

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

August 13, 2025 | 3:30 PM

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

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

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

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

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes. Virtual attendees may sign up by emailing pmcbride@piercecountylibrary.org by 2:00 p.m. on August 13. Written comments must be provided 24 hours prior to the meeting.*

Staff Presentation: Foundation Department – Dean Carrell, Foundation 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 June 11, 2025, Regular Meeting
2. Approval of June and July Payroll, Benefits, and Vouchers

Reports

1. Executive Director Report
2. Deputy Director Report
3. Finance Director Report – May and June 2025

Unfinished Business

1. Sumner Library Project Update
2. Strategic Implementation Plan Quarterly Update
3. Policy Review
 - a. Fiscal Management Policy **[ACTION]**

New Business

1. Trustee Patel Reappointment

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

1. Data Project and Metrics Dashboard
2. Staff Demographic Information, Census Comparison

Announcements/Trustee Comments

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 15 minutes.

Closed Session – The Board of Trustees will recess to Closed Session to discuss collective bargaining matters.

Adjournment **[ACTION]**

Board Development

MEMO



Date: August 7, 2025

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

From: Dean Carrell, Foundation Director

Subject: Foundation Department Presentation

Thank you for the opportunity to share an overview of the Foundation Department. I'll be presenting a few slides and will leave time at the end for any questions.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JUNE 11, 2025**

CALL TO ORDER

Chair Pam Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present included Pam Duncan, Neesha Patel, Pat Jenkins, Ryan Wheaton, and Abby Sloan. The meeting was conducted in person, with the option of virtual attendance.

PROCLAMATION 2025-02

Chair Duncan began the meeting with the reading of a formal proclamation recognizing and honoring Dan Gottlieb, attorney with Hillis Clark Martin & Peterson, who retired in June after a long and distinguished legal career, particularly in service to Washington State libraries. Mr. Gottlieb has served as general legal counsel for the Library for 30 years including support through multiple levy lid lift ballot measures, most recently the Sumner Library Capital Facility Area ballot measure.

PUBLIC COMMENT

There were no public comments.

STAFF PRESENTATION

Collection Management – The presentation will be rescheduled for a later date.

CONSENT AGENDA

Approval of Minutes of May 14, 2025, Regular Meeting

Approval of May Payroll, Benefits, and Vouchers

Resolutions 2025-11- To Repeal Board Policies No Longer Needed

Resolution 2025-12: To Declare Furnishings and Equipment Surplus to Public Services needs

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

REPORTS

Executive Director Report – Executive Director Gretchen Caserotti reported the Library has completed the assessment and remediation of the system outages, noting that all services are back online. She expressed appreciation to the IT staff for their diligence. She also noted that several digital equity grants the Library applied for have been canceled through the federal administration. The Library did receive a \$50,000 grant for digitizing paper records, which is part of the overall improvements for the organization in migrating to cloud-based platforms, adoption of Microsoft 365, and making additional records management adjustments. Executive Director Caserotti will be sharing the 2024 Annual Report to city councils across the county this fall.

The Library received a No Further Action notice from the Department of Ecology on the Sumner property, which allows the Library up to begin preloading dirt onto the future Sumner Library site.

Trustees commended the Library for its handling and quick resolution of the cybersecurity incident.

Deputy Director Report – Deputy Director Connie Behe reported all backlogged records and materials have been processed following the recent system outage. She expressed her appreciation to staff for their efforts.

Finance Director Report - April 2025 – Executive Director Caserotti noted that expenses for the Comprehensive Capital Campaign are reflected in the report, as well as the demolition of the old Lakewood Library building on Wildaire Road.

UNFINISHED BUSINESS

Approval of Purchase Order for Lakewood Property Feasibility Study – Executive Director Caserotti reported on the need to conduct a site study on the property for more accurate cost estimating. Adjustments to this unplanned expense will be made in the budget.

Trustee Jenkins moved for approval of the Approval of Purchase Order for Lakewood Property Feasibility Study. Trustee Wheaton seconded the motion. Motion carried.

Policy Review

Library Rules of Conduct – Customer Experience Director Melissa Munn noted the policy would have an effective date of July 1, 2025.

Trustee Wheaton moved for approval of the Library Rules of Conduct as presented. Trustee Patel seconded the motion. Motion carried.

Fiscal Management Policy Discussion – Business and Compliance Director Cliff Jo presented the updated policy which includes language that the Library will no longer handle cash. A discussion ensued on the risks of cash management in the branches.

NEW BUSINESS

2026 Budget Development Timeline – The timeline of the budget process was presented. Executive Director Caserotti invited a discussion on the possibility of holding a study session in the early fall for budgeting work.

Trustee Reappointment – Executive Director Caserotti reported Pierce County Executive Ryan Mello has reappointed Trustee Patel to a full five-year term. It will be ratified by the County Council in an upcoming meeting.

Lakewood Libraries Update – Executive Director Caserotti provided an update on activities related to the Lakewood Library. Demolition has been completed, and fencing will be installed

on the vacant lot. The Library has explored some public use opportunities. She also noted the Board of the Tillicum/Woodbrook Community Association has been making improvements to the building. The Library and the Association meet quarterly as they work toward addressing building needs.

EXECUTIVE SESSION

The Executive Session was cancelled.

ANNOUNCEMENTS

Summer reading activities have begun in the branches.

The July 9, 2025, regular meeting will be cancelled. The next meeting will be on August 13, 2025.

Trustee Patel shared her positive experience using the Library's Ask Us service.

ADJOURNMENT

The meeting adjourned at 4:27 pm on motion by Trustee Wheaton, seconded by Trustee Sloan.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		6/6/2025	\$ 1,141,169.48
Electronic Payments - Payroll & Acct Payable		6/20/2025	\$ 1,137,619.76
Accounts Payable Warrants	707960 -708106	6/6/2025 - 6/27/2025	\$ 1,166,062.10
Total:			<u><u>\$ 3,444,851.34</u></u>

As of 7.7.2025

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 6/06/25 Payroll

Withdrawal Date: 6/6/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 100,450.65
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,671.71
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,671.71
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 710,104.05
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 16,590.08
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 65,349.50
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 89,766.19
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	\$ 550.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
					Total Deposit	\$ 1,141,169.48

Certification:

Stacy Karabotsos
Signature (Department Designee)

6/4/2025
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 6/20/25 Payroll

Withdrawal Date: 6/20/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 84,622.57
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,951.25
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,951.25
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 651,272.75
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,948.31
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 60,953.29
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 83,677.68
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	\$ 2,575.60
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 150.00
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	\$ 1,412.99
PCL_Company	Microsoft Corporation	237100	CC_Library_District	697-00	5100000	\$ 94,600.00
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
					Total Deposit	\$ 1,137,619.76

Certification:

Stacy Karabotsos
Signature (Department Designee)

6/17/2025
Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707960	06/06/2025	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, FURNISHINGS --STAFF	0.00	2,821.17	06/10/2025
707961	06/06/2025	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	540.00	06/11/2025
707962	06/06/2025	BAKER & TAYLOR	534430	MATERIALS - Adult & Children's Books, eMagazines	0.00	64,371.71	06/12/2025
707963	06/06/2025	CITY OF BUCKLEY	547020	BUC WATER;ACCT#1489.0 & 1489.1	0.00	525.47	06/12/2025
707964	06/06/2025	BUCKLEY NURSERY COMPANY	223400	Release of Retainage	0.00	13,391.99	06/12/2025
707965	06/06/2025	CATALYST WORKPLACE ACTIVATION	535015	FURNITURE MISC ITEMS 2025-1	0.00	4,824.87	06/10/2025
707966	06/06/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	944.00	06/16/2025
707967	06/06/2025	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	0.00	44.92	06/12/2025
707968	06/06/2025	DATA QUEST LLC	541020	BACKGROUND CHECKS	0.00	203.31	06/16/2025
707969	06/06/2025	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	0.00	1,517.54	06/11/2025
707970	06/06/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	959.25	06/10/2025
707971	06/06/2025	IRON MOUNTAIN INC	541020	2025 ANNUAL - SECURE DOCUMENT DESTRUCTION/DOCUMENT STORAGE	0.00	634.35	06/12/2025
707972	06/06/2025	THE MAD POTTER SAVAGE BEAUTI LLC	541010	PAINT YOUR POTTERY, SMT 11/5, ORT 11/15, PKS 11/16	1,017.42	0.00	
707973	06/06/2025	MECHANIC SHOP FEMME INC	541010	Chaya Milchtein 11/8/24 Virtual Program	0.00	500.00	06/12/2025
707974	06/06/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV -DVDs AND CDS	0.00	6,318.49	06/16/2025
707975	06/06/2025	FRANKIE NICKERSON	543012	Per Diem	0.00	139.12	06/12/2025
707976	06/06/2025	OVERDRIVE INC	534410	MATERIALS - Databases, eBooks; eDownloadable Audio	0.00	48,489.44	06/12/2025
707977	06/06/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese	0.00	2,160.00	06/12/2025
707978	06/06/2025	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA FEES \$ 974.99; KEY BANK \$129.34	0.00	1,104.33	06/13/2025
707979	06/06/2025	RIVERS EDGE ENVIRONMENTAL SERVICE INC	223400	Release of Retainage withheld on entire contract	0.00	32,620.64	06/10/2025
707980	06/06/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	615.50	06/10/2025
707981	06/06/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	175.20	06/16/2025
707982	06/06/2025	TOWN OF STEILACOOM	547030	STL ELECTRIC, WATER, SEWER; ACCT#1462.0	0.00	1,249.46	06/11/2025
707983	06/06/2025	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM March 2025	0.00	12,903.39	06/11/2025
707984	06/06/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	2,051.99	06/11/2025
707985	06/06/2025	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- ACL, KC, SH, STL, GIG	0.00	21,809.77	06/11/2025
707986	06/06/2025	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	0.00	2,665.76	06/13/2025
707987	06/10/2025	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 060625	0.00	15,373.15	06/18/2025
707988	06/10/2025	AWC EMPLOYEE BENEFIT TRUST	231540	AWC JUNE 2025	0.00	301,869.53	06/20/2025
707989	06/10/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 060625	0.00	2,154.28	06/16/2025
707990	06/10/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 060625	0.00	377.50	06/11/2025
707991	06/10/2025	VOLUNTARY EMPLOYEES' BENEFICIA	231590	Payroll Run 2 - Warrant 060625	0.00	13,121.91	06/16/2025
707992	06/13/2025	A-1 LANDSCAPING AND CONSTRUCTION INC	562100	iLWD - A1 LANDSCAPING	0.00	74,626.40	06/17/2025
707993	06/13/2025	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	2,348.42	06/17/2025
707994	06/13/2025	BAKER & TAYLOR	531099	ON THE ROAD GIVEAWAY BOOKS 2025	0.00	399.73	06/20/2025
707995	06/13/2025	BOOZ ALLEN HAMILTON INC	541000	Cyber Security Services	0.00	10,000.00	06/20/2025
707996	06/13/2025	MACEY BRUBACH	369911	Replacement of Lost/Paid Materials	0.00	16.95	06/20/2025
707997	06/13/2025	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; MAY 2025	0.00	585.00	06/24/2025
707998	06/13/2025	DEPT OF ECOLOGY	541060	ECY-013143; Facility Site ID 39884259	0.00	629.03	06/23/2025
707999	06/13/2025	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	145.60	06/20/2025
708000	06/13/2025	EBSCO	541020	EBSCO - LIBRARY AWARE 2025 RENEWAL	0.00	10,824.00	06/18/2025
708001	06/13/2025	FATBEAM LLC	542012	INTERNET SERVICES - ALL LOCATIONS	0.00	22,407.53	06/23/2025
708002	06/13/2025	FINSETH, BOND	369911	Returned lost item; Previously paid materials	22.90	0.00	
708003	06/13/2025	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER; ACCT#008359-000; 3/1-4/30/25	0.00	318.50	06/17/2025
708004	06/13/2025	ILA-ANN FUNKE	541010	ILA FUNKE, WIRE JEWELRY 5/14 BUC	200.00	0.00	
708005	06/13/2025	HARRIS, DEANDREA	369911	Refunding lost item/paid materials	34.94	0.00	
708006	06/13/2025	ERIKA HEIN	369911	Refund for returning lost/paid materials	0.00	17.96	06/30/2025
708007	06/13/2025	HEMBREE, DAVID	369911	Refunding lost item/paid materials	0.00	26.99	06/17/2025
708008	06/13/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	6,581.03	06/17/2025
708009	06/13/2025	HUB INTERNATIONAL	546000	Endorsement Premium: Add 2022 GMC Vin # 47332	0.00	1,745.00	06/18/2025
708010	06/13/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	11,621.79	06/20/2025
708011	06/13/2025	RUPINI JONNALAGADDA	541004	2025 RUPINI JONNALAGADDA CONSULTANT	0.00	2,175.00	06/18/2025
708012	06/13/2025	KAIULANI ENTERPRISES	541010	KAIULANI ENTERPRISES, EYELASH LEI MAKING, 5/4, LWD	0.00	525.00	06/20/2025
708013	06/13/2025	KITSAP REGIONAL LIBRARY	541650	39068031008628 & 39068026623506; Lost Items	0.00	32.98	06/20/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708014	06/13/2025	KNKX 88.5 FM	544000	ADVERTISING - KNKX RADIO	0.00	2,515.00	06/17/2025
708015	06/13/2025	SHERRI KRUSSELL	369911	Refund of Lost/Paid Materials	22.99	0.00	
708016	06/13/2025	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,835.00	06/23/2025
708017	06/13/2025	LAKE OSWEGO PUBLIC LIBRARY	541650	57906885; Miriam; Lost Item	14.99	0.00	
708018	06/13/2025	RANDALL LITTLETON	369911	Refund for returning lost/paid materials	14.99	0.00	
708019	06/13/2025	LIVING VOICES INC	541010	LIVING VOICES, HOME FRONT/ WAR FRONT, 2/8 LWD	0.00	403.14	06/26/2025
708020	06/13/2025	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,600.00	06/26/2025
708021	06/13/2025	LOTUS SEATTLE GROUP	544000	ADVERTISING - LOTUS MEDIA - RADIO AND DIGITAL	0.00	3,333.00	06/18/2025
708022	06/13/2025	PETRA MCBRIDE	543012	per diem AWC Labor Relations Institute	168.00	0.00	
708023	06/13/2025	JUSTIN MCINTOSH	369911	Refund of Lost/Paid Materials	16.99	0.00	
708024	06/13/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - DVD AND CDS	0.00	472.24	06/23/2025
708025	06/13/2025	SIERRA MYERS	369911	Refund for Lost/Paid Materials	0.00	46.93	06/18/2025
708026	06/13/2025	OVERDRIVE INC	534415	MATERIALS - eBooks; eDownloadable Audio	0.00	52,287.96	06/20/2025
708027	06/13/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534745	MATERIALS - World - Vietnamese	0.00	1,440.00	06/18/2025
708028	06/13/2025	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	0.00	7,916.66	06/23/2025
708029	06/13/2025	PIERCE COUNTY SEWER	547030	JUNE BILLING, MULTIPLE LOCATIONS	0.00	1,675.88	06/23/2025
708030	06/13/2025	REMAKERY	541010	REMAKERY, UPCYCLED JEWELRY WORKSHOP, 5/6 GHM	0.00	296.00	06/25/2025
708031	06/13/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	19.50	06/23/2025
708032	06/13/2025	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	11,372.11	06/20/2025
708033	06/13/2025	SANCHEZ HERNANDEZ, PALMIRA	347902	Refunding Printer Fee	0.50	0.00	
708034	06/13/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	615.28	06/23/2025
708035	06/13/2025	SHARMA, DIVYA	369911	Refunding lost item/paid materials	0.00	67.98	06/25/2025
708036	06/13/2025	SUMMIT WATER & SUPPLY CO	547020	SMT & ACL WATER; 5/2-6/03/25	0.00	1,617.60	06/17/2025
708037	06/13/2025	SUPERIOR SAW & SUPPLY, INC.	548000	CUTTER KNIFE SHARPENING	0.00	72.73	06/18/2025
708038	06/13/2025	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;JUNE25	0.00	117.94	06/20/2025
708039	06/13/2025	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD;6/6/2025	0.00	133,941.07	06/26/2025
708040	06/13/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	1,180.88	06/18/2025
708041	06/13/2025	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	1,357.54	06/17/2025
708042	06/13/2025	WHATCOM COUNTY LIBRARY SYSTEM	541650	3320217082101 & 33202013956829; Lost Items	39.98	0.00	
708043	06/13/2025	WOLTERSTORFF, DARLEN	369911	Returning fees; Lost Item/Paid Materials	0.00	7.39	06/27/2025
708044	06/13/2025	LOIS YOSHIDA	541010	LOIS YOSHIDA, ASIAN CALLIGRAPHY 5/18, PKS	0.00	400.00	06/18/2025
708045	06/20/2025	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS, MAINTENANCE SUPPLIES	0.00	1,856.75	06/24/2025
708046	06/20/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books, Adult Audiobooks	0.00	22,874.44	06/26/2025
708047	06/20/2025	HARRIET BASKAS	541010	HARRIET BASKAS, HUMANITIES WA 05/21, DPT	0.00	115.80	06/25/2025
708048	06/20/2025	BETA - LAKEWOOD LLC	591720	Ground Lease July 2025	23,874.00	0.00	
708049	06/20/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	508.16	06/25/2025
708050	06/20/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	944.00	06/26/2025
708051	06/20/2025	MISTEL ERICKSON	543012	Per diem; Change Your Attitude-WorkHuman Live	0.00	224.00	06/27/2025
708052	06/20/2025	GARDEN CARE	548010	2025 IRRIGATION START UP	0.00	5,581.10	06/25/2025
708053	06/20/2025	ANGELA GOODRUM	541010	RHEA GOODRUM, CREATIVE WRITING, 4/24 SUM	100.00	0.00	
708054	06/20/2025	CHEREE GREEN	543012	Per Diem; AWC Labor Relations Institute	0.00	168.00	06/25/2025
708055	06/20/2025	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	8,464.50	06/24/2025
708056	06/20/2025	ROBERT HORTON	541010	HUMANITIES WA BLACK LIST ERA & HOLLYWOOD 4/28 LWD	61.60	0.00	
708057	06/20/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	18,996.46	06/25/2025
708058	06/20/2025	LAWRENCE PUBLIC LIBRARY	541650	ILL 0130509311416; Save me an orange	0.00	16.66	06/30/2025
708059	06/20/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - DVDs, CDs, Audiobooks	0.00	2,312.61	06/30/2025
708060	06/20/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	1,134.03	06/25/2025
708061	06/20/2025	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World-German & Tagalog	0.00	2,268.00	06/26/2025
708062	06/20/2025	NASH CONSULTING INC	541000	NASH CONSULTING	0.00	21,197.23	06/25/2025
708063	06/20/2025	OETC	549020	2025 OETC MEMBERSHIP ANNUAL RENEWAL	0.00	165.00	06/24/2025
708064	06/20/2025	CITY OF ORTING	591720	Lease Payment MC (July 2025)	0.00	3,566.66	06/25/2025
708065	06/20/2025	PERSONAL WELLNESS LLC	541010	THERESA NORRIS, SELF-DEFENSE ESSENTIALS, 5/10 SMT	0.00	75.00	06/27/2025
708066	06/20/2025	PIERCE COUNTY SEWER	547030	UP SEWER;ACCT#1576691	0.00	80.23	06/27/2025
708067	06/20/2025	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Books	0.00	303.95	06/26/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708068	06/20/2025	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Books & Children's Audiobooks	0.00	4,431.95	06/26/2025
708069	06/20/2025	PRINT NW LLC	541630	PRINT NW SRP25 BANNERS	0.00	1,018.74	06/24/2025
708070	06/20/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	147.58	06/26/2025
708071	06/20/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	4,578.52	06/26/2025
708072	06/20/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	406.93	06/24/2025
708073	06/20/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	549.62	0.00	
708074	06/20/2025	TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Rent/CAM May 2025 & Utilities	0.00	2,522.02	06/27/2025
708075	06/20/2025	WAGeworks INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	06/24/2025
708076	06/20/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	1,684.22	06/25/2025
708077	06/20/2025	WAYNES ROOFING INC	548000	ROOF REPAIRS & EMERGENCY SERVICES	0.00	710.79	06/24/2025
708078	06/24/2025	AFLAC	231590	Payroll Run 2 - Warrant 062025	3,828.34	0.00	
708079	06/24/2025	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 062025	21.16	0.00	
708080	06/24/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 062025	2,154.28	0.00	
708081	06/24/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 062025	377.50	0.00	
708082	06/27/2025	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, MATERIALS, MINOR EQUIP, TECH	2,020.24	0.00	
708083	06/27/2025	KIMBERELY ARCHER	543012	Per diem AWC Labor Relations Institute	80.36	0.00	
708084	06/27/2025	ATS AUTOMATION INC	548000	ATS- NEW SERVER SETUP	1,480.00	0.00	
708085	06/27/2025	BAKER & TAYLOR	534230	MATERIALS - Adult & Children's Books & Graphic Novels	9,202.03	0.00	
708086	06/27/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	139.76	0.00	
708087	06/27/2025	BUSTOS MEDIA HOLDINGS, LLC	544000	ADVERTISING - KZTM FM	1,875.00	0.00	
708088	06/27/2025	CENGAGE LEARNING INC / GALE	534305	MATERIALS - Databases, Adult Large Print	40,676.14	0.00	
708089	06/27/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	472.00	0.00	
708090	06/27/2025	CLIFFORD JO	543012	per diem AWC Labor Relations Institute	0.00	168.00	06/30/2025
708091	06/27/2025	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	44.13	0.00	
708092	06/27/2025	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Water, Sewer, July 2025	13,716.69	0.00	
708093	06/27/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	9,525.22	0.00	
708094	06/27/2025	KAIULANI ENTERPRISES	541010	KAIULANI OSORIO-SAWKA, LEI MAKING, 7/19 STL, 8/2 A	1,575.00	0.00	
708095	06/27/2025	WILSONVILLE PUBLIC LIBRARY	541650	Lost Item; NHA phlebotomy exam; 71916167	20.00	0.00	
708096	06/27/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - DVDs	4,174.98	0.00	
708097	06/27/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	1,396.13	0.00	
708098	06/27/2025	MULTNOMAH COUNTY LIBRARY	541650	Lost Item; The ultimate marketing plan	14.95	0.00	
708099	06/27/2025	AUSTIN SARGENT	541010	AUSTIN SARGENT, SELF AS SOURCE, 6/21 UP	200.00	0.00	
708100	06/27/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	259.52	0.00	
708101	06/27/2025	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	10,205.91	0.00	
708102	06/27/2025	TOWN OF STEILACOOM	547020	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	1,972.63	0.00	
708103	06/27/2025	SUMMERS, BLYTHE	543012	Per diem AWC Labor Relations Institute	99.01	0.00	
708104	06/27/2025	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;JUL 25	15.77	0.00	
708105	06/27/2025	COLLIN VEENSTRA	541010	COLLIN VEESTRA, ART BY COLLZ, 6/17, 6/28,7/7 EAT &	425.00	0.00	
708106	06/27/2025	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	1,233.32	0.00	
					133,343.99	1,032,718.11	1,166,062.10

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

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10138	7/21/2025	\$ 2,965.40
Electronic Payments - Payroll & Acct Payable		7/7/2025	\$ 1,095,745.38
Electronic Payments - Payroll & Acct Payable		7/21/2025	\$ 1,067,145.56
Accounts Payable Warrants	708107 - 708227	7/3/2025 - 7/31/2025	\$ 1,383,608.89
Total:			<u><u>\$ 3,549,465.23</u></u>

As of 8.4.2025

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 7/07/25 Payroll

Withdrawal Date: 7/7/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 90,561.60
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,338.23
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,338.23
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 682,831.25
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,977.66
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 63,289.40
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 86,930.92
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	\$ 4,462.50
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	\$ 1,095,745.38

Certification:

Stacy Karabotsos
Signature (Department Designee)

7/2/2025
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
Comments: 7/21/25 Payroll

Withdrawal Date: 7/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 92,253.77
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,632.76
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,632.76
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 688,515.51
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,862.73
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 56,894.14
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 54,091.88
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	\$ 4,462.50
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	\$ 1,922.03
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 681.14
					Total Deposit	\$ 1,067,145.56

Certification:

Stacy Karabotsos
Signature (Department Designee)

7/17/2025
Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
10138	07/21/2025	Manual Employee check	511000	Manual Employee check	2,965.40	0.00	
					2,965.40	0.00	2,965.40
708107	07/03/2025	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES	0.00	1,962.57	07/08/2025
708108	07/03/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books, Adult AV, Children's Science to Go	0.00	12,041.39	07/10/2025
708110	07/03/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	472.00	07/15/2025
708111	07/03/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	2,300.00	07/09/2025
708112	07/03/2025	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	4,656.25	07/09/2025
708113	07/03/2025	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	535050	2025 ESRI SUBSCRIPTION RENEWAL	0.00	1,431.30	07/11/2025
708114	07/03/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books, Adult Large Print	0.00	14,018.70	07/10/2025
708115	07/03/2025	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
708116	07/03/2025	M ARTHUR GENSLE JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	33,477.44	07/11/2025
708117	07/03/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV	0.00	9,518.23	07/10/2025
708118	07/03/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	10,079.15	07/07/2025
708119	07/03/2025	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	0.00	756.00	07/11/2025
708120	07/03/2025	OVERDRIVE INC	534430	MATERIALS - eMagazines	0.00	45,000.00	07/09/2025
708121	07/03/2025	ALISON PASCONI	532000	Employee Reimbursement	0.00	74.28	07/15/2025
708122	07/03/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	1,198.92	07/09/2025
708123	07/03/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	174.08	07/11/2025
708124	07/03/2025	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM July 2025	0.00	13,464.65	07/09/2025
708125	07/03/2025	INTOCAREERS	534305	MATERIALS - Databases	0.00	9,120.00	07/28/2025
708126	07/03/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	1,693.72	07/09/2025
708127	07/07/2025	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 070725	0.00	15,154.62	07/24/2025
708128	07/07/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 070725	0.00	2,154.28	07/15/2025
708129	07/07/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 070725	0.00	382.50	07/16/2025
708130	07/10/2025	AWC EMPLOYEE BENEFIT TRUST	231540	AWC Employee Benefit Trust - July 2025	0.00	298,836.82	07/21/2025
708131	07/11/2025	AMAZON CAPITAL SERVICES	531010	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS - Adult Fiction	0.00	3,882.39	07/15/2025
708132	07/11/2025	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	360.00	07/21/2025
708133	07/11/2025	BAKER & TAYLOR	534125	MATERIALS - Adult & Children's Books	0.00	19,693.28	07/17/2025
708134	07/11/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	472.00	07/22/2025
708135	07/11/2025	DATA QUEST LLC	541020	BACKGROUND CHECKS	0.00	281.31	07/21/2025
708136	07/11/2025	MISTEL ERICKSON	543012	per diem; AWC LRI conference	168.00	0.00	
708137	07/11/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	1,126.21	07/15/2025
708138	07/11/2025	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	7,303.99	07/18/2025
708139	07/11/2025	IRON MOUNTAIN INC	541020	2025 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM	0.00	768.76	07/17/2025
708140	07/11/2025	KANOPY INC	534421	MATERIALS - Streaming Films	0.00	20,000.00	07/17/2025
708141	07/11/2025	LAMAR COMPANIES	544000	ADVERTISING	0.00	1,835.00	07/18/2025
708142	07/11/2025	NASH CONSULTING INC	541000	NASH CONSULTING	0.00	195.00	07/18/2025
708143	07/11/2025	OCLC INC	541650	IFM Debits & IFM Admin Fee	0.00	15.52	07/17/2025
708144	07/11/2025	ORBIS CASCADE ALLIANCE	542001	ILL COURIER ANNUAL MEMBESHIP 7/1/2025-6/30/2026	0.00	8,133.00	07/17/2025
708145	07/11/2025	OVERDRIVE INC	534415	MATERIALS - eBooks, eDownloadable Audio	0.00	201,860.07	07/24/2025
708146	07/11/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese, Japanese, Vietnamese	0.00	2,780.00	07/23/2025
708147	07/11/2025	PIERCE COUNTY LIBRARY SYSTEM	549050	BANK FEES; BOA \$654.28; KEY BANK \$146.61	0.00	800.89	07/18/2025
708148	07/11/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	446.43	07/16/2025
708149	07/11/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	549.54	07/16/2025
708150	07/11/2025	SONITROL PACIFIC	548000	SYSTEM- MISC. EXPENSES	0.00	200.93	07/16/2025
708151	07/11/2025	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT AC	0.00	1,997.58	07/16/2025
708152	07/11/2025	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD;7/7/2025	0.00	130,168.94	07/22/2025
708153	07/11/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	1,769.77	07/16/2025
708154	07/11/2025	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	0.00	3,633.88	07/21/2025
708155	07/18/2025	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS	0.00	3,106.64	07/22/2025
708156	07/18/2025	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT & SUPPORT (7/1/2024-6/30/2029)	0.00	8,146.30	07/23/2025
708157	07/18/2025	BAKER & TAYLOR	534130	MATERIALS - Adult & Children's Books, Adult Large Print, Adult Lucky Day	0.00	41,499.54	07/22/2025
708158	07/18/2025	BETA - LAKEWOOD LLC	591720	Ground Lease August 2025	23,874.00	0.00	
708159	07/18/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	281.31	07/22/2025
708160	07/18/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	472.00	07/30/2025
708161	07/18/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	07/28/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708162	07/18/2025	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; JUNE 2025	0.00	585.00	07/25/2025
708163	07/18/2025	DEPARTMENT OF LABOR & INDUSTRIES	549050	Boiler/Pressure Vessel Invoice	0.00	31.80	07/25/2025
708164	07/18/2025	EASTERN WASHINGTON UNIVERSITY LIBRARIES	541650	ILL - Lost Item; Why evolution is true	0.00	125.00	07/28/2025
708165	07/18/2025	FATBEAM LLC	542012	INTERNET SERVICES	0.00	22,407.53	07/25/2025
708166	07/18/2025	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;4/3-6/4/24	0.00	877.39	07/22/2025
708167	07/18/2025	GONZAGA UNIVERSITY	541650	ILL - Lost Item; Innumeracy: mathematical illiteracy	0.00	90.00	07/23/2025
708168	07/18/2025	THE HARMONICA POCKET	541010	HARMONICA POCKET, SING YOUR SONG,6/26 SH, 6/28 FIF	0.00	1,100.00	07/24/2025
708169	07/18/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	230.47	07/22/2025
708170	07/18/2025	HILLIS CLARK MARTIN & PETERSON	541040	LEGAL SERVICES - HCMP MATTER 21162.001	0.00	284.40	07/23/2025
708171	07/18/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	10,868.53	07/23/2025
708172	07/18/2025	INTERACTIVE SCIENCES INC	541020	INTERACTIVE SCIENCES - WOWBRARY 2025	0.00	1,672.42	07/22/2025
708173	07/18/2025	RUPINI JONNALAGADDA	541004	2025 CONSULTANT	0.00	2,175.00	07/24/2025
708174	07/18/2025	LIBRARY IDEAS LLC	534305	MATERIALS - Databases	0.00	15,863.00	07/28/2025
708175	07/18/2025	MARIAH MEADE	541010	LILY MEADE, FROM FANDOM TO FANS, 7/12 SH	0.00	400.00	07/29/2025
708176	07/18/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV, Children's Books	0.00	10,358.72	07/25/2025
708177	07/18/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	464.83	07/22/2025
708178	07/18/2025	CITY OF ORTING	591720	Lease Payment MPC (August 2025)	0.00	3,566.66	07/23/2025
708179	07/18/2025	PACIFIC SCIENCE CENTER FOUNDATION	541010	PACIFIC SCIENCE CENTER, SCIENCE ON WHEELS 7/18 TIL	0.00	815.00	07/25/2025
708180	07/18/2025	PACIFCSOURCE ADMINISTRATORS	549050	Membership Fees July 2025	0.00	115.00	07/22/2025
708181	07/18/2025	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	0.00	7,916.66	07/31/2025
708182	07/18/2025	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	0.00	1,738.80	07/24/2025
708183	07/18/2025	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	2,572.99	07/22/2025
708184	07/18/2025	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	3,579.78	07/25/2025
708185	07/18/2025	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	5,684.90	07/25/2025
708186	07/18/2025	ELYSHA RYAN	543012	Per Diem; AWC Labor Relations Institute	0.00	93.06	07/23/2025
708187	07/18/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	810.45	07/23/2025
708188	07/18/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	767.60	07/31/2025
708189	07/18/2025	SUMMIT WATER & SUPPLY CO	547020	ACL and SMT Water 6/10-07/10/25	0.00	1,533.70	07/22/2025
708190	07/18/2025	TACOMA PUBLIC LIBRARY	541650	ILL - Lost Item; Rise to rebellion	0.00	26.95	07/28/2025
708191	07/18/2025	TALEWISE LLC	541010	SCIENCE HEROS, COLOR OUR WORLD, 7/8. KC, 7/16, ORT	0.00	400.00	07/30/2025
708192	07/18/2025	LISA TAYLOR	541010	LISA TAYLOR, BAG OF BEANS, 6/28 AIHS, 8/9 PKS	0.00	450.00	07/23/2025
708193	07/18/2025	MARC VAN STEENIS	541010	MARC VAN STEENIS, SEATTLE REPTILE GUY, 6/27 EAT	0.00	1,179.34	07/25/2025
708194	07/18/2025	COLLIN VEENSTRA	541010	COLLIN VEESTRA, ART BY COLLZ, 6/17, 6/28,7/7 EAT	0.00	850.00	07/23/2025
708195	07/18/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	4,110.73	07/23/2025
708196	07/18/2025	WORLD BOOK INC	534145	MATERIALS - Adult Reference	0.00	9,510.82	07/28/2025
708197	07/21/2025	AFLAC	231590	Payroll Run 2 - Warrant 072125	3,828.34	0.00	
708198	07/21/2025	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 072125	21.16	0.00	
708199	07/21/2025	PACIFCSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 072125	2,154.28	0.00	
708200	07/21/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 072125	0.00	382.50	07/23/2025
708201	07/25/2025	AMAZON CAPITAL SERVICES	535025	OFFICE/OPERATING SUPPLIES, MATERIALS, FURNISHINGS STAFF, TECH STAFF	0.00	3,881.68	07/29/2025
708202	07/25/2025	BAKER & TAYLOR	534705	MATERIALS - Adult AV, Adult & Children's Books, World - Adult & Children's Spanish	0.00	13,765.51	07/31/2025
708203	07/25/2025	BRAINFUSE INC	534305	Educations Services; Online Tutoring	0.00	40,000.00	07/31/2025
708204	07/25/2025	BUSTOS MEDIA HOLDINGS, LLC	544000	ADVERTISING - KZTM FM	0.00	875.00	07/30/2025
708205	07/25/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	472.00	0.00	
708206	07/25/2025	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	54.77	0.00	
708207	07/25/2025	DOW JONES & COMPANY	534505	MATERIALS - Magazines	134.40	0.00	
708208	07/25/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	635.68	07/29/2025
708209	07/25/2025	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	7,427.15	07/29/2025
708210	07/25/2025	JOAQUIN'S TREE EXPERT COMPANY INC	548000	GRAHAM TREE REMOVAL	0.00	4,756.40	07/31/2025
708211	07/25/2025	JOHNSTON ARCHITECTS	541060	LAKEWOOD FEASIBILITY STUDY	0.00	4,410.00	07/30/2025
708212	07/25/2025	KANOPY INC	534421	MATERIALS - Streaming Films	0.00	43,000.00	07/30/2025
708213	07/25/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV	0.00	4,004.16	07/31/2025
708214	07/25/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	8,554.46	07/29/2025
708215	07/25/2025	OCLC INC	541620	OCLC WEB DEWEY 7/01/2025-6/30/2026	866.70	0.00	
708216	07/25/2025	OVERDRIVE INC	534305	MATERIALS - Databases	0.00	110.63	07/30/2025
708217	07/25/2025	PACIFIC SCIENCE CENTER FOUNDATION	541010	PACIFIC SCIENCE CENTER, SCIENCE ON WHEELS - MULTIPLE BRANCH PROGRAMMING	1,222.50	0.00	
708218	07/25/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese, Vietnamese	1,800.00	0.00	
708219	07/25/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,704.74	07/29/2025

CHECK NUMBER	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708220	07/25/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	86.56	0.00	
708221	07/25/2025	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	10,205.91	0.00	
708222	07/25/2025	STATE AUDITORS OFFICE	541020	2025 STATE AUDITOR SERVICES	695.50	0.00	
708223	07/25/2025	TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Rent/CAM June 2025	2,818.72	0.00	
708224	07/25/2025	WHATCOM COUNTY LIBRARY SYSTEM	541650	ILL - Lost Item; The blue witch	0.00	12.95	07/30/2025
708225	07/31/2025	DEPT OF LABOR & INDUSTRIES	231510	L&I Account ID# 277,074-00 _Q2 2025 filing	59,960.83	0.00	
708226	07/31/2025	EMPLOYMENT SECURITY DEPARTMENT	231590	Q2 2025 WA Cares ID# C278036416	30,729.82	0.00	
708227	07/31/2025	EMPLOYMENT SECURITY DEPARTMENT	231590	Q2 2025 WA PFML ID# C278036416	54,240.83	0.00	
					194,934.32	1,188,674.57	1,383,608.89

Executive Director Report (Routine Reports)

MEMO



Date: August 1, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report - July and August 2025

This report provides a summary of key activities and developments during the June and July months. The staff presentation originally planned for June will be rescheduled to 2026 to accommodate full agendas in upcoming meetings.

During this period, the Library faced operational challenges due to a cybersecurity incident and overlapping staff absences. These factors temporarily impacted progress on several strategic initiatives. Required notifications and regulatory filings were completed in June and July. Affected patrons have been notified directly, and a public notice is posted on the [Library's website](#).

Technology and Infrastructure

The IT department has made significant progress on several strategic initiatives aimed at improving efficiency and service delivery:

- **SharePoint Modernization:** Enhancing internal collaboration, moving on premise data to the cloud.
- **Public Records Management and Digitization:** Streamlining requests using Microsoft Purview and starting a grand funded records digitization project.
- **ServiceNow Testing:** Initiating platform testing for improved service management.
- **Data and Analytics:** Deploying PowerBI for System-wide analytics and reporting.
- **Project and Portfolio Tracking:** Finalizing tools and processes for better workflow and accountability.
- **Windows 11 Rollout:** Deployment across PCLS devices is underway.
- **Implementing Security Changes:** Deploying new security related services and infrastructure updates.
- **Major System Updates:** Deployed updates to both Polaris (ILS) and Munis (ERP).

Staff Training and Support

Library staff have been preparing to launch the Skyprep Learning Management System, a new internal training and development platform. This initiative has been in development for over a year and reflects a strong collaboration between the Staff Experience (SE) and IT teams. Two new Training Specialists have joined the SE team, bringing expertise in instructional design and accessibility. The platform supports multi-modal learning and is a key step toward building a more structured and supportive training environment for all Library employees.

Following a successful pilot, PCLS is moving forward with full implementation of Employee Resource Groups (ERGs). The pilot included groups for neurodivergent, BIPOC, and LGBTQIA+ employees and

demonstrated strong engagement and leadership development. Up to six ERGs will launch in September, with expanded support for mentorship, leadership, and allyship. Staff are encouraged to participate as members, leaders, or mentors.

The Library continues to advance several strategic initiatives important for a diverse culture of inclusion and belonging. A dedicated project team completed a market and best practice review for new employee orientation and onboarding, developed a SOAR (Strengths, Opportunities, Aspirations, and Results) analysis, and secured approval for phased integration of their proposal. Equity, Diversity, and Inclusion training is also being integrated into the Library's new learning management system, SkyPrep, launching this fall. Additionally, the team finalized and gained approval for enhancements to the recruiting process, including a revised job description template and optimized recruitment procedures. This work is ongoing, continuously making improvements.

Floating Collections

In July, PCLS adjusted how certain materials are moved throughout the system. Floating Collections is a technique where materials stay at the library where they're returned, rather than being sent back to a designated "home branch." Several collections—Adult Fiction, Children's Fiction, Adult Nonfiction, and Picture Books, to name a few—were changed to Floating when the catalog was restored following the technical disruption this spring.

Floating collections increase accessibility. For example, if a customer checks out an adult fiction novel from Steilacoom Library and returns it to University Place Library, the item becomes part of University Place's collection and is reshelfed there. This eliminates the need to send it back to Steilacoom, making the item available to customers again more quickly.

Floating collections also help automatically refresh the materials available at each branch. Customers directly contribute to the collection at their library by the items they check out and return, shaping what's available based on usage and interest.

So far, the balancing across the system is netting positive results with some collections such as children's graphic novels being more evenly distributed across the system through floating, allowing young customers to better access these materials at every PCLS location.

Community Engagement and Summer Events

This fall, we will continue our biennial presentations to the councils of annexed cities across Pierce County. Last year, we visited about half of the cities; this year we will complete the remaining visits. I also present annually to the Pierce County Council.

We are welcoming several state legislators to the Library this summer, providing valuable opportunities to share community updates and discuss legislative impacts. Internally, we are clarifying roles and responsibilities related to government affairs, with system leaders helping monitor local council activity and share relevant updates with the Executive Office.

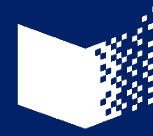
Summer of Stories is in full swing at the Library. This summer, we've hosted a wide variety of programs at the Library and throughout the community, serving all ages and interests—including drop-in art and science activities, outdoor story times, music and dance performances, youth leadership opportunities through Teen Volunteer League, virtual author talks, and digital skills classes.

We've also brought Summer Reading *On the Road*, reaching people at apartment complexes, community centers, food banks, and summer meal sites through partnerships with Nourish Pierce County and the Franklin Pierce and Sumner-Bonney Lake School Districts.

Through the generous support of the Pierce County Library Foundation, more than 8,000 books have been given away so far to kids and teens participating in Summer Reading at the Library and *On the Road*. Participants have shared that the program has motivated them to read more or explore something new this summer.

The Library's Summer Reading program and events reflect our commitment to offering inclusive, engaging, and educational experiences for the community.

Public Services Report



Pierce County
Library System

Information & Imagination

Library at a Glance: June 2025 YTD Key Performance Indicators

Cardholders 345,174 ↑ +9.2%	YTD Users - Physical 748,560 ↑ +3%	YTD Circulation - Digital 1,352,049 ↑ 2.32%
YTD Circulation - Physical 1,105,921 ↓ -15.33%	YTD Number of Youth Programs 1,261 ↑ +12%	YTD Youth Program Attendees 25.114 ↑ +5%
YTD Number of Adult Programs 667 ↑ +27%	YTD Adult Program Attendees 6,082 ↑ +19%	

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

In Focus: June 2025 Service Highlight

Public Services Highlight: Beyond Library Walls

The Pierce County Library System connects with the community beyond buildings to reduce barriers and raise awareness of Library resources and services. Community engagement and outreach builds trust with diverse communities and gives staff valuable opportunities to hear directly from customers—essential to creating welcoming, inclusive spaces.

Staff visit apartment complexes, community centers, and food banks, and host Pop-Up Libraries at events and cultural celebrations. Customers sign up for library cards, learn about services, and enjoy activities. The Library distributes books generously provided by the Pierce County Library Foundation and offers curated collections for browsing and checkout—bringing the Library to where people are.

Each branch and outreach team now has a Pop-Up Library kit, and staff will soon receive community engagement training to strengthen skills and expand impact.

Statistics

Over 745 people engaged during a single week of events including Franklin Pierce High School and Native Education Program's Powwow, and NineLine Services' annual Veterans Resource Fair

482 outreach activities connected the Library with over **51,500** people at cultural celebrations, festivals, parades, and open houses in **2024**

Stories of Impact

At Collaboration for a Cause—a large community resource event focused on stability and employment—Library staff connected an attendee with the Library's free jobseeker resources, leading to a one-on-one Ask Us appointment at University Place Library for support with building his resume and using online job tools.

Looking Ahead

Events to Know About

Virtual Adultish Book Club* - YA & New Adult Reads – Tuesday, August 12, 5:00pm-6:00pm; Virtual Pierce County Library *Registration required <https://calendar.piercecountylibrary.org/event/13350331>

Hybrid Story Hour(ish)* - A story time for grown-ups – Wednesday, August 13, 6:00pm-7:00pm; Bonney Lake *Registration required (for in-person or virtual) <https://calendar.piercecountylibrary.org/event/13900014>

Gansango Music & Dance - African Showcase – Saturday, August 16, 11:00am - 12:00pm; Fife

On the Road with Summer Reading - In collaboration with Nourish Mobile Food Bank

Wednesday, August 13 and 20, 4:30pm-5:30pm; Bethel High School

Wednesday, August 13, 11:00am-12:30pm; Nourish Food Graham/South Hill Food Bank, Holy Disciples Catholic Church

Friday, August 15 and 22, 1:00pm–2:30pm; Purdy Cost Less Pharmacy

Make Me! - A Community Art Night – Wednesday, August 27, 3:00pm–5:00pm; Interim Lakewood

Board Game and Puzzle Swap – Saturday, August 30, 1:00pm-4:00pm, Sumner

Customer Impact and Community Engagement - Stories by Location

Bonney Lake: A customer who regularly uses the Library as a workspace shared how much he values the tables, study rooms, and work areas. Since he's often unable to work from home, he relies on the space and Wi-Fi to meet his job requirements.

Milton/Edgewood: A young adult customer stopped by to leave a thank-you note for an adult services librarian who recently helped her with job hunting and resume support. She was excited to share that she got the job and was thankful for the work the library does for the community.

Orting: Recently, an 8-year-old customer visited the Library looking for books on the Titanic. She told staff she wanted to write her own book on the topic and hoped to have it placed in the Library someday. This past week, she returned—proudly presenting the book she had written, complete with chapters, illustrations, and an “about the author” page. She even gave staff their own copy of her work!

Parkland/Spanaway: A customer who came in last month for help with research citations stopped by to share that her paper was published, earned full marks, and received praise from the reviewer for its flawless citations.

South Hill: An eager attendee at “What You Should Know About Your Retirement Plan” arrived 35 minutes early, excited to participate. He shared that he found the April Retirement Fitness program very helpful and was looking forward to this session.

Summit: Staff from the local Prosperity Wellness Clinic have started making weekly visits to Summit. Many of their patients have created or reactivated library accounts, and staff shared that they've even set up a new “library corner” in their community room.

University Place: A customer thanked staff for their help finding resources related to sewer line laws. He had been struggling to understand the legal aspects of an issue, and the information provided by Library staff helped him complete his project at what he felt was a reasonable cost.

MEMO



Date: July 15, 2025

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending May and June 2025, 2nd Quarter Review

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 as either significant in cost, relative to projects and priorities, or important payments relative to our normal M&O.

May 2025-

General Fund:

- 535010. Includes payment of \$96,504.21 to Workpointe for desk replacement for 6 branches and the CE AC refresh.
- 541000. Includes payment to Nash Consulting Inc for \$18,630.55 for training and consulting.
- 541020. Payment to Teks Services Inc for \$22,669.74 for direct mailing.
- 545030. Includes payment of \$101,383.00 to University Place Civic Building for January-April for UP branch lease operating costs.

Capital Improvement Fund:

- 541020. Includes payment to EMC Research Inc of \$24,100 for work on the public opinion poll.
- 562100. Payment to Skycorp LTD for Lakewood Demo for \$12,653.13.
- 562010. Payment to Evergreen Fire and Security for fire panel replacements at Gig Harbor, Parkland, and the Admin building in the amount of \$31,205.08.

Special Revenue Funds:

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

June 2025-

General Fund:

- 541000. Includes payment to Nash Consulting Inc for \$21,197.23 for training and consulting.

Capital Improvement Fund:

- 223400. Includes final retainage payment of \$32,620.64 to Rivers Edge Environmental Service INC for the contract on the Buckley UST project.
- 562100. Payment for door replacement project to Westmark Construction for \$21,809.77.
- 562100. Includes payment to A-1 Landscaping and Construction Inc for iLWD for \$74,626.40.

Special Revenue Funds:

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

Q2 Trends

Percentages reflect the portion of the total available budget used in these categories, including Purchase Orders allocated to vendors for anticipated and approved spending in 2025.

- **General Fund Taxes:** As of the end of Q2, 54.8% of the anticipated tax revenue has been received, aligning with the budgeted expectations. The largest collection occurred in April, with another significant inflow anticipated in October.
- **Other General Fund Revenues:** As of June, 90.2% was reached. Revenues include 450K in Erat rebates, 173K investment earnings, 60K FOL donations, and 51K in miscellaneous revenue.
- **Capital Improvement Fund Revenue:** Currently, 20.7% of expected revenues have been received.
- **Salaries and Wages:** Currently at 47.3% of budget, slightly under due to the inclusion of shift differentials in the budget, which are no longer applicable under the new CBA.
- **Benefits:** On track at 48.2%.
- **Supplies:** Currently at 36.1%, with the \$158.5K tied to purchase orders (POs) that are encumbered and will be spent throughout the year.
- **Materials:** 38.3% spent YTD.
- **Services:** Currently at 55.5%, with 849K 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 the General Fund have been completed.
- **Capital Fund:** June Capital Fund expenses include \$74.6K for iLWD and \$22K in door replacement project at the branches.

Financial/Budget Activities

- **2026 Budget Process**

All departmental budgets were submitted by July 15. Finance is currently reviewing submissions for accuracy of coding and completeness. Following Finance's review, budgets will move to the

Administrative team for further review, including evaluation of budget exercises focused on priority items and strategic alignment.

Management and Administration will be working to develop the capital and personnel budgets in August. The Executive team will then review the full 2026 General Fund proposal, with the first draft presentation scheduled for the October Board meeting.

- **Budget Book**

We're currently at the halfway mark in developing the structure, template, and content for the 2025 budget book—a significant milestone in a transformative initiative. This foundational work will serve as the launchpad for the 2026 budget book, which will be aligned with Government Finance Officers Association (GFOA) standards to elevate our financial reporting practices.

This effort represents more than just an online publication; it's a long-term commitment to enhancing clarity, accessibility, and fiscal transparency across the organization. By investing in a thoughtful design and clear narrative now, we're building a tool that not only informs but empowers our community stakeholders and will help us in achieving the GFOA award in the future.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-45,855,000	-45,855,000	-24,956,150.12	-213,942.90	.00	-20,898,849.88	54.4%
311120 PROPERTY TAX--DELINQUENT	-536,000	-536,000	-375,646.47	-24,138.45	.00	-160,353.53	70.1%
311121 PROPERTY TAX--KING COUNTY	-61,000	-61,000	-98,660.91	-2,754.75	.00	37,660.91	161.7%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-6,692.94	.00	.00	692.94	111.5%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-24,172.46	-197.51	.00	4,172.46	120.9%
317400 TIMBER EXCISE TAX	-60,000	-60,000	-34,656.59	.00	.00	-25,343.41	57.8%
TOTAL TAXES	-46,538,000	-46,538,000	-25,495,979.49	-241,033.61	.00	-21,042,020.51	54.8%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,901.29	-2,031.31	.00	-12,098.71	19.3%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-92.00	.00	.00	-3,908.00	2.3%
347200 LIBRARY SERVICES FEES--ILL	0	0	-58.00	.00	.00	58.00	100.0%
347902 PRINTER FEES	0	0	-30,615.10	-5,722.93	.00	30,615.10	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-238,781.90	-66,130.46	.00	-161,218.10	59.7%
361430 INTEREST INCOME--CONTRACTS &	0	0	-95.88	-20.97	.00	95.88	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-1,415.32	.00	.00	415.32	141.5%
367010 DONOR PROCEEDS--FOUNDATION	-335,000	-335,000	.00	.00	.00	-335,000.00	.0%
367020 DONOR PROCEEDS--FRIENDS	0	0	-60,016.00	.00	.00	60,016.00	100.0%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-877.68	.00	.00	877.68	100.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-8,511.35	.00	.00	6,511.35	425.6%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-13,112.13	-2,590.55	.00	9,112.13	327.8%
369200 FOUND MONEY	0	0	-49.99	-14.07	.00	49.99	100.0%
369910 MISCELLANEOUS OTHER	0	0	-50,844.81	.00	.00	50,844.81	100.0%
369911 PAYMENT FOR LOST MATERIALS	-19,000	-19,000	-11,655.98	-1,923.96	.00	-7,344.02	61.3%
369912 JURY DUTY REIMBURSEMENT	0	0	-200.00	-30.00	.00	200.00	100.0%
369913 ERATE REIMBURSEMENT	-150,000	-150,000	-449,418.94	.00	.00	299,418.94	299.6%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-37,632.98	.00	.00	-37,367.02	50.2%
TOTAL CHARGES OTHER	-1,005,000	-1,005,000	-906,279.35	-78,464.25	.00	-98,720.65	90.2%

03 SALARIES AND WAGES

YEAR-TO-DATE BUDGET REPORT

FOR 2025 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	25,621,649	25,621,649	11,887,909.40	1,934,794.06	.00	13,733,739.60	46.4%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	1,678.44	14.20	.00	30,321.56	5.2%
511007 SHIFT DIFFERENTIAL	236,351	236,351	4,617.71	.00	.00	231,733.29	2.0%
511009 TUITION ASSISTANCE	12,000	12,000	6,657.50	.00	.00	5,342.50	55.5%
512000 OVERTIME WAGES	45,000	45,000	20,029.29	4,510.17	.00	24,970.71	44.5%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-914,000	-914,000	.00	.00	.00	-914,000.00	.0%
TOTAL SALARIES AND WAGES	25,183,000	25,183,000	11,920,892.34	1,939,318.43	.00	13,262,107.66	47.3%
04 PERSONNEL BENEFITS							
520010 FICA	1,951,660	1,951,660	895,778.96	144,622.96	.00	1,055,881.04	45.9%
520020 MEDICAL INSURANCE	3,496,003	3,496,003	1,673,801.02	254,223.45	.00	1,822,201.98	47.9%
520021 DENTAL INSURANCE	252,340	252,340	114,618.49	18,587.86	.00	137,721.51	45.4%
520022 LIFE AND DISABILITY INSURANCE	106,818	106,818	50,903.38	8,357.55	.00	55,914.62	47.7%
520023 INDUSTRIAL INSURANCE	146,870	146,870	81,533.14	13,150.46	.00	65,336.86	55.5%
520030 RETIREMENT	2,449,135	2,449,135	1,078,337.61	173,443.87	.00	1,370,797.39	44.0%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	4,712.44	.00	.00	30,287.56	13.5%
520041 PAID FML INSURANCE	59,147	59,147	62,275.77	5,092.16	.00	-3,128.77	105.3%
520091 OTHER BENEFIT	80,027	80,027	29,136.07	5,251.73	.00	50,890.93	36.4%
529999 ADJ BENEFITS TO MATCH PLAN	-301,000	-301,000	.00	.00	.00	-301,000.00	.0%
TOTAL PERSONNEL BENEFITS	8,276,000	8,276,000	3,991,096.88	622,730.04	.00	4,284,903.12	48.2%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	64,375	64,375	18,441.79	2,434.54	.00	45,933.21	28.6%
531002 OFFICE/OPERATING SUPPLIES--SU	88,910	85,910	25,431.80	3,039.87	5,031.48	55,446.72	35.5%
531004 OFFICE/OPERATING SUPPLIES--PU	91,000	91,000	22,163.34	4,306.63	10,868.14	57,968.52	36.3%
531010 CUSTODIAL SUPPLIES	145,000	145,000	48,189.14	6,089.01	52,281.50	44,529.36	69.3%
531020 MAINTENANCE SUPPLIES	50,000	50,000	12,884.07	2,737.63	.00	37,115.93	25.8%
531030 MATERIAL PROCESSING SUP	17,500	17,500	5,650.93	400.76	.00	11,849.07	32.3%
531040 TRAINING SUPPLIES	5,000	5,000	607.64	.00	.00	4,392.36	12.2%
531098 FRIENDS PASSTHROUGH-SUP	0	0	27,481.85	2,417.11	2,248.90	-29,730.75	100.0%
531099 FOUNDATION PASSTHROUGH-SUP	145,300	145,300	59,965.91	19,184.57	4,731.93	80,602.16	44.5%
532000 FUEL	45,000	45,000	17,500.14	2,740.73	27,574.83	-74.97	100.2%
535000 MINOR EQUIPMENT	44,500	44,500	10,438.52	607.07	18,500.00	15,561.48	65.0%
535010 FURNISHINGS--PUBLIC	68,000	68,000	62,784.56	1,873.24	15,054.27	-9,838.83	114.5%
535015 FURNISHINGS--STAFF	156,500	156,500	81,043.79	3,299.09	7,817.65	67,638.56	56.8%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535020 TECHNOLOGY HARDWARE--PUBLIC	100,000	100,000	398.10	.00	.00	99,601.90	.4%
535025 TECHNOLOGY HARDWARE--STAFF	302,500	302,500	1,960.71	38.17	.00	300,539.29	.6%
535030 TECHNOLOGY HARDWARE--GENERAL	19,000	19,000	209.53	.00	.00	18,790.47	1.1%
535050 SOFTWARE/LICENSES/HOST--APPS	443,360	445,123	198,043.52	5,826.77	6,260.00	240,818.98	45.9%
535055 SOFTWARE/LICENSES/HOST--INFRA	360,400	360,400	22,276.60	373.00	8,160.00	329,963.40	8.4%
TOTAL SUPPLIES EXPENSES	2,146,345	2,145,108	615,471.94	55,368.19	158,528.70	1,371,106.86	36.1%

06 MATERIALS

534000 MATERIALS COLLECTION	15,000	15,000	.00	.00	.00	15,000.00	.0%
534005 ADULT AV - CDS	20,000	20,000	8,128.98	241.77	.00	11,871.02	40.6%
534010 ADULT AV - DVD	327,500	327,500	118,146.55	11,565.90	.00	209,353.45	36.1%
534015 ADULT AV - DVDNF	20,000	20,000	7,845.04	74.28	.00	12,154.96	39.2%
534020 ADULT AV AUDIOBOOKS	20,000	20,000	18,977.10	363.41	.00	1,022.90	94.9%
534105 ADULT BOOK CLUB KITS	3,000	3,000	.00	.00	.00	3,000.00	.0%
534110 ADULT FICTION	270,000	270,000	113,663.01	23,639.95	.00	156,336.99	42.1%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	5,064.14	585.82	.00	9,935.86	33.8%
534120 ADULT LARGE PRINT	50,000	50,000	19,951.61	2,391.41	.00	30,048.39	39.9%
534125 ADULT LUCKY DAY	60,000	60,000	23,125.34	4,927.68	.00	36,874.66	38.5%
534130 ADULT NONFICTION	300,000	300,000	87,309.82	17,607.13	.00	212,690.18	29.1%
534145 ADULT REFERENCE	15,000	15,000	-514.63	340.35	.00	15,514.63	-3.4%
534150 ADULT YA FICTION	55,000	55,000	9,614.63	3,520.27	.00	45,385.37	17.5%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	11,324.07	1,204.44	.00	13,675.93	45.3%
534160 ADULT YA NONFICTION	12,000	12,000	2,894.93	448.53	.00	9,105.07	24.1%
534205 CHILDREN'S BOOK CLUB KITS	2,500	2,500	35.08	.00	.00	2,464.92	1.4%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	4,078.99	271.42	.00	1,921.01	68.0%
534220 CHILDREN'S FICTION	225,000	225,000	63,629.93	16,766.97	.00	161,370.07	28.3%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	20,749.68	2,785.09	.00	34,250.32	37.7%
534230 CHILDREN'S NONFICTION	125,000	125,000	42,188.22	11,695.22	.00	82,811.78	33.8%
534235 CHILDREN'S SCIENCE TO GO	6,000	6,000	1,287.53	1,064.93	.00	4,712.47	21.5%
534237 CHILDREN'S STANDING ORDERS	35,000	35,000	14,554.76	4,308.00	.00	20,445.24	41.6%
534240 CHILDREN'S STORYTIME	2,500	2,500	1,301.78	73.43	.00	1,198.22	52.1%
534305 DATABASES	592,925	592,925	267,304.08	39,868.39	.00	325,620.92	45.1%
534410 EBOOKS	880,000	880,000	462,998.68	44,333.18	.00	417,001.32	52.6%
534415 EDOWNLOADABLE AUDIO	780,000	780,000	254,471.92	56,178.11	.00	525,528.08	32.6%
534421 ESTREAMING FILMS	100,000	100,000	5,972.60	.00	.00	94,027.40	6.0%
534422 ESTREAMING MUSIC	20,000	20,000	.00	.00	.00	20,000.00	.0%
534425 EHOSTING FEES	15,000	15,000	13,200.00	.00	.00	1,800.00	88.0%
534430 EMAGAZINES	80,500	80,500	51,922.11	35,487.11	.00	28,577.89	64.5%
534505 MAGAZINES	75,000	75,000	14,179.90	160.31	.00	60,820.10	18.9%
534605 VENDOR PROCESSING	100,000	100,000	54,884.52	9,995.26	.00	45,115.48	54.9%

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534645 VENDOR CATALOGING	10,000	10,000	541.00	.00	.00	9,459.00	5.4%
534705 WORLD - ADULT SPANISH	10,000	10,000	2,085.32	432.09	.00	7,914.68	20.9%
534710 WORLD - CHILDREN'S SPANISH	15,000	15,000	2,870.99	371.92	.00	12,129.01	19.1%
534715 WORLD - CHINESE	11,000	11,000	4,796.09	2,417.93	.00	6,203.91	43.6%
534725 WORLD - GERMAN	8,000	8,000	3,884.34	832.36	.00	4,115.66	48.6%
534730 WORLD - JAPANESE	5,500	5,500	1,464.33	.00	.00	4,035.67	26.6%
534735 WORLD - KOREAN	21,000	21,000	6,473.88	.00	.00	14,526.12	30.8%
534740 WORLD - TAGALOG	15,000	15,000	6,242.66	1,664.71	.00	8,757.34	41.6%
534745 WORLD - VIETNAMESE	8,000	8,000	3,170.88	1,585.44	.00	4,829.12	39.6%
534750 WORLD - RUSSIAN	20,000	20,000	3,329.42	.00	.00	16,670.58	16.6%
534755 WORLD - UKRAINE	5,000	5,000	1,366.06	.00	.00	3,633.94	27.3%
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	35,000	11,215.57	6,912.73	.00	23,784.43	32.0%
534810 YOUTH DVD - FTY	22,500	22,500	4,008.25	.00	.00	18,491.75	17.8%
534815 YOUTH YA AUDIO BOOKS	5,000	5,000	.00	.00	.00	5,000.00	.0%
541610 RESOURCE SHARING SERVICES	38,000	38,000	.00	.00	.00	38,000.00	.0%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	2,000.00	.00	.00	38,200.00	5.0%
TOTAL MATERIALS	4,577,125	4,577,125	1,751,739.16	304,115.54	.00	2,825,385.84	38.3%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	261,000	261,000	187,485.43	39,113.89	116,143.52	-42,628.95	116.3%
541004 INDEPENDENT CONTRACTORS--INFR	48,000	48,000	27,187.04	3,775.00	11,775.00	9,037.96	81.2%
541010 PERFORMER SERVICES	103,000	103,000	16,812.79	4,080.54	20,238.98	65,948.23	36.0%
541020 CONTRACTUAL SERVICES	613,500	611,738	212,170.82	40,522.77	175,790.95	223,775.73	63.4%
541040 LEGAL SERVICES	60,000	66,000	92,077.20	18,056.00	18,457.90	-44,535.10	167.5%
541050 DATA SERVICES	8,000	8,000	3,071.87	987.19	.00	4,928.13	38.4%
541630 PRINTING AND BINDING	118,500	118,500	36,276.85	7,024.69	43,032.39	39,190.76	66.9%
541650 ILL LOST ITEM CHARGE	2,000	2,000	988.06	99.56	.00	1,011.94	49.4%
542000 POSTAGE	77,500	77,500	43,339.67	8.40	.00	34,160.33	55.9%
542001 SHIPPING	10,000	10,000	1,131.92	198.68	.00	8,868.08	11.3%
542010 TELECOM SERVICES--PHONES	82,000	82,000	52,891.41	8,732.59	.00	29,108.59	64.5%
542011 TELECOM SERVICES--CELLPHONES	62,000	62,000	32,056.28	4,652.74	.00	29,943.72	51.7%
542012 TELECOM SERVICES--INTERNET	376,884	376,884	176,049.62	22,407.53	.00	200,834.38	46.7%
543000 TOLLS/PARKING	10,529	10,529	2,440.17	456.45	.00	8,088.83	23.2%
543010 MILEAGE REIMBURSEMENTS	54,525	54,525	25,649.98	5,419.68	.00	28,875.02	47.0%
543011 AIRFARE/OTHER TRANSPORTATION	19,460	19,460	8,737.41	2,837.75	.00	10,722.59	44.9%
543012 PER DIEMS	11,470	11,470	3,939.94	1,564.02	.00	7,530.06	34.3%
543013 LODGING	34,460	34,460	14,982.94	7,921.02	.00	19,477.06	43.5%
544000 ADVERTISING	132,000	129,000	51,232.34	10,901.58	54,367.09	23,400.57	81.9%
545010 RENTALS/LEASES--BUILDINGS	0	0	1,104.00	184.00	.00	-1,104.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0%

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
545030 Rental/Lease CAM	433,900	433,900	194,590.98	6,232.46	.00	239,309.02	44.8%
546000 INSURANCE	350,000	350,000	-11,877.00	1,745.00	.00	361,877.00	-3.4%
547000 ELECTRICITY	325,000	325,000	173,322.94	27,031.91	.00	151,677.06	53.3%
547010 NATURAL GAS	8,000	8,000	2,892.98	263.67	.00	5,107.02	36.2%
547020 WATER	46,000	46,000	20,278.57	5,874.73	.00	25,721.43	44.1%
547030 SEWER	38,000	38,000	24,973.73	5,164.65	.00	13,026.27	65.7%
547040 REFUSE	55,000	55,000	29,312.32	5,508.40	.00	25,687.68	53.3%
548000 GENERAL REPAIRS/MAINTENANCE	601,500	601,500	85,990.91	22,221.57	105,803.24	409,705.85	31.9%
548010 CONTRACTED MAINTENANCE	654,600	654,600	289,120.78	12,160.02	271,348.68	94,130.54	85.6%
548050 VEHICLE REPAIR AND MAINTENANC	35,000	35,000	13,412.65	1,047.05	.00	21,587.35	38.3%
548100 IT SYSTEMS MAINTENANCE--APPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	88,000	88,000	.00	.00	.00	88,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	76,445	76,445	30,469.06	2,604.00	.00	45,975.94	39.9%
549011 ORGANIZATIONAL REGISTRATIONS	70,995	70,995	27,984.74	23,715.90	.00	43,010.26	39.4%
549012 ONLINE TRAINING & DEVELOPMENT	0	0	975.20	134.10	.00	-975.20	100.0%
549020 DUES AND MEMBERSHIPS	40,450	40,450	38,155.72	165.00	1,315.00	979.28	97.6%
549030 TAXES AND ASSESSMENTS	57,000	57,000	54,438.69	-.02	.00	2,561.31	95.5%
549040 LICENSES	1,200	1,200	160.00	.00	.00	1,040.00	13.3%
549050 FEES	19,500	19,500	10,150.37	1,331.41	1,420.00	7,929.63	59.3%
549120 CONTINGENCY/RESERVE	164,668	164,668	.00	.00	.00	164,668.00	.0%
591720 GASB 87 LONG TERM LEASE	715,444	715,444	298,359.77	46,662.12	29,442.70	387,641.53	45.8%
591721 SBITA	287,800	287,800	297,425.85	.00	.00	-9,625.85	103.3%
TOTAL SERVICES EXPENSES	6,160,530	6,161,768	2,569,764.00	340,806.05	849,135.45	2,742,868.05	55.5%
08 CAPITAL OUTLAYS							
564300 TECHNOLOGY EQUIPMENT	0	0	.00	.00	98,689.07	-98,689.07	100.0%
TOTAL CAPITAL OUTLAYS	0	0	.00	.00	98,689.07	-98,689.07	100.0%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-1,800,000	-1,800,000	-800,000.00	.00	.00	-1,000,000.00	44.4%
597030 TRANSFERS OUT--CAPITAL PROJEC	2,000,000	2,000,000	2,000,000.00	.00	.00	.00	100.0%
597099 ANNUAL SUSTAINABILITY SETASID	1,000,000	1,000,000	.00	.00	.00	1,000,000.00	.0%
TOTAL TRANSFERS/SETASIDES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-4,353,294.52	2,942,840.39	1,106,353.22	3,246,941.30	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-27,202,258.84	-319,497.86	.00	-22,140,741.16	
TOTAL EXPENSES	49,343,000	49,343,000	22,848,964.32	3,262,338.25	1,106,353.22	25,387,682.46	

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102	LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
102 LEVY SUSTAINABILITY FUND								
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-379,124.45	-61,847.20	.00	379,124.45	100.0%
	TOTAL CHARGES OTHER	0	0	-379,124.45	-61,847.20	.00	379,124.45	100.0%
09 TRANSFERS/SETASIDES								
597040	TRANSFERS OUT-- GENERAL	0	0	800,000.00	.00	.00	-800,000.00	100.0%
	TOTAL TRANSFERS/SETASIDES	0	0	800,000.00	.00	.00	-800,000.00	100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0	0	420,875.55	-61,847.20	.00	-420,875.55	100.0%
	TOTAL REVENUES	0	0	-379,124.45	-61,847.20	.00	379,124.45	
	TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00	
103 ELECTION FUND								
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-27,253.48	-4,552.13	.00	27,253.48	100.0%
	TOTAL CHARGES OTHER	0	0	-27,253.48	-4,552.13	.00	27,253.48	100.0%
	TOTAL ELECTION FUND	0	0	-27,253.48	-4,552.13	.00	27,253.48	100.0%
	TOTAL REVENUES	0	0	-27,253.48	-4,552.13	.00	27,253.48	
104 PROPERTY AND FACILITY FUND								
02 CHARGES OTHER								

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104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
361100	INVESTMENT EARNINGS	0	0	-26,247.20	-4,384.04	.00	26,247.20	100.0%
	TOTAL CHARGES OTHER	0	0	-26,247.20	-4,384.04	.00	26,247.20	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-26,247.20	-4,384.04	.00	26,247.20	100.0%
	TOTAL REVENUES	0	0	-26,247.20	-4,384.04	.00	26,247.20	
201 DEBT SERVICE FUND								
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-2,079.18	-344.75	.00	2,079.18	100.0%
	TOTAL CHARGES OTHER	0	0	-2,079.18	-344.75	.00	2,079.18	100.0%
	TOTAL DEBT SERVICE FUND	0	0	-2,079.18	-344.75	.00	2,079.18	100.0%
	TOTAL REVENUES	0	0	-2,079.18	-344.75	.00	2,079.18	
301 CAPITAL IMPROVEMENT FUND								
02 CHARGES OTHER								
334069	STATE GRANT FROM OTHR STATE A	-800,000	0	.00	.00	.00	.00	.0%
361100	INVESTMENT EARNINGS	-870,000	-870,000	-63,181.71	-13,500.34	.00	-806,818.29	7.3%
367010	DONOR PROCEEDS--FOUNDATION	-520,000	-520,000	-520,000.00	.00	.00	.00	100.0%
391100	SUMNER LCFA FUNDS	-11,834,000	-1,430,900	.00	.00	.00	-1,430,900.00	.0%
	TOTAL CHARGES OTHER	-14,024,000	-2,820,900	-583,181.71	-13,500.34	.00	-2,237,718.29	20.7%
05 SUPPLIES EXPENSES								
535030	TECHNOLOGY HARDWARE--GENERAL	396,000	915,000	.00	.00	.00	915,000.00	.0%
	TOTAL SUPPLIES EXPENSES	396,000	915,000	.00	.00	.00	915,000.00	.0%
07 SERVICES EXPENSES								

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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
541000 INDEPENDENT CONTRACTORS	5,000	0	1,753.36	.00	.00	-1,753.36	100.0%
541020 CONTRACTUAL SERVICES	905,000	789,000	266,395.76	.00	113,258.38	409,345.86	48.1%
541040 LEGAL SERVICES	15,000	0	262.50	.00	.00	-262.50	100.0%
541050 DATA SERVICES	110,000	0	.00	.00	.00	.00	.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,752,000	115,000	75,240.91	629.03	344,866.54	-305,107.45	365.3%
549030 TAXES AND ASSESSMENTS	220,000	0	.00	.00	.00	.00	.0%
549050 FEES	220,000	0	.00	.00	.00	.00	.0%
549120 CONTINGENCY/RESERVE	434,000	3,676,900	.00	.00	.00	3,676,900.00	.0%
TOTAL SERVICES EXPENSES	4,661,000	4,580,900	343,652.53	629.03	458,124.92	3,779,122.55	17.5%

08 CAPITAL OUTLAYS

562000 BUILDING ACQUISITIONS	0	98,700	.00	.00	.00	98,700.00	.0%
562010 BUILDING IMPROVEMENTS/REFRESH	220,000	220,000	31,205.08	.00	69,969.00	118,825.92	46.0%
562020 LAND & PROPERTY IMPROVEMENTS	1,100,000	550,000	2,801.78	.00	.00	547,198.22	.5%
562100 CONSTRUCTION	9,020,000	131,300	188,738.62	96,668.15	10,686.83	-68,125.45	151.9%
562200 ELECTRICAL	165,000	165,000	62,206.50	.00	.00	102,793.50	37.7%
562800 FURNITURE AND FIXTURES	0	0	750.00	.00	611.85	-1,361.85	100.0%
563000 OTHER IMPROVEMENTS--NONBUILDI	275,000	0	.00	.00	.00	.00	.0%
564100 VEHICLES	77,000	50,000	50,934.32	.00	.00	-934.32	101.9%
564200 HVAC AND MECHANICALS	110,000	110,000	.00	.00	101,681.00	8,319.00	92.4%
TOTAL CAPITAL OUTLAYS	10,967,000	1,325,000	336,636.30	96,668.15	182,948.68	805,415.02	39.2%

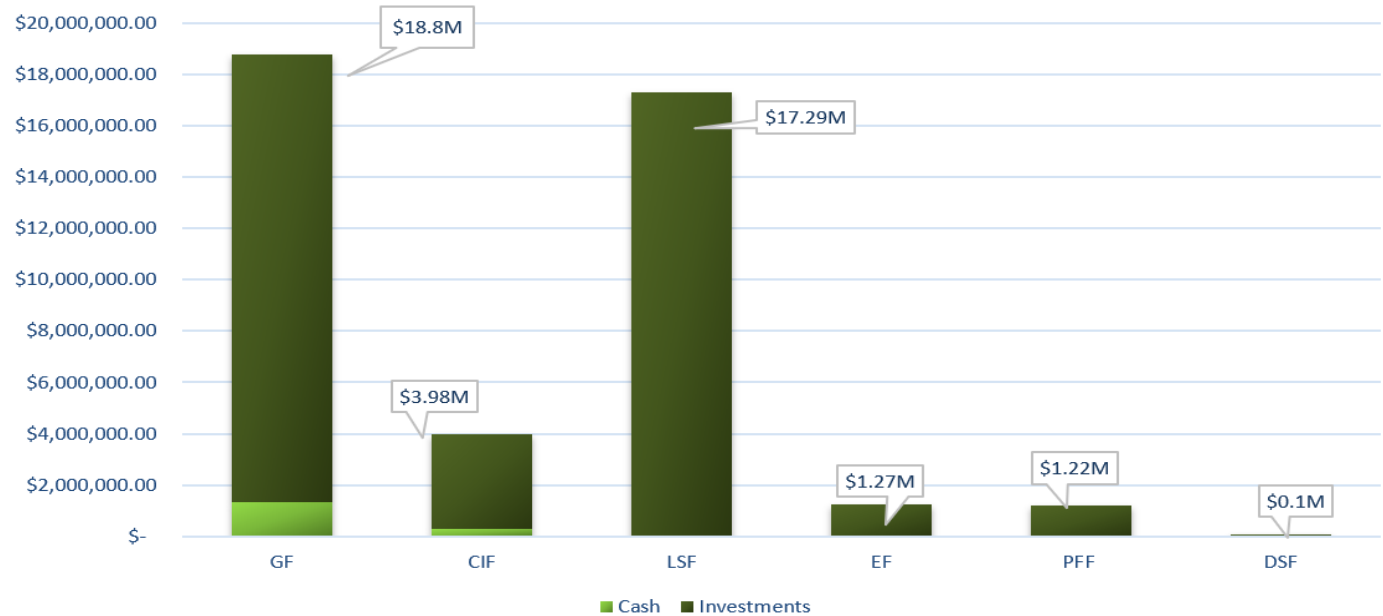
09 TRANSFERS/SETASIDES

397010 TRANSFERS IN	-2,000,000	-4,000,000	-2,000,000.00	.00	.00	-2,000,000.00	50.0%
TOTAL TRANSFERS/SETASIDES	-2,000,000	-4,000,000	-2,000,000.00	.00	.00	-2,000,000.00	50.0%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-1,902,892.88	83,796.84	641,073.60	1,261,819.28	100.0%
TOTAL REVENUES	-16,024,000	-6,820,900	-2,583,181.71	-13,500.34	.00	-4,237,718.29	
TOTAL EXPENSES	16,024,000	6,820,900	680,288.83	97,297.18	641,073.60	5,499,537.57	
GRAND TOTAL	0	0	-5,890,891.71	2,955,509.11	1,747,426.82	4,143,464.89	100.0%

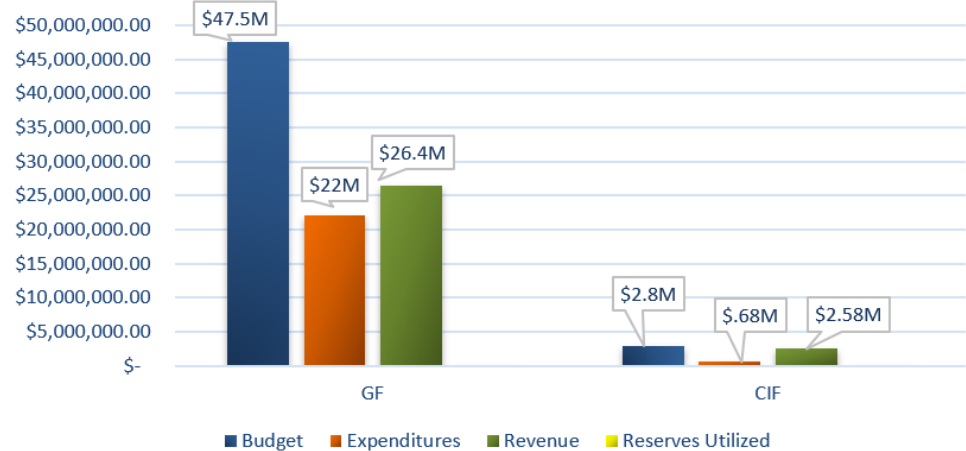
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PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 06/30/2025

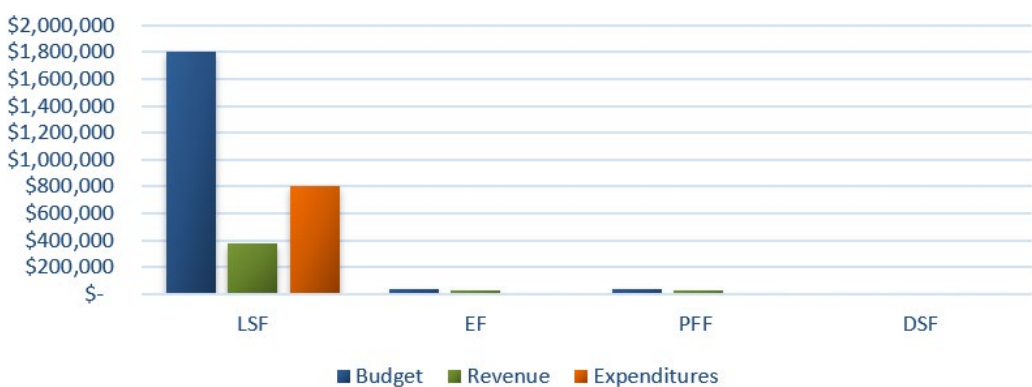
Q2 2025 Cash and Investments by Fund as of 6/30/25



Q2 Major Funds Revenues and Expenses



Q2 Special Revenue Funds Revenues and Expenses



Unfinished Business

MEMO



Date: July 29, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Sumner Library Project Update

Pre-Load and Site Preparation

Preparations are underway for the pre-load phase of the new building site. Staff are currently finalizing the necessary details to secure the permit that will allow this work to begin in fall 2025. This phase is critical to ensure the site is properly stabilized before construction begins.

Construction Documentation and Permitting

Our architectural partner, Johnston Architects (JA), is in the final stages of completing the 100% construction documents. Once finalized, the following steps will be initiated:

- Submission for building and site permits.
- Issuance of a Request for Bids (RFB) to identify and contract with a qualified construction firm.
- Internal teams are concurrently working on:
 - Furniture, Fixtures, and Equipment (FFE) planning.
 - Donor recognition elements for the new facility.
 - Preparation of documentation for LEED Silver certification, aligning with our sustainability goals.

SLCFA Annual Meeting

The Sumner Library Capital Facilities Area (SLCFA) annual Board of Directors meeting is scheduled for October 1, 2025, at 10:00 AM. The agenda will include:

- Filing of the annual levy certification.
- Approval of warrants for bills paid.
- Review and action on other compliance-related matters.

Current Facility Lease Renewal

The lease for our current facility is set to expire in September 2025. Executive Office staff are actively engaged in discussions with the City of Sumner to maintain ongoing lease extensions. I will be providing an update to the City Council this fall.

Architectural renderings thanks to Johnston Architects – not for project documentation:



Figure 1 - View from Main Street



Figure 2 - Exterior Children's Area



Figure 3 - View of Teens' Area from Main Street



Figure 4 - Main Stacks and Business Center



Figure 5 - Adult Reading Area



Figure 6 - Teens' Area

MEMO



Date: August 6, 2025

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

From: Connie Behe, Deputy Director

Subject: Q2 2025 Strategic Implementation Plan Status Report

This memo accompanies the Q2 2025 Strategic Implementation Plan Status Report slide deck. It provides a summary of progress on our strategic priorities and highlights learnings from ongoing research and development efforts.

Despite challenges stemming from the recent cyber event and temporary leadership gaps, steady momentum either continued or was successfully regained across all six Priority 1 strategies during Q2. Teams demonstrated resilience and adaptability, ensuring that strategic work remained on track.

We're excited to share some early insights from the environmental scans currently being conducted by the strategy teams, highlighted in the slide deck. These scans are helping us better understand the external landscape, think about the future, and identify opportunities and challenges relevant to each strategic focus area.

All teams are actively engaged in research and development activities, including:

- Conducting literature reviews and environmental scans
- Reaching out to peer organizations for benchmarking and collaboration
- Engaging staff to gather internal perspectives and expertise

These efforts are building a strong foundation for informed decision-making and innovative strategy development.

We look forward to presenting more detailed findings and recommendations in the coming quarters as teams shift from exploration to implementation.

Pierce County Library System

Q2 2025

Strategic Implementation Plan Status Report



Vision – Mission – Values

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

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

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

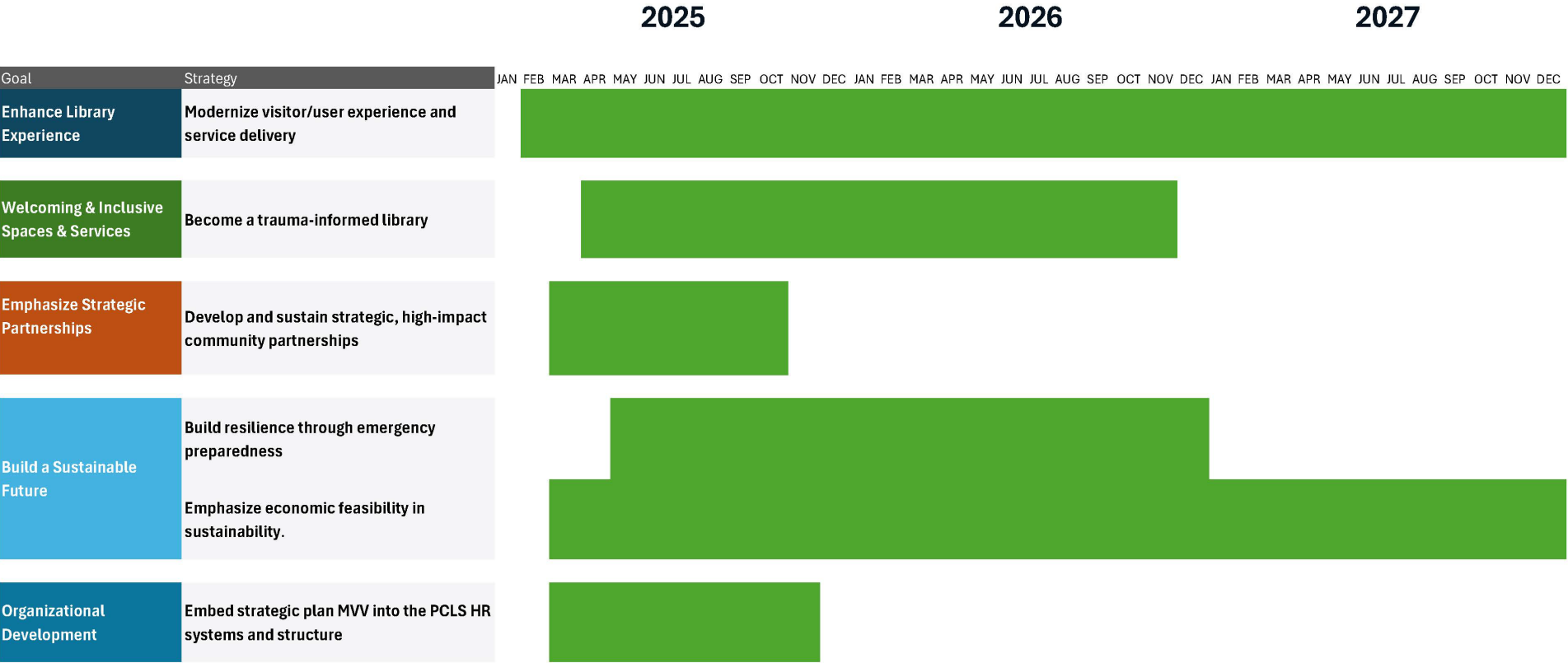
Overall Status – On Track

- Steady momentum on the priority one strategies underway continued or was regained in Q2 2025, even with some slowing due to the cyber event and leadership gaps.
- All teams are engaged in research and development, reaching out to organizations, conducting literature and environmental scans, and working with staff to understand the landscapes of their different focus areas.

2025 Q2 Strategic Implementation Plan Status Report

August 13, 2025

VISION: The community of Pierce County thrives on inclusion, curiosity, and connection.
MISSION: To empower the people of Pierce County by advancing all forms of literacy, championing access to information, creating inclusive and inspired spaces, and enriching lives.
VALUES: Cultural Humility, Empowerment, Human Connection, Transformative Hospitality



Modernize visitor/user experience and service delivery: Implement system-wide, updated customer service model to emphasize human-centered, hands-on learning, and experience-based approaches.



Interim Customer Service Model (Deployed)

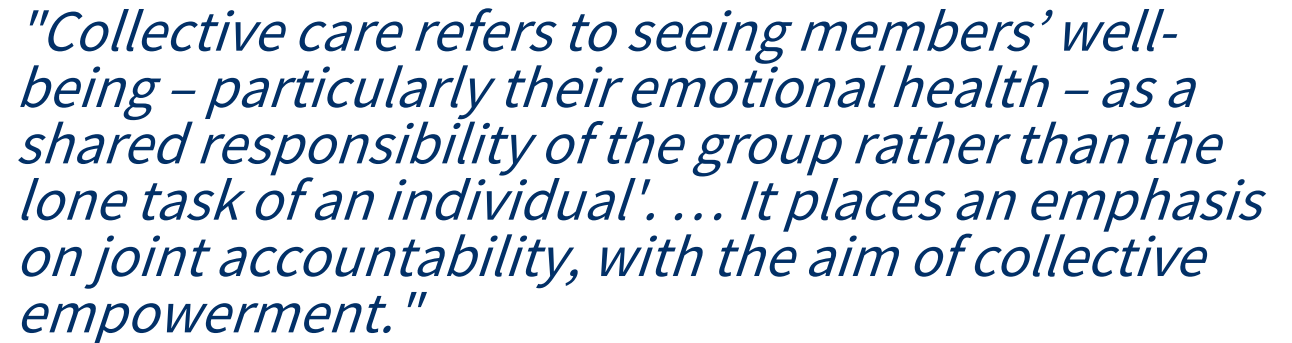
- Successfully developed by the RSMs, deployed and reinforced during Q2 and Q3.
- Grounded in basic hospitality principles, focusing on approachability, responsiveness, and consistency in service delivery.
- Serves as a transitional framework (2025) to support staff and gather insights for the next phase.

New Customer Service Model (In Development)

- Being designed around human-centered, experience-based learning and trauma-informed principles.
- Emphasizes safety, empathy, and inclusive experiences, with criteria for spaces, programs, and staff skills.
- Development includes staff training, service standards, and feedback mechanisms to ensure alignment with community needs and strategic goals.

Service Modernization

- Identified and categorized all services provided by library branches to the community.
- Designing a staff survey to evaluate the effectiveness, efficiency and popularity of our current services.
- The data will serve to prioritize modernization efforts and projects for 2026.



We are all capable of harm. We are all capable of reflection.
We are all capable of repair.



Develop and sustain strategic, high-impact community partnerships:
Develop, maintain, and strengthen partnerships with shared goals to fill existing gaps or inefficiencies in services.

PARTNERSHIP PROFILES

All partners must be MVV aligned and/or compatible

STRATEGIC



Long-term/iterative (1 year Min.)
Cooperative/joint planning and shared responsibilities
Involves multiple departments/work groups
Addresses wide-ranging, key community aspirations

MUTUALLY SUPPORTIVE



Usually long lasting, low effort (may be short-term)
Mutual; in-kind donations, promotion, use of space or other
Involves specific goods or service-based teams
Demonstrates community

SUPPORTIVE



Short-term/specific (less than 1 year)
Nonmutual; in-kind donations, promotion, use of space or other
Involves specific goods or service-based teams
Demonstrates community

Source: Denver Public Library

Build resilience through emergency preparedness: Integrate Library plans and resources into the Pierce County Emergency Management network planning.



Timing	Strategy	Key Measure	Status		
Priority 1 2025-2026	S11 - Build resilience through emergency preparedness: Integrate library plans and resources into <u>the Pierce County</u> Emergency Management network planning.	In an emergency or crisis people know the <u>Library</u> is a resource.	Scope	Schedule	Resources
Q2 Report			On Track	Delayed	On Track

Highlights and Look Forward	
Work Underway <ul style="list-style-type: none"> Familiarize with the tools in SIP Schedule regular cadence of meetings Team review of S11 action planning content 	What's Next <ul style="list-style-type: none"> Finish the PCLS Scoping and Action Planning columns: "Why", "What", and "Key stakeholders/SMEs". Create higher level action items, with all fields filled in.
Successes and Challenges	
Successes/Learnings to Date <ul style="list-style-type: none"> Looking forward to Q3 and engaging S11 fully 	Challenges and Needs <ul style="list-style-type: none"> Significant events and uncontrollable situations postponed progress on this strategy during much of Q2.

Emphasize economic feasibility into sustainability: Align budget process to the sustainability priorities and use economic feasibility analysis in decision-making.



ENVIRONMENTAL	SOCIAL	ECONOMIC FEASIBILITY
		

Visuals created by Microsoft Copilot from input from team (AI-generated)

Embed strategic plan MVV into the PCLS HR systems and structure:
Integrate new mission, vision, values into PCLS and the SE systems (i.e., selection, recognition).



Questions

MEMO



Date: July 29, 2025

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

From: Mary Stimson, Finance Director

Subject: Review and Amendment of Fiscal Management Policy

Attached is the Fiscal Management Policy for review and approval. Each year we review the Fiscal Management Policy to review key elements and propose any amendments. As a reminder, part of last year's policy revision included creating a comprehensive Fiscal Management Policy that combined several policies into one succinct and clear policy.

Review of Key Policy Elements:

1. Compliance and Accounting

- Pierce County Assessor-Treasurer serves as fiscal agent.
- The Library uses cash basis accounting (per State Auditor authorization); may adopt modified/full accrual.
- Non-GAAP status noted in annual audits.

2. Fiscal Management Framework

- *Operations*: Current-year expenses funded by current-year revenues.
- *Expense Reductions*: In the absence of new revenue sources, additional services and costs from system growth must primarily be funded through reductions in operational costs.
- *Cash Reserves*: Maintained for stabilizing operations; Board may approve release only for emergencies.
- *Positive Fund Balances*: Minimum four months' operating cash required January 1 of each year.
- *Budget*: Board approves annual and amended budgets, fund transfers, and cost-reduction strategies as needed.
- *Fund Types*: Includes General Fund, Capital Improvement, Special Purpose, Levy Sustainability, Property & Facility, Elections, and Debt Service Funds.
- *Bonds and Debt Instruments*: Debt may be incurred only as a last resort and must be Board-approved

3. Board & Staff Responsibilities

- The Board sets fund reserve targets, approves major fund transfers, annual budgets, and debt issuance.

-
- Library staff manage expenditures and follow the State BARS (Budget, Accounting & Reporting System).
 - Library staff Maintain 2% minimum cash reserve of next year's anticipated revenues and a 4% long-term Capital Improvement Fund goal.
 - Library staff provide regular financial reports and maintain cash-flow solvency without short-term borrowing.

4. Food Purchases

- Allowed at the Executive Director's discretion for Library-sponsored activities and alcohol purchases are prohibited.

5. Claim Handling

- Auditing Officer certifies all claims before payment; the claims list is shared electronically with the Board prior to meetings.

Review of Amendments:

As noted in the June 2025 memo, the Library has begun to reduce the need for cash (paper and coin denominations) since the pandemic and we are proposing that the Library to no longer handle petty cash and to no longer accept physical forms of cash for payment.

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 only exception to the cashless model, will be the handling of found monies, as outlined in the Library's internal Finance Guidelines Manual. There are small edits from the June draft presentation that are currently reflected in this version of the Fiscal Management Policy which supports audit compliance and better alignment with current practices.

Conclusion:

This review serves as an ongoing reminder of the Board and Library's fiscal philosophies and offers an annual opportunity to consider any necessary revisions as we prepare the budget each year. Thank you for your attention and continued commitment to maintaining our fiscal policies.

Board Action: Move to approve the Fiscal Management Policy as presented.

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 and cost from system growth will need to be funded mostly through reductions in operational costs.
 14. ~~*Petty Cash (Imprest Fund)*~~*Physical Cash Handling:* The Library maintains no petty cash funds, and funds and accepts no physical cash in any denomination as a form of payment, including coins and paper-based forms. The only exception for physical cash handling is monies that are found at the Library, which will be handled through guidelines outlined in the Finance Guidelines Manual.
 - 14-15. *Policy Review:* The Board reviews this Fiscal Management Policy annually, particularly during the fiscal year budget process, and makes amendments as necessary.

Commented [MS1]: Adjusted language from June proposals to further include clarity around cashless payment requirements and exceptions for found money.

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.

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-regular basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

Commented [MS2]: Adjusted language to ensure compliance even if the board meeting is cancelled and/or delayed.

-
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 The Library Board authorizes uses regularly periodic updated resolutions titled To Designate Primary and Alternate Signatory, Investment, and Auditing Officers to formally appoint Auditing Officers who audit and certify all claims prior to payment Through regularly updated resolutions, the Library formally appoints an Auditing Officers, whose duty it is to audit and certify all claims against the Library prior to payment. Past Library Resolutions 84-5 confirms confirm~~ 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, including using a blanket voucher certification process ~~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 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.

Commented [MS3]: Updated to refer to the most recently board-approved designation of auditing officers, as these resolutions change from time to time. (Resolution 84-5 (February 1984) named individuals who no longer are employed.)

Definitions

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

Cash: The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

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

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

Board Policy



Fiscal Management Policy

Policy Statement

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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.

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- 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 and cost from system growth will need to be funded mostly through reductions in operational costs.
 14. *Physical Cash Handling:* The Library maintains no petty cash funds and accepts no physical cash in any denomination as a form of payment, including coins and paper-based forms. The only exception for physical cash handling is monies that are found at the Library, which will be handled through guidelines outlined in the Finance Guidelines Manual.
 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.

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 regular 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

The Board authorizes periodic updated resolutions titled *To Designate Primary and Alternate Signatory, Investment, and Auditing Officers* to formally appoint Auditing Officers who audit and certify all claims prior to payment. Past library resolutions confirm 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, including a blanket voucher certification process.

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 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

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

Cash: The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

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

[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 XXXX

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.

New Business

MEMO



Date: July 28, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Patel Reappointment

A resolution to re-appoint Trustee Neesha Patel to her first five-year term on the Library's Board of Trustees was heard and adopted by the Pierce County Council on July 8, 2025. We are pleased she will continue supporting the Library in providing valued services to its communities through August 11, 2030.

Attached is a copy of the Resolution.

Sponsored by: Councilmembers Paul Herrera and Rosie Ayala
Requested by: County Executive

RESOLUTION NO. R2025-171

A Resolution of the Pierce County Council Confirming the Reappointment of One Existing Member (Neesha Patel) to the Pierce County Library District Board of Trustees.

Whereas, the Pierce County Library District Board of Trustees was established pursuant to the Revised Code of Washington (RCW) 27.12.190 and Pierce County Resolution No. 1872; and

Whereas, Neesha Patel was appointed to the Board (Resolution R2021-134) to complete the unexpired term of Brian Thomason that will expire on August 11, 2025; and

Whereas, Neesha Patel is an active and engaged community member with a wide range of teaching college mathematics, and a broad experience working with minority, bilingual and learning disability students; and

Whereas, the Executive has reappointed Neesha Patel to a five-year term on the Pierce County Library District Board of Trustees; and

Whereas, the Pierce County Charter, Section 3.30, provides that appointments to boards and commissions shall be made by the Executive, subject to confirmation by a majority of the Council; and

Whereas, the Council has completed its confirmation review; **Now Therefore**,

BE IT RESOLVED by the Council of Pierce County:

Section 1. The Pierce County Council hereby confirms the appointment of Neesha Patel to a first full term on the Pierce County Library District Board of Trustees in accordance with Chapter 27.12 RCW. The term will expire on August 11, 2030.

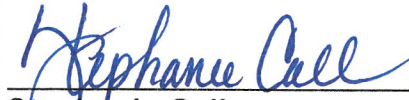


1 Section 2. The Clerk to the Council shall provide a copy of this Resolution to the
2 individual confirmed, the County Executive, and the Executive Director of the Pierce
3 County Library District.
4

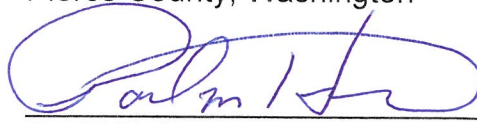
5 ADOPTED this 8th day of July, 2025.
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7

8 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

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11 
12

13 **Stephanie Call**
14 Clerk to the Council
15
16



For **Jani Hitchen**
Council Chair



Officers Reports

MEMO



Date: August 4, 2025

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

From: Connie Behe, Deputy Director

Subject: Data Project and Metrics Dashboard

This memo provides an update on the status of the Library's data reporting systems and the development of a new solution.

The system previously used to produce our monthly metrics dashboard has been down for several months. After analysis, IT determined that it cannot be repaired. While we anticipated the system's eventual failure due to its age, it unfortunately occurred before our replacement system was ready.

IT Director Brian Lee is leading a project to develop a new, robust data entry and reporting system using Power BI. I am sponsoring this project. The new system will be a significant upgrade, enabling us to produce more comprehensive and integrated reports. It will allow us to combine program data with other key outputs such as circulation and door counts and will support data entry and reporting across all departments—streamlining and standardizing our system-wide evaluation efforts.

Currently, the Programs and Services data entry module is in development. This module will serve as the foundation for our broader data entry framework, acting as both a pilot and a template for future components. We anticipate having a working interface for Programs and Services by the end of Q3 2025, at which point teams will begin entering data and generating basic reports.

In Q4, we will begin developing the Board Reporting module using PowerApps, informed by lessons learned from the Programs and Services design. We expect to have a functional interface by the end of Q4, with initial reporting capabilities available starting January 2026.

We plan to resume presenting a full metrics dashboard to the Board in January 2026. In the interim, we will continue to report on key performance indicators through the monthly Public Services report.

MEMO



Date: August 1, 2025

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

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

Subject: Staff Demographic Information, Census Comparison

Below is our updated staff demographics information, along with a year-over-year comparison to Pierce County Census data. We continue to work towards building a diverse and inclusive workplace that represents the community we serve. Our ongoing Equity, Diversity, and Inclusion initiatives over the past several years have contributed to continued improvement.

Pierce County Library 2025 Staff Demographics

(as of July 1, 2025)

Leadership

Team	% Persons of Color
Administrative Team	33%
Management Team	35%
All Supervisors	23%

All Staff

Year	% Persons of Color
2005	11%
2010	12%
2017	16%
2018	16%
2019	17%
2020	19%
2021	21%
2022	20%
2023	22%
2024	23%
2025 (as of 7/1/2025)	23%

Detail Leadership

Administrative Team (9 Female/3 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	1	8%
Black	0	0%
Hispanic	2	17%
American Indian	0	0%
Two or More	1	8%
Pacific Islander	0	0%
White	8	67%
Total -	12	

Management Team (20 Female/6 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	3	12%
Black	1	4%
Hispanic	3	12%
American Indian	0	0%
Two or More	2	8%
Pacific Islander	0	0%
White	17	65%
Total -	26	

All Supervisors (52 Female/18 Male)

Ethnicity	Ethnicity # Emp	Ethnicity %
Asian	4	6%
Black	3	4%
Hispanic	3	4%
American Indian	1	1%
Two or More	4	6%
Pacific Islander	1	1%
White	55	77%
Total -	71	

Pierce County Library 2025 Staff Demographics

Detail – All Staff

Notes:

- Census % based on all Pierce County, including jurisdictions that are outside PCLS service area including Tacoma and Puyallup.
- Data is based on EEOC forms completed by employees at the time of hire.
- PCLS % may not equal 100% due to rounding to whole numbers.

2025

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 315 total employees.

Census Age Range	# Employees	PCLS %	Pierce County
20-24	2	1%	
25-29	32	10%	
30-39	92	29%	
40-49	88	28%	
50-59	52	17%	
60-69	47	15%	
70-75	2	1%	
Ethnicity	# Employees	PCLS %	Census %
Asian	17	5%	
Black	10	3%	
Hispanic	20	6%	
American Indian/Alaska	3	1%	
Pacific Islander	3	1%	
Two or More	19	6%	
Caucasian	243	77%	
Gender	# Employees	PCLS %	Census %
Females	246	78%	
Male	59	19%	
Nonbinary	10	3%	

*(Pierce County census data for 2025 not available until July, 2026)

2024

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 325 total employees.

Census Age Range	# Employees	PCLS %	Pierce County
20-24	6	2%	9.1%
25-29	34	10%	10.3%
30-39	92	28%	22.9%
40-49	83	26%	19.3%
50-59	60	18%	16.5%
60-69	47	14%	15.9%
70-75	3	1%	6.0%
Ethnicity	# Employees	PCLS %	Census %
Asian	20	6%	8.6%
Black	10	3%	8.8%
Hispanic	20	6%	11.8%
American Indian/Alaska	3	1%	1.7%
Pacific Islander	3	1%	2.0%
Two or More	20	6%	6.1%
Caucasian	249	77%	72.8%
Gender	# Employees	PCLS %	Census %
Females	254	78%	49.6%
Male	61	19%	50.4%
Nonbinary	10	3%	Not reported

2023

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 323 total employees.

Census Age Range	# Employees	PCLS %	Pierce County
20-24	8	2%	9.1%
25-29	27	8%	10.4%
30-39	92	28%	22.8%
40-49	81	25%	18.8%
50-59	59	18%	16.9%
60-69	48	15%	16.0%
70-75	6	2%	5.9%
Ethnicity	# Employees	PCLS %	Census %
Asian	19	6%	8.3%
Black	13	4%	8.5%
Hispanic	15	5%	11.4%
American Indian/Alaska	3	1%	1.7%
Pacific Islander	2	1%	1.9%
Two or More	20	6%	5.9%
Caucasian	251	78%	73.7%
Gender	# Employees	PCLS %	Census %
Females	256	79%	49.6%
Male	57	18%	50.4%
Nonbinary	10	3%	Not reported

2022

Census data found United States Census Bureau (<http://www.census.gov/>)

PCLS percentages are based off 321 total employees.

Census Age Range	# Employees	PCLS %	Pierce County
20-24	8	2%	9.4%
25-29	27	8%	10.2%
30-39	88	27%	21.7%
40-49	81	25%	17.6%
50-59	62	19%	16.5%
60-69	48	15%	15.3%
70-75	7	2%	9.4%
Ethnicity	# Employees	PCLS %	Census %
Asian	14	4%	8.0%
Black	15	5%	8.2%
Hispanic	14	4%	10.6%
American Indian/Alaska	3	1%	1.7%
Pacific Islander	2	1%	1.8%
Two or More	17	5%	5.6%
Caucasian	256	80%	74.7%
Gender	# Employees	PCLS %	Census %
Females	250	78%	49.6%
Male	62	19%	50.4%
Nonbinary	9	3%	Not reported

Executive Session

**Motion: *To recess to Executive Session per RCW 42.30.110
to discuss a periodic personnel evaluation
for approximately 15 minutes.***

(Board Chair states time Executive Session will end)

Closed Session

The Board of Trustees will recess to Closed Session to discuss collective bargaining matters.