

## 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 112<sup>th</sup> 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](mailto: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
3. 2025 Polaris Support and Licensing Renewal

#### **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

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# 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.

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair

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

|                                              | <u><b>Warrant Numbers</b></u> | <u><b>Date(s)</b></u> | <u><b>Amount</b></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                      |
| <b>Total:</b>                                |                               |                       | <u><u><b>\$ 3,687,855.11</b></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@piercecounitylibrary.org](mailto:sdkarabotsos@piercecounitylibrary.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)

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@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.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)

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 | PACIFCSOURCE 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 | PACIFCSOURCE 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 |

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# MEMO



Date: May 14, 2025

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

From: Brian Lee, Director of Technology

Subject: 2025 Polaris Licensing and Support Renewal

The Library needs to renew our subscription, support and licenses for our Polaris Integrated Library System (ILS) for 2025. The renewal provides for the following elements for this system:

1. Staff user licenses
2. SIP2 Interfaces (to interface between this system and other library systems).
3. Polaris PowerPac Multilingual Subscription
4. Polaris Public Core Bundle (a bundle of services specific to public libraries)
5. Polaris Self Check Stations
6. Polaris Client Deployment Subscription (for client automation deployment)
7. Polaris Syndetics Unbound (for enhanced content linking like shareable cover art)
8. Polaris Telephone Services (for Multilingual automated telephone support services)
9. Polaris 3<sup>rd</sup> Party E-Commerce (for self-management of fines and fees)

Innovative Interfaces, Inc provides managed support for the Library's ILS system. This system provides support for the Collection and Patron Management activities that drive the checkout functions for library holdings. This is a module-based system that provides additional services over the basic public bundle as outlined. Polaris support helps the Pierce County Library System (PCLS) maintain and support our Collection Management and Patron activities, systems and devices. The Polaris ILS is an essential component of the library services.

## **Background**

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing the Polaris ILS system and support at an estimated cost of \$226,717.45. The Library's Polaris systems are under managed support from the vendor. The Library's current Polaris Support agreement expires on May 31, 2025. This renewal would be effective from June 1, 2025, to May 31, 2026.

## **Purchasing Mechanism**

With the Board's approval, we will renew the Polaris Support and License renewal with Innovative Interfaces, Inc.

***ACTION: Move to approve the purchase of Polaris Licensing and Support not to exceed \$226,717.45.***

# **Executive Director Report (Routine Reports)**

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# 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

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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.

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# 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.

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## 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>*

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## 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

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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 |
| <b>01 TAXES</b>                     |             |             |               |               |              |                |         |
| 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%    |
| <b>02 CHARGES OTHER</b>             |             |             |               |               |              |                |         |
| 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%   |
| <b>03 SALARIES AND WAGES</b>        |             |             |               |               |              |                |         |
| 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:<br>001 GENERAL FUND    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL   | MTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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:<br>001 GENERAL FUND    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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:<br>001 GENERAL FUND    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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:<br>001 GENERAL FUND    | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL    | MTD ACTUAL    | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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%          |
| <b>09 TRANSFERS/SETASIDES</b>        |                    |                   |               |               |              |                     |                |
| 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:<br>103 ELECTION FUND | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|------------------------------------|--------------------|-------------------|------------|------------|--------------|---------------------|----------------|
| <b>02 CHARGES OTHER</b>            |                    |                   |            |            |              |                     |                |
| 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:                    | ORIGINAL | REVISED |            |            |              | AVAILABLE | PCT     |
|----------------------------------|----------|---------|------------|------------|--------------|-----------|---------|
| 104 PROPERTY AND FACILITY FUND   | APPROP   | BUDGET  | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | BUDGET    | USE/COL |
| <b>02 CHARGES OTHER</b>          |          |         |            |            |              |           |         |
| 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   |     |
| <b>02 CHARGES OTHER</b>    |          |         |            |            |              |          |           |     |
| 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 |
| <b>02 CHARGES OTHER</b>              |             |             |             |            |              |                |         |
| 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%    |
| <b>05 SUPPLIES EXPENSES</b>          |             |             |             |            |              |                |         |
| 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%  |
| <b>07 SERVICES EXPENSES</b>          |             |             |             |            |              |                |         |
| 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%   |
| <b>08 CAPITAL OUTLAYS</b>            |             |             |             |            |              |                |         |
| 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:<br>301 CAPITAL IMPROVEMENT FUND | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL  | MTD ACTUAL | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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%           |
| <b>09 TRANSFERS/SETASIDES</b>                 |                    |                   |             |            |              |                     |                |
| 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       |                |

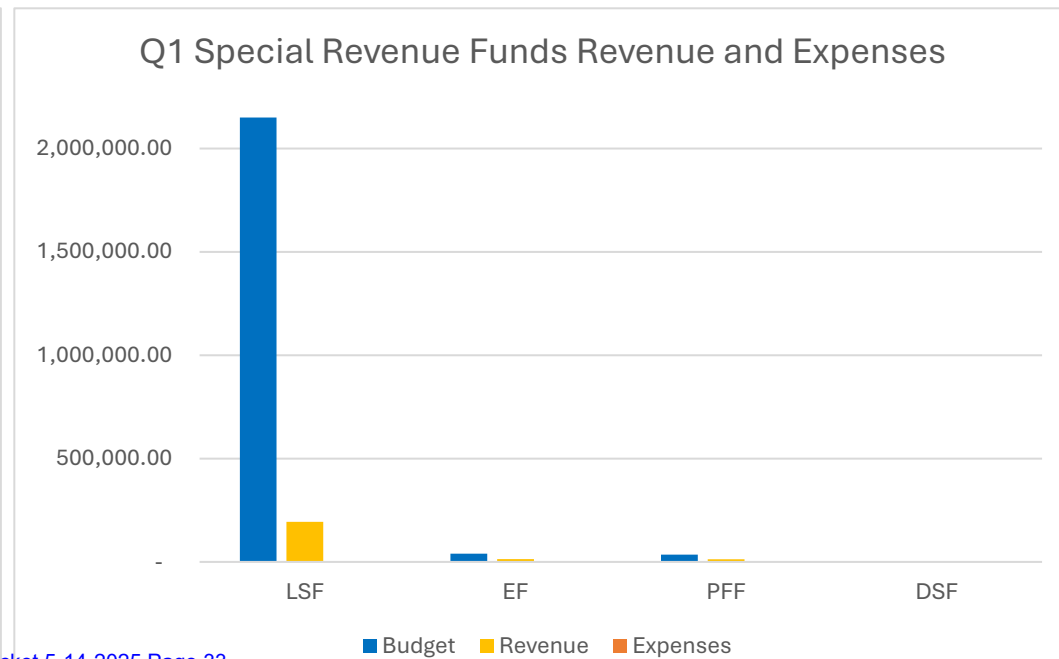
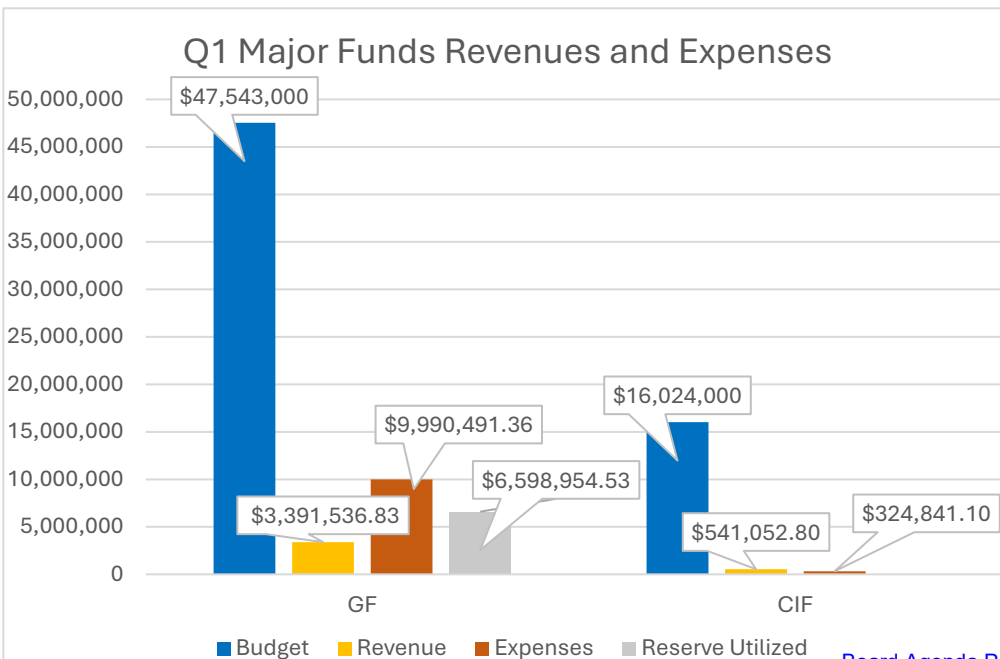
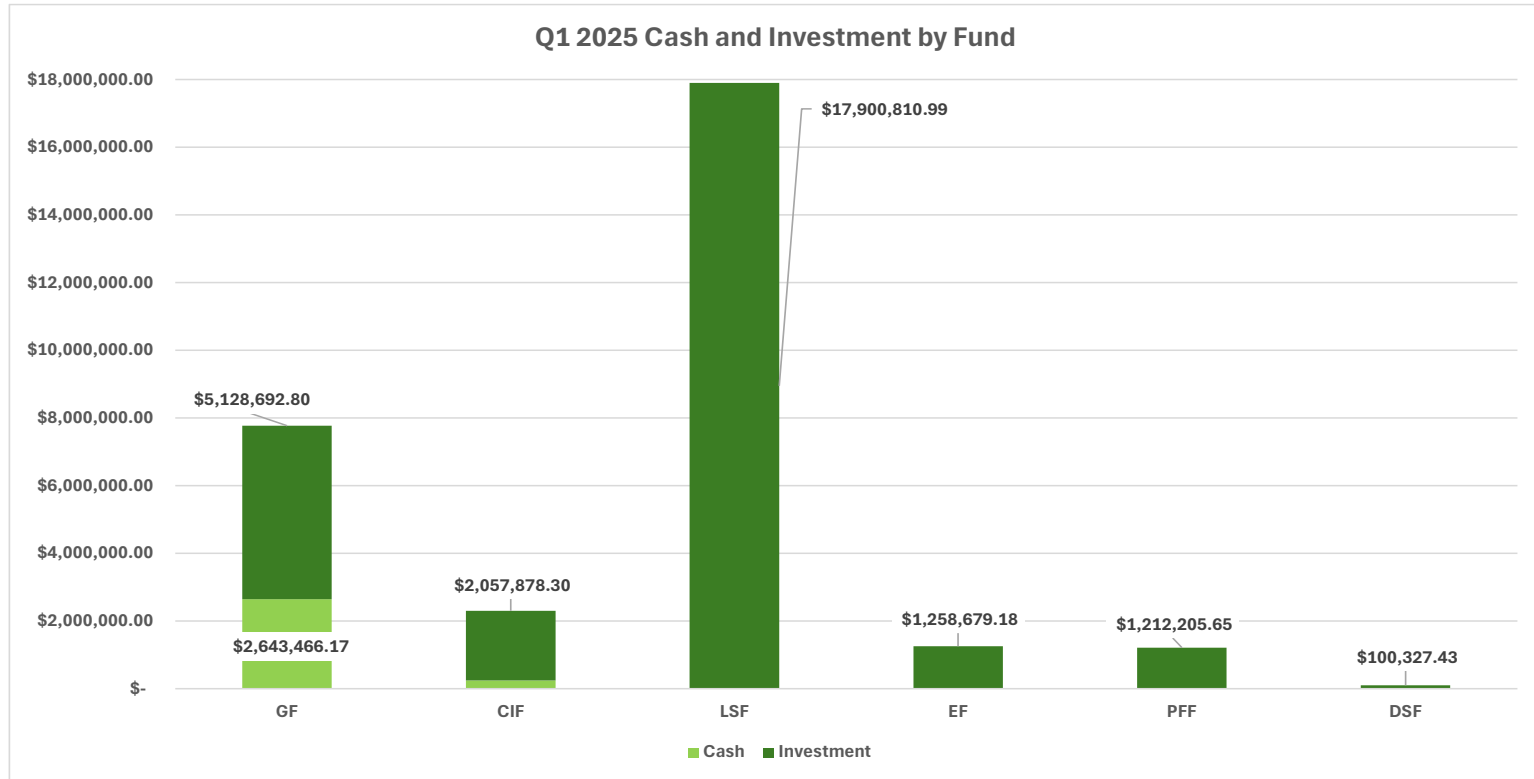
YEAR-TO-DATE BUDGET REPORT

FOR 2025 03

|             | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL   | MTD ACTUAL   | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>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.

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

Table 1: Behaviors and Examples

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# 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.*

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# Board Policy



## Library Rules of Conduct

### Policy Statement

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### 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.

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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:

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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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.***

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# 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

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- 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

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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

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# 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.

|                 |              |               |
|-----------------|--------------|---------------|
| <b>Approved</b> | <b>7,537</b> | <b>86.94%</b> |
| 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.

|                 |              |               |
|-----------------|--------------|---------------|
| <b>Approved</b> | <b>1,962</b> | <b>83.95%</b> |
| 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.

|                 |               |               |
|-----------------|---------------|---------------|
| <b>Approved</b> | <b>16,592</b> | <b>47.64%</b> |
| <b>Rejected</b> | <b>18,233</b> | <b>52.36%</b> |

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# 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.