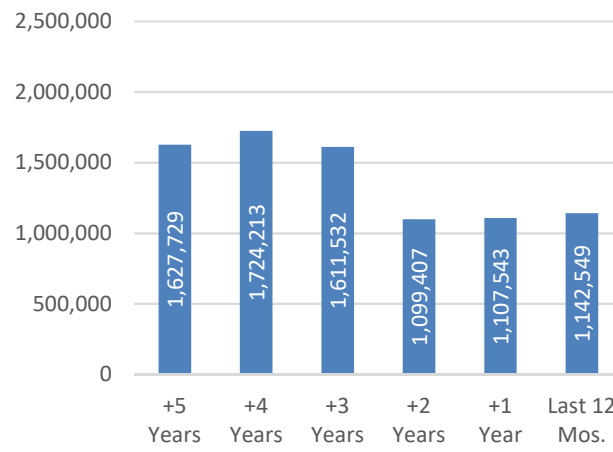
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five 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 - October 2022

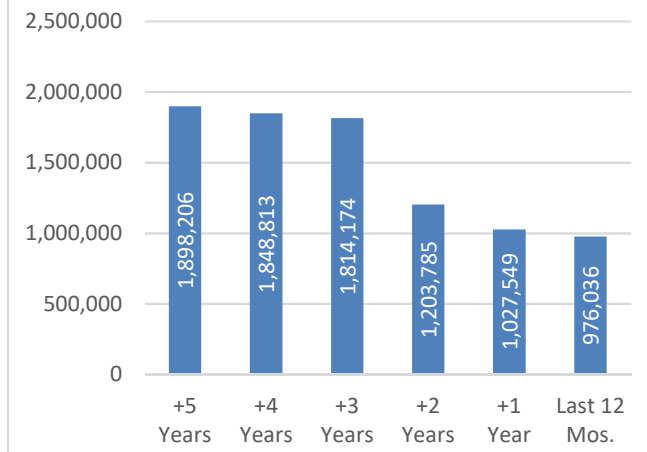
Branch Visits



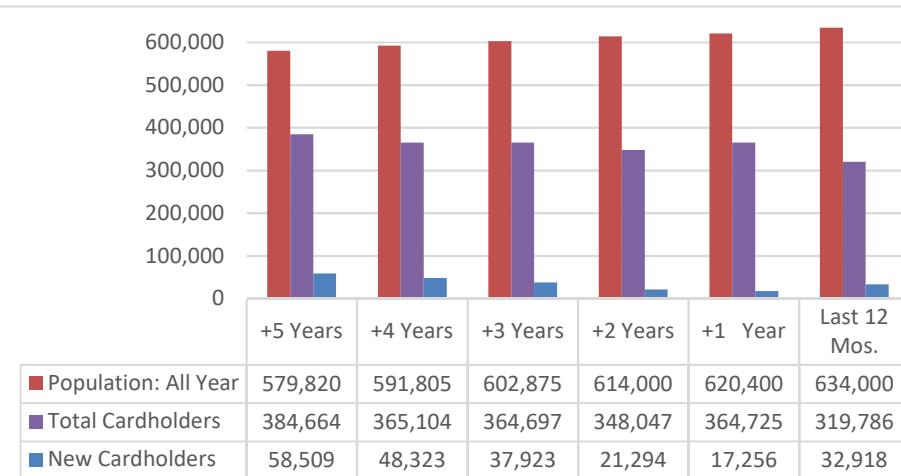
Catalog Visits



Website Visits



PCLS Cardholder Statistics



October and Rolling 12-Month Comparison

	October 2022	October 2021	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	90,127	78,182	15.3%	991,987	264,268	275.4%
Catalog Visits	90,479	97,578	-7.3%	1,142,549	1,107,543	3.2%
Public Website Visits	79,709	83,612	-4.7%	976,036	1,027,549	-5.0%

Technology

	October 2022	October 2021	% Change Oct. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	11,320	7,686	47.3%	115,581	23,513	391.6%
Wi-Fi Sessions	57,108	54,131	5.5%	612,615	356,024	72.1%

Public Spaces Usage

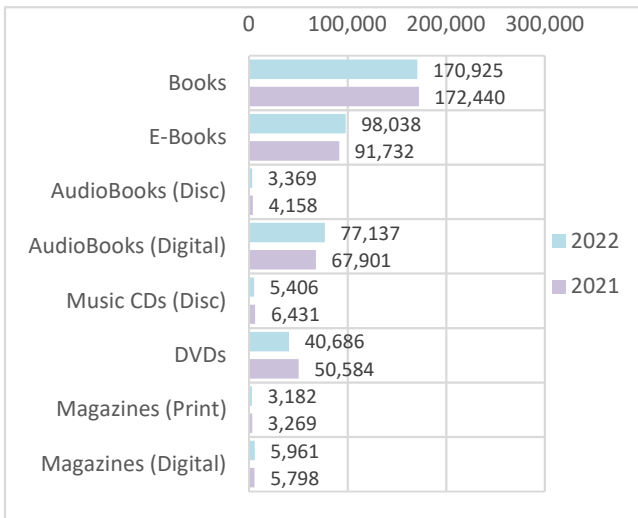
	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	943	1,623	0	-
# of Attendees	4,604	6,523	0	-

Notes:

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

Collection Use - October 2022

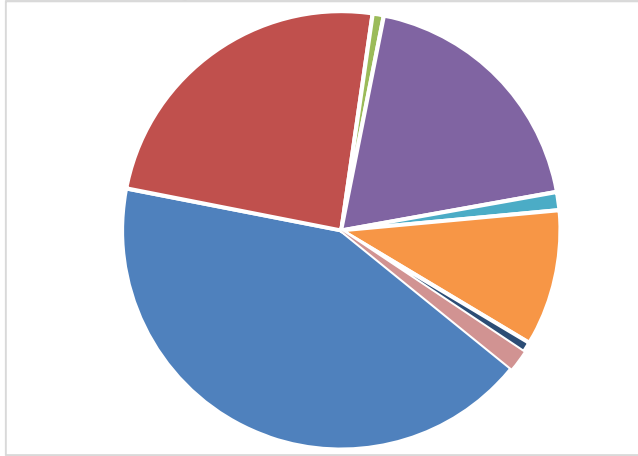
October 2022 vs October 2021 Checkouts



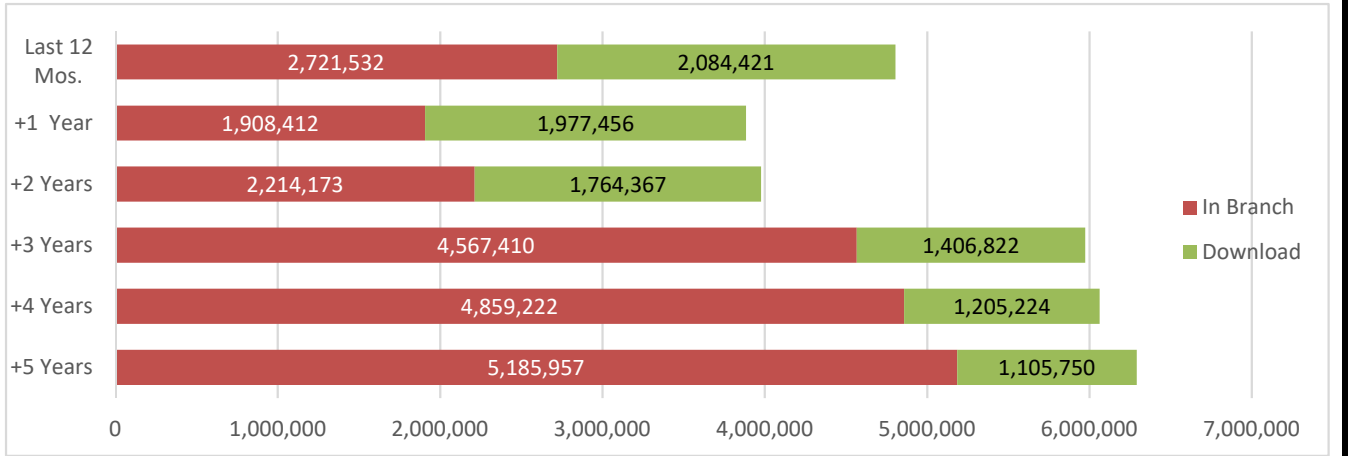
Data Table

Categories	September 2022	October 2022	October 2021	% Change of Oct. Year Over Year	% of Total Oct. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	167,466	170,925	172,440	-0.88%	42.23%	2,007,287	1,471,880	36.38%
E-Books	93,486	98,038	91,732	6.87%	24.22%	1,143,183	1,134,111	0.80%
AudioBooks (Disc)	3,426	3,369	4,158	-18.98%	0.83%	42,928	40,152	6.91%
AudioBooks (Digital)	75,950	77,137	67,901	13.60%	19.06%	885,600	776,567	14.04%
Music CDs (Disc)	5,151	5,406	6,431	-15.94%	1.34%	68,070	55,756	22.09%
DVDs	40,717	40,686	50,584	-19.57%	10.05%	549,044	406,527	35.06%
Magazines (Print)	3,190	3,182	3,269	-2.66%	0.79%	36,293	16,920	114.50%
Magazines (Digital)	5,696	5,961	5,798	2.81%	1.47%	71,343	69,944	2.00%
Totals:	395,082	404,704	402,313	0.59%	100.00%	4,803,748	3,971,857	20.94%

Checkouts By Format - October 2022



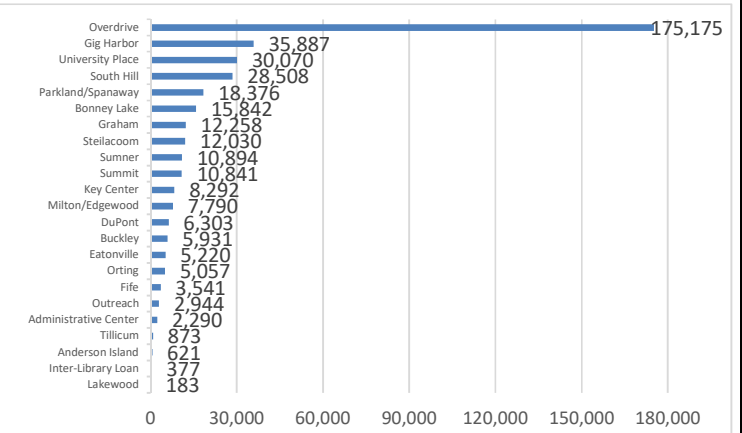
Collection Checkouts



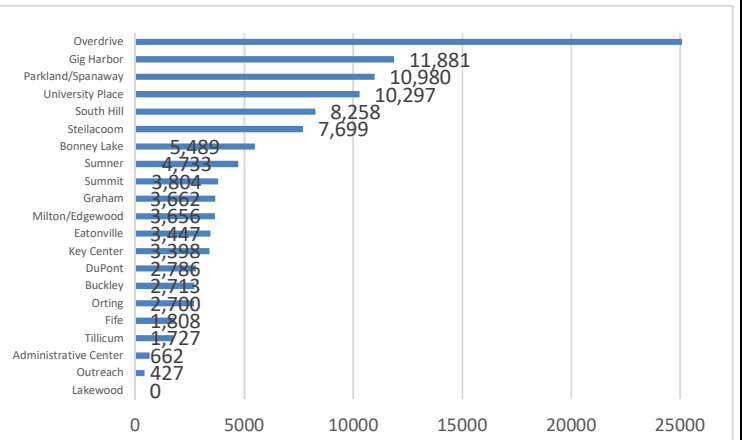
Activity - October 2022

Location	Checkouts				Visitors			
	October. 2022	Last 12 Mo.	+1 Year	% Change	October. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,290	30,528	29,384	3.9%	662	3,176	645	392.4%
Anderson Island	621	5,027	5,356	-6.1%	No Door Counter for Anderson Island			
Bonney Lake	15,842	87,377	127,070	-31.2%	5,489	63,383	16,660	280.5%
Buckley	5,931	71,186	45,739	55.6%	2,713	29,345	8,900	229.7%
DuPont	6,303	74,207	63,229	17.4%	2,786	27,906	8,869	214.6%
Eatonville	5,220	63,909	43,210	47.9%	3,447	33,015	10,328	219.7%
Fife	3,541	36,527	25,876	41.2%	1,808	20,078	4,197	378.4%
Gig Harbor	35,887	434,673	331,431	31.2%	11,881	122,459	32,902	272.2%
Graham	12,258	139,233	102,313	36.1%	3,662	42,504	12,446	241.5%
Inter-Library Loan	377	3,437	2,820	21.9%	No "visitors" for Inter-Library Loan			
Key Center	8,292	96,140	74,153	29.7%	3,398	34,518	11,153	209.5%
Lakewood	183	136,475	145,208	-6.0%	0	70,112	25,858	171.1%
Milton / Edgewood	7,790	98,905	73,389	34.8%	3,656	39,341	10,043	291.7%
Orting	5,057	58,203	41,980	38.6%	2,700	27,648	6,093	353.8%
Overdrive	175,175	2,028,783	1,910,678	6.2%	28,131	314,665	286,029	10.0%
Outreach	2,944	26,556	19,565	35.7%	427	4,035	1,002	302.7%
Parkland / Spanaway	18,376	195,919	117,665	66.5%	10,980	115,690	26,710	333.1%
South Hill	28,508	346,691	231,807	49.6%	8,258	88,846	21,218	318.7%
Steilacoom	12,030	104,371	62,902	65.9%	7,699	64,131	15,556	312.3%
Summit	10,841	129,527	106,693	21.4%	3,804	37,972	10,147	274.2%
Sumner	10,894	138,517	107,509	28.8%	4,733	51,272	12,780	301.2%
Tillicum	873	11,242	8,778	28.1%	1,727	13,790	3,248	324.6%
University Place	30,070	321,786	226,657	42.0%	10,297	102,766	25,513	302.8%
Total	399,303	4,639,219	3,903,412	18.9%	118,258	1,306,652	550,297	137.4%

October Checkouts



October 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					
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					

Notes:

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

Monthly Financial Reports October 31, 2022

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

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

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

General Fund

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

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 – October

- No activity.

Election Fund

January - October

- No significant activity other than receipt of investment earnings.

Property & Facility Fund

January - October

- No significant activity other than receipt of investment earnings.

Levy Sustainability Fund

January - October

- No significant activity other than receipt of investment earnings.

Debt Service Fund

January - October

- No significant activity other than receipt of investment earnings.

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2022	\$ 172,472.87	\$ 172,472.87	\$ - 0 -	\$ - 0 -
February 2022	567,606.76	567,606.76	- 0 -	- 0 -
March 2022	471,075.72	471,075.72	- 0 -	- 0 -
April 2022	335,110.90	335,110.90	- 0 -	- 0 -
May 2022	324,627.82	324,627.82	- 0 -	- 0 -
June 2022	302,597.40	301,701.26	1,000.00	(103.86)
July 2022	209,432.59	205,138.62	4,755.32	(481.35)
August 2022	169,768.32	167,019.37	1,692.00	1,056.95
September 2022	481,633.90	480,327.28	- 0 -	1,306.62
October 2022	378,026.96	365,769.99	12,256.97	- 0 -
November 2022				
December 2022				
2022 YTD	\$ 3,412,253.24	\$ 3,390,850.59	\$ 19,724.29	\$ 1,778.36

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
October 31, 2022**

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 17,309,825	\$ -	\$ 29,053	\$ 3,011	\$ 8,874	\$ 314	\$ 423,021	\$ 17,774,097
Investments	\$ 3,913,522	\$ -	\$ 11,239,132	\$ 1,130,109	\$ 3,405,801	\$ 89,456	\$ 4,287,091	\$ 24,065,111
Accrued Interest on Investments	\$ 3,577	\$ -	\$ 148	\$ (346)	\$ (1,023)	\$ 7	\$ (1,930)	\$ 433
Total Current Assets	\$ 21,226,924	\$ -	\$ 11,268,333	\$ 1,132,774	\$ 3,413,652	\$ 89,776	\$ 4,708,183	\$ 41,839,642
TOTAL ASSETS	\$ 21,226,924	\$ -	\$ 11,268,333	\$ 1,132,774	\$ 3,413,652	\$ 89,776	\$ 4,708,183	\$ 41,839,642
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 765
Payroll Payable	\$ (359)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (359)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406
TOTAL LIABILITIES	\$ 406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 406
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	\$ 21,226,518	\$ -	\$ 11,268,333	\$ 111,427	\$ 393,722	\$ 89,776	\$ 4,708,183	\$ 37,797,959
TOTAL FUND BALANCE	\$ 21,226,518	\$ -	\$ 11,268,333	\$ 1,132,774	\$ 3,413,652	\$ 89,776	\$ 4,708,183	\$ 41,839,236
TOTAL LIABILITIES & FUND BALANCE	\$ 21,226,924	\$ -	\$ 11,268,333	\$ 1,132,774	\$ 3,413,652	\$ 89,776	\$ 4,708,183	\$ 41,839,642
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	\$ 41,285,763	\$ -	\$ 141,365	\$ 14,216	\$ 42,830	\$ 1,066	\$ 56,151	\$ 41,541,390
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (30,589,344)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (863,674)	\$ (31,453,018)
ENDING FUND BALANCE, 10/31/22	\$ 21,226,518	\$ -	\$ 11,268,333	\$ 1,132,774	\$ 3,413,652	\$ 89,776	\$ 4,708,183	\$ 41,839,236
TAXES RECEIVABLE	\$ 3,341,795	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,341,795

* 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 October 31, 2022**

	<i>HISTORICAL</i> 11/30/2021	<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>CURRENT</i> 10/31/2022
ASSETS												
Current Assets												
Cash	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 1,153,585	\$ 2,165,105	\$ 17,304,332	\$ 4,088,315	\$ 624,285	\$ 10,021,029	\$ 10,484,145	\$ 7,350,262	\$ 17,309,825
Investments	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 4,361,619	\$ 2,570,219	\$ 871,292	\$ 14,721,292	\$ 15,492,423	\$ 12,961,603	\$ 9,882,917	\$ 7,020,219	\$ 3,913,522
Accrued Interest on Investments	\$ 3,605	\$ 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	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 22,986,284	\$ 20,370,638	\$ 14,374,088	\$ 21,226,924
TOTAL ASSETS	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 22,986,284	\$ 20,370,638	\$ 14,374,088	\$ 21,226,924
LIABILITIES												
Current Liabilities												
Warrants Payable*	\$ 2,533	\$ 2,533	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sales Tax Payable*	\$ 108	\$ 99	\$ (114)	\$ (75)	\$ 35	\$ 70	\$ 179	\$ 296	\$ (31)	\$ 534	\$ 639	\$ 765
Payroll Payable	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)	\$ (359)
Total Current Liabilities	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 280	\$ 406
TOTAL LIABILITIES	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,319)	\$ (1,208)	\$ (1,174)	\$ (180)	\$ (64)	\$ (390)	\$ 174	\$ 280	\$ 406
FUND BALANCE												
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,545,566	\$ 10,929,356	\$ 8,285,905	\$ 21,226,518
TOTAL FUND BALANCE	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 5,520,119	\$ 4,740,139	\$ 18,180,402	\$ 18,813,391	\$ 16,120,469	\$ 13,545,566	\$ 10,929,356	\$ 8,285,905	\$ 21,226,518
TOTAL LIABILITIES & FUND BALANCE	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 5,518,800	\$ 4,738,930	\$ 18,179,227	\$ 18,813,211	\$ 16,120,405	\$ 13,545,176	\$ 10,929,531	\$ 8,286,184	\$ 21,226,924
PROPERTY TAXES RECEIVABLE	\$ 917,725	\$ 709,292	\$ 43,677,382	\$ 42,950,149	\$ 40,900,205	\$ 23,852,374	\$ 20,427,400	\$ 20,210,428	\$ 20,073,192	\$ 19,868,561	\$ 19,250,444	\$ 3,341,795

* 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 October 31, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,644,200	\$ 40,731,647	\$ -	\$ 912,553	98%
Other Revenue	\$ 1,109,500	\$ 554,116	\$ -	\$ 555,384	50%
TOTAL REVENUE	\$ 42,753,700	\$ 41,285,763	\$ -	\$ 1,467,937	97%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,919,400	\$ 22,331,352	\$ -	\$ 6,588,048	77%
Materials	\$ 4,307,500	\$ 3,201,781	\$ -	\$ 1,105,719	74%
Maintenance and Operations	\$ 7,253,600	\$ 5,056,210	\$ -	\$ 2,197,390	70%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
TOTAL EXPENDITURES	\$ 42,753,700	\$ 30,589,344	\$ -	\$ 12,164,356	72%
Excess/(Deficit)		\$ 10,696,419			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 10,696,419			

<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	\$ -	\$ 56,151	\$ -	\$ (56,151)	-
TOTAL REVENUE	\$ 3,690,000	\$ 56,151	\$ -	\$ 3,633,849	2%
EXPENDITURES					
Capital Improvement Projects	\$ 3,690,000	\$ 863,674	\$ -	\$ 2,826,326	23%
TOTAL EXPENDITURES	\$ 3,690,000	\$ 863,674	\$ -	\$ 2,826,326	23%
Excess/(Deficit)		\$ (807,523)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (807,523)			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 1,066	\$ -	\$ (1,066)	-
TOTAL REVENUE	\$ -	\$ 1,066	\$ -	\$ (1,066)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 1,066			

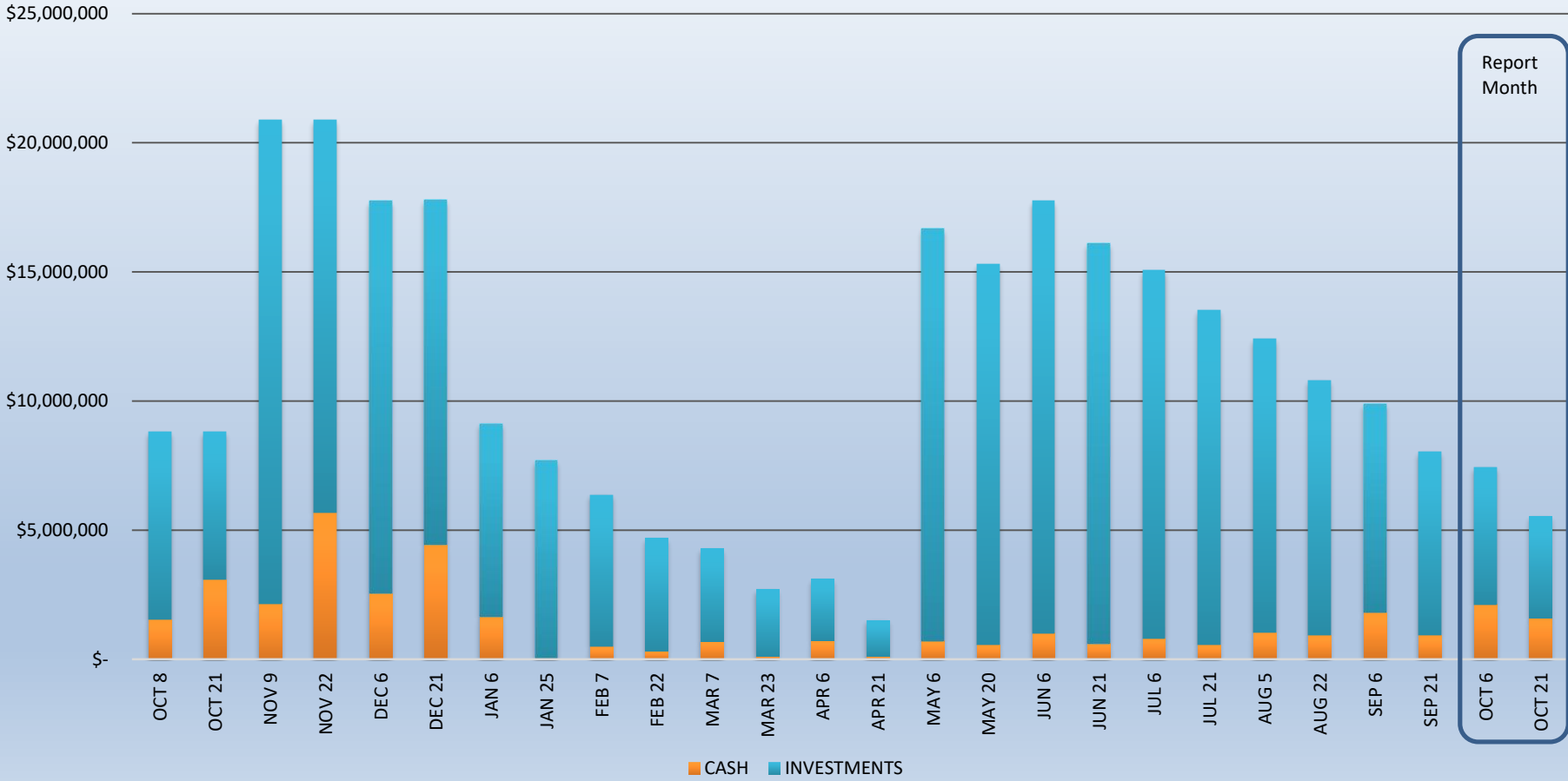
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs & 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	\$ -	\$ 141,365	\$ -	\$ (141,365)	-
TOTAL REVENUE	\$ -	\$ 141,365	\$ -	\$ (141,365)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 141,365			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 141,365			

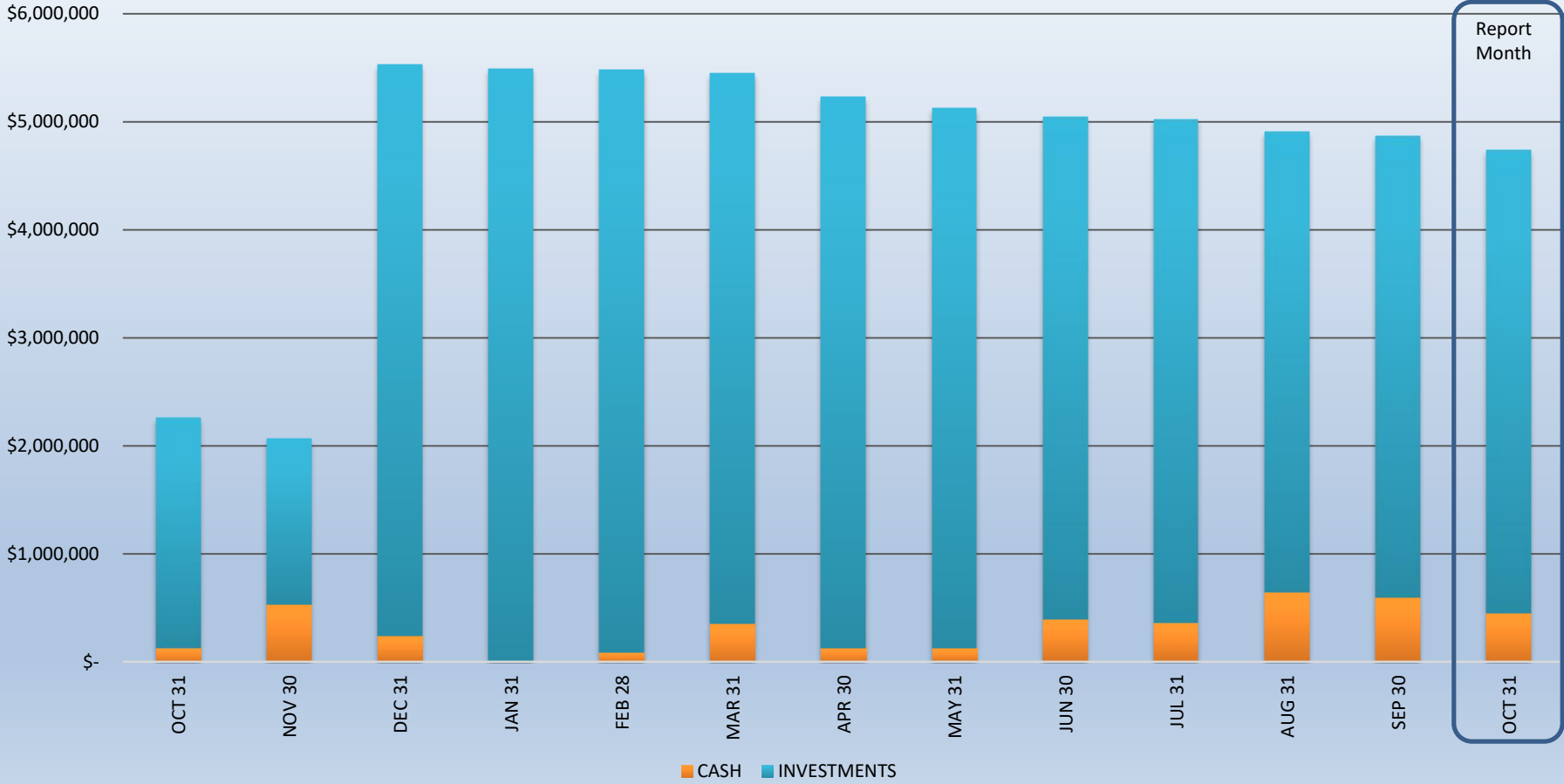
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 14,216	\$ -	\$ (14,216)	-
TOTAL REVENUE	\$ -	\$ 14,216	\$ -	\$ (14,216)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 14,216			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 14,216			

<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	\$ -	\$ 42,830	\$ -	\$ (42,830)	-
TOTAL REVENUE	\$ -	\$ 42,830	\$ -	\$ (42,830)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 42,830			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 42,830			

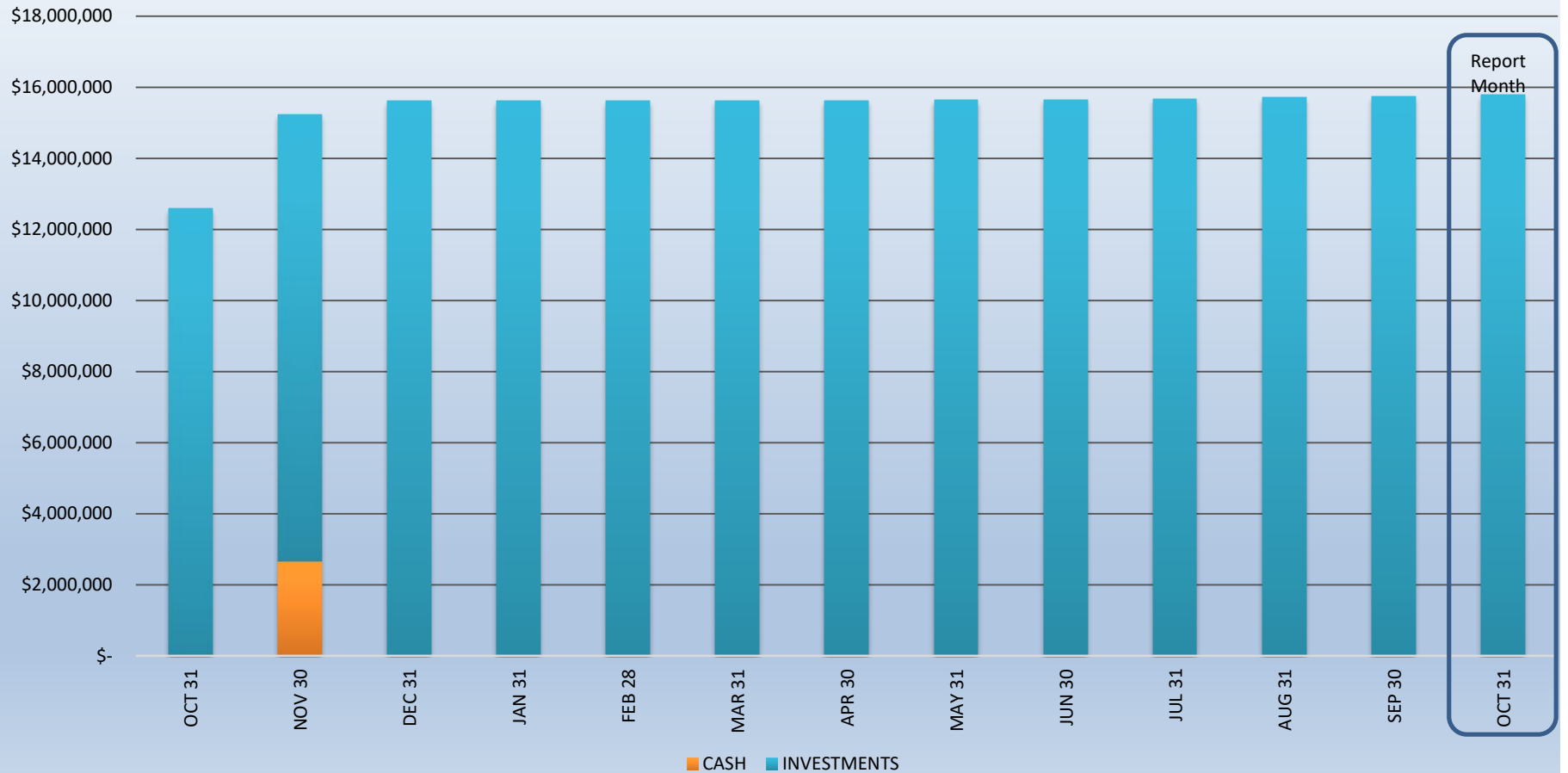
**CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -**



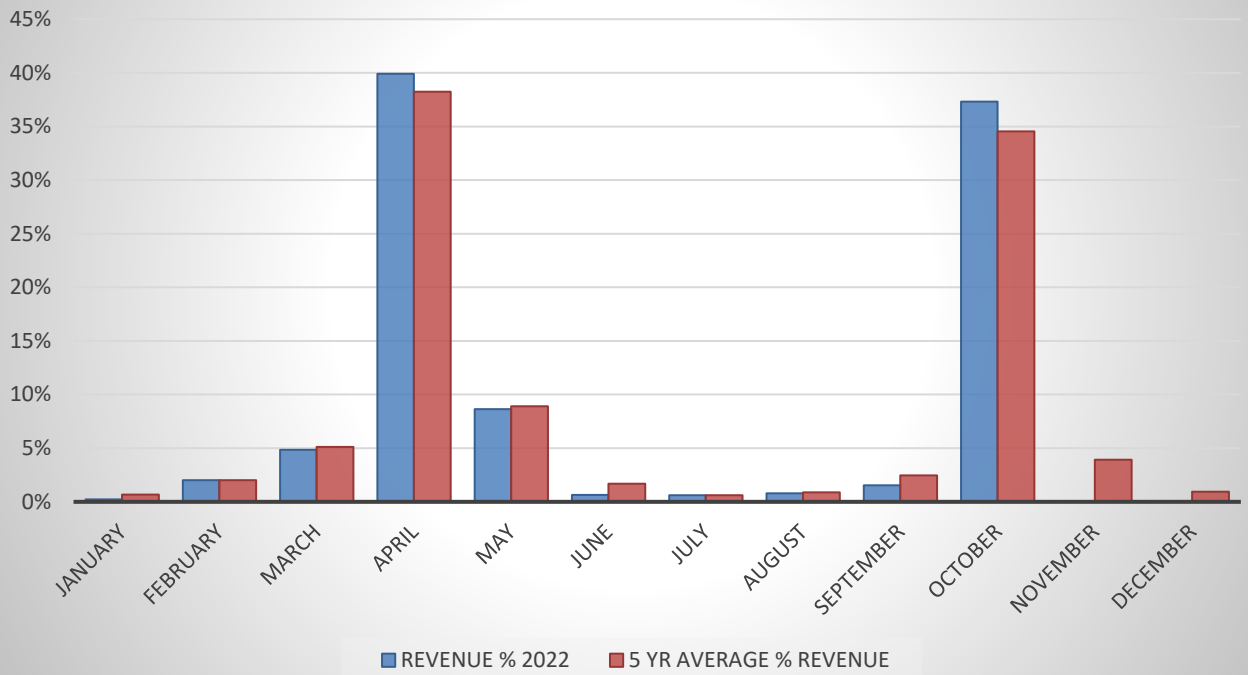
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



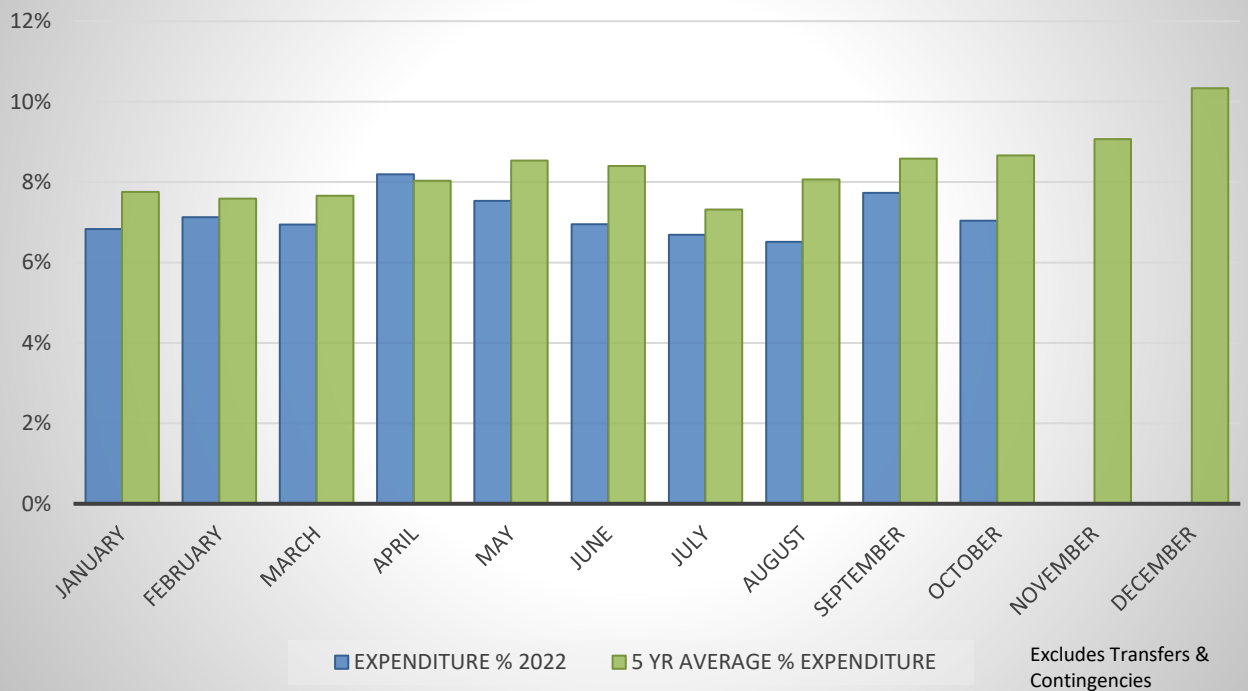
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH OCTOBER 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH OCTOBER 2022



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,942,300.00	15,885,392.63	40,007,412.83	0.00	934,887.17	97.72
31112 PROPERTY TAX--DELINQUENT	517,900.00	23,283.14	420,366.90	0.00	97,533.10	81.17
31113 PROPERTY TAX--KING COUNTY	60,000.00	769.90	54,994.46	0.00	5,005.54	91.66
31130 SALE OF TAX TITLE PROPERTY	6,000.00	25.38	2,705.96	0.00	3,294.04	45.10
31720 LEASEHOLD EXCISE TAX	20,000.00	484.67	23,497.56	0.00	(3,497.56)	117.49
31740 TIMBER EXCISE TAX	63,000.00	0.00	35,313.66	0.00	27,686.34	56.05
TAXES:	41,609,200.00	15,909,955.72	40,544,291.37	0.00	1,064,908.63	97.44
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	10,483.12	0.00	4,516.88	69.89
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	1,261.27	8,881.35	0.00	1,118.65	88.81
34730 LIBRARY SERVICES FEES--ILL	0.00	0.00	159.50	0.00	(159.50)	0.00
35970 LIBRARY FINES	10,000.00	1,045.79	16,265.88	0.00	(6,265.88)	162.66
36110 INVESTMENT EARNINGS	20,000.00	26,940.90	106,695.67	0.00	(86,695.67)	533.48
36140 INTEREST INCOME--CONTRACTS & N	0.00	4.99	24.24	0.00	(24.24)	0.00
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	500.00	0.00	299,500.00	0.17
36720 DONOR REIMBURSEMENTS--FRIENDS	0.00	97.90	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	1,661.00	27,626.14	0.00	(25,626.14)	1,381.31
36915 SALE OF SURPLUS--MATERIALS	4,000.00	1,664.21	43,448.10	0.00	(39,448.10)	1,086.20
36920 FOUND MONEY	0.00	0.00	105.88	0.00	(105.88)	0.00
36990 MISCELLANEOUS OTHER	0.00	0.00	667.65	0.00	(667.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	10.00	634.86	0.00	9,365.14	6.35
36996 JURY DUTY REIMBURSEMENT	0.00	40.00	150.00	0.00	(150.00)	0.00
36998 ERATE REIMBURSEMENT	530,000.00	0.00	381,605.45	0.00	148,394.55	72.00
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	69,474.87	0.00	5,525.13	92.63
CHARGES OTHER:	1,144,500.00	32,726.06	670,985.60	0.00	473,514.40	58.63
39510 PROCEEDS FROM SALES OF CAPITAL	0.00	10,671.50	70,152.83	0.00	(70,152.83)	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	15,953,353.28	41,285,762.85	0.00	1,467,937.15	96.57
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,119,900.00	1,634,354.68	16,718,010.09	0.00	5,401,889.91	75.58
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	11,524.37	119,177.31	0.00	79,922.69	59.86
51107 SUBSTITUTE HOURS	12,000.00	843.39	8,335.83	0.00	3,664.17	69.47
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	9,474.18	93,355.28	0.00	111,444.72	45.58
52002 MEDICAL INSURANCE	2,929,100.00	200,297.08	2,129,800.72	0.00	799,299.28	72.71
52003 FICA	1,708,300.00	122,409.13	1,249,023.21	0.00	459,276.79	73.11
52004 RETIREMENT	2,302,000.00	166,902.74	1,673,311.32	0.00	628,688.68	72.69

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	252,400.00	18,091.73	181,750.33	0.00	70,649.67	72.01
52006 OTHER BENEFIT	30,800.00	1,157.85	14,934.75	0.00	15,865.25	48.49
52010 LIFE AND DISABILITY INSURANCE	93,600.00	6,844.34	69,836.21	0.00	23,763.79	74.61
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	23,455.50	38,020.86	0.00	(8,020.86)	126.74
52021 PAID FML INSURANCE	0.00	2,632.24	26,901.54	0.00	(26,901.54)	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	2,197,987.23	22,331,352.43	0.00	6,588,047.57	77.22
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	17,729.74	89,589.57	0.00	(7,589.57)	109.26
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	126.38	4,025.57	0.00	86,474.43	4.45
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	5,940.44	46,891.06	0.00	215,108.94	17.90
53110 CUSTODIAL SUPPLIES	85,000.00	9,674.25	91,211.28	0.00	(6,211.28)	107.31
53120 MAINTENANCE SUPPLIES	35,000.00	6,705.27	31,309.82	0.00	3,690.18	89.46
53130 MATERIAL PROCESSING SUP	17,100.00	5,762.82	12,593.29	0.00	4,506.71	73.64
53140 TRAINING SUPPLIES	0.00	0.00	1,041.73	0.00	(1,041.73)	0.00
53199 FOUNDATION PASSTHROUGH-SUP	0.00	19,726.95	92,991.07	0.00	(92,991.07)	0.00
53200 FUEL	50,000.00	4,298.74	39,368.30	0.00	10,631.70	78.74
53400 MATERIALS COLLECTION	60,000.00	0.00	(532.31)	0.00	60,532.31	(0.89)
53401 ADULT AV - CDS	40,000.00	1,910.13	30,486.01	0.00	9,513.99	76.22
53402 ADULT AV - DVD	320,000.00	20,592.30	224,930.48	0.00	95,069.52	70.29
53403 PERIODICALS {{OLD}}	0.00	0.00	(281.68)	0.00	281.68	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	2,066.54	12,207.03	0.00	12,792.97	48.83
53405 ADULT BOOK CLUB KITS	3,500.00	1,819.21	2,574.37	0.00	925.63	73.55
53406 ADULT FICTION	240,000.00	26,065.32	232,638.84	0.00	7,361.16	96.93
53408 ADULT LARGE PRINT	50,000.00	6,400.82	36,693.19	0.00	13,306.81	73.39
53409 ADULT LUCKY DAY	50,000.00	3,993.25	36,548.17	0.00	13,451.83	73.10
53410 ADULT NONFICTION	300,000.00	26,195.31	225,621.11	0.00	74,378.89	75.21
53411 ADULT PAPERBACKS	20,000.00	172.36	2,576.01	0.00	17,423.99	12.88
53413 ADULT REFERENCE	5,000.00	0.00	4,625.86	0.00	374.14	92.52
53414 ADULT YA FICTION	60,000.00	2,887.81	33,167.70	0.00	26,832.30	55.28
53415 ADULT YA GRAPHIC NOVELS	25,000.00	2,637.57	21,328.92	0.00	3,671.08	85.32
53416 ADULT YA NONFICTION	10,000.00	285.25	11,562.99	0.00	(1,562.99)	115.63
53417 ADULT AV - DVDNF	40,000.00	6,188.18	28,425.87	0.00	11,574.13	71.06
53418 ADULT GRAPHIC NOVELS	15,000.00	1,880.31	13,637.35	0.00	1,362.65	90.92
53421 CHILDREN'S STANDING ORDERS	25,000.00	1,623.33	22,984.33	0.00	2,015.67	91.94
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	1,640.53	1,640.53	0.00	3,359.47	32.81
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	635.98	4,774.76	0.00	225.24	95.50
53425 CHILDREN'S FICTION	175,000.00	17,345.63	143,701.35	0.00	31,298.65	82.12
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	5,091.00	38,197.62	0.00	(13,197.62)	152.79
53427 CHILDREN'S NONFICTION	135,000.00	10,019.96	86,456.08	0.00	48,543.92	64.04
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	635.16	1,716.30	0.00	783.70	68.65
53430 DATABASES	465,000.00	8,714.60	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	10,692.79	763,692.88	0.00	36,307.12	95.46
53442 EDOWNLOADABLE AUDIO	700,000.00	148,039.77	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

FUND: GENERAL FUND (01)

Object	2022 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53444 EHOSTING FEES	15,000.00	0.00	12,000.00	0.00	3,000.00	80.00
53445 EMAGAZINES	50,000.00	0.00	45,000.00	0.00	5,000.00	90.00
53446 ONLINE BOOK CLUBS	7,500.00	0.00	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53448 ESTREAMING FILMS	0.00	0.00	27,000.00	0.00	(27,000.00)	0.00
53450 MAGAZINES	60,000.00	1,326.16	81,106.65	0.00	(21,106.65)	135.18
53460 VENDOR PROCESSING	160,000.00	7,957.31	73,508.91	0.00	86,491.09	45.94
53464 VENDOR PROCESSING SERVICES	10,000.00	689.00	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	3,151.08	15,760.82	0.00	(760.82)	105.07
53471 WORLD - CHILDREN'S SPANISH	7,500.00	1,968.74	7,253.23	0.00	246.77	96.71
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	0.00	5,516.03	0.00	1,983.97	73.55
53475 WORLD - JAPANESE	5,000.00	693.00	1,287.00	0.00	3,713.00	25.74
53476 WORLD - KOREAN	20,000.00	0.00	8,162.00	0.00	11,838.00	40.81
53477 WORLD - TAGALOG	15,000.00	2,508.00	9,358.80	0.00	5,641.20	62.39
53478 WORLD - VIETNAMESE	7,500.00	0.00	5,148.00	0.00	2,352.00	68.64
53479 WORLD - RUSSIAN	20,000.00	0.00	3,597.00	0.00	16,403.00	17.99
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	1,132.93	16,482.48	0.00	8,517.52	65.93
53482 YOUTH DVD - FTY	30,000.00	1,287.34	12,245.33	0.00	17,754.67	40.82
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	4,724.23	11,229.13	0.00	17,770.87	38.72
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	14,512.19	264,242.77	0.00	(64,242.77)	132.12
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	268.46	177,260.98	0.00	25,239.02	87.54
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	1,754.52	395,023.63	0.00	123,476.37	76.19
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	92,663.95	293,776.07	0.00	99,223.93	74.75
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	1,137.51	0.00	48,862.49	2.28
53515 FURNISHINGS--STAFF	64,500.00	0.00	38,851.94	0.00	25,648.06	60.24
54100 INDEPENDENT CONTRACTORS	280,000.00	9,729.79	168,716.11	0.00	111,283.89	60.26
54110 PERFORMER SERVICES	38,000.00	675.00	17,390.00	0.00	20,610.00	45.76
54120 CONTRACTUAL SERVICES	457,000.00	37,169.54	325,057.47	0.00	131,942.53	71.13
54140 DATA SERVICES	4,500.00	0.00	4,747.84	0.00	(247.84)	105.51
54150 LEGAL SERVICES	40,000.00	455.00	69,977.50	0.00	(29,977.50)	174.94
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	127.24	2,322.41	0.00	(822.41)	154.83
54200 POSTAGE	61,500.00	24.00	45,159.92	0.00	16,340.08	73.43
54201 SHIPPING	20,000.00	213.97	9,086.56	0.00	10,913.44	45.43
54210 TELECOM SERVICES--PHONES	50,000.00	7,707.67	75,899.58	0.00	(25,899.58)	151.80
54211 TELECOM SERVICES--CELLPHONES	100,000.00	3,206.22	61,412.30	0.00	38,587.70	61.41
54212 TELECOM SERVICES--INTERNET	667,000.00	57,435.93	559,823.86	0.00	107,176.14	83.93
54300 TRAVEL AND TOLLS	41,500.00	1,925.64	34,450.21	0.00	7,049.79	83.01
54301 MILEAGE REIMBURSEMENTS	51,000.00	3,049.25	26,007.91	0.00	24,992.09	51.00
54400 ADVERTISING	135,000.00	4,132.62	97,860.30	0.00	37,139.70	72.49

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54501 RENTALS/LEASES--BUILDINGS	493,500.00	41,902.73	595,417.82	0.00	(101,917.82)	120.65
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	9,462.69	163,052.78	0.00	26,547.22	86.00
54600 INSURANCE	300,000.00	27.67	(8,770.66)	0.00	308,770.66	(2.92)
54700 ELECTRICITY	265,000.00	17,691.86	225,569.21	0.00	39,430.79	85.12
54701 NATURAL GAS	12,000.00	142.56	11,168.44	0.00	831.56	93.07
54702 WATER	30,000.00	9,135.58	37,026.88	0.00	(7,026.88)	123.42
54703 SEWER	34,000.00	3,099.91	30,852.51	0.00	3,147.49	90.74
54704 REFUSE	36,000.00	4,653.09	43,007.31	0.00	(7,007.31)	119.46
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	50,253.65	451,954.40	0.00	(200,454.40)	179.70
54801 CONTRACTED MAINTENANCE	503,000.00	12,129.79	144,891.25	0.00	358,108.75	28.81
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	13,677.04	40,268.76	0.00	24,731.24	61.95
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	4,323.00	4,323.00	0.00	75,677.00	5.40
54900 INDIVIDUAL REGISTRATIONS	87,000.00	2,992.00	40,257.03	0.00	46,742.97	46.27
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	185.00	0.00	1,315.00	12.33
54902 DUES AND MEMBERSHIPS	44,000.00	3,142.76	39,325.35	0.00	4,674.65	89.38
54904 LICENSES	6,500.00	343.83	1,159.33	0.00	5,340.67	17.84
54905 FEES	42,000.00	1,542.68	12,713.10	0.00	29,286.90	30.27
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	0.00	7,939.06	0.00	(7,939.06)	0.00
54999 MISCELLANEOUS	0.00	234.66	469.32	0.00	(469.32)	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	812,741.98	8,257,991.57	0.00	5,576,308.43	59.69
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,753,700.00	3,010,729.21	30,589,344.00	0.00	12,164,356.00	71.55
NET SURPLUS / DEFICIT	0.00	12,942,624.07	10,696,418.85	0.00	(10,696,418.85)	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	October 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	October 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	58,095.27	141,365.10	0.00	(141,365.10)	0.00
CHARGES OTHER:	0.00	58,095.27	141,365.10	0.00	(141,365.10)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	58,095.27	141,365.10	0.00	(141,365.10)	0.00
NET SURPLUS / DEFICIT	0.00	58,095.27	141,365.10	0.00	(141,365.10)	0.00

FUND: ELECTION FUND (17)

Object	2022 Budget	October 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	5,840.36	14,215.64	0.00	(14,215.64)	0.00
CHARGES OTHER:	0.00	5,840.36	14,215.64	0.00	(14,215.64)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	5,840.36	14,215.64	0.00	(14,215.64)	0.00
NET SURPLUS / DEFICIT	0.00	5,840.36	14,215.64	0.00	(14,215.64)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	October 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	17,601.64	42,830.36	0.00	(42,830.36)	0.00
CHARGES OTHER:	0.00	17,601.64	42,830.36	0.00	(42,830.36)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	17,601.64	42,830.36	0.00	(42,830.36)	0.00
NET SURPLUS / DEFICIT	0.00	17,601.64	42,830.36	0.00	(42,830.36)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	October Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	434.54	1,065.90	0.00	(1,065.90)	0.00
CHARGES OTHER:	0.00	434.54	1,065.90	0.00	(1,065.90)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	434.54	1,065.90	0.00	(1,065.90)	0.00
NET SURPLUS / DEFICIT	0.00	434.54	1,065.90	0.00	(1,065.90)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	October 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	22,154.83	56,150.56	0.00	(56,150.56)	0.00
CHARGES OTHER:	2,590,000.00	22,154.83	56,150.56	0.00	2,533,849.44	2.17
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	22,154.83	56,150.56	0.00	3,633,849.44	1.52
EXPENSE ACCOUNTS						
53500 MINOR EQUIPMENT	0.00	0.00	4,775.32	0.00	(4,775.32)	0.00
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	(307.05)	0.00	100,307.05	(0.31)
54100 INDEPENDENT CONTRACTORS	250,000.00	14,156.93	27,558.81	0.00	222,441.19	11.02
54120 CONTRACTUAL SERVICES	675,000.00	15,631.26	225,848.10	0.00	449,151.90	33.46
54150 LEGAL SERVICES	0.00	22,073.58	66,149.58	0.00	(66,149.58)	0.00
54160 ARCHITECTURAL/ENGR SERVICES	0.00	9,526.67	80,446.22	0.00	(80,446.22)	0.00
54502 RENTALS/LEASES--EQUIPMENT	0.00	550.00	550.00	0.00	(550.00)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	0.00	0.00	1,021.52	0.00	(1,021.52)	0.00
54904 LICENSES	0.00	171.59	171.59	0.00	(171.59)	0.00
54905 FEES	0.00	475.67	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	7,976.76	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	4,500.00	32,500.00	0.00	67,500.00	32.50
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	11,059.71	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	86,122.17	863,673.67	0.00	2,826,326.33	23.41
NET SURPLUS / DEFICIT	0.00	(63,967.34)	(807,523.11)	0.00	807,523.11	0.00

MEMO



Date: December 6, 2022

To: Chair Jamilyn Penn 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 – November

Customer Experiences

A mom and her daughter shared with Outreach staff attending the November Family Dinner at Chief Leschi Schools that they were excited to see themselves represented in the books Outreach gave away at the event. The mom remarked that it was important to her that her daughter be able to learn about herself in stories, and now she had a book of her own that reflected their culture.

A person experiencing domestic trauma at home was able to use Milton Library’s public cell phone and study room for a private place to communicate.

A homebound customer included a note in her bag thanking staff for giving her a chance to read new authors. She loves the books we select for her.

An excited child came up to the help desk at Parkland Library and handed staff an early happy Thanksgiving card that they had made. Their mom said they had been working hard on it.

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

Bethel School District hosts a Mom & Pop Shop in December, which is an event for parents in ALICE Families to "shop" for Christmas presents for their children. All gifts are donated and Graham Library offered their leftover books from this year’s Summer Reading Program (SRP). The responses:

“Woohoo! This is great news! We are trying hard to build literacy skills in our unincorporated area so we are open to any books you are willing to part with, regardless of reading level. We can always distribute books in the future on our Bethel Outreach Bus (BOB) visits as well.”

“Libraries really do ROCK!”

Initiatives Highlights

A Parkland customer shared they thought the Pierce County Law Library collection was really cool and appreciated having access to that resource (especially in book form so he doesn't have to navigate it on his phone).

In partnership with the Pierce County Auditor's Office, PCLS libraries served as Points of Assistance for voters on November 8. Library staff at 17 locations assisted a record number of voters exercising their right to vote on Election Day. More than 14,000 voters turned in ballots at the ballot drop box located in South Hill Library's parking lot.

Community Engagement Highlights

Staff at Buckley worked with the Friends group to create bookmarks containing Buckley Library hours/information to be placed inside the books being donated by the Friends to a local children's education center. The goal is to increase awareness about the library among local families/reaching new community members.

A regular patron who is from the Makah Tribe took the day off from work to attend Parkland Library's Native American Heritage Month program. There are other libraries close to where he lives, but our branch is his favorite, as he always feels welcome here, and seeing his traditions and culture celebrated made him feel more at home. As he viewed the Burke Museum collection, watched the Canoe Journey videos, and made his own beaded necklace, he talked with other patrons that were present about his memories of growing up on Neah Bay and repeatedly expressed how much our program meant to him.

Unfinished Business

MEMO



Date: December 6, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Building Project 2023

This memo serves as the initial record to document the information gathered to-date for the new building project, lays out the process and timeline needed to pursue public approval to fund the project, and as a public record demonstrating the Library's intention to fulfill commitments made in Sumner. There is no official action needed from the Board of Trustees at this time. During the next few months, Library administrators will continue to bring forward elements of this process in anticipation of a needed decision in March 2023 in order to proceed with a ballot measure to form a Library Capital Facilities Area (LCFA) and approve the funding for the building. The following is an outline of a new building program for the Sumner Pierce County Library.

Needs Assessment

From 2010 forward, the necessity for addressing the facility needs in Sumner has been known and expressed. The Pierce County Library System Master Facility Plan published in 2010 identified the current library building is too small among other deficiencies for a modern library. The aging building is outdated, undersized for the population it serves, and it is in a difficult to access location. The current 10,600 square-foot Sumner Library is on land owned by the City of Sumner in a building co-owned by the city and the Library System. That agreement expires in 2024. The City of Sumner's Town Center Plan envisions different uses for the current library location and relocating the library to the downtown area.

The City of Sumner purchased land on Main Street across from Fred Meyer in 2018, and the Library System purchased the property from the City in 2021. That site has undergone remediation for non-commercial ground contamination. Ongoing testing indicates the site is now free of contaminants and we anticipate receiving a No Further Action notice from the Washington State Department of Ecology in summer 2023.

Public engagement activities in 2019 indicated favorable opinion supporting a new library from residents. A Capital Campaign Feasibility Study was completed in 2019 and mirrors the findings of the public engagement process. Library administration provided the Trustees with a capital funding methods and an LCFA overview at a Study Session on October 21, 2019.

PCLS has been actively planning for this new library building for a number of years. There has been strong public response from citizens over the years and proactive support with the City of Sumner. The city is ready, the community appears to be ready, and the Library System is ready to proceed with a new building project. When considering timing, the upcoming expiring agreement on the current property and

analysis of the upcoming election cycles indicate to PCLS Administration that 2023 is our best option to proceed with a funding measure.

Cost

The estimated cost of constructing a facility in the range to serve Sumner have been calculated below using current cost per square foot amounts.

Construction cost/sq ft* (as of August 2022)	Project cost/sq ft (incl. construction cost)	Possible Size Facility	Estimated Project Cost**
\$426 - \$844	\$900 - \$950	10,000	\$9,500,000
		15,000	\$14,250,000
		20,000	\$19,000,000
		25,000	\$23,750,000
		30,000	\$28,500,000

**Average Construction cost per square foot for government administration buildings*

<https://proest.com/construction/cost-estimates/commercial-costs-per-square-foot/> Accessed 08312022

***Using \$950/sq ft for estimating scope of building project cost, consistent with other current library capital projects in Washington.*

Funding

PCLS has explored the funding options available to public library districts in Washington. We have previously presented an extensive list of all possibilities to the Board in prior years, and most recently again in November 2022. Below are funding options we recommend the Board consider for this particular project:

Source	Considerations
Cash reserves	PCLS’s primary revenue source is through an annual property tax, most of which is used for operating expenses. However, it annually budgets in the Capital fund for the start-up costs of a capital project and major capital projects such as renovations. It also has an unbudgeted balance in its Election fund to cover the cost of a ballot measure. In addition, the Future Land and Building fund has a balance, some of which could be applied to the Sumner project; how much would depend on the total project cost and capital project needs elsewhere in the district.
Fundraising	The PCLS Foundation established a private fundraising goal of \$3 million. Sources would include grants, corporate sponsorships (room naming), major gifts, special events, and other means to raise revenue through private donations. The Foundation has raised \$1.5 million as of October 2022.
<u>Washington State Library Capital Improvement Fund</u>	PCLS has been selected and recommended for funding \$1,049,293 for the Sumner project in the 2023-2025 LCIF state appropriation; pending approval from the Legislature.
<u>LCFA (Library Capital Facility Area)</u> RCW 27.15.030	This is a sub-district boundary drawn within PCLS total service boundary. LCFA Bond issues require voter validation with the voter turnout equaling 40% of the voters who cast a ballot in the last general election and a 60% +1 favorable majority. The County administers funds and appoints a governing body. Requires the City to also approve resolution.

Based on these funding options, PCLS Administrators will present and recommend to the Board of Trustees that we use a blended funding model applying cash and private funding to reduce the total cost to taxpayers and pursue an LCFA measure for the remaining project cost. Using rough estimates, a 20,000 square foot library would be a \$19 million project.

PCLS Future Libraries Fund	\$1 million (actual amount TBD)
PCLS Foundation Capital Campaign Fundraising	\$3 million (\$1.5 raised to-date)
Washington State Library Capital Improvement Program Funds (2023-2025)	\$1 million (pending approval)
LCFA Bond if approved by voters	\$12 million-\$15 million TBD
Total Estimated Funding Sources	TBD \$19,000,000

LCFA Project Overview and Timeline

Using information developed by architects at BuildingWork, LLC for PCLS, there are building programs drafted for the site and concept drawings can be developed to be used in public engagement and if a measure is pursued, in information materials. Library Administrators conducted research of library districts in Washington who have run LCFA ballot measures, with passing and failing results. In addition, Library Administrators have held preliminary discussions with County officials in the Elections Office and with County staff in fall of 2022. The Library System has secured legal counsel to guide it throughout the entirety of the process. Coordination with the City of Sumner and Pierce County is underway.

2022

- October-December** Develop public engagement communications plan and materials, secure contract for architectural and public opinion work.
- November** Educate Board of capital funding tools.
- December** Introduce Sumner new building project plan to Board. Educate and inform Board of LCFA and Bond funding process

2023

- January** Board training on bonds/underwriters, introduce Sumner new library project to Sumner City Council, promote public engagement opportunities/provide information/conduct public engagement.
- February** Board discusses/decides precincts to include in LCFA and household tax impact, public opinion poll conducted by public research firm, meet with Pierce County staff to coordinate, update Sumner Council. Continue public engagement.
- March** Public Opinion and engagement results shared with Board and Sumner Council. Board makes go/no go decision to pursue LCFA ballot measure adopting a resolution, Sumner Council makes go/no decision to pursue LCFA and adopts resolution to form LCFA.
- April** Staff prepare submittal package for County, information (only) communications launches.
- May** Ballot measure filed for August and November 2023 Primary and General Elections. Continue to inform public of ballot measure.
- June** Continue to inform public of ballot measure.
- July** Continue to inform public of ballot measure. Primary election begins

August Primary election ends.

If the ballot measure passes, the next steps leading to a projected 2026 opening are:

- officially form LCFA with County (bylaws, finance management, etc.)
- contract underwriters and finance team, prepare bond package for market, secure bond rating and release bond package.
- select and contract for architectural services including public input on design, initiate building design process (9 months) and create construction documents
- construct and outfit new library

If the ballot measure does not pass

- analyze voting results and plan for potential November measure if success seems feasible, continue information campaign.

LCFA Boundaries

The library project being proposed is directly in the city of Sumner and its urban growth area. Pierce County Elections advises drawing boundaries in alignment with election precincts or other existing boundaries easily applicable for the election. There is not another taxing district with boundaries that can be used (such as the school district which is much larger) so staff has been using election precincts to explore proposed boundaries for the LCFA.

Anticipated Household Tax Impact

The household tax impact would be calculated by determining the average home value in the boundary area and dividing the anticipated bond cost calculated over a 20-year period. Multiple scenarios can be drawn by varying the bond amount, the loan period, the precincts (affecting the total market value and potentially the average home taxable value). Staff will bring forward this discussion and present information along with legal and financial training in January and February 2023.

The Basics:

- 15,000-20,000 square foot library
- Up to \$19 million project cost (estimated for 20,000 square feet building)
- Would require a \$12 million-\$15 million public bond ballot measure

FUND TRANSFER RESOLUTIONS 2022

2022-16: TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE TO THE CAPITAL FACILITIES FUND

2022-17: TO RECORD ALL DEPOSITED PROPERTY TAX REVENUES TO THE LEVY SUSTAINABILITY FUND

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

Action: Move to Approve Resolutions 2022-16 through 2022-17 as presented.

In either case, each resolution needs to be signed.

RESOLUTION NO. 2022-16

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE CAPITAL IMPROVEMENT FUND**

WHEREAS, the Pierce County Rural Library District has an established Capital Improvement Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$1,100,000 was set-aside in the 2022 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, and

WHEREAS, the Library’s Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings to the Capital Fund and make adjustments for current year capital project needs, and

WHEREAS, on November 30, 2022, as part of the final fiscal year review the Library confirmed the amount set-aside is sufficient, now, therefore

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

\$1,100,000 be transferred from the General Fund to the Capital Improvement Fund for current and upcoming capital projects.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”) TO RECORD ALL DEPOSITED PROPERTY TAX REVENUES TO THE LEVY SUSTAINABILITY FUND

WHEREAS, the Pierce County Rural Library District Board of Trustees has established Special Revenue Fund called the Levy Sustainability Fund for purposes of accumulating and distributing committed funds during the funding cycle, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, the Library certified the amended 2022 property tax collection to be \$43,134,225 on December 8th, 2021, and

WHEREAS, the Library budgeted an additional non-property tax revenue of \$1,227,500 for fiscal year 2022, and

WHEREAS, the Library set the 2022 General Fund budget to be \$42,753,700 as part of the 2022 fiscal year budget, and

WHEREAS, after factoring all new revenue, less the 2022 budget of expenditures, approximately \$1,608,000 in property tax revenue receipts would be available to deposit into the Levy Sustainability fund, and

WHEREAS, \$2,381,624 in property tax revenue was recorded on November 30, 2022 confirming that as much as \$1,608,000 is available revenue for fiscal sustainability, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

Up to \$1,608,000 be recorded as revenue into the Levy Sustainability Fund and that all current balances contained herein be “committed” as said set-aside to be accumulated for future fiscal sustainability needs and budgeted accordingly.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

MEMO



Date: November 30, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2023 Final General Fund Budget

During the November Board of Trustees meeting, Trustees reviewed the first draft of the balanced budget and held a public hearing. During the December Board meeting, the Board reviews the final proposed budget, holds the second public hearing, and approves resolutions to adopt the 2023 budget.

The final proposed General Fund Budget total is \$44,081,700, which represents a 2022 to 2023 increase of \$1,328,000. There are no planned transfers for 2023 as the proposed transfers to be conducted in December 2022 are sufficient. The final proposed budget reflects minor modifications within Maintenance and Operations moving \$2,500 to the Materials budget.

In November the Board approved resolutions requesting the Library District’s highest lawful levy for 2023 and setting property tax collections at the full amount allowed by law. The Board also approved releasing all banked capacity.

As a result, we project that the 2023 mill rate will be approximately 33.38 cents per \$1,000 of assessed property value.

	2022 Average assessed value	2023 Library taxes
Residential property	\$533,562	\$178
Business Property	\$1,792,800	\$598

BUDGET SUMMARIES

2023

FUND ALLOCATIONS

GENERAL FUND (OPERATING BUDGET)

CAPITAL FUND

ELECTION FUND

LEVY SUSTAINABILITY FUND

LEVY SUSTAINABILITY FUND CASH FLOW

PROPERTY AND FACILITY FUND

FUND ALLOCATIONS
- FY2023 FINAL -

	2023
Total Revenue (all sources)	\$ 46,098,300
Fund Allocations	
General	
Personnel	\$ 31,074,962
M&O	\$ 8,418,738
Materials	\$ 4,588,000
Cash flow Set Aside	-
Total General	\$ 44,081,700
Capital Improvement	-
Property & Facility	-
Elections	-
Levy Sustainability	\$ 2,016,600
Grand total Allocations	\$ 46,098,300
Net of Revenue & Allocations	\$ -

**GENERAL FUND
-BUDGET-**

FINAL NOVEMBER 30, 2022	2022 Approved 12/2021	2023 FINAL	Change (\$)	Change (%)	Notes
-- REVENUE --					
Property Taxes	\$ 41,526,200	\$ 42,474,200	\$ 948,000	2.28%	
Excise Taxes	83,000	83,000	-		
Timber Taxes	15,000	15,000	-		
Fees (Printer, Fax, Copier)	17,500	7,500	(10,000)	-57.14%	Very little revenue is anticipated in 2023
Fines	10,000	10,000	-		Some coming through in online payments
Investment Income	20,000	400,000	380,000	1900.00%	Return rates are higher
Sales of Goods/Services	1,000	1,000	-		
Donors & Reimbursements	460,000	470,000	10,000	2.17%	Includes Foundation, FEMA, ARPA
Other (Erate, P-card Rebates, Unclaimed Property)	621,000	621,000	-		
TOTAL REVENUE	\$ 42,753,700	\$ 44,081,700	\$ 1,328,000	3.11%	
-- EXPENDITURES --					
PERSONNEL					
Salaries & Wages	\$ 21,613,200	\$ 23,344,858	\$ 1,731,658	8.01%	
Overtime Wages	19,100	67,000	47,900	250.79%	
Employee Benefits	7,287,100	7,663,104	376,004	5.16%	Includes increase in DRS & Healthcare rates
TOTAL PERSONNEL	\$ 28,919,400	\$ 31,074,962	\$ 2,155,562	7.45%	
MAINTENANCE & OPERATIONS					
Supplies and Consumables	\$ 571,600	\$ 540,450	\$ (31,150)	-5.45%	
Fuel	50,000	50,000	-		
Equipment (Computers, Software, Furnishings)	1,497,500	1,471,720	(25,780)	-1.72%	
Professional, Legal, Other Services	847,000	1,203,900	356,900	42.14%	Increased Security Costs & EDI
Networking, Phones, Postage	898,500	913,000	14,500	1.61%	
Travel & Mileage	92,500	113,490	20,990	22.69%	
Advertising	135,000	153,000	18,000	13.33%	
Rentals & Leases	683,100	1,156,700	473,600	69.33%	LWD Lease
Insurance	300,000	300,000	-		
Utilities	377,000	416,500	39,500	10.48%	
Repairs & Maintenance, Maintenance Contracts	907,500	1,177,258	269,758	29.73%	Increased cost of maintaining facilities
Registrations	88,500	113,650	25,150	28.42%	
Dues, Taxes, Licenses, Fees, Misc Expenses	136,500	112,150	(24,350)	-17.84%	
Pass-through Funding	93,500	154,000	60,500	64.71%	Funded by Foundation donors
Contingency	575,400	542,920	(32,480)	-5.64%	
Intergovernmental	-	-	-		
TOTAL MAINTENANCE & OPERATIONS	\$ 7,253,600	\$ 8,418,738	\$ 1,165,138	16.06%	
MATERIALS					
Books, DVDs, Music, eBooks, Databases	\$ 4,307,500	\$ 4,588,000	\$ 280,500	6.51%	First increase in 2 years
TOTAL MATERIALS	\$ 4,307,500	\$ 4,588,000	\$ 280,500	\$ 0	
SET-ASIDES & TRANSFERS					
Capital Fund Transfer	\$ 1,100,000	\$ -	\$ (1,100,000)	-100.00%	unnecessary due to 12/2022 transfers
Property and Facility Fund Transfer	1,173,200	-	(1,173,200)	-100.00%	unnecessary due to 12/2022 transfers
Set Aside for Future Sustainability	-	-	-		
Set Aside for Apr/Oct Cashflow	-	-	-		
TOTAL SET-ASIDES AND TRANSFERS	\$ 2,273,200	\$ -	\$ (2,273,200)	-100.00%	
TOTAL EXPENDITURES	\$ 42,753,700	\$ 44,081,700	\$ 1,328,000	3.11%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -		Balanced budget

CAPITAL FUND -BUDGET-

2023 BUDGET FINAL NOVEMBER 30, 2022	2022 Approved 12/2021	2023 FINAL	Notes
----- Budget Summary -----			
-- FUNDING SOURCES --			
USE OF FUND BALANCE			
Carryforward funds from prior fiscal year	\$ 115,000		
Use of Fund Balance/Cash Reserves	\$ 2,475,000	\$ 6,508,000	
TOTAL USE OF FUND BALANCE	\$ 2,590,000	\$ 6,508,000	
NEW REVENUE			
Transfer from General Fund	\$ 1,100,000	\$ -	
TOTAL NEW REVENUE	\$ 1,100,000	\$ -	
TOTAL FUNDS AVAILABLE	\$ 3,690,000	\$ 6,508,000	
-- EXPENDITURES --			
COMMITMENTS			
TOTAL COMMITMENTS	\$ -	\$ -	
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation	\$ 250,000	\$ 1,000,000	
2022 Current Buildings Work	\$ 970,000		
Landscaping Refresh & Lot Maintenance	\$ 100,000	\$ 75,000	
Door replacement	\$ 75,000	\$ 125,000	
Vehicle purchases - 2022 roll forward	\$ 300,000	\$ 190,000	
Vehicle purchases- 2023 purchases		\$ 200,000	
Parking Lot Refreshes		\$ 200,000	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 1,695,000	\$ 1,790,000	
FUTURE BUILDINGS			
Lakewood Interim Library			
LWD building		\$ 1,700,000	
LWD site work		\$ 1,000,000	
LWD FF&E		\$ 100,000	
LWD other		\$ 500,000	
LWD architects		\$ 500,000	
LWD Project Work		\$ 35,000	
Capital Campaign Consultants		\$ 60,000	
Sumner Library Planning Phase	\$ 600,000		
SUM polling		\$ 45,000	
SUM project communications		\$ 13,000	
SUM Architect and Legal Consulting		\$ 40,000	
Alternative Service Delivery Pilot	\$ 500,000		
TOTAL FUTURE BUILDINGS	\$ 1,100,000	\$ 3,993,000	

**CAPITAL FUND
-BUDGET (Cont.)-**

2023 BUDGET FINAL NOVEMBER 30, 2022	2022 Approved 12/2021	2023 FINAL	Notes
----- Budget Summary (Cont.) -----			
TECHNOLOGY UPDATES			
Infrastructure project (IT Tech Plan)	\$ 400,000		
IT Networking and Infrastructure	\$ 120,000	\$ 50,000	
Branch Wi-Fi equipment replacements	\$ 125,000	\$ 125,000	
Tyler Consulting		\$ 150,000	
TOTAL TECHNOLOGY PROJECTS	\$ 645,000	\$ 475,000	
CONTINGENCY	\$ 250,000	\$ 250,000	
TOTAL EXPENDITURES	\$ 3,690,000	\$ 6,508,000	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	

2023 ELECTION FUND

FINAL November 30, 2022	2022 Projected	2023 FINAL	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Election Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 2,000.00	\$ 30,000.00	\$ 28,000.00	1400%
TOTAL NEW REVENUE	\$ 2,000.00	\$ 30,000.00	\$ 28,000.00	1400%
TOTAL FUNDS AVAILABLE	\$ 2,000.00	\$ 30,000.00	\$ 28,000.00	1400%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2023	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2023	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 2,000.00	\$ 30,000.00	\$ 28,000.00	1400%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Election Fund for Future Election Costs	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	<u>0%</u>
TOTAL COMMITTED SET-ASIDES	\$ 1,100,000.00	\$ 1,100,000.00	\$ -	<u>0%</u>

2023 LEVY SUSTAINABILITY FUND

FINAL November 30, 2022	2022 Projected	2023 FINAL	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Levy Sustainability Fund Set Aside	\$ -	\$ -	\$ -	
NEW REVENUE				
Property Taxes (Funding Cycle Revenue)	\$ 1,520,000.00	\$ 2,016,600.00	\$ 496,600.00	
Investment Income	\$ 10,000.00	\$ 450,000.00	\$ 440,000.00	4400%
TOTAL NEW REVENUE	\$ 1,530,000.00	\$ 2,466,600.00	\$ 936,600.00	61%
TOTAL FUNDS AVAILABLE	\$ 1,530,000.00	\$ 2,466,600.00	\$ 936,600.00	61%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2023	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
None planned for 2023	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 1,530,000.00	\$ 2,466,600.00	\$ 936,600.00	61%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Levy Sustainability Funds for Future Levy Sustainability Costs			\$ -	
TOTAL COMMITTED SET-ASIDES	\$ 12,500,000.00	\$ 14,500,000.00	\$ 2,000,000.00	16%

PIERCE COUNTY LIBRARY SYSTEM

1

**LEVY SUSTAINABILITY FUND
- CASHFLOW -**

FINAL AS OF DECEMBER 6, 2022	2022 Estimated	2023 Projected	2024 Projected	2025 Projected
BEGINNING FUND BALANCE (1/1 EST)	\$ 11,127,000	\$ 12,835,000	\$ 15,301,600	\$ 15,801,600
-- FUNDING SOURCES --				
		*See Note Below		
Property Tax Revenue	1,608,000	2,016,600	TBD	TBD
Investment Income (will vary due to return rates)	100,000	450,000	500,000	250,000
TOTAL FUNDS AVAILABLE	12,835,000	15,301,600	15,801,600	16,051,600
-- RESERVED SETASIDES IN FUND BALANCE --				
Levy Sustainability for Funding Cycle	12,835,000	15,301,600	15,801,600	16,051,600
TOTAL RESERVED SETASIDES	12,835,000	15,301,600	15,801,600	16,051,600
-- EXPENDITURES AND OUTFLOWS --				
Programs and Projects	-	-	-	-
Transfers out to General Fund	-	-	-	-
TOTAL EXPENDITURES AND OUTFLOWS	-	-	-	-
ENDING FUND BALANCE (12/31 EST)	\$ 12,835,000	\$ 15,301,600	\$ 15,801,600	\$ 16,051,600
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				

* The reason why it shows an increase from 2022 to 2023 is due to not conducting any budgeted transfers in 2023.

2023 PROPERTY AND FACILITY FUND

FINAL November 30, 2022	2022 Projected	2023 FINAL	Change (\$)	Change (%)
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Use of Property and Facility Set Aside	\$ -	\$ -	\$ -	
REVENUE				
Transfer from General Fund for Committed Setasides	\$ -	\$ -	\$ -	
Investment Income	\$ 5,000.00	\$ 60,000.00	\$ 55,000.00	1100%
TOTAL NEW REVENUE	\$ 5,000.00	\$ 60,000.00	\$ 55,000.00	1100%
TOTAL FUNDS AVAILABLE	\$ 5,000.00	\$ 60,000.00	\$ 55,000.00	1100%
-- EXPENDITURES --				
PROGRAMS				
None planned for 2023	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
PROJECTS				
	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 5,000.00	\$ 60,000.00	\$ 55,000.00	1100%
(TO BE DESIGNATED AS COMMITTED DURING THE FY)				
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
PROJECTED BALANCES AS OF 12/31				
Land/Property/Facility Set Asides for future Land & Property Costs	\$ 2,020,000.00	\$ 2,020,000.00	\$ -	0%
TOTAL COMMITTED SET-ASIDES	\$ 2,020,000.00	\$ 2,020,000.00	\$ -	0%

PIERCE COUNTY LIBRARY SYSTEM

1

2023 BUDGET PUBLIC HEARING

Motion: Opening the Public Hearing

“I move 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.” (The motion is seconded and passed.)

Public Comment

After presentation of the 2023 budget, the Chair will ask if there is anyone in the audience who would like to comment on the budget.

- If joining the meeting by computer, please click the “Raise Hand” button at the bottom of the screen to request to be recognized.
- If joining the meeting over the phone, please press “star 9” to raise your hand.

Those wishing to comment will be given the option to unmute when it is their turn to speak. Please state your name upon addressing the Board.

If there is no response, or when public comments have ended, the public hearing is then closed.

Motion: Closing the Public Hearing

“I move to close the public hearing on the 2023 budget of revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (cont.)

BUDGET RESOLUTIONS

2023

2022-18: TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES FOR 2023

2022-19: TO ADOPT THE 2023 GENERAL FUND BUDGET

2022-20: TO ADOPT THE 2023 CAPITAL FUND BUDGET

2022-21: TO ADOPT THE 2023 ELECTION FUND BUDGET

2022-22: TO ADOPT THE 2023 LEVY SUSTAINABILITY FUND BUDGET

2022-23: TO ADOPT THE 2023 PROPERTY AND FACILITY FUND BUDGET

The Board may either (1) approve each resolution separately or (2) choose to approve all resolutions with a single motion using the following wording:

Action: Move to Approve Resolutions 2022-18 through 2022-23 as presented.

In either case, each resolution needs to be signed.

RESOLUTION NO. 2022-18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

WHEREAS, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

WHEREAS, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2023, excepting the Executive Director, all employees working in a regular, non-represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2023, excepting the Executive Director, the wages on said scale shall increase for all regular, non-represented employees by 3.5%
3. For January 1, 2023, excepting the Executive Director, all employees working on a regular, non-represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
4. The Executive Director shall be paid in accordance to the salary agreement as established and agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2023, the Library will pay the full cost of the employee-only premiums for PCLS medical plan coverage remaining after the employee contribution of between \$32-\$59 per month depending on the plan selected. The Library contributes toward the additional medical benefit premium costs of PCLS medical plan coverage for eligible dependents. The Library pays the full cost of the employee only dental coverage, vision coverage and life insurance.
6. For January 1, 2023, the base wages of all employees working in a non-represented, substitute-only capacity shall be increased by 3.5%

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

WHEREAS, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

WHEREAS, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2023, excepting the Executive Director, all employees working in a regular, non-represented capacity shall be paid in accordance with the current wage scale.
2. For January 1, 2023, excepting the Executive Director, the wages on said scale shall increase for all regular, non-represented employees by 3.5%
3. For January 1, 2023, excepting the Executive Director, all employees working on a regular, non-represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
4. The Executive Director shall be paid in accordance to the salary agreement as established and agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2023, the Library will pay the full cost of the employee-only premiums for PCLS medical plan coverage remaining after the employee contribution of between \$32-\$59 per month depending on the plan selected. The Library contributes toward the additional medical benefit premium costs of PCLS medical plan coverage for eligible dependents. The Library pays the full cost of the employee only dental coverage, vision coverage and life insurance.
6. For January 1, 2023, the base wages of all employees working in a non-represented, substitute-only capacity shall be increased by 3.5%

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-19

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2023 GENERAL FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established General Fund to pay for regular operations, and

WHEREAS, the Pierce County Assessor’s Office has provided the Library with a preliminary estimate of assessed valuation of \$133,277,079,358 for the real property located within District boundaries, and

WHEREAS, during the November 09, 2022 regular meeting the Board of Trustees certified \$44,490,792 in the preliminary levy certificate to be collected, and anticipates one or more revised levy certificate(s) in December 2022 to be incorporated into the 2023 General Fund budget therein, and

WHEREAS, the Library calculated \$41,877,300 of current property tax revenues, and estimated \$694,900 in other forms of tax revenues as collectible in 2023 to be budgeted as General Fund revenue, and

WHEREAS, the Library estimated a balance of \$2,016,600 of tax revenues as collectible in 2023 to be recorded directly into the Levy Sustainability Fund during the fiscal year and be designated as “committed”, and

WHEREAS, the Library estimated other sources of new revenue at \$1,509,500 to be budgeted in the General Fund, and

WHEREAS, the Library has created a 2023 operating budget of expenditures, transfers, and set-asides totaling \$44,081,700, and

WHEREAS, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2023 General Fund budget for the Library in the amount of \$44,081,700 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-20

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2023 CAPITAL FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Capital Fund to pay for projects included in the Capital Improvements Plan, and

WHEREAS, the Library has developed a Capital Improvement Plan which identifies significant projects to be accomplished in 2023, and

WHEREAS, the Capital Fund receives financial support from transfers from the General Fund, the Capital Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue and transfers, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2023 and has determined that twelve (12) projects amounting to \$6,258,000 and a \$250,000 contingency should be funded through the Capital Fund, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2023 Capital Fund budget for the Library in the amount of \$6,508,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-21

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2023 ELECTION FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Election Fund that funds projects, programs, and set-asides to be managed in the Election Fund in the fiscal year 2023, and

WHEREAS, the Election Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Election Fund for 2023 and has determined that no (0) carry-forwards are necessary and no (0) election projects requiring expenditures will occur in 2023, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2023 Election Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-22

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2023 LEVY SUSTAINABILITY FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) maintains a funding cycle set-aside to be managed in the Levy Sustainability Fund in the fiscal year 2023, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, the Library has reviewed the Levy Sustainability Fund for 2023 and has determined that no (0) carry-forwards are necessary and no (0) fiscal sustainability programs or projects requiring expenditures will occur in 2023, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2023 Levy Sustainability Fund budget for the Library in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-23

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2023 PROPERTY AND FACILITY FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Property and Facility Fund that funds projects, programs, and set-asides to be managed in the Property and Facility Fund in the fiscal year 2023, and

WHEREAS, the Property and Facility Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Property and Facility Fund for 2023 and has determined that no (0) carry-forwards are necessary and no (0) property and facility projects requiring expenditures will occur in 2023, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2023 Property and Facility Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

New Business

MEMO



Date: December 6th, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Capital Fund Transfers for 2023

We are proposing to move unspent funds from 2022 to fund the Interim Lakewood Library and allocating additional funds to cover our remaining capital priorities.

We have a project cost estimate for the Interim Lakewood Library, but won't know exact numbers until the bids are received in early 2023. These transfers will also cover the new Sumner Library project and other technology projects and vehicles.

Transaction Description	Funding Source and Amount	Capital Fund
Redirect Budgeted Transfer from Property and Facility Fund (PFF) to Capital Improvement Fund	PFF - \$1,173,200	+ \$1,173,200
Transfer Unspent Budgeted Amounts from General Fund (GF) Personnel Costs to Capital Improvement Fund	GF/LWD - \$2,000,000	+ \$2,000,000
Transfer Funds from PFF to Capital Improvement Fund	PFF - \$1,000,000	+ \$1,000,000
Total 2022 Transfers		+ \$4,173,200

RESOLUTION NO. 2022-24

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO REDIRECT THE TRANSFER SET-ASIDE IN THE GENERAL
FUND BALANCE FOR THE PROPERTY AND FACILITY FUND
TO THE CAPITAL IMPROVEMENT FUND**

WHEREAS, the Pierce County Rural Library District has an established Property and Facility Fund and Capital Improvement Fund that receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$1,173,200 was set-aside in the 2022 General Fund budget for transfer to the Property and Facility Fund for future land, property, and facilities costs, and

WHEREAS, the Board approved a budget for property and facility related projects, and

WHEREAS, the Board is committed to funding a library in the City of Lakewood and has developed and approved a budget for this project, and

WHEREAS, the original transfer amount to the Property and Facility Fund is needed to contribute up to the cost of building the library in the City of Lakewood and such use is appropriate from this fund, and

WHEREAS, the Library desires to redirect the transfer of \$1,173,200 for the Property and Facility Fund instead to the Capital Improvement Fund to support these projects, now therefore,

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

\$1,173,200 be transferred from the General Fund to the Capital Improvement Fund instead of the Property and Facility Fund.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-25

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”) TO TRANSFER UNSPENT BUDGETED FUNDS IN THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND

WHEREAS, the Pierce County Rural Library District has an established Capital Improvement Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, on June 4, 2022 the Lakewood Library was closed due to severe building conditions and most Lakewood staff were assigned to other vacant positions allowing for a smaller team to provide continuity of services in the City of Lakewood, and

WHEREAS, the reassignments resulted in significant reductions in Lakewood Library personnel costs for seven months, which is estimated to be as much as \$2,000,000, and

WHEREAS, the Library secured a ground lease on October 13, 2022 to build a library and provide services to the Lakewood community, and

WHEREAS, the Board is committed to funding a library in the City of Lakewood and has developed and approved a budget for this project, and

WHEREAS, the unspent amount shall contribute up to the cost of building the library in the City of Lakewood, and

WHEREAS, the Library shall transfer said funds from the General Fund to the Capital Improvement Fund to support the project, now therefore,

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

\$2,000,000 be transferred from the General Fund to the Capital Improvement Fund.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

RESOLUTION NO. 2022-26

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER THE SET-ASIDE IN THE PROPERTY AND
FACILITY FUND BALANCE TO THE CAPITAL IMPROVEMENT
FUND**

WHEREAS, the Pierce County Rural Library District has an established Property and Facility Fund and Capital Improvement Fund that receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, the purpose of the Property and Facility Fund is to pay for future land, property, and facilities costs, and

WHEREAS, the current fund balance as of October 31, 2022 is approximately \$3,396,000, and

WHEREAS, the Board approved a budget for property and facility related projects, and

WHEREAS, the library secured a ground lease on October 13, 2022 to build a library and provide services to the Lakewood community, and

WHEREAS, the Board is committed to funding a library in the City of Lakewood and has developed and approved a budget for this project, and

WHEREAS, the Property and Facility Fund is needed to contribute up to the cost of building the library in the City of Lakewood and such use is appropriate from this fund, and

WHEREAS, the Library desires to transfer \$1,000,000 from the Property and Facility Fund to the Capital Improvement Fund to support these projects, now therefore,

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

1. \$1,000,000 be released from “committed” fund balance to the “unreserved” fund balance within the Property and Facility Fund, and
2. Transfer \$1,000,000 from the Property and Facility Fund “unreserved” fund balance to the Capital Improvement Fund.

PASSED AND APPROVED THIS 14th DAY OF DECEMBER, 2022.

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

MEMO



Date: November 28, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: Election of 2023 Board of Trustee Officers

In December, the Board of Trustees elects officers for the next year. In January of 2020, the Board established a rotation practice that allows each Trustee to serve as Vice-Chair and Chair in their 3rd and 4th year, respectively, with nominations from the floor still and always accepted. That practice is not a requirement, but was intended to provide opportunity for all members to serve in a leadership capacity. With turnover and changes in Board membership, that practice hasn't been able to be followed explicitly since implemented. For example, our current Chair and Vice Chair graciously volunteered to serve in these positions despite not being in this expressed term cycle. The Board may elect to continue to follow that practice or simply open the floor to nominations this meeting.

The Revised Washington Code ([RCW 27.10.210](#)) states only the Board shall elect “such officers as they deem necessary.” [Article IV of the PCLS Bylaws for the Board of Trustees](#) states that the Board “shall elect from its membership a Chair and Vice-Chair at the December Board meeting.” Those are the only legal requirements the Board needs to consider in electing officers.

During the meeting, the Board may discuss if you'd like to continue this practice, propose something new, or just open the floor for nominations. The Board may choose to elect the individual officer positions one at a time, or nominate and vote on a slate of officers.

2022

Year	Trustee	Term Exp.	Officers	Term#
1	Sloan	August 2026		1
1	Patel	August 2025		Partial, Filled Brian 8/2021
1	Duncan	February 2024		Partial, Filled Daren 1/2022
4	Penn	August 2024	Chair	1
5	Jenkins	March 2027	VChair	2

In 2023 terms are as follows:

- Chair Penn, 3rd year of 1st term.
- Vice-Chair Jenkins, 2nd year of 2nd term.
- Trustee Sloan, 2nd year of 1st term.
- Trustee Patel, 2nd year of 1st partial term.
- Trustee Duncan, starting 2nd year in 1st partial term.

Action: Motion to approve the slate of officers for 2023

MEMO



Date: November 29, 2022

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

From: Gretchen Caserotti, Executive Director

Subject: 2023 Board of Trustees Calendar of Major Work

As the governing board for the Library, Trustees assume fiscal oversight and policy direction. By State law ([RCW 27.12.210](#)), primary duties include fiscal responsibility, planning for the future (including setting long-term strategic direction and goals), adopting policies to govern operations and services, hiring and evaluating the Executive Director, obtaining land and buildings, and accepting gifts of money or property.

Below are required or anticipated work. During the meeting please let us know if there are other topics you'd like to add, and we will update the annual Board work plan to aid in planning Board meetings based on your direction.

2023 Major Work

1. Budget
 - a. 2023 Annual Report (Q1)
 - b. 2022 Fiscal Year-end Review (Q1)
 - c. 2024 Budget Review and Approvals (Q3,4)
 - d. Certification of Property Taxes to be levied for collection in 2024 (Q4) review (Q4)
 - e. IRS 990 tax form (Q4)
2. 2021 Fiscal Audit (Q4)
3. Lakewood Library
 - a. Direct Staff on Wildaire location (Q1)
 - b. Interim Library (Q1, 2, 3, 4)
 - c. Future Library (Q1, 2, 3, 4)
4. Sumner Library Capital Funding Decisions (Q1, 2)
5. 2023 Executive Director Evaluation (Q3,4)
6. Facilities Master Plan

Policy Review, Updates, Revisions

Regular review and update of library policies

Board Development

Capital Funding; LCFA & Bonds (Q1)
First Amendment Affecting Library Policies (Q2)
Public Library Governance Training (Q3)
Public Library Building and Service Trends (Q4)

Officers Reports

MEMO



Date: December 2, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: November 2022 General Election Results

The November 2022 General Election in Pierce County included six ballot measures for six taxing districts: two school districts, two fire districts, one city, and one park district. In typical voter response, voters passed the fire district multi-year levies for public health and safety by wide margins, at greater than 60%. In an increasing response by voters, only one of two school levy lid lifts passed, although the one that failed did so by a very slight margin.

Voters in the City of University Place rejected a levy lid lift to support law enforcement. For levy measures that articulated the cost to the average homeowner, this tax was more than twice the increase of any other tax measures before voters in the county. For a homeowner of a home assessed at \$524,870, the levy would cost approximately \$22 per month. Voters narrowly turned down the measure.

City of University Place Special Election – Proposition No. 1 – Levy Lid Lift for Support of Law Enforcement

Yes:	6,794	49.64%	
No:	6,893	50.36%	REJECTED
Total:	13,687	100.00%	

Voters in the Puyallup School District service area turned down the district’s safety, security, infrastructure, and technology levy-lid lift, spanning six years. Puyallup School District is the largest school district in the Pierce County Library System’s service area, with the majority of voters in the Puyallup School District residing in the Library System’s service area in Edgewood and South Hill. Voters rejected the measure by a very slight difference.

Puyallup School District No. 3-- Special Election - Proposition No. 1 - Capital Levy for Safety, Security, Infrastructure and Technology Improvements

Yes:	24,152	49.76%	
No:	24,387	50.24%	REJECTED
Total:	48,539	100.00%	

Voters in the Dieringer School District approved a levy lid lift, spanning a four-year period, to fund safety, security, and critical infrastructure improvements throughout school facilities. Dieringer is one of the smallest school districts in the Library System’s service area.

Dieringer School District No. 343 Special Election - Proposition No. 1 - Capital Levy for Safety, Security, and Critical Infrastructure Improvements

Yes:	2,271	51.18%	APPROVED
No:	2,166	48.82%	
Total:	4,437	100.00%	

Gig Harbor Fire & Medic One handsomely passed its levy lid lift to support public health and safety.

Fire Protection District No. 5 (Gig Harbor Fire & Medic One) -- Special Election - Proposition No. 1 - Multi-Year EMS Levy Lid Lift

Yes:	18,896	66.9%	APPROVED
No:	9,350	33.1%	
Total:	28,246	100.00%	

Similarly, voters in the Browns Point/Dash Point neighborhoods gave strong approval for their fire district's levy lid lift for public health and safety.

Fire Protection District No. 13 (Browns Point/Dash Point) Special Election - Proposition No. 1 - Multi-Year Levy Lid Lift

Yes:	794	63.52%	
No:	456	36.48%	APPROVED
Total:	1,250	100.00%	

Voters in Tacoma gave a strong vote of confidence in the Metropolitan Park District in Tacoma's levy lid lift to fund ongoing parks, recreation, operations, and programs. The Tacoma voters responded similarly to the City of Tacoma's Proposition No. 1 for Tacoma Creates, to establish a sales tax to support arts in 2018, which voters approved at a 67.2% rate.

Metropolitan Park District of Tacoma Special Election - Proposition No. 1 - Multi-Year Park and Recreation Maintenance and Operations Levy Lid Lift

Yes:	42,811	63.43%	APPROVED
No:	24,621	36.51%	
Total:	67,432	100.00%	

Further Overview from Pierce County General Election

General Election Results, Nov. 8, 2022

Certified Results: Nov. 29, 2022

334,052 ballots of 552,260 registered voters, for a turnout of 60.49%.

Pierce County

City of University Place

Special Election – Proposition No. 1 – Levy Lid Lift for Support of Law Enforcement

The City of University Place's levy lid lift would provide funding for additional public safety staffing. It would increase the city's levy rate by approximately \$0.51 per \$1,000 of assessed value for collection in 2023. For a homeowner of a home assessed at \$524,870, the levy would cost approximately \$22 per month.

Yes:	6,794	49.64%
No:	6,893	50.36%
Total:	13,687	100.00%

Puyallup School District No. 3

Special Election - Proposition No. 1 - Capital Levy for Safety, Security, Infrastructure and Technology Improvements

Puyallup School District's levy lid lift, spanning six years, would fund infrastructure improvements that address the safety, security, and technology access throughout schools and facilities. The proposed six-year capital levy would authorize collection of taxes to provide \$20,833,000 each year from 2023 through and including 2028. The tax levy rate required to produce these levy amounts is estimated to be \$0.82 in 2023, \$0.79 in 2024, \$0.75 in 2025, \$0.72 in 2026, \$0.70 in 2027, and \$0.67 in 2028, estimated levy rate per \$1,000 of assessed value.

Yes:	24,152	49.76%
No:	24,387	50.24%
Total:	48,539	100.00%

Dieringer School District No. 343

Special Election - Proposition No. 1 - Capital Levy for Safety, Security, and Critical Infrastructure Improvements

Dieringer School District's levy lid lift, spanning a four-year period, would fund safety, security and critical infrastructure improvements throughout school facilities. The proposed four-year capital levy would authorize collection of taxes to provide \$4,771,110 in 2023, \$5,009,666 in 2024, \$5,260,149 in 2025, and \$5,391,653 in 2026. The tax levy rate required to produce these levy amounts is estimated to be \$1.46 per \$1,000 of assessed value.

Yes:	2,271	51.18%
No:	2,166	48.82%
Total:	4,437	100.00%

Fire Protection District No. 5 (Gig Harbor Fire & Medic One)

Special Election - Proposition No. 1 - Multi-Year EMS Levy Lid Lift

Gig Harbor Fire and Medic One's levy lid lift would restore the district's levy to \$0.50 per \$1,000 of assessed property value in 2023 and set its levy rate to increase by up to 6% in 2024-2028, while not exceeding \$0.50 per \$1,000 of assessed property value. The funding would help the district respond to its increasing number of medical aid responses.

Yes:	18,896	66.9%
No:	9,350	33.1%
Total:	28,246	100.00%

Fire Protection District No. 13 (Browns Point/Dash Point)

Special Election - Proposition No. 1 - Multi-Year Levy Lid Lift

The Browns Point/Dash Point Fire Department's levy lid lift would restore its tax levy for fire protection and emergency medical services to \$1.00 per \$1,000 of assessed property value and set its levy rate to increase by up to 6% in 2024-2028, while not exceeding \$1.00 per \$1,000 of assessed property value. The funding would help the district respond to its increasing emergency medical care, fire suppression, rescue, and other emergency calls. The levy lid lift would cost a taxpayer with the average home value of \$500,000 an increased tax of \$5.80 per month.

Yes:	794	63.52%
No:	456	36.48%
Total:	1,250	100.00%

Metropolitan Park District of Tacoma**Special Election - Proposition No. 1 - Multi-Year Park and Recreation Maintenance and Operations Levy Lid Lift**

The Metropolitan Park District of Tacoma’s six-year levy lid lift would fund ongoing parks, recreation, operations and programs. In particular, the measure would maintain and clean parks, picnic areas, restrooms, and facilities; establish a Park Ranger program and upgrade security systems to improve safety; continue youth after-school sports, recreation activities, and childcare at schools and community centers by replacing one-time federal recovery funds; and implement wildfire prevention for our urban forests. If approved, this measure restores the district’s regular tax levy to a maximum of \$0.75/\$1,000 for six years, and is expected to cost the owner of an average Tacoma home valued at \$493,000 approximately \$11.91 more per month in 2023 when compared to 2022.

Yes:	42,811	63.43%
No:	24,621	36.51%
Total:	67,432	100.00%

MEMO



Date: December 2, 2022

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

From: Kayce Hall, Customer Experience Director – Staff Operations

Subject: Inactive Customer Account Deletion

Each fall the Pierce County Library System deletes customer library accounts that have been inactive for three or more years. This work is done in compliance with Board Policy 3.14, *Maintaining an Up-to-Date Library Cardholder Database*. Deleting inactive accounts allows the library to reduce the cost of storing outdated records, and ensures that the system is up to date and reflects the cardholders we actively serve.

On October 24, the Library sent an email communication to all customers with an email address on file that had not used their library card in the last 3 years. Customers were invited to visit the Library again and check out materials, use a computer, or use the Library from home and utilize any of the online resources available to keep their cards active.

Prior to communication, there were 39,753 cards that qualified for deletion. After the email was sent, 634 customers utilized their library card and kept their account active. Ultimately the Library deleted 39,119 accounts on November 16, 2022.

MEMO



Date: October 31, 2022

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

From: Mary Getchell, Marketing and Communications Director

Subject: Sumner Pierce County Library Public Engagement Communications Plan

The Pierce County Library System is engaging the public to get their input, interest, and inspiration for a new, welcoming community resource – a new Sumner Pierce County Library. With a potential Library Capital Facility Area and bond as well as donations from individuals and organizations and possible state appropriations, the community could enjoy a new state-of-the art modern building.

The current 10,600 square-foot Sumner Library is on land owned by the City of Sumner in a building co-owned by the city and the Library System. The building is undersized for the population it serves, and it is in a difficult to access location. The City of Sumner’s Town Center Plan envisions different uses for the current library location and relocating the library.

In 2019, the Library System conducted extensive public engagement to learn the public’s interest in a new library for Sumner. Overall, thousands of residents from Sumner participated in the Library System’s engagement efforts. The majority of Sumner residents who participated in the engagement effort indicated support for a new library.

In early 2023, the Library System will engage with Sumner residents to hear their ideas for spaces and services. The strategy to engage the public relies significantly on building on the excitement for a new library, from the Library System’s 2019 community engagement. The Library System will use its regular communication channels to engage the community, such as signage, website, collateral print materials, video, news media, e-newsletters, social media marketing, and direct mail.

In consultation with architects, the Library System will create interactive activities to learn further from the public about their ideas for spaces and services. The Library System wants to understand the features, activities, or services the community hopes to have in their new library. At the same time, the Library System will talk with residents, community leaders, and the news media about funding for the building with a Library Capital Facility Area (LCFA) and bond as well as donations from individuals and organizations and possible state appropriations.

This phase of the communications focuses on engaging the community for design and service ideas. Based upon that engagement, if the community shows an interest in a LCFA and bond, the Library System will develop another communications plan to inform the public about the LCFA and bond measure which may be on the August 1, 2023 primary ballot.

Pierce County Library in the News

December 14, 2022

Pierce County Library in the News

- [Joint meeting to hear recommendations for Lakewood Libraries](#) – Suburban Times (PCLS News Release)
- [The American Scene – Lakewood Libraries, A Way Forward](#) – Suburban Times
- [This Pierce County library won't be open for two weeks. Here's what you should know](#) – The News Tribune
- [Washington schools using stimulus funds for Dolly Parton's free books program](#) – Eatonville Dispatch
- [News Next Door](#) – Eatonville Dispatch
- [Pierce Transit offers free rides to warming centers during cold snap](#) – KOMO-TV (+MSN News)
- [Snow day? Many Tacoma-area schools, libraries, park facilities affected by weather](#) – The News Tribune