

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees November 12, 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@piercecounitylibrary.org by 2:00 p.m. on November 12. Written comments must be provided 24 hours prior to the meeting.*

Presentation: Comprehensive Capital Plan, Gensler and Associates

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 September 30, 2025, Special Meeting
2. Approval of Minutes of October 8, 2025, Regular Meeting
3. Approval of October Payroll, Benefits, and Vouchers
4. Approval of Comcast Contract

Reports

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

Unfinished Business

1. Resolution 2025-16: 2026 Board Meeting Schedule **[ACTION]**
2. 2026 Draft Budget

First Public Hearing: 2026 Draft Budget of Revenue and Expenditures [ACTION]: *The purpose of this hearing is to receive comments from interested members of the public regarding the Pierce County Library System's draft 2026 budget of Revenue and Expenditures. Comments will be limited to three (3) minutes.*

1. 2026 Revenue Sources and 2026 Expense Budget: Consideration of increases in property tax revenues, regarding the 2025 property tax levies for collection in 2026 (per RCW 84.55.120)

Unfinished Business (cont.)

3. 2026 Draft Budget
 - a. Resolution 2025-17: To Request Highest Lawful Levy and Levy Certification **[ACTION]**
 - b. Resolution 2025-18: To Transfer Set-Asides in the General Fund to the Capital Improvement Fund **[ACTION]**

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

1. Public Opinion Poll Results
2. Marketing and Communications Q4 2025 Focus: Early Learning

Announcements/Trustee Comments

Adjournment [ACTION]

Board Development

MEMO



Date: October 30, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Comprehensive Capital Planning Presentation

Since August 2024, Pierce County Library System (PCLS) staff have been working in close partnership with Gensler and Associates on a Comprehensive Capital Planning (CCP) project. This initiative is designed to guide long-term investment and development of capital needs across the library system.

Project Progress Overview

Phase 1: Foundation Setting - Complete

Key accomplishments include launching the project with a kick-off meeting, establishing communication and reporting protocols, initiating biweekly team coordination, compiling library data, and initiating community research. submitting all required deliverables.

Phase 2: Discovery & Analysis – Complete

This phase focused on gathering and analyzing data to inform future planning. Activities included documentation review, site visits, surveys, workshops, and stakeholder engagement. Key findings were compiled into a comprehensive report, setting the stage for strategic recommendations in Phase 3.

Phase 3: Strategic Framework – Complete

This phase focused on translating discovery insights into a long-term capital strategy. The team developed guiding principles, evaluated service models, and created a framework to prioritize investments across the library system. These outputs will inform future decision-making and implementation planning.

Current Status and Next Steps

Although the presentation was initially expected in August, the volume and complexity of information required additional time. At the November Board meeting, the Gensler team will deliver a high-level overview of the draft plan with their recommendations. Following this, PCLS staff will launch a public engagement phase, extending through 2026, and continue addressing critical building needs in the meantime.

It is important to note that Gensler's recommendations are not final decisions. The Board of Trustees and Library administrators will evaluate these proposals in accordance with RCW 27.12.210, which grants the Board legal oversight of Library property.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
SPECIAL MEETING MINUTES – SEPTEMBER 30, 2025**

CALL TO ORDER

Pamela Duncan, Chair called to order the special meeting of the Pierce County Rural Library District Board of Trustees at 4:00 pm. Board members present were Pamela Duncan, Neesha Patel, Ryan Wheaton, Abby Sloan, and Pat Jenkins. The meeting was conducted in person, with the option of virtual attendance.

1. FISCAL MANAGEMENT AND LEVY SUSTAINABILITY FUND

a. Staff Presentation

Executive Director Gretchen Caserotti and Finance Director Mary Stimson presented a comprehensive overview of the Library's Levy Sustainability Fund (LSF), financial impacts and challenges facing the Library, and the financial outlook of the fund.

Executive Director Caserotti provided a recap of the establishment of the LSF and the three phases when 1) revenues exceeded expenditures, 2) revenues matched expenditures and 3) expenditures will exceed revenues. The Fund is currently in phase 3, in which the Library must draw down funds to prevent significant reductions in services and operations.

During last year's study session, the Board asked that the Library find ways to extend the life of the Levy Sustainability Fund. At the end of 2025, the LSF balance will be approximately \$17.5M. New projections now anticipate the fund lasting until 2029, made possible by administrative cost-control measures. Library administrators have undertaken several cost control strategies thus far and continue exploring additional strategies, including seeking alternative revenues, investment interest, annexation and ballot measures.

Executive Director Caserotti announced the Comprehensive Capital Plan is almost finished. She outlined the planning timeline and stated that the Facilities team is handling urgent repairs and maintenance. Estimates for the capital needs are substantial and will require additional planning.

b. Discussion

Executive Director Caserotti invited a discussion on the Board's priorities. When asked what information would be helpful that administrators can share in 2026 to help them make sound budgetary decisions, responses included more information on ballot funding and the community's appetite for a ballot measure, understanding of the service desires in the community, and a clear understanding of when contingency plans would need to be in place.

Executive Director Caserotti will present public opinion poll results at an upcoming meeting to discuss community engagement and Library perception among users and non-users.

Ballot measure costs were discussed. Executive Director Caserotti shared details on the Library's narrowly approved 2018 measure.

There was discussion about alternative revenue streams, including annexation and interest investments. Additionally, the Foundation has plans to apply for new funding in 2026 and is also looking for partnerships within the community to aid in being considered for federal appropriations.

Trustees questioned the impact on service due to shorter branch hours. They also sought examples of innovative practices at other libraries. Executive Director Caserotti will provide information on national trends at a future meeting.

Executive Director Caserotti informed the Board that the Library is continually advancing its efforts toward fiscal transparency and will enhance the visibility of budget information for the wider community.

New metrics are being developed to evaluate core programs and services, supporting decisions that match the Library's strategic goals.

The unbalanced budget will be presented at the October Regular meeting.

Trustees were invited to bring additional questions to Executive Director Caserotti and Director Stimson.

ADJOURNMENT

The meeting adjourned at 5:13 pm on motion by Trustee Jenkins, seconded by Trustee Wheaton.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – OCTOBER 8, 2025**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members in attendance were Pamela Duncan, Neesha Patel, Abby Sloan, Pat Jenkins, and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments were offered by Library customer Danielle Reeves and President of the Lakewood Friends of the Library, Robert Estrada.

PROCLAMATION 2025-03: National Friends of the Library Proclamation – Trustees expressed gratitude and appreciation for the Friends of the Library.

STAFF PRESENTATION: Kristina Cintron, Facilities Director, delivered a comprehensive overview of the Facilities Department, highlighting the team's operational efficiencies and outlining upcoming projects.

CONSENT AGENDA

1. Approval of Minutes of September 10, 2025, Regular Meeting
2. Approval of September Payroll, Benefits, and Vouchers
3. Resolution 2025-15: To Declare Furnishings and Equipment Surplus to Public Service Needs
4. Approval of Sole Sourcing to Vertiv

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

EXECUTIVE DIRECTOR REPORTS

1. Executive Director Report – Executive Director Gretchen Caserotti thanked Trustees Duncan, Patel and Jenkins for attending the Sumner Library groundbreaking ceremony. She noted the 7th annual Trivia Bee will be held October 11, 2025.
2. Deputy Director Report – Deputy Director Connie Behe stated that the 2025 data covers the period from January through June, while the previous year's figures reflect the entire year. She expressed appreciation for the leaders and staff whose dedication makes these programs possible.
3. Finance Director Report – August 2025 – Finance Director Mary Stimson reported expenditures are on track. Property tax revenue will be coming in October. She reminded trustees to review the IRS form 990. Unspent departmental funds are being reallocated.

UNFINISHED BUSINESS

1. Strategic Implementation Plan Quarterly Update – Deputy Director Behe reported on the strategic priorities for Q3. All projects are on track, though time constraints are the biggest challenge. Monthly community of practice meetings will maintain progress.

NEW BUSINESS

1. 2026 Unbalanced Budget – Director Stimson reported the 2026 budget is being refined. Currently the Library is at a \$5.71M deficit. Estimated capital fund budget is \$4.48M and may increase due to upcoming expenditures requests. The balanced draft budget will be presented in November.
 - a. Preliminary Levy Certificate and Implicit Price Deflator – Director Stimson reported the Library will receive approximately \$380K in property tax revenue in 2026, an estimated \$600K for new construction, and administrative funds of \$130K. Lakewood Tax Incremental Financing is impacting the Library's revenue by \$6K and will continue to be monitored.
2. 501(c)(3) Status Dissolution – Executive Director Caserotti reported the Library studied the impacts and uses of holding the status for the past two years, noting dissolving the status has no impact on the Library's statutory authority to continue being a special purpose district. Upon Board approval, the status will end as of December 31, 2025.

Trustee Jenkins moved for approval of the 501(c)(3) Status Dissolution as presented. Trustee Sloan seconded the motion. Motion carried.

3. 2024 State Auditor's Office (SAO) Unaudited Annual Report – Director Stimson reported the report was timely filed. She asked Trustees to review the unaudited report prior to the SAO audit taking place in December.
4. Proposed 2026 Board Meeting Schedule – Trustees discussed the options of either maintaining the current schedule or adjusting the start time and including several meetings in the branches. Additionally, the November 2026 meeting will need to be moved due to the Veteran's Day holiday. Discussion ensued on the value of the visibility of trustees with staff in branches. The proposed schedule will be presented at the November meeting.
5. Standardized Branch Hours Beginning January 2026 – Deputy Director Behe reported the Library is planning new hours of operations for library branches in 2026. These changes will aid in providing more equitable service to the public as well as increasing resource sharing. Communications to the public will commence in November and the new hours would go into effect on January 18, 2026.

ANNOUNCEMENTS/TRUSTEES COMMENTS

- Trustees were reminded to acknowledge their review of the IRS Form 990 by October 15, 2025.
- The 7th annual Trivia Bee will be held October 11, 2025, at 6:30 pm at the Foss Waterway Seaport.

- The Friends of the Library book sale will be on October 11, 2025, from 10:00 am - 4:30 pm at Saint Mary's Episcopal Church.
- Trustees were reminded to conduct a forced password reset on their email accounts.
- The Big Read program kickoff will be held October 16, 2025, at 5:30 pm at the Museum of Glass.

ADJOURNMENT

The meeting adjourned at 5:00 pm on motion by Trustee Sloan, seconded by Trustee Wheaton.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			10/6/2025	\$ 1,068,366.04
Electronic Payments - Payroll & Acct Payable			10/21/2025	\$ 1,057,045.28
Accounts Payable Warrants	708471 - 708643	172	10/3/2025 - 10/31/2025	\$ 1,654,849.59
Total Amount:				<u><u>\$ 3,780,260.91</u></u>

As of 11.4.2025

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: 10/6/25 Payroll

Withdrawal Date: 10/6/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 93,321.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,819.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,819.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 691,142.47
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,333.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 56,300.40
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 53,429.91
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 3,723.32
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	\$ 4,700.00
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	\$ 1,068,366.04

Certification:

Stacy Karabotsos
Signature (Department Designee)

10/2/2025
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: 10/21/25 Payroll

Withdrawal Date: 10/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 90,262.04
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,777.77
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,777.77
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 683,038.82
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,365.16
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 56,471.72
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 53,470.30
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 3,773.32
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	\$ 4,700.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 183.70
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 997.13
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 452.28
					Total Deposit	\$ 1,057,045.28

Certification:

Stacy Karabotsos
Signature (Department Designee)

10/17/2025
Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708471	10/03/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	8,722.62	10/07/2025
708472	10/03/2025	341	BAKER & TAYLOR	534220	MATERIALS - Adult & Children's Books	0.00	8,117.48	10/07/2025
708473	10/03/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	1,072.66	10/07/2025
708474	10/03/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	3,126.81	10/07/2025
708475	10/03/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	431.35	10/15/2025
708476	10/03/2025	155	DELL MARKETING LP	535020	AUGUST PUBLIC LAPTOPS ORDER ONE	0.00	15,907.68	10/14/2025
708477	10/03/2025	156	DEMCO INC	531098	GIG FOL TEEN SHAPES TABLES	0.00	1,713.05	10/08/2025
708478	10/03/2025	3007	EVERGREEN FIRE ALARMS LLC	562010	FIRE PANEL REPLACEMENT- ACL	0.00	3,806.16	10/07/2025
708479	10/03/2025	3279	EXTERPRISE LLC	541020	2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	2,156.00	0.00	
708480	10/03/2025	482	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	5,769.04	10/07/2025
708481	10/03/2025	486	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	1,309.95	10/07/2025
708482	10/03/2025	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	40,058.21	10/08/2025
708483	10/03/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV, Audiobooks	0.00	25,202.42	10/08/2025
708484	10/03/2025	228	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Russian	0.00	3,024.00	10/10/2025
708485	10/03/2025	3313	NISHIMOTO, MELISSA	369911	Credit on Account; Returned Damaged Item	0.00	14.00	10/08/2025
708486	10/03/2025	531	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Chinese, Korean, Vietnamese	0.00	3,760.00	10/14/2025
708487	10/03/2025	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	2,112.49	10/08/2025
708488	10/03/2025	61	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	4,557.20	10/08/2025
708489	10/03/2025	3026	ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST	549020	ROTARY CLUB UNIVERSITY PLACE QRT 4/25-6/25, EO&CE	0.00	135.00	10/20/2025
708490	10/03/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	1,198.55	10/07/2025
708491	10/03/2025	273	TOWN OF STEILACOOM	547020	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,959.05	10/14/2025
708492	10/03/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	492.08	10/07/2025
708493	10/03/2025	831	WORKPOINTE	535010	SUMMIT COMPUTER DESKS REPLACEMENT	0.00	16,574.75	10/07/2025
708494	10/06/2025	314	AFSCME AFL-CIO	231920	SEPT 2025 UNION DUES	0.00	15,332.52	10/15/2025
708495	10/06/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	FSA/DEPENDANT CARE	0.00	1,986.09	10/15/2025
708496	10/06/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	FOUNDATION_EMPLOYEE DONATIONS	0.00	382.50	10/15/2025
708497	10/08/2025	335	AWC EMPLOYEE BENEFIT TRUST	231540	AWC OCTOBER 2025	0.00	307,218.70	10/20/2025
708498	10/10/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS, TECHNOLOGY	0.00	4,706.65	10/15/2025
708499	10/10/2025	336	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT &SUPPORT (7/1/2024-6/30/2029)	0.00	8,146.30	10/17/2025
708500	10/10/2025	341	BAKER & TAYLOR	534220	MATERIALS - Children's Books	0.00	1,315.23	10/17/2025
708501	10/10/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	224.25	10/17/2025
708502	10/10/2025	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER;ACCT#1-99-204000-00 & 1-99-204001-00	0.00	494.57	10/15/2025
708503	10/10/2025	638	CITY OF BUCKLEY	547020	BUC WATER, SEWER;ACCT#1489.1;WATER, 1489.0;SEWER	0.00	717.71	10/17/2025
708504	10/10/2025	3308	CASCADIA CRYSTALS AND BOTANICALS	541010	GABRIELLE DAMIANA, PLANTS AS MEDICINE, 9/16 AT LWD	100.00	0.00	
708505	10/10/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	157.09	10/17/2025
708506	10/10/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	862.70	10/22/2025
708507	10/10/2025	124	WASHINGTON TECHNOLOGY SERVICES	542010	TELECOM SERVICES--PHONES ACC#G15-000; SEPTEMBER 2025	0.00	585.00	10/17/2025
708508	10/10/2025	142	CUMMINS INC	548010	ANNUAL 2025 CUMMINS GENERATOR TESTING & REPAIRS	0.00	1,140.16	10/17/2025
708509	10/10/2025	156	DEMCO INC	531098	DPT FOL CHILDREN'S TABLE	0.00	667.00	10/16/2025
708510	10/10/2025	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	145.60	10/20/2025
708511	10/10/2025	369	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	2,732.50	10/16/2025
708512	10/10/2025	2145	ENMU GOLDEN LIBRARY	541650	LOST ITEM; Entoverse: a Giants novel	0.00	60.00	10/17/2025
708513	10/10/2025	2801	FATBEAM LLC	542012	INTERNET SERVICES - All branches	0.00	22,407.53	10/22/2025
708514	10/10/2025	482	HERMANSON COMPANY LLP	548000	UNIVERSITY PLACE MITSUBISHI CITY MULTI REPAIRS	0.00	7,742.38	10/24/2025
708515	10/10/2025	2493	JOHNSON COUNTY PUBLIC LIBRARY	541650	LOST ITEM; Justice undercover	0.00	5.99	10/21/2025
708516	10/10/2025	3128	LAKEWOOD CHAMBER OF COMMERCE	549020	ANNUAL MEMBERSHIP DUES 2026	450.00	0.00	
708517	10/10/2025	1886	LAMAR COMPANIES	544000	ADVERTISING	0.00	2,250.00	10/16/2025
708518	10/10/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	13,501.27	10/17/2025
708519	10/10/2025	1895	NEWSBANK INC	534305	MATERIALS - Databases	0.00	34,239.00	10/20/2025
708520	10/10/2025	530	PACIFICSOURCE ADMINISTRATORS	549050	Membership Fees October 2025	0.00	115.00	10/15/2025
708521	10/10/2025	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, STMT, UP SEWER	0.00	1,740.34	10/17/2025
708522	10/10/2025	782	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	945.42	10/20/2025
708523	10/10/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	3,178.19	10/16/2025
708524	10/10/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	894.82	10/22/2025
708525	10/10/2025	1219	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	0.00	10,205.91	10/17/2025

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708526	10/10/2025	264	SPOKANE COUNTY LIBRARY DISTRICT	541650	LOST ITEM; EMOTIONAL INTELLIGENCE	18.00	0.00	
708527	10/10/2025	1791	TACOMA-PIERCE COUNTY HEALTH DEPARTMENT	541060	BUCKLEY SITE CLEANUP/UNDERGROUND STORAGE TANK	0.00	2,300.00	10/16/2025
708528	10/10/2025	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD;10/6/2025	0.00	113,036.77	10/15/2025
708529	10/17/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	4,050.68	10/21/2025
708530	10/17/2025	1010	AMARANTA SANDYS	541010	AMARANTA SANDY LUCHA LIBRE PAPER MASK 9/29 AT FIFE	0.00	456.00	10/29/2025
708531	10/17/2025	341	BAKER & TAYLOR	534220	MATERIALS - Children's Books	0.00	531.90	10/21/2025
708532	10/17/2025	3265	MARIA CHAVEZ PRINGLE	541010	MARIA CHAVEZ, THE FIRSTS:LATINA STRUGGLES 9/20 SH	0.00	438.08	10/22/2025
708533	10/17/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	431.35	10/28/2025
708534	10/17/2025	670	CIS - CENTER FOR INTERNET SECURITY	549020	2025 MS-ISAC ANNUAL MEMBERSHIP	0.00	1,995.00	10/30/2025
708535	10/17/2025	3307	WORCESTER PUBLIC LIBRARY	541650	Lost Item; MHA Phlebotomy Exam Secrets	60.00	0.00	
708536	10/17/2025	155	DELL MARKETING LP	535025	AUGUST STAFF LAPTOPS ORDER ONE	0.00	19,686.09	10/24/2025
708537	10/17/2025	156	DEMCO INC	535010	SH CHILDREN'S AREA DESK PANELS	0.00	1,035.39	10/24/2025
708538	10/17/2025	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	145.60	10/23/2025
708539	10/17/2025	3181	EDNETICS INCORPORATED	564300	2025 EDNETICS SWITCHING Network equipment	0.00	123,151.86	10/23/2025
708540	10/17/2025	2467	ELEVATE TECHNOLOGY GROUP	535055	2025 CAMBUIUM ACCESS POINT LICENSE	0.00	8,270.64	10/27/2025
708541	10/17/2025	3007	EVERGREEN FIRE AND SECURITY	548010	FIRE AND SECURITY INSPECTION SRVC (6/1/25-5/31/26)	0.00	5,506.96	10/27/2025
708542	10/17/2025	3279	EXTERPRISE LLC	541020	2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	3,150.00	0.00	
708543	10/17/2025	2499	FLOHAWKS	548000	SMT STORM CATCH BASIN CLEANING, EMERGENCY SEPTIC PUMPING	0.00	3,885.53	10/22/2025
708544	10/17/2025	2948	XENIA GONZALEZ	543012	Per diem; WLA Conference Committee MTG	0.00	102.00	10/29/2025
708545	10/17/2025	2432	INFOUSA MARKETING IN	534145	MATERIALS - Adult Reference	0.00	421.79	10/21/2025
708546	10/17/2025	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	34,929.82	10/24/2025
708547	10/17/2025	954	DON EHLEN		INTERNAL VOID	0.00	0.00	
708548	10/17/2025	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	374.84	10/22/2025
708549	10/17/2025	3330	AMY KUNKEL	543012	Per Diem; WFOA	229.00	0.00	
708550	10/17/2025	1886	LAMAR COMPANIES	544000	ADVERTISING	0.00	2,179.00	10/27/2025
708551	10/17/2025	36	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,600.00	10/23/2025
708552	10/17/2025	2566	THE MAD POTTER SAVAGE BEAUTI LLC	541010	MAD POTTER, HAND CRAFTING CLAY, 9/23, GHM	375.00	0.00	
708553	10/17/2025	3287	PATRICIA MANNIE		INTERNAL VOID	0.00	0.00	
708554	10/17/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV, Audiobooks	0.00	17,648.52	10/29/2025
708555	10/17/2025	228	MULTICULTURAL BOOKS & VIDEOS		INTERNAL VOID	0.00	0.00	
708556	10/17/2025	3159	MULTNOMAH COUNTY LIBRARY	541650	Lost Item; Chinese knotting	0.00	26.95	10/29/2025
708557	10/17/2025	3236	FRANKIE NICKERSON	543012	Per Diem; IFMA World Workplace Conference	0.00	220.00	10/24/2025
708558	10/17/2025	522	OVERDRIVE INC	534415	MATERIALS - Databases, eDownloadable Audio	0.00	139,856.86	10/24/2025
708559	10/17/2025	531	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese, Vietnamese	1,980.00	0.00	
708560	10/17/2025	537	PARENTMAP		INTERNAL VOID	0.00	0.00	
708561	10/17/2025	2989	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	0.00	7,916.66	10/23/2025
708562	10/17/2025	3323	ANNABEL QUINTERO		INTERNAL VOID	0.00	0.00	
708563	10/17/2025	61	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,891.34	10/21/2025
708564	10/17/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	1,784.85	10/21/2025
708565	10/17/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	614.00	10/27/2025
708566	10/17/2025	2326	MARY STIMSON	543012	Per Diem; WFOA Conference	186.00	0.00	
708567	10/17/2025	284	SUMMIT WATER & SUPPLY CO	547020	ACL, SMT WATER;9/10-10/10/25	0.00	1,885.16	10/21/2025
708568	10/17/2025	3304	ADRIANA TAPIA GOMEZ	541010	ADRI TAPIA GOMEZ, A BAILAR CUMBIA, 9/20 GIG, 9/27	0.00	800.00	10/24/2025
708569	10/17/2025	3194	WAGeworks INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	10/21/2025
708570	10/17/2025	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	3,409.52	10/22/2025
708571	10/17/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	754.30	10/21/2025
708572	10/17/2025	2015	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	3,420.20	0.00	
708573	10/17/2025	831	WORKPOINTE	535015	TORI STAFF CHAIR BACKSTOCK	0.00	6,267.46	10/21/2025
708574	10/17/2025	2611	LOIS YOSHIDA	541010	LOIS YOSHIDA, SUMI PAINTING, 9/20, AI	500.00	0.00	
708575	10/22/2025	313	AFLAC	231590	2025.10 AFLAC	3,828.34	0.00	
708576	10/22/2025	684	COLONIAL SUPPLEMENTAL INSURANC	231590	2025.10 COLONIAL	21.16	0.00	
708577	10/22/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	2025.10 PACIFICSOURCE ADMINISTRATORS	1,986.09	0.00	
708578	10/22/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2025.10.21 FOUNDATION DONATIONS	0.00	382.50	10/29/2025
708579	10/24/2025	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	2,888.24	10/28/2025
708580	10/24/2025	1010	AMARANTA SANDYS	541010	AMARANTA SANDYS, AZTEC MOTIF, 10/1 BUC, 10/17 SUM	900.00	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708581	10/24/2025	2143	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	760.00	10/29/2025
708582	10/24/2025	341	BAKER & TAYLOR	534230	MATERIALS - Adult & Children's Books	0.00	254.99	10/28/2025
708583	10/24/2025	2423	BETA - LAKEWOOD LLC	591720	NOVEMBER 2025 LEASE PAYMENT	24,948.00	0.00	
708584	10/24/2025	637	BRUCE C. ALLEN & ASSOCIATES INC DBA ABS VALUATION	541020	GRAHAM PARCEL APPRAISAL	4,250.00	0.00	
708585	10/24/2025	3117	CANDID	534305	MATERIALS - Databases	0.00	9,995.00	10/28/2025
708586	10/24/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	492.74	10/29/2025
708587	10/24/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	431.35	0.00	
708588	10/24/2025	2112	CRUCIAL LEARNING	549011	CRUCIAL LEARNING TRAINING BOOKS	3,490.17	0.00	
708589	10/24/2025	155	DELL MARKETING LP	535020	SEPTEMBER PUBLIC LAPTOPS ORDER TWO	137,314.66	0.00	
708590	10/24/2025	168	DEPARTMENT OF REVENUE	549050	UNCLAIMED PROPERTY REPORT OCT 2025	0.00	3,387.46	10/29/2025
708591	10/24/2025	379	E-RATE EXPERTISE INC	541000	E-RATE PROFESSIONAL SERVICES 2025	2,156.00	0.00	
708592	10/24/2025	3181	EDNETICS INCORPORATED	564300	2025 EDNETICS SWITCHING C9500	0.00	2,079.92	10/30/2025
708593	10/24/2025	370	ELITE PROPERTY INVESTMENTS LLC	591720	NOVEMBER 2025 CAM, SEWER, RENT	0.00	13,544.06	10/29/2025
708594	10/24/2025	3007	EVERGREEN FIRE ALARMS LLC	562010	AC FIRE DETECTION DEVICE UPGRADE	0.00	2,815.26	10/28/2025
708595	10/24/2025	392	THE FALCONER	541010	JOHN PRUCICH, RAPTOR EDUCATION, 10/15, DPT	0.00	500.00	10/30/2025
708596	10/24/2025	3233	ILA-ANN FUNKE	541010	MAMBO HIP HOP 10/3/25 VIRTUAL PRES	300.00	0.00	
708597	10/24/2025	486	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	4,632.75	10/29/2025
708598	10/24/2025	703	INGRAM LIBRARY SERVICES	534230	MATERIALS - Adult & Children's Books	0.00	25,080.70	10/31/2025
708599	10/24/2025	954	INSECT SAFARI	541010	INSECT SAFARI 10-04-25 SUMMIT PRESENTATION	0.00	300.00	10/30/2025
708600	10/24/2025	2881	JOHNSTON ARCHITECTS	541060	LAKEWOOD FEASIBILITY STUDY	15,810.00	0.00	
708601	10/24/2025	3287	PATRICIA MANNIE	541010	PATTIE MANNIE, PRESENTATION 10/2/25 UP	0.00	75.00	10/29/2025
708602	10/24/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV	0.00	3,413.28	10/30/2025
708603	10/24/2025	512	OETC	535055	2025 AZURE OVERAGE CHARGES	0.00	247.03	10/29/2025
708604	10/24/2025	520	CITY OF ORTING	591720	ORTING MPC - NOVEMBER 2025	0.00	3,566.66	10/29/2025
708605	10/24/2025	3323	ANNABEL QUINTERO	541010	ANNABEL QUINTERO, MAMBO HIP HOP, 10/14, STL	0.00	600.00	10/30/2025
708606	10/24/2025	61	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	11,663.44	10/31/2025
708607	10/24/2025	882	JEFFREY SAXON	541010	JEFF SAXON, UKULELE WORKSHOP, 10/15, AI	0.00	550.00	10/30/2025
708608	10/24/2025	1219	SONITROL PACIFIC	548000	SYSTEM- MISC. EXPENSES	0.00	318.45	10/30/2025
708609	10/24/2025	290	SURPRISE LAKE STATION LLC		INTERNAL VOID	0.00	0.00	
708610	10/24/2025	3325	TED BROWN MUSIC OUTREACH	541010	TED BROWN MUSIC OUTREACH, 9/30 3:15-4:15 AT SH, 5:	0.00	280.00	10/30/2025
708611	10/24/2025	579	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT AC	1,997.58	0.00	
708612	10/30/2025	163	DEPT OF LABOR & INDUSTRIES	231510	2025 Q3 L&I	59,683.51	0.00	
708613	10/30/2025	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2025 Q3 WA CARES CUST ID# C278036416	30,426.74	0.00	
708614	10/30/2025	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2025 Q3 WA PFML CUST ID# C278036416	53,661.72	0.00	
708615	10/31/2025	2864	AMAZON CAPITAL SERVICES	535025	OFFICE/OPERATING, CUSTODIAL, & TECHNOLOGY SUPPLIES	8,242.90	0.00	
708616	10/31/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	7,219.37	0.00	
708617	10/31/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	431.35	0.00	
708618	10/31/2025	2704	ELLIE PETERSON BOOKS	541010	ELLIE PETERSON SAND CASTLES AREFOREVER 10/18/25 SH	400.00	0.00	
708619	10/31/2025	2428	EMC RESEARCH INC	541020	EMC RESEARCH PUBLIC OPINION POLL	24,100.00	0.00	
708620	10/31/2025	3007	EVERGREEN FIRE AND SECURITY	548010	FIRE AND SECURITY INSPECTION SRVC (6/1/25-5/31/26)	8,162.40	0.00	
708621	10/31/2025	2732	JONTHAN FREARSON	541010	JONATHAN FREARSON - Performer services	375.00	0.00	
708622	10/31/2025	3336	JACQUE HOOYER	543012	Per Diem; NHRMA Conference	243.00	0.00	
708623	10/31/2025	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books, World - Spanish	8,474.88	0.00	
708624	10/31/2025	3289	VIJAYA JONNALAGADDA	541004	2025 VIJAYA JONNALAGADDA CONSULTING	2,175.00	0.00	
708625	10/31/2025	2943	ELLY KRUMWIEDE	543012	Per Diem; ABOS Annual Conference	361.00	0.00	
708626	10/31/2025	36	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
708627	10/31/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV	7,314.20	0.00	
708628	10/31/2025	228	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - German, Tagalog	2,520.00	0.00	
708629	10/31/2025	2567	NALGONA POSITIVITY PRIDE INC	541010	NALGONA POS PRIDE - Performer services	350.00	0.00	
708630	10/31/2025	522	OVERDRIVE INC	534410	MATERIALS - eBooks	16,132.76	0.00	
708631	10/31/2025	537	PARENTMAP	544000	ADVERTISING - PRINT AND DIGITAL	3,025.00	0.00	
708632	10/31/2025	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees:\$831.94; KB Fees:\$130.38	962.32	0.00	
708633	10/31/2025	3070	REMAKERY	541010	TACOMA REMAKERY, DARNING, TSHIRT YARN,10/3 ORT	525.00	0.00	
708634	10/31/2025	869	KELLIE COLEMON		INTERNAL VOID	0.00	0.00	
708635	10/31/2025	3026	ROTARY CLUB OF UNIVERSITY PLACE - FIRCREST	549020	ROTARY CLUB UNIVERSITY PLACE QRT 7/25-9/25, EO&CE	135.00	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708636	10/31/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	2,126.90	0.00	
708637	10/31/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	613.60	0.00	
708638	10/31/2025	1219	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	10,508.59	0.00	
708639	10/31/2025	273	TOWN OF STEILACOOM	547030	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	1,478.50	0.00	
708640	10/31/2025	2568	TALEWISE LLC		INTERNAL VOID	0.00	0.00	
708641	10/31/2025	3305	THE TOY WORKSHOP INC		INTERNAL VOID	0.00	0.00	
708642	10/31/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	2,308.93	0.00	
708643	10/31/2025	832	WORLD BOOK INC	534230	MATERIALS - Children's Books	1,537.00	0.00	
Count of Warrants: 172						465,152.22	1,189,697.37	1,654,849.59

MEMO



Date: November 5, 2025

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

From: Brian Lee, IT Director and Mary Stimson, Finance Director

Subject: Approval for Comcast Contract

The Library has selected Comcast as the successful bidder through its regular bidding processes for internet services for all locations. This will require a transition from our current vendor, FatBeam, to using Comcast for our administrative fiber network that provides internet access and WAN connectivity to our hard-wired computers. (The Wi-Fi service is provided through separate cable lines from Comcast under a separate contract.) With preliminary work beginning upon contract signature, this transition will occur during the second quarter of 2026 with a cutover to Comcast in place for all locations on July 1, 2026.

We ask Board approval for a purchase order upon contract signature and commit to the following costs:

1. Monthly recurring costs of \$3,227.51 for the Main connection at the Administrative Center.
2. Monthly recurring costs of \$10,192.50 for 19 branch connections.

An 18% charge for taxes or fees, or both, would be added on top of the connection costs, for an annual amount of \$190,028. Because this is a contract over 5 years, the contract value is \$950,137, beginning July 1, 2026. (The competitive bidding process resulted in pre-reimbursement savings of approximately \$75,000 per year.)

We understand that \$950,000 is a lot of money over 5 years, but the Library qualifies for an E-Rate reimbursement rate of 90%, which will be applied through the standard reimbursement process. After reimbursement, the Library's total cost will be approximately \$95,000 or \$19,000 per year.

BOARD ACTION: Move to approve a 5-year purchase order with Comcast in the amount of up to \$951,000 as provided herein.

Executive Director Report (Routine Reports)

MEMO



Date: November 3, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director's Report – November 2025

As we move into the final stretch of 2025, I'm pleased to share highlights from a month filled with community connection, staff development, and strategic progress.

Fundraising & Impact

Our 7th annual Trivia Bee on October 11, 2025, was a resounding success, raising over \$60,000, the highest total to date. The evening was made especially memorable by heartfelt stories from Pierce County Library Foundation Board Chair Esmerelda Switzer and donor Meredith Manchin, who spoke powerfully about how libraries change lives. I'm deeply grateful to the Foundation staff for their creativity and hard work in producing such an impactful event.

Budget & Financial Planning

The 2026 budget process continues to be challenging, but our Finance team is rising to the occasion. They've been working closely with staff to identify cost-saving opportunities and make strategic adjustments as we approach final deadlines. I remain confident in their leadership and their ability to stretch our resources while protecting the Levy Sustainability Fund from premature depletion.

Staff Development & Training

We've completed a major update to the HR Manual and are now leveraging our new learning management system (LMS) to ensure staff review and acknowledgment. The revamped Training and Development structure is already delivering strong results.

SkyPrep, our LMS platform launched earlier this year, has transformed our training infrastructure. The Staff Experience department now leads this work with clear accountability. Since implementation, we've built out:

- 148 active courses
- 344 training materials (videos, job aids, presentations)
- Over 2,000 training sessions completed in the past 30 days
- 17 active training requests underway

November's training calendar is robust, featuring sessions on inclusive meetings, intellectual freedom, performance management, crisis intervention, leadership styles, and cybersecurity topics including AI scams and password safety.

Community Engagement

City council presentations across the county continued this month having visited Wilkeson, Fife, and Eatonville. Wilkeson really stands out for its resilience amid economic challenges following the bridge closure.

I also shared Library updates on our new building with the Sumner Rotary, attended the Mid-County Leadership meeting (with plans to present in January), and participated in the Leadership Lighthouse event for nonprofit leaders. A particularly meaningful experience was attending “Creating Space for Tough Conversations” on immigration at Tacoma Community House.

Regional & Legislative Work:

- Attended Pierce County Regional Council; will present in November.
- Participating in TIF workgroups with AWC to address disproportionate impacts on junior taxing districts.
- Serving on the LCIP committee for 2026 funding requests.
- Sent end-of-summer updates to elected officials at state and county levels.
- Met with Elevate Health administrators, including Tribal Liaison.

Library in the Community

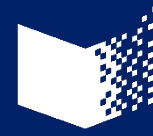
Our librarians continue to shine in community spaces. At the Thriving Together resource event, hosted by the Pierce County Community Navigator team and Parks Tacoma to learn about resources to help Pierce County businesses thrive, librarians engaged nearly 60 attendees and signed up six new Library cardholders. While attending the Tacoma Pierce County Chamber of Commerce Annual Meeting, I received positive feedback about one librarian for their outstanding active engagement and contributions to the South Sound Business Round Table.

We’re also stepping up in response to potential SNAP and WIC funding lapses. The Library is engaging with county and local partners, including a county-wide task force activated to address infant formula access needs.

Halloween candy extravaganza at the DuPont Library!!!



Public Services Report



Pierce County
Library System

Information & Imagination

Library at a Glance: September 2025 YTD Key Performance Indicators

Cardholders 359,223 ↑ +8.6%	YTD Users - Physical 1,017,321 ↑ +4%	YTD Circulation - Digital 2,045,552 ↑ 4.17%
YTD Circulation - Physical 1,735,465 ↓ -12.81%	YTD Number of Youth Programs 1,977 ↑ +14%	YTD Youth Program Attendees 39,956 ↑ +7%
YTD Number of Adult Programs 961 ↑ +25%	YTD Adult Program Attendees 7,564 ↑ +7%	

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

Environmental Education and Preparedness: Sept 2025 Service Highlight

Environmental Education and Preparedness

Pierce County Library System (PCLS) advances community resilience by partnering with Pierce County Emergency Management (PCEM) to offer expert-led disaster preparedness classes. These efforts support our strategic goal of building a sustainable future.

Since 2023, PCLS and PCEM have expanded their collaboration to deliver location-specific training on hazards like earthquakes and volcanic activity. This year, we also launched “Wildfire, Smoke, and You” with PCEM, Pierce Conservation District, and Tacoma-Pierce County Health Department, providing East Pierce and Key Peninsula residents with tools and resources to protect against poor air quality.

Additionally, regional libraries partnered with Pierce County Environmental Education and WSU Extension Master Gardeners to offer workshops on environmental literacy topics such as composting, native plants, and food preservation.

Statistics

- 14 emergency preparedness classes in 2025, an increase in 10 classes in 2023

Note: Plans are underway to expand the number of locations served in 2026. The Library and PCEM are also exploring collaborations with city emergency management departments to localize programs where possible.

- In 2025, the program’s first year, 6 “Wildfire, Smoke, and You” classes were offered through grant funding.

Note: If funding continues, future plans include bringing classes or kits to community locations served by the Library’s Outreach Services team

Stories of Impact

Attendees shared that they appreciated the opportunity to learn from expert sources and felt more prepared to make an emergency plan for their family.

Participants reported being more knowledgeable about the health impacts of wildfire smoke and poor air quality, as well as measures they can take to improve personal/family health outcomes.

Looking Ahead

Events to Know About

MultiCare WIC Clinic – Women, Infants and Children Nutrition Program

- Thursday, November 13, 1:00pm-4:30pm; Key Center
- Thursday, November 20, 10:00am-3:00 pm; Eatonville

Free Shower Service – Friday, November 14, 11:00am-3:00pm; South Hill

Legal Help Pop-Up – Drop-in Legal Assistance from Tacomaprobono

- Thursday, November 13, 2:00pm-5:00pm; University Place
- Tuesday, November 18, 1:30pm-3:30pm; Steilacoom

Virtual How Nez Perce Tribal Regained Their Cultural Heritage – A Stories and Voices Program* – Sunday, November 16, 2:30-3:30; Virtual Room 3. *Registration required
<https://calendar.piercecountylibrary.org/events?term=Cultural+Heritage&r=range&start=2025-06-29&end=2026-01-03>

All Things Medicare – A Health and Wellness Program

- Friday, November 14, 11:00am-1:00pm; Fife
- Monday, November 17, 2:00pm-4:00pm; Lakewood

English Class for Speakers of Other Languages – Wednesday, November 19, 1:00pm-3:00pm; Parkland/Spanaway

Customer Impact and Community Engagement - Stories by Location

Fife: Library staff collaborate with City of Fife Parks and Recreation to provide reading materials for Camp Fife. Staff place holds for camp use, and camp staff check out items on the City's card. The Camp Director expressed appreciation and interest in continuing the collaboration.

Gig Harbor: A new customer, excited by what her friends told her about Libby, rushed to the library to learn more. She hadn't used the library in nearly 50 years and was thrilled to discover all we offer. We got her a new card, introduced her to Libby, and she left beaming, eager to show off her card to her friends.

Milton: A parent seeking math support for her child was provided with a helpful resource book and introduced to the Library's online tutoring services. This access proved to be a transformative experience for the family.

Parkland/Spanaway: A 26-year-old customer studied for his Armed Services Vocational Aptitude Battery test at the library and later returned to share that he raised his score by 30 points and leaves for service in November.

Sumner: A long-time Teen Volunteer League alum has been actively involved for several years, contributing to the virtual program in 2023 and the Sumner and Bonney Lake projects in 2024 and 2025. In June 2025, she contacted teen services librarian staff with an idea to launch a monthly teen-led newsletter on how current events affect Pierce County youth. Confident in the library's support and long-standing staff relationships, they scheduled Ask Us appointments with teen services staff to explore publishing platforms, connect with community organizations, and plan the project. Teen services staff promoted the opportunity through the PCLTeens Discord server, and library meeting rooms were used for the first planning session. Eight teens from across the county, including participants from Lakewood, Orting, and several former volunteers, attended and joined the project leadership. With the alum facilitating, the group used library resources to conduct research and published the first two issues of their newsletter this fall.

In September, a representative from the Just and Healthy Food Systems Community of Interest shared details about the 2025 Youth Community Support Fund with library staff, who passed it along to the alum. She applied and was awarded \$500 to support printed publication of the We, the Youth newsletter.

University Place: A teen volunteer at the Friends of the UP Library book sale set up is an exchange student from Kazakhstan. One of UP's Russian-speaking CEAs met him and they connected over common language and being from (relatively) close areas.

MEMO



Date: October 27, 2025

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending August

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:

- 591721. Includes payment of \$31,950 to Valsoft Ireland Limited for CollectionHQ subscription.

Capital Improvement Fund:

- 564200. Payment of \$27,987.70 was made to Hermanson Company LLP for HVAC valve replacement at the Parkland branch.
- 541060. Includes payment to EHS- International INC for \$31,616.18 for the Buckley well sampling.
- 562010. Includes payment to Evergreen Fire Alarms for \$53,144.47 for AC fire device upgrade.
- 541020. Payment to EMC research for \$24,100 for research public opinion poll.
- 541060. Payment of \$16,845 was made to Johnston Architects for 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.

Revenues:

- **General Fund Taxes:** 56.9% 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:** 109.9% of the budget was received. Revenues include \$450K in E-rate rebates, \$378K investment earnings, \$60K FOL donations, \$47K in Printer Fees, \$48K in P-card rebates, and \$53K in miscellaneous revenue.
 - **Capital Improvement Fund Revenue:** Currently, 72.8% of expected revenues have been received. \$103K investment earnings, \$520K Foundation donor proceeds, \$1.43M reimbursed from the Sumner LCFA.

GF Expenses:

- **Salaries and Wages:** Currently on track at 70.4% to budget.
- **Benefits:** On track at 69.2%.
- **Supplies:** Currently at 54.9%, with \$278K tied to purchase orders (POs) that are encumbered and will be spent in Q4.
- **Materials:** 64.9% spent YTD, on track.
- **Services:** Currently at 68.3%, with \$620.5K in encumbered POs that are expected to be spent in Q4,
- **Transfers/Set Asides:** The Board approved a \$2M transfer from the General Fund to the Capital Fund and an \$800K transfer from the LSF to the General Fund.

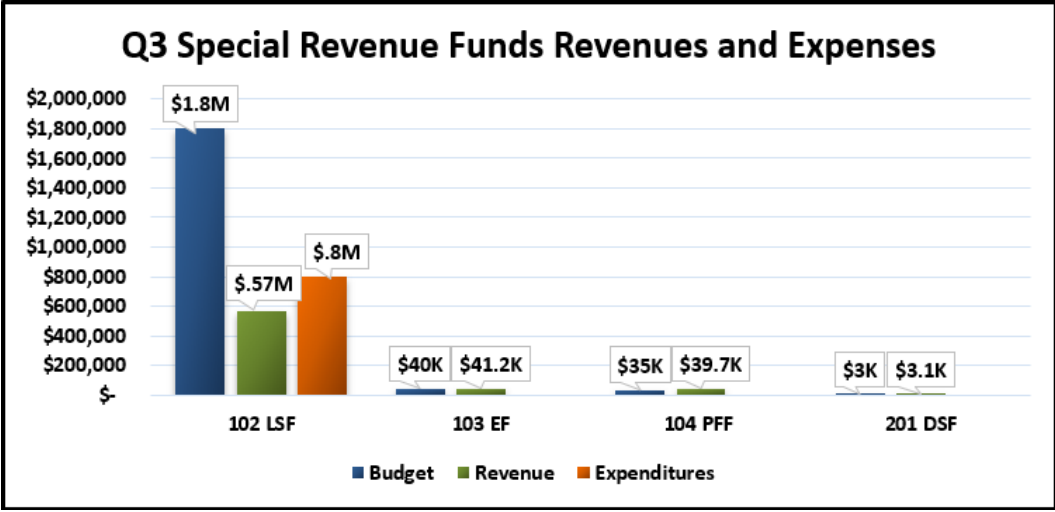
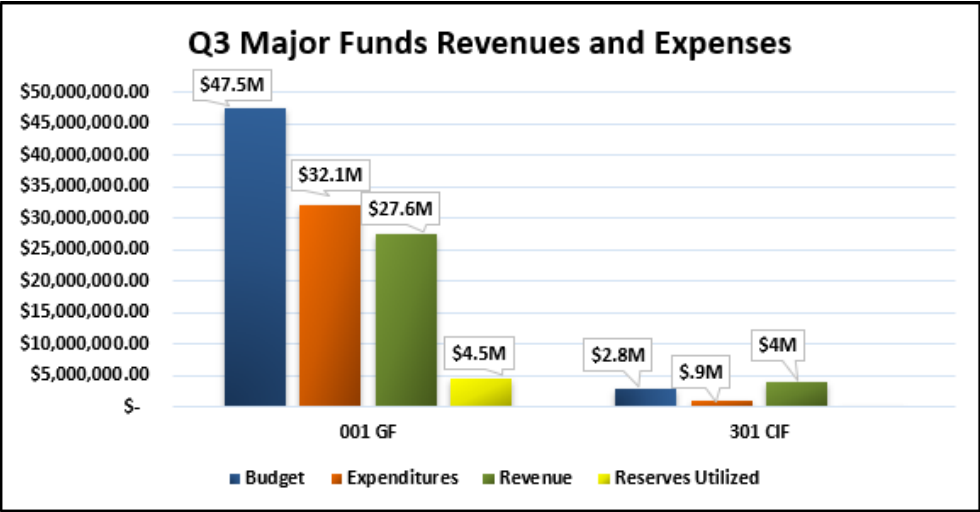
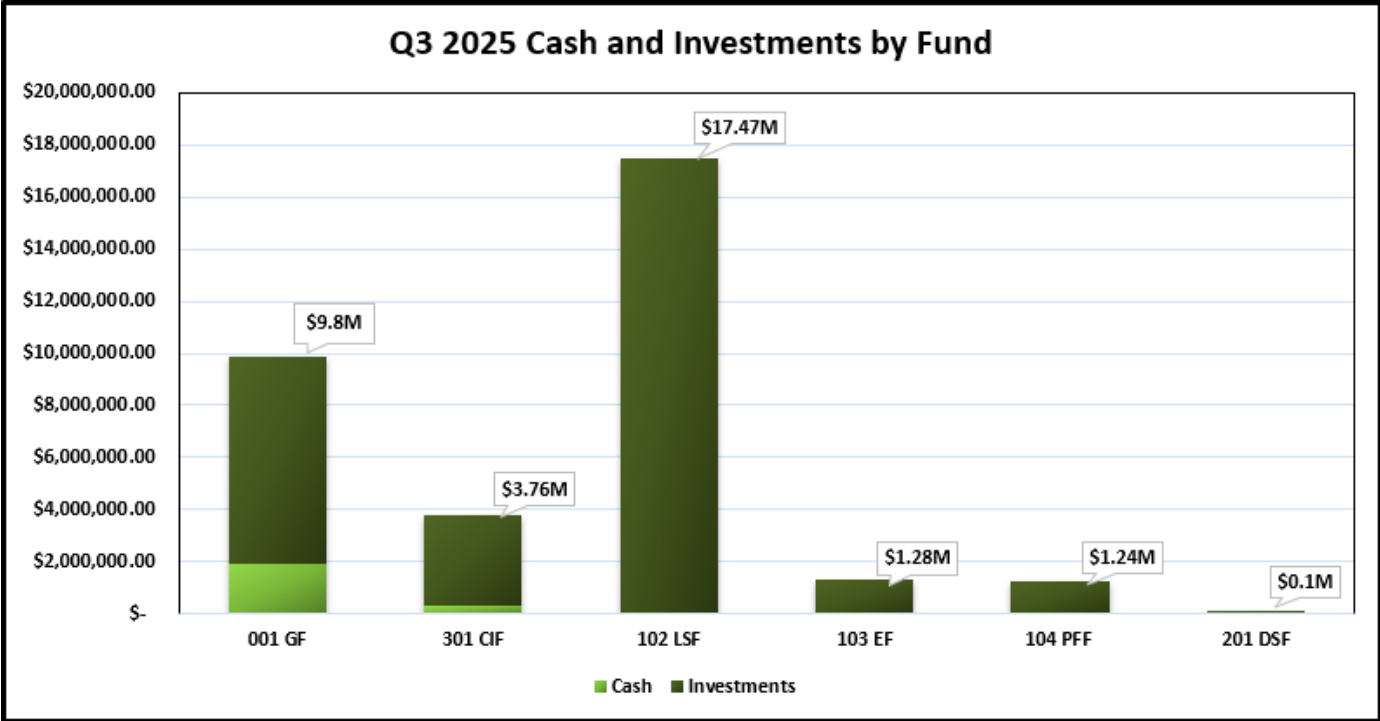
Capital Fund Expenses:

- **Services:** Currently at 14.8% of the budget, with \$290K committed through purchase orders (POs). These funds are encumbered and expected to be spent in Q4.
- **Capital Outlays:** Standing at 47.1% of the budget, with \$221K similarly encumbered via POs and scheduled for expenditure in Q4.

Financial/Budget Activities

- **Unspent Exercise** - In September, internal budget transfers were recorded to identify unspent 2025 funds. These funds were reallocated to the contingency account identifying what amounts can support the GF reserve needs and the budgeted capital transfers.
- **Sales Tax Compliance Preparation** - Prepared for the October 1st implementation of Department of Revenue (DOR) new sales tax laws by reviewing updated regulations, adjusting internal processes, and coordinating with vendors to ensure compliance. Finance also analyzed potential sales tax expense impacts on remaining Q4 costs and collaborated with the admin team to incorporate these into the department budget transfers and future budget impacts.
- **Clear Gov Drop-in Sessions** - Finance hosted two drop-in sessions for all department page contributors to support their input into the PCLS ClearGov budget book as we continue to increase financial transparency.

PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 09/30/2025



YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORI INAL APPROP	REVISED BUD ET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUD ET	PCT USE COL
0 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-45,855,000	-45,855,000	-25,876,612.62	-579,729.43	.00	-19,978,387.38	56.4%
311120 PROPERTY TAX--DELINQUENT	-536,000	-536,000	-433,366.22	-13,775.47	.00	-102,633.78	80.9%
311121 PROPERTY TAX--KING COUNTY	-61,000	-61,000	-108,449.26	-9,314.78	.00	47,449.26	177.8%
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	-28,992.31	-357.18 o	.00	8,992.31	145.0%
317400 TIMBER EXCISE TAX o	-60,000	-60,000	-34,656.59	.00 o	.00	-25,343.41	57.8%
TOTAL TAXES o	-46,538,000	-46,538,000	-26,488,769.94	-603,176.86	.00	-20,049,230.06	56.9%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-17,335.86	-7,079.31	.00	2,335.86	115.6%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-173.88	.00	.00	-3,826.12	4.3%
347200 LIBRARY SERVICES FEES--ILL	0	0	-58.00	.00	.00	58.00	100.0%
347902 PRINTER FEES	0	0	-47,315.54	-5,247.32	.00	47,315.54	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-377,529.63	-33,318.04	.00	-22,470.37	94.4%
361430 INTEREST INCOME--CONTRACTS &	0	0	-156.62	-53.31	.00	156.62	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	-1,125.42	.00	.00	1,125.42	100.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-9,636.35	.00	.00	7,636.35	481.8%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-18,589.02	-1,214.33 o	.00	14,589.02	464.7%
369200 FOUND MONEY	0	0	-87.37	-1.00	.00	87.37	100.0%
369910 MISCELLANEOUS OTHER	0	0	-53,080.36	-2,235.55	.00	53,080.36	100.0%
369911 PAYMENT FOR LOST MATERIALS	-19,000	-19,000	-20,009.51	-2,460.09	.00	1,009.51	105.3%
369912 JURY DUTY REIMBURSEMENT	0	0	-220.00	-10.00	.00	220.00	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	-47,901.49	.00 o	.00	-27,098.51	63.9%
TOTAL CHARGES OTHER o	-1,005,000	-1,005,000	-1,104,069.31	-51,618.95	.00	99,069.31	109.9%
03 SALARIES AND WAGES							
	o						

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
511000 SALARIES AND WAGES o	25,621,649	25,621,649	17,684,622.51	1,908,862.14 o	.00	7,937,026.29	69.0%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS o	32,000	32,000	6,874.27 o	950.42 o	.00	25,125.73	21.5%
511007 SHIFT DIFFERENTIAL o	236,351	236,351	4,617.71 o	.00	.00	231,733.29	2.0%
511009 TUITION ASSISTANCE o	12,000	12,000	8,168.29 o	.00	.00	3,831.71	68.1%
512000 OVERTIME WAGES o	45,000	45,000	31,602.55	4,267.58 o	.00	13,397.45	70.2%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-914,000	-914,000	.00	.00 o	.00	-914,000.00	.0%
TOTAL SALARIES AND WAGES o	25,183,000	25,183,000	17,735,885.53	1,914,080.14	.00	7,447,114.47	70.4%
04 PERSONNEL BENEFITS							
520010 FICA o	1,951,660	1,951,660	1,331,792.98	143,480.30 o	.00	619,867.02	68.2%
520020 MEDICAL INSURANCE o	3,496,003	3,496,003	2,462,708.53	263,166.53 o	.00	1,033,294.47	70.4%
520021 DENTAL INSURANCE	252,340	252,340	170,216.19	18,467.64 o	.00	82,123.81	67.5%
520022 LIFE AND DISABILITY INSURANCE o	106,818 o	106,818 o	75,837.46 o	8,337.00	.00	30,980.54	71.0%
520023 INDUSTRIAL INSURANCE o	146,870 o	146,870 o	121,321.00	12,718.89 o	.00	25,548.10	82.6%
520030 RETIREMENT o	2,449,135	2,449,135	1,435,283.93	106,488.51 o	.00	1,013,851.07	58.6%
520040 UNEMPLOYMENT INSURANCE o	35,000	35,000	5,947.31 o	.00	.00	29,052.69	17.0%
520041 PAID FML INSURANCE o	59,147 o	59,147 o	77,540.18 o	5,025.92 o	.00	-18,393.18	131.1%
520091 OTHER BENEFIT o	80,027	80,027	42,246.60	3,771.40 o	.00	37,780.40	52.8%
529999 ADJ BENEFITS TO MATCH PLAN	-301,000	-301,000	.00	.00 o	.00	-301,000.00	.0%
TOTAL PERSONNEL BENEFITS	8,276,000	8,276,000	5,722,895.08	561,456.19	.00	2,553,104.92	69.2%
05 SUPPLIES & EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	64,375	61,815	27,878.77	2,146.79	.00	33,936.23	45.1%
531002 OFFICE/OPERATING SUPPLIES--SU	88,910	62,044	37,369.25	4,295.46	3,656.54	21,018.06	66.1%
531004 OFFICE/OPERATING SUPPLIES--PU o	91,000	91,000	35,721.02	5,436.96 o	7,665.99 o	47,612.09	47.7%
531010 CUSTODIAL SUPPLIES o	145,000	118,000 o	79,879.98 o	9,184.05	31,741.51 o	6,378.51	94.6%
531020 MAINTENANCE SUPPLIES o	50,000	46,628	24,712.47	5,070.82 o	.00	21,915.53	53.0%
531030 MATERIAL PROCESSING SUP o	17,500	16,744 o	9,938.12 o	2,108.59 o	.00	6,805.88	59.4%
531040 TRAINING SUPPLIES o	5,000	13,545	934.90 o	315.70 o	.00	12,610.10	6.9%
531098 FRIENDS PASSTHROUGH-SUP o	.00	.00	40,159.77 o	3,997.62 o	2,161.70 o	-42,321.47	100.0%
531099 FOUNDATION PASSTHROUGH-SUP o	145,300	145,300	114,362.66	8,160.83	3,261.42	27,675.92	81.0%
532000 FUEL o	45,000	45,149	28,265.57	3,382.09	16,883.68	-.25	100.0%
535000 MINOR EQUIPMENT o	44,500	46,369	35,767.11	43.95	.00	10,601.39	77.1%
535010 FURNISHINGS--PUBLIC o	68,000	100,301 o	62,784.56 o	.00	15,994.67 o	21,521.77	78.5%
535015 FURNISHINGS--STAFF	156,500	113,046	88,747.63	.00	5,734.18	18,564.19	83.6% o

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
535020 TECHNOLOGY HARDWARE--PUBLIC o	100,000	100,000	398.10o	.00	90,302.50	9,299.40	90.7%
535025 TECHNOLOGY HARDWARE--STAFF o	302,500	300,500	3,390.91 o	.00	67,644.80o	229,464.29	23.6%
535030 TECHNOLOGY HARDWARE--GENERAL o	19,000	19,000	328.78 o	.00	.00	18,671.22 o	1.7%
535050 SOFTWARE/LICENSES/HOST--APPS	443,360	445,123	247,172.40	6,411.57	.00	197,950.10	55.5%
535055 SOFTWARE/LICENSES/HOST--INFRA o	360,400	360,400	29,418.09o	373.00	32,971.02	298,010.89	17.3%
TOTAL SUPPLIES EXPENSES	2,146,345	2,084,963	867,230.99	50,927.43	278,018.01	939,713.85	54.9%

06 MATERIALS

534000 MATERIALS COLLECTION o	15,000	15,000	.00	.00	.00	15,000.00	.0%
534005 ADULT AV - CDS o	20,000	20,000	13,694.69 o	322.57 o	.00	6,305.31	68.5%
534010 ADULT AV - DVD o	327,500	327,500	168,072.30	4,289.63 o	.00	159,427.70	51.3%
534015 ADULT AV - DVDNF o	20,000	20,000	14,651.81 o	200.59 o	.00	5,348.19	73.3%
534020 ADULT AV AUDIOBOOKS o	20,000	20,000	19,490.20	158.50	.00	509.80	97.5%
534105 ADULT BOOK CLUB KITS o	3,000	3,000	.00	.00	.00	3,000.00	.0%
534110 ADULT FICTION o	270,000	270,000	187,347.58	13,387.35	.00	82,652.42	69.4%
534115 ADULT GRAPHIC NOVELS o	15,000	15,000	9,938.55	933.59 o	.00	5,061.45	66.3%
534120 ADULT LARGE PRINT o	50,000	50,000	30,509.03 o	324.62o	.00	19,490.97	61.0%
534125 ADULT LUCKY DAY o	60,000	60,000	36,670.28o	981.14 o	.00	23,329.72	61.1%
534130 ADULT NONFICTION	300,000	300,000	131,776.05	8,900.02 o	.00	168,223.95	43.9%
534145 ADULT REFERENCE o	15,000	15,000	8,996.19 o	.00 o	.00	6,003.81	60.0%
534150 ADULT YA FICTION o	55,000	55,000	17,639.88	1,108.19 o	.00	37,360.12	32.1%
534155 ADULT YA GRAPHIC NOVELS o	25,000	25,000	19,609.36 o	3,001.87 o	.00	5,390.64	78.4%
534160 ADULT YA NONFICTION o	12,000	12,000	3,590.10 o	134.99 o	.00	8,409.90	29.9%
534205 CHILDREN'S BOOK CLUB KITS o	2,500	2,500	35.08 o	.00	.00	2,464.92	1.4%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	4,558.01	78.26 o	.00	1,441.99	76.0%
534220 CHILDREN'S FICTION o	225,000	225,000	120,963.43	11,544.85	.00	104,036.57	53.8%
534225 CHILDREN'S GRAPHIC NOVELS o	55,000	55,000	38,586.85	2,899.70o	.00	16,413.15	70.2%
534230 CHILDREN'S NONFICTION o	125,000	125,000	72,189.43 o	4,107.30o	.00	52,810.57	57.8%
534235 CHILDREN'S SCIENCE TO GO o	6,000	6,000	3,411.62 o	145.66 o	.00	2,588.38	56.9%
534237 CHILDREN'S STANDING ORDERS	35,000	35,000	22,091.25	2,530.59 o	.00	12,008.75	65.7%
534240 CHILDREN'S STORYTIME o	2,500	2,500	1,525.37	42.22	.00	974.63	61.0%
534305 DATABASES o	592,925	592,925	369,078.71	7,110.00	.00	223,846.29	62.2%
534410 EBOOKS o	880,000	880,000	734,814.06 o	62,296.62 o	.00	145,185.94	83.5%
534415 EDOWNLOADABLE AUDIO o	780,000	780,000	506,639.60	63,751.26 o	.00	273,360.40	65.0%
534421 ESTREAMING FILMS o	100,000	100,000	68,972.60o	.00	.00	31,027.40	69.0%
534422 ESTREAMING MUSIC o	20,000	20,000	.00	.00	.00	20,000.00	.0%
534425 EHOSTING FEES	15,000	15,000	13,200.00 o	.00	.00	1,800.00	88.0%
534430 EMAGAZINES o	80,500	80,500	96,922.11 o	.00	.00	-16,422.11	120.4%
534505 MAGAZINES o	75,000	75,000	14,518.28 o	.00o	.00	60,481.72	19.4%
534605 VENDOR PROCESSING	100,000	100,000	90,083.23	5,540.60	.00	9,916.77	90.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
534645 VENDOR CATALOGING o	10,000	10,000	541.00	.00	.00	9,459.00	5.4%
534705 WORLD - ADULT SPANISH o	10,000	10,000	4,807.15	.00	.00	5,192.85	48.1%
534710 WORLD - CHILDREN'S SPANISH o	15,000	15,000	6,859.03	183.99 o	.00	8,140.97	45.7%
534715 WORLD - CHINESE o	11,000	11,000	8,363.33 o	.00	.00	2,636.67	76.0%
534725 WORLD - GERMAN	8,000	8,000	7,213.78	832.36 o	.00	786.22	90.2%
534730 WORLD - JAPANESE o	5,500	5,500	4,161.78 o	.00	.00	1,338.22	75.7%
534735 WORLD - KOREAN o	21,000	21,000	10,789.80 o	.00	.00	10,210.20	51.4%
534740 WORLD - TAGALOG o	15,000	15,000	11,236.79 o	1,664.71 o	.00	3,763.21	74.9%
534745 WORLD - VIETNAMESE o	8,000	8,000	5,549.04 o	.00	.00	2,450.96	69.4%
534750 WORLD - RUSSIAN o	20,000	20,000	3,329.42 o	.00	.00	16,670.58 o	16.6%
534755 WORLD - UKRAINE o	5,000	5,000	1,492.06 o	.00	.00	3,507.94	29.8%
534805 YOUTH CHILDREN'S AUDIO BOOKS o	35,000	35,000	19,916.10 o	70.45	.00	15,083.90	56.9%
534810 YOUTH DVD - FTY o	22,000	22,000	4,145.21 o	.00	.00	18,354.79	18.4%
534815 YOUTH YA AUDIO BOOKS o	5,000	5,000	.00 o	.00	.00	5,000.00	.0%
541610 RESOURCE SHARING SERVICES o	38,000	38,000	17,949.38 o	.00	.00	20,050.62	47.2%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	42,362.53	.00 o	.00	-2,162.53	105.4%
TOTAL MATERIALS o	4,577,125	4,577,125	2,969,192.05	196,541.83	.00	1,607,932.95	64.9%

07 SERVICES XP SES

541000 INDEPENDENT CONTRACTORS	261,000	344,350	221,148.41 o	11,892.66 o	56,414.38 o	66,787.21	80.6%
541004 INDEPENDENT CONTRACTORS--INFR o	48,000	48,000	38,512.04 o	2,175.00	4,800.00 o	4,687.96	90.2%
541010 PERFORMER SERVICES o	103,000	103,000	45,644.73	3,850.00	19,963.72	37,391.55	63.7%
541020 CONTRACTUAL SERVICES o	613,500	548,963	282,447.11	24,021.22 o	135,128.29	131,387.10	76.1%
541040 LEGAL SERVICES o	60,000	113,371 o	98,306.25	660.00	17,034.95	-1,969.95	101.7%
541050 DATA SERVICES o	8,000	9,280 o	4,279.66 o	.00	.00	5,000.00	46.1%
541630 PRINTING AND BINDING o	118,500	113,528	48,828.13 o	.00	31,351.99	33,347.88	70.6%
541650 ILL LOST ITEM CHARGE o	2,000	2,000	1,353.82 o	100.37 o	.00	646.18	67.7%
542000 POSTAGE o	77,500	63,390	53,348.07	8.40 o	.00	10,041.93	84.2%
542001 SHIPPING o	10,000	10,500	10,218.87 o	201.47 o	.00	281.53	97.3%
542010 TELECOM SERVICES--PHONES o	82,000	82,000	79,244.18 o	8,770.12 o	.00	2,755.82	96.6%
542011 TELECOM SERVICES--CELLPHONES	62,000	62,000	45,390.86	4,027.48 o	.00	16,609.14	73.2%
542012 TELECOM SERVICES--INTERNET o	376,884	376,884	276,674.29	30,577.92 o	.00	100,209.71	73.4%
543000 TOLLS/PARKING o	10,529 o	11,821 o	5,051.44 o	1,038.73 o	.00	6,769.56	42.7%
543010 MILEAGE REIMBURSEMENTS o	54,525	51,978	38,587.38	3,923.99 o	.00	13,390.57	74.2%
543011 AIRFARE/OTHER TRANSPORTATION o	19,460	16,530 o	11,655.02 o	741.36 o	.00	4,874.98	70.5%
543012 PER DIEMS o	11,470 o	12,158 o	6,997.00	298.00	.00	5,161.00	57.6%
543013 LODGING o	34,460	37,492	22,126.80	1,729.83 o	.00	15,365.20	59.0%
544000 ADVERTISING o	132,000	128,000	73,175.01 o	3,143.40 o	40,753.90 o	14,071.09	89.0%
545010 RENTALS/LEASES--BUILDINGS o	0	0	6,732.00	184.00	.00	-6,732.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0% o

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
545030 Rental/Lease CAM o	433,900	433,900	340,076.57	26,261.16	.00	93,823.43	78.4%
546000 INSURANCE o	350,000	350,000	-11,877.00 o	.00 o	.00	361,877.00	-3.4%
547000 ELECTRICITY o	325,000	325,000	230,295.61 o	16,738.76 o	.00	94,704.39	70.9%
547010 NATURAL GAS o	80,000	80,000	3,287.79	107.89 o	.00	4,712.21 o	41.1%
547020 WATER o	46,000	46,000	38,923.59 o	6,146.18	.00	7,076.41	84.6%
547030 SEWER o	38,000	38,000	37,261.48 o	3,541.79 o	.00	738.52	98.1%
547040 REFUSE o	55,000	55,000	43,626.96	4,475.13	.00	11,373.04	79.3%
548000 GENERAL REPAIRS/MAINTENANCE o	601,500	600,807	169,659.65	9,344.38	118,469.96	312,677.39	48.0%
548010 CONTRACTED MAINTENANCE	654,600	654,600	423,960.69	18,915.64	173,277.34	57,361.97	91.2%
548050 VEHICLE REPAIR AND MAINTENANCE	35,000	25,760	16,536.63	123.05	.00	9,223.37	64.2%
548100 IT SYSTEMS MAINTENANCE--APPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA o	88,000	88,000	.00 o	.00	.00	88,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS o	76,445	70,523	49,226.20	6,503.20 o	.00	21,296.60	69.8%
549011 ORGANIZATIONAL REGISTRATIONS o	70,995	26,871 o	29,558.74	.00	.00	-2,687.74	110.0%
549012 ONLINE TRAINING & DEVELOPMENT o	.00	975	1,264.94 o	.00	.00	-289.74	129.7%
549020 DUES AND MEMBERSHIPS o	40,450	43,148 o	39,489.72 o	.00	3,275.00	382.78 o	99.1%
549030 TAXES AND ASSESSMENTS o	57,000	54,500	54,438.68	.01 o	.00	61.32	99.9%
549040 LICENSES o	1,200	800	597.60	437.60 o	.00	202.40	74.7%
549050 FEES o	19,500	32,968 o	15,186.97 o	-884.42 o	640.00	17,141.03	48.0%
549120 CONTINGENCY/RESERVE o	164,668	266,772	.00	.00	.00	266,771.89	.0%
591720 GASB 87 LONG TERM LEASE o	715,444	665,444	448,697.35	47,365.96	19,400.93	197,345.72	70.3%
591721 SBITA o	287,800	292,400	329,375.85	31,950.00	.00	-36,975.85	112.6%
TOTAL SERVICES EXPENSES o	6,160,530	6,221,912	3,629,309.09	268,370.28	620,510.46	1,972,092.60	68.3%
0 TRANSFER /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 o	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	4,531,673.49	2,336,580.06	898,528.47	-5,430,201.96	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-28,392,839.25	-654,795.81	.00	-20,950,160.75	
TOTAL EXPENSES	49,343,000	49,343,000	32,924,512.74	2,991,375.87	898,528.47	15,519,958.79	

102 LEVY USAINABILITY FUND

02 CHAR ES OTHER

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YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

102	LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
361100	INVESTMENT EARNINGS o	0	0	-569,287.17	-61,364.62	.00	569,287.17	100.0%
	TOTAL CHARGES OTHER o	0	0	-569,287.17	-61,364.62	.00	569,287.17	100.0% o

09 TRANSFER /SETASIDES

597040	TRANSFERS OUT-- GENERAL	0	0	800,000.00	.00	.00	-800,000.00	100.0%
	TOTAL TRANSFERS/SETASIDES o	0	0	800,000.00	.00	.00	-800,000.00	100.0%
	TOTAL LEVY SUSTAINABILITY FUND	0	0	230,712.83	-61,364.62	.00	-230,712.83	100.0%
	TOTAL REVENUES	0	0	-569,287.17	-61,364.62	.00	569,287.17	
	TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00	

103 ELECTION FUND

02 CHARGES O H R

361100	INVESTMENT EARNINGS o	0	0	-41,249.98 o	-4,516.62 o	.00	41,249.98	100.0%
	TOTAL CHARGES OTHER	0	0	-41,249.98	-4,516.62	.00	41,249.98	100.0%
	TOTAL ELECTION FUND	0	0	-41,249.98	-4,516.62	.00	41,249.98	100.0%
	TOTAL REVENUES	0	0	-41,249.98	-4,516.62	.00	41,249.98 o	

104 PROP RTY AND FACILITY FUND

02 CHARGES O H R

361100	INVESTMENT EARNINGS	0	0	-39,726.92	-4,349.84	.00	39,726.92	100.0%
	TOTAL CHARGES OTHER	0	0	-39,726.92	-4,349.84	.00	39,726.92	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-39,726.92	-4,349.84	.00	39,726.92	100.0% o
	TOTAL REVENUES	0	0	-39,726.92	-4,349.84	.00	39,726.92	

201 DEBT SERVICE FUND

02 CHARGES OTHER

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

201	DEBT SERVICE FUND o	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL o
361100	INVESTMENT EARNINGS	0	0	-3,138.88	-341.91	.00	3,138.88	100.0%
	TOTAL CHARGES OTHER	0	0	-3,138.88	-341.91	.00	3,138.88	100.0%
	TOTAL DEBT SERVICE FUND o	0	0	-3,138.88	-341.91	.00	3,138.88	100.0%
	TOTAL REVENUES	0	0	-3,138.88	-341.91	.00	3,138.88	

30 C PIT L IMP OVEMENT FUND

02 CHARGES O H R

334069	STATE GRANT FROM OTHR STATE A	-800,000	0	.00	.00	.00	.00	.0%
361100	INVESTMENT EARNINGS	-870,000	-870,000	-103,303.30	-12,553.25	.00	-766,696.70	11.9%
367010	DONOR PROCEEDS--FOUNDATION	-520,000	-520,000	-520,000.00	.00 o	.00	.00	100.0%
391100	SUMNER LCFA FUNDS	-11,834,000	-1,430,900	-1,430,887.22	-1,430,887.22 o	.00	-12.78	100.0%
	TOTAL CHARGES OTHER o	-14,024,000	-2,820,900	-2,054,190.52	-1,443,440.47	.00	-766,709.48	72.8%

05 SUPPLIES EXPENSES

535030	TECHNOLOGY HARDWARE--GENERAL o	396,000	0	.00	.00	.00	.00	.0%
	TOTAL SUPPLIES EXPENSES o	396,000	0	.00	.00	.00	.00	.0%

07 SERV CES XP SE

541000	INDEPENDENT CONTRACTORS o	5,000	1,753 o	1,753.36 o	.00	.00	-.36	100.0%
541020	CONTRACTUAL SERVICES o	905,000	710,058	350,050.89 o	24,100.00	21,377.00	338,630.11	52.3%
541040	LEGAL SERVICES o	15,000	7,798 o	7,797.50	.00	.00	.50	100.0%
541050	DATA SERVICES o	110,000	0	.00	.00	.00	.00	.0%
541060	ARCHITECTURAL/ENGR SERVICES	2,752,000	255,144	153,641.59	48,461.18	268,765.86	-167,263.55	165.6%
549030	TAXES AND ASSESSMENTS	220,000	0	.00	.00	.00	.00	.0%
549040	LICENSES o	0	0	5,468.00	5,468.00	.00	-5,468.00	100.0%
549050	FEES o	220,000	0 o	.00	.00	.00	.00	.0%
549120	CONTINGENCY/RESERVE o	434,000	4,479,759	.00	.00	.00	4,479,758.78	.0%
	TOTAL SERVICES EXPENSES	4,661,000	5,454,512	518,711.34	78,029.18	290,142.86	4,645,657.48	14.8% o

YEAR-TO-DATE BUDGET REPORT

FOR 2025 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE COL
08 CAPITAL OUTLAYS							
562010 BUILDING IMPROVEMENTS/REFRESH o	220,000	153,000	84,349.25	53,144.17 o	35,964.00	32,686.75	78.6%
562020 LAND & PROPERTY IMPROVEMENTS	1,100,000	552,802	7,801.78 o	.00	.00	545,000.22 o	1.4%
562100 CONSTRUCTION o	9,020,000	201,795	188,738.62 o	.00	10,686.83	2,369.55	98.8%
562200 ELECTRICAL o	165,000 o	139,207 o	62,206.50	.00	.00 o	77,000.50	44.7%
562800 FURNITURE AND FIXTURES o	0	750	750.00	.00	611.85	-611.85	181.6%
563000 OTHER IMPROVEMENTS--NONBUILDING o	275,000	0	.00	.00	.00	.00	.0%
564100 VEHICLES o	77,000	50,934	50,934.32 o	.00	.00	.00	100.0%
564200 HVAC AND MECHANICALS o	110,000	110,000	27,987.70 o	27,987.70 o	73,693.00	8,319.00	92.4%
564300 TECHNOLOGY EQUIPMENT o	0	157,900	.00	.00	100,311.32	57,588.68	63.5%
TOTAL CAPITAL OUTLAYS o	10,967,000	1,366,388	422,068.17	81,131.87	221,267.30	722,052.85	47.1%
09 TRANSFER /SET SIDES							
397010 TRANSFERS IN	-2,000,000	-4,000,000	-2,000,000.00	.00	.00	-2,000,000.00	50.0%
TOTAL TRANSFERS/SET SIDES	-2,000,000	-4,000,000	-2,000,000.00	.00	.00	-2,000,000.00	50.0%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-3,112,711.01	-1,284,279.42	511,410.16	2,601,300.85	100.0%
TOTAL REVENUES	-16,024,000	-6,820,900	-4,054,190.52	-1,443,440.47	.00	-2,766,709.48	
TOTAL EXPENSES	16,024,000	6,820,900	941,479.51	159,161.05	511,410.16	5,368,010.33	
GRAND TOTAL	0	0	1,565,559.53	981,727.65	1,409,938.63	-2,975,498.16	100.0%
** END OF REPORT - Generated by Olivia Bish p **							

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Unfinished Business

MEMO



Date: November 3, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: 2026 Board Meeting Schedule

At the October meeting, the Board discussed the 2026 meeting schedule and expressed interest in holding some Board meetings at branch locations throughout the system. Trustees agreed that meetings at branches would provide valuable opportunities for engagement, while still ensuring that a quorum of Trustees attends in person to comply with the Open Public Meetings Act ([RCW 42.30.230](#)). As a result, the proposed schedule for 2026 includes select meetings at branch locations.

The Board also discussed maintaining the current meeting time of 3:30 p.m. for all meetings, regardless of location. This will help ensure continuity and make planning easier for Trustees, staff, and the public.

Additionally, the November 2026 meeting will be moved to **Thursday, November 12**, as the Library will be closed on the second Wednesday which falls on Veteran's Day. This required adjustment is cited in [RCW 42.30.070](#) and is reflected in the attached 2026 schedule.

Trustees are asked to review the attached 2026 Board Meeting Schedule, which incorporates these changes, and be prepared to approve the final resolution to adopt the schedule at the November meeting.

Action: Approve Resolution 2025-16: To Set the 2026 Board Meeting Schedule as presented.

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2026 Meeting Schedule

The Pierce County Library System Board of Trustees holds its meetings regularly at 3:30 pm on the second Wednesday of each month. Please note that there is an exception for the November meeting, which has been rescheduled due to the Veteran's Day holiday. The specific dates for the Board of Trustee meetings in 2026 are listed below.

January 14, 2026
February 11, 2026 – South Hill Library
March 11, 2026
April 8, 2026
May 13, 2026 – University Place Library
June 10, 2026
July 8, 2026
August 12, 2026 – Parkland/Spanaway Library
September 9, 2026
October 14, 2026
November 12, 2026¹ – Fife Library
December 9, 2026

¹ In accordance with RCW 42.30.070, if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

RESOLUTION NO. 2025-16

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET THE 2026 SCHEDULE OF RECURRING MEETINGS**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with chapter 42.30 of the Revised Code of Washington; and,

WHEREAS, the Board of Trustees intends to hold recurring meetings in the year 2026; and now, therefore,

BE IT RESOLVED that in 2026, the Board of Trustees of the Pierce County Rural Library District will meet, with the exception of the November 2026 meeting, on the second Wednesday of each month at 3:30 PM as per the attached schedule. Due to Veteran's Day, the November 2026 meeting will be held on Thursday 12, 2026 at 3:30 PM, which is also noted per the attached schedule. Unless otherwise noted, the meetings will take place at the Administrative Center, 3005 112th Street East, Tacoma, Washington, 98446.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER, 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: November 3, 2025

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

From: Mary Stimson, Finance Director

Subject: 2026 Balanced Draft Budgets

Thank you for the feedback and discussion during the October 8, 2025, Board meeting regarding the unbalanced budget draft for 2026. As the budget process progresses, a draft balanced budget for 2026 has been developed that reflects updated analysis, revenue estimates, and expenditure assumptions. The following outlines the proposed draft budgets.

General Fund

The 2026 General Fund budget is balanced at \$51,096,833 in projected revenues and expenses. This reflects a \$1.7M increase from the 2025 budget with only \$440K in estimated net increased tax revenues for 2026. A transfer of \$3M from the Levy Sustainability Fund (LSF) into the General Fund is proposed in 2026.

Capital Fund

The proposed 2026 Capital Improvement Fund Budget balances projected revenues and expenses at \$7,315,000. After thorough analysis of funding sources, a transfer of \$1.2M from the Property and Facilities Fund and \$1M from the Pierce County Library Foundation is proposed to support the new Sumner Library project. Set-asides for future needs have been increased based on a three-year projection. As the Comprehensive Capital Plan (CCP) is further developed, additional assumptions will be incorporated in future years. The focus remains on investing in urgent capital needs, rebuilding the fund's set-asides, and meeting annual reserve requirements.

Other Funds

- **Levy Sustainability Fund (LSF):** Budget of \$3,250,000, with \$3M transfer to the General Fund and \$250K in investment income allocated towards the set-asides.
- **Property and Facility Fund (PFF):** Budget of \$1,200,100, with \$1.2M transfer to the Capital Improvement Fund and \$100 in investment income allocated towards the set-asides.
- **Election Fund (EF):** Budget of \$40K in investment income allocated towards the set-asides.
- **Debt Service Fund (DSF):** Budget of \$2K in investment income allocated towards the set-asides.

Cost Reduction and Efficiency Initiatives

As part of ongoing efforts to ensure fiscal responsibility, several cost reduction actions and efficiency initiatives were implemented and are projected to occur in 2026, as shared in our September Board Meeting. In October, feedback from the Board prompted a review of M&O expenses, including contingency, resulting in a reduction of approximately \$300K. The current budget was presented to the

Administrative Team, where each item was evaluated for its public impact and level of criticality, then categorized into tiers accordingly.

Next Steps

A proactive stance on fiscal management is being maintained. The Board is requested to examine the LSF and its \$3M allocation for 2026 to address the current budget deficit. In the coming weeks, the Executive Team will assess the tiers and criticality levels to ensure alignment with strategic goals and explore additional cost-saving measures for 2026. All updates will be reflected in the final 2026 budget presented at the December Board meeting.

Continued guidance from the Board regarding the usage of the LSF will be incorporated into the final 2026 budget. These efforts support the long-term financial health and sustainability of the Library.

2026 PCLS DRAFT GENERAL FUND BUDGET					
-- FUNDING SOURCES --	FY25 Approved	FY26 Draft	\$ Change	% Change	Notes
PROPERTY TAX--CURRENT	\$ 45,855,000	\$ 46,236,100	\$ 381,100	0.8%	
PROPERTY TAX--DELINQUENT	\$ 536,000	\$ 536,000	\$ -	0.0%	
PROPERTY TAX--KING COUNTY	\$ 61,000	\$ 100,000	\$ 39,000	63.9%	
SALE OF TAX TITLE PROPERTY	\$ 6,000	\$ 6,000	\$ -	0.0%	
TIMBER EXCISE TAX	\$ 60,000	\$ 80,000	\$ 20,000	33.3%	
LEASEHOLD EXCISE TAX	\$ 20,000	\$ 20,000	\$ -	0.0%	
DNR TIMBER TAX 2	\$ 15,000	\$ 15,000	\$ -	0.0%	
TOTAL TAXES	\$ 46,553,000	\$ 46,993,100	\$ 440,100	0.9%	
DONOR PROCEEDS--FOUNDATION	\$ 335,000	\$ 335,000	\$ -	0.0%	
ERATE REIMBURSEMENT	\$ 150,000	\$ 150,000	\$ -	0.0%	
DONOR PROCEEDS--FRIENDS	\$ -	\$ 73,283	\$ 73,283		Annual Ask
GRANTS--FEDERAL INDIRECT	\$ -	\$ 52,500	\$ 52,500		SCLGP Grant
GRAPHICS SERVICE CHARGES	\$ 4,000	\$ 4,000	\$ -	0.0%	
INVESTMENT EARNINGS	\$ 400,000	\$ 400,000	\$ -	0.0%	
PAYMENT FOR LOST MATERIALS	\$ 19,000	\$ 15,000	\$ (4,000)	-21.1%	Aligning w/Actuals
PROCUREMENT CARD REBATES	\$ 75,000	\$ 45,000	\$ (30,000)	-40.0%	Pcard Cost vs. Rebate
RENTS AND LEASES--KPHC	\$ 1,000	\$ 1,000	\$ -	0.0%	
SALE OF SURPLUS	\$ 2,000	\$ 8,000	\$ 6,000	300.0%	Aligning w/Actuals
SALE OF SURPLUS--MATERIALS	\$ 4,000	\$ 20,000	\$ 16,000	400.0%	Aligning w/Actuals
TOTAL CHARGES OTHER	\$ 990,000	\$ 1,103,783	\$ 113,783	11.5%	
TRANSFERS IN--SUSTAINABILITY	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	66.7%	
TOTAL TRANSFERS INTO GF	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	66.7%	
TOTAL REVENUE/FUND USAGE	\$ 49,343,000	\$ 51,096,883	\$ 1,753,883	3.6%	
--EXPENDITURES--	FY25 Approved	FY26 Draft	\$ Change	% Change	Notes
SALARIES AND WAGES	\$ 25,183,000	\$ 25,358,000	\$ 175,000	0.7%	
PERSONNEL BENEFITS	\$ 8,276,000	\$ 7,970,000	\$ (306,000)	-3.7%	Decrease to DRS Rates
TOTAL PERSONNEL	\$ 33,459,000	\$ 33,328,000	\$ (131,000)	-0.4%	
ADVERTISING	\$ 132,000	\$ 132,000	\$ -	0.0%	
INTERNET/SHIPPING	\$ 608,384	\$ 618,910	\$ 10,526	1.7%	
FEES/TAXES/REGISTRATIONS/ETC.	\$ 265,590	\$ 266,164	\$ 574	0.2%	
FUEL	\$ 45,000	\$ 45,000	\$ -	0.0%	
INSURANCE	\$ 350,000	\$ 350,000	\$ -	0.0%	
LONG TERM LEASES	\$ 1,003,244	\$ 952,346	\$ (50,898)	-5.1%	
REPAIRS AND MAINTENANCE	\$ 1,383,100	\$ 1,362,600	\$ (20,500)	-1.5%	
SERVICES AND CONTRACTS	\$ 1,214,000	\$ 1,221,800	\$ 7,800	0.6%	
SHORT TERM RENTAL/LEASES	\$ 437,100	\$ 577,800	\$ 140,700	32.2%	CAM increases
SMALL EQUIPMENT & SOFTWARE	\$ 1,494,260	\$ 1,346,800	\$ (147,460)	-9.9%	
SUPPLIES EXPENSES	\$ 607,085	\$ 663,533	\$ 56,448	9.3%	
TRAVEL & MILEAGE	\$ 130,444	\$ 160,497	\$ 30,053	23.0%	Conferences and Mileage
UTILITIES	\$ 472,000	\$ 457,250	\$ (14,750)	-3.1%	
CONTINGENCY	\$ 164,668	\$ 305,676	\$ 141,008	85.6%	
TOTAL M&O	\$ 8,306,875	\$ 8,460,376	\$ 153,501	1.8%	
MATERIALS	\$ 4,577,125	\$ 4,558,507	\$ (18,618)	-0.4%	
TOTAL MATERIALS	\$ 4,577,125	\$ 4,558,507	\$ (18,618)	-0.4%	
TRANSFERS OUT	\$ 2,000,000	\$ 4,000,000	\$ 2,000,000	100.0%	
SET ASIDES	\$ 1,000,000	\$ 750,000	\$ (250,000)	-25.0%	
TOTAL SET ASIDES & TRANSFERS	\$ 3,000,000	\$ 4,750,000	\$ 1,750,000	58.3%	
TOTAL EXPENDITURES	\$ 49,343,000	\$ 51,096,883	\$ 1,753,883	3.6%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -		

2026 PCLS DRAFT CAPITAL IMPROVEMENT FUND BUDGET			
-- FUNDING SOURCES --	2025	2026	\$
USE OF FUND BALANCE	Amended Budget	Draft Budget	Change
Use of Fund Balance/Cash Reserves	\$ -	\$ 815,000	\$ 815,000
TOTAL USE OF FUND BALANCE	\$ -	\$ 815,000	\$ 815,000
NEW REVENUE			
Transfer from General Fund	\$ 2,000,000	\$ 4,000,000	\$ 2,000,000
Transfer from General Fund - Unspent	\$ 2,000,000	\$ -	\$ (2,000,000)
Transfer from Property and Facilities Fund	\$ -	\$ 1,200,000	\$ 1,200,000
Sumner LCFA	\$ 1,430,900	\$ -	\$ (1,430,900)
Foundation Cap Planning Funding	\$ 520,000	\$ 1,000,000	\$ 480,000
E-Rate Reimbursements	\$ -	\$ 200,000	\$ 200,000
Interest Earnings	\$ 870,000	\$ 100,000	\$ (770,000)
TOTAL NEW REVENUE	\$ 6,820,900	\$ 6,500,000	\$ (320,900)
TOTAL REVENUE/FUND USAGE	\$ 6,820,900	\$ 7,315,000	\$ 494,100
-- EXPENDITURES --			
CURRENT BUILDING IMPROVEMENTS			
Buckley Site Evaluation/Remediation	\$ 50,000	\$ 85,000	\$ 35,000
Current Buildings Other	\$ 131,300	\$ -	\$ (131,300)
HVAC System Replacements	\$ -	\$ 1,150,000	\$ 1,150,000
PKS Storm Drain System	\$ -	\$ 550,000	\$ 550,000
Electrical Panel Replacement	\$ -	\$ 77,000	\$ 77,000
Needs/Consultants	\$ 1,290,000	\$ 245,000	\$ (1,045,000)
TOTAL CURRENT BUILDING IMPROVEMENTS	\$ 1,471,300	\$ 2,107,000	\$ 635,700
FUTURE BUILDINGS & OTHER			
Lakewood Interim Library	\$ 98,700	\$ -	\$ (98,700)
Sumner Library	\$ 65,000	\$ 2,750,000	\$ 2,685,000
Other Future	\$ 594,000		\$ (594,000)
TOTAL FUTURE BUILDINGS & OTHER	\$ 757,700.00	\$ 2,750,000.00	\$ 1,992,300.00
TECHNOLOGY UPDATES			
IT Capital Projects	\$ 915,000	\$ 275,000	\$ (640,000)
E-Rate Cybersecurity Projects		\$ 260,000	\$ 260,000
E-Rate Endpoint & MFA Projects	\$ -	\$ 235,000	\$ 235,000
TOTAL TECHNOLOGY PROJECTS	\$ 915,000	\$ 770,000	\$ (145,000)
CONTINGENCY	\$ 150,000	\$ 688,000	\$ 538,000
INCREASE TO SETASIDES/FUND BALANCE	\$ 3,526,900	\$ 1,000,000	\$ (2,526,900)
TOTAL EXPENDITURES	\$ 6,820,900	\$ 7,315,000	\$ 494,100
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -

2026 PCLS DRAFT LEVY SUSTAINABILITY FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Draft Budget	(\$)	(%)
Use of Levy Sustainability Set Aside	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	67%
REVENUE				
Investment Income	\$ 350,000	\$ 250,000	\$ (100,000)	-29%
TOTAL NEW REVENUE	\$ 350,000	\$ 250,000	\$ (100,000)	-29%
TOTAL FUNDING SOURCES	\$ 2,150,000	\$ 3,250,000	\$ 1,100,000	51%
-- EXPENDITURES --				
OPERATIONAL NEEDS				
Transfer from Levy Sustainability Fund to General Fund	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	67%
TOTAL OPERATIONAL NEEDS	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	67%
TOTAL EXPENDITURES	\$ 1,800,000	\$ 3,000,000	\$ 1,200,000	67%
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 350,000	\$ 250,000	\$ (100,000)	-16%
-- COMMITTED SET-ASIDES IN FUND BALANCE --	(To be committed as a set aside at Fiscal Year End)			
PROJECTED BALANCES AS OF 12/31	2025	2026	Change (\$)	Change (%)
TOTAL ESTIMATED COMMITTED SET-ASIDES	\$ 17,640,000	\$ 14,890,000	\$ (2,750,000)	-16%

2026 PCLS DRAFT PROPERTY AND FACILITY FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Draft Budget	(\$)	(%)
Use of Property and Facility Set Aside	\$ -	\$ 1,200,000	\$ 1,200,000	
REVENUE				
Investment Income	\$ 35,000	\$ 100	\$ (34,900)	-100%
TOTAL NEW REVENUE	\$ 35,000	\$ 100	\$ (34,900)	-100%
TOTAL FUNDING SOURCES	\$ 35,000	\$ 1,200,100	\$ 1,165,100	3329%
-- EXPENDITURES --				
PROJECTS				
Transfer from Property and Facilities Fund to Capital Fund	\$ -	\$ 1,200,000	\$ 1,200,000	
TOTAL PROJECTS	\$ -	\$ 1,200,000	\$ 1,200,000	
TOTAL EXPENDITURES	\$ -	\$ 1,200,000	\$ -	0%
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 35,000	\$ 100	\$ -	3329%
-- COMMITTED SET-ASIDES IN FUND BALANCE --	(To be committed as a set aside at Fiscal Year End)			
PROJECTED BALANCES AS OF 12/31	2025	2026	Change (\$)	Change (%)
TOTAL ESTIMATED COMMITTED SET-ASIDES	\$ 1,251,000	\$ 51,100	\$ (1,199,900)	-96%

2026 PCLS DRAFT ELECTION FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Draft Budget	(\$)	(%)
Use of Election Fund Set Aside	\$ -	\$ -	\$ -	
REVENUE				
Investment Income	\$ 40,000	\$ 40,000	\$ -	0%
TOTAL NEW REVENUE	\$ 40,000	\$ 40,000	\$ -	0%
TOTAL FUNDING SOURCES	\$ 40,000	\$ 40,000	\$ -	0%
-- EXPENDITURES --				
PROGRAMS				
Election Fund Programs	\$ -	\$ -	\$ -	
TOTAL PROGRAMS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0%
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 40,000	\$ 40,000	\$ -	0%
-- COMMITTED SET-ASIDES IN FUND BALANCE --	(To be committed as a set aside at Fiscal Year End)			
PROJECTED BALANCES AS OF 12/31	2025	2026	Change (\$)	Change (%)
TOTAL ESTIMATED COMMITTED SET-ASIDES	\$ 1,300,000	\$ 1,340,000	\$ 40,000	3%

2026 PCLS DRAFT DEBT SERVICE FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Draft Budget	(\$)	(%)
Use of Debt Service Fund Set Aside	\$ -	\$ -	\$ -	0%
REVENUE				
Investment Income	\$ 3,000	\$ 2,000	\$ (1,000)	-33%
TOTAL NEW REVENUE	\$ 3,000	\$ 2,000	\$ (1,000)	-33%
TOTAL FUNDING SOURCES	\$ 3,000	\$ 2,000	\$ (1,000)	-33%
-- EXPENDITURES --				
PROJECTS				
Debt Service Fund Projects	\$ -	\$ -	\$ -	
TOTAL PROJECTS	\$ -	\$ -	\$ -	
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	0%
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 3,000	\$ 2,000	\$ (1,000)	-33%
-- COMMITTED SET-ASIDES IN FUND BALANCE --	(To be committed as a set aside at Fiscal Year End)			
PROJECTED BALANCES AS OF 12/31	2025	2026	Change (\$)	Change (%)
TOTAL ESTIMATED COMMITTED SET-ASIDES	\$ 103,000	\$ 105,000	\$ 2,000	2%

2026 BUDGET PUBLIC HEARING

Motion: Opening the Public Hearing

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2025 property tax levies for collection in 2026.” (The motion is seconded and passed.)

Public Comment

After presentation of the 2026 budget, the Chair must ask if there was anyone in the audience who would like to comment on the budget.

If there is no response, or when public comments have ended, the public hearing is then closed.

Motion: Closing the Public Hearing

“I move to close the public hearing on the 2026 draft budget of revenue and expenditures.” (The motion is seconded and passed.)

MEMO



Date: October 30, 2025

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

From: Mary Stimson, Finance Director

Subject: Resolution 2025-17 Requesting Highest Lawful Levy

Each year Library administrators bring the Board a resolution requesting the highest lawful levy to be collected in the following year, along with the resolution to approve the levy certificate.

Highlights for the 2026 year:

- Total lawful levy amount of \$47,890,000 on the levy certificate
- Net increase in total tax revenue is estimated at \$440K from 2025-2026
 - Increase of \$467K in property tax revenues incorporated (allowable 1%)
 - New construction of \$630K incorporated
 - Administrative refunds of \$130K incorporated
 - Assumes some delinquencies uncollected
- Sumner Library Capital Facility Area excess levy of \$1,121,750

The certificate must be signed by the Board Chair and the resolution, once approved, must be signed by the Trustees within the next week to ensure we are able to file timely with Pierce County and King County, ensuring that we are levying the proper rates.

Action: Move to approve Resolution 2025-17 as presented.

Form 64 0100

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
_____, (Title), for _____ (District name),
do hereby certify to the _____ (Name of county) County legislative authority
that the _____ (Commissioners, Council, Board, etc.) of said district requests
that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

To request this document in an alternate format, please complete the form dor.wa.gov/AccessibilityRequest or call 360-705-6705. Teletype (TTY) users please dial 711.

RESOLUTION NO. 2025-17

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING HIGHEST LAWFUL LEVY**

WHEREAS, the **Board of Trustees** of **PIERCE COUNTY RURAL LIBRARY DISTRICT (Library, or District)** has met and considered its budget for the calendar year **2026**; and,

WHEREAS, the District's actual levy amount from previous year (**2025**) was **\$46,643,548.57** and,

WHEREAS, the population of the District is **MORE THAN 10,000**; and,

WHEREAS, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, annexations, and refunds, or (2) 50 cents per \$1,000 of the District's assessed property value; and,

WHEREAS, Washington State law limits the percent increase to the highest regular tax which could be levied lawfully to be the lesser of 1% or the Implicit Price Deflator (IPD), which was recorded at **2.44%**; and,

WHEREAS, the Board of Trustees, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, but excluding refunds made; and now, therefore,

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

1. An increase in the regular property tax levy is hereby authorized for the levy to be collected in the **2026** tax year.
2. The dollar amount of the increase over the actual levy amount from the previous year shall be approximately **\$467,281.06**, which is a percentage increase of **1.02514** percent (%) from the previous year. This increase excludes additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and annexations that have occurred, and refunds made.

PASSED AND APPROVED THIS 12TH DAY OF NOVEMBER, 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: October 30, 2025

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

From: Mary Stimson, Finance Director

Subject: Resolution 2025-18 General Fund to Capital Improvement Fund Transfer

As year-end approaches, a transfer of \$1M of the \$2M previously set aside from the General Fund to the Capital Improvement Fund is recommended to occur this month.

A review of capital projects for 2025 identified that several of the Capital IT projects did not require funding amounting to close to \$750K. These projects were for E-rate projects where vendors agreed to submit their own requests to USAC for reimbursement, rather than the Library needing to utilize their allocated funds. Earlier this year, \$2M of unspent 2024 budgeted funds were transferred to the Capital Improvement Fund to support capital projects. These funds will remain in the Capital Improvement Fund to support future capital needs.

The recommended \$1M transfer aligns with the Fiscal Management Policy, optimizing available resources to meet future capital needs in a timely manner. This action also strengthens the Capital Improvement Fund set-asides while ensuring the General Fund maintains adequate reserve balances for 2026.

Action: Move to approve Resolution 2025-18 as presented

RESOLUTION NO. 2025-18

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT (“LIBRARY”)
TO TRANSFER SET-ASIDES IN THE GENERAL FUND BALANCE
TO THE CAPITAL IMPROVEMENT FUND**

WHEREAS, the Pierce County Rural Library District has an established Capital Improvement Fund to receive financial support from transfers from the General Fund budget, Foundation funds, and other identified sources of revenue, and

WHEREAS, \$2,000,000 was set-aside in the 2025 General Fund budget for transfer to the Capital Improvement Fund for proposed capital projects, and

WHEREAS, it is estimated that the Library’s set-asides in the Capital Improvement Fund in November will require this transfer to sufficiently support a portion of the future year’s capital project needs expenditures, and

WHEREAS, on October 31, 2025, as part of the fiscal year review and budget process, the Library confirmed a \$1,000,000 amount of the set-aside to transfer is necessary, now, therefore

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

\$1,000,000 be transferred from the General Fund to the Capital Improvement Fund to increase the set-asides for use on future capital projects.

PASSED AND APPROVED THIS 12th DAY OF NOVEMBER, 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	_____

Officers Reports

MEMO



Date: October 2, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: 2025 Public Opinion Survey Results Summary

As part of its ongoing Marketing and Communications Plan, the Pierce County Library System (PCLS) conducted its biennial public opinion survey in August 2025 to assess community awareness, perceptions, and priorities. Building on the 2023 research, this year's survey was conducted by EMC Research and included 600 residents across the Library District, with an additional focus on equity-priority ZIP codes and multifamily housing communities.

The results show a notable increase in overall satisfaction, with 77% of residents expressing positive views of the Library up from 69% in 2023. Physical library locations remain highly valued, with 92% of respondents affirming their importance and 79% recognizing them as vital community spaces. Key services such as children's literacy programs, access to physical materials, staff support, and technology continue to be top priorities for investment. Support for increased library funding sits at 57% in favor of higher taxes to support library services.

Despite these positive trends, the survey highlights several areas for strategic focus. A significant engagement gap exists between patrons and non-patrons, with the latter group expressing lower satisfaction and less support for funding. Younger residents show interest in mobile access and innovative service models like "mini-branches," which are not yet widely available. Additionally, the Library's communication channels are shifting, with social media nearly matching traditional platforms like the website and newsletters in popularity.

Perceptions of tax value, while improving, remain below pre-pandemic levels, suggesting a need for greater transparency and storytelling around public investment. Demographic disparities also persist, with women, renters, and parents more likely to be engaged than homeowners, men, or older adults. Finally, interaction with the Library outside of traditional use remains limited, pointing to opportunities for broader community outreach and partnerships.

These insights will inform future strategies to strengthen community engagement, modernize services, and ensure equitable access to library resources across Pierce County.



TO: Pierce County Library System (PCLS)
FROM: Ian Stewart, EMC Research, Inc.
RE: Executive Summary
DATE: October 2, 2025

PCLS hired EMC Research to investigate satisfaction, perceptions, and opinion about the Pierce County Library System among residents in the Library District. The survey was conducted July 28 – August 6, 2025 among 600 residents in the Pierce County Library District, including a 100n oversample of residents in select equity priority zip codes or in multifamily housing. The survey has an overall margin of error ± 4.4 percentage points.

Key Findings

Satisfaction with PCLS is widespread (77% Satisfied/5% Dissatisfied), and is up and more intense than it was in 2023 (69%/6%).

Residents see libraries as important to their quality of life and continue to support libraries' traditional, physical spaces and offerings, but are also supportive of new ways to access the Library.

- Nearly all residents agree that physical libraries are important.
- Majorities also agree that libraries function as important community centers.
- Large majorities continue to say offering children's literacy, access to technology, physical materials, and staff assistance are important investments.
- There is an opportunity to attract more patrons by emphasizing the ability to access library materials on cell phones and there is an appetite, particularly among the younger audience, for innovative approaches to accessibility, such as mini-branches.

Patron status has a significant impact on residents' outlook on libraries.

The biggest split on how people view libraries is whether they are patrons or not.

- Those who have visited a Pierce County library or used their services in the past year have a significantly more positive view of nearly every aspect, including funding.
- Non-patrons are nearly twice as likely to agree that taxes are too high and they would prefer the library cut services.
- Women and non-homeowners make up a large proportion of patrons, but, regardless of patron status, these groups are most likely to hold positive attitudes towards libraries.

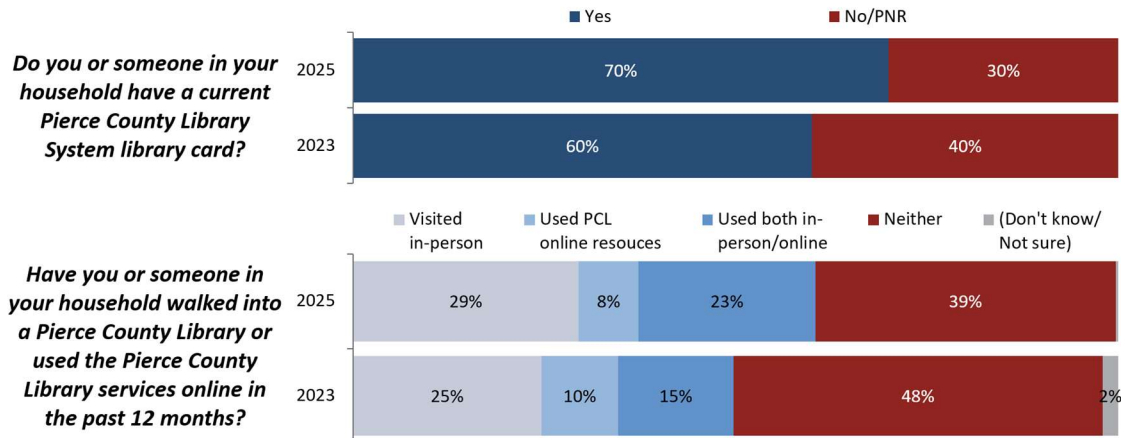
Tax support for libraries has increased since 2023.

- A majority (57%) support paying increased taxes for the Library.

Executive Summary

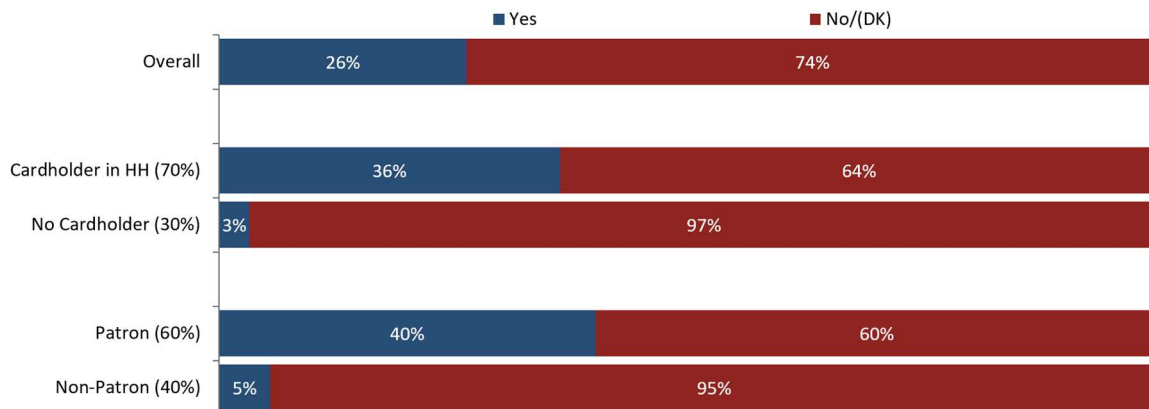
A majority have a PCLS cardholder (70%), and about 60% have visited or used a Pierce County Library in the last 12 months.

Women (69%), those with children (67%), and renters (67%) are most likely to have visited or used the library; these three groups show up consistently with some of the highest ratings and usage for PCLS.



The survey asked if people have interacted with PCLS outside of visiting or using an online resource. Most of those that have interacted this way are still cardholders or Patrons; a small percentage without cards or who have not visited interacted with PCLS; which still represents thousands of people (3% and 5% of all District residents).

Have you interacted with a Pierce County Library system in the community, that is, in some way outside of visiting or using an online resource, the past 12 months?

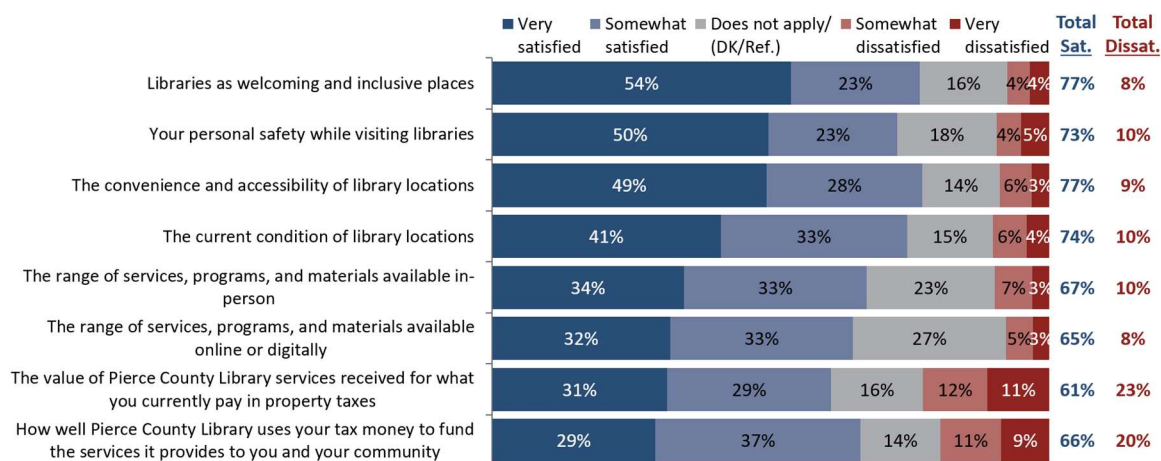


Residents are overwhelmingly satisfied with PCLS overall (77% Satisfied / 5% Dissatisfied) and with the local library in their community.

Satisfaction ratings have increased slightly since 2023 (69%/6%), with a significant increase in the share of residents who are “very satisfied” with their local library (from 34% to 41%).

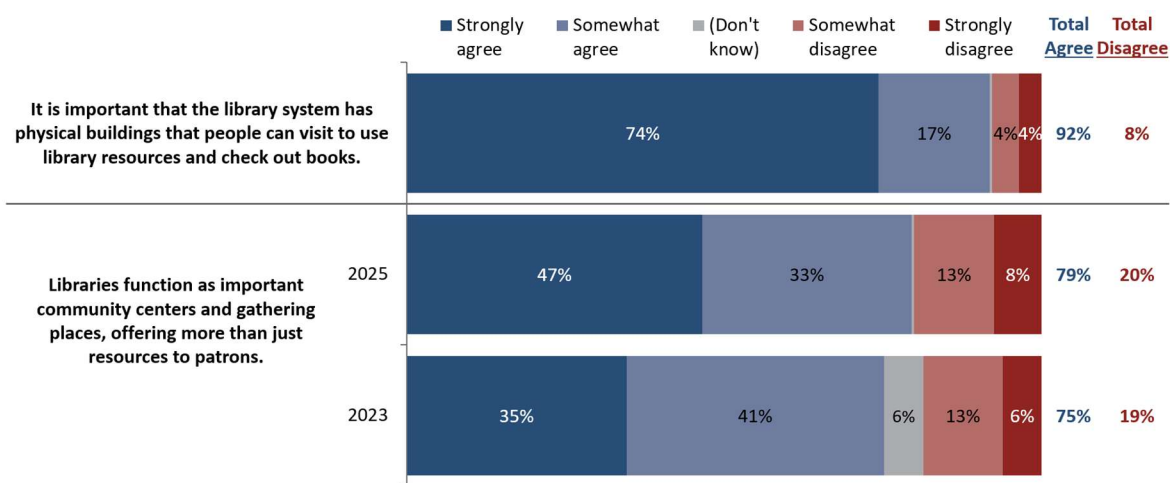
System satisfaction has also improved among non-patrons (From 45%/8% to 54%/8%).

The library earns high marks across a series of attributes, with scores improving on every item since 2023. The highest satisfaction levels are libraries as a welcoming and inclusive space, personal safety at libraries, and convenience and accessibility of library locations.



There is near unanimous agreement that physical library locations are important (92%).

The vast majority (79%) say that the library functions as an important community space, an increase from 2023.



Residents prioritize a broad mix of services and amenities for investment, but are also open to new ways to interact with the Library.

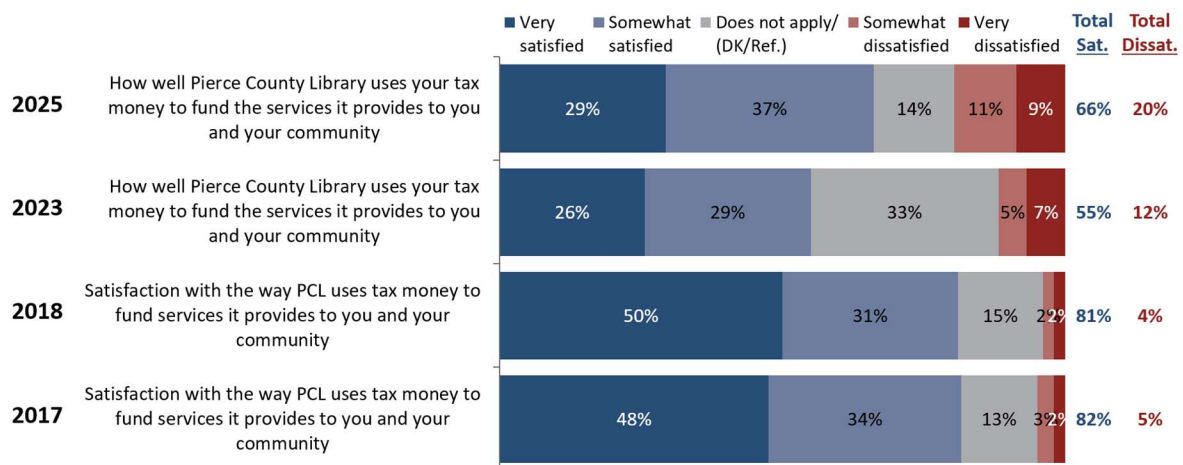
Respondents were asked to prioritize what the Library could invest in. Some of the most attractive items include programs for children and literacy (83% High Priority), physical materials (81%), staff assistance (80%) and access to technology (79%).

The survey also tested concepts like mini-branches and cell phone access. The idea of “mini-branches” is popular with about 70% of residents overall, but this is even more popular among those under age 29 (82%). “Accessing library materials on my cell phone” is also the most popular for those under 40 years old (70% vs 61% overall). Both of these suggest some opportunities for new patrons/usage among younger residents.

Social media and other online sources are even more preferred ways to get information about the library in 2025.

The survey asks respondents about ways to get information about the library; and interest in getting that information from social media or other online sources has nearly doubled since 2023. The Library’s own website and emails/e-newsletters are still popular, but are now nearly matched by online/social media sources.

Satisfaction with Pierce County Library’s use of tax money has increased since 2023, but it remains well below pre-pandemic levels.

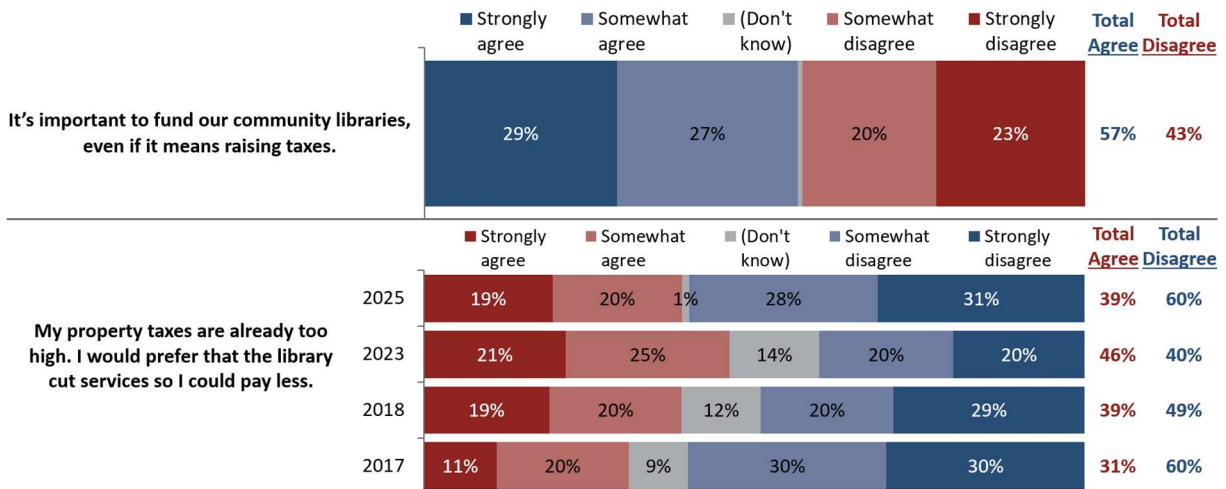


Patrons (82%) are nearly twice as likely as non-patrons (42%) to be satisfied with how well the Library uses tax money; one of the biggest subgroup differences in the survey.

There appears to be a majority who would support increased taxes for libraries.

Over half (57%) agree that it's important to fund community libraries, even if it means raising taxes. At the same time, nearly half of this agreement is in the weaker "somewhat agree" category (27%).

Library patronage is a major determining factor on tax attitudes; non-patrons (55%) are nearly twice as likely to agree than patrons (28%) that taxes are too high and they would prefer the library cut services.



Methodology

The findings in this memo come from a survey conducted by EMC Research from July 28 – August 6, 2025 among 600 residents in the Pierce County Library District, including a 100n oversample of residents in select equity priority zip codes or in multifamily housing. The multi-modal survey included live telephone interviews (landline and cell phone) and email/text invitations to complete the survey online. Results are demographically and geographically representative of residents in the Pierce County Library System area. The overall margin of error is ± 4.4 points.



MEMO

Date: October 27, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Marketing and Communications Q4 2025 Focus: Early Learning

As part of the Pierce County Library System's 2025 Marketing and Communications Plan, the Library launched its fourth-quarter early learning campaign on Oct. 15. Running through Dec. 15, this strategic effort aims to increase awareness, engagement and participation in early learning programs for children ages 0 to 5.

The campaign highlights local libraries as vibrant community spaces where children and families can grow together through enriching literacy experiences like Story Time and Play Time. Tactics include:



- Posters and flyers
- Website
- E-newsletter articles
- Community marketing
- Bus shelter and bus ads
- Social media marketing and advertising
- Digital advertising
- KPLZ radio
- ParentMap print ad
- And many other assets

Communications and marketing goals:

1. Increase awareness of PCLS's early learning programs among parents, caregivers and early childhood educators.
2. Position PCLS as a leading provider of early learning resources and programming in Pierce County.
3. Drive attendance and engagement in early learning programs across the system.
4. Highlight the Library's role in promoting equity, inclusion and diversity in early childhood education.
5. Empower caregivers with tools and confidence to support their child's development at home.

By positioning libraries as welcoming spaces for families and caregivers, we strengthen community trust and highlight the Library's role in preparing children for lifelong learning.