

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees December 10, 2025 | 3:30 PM

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

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

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

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

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes. Virtual attendees may sign up by emailing pmcbride@piercecounitylibrary.org by 2:00 p.m. on December 10. Written comments must be provided 24 hours prior to the meeting.*

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

Staff Presentation: Collection Management – Amy Anderson, Collection Management Director

Consent Agenda [ACTION]: *Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of November 12, 2025, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. Resolution 2025-19: To Declare Furnishings and Equipment Surplus to Public Service Needs

Reports

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

Unfinished Business

1. 2026 Balanced Final Budget: Second Reading and Discussion

Second Public Hearing: 2026 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 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.)

2. 2026 Budget Approvals
 - a. Resolution 2025-20: To Release a Portion of the Levy Sustainability Funds for 2026 Budget **[ACTION]**
 - b. Resolution 2025-21: To Release a Portion of the Property and Facility Funds for 2026 Budget **[ACTION]**
 - c. Resolution 2025-22: To Set 2026 Wages and Benefits for Non-Represented Employees **[ACTION]**
 - d. Resolution 2025-23: To Adopt The 2026 General Fund Budget **[ACTION]**
 - e. Resolution 2025-24: To Adopt The 2026 Capital Improvement Fund Budget **[ACTION]**
 - f. Resolution 2025-25: To Adopt The 2026 Levy Sustainability Fund Budget **[ACTION]**
 - g. Resolution 2025-26: To Adopt The 2026 Property and Facility Fund Budget **[ACTION]**
 - h. Resolution 2025-27: To Adopt The 2026 Election Fund Budget **[ACTION]**
 - i. Resolution 2025-28: To Adopt The 2026 Debt Service Fund Budget **[ACTION]**
 - j. Resolution 2025-29: To Transfer a Portion of Levy Sustainability Funds to the General Fund **[ACTION]**

AGENDA

- k. Resolution 2025-30: To Transfer a Portion of Property and Facility Funds to the Capital Improvement Fund **[ACTION]**

New Business

1. 2026 Election of Officers **[ACTION]**
2. Approval of Insurance Renewal Purchase Order **[ACTION]**

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

1. 2025 General Election Final Results

Announcements/Trustee Comments

Adjournment [ACTION]

Closed Session

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

Board Development

MEMO



Date: December 2, 2025

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

From: Amy Anderson, Collection Management Director

Subject: Collection Management presentation

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

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – NOVEMBER 12, 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

Written comments were submitted by Danielle Reeves and Natoyah Autry.

CONSENT AGENDA

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

Item 4 (Approval of Comcast Contract) was removed from the consent agenda to New Business for further discussion.

Trustees Wheaton and Patel moved and seconded approval of the consent agenda as amended. All in favor. Motion carried.

PRESENTATION: Tessa Levine-Sauerhoff and Aly Holmes from Gensler and Associates shared an overview of the draft Comprehensive Capital Plan they prepared for the Library, which was designed to guide long-term investment and development of capital needs.

REPORTS

2. Deputy Director Report – Deputy Director Connie Behe reviewed highlights on the report. Discussion ensued on the downward trend of physical material circulation.
3. Finance Director Report – September 2025 – Finance Director Mary Stimson noted the financial report memo should read September rather than August. Because of the new sales tax law, the Library will be impacted by approximately \$300,000.

UNFINISHED BUSINESS

1. Resolution 2025-16: 2026 Board Meeting Schedule

Trustees Jenkins and Sloan moved and seconded the approval of Resolution 2025-16, establishing the 2026 Schedule of Recurring Meetings as presented. All in favor. Motion carried.

2. 2026 Draft Budget – Director Stimson shared a presentation of the draft balanced budget for each of the Library's funds.

Trustees Sloan and Patel moved and seconded 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. All in favor. Motion carried.

There being no comments, Trustee Sloan and Jenkins moved and seconded to close the public hearing on the 2026 budget of estimated revenue and expenditures. All in favor. Motion carried.

UNFINISHED BUSINESS (CONT.)

3. 2026 Draft Budget

- a. *Trustees Jenkins and Sloan moved and seconded the approval of Resolution 2025-17: To Request Highest Lawful Levy and Levy Certification as presented. All in favor. Motion carried.*

- b. *Trustees Wheaton and Patel moved and seconded the approval of Resolution 2025-18: To Transfer Set-Asides in the General Fund to the Capital Improvement Fund as presented. All in favor. Motion carried.*

NEW BUSINESS

- 1. Approval of Comcast Contract – This item was removed from the consent agenda to allow for further discussion. IT Director Brian Lee indicated that the new Comcast contract is projected to cost \$75,000 less than the Library's current service expenditure. Applicable taxes are included in the purchase order. The Library anticipates considerable savings due to e-Rate reimbursements.

Trustees Wheaton and Sloan moved and seconded the approval of the Comcast Contract as presented. All in favor. Motion carried.

OFFICERS REPORTS

- 1. Public Opinion Poll Results – Executive Director Caserotti noted additional work is needed to address the poll results and their impacts on capital planning.

ANNOUNCEMENTS

As part of the Native American and Alaska Native Stories and Voices programs, Burke Boxes will be available for viewing at the Bonney Lake Library on November 19, 2025, and at the Buckley Library on November 25, 2025.

ADJOURNMENT

Trustees Jenkins and Wheaton moved and seconded for adjournment. All in favor. Motion carried.
The meeting adjourned at 5:11 pm.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			11/6/2025	\$ 1,092,301.60
Electronic Payments - Payroll & Acct Payable			11/21/2025	\$ 1,041,907.07
Accounts Payable Warrants	708644 -708807	163	11/6/2025 - 11/26/2025	\$ 1,667,715.93
Total Amount:				<u><u>\$ 3,801,924.60</u></u>

As of 12.2.2025

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 11/06/25 Payroll

Withdrawal Date: 11/6/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 95,337.62
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,484.34
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,484.34
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 704,918.12
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,700.86
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 58,569.74
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 55,485.09
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	\$ 4,550.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 222.90
Total Deposit						\$ 1,092,301.60

Certification:

Stacy Karabotsos
Signature (Department Designee)

11/4/2025
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 11/21/25 Payroll

Withdrawal Date: 11/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 87,439.52
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,591.15
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,591.15
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 672,546.93
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,644.04
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 55,552.82
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 52,654.24
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	\$ 3,113.94
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 4,550.00
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	\$ 3,316.26
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,041,907.07

Certification:

Stacy Karabotsos
 Signature (Department Designee)

11/19/2025
 Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708644	11/06/2025	314	AFSCME AFL-CIO	231920	2025.11.06 OCTOBER UNION DUES	0.00	15,304.46	11/17/2025
708645	11/06/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	2025.11.06 FSA & DEDPENDANT CARE	0.00	1,986.09	11/18/2025
708646	11/06/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2025.11.06 FOUNDATION DONATIONS	0.00	382.50	11/07/2025
708647	11/07/2025	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS	0.00	3,735.10	11/12/2025
708648	11/07/2025	3350	ALIANA ARIAS	369911	LOST ITEM RETURNED AFTER PAYMENT WAS MADE TO PCLS	0.00	14.99	11/13/2025
708649	11/07/2025	2143	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	618.00	11/13/2025
708650	11/07/2025	341	BAKER & TAYLOR	534220	MATERIALS - Children's Books	0.00	374.44	11/12/2025
708651	11/07/2025	3339	LIBBY BALL	369911	LOST ITME RETUNED AFTER PAYMENT WAS MADE	70.97	0.00	
708652	11/07/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	950.41	11/24/2025
708653	11/07/2025	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER;ACCT#1-99-204000-00 & 1-99-204001-0	0.00	536.21	11/12/2025
708654	11/07/2025	638	CITY OF BUCKLEY	547020	BUC WATER, SEWER;ACCT#1489.1;WATER, 1489.0;SEWER	0.00	664.31	11/14/2025
708655	11/07/2025	3337	JOSE E CASTRO	543012	Per Diem; National Reforma Conference	0.00	387.00	11/14/2025
708656	11/07/2025	3265	MARIA CHAVEZ PRINGLE	541010	MARIA CHAVEZ THE FIRST:LATINA STRUGGLES 10/4 AT UP	0.00	429.00	11/18/2025
708657	11/07/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	431.35	11/19/2025
708658	11/07/2025	124	WASHINGTON TECHNOLOGY SERVICES	542010	TELECOM SERVICES--PHONES ACC#G15-000; OCTOBER 2025	0.00	585.00	11/14/2025
708659	11/07/2025	3150	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	0.00	130.34	11/17/2025
708660	11/07/2025	2763	INFOUSA MARKETING INC	534145	MATERIALS - Adult Reference	0.00	421.79	11/12/2025
708661	11/07/2025	1001	DATA QUEST LLC	541020	BACKGROUND CHECKS	0.00	49.55	11/21/2025
708662	11/07/2025	3007	EVERGREEN FIRE ALARMS LLC	562010	FIRE PANEL REPLACEMENT- GIG & PKS & AC & STL	0.00	26,664.29	11/12/2025
708663	11/07/2025	2801	FATBEAM LLC	542012	INTERNET SERVICES - All branches	0.00	22,407.53	11/14/2025
708664	11/07/2025	3054	GARDEN CARE	548000	IRRIGATION WINTERIZATION 2025	0.00	10,512.00	11/14/2025
708665	11/07/2025	486	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	89.10	11/12/2025
708666	11/07/2025	3340	SUSAN HOVDE	369911	LOST ITEM RETURNED AFTER PAYMENT WAS MADE	0.00	30.00	11/17/2025
708667	11/07/2025	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	12,812.41	11/13/2025
708668	11/07/2025	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	477.36	11/14/2025
708669	11/07/2025	3343	MEAGHAN JAMES	369911	LOST ITME RETURNED AFTER PAYMENT WAS MADE	0.00	15.99	11/17/2025
708670	11/07/2025	731	KEY PENINSULA BUSINESS ASSOCIATION	549020	MEMBERSHIP 2026	0.00	100.00	11/17/2025
708671	11/07/2025	3351	FENG LIU	347902	FENG LIU PRINRING REFUND REQUEST	3.00	0.00	
708672	11/07/2025	3086	M ARTHUR GENSLER JR & ASSOCIATES INC	541020	STRATEGY SERVICES FOR 20 YEAR CAPITAL PLAN	0.00	3,296.83	11/14/2025
708673	11/07/2025	3341	JAMIE MERWIN	369911	JAMIE MERWIN REFUND REQUEST LOST ITEM RETURNED	6.00	0.00	
708674	11/07/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - CDs & DVD	0.00	5,812.41	11/17/2025
708675	11/07/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	10,543.98	0.00	
708676	11/07/2025	228	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Russian	0.00	3,024.00	11/12/2025
708677	11/07/2025	2672	MELISSA MUNN	543012	Per diem; Library Journal Safety Summit	158.00	0.00	
708678	11/07/2025	522	OVERDRIVE INC	534415	MATERIALS - eBooks & eDownloadable Audio	0.00	172,331.84	11/17/2025
708679	11/07/2025	530	PACIFICSOURCE ADMINISTRATORS	549050	NOVEMBER FEES	0.00	115.00	11/12/2025
708680	11/07/2025	531	PAN ASIAN PUBLICATIONS (USA) INC.	534730	MATERIALS - World - Japanese & Vietnamese	2,260.00	0.00	
708681	11/07/2025	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees: \$715.14;KB Fees: 132.74	0.00	847.88	11/14/2025
708683	11/07/2025	752	PITNEY BOWES	542000	POSTAGE RESERVE REPLENISHING FUND DEPOSIT	0.00	9,000.00	11/28/2025
708684	11/07/2025	3344	SHELBY ROGERS	369911	LOST ITEM RETURNED AFTER PAYMENT WAS MADE	0.00	13.95	11/13/2025
708685	11/07/2025	1874	TEREX USA LLC	548000	TEREX 2025 ANNUAL INSPECTIONS	0.00	1,897.62	11/13/2025
708686	11/07/2025	3305	THE TOY WORKSHOP INC	541010	RICK HARTMAN, WONDERGLOBE, 9/20 EAT CC	0.00	700.00	11/12/2025
708687	11/07/2025	3342	LISA M TUIASOSOPO	347902	PRINTING REFUND REQUEST	5.00	0.00	
708688	11/07/2025	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;NOV 25	0.00	15.77	11/14/2025
708689	11/07/2025	2411	VERTIV CORPORATION	541020	2025 VERTIV UPS SUPPORT RENEWAL	0.00	9,068.74	11/18/2025
708690	11/07/2025	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	6,052.97	11/12/2025
708691	11/07/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	1,131.45	11/12/2025
708692	11/07/2025	2015	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	0.00	3,696.02	11/13/2025
708693	11/12/2025	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;8/5-10/6/25	1,086.02	0.00	
708694	11/12/2025	284	SUMMIT WATER & SUPPLY CO	547020	ACL, SMT WATER;10/10-11/10/25	0.00	551.06	11/18/2025
708695	11/12/2025	3346	SURPRISE LAKE STATION LLC	591720	Lease Payment November 2025	0.00	13,184.02	11/20/2025
708696	11/13/2025	335	AWC EMPLOYEE BENEFIT TRUST	231540	2025.11 AWC EMPLOYEE BENEFIT TRUST	0.00	305,154.97	11/20/2025
708697	11/20/2025	313	AFLAC	231590	2025.11.21 AFLAC	3,828.34	0.00	
708698	11/20/2025	684	COLONIAL SUPPLEMENTAL INSURANC	231590	2025.11.21 COLONIAL SUPPLEMENTAL INSURANCE	21.16	0.00	
708699	11/20/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	2025.11.21 FSA & DEPENDANT CARE	1,945.95	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708700	11/20/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2025.11.21 FOUNDATION DONATIONS	0.00	382.50	11/25/2025
708701	11/21/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	7,622.03	11/25/2025
708702	11/21/2025	2621	AMERICAN LEGION COMMUNITY CENTER	545010	LEASE PAYMENT 2025 ANDERSON ISLAND	5,560.00	0.00	
708703	11/21/2025	915	ANIMAL ENCOUNTERS	541010	ANIMAL ENCOUNTERS, SOUTH AMERICAN, 11/4, BUC	635.00	0.00	
708704	11/21/2025	336	ATS AUTOMATION INC	548000	BLK HVAC REPAIR	0.00	1,021.73	11/28/2025
708705	11/21/2025	3322	BAY AREA DISCOVERY MUSEUM	541000	BADM PROFESSIONSAL DEVELOPMENT WORKSHOP YFS 10/16	1,800.00	0.00	
708706	11/21/2025	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE 28TH PAYMENT	24,590.00	0.00	
708707	11/21/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	158.84	11/26/2025
708708	11/21/2025	2172	KENDARE BLAKE LLC	541010	KENDARE BLAKE, POETRY AND WRITING CLUB, 11/6 SUM	0.00	100.00	11/28/2025
708709	11/21/2025	3338	JESSICA BLOODSAW	541010	JESSICA BLOODSAW, EMOTIONAL ECOSYSTEMS, 11/8 UP	150.00	0.00	
708710	11/21/2025	2422	CDW GOVERNMENT LLC	535025	MEETING ROOM CONFERENCE CAMERAS	0.00	14,253.11	11/28/2025
708711	11/21/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	76.82	11/25/2025
708712	11/21/2025	1332	THE CHAMBER COLLECTIVE	549020	Membership Dues: Annual	199.00	0.00	
708713	11/21/2025	3210	CHILDRENS PLUS INC DBA LIBRARIA	534235	MATERIALS - Children's Science to Go	0.00	150.60	11/25/2025
708714	11/21/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	886.18	0.00	
708715	11/21/2025	3311	VALENTINE CORTES	541010	VAQUERO AZUL, VALENTINE DE LUNA CORTES,11/8 AT SUM	0.00	222.10	11/25/2025
708716	11/21/2025	3150	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	41.37	0.00	
708717	11/21/2025	1921	ABRIAN CURINGTON	541010	ABRIAN CURINGTON, TEEN ZINE MAKING, 11/1 LWD	450.00	0.00	
708718	11/21/2025	155	DELL MARKETING L.P.	535025	OCTOBER STAFF LAPTOP ORDER FIVE	19,686.09	0.00	
708719	11/21/2025	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	145.60	11/28/2025
708720	11/21/2025	185	DWYER PEMBERTON & COULSON PC	541000	PREP OF F990 FOR 12/31/24	0.00	4,300.00	11/28/2025
708721	11/21/2025	379	E-RATE EXPERTISE INC	541000	E-RATE PROFESSIONAL SERVICES 2025	5,236.00	0.00	
708722	11/21/2025	365	EBS CO	534505	MATERIALS - 2026 Magazine subscriptions	41,329.73	0.00	
708723	11/21/2025	3016	ALISON ECKES	543012	Per Diem; Library Journal Director's Summit	181.00	0.00	
708724	11/21/2025	370	ELITE PROPERTY INVESTMENTS LLC	591720	DECEMBER 2025 - LEASE, WATER, SEWER	13,932.69	0.00	
708725	11/21/2025	374	EMPLOYMENT SECURITY DEPARTMENT	520040	ESD 000-930403-10-6; UBI 278-036-416; Q3/2025	0.00	768.00	11/28/2025
708726	11/21/2025	378	ENVISIONWARE INC	548110	2025 ENVISIONWARE SUBSCRIPTION RENEWAL	0.00	22,653.88	11/25/2025
708727	11/21/2025	3007	EVERGREEN FIRE AND SECURITY	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	0.00	2,704.52	11/26/2025
708728	11/21/2025	392	THE FALCONER	541010	JOHN PRUCICH,BIRDS OF PREY,11/1 @GHM	0.00	500.00	11/26/2025
708729	11/21/2025	3326	ELIZABETH FLYNN	541010	ELIZABETH FLYNN, WRITING WORKSHOPS, 11/9 SH, 11/16	0.00	250.00	11/25/2025
708730	11/21/2025	3209	ANGELA GOODRUM	541010	RHEA GOODRUM, YOGA EXPRESSION, 10/9,16,23,30 SMT	400.00	0.00	
708731	11/21/2025	456	GOVERNMENT FINANCE OFFICERS ASSOCIATION	549020	2025-2026 GFOA PCLS MEMBERSHIP DUES	0.00	500.00	11/26/2025
708732	11/21/2025	2602	THE HARMONICA POCKET	541010	HARMONICA POCKET, HOW TO WRITE A ROCK SONG 11/15	1,000.00	0.00	
708733	11/21/2025	482	HERMANSON COMPANY LLP	564200	PARKLAND HVAC HP-4 REPLACEMENT	0.00	111,461.59	11/25/2025
708734	11/21/2025	486	HILLIS CLARK MARTIN & PETERSON	541040	2025 LEGAL SERVICES - HCMP	0.00	1,782.00	11/26/2025
708735	11/21/2025	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	21,778.20	11/25/2025
708736	11/21/2025	704	INNOVATIVE INTERFACES INC	549010	INNOVATIVE WORKSHOP, CM	0.00	1,156.05	11/25/2025
708737	11/21/2025	705	INNOVATIVE USERS GROUP	549020	2026 INNOVATIVE USERS GROUP (IUG) MEMBERSHIP	165.00	0.00	
708738	11/21/2025	2881	JOHNSTON ARCHITECTS	541060	LAKEWOOD FEASIBILITY STUDY	0.00	2,523.75	11/28/2025
708739	11/21/2025	3370	KIWANIS CLUB OF PARKLAND SPANAWAY	549020	KIWANIS MEMBERSHIP PKS 10/1/25-9/30/26	0.00	180.00	11/26/2025
708740	11/21/2025	1886	LAMAR COMPANIES	544000	ADVERTISING	3,670.00	0.00	
708741	11/21/2025	3335	PEYTON JUNE LEATHERMAN	541010	PEYTON LEATHERMAN, POETRY WRITING, 11/6, 11/13 SUM	200.00	0.00	
708742	11/21/2025	3334	CHRIS LEHFELDT	541010	CHRIS LEHFELDT, TAPE LOOP WORKSHOP, 11/1 BLK	250.00	0.00	
708743	11/21/2025	3060	STEPHANIE MCCARDLE	541010	STEPHANIE MCCARDLE, FILIPINO DANCE, 10/14 & 15 GIG	0.00	690.00	11/26/2025
708744	11/21/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - CDs, DVDs, Audiobooks	0.00	8,269.03	11/28/2025
708745	11/21/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	7,172.81	11/28/2025
708746	11/21/2025	850	ABBY E MURRAY	541010	ABBY MURRAY, POETRY AND WRITING CLUB, 11/6, 11/13	0.00	200.00	11/25/2025
708747	11/21/2025	2380	NASH CONSULTING INC	541000	NASH CONSULTING	0.00	780.00	11/26/2025
708748	11/21/2025	3347	NORTHWEST UNIVERSITY	541650	LOST ITEM; FESH PRINCE OF BEL-AIR	35.00	0.00	
708749	11/21/2025	512	OETC	535055	2025 MICROSOFT APPLICATION LICENSES RENEWAL	0.00	93,179.14	11/26/2025
708750	11/21/2025	520	CITY OF ORTING	591720	ORTING MPC - DECEMBER 2025	0.00	3,566.66	11/28/2025
708751	11/21/2025	525	PACIFIC LUTHERAN UNIVERSITY	541650	LOST ITEM; KABBALAH ABD EROS	0.00	60.00	11/26/2025
708752	11/21/2025	531	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Korean	7,140.00	0.00	
708753	11/21/2025	2778	PAWS WITH CAUSE	541010	PAWS WITH CAUSE, PAINT PARTY, 11/6 AT MIL. 11/7 AT	660.00	0.00	
708754	11/21/2025	2989	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	7,916.66	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708755	11/21/2025	548	PEGASUS PUPPET THEATRE	541010	PEGASUS PUPPET THEATRE 11/8 FROM 1:00-2:00 AT ORT	2,100.00	0.00	
708756	11/21/2025	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	1,740.34	0.00	
708757	11/21/2025	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	7,296.22	11/25/2025
708758	11/21/2025	3288	RENA PRIEST	541010	RENA PRIEST, POETRY READING, 11/5, GIG VIRTUAL	0.00	500.00	11/26/2025
708759	11/21/2025	3288	RENA PRIEST	541010	RENA PRIEST, WRITING THE ENCHANTED LIFE, 11/15 VIRTU	0.00	500.00	11/25/2025
708760	11/21/2025	782	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	1,891.68	0.00	
708761	11/21/2025	2780	APRIL JACKSON	541010	THE REPTILE LADY, 10/29 AT LWD	604.50	0.00	
708762	11/21/2025	61	RICOH USA INC	591720	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	5,830.17	0.00	
708763	11/21/2025	61	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	8,507.58	11/25/2025
708764	11/21/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	1,228.83	11/28/2025
708765	11/21/2025	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	541020	SE L&I MANAGEMENT	0.00	2,698.24	11/25/2025
708766	11/21/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	1,248.18	0.00	
708767	11/21/2025	3333	SITECRAFTING INC	541020	COMMUNICATIONS ASSESSMENT AND CONSULTING SERVICES	0.00	11,812.50	11/28/2025
708768	11/21/2025	252	SNO-ISLE LIBRARIES	541650	LOST ITEM; DAKOTA DAWN	9.98	0.00	
708769	11/21/2025	1219	SONITROL PACIFIC	548010	ANNUAL 2025 SONITROL MONTHLY BILLINGS	0.00	10,205.91	11/25/2025
708770	11/21/2025	264	SPOKANE COUNTY LIBRARY DISTRICT	541650	LOST ITEM; THE ROOK: A NOVEL	45.00	0.00	
708771	11/21/2025	2529	RAY STOEVE	541010	RAY STOEVE, POETRY & WRITING CLUB, 11/6, 11/13 SUM	200.00	0.00	
708772	11/21/2025	3346	SURPRISE LAKE STATION LLC	591720	DECEMBER 2025 LEASE & CAM PAYMENT	0.00	13,184.02	11/28/2025
708773	11/21/2025	1041	TAHOMA BIRD ALLIANCE	531004	TAHOMA BIRD ALLIANCE, POETRY IN THE PARK SIGNS	121.10	0.00	
708774	11/21/2025	2568	TALEWISE LLC	541010	PO 20250311; REISSUE DUE TO NEW TAX	400.00	0.00	
708775	11/21/2025	894	LISA TAYLOR	541010	LISA TAYLOR, MAKE YOUR OWN SPROUT, 11/1 AT SUM	400.00	0.00	
708776	11/21/2025	3306	TBD POTTERY	541010	TBD POTTERY/JACOB COWEN POTTERY WORKSHOP 9/30 AT G	0.00	683.12	11/25/2025
708777	11/21/2025	3131	TOBIS NATIVE TREASURES	541010	JOHN HALLIDAY, WHAT IS A CHIEF, 11/1, EAT	450.00	0.00	
708778	11/21/2025	3345	UNIVERSITY OF NORTHERN IOWA - ROD LIBRARY	541650	LOST ITEM; BROTHER ASSASSIN	40.00	0.00	
708779	11/21/2025	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD; 11/6/2025	0.00	110,136.30	11/26/2025
708780	11/21/2025	898	COLLIN VEENSTRA (SEE VENDOR # 2515)	541010	COLLIN VEENSTRA, SPOOKY PAINT N SIP, 10/25 AT SH	400.00	0.00	
708781	11/21/2025	3194	WAGWORKS INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	11/28/2025
708782	11/21/2025	617	WALLA WALLA UNIVERSITY LIBRARY	541650	LOST ITEM; EMBRACED BY THE LIGHT	90.00	0.00	
708783	11/21/2025	3037	JESSICA WIDMER	543012	Per Diem; ARSL - Association for Rural & Small Libr	440.00	0.00	
708784	11/21/2025	834	ELIZABETH MURRAY	541010	ELIZABETH MURRAY, WRITING A BOOK, 11/2 LWD	350.00	0.00	
708785	11/26/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, TECHNOLOGY	11,033.88	0.00	
708786	11/26/2025	915	ANIMAL ENCOUNTERS	541010	ANIMAL ENCOUNTERS, NOCTURNAL WONDERS 10/13 AT TIL	647.20	0.00	
708787	11/26/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	524.50	0.00	
708788	11/26/2025	3372	BUCHALTER A PROFESSIONAL CORPORATION	541040	2025 LEGAL SERVICES RE LWD AND TIL	1,375.00	0.00	
708789	11/26/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	177.73	0.00	
708790	11/26/2025	3286	TRACY CORNELIUS	543012	PER DIEM; Public Library Safety Summit	158.00	0.00	
708791	11/26/2025	155	DELL MARKETING LP	535025	NOVEMBER STAFF LAPTOP ORDER SEVEN	39,372.18	0.00	
708792	11/26/2025	3279	EXTERPRISE LLC	541020	2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	7,600.00	0.00	
708793	11/26/2025	3054	GARDEN CARE	548000	PARKLAND IRRIGATION REPAIR	9,760.37	0.00	
708794	11/26/2025	3380	LAUREL GILLETTE	369911	REFUNDING LOST ITEM - REPLACEMENT FEES	126.96	0.00	
708795	11/26/2025	3378	MARK HELLER	347902	MARK HELLER - ENVISIONWARE PRINTING REFUND	26.00	0.00	
708796	11/26/2025	482	HERMANSON COMPANY LLP	548010	2025 ANNUAL HVAC SRVC CNTRCT (1/1/25-12/31/25)	4,154.43	0.00	
708797	11/26/2025	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	19,005.07	0.00	
708798	11/26/2025	1821	KNKX 88.5 FM	544000	ADVERTISING - KNKX RADIO	5,030.00	0.00	
708799	11/26/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult and Youth DVD's, Adult CDs & Audiobooks	14,430.86	0.00	
708800	11/26/2025	228	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	420.00	0.00	
708801	11/26/2025	3349	ALANA NUNEZ	369911	Alana Nunez - Refund - Returned Items Lost	49.95	0.00	
708802	11/26/2025	537	PARENTMAP	544000	ADVERTISING - PRINT AND DIGITAL	1,675.00	0.00	
708803	11/26/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	263.76	0.00	
708804	11/26/2025	273	TOWN OF STEILACOOM	547000	STL ELECTRIC, WATER, SEWER; ACCT#1462.0	1,453.01	0.00	
708805	11/26/2025	590	TRI-TEC COMMUNICATIONS INC	548110	2025 TRI-TEC SUPPORT RENEWAL	72,149.63	0.00	
708806	11/26/2025	595	TYLER TECHNOLOGIES INC	535050	2025 TYLER MUNIS SUPPORT RENEWAL	93,030.88	0.00	
708807	11/26/2025	603	UNIVERSITY PLACE CIVIC BUILDING	545030	September- December 2025 assessment for UP	101,383.00	0.00	
Count of Warrants: 163						556,250.50	1,111,465.43	1,667,715.93

MEMO



Date: November 24, 2025
To: Chair Pamela Duncan and Members of the Board of Trustees
From: Kristina Cintron, Facilities and Capital Projects Director
Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

See the spreadsheet on the next page for details.

ACTION: Move to approve Resolution 2025-19: To Declare Furnishings and Equipment Surplus to Public Service Needs

QTY	Location	Item Description
4		various colored/ patterned fabric rolls
5		wooden mop handles
3		metal/plastic extenders
1		blue carpet extractor
1		wooden sectional help desk
15		various parts & machine pieces
25		green/ tan sliding meeting chairs
7		black mesh chairs
83		navy plastic sliding meeting chairs
10		vacuumes
1		tall teal floor scrubber
1		popcorn machine
1		small round children's table
1		medium tan rectangular table
2		purple mesh screens
4		white large sharps containers
1		small push vacuume
1		yellow mop bucket
2		ventillator fans
2		blue carpet extractor w/ wands
1		backpack vacuume
43		6ft & 7ft landscaping tree stakes

Reason for request	Condition	Est. Value	Action
obsolete	Good		Donate
obsolete	Not Good		Recycle
obsolete	Not Good		Recycle
damaged	Not Good		Recycle
damaged	Not Good		Recycle
damaged	Not Good		Recycle
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction
obsolete	Good		Auction

RESOLUTION NO. 2025-19

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

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

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

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

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

PASSED AND APPROVED THIS 10th DAY OF DECEMBER, 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	_____

Executive Director Report (Routine Reports)

MEMO



Date: December 1, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report December 2025

As we close out 2025, I want to share key developments and reflections from the past month and look ahead to what's next.

The Library recently completed its communications evaluation project, led by SiteCrafting, Inc. Their preliminary recommendations align well with our internal planning following the migration to Microsoft 365. This transition has strengthened our ability to communicate and collaborate, and we reinforced these improvements with management team training in October.

December presented a major operational challenge when over 12,000 items were delivered to the Administrative Center on 15 pallets. There isn't a lot of extra space to accommodate that volume of material in the Administrative Center, but the Collections Management team responded with exceptional flexibility and creativity, efficiently managing the influx of materials and maintaining workflow continuity.

To address ongoing space limitations, we are mapping out the Administrative Center. This effort includes identifying and designating storage areas, workspaces, and shared zones throughout our 55,000-square-foot facility. The outcome of this project will be the development of an accountability framework that supports proper organization and stewardship of resources, setting the stage for the "Great Clean Up of 2026," ensuring proper protocols for managing records and surplus materials.

I was proud to present the *Ignite the Spark* Leadership Award to Customer Experience Coordinator Erica M. This quarterly award goes to staff in positions of leadership that demonstrate exceptional organizational and leadership behaviors. Erica's significant contributions behind the scenes have resulted in more efficient circulation processes and strengthened communication among branches, thereby enhancing the overall customer experience within our community.

While this substantial internal work is underway, community engagement remains a priority. I attended roundtables with Pierce County Executive Ryan Mello, which provided valuable insights into federal funding impacts and local issues, and offered opportunities to deepen partnerships.

Additionally, I participated in United Way's *From Poverty to Possibilities* summit, featuring keynote speaker Matthew Desmond. The discussions emphasized systemic barriers and underscored the importance of financial literacy; an area closely tied to our mission as a public library.

These conversations often highlight concerns about misinformation and the lack of information literacy among Pierce County residents, many who struggle to find reliable resources. This underscores the

Library's responsibility as an information organization and validates the focus of the strategic plan: building partnerships, embedding services in communities, and leaning into our role in literacy.

Looking ahead, 2026 promises to be another year of growth and evolution. The Library's management teams will continue to strengthen frameworks for strategy, performance, and accountability while balancing resources to deliver high-quality services.

Next year, Board development will continue to be a focus, to include benchmarking other libraries, industry trends, and library funding. Policy reviews will continue as needed, beginning with the Board Bylaws in January. Trustees will also engage in a thorough review of the Comprehensive Capital Plan, with ongoing discussions throughout 2026.

As the calendar year draws to a close, Library staff are preparing to "close out and close up" in preparation for the transition to a new year. Thank you for your continued support as we position the Library for success in 2026.

Public Services Report

Library at a Glance: October 2025 YTD Key Performance Indicators

<p>Cardholders</p> <p>362,553</p> <p>↑ +8.4%</p>	<p>YTD Users - Physical</p> <p>1,273,819</p> <p>↑ +5%</p>	<p>YTD Circulation - Digital</p> <p>2,283,700</p> <p>↑ +4.26%</p>
<p>YTD Circulation - Physical</p> <p>1,929,969</p> <p>↓ -12.04%</p>	<p>YTD Number of Youth Programs</p> <p>2,158</p> <p>↑ +9%</p>	<p>YTD Youth Program Attendees</p> <p>46,575</p> <p>↑ +8%</p>
<p>YTD Number of Adult Programs</p> <p>1,104</p> <p>↑ +29%</p>	<p>YTD Adult Program Attendees</p> <p>8,417</p> <p>↑ +3%</p>	

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

October 2025 Service Highlight: Stories and Voices

Stories and Voices is a vibrant series that celebrates Pierce County’s cultural diversity by uplifting community voices and sharing stories that reflect both shared and unique experiences. Grounded in our mission of literacy and inclusion, it brings our values to life by **fostering cultural humility, connection, empowerment, and transformative hospitality.**

Programs and displays center around six annual celebrations:

- Black Stories and Voices (Feb)
- Women’s Stories and Voices (Mar)
- Asian American, Native Hawaiian and Pacific Islander Stories and Voices (May)
- LGBTQIA+ Pride Stories and Voices (June)
- Hispanic and Latinx Stories and Voices (Sept 15-Oct 15)
- Native American and Alaskan Native Stories and Voices (Nov)

Live and on-demand author talks through the [Library Speakers Consortium](#) expand access to diverse voices and perspectives. Curated booklists on the [Stories and Voices webpage](#) offer additional collection connections to cultural celebrations.

Statistics

- **439** attendees at **63** live programs at the Library and in the community
- **8,769** views of author events
- **3,102** visits to the Stories and Voices webpage

Stories of Impact

A community member seeking to understand their options for updating their ID received expert guidance for free through a virtual LGBTQIA+ rights program, giving them the clarity and confidence to move forward.

At the NEA Big Read kickoff, a parent found meaningful representation in *Bewilderment*’s neurodivergent child character, something they hadn’t experienced before.

A book club organizer discovered *Bewilderment* through the NEA Big Read and, inspired by reading the book, planned a field trip to the Museum of Glass.

A Library book club aligned its reading with Stories and Voices cultural celebration months, sparking powerful reflections, with participants recommending *“everyone should read this book.”*

Looking Ahead

Events to Know About

English Class for Speakers of Other Languages

- Wednesday, December 10, 1:00pm - 3:00pm; Parkland/Spanaway
- Wednesday, December 17, 1:00pm - 3:00pm; Parkland/Spanaway

Make Me! - A Community Art Night – Thursday, December 11: 4:00pm - 5:30pm; Interim Lakewood

Conversation Café: Explore Holiday Food, Culture and Recipes - An Arts and Culture Program

- Wednesday, December 10: 5:30pm - 6:30pm South Hill
- Friday, December 12, 2:00pm-3:00pm; Graham

MultiCare WIC Clinic - Women, Infants and Children (WIC) Nutrition Program

- Thursday, December 11: 1:00pm - 4:30pm; Key Center
- Thursday, December 18: 10:00am - 3:00pm; Eatonville

Winter Solstice Wish - Ready Reader: Book Party! – Saturday, December 20: 2:00pm - 4:30pm; Sumner

Medicare Enrollment & Plan Changes - A Health and Wellness Program – Saturday, December 13: 1:30pm - 2:30pm; South Hill

Main Street Reads - An Arts and Culture Program *Registration required

[https://calendar.piercecountylibrary.org/events?a=Adults+\(18%2B\)%2CAll+Ages%2COlder+Adults&term=MAin+Street&r=range&start=2025-12-10&end=2025-12-31](https://calendar.piercecountylibrary.org/events?a=Adults+(18%2B)%2CAll+Ages%2COlder+Adults&term=MAin+Street&r=range&start=2025-12-10&end=2025-12-31)

- Saturday, December 13: 1:00pm - 2:00pm; Sumner
- Thursday, December 18: 1:00pm - 2:00pm; Buckley

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 customer rushed to the front desk in a panic when her in-car navigation failed before an oncology appointment in Seattle. Staff quickly set up navigation on her phone, and she was so grateful that she brought a thank-you card the next day.

A regular book club attendee shared with staff that his wife had passed away the previous weekend. Instead of skipping book club, he chose to attend to be around people, something he felt he needed.

Key Center: A customer stopped by to say how much she loves our branch, praising the fall views and forward-facing book displays. Visiting from Seattle, she planned a beach walk but didn't have a Discover Pass, so we offered a reciprocal card and a Check Out Washington backpack. She left grateful and said she'll return on her next trip to the peninsula.

Lakewood: A second copy machine now gives customers separate devices for printing and for copying/scanning. Customers have been grateful, as it has reduced lines at the former single all-in-one machine and helped them complete their tasks more quickly

Milton: Customers are pleased to learn the Library now offers Car Museum passes.

Orting: At the monthly Teen Drop-In, a group of middle schoolers laughed and played Mario Kart on the Library's console. One remarked, *"I can't believe I'm having more fun here than at [other teen center]!"*

MEMO



Date: November 26, 2025

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending October

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:

- 535020/535025. Includes payment of \$172,908.43 to Dell Marketing LP for public and staff laptops.
- 535010. Payment of \$16,574.75 made to Workpointe for Summit computer desks.
- 534415. Includes payment to Overdrive for \$139,856.86 for e-materials

Capital Improvement Fund:

- 564300. Payment of \$123,151.86 was made to Ednetics Incorporated for switching network equipment.
- 541060. Includes payment to Johnston Architects for \$15,810 for Lakewood Feasibility Study.
- 541020. Payment to EMC research for \$24,100 for research public opinion poll.

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:** 95.1% of the anticipated tax revenue has been received. The largest collection occurred in April and October.

-
- **Other General Fund Revenues:** 121.6% of the budget was received. Revenues include \$532K in E-rate rebates, \$392K investment earnings, \$60K FOL donations, \$55K in Printer Fees, \$48K in P-card rebates, and \$53K in miscellaneous revenue.
 - **Capital Improvement Fund Revenue:** Currently, 73.4% of expected revenues have been received. \$119.7K investment earnings, \$520K Foundation donor proceeds, \$1.43M reimbursed from the Sumner LCFA.

GF Expenses:

- **Salaries and Wages:** Currently on track at 78.1% to budget.
- **Benefits:** On track at 76%.
- **Supplies:** Currently at 66.9%, with \$213K tied to purchase orders (POs) that are encumbered and will be spent in the remaining months of the year.
- **Materials:** 73.7% spent YTD, on track.
- **Services:** Currently at 73.6%, with \$620.5K in encumbered POs.
- **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 14.9% of the budget, with \$272K committed through purchase orders (POs).
- **Capital Outlays:** Standing at 51.6% of the budget, with \$182K encumbered via POs and scheduled for expenditure in Q4.

Financial/Budget Activities

- Closed the gap in the unbalanced budget and finalized expenses for the preparation of the November balanced budget.
- Continued to work in ClearGov to expedite our budget reports and continue to develop our budget book template.
- Preparation for the 2024 Financial Audit commenced in coordination with the State Auditor's Office.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES	-46,538,000	-46,538,000	-44,261,749.14	-17,772,979.20	.00	-2,276,250.86	95.1%
02 CHARGES OTHER	-1,005,000	-1,005,000	-1,221,622.83	-117,553.52	.00	216,622.83	121.6%
03 SALARIES AND WAGES	25,183,000	25,183,000	19,665,989.43	1,930,103.90	.00	5,517,010.57	78.1%
04 PERSONNEL BENEFITS	8,276,000	8,276,000	6,289,449.97	566,554.89	.00	1,986,550.03	76.0%
05 SUPPLIES EXPENSES	2,146,345	2,084,963	1,182,081.56	314,850.57	213,370.47	689,510.82	66.9%
06 MATERIALS	4,577,125	4,577,125	3,371,338.68	402,146.63	.00	1,205,786.32	73.7%
07 SERVICES EXPENSES	6,160,530	6,221,912	3,958,603.98	329,294.89	619,703.44	1,643,604.73	73.6%
09 TRANSFERS/SETASIDES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-9,815,908.35	-14,347,581.84	833,073.91	8,982,834.44	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-46,283,371.97	-17,890,532.72	.00	-3,059,628.03	
TOTAL EXPENSES	49,343,000	49,343,000	36,467,463.62	3,542,950.88	833,073.91	12,042,462.47	
102 LEVY SUSTAINABILITY FUND							
02 CHARGES OTHER	0	0	-631,662.78	-62,375.61	.00	631,662.78	100.0%
09 TRANSFERS/SETASIDES	0	0	800,000.00	.00	.00	-800,000.00	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	168,337.22	-62,375.61	.00	-168,337.22	100.0%
TOTAL REVENUES	0	0	-631,662.78	-62,375.61	.00	631,662.78	
TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00	
103 ELECTION FUND							
02 CHARGES OTHER	0	0	-45,840.99	-4,591.01	.00	45,840.99	100.0%
TOTAL ELECTION FUND	0	0	-45,840.99	-4,591.01	.00	45,840.99	100.0%
TOTAL REVENUES	0	0	-45,840.99	-4,591.01	.00	45,840.99	
104 PROPERTY AND FACILITY FUND							
02 CHARGES OTHER	0	0	-44,148.42	-4,421.50	.00	44,148.42	100.0%
TOTAL PROPERTY AND FACILITY FUND	0	0	-44,148.42	-4,421.50	.00	44,148.42	100.0%
TOTAL REVENUES	0	0	-44,148.42	-4,421.50	.00	44,148.42	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 10

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02	CHARGES OTHER	0	0	-3,486.39	-347.51	.00	3,486.39	100.0%
	TOTAL DEBT SERVICE FUND	0	0	-3,486.39	-347.51	.00	3,486.39	100.0%
	TOTAL REVENUES	0	0	-3,486.39	-347.51	.00	3,486.39	
301 CAPITAL IMPROVEMENT FUND								
02	CHARGES OTHER	-14,024,000	-2,820,900	-2,070,642.34	-16,451.82	.00	-750,257.66	73.4%
05	SUPPLIES EXPENSES	396,000	0	.00	.00	.00	.00	.0%
07	SERVICES EXPENSES	4,661,000	5,454,512	540,084.34	21,373.00	272,158.00	4,642,269.34	14.9%
08	CAPITAL OUTLAYS	10,967,000	1,366,388	522,239.89	99,471.72	182,479.17	661,669.26	51.6%
09	TRANSFERS/SETASIDES	-2,000,000	-4,000,000	-2,000,000.00	.00	.00	-2,000,000.00	50.0%
	TOTAL CAPITAL IMPROVEMENT FUND	0	0	-3,008,318.11	104,392.90	454,637.17	2,553,680.94	100.0%
	TOTAL REVENUES	-16,024,000	-6,820,900	-4,070,642.34	-16,451.82	.00	-2,750,257.66	
	TOTAL EXPENSES	16,024,000	6,820,900	1,062,324.23	120,844.72	454,637.17	5,303,938.60	
	GRAND TOTAL	0	0	-12,749,365.04	-14,314,924.57	1,287,711.08	11,461,653.96	100.0%

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

Unfinished Business

MEMO



Date: December 1, 2025

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

From: Mary Stimson, Finance Director

Subject: 2026 Final Budgets

During the November Board meeting, Trustees reviewed the first draft of the balanced budgets and held a public hearing. During the December Board meeting, the Board will review the final proposed budgets, hold the second public hearing, and approve resolutions to adopt the 2026 budgets.

2026 General Fund Budget: \$51,430,000

The final General Fund budget presented to the Board amounts to \$51,430,000 and represents a 2025 to 2026 increase of \$2,087,000. We have conducted our final review and have included the new construction and administrative revenues, identified additional reduced cost savings of over \$400K based on variance analysis, and added any final additional needs to sustain services in 2026.

As planned, we are in phase three of the Levy Sustainability Fund planning for 2026 that includes a structural deficit. In October of 2025, we had a gap of over \$5.71M that we worked to close strategically these past months. This resulted in a reduced \$2.5M gap to balance the budget and requires the Board to release a portion of the Levy Sustainability Fund and transfer those amounts to the General Fund.

GF Revenue/Use of Fund:

Total revenue/use of Funds in the General Fund for next year is \$51.43M, which supports 2026 library services, operations, and transfers for capital investments. Factors include:

- Interest rate returns will remain steady
- E-rate rebates will decrease due to lower internet costs
- The Foundation donations and Friends of the Library annual ask are incorporated
- Transfer from the Levy Sustainability fund of \$2.5M.
- Increased surplus revenues to align with actuals.

GF Expenses:

Expenditure items of note in the General Fund final budget include personnel, maintenance and operations, materials, and fund transfers. These are indicated below.

Personnel – \$33,328,000

- Increases to health care costs remain elevated.
- Department of Retirement Services (DRS) employer rates have decreased, creating cost savings.
- An Early Retirement Incentive (ERI) is included to be offered for 2026.
- The final personnel budget includes a 3.5% vacancy rate which decreases the total personnel budget to account for turnover and attrition.
- As part of best practices, we continue to evaluate each open position.

Maintenance & Operations – \$8,543,450

- The final budget includes large reductions from the October unbalanced budget, which continues to align with the Board’s guidance to reduce costs to keep the Levy Sustainability Fund solvent for as long as possible.
- An increase in insurance and leases was reviewed to align with actual spending.
- Although the repairs and maintenance budgets and IT were reduced to align with actuals, there were increased allocations in the Capital Improvement Fund to address the aging buildings and IT infrastructure.
- The contingency remains lower than in past years but is still sufficient to ensure the Library budgets and spends as planned.

Materials – \$4,558,550

- The Materials budget remains close to 10% of the overall budget with minimum adjustments.

Set-Asides and Transfers – \$5,000,000

- To support adequate cash balances for expenditures prior to the major tax collections that occur in April and October, \$1M is set aside to flow to the General Fund cash balance.
- The Capital Improvement Fund Transfer is set at \$4M.

2026 Capital Improvement Fund Budget: \$7,315,000

CIF Revenues:

- A transfer from the Property and Facility Fund of \$1.2M is required to support the new Sumner Library construction.
- Receipts from the Foundation Capital Planning Funds of \$1M and investment interest are included.
- A transfer of \$4 million in transfers from the 2026 General Fund supports reserves targets and other capital needs.
- Anticipated funds of \$2M from the LCIP are not reflected here as timing of receipt is not guaranteed, but if received in 2026, will be added into the Capital Improvement Fund balance.

CIF Expenditures:

- Costs are included for Facility Condition Assessment (FCA) work, some of which is rolled over from 2025.
- Cost for the New Sumner Library planning and construction will continue into 2026 with anticipated spending of at least \$2.75M.
- Continued and new costs are included for the Buckley remediation, Facilities Condition Assessment repairs for HVAC, electrical panels and storm drains, as well as IT capital needs.
- \$1M is also allocated to the Fund balance for the Capital Improvement Fund to ensure adequate reserves and cash flow.

2026 Levy Sustainability Fund: \$2,500,000

- As part of the planned phase 3 in 2026, operating budget expenditures exceed revenues, which requires releasing and transferring \$2.5M to the General Fund.

2026 Property and Facility Fund: \$1,200,000

- As the new Sumner Library is constructed in 2026, there is a need to release and transfer \$1.2M to the Capital Improvement Fund.

Other Special Revenue Funds

- The budget for the other special revenue funds remained unchanged at \$0 for both the Election Fund and Debt Service Fund.

BUDGET SUMMARIES 2026

FUND ALLOCATIONS

GENERAL FUND (OPERATING BUDGET)

CAPITAL IMPROVEMENT FUND

LEVY SUSTAINABILITY FUND

PROPERTY AND FACILITY FUND

ELECTION FUND

DEBT SERVICE FUND

REVENUE & FUND ALLOCATIONS

- FY2026 FINAL-

	2026
Total Revenue/Fund Use (all sources)	\$ 62,445,000
Fund Allocations	
General	
Personnel	\$ 33,328,000
M&O	\$ 8,543,450
Materials	\$ 4,558,550
Set Asides/Transfers	\$ 5,000,000
Total General	\$ 51,430,000
Capital Improvement	\$ 7,315,000
Property & Facilities	\$ 1,200,000
Elections	-
Debt Service	-
Levy Sustainability	\$ 2,500,000
Grand total Allocations	\$ 62,445,000
Net of Revenue & Allocations	-

2026 PCLS FINAL GENERAL FUND BUDGET

-- FUNDING SOURCES --	FY25 Approved	FY26 DRAFT	FY26 FINAL	PY \$ Change	PY % Change	Notes
PROPERTY TAX--CURRENT	\$ 45,855,000	\$ 46,236,100	\$ 47,050,000	\$ 1,195,000	2.6%	1%, + New Construction/Refunds
PROPERTY TAX--DELINQUENT	\$ 536,000	\$ 536,000	\$ 550,000	\$ 14,000	2.6%	
PROPERTY TAX--KING COUNTY	\$ 61,000	\$ 100,000	\$ 100,000	\$ 39,000	63.9%	Aligning w/Actuals
SALE OF TAX TITLE PROPERTY	\$ 6,000	\$ 6,000	\$ 8,210	\$ 2,210	36.8%	
TIMBER EXCISE TAX	\$ 60,000	\$ 80,000	\$ 80,000	\$ 20,000	33.3%	Aligning w/Actuals
LEASEHOLD EXCISE TAX	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.0%	
DNR TIMBER TAX 2	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.0%	
TOTAL TAXES	\$ 46,553,000	\$ 46,993,100	\$ 47,823,210	\$ 1,270,210	2.7%	
DONOR PROCEEDS--FOUNDATION	\$ 335,000	\$ 335,000	\$ 335,000	\$ -	0.0%	
ERATE REIMBURSEMENT	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0.0%	
DONOR PROCEEDS--FRIENDS	\$ -	\$ 73,283	\$ 73,290	\$ 73,290		Annual Ask Rounded
GRANTS--FEDERAL INDIRECT	\$ -	\$ 52,500	\$ 52,500	\$ 52,500		SLCGP Grant
GRAPHICS SERVICE CHARGES	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%	
INVESTMENT EARNINGS	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	0.0%	
PAYMENT FOR LOST MATERIALS	\$ 19,000	\$ 15,000	\$ 15,000	\$ (4,000)	-21.1%	Aligning w/Actuals
PROCUREMENT CARD REBATES	\$ 75,000	\$ 45,000	\$ 48,000	\$ (27,000)	-36.0%	Pcard Cost vs. Rebate
RENTS AND LEASES--KPHC	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.0%	
SALE OF SURPLUS	\$ 2,000	\$ 8,000	\$ 8,000	\$ 6,000	300.0%	Aligning w/Actuals
SALE OF SURPLUS--MATERIALS	\$ 4,000	\$ 20,000	\$ 20,000	\$ 16,000	400.0%	Aligning w/Actuals
TOTAL CHARGES OTHER	\$ 990,000	\$ 1,103,783	\$ 1,106,790	\$ 116,790	11.8%	
TRANSFERS IN--SUSTAINABILITY	\$ 1,800,000	\$ 3,000,000	\$ 2,500,000	\$ 700,000	38.9%	Reduced M&O to reduce needs
TOTAL TRANSFERS INTO GF	\$ 1,800,000	\$ 3,000,000	\$ 2,500,000	\$ 700,000	38.9%	
TOTAL REVENUE/FUND USAGE	\$ 49,343,000	\$ 51,096,883	\$ 51,430,000	\$ 2,087,000	4.2%	
--EXPENDITURES--	FY25 Approved	FY26 DRAFT	FY26 FINAL	PY \$ Change	PY % Change	Notes
SALARIES AND WAGES	\$ 25,183,000	\$ 25,358,000	\$ 25,358,000	\$ 175,000	0.7%	
PERSONNEL BENEFITS	\$ 8,276,000	\$ 7,970,000	\$ 7,970,000	\$ (306,000)	-3.7%	Decrease to DRS Rates
TOTAL PERSONNEL	\$ 33,459,000	\$ 33,328,000	\$ 33,328,000	\$ (131,000)	-0.4%	
ADVERTISING	\$ 132,000	\$ 132,000	\$ 127,000	\$ (5,000)	-3.8%	
INTERNET/SHIPPING	\$ 608,384	\$ 618,910	\$ 618,910	\$ 10,526	1.7%	
FEES/TAXES/REGISTRATIONS/ETC.	\$ 265,590	\$ 266,164	\$ 266,530	\$ 940	0.4%	
FUEL	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.0%	
INSURANCE	\$ 350,000	\$ 350,000	\$ 430,000	\$ 80,000	22.9%	
LONG TERM LEASES	\$ 1,003,244	\$ 952,346	\$ 952,360	\$ (50,884)	-5.1%	
REPAIRS AND MAINTENANCE	\$ 1,383,100	\$ 1,362,600	\$ 1,262,600	\$ (120,500)	-8.7%	Reduced after variance analysis
SERVICES AND CONTRACTS	\$ 1,214,000	\$ 1,221,800	\$ 1,165,800	\$ (48,200)	-4.0%	
SHORT TERM RENTAL/LEASES	\$ 437,100	\$ 577,800	\$ 727,800	\$ 290,700	66.5%	CAM increases
SMALL EQUIPMENT & SOFTWARE	\$ 1,494,260	\$ 1,346,800	\$ 1,329,300	\$ (164,960)	-11.0%	Reduced after variance analysis
SUPPLIES EXPENSES	\$ 607,085	\$ 663,533	\$ 668,850	\$ 61,765	10.2%	
TRAVEL & MILEAGE	\$ 130,444	\$ 160,497	\$ 161,350	\$ 30,906	23.7%	Conferences and Mileage
UTILITIES	\$ 472,000	\$ 457,250	\$ 457,250	\$ (14,750)	-3.1%	
CONTINGENCY	\$ 164,668	\$ 305,676	\$ 330,700	\$ 166,032	100.8%	
TOTAL M&O	\$ 8,306,875	\$ 8,460,376	\$ 8,543,450	\$ 236,575	2.8%	
MATERIALS	\$ 4,577,125	\$ 4,558,507	\$ 4,558,550	\$ (18,575)	-0.4%	
TOTAL MATERIALS	\$ 4,577,125	\$ 4,558,507	\$ 4,558,550	\$ (18,575)	-0.4%	
TRANSFERS OUT	\$ 2,000,000	\$ 4,000,000	\$ 4,000,000	\$ 2,000,000	100.0%	
SET ASIDES	\$ 1,000,000	\$ 750,000	\$ 1,000,000	\$ -	0.0%	Ensure cashflow needs met
TOTAL SET ASIDES & TRANSFERS	\$ 3,000,000	\$ 4,750,000	\$ 5,000,000	\$ 2,000,000	66.7%	
TOTAL EXPENDITURES	\$ 49,343,000	\$ 51,096,883	\$ 51,430,000	\$ 2,087,000	4.2%	
NET OF REVENUE AND EXPENDITURES	\$ -	\$ -	\$ -	\$ -		

2026 PCLS FINAL CAPITAL IMPROVEMENT FUND BUDGET			
-- FUNDING SOURCES --	2025	2026	\$
USE OF FUND BALANCE	Amended Budget	Final 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 FINAL LEVY SUSTAINABILITY FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Final Budget	(\$)	(%)
Use of Levy Sustainability Set Aside	\$ 1,800,000	\$ 2,500,000	\$ 700,000	39%
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	\$ 2,750,000	\$ 600,000	28%
-- EXPENDITURES --				
OPERATIONAL NEEDS				
Transfer from Levy Sustainability Fund to General Fund	\$ 1,800,000	\$ 2,500,000	\$ 700,000	39%
TOTAL OPERATIONAL NEEDS	\$ 1,800,000	\$ 2,500,000	\$ 700,000	39%
TOTAL EXPENDITURES	\$ 1,800,000	\$ 2,500,000	\$ 700,000	39%
NET OF FUNDING SOURCES AND EXPENDITURES	\$ 350,000	\$ 250,000	\$ (100,000)	-11%
-- COMMITTED SET-ASIDES IN FUND BALANCE --				
(To be committed as a set aside at Fiscal Year End Close)				
PROJECTED BALANCES AS OF 12/31	2025	2026	Change (\$)	Change (%)
TOTAL ESTIMATED COMMITTED SET-ASIDES	\$ 17,640,000	\$ 15,390,000	\$ (2,250,000)	-13%

2026 PCLS FINAL PROPERTY AND FACILITY FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Final 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 Close)				
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 FINAL ELECTION FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Final 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 Close)			
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 FINAL DEBT SERVICE FUND BUDGET				
-- FUNDING SOURCES --	2025 Final	2026	Change	Change
USE OF FUND BALANCE	Approved 12/24	Final 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 Close)			
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 will ask if there is anyone in the audience who would like to comment on the budget.

- If joining the meeting by computer, please click the “Raise Hand” button at the bottom of the screen to request to be recognized.
- If joining the meeting over the phone, please press “star 9” to raise your hand.

Those wishing to comment will be given the option to unmute when it is their turn to speak. Please state your name upon addressing the Board.

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 budget of revenue and expenditures.” (The motion is seconded and passed.)

BUDGET RESOLUTIONS 2026

- *Each resolution will be addressed separately.*
- *Chair makes motion (reads Resolution title), seconded by Trustee, open for discussion, roll call vote.*

2026 Budget Approvals

- a. RESOLUTION 2025-20: TO RELEASE A PORTION OF THE LEVY SUSTAINABILITY FUNDS FOR 2026 BUDGET **[ACTION]**
- b. RESOLUTION 2025-21: TO RELEASE A PORTION OF THE PROPERTY AND FACILITY FUNDS FOR 2026 BUDGET **[ACTION]**
- c. RESOLUTION 2025-22: TO SET 2026 WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES **[ACTION]**
- d. RESOLUTION 2025-23: TO ADOPT THE 2026 GENERAL FUND BUDGET **[ACTION]**
- e. RESOLUTION 2025-24: TO ADOPT THE 2026 CAPITAL IMPROVEMENT FUND BUDGET **[ACTION]**
- f. RESOLUTION 2025-25: TO ADOPT THE 2026 LEVY SUSTAINABILITY FUND BUDGET **[ACTION]**
- g. RESOLUTION 2025-26: TO ADOPT THE 2026 PROPERTY AND FACILITY FUND BUDGET **[ACTION]**
- h. RESOLUTION 2025-27: TO ADOPT THE 2026 ELECTION FUND BUDGET **[ACTION]**
- i. RESOLUTION 2025-28: TO ADOPT THE 2026 DEBT SERVICE FUND BUDGET **[ACTION]**
- j. RESOLUTION 2025-29: TO TRANSFER A PORTION OF LEVY SUSTAINABILITY FUNDS TO THE GENERAL FUND **[ACTION]**
- k. RESOLUTION 2025-30: TO TRANSFER A PORTION OF PROPERTY AND FACILITY FUNDS TO THE CAPITAL IMPROVEMENT FUND **[ACTION]**

RESOLUTION NO. 2025-20

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RELEASE A PORTION OF THE LEVY SUSTAINABILITY FUNDS FOR 2026 BUDGET**

WHEREAS, in December 2019 the Pierce County Rural Library District (“Library”) Board of Trustees established a Special Revenue Fund, having a working title of Levy Sustainability Fund, for purposes of accumulating funds during the first phase of the funding cycle established as part of the 2018 ballot proposition to restore the Library’s lawful limit for property taxation, and such funds be declared as “committed” in accordance to State Auditor rules regarding Special Revenue Funds, and

WHEREAS, since 2019, the Levy Sustainability Fund received financial support funded by a variety of revenue sources, such as direct tax receipts, investment interest, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, in 2024 the Library entered a one-year second phase in which no property tax deposits and no withdrawals were made to the Levy Sustainability Fund, and

WHEREAS, in 2025 the Library entered the third phase of its funding cycle during which time expenditures exceed revenues, and thereby began drawing from the Levy Sustainability Fund to create balanced budgets, and

WHEREAS, during the August 2024 special meeting, the Board discussed the need for the Levy Sustainability Fund to be solvent for as many years as possible, which shall include strategies for identifying and enacting reductions beginning in 2025 and thereafter, and

WHEREAS, as part of the 2026 fiscal year budget the Library has identified reduced costs and the net difference is a need of \$2,500,000 to balance the operating budget, and

WHEREAS, the Library reviewed the Levy Sustainability Fund and confirmed that over \$17,000,000 had been previously “committed” for the express purpose of balancing operating budgets during phase three of the funding cycle, now therefore,

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

On January 1, 2026, that \$2,500,000 be hereby declared as “uncommitted” for purposes of balancing the 2026 fiscal year General Fund budget and be transferred accordingly in a subsequent board resolution.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-21

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RELEASE A PORTION OF THE PROPERTY AND FACILITY FUNDS FOR 2026 BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Property and Facility Fund that funds projects, programs, and set-asides to be managed in the Property and Facility Fund in the fiscal year 2026, and

WHEREAS, the Property and Facility Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library assessed the Property and Facility Fund for 2026 and has determined that no (0) carry-forwards are necessary and one (1) property and facility projects requiring expenditures will occur in 2026, and

WHEREAS, the Library reviewed the Property and Facility Fund and confirmed that over \$1,200,000 had been previously “committed” and the Board elects to remove said funds from “committed” to be available for transfer, now therefore,

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

On January 1, 2026, that \$1,200,000 be hereby declared as “uncommitted” for purposes of balancing the 2026 fiscal year Capital Improvement Fund budget and be transferred accordingly in a subsequent board resolution.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-22

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET WAGES AND BENEFITS FOR NON-REPRESENTED EMPLOYEES**

WHEREAS, there are certain Pierce County Library System employees, management and non-management, who are exempt from membership in a union, and

WHEREAS, it is necessary for the Board of Trustees to set salary and benefit rates for non-represented employees in these positions, now therefore,

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

1. For January 1, 2026, excepting the Executive Director, all employees working in a regular, non-represented, substitute only or temporary only status shall be paid in accordance with the current wage scale based on position held.
2. Effective January 1, 2026, excepting the Executive Director, the base wages of all employees working in a regular non-represented position, shall be increased by 2.0% (COLA).
3. For January 1, 2026, excepting the Executive Director, all employees working on a regular, non-represented capacity shall accrue 25 vacation days annually, with a maximum accrual of 280 hours.
4. Excepting the items above, the Executive Director shall be paid (salary and benefits) in accordance to the letter of agreement as established and agreed upon between the Board of Trustees and the Executive Director.
5. Effective January 1, 2026, all employees working in a regular, non-represented position as of January 1, 2026 will receive a \$1000 deposit into a Lifestyle Savings Account provided through Health Equity for use in 2026.
6. Effective January 1, 2026, the Library will pay the full cost of the employee-only premiums for PCLS medical plan coverage remaining after the employee contribution of between \$66.78 - \$107.27 per month depending on the plan selected. The Library contributes toward the additional medical benefit premium costs of PCLS medical plan coverage for eligible dependents. The Library pays the full cost of the employee only dental coverage, vision coverage and life insurance.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER, 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	_____

RESOLUTION NO. 2025-23

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 GENERAL FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (“Library”) has an established General Fund to pay for regular operations, and

WHEREAS, the Pierce County Assessor’s Office has provided the Library with a preliminary estimate of assessed valuation of \$149,152,168,396 for the real property located within District boundaries, and

WHEREAS, during the November 12, 2025 regular meeting the Board of Trustees certified \$47,890,000 in the preliminary levy certificate to be collected, and anticipates one or more revised levy certificate(s) in December 2025 to be incorporated into the 2026 General Fund budget therein, and

WHEREAS, the Library calculated \$47,050,000 of current property tax revenues, and estimated \$773,210 in other forms of tax revenues as collectible in 2026 to be budgeted as General Fund revenue, and

WHEREAS, the Library estimated other sources of new revenue at \$1,106,790 to be budgeted in the General Fund, and

WHEREAS, the Library calculated a needed transfer from the Levy Sustainability Fund of \$2,500,000 to be budgeted in the General Fund, and

WHEREAS, the Library has created a 2026 operating budget of expenditures, transfers, and set- asides totaling \$51,430,000, and

WHEREAS, the Library has identified the opportunity to offer a Early Retirement Incentive (“ERI”) as part of the 2026 operating budget with a comprehensive limit of \$291,000, and

WHEREAS, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 General Fund budget for the Library in the amount of \$51,430,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-24

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 CAPITAL IMPROVEMENT FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (“Library”) has an established Capital Improvement Fund to pay for projects included in the Capital Improvements Plan, and

WHEREAS, the Library has developed a Capital Improvement Plan which identifies significant projects to be accomplished in 2026, and

WHEREAS, the Capital Improvement Fund receives financial support from transfers from the General Fund, transfers from the Property and Facilities Fund, the Capital Improvement Fund balance, the Foundation, carry-forwards, rebates and reimbursements, and other identified sources of revenue and transfers, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2026 and has determined that several 2025 projects will continue into the next year, amounting to \$605,000 funded in 2026 for their completion, and

WHEREAS, the Library has identified the need to contribute continued funds towards the construction of the new Sumner Library in the next year, amounting to \$2,750,000 funded in 2026, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2026 and took recommendations from the Facilities Condition Assessment for 2026, and has determined five (5) new capital funded project areas amounting to \$2,272,000, a \$1,000,000 set aside, and a \$688,000 contingency should be funded through the Capital Improvement Fund, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 Capital Improvement Fund budget for the Library in the amount of \$7,315,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-25

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 LEVY SUSTAINABILITY FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (“Library”) maintains a funding cycle set-aside to be managed in the Levy Sustainability Fund in the fiscal year 2026, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, the Library has reviewed the Levy Sustainability Fund for 2026 and has determined that one (1) transfer to the General Fund to support operations is necessary to occur in 2026 as an expenditure of \$2,500,000, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 Levy Sustainability Fund budget for the Library in the amount of \$2,500,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-26

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 PROPERTY AND FACILITY FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (Library) has an established Property and Facility Fund that funds projects, programs, and set-asides to be managed in the Property and Facility Fund in the fiscal year 2026, and

WHEREAS, the Property and Facility Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the budgetary needs for current facility projects requiring expenditures and determined that one (1) project will occur in 2026, and

WHEREAS, the new Sumner Library construction budget has been evaluated and the Library determined that a transfer of \$1,200,000 from the Property and Facility Fund to the Capital Improvement Fund is warranted, and

WHEREAS, the Library has reviewed the Property and Facility Fund for 2026 and has determined that no (0) carry-forwards are necessary, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 Property and Facility Fund budget for the Pierce County Library District in the amount of \$1,200,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-27

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 ELECTION FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (“Library”) has an established Election Fund that funds projects, programs, and set-asides to be managed in the Election Fund in the fiscal year 2026, and

WHEREAS, the Election Fund receives financial support from transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Election Fund for 2026 and has determined that no (0) carry-forwards are necessary and no (0) election projects requiring expenditures will occur in 2026, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 Election Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-28

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2026 DEBT SERVICE FUND BUDGET**

WHEREAS, the Pierce County Rural Library District (“Library”) has an established Debt Service Fund to satisfy debt repayments to be managed in the Debt Service Fund in the fiscal year 2026, and

WHEREAS, the Debt Service Fund receives financial support from excess levy receipts, transfers from the General Fund budget, transfers from any fund balances, Foundation funds, carry-forwards, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Debt Service Fund for 2026 and has determined that (0) no debt repayments requiring expenditures will occur in 2026, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

The 2026 Debt Service Fund budget for the Pierce County Library District in the amount of \$0 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-29

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF LEVY SUSTAINABILITY FUNDS
TO THE GENERAL FUND**

WHEREAS, the Pierce County Rural Library District (“Library”) Board of Trustees has established Special Revenue Fund called the Levy Sustainability Fund for purposes of accumulating and distributing committed funds during the funding cycle, and

WHEREAS, the Levy Sustainability Fund receives financial support funded by a variety of revenue sources, such as direct tax receipts, General Fund transfers, and any other sources designated for fiscal sustainability, and

WHEREAS, on December 10, 2025, the Board released \$2,500,000 in the Levy Sustainability Fund from committed to uncommitted status to utilize for the 2026 budget transfers, and

WHEREAS, the Library has presented the 2026 General Fund budget to include said transfer from the Levy Sustainability Fund to the General Fund, and

WHEREAS, the Library reviewed all departments’ budget requests and identified areas to reduce 2026 expenditures to extend the Levy Sustainability Fund as discussed by the Board during the Special Meeting held in August 2024, and

WHEREAS, on December 10, 2025, the Board approved both the 2026 General Fund Budget and the 2026 Levy Sustainability Fund Budget, and

WHEREAS, the Library has determined that the budgeted transfer be conducted in January of 2026 to support the Library’s General Fund cash-flow needs, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

\$2,500,000 in the Levy Sustainability Fund balance be transferred to the General Fund effective January 1, 2026.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

RESOLUTION NO. 2025-30

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF PROPERTY AND FACILITY FUNDS
TO THE CAPITAL IMPROVEMENT FUND**

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

WHEREAS, \$1,200,000 is a portion of the fund balance in the 2026 Property and Facility Fund for future land, property, and facilities costs, and

WHEREAS, on December 10, 2025, the Board released \$1,200,000 in the Property and Facility Fund from committed to uncommitted status to utilize for the 2026 budget transfers, and

WHEREAS, the Library has presented the 2026 Capital Improvement Fund budget to include said transfer from the Property and Facility Fund to the Capital Improvement Fund to support the funding a new Sumner Library, and

WHEREAS, on December 10, 2025, the Board approved both the 2026 Capital Improvement Fund Budget and the 2026 Property and Facility Fund Budget, and

WHEREAS, a \$1,200,000 transfer from the Property and Facility Fund to the Capital Fund is needed to contribute to the cost of building in the City of Sumner and other such Capital Improvement Fund needs, and collectively such uses are appropriate from this fund, and

WHEREAS, the Library has determined that the budgeted transfer be conducted in January of 2026 to support the Library’s Capital Improvement Fund cash-flow needs, now therefore,

BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES THAT:

\$1,200,000 in the Property and Facility Fund balance be transferred to the Capital Improvement Fund effective January 1, 2026.

PASSED AND APPROVED THIS 10th DAY OF DECEMBER 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	_____

New Business

MEMO



Date: November 24, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: Election of 2026 Board of Trustee Officers

In December, the Board of Trustees elects officers for the next year. The Revised Washington Code ([RCW 27.10.210](#)) states only the Board shall elect “such officers as they deem necessary.” [Article IV of the PCLS Bylaws for the Board of Trustees](#) states that the Board “shall elect from its membership a Chair and Vice-Chair at the December Board meeting.” Those are the only legal requirements the Board needs to consider in electing officers.

The Board may elect individual Chair and Vice-Chair officer positions one at a time or nominate and vote on a slate of officers.

2024

Year	Trustee	Term Exp.	Officers	Term#
3	N. Patel	August 2025	Vice-Chair	<i>Partial, Filled B. Thomason 8/2021</i>
3	A. Sloan	August 2026		<i>1</i>
7	P. Jenkins	March 2027		<i>2</i>
3	P. Duncan	February 2029	Chair	<i>1, reappointed for first full term</i>
1	R. Wheaton	August 2029		<i>1</i>

2025

Year	Trustee	Term Exp.	Officers	Term#
4	N. Patel	August 2025	Vice-Chair	<i>1, reappointed for first full term</i>
4	A. Sloan	August 2026		<i>1</i>
8	P. Jenkins	March 2027		<i>2</i>
4	P. Duncan	February 2029	Chair	<i>1</i>
2	R. Wheaton	August 2029		<i>1</i>

In 2026, terms are as follows:

- Trustee Duncan, 3rd year of 1st full term
- Trustee Jenkins, 4th year of 2nd term
- Trustee Patel, 2nd year of 1st full term
- Trustee Sloan, 5th year of 1st term
- Trustee Wheaton, 3rd year of 1st term

ACTION: Move to approve Trustee xx as Chair and Trustee xx as Vice-Chair for 2026

OR

Move to approve the slate of officers for 2026.

MEMO



Date: December 2, 2025

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

From: Clifford Jo, Business & Compliance Director

Subject: 2025-26 Insurance Renewal

For the insurance renewal, overall coverage increased 6.7% (\$23,600) from \$350,500 to \$374,100, after prorating the 2025-26 three-year Pollution Liability coverage.

Package (General Liability/Property/Auto)	\$ 175,082.00
Umbrella	
Primary \$5m.....	18,085.00
Second (Excess) +5m total \$10m.....	15,900.00
Third (Excess) +15m total \$25m	<u>39,390.00</u>
Subtotal	72,935.00
Directors & Officers, Employee Practices, Crime	
Primary \$5m.....	17,222.00
Second (Excess) +\$5m total \$10m.....	6,799.00
Third (Excess) + \$5m total \$15m	<u>5,582.00</u>
Subtotal	29,603.00
Difference in Conditions/Earthquake/Flood	60,766.20
Pollution Liability (3 years total, at \$11,103 per year prorated).....	33,308.88
Cyber (reduced coverage)	<u>24,144.85</u>
TOTAL.....	<u>\$ 396,279.93</u>

The largest increase of the policies was 65.5% (\$9,560) for cybersecurity, reflecting recent use of the policy and risk of insurability. The renewal reduces coverage terms until such time the Library has implemented several security measures that are already underway. While other increases were nominal, the Library’s risks with facilities remain elevated due to aging infrastructures and lack of fire suppression systems (permissible when buildings were designed and constructed over 30 years ago). Future insurance renewals may increase significantly, have coverages reduced, or be denied.

The Board has consistently rejected terrorism coverage for Board members, which costs between \$20,000 to \$30,000 per year. We continue to reject terrorism coverage automatically. We ask the Board to approve payment of the Library’s 2025-26 insurance policy renewals, not to exceed \$397,000.

During an upcoming Board meeting, we will provide Board education on the Library’s insurance policy portfolio, to include a description of each coverage, reasons for having them, and historical data regarding costs and claims.

ACTION: Move to approve payment towards the 2025-26 insurance renewal policy package premium, not to exceed the amount of \$397,000, and continue to reject terrorism coverage.

Officers Reports

MEMO



Date: December 1, 2025

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

From: Gretchen Caserotti, Executive Director

Subject: General Election 2025 Certified Results

General Election Results, Nov. 4, 2025 Certified Results: Nov. 25, 2025

Voters in Pierce County approved many of the tax-related measures in the 2025 General Election. 200,434 ballots were cast (591,409 registered voters) for a turnout of 33.89%. Additionally, smaller public library districts outside of Pierce County showed mixed results with levy lid lift ballot measures.

Pierce County

City of Gig Harbor - Proposition No. 1 - Additional Sales and Use Tax Supporting Adopted Cultural Access Program

The Gig Harbor City Council passed Ordinance 1546 on July 14, 2025, which created a new cultural access program. The program promotes the advancement and preservation of cultural activities which include science, technology, the visual and performing arts, zoology, botany, anthropology, heritage, and natural history.

The adoption of this program included a one-tenth of one percent (0.1%) sales and use tax conditioned on the specific authorization of a majority of the voters of the city. If passed, this proposition would authorize imposition of that tax to fund the cultural access program. It is estimated the sales and use tax increase may generate \$1,200,000 per year for these purposes.

Tax revenues collected will be allocated through the program for public school cultural access programming, to support eligible cultural organizations for cultural programs, events, or activities, and to cover administrative costs, which is capped at 10%. All tax proceeds collected will be allocated in a manner consistent with Chapter 36.160 RCW. This tax would become effective in 2026 and would be effective for a period of seven years.

Yes:	2,222	43.07%
No:	2,937	56.93%
Total:	5,159	100.00%

City of Milton - Advisory Vote No. 1 - Sale, Possession, and Discharge of Consumer Fireworks Within the City of Milton

Under Milton Municipal Code Chapter 8.04, the City of Milton currently allows the sale, purchase, and use of consumer fireworks within its city limits. This ballot proposition is a non-binding advisory vote that allows residents to inform the Milton City Council whether they are for or against prohibiting the sale, purchase, and use of consumer fireworks within the City of Milton. A “Yes” vote means the voter is in favor of prohibiting the sale, purchase, and use of consumer fireworks within the City of Milton. A “No” vote means the voter is in favor of continuing to allow the sale, purchase, and use of consumer fireworks within the City of Milton as laid out in Milton Municipal Code Chapter 8.04. The outcome of this advisory vote will provide input to the Milton City Council in its decision-making process to evaluate whether to modify the City’s existing law, which currently allows the sale, purchase, and use of consumer fireworks in the city limits of City of Milton.

Yes:	791	53.23%
No:	695	46.77%
Total:	1,486	100.00%

Steilacoom Historical School District No. 1 - Proposition No. 1 - Replacement Educational Programs & Operations Levy

Passage of Proposition 1 would allow Steilacoom Historical School District to replace an expiring levy with a new levy for school programs and operations. If voters approve this proposition, the District would use the levy funds to pay for school operations and educational programs not fully funded by the state, including but not limited to: teaching, instructional support, school supplies, athletics and extracurricular activities, and transportation. Funding maintains all existing levy support for education and extracurricular programs.

The proposed levy would authorize collection of annual excess property taxes of between \$10,343,836 and \$11,342,666 from 2027 through 2030. Based on projected assessed valuation information, the District estimates excess property tax rates of \$1.73 per \$1,000 of assessed value in 2027 and \$1.74 per \$1,000 of assessed value in 2028, 2029, and 2030.

Yes:	4,022	63.83%
No:	2,279	36.17%
Total:	6,301	100.00%

Steilacoom Historical School District No. 1 - Proposition No. 2 - Replacement Capital Projects Levy

Passage of Proposition No. 2 would enable Steilacoom Historical School District to replace an expiring levy with a new capital projects levy. If voters approve this proposition, the District would use the levy funds for Districtwide facilities and technology improvements, including: (1) security enhancements, including updates to security cameras, building access controls, and fire alarms; (2) student health and safety upgrades, including roof and HVAC replacements and exterior envelope updates; (3) technology system upgrades, including modernized network infrastructure and new classroom devices; (4) infrastructure improvements, including major preventative maintenance and upgrades to school flooring, plumbing systems and playgrounds; and (5) renovation and rehabilitation of athletic facilities, including gym expansions and installation of new playing and running surfaces.

The proposed levy would authorize collection of annual excess property taxes of between \$7,013,091 and \$7,663,239 from 2026 through 2029. Based on projected assessed valuation information, the District

estimates excess property tax rates of \$1.21 per \$1,000 of assessed value for each year of the four-year levy.

Yes:	3,939	62.32%
No:	2,382	37.68%
Total:	6,321	100.00%

Yelm Community Schools - Proposition No. 1 - Replacement Educational Programs and Operations Levy

This proposition authorizes Yelm Community Schools to replace the educational programs and operations levy that expired at the end of calendar year 2024. The levy will be used to pay expenses of essential educational programs and operations that are not fully funded by the State, including, but not limited to, certificated classroom teachers, certificated specialists (art, P.E., music, drama, library, technology), office support, para-educators, supervision, nurses, counselors, social workers, classified staff, school resource officers and safety staff, graduation and career readiness, technology, athletics, extracurricular activities, facilities, curriculum materials and professional development.

The proposed two-year replacement levy would authorize the collection of taxes to provide up to \$8,955,000 in 2026 and \$9,495,000 in 2027. The levy rate required to produce these amounts is estimated to be \$1.30 per \$1,000 of assessed value.

Yes:	556	38.85%
No:	875	61.15%
Total:	1,431	100.00%

Orting School District No. 344 - Proposition No. 1 - General Obligation Bonds

Passage of Proposition 1 would enable Orting School District to finance educational facility needs by issuing \$137,200,000 of general obligation bonds. If voters approve this proposition, the District will use the bond proceeds to construct and equip a new 600-student elementary school to replace Orting Elementary School. The District would also use the proceeds to construct and equip a new 200-student Career and Technical Education addition to Orting High School with science, engineering/robotics, and culinary labs, and would renovate space at the high school for an agricultural sciences classroom and mechanical shop.

If voters approve this proposition, the District expects to receive approximately \$11,100,000 in state construction assistance funds to complete these projects. The general obligation bonds would mature within 20 years and be repaid from annual excess property tax levies. The excess levy rate is estimated to be approximately \$1.27 per \$1,000 of assessed property value.

Yes:	3,766	64.64%
No:	2,060	35.36%
Total:	5,826	100.00%

Auburn School District No. 408 - Proposition No. 1 - School Construction and Replacement Bonds

Passage of Proposition 1 enables Auburn School District to finance the construction of new and replacement schools by issuing up to \$490,000,000 of general obligation bonds. If voters approve this

proposition, the District will use the bond proceeds to (1) construct and equip a new Middle School #5, (2) construct and equip a new middle school with enlarged capacity to replace Cascade Middle School, and (3) construct and equip a new elementary school with enlarged capacity to replace Alpac Elementary School. These projects will increase school capacity and reduce class sizes, modernize technology and student learning environments, improve safety and security, and improve and expand playfields and athletic facilities for student and community use.

If voters approve this proposition, the District expects to receive approximately \$26,000,000 in construction assistance funds from the State to complete these projects. The bonds will mature within 20 years and be repaid from annual excess property tax levies. Based on projected assessed valuation information, the District estimates the excess levy rate to average \$1.04 per \$1,000 of assessed property value.

King

Approved: 8,079 52.55%
Rejected: 7,296 47.45%

Pierce

Approved: 1,214 66.7%
Rejected: 606 33.3%

Combined Total

Approved: 9,293 54.04%
Rejected: 7,902 45.96%

Total: 17,195 100%

Auburn School District No. - Proposition No. 2 - Safety, Security, Facility Improvements, and Technology Replacement Levy

Passage of Proposition No. 2 enables Auburn School District to fund safety, security, and capital improvements throughout the District and will replace the expiring technology levy with a six-year levy. If voters approve this proposition, the District will use the funds to make Districtwide improvements including: (1) safety and security improvements, including upgraded and expanded security camera systems, secured building entries and access controls, intrusion alarms, fencing, and exterior lighting; (2) upgrades to technology systems, including modernized computer infrastructure, new computers and technology devices for students and staff, enhanced cybersecurity protections, assistive technology, vape detection, and digital safety curriculum; (3) building improvements, including major repairs, ADA improvements, seismic upgrades, roofing, paving, heating, ventilation, air conditioning, flooring, and electrical and plumbing system upgrades; and (4) energy conservation improvements.

The proposed levy will authorize collection of annual excess property taxes of between \$17,144,318 and \$19,778,484 from 2026 through 2031, for a maximum six-year total of \$110,800,000. Based on projected assessed valuation information, the District estimates the excess property tax rate to be approximately \$0.77 per \$1,000 of assessed value for each year of the six-year levy.

King

Yes: 8,503 55.43%
No: 6,838 44.57%

Pierce

Yes: 1,253 68.85%
No: 567 31.15%

Combined Total

Yes: 9,756 56.85%
No: 7,405 43.15%

Total: 17,161 100%

Fire Protection District No. 13 (Browns Point/Dash Point) - Proposition No. 1 - EMS Levy Lid Lift 2025

PCFD13 is seeking voter approval to restore its EMS (Emergency Medical Services) levy to \$.50 per \$1,000 of assessed valuation for collection in 2026 and to adjust the levied amount up to 6% in each of the five subsequent years, with the levy rate not to exceed \$0.50 per \$1,000 of assessed valuation. This proposition would allow PCFD13 to exceed the 1% limitation imposed by Initiative 747 and to restore its levy rate in 2025 to \$0.50, the levy rate that voters approved in 2000.

Approval of this proposition would provide funding for the acquisition and maintenance of state/county mandated equipment and services, such as: 1) Fire Department Aid unit operation and maintenance, 2) new equipment to support Emergency Medical Technician (EMT) training, 3) maintain adequate medical supplies, 4) adhere to Pierce County updated medical protocols and 5) future replacement of AED units. The District has experienced yearly increases in the number of EMS-related calls which comprise over 80% of total call volume. This measure would also provide funding to meet annual inflation increases which typically exceed the 1% revenue growth limit.

Yes: 548 65.71%
No: 286 34.29%
Total: 834 100.00%

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

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

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

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

Yes:	279	70.45%
No:	117	29.55%
Total:	396	100.00%

Additional Counties with Library Levies

Asotin County

Asotin County Rural Library District Tax Levy- Proposition No. 1

To provide continued funding for normal maintenance and operations, shall Asotin County Rural Library District return its levy rate to \$0.50 per thousand dollars of assessed valuation upon all taxable property within the district in 2025, for collection in 2026, thus increasing its regular property tax levy in excess of the limit factor provided in RCW 84.55.0101, and thereafter using such levy to compute limitations for subsequent years, all as provided in resolution No. 25-01.

Yes:	2,736	44.71 %
No:	3,384	55.29 %
Total:	6,120	100.00%

San Juan County

Orca Island Library District - Proposition No. 1 - Establishing Regular Property Tax Levy Rate

The Board of Trustees of the Orcas Island Library District adopted Resolution No. 02-2025 concerning partial restoration of the Library District’s regular property tax levy. This proposition would restore the District’s regular property tax levy to \$0.42 per \$1,000 of assessed valuation in 2025 (for collection in 2026). The maximum allowable levy in 2025, collected in 2026, shall serve as the base for subsequent levy limitations as provided by Chapter 84.55 RCW.

Yes:	1,667	64.04%
No:	936	35.96%
Total:	2,603	100.00%

Skagit County

Upper Skagit Rural Library District - Proposition No. 1 - Levy Lid Lift

The Board of Trustees of the Upper Skagit Rural Partial County Library District adopted Resolution 2025-03 concerning its regular property tax levy. This proposition would authorize the District to restore its regular property tax levy to \$0.50 per \$1,000 of assessed value for collection in 2026 to provide continued funding for the Library District’s operation and maintenance. The resulting dollar amount of the 2026 levy would be used for the purpose of computing subsequent levy limitations as provided by RCW 84.55.

Yes:	609	56.34 %
No:	472	43.66%
Total:	1,081	100.00%