

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees

June 11, 2025 | 3:30 PM

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:** Pam Duncan, Chair

**Proclamation 2025-02:** To Honor Daniel Gottlieb, Esq. Hillis Clark Martin & Peterson P.S.

**Public Comment:** *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes. Virtual attendees may sign up by emailing [pmcbride@piercecounitylibrary.org](mailto:pmcbride@piercecounitylibrary.org) by 2:00 p.m. on June 11. Written comments must be provided 24 hours prior to the meeting.*

**Staff Presentations:** Collection Management: Amy Anderson, Collection Management 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 May 14, 2025, Regular Meeting
2. Approval of May Payroll, Benefits, and Vouchers
3. Resolution 2025-11– To Repeal Board Policies No Longer Needed
4. Resolution 2025-12: To Declare Furnishings and Equipment Surplus to Public Services Needs

### Reports

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

### Unfinished Business

1. Approval of Purchase Order for Lakewood Property Feasibility Study [ACTION]
2. Policy Review
  - a. Rules of Conduct – [ACTION]
  - b. Fiscal Management – Discussion

### New Business

1. 2026 Budget Development Timeline
2. Trustee Reappointment
3. Lakewood Libraries Update

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

1. Q1 Marketing and Communications Results
2. Marketing and Communications Q1 Focus Results
3. Library Giving Day
4. Ask Us Service History

**Executive Session** – *The Board of Trustees will recess to Executive Session, per RCW 42.30.110(g), to discuss a periodic personnel evaluation for approximately 10 minutes.*

### Announcements/Trustee Comments

### Adjournment [ACTION]

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# MEMO



Date: May 28, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Proclamation Honoring Dan Gottlieb, Library Counsel

Dan Gottlieb, attorney with Hillis Clark Martin & Peterson, retires in June after a long and established career in law, particularly serving Washington State libraries, the benefits of which are exemplary.

To this end we want to show our deep appreciation by passing a proclamation, which memorializes his name with the Pierce County Library System.

**PROCLAMATION NO. 2025-02**

**A PROCLAMATION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO HONOR DAN GOTTLIEB'S SERVICE AND CONTRIBUTIONS  
TO THE WASHINGTON STATE LIBRARY COMMUNITIES**

**WHEREAS**, the Pierce County Rural Library District (the "Library") has retained the services of Dan Gottlieb, attorney at law at Hillis, Clark, Martin and Peterson P.S.; and,

**WHEREAS**, Dan has served as counsel in manifold ways to the Library, including general counsel, levy lid-lift counsel—twice successful in 2006 and 2018—and recently as bond counsel; and,

**WHEREAS**, Dan earned a Juris Doctor degree from Harvard Law School; and a Bachelor of Arts degree from Columbia University with honors as summa cum laude; and,

**WHEREAS**, Dan has been and continues to be recognized as one of this nation's best lawyers in *The Best Lawyers in America* in the field of Public Finance Law as recently as 2025 and has the awards and distinctions that include, but not limited to, the following:

- Named the 2021 *Best Lawyers in America*® Public Finance Law "Lawyer of the Year" in Seattle;
- Acritas Stars – Independently Rated Lawyer, 2020;
- A/V Preeminent Lawyer, Martindale Hubbell;
- KCBA's "2001 Helen Geisness Award for Exemplary and Distinguished Service"; and
- Economic Development Council of Seattle and King County's "Achievement Award for Outstanding Service in Economic Development in King County, 1990".

**WHEREAS**, Dan is one of few attorneys, if not the only attorney, who has taken it upon himself to become the *de facto* expert in Washington State laws as pertained to public library districts as defined in Chapter 27.12 RCW; and

**WHEREAS**, Dan has been retained by the Library for an estimated 30 years providing legal counsel to three executive directors and their staff; and

**WHEREAS**, Dan has announced retirement in 2024 yet has given the Library his commitment that he see through matters related to the Sumner Library Capital Facilities Area closing bond sales and distributions in 2025; and

Now, therefore,

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

1. The Library board of trustees and staff, and on behalf of those past and present, hereby express their gratitude and appreciation to Dan Gottlieb for his contributions and dedication, unwavering as they have been, to Pierce County Library System over the last three decades; and
2. The Library extends its wishes for Dan's best times in retirement and subsequent pursuits; and finally,
3. The Library assures Dan that his work and results are lasting, permanently etched into the good of the Library's institutional fabric, and that our communities have benefited grandly from his commitment to public libraries.

**PROCLAMATION NO. 2025-02**

**A PROCLAMATION OF THE BOARD OF TRUSTEES  
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO HONOR DAN GOTTLIEB'S SERVICE AND CONTRIBUTIONS  
TO THE WASHINGTON STATE LIBRARY COMMUNITIES**

**PROCLAIMED THIS 11TH DAY OF JUNE 2025**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

# Board Development

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# MEMO



Date: June 2, 2025

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

From: Amy Anderson, MA, MLIS, Collection Management Director

Subject: Collection Management Department Presentation

Thank you for the opportunity to share an overview of the Collection Management department. I will be sharing slides and leaving time at the end of my presentation for questions.

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
MEETING MINUTES – MAY 14, 2025**

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There were no public comments.

**STAFF PRESENTATION**

Staff Experience: Cheree Green, Staff Experience Director, provided an overview of the department's structure, functions, and recent accomplishments. The team oversees the full employment life cycle—from recruitment and onboarding to training, development, and offboarding. Director Green expressed appreciation for the department's professionalism, commitment, and contributions across the organization.

**CONSENT AGENDA**

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

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

**REPORTS**

Executive Director Report – Executive Director Gretchen Caserotti expressed appreciation for the team's continued dedication to learning, growth, and public service. Despite ongoing challenges, staff have remained committed, taking on new responsibilities with grace, patience, and compassion. Trustee Patel congratulated the Library on receiving a \$10,000 grant from the American Library Association (ALA) to improve accessibility and services for people with disabilities. Executive Director Caserotti noted that although the grant is intended for one rural location, the Library is exploring ways to scale its impact districtwide to enhance accessibility and support.

Deputy Director Report – Deputy Director Connie Behe shared updates on recent Washington State Library changes and their impact on Pierce County Library. Due to federal funding cuts, several statewide services are being paused or reduced, including uncertainty around in-person services at the Washington Talking Book & Braille Library, a summer pause in proctoring support, and a suspension of certification exam program funding.



The Library is exploring ways to rebuild some services in-house. Director Behe noted that future budget limits may affect resource priorities, and not all libraries may be able to maintain the same access.

Trustee Jenkins inquired about the Library's Ask Us service, including its history and staff training. Director Behe confirmed that employees across various roles and locations are trained to respond to inquiries through Ask Us. This includes broad training in areas such as information services and readers advisory. Director Behe will provide additional information at next month's meeting.

Finance Director Report - March 2025 – Executive Director Caserotti noted this is the first structured quarterly report under the new format, with brief monthly updates and more detailed quarterly reports. 2026 budget planning is underway with the administrative and management teams.

### **UNFINISHED BUSINESS**

2025 State Legislative, Federal Executive Orders, and Supreme Court Judicial Case Updates: Executive Director Caserotti noted it is too early to determine the full impact on PCLS. Some training may be affected, though financial implications are still unclear. E-Rate funding may have a direct impact, and services such as the Library for the Blind could face reductions, potentially leaving some populations underserved. Many details remain uncertain.

In response to a question about the IMLS-related lawsuits, Executive Director Caserotti noted the timeline and outcome are unpredictable and the Library does not have direct insight into the status. Trustees were encouraged to follow updates through organizations like EveryLibrary or ALA, which are more involved in advocacy.

Policy Review:

Library Rules of Conduct – Discussion: Customer Experience Director Melissa Munn presented the draft of recommended updates supporting the Library's goal of creating welcoming and trauma-informed spaces. Discussion included age-related language, distinctions between limited and traditional public forums, and considerations related to the trespass and appeals process.

Executive Director Caserotti thanked the Board for their input and noted a revised draft will be presented in June.

Selection of Library Materials –

*Trustee Jenkins moved for approval of the Selection of Library Materials policy as presented. Trustee Wheaton seconded the motion. Motion carried.*

### **NEW BUSINESS**

Technology Systems Outage –

Executive Director Caserotti read aloud the Library's official public statement regarding the issue. She noted the cybersecurity incident is an active investigation, and some details may remain confidential due to legal and security obligations. She highlighted ongoing IT improvements

over the past year—including team reorganization, a new security manager, and an IT roadmap—which positioned the Library to respond effectively. Service restoration reflects the strong leadership and preparation of the IT team.

Director of Information Technology Brian Lee reported that throughout the disruption, the Library maintained core operations and avoided a full shutdown. At its lowest point, system availability dropped to 30% but has since been restored to 67%. The restoration of the Library's catalog is planned for the upcoming weekend, with a full return to 100% of services anticipated within 6–7 weeks of the incident. Director Lee credited the IT team's expertise and commitment, as well as strong vendor coordination and community support, for the swift and effective response. Next steps include completing restoration, reviewing lessons learned, and continuing infrastructure improvements.

Executive Director Caserotti noted the investigation is ongoing, with data mining underway to assess potential exposure. Notifications will follow state guidelines, and the Library will continue to meet all reporting obligations. The Library's minimal data collection reduces risk. Service restoration remains the priority.

#### **ANNOUNCEMENTS/TRUSTEE COMMENTS**

Summer Reading is about to begin. Trustees were encouraged to attend, promote, and participate in programs, including a featured author event with fantasy writer Robin Hobb at the Orting branch on June 17, 2025.

The June agenda is being finalized, and July's meeting may be canceled due to limited availability. Trustees were asked to share any absences or agenda items.

#### **ADJOURNMENT**

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

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Gretchen Caserotti, Secretary

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Pamela Duncan, Chair

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

|  | <u><b>Warrant Numbers</b></u> | <u><b>Date(s)</b></u> | <u><b>Amount</b></u>                 |
|--|-------------------------------|-----------------------|--------------------------------------|
| Electronic Payments - Payroll & Acct Payable |                               | 5/6/2025              | \$ 1,114,851.85                      |
| Electronic Payments - Payroll & Acct Payable |                               | 5/21/2025             | \$ 1,118,803.02                      |
| Accounts Payable Warrants                    | 707822 - 707959               | 5/2/2025 - 5/30/2025  | \$ 1,941,234.43                      |
| <b>Total:</b>                                |                               |                       | <u><u><b>\$ 4,174,889.30</b></u></u> |

As of 6.3.2025

Ad-hoc bank transaction (Withdrawal)

PCL\_Company

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

Contact Name: Stacy Karabotsos  
Contact Phone: 253-548-3451  
Contact e-mail: [sdkarabotsos@piercecountylibrary.org](mailto:sdkarabotsos@piercecountylibrary.org)  
Comments: 5/06/25 Payroll

Withdrawal Date: 5/6/2025

| Company     | Description                      | Revenue/Spend Category | Cost Center         | Fund   | Business Unit | Total           |
|-------------|----------------------------------|------------------------|---------------------|--------|---------------|-----------------|
| PCL_Company | FIT EE and EIC                   | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 93,130.02    |
| PCL_Company | FICA EE and Medicare             | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 73,867.17    |
| PCL_Company | FICA ER and Medicare             | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 73,867.17    |
| PCL_Company | DIR DEP                          | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 696,023.12   |
| PCL_Company | Deferred Comp. Plan              | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 16,627.75    |
| PCL_Company | DRS (PERS) EE                    | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 65,018.10    |
| PCL_Company | DRS (PERS) ER                    | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 89,302.93    |
| 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       | \$ 2,692.27     |
| PCL_Company | H.S.A Employer Contribution      | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ -            |
| PCL_Company | H.S.A Employee Fee               | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ -            |
| PCL_Company | Department of Revenue            | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ -            |
| PCL_Company | Umqua Bank Analysis Fees (Qtrly) | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ -            |
|             |                                  |                        |                     |        | Total Deposit | \$ 1,114,851.85 |

Certification:

Stacy Karabotsos  
Signature ( Department Designee)

5/2/2025  
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: 5/21/25 Payroll

Withdrawal Date: 5/21/2025

| Company     | Description                      | Revenue/Spend Category | Cost Center         | Fund   | Business Unit | Total           |
|-------------|----------------------------------|------------------------|---------------------|--------|---------------|-----------------|
| PCL_Company | FIT EE and EIC                   | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 94,054.06    |
| PCL_Company | FICA EE and Medicare             | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 74,030.32    |
| PCL_Company | FICA ER and Medicare             | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 74,030.32    |
| PCL_Company | DIR DEP                          | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 698,415.60   |
| PCL_Company | Deferred Comp. Plan              | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 16,621.75    |
| PCL_Company | DRS (PERS) EE                    | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 64,412.35    |
| PCL_Company | DRS (PERS) ER                    | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 88,485.61    |
| 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       | \$ 2,692.27     |
| 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       | \$ 180.75       |
| PCL_Company | Department of Revenue            | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ 1,556.67     |
| PCL_Company | Umqua Bank Analysis Fees (Qtrly) | 237100                 | CC_Library_District | 697-00 | 5100000       | \$ -            |
|             |                                  |                        |                     |        | Total Deposit | \$ 1,118,803.02 |

Certification:

Stacy Karabotsos  
Signature ( Department Designee)

5/19/2025  
Date

Comments:

| CHECK NUMBER | CHECK DATE | VENDOR NAME                                | OBJECT | DESCRIPTION   | UNCLEARED | CLEARED   | CLEAR DATE |
|--------------|------------|--|--------|---|-----------|-----------|------------|
| 707822       | 05/02/2025 | EVA ABRAM                                  | 541010 | EVA ABRAM, RAINWATER STORY TELLING 2/8/25 FIF                 | 0.00      | 450.00    | 05/08/2025 |
| 707823       | 05/02/2025 | AMAZON CAPITAL SERVICES                    | 535000 | OFFICE/OPERATING SUPPLIES, MATERIALS, CUSTODIAL, TECH         | 0.00      | 8,167.31  | 05/06/2025 |
| 707824       | 05/02/2025 | TERESA A ANDRE                             | 541010 | THERESA ANDRE, WOMEN OF WAR 3/9/25 SH                         | 0.00      | 407.00    | 05/20/2025 |
| 707825       | 05/02/2025 | BAKER & TAYLOR                             | 534130 | MATERIALS - Adult & Children's Books                          | 0.00      | 6,329.16  | 05/07/2025 |
| 707826       | 05/02/2025 | CATALYST WORKPLACE ACTIVATION              | 535015 | AC CE STAFF REFRESH- HEIGHT ADJ. TABLES AND PEDESTAL CABINETS | 0.00      | 1,665.24  | 05/08/2025 |
| 707827       | 05/02/2025 | CENGAGE LEARNING INC / GALE                | 534120 | MATERIALS - Adult Large Print                                 | 0.00      | 158.50    | 05/07/2025 |
| 707828       | 05/02/2025 | CINTAS CORPORATION LOC 461                 | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS                | 0.00      | 944.00    | 05/08/2025 |
| 707829       | 05/02/2025 | CRYSTAL SPRINGS                            | 531002 | DUPONT WATER - DELIVERY & RENTAL                              | 0.00      | 141.76    | 05/09/2025 |
| 707830       | 05/02/2025 | EMPLOYMENT SECURITY DEPARTMENT             | 520040 | ESD 000-930403-10-6; UBI 278-036-416 Q1 2025                  | 0.00      | 1,651.60  | 05/06/2025 |
| 707831       | 05/02/2025 | EVERGREEN FIRE AND SECURITY                | 548000 | EVERGREEN- ROUTINE M&R/ EM REPAIRS/SERVICE CALLS              | 0.00      | 500.96    | 05/06/2025 |
| 707832       | 05/02/2025 | HERMANSON COMPANY LLP                      | 548000 | HVAC MAINTENANCE REPAIRS                                      | 0.00      | 4,677.21  | 05/06/2025 |
| 707833       | 05/02/2025 | HILLIS CLARK MARTIN & PETERSON             | 541040 | LEGAL SERVICES - Matter ID: 21162.001; General                | 0.00      | 1,093.50  | 05/06/2025 |
| 707834       | 05/02/2025 | INGRAM LIBRARY SERVICES                    | 534125 | MATERIALS - Adult & Children's Books                          | 0.00      | 5,090.79  | 05/09/2025 |
| 707835       | 05/02/2025 | KNKX 88.5 FM                               | 544000 | ADVERTISING - KNKX RADIO                                      | 0.00      | 2,515.00  | 05/08/2025 |
| 707836       | 05/02/2025 | LOGIC INTEGRITY INC                        | 541004 | 2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP             | 0.00      | 1,600.00  | 05/09/2025 |
| 707837       | 05/02/2025 | LOTUS SEATTLE GROUP                        | 544000 | ADVERTISING - LOTUS MEDIA - RADIO AND DIGITAL                 | 0.00      | 3,333.00  | 05/07/2025 |
| 707838       | 05/02/2025 | MONARCH LANDSCAPE WA, LLC                  | 548010 | LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)                  | 0.00      | 10,543.98 | 05/06/2025 |
| 707839       | 05/02/2025 | MULTICULTURAL BOOKS & VIDEOS               | 534725 | MATERIALS - World - German                                    | 0.00      | 756.00    | 05/12/2025 |
| 707840       | 05/02/2025 | PACIFICSOURCE ADMINISTRATORS               | 549050 | Membership Fees May 2025                                      | 0.00      | 115.00    | 05/06/2025 |
| 707841       | 05/02/2025 | PIERCE COUNTY                              | 549050 | IT - WORKDAY USER 2025 INVOICES                               | 0.00      | 480.00    | 05/08/2025 |
| 707842       | 05/02/2025 | ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST | 549020 | ROTARY CLUB UNIVERSITY PLACE QUARTER DUES 1/25-3/2            | 0.00      | 135.00    | 05/20/2025 |
| 707843       | 05/02/2025 | SARCO SUPPLY LLC                           | 531010 | ANNUAL 2025 CUSTODIAL SUPPLIES                                | 0.00      | 253.72    | 05/06/2025 |
| 707844       | 05/02/2025 | SEDGWICK CLAIMS MANAGEMENT SERVICE, INC    | 541020 | SE L&I MANAGEMENT   | 0.00      | 2,479.58  | 05/09/2025 |
| 707845       | 05/02/2025 | SENTINEL PEST CONTROL                      | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE             | 0.00      | 349.76    | 05/09/2025 |
| 707846       | 05/02/2025 | TOWN OF STEILACOOM                         | 547000 | STL ELECTRIC, WATER, SEWER; ACCT#1462.0                       | 0.00      | 1,664.65  | 05/07/2025 |
| 707847       | 05/02/2025 | TYLER TECHNOLOGIES INC                     | 535050 | 2025 TYLER TECH EXPENSE MODULE                                | 0.00      | 620.00    | 05/09/2025 |
| 707848       | 05/02/2025 | WCP SOLUTIONS                              | 531004 | PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -                | 0.00      | 1,076.50  | 05/06/2025 |
| 707849       | 05/02/2025 | WORKPOINTE                                 | 535015 | AC- CE AREA REFRESH   | 0.00      | 96,504.21 | 05/06/2025 |
| 707850       | 05/07/2025 | AFSCME AFL-CIO                             | 231920 | Payroll Run 2 - Warrant 050625                                | 0.00      | 15,531.11 | 05/12/2025 |
| 707851       | 05/07/2025 | PACIFICSOURCE ADMINISTRATORS               | 231543 | Payroll Run 2 - Warrant 050625                                | 0.00      | 2,154.28  | 05/13/2025 |
| 707852       | 05/07/2025 | PIERCE COUNTY LIBRARY FOUNDATION           | 231930 | Payroll Run 2 - Warrant 050625                                | 0.00      | 377.50    | 05/09/2025 |
| 707853       | 05/09/2025 | AMAZON CAPITAL SERVICES                    | 531000 | OFFICE/OPERATING SUPPLIES, MATERIALS, CUSTODIAL, FURNISHINGS  | 0.00      | 6,434.60  | 05/13/2025 |
| 707854       | 05/09/2025 | AWARDCO INC                                | 531002 | RECOGNITION AWARDCO FEES FOR POINTS                           | 0.00      | 485.00    | 05/16/2025 |
| 707855       | 05/09/2025 | CITY OF BUCKLEY                            | 547030 | BUC WATER, SEWER; ACCT#1489.0                                 | 0.00      | 287.84    | 05/15/2025 |
| 707856       | 05/09/2025 | CINTAS CORPORATION LOC 461                 | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS                | 0.00      | 472.00    | 05/20/2025 |
| 707857       | 05/09/2025 | WASHINGTON TECHNOLOGY SERVICES             | 542010 | ACC#G15-000; APRIL 2025                                       | 0.00      | 585.00    | 05/16/2025 |
| 707858       | 05/09/2025 | DATA QUEST LLC                             | 541020 | BACKGROUND CHECKS   | 0.00      | 90.00     | 05/19/2025 |
| 707859       | 05/09/2025 | DEPT OF ECOLOGY                            | 541000 | ECY-015925  | 0.00      | 1,667.60  | 05/15/2025 |
| 707860       | 05/09/2025 | CITY OF DUPONT                             | 549040 | Annual Fire Inspection Permit 2025                            | 0.00      | 160.00    | 05/14/2025 |
| 707861       | 05/09/2025 | E-RATE EXPERTISE INC                       | 541000 | E-RATE PROFESSIONAL SERVICES (Q4 2024 - 2025)                 | 0.00      | 11,220.00 | 05/19/2025 |
| 707862       | 05/09/2025 | EBSCO                                      | 534505 | MATERIALS - Databases   | 0.00      | 84,538.51 | 05/16/2025 |
| 707863       | 05/09/2025 | EMC RESEARCH INC                           | 541020 | EMC RESEARCH PUBLIC OPINION POLL                              | 0.00      | 24,100.00 | 05/19/2025 |
| 707864       | 05/09/2025 | EVERGREEN FIRE AND SECURITY                | 548000 | EVERGREEN- ROUTINE M&R/ EM REPAIRS/SERVICE CALLS              | 0.00      | 699.14    | 05/14/2025 |
| 707865       | 05/09/2025 | FATBEAM LLC                                | 542012 | MONTHLY INTERNET SERVICES                                     | 0.00      | 21,739.68 | 05/16/2025 |
| 707866       | 05/09/2025 | FIFE MILTON EDGEWOOD CHAMBER               | 549020 | ANNUAL MEMBERSHIP DUES: 2025                                  | 0.00      | 500.00    | 05/14/2025 |
| 707867       | 05/09/2025 | GRAY MEDIA PRODUCTIONS LLC                 | 541000 | COM videography   | 0.00      | 3,200.00  | 05/14/2025 |
| 707868       | 05/09/2025 | INGRAM LIBRARY SERVICES                    | 534110 | MATERIALS - Adult Books                                       | 0.00      | 310.60    | 05/16/2025 |
| 707869       | 05/09/2025 | IRON MOUNTAIN INC                          | 541020 | 2025 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM            | 0.00      | 926.58    | 05/15/2025 |
| 707870       | 05/09/2025 | RUPINI JONNALAGADDA                        | 541004 | 2025 RUPINI JONNALAGADDA CONSULTANT                           | 0.00      | 2,175.00  | 05/15/2025 |
| 707871       | 05/09/2025 | LAMAR COMPANIES                            | 544000 | ADVERTISING   | 0.00      | 1,835.00  | 05/16/2025 |
| 707872       | 05/09/2025 | MANGO LANGUAGES                            | 591721 | MATERIALS - Databases (CONTRACT)                              | 0.00      | 13,375.00 | 05/15/2025 |
| 707873       | 05/09/2025 | NASH CONSULTING INC                        | 541000 | NASH CONSULTING   | 0.00      | 18,630.55 | 05/14/2025 |
| 707874       | 05/09/2025 | PIERCE COUNTY LIBRARY SYSTEM               | 549050 | BOA fees: \$932.09; Key Bank fees: \$131.35                   | 0.00      | 1,063.44  | 05/23/2025 |
| 707875       | 05/09/2025 | PIERCE COUNTY SEWER                        | 547030 | MAY BILLING, MULTIPLE LOCATIONS                               | 0.00      | 1,699.83  | 05/16/2025 |

| CHECK NUMBER | CHECK DATE | VENDOR NAME                                      | OBJECT | DESCRIPTION  | UNCLEARED  | CLEARED    | CLEAR DATE |
|--------------|------------|--|--------|--|------------|------------|------------|
| 707876       | 05/09/2025 | SARCO SUPPLY LLC                                 | 531010 | ANNUAL 2025 CUSTODIAL SUPPLIES                             | 0.00       | 923.25     | 05/14/2025 |
| 707877       | 05/09/2025 | SENTINEL PEST CONTROL                            | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE          | 0.00       | 285.46     | 05/19/2025 |
| 707878       | 05/09/2025 | TEKS SERVICES INC                                | 541020 | HEART OF THE COMMUNITY DIRECT MAILER                       | 0.00       | 22,669.74  | 05/19/2025 |
| 707879       | 05/09/2025 | TRANSPARENT LANGUAGE INC                         | 534305 | MATERIALS - Databases                                      | 0.00       | 15,000.00  | 05/15/2025 |
| 707880       | 05/09/2025 | CITY OF UNIVERSITY PLACE                         | 547040 | CIVIC BUILDING UTILITIES; MAY 25                           | 0.00       | 122.90     | 05/15/2025 |
| 707881       | 05/09/2025 | UNIVERSITY PLACE CIVIC BUILDING                  | 545030 | 1/1/25 - 4/30/25 Assessment for UP Library/OPERATING COSTS | 0.00       | 101,383.00 | 05/13/2025 |
| 707882       | 05/09/2025 | WAGeworks INC                                    | 549050 | 2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE         | 0.00       | 200.00     | 05/13/2025 |
| 707883       | 05/09/2025 | WALTER E NELSON CO OF WESTERN WASHINGTON         | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025                             | 0.00       | 1,494.66   | 05/14/2025 |
| 707884       | 05/09/2025 | WEX BANK   | 532000 | ANNUAL 2025 WEX FUEL CARDS                                 | 0.00       | 3,269.69   | 05/19/2025 |
| 707885       | 05/09/2025 | LOIS YOSHIDA                                     | 541010 | LOIS YOSHIDA, SUMI PAINTING SPRING GARDEN, 5/4 SH          | 0.00       | 400.00     | 05/23/2025 |
| 707886       | 05/16/2025 | AMAZON CAPITAL SERVICES                          | 531000 | OFFICE/OPERATING SUPPLIES                                  | 0.00       | 10,753.75  | 05/20/2025 |
| 707887       | 05/16/2025 | BETA - LAKEWOOD LLC                              | 591720 | Ground Lease 22nd Payment - June 2025                      | 23,874.00  | 0.00       |            |
| 707888       | 05/16/2025 | CINTAS CORPORATION LOC 461                       | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS             | 0.00       | 472.00     | 05/28/2025 |
| 707889       | 05/16/2025 | DAILY JOURNAL OF COMMERCE                        | 544000 | AD - Sumner Site Pre-Load                                  | 0.00       | 318.00     | 05/27/2025 |
| 707890       | 05/16/2025 | FLOHAWKS   | 548000 | EMERGENCY SEPTIC PUMPING                                   | 0.00       | 461.54     | 05/21/2025 |
| 707891       | 05/16/2025 | MONARCH LANDSCAPE WA, LLC                        | 548010 | LANDSCAPING MAINTENANCE- SYSTEM                            | 0.00       | 1,470.16   | 05/19/2025 |
| 707892       | 05/16/2025 | CITY OF ORTING                                   | 591720 | Lease Payment MCP; June 2025                               | 0.00       | 3,566.66   | 05/22/2025 |
| 707893       | 05/16/2025 | PBC GURU LLC                                     | 541020 | LIBRARY SPEAKERS CONSORTIUM 2025                           | 12,500.00  | 0.00       |            |
| 707894       | 05/16/2025 | PEER WASHINGTON                                  | 541000 | PEER WA 2025 INVOICES                                      | 0.00       | 7,916.66   | 05/21/2025 |
| 707895       | 05/16/2025 | PRINT NW LLC                                     | 541630 | SUMMER READING PROGRAM 2025 PRINT NW, YARD SIGNS           | 0.00       | 552.35     | 05/20/2025 |
| 707896       | 05/16/2025 | QBSI - A XEROX COMPANY                           | 548010 | QBSI/XEROX MAINTENANCE CLICK CHARGE                        | 0.00       | 1,717.24   | 05/20/2025 |
| 707897       | 05/16/2025 | RICOH USA INC                                    | 541630 | 2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT               | 0.00       | 7,627.25   | 05/21/2025 |
| 707898       | 05/16/2025 | SENTINEL PEST CONTROL                            | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE          | 0.00       | 614.48     | 05/23/2025 |
| 707899       | 05/16/2025 | SKYCORP LTD                                      | 562100 | LWD DEMO   | 0.00       | 12,653.13  | 05/20/2025 |
| 707900       | 05/16/2025 | SONITROL PACIFIC                                 | 548000 | SYSTEM- MISC. EXPENSES                                     | 0.00       | 1,072.00   | 05/20/2025 |
| 707901       | 05/16/2025 | SUMMIT WATER & SUPPLY CO                         | 547020 | SMT & ACL WATER; 04/03-05/02/2025                          | 0.00       | 475.80     | 05/20/2025 |
| 707903       | 05/16/2025 | TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE | 545030 | Rent & CAM April 2025                                      | 0.00       | 2,813.96   | 05/22/2025 |
| 707904       | 05/16/2025 | US BANK  | 231950 | ACC#4246 0445 5567 9202; P-CARD; 5/6/2025                  | 0.00       | 393,154.64 | 05/27/2025 |
| 707905       | 05/16/2025 | WALTER E NELSON CO OF WESTERN WASHINGTON         | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025                             | 0.00       | 1,580.91   | 05/21/2025 |
| 707906       | 05/19/2025 | AWC EMPLOYEE BENEFIT TRUST                       | 231540 | AWC STATEMENT MAY 2025                                     | 0.00       | 302,159.93 | 05/23/2025 |
| 707907       | 05/21/2025 | AFLAC  | 231590 | Payroll Run 2 - Warrant 052125                             | 3,841.34   | 0.00       |            |
| 707908       | 05/21/2025 | COLONIAL SUPPLEMENTAL INSURANC                   | 231590 | Payroll Run 2 - Warrant 052125                             | 21.16      | 0.00       |            |
| 707909       | 05/21/2025 | PACIFICSOURCE ADMINISTRATORS                     | 231543 | Payroll Run 2 - Warrant 052125                             | 2,154.28   | 0.00       |            |
| 707910       | 05/21/2025 | PIERCE COUNTY LIBRARY FOUNDATION                 | 231930 | Payroll Run 2 - Warrant 052125                             | 0.00       | 377.50     | 05/23/2025 |
| 707911       | 05/23/2025 | AASEN, RODNEY                                    | 543013 | Per Diem & Hotel; ServiceNow Conference                    | 0.00       | 830.89     | 05/29/2025 |
| 707912       | 05/23/2025 | AMAZON CAPITAL SERVICES                          | 531002 | OFFICE/OPERATING SUPPLIES, CUSTODIAL                       | 0.00       | 7,022.10   | 05/28/2025 |
| 707913       | 05/23/2025 | BAKER & TAYLOR                                   | 534130 | MATERIALS - Adult & Children's Books                       | 0.00       | 6,812.55   | 05/30/2025 |
| 707914       | 05/23/2025 | BLACKSTONE PUBLISHING                            | 534020 | MATERIALS - Adult AV - Audiobooks                          | 0.00       | 139.76     | 05/30/2025 |
| 707915       | 05/23/2025 | STEVE CARMODY                                    | 543012 | Per diem-Travel  | 43.92      | 0.00       |            |
| 707916       | 05/23/2025 | RON COOK   | 543013 | Travel: ServiceNow Conference                              | 709.20     | 0.00       |            |
| 707917       | 05/23/2025 | DEMCO INC  | 531098 | GIG TEEN AREA FURNITURE                                    | 8,507.17   | 0.00       |            |
| 707918       | 05/23/2025 | WASHINGTON STATE DEPARTMENT OF ECOLOGY           | 541000 | ECY-015925   | 0.00       | 85.76      | 05/29/2025 |
| 707919       | 05/23/2025 | DOW JONES & COMPANY                              | 534505 | MATERIALS - Magazines & Newspapers                         | 145.60     | 0.00       |            |
| 707920       | 05/23/2025 | EBSCO  | 534505 | MATERIALS - Magazines & Newspapers                         | 0.00       | 410.12     | 05/29/2025 |
| 707921       | 05/23/2025 | ELITE PROPERTY INVESTMENTS LLC                   | 591720 | Rent, CAM, sewer, water MAY 2025                           | 0.00       | 13,716.69  | 05/28/2025 |
| 707922       | 05/23/2025 | GARDEN CARE                                      | 548010 | 2025 IRRIGATION START UP                                   | 3,731.50   | 0.00       |            |
| 707923       | 05/23/2025 | INGRAM LIBRARY SERVICES                          | 534110 | MATERIALS - Adult & Children's Books                       | 7,410.68   | 0.00       |            |
| 707924       | 05/23/2025 | INNOVATIVE INTERFACES INC                        | 591721 | 2025 POLARIS RENEWAL                                       | 249,615.92 | 0.00       |            |
| 707925       | 05/23/2025 | MANGO LANGUAGES                                  | 534305 | MATERIALS - Databases                                      | 0.00       | 4,013.00   | 05/29/2025 |
| 707926       | 05/23/2025 | MIDWEST TAPE LLC                                 | 534015 | MATERIALS - Adult AV, Children's Audiobooks                | 3,584.60   | 0.00       |            |
| 707927       | 05/23/2025 | MULTICULTURAL BOOKS & VIDEOS                     | 534725 | MATERIALS - World - German                                 | 0.00       | 756.00     | 05/28/2025 |
| 707928       | 05/23/2025 | CHRISTINA NEVILL-NEIL                            | 543012 | Per diem/ServiceNow Knowledge Conference                   | 0.00       | 255.00     | 05/30/2025 |
| 707929       | 05/23/2025 | MCCLATCHY COMPANY LLC                            | 544000 | ADVERTISING - TNT ADS AND DIGITAL                          | 0.00       | 3,000.00   | 05/29/2025 |
| 707930       | 05/23/2025 | OETC   | 535050 | 2025 MICROSOFT POWERAPPS PREMIUM SUBSCRIPTION              | 0.00       | 45.43      | 05/28/2025 |

| CHECK NUMBER | CHECK DATE | VENDOR NAME                              | OBJECT | DESCRIPTION   | UNCLEARED  | CLEARED      | CLEAR DATE   |
|--------------|------------|--|--------|---|------------|--------------|--------------|
| 707931       | 05/23/2025 | OVERDRIVE INC                            | 534410 | MATERIALS - e-Books, eDownloadable Audio                              | 0.00       | 118,218.52   | 05/28/2025   |
| 707932       | 05/23/2025 | PAN ASIAN PUBLICATIONS (USA) INC.        | 534745 | MATERIALS - World _ Vietnamese  | 1,440.00   | 0.00         |              |
| 707933       | 05/23/2025 | RICOH USA INC                            | 541630 | 2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT                          | 0.00       | 463.90       | 05/29/2025   |
| 707934       | 05/23/2025 | SARCO SUPPLY LLC                         | 531010 | ANNUAL 2025 CUSTODIAL SUPPLIES  | 0.00       | 975.77       | 05/29/2025   |
| 707935       | 05/23/2025 | SENTINEL PEST CONTROL                    | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE                     | 262.24     | 0.00         |              |
| 707936       | 05/23/2025 | SENTRUM MAKETING LLC                     | 534755 | MATERIALS - World - Ukraine   | 0.00       | 1,221.10     | 05/29/2025   |
| 707937       | 05/23/2025 | SIMPLYANALYTICS INC.                     | 534237 | MATERIALS - Databases   | 0.00       | 17,746.25    | 05/29/2025   |
| 707938       | 05/23/2025 | SONITROL PACIFIC                         | 548010 | ANNUAL 2025 SONITROL MONTHLY BILLINGS                                 | 0.00       | 10,118.28    | 05/28/2025   |
| 707939       | 05/23/2025 | TACOMA PUBLIC LIBRARY                    | 541650 | ILL - Look me in the eye: my life with Asperger's                     | 25.95      | 0.00         |              |
| 707940       | 05/23/2025 | WALTER E NELSON CO OF WESTERN WASHINGTON | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025  | 0.00       | 1,200.49     | 05/29/2025   |
| 707941       | 05/23/2025 | WCP SOLUTIONS                            | 531004 | PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -                        | 0.00       | 3,045.73     | 05/28/2025   |
| 707942       | 05/23/2025 | WEBER COUNTY LIBRARY                     | 541650 | ILL 31301007347896  | 50.00      | 0.00         |              |
| 707943       | 05/30/2025 | IRIS AKIHA                               | 543012 | Per Diem; Tyler Conference  | 219.00     | 0.00         |              |
| 707944       | 05/30/2025 | AMAZON CAPITAL SERVICES                  | 531002 | OFFICE/OPERATING SUPPLIES, CUSTODIAL                                  | 3,097.53   | 0.00         |              |
| 707945       | 05/30/2025 | BAKER & TAYLOR                           | 534130 | MATERIALS - Adult & Children's Books                                  | 11,510.56  | 0.00         |              |
| 707946       | 05/30/2025 | BUILDINGWORK LLC                         | 541060 | BUILDINGWORK DOOR REPLACEMENT PROPOSAL                                | 680.00     | 0.00         |              |
| 707947       | 05/30/2025 | CENGAGE LEARNING INC / GALE              | 534120 | MATERIALS - Adult Large Print   | 419.19     | 0.00         |              |
| 707948       | 05/30/2025 | DEMCO INC                                | 531098 | PKS FOL SENSORY WALL PANELS   | 2,690.45   | 0.00         |              |
| 707949       | 05/30/2025 | EHS-INTERNATIONAL INC                    | 541060 | BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING                          | 1,063.75   | 0.00         |              |
| 707950       | 05/30/2025 | EVERGREEN FIRE AND SECURITY              | 562010 | FIRE PANEL REPLACEMENT- GIG & PKS & AC                                | 31,205.08  | 0.00         |              |
| 707951       | 05/30/2025 | HERMANSON COMPANY LLP                    | 548010 | 2025 ANNUAL HVAC SRVC CNTRCT (1/1/25-12/31/25)                        | 30,928.32  | 0.00         |              |
| 707952       | 05/30/2025 | INGRAM LIBRARY SERVICES                  | 534110 | MATERIALS - Adult & Children's Books                                  | 9,213.42   | 0.00         |              |
| 707953       | 05/30/2025 | LASTPASS US LP                           | 535050 | 2025 LASTPASS SUBSCRIPTION  | 1,942.16   | 0.00         |              |
| 707954       | 05/30/2025 | M ARTHUR GENSLE JR & ASSOCIATES INC      | 541020 | STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN                            | 26,320.36  | 0.00         |              |
| 707955       | 05/30/2025 | MIDWEST TAPE LLC                         | 534010 | MATERIALS - Adult & Children's AV, Youth Books, Children's Audiobooks | 39,473.66  | 0.00         |              |
| 707956       | 05/30/2025 | MONARCH LANDSCAPE WA, LLC                | 548010 | LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)                          | 9,963.63   | 0.00         |              |
| 707957       | 05/30/2025 | MONARCH LANDSCAPE WA, LLC                | 548010 | LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)                          | 580.35     | 0.00         |              |
| 707958       | 05/30/2025 | PACIFICSOURCE ADMINISTRATORS             | 549050 | Membership Fees June 2025   | 115.00     | 0.00         |              |
| 707959       | 05/30/2025 | SENTINEL PEST CONTROL                    | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE                     | 348.72     | 0.00         |              |
|              |            |  |        |   | 487,688.74 | 1,453,545.69 | 1,941,234.43 |



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# MEMO



Date: June 3, 2025

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

From: Clifford Jo, Business & Compliance Director

Subject: 2025 Disposition of Policies – Final Action

One policy is ready for the Board to take action. It has been reformulated.

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

| Policy                             | Reasoning   |
|------------------------------------|---|
| Confidentiality of Library Records | Merged essential elements into the new Privacy and Confidentiality Policy in April 2025 |

***ACTION: Move to approve Resolution 2025-11 as presented.***

**RESOLUTION NO. 2025-11**

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

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

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

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

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

- Confidentiality of Library Records

Now, therefore,

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

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

**PASSED AND APPROVED THIS 11th DAY OF JUNE 2025.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

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# MEMO



Date: May 29, 2025

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

From: Kristina Cintron, Facilities and Capital Projects Director

Subject: Facilities Equipment Surplus and Recycling Request

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

Background: Facilities furnishings, equipment, and 1 book mobile, valued at \$50 or more and in good working order, is sent to the Department of Enterprise Services (DES) for surplus resell at auction. Due to the age, condition and estimated value of the remaining equipment, PCLS recommends that the remaining items be recycled.

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

See the spreadsheet on the next page for details.

***ACTION: Move to approve Resolution 2025-12: To Declare Furnishings and Equipment Surplus to Public Services Needs***

| QTY | Location | Item Description                             | Reason for request | Condition | Est. Value | Action  |
|-----|----------|--|--------------------|-----------|------------|---------|
| 1   |          | Lshaped cubicle w/ partitions & glass topper | obsolete           | Not Good  |            | Recycle |
| 5   |          | various whiteboards/ corkboards              | obsolete           | Not Good  |            | Recycle |
| 60  |          | grey and tan sliding meeting chairs w/ carts | damaged            | Not Good  |            | Recycle |
| 2   |          | tan side tables                              | damaged            | Not Good  |            | Recycle |
| 2   |          | folding table                                | damaged            | Not Good  |            | Recycle |
| 1   |          | white bookshelf unit                         | damaged            | Not Good  |            | Recycle |
| 3   |          | wooden writing desks                         | damaged            | Not Good  |            | Recycle |
| 1   |          | brown 3 drawer horizontal cabinet            | damaged            | Not Good  |            | Recycle |
| 4   |          | forest green caper chair barstools           | damaged            | Not Good  |            | Recycle |
| 75  |          | various shelving parts                       | obsolete           | Not Good  |            | Recycle |
| 1   |          | contessa chair silver                        | broken             | Not Good  |            | Recycle |
| 1   |          | grey plushy chair                            | broken             | Not Good  |            | Recycle |
| 1   |          | grey shelving display unit                   | broken             | Not Good  |            | Recycle |
| 4   |          | acrylic sdesk partitions                     | obsolete           | Not Good  |            | Recycle |
| 1   |          | grey/blue computer chair                     | broken             | Not Good  |            | Recycle |
| 1   |          | blue mesh chair                              | damaged            | Not Good  |            | Recycle |
| 1   |          | navy caper chairw/ casters                   | damaged            | Not Good  |            | Recycle |
| 1   |          | green caper chair w/ casters                 | damaged            | Not Good  |            | Recycle |
| 1   |          | black mesh chair                             | damaged            | Not Good  |            | Recycle |
| 3   |          | partition mounted cubicles                   | obsolete           | Not Good  |            | Recycle |
| 2   |          | tall circular desk w/ casters                | damaged            | Not Good  |            | Recycle |
| 1   |          | large black computer chair                   | obsolete           | Good      |            | Auction |
| 1   |          | small black computer chair                   | obsolete           | Good      |            | Auction |
| 1   |          | black mesh computer chair                    | obsolete           | Good      |            | Auction |
| 3   |          | purple caper chairs                          | obsolete           | Good      |            | Auction |
| 1   |          | grey 2 drawer cabinet                        | obsolete           | Good      |            | Auction |
| 1   |          | black display rack                           | obsolete           | Good      |            | Auction |
| 1   |          | 2002 International BY360 BM Book Bus #27     | damaged            | Not Good  |            | Auction |
| 1   |          | wooden chair red cushion                     | obsolete           | Good      |            | Auction |
| 1   |          | wooden display cabinet                       | obsolete           | Good      |            | Auction |
| 1   |          | black mesh chair                             | obsolete           | Good      |            | Auction |
| 2   |          | grey computer chair                          | obsolete           | Good      |            | Auction |
| 2   |          | navy caper chair w/ casters                  | obsolete           | Good      |            | Auction |
| 1   |          | green caper chair w/ casters                 | obsolete           | Good      |            | Auction |
| 1   |          | contessa chair green/black                   | obsolete           | Good      |            | Auction |
|     |          |  |                    |           |            |         |
|     |          |  |                    |           |            |         |
|     |          |  |                    |           |            |         |

**RESOLUTION NO. 2025-12**

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

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

**WHEREAS**, unless otherwise noted, each item has an estimated value of less than \$50.00 and is of no further need for public or administrative service, now, therefore,

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

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

**PASSED AND APPROVED THIS 11th DAY OF June 2025.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Pamela Duncan, Chair

\_\_\_\_\_

Neesha Patel, Vice-Chair

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Pat Jenkins, Member

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Abby Sloan, Member

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Ryan Wheaton, Member

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

# MEMO



Date: June 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – June

We continue to manage the aftermath of the recent cybersecurity incident. As previously reported, all library systems have been successfully restored. We are now working closely with cybersecurity specialists to conduct a comprehensive analysis of the data that may have been exposed. Individual notifications will be sent to those whose personally identifiable information was involved once the analysis is complete. I want to express my deep appreciation to our IT team for their excellent preparedness and swift response.

Work on the Comprehensive Capital Plan is progressing. We recently conducted staff workshops to gather input on branch profiles and to explore the thematic concepts drafted for the plan. Staff engagement has been strong and insightful. Next, the consultants will workshop with staff in two sessions to deeply review and discuss the branch profiles and focus groups will be held in June with community partners to explore the strategic roles library facilities play across Pierce County. Gensler consultants will prepare first drafts of a plan in July with a goal for feedback and final revisions of their work in August. Trustees will be requested to review draft reports and provide feedback. Staff are available should the board wish to schedule a study session to workshop the high volume of information as a group. Library trustees have the legal oversight of library property in accordance with RCW 27.12.210 and will be asked for final approval of the comprehensive capital plan for the Library system.

PCLS is one of the founding members of the Pierce County Digital Inclusion Coalition. The coalition successfully held its kick-off event at the Administrative Center on May 30. The event was well received and marked a major milestone in the efforts to bring people together to find human-centered, hyperlocal solutions to the digital divide. Significantly, the group is working with a grant received by the Multicultural Child and Hope Family Center to further build out the coalition and take digital literacy and free devices to libraries in Pierce County. Unfortunately, other federal digital equity grants have been cancelled, but we remain committed to advancing this work through alternative avenues. I appreciate the strong leadership of Deputy Director Connie Behe and Programs and Services Director Alison Eckes with this group and this work.

We were awarded a \$50,000 grant to digitize local library records. Once the contract is finalized, we will begin implementation. To date, we have received 85 records requests in 2025, demonstrating continued public interest in our library records and the importance of modernizing our records and systems.

With the retirement of Mary Getchell, I am currently serving as interim supervisor of the Communications Department. We are grateful for Mary's many years of leadership and dedication to PCLS—she will be greatly missed.

Speaking of retirements, I attended the South Sound Military & Communities Partnership (SSMCP) elected officials' reception and the retirement celebration for City Manager John Caulfield in Lakewood. His leadership and contributions to the community were widely recognized. A photo from our Interim Lakewood Library ribbon cutting was featured in the event slideshow.

We are currently experiencing a high level of staff absences for a variety of reasons, which has impacted project timelines. Despite these challenges, we are moving forward. This week, we are sending out invitations to elected officials for upcoming events. I also had a productive meeting with Juan Beltran-Gonzalez, Senator Patty Murray's Pierce County Director, and we will continue outreach to elected officials throughout the summer.

Staff are preparing for the launch of our annual Summer Reading program in June. This is one of our busiest and most exciting times of the year, as branches welcome children and families for reading challenges and special events. We encourage all trustees to visit their local branches and join in the festivities.



# Public Services Report

## Library at a Glance: April 2025 YTD Key Performance Indicators

|   |  |   |
|---|--|---|
| Cardholders<br><b>343,801</b><br>↑<br>+10.2%                | YTD Users - Physical<br><b>512,066</b><br>↑<br>+4%       | YTD Circulation - Digital<br><b>907,164</b><br>↑<br>1.93% |
| YTD Circulation - Physical<br><b>800,963</b><br>↓<br>-8.95% | YTD Number of Youth Programs<br><b>927</b><br>↑<br>+10%  | YTD Youth Program Attendees<br><b>19,155</b><br>↑<br>+6%  |
| YTD Number of Adult Programs<br><b>434</b><br>↑<br>+24%     | YTD Adult Program Attendees<br><b>4,108</b><br>↑<br>+26% |   |

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

## In Focus: April 2025 Service Highlight

### Public Services Highlight: Supporting Teen Mental Health Through Connection and Community

As a trusted community space and informal learning organization, Pierce County Library System supports teen mental health by providing welcoming spaces where teens can relax, connect, and be themselves. The Library also hosts regular out-of-school time (OST) programs that foster joy, creativity, friendship, and belonging.

Teen mental health is a significant concern in our community. Data from the Tacoma-Pierce County Health Department shows that 58% of 10th graders report feeling sad or depressed most days. Research highlights the importance of protective factors—such as connection, purpose, and a sense of belonging—in building resilience and reducing isolation. The Library's teen programs are thoughtfully designed to support these critical needs.

The Library offers low-pressure drop-in programs—online and in person—where teens can relax, create, and connect with peers and supportive adults.

### Statistics

**34** in person and virtual teen hangouts served **487** teens  
**51** new teens joined Discord, a 50% increase

### Stories of Impact

- A military-connected teen new to Pierce County faced the challenge of starting over—new school, no friends, and anxiety. After joining the Library's Teen Time, she began sharing her story, inviting classmates, and building friendships. Now, she's more confident and feels connected to her community.
- At a library program, a teen working on a collaborative creative project was noticeably happier—laughing and connecting with peers and staff. Library staff later learned she rarely had opportunities like this, as she spends much of her time caregiving for a parent. Bringing the project home let her family engage with her extracurriculars and offer support in a meaningful way.

# Looking Ahead

## Events to Know About

**Hybrid Scribblers' Society, Writing Workshop\*** – Friday, June 6, 3:30pm-5:30pm; Sumner

\*Registration required <https://calendar.piercecountylibrary.org/event/13157935>

**Dementia Home Care - With author Tracy Cram Perkins** – Wednesday, Saturday, June 7, 1:00pm-3:00pm; Key Center

**Local Author Debbie Zessin: Captured in Belize Book Talk, Adult Summer Reading Kickoff Event** – Saturday, June 7, 1:00pm–2:00pm, South Hill

**Drop In and Celebrate Pride Month, A Stories and Voices program** – Wednesday, June 11, 3:00pm-5:00pm; Interim Lakewood

**Wildfire, Smoke & You: Learn How to Protect Your Home & Community**

Tuesday, June 10, 5:00pm–6:00pm, Key Center

Wednesday, June 11, 5:00pm–6:00pm, Eatonville

**Puzzle Palooza** – Saturday, July 5, 1:00pm-4:00pm, Sumner

## Customer Impact and Community Engagement - Stories by Location

**Key Center:** A regular customer was overheard discussing the Library's Tech Help program with another customer. *"That's how I learned to use the computer and now I use it every day. [Staff] and these people at the desk - anytime I get in a jam they help me, and I appreciate it."*

Staff are preparing for the upcoming Back 2 School August event in partnership with Food Backpacks 4 Kids (FB4K) and other local organizations. As part of the planning, they visited FB4K's new facility to tour the space and learn more about the expanded services now offered through their Family Resource Center.

**Milton/Edgewood:** Staff participated in Mt. View Elementary's first Multicultural Fair, organized by the PTA and a teacher in the Puyallup School District. They shared books from the Library's world languages collection, library information, and giveaways, connecting with 85 attendees. Several Russian/Ukrainian speakers were excited to discover titles like Diary of a Wimpy Kid and Geronimo Stilton in their language. They also issued three library cards and welcomed the chance to highlight the Library's world language collection.

The Milton/Edgewood book club continues to spark lively discussions and strengthen friendships and community among participants. A regular member who had been away for several months was warmly welcomed back by the group.

**Tillicum:** Read to a Rabbit has been a popular program, with 27 participants at the second of three sessions. One of our regular young visitors happened to stop by during the event but politely declined to join. After picking out books, he asked his caregiver if he could peek in to see the rabbits. The moment he saw them, a big smile lit up his face. When invited again, he accepted. It was the first time we'd seen him participate in a library program—he read six books to the rabbits and stayed through the end!

**University Place:** From a customer: *"I am a music teacher. I come to the library every week to get resources that allow me to keep my teaching relevant and to help me meet the needs of ALL of my students. I'm good at my job, and I am good at it largely because of this library. I wanted to tell you that, so you could let others know how important you all are to our community."*

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# MEMO



Date: May 30, 2025

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending April 2025

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

## **Key Financial Payments**

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

### **General Fund:**

- 549030. Includes payment of \$54,438.74 for 2025 Tax Assessment to Pierce County.
- 535050. Includes payment to ServiceNow Inc of \$57,207.36 for software.

### **Capital Improvement Fund:**

- 541020. Includes a total payment of \$74,605.86 to M Arthur Gensler JR & Associates for Capital Plan Strategy services.
- 562100. Includes payment of \$38,435.12 to Westmark Construction for door replacement at branches.
- 562100. Includes payment to Skycorp LTD of \$18,918.00 for Lakewood Demo.

### **Special Revenue Funds:**

- \$800K transfer from the LSF to the General Fund. No significant activity other than receipt of investment earnings in the current period in all other funds.

## **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:** 47.1% of the anticipated tax revenue has been received. The largest collection period occurred in April, with another substantial inflow expected in October.
- **Other General Fund Revenues:** As of April, 66% was reached. Revenues include 450K Erate, 109K investment earnings, and 60K FOL donations.

- 
- **Capital Improvement Fund Revenue:** Currently, 19.7% of expected revenues have been received.
  - **Salaries and Wages:** On track at 31.8%.
  - **Benefits:** On track at 33%.
  - **Supplies:** Currently at 32.4%, with the \$327K tied to purchase orders (POs) that are encumbered and will be spent throughout the year.
  - **Materials:** 19.1% spent YTD.
  - **Services:** Currently at 41.6%, with 1.1M in encumbered POs that are expected to be spent throughout the year.
  - **Transfers/Set Asides:** The Board approved a \$2 million transfer from the General Fund to the Capital Fund and a \$800K transfer from the LSF to the General Fund. With these actions, all budgeted transfers for General Fund been completed.
  - **Capital Fund:** April capital service expenses include \$74.6K for Capital Plan Strategy and \$40K in door replacement project at the branches.

### **Financial/Budget Activities**

- **2026 Budget Process**  
Staff presented upcoming changes to the 2026 budget process to management, including key updates and expectations. A memo outlining the process is shared with the Board during the June meeting. All department budgets will be completed in Munis this year, and the process remains on track with the established timeline.

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

|                                       | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL     | MTD ACTUAL     | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|---------------------------------------|--------------------|-------------------|----------------|----------------|--------------|---------------------|----------------|
| <b>001 GENERAL FUND</b>               |                    |                   |                |                |              |                     |                |
| 01 TAXES                              | -46,538,000        | -46,538,000       | -21,913,216.98 | -19,153,050.72 | .00          | -24,624,783.02      | 47.1%          |
| 02 CHARGES OTHER                      | -1,005,000         | -1,005,000        | -663,720.05    | -32,349.48     | .00          | -341,279.95         | 66.0%          |
| 03 SALARIES AND WAGES                 | 25,183,000         | 25,183,000        | 8,010,472.64   | 2,021,278.00   | .00          | 17,172,527.36       | 31.8%          |
| 04 PERSONNEL BENEFITS                 | 8,276,000          | 8,276,000         | 2,733,033.49   | 685,728.52     | .00          | 5,542,966.51        | 33.0%          |
| 05 SUPPLIES EXPENSES                  | 2,146,345          | 2,145,108         | 367,107.08     | 110,122.76     | 327,394.01   | 1,450,606.41        | 32.4%          |
| 06 MATERIALS                          | 4,577,125          | 4,577,125         | 872,055.07     | 136,550.05     | .00          | 3,705,069.93        | 19.1%          |
| 07 SERVICES EXPENSES                  | 6,160,530          | 6,161,768         | 1,463,837.07   | 502,334.66     | 1,100,894.73 | 3,597,035.70        | 41.6%          |
| 09 TRANSFERS/SETASIDES                | 1,200,000          | 1,200,000         | 1,200,000.00   | 1,200,000.00   | .00          | .00                 | 100.0%         |
| TOTAL GENERAL FUND                    | 0                  | 0                 | -7,930,431.68  | -14,529,386.21 | 1,428,288.74 | 6,502,142.94        | 100.0%         |
| TOTAL REVENUES                        | -49,343,000        | -49,343,000       | -23,376,937.03 | -19,985,400.20 | .00          | -25,966,062.97      |                |
| TOTAL EXPENSES                        | 49,343,000         | 49,343,000        | 15,446,505.35  | 5,456,013.99   | 1,428,288.74 | 32,468,205.91       |                |
| <b>102 LEVY SUSTAINABILITY FUND</b>   |                    |                   |                |                |              |                     |                |
| 02 CHARGES OTHER                      | 0                  | 0                 | -256,172.29    | -62,518.40     | .00          | 256,172.29          | 100.0%         |
| 09 TRANSFERS/SETASIDES                | 0                  | 0                 | 800,000.00     | 800,000.00     | .00          | -800,000.00         | 100.0%         |
| TOTAL LEVY SUSTAINABILITY FUND        | 0                  | 0                 | 543,827.71     | 737,481.60     | .00          | -543,827.71         | 100.0%         |
| TOTAL REVENUES                        | 0                  | 0                 | -256,172.29    | -62,518.40     | .00          | 256,172.29          |                |
| TOTAL EXPENSES                        | 0                  | 0                 | 800,000.00     | 800,000.00     | .00          | -800,000.00         |                |
| <b>103 ELECTION FUND</b>              |                    |                   |                |                |              |                     |                |
| 02 CHARGES OTHER                      | 0                  | 0                 | -18,203.86     | -4,587.26      | .00          | 18,203.86           | 100.0%         |
| TOTAL ELECTION FUND                   | 0                  | 0                 | -18,203.86     | -4,587.26      | .00          | 18,203.86           | 100.0%         |
| TOTAL REVENUES                        | 0                  | 0                 | -18,203.86     | -4,587.26      | .00          | 18,203.86           |                |
| <b>104 PROPERTY AND FACILITY FUND</b> |                    |                   |                |                |              |                     |                |
| 02 CHARGES OTHER                      | 0                  | 0                 | -17,531.73     | -4,417.89      | .00          | 17,531.73           | 100.0%         |
| TOTAL PROPERTY AND FACILITY FUND      | 0                  | 0                 | -17,531.73     | -4,417.89      | .00          | 17,531.73           | 100.0%         |
| TOTAL REVENUES                        | 0                  | 0                 | -17,531.73     | -4,417.89      | .00          | 17,531.73           |                |

## YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

| 201                                 | DEBT SERVICE FUND              | ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD ACTUAL    | MTD ACTUAL     | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USE/COL |
|-------------------------------------|--------------------------------|--------------------|-------------------|---------------|----------------|--------------|---------------------|----------------|
| <b>201 DEBT SERVICE FUND</b>        |                                |                    |                   |               |                |              |                     |                |
| 02                                  | CHARGES OTHER                  | 0                  | 0                 | -1,379.54     | -347.56        | .00          | 1,379.54            | 100.0%         |
|                                     | TOTAL DEBT SERVICE FUND        | 0                  | 0                 | -1,379.54     | -347.56        | .00          | 1,379.54            | 100.0%         |
|                                     | TOTAL REVENUES                 | 0                  | 0                 | -1,379.54     | -347.56        | .00          | 1,379.54            |                |
| <b>301 CAPITAL IMPROVEMENT FUND</b> |                                |                    |                   |               |                |              |                     |                |
| 02                                  | CHARGES OTHER                  | -14,024,000        | -2,820,900        | -555,355.84   | -14,303.04     | .00          | -2,265,544.16       | 19.7%          |
| 05                                  | SUPPLIES EXPENSES              | 396,000            | 915,000           | .00           | .00            | 648,801.93   | 266,198.07          | 70.9%          |
| 07                                  | SERVICES EXPENSES              | 4,661,000          | 4,580,900         | 288,980.82    | 92,319.67      | 362,307.03   | 3,929,612.15        | 14.2%          |
| 08                                  | CAPITAL OUTLAYS                | 10,967,000         | 1,325,000         | 195,549.23    | 67,369.28      | 168,096.67   | 961,354.10          | 27.4%          |
| 09                                  | TRANSFERS/SETASIDES            | -2,000,000         | -4,000,000        | -2,000,000.00 | -2,000,000.00  | .00          | -2,000,000.00       | 50.0%          |
|                                     | TOTAL CAPITAL IMPROVEMENT FUND | 0                  | 0                 | -2,070,825.79 | -1,854,614.09  | 1,179,205.63 | 891,620.16          | 100.0%         |
|                                     | TOTAL REVENUES                 | -16,024,000        | -6,820,900        | -2,555,355.84 | -2,014,303.04  | .00          | -4,265,544.16       |                |
|                                     | TOTAL EXPENSES                 | 16,024,000         | 6,820,900         | 484,530.05    | 159,688.95     | 1,179,205.63 | 5,157,164.32        |                |
|                                     | GRAND TOTAL                    | 0                  | 0                 | -9,494,544.89 | -15,655,871.41 | 2,607,494.37 | 6,887,050.52        | 100.0%         |

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

# Unfinished Business

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# MEMO



Date: June 3, 2025

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

From: Kristina Cintron, Facilities and Capital Projects Director

Christina Neville-Neil, Facilities Project Manager

Subject: Approval of Purchase Order for Lakewood Property Feasibility Study

The Library has retained Johnston Architects as its consultant for architectural services regarding the new Sumner Library and our engagement allows for additional architectural services. In preparation for conversations and a deeper understanding of what the current (Wildaire) property can provide, we would like to commission a study that investigates what a future new library could be like. This work is consistent with our commitment to the Community Advisory Committee's recommendations in late 2022.

Johnston Architects provided a proposal estimate of \$63,800. Because this was not in the budget for 2025 and is over \$50,000, we need Board approval to commission the work.

***Action: Move to approve a purchase order in the amount not to exceed \$64,000 to Johnston Architects to commission a study of the Wildaire property.***



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# MEMO



Date: June 2, 2025

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

From: Melissa Munn, Customer Experience Director

Subject: Rules of Conduct Policy

Last month we discussed updates to the Rules of Conduct Policy. After discussion with the Board, we made the additional revision and removed “regardless of age” from the first paragraph under Purpose.

If there are no additional recommended changes, the policy is presented for approval following your review at the June meeting for an effective date of July 1, 2025.

***Motion: To approve the Rules of Conduct Policy as presented.***

# 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 allows 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.

**Commented [MM1]:** Removed after discussion with the Board at the May Board meeting.

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

### Policy

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

All visitors are expected to:

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

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

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

The following behaviors are not allowed:

|  |   |
|--|---|
| 1. UNSAFE or DISRUPTIVE<br>Any activity that unreasonably interferes with others' use and enjoyment of the | <i>Examples (including but not limited to):</i> <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></ul> |
|--|---|

# Board Policy



|  |   |
|--|---|
| Library or with the functioning of Library staff   | <ul style="list-style-type: none"> <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>• Scents that are disruptive.</li> <li>• Bringing animals other than service animals into the Library</li> <li>• Leaving personal property unattended or with staff</li> </ul>   |
| <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 | <i>Examples (including but not limited to):</i> <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> </ul>  |
| <b>3. ILLEGAL</b><br>Any behavior that is prohibited by law  | <i>Examples (including but not limited to):</i> <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 liquor</li> <li>• Theft of library materials or items belonging to staff or others</li> <li>• Use of any library property; including, computers and Wi-Fi to conduct illegal activities</li> <li>• Viewing or printing child pornography</li> </ul> |
| <b>4. NONCOMPLIANCE WITH STAFF</b><br>Ignoring requests or disobeying the direction of Library staff   | <i>Examples (including but not limited to):</i> <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

## 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 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.

Trespass restrictions remain in effect during the appeal process.

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# Board Policy



## 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.**  
**Revised xxx, with an effective date of xxx**

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

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# Board Policy



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|--|--|
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|--|--|

# Board Policy

|  |   |
|--|---|
| Library or with the functioning of Library staff   | <ul style="list-style-type: none"> <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>• Scents that are disruptive.</li> <li>• Bringing animals other than service animals into the Library</li> <li>• Leaving personal property unattended or with staff</li> </ul>                          |
| <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 | <i>Examples (including but not limited to):</i> <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> </ul>  |
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# Board Policy



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.**

**Revised xxx, with an effective date of xxx**

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

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# MEMO



Date: June 2, 2025

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

From: Clifford Jo, Business & Compliance Director (on behalf of Mary Stimson, Finance Director)

Subject: Amending the Fiscal Management Policy

Attached is an amended Fiscal Management Policy. Specifically, declaring the Library to no longer handle petty cash and not accept physical forms of cash.

Prior to the pandemic, and especially during the pandemic, the Library had begun to reduce the need for cash (paper and coin denominations). The reasons are manifold and include:

- Eliminate time-consuming handling and accepting of cash for routine transactions;
- Eliminate checks-and-balances in the branches to ensure cash remains secure from theft or loss;
- Eliminate the need to audit branch cash-handling and cash registers as part of the state auditor's tasks; and
- Eliminate handling counterfeits; and
- Eliminate operations and replacements of cash registers.

When the Library became fine-free several years ago, the need for cash-handling was largely eliminated. Further, during the pandemic, the branches dissolved their petty cash funds by depositing cash on hand, which were never restored post-pandemic.

The edits to the Fiscal Management Policy reflect current operations.



# Board Policy



## Fiscal Management Policy

### Policy Statement

Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission. This comprehensive policy encompasses fiscal management, food purchases, and payment of claims.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, and the Library implements all accounting rules and processes required by the Assessor-Treasurer.

As authorized by the State Auditor, the Library implements the cash basis of accounting but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP), and the State Auditor notes this status in annual audit reports.

### Purpose

The purpose of this policy is to outline fiscal management policies and measures used to align with RCW 27.12.070. This policy also provides guidance to ensure the board of trustees and library employees understand our responsibilities for fund and fiscal management. Other areas of responsibility outlined in this policy support transparency of fiscal management of public funds.

### Policy

#### Fiscal Management

The Library Board of Trustees establishes the following fiscal management policy sections, which require Board action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. *Current Year Operations*: Current year general fund operations are funded from current year revenues.
2. *Cash Transfers*: Cash may be transferred among funds.
3. *Debt Incurrence*: Debt may be incurred as a last resort.
4. *Cash Reserves*: Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. *Emergency Release of Cash Reserves*: Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. *Maintenance of Positive Fund Balances*: Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses.

- a. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1.
  - b. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year.
  - c. Specific guidelines shall be managed under Library Responsibility below and in the Library Finance Guidelines Manual.
7. *Board Authority on Cash Reserves:* The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
  8. *Additional Fund Types:* For purposes of managing the Library's finances, additional fund types may be implemented.
  9. *Establishment of Funds:* Various funds, such as the Capital Improvement Fund, Special Purpose Fund, Levy Sustainability Fund, Property and Facility Fund, and Elections Fund, are established and funded appropriately for specific purposes as outlined in the Library Fund Management section.
  10. *Unanticipated Revenues or Savings:* When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to any other fund.
  11. *Annual Budget Approval:* The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement and allocates revenue accordingly.
  12. *Amended Budget Approvals:* The Board may approve amended budgets for various funds throughout the year if deemed necessary.
  13. *Reduction of Operation Costs:* The Board recognizes that in the absence of new revenue sources such as annexations, levy lid lifts, or bonds, additional services from system growth will need to be funded mostly through reductions in operational costs.
  14. *Petty Cash (Imprest Fund):* The Library maintains no petty cash funds, and accepts no cash in any denomination, including coins and paper-based forms.
  - ~~14.~~ 15. *Policy Review:* The Board reviews this Fiscal Management Policy annually, particularly during the fiscal year budget process, and makes amendments as necessary.

### **Library Fund Management**

1. *General Fund:* A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.
2. *Funding:* In accordance with the State Auditor BARS Cash Manual, General Fund transfers, grants, donations, and other revenue sources including but not limited to, distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue, fund the following funds:
3. *Capital Improvement Fund:* A Capital Improvement Fund is established to pay for capital improvement projects, including, major asset and system purchases, maintenance, and improvements.
4. *Special Revenue Fund:* A fund that is designated by the governing body as having a restricted or committed use for specific purposes.
5. *Special Purpose Fund:* A Special Revenue Fund called the Special Purpose Fund is established to pay for special purpose projects.
6. *Levy Sustainability Fund:* To manage funds for a funding cycle's fiscal sustainability, a Special Revenue Fund called the Levy Sustainability Fund is used to accumulate cash at the beginning of a Funding Cycle in order to balance subsequent budgets without incurring major reductions in services. Aside from the other funding resources, this fund may also receive direct tax revenue receipts.

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7. *Property and Facility Fund*: To manage funds for future land and buildings, a Special Revenue Fund called the Property and Facility Fund is established and is used to accumulate funds for purposes of purchasing property, land development, and major facilities construction.
  8. *Elections Fund*: To manage funds for future election costs, a Special Revenue Fund called the Elections Fund is established which is used to accumulate funds for purposes of paying for election costs, primarily ballot printing and mailing costs, legal costs, and consulting costs.
  9. *Debt Service Fund*: This fund is established to finance financial resources that are restricted, committed, or assigned (intended) to expenditure for principal and interest.
  10. *Fund Transfers*: As indicated in the Board Responsibility's section, the Board may transfer unanticipated revenues and savings to other funds as deemed appropriate with Board Action.

### **Bonding**

1. *Councilmanic Bonds*: These bonds are also called limited tax general obligation (LTGO) bonds or non-voted debt, may be issued by a vote of the legislative body. Because the voters have not been asked to approve a tax increase to pay for the principal and interest, general fund revenues must be pledged to pay the debt service on LTGO. It is important to note that LTGO debt does not provide any additional revenue to fund debt service payments but must be paid from existing revenue sources. The Library may issue this type of debt at a rate of one tenth of 1% of the Library assessed valuation. The borrowing entity must repay the debt within twenty years.
2. *Library Capital Facility Area (LCFA)*: A quasi-municipal corporation and independent taxing authority within the meaning of Article VII, section 1 of the state Constitution, and a taxing district within the meaning of Article VII, section 2 of the state Constitution, created by a county legislative authority of one or several counties. A Library Capital Facility Area may include all or a portion of a city or town. The Library would create a specific area to include, for example, one or two cities and a portion of unincorporated Pierce County. This forms a Library Capital Facility Area within which a bond would be issued. An LCFA proposition includes (1) the creation of the LCFA taxing district and (2) approval of bonds for construction of one or more library buildings, which requires a passage of 60% majority, as well as a 40% voter turnout from the previous general election. Because an LCFA forms a separate taxing district, it does not affect the overall debt capacity of the Library.
3. *Unlimited Tax General Obligation Bonds (UTGO)*: When voters are asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess levy which raises their property taxes to cover debt service payments. UTGO bonds can be used only for capital purposes. Replacement of equipment is not a permitted use. Bonds may be issued as a measure to voters in the taxing district and requires a passage of 60% majority, as well as a 40% voter turnout from the previous general election. The Library's maximum legal debt capacity is one-half of 1% of the Library District's assessed valuation, and in the simplest form may be levied up to 30 years.
4. *Other Funding Measures*: Other State or Federal programs that make funds available to local governments for capital purposes will be considered on their own merits.

### **Library Responsibility**

The Board expects the Library staff to carry out the following responsibilities:

1. *Expenditure Management*: Establish and administer a budget and expenditure management system to meet the goals of this policy. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS). Furnish the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

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2. *Guidelines and Procedures*: Financial guidelines and procedures for Library staff in managing the Library's finances are established in written format in the Library Finance Guidelines Manual. This manual is kept current and enforced to implement this policy.
  3. *Strategy*: Establish a multiyear Funding Cycle and maintain a Sustainability Fund strategy to sustain services to the Library's communities. Administer a long-term cash-flow projection as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
  4. *Solvency*: Establish and maintain a current year cash-flow solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. This four-month cash balance is calculated with all yearend payables having been satisfied. Prudently invest with the county any cash not anticipated to be utilized in any funds for current liabilities.
  5. *Fund Reserves and Balances*: Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten-year period.
  6. *Budget*: Develop an annual budget calendar and timeline to review budget strategies and priorities with the Board. Present a draft and final balanced budget for public meetings to the Board of Trustees. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
  7. *Costs above approved threshold*: Bring to the board for approval of purchase/change orders or payments, or both, above a Board-designated dollar threshold as stated in the Purchasing and Procurement Board Policy. Purchases of materials (books, movies, databases and related subscriptions, etc.) are exempt from this clause.

### **Food Purchase**

At the Executive Director's discretion (or designee), the Library may purchase food and beverages and serve them in connection with Library-sponsored activities, events, and meetings.

Approval and administration of these purchases shall be documented thoroughly to align with auditor requirements, purchases shall be inexpensive, and the effort necessary to purchase, prepare, and present shall be minimum in nature.

Purchase of alcoholic beverages with Library funds is not allowed.

### **Payment of Claims**

Pierce County Library Resolution 84-5 formally appoints an Auditing Officer, whose duty it is to audit and certify all claims against the Library prior to payment. Library Resolution 84-5 confirms that the entire process for auditing, certifying and payment of claims shall be conducted according to appropriate Washington State law and Washington State Auditor's rules, therefore following procedures regarding the timing and method of payment of claims against the District shall be used.

Valid claims for payment of goods and services and employee expense claims shall be audited, certified and submitted for payment several times per month by the Auditing Officer using a blanket voucher certification process, as allowed by the State Auditor's Office.

All such claims paid in advance of a Board meeting shall be included on a list delivered electronically to the Board members prior to the Board meeting. All relevant paperwork associated with each paid claim shall be available for Board review via electronic means prior to and at each Board meeting. Any claims

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### **Definitions**

*Budget:* A statement of anticipated revenues to be used for planned expenditures.

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*Current Year Revenue:* A combination of new revenue, use of fund balance, and transfers from a Levy Sustainability Fund.

*Expenditure management:* A process to capture and report actual expenditures compared to the budget of planned projects and operations.

*Fund Balance:* The projected available cash after satisfying all recorded liabilities and accruals to be paid.

### **Related Policies/Procedures**

[Purchasing and Procurement Policy](#)

[Comprehensive Purchasing and Procurement Policy](#)

**Adopted by the Pierce County Rural Library District Board of Trustees, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009, November 18, 2015, September 13, 2017, July 10, 2019, December 11, 2019, September 8, 2021, September 14, 2022. Reviewed August 9, 2023. Updated August 14, 2024. Updated xxx**

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## Fiscal Management Policy

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of an unusual nature or of a type so designated by the Board shall be held for approval of the Board at their regular meeting.

### **Definitions**

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### **Related Policies/Procedures**

[Comprehensive Purchasing and Procurement Policy](#)

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# New Business

# MEMO



Date: April 16, 2025

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

From: Mary Stimson, Finance Director

Subject: 2026 Budget Planning Timeline

The Finance Department is pleased to announce a significant milestone in our budgeting process. After years of dedicated effort, we are now preparing to draft the 2026 budget using the Munis ERP system. This advancement enables enhanced reporting capabilities for budget owners and supports informed decision-making. As the Library continues to refine system-generated reports, we anticipate presenting the budget in new formats that prioritize efficiency and uphold our commitment to transparency.

| Board Meeting | 2026 Budget Activities   |
|---------------|--|
| June 11       | <ul style="list-style-type: none"><li>• Review budget calendar and budget development timeline</li><li>• First Reading of Fiscal Management Policy</li></ul>   |
| August 13     | <ul style="list-style-type: none"><li>• Review initial property value assessment</li><li>• Second Reading of Fiscal Management Policy</li></ul>  |
| September 10  | <ul style="list-style-type: none"><li>• Review preliminary levy certificate and impact to budget</li><li>• Review budget drivers (CPI-U, etc.)</li><li>• Review Implicit Price Deflator (IPD) and impact to revenue</li></ul>  |
| November 12   | <p><u>FIRST PUBLIC HEARING OF DRAFT BUDGET</u></p> <ul style="list-style-type: none"><li>• Review first comprehensive draft budgets</li><li>• Review cash-flow and fiscal status of funding cycle</li><li>• Sign levy certificate</li><li>• File levy certificate with Pierce and King counties (by November 30)</li></ul>                               |
| December 10   | <p><u>SECOND PUBLIC HEARING AND FINAL APPROVAL</u></p> <ul style="list-style-type: none"><li>• Approve General Fund budget</li><li>• Approve Capital Improvement Fund budget</li><li>• Approve Debt Service Fund, Election Fund, Property &amp; Facility Fund, and Levy Sustainability Fund budgets</li><li>• Approve any inter-fund transfers</li></ul> |
| January 2025  | <ul style="list-style-type: none"><li>• Review amended levy certificates (if any)</li><li>• Approve 2025 final year transfers (if any)</li></ul>   |

# 2026 Budget Planning, Development, Review, Approval

- Departments identify potential budget needs
- Review Munis Budget Entry with MT at May MT Meeting
- Current State Personnel budget projections drafted

- MT enter budget requests into 2026 Budget in Munis for General Fund
- Depts outline 2026 Conference Requests and Estimates in Munis
- Personnel position requests for 2026 new positions or adjustments/reductions

- Finance & MT review and finalize initial requests and amounts in 2026 Budget
- Executive team reviews personnel positions
- Admin Team reviews estimated revenues
- Budget Exercises with Admin Team

- Administrative Team reviews updated budgeted personnel projections
- Administrative Team reviews proposed 2026 Budget in Munis and makes any adjustments
- MT/Admin Develops the 2026 Cap Budget
- Budget Exercises with Admin Team

- Foundation and Finance estimate Foundation and Grant revenue
- Administrative Team reviews CAP revenues/expenditures/projects
- Executive Team reviews comprehensive General Fund 2026 budget
- Finance makes 2026 General Fund Budget adjustments as needed
- 

May

June

July

August

September

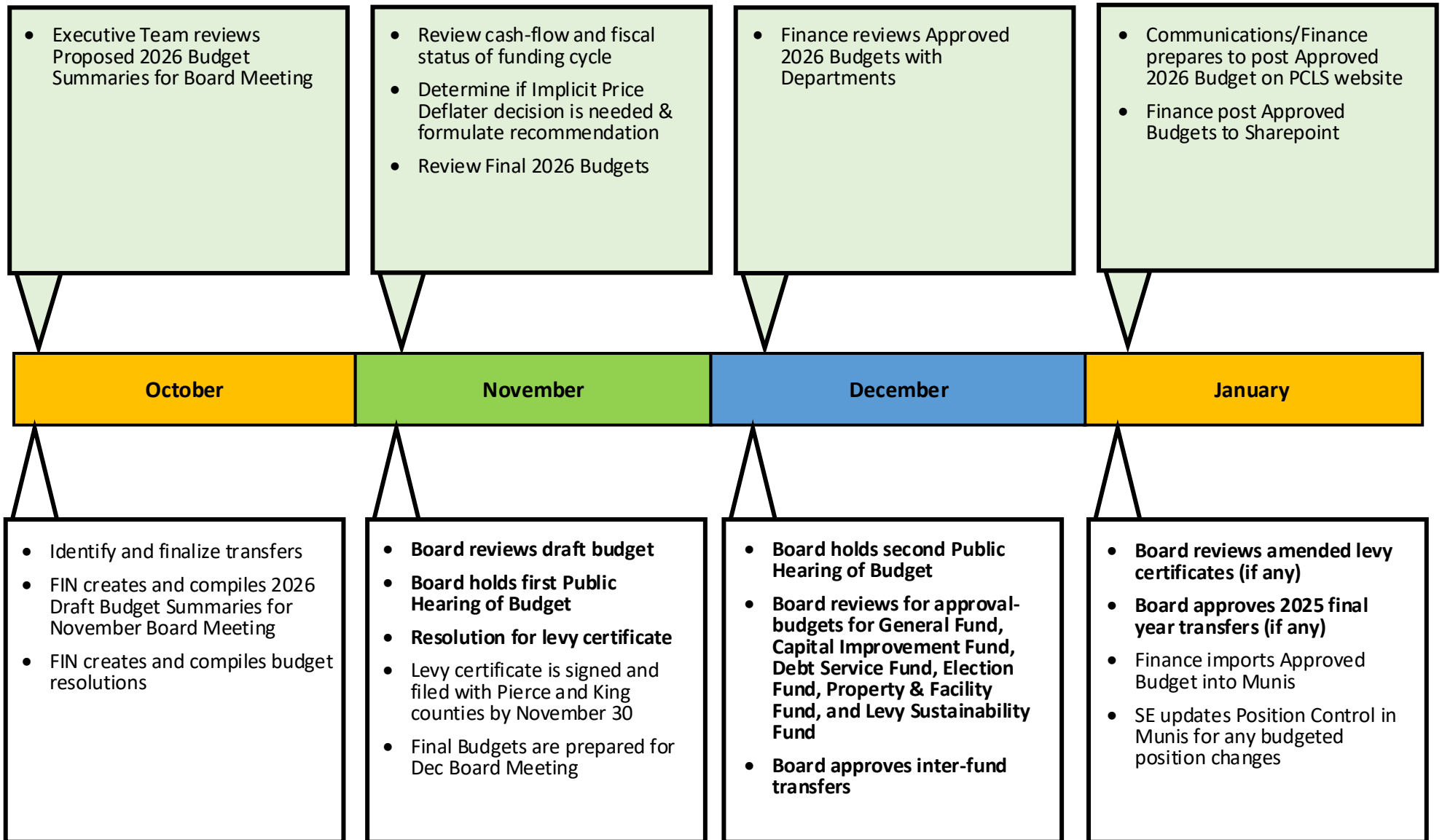
- **Budget Calendar Memo to the board for May Meeting**

- Update 2026 Personnel Budget Projections
- Estimate Revenues
- **First Reading of Fund and Fiscal Management Policy to Board for review and approval**

- **Review Estimated/Projected Revenues with Property Value Assessment and calculate Mill Rate**
- **Second Reading of Fund and Fiscal Management Policy to Board for review and approval**

- **Review Revenue impacts (Prelim Levy Certificate, CPI-U, IPD)**

# 2026 Budget Planning, Development, Review, Approval



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# MEMO



Date: June 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Reappointment – Neesha Patel

Library Trustee Neesha Patel was appointed to serve a partial term, effective August 11, 2021, following the vacancy left by former Trustee Brian Thomason. Her term will conclude on August 11, 2025.

Ms. Patel has expressed interest in serving her first full term, which, if reappointed, would extend until August 11, 2030.

I have submitted Trustee Patel's name to Pierce County Executive Ryan Mello and the County Council for reappointment to the Board of Trustees for a full five-year term.

Library Trustees are appointed by the Pierce County Executive and confirmed by a vote of the Pierce County Council. In 1991, a competitive vacancy process was established to recruit, interview, and select candidates for recommendation to the County Executive. In 2021, this process was reviewed and adjusted to better incorporate principles of equity, diversity, and inclusion.

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# MEMO



Date: June 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Lakewood Libraries Update

At the request of a Trustee during last month's meeting, this memo provides an update on the Lakewood library projects and their integration into the Comprehensive Capital Plan (CCP).

Following the Lakewood Community Advisory Committee's final recommendations, Trustees directed staff to:

- **Downtown Lakewood:** Explore rebuilding on the Wildaire site while prioritizing the opening of an interim Lakewood Library.
- **Tillicum:** Engage with the Association Board regarding building condition concerns, explore development on the City-purchased site, and begin considering alternative real estate options.

## Downtown Lakewood

- **Demolition Complete:** The Wildaire site has been cleared. The City requires fencing to comply with permit conditions for vacant lots.
- **Public Use Challenges:** While there is interest in temporary public use, zoning uncertainties, lack of infrastructure and parking, safety, maintenance, and insurance limitations prevent this. The Library also lacks statutory authority and funding to operate the property in a non-library form, such as a public park.
- **Limited Property Availability:** During the scan for available properties to develop any new library in the main areas of Lakewood, the Library's real estate brokers at the time in 2022 discovered lack of suitable land and critical limitations on which a new Lakewood Library could be built. Certain doors are closed, such as any property within Lakewood Town Center.
- **Site Planning:** Johnston Architects provided a quote to perform a more detailed site test fit. Based on similar projects (e.g., Sumner), a 20,000 SF library is estimated at \$26.5-30 million (in 2025 dollars).

## Tillicum

- **Facility Progress:** The Association Board now has full ownership and is actively pursuing grants and donations for improvements.



- 
- **Improved Communication:** Quarterly meetings between the Association Board and PCLS and branch staff have strengthened collaboration.
  - **Assessment Pending:** We await a comprehensive building condition assessment to determine capital needs.
  - **Real Estate:** While the City-owned Union Avenue site remains available, it was not endorsed by the Lakewood Community Advisory Committee, and no alternative properties have been identified yet. Estimated costs are comparable to the downtown interim Lakewood Library project.

### **Lakewood Libraries in the Comprehensive Capital Plan (CCP)**

- **Project Status:** The CCP is nearing draft completion. It includes individual profiles for each PCLS building, incorporating staff and community input.
- **Lakewood Integration:** While the CCP is not solely focused on Lakewood, all relevant considerations have been shared with consultants.
- **Next Steps:** Draft reports and recommendations are expected by the end of summer, on time and on budget. Trustees are invited to provide feedback on how they'd prefer to review the findings—either during regular meetings or through a dedicated study session.

Please let us know if you would like any additional information or clarification on these updates.

# Officers Reports

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# MEMO



Date: April 9, 2025

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

From: Mary Getchell, Marketing and Communications Director

Subject: 2025 Pierce County Library System Marketing and Communications First Quarter Results

The Pierce County Library System's first quarter of 2025 marketing and communications activities shined with excellent results to position the Library System, by exceeding all key evaluation measures to meet the Library's goals for marketing and communications:

1. Enhance brand awareness and preference for the Pierce County Library.
2. Position the Pierce County Library as the spark for success for residents.
3. Bolster the Library's visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library's services.

News media sources ran 34 stories and 34 media mentions/calendar placements. Coverage garnering the most attention included the recognition and celebration of Black History Month with Black stories and voices and Women's History Month with women's stories as well as Read with a Daffodil Princess events.

The Library System's first quarter marketing and communications focus highlighted Jobs + Business services. We used a variety of tactics to inspire excitement and build support for and use of these services, including flyers—translated into Spanish, Korean, and Russian; posters; digital screens; website; advertising on KZTM-FM Spanish radio; and social media marketing.

During the first quarter, the Library System issued three e-newsletters to its main distribution list with an average of 70,400 active subscribers. The Library's open rate continues to show outstanding results, exceeding industry standards by more than two times. Overall, the open rate averaged 68%, exceeding the industry standard of 25.17%.

For social media marketing on Facebook, we exceeded industry standards for reach (number of followers/people who viewed a message). In the first quarter, again followers continued to respond well to humor, with a very response to a post encouraging people to come out of the cold and check out a book, which resulted in nearly 58,000 views, a reach of 40,000, and 2,000 interactions (likes, comments).

In the first quarter, the Communications Department received a strong score for internal customer service, with 93% of staff saying they were "very satisfied" with the department's service.

**PIERCE COUNTY LIBRARY SYSTEM**  
**2025 Marketing and Communications Plan**  
**FIRST QUARTER RESULTS, January-February 2025**

**Overall Evaluation Measures**

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- Enhance brand awareness and preference for the Pierce County Library System.
- Position the Pierce County Library as the spark for success for residents.
- Bolster the Library's visibility in Pierce County communities.
- Inspire excitement and build support for and use of the Library's services.

**News Media Stories**

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- Goal: Maintain or exceed 2024 news coverage.
- Quarter One 2024: 43 news articles and 45 media mentions/calendar placements.
- Quarter One 2025: 34 news articles and 34 media mentions/calendar placements.

**Paid Advertising**

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Jobs + Business services marketing and communications focus (February-March 2025):

Bustos Media Spanish radio ads on KZTM-FM

- Spots: 79

**E-newsletter/E-mail blast**

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- Goal: Meet or exceed industry standards:
  - 3 e-newsletters and 2 email blasts to an average of 70,407 active subscribers.
- Average number of e-newsletters opened with each campaign: 47,714; 68.1% open rate.
- **Open rate more than two times higher than the industry standard of 25.17%.**

## Social Media Marketing

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- Goal: Maintain or exceed 2024 reach rate (number of followers who viewed a message) and government industry standard.

### Facebook

- Reach: 14.6%, was twice as high as Q1 2024 (7.3%), **exceeded industry standard, 2.19%.**
- 63 posts reached nearly 354,000 people (5,617 average reach/post) with 50,800 engagements, with an average of 806 clicks per post.

## Work Order Satisfaction

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- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q1 Exceeded goal with 93% Very Satisfied.**

## Sampling of News Articles

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### Seattle Daily Journal of Commerce

January 23, 2025

#### Washington schools, libraries get FCC cybersecurity funds

By JOURNAL STAFF



The Pierce County Library System and the Bremerton School District are among 14 participants from Washington state that the Federal Communications Commission announced last week it had selected for its Schools and Libraries Cybersecurity Pilot Program.

The three-year pilot program's 707 nationwide participants will receive support to defray the costs of eligible cybersecurity services and equipment, allowing the FCC to study how universal service funds could be used to improve school and library defenses against increasing cyberattacks.

Other Washington participants include the Mount Vernon School District, the Franklin Pierce School District, the Moses Lake School District, the Mount Adams School District, the New Paschal

Sherman Indian School and Yakima Valley Libraries. Oregon's Gresham-Barlow, Lincoln County and Ontario school districts are also among the participants.

The FCC said it is running the program to collect data and evaluate the effectiveness of using universal service funds for cybersecurity services and equipment to protect school and library broadband networks and data. The program's \$200 million budget uses reserved, unused universal service funds.

The selected participants represent a diverse set of large and small, and urban and rural schools, libraries, and others from various geographic areas with differing cybersecurity experiences and needs, with a particular focus on low-income and tribal applicants. To select pilot participants, FCC staff first looked at qualifying applicants' discount rate and National School Lunch Program percentages, prioritizing the highest percentages. Staff also considered applicants' entity type, size and location, among other things.

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## OverDrive

**Over 180 public libraries surpass one million digital checkouts in 2024**

**January 23, 2025**



In 2024, a record-setting 185 library systems in eight countries surpassed one million digital checkouts. Of those 185 libraries, over 30 public library systems achieved the million checkout

milestone for the very first time. In total, 739million ebooks, audiobooks, digital magazines and more were checked out by users last year. A list of the most borrowed titles of 2024 can be found [here](#).

For the third year in a row, Los Angeles Public Library set a new record. In 2024, LAPL became the first library ever to hit fourteen million digital checkouts in a calendar year. Toronto Public Library and MELSA were right behind them, each surpassing twelve million checkouts and National Library Board of Singapore with eleven million.

If you're one of the libraries who hit a major milestone this year, don't forget to visit the Resource Center and download our free 2024 million checkout milestone marketing kit. The graphics included in the kit can be used on social media to share your achievement with your community!

2 Million

Pierce County Library System

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## **MultiCare Vitals**

### **WIC team expands access with pop-up locations**

**February 25, 2025 | By Samantha Malott**



Nearly half of people who qualify for food and nutritional support through the Women, Infants and Children program in Washington aren't currently receiving it. Why?

In many cases they either don't know that they qualify or don't know how to sign up.

MultiCare is on a mission to reduce those missed opportunities by spreading awareness and giving families more options to join.



MultiCare Mary Bridge Children's Hospital and the MultiCare Center for Health Equity and Wellness have a team of 27 dedicated to connecting women and families to the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The program provides access to nourishing food, nutrition education and breastfeeding support from WIC certifiers and registered dietitians, free of charge to eligible families.

With a 40-year history, the Mary Bridge Children's WIC team are experts in the field, but even they recognize the catch-22 of meeting the needs of the community, explains Hope Roberts, contracts and events manager for the MultiCare Center for HealthEquity and Wellness.

The WIC team's goal is to ensure that everyone who qualifies is signed up, but there's also not enough access to go around, she says. Currently it's a 12-week wait for intake appointments.

The COVID-19 pandemic had one positive impact on addressing that challenge, though — lessons in how to be nimble, Roberts says.

Pre-pandemic, all intake appointments were required to be in person. This led to many missed appointments due to transportation, work or childcare challenges, and a backlog of intake appointments.

When social distancing went into effect and the need for support skyrocketed, the team shifted to virtual appointments overnight, Roberts says. Today, participants can choose to meet with a WIC certifier either in person or over the phone.

"We took that idea of being nimble and translated it into WIC. Knowing that we need to continue having an in-person presence in places where people can get to us easily, we looked at how can we get everything we need to build a WIC clinic to fit into a wagon," she says. "We designed a pop-up WIC clinic model out of those wagons that we take into our community partner locations."

Under the new model — even without a dedicated brick-and-mortar Mary Bridge Children's WIC clinic in the county — participants have more options for meeting in person if they want to.

Inspired by their own pop-up COVID-19 vaccine clinics, the WIC team will have a variety of satellite sites that will operate weekly, such as Boze Elementary School in Tacoma, and pop-up locations that will open on a regular basis, such as every other week or the first Monday of the month.

"We can look at where you work and schedule your appointment near that when we have availability," Roberts explains. "Or give you other options that may be along your route and fit into your schedule."

The first pop-up clinics at the Eatonville, Key Peninsula, Gig Harbor and Bonney Lake libraries saw great success, she says. Clinic times were scheduled around story or activity hours when young families would be there.





WIC will continue expanding to other libraries in Pierce County, as well as other partner locations, such as YMCAs, school district family resource centers, and community and technical colleges. In January, the team opened their first pop-up WIC clinics at the Mel Korum Family YMCA in Puyallup and Morgan Family YMCA in Tacoma.

Roberts encourages pregnant individuals to get signed up sooner than later, recognizing that wait times will continue to be long until the team can grow.

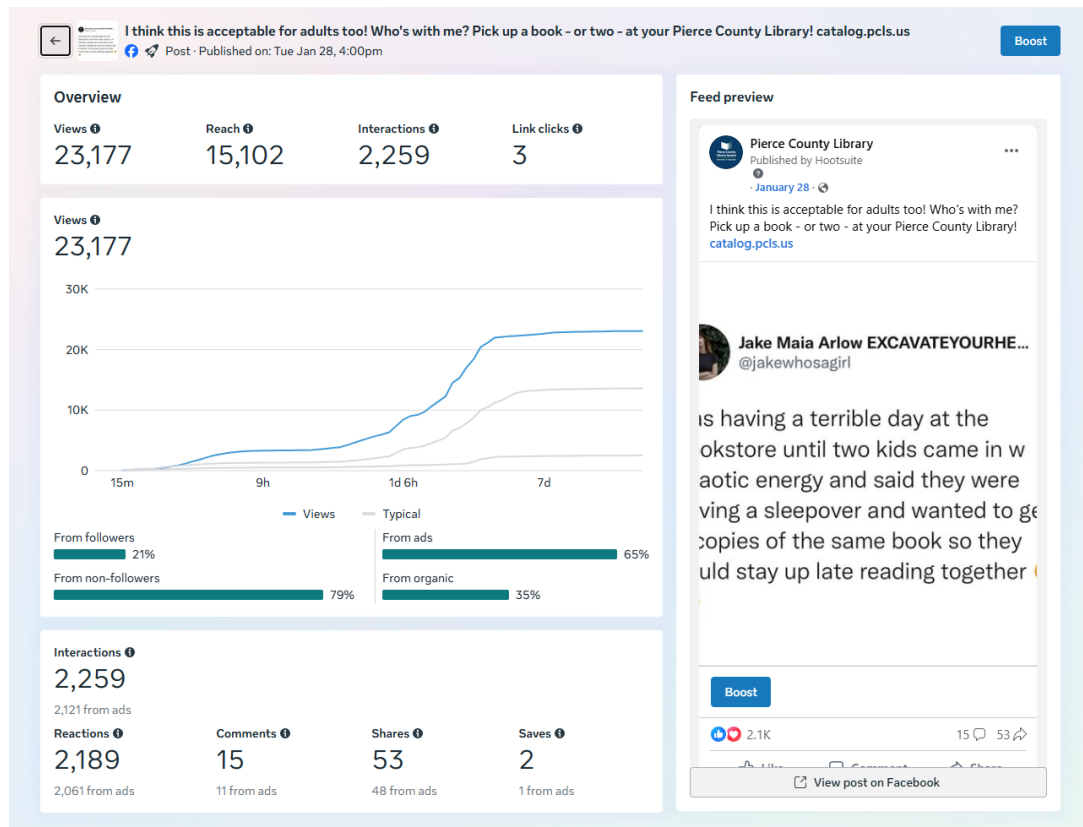
"We're focused on reducing low birth rates. We're not capturing women early enough into their pregnancy if they're waiting 12 weeks to see their doctor and then 12 weeks to see us," she explains. "You can call us as soon as you find out you're pregnant and get scheduled. The nutrition support you get from WIC is proven to improve outcomes so much."

"Even if you don't know if you qualify, just ask," she adds.

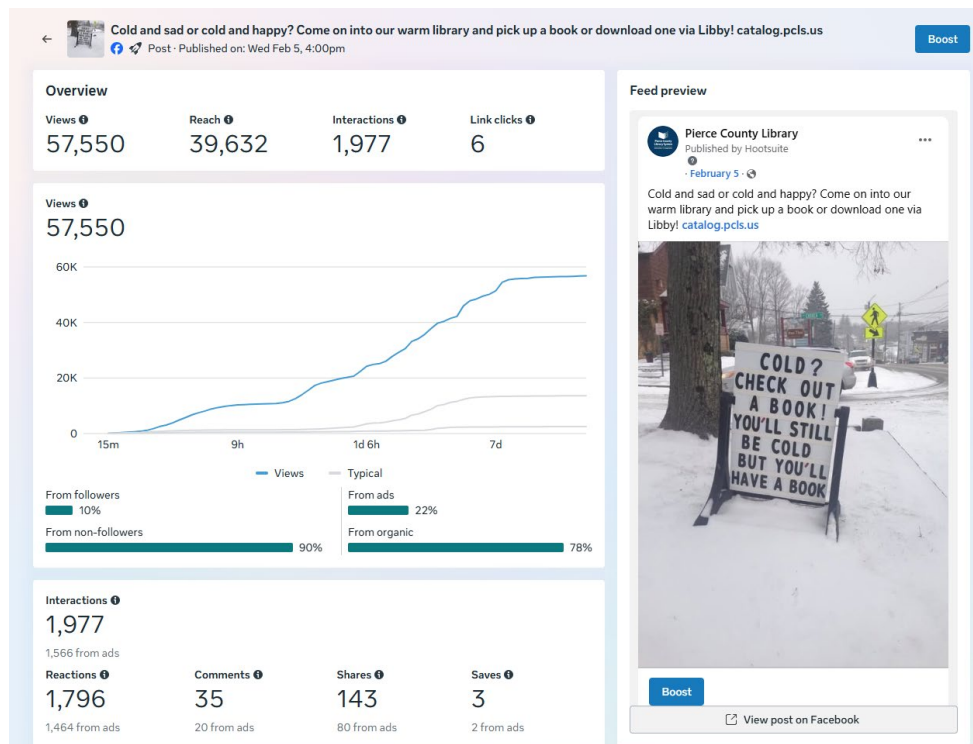
"We are going to be where you're at, so don't be afraid to ask," Roberts says. "You get produce and fresh foods, and there's so many other benefits like farmer's market money and formula. It really is setting your kids up for success."

## Top Social Media-Facebook-Posts

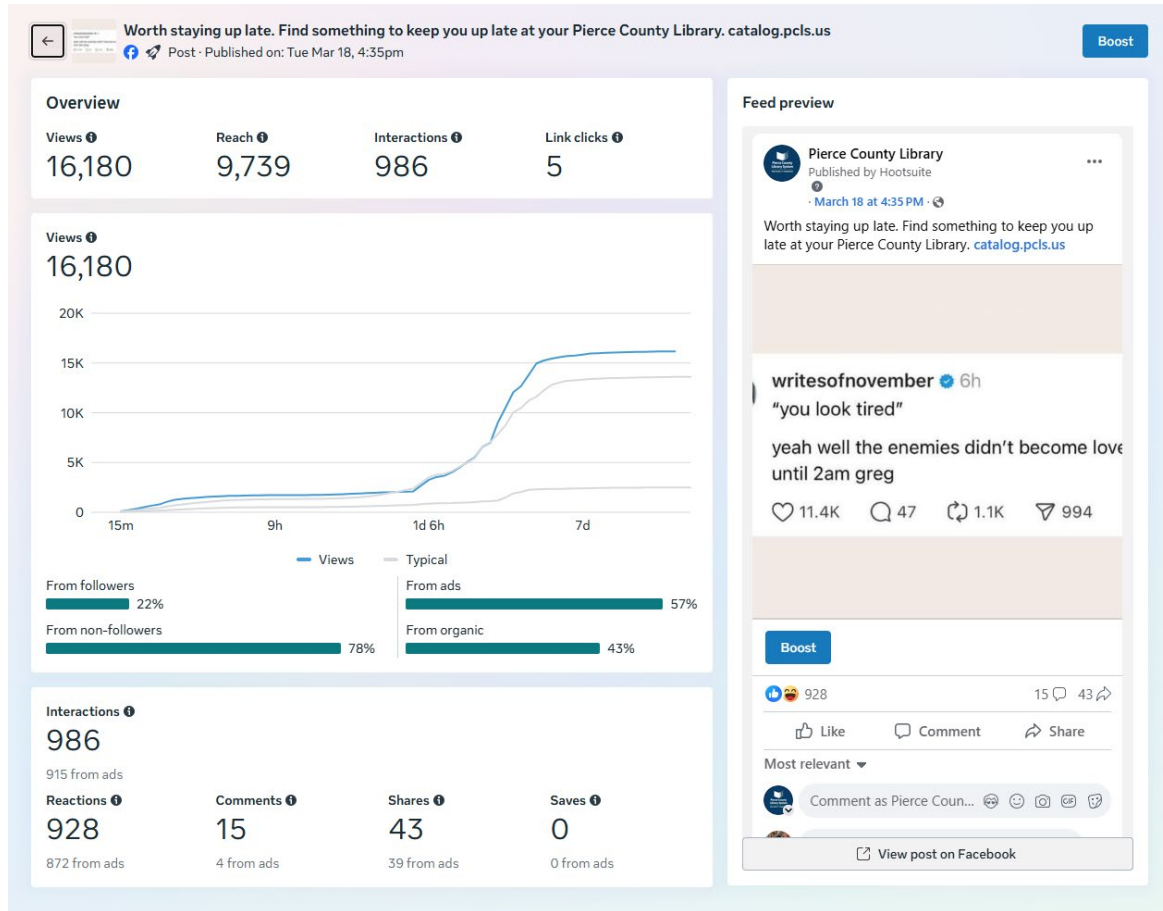
### January



### February



## March



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# MEMO



Date: May 8, 2025

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

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 1 2025 Focus: Job + Business Services Results

As part of the Pierce County Library System's 2025 Marketing and Communications Plan, the first quarter highlighted the Library's Job + Business services. Building on the 2024 marketing effort, the Communications and Customer Experience departments launched a focused two-month campaign (February-March 2025) to promote these services.

Compared to February-March 2024, a **48% increase in website traffic to the Job + Business webpage February-March 2025** revealed increased engagement with free services aimed at helping individuals build technology skills, enhance digital literacy, and improve job prospects.

The Library informed audiences about Job + Business services and encouraged people to use them using a variety of marketing and communications tactics. Mass marketing tactics included printed and online products, Spanish radio ads to reach Spanish speaking people, a direct mailing to reach asset limited individuals, and social media ads to reach target audiences. In addition, the plan called for direct marketing tactics including community marketing to reach asset limited households through nonprofit partners such as food banks, Sound Outreach, Goodwill, and churches, and direct asks to reach diverse groups via communications with partners such as Asia Pacific Cultural Center, The Black Collective, Mi Centro, Korean Women's Association, and Tacoma Urban League.

## Impacts and results

- **Website visits: 48% increase** with 9,669 visits in February-March 2025 compared to 6,527 visits in February-March 2024.
- **Spanish Radio ads:** ads ran **79 times** on KZTM.
- **Spanish Radio digital ads** (ads ran on Le Radio De Seattle's Facebook and Instagram pages pictured below): **4,621 impressions**, with a reach of **3,920** for Facebook ads, and **485 impressions**, with a reach of **401** for Instagram ads.
- **Email marketing engagement:** Information included in **two e-newsletters** sent to an average of **71,128 recipients**, with an average open rate of **70.2%**, exceeding the industry standard of 25.17% and an average click through rate of **1.5%**, which was below the industry standard of 2.79%.
- **Facebook and Instagram:**
  - Posts: Issued **6 posts**, with 23,380 total reach and 3,986 total engagement (**engagement rate of 17.1% exceeded the industry standard** of 2.19%).
  - Ads: February ad had total reach of 40,495 and total engagement of 1,112 (engagement rate 3.1%) and March ad had total reach of 33,264 and total engagement of 1,022 (engagement rate 2.7%).
- **Direct mail: 51,865 households** reached, in zip codes identified as asset limited.

- 
- **Community marketing:** Customer Experience staff shared information at **45 locations**.



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# MEMO



Date: May 30, 2025

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

From: Dean Carrell, Foundation Director

Subject: Library Giving Day 2025 Results

Since the first Library Giving Day in 2019, more than 500 library organizations from 46 U.S. States, 6 Canadian Provinces, and most recently, Nairobi, Kenya, have joined the #LibraryGivingDay movement, with more than \$8,480,000 in fundraising revenue reported.

In 2023, Pierce County Library Foundation invited Tacoma Public Library Foundation and Puyallup Public Library Foundation to form a fundraising collaboration, bringing three local library foundations together to amplify a shared message. Because library system boundaries often overlap, many residents rely on more than one system for resources and services. Because of this overlap, it was viewed that this could enhance each library foundation's fundraising efforts by uniting Library Giving Day campaigns under a common theme, creating a more cohesive and powerful message.

In selecting a theme for 2025, it was crucial to identify a broad, overarching concept that would enable each organization to customize their messages to align with already existing marketing efforts, brands, and goals. The chosen and agreed upon theme of "Literacy" addresses local issues, such as the literacy gap among children in Pierce County and the digital divide. This umbrella topic provides a flexible framework for all organizations involved.

Our case statement read, "Invest in Libraries. Empower Minds. Change Lives. Join Pierce County Library System, Puyallup Public Library, and Tacoma Public Library Foundations in spreading lifelong literacy for all." During this campaign, donors came together to spark a love for reading and learning in our communities. From helping kids discover the joy of reading to supporting adults in improving their literacy skills and bridging the digital divide, every step makes a difference.

Helping market and advertise Library Giving Day were: Pierce County Library System, Tacoma Public Library System, Puyallup Public Library, JayRay, The Grand Cinema, and Inform Puget Sound.

These efforts resulted in a cumulative total of \$51,730 raised from 369 donors (Pierce County Library Foundation contributed to that total with \$36,965 from 254 donors).



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# MEMO



Date: June 2, 2025

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

From: Connie Behe, Deputy Director

Subject: Ask Us Service History

At the May 2025 Board meeting, a Trustee asked for more information about the history of the Ask Us service. In January 2024, the Library launched [Ask Us](#), a new service that combined previous methods of contacting the Library to ask for assistance. Ask Us provides a single location on the website where users can find options to ask questions—about books, research, or technology—by email or phone, as well as schedule time to meet with a librarian in person or on the phone. It's a one-stop resource for a wide range of support.

Before Ask Us, the Library provided two separate services:

- Webref: This was an email service where people could ask Library staff questions, dating back to at least 2006 and originally supported by a smaller team. The exact start date for this service cannot be determined.
- Book a Librarian (BAL): Launched in 2016, this service allowed people to book appointments with a librarian for help with tasks like job searching, using email, or learning how to navigate library apps. Now called Ask Us Appointments, it continues to provide the same personalized support.

We changed to Ask Us to make it easier for people to reach us and receive help more quickly. Now, more staff from different areas assist in responding to questions.

Another online service, My Next Read—where we help you find books you might enjoy—will soon be included under Ask Us.

# Executive Session

**Motion: *To recess to Executive Session per RCW 42.30.110  
to discuss a periodic personnel evaluation  
for approximately 10 minutes.***

**(Board Chair states time Executive Session will end)**