

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees September 10, 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 September 10. Written comments must be provided 24 hours prior to the meeting.*

Staff Presentation: Finance Department – Mary Stimson, Finance 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 August 14, 2025, Regular Meeting
2. Approval of August Payroll, Benefits, and Vouchers
3. Resolution 2025-13: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Resolution 2025-14: To Designate Primary and Alternate Signatory, Investment, and Auditing Officers
5. Approval of SiteCrafting Sole Source Contract and Purchase Order

Reports

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

Unfinished Business

1. Lakewood Property Feasibility Study Report, Johnston Architects

New Business

1. Budget Optimizations/Cost Savings
2. Estimated 2025 Property Values for 2026 Tax Levy

Executive Session – The Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss the performance of a public employee and to discuss current or potential litigation with legal counsel for approximately 15 minutes.

New Business (cont.)

3. 2026 Executive Director Salary Agreement **[ACTION]**

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

1. Labor & Industries Update
2. 2025 Primary Election Results

Announcements/Trustee Comments

Adjournment **[ACTION]**

Board Development (Staff Presentation)

MEMO



Date: September 3, 2025

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

From: Mary Stimson, Finance Director

Subject: Finance Department Presentation

Thank you for the opportunity to share an overview of the Finance 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 – AUGUST 13, 2025**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Ryan Wheaton arrived at 3:39 pm. The meeting was conducted in person, with the option of virtual attendance.

STAFF PRESENTATION

Foundation: Dean Carrell, Foundation Director, provided an overview of the Pierce County Library Foundation and its vision and mission. Director Carrell highlighted the Foundation's focus on community-centered giving, freedom of expression, diversity and inclusion, and equitable access to library resources and services. Trustees commended the Foundation's ability to securely accept digital currency through a managed platform and thanked Director Carrell and staff for their work in support of the Library's mission.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of June 11, 2025, Regular Meeting
2. Approval of June and July Payroll, Benefits, and Vouchers

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

EXECUTIVE DIRECTOR REPORTS

1. Executive Director Report – Executive Director Gretchen Caserotti reported that staff continue to keep projects moving forward and deliver programs and services across branches. She highlighted a recent tour of the Summit Library with State Representative Keaton from District 25, where staff were distributing giveaway books as part of the summer reading program. She thanked the Foundation for supporting summer reading goals and noted a successful Pacific Science Center program held at the branch in partnership with community organizations.

Trustees complimented the use of floating collections and asked how depleted materials would be handled and whether there were financial benefits. Executive Director Caserotti noted that librarians monitor load balancing and can place orders to maintain the overall collection. While financial benefits are not yet quantifiable, reduced delivery volume and staff time are anticipated. Deputy Director Connie Behe added that selection librarians and the collection management team set optimal levels for each branch and can shift materials

within the system rather than order externally. She noted further review is needed to measure delivery reductions.

Trustees inquired about the Summer Reading on the Road program and site selection. Customer Experience Director Alison Eckes explained outreach team prioritizes ALICE (Asset Limited, Income Constrained, Employed) populations, highest need communities, and low-income neighborhoods using census data, distance from library locations, and other county indices and data points. Decisions are data-driven and informed by partnership opportunities such as with Nourish Pierce County to expand access where barriers exist. She also noted the Foundation's support is critical, as building home libraries has proven to have a long-term impact.

2. Deputy Director Report – Deputy Director Connie Behe reported circulation numbers show a predictable decline due to the cybersecurity event, during which the Library was offline and unable to check out books. Chair Duncan commended the Public Services Highlight: Beyond Library Walls as being mindful of all the ways the Library serves the community.
3. Finance Director Report – May and June 2025: Finance Director Mary Stimson reviewed key payments during this period, including the refresh for the Customer Experience Department at the Administrative Center, consulting services from Nash Consulting for training and development, and the public opinion poll. Capital expenditures included replacing fire panels at Gig Harbor, South Hill, and the Administrative Center. Financial trends remain on track at approximately 50% of budget, with materials spending expected to rise later in the year due to publishing cycles. Work is underway on the 2026 budget. A draft budget will be presented in October. Director Stimson also noted development of a new, more detailed budget book to enhance fiscal transparency by drawing data directly from financial systems and supporting best budgeting practices.

UNFINISHED BUSINESS

1. Sumner Library Project Update: Executive Director Caserotti reported another meeting with the architects is scheduled and noted the City may bill for repairs while the Library remains in the current building. She acknowledged challenges from a mid-process redesign and expressed confidence in real-time cost estimates aligned with the construction market. A building condition assessment identified known issues, with major replacements deferred. Value engineering has been applied, and contingency funds are available to address potential costs overruns.
2. Strategic Implementation Plan Quarterly Update – Deputy Director Connie Behe reported that teams are on track and have reached the research and development phase. She noted that a community of practice has been built where sponsors share learning and coordinate

efforts. The full PowerPoint update is included in the Board packet and will be sent to Trustees following the meeting.

3. Policy Review

a. Fiscal Management Policy: Director Stimson reviewed the additional edits and noted that she will bring a resolution before the Board next month to update auditing officers and account signatories. This change will provide flexibility and remove the need for annual approval when updates are required.

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

NEW BUSINESS

1. Trustee Patel Reappointment: Executive Director Caserotti reported Pierce County Council confirmed Trustee Patel's reappointment to a five-year term. Trustees offered congratulations, and Trustee Patel expressed appreciation and enthusiasm for continued service.

ANNOUNCEMENTS

Trustees were asked to watch for a poll in the coming weeks to schedule fall study sessions.

A new partnership with the Department of Social and Health Services mobile unit begins in September, bringing medical, cash, and food assistance programs to branches. This expands the Library's strategic partnerships and community resources.

EXECUTIVE SESSION

At 4:25 pm Trustee Wheaton moved to recess to Executive Session, per RCW 42.30.110, to discuss a periodic personnel evaluation for approximately 15 minutes. Trustee Jenkins seconded the motion. Motion carried. The session ended at 4:40 pm.

CLOSED SESSION

At 4:40 pm, Trustees recessed to Closed Session to discuss collective bargaining matters. The session ended at 5:15 pm.

ADJOURNMENT

The meeting adjourned at 5:16 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

| | <u>Warrant Numbers</u> | <u>Date(s)</u> | <u>Amount</u> |
|--|-------------------------------|-----------------------|--------------------------------------|
| Electronic Payments - Payroll & Acct Payable | | 8/6/2025 | \$ 1,112,388.43 |
| Electronic Payments - Payroll & Acct Payable | | 8/21/2025 | \$ 1,057,397.67 |
| Accounts Payable Warrants | 708228 - 708388 | 8/1/2025 - 8/29/2025 | \$ 1,525,985.91 |
| Total: | | | <u><u>\$ 3,695,772.01</u></u> |

As of 9.3.2025

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 8/06/25 Payroll

Withdrawal Date: 8/6/2025

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|----------------------------------|------------------------|---------------------|--------|---------------|-----------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 97,981.53 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 75,759.54 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 75,759.54 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 720,478.31 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 15,683.19 |
| PCL_Company | DRS (PERS) EE | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 58,961.39 |
| PCL_Company | DRS (PERS) ER | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 56,003.84 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 4,223.32 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 2,775.27 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 4,762.50 |
| 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 | \$ 1,112,388.43 |

Certification:

Stacy Karabotsos
Signature (Department Designee)

8/4/2025
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: 8/21/25 Payroll

Withdrawal Date: 8/21/2025

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|----------------------------------|------------------------|---------------------|--------|---------------|-----------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 90,174.80 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 71,803.19 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 71,803.19 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 684,790.80 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 15,468.59 |
| PCL_Company | DRS (PERS) EE | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 56,292.38 |
| PCL_Company | DRS (PERS) ER | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 53,431.17 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 3,923.32 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 2,775.27 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 4,887.50 |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 192.30 |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | \$ 1,855.16 |
| PCL_Company | Umqua Bank Analysis Fees (Qtrly) | 237100 | CC_Library_District | 697-00 | 5100000 | \$ - |
| | | | | | Total Deposit | \$ 1,057,397.67 |

Certification:

Stacy Karabotsos
Signature (Department Designee)

8/19/2025
Date

Comments:

| CHECK NUMBER | CHECK DATE | VENDOR NUMBER | VENDOR NAME | OBJECT | DESCRIPTION | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|---------------|--|--------|--|-----------|-----------|------------|
| 708228 | 08/01/2025 | 909 | ALEX ZERBE ENTERTAINMENT | 541010 | ALEX ZERBE, GRAVITY CATASTROPHE, 7/13, 7/17 PKS & | 0.00 | 3,550.00 | 08/07/2025 |
| 708229 | 08/01/2025 | 2864 | AMAZON CAPITAL SERVICES | 531002 | OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS | 0.00 | 4,014.89 | 08/07/2025 |
| 708230 | 08/01/2025 | 915 | ANIMAL ENCOUNTERS | 541010 | ANIMAL ENCOUNTERS, ANIMAL ADAPTIONS, KC 7/22 | 0.00 | 884.00 | 08/08/2025 |
| 708231 | 08/01/2025 | 341 | BAKER & TAYLOR | 534230 | MATERIALS - Adult & Children's Books | 0.00 | 14,724.09 | 08/11/2025 |
| 708232 | 08/01/2025 | 432 | CITY OF BONNEY LAKE , WA | 547030 | BLK WATER;ACCT#1-99-204000-00 | 0.00 | 473.40 | 08/11/2025 |
| 708233 | 08/01/2025 | 3281 | BRIDGET BYRNES | 369911 | Refund; When Breath Becomes Air | 0.00 | 19.75 | 08/12/2025 |
| 708234 | 08/01/2025 | 638 | CITY OF BUCKLEY | 547020 | BUC WATER & SEWER;ACCT#1489.0 & 1489.1 | 0.00 | 520.13 | 08/12/2025 |
| 708235 | 08/01/2025 | 1036 | CATALYST WORKPLACE ACTIVATION | 531098 | GIG FOL TEEN CHAIRS | 0.00 | 762.99 | 08/08/2025 |
| 708236 | 08/01/2025 | 657 | CENGAGE LEARNING INC / GALE | 534120 | MATERIALS - Adult Large Print | 0.00 | 597.26 | 08/11/2025 |
| 708237 | 08/01/2025 | 998 | CINTAS CORPORATION LOC 461 | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS | 0.00 | 903.35 | 08/12/2025 |
| 708238 | 08/01/2025 | 670 | CIS - CENTER FOR INTERNET SECURITY | 535055 | 2025 ANNUAL ALBERT MONITORING WITH CIS | 0.00 | 1,150.00 | 08/08/2025 |
| 708239 | 08/01/2025 | 163 | DEPARTMENT OF LABOR & INDUSTRIES | 549050 | Boiler/Pressure Vessel Inspection | 0.00 | 31.80 | 08/11/2025 |
| 708240 | 08/01/2025 | 369 | EHS-INTERNATIONAL INC | 541060 | BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING | 0.00 | 2,462.00 | 08/08/2025 |
| 708241 | 08/01/2025 | 374 | EMPLOYMENT SECURITY DEPARTMENT | 520040 | ESD 000-930403-10-6; UBI 278-036-416; Q2/2025 | 0.00 | 1,234.87 | 08/07/2025 |
| 708242 | 08/01/2025 | 3007 | EVERGREEN FIRE AND SECURITY | 548000 | INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS | 0.00 | 699.14 | 08/13/2025 |
| 708243 | 08/01/2025 | 2499 | FLOHAWKS | 548000 | AC STORM SYSTEM CLEANING | 0.00 | 767.95 | 08/11/2025 |
| 708244 | 08/01/2025 | 482 | HERMANSON COMPANY LLP | 548000 | HVAC MAINTENANCE REPAIRS | 0.00 | 6,205.46 | 08/08/2025 |
| 708245 | 08/01/2025 | 703 | INGRAM LIBRARY SERVICES | 534220 | MATERIALS - Adult & Children's Books | 0.00 | 16,708.03 | 08/11/2025 |
| 708246 | 08/01/2025 | 710 | IRON MOUNTAIN INC | 541020 | DOCUMENT STORAGE AND SECURE DOCUMENT DESTRUCTION | 0.00 | 364.71 | 08/11/2025 |
| 708247 | 08/01/2025 | 2878 | KAIULANI ENTERPRISES | 541010 | KAIULANI OSORIO-SAWKA, LEI MAKING, 7/19 STL, 8/2 A | 0.00 | 525.00 | 08/15/2025 |
| 708248 | 08/01/2025 | 36 | LOGIC INTEGRITY INC | 541004 | 2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP | 1,600.00 | 0.00 | |
| 708249 | 08/01/2025 | 3086 | M ARTHUR GENSLER JR & ASSOCIATES INC | 541020 | STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN | 0.00 | 13,680.23 | 08/12/2025 |
| 708250 | 08/01/2025 | 3282 | MACK, PHILIP | 347902 | PRINTING ERROR; PATRON REFUND | 9.00 | 0.00 | |
| 708251 | 08/01/2025 | 211 | MIDWEST TAPE LLC | 534010 | MATERIALS - Adult AV - CDs & DVDs | 0.00 | 7,945.15 | 08/19/2025 |
| 708252 | 08/01/2025 | 3045 | MONARCH LANDSCAPE WA, LLC | 548010 | LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25) | 0.00 | 10,535.75 | 08/07/2025 |
| 708253 | 08/01/2025 | 228 | MULTICULTURAL BOOKS & VIDEOS | 534740 | MATERIALS - World - Tagalog | 0.00 | 1,512.00 | 08/22/2025 |
| 708254 | 08/01/2025 | 512 | OETC | 535050 | ADOBE ACROBAT PRO SUBSCRIPTIONS | 276.08 | 0.00 | |
| 708255 | 08/01/2025 | 530 | PACIFICSOURCE ADMINISTRATORS | 549050 | Membership Fees August 2025 | 0.00 | 115.00 | 08/07/2025 |
| 708256 | 08/01/2025 | 782 | QBSI - A XEROX COMPANY | 548010 | QBSI/XEROX MAINTENANCE CLICK CHARGE | 0.00 | 3,003.55 | 08/11/2025 |
| 708257 | 08/01/2025 | 793 | DEAN RATZMAN | 541010 | DEAN RATZMAN, SWINGIN' DEAN SHOW, 7/19 UP | 0.00 | 300.00 | 08/11/2025 |
| 708258 | 08/01/2025 | 3070 | REMAKERY | 541010 | REMAKERY, JUNK JOURNALS, 7/7 MIL 7/19 LWD | 0.00 | 600.00 | 08/18/2025 |
| 708259 | 08/01/2025 | 2097 | SENTINEL PEST CONTROL | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE | 0.00 | 349.76 | 08/12/2025 |
| 708260 | 08/01/2025 | 3237 | SOUTH KING TOOL LIBRARY | 541010 | SOUTH KING TOOL, UPCYCLE TERRARIUM 7/24 MIL | 0.00 | 300.00 | 08/12/2025 |
| 708261 | 08/01/2025 | 264 | SPOKANE COUNTY LIBRARY DISTRICT | 541650 | Lost Item; On the trail of the Ice Age floods | 19.00 | 0.00 | |
| 708262 | 08/01/2025 | 273 | TOWN OF STEILACOOM | 547020 | STL ELECTRIC,WATER,SEWER;ACT#1462.0 | 0.00 | 1,948.52 | 08/11/2025 |
| 708263 | 08/01/2025 | 2568 | TALEWISE LLC | 541010 | SCIENCE HEROS, COLOR OUR WORLD, 7/8. KC, 7/16, ORT | 400.00 | 0.00 | |
| 708264 | 08/01/2025 | 672 | CITY OF UNIVERSITY PLACE | 547040 | CIVIC BUILDING UTILITIES;AUG 25 | 0.00 | 125.64 | 08/11/2025 |
| 708265 | 08/01/2025 | 3194 | WAGeworks INC | 549050 | 2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE | 0.00 | 200.00 | 08/08/2025 |
| 708266 | 08/01/2025 | 618 | WALTER E NELSON CO OF WESTERN WASHINGTON | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025 | 0.00 | 1,685.00 | 08/08/2025 |
| 708267 | 08/01/2025 | 811 | WCP SOLUTIONS | 531004 | PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 - | 0.00 | 1,057.98 | 08/07/2025 |
| 708268 | 08/01/2025 | 3066 | ZOHO CORPORATION | 535050 | 2025 MANAGEENGINE SUBSCRIPTION | 0.00 | 1,778.67 | 08/11/2025 |
| 708269 | 08/06/2025 | 314 | AFSCME AFL-CIO | 231920 | Payroll Run 2 - Warrant 080625 | 0.00 | 15,419.66 | 08/11/2025 |
| 708270 | 08/06/2025 | 530 | PACIFICSOURCE ADMINISTRATORS | 231543 | Payroll Run 2 - Warrant 080625 | 0.00 | 1,865.68 | 08/14/2025 |
| 708271 | 08/06/2025 | 1810 | PIERCE COUNTY LIBRARY FOUNDATION | 231930 | Payroll Run 2 - Warrant 080625 | 0.00 | 382.50 | 08/13/2025 |
| 708272 | 08/08/2025 | 2864 | AMAZON CAPITAL SERVICES | 531002 | OFFICE/OPERATING SUPPLIES, MATERIALS | 0.00 | 3,607.13 | 08/12/2025 |
| 708273 | 08/08/2025 | 336 | ATS AUTOMATION INC | 548000 | SALES TAX; INV T163867 | 0.00 | 149.48 | 08/13/2025 |
| 708274 | 08/08/2025 | 341 | BAKER & TAYLOR | 534125 | MATERIALS - Adult & Children's Books and Graphic Novels | 0.00 | 7,290.45 | 08/12/2025 |
| 708275 | 08/08/2025 | 341 | BAKER & TAYLOR | 534805 | MATERIALS - Adult & Children's Books | 0.00 | 7,137.47 | 08/12/2025 |
| 708276 | 08/08/2025 | 427 | BLACKSTONE PUBLISHING | 534020 | MATERIALS - Adult AV - Audiobooks | 0.00 | 155.76 | 08/13/2025 |
| 708277 | 08/08/2025 | 657 | CENGAGE LEARNING INC / GALE | 534120 | MATERIALS - Adult Large Print | 0.00 | 37.91 | 08/12/2025 |
| 708278 | 08/08/2025 | 370 | ELITE PROPERTY INVESTMENTS LLC | 591720 | Rent, CAM & Utilities; August 2025 | 0.00 | 13,930.85 | 08/18/2025 |
| 708279 | 08/08/2025 | 2801 | FATBEAM LLC | 542012 | INTERNET SERVICES | 0.00 | 22,407.53 | 08/20/2025 |
| 708280 | 08/08/2025 | 3280 | HEATHER HILLS | 543012 | Per diem; ATD Conference | 0.00 | 428.00 | 08/14/2025 |
| 708281 | 08/08/2025 | 703 | INGRAM LIBRARY SERVICES | 534110 | MATERIALS - Adult & Children's Books | 0.00 | 16,192.99 | 08/12/2025 |
| 708282 | 08/08/2025 | 211 | MIDWEST TAPE LLC | 534010 | MATERIALS - Adult AV - CDs & DVDs | 0.00 | 7,130.69 | 08/18/2025 |

| CHECK NUMBER | CHECK DATE | VENDOR NUMBER | VENDOR NAME | OBJECT | DESCRIPTION | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|---------------|---|--------|--|-----------|------------|------------|
| 708283 | 08/08/2025 | 228 | MULTICULTURAL BOOKS & VIDEOS | 534725 | MATERIALS - World - German | 0.00 | 756.00 | 08/13/2025 |
| 708284 | 08/08/2025 | 510 | OCLC INC | 541620 | OCLC WORLDSHARE AND CATALOGING SUBSCRIPTION | 0.00 | 57,445.21 | 08/14/2025 |
| 708285 | 08/08/2025 | 522 | OVERDRIVE INC | 534410 | MATERIALS - eBooks & eDownloadable Audio | 0.00 | 196,075.11 | 08/14/2025 |
| 708286 | 08/08/2025 | 531 | PAN ASIAN PUBLICATIONS (USA) INC. | 534735 | MATERIALS - World - Korean | 0.00 | 3,920.00 | 08/13/2025 |
| 708287 | 08/08/2025 | 1037 | PIERCE COUNTY SEWER | 547030 | ACL, LWD, PKS, SMT, UP SEWER | 0.00 | 1,740.34 | 08/18/2025 |
| 708288 | 08/08/2025 | 782 | QBSI - A XEROX COMPANY | 535000 | MINOR EQUIPMENT - ADD ON FOR VERSANT 4100 | 0.00 | 20,368.50 | 08/14/2025 |
| 708289 | 08/08/2025 | 2987 | SILKROAD TECHNOLOGY INC | 535050 | 2025 RIVAL SUBSCRIPTION RENEWAL | 0.00 | 32,723.10 | 08/13/2025 |
| 708290 | 08/08/2025 | 2097 | SENTINEL PEST CONTROL | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE | 0.00 | 20.24 | 08/19/2025 |
| 708291 | 08/08/2025 | 2015 | WEX BANK | 532000 | ANNUAL 2025 WEX FUEL CARDS | 0.00 | 3,675.18 | 08/20/2025 |
| 708292 | 08/11/2025 | 335 | AWC EMPLOYEE BENEFIT TRUST | 231540 | AWC EMPLOYEES TRUST _ AUG 2025 | 0.00 | 301,799.62 | 08/18/2025 |
| 708293 | 08/15/2025 | 2864 | AMAZON CAPITAL SERVICES | 531002 | OFFICE/OPERATING SUPPLIES, IT SUPPLIES, MATERIALS | 0.00 | 2,898.42 | 08/19/2025 |
| 708294 | 08/15/2025 | 2143 | AWARDCO INC | 531002 | RECOGNITION AWARDCO FEES FOR POINTS | 0.00 | 698.00 | 08/21/2025 |
| 708295 | 08/15/2025 | 341 | BAKER & TAYLOR | 534230 | MATERIALS - Adult & Children's Books | 0.00 | 8,997.51 | 08/20/2025 |
| 708296 | 08/15/2025 | 2220 | ROBIN BRADFORD | 543012 | Per Diem ALA Conference | 0.00 | 414.00 | 08/19/2025 |
| 708297 | 08/15/2025 | 632 | BRODART | 534305 | MATERIALS - Databases | 0.00 | 16,500.00 | 08/20/2025 |
| 708298 | 08/15/2025 | 2946 | CAZARES, LESLEY | 543012 | Per Diem ALA Conference | 0.00 | 414.00 | 08/26/2025 |
| 708299 | 08/15/2025 | 657 | CENGAGE LEARNING INC / GALE | 534305 | MATERIALS - Adult Large Print & Databases | 0.00 | 14,833.48 | 08/20/2025 |
| 708300 | 08/15/2025 | 998 | CINTAS CORPORATION LOC 461 | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS | 0.00 | 431.35 | 08/26/2025 |
| 708301 | 08/15/2025 | 124 | WASHINGTON TECHNOLOGY SERVICES | 542010 | ACCG15-000; JULY 2025 | 0.00 | 585.00 | 08/22/2025 |
| 708302 | 08/15/2025 | 146 | DAILY JOURNAL OF COMMERCE | 544000 | BCSB:E-RATE CYBERSECURITY | 0.00 | 143.10 | 08/26/2025 |
| 708303 | 08/15/2025 | 1001 | DATA QUEST LLC | 541020 | BACKGROUND CHECKS | 0.00 | 225.00 | 08/25/2025 |
| 708304 | 08/15/2025 | 369 | EHS-INTERNATIONAL INC | 548000 | ORT INDOOR AIR QUALITY ASSESSMENT | 0.00 | 13,632.87 | 08/20/2025 |
| 708305 | 08/15/2025 | 3085 | MIKE GERVAIS | 541010 | MIKE GERVAIS, A COLORFUL PLANET 7/16 BUC, 7/19 PKS | 0.00 | 900.00 | 08/21/2025 |
| 708306 | 08/15/2025 | 2612 | LOUIE FOXX | 541010 | LOUIE FOXX, MAGIC SHOW, UP & MIL, 4/9/25 | 0.00 | 900.00 | 08/27/2025 |
| 708307 | 08/15/2025 | 482 | HERMANSON COMPANY LLP | 548010 | 2025 ANNUAL HVAC SRVC CNTRCT (1/1/25-12/31/25) | 0.00 | 30,928.32 | 08/19/2025 |
| 708308 | 08/15/2025 | 703 | INGRAM LIBRARY SERVICES | 534110 | MATERIALS - Adult & Children's Books | 0.00 | 14,463.91 | 08/22/2025 |
| 708309 | 08/15/2025 | 954 | DON EHLEN | 541010 | DON EHLEN, INSECT SAFARI, 7/12 FIF, 7/23 GHM, 8/6 | 0.00 | 900.00 | 08/20/2025 |
| 708310 | 08/15/2025 | 735 | KING COUNTY LIBRARY SYSTEM | 541650 | LOST ITEM; The ellipsis manual: | 56.00 | 0.00 | |
| 708311 | 08/15/2025 | 1886 | LAMAR COMPANIES | 544000 | ADVERTISING | 0.00 | 1,835.00 | 08/20/2025 |
| 708312 | 08/15/2025 | 211 | MIDWEST TAPE LLC | 534010 | MATERIALS - Adult AV - CDs & DVDs | 0.00 | 1,480.44 | 08/21/2025 |
| 708313 | 08/15/2025 | 531 | PAN ASIAN PUBLICATIONS (USA) INC. | 534730 | MATERIALS - World - Japanese | 980.00 | 0.00 | |
| 708314 | 08/15/2025 | 2989 | PEER WASHINGTON | 541000 | PEER WA 2025 INVOICES | 0.00 | 7,916.66 | 08/26/2025 |
| 708315 | 08/15/2025 | 562 | PIERCE COUNTY LIBRARY SYSTEM | 549050 | July BOA Fees: 707.33; KB Fees: \$155.75 | 0.00 | 863.08 | 08/22/2025 |
| 708316 | 08/15/2025 | 782 | QBSI - A XEROX COMPANY | 548010 | QBSI/XEROX MAINTENANCE CLICK CHARGE | 0.00 | 2,013.29 | 08/22/2025 |
| 708317 | 08/15/2025 | 61 | RICOH USA INC | 591720 | 60 MONTH COPIER LEASE - SMT (2020-2025) | 0.00 | 5,552.09 | 08/21/2025 |
| 708318 | 08/15/2025 | 61 | RICOH USA INC | 541630 | 2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT | 0.00 | 8,721.31 | 08/20/2025 |
| 708319 | 08/15/2025 | 103 | SEDGWICK CLAIMS MANAGEMENT SERVICE, INC | 541020 | SE L&I MANAGEMENT | 0.00 | 2,721.42 | 08/22/2025 |
| 708320 | 08/15/2025 | 2097 | SENTINEL PEST CONTROL | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE | 0.00 | 549.70 | 08/22/2025 |
| 708321 | 08/15/2025 | 3206 | KAY SMITH-BLUM | 541010 | KAY SMITH-BLUM, AUTHOR TALK 06/22, LWD | 0.00 | 50.00 | 08/26/2025 |
| 708322 | 08/15/2025 | 1642 | SOLARWINDS | 535055 | 2025 SOLARWINDS MAINTENANCE SUBSCRIPTION RENEWAL | 0.00 | 1,422.49 | 08/22/2025 |
| 708323 | 08/15/2025 | 284 | SUMMIT WATER & SUPPLY CO | 547020 | ACL & SMT WATER; 7/10-08/10/25 | 0.00 | 2,046.98 | 08/19/2025 |
| 708324 | 08/15/2025 | 287 | SUPERIOR SAW & SUPPLY, INC. | 548000 | CUTTER KNIFE SHARPENING | 0.00 | 25.31 | 08/20/2025 |
| 708325 | 08/15/2025 | 290 | SURPRISE LAKE SQUARE LLC | 591720 | BASE RENT & CAM; AUGUST 2025 | 0.00 | 18,260.02 | 08/20/2025 |
| 708326 | 08/15/2025 | 299 | TACOMA PUBLIC LIBRARY | 541650 | LOST ITEM; A JACK REACHER NOVEL | 18.00 | 0.00 | |
| 708327 | 08/15/2025 | 1041 | TAHOMA AUDUBON SOCIETY | 531004 | TAHOMA BIRD ALLIANCE, POETRY IN THE PARK SIGNS | 0.00 | 400.00 | 08/22/2025 |
| 708328 | 08/15/2025 | 894 | LISA TAYLOR | 541010 | LISA TAYLOR, BAG OF BEANS, 6/28 AIHS, 8/9 PKS | 0.00 | 300.00 | 08/26/2025 |
| 708329 | 08/15/2025 | 605 | US BANK | 231950 | Acc# 4246 0445 5567 9202; P-CARD;8/6/2025 | 0.00 | 149,153.03 | 08/25/2025 |
| 708330 | 08/15/2025 | 3266 | MARC VAN STEENIS | 541010 | MARC VAN STEENIS; PO 20250289 | 0.00 | 3,421.70 | 08/20/2025 |
| 708331 | 08/15/2025 | 811 | WCP SOLUTIONS | 531004 | PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 - | 0.00 | 557.72 | 08/19/2025 |
| 708332 | 08/15/2025 | 2695 | JAMIE WHITE | 543012 | PER DIEM ALA ANNUAL CONFERENCE | 0.00 | 414.00 | 08/22/2025 |
| 708333 | 08/21/2025 | 313 | AFLAC | 231590 | Payroll Run 2 - Warrant 082125 | 3,660.88 | 0.00 | |
| 708334 | 08/21/2025 | 684 | COLONIAL SUPPLEMENTAL INSURANC | 231590 | Payroll Run 2 - Warrant 082125 | 21.16 | 0.00 | |
| 708335 | 08/21/2025 | 530 | PACIFICSOURCE ADMINISTRATORS | 231543 | Payroll Run 2 - Warrant 082125 | 1,865.68 | 0.00 | |
| 708336 | 08/21/2025 | 1810 | PIERCE COUNTY LIBRARY FOUNDATION | 231930 | Payroll Run 2 - Warrant 082125 | 0.00 | 382.50 | 08/29/2025 |
| 708337 | 08/22/2025 | 2864 | AMAZON CAPITAL SERVICES | 531002 | OFFICE/OPERATING SUPPLIES, MATERIALS | 0.00 | 2,741.19 | 08/26/2025 |

| CHECK NUMBER | CHECK DATE | VENDOR NUMBER | VENDOR NAME | OBJECT | DESCRIPTION | UNCLEARED | CLEARED | CLEAR DATE |
|--------------|------------|---------------|--|--------|--|------------|--------------|--------------|
| 708338 | 08/22/2025 | 915 | ANIMAL ENCOUNTERS | 541010 | ANIMAL ENCOUNTERS, ANIMAL ADAPTIONS, KC 7/22 | 866.90 | 0.00 | |
| 708339 | 08/22/2025 | 1789 | BARSNESS GROUP | 541020 | SPARK! CAMPAIGN; PCLF BOARD DEVELOPMENT | 16,666.00 | 0.00 | |
| 708340 | 08/22/2025 | 998 | CINTAS CORPORATION LOC 461 | 548010 | ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS | 862.70 | 0.00 | |
| 708341 | 08/22/2025 | 379 | E-RATE EXPERTISE INC | 541000 | E-RATE PROFESSIONAL SERVICES 2025 Q2 FEES | 0.00 | 5,742.00 | 08/28/2025 |
| 708342 | 08/22/2025 | 370 | ELITE PROPERTY INVESTMENTS LLC | 591720 | DPT Rent, CAM, Sewer; September 2025 | 0.00 | 13,544.06 | 08/27/2025 |
| 708343 | 08/22/2025 | 486 | HILLIS CLARK MARTIN & PETERSON | 541040 | 2025 LEGAL SERVICES - HCMP | 0.00 | 2,361.15 | 08/26/2025 |
| 708344 | 08/22/2025 | 2878 | KAIULANI ENTERPRISES | 541010 | KAIULANI OSORIO-SAWKA, LEI MAKING, 7/19 STL, 8/2 A | 1,085.00 | 0.00 | |
| 708345 | 08/22/2025 | 3045 | MONARCH LANDSCAPE WA, LLC | 548010 | LANDSCAPING MAINTENANCE- SYSTEM | 0.00 | 4,939.90 | 08/26/2025 |
| 708346 | 08/22/2025 | 520 | CITY OF ORTING | 591720 | Rent - September 2025 | 0.00 | 3,566.66 | 08/28/2025 |
| 708347 | 08/22/2025 | 529 | PACIFIC SCIENCE CENTER FOUNDATION | 541010 | PACIFIC SCIENCE CENTER, SCIENCE ON WHEELS 7/18 TIL | 0.00 | 407.50 | 08/28/2025 |
| 708348 | 08/22/2025 | 2097 | SENTINEL PEST CONTROL | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE | 0.00 | 612.48 | 08/29/2025 |
| 708349 | 08/22/2025 | 886 | SIMPLY MAGIC LLC | 541010 | SIMPLY MAGIC 07/01, 07/30, 08/04, 08/13 PRCC, SMT& | 0.00 | 2,675.00 | 08/27/2025 |
| 708350 | 08/22/2025 | 1219 | SONITROL PACIFIC | 548010 | ANNUAL 2025 SONITROL MONTHLY BILLINGS | 10,205.91 | 0.00 | |
| 708351 | 08/22/2025 | 290 | SURPRISE LAKE SQUARE LLC | 591720 | MIL BASE RENT & CAM SEPTEMBER 2025 | 0.00 | 13,184.02 | 08/27/2025 |
| 708352 | 08/22/2025 | 603 | UNIVERSITY PLACE CIVIC BUILDING | 545030 | May - August 2025 - Assessment | 0.00 | 101,383.00 | 08/28/2025 |
| 708353 | 08/22/2025 | 618 | WALTER E NELSON CO OF WESTERN WASHINGTON | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025 | 0.00 | 1,122.80 | 08/29/2025 |
| 708354 | 08/29/2025 | 2864 | AMAZON CAPITAL SERVICES | 531000 | OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS | 3,417.84 | 0.00 | |
| 708355 | 08/29/2025 | 341 | BAKER & TAYLOR | 534220 | MATERIALS - Adult & Children's Books, World - Children's Spanish | 17,544.58 | 0.00 | |
| 708356 | 08/29/2025 | 341 | BAKER & TAYLOR | 531099 | ON THE ROAD GIVEAWAY BOOKS 2025 | 0.32 | 0.00 | |
| 708357 | 08/29/2025 | 2423 | BETA - LAKEWOOD LLC | 591720 | Ground Lease - September 2025 | 23,874.00 | 0.00 | |
| 708358 | 08/29/2025 | 3301 | BLAIR, CARITHA | 347902 | PRINTING REFUND | 27.80 | 0.00 | |
| 708359 | 08/29/2025 | 1036 | CATALYST WORKPLACE ACTIVATION | 535015 | CAPER CHAIR BACKSTOCK | 6,930.97 | 0.00 | |
| 708360 | 08/29/2025 | 657 | CENGAGE LEARNING INC / GALE | 534120 | MATERIALS - Adult Large Print | 5,358.59 | 0.00 | |
| 708361 | 08/29/2025 | 3286 | TRACY CORNELIUS | 543012 | PER DIEM ALA ANNUAL CONFERENCE | 414.00 | 0.00 | |
| 708362 | 08/29/2025 | 146 | DAILY JOURNAL OF COMMERCE | 544000 | BCSB: INTERNET & WAN SERVICES | 148.40 | 0.00 | |
| 708363 | 08/29/2025 | 2908 | DOW JONES & COMPANY | 534505 | MATERIALS - Magazines | 145.60 | 0.00 | |
| 708364 | 08/29/2025 | 3302 | GYIMAH, AMPOFO | 347902 | PRINTING REFUND | 14.00 | 0.00 | |
| 708365 | 08/29/2025 | 482 | HERMANSON COMPANY LLP | 548000 | UNIVERSITY PLACE HVAC REPAIRS | 17,052.37 | 0.00 | |
| 708366 | 08/29/2025 | 703 | INGRAM LIBRARY SERVICES | 534110 | MATERIALS - Adult & Children's Books | 28,295.25 | 0.00 | |
| 708367 | 08/29/2025 | 2507 | JOAQUIN'S TREE EXPERT COMPANY INC | 548000 | SOUTH HILL TREE TRIMMING & BRUSH REMOVAL | 6,501.80 | 0.00 | |
| 708368 | 08/29/2025 | 2881 | JOHNSTON ARCHITECTS | 541060 | LAKEWOOD FEASIBILITY STUDY | 18,411.25 | 0.00 | |
| 708369 | 08/29/2025 | 3289 | VIJAYA JONNALAGADDA | 541004 | 2025 VIJAYA JONNALAGADDA CONSULTING | 2,175.00 | 0.00 | |
| 708370 | 08/29/2025 | 735 | KING COUNTY LIBRARY SYSTEM | 541650 | Lost Item; The Rubicus prophecy | 12.95 | 0.00 | |
| 708371 | 08/29/2025 | 3000 | BRIAN LEE | 543012 | PER DIEM; ALA ANNUAL CONFERENCE | 414.00 | 0.00 | |
| 708372 | 08/29/2025 | 36 | LOGIC INTEGRITY INC | 541004 | 2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP | 1,600.00 | 0.00 | |
| 708373 | 08/29/2025 | 3086 | M ARTHUR GENSLER JR & ASSOCIATES INC | 541020 | STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN | 3,266.46 | 0.00 | |
| 708374 | 08/29/2025 | 211 | MIDWEST TAPE LLC | 534010 | Adult AV - CDs, DVDs, Audiobooks | 24,015.40 | 0.00 | |
| 708375 | 08/29/2025 | 3045 | MONARCH LANDSCAPE WA, LLC | 548010 | LANDSCAPING MAINTENANCE- SYSTEM | 4,660.53 | 0.00 | |
| 708376 | 08/29/2025 | 228 | MULTICULTURAL BOOKS & VIDEOS | 534740 | MATERIALS - World - Tagalog | 2,268.00 | 0.00 | |
| 708377 | 08/29/2025 | 241 | MCCLATCHY COMPANY LLC | 544000 | ADVERTISING - TNT ADS AND DIGITAL | 6,425.00 | 0.00 | |
| 708378 | 08/29/2025 | 531 | PAN ASIAN PUBLICATIONS (USA) INC. | 534715 | MATERIALS - World - Chinese, Japan, Vietnamese | 2,290.00 | 0.00 | |
| 708379 | 08/29/2025 | 560 | PIERCE COUNTY | 549020 | 2025 PIERCE COUNTY REGIONAL COUNCIL MEMBER. DUES | 980.00 | 0.00 | |
| 708380 | 08/29/2025 | 752 | PITNEY BOWES | 542000 | POSTAGE REPLENISHING RESERVE ACCOUNT | 10,000.00 | 0.00 | |
| 708381 | 08/29/2025 | 1853 | PRINTING CONCEPTS LLC | 541020 | LIBRARY CARDS - 13,000 QTY | 2,120.00 | 0.00 | |
| 708382 | 08/29/2025 | 85 | SARCO SUPPLY LLC | 531010 | ANNUAL 2025 CUSTODIAL SUPPLIES | 942.94 | 0.00 | |
| 708383 | 08/29/2025 | 2097 | SENTINEL PEST CONTROL | 548010 | ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE | 348.72 | 0.00 | |
| 708384 | 08/29/2025 | 273 | TOWN OF STEILACOOM | 547020 | STL ELECTRIC, WATER, SEWER; ACCT#1462.0 | 3,057.12 | 0.00 | |
| 708385 | 08/29/2025 | 3203 | TACOMA COMMUNITY BOAT BUILDERS | 541010 | TACOMA BOAT BUILDERS - WORKSHOP, 4/14 TIL | 500.00 | 0.00 | |
| 708386 | 08/29/2025 | 3272 | TRAUMA STEWARDSHIP INSTITUTE | 549010 | TRAUMA STWRD INST, - PROGRAM 10/6 30 TICKETS | 8,505.00 | 0.00 | |
| 708387 | 08/29/2025 | 618 | WALTER E NELSON CO OF WESTERN WASHINGTON | 531010 | ANNUAL CUSTODIAL SUPPLIES 2025 | 114.79 | 0.00 | |
| 708388 | 08/29/2025 | 811 | WCP SOLUTIONS | 531004 | PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 - | 933.99 | 0.00 | |
| | | | | | | 241,358.98 | 1,284,626.93 | 1,525,985.91 |

MEMO



Date: 26 Aug 2025

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

From: Brian Lee, IT Director

Subject: 2025 Technology Surplus and Recycling

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

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

See attachment for details.

ACTION: Move to approve Resolution 2025-13 to declare technology equipment surplus to public service needs.

| Total | Information Technology Surplus Items | estimated value (each) |
|--------------|---|---------------------------------------|
| 10 | Dell Docking Station - WD19 | <\$50 |
| 2 | PRINTER STAR TSP600 | <\$50 |
| 2 | PHONE MITEL 5330 IP | <\$50 |
| 2 | OPTOMA PROJECTOR TS551 DLP 3D | <\$50 |
| 2 | Nintendo Wii | <\$50 |
| 2 | OPTOMA PROJECTOR | <\$50 |
| 2 | Dell External USB DVDRW Drive | <\$50 |
| 2 | Dell Docking Station K20A | <\$50 |
| 1 | JAMEX 6557 | <\$50 |
| 1 | HITACHI PROJECTOR MULTIMEDIA LCD | <\$50 |
| 1 | DYMO LABELWRITER 450 PRINTER | <\$50 |
| 1 | HP MONITOR LE1901W | <\$50 |
| 1 | Dell 24" Monitor - P2419H | <\$50 |
| 1 | PRINTER EPSON TMT88V | <\$50 |
| 1 | LABELWRITER450 | <\$50 |
| 1 | OPTOMA PROJECTOR DV11 - DLP | <\$50 |
| 1 | CANON DOCUMENT SCANNER DR-M160 | <\$50 |
| 1 | BROTHER INTELLIFAX 2820 | <\$50 |
| 1 | VERIFONE | <\$50 |
| 1 | Dell B2360DN Laserjet Printer | <\$50 |
| 1 | Dell UltraSharp 27" Monitor | <\$50 |
| 1 | PRINTER STAR TSP743II | <\$50 |
| 1 | OPTOMA PROJECTOR DV10 | <\$50 |
| 2 | Optiplex 7470 | <\$50 |
| 1 | Latitude 3310 | <\$50 |

RESOLUTION NO. 2025-13

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

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

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

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

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

PASSED AND APPROVED THIS 10th DAY OF SEPTEMBER 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair

Neesha Patel, Vice-Chair

Pat Jenkins, Member

Abby Sloan, Member

Ryan Wheaton, Member

MEMO



Date: August 21, 2025

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

From: Mary Stimson, Finance Director

Subject: Resolution 2025-14 – To Designate Signatory, Investment and Auditing Officers

As part of the review of the Fiscal Management Policy, the current resolutions for Signatory and Auditing Officer Authorization have been evaluated. With former Deputy Director, Melinda Chesbro's retirement and recent changes to organizational positions and titles, the resolutions need to be updated to reflect current roles and maintain best practices.

The best practice is to have at least three officers authorized to sign and represent the Library in this capacity. Mary Stimson, Finance Director, will serve as the primary officer. Gretchen Caserotti, as the Executive Director, will remain an alternate officer. Clifford Jo, Business & Compliance Director, will transition from primary to an alternate officer. Additionally, Connie Behe, Deputy Director and Olivia Bishop, Accounting Manager will both be added as alternate officers.

Attached is a resolution for the Board of Trustees to approve. This resolution authorizes banks to recognize the designated signers on Library accounts and permit those listed to sign the auditing officer certification when necessary.

ACTION: To approve Resolution 2025-14 designating primary and alternate signatory, investment, and auditing officers.

RESOLUTION NO. 2025-14

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DESIGNATE PRIMARY AND ALTERNATE SIGNATORY, INVESTMENT, AND
AUDITING OFFICERS**

WHEREAS, Board of Trustees Resolution Number 2022-08, dated May 11, 2022, appointed Clifford Jo, Finance and Business Director, primary signatory for the Deposit Accounts; primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); Gretchen Caserotti, Executive Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); Melinda Chesbro, Deputy Director, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and Mary Stimson, Finance Manager, alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

WHEREAS, since the passage of resolution 2012-08, Deputy Director Melinda Chesbro has retired, and

WHEREAS, there have been updates to positions and titles, now therefore,

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

All resolutions pertaining to signatories, inclusive of Resolution 2022-08 are hereby rescinded; and

Mary Stimson, Finance Director, be appointed primary signatory for the Deposit Accounts; be appointed primary investment officer; and primary auditing officer (in compliance with R.C.W. 42.24.080); and

Gretchen Caserotti, Executive Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Connie Behe, Deputy Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Olivia Bishop, Accounting Manager, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080); and

Clifford Jo, Business & Compliance Director, be appointed alternate signatory for the Deposit Accounts; alternate investment officer; and alternate auditing officer (in compliance with R.C.W. 42.24.080).

PASSED AND APPROVED THIS 10th DAY OF SEPTEMBER 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Pamela Duncan, Chair _____

Neesha Patel, Vice-Chair _____

Pat Jenkins, Member _____

Abby Sloan, Member _____

Ryan Wheaton, Member _____

MEMO



Date: August 21, 2025

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

From: Gretchen Caserotti, Executive Director

Mary Stimson, Finance Director

Subject: Approval of SiteCrafting Sole Source Contract and Purchase Order

Following the retirement of the Marketing and Communications Director in April 2025, I continue serving as the Interim Marketing and Communications Director in addition to my role as Executive Director. My capacity to conduct comprehensive assessments and lead industry-specific strategic work is limited. To ensure the department and organization receive the necessary attention and expertise, I recommend engaging local experts to provide services to assess and strengthen our internal communications, marketing strategy and community engagement efforts. This consultation work will help ensure stronger alignment with the organization's strategic priorities and community needs as well as allow strategic progress and forward momentum during this interim period.

SiteCrafting, a full-service digital agency, is a recognized leader in Pierce County for marketing and communications strategy. They have submitted a proposal for assessment and consulting services totaling approximately \$47,000. Pierce County Library System has previously partnered with SiteCrafting and benefitted from their expertise. This familiarity positions the firm to begin work immediately and move quickly, which is critical given the limited time remaining in the calendar year and the need to maintain strategic momentum during the Director vacancy. Funding for this engagement is available in the 2025 budget through cost savings from other projects and the current vacancy.

BOARD ACTION

Approval is requested to contract SiteCrafting for the reasons outlined above and to waive the competitive bidding requirements. To proceed with SiteCrafting, which brings extensive experience working with government and non-profit organizations, the Board is asked to approve the following motion to sole source the work to Site Crafting and approve a Purchase Order (PO), as:

- (1) Quotes for the work and potential change orders would cumulatively exceed the threshold for competitive selection requirements and,
- (2) SiteCrafting has unmatched expertise in providing marketing and communications consulting for nonprofits and government agencies in Pierce County and,
- (3) There is a crucial need for this work to begin promptly and the time to go out for a formal process would hinder timely completion.

Action: Move to approve the Library to sole source the Marketing and Communications assessment and consulting work to Site Crafting and approve a PO for an estimated cost not to exceed \$55,000.

Executive Director Report (Routine Reports)

MEMO



Date: August 29, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

As we step into September, we celebrate National Library Card Sign-Up Month with a creative twist, our Library Card Design Contest is now underway! Children and teens across Pierce County are invited to submit original artwork to help shape the future look of our library cards. Submissions are open through September 30, and full details are available at <https://mypcls.org/library-card-design-contest/>. This initiative not only promotes library card registration but also deepens community engagement through art and youth participation.

In parallel, our strategic efforts continue with the completion of the Public Opinion Awareness/Preference Poll conducted by EMC Research. Staff are currently reviewing the findings, which will inform our future outreach and service strategies. Additionally, this month an officer's report includes a summary of Primary Election results for Washington libraries that ran Levy Lid Lift ballot measures, offering valuable insights into voter sentiment and funding trends across the state.

Our Facilities Team has been exceptionally busy this season. One of the top life/safety priority items identified in our facilities condition assessment was the replacement of an outdated fire monitoring panel and devices at the Administrative Center. Coincidentally, a small kitchenette fire expedited that replacement.

The team also continues to make progress on our records digitization project, ensuring that facilities files are sorted, organized, and aligned with Washington State retention guidelines.

A major operational win this month was the decommissioning of nine rolling gates from branches, a long-standing request from staff. This collaborative achievement between departments eliminates a redundant closure system and improves staff workflow.

Progress continues on the New Sumner Library. The City has requested additional bonding and scope changes for the preload phase, including a French drain, wheel wash, and stormwater rerouting. In response, the contractor has proposed a phased preload approach to managing costs and logistics. A preconstruction meeting is scheduled for September 8, with site mobilization to follow. Meanwhile, the building design team is addressing extensive City comments, preparing bid documents, and awaiting feedback on a potential redesign related to a mid-block crossing study. We've also successfully value-engineered the Vapor Intrusion Mitigation System to address underground methane gases, ensuring both safety and cost-efficiency.

This summer, I've prioritized government relations and community engagement by inviting elected officials and their staffers to visit our branches, tour facilities, and discuss policy matters impacting public libraries, especially PCLS. We've also launched our biennial City Council presentations, focusing on communities with less prior Executive Office engagement, such as South Prairie, Wilkeson, and Steilacoom. These meetings have provided meaningful insights into local priorities and strengthened our relationships.

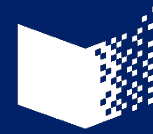
I attended Boards in Gear, a workshop hosted by the Nonprofit Association of Washington. This workshop was offered for free thanks to the Ben B. Cheney Foundation. Areas covered in the full-day session included Connection to Cause, Board Responsibilities, Composition and Development, Board Operations, and Fundraising. While the primary audience is non-profit organizations, the materials are valuable to me in my role in supporting the Library Board of Trustees. The workshop resources are available on the Nonprofit Association of Washington website <https://nonprofitwa.org/learning-library/boards-in-gear/>.

I'm honored to have been invited to participate in the AAWC46 Honorary Commanders Program. The kickoff event at Joint Base Lewis-McChord (JBLM) includes a ride on a C-17 aircraft. I look forward to building a stronger connection between the Library and the Base through this unique opportunity.

Finally, I want to highlight a powerful impact story from our partners at Prosperity Wellness Center (PWC). PWC shared their heartfelt appreciation for our collaboration at the Summit Library, which has enabled weekly library sessions that foster connection, learning, and access to resources. In response to overwhelming enthusiasm, PWC even created a dedicated library corner. Their message reads: "Your team's passion and dedication to ensuring that every community member has the opportunity to expand their mind through access to reading is truly inspiring... Your commitment has had a ripple effect, positively impacting not only our members but also their families."

This story exemplifies the transformative power of libraries and the dedication of our staff. Thank you to all Library staff for your continued commitment to literacy, access, and community enrichment.

Public Services Report



Pierce County
Library System

Information & Imagination

Library at a Glance: July 2025 YTD Key Performance Indicators

| | | |
|---|--|--|
| Cardholders 355,887 ↑ +8.9% | YTD Users - Physical 885,251 ↑ +4% | YTD Circulation - Digital 1,585,618 ↑ 3.20% |
| YTD Circulation - Physical 1,329,265 ↓ -13.83% | YTD Number of Youth Programs 1,561 ↑ +13% | YTD Youth Program Attendees 31,581 ↑ +5% |
| YTD Number of Adult Programs 759 ↑ +25% | YTD Adult Program Attendees 6,470 ↑ +12% | |

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

In Focus: July 2025 Service Highlight

Public Services Highlight: Digital Literacy

Pierce County Library System advances digital inclusion by providing technology, digital literacy programs, and online resources that build skills, confidence, and community participation.

In-Person Services

The Library offers computers, Wi-Fi, digital skills classes, tech help, and one-on-one support. In partnership with the Multicultural Child and Family Hope Center, countywide classes teach computer basics and internet safety, with participants receiving a device and additional community support.

Online Resources

The pandemic underscored barriers like cost, language, and transportation that widen the digital divide. To help bridge these gaps, the Library offers online resources including:

- **Northstar Digital Literacy** for skill assessments and guided lessons
- **LinkedIn Learning and Universal Class** with courses from basic to advanced skills, plus certificates and CE credits.

Statistics (January through June 2025)

15 programs monthly

360 total program participants

30,000+ LinkedIn Learning and Universal Class courses and videos completed

40 new Northstar Digital Literacy users, with 12.8 hours in new lessons and assessments completed

Stories of Impact

During a one-on-one appointment with a librarian, a woman at risk of eviction learned how to navigate housing and eviction support resources and successfully connected and received eviction support from a direct service provider virtually through an online platform.

A customer wanted to learn how to access digital resources on her tablet. Through the Library's Tech Help sessions, she gained skills and confidence, sharing, *"Today is the first day I feel confident enough to not need to continue these sessions."*

Looking Ahead

Events to Know About

Free Shower Service - New Hope Resource Center at South Hill:

- Friday, September 12: 11:00am - 3:00pm
- Friday, September 26: 11:00am - 3:00pm

Movie and Library Trivia: Books and Their Screen Adaptations - Murderbot Diaries – Tuesday, September 16
5:15pm - 6:45pm; South Hill

Poetry in the Park - An Arts and Culture Program ([click here](#) for additional dates)

[https://calendar.piercecountylibrary.org/events?a=Adults+\(18%2B\)%2COLDER+Adults&term=Poetry+in+the+Park&r=range&start=2025-09-12&end=2025-10-04](https://calendar.piercecountylibrary.org/events?a=Adults+(18%2B)%2COLDER+Adults&term=Poetry+in+the+Park&r=range&start=2025-09-12&end=2025-10-04)

- Saturday, September 13, 3:00–4:00pm; Point Defiance Rhododendron Garden, 5400 N Pearl St, Tacoma
- Sunday, September 14, 2:00–3:00pm; Spanaway Park, 14905 Bresemann Boulevard South, Spanaway
- Thursday, September 18, 4:00–5:00pm; Naches Trail Preserve (Frederickson), 4414 Military Road E.,
- Tuesday, September 23, 3:30–4:30pm; Thelma Gilmur Park Off Emerson Street near Evergreen Dr., Fircrest

Customer Impact and Community Engagement - Stories by Location

Fife: A customer visited the library after hearing that Discover Passes for state parks were available to borrow. Staff explained the program, and while the customer was excited to learn it was true, they were disappointed the Fife pass was already checked out. Staff helped them get a library card, checked the system, and confirmed a pass was available at the SMT branch, providing the address. The customer left grateful and excited to join PCLS and begin exploring state parks.

Key Center: A customer shared *“We moved here for my husband’s military position. I didn’t know anyone in the area, but I came to Baby Story Time and now we have a set of friends on the Key Peninsula.”*

After reserving the meeting room on a regular basis for several months, a Workforce mentor was happy to report that he didn’t need any more reservations because his client found a job.

Milton/Edgewood: A family joined the summer reading challenge, and the mother asked staff for a book recommendation to complete her bingo card. A staff member suggested *Middle of the Night* by Riley Sager, which was immediately available. A week later, she returned raving, “I couldn’t put it down—the book kept me on the edge of my seat!” Delighted, she asked for more titles by the author and similar writers. She shared how pleased she was to discover a new favorite author and a book she might have otherwise overlooked.

University Place: A newly hired commercial driver needed to complete online onboarding independently but struggled to navigate the company’s website. Not wanting to risk losing the job, he attended a Tech Help drop-in session at UP with our CE Specialist. Together, they worked through each step: the specialist guided him through tasks, while the customer summarized what he read and proposed his next actions. The specialist confirmed his choices and helped him continue. In about 45 minutes, the customer had finished the onboarding process and communicated with HR about the final requirements. In his feedback he shared, *“The specialist helped me so much with onboarding for my new job. I could not have done it without him. Thanks to him and all here.”*

MEMO



Date: August 20, 2025

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending July

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

Key Financial Payments

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

General Fund:

- 534415 Includes payment of \$201,860.07 to Overdrive for collection materials.
- 548010. Includes payment to ATS Automation Inc for \$8,146.30 for quarterly HVAC maintenance.
- 534305. Payment to Brainfuse Inc for \$40,000 for online tutoring service database.

Capital Improvement Fund:

- 541020. Payment of \$33,477.44 was made to M. Arthur Gensler JR & Associates for strategy services for 20-year capital plan.
- 541060. Includes payment to Johnston Architects for \$4,410 for the Lakewood feasibility study.

Special Revenue Funds:

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

Trends

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

- **General Fund Taxes:** 55.1% 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 July, 97.7% was reached. Revenues include 450K in Erate rebates, 297K investment earnings, 60K FOL donations, and 51K in miscellaneous revenue.

-
- **Capital Improvement Fund Revenue:** Currently, 21.2% of expected revenues have been received.
 - **Salaries and Wages:** Currently at 55.5% of budget.
 - **Benefits:** On track at 55.4%.
 - **Supplies:** Currently at 40.5%, with the \$184.9K tied to purchase orders (POs) that are encumbered and will be spent throughout the year.
 - **Materials:** 51.4% spent YTD, on track.
 - **Services:** Currently at 58.4%, with 766K 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.
 - **Capital Fund:** July Capital Fund expenses include \$33.5K in contractual services and 9K for architectural services.

Financial/Budget Activities

- **Sumner LCFA Annual Report**
Finance submitted the 2024 SAO Annual Report for the Sumner LCFA, which was filed as a no-activity report for the year.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

| | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|---------------------------------------|--------------------|-------------------|----------------|--------------|--------------|---------------------|----------------|
| 001 GENERAL FUND | | | | | | | |
| 01 TAXES | -46,538,000 | -46,538,000 | -25,653,188.49 | -157,209.00 | .00 | -20,884,811.51 | 55.1% |
| 02 CHARGES OTHER | -1,005,000 | -1,005,000 | -981,507.09 | -75,227.74 | .00 | -23,492.91 | 97.7% |
| 03 SALARIES AND WAGES | 25,183,000 | 25,183,000 | 13,854,554.39 | 1,933,662.05 | .00 | 11,328,445.61 | 55.0% |
| 04 PERSONNEL BENEFITS | 8,276,000 | 8,276,000 | 4,586,901.69 | 595,804.81 | .00 | 3,689,098.31 | 55.4% |
| 05 SUPPLIES EXPENSES | 2,146,345 | 2,145,108 | 684,156.90 | 68,684.96 | 184,917.95 | 1,276,032.65 | 40.5% |
| 06 MATERIALS | 4,577,125 | 4,577,125 | 2,297,179.55 | 545,440.39 | 57,445.21 | 2,222,500.24 | 51.4% |
| 07 SERVICES EXPENSES | 6,160,530 | 6,161,768 | 2,834,289.65 | 264,525.65 | 766,224.92 | 2,561,252.93 | 58.4% |
| 09 TRANSFERS/SETASIDES | 1,200,000 | 1,200,000 | 1,200,000.00 | .00 | .00 | .00 | 100.0% |
| TOTAL GENERAL FUND | 0 | 0 | -1,177,613.40 | 3,175,681.12 | 1,008,588.08 | 169,025.32 | 100.0% |
| TOTAL REVENUES | -49,343,000 | -49,343,000 | -27,434,695.58 | -232,436.74 | .00 | -21,908,304.42 | |
| TOTAL EXPENSES | 49,343,000 | 49,343,000 | 26,257,082.18 | 3,408,117.86 | 1,008,588.08 | 22,077,329.74 | |
| 102 LEVY SUSTAINABILITY FUND | | | | | | | |
| 02 CHARGES OTHER | 0 | 0 | -443,444.30 | -64,319.85 | .00 | 443,444.30 | 100.0% |
| 09 TRANSFERS/SETASIDES | 0 | 0 | 800,000.00 | .00 | .00 | -800,000.00 | 100.0% |
| TOTAL LEVY SUSTAINABILITY FUND | 0 | 0 | 356,555.70 | -64,319.85 | .00 | -356,555.70 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -443,444.30 | -64,319.85 | .00 | 443,444.30 | |
| TOTAL EXPENSES | 0 | 0 | 800,000.00 | .00 | .00 | -800,000.00 | |
| 103 ELECTION FUND | | | | | | | |
| 02 CHARGES OTHER | 0 | 0 | -31,987.59 | -4,734.11 | .00 | 31,987.59 | 100.0% |
| TOTAL ELECTION FUND | 0 | 0 | -31,987.59 | -4,734.11 | .00 | 31,987.59 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -31,987.59 | -4,734.11 | .00 | 31,987.59 | |
| 104 PROPERTY AND FACILITY FUND | | | | | | | |
| 02 CHARGES OTHER | 0 | 0 | -30,806.53 | -4,559.33 | .00 | 30,806.53 | 100.0% |
| TOTAL PROPERTY AND FACILITY FUND | 0 | 0 | -30,806.53 | -4,559.33 | .00 | 30,806.53 | 100.0% |
| TOTAL REVENUES | 0 | 0 | -30,806.53 | -4,559.33 | .00 | 30,806.53 | |

YEAR-TO-DATE BUDGET REPORT

FOR 2025 07

| 201 | DEBT SERVICE FUND | ORIGINAL APPROP | REVISED BUDGET | YTD ACTUAL | MTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | PCT USE/COL |
|-------------------------------------|--------------------------------|--------------------|-------------------|---------------|--------------|--------------|---------------------|----------------|
| 201 DEBT SERVICE FUND | | | | | | | | |
| 02 | CHARGES OTHER | 0 | 0 | -2,437.66 | -358.48 | .00 | 2,437.66 | 100.0% |
| | TOTAL DEBT SERVICE FUND | 0 | 0 | -2,437.66 | -358.48 | .00 | 2,437.66 | 100.0% |
| | TOTAL REVENUES | 0 | 0 | -2,437.66 | -358.48 | .00 | 2,437.66 | |
| 301 CAPITAL IMPROVEMENT FUND | | | | | | | | |
| 02 | CHARGES OTHER | -14,024,000 | -2,820,900 | -596,948.93 | -13,767.22 | .00 | -2,223,951.07 | 21.2% |
| 05 | SUPPLIES EXPENSES | 396,000 | 915,000 | .00 | .00 | .00 | 915,000.00 | .0% |
| 07 | SERVICES EXPENSES | 4,661,000 | 4,585,035 | 387,126.34 | 43,473.81 | 415,581.23 | 3,782,327.43 | 17.5% |
| 08 | CAPITAL OUTLAYS | 10,967,000 | 1,320,865 | 336,636.30 | .00 | 283,260.00 | 700,968.70 | 46.9% |
| 09 | 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 | -1,873,186.29 | 29,706.59 | 698,841.23 | 1,174,345.06 | 100.0% |
| | TOTAL REVENUES | -16,024,000 | -6,820,900 | -2,596,948.93 | -13,767.22 | .00 | -4,223,951.07 | |
| | TOTAL EXPENSES | 16,024,000 | 6,820,900 | 723,762.64 | 43,473.81 | 698,841.23 | 5,398,296.13 | |
| | GRAND TOTAL | 0 | 0 | -2,759,475.77 | 3,131,415.94 | 1,707,429.31 | 1,052,046.46 | 100.0% |

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

Unfinished Business

MEMO



Date: August 29, 2025

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

From: Gretchen Caserotti, Executive Director

Kristina Cintron, Facilities and Capital Projects Director

Subject: Lakewood Property Feasibility Study Findings, Johnston Architects

Following the Board's approval in June, Johnston Architects is finalizing the commissioned feasibility study for the Library's property on Wildaire Road in Lakewood. In the September Regular Meeting, their presentation will include:

- Site Analysis – Review of physical characteristics, constraints, and opportunities of the Wildaire site.
- Sizing Options – Conceptual scenarios exploring building sizes and configurations to meet service needs.
- ROM (Rough Order of Magnitude) Cost Analysis – Preliminary cost estimates for each scenario to inform planning and budgeting.

The study aims to clarify the development potential of the Wildaire property for a library branch and will be valuable in the Library's Comprehensive Capital Planning process, still underway. Trustee engagement and feedback during the presentation is encouraged.

New Business

MEMO



Date: August 29, 2025

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

From: Mary Stimson, Finance Director

Subject: Budget Optimizations/Cost Savings

As the 2026 Library budget is developed, staff continue advancing Strategy 12 of the new Strategic Plan, which emphasizes economic sustainability. A primary focus remains on extending the life of the Levy Sustainability Fund (LSF), in alignment with prior Board requests. Deliberate steps are being taken to optimize operations and reduce ongoing costs.

Efforts in 2025 and 2026 reflect the organization's commitment across multiple levels, including system consolidations, streamlined staffing, and targeted efficiencies. These efforts and optimizations support further cost reduction opportunities and planned enhancements in service delivery.

A detailed overview of current initiatives is outlined in the attached exhibit summary. This work will offer essential context during the upcoming budget development, informing discussions on long-term sustainability and resource planning.

2025 & 2026 Budget Optimizations

1. Financial Management & Cost Savings

2025-

- **Evaluate Employment Technology** - Conducting a comprehensive system analysis to identify new cost-efficient employment system(s) solutions to meet current library needs.
- **Guidelines and Policies** - Completed the Finance Guidelines Manual, Procurement and Fiscal Policies.

2026-

- **GFOA BudgetBook** - Increase fiscal transparency and work towards a GFOA future distinguished budget award.
- **Spending Planning for Cross Purposes** - Continue providing consultation, tools, and opportunities for team and department leaders to reduce employment-related cost inefficiencies and/or increase return on investment by identifying solutions that meet multiple purposes.

2. Process Improvement & Operational Efficiency

2025-

- **Shared Program Supplies** – Sharing supplies/materials for programs and play time throughout a region, which saves money upfront and saves storage space within a location.
- **Optimize Systems & Staffing** – Leveraged system optimizations and streamlined multiple processes to reduce staff time and increase efficiencies.
- **Team Repositioning** – Elevated staff in roles, SOPs created, cross-training, travel, continuing ed, etc.
- **Clean Spaces** – Making our spaces less dependent on consumable materials
- **Board Reporting** – Decreased the number of board report pages to be clearer for the Board and the public.

2026-

- **Open Hours**— Made changes to open hours at all locations, an 8-hour shift for staff will cover both opening and closing at most locations.
- **Munis Optimizations** – Pcard Log Automation, Personnel Budget, and Contracts in Munis.
- **Core Program Presenter Catalog** – Catalog for streamlined presenter selection and booking.

3. Technology & Innovation

2025-

- **Tech Grant Funding** - Multiple technology upgrades and innovations supported through secured grants.
- **System-Wide Systems Review** - Identified several duplicate systems and software that will be retired and not be used in the next budget cycle.
- **Electronic Invoice Process** - Streamlined accounts payable invoices to reduce paper and increase innovation for imports and retention.

2026-

- **Records Management** - Moving toward digitization of paper records, which will reduce resources needed for PRR searches.
- **Systems Migrations** - Moving many systems to the cloud for reduced maintenance costs and increased security.
- **Digital Hardware and Accessibility** - Improvements planned for all branches.

4. Environmental Sustainability & Stewardship

2025-

- **Sustainable Landscaping** - Worked with a vendor to create mulch/bark for properties using trees that were dying and needing removal. Allowed us to refresh sites 10+ years overdue for new mulch/bark.
- **LED Lighting** - As lights become due for replacement, maintenance swaps them for LED options, allowing for a longer lifespan and lower electricity use.
- **Paper Reduction** - Completed a printed materials audit and reduced printing of marketing collateral, thereby reducing costs and paper waste.

2026-

- **Foundation Board Operations** - Nearly all board and committee meetings will be held online.

5. Customer Experience & Service Enhancements

2025-

- **Core Program Creation** - Unified and consistent approach to programs with shared outcomes and centralized creation of marketing materials.
- **Core Programs Kits for youth** - Established reusable, shared supplies for core programs.
- **Evaluating program support** - Eliminated movie licensing software for programs, leveraging an existing product that provides public performance rights for some programs.

2026-

- **Core Program Play Time** - Expand partnership with Greentrike to co-facilitate Play to Learn at PCLS.
- **Core Program Kit creation for adults** - Expand the use of reusable, shared supplies for core programs.

MEMO



Date: August 28, 2025

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

From: Mary Stimson, Finance Director

Subject: Estimated 2025 Property Values for 2026 Tax Levy

The Pierce County Assessor-Treasurers Office recently released their annual report on property revaluations in Pierce County.

Countywide, the Assessor-Treasurer reports that:

- Residential properties increased by a weighted average of 3.1%, and
- Commercial properties increased by an unweighted average of 1.2%.

The commercial property revaluation report was released alongside the residential revaluation. These two reports offer an early and reasonably accurate glimpse of both new construction and the mill rate until the preliminary certificate is received.

Estimates after factoring out cities in both revaluation reports that are not within our taxing district include:

- Overall change to property values to land between 2.25% and 2.75%, and
- 1.00% increase of \$450,000 (assuming the IPD is at least 1% or if less, the Board passes a “substantial need” resolution), and
- New construction to land between \$300,000 and \$500,000, and
- The mill rate will be between 33.2 and 33.7 cents per \$1,000 of assessed value.

The Assessor has until August 31 to calculate new construction, at which point the preliminary certificate is drafted. The County sends the preliminary certificate in early September, which will be used to construct the revenue side of the 2026 budget.

Please see attached data tables for the County breakdown of property value changes for residential and commercial properties. Data is selected from the larger documents. (The full reports can be found at: [Revaluation Reports 2025 Values / 2026 Tax | Pierce County, WA - Official Website.](#))

Commercial Revaluation Report

Assessed Value (AV) Change

Summary

Assessed Value

Sales Statistics

Summarize by:

OVERALL



OVERALL

Parcels

Prior Year Avg

Current Year Avg

AV Change (\$)

AV Change (%)

▣ Pierce

21,959

\$2,015,667

\$2,039,072

\$23,404

1.2%

AV Change (%) -10.0% 0.0% 10.0%

Pierce

1.2%

0.0%

0.5%

1.0%



Assessed Value Changes by Property Type and Year

An overall change in the assessed value of residential property types is indicated in the following chart³. Percent change is calculated by comparing the aggregate assessed values for each year. The previous year's change is also shown for comparison. An overall sales trend in the report. The percent may differ from the trend to maintain an acceptable assessment level.

| | <u>2024-2025</u> | <u>2023-2024</u> |
|----------------------------|------------------|------------------|
| Mobile Home (Land Leased) | 5.10% | 8.40% |
| Mobile Home (Land Owned) | 3.30% | 6.50% |
| Townhomes (Condos) | 2.90% | 6.40% |
| Multi-Units (2 to 4 units) | 2.80% | 6.50% |
| Single Family Residences | 3.10% | 6.20% |
| Land (Vacant) | 3.40% | 3.80% |
| Overall | 3.10% | 6.20% |

The report shows the 2024/2025 change in the average assessed value of residential property within various geographical areas of the county. Percent change by AA maps are also included. The report displays overall average assessed value change for the county, appraisal areas and LEA/Neighborhoods by property type. Percent Change statistics are also available by City, School and Fire District.

Certain properties experiencing value changes are excluded from the analysis because the value change is not considered part of the normal market trend. Exclusions include circumstances such as boundary line revisions, new subdivisions, changes in use classification and new construction value added. These properties are not included when calculating the average assessed value or the percent change in total assessed value for a given area.

Executive Session

Motion: To recess to Executive Session per RCW 42.30.110 to discuss to discuss the performance of a public employee and to discuss current or potential litigation with legal counsel for approximately 15 minutes.

(Board Chair states the time Executive Session will end.)

MEMO



Date: September 2, 2025

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

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

Subject: 2026 Executive Director Salary Agreement

To set the 2026 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Action: Move to authorize a representative of the Board to negotiate a salary agreement with the Executive Director for fiscal year 2026.

Officers Reports

MEMO



Date: August 25, 2025

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

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

Subject: L&I Worker's Compensation Update

The Library has partnered with Sedgewick Claims Management Services (CMS) as our Third-Party Administrator (TPA) for Washington State Labor & Industries (L&I) claims for the past eleven years. This partnership has proven beneficial in several key areas:

- **Enhanced Claims Management:** Sedgewick provides expert oversight and analysis of our L&I claims, helping us maintain a safer workplace and respond more systematically to incidents.
- **Operational Efficiency:** By shifting the complex administrative burden of claims management from our HR Analyst to Sedgewick's specialists, we were able to resolve claims more efficiently and proactively.
- **Cost Savings:** This approach has resulted in financial saving for both the Library and our employees.

L&I Worker's Compensation Program Cost Summary:

- **2025 Premiums:** Our projected annual premium is \$240,493, an increase of \$8,386 from the August 2024 projection (\$232,053) based on current claims.
 - Premiums are calculated using the state's formula, which factors in workers classification, total hours worked, and worker's compensation claims history over the past three fiscal years (including time-loss and claims activity).
- **Experience Modification Factor (EMF):**
 - An EMF is an adjustment of an employer's premium for work's compensation coverage based on the losses the insurer has experienced from that employer.
 - Our final EMF for 2025 is 1.1502, above the industry average of 1.0. Our long-term goal is to reduce this to 0.75.
 - During the three-year window used to calculate our 2026 EMF, we replaced a high-cost claim year (\$78,656 with significant time-loss) with a much lower cost year (\$5,428 with no time-loss).
 - Additionally, required medical reserves dropped from \$32,553 to \$2,306 during the experience rating window.
 - Our estimated EMF for 2026: 0.9202

-
- **Stay-at-Work (SAW) Program Reimbursements:** During the first half of 2025, the library received \$4,198 in reimbursed wages through the SAW program, helping offset the impact of our higher EMF.
 - **Service Fees:** Under our contract with Sedgwick, we pay 4.5% of our premiums in service fees.
 - 2025 Estimated Total: \$10,820 (including \$2,698 for the remainder of the year)
 - **2026 Projections:**
 - Estimated Premium: \$210,490
 - Estimated EMF: 0.9202
 - Estimated Service Fees: \$9,472.05.

Ongoing Strategies and Initiatives:

- **Return-to-Work Task List:** Continue to promote the use of our new Light Duty Task List during initial medical visits, enabling providers to identify modified duties a worker can perform across ten of our job classes. This supports quicker reintegration through the SAW program.
- **Claims Reviews:** The Staff Experience team conducts regular check-ins with Sedgwick to review open claims, share updates, and evaluate physician recommendations to support return-to-work accommodation and mitigate overall claim costs.
- **Supervisor Education:** Educate and provide resources for supervisors on injury prevention and their role in supporting modified duty assignments.
- **Ergonomics Focus:** Improve workplace ergonomics by assessing individual workers' tasks, physical needs, and equipment. Workspaces and tools should meet specific job demands, accommodate physical restrictions, and reduce the risk of injury.

MEMO



Date: September 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: 2025 Primary Election Results

Below are the results of the August 5, 2025, Primary Election:

131,783 ballots of 588,928 registered voters, for a turnout of 22.38%

Pierce County

Town of Steilacoom Special Election - Proposition No. 1 - Property Tax Levy Lift

The Town of Steilacoom proposes a single-year, permanent levy lid lift to increase property taxes above the statutorily constrained 1% limitation starting in 2026. The levy lid lift authorized by this proposition would apply in 2026 after which the 2026 levy amount would be used to calculate subsequent property tax rates consistent with the limitations provided for by law.

The proposed increase would be used to provide for the provision of public safety, streets and park maintenance, and other governmental services which meet the Town's and community's expectations but which the Town's current revenue is unable to sustain.

If approved, this proposition would provide for an increase of \$0.46 per \$1,000 of assessed valuation resulting in an authorized rate of \$1.845 per \$1,000 of assessed valuation. This adds approximately \$276 per year to the annual tax bill for an example home valued at \$600,000.

| | | |
|------------|--------------|---------------|
| Yes: | 696 | 33.38% |
| No: | 1,389 | 66.62% |
| Total: | 2,085 | 100.00% |

Fire Protection District No. 14 (Riverside Fire & Rescue) Special Election - Proposition No. 1 - Maintenance and Operations Levy

In 2020, Riverside Fire & Rescue voters approved a four-year M&O excess property tax levy at a rate of approximately \$.85 per thousand dollars of assessed valuation. If this proposition is approved by the voters, the Fire District will replace the M&O levy that expired in 2024 with a new four year M&O levy of \$222,147.00 in 2025, \$228,812.00 in 2026, \$235,676.00 in 2027 and \$242,746.00 in 2028 to be collected in each succeeding year at an estimated levy rate of approximately \$0.72 per thousand dollars of assessed valuation. Such levy will be in addition to the District's regular and EMS tax levies for a four-year period.

The District continues to experience increases in the cost of providing fire protection and emergency medical services and cannot maintain current staffing and service levels within the limitations of the District's regular tax levy. The levy will provide funds required by the district to maintain and improve the level of service in the district.

If this levy is approved, the maximum additional tax for fire protection and emergency medical services for a property valued at \$400,000 assessed valuation is estimated not to exceed about \$288.00 in 2024 or \$24.00 per month.

| | | |
|-------------|------------|---------------|
| Yes: | 159 | 67.95% |
| No: | 75 | 32.05% |
| Total: | 234 | 100.00% |

Fire Protection District No. 16 (Key Peninsula Fire) Special Election - Proposition No. 1 - Multi-Year EMS Levy Lid Lift

The District seeks voter approval to restore its EMS (Emergency Medical Services) levy to \$.50 per \$1,000 of assessed valuation, to be collected in 2026, and to adjust the levied amount up to 6% in each of the five subsequent years, with the levy rate not to exceed \$0.50 per \$1,000 of assessed valuation. This proposition would allow the District to exceed the 1% limitation imposed by Initiative 747 and to restore its levy in 2025 to \$0.50, the levy rate that District voters have previously authorized.

Approval of this proposition would provide necessary funding for EMS paramedics, personnel, training, equipment, supplies, and facilities. This measure would provide necessary funding to meet annual inflation increases which typically exceed the 1% revenue growth limit. The dollar amount of the EMS levy collected in 2031 would be used to calculate further limitations on the EMS levy.

Passage of this measure would result in an EMS tax increase of \$6.54 per month in a home valued at \$500,000 in 2026.

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|-------------|--------------|---------------|
| Yes: | 3,418 | 63.44% |
| No: | 1,970 | 36.56% |
| Total: | 5,388 | 100.00% |

Additional counties with library levies

Clark County

Fort Vancouver Regional Library District Special Election - Proposition No. 1 - Levy Lid Lift

State law allows Fort Vancouver Regional Library (FVRL) to collect up to \$0.50/\$1,000 of assessed property value per year for general operations and maintenance. However, due to tax limitation laws, FVRL has collected at a rate below \$0.50/\$1,000 since 2014. Passage of this Proposition would restore FVRL's levy rate to \$0.50/\$1,000 for 2026. The resulting 2026 levy amount would then be used to calculate all applicable tax limitations thereafter.

Approval of this Proposition would provide funding necessary to sustain FVRL's operations and maintenance. Rejection of this Proposition would mean reduced funding for FVRL, necessitating reductions to library operations and maintenance.

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|-------------|---------------|---------------|
| Yes: | 49,351 | 54.33% |
| No: | 41,477 | 45.67% |
| Total: | 90,828 | 100.00% |

Kitsap County

Kitsap County Rural Library District dba Kitsap Regional Library Special Election - Proposition No. 1 - Regular Property Tax Levy Lid Lift for Support of Public Library Services

Kitsap Regional Library relies on property tax revenue for 96% of its budget. Under state law, the Library's property tax revenue can only increase by 1% annually unless approved by voters. This has not kept pace with inflation or increased costs to operate and provide services.

Proposition 1 would authorize the Library to reset its regular property tax levy from \$0.27 to \$0.39 per \$1,000 of assessed value in 2026. This rate is below the State-authorized maximum of \$0.50 per \$1,000 of assessed value, and below the \$0.43 per \$1,000 of assessed value approved by voters in 2017. The estimated annual increase for a home valued at \$500,000 is \$60. The new levy amount would be used to calculate all applicable tax limitations thereafter.

Revenue from this levy would allow the Library to continue current operations of nine locations and mobile services. It would support open hours, access to collections—including books, eBooks, and audiobooks—and programs including early literacy, after-school learning, and technology access. It will support the maintenance of library facilities but will not fund the construction of any libraries.

If the Proposition is not approved, reductions in library services and delayed maintenance may occur beginning in 2026.

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| Yes: | 43,934 | 61.93% |
| No: | 27,004 | 38.07% |
| Total: | 70,938 | 100.00% |

San Juan County

Lopez Island Library District Special Election - Proposition No. 1 - Restoring Regular Property Tax Levy Rate

The Lopez Library is a community hub providing a broad array of services to the island, including after-school tutoring, lifelong learning and of course thousands of books and digital materials, all in its historic 100+ year old building.

In 2024, the Library welcomed 42,397 visits, hosted 512 programs, and had 61,000 items checked out.

More than 90% of Library funding comes from local property taxes through voter-approved levies. Given current uncertainties in state and federal funding, this proposition is critical to maintain the present level of library services.

In 2019, Lopez voters approved a levy of 48 cents per \$1,000 of assessed property value to fund Library operations and maintenance. Since then, costs have increased over 26%.

Meanwhile, state law limits increases in the amount the Library can collect from taxes to 1% per year, even if property values increase at a greater rate. As a result, the Library is currently able to collect only 30 cents per \$1,000 of assessed property value, rather than the voter-approved 48 cents.

This year's levy measure asks voters to restore a levy of 48 cents per \$1,000 of assessed value. That would mean an additional cost of \$90.00 per year for owners of a \$500,000 home.

This measure also permits an increase in the Library's tax allocation of up to 6% per year for five years beginning in 2027 to keep pace with inflation but never exceeding 48 cents per \$1,000 of assessed value. The resulting levy would then be used to calculate the 1% limit on future levy increases after 2031.

Rejection of this measure would mean that funds would not cover operating expenses, leading to cutbacks in operating hours, building maintenance, books and programs.

Approval of this measure would mean stable funding for Library operations and maintenance.

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|-------------|--------------|---------------|
| Yes: | 1,000 | 77.64% |
| No: | 288 | 22.36% |
| Total: | 1,288 | 100.00% |

Whatcom County

Whatcom County Rural Library District - Proposition 2025-02 Levy for Library Operations and Maintenance

The Whatcom County Rural Library District Board of Trustees adopted Resolution No. 03/18/25-04 concerning property taxes. This proposition would restore the District's regular property tax levy rate to \$0.42 per \$1,000 of assessed valuation for collection in 2026, to provide stable funding for the continued operation, maintenance and development of public libraries and library services in Whatcom County. The resulting dollar amount of the levy would be used to compute subsequent levy limitations as provided by 84.55 RCW.

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|-------------|---------------|---------------|
| Yes: | 18,753 | 56.72% |
| No: | 14,307 | 43.28% |
| Total: | 33,060 | 100.00% |