

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees May 14, 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: Neesha Patel, Vice-Chair

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@piercecountylibrary.org by 2:00 p.m. on May 14. Written comments must be provided 24 hours prior to the meeting.*

Staff Presentation: Staff Experience: Cheree Green, Staff Experience 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 April 9, 2025, Regular Meeting
2. Approval of April Payroll, Benefits, and Vouchers

Reports

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

Unfinished Business

1. 2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates
2. Policy Review
 - a. Rules of Conduct – Discussion
 - b. Selection of Library Materials – **[ACTION]**

New Business

1. Technology Systems Outage

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

1. April 2025 Special Election Results
2. National Library Workers Day Report

Announcements and Trustee Comments

Adjournment [ACTION]

Board Development

MEMO



Date: April 30, 2025

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

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

Subject: Staff Experience Department Presentation

Thank you for the opportunity to share an overview of the Staff Experience department. I will be reviewing some slides and leave time at the end for questions.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – APRIL 9, 2025**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were Pamela Duncan, Neesha Patel, Pat Jenkins, and Abby Sloan. Ryan Wheaton was excused. Executive Director Gretchen Caserotti was also excused. The meeting was conducted in person, with the option of virtual attendance.

PROCLAMATION

Trustees declared Tuesday, April 8, 2025, as National Library Workers Day through Proclamation 2025-01.

PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Communications Department Overview – Mary Getchell, Marketing and Communications Director, shared an overview of the Communications department team, outlined their work and highlighted their successes. Director Getchell will be retiring at the end of May, after 16 years of dedicated service to the Library.

Trustees appreciated hearing more about the work of the department. They expressed appreciation for Director Getchell's commitment to the Library.

CONSENT AGENDA

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

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

REPORTS

Deputy Director Report – Deputy Director Connie Behe noted circulation is trending down this month for physical and digital materials.

Finance Director Report - February 2025 – Finance Director Mary Stimson provided an overview of the February report. 2026 budget planning will be underway next month.

UNFINISHED BUSINESS

Resolution 2025-10: To Amend the 2025 Capital Budget – Director Stimson provided an overview of the amendments to the Capital Budget due to adjustments to the allocation of the Sumner Library Capital Facility Area (LCFA) bond sales proceeds. The budget was subsequently rebalanced because of this change.

Trustee Jenkins moved for approval of Resolution 2025-10: To Amend the 2025 Capital Budget presented. Trustee Patel seconded the motion. Motion carried.

Strategic Implementation Plan Quarterly Update – Deputy Director Behe provided a quarterly update on the Strategic Implementation Plan, highlighting recent activities including staff listening sessions. She reported that communities of practice have been formed for sponsors and leads to facilitate discussions on tools to support peer-to-peer mentoring. The Strategic Implementation Plan (SIP) framework has been developed to guide the overall process, resulting in the launch of all six Priority One strategies. Status updates on current projects were also shared.

The team implemented a new reporting system to collect quarterly statistical data. Deputy Director Behe noted that, beginning in the second half of 2025, quarterly work plan status reports will be phased out. Future updates will be integrated into Strategic Plan or operational project reporting.

Next steps for the team include conducting research, designing project components, and engaging stakeholders.

Discussion ensued regarding the potential impacts of the Institute of Museum and Library Services (IMLS) funding. Deputy Director Behe clarified that although the funding changes will not halt Library operations, they are expected to impact community partners and members of the community.

Sumner Library Project Update – Facilities & Capital Projects Director Kristina Cintron reported that the library's driveway will be repositioned, resulting in redesign costs. A Request for Bid (RFB) has been issued for the site work, and interior design elements are currently in development. A discussion followed regarding the potential cost impacts due to tariffs.

Policy Review – Privacy and Confidentiality

Trustee Jenkins moved for approval of the Privacy and Confidentiality Policy as presented. Trustee Patel seconded the motion. Motion carried.

Policy Review – Selection of Library Materials Discussion – Collection Management Director Amy Anderson reported the policy has been updated to include the Library's new mission statement as well as several smaller edits and the removal of a reference to a rescinded policy.

NEW BUSINESS

Library Giving Day – Foundation Director Dean Carrell provided an update on the upcoming event, which is being held in partnership with Puyallup Public Library and Tacoma Public Library. He noted that the current economic climate is affecting many nonprofit organizations, with donations significantly lower than last year's figures.

2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates – Deputy Director Behe reported that House Bill 2049 is in committee. The IMLS has halted \$3.9M in funding that was earmarked for WA State Libraries grants.

Discussion ensued on how Trustees can support public libraries. Director Behe directed them to the American Library Association website for additional resources on how individuals can provide support to libraries.

ANNOUNCEMENTS

There were no other announcements.

ADJOURNMENT

The meeting adjourned at 4:42 pm on motion by Trustee Patel, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		4/7/2025	\$ 1,148,271.67
Electronic Payments - Payroll & Acct Payable		4/21/2025	\$ 1,150,307.95
Accounts Payable Warrants	707701 - 707821	4/6/2025 - 4/29/2025	\$ 1,389,275.49
Total:			<u><u>\$ 3,687,855.11</u></u>

As of 5.2.2025

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: 4/07/25 Payroll

Withdrawal Date: 4/7/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 95,016.37
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,689.44
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,689.44
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 714,092.31
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 16,607.47
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 65,784.35
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 90,971.08
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	\$ 6,750.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
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						\$ 1,148,271.67

Certification:

Stacy Karabotsos
Signature (Department Designee)
Board Agenda Packet 5-14-25 Page 9

4/3/2025
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@piercecounitylibrary.org
Comments: 4/21/25 Payroll

Withdrawal Date: 4/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 97,531.15
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 76,045.21
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 76,045.21
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 717,436.46
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,679.85
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 65,223.21
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 90,139.84
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	\$ 1,591.34
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	\$ 665.57
PCL_Company	DRS OASI	237100	CC_Library_District	697-00	5100000	\$ 92.75
Total Deposit						\$ 1,150,307.95

Certification:

Stacy Karabotsos
Signature (Department Designee)
Board Agenda Packet 5-14-25 Page 10

4/17/2025
Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707701	04/04/2025	AMAZON CAPITAL SERVICES	531002	OPERATING/OFFICE SUPPLIES	0.00	1,822.70	04/08/2025
707702	04/04/2025	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT &SUPPORT (7/1/2024-6/30/2029)	0.00	7,795.91	04/11/2025
707703	04/04/2025	BAKER & TAYLOR	534230	MATERIALS - Adult & Children's Books	0.00	7,661.39	04/09/2025
707704	04/04/2025	BETA - LAKEWOOD LLC	545030	1st Half Property Taxes 2025	0.00	18,778.51	04/10/2025
707705	04/04/2025	CITY OF BUCKLEY	547030	BUC WATER,SEWER;ACCT#1489.0;ACCT#1489.1	0.00	287.84	04/10/2025
707706	04/04/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	944.00	04/14/2025
707707	04/04/2025	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	36,355.80	04/11/2025
707708	04/04/2025	MERGENT INC	534305	MATERIALS - Databases	0.00	29,775.87	04/09/2025
707709	04/04/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	10,543.98	04/16/2025
707710	04/04/2025	PIERCE COUNTY FINANCE	549030	Assessments 2025 (ACL)	0.00	54,438.74	04/10/2025
707711	04/04/2025	PIERCE COUNTY LIBRARY SYSTEM	549050	FEB Bank Fees: BOA: \$682.96; KB: \$130.03	0.00	812.99	04/11/2025
707712	04/04/2025	SKYCORP LTD	562100	LWD DEMO	0.00	18,918.00	04/08/2025
707713	04/04/2025	STATE AUDITORS OFFICE	541020	STATE AUDITOR SERVICES - ACCOUNTABILITY AUDIT	0.00	1,377.09	04/09/2025
707714	04/04/2025	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,565.89	04/10/2025
707715	04/04/2025	TUMBLEWEED PRESS INC	534305	MATERIALS - Databases	0.00	15,000.00	04/14/2025
707716	04/04/2025	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- GIG, SH, KC	0.00	38,435.12	04/15/2025
707717	04/07/2025	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 040725	0.00	15,884.51	04/30/2025
707718	04/07/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 040725	0.00	2,291.78	04/14/2025
707719	04/07/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 040725	0.00	377.50	04/09/2025
707720	04/09/2025	AWC EMPLOYEE BENEFIT TRUST	231540	AWC BENEFIT TRUST APRIL 2025	0.00	317,510.45	04/21/2025
707721	04/11/2025	AMAZON CAPITAL SERVICES	531000	OPERATING/OFFICE SUPPLIES, MATERIALS - Adult Books	0.00	1,471.61	04/15/2025
707722	04/11/2025	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	765.00	04/18/2025
707723	04/11/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books	0.00	18,776.07	04/16/2025
707724	04/11/2025	KATIE BAKER	543012	Katie B. Travel & Per Diem Reimb	0.00	550.00	04/21/2025
707725	04/11/2025	BUSTOS MEDIA HOLDINGS, LLC	544000	ADVERTISING - KZTM FM	0.00	965.00	04/15/2025
707726	04/11/2025	CATALYST WORKPLACE ACTIVATION	535015	AC CE STAFF REFRESH- TABLES AND PEDESTAL CABINETS	0.00	6,595.45	04/16/2025
707727	04/11/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	1,083.65	04/16/2025
707728	04/11/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	472.00	04/22/2025
707729	04/11/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	04/17/2025
707730	04/11/2025	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; March 2025	0.00	585.00	04/18/2025
707731	04/11/2025	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES	0.00	22,404.68	04/24/2025
707732	04/11/2025	GREAT FLOORS COMMERCIAL SALES	548000	ADMIN CENTER SE AREA CARPET REPLACEMENT	0.00	8,773.76	04/16/2025
707733	04/11/2025	KAREN HAAS	541010	KAREN HAAS, PIONEER MEMORIES, 3/20 GHM	0.00	300.00	04/15/2025
707734	04/11/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	23,672.63	04/18/2025
707735	04/11/2025	ALICE KNOX	543012	PER DIEM; IUG 2025 Conference with Pre-conference	0.00	480.00	04/16/2025
707736	04/11/2025	MCCALEB, ERICA	543013	TRAVEL & PER DIEM; IUG Conference	0.00	1,309.36	04/22/2025
707737	04/11/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Children's AV	0.00	11,872.74	04/17/2025
707738	04/11/2025	MORNINGSTAR INC	534305	MATERIALS - Databases	0.00	287.00	04/30/2025
707739	04/11/2025	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	0.00	756.00	04/16/2025
707740	04/11/2025	NEWSBANK INC	534305	MATERIALS - Databases	0.00	2,843.00	04/15/2025
707741	04/11/2025	PACIFICSOURCE ADMINISTRATORS	549050	Membership Fees April 2025	0.00	115.00	04/15/2025
707742	04/11/2025	PIERCE COUNTY SEWER	547030	APRIL BILLING, MULTIPLE LOCATIONS	0.00	1,547.61	04/17/2025
707743	04/11/2025	QUALITY BUSINESS SYSTEMS INC	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	1,292.32	04/16/2025
707744	04/11/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	453.86	04/15/2025
707745	04/11/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	526.88	04/21/2025
707746	04/11/2025	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	11,305.87	0.00	
707747	04/11/2025	TEKS SERVICES INC	541020	GET THE JOB YOU WANT MAILER - PRINTING AND MAILING	0.00	17,174.29	04/21/2025
707748	04/11/2025	TILLICUM AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Tillicum Branch Utilities, Rent & CAM, Feb & Mar 2025	0.00	5,823.63	04/16/2025
707749	04/11/2025	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT AC	0.00	1,997.58	04/16/2025
707750	04/11/2025	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;APRIL 25	0.00	15.77	04/17/2025
707751	04/11/2025	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 4/6/2025	0.00	126,012.22	04/16/2025
707752	04/11/2025	ZOOBEAN INC	541020	ZOOBEAN - BEANSTACK 2025 CONTRACT	0.00	7,095.00	04/21/2025
707753	04/11/2025	BETA - LAKEWOOD LLC	545010	Ground Lease 20th Payment; Due 4-1-2025	0.00	23,874.00	04/16/2025
707754	04/18/2025	AMAZON CAPITAL SERVICES	535025	OPERATING/OFFICE SUPPLIES, MATERIALS, CUSTODIAL, TECH	0.00	3,227.16	04/22/2025
707755	04/18/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books	0.00	7,604.09	04/23/2025
707756	04/18/2025	BARSNESS GROUP	541020	SPARK! CAMPAIGN; PCLF BOARD DEVELOPMENT	16,667.00	0.00	
707757	04/18/2025	BETA - LAKEWOOD LLC	545010	Ground Lease 21st Payment - May 2025	0.00	23,874.00	04/22/2025
707758	04/18/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	472.00	0.00	
707759	04/18/2025	CYBERFORCE Q LLC	541020	2025 CYBERFORCE Q CONSULTING SERVICES	0.00	18,000.00	04/29/2025
707760	04/18/2025	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	145.60	04/28/2025
707761	04/18/2025	ELITE PROPERTY INVESTMENTS LLC	591720	DPT Rent, CAM, Sewer, Water, GASB 87 Lease; April 2025	0.00	13,714.69	04/24/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707762	04/18/2025	ENVISIONWARE INC	535050	2025 ENVISIONWARE VERIFONE SUBSCRIPTION RENEWAL	0.00	9,525.60	04/23/2025
707763	04/18/2025	EVERGREEN FIRE AND SECURITY	548000	EVERGREEN FIRE AND SECURITY 2024-2025 SERVICE	0.00	1,869.02	04/24/2025
707764	04/18/2025	GRAY MEDIA PRODUCTIONS LLC	541000	COM videography	0.00	575.00	04/22/2025
707765	04/18/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	3,342.97	04/23/2025
707766	04/18/2025	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	23,084.00	04/22/2025
707767	04/18/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	4,466.48	04/28/2025
707768	04/18/2025	RUPINI JONNALAGADDA	541004	2025 RUPINI JONNALAGADDA CONSULTANT	0.00	2,175.00	04/23/2025
707769	04/18/2025	LAMAR COMPANIES	544000	ADVERTISING	0.00	4,429.00	04/24/2025
707770	04/18/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	1,134.03	04/23/2025
707771	04/18/2025	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - Tagalog, Russian	0.00	4,536.00	04/24/2025
707772	04/18/2025	CITY OF ORTING	591720	Lease Payment MCP; May 2025	0.00	3,566.66	04/24/2025
707773	04/18/2025	PIERCE COUNTY SEWER	547030	UP SEWER;ACCT#1576691	0.00	128.92	04/23/2025
707774	04/18/2025	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	5,579.96	04/23/2025
707775	04/18/2025	SERVICENOW INC	535050	2025 SERVICENOW SUBSCRIPTION RENEWAL	0.00	57,207.36	04/24/2025
707776	04/18/2025	SOUTHWEST SOLUTIONS GROUP INC	535000	DUPONT SHELIVING	0.00	1,131.62	04/23/2025
707777	04/18/2025	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER; 3/3-4/3/25	0.00	386.34	04/22/2025
707778	04/18/2025	SURPRISE LAKE SQUARE LLC	591720	MIL Rent & CAM, GASB 87 LEASE May 2025	0.00	12,903.39	04/24/2025
707779	04/18/2025	WAGEWORKS INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	450.00	04/22/2025
707780	04/18/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	2,252.67	04/23/2025
707781	04/18/2025	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	0.00	3,249.64	04/25/2025
707782	04/23/2025	AFLAC	231590	Payroll Run 2 - Warrant 042125	3,815.34	0.00	
707783	04/23/2025	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 042125	21.16	0.00	
707785	04/23/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 042125	2,154.28	0.00	
707786	04/23/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 042125	0.00	377.50	04/25/2025
707787	04/25/2025	AMAZON CAPITAL SERVICES	531098	Giveaways; KC FOL	0.00	7.40	04/29/2025
707788	04/25/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books, Children's Scionce to GO	3,476.32	0.00	
707789	04/25/2025	BALL STATE UNIVERSITY LIBRARIES	541650	ILL 30003315943002; The comprehensive plan	44.99	0.00	
707790	04/25/2025	ABRIAN CURINGTON	541010	BLUE CAT CO, ZINE TALK 4/7 FIF	200.00	0.00	
707791	04/25/2025	BRICKS 4 KIDZ	541010	BRICK4KIDZ, ROBOTICS WORKSHOP 4/8 DPT	250.00	0.00	
707792	04/25/2025	BUILDINGWORK LLC	541060	BUILDINGWORK LWD DEMO & DOOR REPLACEMENT PROPOSALS	0.00	1,046.81	04/29/2025
707793	04/25/2025	CASCADIA FOREST THERAPY	541010	CASCADIA FOREST THERAPY, FOREST BATHING SH 4/13/25	225.00	0.00	
707794	04/25/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	1,747.26	04/30/2025
707795	04/25/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	472.00	0.00	
707796	04/25/2025	EVERGREEN FIRE AND SECURITY	548000	EVERGREEN FIRE AND SECURITY 2024-2025 SERVICE	0.00	939.16	04/30/2025
707797	04/25/2025	LOUIE FOXX LLC	541010	LOUIE FOXX, MAGIC SHOW, 4/9/25 MIL	900.00	0.00	
707798	04/25/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	5,119.65	04/29/2025
707799	04/25/2025	ELISE HOOPER	541010	ELISE HOOPER, FAST GIRLS, 4/16 DPT	0.00	66.33	04/30/2025
707800	04/25/2025	IRON MOUNTAIN INC	541020	2025 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM	0.00	66.56	04/30/2025
707801	04/25/2025	KITSAP REGIONAL LIBRARY	541650	ILL 39068028795161; The inner game of music	26.95	0.00	
707802	04/25/2025	LIBRARY JOURNALS	541000	TRAINING & DEV - LIBRARY JOURNAL - BULK CREDIT COURSE PROGRAM	5,000.00	0.00	
707803	04/25/2025	MOLALLA PUBLIC LIBRARY	541650	71916167; NHA phlebotomy exam 2021-2022	20.00	0.00	
707804	04/25/2025	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	38,250.06	04/30/2025
707805	04/25/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	10,543.98	04/30/2025
707806	04/25/2025	GOVERNMENTJOBS.COM, INC	544000	ADVERTISING - NEOGOV SUBSCRIPTION RENEWAL	2,487.08	0.00	
707807	04/25/2025	OCLC INC	541650	IFM Debits; IMF Admin Service Fee March 2025	35.52	0.00	
707808	04/25/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Korean	1,960.00	0.00	
707809	04/25/2025	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	7,916.66	0.00	
707810	04/25/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	3,306.62	04/30/2025
707811	04/25/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	487.39	04/29/2025
707812	04/25/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	1,072.90	0.00	
707813	04/25/2025	SOL HEALTH LLC	541010	SOL HEALTH, TEEN MINDFULNESS, 4/10, 4/15 - SH, GHM	300.00	0.00	
707814	04/25/2025	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	10,116.77	0.00	
707815	04/25/2025	TEKS SERVICES INC	542000	POSTAGE FOR Q2 DIRECT MAIL	26,124.20	0.00	
707816	04/25/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	2,871.84	0.00	
707817	04/25/2025	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	2,320.54	04/29/2025
707818	04/06/2025	DEPT OF LABOR & INDUSTRIES	231510	Q1 2025 L&I Acct 277,074-00	60,476.03	0.00	
707819	04/06/2025	EMPLOYMENT SECURITY DEPARTMENT	520041	WA CARES Q1 2025 id# C278036416	30,417.65	0.00	
707820	04/06/2025	EMPLOYMENT SECURITY DEPARTMENT	231590	WA PFML Q1 2025 id# C278036416	55,476.15	0.00	
707821	04/29/2025	EMPLOYMENT SECURITY DEPARTMENT	520041	Q1 WA CARES ID# C278036416	512.14	0.00	
					244,817.85	1,144,457.64	1,389,275.49

Executive Director Report (Routine Reports)

MEMO

Date: May 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

Pierce County Library System is experiencing the first direct impact of the Executive Order to cut funding for the Institute for Museum and Library Services (IMLS). Unfortunately, we have been notified that the statewide database contract will not be renewed. This sharing agreement had provided significant financial efficiency for Washington State residents. As a precaution, public libraries have been advised to download and preserve our own reports and data, given the uncertainty of where this information will be reported at the federal level. Additional information on this topic is shared under Unfinished Business in the memo 2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates.

We will be bidding Marketing and Communications Director Mary Getchell a happy retirement at the end of May. Her contributions have been invaluable, and she will be greatly missed. I am currently busy interviewing candidates to be her successor. With more than 190 applications, the process has been both thorough and time-consuming.

I had the opportunity to help plan the Military Child Education Symposium on May 1 with South Sound Military and Community Partnership (SSMCP) along with additional community partners serving youth of military servicemembers. It was a rewarding experience, and the event was well-received.

In April I also attended the quarterly Mid-County Leadership meeting and gave a presentation to the Pierce County Council, District 4 meeting in University Place on the ways the Library serves as a “third place” in communities.

We are digging into Comprehensive Capital Planning (CCP) with Gensler drafting branch profiles. Workshops are planned for funding, while focus groups and interviews with partners are underway.

For the new Sumner Library, we are reviewing materials samples for interiors, and the RFB for site work (pre-load) has been completed. I would like to thank Facilities and Capital Projects Director Kristina Cintron for providing an update to the Board at the April meeting.

This month we were awarded a \$10,000 American Library Association (ALA) Accessible Small and Rural Libraries grant. PCLS will partner with a specialized organization to conduct comprehensive assessments for a wide range of disabilities, including visual, auditory, cognitive, and motor impairments. By incorporating these strategies and leveraging the expertise of our

partners, PCLS aims to create a dynamic and inclusive digital environment serving all members of our community, regardless of disabilities.

As we plan for a fast and busy summer, I invite Trustees to reach out to Chair Duncan and myself with any planned absences or agenda requests. Your input is invaluable as we navigate the upcoming months.

We continue to work through service disruptions with several library systems remaining out of commission. I commend our IT and library staff for their creative workarounds and dedication to problem-solving and providing service to our patrons.

MEMO



Date: May 6, 2025

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

From: Connie Behe, Deputy Director

Subject: Public Services Report - March

Due to technical issues, we are unable to access the monthly public services template at this time. The memo format of this report is temporary until we regain access.

Public Service Highlight – March

Ask Us is a core service, online, that connects community members to Library information services and staff expertise. It provides a centralized entry point for customers seeking assistance with Library and community resources, research support, and technology help.

Customers submit inquiries through an online form on the Library's website and receive a response from trained staff within 24–48 hours, or schedule individual appointments for more in-depth consultation.

The Library will continue to expand this popular service by integrating the readers' advisory service *My Next Read* into Ask Us, further streamlining access to expert staff and curated reading recommendations.

Statistics – March 2024 through March 2025

- Ask Us facilitated 745 one-on-one appointments
- Over 2,470 customer inquiries answered by Ask Us staff

Stories of Impact

"I would not have been able to get the position without the Library's help. I would have struggled without your support." – A customer contacted Ask Us with an urgent need: they had to create a resume but had no experience with computers or resumes. In a one-on-one appointment, a librarian guided them step-by-step using Word and resume templates—turning an overwhelming task into an empowering experience. A week later, the customer called to share they got the job.

Events to Know About

- **Federation Forest Exhibit**
Presented by the Sumner Historical Society, Saturday, May 10, 10:00am–5:00pm, Sumner
- **Silent Book Club**
Sunday, May 11, 2:00pm–3:30pm, Gig Harbor
- **Drop In and Celebrate AANHPI Month! (Asian-American, Native Hawaiian, and Pacific Islander),** Wednesday, May 14, 3:00pm–5:00pm, *Interim Lakewood*
- **Wildfire, Smoke & You: Learn How to Protect Your Home & Community**
 - Tuesday, May 20, 5:00pm–6:00pm, *Graham*
 - Thursday, May 22, 4:00pm–5:00pm, *Orting*
 - Wednesday, May 28: 5:00pm - 6:00pm, *Buckley*
- **Library Trivia: Books & Their Screen Adaptations – One Hundred Years of Solitude**
Wednesday, May 21, 5:15pm–6:45pm, *South Hill**
**Registration required: <https://calendar.piercecountylibrary.org/event/12740887>*
- **Virtual Author Talk with Rachelle Bergstein, *How Judy Blume Rewrote Childhood for All of Us*,** Wednesday, May 21, 11:00am–12:00pm, *Virtual**
**Register here: <https://libraryc.org/piercecountylibrary/75836>*

Customer Impact and Community Engagement: Stories by Location

Key Center

Free Tax Prep through Volunteer Income Tax Assistance (VITA) with Associated Ministries continues to be a much-needed resource. Staff also gave a presentation at Key Peninsula Community Services about available library services and were invited to host a table at an upcoming event.

Milton/Edgewood

Staff participated in Mountain View Community Center’s Reading Night and distributed free books to attendees.

Orting

Staff welcomed the Transitions class from Orting High School, a life-skills program for students aged 18–22 with disabilities. The visit included a library tour and insights into library careers. One student remarked, “I can see myself working here.”

Tillicum

At Tillicum Elementary’s STEAM Night, library staff showcased youth science kits including microscopes. The event drew ~150 attendees. Staff also promoted upcoming events such as Día de los Niños (31 attendees) and Silly Saturday (50 attendees)—the latter saw its highest turnout since launching in January.

University Place

Staff attended the City’s Home Based Business Reception, sharing library resources and program information. One parent noted how her daughter frequently spent time at the library after school, saying, “You have that nice teen area.”

Finance Director Financial Report

Month Ending: March 2025

Prepared by: Mary Stimson, Finance Director

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:

- 545030. Includes payment of \$18,449.11 to University Place Civic Building for final 2024 assessment.
- 535010. Includes payment to Michael's Custom Upholstery for \$12,803.04 for furniture reupholster at Fife, South Hill, and Summit.

Capital Improvement Fund:

- 541020. Includes payment to Barsness for \$16,667 for Spark! Campaign for Sumner and PCLSF Board Development.
- 562200. Includes payment for AC transformer replacement to United States Electric Corp of WA for \$60,885.30.

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 5.9% of expected taxes are received. Larger tax revenue is recorded in April and October.
- **Other General Fund Revenues:** We have reached 62.8% of the projected revenue by Q1 due to receiving E-rate and 2024 US Bank rebate. Revenue for March includes additional 13.3K for Pcard rebate.
- **Capital Improvement Fund Revenue:** Currently, 3.9% of expected revenues have been received.

- **Salaries and Wages:** On track at 23.8%.
- **Benefits:** 24.7% on track, January included stipends and other benefits.
- **Supplies:** Currently at 30.3%, with the majority tied to issued purchase orders (POs) that are encumbered and will be spent throughout the year.
- **Materials:** 16.1% spent YTD.
- **Services:** Currently at 35.3%, with 1.2M 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 spending in Q1 in the Capital Fund as PCLS prepares the LCFA Fund to cover Sumner expenses.

Financial/Budget Activities

- 2026 Budget: draft budget has been added to Munis, May management meeting presentation and training of budget in Munis
- Clear Gov 2026 Budget Book development

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	-45,855,000	-45,855,000	-2,514,877.10	-1,878,032.01	.00	-43,340,122.90	5.5%
311120 PROPERTY TAX--DELINQUENT	-536,000	-536,000	-217,806.79	-67,890.96	.00	-318,193.21	40.6%
311121 PROPERTY TAX--KING COUNTY	-61,000	-61,000	-1,610.07	-1,351.55	.00	-59,389.93	2.6%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-6,692.94	.00	.00	692.94	111.5%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-19,179.36	-602.01	.00	-820.64	95.9%
317400 TIMBER EXCISE TAX	-60,000	-60,000	.00	.00	.00	-60,000.00	.0%
TOTAL TAXES	-46,538,000	-46,538,000	-2,760,166.26	-1,947,876.53	.00	-43,777,833.74	5.9%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	.00	.00	.00	-15,000.00	.0%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-72.00	.00	.00	-3,928.00	1.8%
347902 PRINTER FEES	0	0	-14,916.16	-5,467.66	.00	14,916.16	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-95,684.97	-23,112.56	.00	-304,315.03	23.9%
361430 INTEREST INCOME--CONTRACTS &	0	0	-71.56	-63.95	.00	71.56	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-704.80	.00	.00	-295.20	70.5%
367010 DONOR PROCEEDS--FOUNDATION	-335,000	-335,000	.00	.00	.00	-335,000.00	.0%
367020 DONOR PROCEEDS--FRIENDS	0	0	-60,016.00	-3,150.00	.00	60,016.00	100.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-8,511.35	.00	.00	6,511.35	425.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-7,328.21	-3,569.05	.00	3,328.21	183.2%
369200 FOUND MONEY	0	0	-35.60	-.18	.00	35.60	100.0%
369910 MISCELLANEOUS OTHER	0	0	-41,830.62	-272.82	.00	41,830.62	100.0%
369911 PAYMENT FOR LOST MATERIALS	-19,000	-19,000	-7,874.91	-2,409.54	.00	-11,125.09	41.4%
369912 JURY DUTY REIMBURSEMENT	0	0	-100.00	-100.00	.00	100.00	100.0%
369913 ERATE REIMBURSEMENT	-150,000	-150,000	-366,866.41	.00	.00	216,866.41	244.6%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-27,357.98	-13,369.94	.00	-47,642.02	36.5%
TOTAL CHARGES OTHER	-1,005,000	-1,005,000	-631,370.57	-51,515.70	.00	-373,629.43	62.8%
03 SALARIES AND WAGES							
511000 SALARIES AND WAGES	25,621,649	25,621,649	5,972,734.55	1,899,195.43	.00	19,648,914.45	23.3%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,076.75	45.94	.00	30,923.25	3.4%
511007 SHIFT DIFFERENTIAL	236,351	236,351	4,617.71	.00	.00	231,733.29	2.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511009 TUITION ASSISTANCE	12,000	12,000	3,163.75	.00	.00	8,836.25	26.4%
512000 OVERTIME WAGES	45,000	45,000	7,601.88	3,146.33	.00	37,398.12	16.9%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-914,000	-914,000	.00	.00	.00	-914,000.00	.0%
TOTAL SALARIES AND WAGES	25,183,000	25,183,000	5,989,194.64	1,902,387.70	.00	19,193,805.36	23.8%

04 PERSONNEL BENEFITS

520010 FICA	1,951,660	1,951,660	451,523.86	142,480.29	.00	1,500,136.14	23.1%
520020 MEDICAL INSURANCE	3,496,003	3,496,003	895,859.05	265,786.35	.00	2,600,143.95	25.6%
520021 DENTAL INSURANCE	252,340	252,340	58,208.15	19,395.01	.00	194,131.85	23.1%
520022 LIFE AND DISABILITY INSURANCE	106,818	106,818	25,407.31	8,660.66	.00	81,410.69	23.8%
520023 INDUSTRIAL INSURANCE	146,870	146,870	39,384.96	12,871.73	.00	107,485.04	26.8%
520030 RETIREMENT	2,449,135	2,449,135	545,901.53	172,968.50	.00	1,903,233.47	22.3%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	3,060.84	.00	.00	31,939.16	8.7%
520041 PAID FML INSURANCE	59,147	59,147	15,268.45	4,995.38	.00	43,878.55	25.8%
520091 OTHER BENEFIT	80,027	80,027	12,690.82	4,928.74	.00	67,336.18	15.9%
529999 ADJ BENEFITS TO MATCH PLAN	-301,000	-301,000	.00	.00	.00	-301,000.00	.0%
TOTAL PERSONNEL BENEFITS	8,276,000	8,276,000	2,047,304.97	632,086.66	.00	6,228,695.03	24.7%

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	64,375	64,375	8,162.81	1,143.03	.00	56,212.19	12.7%
531002 OFFICE/OPERATING SUPPLIES--SU	88,910	85,910	11,431.25	4,252.89	7,039.43	67,439.32	21.5%
531004 OFFICE/OPERATING SUPPLIES--PU	91,000	91,000	8,704.84	3,543.94	19,901.77	62,393.39	31.4%
531010 CUSTODIAL SUPPLIES	145,000	145,000	26,287.39	5,493.57	71,151.58	47,561.03	67.2%
531020 MAINTENANCE SUPPLIES	50,000	50,000	5,767.02	1,142.65	.00	44,232.98	11.5%
531030 MATERIAL PROCESSING SUP	17,500	17,500	5,030.19	74.05	.00	12,469.81	28.7%
531040 TRAINING SUPPLIES	5,000	5,000	322.29	.00	.00	4,677.71	6.4%
531098 FRIENDS PASSTHROUGH-SUP	0	0	5,935.37	3,949.49	7,726.76	-13,662.13	100.0%
531099 FOUNDATION PASSTHROUGH-SUP	145,300	145,300	2,566.49	346.10	10,000.00	132,733.51	8.6%
532000 FUEL	45,000	45,000	8,240.08	2,348.31	36,759.92	.00	100.0%
535000 MINOR EQUIPMENT	44,500	44,500	5,924.93	4,493.46	1,025.95	37,549.12	15.6%
535010 FURNISHINGS--PUBLIC	68,000	68,000	12,803.04	12,803.04	43,695.08	11,501.88	83.1%
535015 FURNISHINGS--STAFF	156,500	156,500	20,569.63	7,042.40	51,379.53	84,550.84	46.0%
535020 TECHNOLOGY HARDWARE--PUBLIC	100,000	100,000	.00	.00	.00	100,000.00	.0%
535025 TECHNOLOGY HARDWARE--STAFF	302,500	302,500	605.48	.00	.00	301,894.52	.2%
535030 TECHNOLOGY HARDWARE--GENERAL	19,000	19,000	209.53	.00	.00	18,790.47	1.1%
535050 SOFTWARE/LICENSES/HOST--APPS	443,360	445,123	114,405.52	1,989.02	61,898.73	268,818.25	39.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535055 SOFTWARE/LICENSES/HOST--INFRA	360,400	360,400	20,018.46	2,662.14	82,910.86	257,470.68	28.6%
TOTAL SUPPLIES EXPENSES	2,146,345	2,145,108	256,984.32	51,284.09	393,489.61	1,494,633.57	30.3%

06 MATERIALS

534000 MATERIALS COLLECTION	15,000	15,000	.00	.00	.00	15,000.00	.0%
534005 ADULT AV - CDS	20,000	20,000	4,516.86	1,776.99	.00	15,483.14	22.6%
534010 ADULT AV - DVD	327,500	327,500	66,218.52	20,894.51	.00	261,281.48	20.2%
534015 ADULT AV - DVDF	20,000	20,000	3,603.28	2,049.29	.00	16,396.72	18.0%
534020 ADULT AV AUDIOBOOKS	20,000	20,000	18,472.81	16,718.58	.00	1,527.19	92.4%
534105 ADULT BOOK CLUB KITS	3,000	3,000	.00	.00	.00	3,000.00	.0%
534110 ADULT FICTION	270,000	270,000	63,218.18	26,169.51	.00	206,781.82	23.4%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	3,616.67	626.40	.00	11,383.33	24.1%
534120 ADULT LARGE PRINT	50,000	50,000	13,062.45	8,706.55	.00	36,937.55	26.1%
534125 ADULT LUCKY DAY	60,000	60,000	14,375.62	5,988.84	.00	45,624.38	24.0%
534130 ADULT NONFICTION	300,000	300,000	39,462.62	22,861.24	.00	260,537.38	13.2%
534145 ADULT REFERENCE	15,000	15,000	-854.98	.00	.00	15,854.98	-5.7%
534150 ADULT YA FICTION	55,000	55,000	4,057.38	1,447.89	.00	50,942.62	7.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	8,685.39	1,325.40	.00	16,314.61	34.7%
534160 ADULT YA NONFICTION	12,000	12,000	2,224.00	1,773.37	.00	9,776.00	18.5%
534205 CHILDREN'S BOOK CLUB KITS	2,500	2,500	35.08	35.08	.00	2,464.92	1.4%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	3,552.01	673.69	.00	2,447.99	59.2%
534220 CHILDREN'S FICTION	225,000	225,000	34,410.70	15,999.61	.00	190,589.30	15.3%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	10,328.54	2,789.16	.00	44,671.46	18.8%
534230 CHILDREN'S NONFICTION	125,000	125,000	21,930.91	7,568.26	.00	103,069.09	17.5%
534235 CHILDREN'S SCIENCE TO GO	6,000	6,000	.00	.00	.00	6,000.00	.0%
534237 CHILDREN'S STANDING ORDERS	35,000	35,000	7,565.68	3,228.82	.00	27,434.32	21.6%
534240 CHILDREN'S STORYTIME	2,500	2,500	1,135.63	263.05	.00	1,364.37	45.4%
534305 DATABASES	592,925	592,925	57,924.09	463.45	.00	535,000.91	9.8%
534410 EBOOKS	880,000	880,000	125,231.39	95,398.05	.00	754,768.61	14.2%
534415 EDOWNLOADABLE AUDIO	780,000	780,000	141,454.97	44,249.10	.00	638,545.03	18.1%
534421 ESTREAMING FILMS	100,000	100,000	5,972.60	5,972.60	.00	94,027.40	6.0%
534422 ESTREAMING MUSIC	20,000	20,000	.00	.00	.00	20,000.00	.0%
534425 EHOSTING FEES	15,000	15,000	1,200.00	.00	.00	13,800.00	8.0%
534430 EMAGAZINES	80,500	80,500	16,435.00	.00	.00	64,065.00	20.4%
534505 MAGAZINES	75,000	75,000	13,302.55	6,717.57	.00	61,697.45	17.7%
534605 VENDOR PROCESSING	100,000	100,000	31,660.24	12,496.33	.00	68,339.76	31.7%
534645 VENDOR CATALOGING	10,000	10,000	514.00	395.00	.00	9,486.00	5.1%
534705 WORLD - ADULT SPANISH	10,000	10,000	965.20	887.89	.00	9,034.80	9.7%
534710 WORLD - CHILDREN'S SPANISH	15,000	15,000	1,632.06	1,231.75	.00	13,367.94	10.9%
534715 WORLD - CHINESE	11,000	11,000	2,378.16	2,378.16	.00	8,621.84	21.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534725 WORLD - GERMAN	8,000	8,000	554.90	.00	.00	7,445.10	6.9%
534730 WORLD - JAPANESE	5,500	5,500	1,464.33	1,078.98	.00	4,035.67	26.6%
534735 WORLD - KOREAN	21,000	21,000	4,315.92	4,315.92	.00	16,684.08	20.6%
534740 WORLD - TAGALOG	15,000	15,000	1,248.53	1,248.53	.00	13,751.47	8.3%
534745 WORLD - VIETNAMESE	8,000	8,000	.00	.00	.00	8,000.00	.0%
534750 WORLD - RUSSIAN	20,000	20,000	1,664.71	1,664.71	.00	18,335.29	8.3%
534755 WORLD - UKRAINE	5,000	5,000	.00	.00	.00	5,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	35,000	3,657.88	493.14	.00	31,342.12	10.5%
534810 YOUTH DVD - FTY	22,500	22,500	2,311.14	855.12	.00	20,188.86	10.3%
534815 YOUTH YA AUDIO BOOKS	5,000	5,000	.00	.00	.00	5,000.00	.0%
541610 RESOURCE SHARING SERVICES	38,000	38,000	.00	.00	.00	38,000.00	.0%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	2,000.00	2,000.00	.00	38,200.00	5.0%
TOTAL MATERIALS	4,577,125	4,577,125	735,505.02	322,742.54	.00	3,841,619.98	16.1%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	261,000	261,000	92,186.60	9,671.66	196,113.18	-27,299.78	110.5%
541004 INDEPENDENT CONTRACTORS--INFR	48,000	48,000	15,825.00	3,775.00	21,500.00	10,675.00	77.8%
541010 PERFORMER SERVICES	103,000	103,000	9,233.92	6,232.00	3,691.00	90,075.08	12.5%
541020 CONTRACTUAL SERVICES	613,500	611,738	66,212.29	25,751.27	266,705.77	278,819.44	54.4%
541040 LEGAL SERVICES	60,000	66,000	41,957.70	12,380.20	10,338.80	13,703.50	79.2%
541050 DATA SERVICES	8,000	8,000	.00	.00	.00	8,000.00	.0%
541630 PRINTING AND BINDING	118,500	118,500	16,777.96	5,844.68	59,388.36	42,333.68	64.3%
541650 ILL LOST ITEM CHARGE	2,000	2,000	585.92	248.00	.00	1,414.08	29.3%
542000 POSTAGE	77,500	77,500	10,034.44	10,008.40	7,164.23	60,301.33	22.2%
542001 SHIPPING	10,000	10,000	538.50	333.89	.00	9,461.50	5.4%
542010 TELECOM SERVICES--PHONES	82,000	82,000	25,918.89	8,813.45	.00	56,081.11	31.6%
542011 TELECOM SERVICES--CELLPHONES	62,000	62,000	18,114.05	4,815.81	.00	43,885.95	29.2%
542012 TELECOM SERVICES--INTERNET	376,884	376,884	92,584.23	31,907.38	.00	284,299.77	24.6%
543000 TOLLS/PARKING	10,529	10,529	687.75	66.25	.00	9,841.25	6.5%
543010 MILEAGE REIMBURSEMENTS	54,525	54,525	10,594.03	3,595.83	.00	43,930.97	19.4%
543011 AIRFARE/OTHER TRANSPORTATION	19,460	19,460	4,131.30	1,472.54	.00	15,328.70	21.2%
543012 PER DIEMS	11,470	11,470	.00	.00	.00	11,470.00	.0%
543013 LODGING	34,460	34,460	1,904.18	494.05	.00	32,555.82	5.5%
544000 ADVERTISING	132,000	129,000	18,325.46	5,226.59	83,544.17	27,130.37	79.0%
545010 RENTALS/LEASES--BUILDINGS	0	0	368.00	184.00	.00	-368.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0%
545030 Rental/Lease CAM	433,900	433,900	45,907.42	32,128.73	.00	387,992.58	10.6%
546000 INSURANCE	350,000	350,000	-13,622.00	.00	.00	363,622.00	-3.9%
547000 ELECTRICITY	325,000	325,000	85,328.75	25,615.20	.00	239,671.25	26.3%
547010 NATURAL GAS	8,000	8,000	1,507.35	593.62	.00	6,492.65	18.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	46,000	46,000	9,380.39	2,617.09	.00	36,619.61	20.4%
547030 SEWER	38,000	38,000	11,530.68	2,748.63	.00	26,469.32	30.3%
547040 REFUSE	55,000	55,000	14,127.89	4,647.93	.00	40,872.11	25.7%
548000 GENERAL REPAIRS/MAINTENANCE	601,500	601,500	27,814.71	2,456.69	137,225.73	436,459.56	27.4%
548010 CONTRACTED MAINTENANCE	654,600	654,600	134,712.39	19,874.45	351,863.47	168,024.14	74.3%
548050 VEHICLE REPAIR AND MAINTENANC	35,000	35,000	4,289.94	3,611.18	.00	30,710.06	12.3%
548100 IT SYSTEMS MAINTENANCE--APPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	88,000	88,000	.00	.00	.00	88,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	76,445	76,445	9,654.00	3,490.00	6,000.00	60,791.00	20.5%
549011 ORGANIZATIONAL REGISTRATIONS	70,995	70,995	195.00	75.00	23,660.00	47,140.00	33.6%
549012 ONLINE TRAINING & DEVELOPMENT	0	0	841.10	.00	.00	-841.10	100.0%
549020 DUES AND MEMBERSHIPS	40,450	40,450	36,625.72	2,750.00	300.00	3,524.28	91.3%
549030 TAXES AND ASSESSMENTS	57,000	57,000	-.01	.00	.00	57,000.01	.0%
549040 LICENSES	1,200	1,200	.00	.00	.00	1,200.00	.0%
549050 FEES	19,500	19,500	4,552.48	1,062.23	1,200.00	13,747.52	29.5%
549120 CONTINGENCY/RESERVE	164,668	164,668	.00	.00	.00	164,668.00	.0%
591720 GASB 87 LONG TERM LEASE	715,444	715,444	129,891.45	74,693.00	44,301.06	541,251.49	24.3%
591721 SBITA	287,800	287,800	32,784.93	3,796.93	.00	255,015.07	11.4%
TOTAL SERVICES EXPENSES	6,160,530	6,161,768	961,502.41	310,981.68	1,212,995.77	3,987,269.32	35.3%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-1,800,000	-1,800,000	.00	.00	.00	-1,800,000.00	.0%
597030 TRANSFERS OUT--CAPITAL PROJEC	2,000,000	2,000,000	.00	.00	.00	2,000,000.00	.0%
597099 ANNUAL SUSTAINABILITY SETASID	1,000,000	1,000,000	.00	.00	.00	1,000,000.00	.0%
TOTAL TRANSFERS/SETASIDES	1,200,000	1,200,000	.00	.00	.00	1,200,000.00	.0%
TOTAL GENERAL FUND	0	0	6,598,954.53	1,220,090.44	1,606,485.38	-8,205,439.91	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-3,391,536.83	-1,999,392.23	.00	-45,951,463.17	
TOTAL EXPENSES	49,343,000	49,343,000	9,990,491.36	3,219,482.67	1,606,485.38	37,746,023.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR:		ORIGINAL	REVISED				AVAILABLE	PCT
102	LEVY SUSTAINABILITY FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-193,653.89	-66,596.23	.00	193,653.89	100.0%
	TOTAL CHARGES OTHER	0	0	-193,653.89	-66,596.23	.00	193,653.89	100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0	0	-193,653.89	-66,596.23	.00	193,653.89	100.0%
	TOTAL REVENUES	0	0	-193,653.89	-66,596.23	.00	193,653.89	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-13,616.60	-4,682.65	.00	13,616.60	100.0%
TOTAL CHARGES OTHER	0	0	-13,616.60	-4,682.65	.00	13,616.60	100.0%
TOTAL ELECTION FUND	0	0	-13,616.60	-4,682.65	.00	13,616.60	100.0%
TOTAL REVENUES	0	0	-13,616.60	-4,682.65	.00	13,616.60	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-13,113.84	-4,509.75	.00	13,113.84	100.0%
	TOTAL CHARGES OTHER	0	0	-13,113.84	-4,509.75	.00	13,113.84	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-13,113.84	-4,509.75	.00	13,113.84	100.0%
	TOTAL REVENUES	0	0	-13,113.84	-4,509.75	.00	13,113.84	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
201 DEBT SERVICE FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
02 CHARGES OTHER								
361100 INVESTMENT EARNINGS	0	0	-1,031.98	-354.83	.00	1,031.98	100.0%	
TOTAL CHARGES OTHER	0	0	-1,031.98	-354.83	.00	1,031.98	100.0%	
TOTAL DEBT SERVICE FUND	0	0	-1,031.98	-354.83	.00	1,031.98	100.0%	
TOTAL REVENUES	0	0	-1,031.98	-354.83	.00	1,031.98		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
301 CAPITAL IMPROVEMENT FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
02 CHARGES OTHER							
334069 STATE GRANT FROM OTHR STATE A	-800,000	-800,000	.00	.00	.00	-800,000.00	.0%
361100 INVESTMENT EARNINGS	-870,000	-870,000	-21,052.80	-8,159.94	.00	-848,947.20	2.4%
367010 DONOR PROCEEDS--FOUNDATION	-520,000	-520,000	-520,000.00	.00	.00	.00	100.0%
391100 SUMNER LCFA FUNDS	-11,834,000	-11,834,000	.00	.00	.00	-11,834,000.00	.0%
TOTAL CHARGES OTHER	-14,024,000	-14,024,000	-541,052.80	-8,159.94	.00	-13,482,947.20	3.9%
05 SUPPLIES EXPENSES							
535030 TECHNOLOGY HARDWARE--GENERAL	396,000	396,000	.00	.00	648,801.93	-252,801.93	163.8%
TOTAL SUPPLIES EXPENSES	396,000	396,000	.00	.00	648,801.93	-252,801.93	163.8%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	5,000	5,000	.00	.00	.00	5,000.00	.0%
541020 CONTRACTUAL SERVICES	905,000	905,000	124,702.54	24,202.00	206,751.60	573,545.86	36.6%
541040 LEGAL SERVICES	15,000	15,000	262.50	.00	.00	14,737.50	1.8%
541050 DATA SERVICES	110,000	110,000	.00	.00	.00	110,000.00	.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,752,000	2,752,000	71,696.11	5,646.75	1,990,076.84	690,227.05	74.9%
549030 TAXES AND ASSESSMENTS	220,000	220,000	.00	.00	.00	220,000.00	.0%
549050 FEES	220,000	220,000	.00	.00	.00	220,000.00	.0%
549120 CONTINGENCY/RESERVE	434,000	434,000	.00	.00	.00	434,000.00	.0%
TOTAL SERVICES EXPENSES	4,661,000	4,661,000	196,661.15	29,848.75	2,196,828.44	2,267,510.41	51.4%
08 CAPITAL OUTLAYS							
562010 BUILDING IMPROVEMENTS/REFRESH	220,000	220,000	.00	.00	50,189.00	169,811.00	22.8%
562020 LAND & PROPERTY IMPROVEMENTS	1,100,000	1,100,000	2,801.78	.00	.00	1,097,198.22	.3%
562100 CONSTRUCTION	9,020,000	9,020,000	18,716.60	9,714.32	164,938.34	8,836,345.06	2.0%
562200 ELECTRICAL	165,000	165,000	62,206.50	62,206.50	.00	102,793.50	37.7%
562800 FURNITURE AND FIXTURES	0	0	750.00	.00	611.85	-1,361.85	100.0%
563000 OTHER IMPROVEMENTS--NONBUILDI	275,000	275,000	.00	.00	.00	275,000.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
564100 VEHICLES	77,000	77,000	43,705.07	43,705.07	7,270.50	26,024.43	66.2%
564200 HVAC AND MECHANICALS	110,000	110,000	.00	.00	.00	110,000.00	.0%
TOTAL CAPITAL OUTLAYS	10,967,000	10,967,000	128,179.95	115,625.89	223,009.69	10,615,810.36	3.2%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-2,000,000	-2,000,000	.00	.00	.00	-2,000,000.00	.0%
TOTAL TRANSFERS/SETASIDES	-2,000,000	-2,000,000	.00	.00	.00	-2,000,000.00	.0%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-216,211.70	137,314.70	3,068,640.06	-2,852,428.36	100.0%
TOTAL REVENUES	-16,024,000	-16,024,000	-541,052.80	-8,159.94	.00	-15,482,947.20	
TOTAL EXPENSES	16,024,000	16,024,000	324,841.10	145,474.64	3,068,640.06	12,630,518.84	

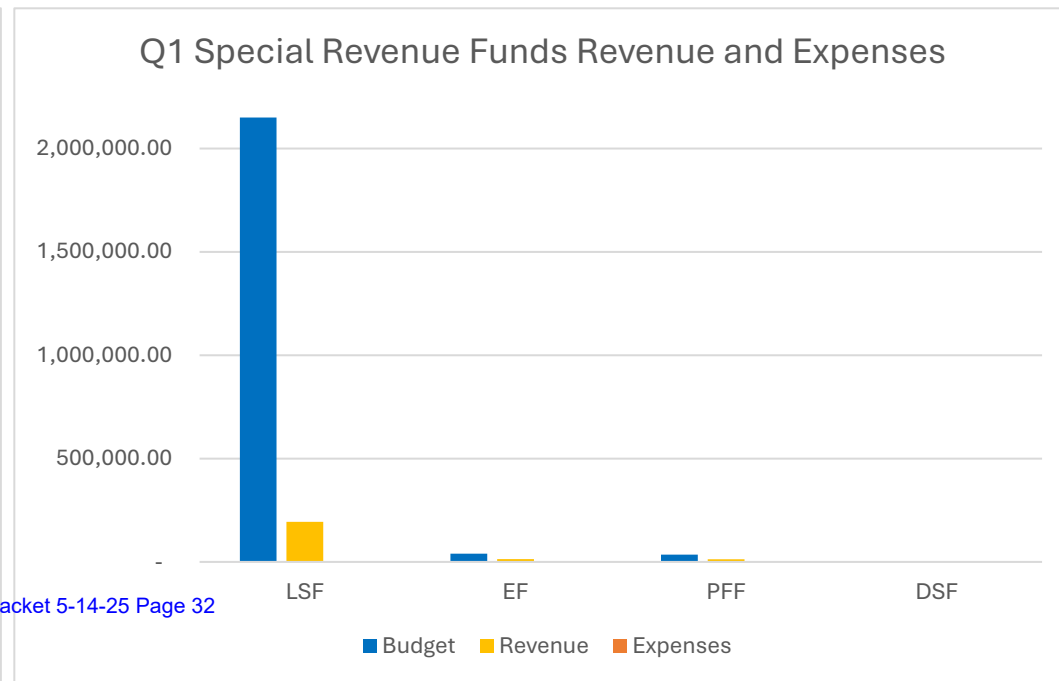
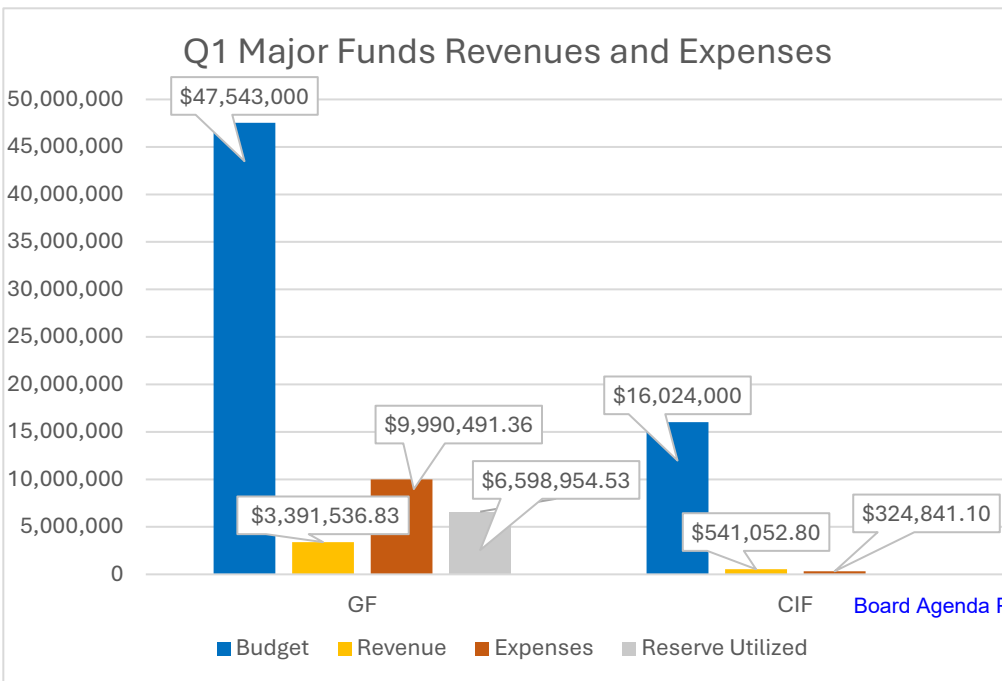
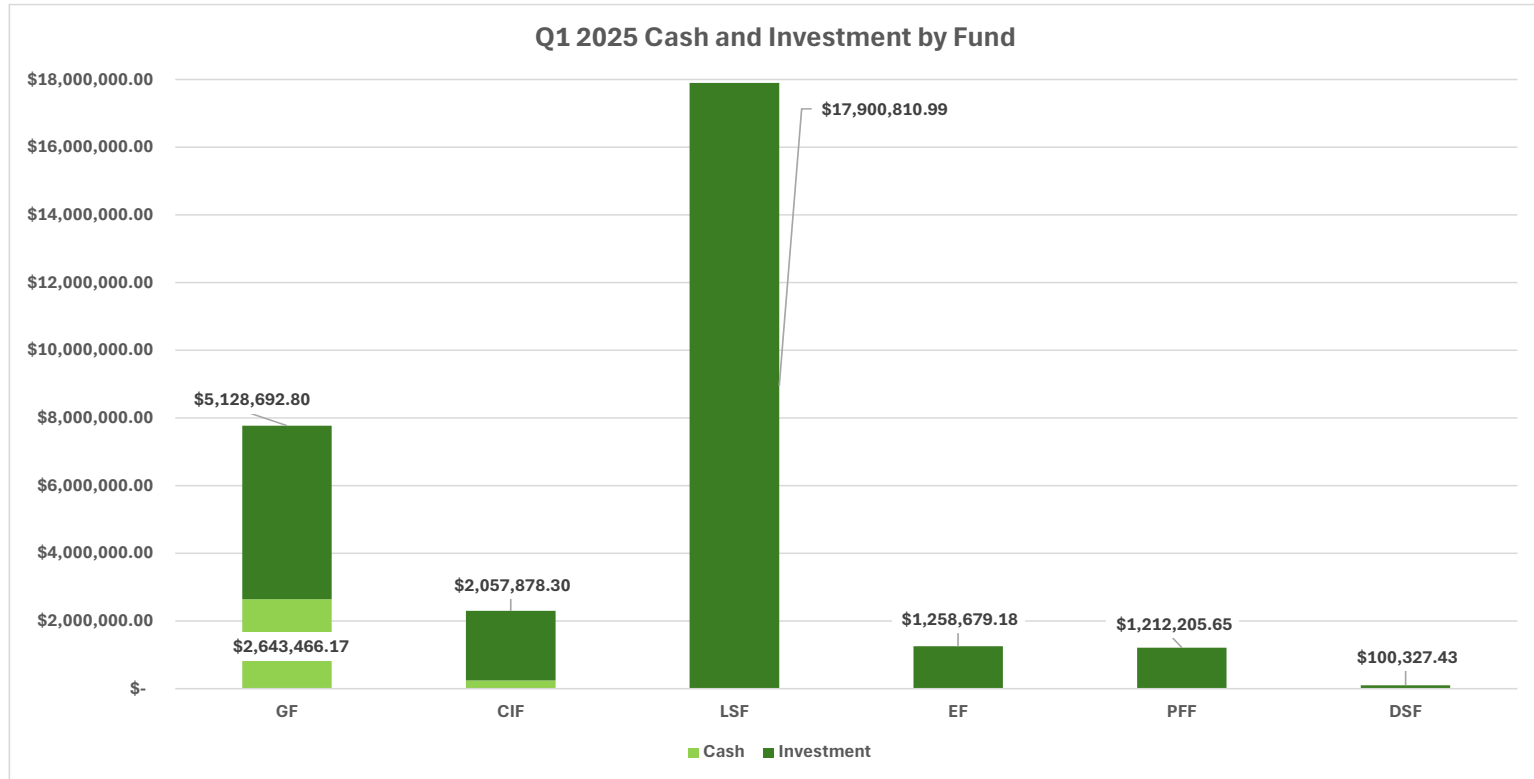
YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	6,161,326.52	1,281,261.68	4,675,125.44	-10,836,451.96	100.0%

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

PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 3/31/2025



Unfinished Business

MEMO



Date: May 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 Case Updates

The 2025 Legislative Session concluded on time after 105 days, with the Legislature voting on the three biennial budgets: operating, capital, and transportation. The Governor now has until May 20 to take action on these bills.

Throughout the session, legislative focus remained on the budget at the state level. The major bill public libraries were tracking involved various iterations of property tax reform, none of which were passed. As a result, there were very minimal legislative impacts to PCLS as we crossed through Sine Die on April 27, 2025. This was a lighter policy year with 423 bills passed out of 2,100 introduced (usually about 500 pass).

- **Library Funding:** Governor Ferguson is expected to sign a new funding method for local public libraries (SB 5365). This may open capital funding opportunities for some libraries but is unlikely to have an impact on PCLS.
- **Property Tax Cap:** No action was taken to revise the property tax cap, which remains a challenge for public agency funding.

Presidential Executive Orders & Actions

Institute of Museum and Library Services (IMLS) & the Washington State Library (WSL)

President Trump issued an [executive order](#) on March 14, reducing funding for federal entities deemed unnecessary, and one was the Institute of Museum and Library Services (IMLS). On March 31, the entire IMLS staff of about 70 employees was placed on administrative leave. Washington State joined 21 other states in legal action to halt the dismantling of the agency. There is currently a separate lawsuit against President Trump to stop the dismantling of IMLS, coming from the American Library Association and the American Federation of State, County and Municipal Employees (AFSCME), the largest union representing museum and library workers. U.S. District Court for the District of Columbia [granted a temporary restraining order](#) to block the dismantling of the IMLS.

The Washington State Library (WSL) has been directly affected by these funding cuts. One major impact is the termination of the Statewide Database Licensing (SDL) project, ending on June 30, 2025. This project has provided access to high-quality digital resources for libraries across Washington for nearly 27 years. With the loss of federal support, the centralized licensing model can no longer be sustained, ending the partnership with Gale Cengage. Gale will offer individual pricing to libraries going forward, and librarians at PCLS are already discussing pricing with this vendor for the 2026 budget.

Additionally, staff positions at the WSL are at risk of layoffs if IMLS funding is not received soon, with the last working day potentially being June 27, 2025.

The funding cuts will lead to several service disruptions. Some services, such as the statewide public Microsoft certification exam program, will pause during the summer to build a self-service portal. Despite these disruptions, LinkedIn Learning and Northstar will continue to be funded and available.

While PCLS does not receive direct funding from WSL or IMLS, this transition may lead to increased costs and administrative burdens for local libraries, including PCLS. Furthermore, the potential layoffs at the Washington State Library could reduce the support and services available to local libraries, making it challenging to maintain the same level of service without centralized support.

In 2013, PCLS won the IMLS National Medal for Museum and Library Service, the nation's highest honor for institutions that make significant and exceptional contributions to their communities. The Library received a grant award as a recipient.

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

PCLS has not received any formal communication regarding the OCR agreement. Library staff continue to actively maintain current WCAG 2.1 AA standards.

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

The U.S. Supreme Court is [unlikely to strike down the federal E-rate program](#), which funds internet connections for schools, despite some justices expressing concerns about its funding structure as an unconstitutional tax. Justice Samuel Alito highlighted potential negative impacts of a decision against the program, while liberal justices emphasized the essential services provided by the [Universal Service Fund](#), which includes the E-rate program. A ruling against the program could significantly affect schools, libraries, rural hospitals, and low-income households. The court's decision is expected by late June or early July.

A negative ruling could result in an impact to PCLS by eliminating two E-Rate funding commitments for 2025 from the program, one for \$611,121.96 and one for \$333,650.66 (Total of \$944,772.62). These were funds slated for technology upgrades and infrastructure improvements.

MEMO



Date: April 30, 2025

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

From: Melissa Munn, Customer Experience Director

Subject: Rules of Conduct Policy Update - Discussion

It has been 18 months since the revised Rules of Conduct (ROC) were approved by the Board. We are now recommending updates to provide clarity, ensure alignment with system guidelines, and support the strategic goal of welcoming and inclusive spaces by becoming trauma informed.

The following changes are recommended:

- **ADD:** *“All people, regardless of age, are expected to follow the Library Rules of Conduct. It applies everywhere the Library provides services: on all Library property, in the community, through our website or social media, and by phone, or email.”*
 - This supports staff managing behavior in all the spaces that we provide services.
- **CHANGE:** The number of days from 7 to 30 in this statement: “This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than ~~seven (7)~~ thirty (30) consecutive days.”
 - This aligns the ROC with the procedures for addressing customer behavior. Bans for 30 days or shorter can be appealed to the local library management.
- **REMOVE:** “When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.”
 - Removing this supports our move to becoming a trauma informed library and using consequences to encourage a change in behavior.
- **REMOVE:** Sales and Solicitation as an example of Unsafe or Disruptive behavior
 - The external public library spaces, including sidewalks and grounds, are considered traditional public forums which prohibits the Library from limiting speech that is protected under the First Amendment.
 - The internal areas of public library spaces, except staff-only spaces, are limited public forums which allows the Library to place reasonable time, place, and manner limitations.
 - Removing this language eliminates confusion for all.
 - Staff will address any behavior that is reported to be disruptive, illegal, or blocks access to the library.

Board Policy



Library Rules of Conduct

Policy Statement

The Pierce County Library System strives to provide inclusive, welcoming, and respectful spaces and experiences for all community members. The Library encourages activities that are safe, and non-discriminatory, and allow for the varied ways users choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

This policy defines expectations for behavior for Library users. All people, regardless of age, are expected to follow the Library Rules of Conduct. It applies everywhere the Library provides services: on all Library property, in the community, through our website or social media, and by phone, or email.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than ~~seven (7)~~ thirty (30) consecutive days.

Policy

Staff apply the Rules of Conduct in a fair, equitable and consistent manner for the benefit of all.

All visitors are expected to:

- Be safe
- Be respectful of staff and other visitors
- Be respectful of Library property
- Comply with staff direction
- Obey the law

Each Library user is responsible for their own safety, the safety of children or dependents in their care, and the security of their personal belongings. The Library is not responsible for users' reckless, negligent, intentional, or criminal acts, or the actions of others.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.

Board Policy

The following behaviors are not allowed:

<p>1. UNSAFE or DISRUPTIVE Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures • Loud talking or disruptive physical behavior • Use of electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing, including shoes • Bodily scent so strong as to constitute a nuisance <u>Scents that are disruptive</u> • Sales or solicitation • Bringing animals other than service animals into the Library • Leaving personal property unattended or with staff
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Actions that may result in damage to Library property or the property of others • Smoking on library property • <u>Entering non-public areas without permission.</u>
<p>3. ILLEGAL Any behavior that is prohibited by law</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening or harassing behavior towards staff or others • Assaulting staff or others • Sexual misconduct or harassment • Selling or using drugs • Consuming alcohol or possessing an open container of liquor <u>alcohol</u> • Theft of library materials or items belonging to staff or others • Use of any library property; including, computers and wifi to conduct illegal activities • Viewing or printing child pornography
<p>4. NONCOMPLIANCE WITH STAFF Ignoring requests or disobeying the direction of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to stop a prohibited behavior, when asked to do so • Failing to leave when requested for violations of the Rules of Conduct or any Library policy

Table 1: Behaviors and Examples

Board Policy



Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond thirty (30) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address ~~through~~with which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal. ~~Bans or criminal trespass for 30 days or less may be appealed to the local library management. Request can be made at the location where they were excluded. A written response will be provided by the local library management within 15 days of the receipt of the appeal.~~

~~When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.~~

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

Library staff are authorized by the Library Board of Trustees to exclude any user who violates the Rules of Conduct from its facilities for a specified period of time, as authorized under RCW 27.12.290.

Adopted by the Pierce County Rural Library District Board of Trustees, October 11, 2023.

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



Library Rules of Conduct

Policy Statement

The Pierce County Library System strives to provide inclusive, welcoming, and respectful spaces and experiences for all community members. The Library encourages activities that are safe, and non-discriminatory, and allow for the varied ways users choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

This policy defines expectations for behavior for Library users. All people, regardless of age, are expected to follow the Library Rules of Conduct. It applies everywhere the Library provides services: on all Library property, in the community, through our website or social media, and by phone, or email.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than thirty (30) consecutive days.

Policy

Staff apply the Rules of Conduct in a fair, equitable and consistent manner for the benefit of all.

All visitors are expected to:

- Be safe
- Be respectful of staff and other visitors
- Be respectful of Library property
- Comply with staff direction
- Obey the law

Each Library user is responsible for their own safety, the safety of children or dependents in their care, and the security of their personal belongings. The Library is not responsible for users' reckless, negligent, intentional, or criminal acts, or the actions of others.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.

Board Policy

The following behaviors are not allowed:

<p>1. UNSAFE or DISRUPTIVE Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures • Loud talking or disruptive physical behavior • Use of electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing, including shoes • Scents that are disruptive • Bringing animals other than service animals into the Library • Leaving personal property unattended or with staff
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Actions that may result in damage to Library property or the property of others • Smoking on library property • Entering non-public areas without permission.
<p>3. ILLEGAL Any behavior that is prohibited by law</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening or harassing behavior towards staff or others • Assaulting staff or others • Sexual misconduct or harassment • Selling or using drugs • Consuming alcohol or possessing an open container of alcohol • Theft of library materials or items belonging to staff or others • Use of any library property; including, computers to conduct illegal activities • Viewing or printing child pornography
<p>4. NONCOMPLIANCE WITH STAFF Ignoring requests or disobeying the direction of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to stop a prohibited behavior, when asked to do so • Failing to leave when requested for violations of the Rules of Conduct or any Library policy

Table 1: Behaviors and Examples

Board Policy



Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond thirty (30) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address through which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal.

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

Library staff are authorized by the Library Board of Trustees to exclude any user who violates the Rules of Conduct from its facilities for a specified period of time, as authorized under RCW 27.12.290.

Adopted by the Pierce County Rural Library District Board of Trustees, October 11, 2023.

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: May 2, 2025

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

From: Amy Anderson, Collection Management Director

Subject: Selection of Library Materials policy

Last month we discussed the draft update Selection of Library Materials policy. As a reminder, it remains substantively the same, with only a few minor revisions:

- The Library's mission statement has been updated to reflect the new 2025-2029 Strategic Plan.
- A reference to a now-obsolete administrative policy has been removed from the end of the policy.
- The typo "individually" has been updated to "individual."
- The sentence mentioning a "site supervisor" has been updated for clarity. Any supervisor may receive a Request for Reconsideration form from a customer and complete the sections designated for supervisor response.

ACTION: Approve the Selection of Library Materials policy as presented

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

Board Policy



Library Rules of Conduct

Policy Statement

The Pierce County Library System strives to provide inclusive, welcoming, and respectful spaces and experiences for all community members. The Library encourages activities that are safe, and non-discriminatory, and allow for the varied ways users choose to engage with the Library. Specific behaviors are required to maintain this positive and beneficial environment.

Purpose

This policy defines expectations for behavior for Library users. All people, regardless of age, are expected to follow the Library Rules of Conduct. It applies everywhere the Library provides services: on all Library property, in the community, through our website or social media, and by phone, or email.

This policy also establishes the steps individuals can take to appeal any ban or criminal trespass for any length of time that is longer than ~~seven (7)~~ thirty (30) consecutive days.

Policy

Staff apply the Rules of Conduct in a fair, equitable and consistent manner for the benefit of all.

All visitors are expected to:

- Be safe
- Be respectful of staff and other visitors
- Be respectful of Library property
- Comply with staff direction
- Obey the law

Each Library user is responsible for their own safety, the safety of children or dependents in their care, and the security of their personal belongings. The Library is not responsible for users' reckless, negligent, intentional, or criminal acts, or the actions of others.

Library staff will intervene to stop prohibited activities and behaviors. Failure to comply with this and any other established Library policies could result in restriction of Library privileges, immediate removal from the premises or exclusion from the Library for a period of one day to one year, or in arrest or criminal prosecution.

Board Policy

The following behaviors are not allowed:

<p>1. UNSAFE or DISRUPTIVE Any activity that unreasonably interferes with others' use and enjoyment of the Library or with the functioning of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Behavior likely to cause personal injury • Interfering with the free passage of staff or others • Use of hostile or aggressive language or gestures • Loud talking or disruptive physical behavior • Use of electronic or communication devices in a manner that is disruptive • Consuming foods or beverages in a manner that is disruptive • Wearing insufficient clothing, including shoes • Bodily scent so strong as to constitute a nuisance <u>Scents that are disruptive</u> • Sales or solicitation • Bringing animals other than service animals into the Library • Leaving personal property unattended or with staff
<p>2. INAPPROPRIATE USE OF LIBRARY PRIVILEGES OR PROPERTY Using Library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Actions that may result in damage to Library property or the property of others • Smoking on library property • <u>Entering non-public areas without permission.</u>
<p>3. ILLEGAL Any behavior that is prohibited by law</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Threatening or harassing behavior towards staff or others • Assaulting staff or others • Sexual misconduct or harassment • Selling or using drugs • Consuming alcohol or possessing an open container of liquor <u>alcohol</u> • Theft of library materials or items belonging to staff or others • Use of any library property; including, computers and wifi to conduct illegal activities • Viewing or printing child pornography
<p>4. NONCOMPLIANCE WITH STAFF Ignoring requests or disobeying the direction of Library staff</p>	<p><i>Examples (including but not limited to):</i></p> <ul style="list-style-type: none"> • Failing to stop a prohibited behavior, when asked to do so • Failing to leave when requested for violations of the Rules of Conduct or any Library policy

Table 1: Behaviors and Examples

Board Policy



Appeal Process

Individuals who have received a ban or criminal trespass for any length of time beyond thirty (30) consecutive days may appeal this decision in writing to the Library's Deputy Director. The appeal must include a mailing or email address ~~through~~with which the Library may correspond with the individual making the appeal. The Deputy Director will review timely filed appeals and make a determination. A written response will be provided within 30 days of the receipt of the appeal. ~~Bans or criminal trespass for 30 days or less may be appealed to the local library management. Request can be made at the location where they were excluded. A written response will be provided by the local library management within 15 days of the receipt of the appeal.~~

~~When a permanent trespass has been issued, appeals may be made after (21) days to the Executive Director and, if denied, an appeal for permanent trespass may be considered again after 5 years.~~

Trespass restrictions remain in effect during the appeal process.

Delegation

The Library Board of Trustees delegates to the Library's Executive Director the authority to adopt guidelines and procedures to implement this policy, including timelines and procedures for appeals.

Library staff are authorized by the Library Board of Trustees to exclude any user who violates the Rules of Conduct from its facilities for a specified period of time, as authorized under RCW 27.12.290.

Adopted by the Pierce County Rural Library District Board of Trustees, October 11, 2023.

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.

-
- 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: May 7, 2025

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

From: Gretchen Caserotti, Executive Director
Brian Lee, Information Technology Director

Subject: Technology Systems Outage

Trustees will be provided an update on the technical issues the Library System has been experiencing, which have affected certain software and hardware systems.

Officers Reports

MEMO



Date: May 2, 2025

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

From: Mary Getchell, Marketing and Communications Director

Subject: April 2025 Special Election Results

Voters in Pierce County passed two and failed two tax-related measures in the April 2025 Special Election. In all, 68,381 voters (24.87%) of the 274,966 registered voters cast ballots in the Special Election.

Voters passed both fire-related measures. Voters in the Graham Fire & Rescue service area gave overwhelming approval for a measure to merge Graham Fire & Rescue into Central Pierce Fire & Rescue. The measure creates one fire district to provide fire and emergency medical services in the areas.

Approved	7,537	86.94%
Rejected	1,132	13.06%

The same measure for people living in the Orting Valley Fire & Rescue's service area garnered similar strong support. The passage of this measure merges the Orting Valley Fire & Rescue into the Central Pierce Fire & Rescue.

Approved	1,962	83.95%
Rejected	375	16.05%

For the second time this year, the Puyallup School District No. 3 failed to get the voter turnout needed to validate its bond measure. As a bond, the measure needed validation with at least 40% of the number of registered voters who voted in the 2024 General Election to cast ballots in the April 2025 Special Election. In all, 24,377 voters participated in the election, however for validation, the measure needed 28,216 voters. In fact, the voter turnout in April was 1,055 fewer than in the February 2025 Special Election. The bond measure, which also needed to meet the hurdle of 60% + one vote to pass, narrowly met that requirement, with 60.92% of voters casting yes votes. Voter support was lower than the approval of 63.36% in the February 2025 election. The \$800 million replacement bond would have expanded high schools and replaced elementary schools. It would have maintained the current bond tax rate of \$4.14 per \$1,000 of assessed property.

The generally tax-supportive voters in Tacoma turned down a measure to fund transportation improvements. The measure would have funded street repair, street maintenance, and safety improvements. The measure would have increased property taxes by \$0.25 per \$1,000 of assessed property value as well as placed a 2% utility tax on gross revenues of natural gas, electric, and phone utilities.

Approved	16,592	47.64%
Rejected	18,233	52.36%

MEMO



Date: April 30, 2025

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

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

Subject: National Library Workers Day

To celebrate this year's National Library Workers Day, we coordinated and promoted staff recognition and celebrations across branches and departments throughout the Library system. The theme for National Library Week 2025 was "Drawn to the Library". This theme celebrated how libraries inspire creativity, community, and connection.

We also gave the public an opportunity to recognize PCLS staff by encouraging community members to share stories and kudos about the great work they see in our libraries. These messages will be shared directly with the subject(s) of praise. We also promoted National Library Workers Day on social media to engage and inform our communities.

Recognizing National Library Workers Day was a fun opportunity for the Library to show appreciation for our dedicated, hard-working staff.