

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

April 9, 2025 | 3:30 PM

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

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | Webinar ID: 830 8752 2874 | Passcode: 237861

Web Browser or **App:** <https://us06web.zoom.us/j/83087522874?pwd=4gz9oMd5eesByECZRU56pk9L19ZZZh.1>

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

Call to Order: Pamela Duncan, Chair

Proclamation 2025-01: To Honor National Library Workers Day

Public Comment: *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes. Virtual attendees may sign up by emailing pmcbride@piercecounitylibrary.org by 2:00 p.m. on April 9. Written comments must be provided 24 hours prior to the meeting.*

Staff Presentation: Communications Department Overview — Mary Getchell, Marketing and Communications Director

Consent Agenda [ACTION]: *Consent agenda items are considered 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 March 12, 2025, Regular Meeting
2. Approval of March Payroll, Benefits, and Vouchers
3. Resolution 2025-08: To Repeal Board Policies No Longer Needed
4. Resolution 2025-09: To Declare Furnishings and Equipment Surplus to Public Services Needs

Reports

1. Executive Director Report
2. Deputy Director Report
3. Finance Director Report – February 2025

Unfinished Business

1. Resolution 2025-10: To Amended the 2025 Capital Budget **[ACTION]**
2. Strategic Implementation Plan Quarterly Update
3. Sumner Library Project Update
4. Policy Review
 - a. Privacy and Confidentiality **[ACTION]**
 - b. Selection of Library Materials – Discussion

New Business

1. Library Giving Day
2. 2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates

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

1. Public Opinion Awareness/Preference Poll
2. 2024 State Auditor's Office Annual Report Review
3. Quarterly Work Plan Status Report
4. WellCity Award
5. Marketing and Communications Q2 2025 Focus: Heart of Your Community
6. Training and Development

Announcements

Adjournment **[ACTION]**

MEMO



Date: March 28, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Proclamation 2025-01: To Honor National Library Workers Day

National Library Week, April 6-12, 2025, is a celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. One day each year is dedicated to celebrating and recognizing the critical role library workers play in keeping our libraries running and fulfilling our mission. This year, we want to recognize Pierce County Library System's employees by the Board proclaiming April 8, 2025 as National Library Workers Day.

Some ways Trustees and the public can recognize library workers at PCLS are to:

- Share stories and kudos of the great work happening in our libraries by emailing THANKYOU@piercecountylibrary.org. Words of impact or appreciation will be shared directly with employees.
- Show appreciation for library workers and the work they do throughout the year, "Submit a Star" by providing a testimonial about a library employee at ala-apa.org/nlwd. Each testimonial will be posted in the "Galaxy of Stars" on the NLWD website to honor deserving library workers.

Celebration Days During National Library Week

- **Monday, April 7:** Right to Read Day, a day for readers, advocates, and library lovers to take action to protect, defend, and celebrate the right to read. The American Library Association (ALA) kicks off National Library Week with the release of its State of America's Libraries Report, including the list of Top Ten Most Challenged Books of 2023.
- **Tuesday, April 8:** National Library Workers Day, a day for library staff, users, administrators, and Friends groups to recognize the valuable contributions made by all library workers.
- **Wednesday, April 9:** National Library Outreach Day (formerly National Bookmobile Day), a day to celebrate library outreach and the dedicated library professionals who are meeting their patrons where they are.
- **Thursday, April 10:** Take Action for Libraries Day, a day to rally advocates to support libraries. A specific action will be announced by ALA's Public Policy & Advocacy Office during National Library Week.

As we celebrate libraries this week, I'd like to take a moment to give special praise to all the employees at PCLS who bring the magic of the library to life. It takes the entire Library team to provide our communities with transformative services and experiences, and I am deeply grateful to be a part of this one. Libraries work, because library workers work!

Please join me in acknowledging the dedication, compassion and expertise our PCLS staff bring to providing library services to Pierce County with the adoption of this resolution declaring **Tuesday, April 8, 2025, be proclaimed as "National Library Workers Day"**.

PROCLAMATION NO. 2025-01

**A PROCLAMATION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO HONOR NATIONAL LIBRARY WORKERS DAY**

WHEREAS, the Pierce County Rural Library District (the “Library”) serves as a cornerstone of knowledge and opportunity, providing essential resources, services, and programs that empower individuals to live, learn, and thrive in our communities; and,

WHEREAS, libraries play a vital role in fostering literacy, lifelong learning, and community engagement for all people; and,

WHEREAS, library workers are dedicated professionals who create welcoming, inclusive spaces where knowledge is accessible to all, treating every person with dignity, respect, and a commitment to service; and,

WHEREAS, library workers provide learning resources for all ages; deliver books, materials, and programs; and offer welcoming places and spaces for diverse communities to connect.; and,

WHEREAS, library workers in every department, location, and capacity are committed to their unique roles in contributing to providing the best service to the public; and,

WHEREAS, recognizing the invaluable contributions of library workers is essential to appreciating the role they play in strengthening communities, advancing learning, and ensuring free and open access to information; and,

WHEREAS, libraries, library workers, and library advocates across the nation join to celebrate National Library Workers Day to highlight the dedication and contributions of library professionals,

Now, therefore,

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

Tuesday, April 8, 2025, be proclaimed as “National Library Workers Day”.

All residents are encouraged to recognize the efforts of library workers, make good use of and benefit from the invaluable resources offered by libraries, and express their appreciation for the essential role libraries and their staff play in enriching communities.

PROCLAIMED THIS 9th DAY OF APRIL 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

Board Development

MEMO



Date: March 26, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Communications Department Overview

Thank you for an opportunity to share about the Pierce County Library System's Communications Department. I am incredibly proud of our high quality, professional, and tremendously effective team. At the April Board meeting I will provide an overview of the department:

- Introduce/re-introduce you to our fantastic team
- Outline the high points of our thriving work
- Highlight some of our outstanding successes
- Share with you our progress during the first quarter of 2025 to implement the Library's strategic plan
- Answer your questions

With the focus to inform and engage individuals and drive their use and support for the Pierce County Library's services, the Communications Department directs the Library System's promotional and communications strategy and activities. Creating assets and implementing tactics, the department strives to position the Library System as a valued, trusted organization, and enhance the Library's brand.

Thank you again for your support of the Library System's important communications work. I look forward to sharing with you.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – MARCH 12, 2025**

CALL TO ORDER

Vice-Chair Neesha Patel called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Neesha Patel, Pat Jenkins, Ryan Wheaton, and Abby Sloan. Chair Pamela Duncan was excused. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Public Services: Alison Eckes, Customer Experience Director, Programs and Services shared a presentation on the structure and services of the department as it transitions from the Public Services 3-year plan toward the work in support of the new strategic plan.

CONSENT AGENDA

1. Approval of Minutes of February 12, 2025, Regular Meeting
2. Approval of February Payroll, Benefits, and Vouchers
3. Approval of Ednetics Purchase Order
4. Resolution 2025-03: To Declare Furnishings and Equipment Surplus to Public Services Needs

Trustee Wheaton moved for approval of the consent agenda as presented. Trustee Sloan seconded the motion. Motion carried.

REPORTS

Executive Director Report – Executive Director Gretchen Caserotti shared an update on the legislative session and the bills still being monitored. Last month's Black Stories and Voices programs held throughout the system were successful. Executive Director Caserotti and Director Eckes had an opportunity to tour the JBLM library.

Finance Director Report - January 2025 – Finance Director Mary Stimson provided an update on the new reporting format. The Library received \$520,000 from the Foundation's Capital Campaign fundraising efforts. A 2025 amended capital budget will be presented next month. The Sumner Library Capital Facilities Area will have its own fund apart from the Library's. The 2024 draft documents of the state auditor's financial report are being prepared.

UNFINISHED BUSINESS

Policy Review:

Privacy and Confidentiality Discussion – Executive Director Caserotti presented the draft of the newly written policy. Discussion ensued on the use of Artificial Intelligence. The document has not yet had legal review, which will be obtained prior to the next review of the draft.

Comprehensive Purchasing Policy –

Trustee Sloan moved for approval of the Comprehensive Purchasing Policy as presented. Trustee Wheaton seconded the motion. Motion carried.

Resolution 2025-04: To Commit to Funding the Sumner Library Project – Executive Director Caserotti reported the funds from the bond sale were deposited today. A requirement of the Library Capital Improvement Plan was that the Library have a commitment of funds for the project. Discussion ensued on the fiscal impacts to the project due to economic uncertainties. It was noted in paragraph 4, the date of March 12, 2024, should read March 12, 2025.

Trustee Jenkins moved for approval of Resolution 2025-04: To Commit to Funding the Sumner Library Project as amended. Trustee Sloan seconded the motion. Motion carried.

NEW BUSINESS

2024 Year End Financial Review – Director Stimson shared a presentation on the activities of the budget's year-end closing review process and the financial status of the various funds. She presented recommendations to reduce the transfer amount from the Levy Sustainability Fund into the General Fund by \$1M, originally \$1.8M to \$800,000. An additional recommendation is to transfer \$2M of the General Fund balance to the Capital Improvements Fund towards the Sumner Library project and other capital needs. Executive Director Caserotti noted the need to have funds in place for unanticipated facility costs and the need to address deferred maintenance. Executive Director Caserotti noted the Library will continue to increase the Library's transparency and clarity around its finances.

Trustee Wheaton moved for approval of Resolution 2025-05: To Rescind Resolution 2024-24 and Reduce the Transfer Amount from the LSF to \$800K. Trustee Sloan seconded the motion. Motion carried.

Trustee Jenkins moved for approval of Resolution 2025-06: To Transfer a Portion of the General Fund Balance to the Capital Improvements Fund. Trustee Wheaton seconded the motion. Motion carried.

Trustee Jenkins moved for approval of Resolution 2025-07: To Close the 2024 Fiscal Year. Trustee Sloan seconded the motion. Motion carried.

ANNOUNCEMENTS

As part of the Stories and Voices series in celebration of Women's History Month, the Lakewood Library will host a screening of the film, *Free for All – the Public Library*. The event takes place on March 18, 2025, from 4-6 pm.

The Graham Library will host *Pioneer Memories and Future Dreams* about Eliza Jane Meeker, on March 20, 2025.

Marketing and Communications Director Mary Getchell is planning to retire this Spring after over 30 years in the field. More details will be shared as plans get underway to recognize Director Getchell for her accomplishments.

ADJOURNMENT

The meeting adjourned at 4:49 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
March 2025**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		3/6/2025	\$ 1,051,396.24
Electronic Payments - Payroll & Acct Payable		3/21/2025	\$ 1,099,945.65
Accounts Payable Warrants	707570 - 707700	3/6/2025 - 3/28/2025	\$ 1,171,621.98
Total:			<u><u>\$ 3,322,963.87</u></u>

As of 4.2.2025

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: 3/06/25 Payroll

Withdrawal Date: 3/6/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 84,213.90
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,690.96
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,690.96
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 658,285.29
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,982.28
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 61,260.75
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 84,650.89
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,273.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,892.27
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,051,396.24

Certification:

Stacy Karabotsos
Signature (Department Designee)
Board Agenda Packet 4-9-2025 Page 11

3/4/2025
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: 3/21/25 Payroll

Withdrawal Date: 3/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 88,913.82
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,789.33
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,789.33
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 688,088.52
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 16,061.33
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 63,879.31
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 88,689.72
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,323.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,892.27
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 186.15
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 876.93
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,099,945.65

Certification:

Comments:

Stacy Karabotsos
Signature (Department Designee)
Board Agenda Packet 4-9-2025 Page 12

3/19/2025
Date

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707570	03/06/2025	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 030625	0.00	15,589.64	03/11/2025
707571	03/06/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 030625	0.00	2,291.78	03/17/2025
707572	03/06/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 030625	0.00	377.50	03/12/2025
707573	03/06/2025	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 030625	0.00	1,637.47	03/14/2025
707574	03/07/2025	EVA ABRAM	541010	EVA ABRAM FOLKTALES 2/27 GHM	0.00	900.00	03/13/2025
707575	03/07/2025	AMAZON CAPITAL SERVICES	531004	OPERATING/OFFICE SUPPLIES, MATERIALS, CUSTODIAL SUPPLIES, FURNISHINGS--STAFF	0.00	4,205.37	03/11/2025
707576	03/07/2025	KWABENA AMOAH-FORSON	541010	KWABO AMOAH-FORSON, PEACE BUS 02/20 ZOOM, 02/28 UP	0.00	1,300.00	03/12/2025
707577	03/07/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books	0.00	17,990.65	03/11/2025
707578	03/07/2025	BARSNESS GROUP	541020	SPARK! CAMPAIGN; PCLF BOARD DEVELOPMENT	0.00	16,667.00	03/11/2025
707579	03/07/2025	BETA - LAKEWOOD LLC	591720	Ground Lease 19th Payment; Due 3-1-25	0.00	23,874.00	03/12/2025
707580	03/07/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult books and Adult Audiobooks	0.00	435.54	03/13/2025
707581	03/07/2025	CATALYST WORKPLACE ACTIVATION	535015	FURNITURE REQUEST MISC ITEMS 2024	0.00	6,081.56	03/11/2025
707582	03/07/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	1,888.00	03/18/2025
707583	03/07/2025	CITY OF ELLENSBURG	541650	ILL 228543942; Lost Item MISC00000576076	0.00	21.99	03/13/2025
707584	03/07/2025	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; FEB 2025	0.00	585.00	03/14/2025
707585	03/07/2025	DAILY JOURNAL OF COMMERCE	544000	AD - Wireless Access Point Licensing & Equipment	0.00	245.20	03/19/2025
707586	03/07/2025	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES 3/2025	0.00	23,450.63	03/14/2025
707587	03/07/2025	DARYL FOTO	541010	DARRYL FOTO, BLACK STORIES 2/20 UP	0.00	600.00	03/14/2025
707588	03/07/2025	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	2,628.45	03/11/2025
707589	03/07/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	7,288.30	03/17/2025
707590	03/07/2025	IRON MOUNTAIN INC	541020	2025 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM	0.00	593.63	03/14/2025
707591	03/07/2025	RUPINI JONNALAGADDA	541004	2025 RUPINI JONNALAGADDA CONSULTANT	0.00	2,175.00	03/14/2025
707592	03/07/2025	BONITA LEE LLC	541010	BONITA LEE BLACK VOICES & STORIES 2/20 UP	0.00	300.00	03/20/2025
707593	03/07/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV	0.00	3,972.69	03/14/2025
707594	03/07/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	792.37	03/13/2025
707595	03/07/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	580.35	03/13/2025
707596	03/07/2025	MONMOUTH COUNTY LIBRARY	541650	ILL 229104416; Lost Item With Every Breath	0.00	21.99	03/24/2025
707597	03/07/2025	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Tagalog, Russian	0.00	2,646.00	03/12/2025
707598	03/07/2025	GEODESIGN INC	541060	GROUND MONITORING/ REGULATORY CLOSURE ACTIVITIES	0.00	1,997.50	03/17/2025
707599	03/07/2025	OCLC INC	541650	IFM Debits; IFM Admin Fees January 2025	0.00	61.04	03/18/2025
707600	03/07/2025	CITY OF ORTING	591720	Lease Payment MPC; March 2025	0.00	3,566.66	03/12/2025
707601	03/07/2025	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees March 2025	0.00	115.00	03/11/2025
707602	03/07/2025	PIERCE COUNTY SEWER	547030	MARCH BILLING, MULTIPLE LOCATIONS	0.00	886.68	03/17/2025
707603	03/07/2025	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	1,547.99	03/11/2025
707604	03/07/2025	RACE FORWARD	549020	2025 MEMBERSHIP DUES. TERM 1/1/2025 - 12/31/2025	0.00	1,000.00	03/21/2025
707605	03/07/2025	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	10,900.62	03/17/2025
707606	03/07/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	1,686.55	03/11/2025
707607	03/07/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	2,422.80	03/12/2025
707608	03/07/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	350.32	03/19/2025
707609	03/07/2025	SOL HEALTH LLC	541010	SOL HEALTH YOGA 01/5-02/9 SH	0.00	550.00	03/21/2025
707610	03/07/2025	SPOKANE COUNTY LIBRARY DISTRICT	541650	ILL; Lost Item; 44 Scotland Street	0.00	16.00	03/14/2025
707611	03/07/2025	SPOKANE PUBLIC LIBRARY	541650	ILL 226587669 Basic French; Book on CD	0.00	63.00	03/18/2025
707612	03/07/2025	STATE AUDITORS OFFICE	541020	2021-2023 STATE AUDITOR ACCT-FIN AUDITS INVOICE 1	0.00	1,585.74	03/11/2025
707613	03/07/2025	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM March 2025	12,903.39	0.00	
707614	03/07/2025	LISA TAYLOR	541010	LISA TAYLOR, EDIBLE GARDENING 2/11 STL, 3/1 KC,GIG	0.00	825.00	03/13/2025
707615	03/07/2025	TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Tillicum Branch Utilities, Rent & CAM Jan 2025	0.00	2,994.63	03/14/2025
707616	03/07/2025	TAYLOR TINSLEY	541010	TAYLOR TINSLEY BLACK STORIES & VOICES 2/22 SUM	0.00	900.00	03/18/2025
707617	03/07/2025	UNIVERSITY PLACE CIVIC BUILDING	545030	2024 Final Assesment	0.00	18,449.11	03/13/2025
707618	03/07/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	659.28	03/12/2025
707619	03/07/2025	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	0.00	2,348.31	03/19/2025
707620	03/14/2025	AMAZON CAPITAL SERVICES	531002	OPERATING/OFFICE SUPPLIES, MATERIALS, CUSTODIAL	0.00	1,151.79	03/19/2025
707621	03/14/2025	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	598.00	03/21/2025
707622	03/14/2025	BAKER & TAYLOR	534220	MATERIALS - Adult & Children's Books	0.00	9,036.53	03/20/2025
707623	03/14/2025	BUSTOS MEDIA HOLDINGS, LLC	544000	ADVERTISING - KZTM FM	0.00	1,785.00	03/24/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707624	03/14/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	3,731.20	03/20/2025
707625	03/14/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	03/21/2025
707626	03/14/2025	EBSCO	534505	MATERIALS - Magazines	0.00	179.92	03/19/2025
707627	03/14/2025	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;12/5/24-2/2/2025	0.00	300.53	03/18/2025
707628	03/14/2025	GIG HARBOR CHAMBER OF COMMERCE	549020	MEMBERSHIP RENEWAL TO 4/1/2026	0.00	625.00	03/24/2025
707629	03/14/2025	GORDON THOMAS HONEYWELL LLP	541020	LEGAL SERVICES - MATTER:18; SUMNER LIBRARY	0.00	7,535.00	03/18/2025
707630	03/14/2025	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	3,786.75	03/19/2025
707631	03/14/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	9,000.33	03/24/2025
707632	03/14/2025	METROPOLITAN LIBRARY SYSTEM	541650	ILL 226825528; Lost Item; The next girl	0.00	24.00	03/25/2025
707633	03/14/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV, Vendor Processing Fees	0.00	11,585.44	03/24/2025
707634	03/14/2025	MONARCH LANDSCAPE WA, LLC	548010	SYSTEM SNOW REMOVAL 2025	0.00	2,603.85	03/19/2025
707635	03/14/2025	NEWS TRIBUNE	534505	MATERIALS - Magazines	0.00	6,234.95	03/24/2025
707636	03/14/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534735	World - Chinese, Japanese, Korean	0.00	3,530.00	03/31/2025
707637	03/14/2025	RICOH USA INC	591720	60 MONTH COPIER LEASE - SMT (2020-2025)	0.00	5,657.06	03/19/2025
707638	03/14/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,664.87	03/19/2025
707639	03/14/2025	ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST	549020	ROTARY CLUB QUARTERLY MEMBERSHIP DUES Q4 2024 UP	125.00	0.00	
707640	03/14/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	285.78	03/24/2025
707641	03/14/2025	SUMMIT WATER & SUPPLY CO	547020	SMT WATER;ACCT#02147900-01;02/03-03/03	0.00	383.14	03/18/2025
707642	03/14/2025	TACOMA PIERCE COUNTY CHAMBER	549020	MEMBERSHIP RENEWAL 2025	0.00	500.00	03/19/2025
707643	03/14/2025	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;MARCH 25	0.00	96.51	03/21/2025
707644	03/14/2025	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 3/6/2025	0.00	266,141.99	03/25/2025
707645	03/14/2025	VELOCITYEHS INC	591721	2025 VELOCITYEHS SUBSCRIPTION	0.00	3,796.93	03/24/2025
707646	03/14/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	1,341.94	03/19/2025
707647	03/19/2025	AWC EMPLOYEE BENEFIT TRUST	231540	AWC EMPLOYEE BENEFIT TRUST - MARCH 2025	0.00	318,232.48	03/27/2025
707648	03/19/2025	PIERCE COUNTY SUPERIOR COURT	231910	Payroll Run 2 - Warrant 030625	0.00	1,484.04	03/25/2025
707649	03/20/2025	AFLAC	231590	Payroll Run 2 - Warrant 032125	3,880.34	0.00	
707650	03/20/2025	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 032125	21.16	0.00	
707651	03/20/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 032125	2,291.78	0.00	
707652	03/20/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 032125	0.00	377.50	03/26/2025
707653	03/21/2025	EVA ABRAM	541010	EVA ABRAM, RAINWATER STORY TELLING 2/1/25 BLK	0.00	450.00	03/28/2025
707654	03/21/2025	AMAZON CAPITAL SERVICES	531004	OPERATING/PROGRAM SUPPLIES, MATERIALS	0.00	3,911.42	03/26/2025
707655	03/21/2025	TERESA A ANDRE	541010	TERESA ANDRE, WOMEN OF THE WAR 3/10 LWD	0.00	407.00	03/27/2025
707656	03/21/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books	0.00	6,662.29	03/27/2025
707657	03/21/2025	BURIEN CHEVROLET	564100	MAINTENANCE VAN: 2022 GMC SAVANA	43,705.07	0.00	
707658	03/21/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	353.84	03/26/2025
707659	03/21/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	472.00	0.00	
707660	03/21/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	03/31/2025
707661	03/21/2025	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	1,271.79	03/25/2025
707662	03/21/2025	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	117.60	03/31/2025
707663	03/21/2025	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer, Water; April 2025	0.00	13,714.69	03/27/2025
707664	03/21/2025	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	194.58	0.00	
707665	03/21/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	12,523.82	03/31/2025
707666	03/21/2025	KANOPY INC	534421	MATERIALS - Streaming Films	0.00	5,972.60	03/26/2025
707667	03/21/2025	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,835.00	03/31/2025
707668	03/21/2025	MICHAEL'S CUSTOM UPHOLSTERY	535010	FIF-SH-SMT PUBLIC FURNITURE REUPHOLSTER	0.00	12,803.04	03/28/2025
707669	03/21/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV, Vendor Processing Fees & Audiobooks	0.00	3,900.46	03/28/2025
707670	03/21/2025	NASH CONSULTING INC	541000	NASH CONSULTING	0.00	1,755.00	03/26/2025
707671	03/21/2025	CITY OF ORTING	591720	Lease Payment MPC; April 2025	0.00	3,566.66	03/26/2025
707672	03/21/2025	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	0.00	7,916.66	03/28/2025
707673	03/21/2025	PIERCE COUNTY LIBRARY SYSTEM	549050	FEB Bank Fees: BOA: \$726.10; KB: \$134.13	0.00	860.23	03/28/2025
707674	03/21/2025	RWC INTERNATIONAL LTD	548050	DELIVERY TRUCK DIAGNOSIS & REPAIR	0.00	3,078.89	03/27/2025
707675	03/21/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	973.25	03/31/2025
707676	03/21/2025	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM April 2025	0.00	12,903.39	03/26/2025
707677	03/21/2025	UNITED STATES ELECTRIC CORP OF WA	562200	AC TRANSFORMER REPLACEMENT	0.00	60,885.30	03/26/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707678	03/21/2025	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	906.50	03/25/2025
707679	03/21/2025	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- ACL	0.00	9,271.75	03/25/2025
707680	03/28/2025	AMAZON CAPITAL SERVICES	531002	OPERATING/PROGARM SUPPLIES, MATERIALS, FURNISHINGS--STAFF	2,353.81	0.00	
707681	03/28/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books, World, Bibliographic Services 5/1/24-4/30/25	32,429.43	0.00	
707682	03/28/2025	BUILDINGWORK LLC	541060	BUILDINGWORK DOOR REPLACEMENT PROPOSAL	1,293.75	0.00	
707683	03/28/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	3,503.81	0.00	
707684	03/28/2025	EBSCO	534505	MATERIALS - Magazines	173.22	0.00	
707685	03/28/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	9,643.64	0.00	
707686	03/28/2025	CITY OF LAKEWOOD	549020	2025 MEMBERSHIP FEE: SOUTH SOUND MILITARY COMMUNIT	500.00	0.00	
707687	03/28/2025	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
707688	03/28/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Children's Books, Adult AV, Children's Audiobooks	9,990.32	0.00	
707689	03/28/2025	MOTION PICTURE LICENSING CORP	541020	MOTION PICTURE LICENSING 2025 LICENSING	1,912.73	0.00	
707690	03/28/2025	NV5	541060	GROUND MONITORING/ REGULATORY CLOSURE ACTIVITIES	969.50	0.00	
707691	03/28/2025	OETC (PO & MAILING ADDRESS)	535050	ADD ADOBE ACROBAT PRO SUBSCRIPTIONS	497.48	0.00	
707692	03/28/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Chinese, Japanese, Korean	3,530.00	0.00	
707693	03/28/2025	PBS ENGINEERING AND ENVIRONMENTAL INC	541020	ORTING FUNGAL ASSESSMENT	1,913.15	0.00	
707694	03/28/2025	PITNEY BOWES BY PHONE	542000	REPLENISH POSTAGE RESERVE ACCOUNT	10,000.00	0.00	
707695	03/28/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	812.38	0.00	
707696	03/28/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	174.64	0.00	
707697	03/28/2025	STARLING WHITEHEAD & LUX ARCHITECTS	541060	SWL ARCHITECTS FACILITIES CONDITION ASSESSMENT	1,386.00	0.00	
707698	03/28/2025	UNITED STATES ELECTRIC CORP OF WA	562200	AC TRANSFORMER REPLACEMENT	1,321.20	0.00	
707699	03/28/2025	WAYNES ROOFING INC	548000	ROOF REPAIRS & EMERGENCY SERVICES	905.57	0.00	
707700	03/28/2025	WHATCOM COUNTY LIBRARY SYSTEM	541650	33202017082101; Tokyo ghoul. Vol 02	39.98	0.00	
					148,543.93	1,023,078.05	1,171,621.98

MEMO



Date: March 27, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Clifford Jo, Business & Compliance Director

Subject: 2025 Disposition of Policies – Final Action

Four policies are ready for the Board to take action. These are either no longer needed or have been reformulated.

A final resolution has been prepared for the Board's approval. Following are the policies presented for repeal and their reasoning:

Policy	Reasoning
Public Works Procurement	Merged essential elements into Comprehensive Purchasing and Procurement Policy in February 2025
Surplus Policy	Merged essential elements into Comprehensive Purchasing and Procurement Policy in February 2025
Surplus Items	Merged essential elements into Finance Manual Guidelines in February 2025
Purchasing and Procurement Policy	Merged essential elements into Comprehensive Purchasing and Procurement Policy in February 2025

ACTION: Move to approve Resolution 2025-08 as presented.

RESOLUTION NO. 2025-08

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RESCIND SEVERAL BOARD POLICIES NO LONGER NEEDED**

WHEREAS, the Pierce County Rural Library District (the “Library”) set a goal in fiscal year 2023 to perform a comprehensive review of the entire portfolio of Board-level policies to (1) ensure it is up-to-date, (2) meets the level of compliance and oversight required, and (3) has no more policies than are needed for proper governance; and,

WHEREAS, the Board has reviewed the policies listed herein and has determined they are no longer needed, having been merged into other policies or made into a form such as an administrative guideline or procedure; and,

WHEREAS, formal action must be taken on the policies listed herein so as to declare that they and their previous versions are entirely repealed; and

WHEREAS, the following policies are included in the context of this Resolution:

- Public Works Procurement
- Surplus Policy
- Surplus Items
- Purchasing and Procurement Policy

Now, therefore,

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

The Board policies listed herein be repealed in their entirety, to include all prior versions approved by the Board and their resolutions, if any, that brought them here forth:

PASSED AND APPROVED THIS 9th DAY OF APRIL 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

MEMO



Date: March 25, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Brian Lee, IT Director

Subject: 2025 Technology Surplus and Recycling

The Library surpluses high value items and recycles low value technology items to reduce no longer needed assets. Staff have identified technology to surplus or recycle that was either at end of support from the manufacturer, or damaged and unusable.

Equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services to be sold in an auction. Due to the age, condition and estimated value of the remaining equipment, these items are recycled through Green PC. In either case, the Board must declare the items as surplus.

See attachment for details.

ACTION: Move to approve Resolution 2025-09: To Declare Furnishings and Equipment Surplus to Public Services Needs

Total	Information Technology Surplus Items	estimated value (each)
38	Latitude 3310	\$ 100.00
4	Dell B2360DN Laserjet Printer	\$ 100.00
2	PRINTER DELL C3760DN COLOR LASER	\$ 100.00
2	Dell Docking Station - WD19	\$ 100.00
1	Latitude 7400 2-n-1	\$ 100.00
1	OptiPlex 7470	\$ 100.00
1	Latitude 7420	\$ 100.00

RESOLUTION NO. 2025-09

**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 Rural Library District (“Library”) has identified items of furnishings and equipment to surplus, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50.00 and is of no further need for public or administrative service, 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(s) 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 9th DAY OF APRIL 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

Executive Director Report (Routine Reports)

MEMO



Date: April 2, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report April 2025

A considerable amount of time was spent in March tracking and considering the effects of government decisions from all three branches of government. This month's Legislative Update report is broader and provides updates as of packet publication for State Legislative, Federal actions, and a case currently being heard by the United States Supreme Court. The Library's Management Team is being kept informed about the potential impacts to the announced defunding and elimination of the Institute for Museum and Library Services federal agency.

While these challenging and seemingly ever-changing issues are being tackled, Library workers stay the course, focusing on our new strategic plan implementation, implementing operational efficiencies, and providing continuous library services to the public. We hold our heads high, proud of the work we are doing for the public good. Now is an excellent time to highlight the critical role library workers play in keeping our libraries running. This month, the Board is pleased to share a proclamation in support of National Library Workers Day, which is April 8, 2025. All community members are invited to recognize the efforts of library workers, take advantage of the invaluable resources offered by libraries, and express their appreciation for the essential role libraries and their staff play in enriching our communities and our nation during this week of celebration.

I shared at the March meeting that Director Alison Eckes and I had the opportunity to tour the Joint Base Lewis-McCord (JBLM) Grandstaff Library in March. It was truly inspiring to witness their dedication to serving military service members and their families. This was my first visit on base, and I'm delighted to have a direct connection and witness first-hand their spaces and services. We have high hopes for better coordination and communication in the future. Director Eckes and I invited the Grandstaff Library Director to join us on the planning committee for the South Sound Military Community Partnerships' Military Child Education Symposium on May 1, 2025.

Our Administrative Team retreat, generously hosted by Goodwill, was a success. We began with introspective discussions and progressed to analyzing our collaborative dynamics. A consultant from Nash joined us to refine our leadership focus, encouraging the use of shared language and building the skills necessary for implementing the new strategic plan. We explored change management strategies, brainstormed future possibilities, and drew inspiration from innovative service delivery models, such as robotic food delivery on college campuses.

On March 25th I attended the Pierce County Birth to 25 Initiative's "Build a Bridge Convening." Exceptional panel speakers discussed serving youth, addressing unmet needs, and strengthening partnerships between organizations. A powerful takeaway was that none of us can do this work alone; collaboration makes us stronger.

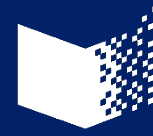
Directors Getchell, Carell and I participated in finalist interviews for the 2025 public opinion poll. We are eager to begin working with the selected firm, EMC research. More details are included in the Officers Memo, “Public Opinion Awareness/Preference Poll,” provided in this month’s packet.

In March, Director Cliff Jo successfully submitted the paperwork to the Washington State Commerce Department for the Library Capital Improvement Program (LCIP) grant. This process involved navigating complex administrative requirements, legislative uncertainties, and unusual funding structures with the Library Capital Facility Area (LCFA). After funding was approved in 2023, it is a major milestone to reach this point and finally have met all the requirements.

Thanks to Director Mary Stimson's leadership, we completed the setup with Pierce County systems, allowing the LCFA to directly pay bills from bond proceeds this year. Many team members collaborated with architects and the design team to address requirements for moving the driveway to Main Street. A report with additional details will be presented at the Trustees meeting. March showcased tremendous dedication and forward momentum for our organization.

Thank you for your continued support as we work toward achieving our goals and serving our community.

Public Services Report



Pierce County
Library System

Information & Imagination

Library at a Glance: February 2025 YTD Key Performance Indicators

Cardholders 336, 856 ↑ +10.2%	YTD Users - Physical 249,746 ↑ +2%	YTD Circulation - Digital 445,275 ↓ -1.15%
YTD Circulation - Physical 411,853 ↓ -7.39%	YTD Number of Youth Programs 461 ↑ +6%	YTD Youth Program Attendees 10,135 ↑ +6%
YTD Number of Adult Programs 220 ↑ +33%	YTD Adult Program Attendees 2,213 ↑ +46%	

The percentage change is a comparison of YTD from prior year 2024. Physical circulation includes renewals.

In Focus: February 2025 Service Highlight

Public Services Highlight: Library Service for Homebound Individuals

Pierce County Library System's homebound service provides monthly delivery of library materials to eligible individuals, ensuring access to Library resources for people unable to visit a physical Library location. The service ensures continuity when life changes affect a customer's ability to visit a Library and reaches isolated individuals who would otherwise lack access to Library resources.

The Outreach Services Team manages customer intake, eligibility, support, and delivery logistics while collaborating with local library staff to place holds and make personalized selections. Monthly deliveries also connect homebound customers with Library programs like Summer Reading.

In addition to providing materials, the service fosters connections through personalized engagement, helping library staff build relationships that support social connection, a key factor in supporting sustainable communities.

Statistics

19 delivery routes serve 130 customers each month
1,060+ items borrowed monthly
12,800+ items yearly

Stories of Impact

- "Before you came, there was not a book in the house except those my daughter sent. Thank you, so glad you are here now! We will never be able to thank you enough." – Homebound Customer*
- "I can't possibly express how thankful I am for this, it's been a tremendously complex process and I very much doubt I would have learned about this [resource] without your help. You guys have already brought entertainment into my life, ..., but this is a step beyond...it's not necessarily an exaggeration to say that you may have indirectly saved or at least greatly improved my life." – Homebound Customer*

Looking Ahead

Events to Know About

Poetry Walk – Apr. 1, through Apr. 30, during trail open hours; Sprinker Recreation Center

Upcycling Bookcases (a community art project) – Wednesday, Apr. 9, 1:00pm-2:00pm, Sumner

Virtual Pijamada Bilingüe/Bilingual Pajama Party, Spanish-English Storytime/Cuentos en Español e Inglés – Thursday, Apr. 10, 7:00pm-7:35pm, Virtual Pierce County Library

Family Safety with Gig Harbor Self-Defense – Friday, Apr. 11, 4:00pm-5:00pm; Tillicum

Dandelions & Dogs - a Night of Art & Support with the Healing Arts Program –

Tuesday, Apr. 15, 4:00pm-5:00pm; DuPont

Wednesday, Apr. 30, 4:00pm-5:00pm; Interim Lakewood

Social Security 101 – Wednesday, Apr. 26, 6:00pm-7:00pm; Parkland/Spanaway

Department of Labor Presents Retirement Fitness – Wednesday, Apr. 30, 5:30pm-6:30pm; South Hill

Scam Prevention – Thursday, May 1, 10:00am-11:00am, Mid-County Community Center

Customer Impact and Community Engagement - Stories by Location

Key Center: A customer who hadn't visited the library in several years came in to print some documents from her phone. Upon discovering the puzzle table, puzzle exchange, and local art display, she exclaimed, *"Wow! I didn't know the library had all this. I will definitely be back."*

Gig Harbor: A customer planning a trip to Italy plans to learn Italian through an audiobook while driving. Being Dutch-Indonesian, she was thrilled to find Dutch programs on Kanopy. Staff added her card to the PCLS app, and she's happy with the "Scan ISBN" feature, which allows her to save money by borrowing books from the library.

Parkland/Spanaway: Over the past several months, staff have assisted two separate customers with computer and tech support, and both recently came in to celebrate their legal victories in lawsuits. Neither used a lawyer, yet both secured substantial financial settlements. Each stated repeatedly they couldn't have achieved this success without the resources and support provided by the library and staff.

Teens who helped create a passive program about community poems in winter have turned the results into a zine, which they will be submitting to a Washington zine competition. The teens are excited to create more zines in the future.

South Hill: Feedback from happy participants of the recent Yoga Program:

"Enjoyed class. It was very helpful with some of the injuries I have."

"Great class to learn chair yoga poses and to get my body moving again."

"Learning that I am able to do yoga using a chair."

University Place: From a customer feedback form: *I am on a temporary visit to my daughter's place from India. I am truly amazed to visit this library. The staff at the reception are extremely suave and humble. They welcome each visitor gracefully and support if needed. The events, from time to time organized here are also very encouraging and supportive to the kids, young generation, and also the seniors. The books, newspapers, and computers are amazing. I express my gratitude and thanks to the staff and Pierce County Management."*

MEMO



Date: April 1, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending February 2025

This report highlights the organization's key financial payments, financial trends, standing/ ongoing budget activities, and strategic financial planning efforts for the year.

Key Financial Payments

These payments are identified to be either significant in cost, relative to projects and priorities, or important payments relative to our normal M&O.

General Fund:

- 549020. Includes annual assessment and membership fees to AWC for \$25,045.54
- 548010. Includes payment of \$30,928.32 to Hermanson for renewal of HVAC annual service contract Q1 2025
- 534305. Includes payment to Proquest LLC for \$25,810.20 for yearly database renewal for Ancestry and Heritage Library

Capital Improvement Fund:

- 541020. Includes payment to Gensler for \$88,123.80 for strategy services for capital plan

Special Revenue Funds:

- No significant activity other than receipt of investment earnings in the current period.

Trends

Percentages are indicated as percent used of the total available budget in these categories. These percentages include the Purchase Orders that have been allocated to vendors for anticipated and approved spend in 2025.

- **General Fund Taxes:** Currently 1.7% of expected taxes are received. Our larger tax revenue is recorded in April and October.
- **Other General Fund Revenues:** As of February, 57.7% was reached. Revenue for February includes additional E-rate funds received, the 2024 US Bank rebate, and a \$39K refund from Comcast for prior year expenses.
- **Capital Improvement Fund Revenue:** Currently, 3.8% of expected revenues have been received.
- **Salaries and Wages:** On track at 16.2%.

-
- **Benefits:** 17.1%, slightly higher due to the beginning of the year stipends and other benefits that occurred in January.
 - **Supplies:** Currently at 26.2%, with the majority tied to issued purchase orders (POs) that are encumbered and will be spent throughout the year.
 - **Materials:** 9% spent YTD.
 - **Services:** Currently at 31.9%, with 1.3M in encumbered POs that are expected to be spent throughout the year.
 - **Transfers/Set Asides:** The Board approved 2M transfer from General Fund to Capital and 800K from LSF to General Fund on 4/1/2025.
 - **Capital Fund:** There was no significant spend in January and February in the Capital Fund as PCLS prepares the LCFA Fund to cover Sumner expenses.

Financial/Budget Activities

- Working directly with the County to create the Funds for the LCFA and finalizing the LCFA internal processes
- Closed the 2024 books and finalizing SAO Annual Report
- Planning for the 2026 Budget Process

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES	-46,538,000	-46,538,000	-812,289.73	-719,840.97	.00	-45,725,710.27	1.7%
02 CHARGES OTHER	-1,005,000	-1,005,000	-579,854.87	-235,619.34	.00	-425,145.13	57.7%
03 SALARIES AND WAGES	25,183,000	25,183,000	4,086,806.94	2,016,654.99	.00	21,096,193.06	16.2%
04 PERSONNEL BENEFITS	8,276,000	8,276,000	1,415,218.31	654,353.02	.00	6,860,781.69	17.1%
05 SUPPLIES EXPENSES	2,146,345	2,148,108	205,700.23	40,666.40	356,864.65	1,585,542.62	26.2%
06 MATERIALS	4,577,125	4,577,125	412,762.48	219,393.83	.00	4,164,362.52	9.0%
07 SERVICES EXPENSES	6,160,530	6,158,768	651,426.30	345,100.01	1,315,859.49	4,191,481.71	31.9%
09 TRANSFERS/SETASIDES	1,200,000	1,200,000	.00	.00	.00	1,200,000.00	.0%
TOTAL GENERAL FUND	0	0	5,379,769.66	2,320,707.94	1,672,724.14	-7,052,493.80	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-1,392,144.60	-955,460.31	.00	-47,950,855.40	
TOTAL EXPENSES	49,343,000	49,343,000	6,771,914.26	3,276,168.25	1,672,724.14	40,898,361.60	
102 LEVY SUSTAINABILITY FUND							
02 CHARGES OTHER	0	0	-127,057.66	-60,281.85	.00	127,057.66	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-127,057.66	-60,281.85	.00	127,057.66	100.0%
TOTAL REVENUES	0	0	-127,057.66	-60,281.85	.00	127,057.66	
103 ELECTION FUND							
02 CHARGES OTHER	0	0	-8,933.95	-4,238.67	.00	8,933.95	100.0%
TOTAL ELECTION FUND	0	0	-8,933.95	-4,238.67	.00	8,933.95	100.0%
TOTAL REVENUES	0	0	-8,933.95	-4,238.67	.00	8,933.95	
104 PROPERTY AND FACILITY FUND							
02 CHARGES OTHER	0	0	-8,604.09	-4,082.16	.00	8,604.09	100.0%
TOTAL PROPERTY AND FACILITY FUND	0	0	-8,604.09	-4,082.16	.00	8,604.09	100.0%
TOTAL REVENUES	0	0	-8,604.09	-4,082.16	.00	8,604.09	
201 DEBT SERVICE FUND							

YEAR-TO-DATE BUDGET REPORT

FOR 2025 02

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02	CHARGES OTHER	0	0	-677.15	-321.25	.00	677.15	100.0%
	TOTAL DEBT SERVICE FUND	0	0	-677.15	-321.25	.00	677.15	100.0%
	TOTAL REVENUES	0	0	-677.15	-321.25	.00	677.15	
301 CAPITAL IMPROVEMENT FUND								
02	CHARGES OTHER	-14,024,000	-14,024,000	-532,892.86	-7,097.31	.00	-13,491,107.14	3.8%
05	SUPPLIES EXPENSES	396,000	396,000	.00	.00	.00	396,000.00	.0%
07	SERVICES EXPENSES	4,661,000	4,661,000	166,812.40	97,421.54	2,214,472.69	2,279,714.91	51.1%
08	CAPITAL OUTLAYS	10,967,000	10,967,000	12,554.06	.00	250,488.61	10,703,957.33	2.4%
09	TRANSFERS/SETASIDES	-2,000,000	-2,000,000	.00	.00	.00	-2,000,000.00	.0%
	TOTAL CAPITAL IMPROVEMENT FUND	0	0	-353,526.40	90,324.23	2,464,961.30	-2,111,434.90	100.0%
	TOTAL REVENUES	-16,024,000	-16,024,000	-532,892.86	-7,097.31	.00	-15,491,107.14	
	TOTAL EXPENSES	16,024,000	16,024,000	179,366.46	97,421.54	2,464,961.30	13,379,672.24	
	GRAND TOTAL	0	0	4,880,970.41	2,342,108.24	4,137,685.44	-9,018,655.85	100.0%

** END OF REPORT - Generated by Olivia Bishop **

Unfinished Business

MEMO



Date: March 31, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: 2025 Proposed Amended Capital Fund Budget

Due to adjustments to the allocation of the Sumner Library Capital Facility Area (LCFA) bond sales proceeds, an amended Capital Fund budget proposal for 2025 is presented for Board consideration. The adjustments reflect updates based on approved fund transfers, changes in project costs, and revised funding allocations to ensure financial responsibility while meeting the Library's strategic priorities.

Summary of Key Revenue Amendments

- The largest adjustment is due to Sumner LCFA funds being deposited directly into the Sumner LCFA account, with capital costs for the Sumner Library being paid directly from LCFA. This results in a reduction of \$10.4 million in anticipated revenue.
- A \$2 million transfer from the General Fund (unspent funds) has been incorporated, approved in March for transfer in April.
- The Library Capital Improvement Program (LCIP) grant of \$800,000 has been removed as this is not anticipated to be received until after 2025.

Summary of Key Expense Amendments

- *Current Building Improvements:* Adjustments include a cost reduction of \$62,000 for the Buckley Site Evaluation and the addition of a \$100,000 for finalizing the door replacement project.
- *Future Buildings & Other:* The Sumner Library expenditure was reduced by \$13.09 million due to LCFA funding allocation, reflecting the shift of direct payment from LCFA funds. Increase of \$30,000 for Interim Lakewood Library for 2024 completed work yet to be billed. Other minor reductions include vehicle purchases reduction of \$27,000 and a net reduction in consultant fees by \$16,000 across multiple areas.
- *Technology Updates:* Increased allocation for Network Infrastructure Upgrades of \$540,000 to reflect an approved contract in March. Other minor reductions total \$21,000 in this area.
- *Contingency & Fund Balance:* Contingency was reduced by \$185,300, while an additional \$3.56 million was allocated to increase the Capital fund set-asides and fund balance for future use.

The amendments result in a net decrease of \$9.2 million in total expenditure, aligning the budget with available revenue sources while maintaining flexibility for future capital needs. These updates ensure fiscal responsibility while keeping capital projects aligned with long-term planning.

Action: Approve Resolution 2025-09: To Amend the 2025 Capital Improvement Fund Budget as presented

2025 CAPITAL IMPROVEMENT FUND -AMENDED BUDGET-				
Amended March 9, 2025	2025 Final Approved Budget	2025 Amended Budget	Difference Final/Amended	Notes
-- FUNDING SOURCES --				
USE OF FUND BALANCE				
Carryforward funds from prior fiscal year				
Use of Fund Balance/Cash Reserves	\$ -	\$ -	\$ -	
TOTAL USE OF FUND BALANCE	\$ -	\$ -	\$ -	
NEW REVENUE				
Transfer from General Fund - 2025 Revenue	\$ 2,000,000	\$ 2,000,000	\$ -	
Transfer from General Fund - Unspent	\$ -	\$ 2,000,000	\$ 2,000,000	Approved in March - Transferring in April
Sumner LCFA	\$ 11,834,000	\$ 1,430,900	\$ (10,403,100)	Bond Proceeds going directly to LCFA
Foundation Cap Planning Funding	\$ 520,000	\$ 520,000	\$ -	Received in Feb from FND
Grants- LCIP	\$ 800,000	\$ -	\$ (800,000)	
Interest Earnings	\$ 870,000	\$ 870,000	\$ -	
TOTAL NEW REVENUE	\$ 16,024,000	\$ 6,820,900	\$ (9,203,100)	
TOTAL REVENUE/FUND USAGE	\$ 16,024,000	\$ 6,820,900	\$ (9,203,100)	
-- EXPENDITURES --				
CURRENT BUILDING IMPROVEMENTS				
Buckley Site Evaluation	\$ 112,000	\$ 50,000	\$ (62,000)	Cost was less than anticipated
LWD Demo	\$ 30,000	\$ 31,300	\$ 1,300	
Door replacement	\$ -	\$ 100,000	\$ 100,000	Completing this project this year
Facilities Condition Assessment Needs/Consultants	\$ 1,290,000	\$ 1,290,000	\$ -	
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 1,432,000	\$ 1,471,300	\$ 39,300	
FUTURE BUILDINGS & OTHER				
Lakewood Interim Library	\$ 68,700	\$ 98,700	\$ 30,000	
Sumner Library	\$ 13,155,000	\$ 65,000	\$ (13,090,000)	Will be paid out of Sumner LCFA
Other Future			\$ -	
Vehicle purchases	\$ 77,000	\$ 50,000	\$ (27,000)	
Comprehensive Capital Plan Consultant	\$ 371,000	\$ 350,000	\$ (21,000)	
Capital Campaign Consultants	\$ 55,000	\$ 50,000	\$ (5,000)	
Strategic Planning	\$ 4,000	\$ 14,000	\$ 10,000	
COM Public Opinion poll	\$ 50,000	\$ 50,000	\$ -	
Rebrand Consultant	\$ 80,000	\$ 80,000	\$ -	
TOTAL FUTURE BUILDINGS & OTHER	\$ 13,860,700.00	\$ 757,700.00	\$ (13,103,000.00)	

2025 CAPITAL IMPROVEMENT FUND -AMENDED BUDGET (cont..)-				
Amended March 9, 2025	2025 Final Approved Budget	2025 Amended Budget	Difference Final/Amended	Notes
-- EXPENDITURES CONT. --				Approved contract in March- Originally netted erate returns against expenses in budget request
TECHNOLOGY UPDATES				
Facilities Work Order System	\$ -	\$ -	\$ -	
Meeting Room Technology	\$ 99,000	\$ 85,000	\$ (14,000)	
Digital Signage Upgrades	\$ 77,000	\$ 70,000	\$ (7,000)	
Network Infrastructure Upgrades	\$ 220,000	\$ 760,000	\$ 540,000	
TOTAL TECHNOLOGY PROJECTS	\$ 396,000	\$ 915,000	\$ 519,000	
CONTINGENCY	\$ 335,300	\$ 150,000	\$ (185,300)	
INCREASE TO SETASIDES/FUND BALANCE	\$ -	\$ 3,526,900	\$ 3,526,900	
TOTAL EXPENDITURES	\$ 16,024,000	\$ 6,820,900	\$ (9,203,100)	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	

RESOLUTION NO. 2025-10

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO APPROVE THE 2025 AMENDED CAPITAL
IMPROVEMENT FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (the “Library”) has an established Capital Fund to pay for projects which align with Capital Improvements and

WHEREAS, the Library has identified Capital Improvement needs and identified significant projects to be accomplished in 2025, 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 had originally reviewed the Capital Improvement Plan for 2025 and had determined that ten (10) projects amounting to \$15,688,700, which included Sumner Library Capital Facilities Area (the “SLCFA”) bond revenue and expenditures, and a \$335,300 contingency to be funded through the Capital Fund, and

WHEREAS, the Pierce County Assessor-Treasurer directed the Library to have the SLCFA bond proceeds directly deposited to a separate SLCFA account in Pierce County’s Workday financial system, and

WHEREAS, project costs for 2025 Sumner Library will be paid out of the aforementioned SLCFA fund, resulting in a technical removal of the expense allocation of \$13 million in the Library’s 2025 capital budget, and

WHEREAS, the Library will seek reimbursement of approximately \$1.43 million from the SLCFA in 2025 for all eligible expenses utilized for the Sumner Library project in current and prior years, and

WHEREAS, the Board passed a resolution in March 2025 to transfer \$2 million of unspent 2024 General Funds to the Capital Fund. The Library has adjusted the Capital Fund in other minor areas and anticipates an increase to the Capital Fund balance by \$3.55 million, resulting in a total amended budget of \$6,820,900 for 2025, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2025 amended Capital Improvement Fund budget be \$6,820,900 and is hereby approved and adopted on this day in its final form and content.

PASSED AND APPROVED THIS 9th DAY OF APRIL 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

MEMO



Date: March 31, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: Q1 2025 Strategic Implementation Plan Status Report

The 2025-2029 PCLS Strategic Plan was adopted at the December 2024 Board meeting. In Q1 2025, we accomplished the following:

- 7 listening sessions held to understand staff perspectives on our new values show up in the work we do.
- Developed the Strategic Implementation Plan (SIP) management process, including:
 - Core Implementation Team with Plan Sponsor, Goal Sponsors, and Strategic Leads.
 - Monthly Community of Practice meetings for sharing information, troubleshooting, and mentorship.
 - Quarterly Status Reports with tools and processes to be reviewed by the Management Team.
 - Action Planning Tools and Knowledge Management.
- Launched all 6 priority one strategies, with each team defining the scope of their strategy, completing initial action planning, and establishing meeting schedules.

For the Board meeting, we will review the Strategic Plan Development Overview, Q1 Status Report, and timeline. The implementation team is adjusting workloads and forming strategy teams, despite capacity challenges. Our iterative process for building the plan management structure and reporting will improve report quality over the year as we develop tracking and analysis tools.

I look forward to discussing the report and timeline at the April meeting.

Pierce County Library System Strategic Plan 2025-2029 Development Overview



Introduction

In 2023-2024, the Pierce County Library System created a new strategic plan with input from people served by the Library System, community leaders, and staff. The Library used several tactics to engage residents and community leaders including:

- Online and print surveys in English, Spanish, Korean, and Ukrainian
- Focus group meetings with community leaders and teenagers
- Interviews with community leaders

A Project Planning Team led by Deputy Director Connie Behe with team members Customer Experience Director Alison Eckes and Marketing and Communications Director Mary Getchell developed an overarching plan to develop a new Strategic Plan. The team, along with Business and Compliance Director Cliff Jo, created a request for proposals to select a strategic planning consulting firm. Through a competitive process, the team selected Coraggio Group.

A Project Kickoff Team, with the staff who selected the consulting firm, along with Regional Services Managers Chrissy Knoelke and Steve Carmody and the consultants met and further developed the scope of work and charted the course for the project.

In total, the Library received input from nearly 3,000 people. It learned important information about the lives of Pierce County residents and the library services they value. The Library System gained an insight of what was happening in individuals' lives and their families' lives, as well as what was happening in communities throughout unincorporated Pierce County and the 15 cities and towns annexed to the Library System for service, to understand how to prioritize library services to meet community needs.

Charting the Course of the Project

The Project Kickoff Team completed the following tasks:

- Determined Planning Team members.
- Provided an overview for the project need and goals.
- Gathered big picture context for the plan to be created.

Along with these tasks, the consultants reviewed background documents and data to gain a further understanding of the Pierce County Library System and people living in its service area. Those materials included:

- 2016 Strategic Plan
- Organizational charts
- Program descriptions and performance
- Public surveys
- Community demographics
- Trends in library services and access

The Project Planning Team and consultants divided the project into three phases:

- Get Clear.
- Get Focused.
- Get Moving.

Get Clear

Needs Assessment

The Project Team worked with the consultants to develop the needs assessment for the plan and completed:

- Reviewed background data.
- Assessed the evolution of the communities the Library serves.
- Identified potential areas of exploration or need.
- Leveraged the background information and data and identified challenges, opportunities, and objectives.

Community Engagement

The primary community engagement tools included:

- One online and print survey for the public; One online survey for staff
- Six stakeholder focus groups
- Ten community leader interviews
- One all staff meeting
- Ongoing meetings with Board of Trustees

The Library System used multiple tactics to engage the community:

- Talking Points
- Internal e-newsletter
- “Cover to Cover” articles
- Web page
- Home page web content
- Flyer, poster, content ad for digital interior signs in libraries
- News release
- External e-newsletter articles
- Social media marketing posts
- Advertising in print and digital in the News Tribune
- Advertising on targeted websites
- Advertising on Pandora
- Advertising on Spanish radio
- Direct mail to all households in service area
- Content for local government and community organizations’ communications channels

Survey


Designed to learn what was happening in people’s lives and then with that input, align library services to meet those needs and interests. Survey distributed online and in print in libraries and in communities, in English, Spanish, Korean, and Ukrainian. In all 2,875 people completed the survey.

In addition, Coraggio worked with the Project Planning Team to create a staff survey. In all, 149 staff responded to the survey.

Focus Groups

Coraggio consultants conducted the focus groups, which were virtual. In total, 45 people participated.

- Government
- Nonprofits (2 sessions)
- Businesses, civic organizations
- Friends organizations and Pierce County Library Foundation
- Teenagers



What’s happening in your life?

Please complete a brief survey and share what is important to you, your family, your community.


Complete a survey at any Pierce County Library or online at mypcls.org/new-strategic-plan now through March 31, 2024.

The Pierce County Library System needs input from you and your neighbors to help the Library System develop a new strategic plan. Share what matters to you and your neighbors:

- What do you enjoy?
- What complicates your life?
- What’s important to you?
- How can the Library System be part of your life and your neighbors’ lives?

With the community’s input, the Library System will match its services to what matters in people’s lives

Thank you for sharing your interests and opinions!




Pierce County Library System
Information & Imagination

Learning • Enjoyment • Community
mypcls.org

To request this document in an alternate format, call Washington Relay TTY 711 for 253-548-3426.

Follow us!



Community Leader Interviews

Coraggio consultants conducted the individual interviews, which were virtual or phone and in 30 minute periods.

Objectives:

- Understand concerns/criticisms.
- Tap into knowledge from influential people in the community.
- Garner new perspectives.
- Gather diverse input.



All Staff meeting

The meeting solicited input from staff to develop a new vision, mission, and values.

Get Focused

Community Input Review and Plan Draft

The Project Kickoff Team determined the Core Planning Team members, with review by the Library's Administrative Team and approval by the Library's Executive Director Gretchen Caserotti:

- Katie Baker, Service Desk and System Support Supervisor
- Connie Behe, Executive Director*
- Alison Eckes, Customer Experience Director*
- Mary Getchell, Marketing and Communications Director*
- Chris Hamilton, Facilities Coordinator
- Kari Van Baalen, Librarian
- Tim Sage, Regional Services Manager
- Darien Torbert, Customer Experience Specialist
- Mejin Turner, Supervising Librarian

*Project Planning Team

The Core Planning Team reviewed the community input and synthesized the development of the strategic plan.

Situation Assessment/Survey Report

The consultants created a situation assessment and survey report for review and discussion by the Core Planning Team at a Strategic Clarity Retreat. The assessment and report included input from the focus groups, community leader interviews, all staff day, staff survey, and public survey.

Strategic Plan Development

With the input from the surveys, focus groups, and interviews, the consultants created a draft strategic plan. The Core Planning Team met several times—in person and virtually—to synthesize the plan. The Administrative Team also reviewed key elements of the plan, with the Executive Team giving final review.

The team surveyed staff for input with an online survey, with review of the draft plan.

Throughout the development of the plan, the Deputy Director, who was leading the project, and the consultants informed and engaged the Library's Board of Trustees with the plan elements. In November 2024, Coraggio consultants presented the draft plan to the Board. In December 2024, the Board approved the plan.

Final Strategic Plan Distribution

In December 2024, the Library System shared the plan internally and externally, using many of the communications channels it used to engage the public and staff with the plan, and used the following communications cascade and tactics:

- Talking Points
- Internal e-newsletter "Cover to Cover" article
- Printed handout and poster of the plan in libraries
- Website
- Email to stakeholders who participated/were invited to participate in focus groups/interviews
- Digital screen ads in libraries
- News release
- Social media marketing
- E-newsletter
- Video

Get Moving

Implementation

In December 2024, the Administrative Team and Management Team began implementing the plan. The Core Planning Team and Executive Team, along with input from the Administrative Team, identified the strategies to work on beginning in 2025. In the first quarter of 2025, plan implementation began to involve additional staff.

Addendum

Survey to Community



Pierce County Library System Strategic Planning Survey

Introduction

Thank you for taking the time to participate in the Pierce County Library System's strategic planning survey. Your perspective and ideas will provide valuable input into the Library's strategic planning process.

Please keep in mind:

- All responses are confidential.
- The survey will take approximately seven minutes to complete.
- Please submit your candid and confidential responses by March 31, 2024.

If you have any questions about this survey or the process in general, please contact Jeremiah Koshy at jeremiah@coraggiogroup.com.

Thank you once again for your participation.

~ Coraggio Group

Pierce County Library System Strategic Planning Survey

Community Resources

Please consider your and your community's resource needs as you answer the questions within this section.

- 1. Please indicate how important it is **to you** that you have free public resources, such as support, spaces, programs, print and visual materials, etc. to:**

	Very important	Somewhat important	Not important	Very unimportant
Learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Be creative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connect with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 2. Please indicate how important it is **to your community** that there are free public resources such as support, spaces, programs, print and visual materials, etc. to:**

	Very important	Somewhat important	Not important	Very unimportant
Learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Be creative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connect with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 3. What value does the Pierce County Library System add to your community?**
(Please provide one-word responses)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 1	Word 2	Word 3

Pierce County Library System Strategic Planning Survey

Your Library Experience

Please share about your experience(s) using the Pierce County Library.

4. What I love most about my library is:

(please provide one-word responses)

(a) I love...

(b) I love...

(c) I love...

5. Please rate your level of agreement with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	I do not use or need library services
Learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Be creative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Connect with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. How likely are you to recommend the Pierce County Library System (PCLS) to a family member, friend, or colleague?

Very likely	Somewhat likely	Not likely	Very unlikely	I do not use or need library services
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Pierce County Library System Strategic Planning Survey

Your Library Experience

This part of the survey seeks to understand how accessible Pierce County Library is to you.

7. Are the Pierce County Library's **physical or in-person services** accessible?

(select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> I get everything I need from the internet. | <input type="checkbox"/> Current library operating hours do not work with my schedule. |
| <input type="checkbox"/> I do not know what the library offers. | <input type="checkbox"/> I feel unsafe at the library. |
| <input type="checkbox"/> I find it difficult to book an appointment to meet with a librarian. | <input type="checkbox"/> Physical materials are not available in my desired language. |
| <input type="checkbox"/> There are long wait times to access physical books. | <input type="checkbox"/> I face no challenges when accessing the Pierce County Library. |
| <input type="checkbox"/> I feel unwelcome. | <input type="checkbox"/> I do not use or need library services. |
| <input type="checkbox"/> I have limited or no transportation to get to the library. | <input type="checkbox"/> Others: (please elaborate) |

8. How accessible are Pierce County Library System's **virtual or digital services**?

(select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> I do not possess a device that can access online library services. | <input type="checkbox"/> I do not know how to use the resources available online. |
| <input type="checkbox"/> I do not know what digital services the library offers. | <input type="checkbox"/> I face no challenges when accessing the library's digital services. |
| <input type="checkbox"/> I do not have an internet connection at home or mobile data to access the online library. | <input type="checkbox"/> I do not use or need the library's digital services. |
| <input type="checkbox"/> I prefer to access the library physically/in-person in the building. | <input type="checkbox"/> Others: (please elaborate) |
| <input type="checkbox"/> I am not confident in my ability to use technology. | |

Pierce County Library System Strategic Planning Survey

Learning more about you and your community

This section is an opportunity for you to share more about yourself and your community. Your input in this area will help the Pierce County Library better understand how to tailor library services to meet your needs and your communities needs.

9. What do you feel hopeful about for the future of your community?

(please provide one-word answers)

Word 1

Word 2

Word 3

10. Please select the **top three issues facing your community.**

(select all that apply)

☐ Unemployment or layoffs

☐ Poor transportation infrastructure

☐ Political division and polarization

☐ Unreliable internet

☐ Economic and income disparities

☐ Food insecurity

☐ Access to affordable healthcare

☐ Availability and affordability of childcare

☐ Substance abuse

☐ Others: (please elaborate)

☐ Lack of affordable housing

☐ Prefer not to answer

Pierce County Library System Strategic Planning Survey

Library Usage

11. How often do you visit the Library or use digital library services?

- ☐ Once a week or more
- ☐ Once a month or more
- ☐ A few times a year
- ☐ Once a year or less
- ☐ Never

Pierce County Library System Strategic Planning Survey

Closing Thoughts

12. Is there anything else you would like to share that you feel would be important for the Pierce County Library to consider as it develops its new strategic plan?

Quarterly Strategic Planning Report

Timing	Strategy	Key Measure	Status		
Q1 2025	Summary of priority 1 strategies		Scope	Schedule	Resources
			On Track	On Track	On Track

Highlights and Look Forward

Work Underway

- Each project mentions the importance of conducting kickoff meetings to set the stage for future work.
- There is a focus on finalizing scope and action plans, creating project timelines, and tracking progress.
- All projects emphasize the importance of getting grounded and organized as a team, setting logistics, and establishing meeting cadences.
- Activities like team building exercises and identifying opportunities for training courses are highlighted to strengthen team cohesion and expertise.
- Core Implementation Team community of practice created, and monthly meetings scheduled; ongoing sponsorship meetings scheduled; status report meetings scheduled

What's Next

- Reviewing and refining action plans with alignment checks from plan sponsors is a common next step.
- Kicking off research phases and designing project components are planned for the near future.

Successes and Challenges

Successes/Learnings to Date

- Teams are excited and eager to start, with successful definitions of project goals and beneficial learnings from previous work.

Challenges and Needs

- Capacity constraints are a recurring challenge, impacting timely scheduling and organization.
- Logistical challenges in getting the teams together are noted, but solutions like setting regular meeting cadences are being implemented.

2025 Q1 Strategic Implementation Plan Status Report

April 9, 2025

VISION: The community of Pierce County thrives on inclusion, curiosity, and connection.

MISSION: To empower the people of Pierce County by advancing all forms of literacy, championing access to information, creating inclusive and inspired spaces, and enriching lives.

VALUES: Cultural Humility, Empowerment, Human Connection, Transformative Hospitality

2025

2026

2027

Goal	Strategy	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Enhance Library Experience	Modernize visitor/user experience and service delivery																																				
Welcoming & Inclusive Spaces & Services	Become a trauma-informed library																																				
Emphasize Strategic Partnerships	Develop and sustain strategic, high-impact community partnerships																																				
Build a Sustainable Future	Build resilience through emergency preparedness																																				
	Emphasize economic feasibility in sustainability.																																				
Organizational Development	Embed strategic plan MVV into the PCLS HR systems and structure																																				

MEMO



Date: March 28, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director
Kristina Cintron, Facilities and Capital Projects Director

Subject: New Sumner Library Project Update

Overview of Driveway Relocation After critical review of options available, the design team determined it was necessary to relocate the driveway to Main Street in February. Efforts are being made to minimize cost impacts while keeping the building program largely intact. However, this move requires:

- Installing an underground stormwater treatment system.
- Rearranging some interior spaces to accommodate the driveway along the eastern portion of the building.
- Revising mechanical, plumbing, landscaping, and structural designs.

Hearing Examiner's Decision Regarding the Joint Request to Reopen the Record for Sumner CUP-2024-0007, the following requirements were outlined:

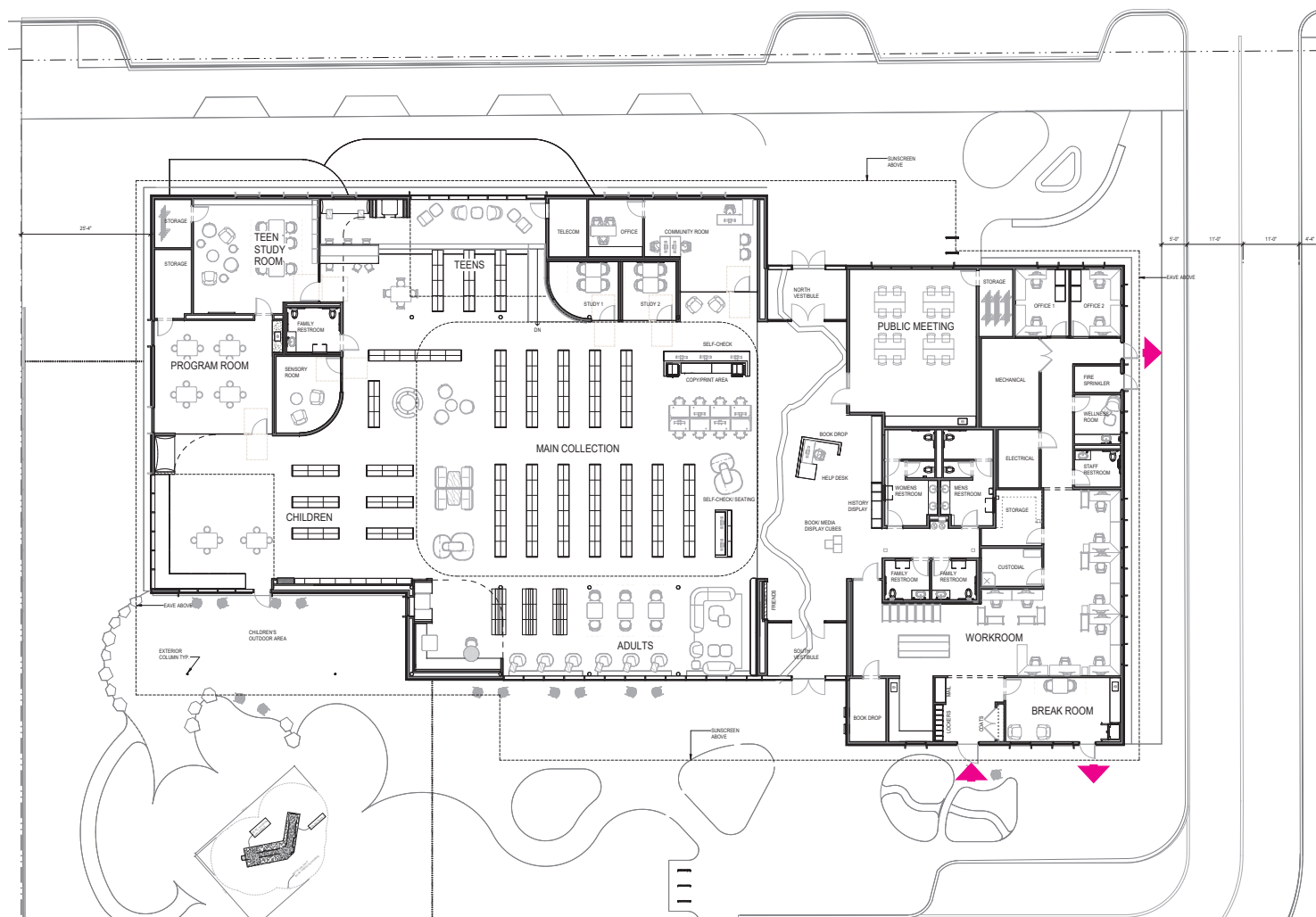
- **Engineering Study:** The applicant must conduct an engineering study to assess the project's impact on pedestrian and non-motorized safety. With the decision to relocate the main entrance, a new or updated traffic study would be required anyway.
- **Recommendations:** It should determine necessary pedestrian safety improvements and alleviate any safety impacts caused by the project. The City of Sumner will evaluate the recommendations and may require such recommendations as consistent with constitutional nexus and proportionality.

Site Work and Pre-Load Phase Architects are preparing the Request for Bids (RFB) for site work, with soil pre-loading required to ensure suitable conditions for construction. The pre-loading process, lasting six months, is expected to begin in May after bids are received in April.

Interior Design Update Architects have begun considering furniture, paint, and materials, informed by community feedback requesting earthy tones, quality natural light, and designs reflecting Sumner's unique community. This input from the community is clearly influencing both the overall design and the furnishing selections.

Cost Considerations The finalized site plan and cost estimate will provide clarity on financial impacts. We anticipate potential fluctuations in material costs due to tariffs on goods from Canada, Mexico, and China.

OPTION B PLAN



MEMO



Date: April 1, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Privacy and Confidentiality Policy

The Confidentiality of Library Records Policy has been updated to align with modern practices, address technological changes, and improve transparency in managing personal information. This new version, replacing the 2013 policy, has undergone legal review and is presented for Board approval this month.

Key updates:

- Clear guidelines on data collection, retention, and sharing (e.g., accounts, Wi-Fi, website cookies, video footage).
- Patron contact information may be used for notifications, surveys, and approved Foundation purposes.
- New rules for responsible AI use by staff.
- IT safeguards protect customer data, with strict laws governing disclosure.

Action: Approve the Privacy and Confidentiality Policy as presented

Board Policy

Privacy and Confidentiality Policy **DRAFT Updated 4/1/25**

Policy Statement

The Pierce County Library System (“Library”) is committed to protecting privacy and upholding intellectual freedom. The Library only collects and retains essential personally identifiable customer information as necessary to manage resources and provide services.

Purpose

This policy outlines how the Library safeguards user privacy, maintains confidentiality of records, and discloses the types of information that may be collected.

Policy

A person’s right to privacy in a physical or virtual library is the right to inquire, browse, explore, and discover information without scrutiny. Privacy is essential to exercise free speech, free thought, and free association. Subject to legal mandates, including the Public Records Act, ~~t~~The Library keeps personal information confidential, including account details, interlibrary loan records, and optional borrowing history. While we don’t track borrowing history by default, customers can choose to opt in. Personally identifiable information is only accessible to authorized library personnel and is not disclosed except as required by law.

There is no reasonable expectation of privacy regarding a person's presence in a public space. There is a distinction between privacy of a customer's use of library materials and services and their physical presence in a public building; the former is protected to some degree under the in-p~~Public~~ Records laws ~~Act~~related to disclosure, and the latter is not protected due to public spaces.

Information Collected

- **Library Accounts:** Valid address within the Library’s service area and identification are required for a basic library card. The Library stores borrower, transaction and material records until deleted by request, inactivity, or removal of physical materials from circulation.
- **Public Computers and Wi-Fi:** The Library collects minimal data for system access, but no user specific data is collected. That data is purged at the end of each day, leaving only a connection record for reporting purposes.
- **Third-Party Vendors:** Some user data may be shared with contracted vendors to provide services such as catalog access, e-books, digital resources, meeting room reservations, event registrations, and research databases. The Library does not sell customer information. The Library does not store credit card information from patron purchases and works only with Payment Card Industry (PCI) compliant merchants for online and credit card transactions.
- **Website and Cookies:** The Library website collects limited usage data but does not track personally identifiable information unless provided by the user. Individuals may adjust Internet browser settings to manage cookies, small text files stored on their device by websites to

remember their preferences, login details, and browsing activity, enhancing their experience. Disabling cookies may limit access to certain web content or features.

- **Video Footage:** The Library may use video cameras for security purposes at its locations, occasionally recording visitors or staff. Footage is overwritten monthly as storage fills and is replaced with new footage.

The Library's privacy and confidentiality policy does not apply to external applications or websites accessed from the Library's public computers, devices, or equipment. Individuals who use services such as catalog feeds, public blogs, or hold and overdue notices via email or text message should be aware that the Library has no ability to protect the privacy of this information.

Library and Foundation Use

Account notifications are automated to send to the user's email or phone number on record. The Library may use names, addresses, email addresses, or other contact information from cardholder files to conduct surveys or notify users of programs, services, or policy changes. Individuals may opt-out of notifications at any time. The Pierce County Library Foundation may use contact information of adult library users (ages 18 and older) for event and fundraising information, with prior approval from the Library Executive Director.

Use of Artificial Intelligence

The Library is committed to using Generative Artificial Intelligence (AI) responsibly and ethically to enhance the user experience while protecting privacy and security. AI technologies may help personalize recommendations, analyze trends, improve efficiency, and support customer service.

The Library will comply with all applicable laws and ethical standards regarding AI use by regularly reviewing and updating its practices to ensure responsible implementation. [In particular, the Library follows the State of Washington's Guidelines for the Deployment of Generative Artificial Intelligence released in response to the Governor's Executive Order 24-01.](#)

When engaging third-party AI services, the Library will carefully vet AI providers to ensure they adhere to the Library's privacy and ethical policies. By maintaining oversight, the Library seeks to uphold the integrity, security, and ethical use of AI in its services.

Security & Records Management

The Library has implemented physical, electronic, and managerial measures to reasonably prevent unauthorized access to the information it collects online. Users ~~claim all~~ are responsible ~~ability~~ for information collected by other websites linking to or from the Library's public website [based on such use.](#)

Library records containing personally identifiable information will be disposed of unless needed for public records retention requirements, system backups, or other reasons related to effectively managing library resources or providing services.

Disclosure

Staff members and volunteers may not disclose or share information about borrower records, including transactions of checked out items, requests for information or materials and online sites accessed. Under Washington State Law (RCW 42.56.310), customer and circulation records are exempt from public disclosure [under some circumstances.](#)

Titles of items checked out by a customer under the age of 18 may be released to the customer's custodial parents or legal guardians upon request if there is a lost or damaged fee owed on the title.

Law Enforcement

Any law enforcement agency must provide a properly executed court order to release specific customer records. Records identifying library users and their use of materials will not be made available except through legal processes [including under the Public records Act](#). The Executive Director, or designee, is the only authorized Library agent to receive ~~all legal~~ [law enforcement](#) notices and act upon them. The Library will consult with legal counsel before the release of information to law enforcement.

Adopted by the Pierce County Rural Library District Board of Trustees, xxx

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Board Policy

Privacy and Confidentiality Policy

Policy Statement

The Pierce County Library System (“Library”) is committed to protecting privacy and upholding intellectual freedom. The Library only collects and retains essential personally identifiable customer information as necessary to manage resources and provide services.

Purpose

This policy outlines how the Library safeguards user privacy, maintains confidentiality of records, and discloses the types of information that may be collected.

Policy

A person’s right to privacy in a physical or virtual library is the right to inquire, browse, explore, and discover information without scrutiny. Privacy is essential to exercise free speech, free thought, and free association. Subject to legal mandates, including the Public Records Act, the Library keeps personal information confidential, including account details, interlibrary loan records, and optional borrowing history. While we don’t track borrowing history by default, customers can choose to opt in. Personally identifiable information is only accessible to authorized library personnel and is not disclosed except as required by law.

There is no reasonable expectation of privacy regarding a person's presence in a public space. There is a distinction between privacy of a customer's use of library materials and services and their physical presence in a public building; the former is protected to some degree under the Public Records Act, and the latter is not protected due to public spaces.

Information Collected

- **Library Accounts:** Valid address within the Library’s service area and identification are required for a basic library card. The Library stores borrower, transaction and material records until deleted by request, inactivity, or removal of physical materials from circulation.
- **Public Computers and Wi-Fi:** The Library collects minimal data for system access, but no user specific data is collected. That data is purged at the end of each day, leaving only a connection record for reporting purposes.
- **Third-Party Vendors:** Some user data may be shared with contracted vendors to provide services such as catalog access, e-books, digital resources, meeting room reservations, event registrations, and research databases. The Library does not sell customer information. The Library does not store credit card information from patron purchases and works only with Payment Card Industry (PCI) compliant merchants for online and credit card transactions.
- **Website and Cookies:** The Library website collects limited usage data but does not track personally identifiable information unless provided by the user. Individuals may adjust Internet browser settings to manage cookies, small text files stored on their device by websites to

remember their preferences, login details, and browsing activity, enhancing their experience. Disabling cookies may limit access to certain web content or features.

- **Video Footage:** The Library may use video cameras for security purposes at its locations, occasionally recording visitors or staff. Footage is overwritten monthly as storage fills and is replaced with new footage.

The Library's privacy and confidentiality policy does not apply to external applications or websites accessed from the Library's public computers, devices, or equipment. Individuals who use services such as catalog feeds, public blogs, or hold and overdue notices via email or text message should be aware that the Library has no ability to protect the privacy of this information.

Library and Foundation Use

Account notifications are automated to send to the user's email or phone number on record. The Library may use names, addresses, email addresses, or other contact information from cardholder files to conduct surveys or notify users of programs, services, or policy changes. Individuals may opt-out of notifications at any time. The Pierce County Library Foundation may use contact information of adult library users (ages 18 and older) for event and fundraising information, with prior approval from the Library Executive Director.

Use of Artificial Intelligence

The Library is committed to using Generative Artificial Intelligence (AI) responsibly and ethically to enhance the user experience while protecting privacy and security. AI technologies may help personalize recommendations, analyze trends, improve efficiency, and support customer service.

The Library will comply with all applicable laws and ethical standards regarding AI use by regularly reviewing and updating its practices to ensure responsible implementation. In particular, the Library follows the [State of Washington's Guidelines for the Deployment of Generative Artificial Intelligence](#) released in response to the [Governor's Executive Order 24-01](#).

When engaging third-party AI services, the Library will carefully vet AI providers to ensure they adhere to the Library's privacy and ethical policies. By maintaining oversight, the Library seeks to uphold the integrity, security, and ethical use of AI in its services.

Security & Records Management

The Library has implemented physical, electronic, and managerial measures to reasonably prevent unauthorized access to the information it collects online. Users are responsible for information collected by other websites linking to or from the Library's public website based on such use.

Library records containing personally identifiable information will be disposed of unless needed for public records retention requirements, system backups, or other reasons related to effectively managing library resources or providing services.

Disclosure

Staff members and volunteers may not disclose or share information about borrower records, including transactions of checked out items, requests for information or materials and online sites accessed. Under Washington State Law (RCW 42.56.310), customer and circulation records are exempt from public disclosure under some circumstances.

Titles of items checked out by a customer under the age of 18 may be released to the customer's custodial parents or legal guardians upon request if there is a lost or damaged fee owed on the title.

Law Enforcement

Any law enforcement agency must provide a properly executed court order to release specific customer records. Records identifying library users and their use of materials will not be made available except through legal processes including under the Public records Act. The Executive Director, or designee, is the only authorized Library agent to receive law enforcement notices and act upon them. The Library will consult with legal counsel before the release of information to law enforcement.

Adopted by the Pierce County Rural Library District Board of Trustees, April 9, 2025.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

MEMO



Date: March 28, 2025

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

From: Amy Anderson, Collection Management Director

Subject: Selection of Library Materials Policy – Discussion

While remaining substantively the same, the Selection of Library Materials policy has been updated in a couple of small ways:

- The sentence mentioning a “site supervisor” has been updated for clarity. Any supervisor can receive a Request for Reconsideration form from a customer and complete the sections of that completed form that are designated for supervisor response.
- The typo “individually” has been updated to “individual.”
- At the end of the policy, a reference to an Administrative Policy that no longer exists has been removed.

Board Policy



Selection of Library Materials

Policy Statement

Pierce County Library System has the responsibility to provide fair and equitable access to information to all people of our community.

Pierce County Library System selects materials and resources that support the Library's ~~Mission~~ Mission Statement ~~mission statement~~.

Commented [CB1]: Updated with current mission statement

~~To bring the world of information and imagination to all people of our community~~ To empower the people of Pierce County by advancing all forms of literacy, championing access to information, creating inclusive and inspired spaces, and enriching lives.

Purpose

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

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

Policy

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

The Executive Director of the Pierce County Library System and, at the Executive Director's designation, such members of the staff who are qualified by reason of education and training are responsible for the selection of library materials. The Library's collections will include as broad a selection as possible. Subjects will be covered in sufficient depth to meet anticipated and expressed needs.

The Library will:

Provide diverse and inclusive collections that contain viewpoints by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences

- Provide collections that anticipates the needs and numbers of potential users

-
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collections
 - Consider the availability of the same, or similar, materials in other libraries or agencies
 - Consider the need for all subjects covered and viewpoints expressed
 - Consider the effect that subjects and viewpoints selected have on developing a balanced collection
 - Consider the unique nature of branch locations in developing their collections
 - Consider the unique nature of digital materials in developing their collections

Any combination of the following characteristics may be considered when selecting library materials:

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

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

Forms of expression that are not protected by Federal and State Constitution and as established by a court having jurisdiction over the Pierce County Library System will not knowingly be included in the Library's collection.

The Library's collections will be organized and maintained to facilitate access. No additional labeling, sequestering or alteration of materials because of controversy related to them will be sanctioned.

Reconsideration of Materials:

The Library welcomes expressions of opinion from customers concerning materials selected for the collections. To question a collection selection decision, a customer should first address the concern with Library staff at the branch. Many of the comments and questions that customers have regarding library materials can be answered through conversations with Library staff members. Alternatively, comments or questions about library materials may be submitted to Library administration in person, in writing, or online.

A formal process for requesting that an item in the collections be reconsidered is also available. This formal materials challenge is initiated when a fully completed and signed copy of the Request for Reconsideration Form is received by the Library. Request for Reconsideration forms, available at any library branch, will be accepted only from residents within Pierce County Library System's service area for items owned by the Pierce County Library System. The Collection Management Director, a Collection Management Librarian, ~~and a site supervisor~~ and the supervisor from the branch where who received the challenge was received will perform an independent review of the item challenged.

Commented [CB2]: @Amy Anderson we could take the opportunity to clarify this piece a little more

Commented [AA3R2]: We left it intentionally without a job title, as it could be any supervisor from that site (if in person) or region (if the call comes through). Interested to hear more from you on the clarification sought.

Commented [CB4]: Changed to reflect that any supervisor who submits a reconsideration form becomes part of the review process.

During the review process, the material in question will remain accessible to Library customers. The review process does not consider ~~individually~~individual passages. No materials shall be excluded from the Library's collections solely because of coarse language or implicit or explicit treatment of certain situations or if the work meets the selection criteria outlined in this policy. Upon completion of their review, the reviewers will deliver a report with recommendations to the Public Services Deputy Director who will deliver a formal written response to the complainant. The customer may appeal that decision to the Executive Director within five (5) days of receipt of this response. The Executive Director will review the challenge, the material, the staff research and reports, Board policies (including this policy), the Washington Library Association Intellectual Freedom Statement, the First Amendment of the Constitution of the United States, and Article I of the Washington State Constitution. A response will be provided in writing within 30 days.

Commented [CB5]: Typo

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

Withdrawal of Materials

Withdrawing materials from the collections is as important part of the maintenance of the Library's collections as the initial selection. Therefore, the Library shall consider the same factors as the selection policy, as well as condition and space, when withdrawing items.

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

Board Policy 2.6

Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992.

Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised

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

~~DRAFT REVISION July 5, 2022 and September 2, 2022~~

Revised September 14, 2022

Revised April X, 2025

Commented [AA6]: Why include draft revisions? Were these presented to the board as drafts?

Commented [CB7]: Removed to align with PCLS policy revision tracking practices

Related Policy

~~Administrative Policy 92-04, Criteria for Library Materials Selection~~

Commented [CB8]: PCLS no longer has Administrative Policies.

Board Policy

Selection of Library Materials

Policy Statement

Pierce County Library System has the responsibility to provide fair and equitable access to information to all people of our community.

Pierce County Library System selects materials and resources that support the Library's mission statement:

To empower the people of Pierce County by advancing all forms of literacy, championing access to information, creating inclusive and inspired spaces, and enriching lives.

Purpose

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

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

Policy

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

The Executive Director of the Pierce County Library System and, at the Executive Director's designation, such members of the staff who are qualified by reason of education and training are responsible for the selection of library materials. The Library's collections will include as broad a selection as possible. Subjects will be covered in sufficient depth to meet anticipated and expressed needs.

The Library will:

Provide diverse and inclusive collections that contain viewpoints by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences

- Provide collections that anticipates the needs and numbers of potential users
- Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collections

-
- Consider the availability of the same, or similar, materials in other libraries or agencies
 - Consider the need for all subjects covered and viewpoints expressed
 - Consider the effect that subjects and viewpoints selected have on developing a balanced collection
 - Consider the unique nature of branch locations in developing their collections
 - Consider the unique nature of digital materials in developing their collections

Any combination of the following characteristics may be considered when selecting library materials:

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

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

Forms of expression that are not protected by Federal and State Constitution and as established by a court having jurisdiction over the Pierce County Library System will not knowingly be included in the Library's collection.

The Library's collections will be organized and maintained to facilitate access. No additional labeling, sequestering or alteration of materials because of controversy related to them will be sanctioned.

Reconsideration of Materials:

The Library welcomes expressions of opinion from customers concerning materials selected for the collections. To question a collection selection decision, a customer should first address the concern with Library staff at the branch. Many of the comments and questions that customers have regarding library materials can be answered through conversations with Library staff members. Alternatively, comments or questions about library materials may be submitted to Library administration in person, in writing, or online.

A formal process for requesting that an item in the collections be reconsidered is also available. This formal materials challenge is initiated when a fully completed and signed copy of the Request for Reconsideration Form is received by the Library. Request for Reconsideration forms, available at any library branch, will be accepted only from residents within Pierce County Library System's service area for items owned by the Pierce County Library System. The Collection Management Director, a Collection Management Librarian, and the supervisor from the branch who received the challenge will perform an independent review of the item challenged.

During the review process, the material in question will remain accessible to Library customers. The review process does not consider individual passages. No materials shall be excluded from the Library's

collections solely because of coarse language or implicit or explicit treatment of certain situations or if the work meets the selection criteria outlined in this policy. Upon completion of their review, the reviewers will deliver a report with recommendations to the Public Services Deputy Director who will deliver a formal written response to the complainant. The customer may appeal that decision to the Executive Director within five (5) days of receipt of this response. The Executive Director will review the challenge, the material, the staff research and reports, Board policies (including this policy), the Washington Library Association Intellectual Freedom Statement, the First Amendment of the Constitution of the United States, and Article I of the Washington State Constitution. A response will be provided in writing within 30 days.

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

Withdrawal of Materials

Withdrawing materials from the collections is as important part of the maintenance of the Library's collections as the initial selection. Therefore, the Library shall consider the same factors as the selection policy, as well as condition and space, when withdrawing items.

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

Board Policy 2.6

Adopted by the Pierce County Rural Library District Board of Trustees on November 11, 1992.

Mission Statement revised April 11, 1996 with the adoption of the Long Range Plan. Revised February 13, 2008. Revised, January 8, 2014.

Revised September 14, 2022

Revised April X, 2025

New Business

MEMO



Date: March 26, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Dean Carrell, Foundation Director

Subject: Library Giving Day 2025

On April 1, 2025, the Pierce County Library Foundation is once again participating in Library Giving Day, an international fundraising and advocacy campaign in support of public libraries, this year extending campaign efforts through April 30, 2025.

With lead messaging that states, *Invest in Libraries. Empower Minds. Change Lives...Three library systems, one dedication to community*, Pierce County Library Foundation is partnering for a second consecutive year in a collaborative campaign with Tacoma Public Library Foundation and Puyallup Public Library Foundation to uplift the important work of our public libraries in Pierce County. Marketing costs have been pooled to expand our advertising reach with our collaborative and unified message, retaining our own financial and strategic goals.

More information about this collaborative campaign and how to support it can be found here: librarygiving253.org.

Library Giving Day



LIBRARY GIVING DAY 2025

TUESDAY, APRIL 1

INVEST IN LIBRARIES.

EMPOWER MINDS.

CHANGE LIVES.

Join the Foundations of Pierce County Library, Puyallup Public Library, and Tacoma Public Library in supporting our local libraries’ work of advancing literacy in our communities.



MEMO



Date: April 2, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: 2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates

This report provides information about decisions being considered or having been made in all three branches of United States government that have impacts or potential impacts to Pierce County Libraries.

2025 Washington State Legislature

This week, lawmakers focused on policy committee hearings, debating notable bills ahead of the April 2 deadline for committee approval. Legislation may change or will be changed by the regular Monthly Board Meeting on April 9. Washington budget writers continue to grapple with decreased revenue forecasts, including a \$479 million shortfall in the 2023-2025 biennium and a \$420 million decrease projected for 2027-2029. Economic instability since the pandemic and inflation are factors.

The most significant bills this year that could impact PCLS, are the proposals to revise the 1% property tax cap legislation. Both the Senate and House included versions in their proposed packages, similar though slightly different. This week [HB 2049](#) is set for a hearing in the House Finance Committee on Thursday, April 3 at 8 a.m. This bill, refined through legislative efforts, proposes increasing the annual property tax cap to 3%, aligning it with inflation and population growth. HB 2049 focuses on property tax revision for both state and local entities. See the Association of Washington Cities website for further explanation: [How to explain Washington's property tax \(and the tax cap\)](#).

Important Dates:

Wednesday, April 2 - Policy Committee Cutoff, Opposite House

Tuesday, April 8 - Fiscal Committee Cutoff, Opposite House

Wednesday, April 16 - Opposite House Floor Cutoff

Sunday, April 27 - Sine Die

Presidential Executive Orders & Actions

Institute of Museum and Library Services (IMLS)

Recent Executive Orders by President Trump include one to reduce funding for the Institute of Museum and Library Services (IMLS) to mandated levels, signaling an intent to eliminate the agency. Although this won't immediately affect PCLS funding, it raises broader concerns for the library community. IMLS distributes more than \$200 million in grants annually to support museums and libraries, playing a critical role in research, grantmaking, and policy development, as well as collecting annual public library reports nationwide. Nearly all employees of the IMLS were placed on administrative leave with access to any systems cut off. That means grants are not being processed and no staff is at the institute to process the annual library data collection. PCLS administrators are monitoring these developments closely.

United States Department of Education's Office of Civil Rights (OCR)

In 2022, PCLS was selected by the Office for Civil Rights (OCR) for a compliance review under Title II of the Americans with Disabilities Act. Since then, we've worked to ensure our website and digital offerings are accessible to all individuals, especially those with disabilities.

Recent federal actions led to closures of OCR offices and the termination of the attorney assisting us, leaving the status of our agreement unclear. Regardless, PCLS remains fully committed to providing equitable access to all library services.

United State Supreme Court (FCC v. Consumers' Research)

The Supreme Court recently heard arguments in FCC v. Consumers' Research, a case challenging the E-rate program that subsidizes telecom services for schools, libraries, and rural areas. The case hinges on the nondelegation doctrine, questioning Congress's delegation of authority to the FCC under the Universal Service Fund.

If the Supreme Court upholds the 5th Circuit's ruling, the E-rate program's funding and operations could be significantly impacted, jeopardizing reimbursements to PCLS technology projects. Current reimbursements total approximately \$800,000 annually and help cover costs for internet services and infrastructure. Losing these funds would require PCLS to bear the full expense, slowing IT project implementation and reducing capacity for future initiatives.

PCLS remains vigilant in monitoring this case as it progresses and assesses potential financial and operational impacts.

Officers Reports

MEMO



Date: March 26, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Public Opinion Awareness/Preference Poll

As part of the Pierce County Library System's Marketing and Communications Plan, the Library System is conducting its biennial public opinion awareness/preference poll. Building upon the 2023 public opinion research, we plan to learn information about the public's value for the Library System and its service to communities.

The resulting project will provide information and knowledge of the public's changing expectations, needs, and value of a public library. The public opinion research goals include the following:

1. Learn the public's awareness and preference for the Library System.
2. Ascertain the public's value for the Library System, for themselves, for their community.
3. Understand barriers to the public accessing and using library services.
4. Deliver replicable public opinion research, which the Library System can build upon in 2027, as part of its biennial cadence for public opinion research.

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

EMC Research will implement a multimodal survey, in English and Spanish, which is currently the public opinion research industry's most effective, inclusive, and representative sample frame for surveying residents. The research draws a randomly selected representative sample of households with results showing detailed crosstab views of attitudes, opinions, and values. Respondents may participate via online or phone.

The survey will launch in May/June. EMC Research will analyze the data in July and plans to provide the survey results at the August Board meeting.

MEMO



Date: March 31, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: 2024 State Auditor's Office Annual Report Review

Over the past several weeks, the books in our accounting system for 2024 have been closed. Finance Department staff have conducted a thorough review of our financial reporting and implemented significant improvements to enhance accuracy and efficiency. Additionally, substantial time has been dedicated to training the Accounting Manager to assist with the review process of the Schedules and Notes that are uploaded to the State Auditor. This additional level of oversight has helped ensure all revenues, expenses, liabilities, and fund balance accounts have been thoroughly reconciled.

Key reviews in this year's report include:

- Revised and updated financial statement notes
- Payroll and Expenditure coding review
- Reviewed Governmental Accounting Standards (GASB) 87 and GASB 96 items to ensure proper reporting
- Accurate reporting of pension liabilities on Schedule 9

To support this effort, various exercises, reconciliations, and analyses have been developed to confirm that expenses are accurately allocated to the appropriate departments and Budgeting, Accounting and Reporting System (BARS) coding. Finance department staff are receiving additional training around BARS and the updated annual reporting requirements.

The State Auditor Office (SAO) Annual Report for 2024 is due on May 30, 2025. The report has already been uploaded and validated within the SAO system, confirming that no system errors exist and ensuring all numbers align to the expenses and revenues within the auditor's statements.

The report is expected to be submitted on April 16, 2025. This early filing allows ample time for any necessary adjustments should the Board identify any areas requiring revision. Given the improvements made to our review processes and overall financial reporting stability, we are confident that the report is complete and accurate.

The support and collaboration from Finance department team members and colleagues across the Library System is appreciated. The draft reports will be sent under separate cover for Board review.

MEMO

Date: March 27, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: 2025 Work Plan Status Report

This is the Q1 2025 Work Plan Status Report. This work plan includes major projects identified for 2025, prior to the final adoption of the strategic plan. We are working on a plan to phase out this work plan report in order to focus on the 2025-2029 Strategic Implementation Plan (SIP) status reports. The projects listed below will contribute to the overall success of the strategic plan and library operations. Some will be integrated into the SIP, while others will continue independently. The timing for phasing out the work plan status report is still to be determined.

Project Summary

Project Title	Status Q1 2025
Comprehensive Capital Plan (Formerly Facilities Master Plan)	On Track
Employee Resource Groups (ERGs)	On Track
Equity, Diversity, and Inclusion (EDI) Training	On Track
Interview Process & Job Descriptions	On Track
Leadership Development	On Track
Learning Management System	On Track
Long-Term Lakewood Library Planning	On Track
New Incident Reports Management	On Track
Organizational Resilience (Business Continuity/Disaster Recovery)	On Track
Public Opinion Awareness/Preference Poll	On Track
Strategic Implementation Plan (SIP)	On Track
Sumner Library Building Project	On Track
Sumner Facility Capital Campaign	On Track
System-Wide Orientation and Onboarding Review	Completed

Details

1. Comprehensive Capital Plan (Formerly Facilities Master Plan)

- Develop a comprehensive strategy for library capital assets.
 - Milestone update: Reviewed work completed which includes Utilization Analysis, Mapping and the Urgency Index (compared to Pierce County Equity Index), the Partner Survey, and Future Demographic projects. Branch profiles drafted, finalizing the rubric for prioritization. Scheduling interviews & focus groups as a redirected strategy for community partner engagement due to low survey responses.

2. Equity, Diversity, and Inclusion (EDI) Training

- Build a safe and equitable work environment for all staff by creating a shared vocabulary around EDI concepts; promoting safety and belonging for marginalized staff and community members; reducing turnover; improving communications and trust; and creating a stronger, more efficient workforce.
 - Milestone update: Assessment and implementation plan design completed. Staff Experience will oversee the training's rollout.

3. Employee Resource Groups (ERGs)

- Create employee groups where employees come together voluntarily based on a common interest to attract, recruit, and retain diverse staff; promote diversity, increase belonging, cultural awareness, and an inclusive work environment; and increase employee job satisfaction, morale, and productivity.
 - Milestone update: The Pilot ERGs are currently on a brief pause for a check-and-adjust cycle based on their experience feedback as of end of February 2025. The project team is refining the program to add a mentorship component.

4. Interview Process & Job Descriptions Q1-Q3

- Review and update our hiring process to ensure it's fair and equitable, aiming to create a more diverse workforce that better reflects our communities. This will involve revising job descriptions and recruitment practices to align with our equity, diversity, and inclusion goals. The updated processes and job descriptions will then be implemented.
 - Milestone update: Analysis and proposal for changes developed for review in Q2.

5. Leadership Development

- Using Nash Consulting's "Managing with Mind and Heart" leadership development approach, we'll ensure all leaders share the same tools and framework for leadership growth. Ongoing training will include new leaders, refresher sessions for current leaders, and opportunities for emerging leaders. Operationalizing the work that we started with Nash will build strong management and leadership abilities to prepare for changes during strategic planning.
 - Milestone update: Fifth cohort launched in April. Nash concepts are continually reinforced in Management Team and supervisory meetings.

6. Learning Management System (LMS) Q1-Q2

- Implement a system-wide centralized platform that supports Library needs for staff training and development across roles the library. Phase 1 of this work was completed in 2024 with the selection of the Learning Management System.
 - Milestone update: The implementation team launched and is meeting regularly. The team is building out the structures and details within the LMS.

7. Long-Term Lakewood Library Planning

- Establish a direction to pursue a permanent downtown Lakewood Library.
 - Milestone update: Lakewood libraries (Interim Lakewood Library, property on Wildaire, and Tillicum branch) are included in Comprehensive Capital Planning, currently in progress.

8. New Incident Reports Management Q1

- Implement new incident reporting software, including process development and training. The new system will simplify incident reporting and increase transparency.
 - Milestone update: Form development completed, testing of workflow in process.

9. Organizational Resilience (Business Continuity/Disaster Recovery) Q1-Q2

- Research, develop, and implement process and guidelines that proactively address events and situations that present a significant disruption to operations.
 - Milestone update: Incorporating this project into the Strategic Implementation Plan (SIP).

10. Public Opinion Awareness/Preference Poll Q1-Q3

- Build upon 2023 poll, learn value and public service. To gain information and knowledge of the public's changing expectations, needs, and value of the Library System, conduct market research.
 - Milestone update: Issued RFQ. Selected EMC Research to conduct the research, from a field of six competitive responses.

11. Strategic Plan Implementation Q1

- Create and launch an implementation plan, including tracking and reporting components, to operationalize the 2025-2029 Strategic Plan.
 - Milestone update: Priority 1 strategy teams launched. Action planning complete for most priority 1 strategies.

12. Sumner Library Building Project Q1-Q4

- Work with architects and community to design new Sumner Library building.
 - Milestone update: Project paused October 2024 due to conflict with the easement. Determined the easement was no longer available and directed architects to adjust and move the main driveway to Main Street which requires shifting the building plan on the site and some redesign work. Separated site work into Phase One, requests for bids being prepared now. Resumed design and moved into Construction Document phase.

13. Sumner Facility Capital Campaign Q1-Q4

- Successfully conduct a capital campaign for a new Sumner Library building which will achieve a financial goal of raising \$3,000,000 from private philanthropy. We aim to secure the majority of financial goal of philanthropic commitments (some as multi-year fulfillments) by December 31, 2025.
 - Milestone update: \$2,177,943.02 in commitments raised.

14. System-Wide Orientation and Onboarding Review Q1-Q3

- Complete a comprehensive review and implement updates to the Library's orientation and onboarding processes to improve retention and increase inclusion for all roles throughout the library.
 - Milestone update: The team has completed their work, producing a proposal for phased integration of EDI elements into the new Training & Development process.

MEMO



Date: March 11, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Trisha Muschett, PHR, HR Analyst
Petra McBride, Manager of Executive Office Administration

Subject: Wellness Program Update

The Pierce County Library System has partnered with the Association of Washington Cities (AWC) for eleven years, fostering a workplace culture that prioritizes employee health. The Library is one of 123 employers awarded the 2025 WellCity distinction for its exceptional commitment to employee well-being, earning a 2% reduction on medical plan premiums for 2026. The Library continues to expand the focus of its Wellness Program, offering a variety of wellness activities and campaigns to engage and educate staff on ways to improve their overall health and wellbeing.

The Library's Wellness Committee consists of 25 members, who have worked hard to plan and promote these activities at each of our 20 locations with full support and participation of Library leadership.

In 2024, the Wellness Committee:

- Guided members and sub-groups in developing leadership skills while managing wellness programs and activities.
- Enhanced knowledge through the Healthy Worksite Summit and Wellness Forum to improve well-being programs and expand wellness offerings.
- Hosted five wellness campaigns, including the Wellness Award, Spring Trek Around Town Challenge and Fall Step to the Summit Challenge alongside initiatives like the Summer Bingo Challenge, Point Defiance Park Clean-up, and assembling furniture for the Northwest Furniture Bank.
- Promoted the Wonder Health program, encouraging staff to participate in a year-long program focused on healthy eating and weight management.
- Partnered with Pierce County Resource Center for our first School Supply Drive, collecting 20-gallon barrels of supplies to support local families in need.
- Created bulletin board campaigns to inform staff on topics like healthy eating, outdoor activities, resistance training, sleep improvement, and mental health support.
- Published wellness articles in the weekly newsletter, covering topics such as local farmers' markets, meditation, work-life balance, and seasonal foods for immunity.
- Promoted AWC's live webinars, such as Easy Weeknight Dinners and Secrets of Successful Goal Setting, to help staff develop wellness skills.
- Used the "Wellness Matters" logo and colorful "Health" icon to promote wellness programs and activities.

-
- Educated staff about AWC's Healthy Decisions program with monthly newsletter articles highlighting benefits like medical, dental, and life plan options.
 - Increased wellness program participation to 62% through the Castlight app, earning a \$500 mini-grant to purchase stress-relief items, such as massaging seat cushions, light therapy lamps, and coloring books, distributed across all locations.

The Library's high staff participation in these activities highlights the success of the Wellness Program and underscores the value of offering education and initiatives focused on health and wellness.

The Wellness Committee is planning for 2025 with the following initiatives:

- Update the Wellness Committee Program Charter and operating plan to guide the year's activities.
- Review feedback from the 2025 Wellness Survey, focusing on the six dimensions of wellness (physical, social, intellectual, spiritual, emotional, and occupational), to tailor programs that support overall wellness and library work.
- Collaborate with the Safety Committee to promote health and safety practices in the workplace.
- Increase participation in step challenges with engaging activities like scavenger hunts and nature walks. We will also organize community-focused events, including a School Supply Drive, park cleanup day, and Breast Cancer Awareness support through knitted knockers. We'll partner with Project Linus to collect handmade blankets for children in need at all 21 library locations.
- Use the \$500 mini-grant to fund training opportunities that enhance intellectual and occupational wellness.
- Launch wellness walking campaigns, including the Trailblazers Challenge and an AWC fall program (yet to be determined).
- Promote the Castlight app for employees to engage in healthy activities and earn the Wellness Award (50% participation will earn a 2% medical premium discount for 2027).
- Attend wellness networking forums to gather insights for wellness initiatives.
- Submit AWC's WellCity application for 2026.

The Wellness Committee appreciates the support from Library administrators and positive feedback from staff as it continues its valued partnership with AWC to support the Pierce County Library System's Wellness Program.

MEMO



Date: March 18, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Q2 2025 Focus: Heart of Your Community

As part of the Pierce County Library System's 2025 Marketing and Communications Plan, the Library System will enhance its efforts in the second quarter by incorporating refreshed creative designs from the 2024 Your Library—the Heart of Your Community campaign. This branding initiative aims to generate awareness and excitement about the Library System and increase its visibility and the public's preference for it.

The Marketing and Communications Department collaborated with leaders from the Customer Experience Department to create a range of tactics designed to inform and engage audiences. These tactics will use owned, earned, and paid channels to maximize reach and impact.

- Posters and flyers
- Banners
- Website
- Video
- E-newsletter articles
- Community marketing
- Bus shelter and bus ads
- Social media marketing and advertising
- Digital advertising
- KNKX advertising
- Spanish radio advertising
- Newspaper advertising
- And many other assets

Communications and marketing goals:

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

The Marketing and Communications Plan calls for focusing efforts on local libraries being a central part of communities; a destination for children and families to develop a love of reading and enjoy literacy rich activities.

MEMO



Date: March 3, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Cheree Green SHRM-SCP, Staff Experience Director

Subject: Training and Development

Over the past year, the Library has been transforming its model, structures, and processes for developing and delivering training. This effort builds on our ongoing organizational changes aimed at clarifying roles, enhancing accountability, and providing a solid organizational structure. The Staff Experience team has taken on the responsibility for the Training and Development function, ensuring that staff receive the necessary training and development to better serve our communities. These changes also address feedback from the recent Staff Engagement Survey. Our approach consists of two phases:

Phase 1: We have launched a one-year strategy and plan to align training with the Library's goals, employee needs, resources, budget, and priorities. Our objective is to enhance skills, competencies, culture, engagement, and efficiency across the Library System, with a focus on equity, diversity, inclusion (EDI), and accessibility. The scope of training and development includes internal and external opportunities for new and existing staff, both locally and systemwide.

Phase 2: This year, we will introduce SkyPrep, a new Learning Management System (LMS). SkyPrep will serve as a centralized platform for online training modules, vendor content, supplemental materials, surveys, assessments, certificates, registration for live classes, and tracking of rosters and transcripts. We will also adjust and refine some of the work completed in Phase 1.

This exciting and important work lays a strong foundation for the Library's future learning initiatives and supports our new strategic plan.