

**Board of Trustees
Regular Meeting Agenda
January 14, 2026 | 3:30 PM
3005 112th St E, Tacoma, WA 98446**



Webinar Link: [Join the Meeting Now](#)

Dial In: 1.253.215.8782 | Webinar ID: 898 7932 5465 | Passcode: 841733

- 1. CALL TO ORDER:** Neesha Patel, Chair
- 2. 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.*
- 3. PRESENTATION:** Comprehensive Capital Plan – Executive Summary
- 4. CONSENT AGENDA [ACTION]:** *Routine items approved with one motion unless a member of the Board requests removal and separate discussion of an item.*
 - a. Approval of Minutes of December 10, 2025, Regular Meeting
 - b. Approval of December Payroll, Benefits, and Vouchers
- 5. EXECUTIVE DIRECTOR REPORT**
- 6. FINANCIAL REPORT**
- 7. NEW BUSINESS**
 - a. 2025 Organizational Highlights
 - b. 2026 Foundation Agreement and Addenda **[ACTION]**
 - c. Policy Review: Board Bylaws Discussion
 - d. Trustee Vacancy: Board Self-Evaluation, Review Job Description
- 8. MANAGEMENT REPORTS:** *Brief, informational updates*
 - a. State Auditor’s Office 2024 Audit Entrance
 - b. New Sumner Library Construction Update
 - c. Library Trends
- 9. CLOSING COMMENTS**
- 10. ADJOURNMENT [ACTION]**

Presentation

MEMO



Date: January 7, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Comprehensive Capital Plan – Executive Summary

Since August 2024, Pierce County Library System (PCLS) staff have been working in close partnership with Gensler and Associates on a Comprehensive Capital Planning (CCP) project. This initiative is designed to guide long-term investment and development of capital needs across the library system. At the November Board meeting, the Gensler team presented a high-level overview of the draft plan with their recommendations. Following this, PCLS administrators have been assessing the report and outlining a public engagement phase, extending through 2026, and Facilities staff continue addressing critical building needs in the meantime.

Throughout 2026, staff will break down the comprehensive report and recommendations for trustees to review and discuss at the monthly meetings. This strategy will allow for time for complete understanding of the scope of capital needs, exploring opportunities, and critical examination of alignment with operating resources. This body of work will also introduce new trends from the field for trustees, staff and community members to ignite a spark of excitement about how PCLS might evolve into the future in both spaces and services.

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

At the January Board of Trustees meeting, staff will review the Sections 1-4; Executive Summary, Project Context, and System-wide Recommendations, and Investment & Growth Strategy. Funding Pathways Overview will come along with a presentation later in the year on bonds, levies and funding options. Then, monthly, trustees will review the Location-Specific Recommendations, Section 6, by PCLS Regions (groups of 3 branches at a time). We will strive to align the regions with the 4 selected branches for board meetings in 2026 so the trustees can enjoy a tour of the facilities while on site.

Trustees have been provided with a digital copy of the report and may request a printed copy in a binder.

I look forward to collaborating with the Board on this important and impactful work.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – DECEMBER 10, 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 present were Pamela Duncan, Neesha Patel, Abby Sloan, and Pat Jenkins. Ryan Wheaton joined at 3:33 PM. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Written comments received by Laurie Austin (2), Kerry Bayliss, Kellie Bennett, Kristina Bookshnis, Jerry Boothe, Ashley Braaten, Karen Brinkley, Stephanie Rae Brown, Tiffany Chambers, Stacy Ciota, Joshua Coronado, Cathy Curtis, Dorinda Deimund, Astrid Deleo, Helen Dodge, Jessica Doherty, Wendy Ferrell, Patty Fisher, Linda Franklin, Becca Gjertson, Maureen Gomez, Rachel Hall, Adria Hanson, Melinda Ruth Head, Amanda Hefa, Will Hinds, Edmund Johnson, Linda Johnson, Oliver Oscar Jones, Deborah Ann Jordan, Cindy Knisely, Kristina Lanouette, Ellen LeVita, Sarah Lindhartsen, Lynn Lloyd, Christina Locklear, Christine Luna, Joyce Major, Angel Martinez, Christina Matthies, Genna Messmer, Kathryn Milburn, Katherine Moore, Edith Morgan, Wuesthoff Moxee, Susan O'Brien, Nikki Plank, Sally Plumly, Tracy Rainwaters, Maureen Reilly, Judy Riggs, Katie J Rooney, Gretchen Roosevelt, Reni Ross, Barbara Rowland, Megan Scarpelli, Jennifer Sherman, Heather Stevenson, Donald Swensen (2), Christie Tackett, Julianne Taylor, Kathleen Tei, Sara Thompson, Mahlin B Toves, Courtney Turk, Patty Van Valkenburg, Michael Walker, Carolyn Wiley, Bobbi Worden.

In-person comments received by Gerald Layne, Tina Gorski, Madeleine Spencer, Christie Tackett.

CLOSED SESSION

At 3:44 pm, Trustees recessed to Closed Session to discuss collective bargaining matters. The session ended at 4:11pm.

Presentation: Collection Management – Collection Management Director Amy Anderson shared highlights from the department's work in 2024 and early 2025.

CONSENT AGENDA

1. Approval of Minutes of November 12, 2025, Regular Meeting
2. Approval of November Payroll, Benefits, and Vouchers
3. Resolution 2029-19: To Declare Furnishings and Equipment Surplus to Public Service Needs

Trustee Jenkins moved for approval of the consent agenda as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.

REPORTS

1. Executive Director Report – Executive Director Gretchen Caserotti reported on current countywide flooding related to the atmospheric river. Several locations are experiencing parking lot flooding, notably Parkland, where Facilities have removed approximately 22,000 gallons of water to date.
2. Deputy Director Report – Deputy Director Connie Behe reported Stories and Voices service highlights demonstrate an effective balance between centralized resource sharing and locally driven service approaches.
3. Finance Director Report – October 2025 - Finance Director Mary Stimson reported coordinating with the State Auditor’s Office on the 2024 audit and will follow up on scheduling entrance interviews, potentially in January.

UNFINISHED BUSINESS

1. 2026 Balanced Final Budget: Director Stimson reviewed the balanced budget for each of the Library’s funds. The budget reflects economic shifts, rising costs, and long-term infrastructure needs, with decisions grounded in the library’s mission and community priorities. Operating expenses now exceed revenues, requiring tighter controls and ongoing adjustments. Through careful prioritization and analysis, the Levy Sustainability Fund drawdown was reduced from \$5.9 million to \$2.5 million. The General Fund incorporates expense reductions, updated revenues, and increased employee training support. Capital Improvement funding remains at \$7.315 million, focused on facilities, IT, and the Sumner Library project.

SECOND PUBLIC HEARING: 2026 BUDGET OF REVENUE AND EXPENDITURES

Trustees Sloan and Wheaton 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, Trustees 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.)

2. 2026 Budget Approvals
 - a. *Trustee Sloan moved for approval of Resolution 2025-20: To Release a Portion of the Levy Sustainability Funds for 2026 Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
 - b. *Trustee Jenkins moved for approval of Resolution 2025-21: To Release a Portion of the Property and Facility Funds for 2026 Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
 - c. *Trustee Sloan moved for approval of Resolution 2025-22: To Set 2026 Wages and Benefits for Non-Represented Employees as presented. Trustee Jenkins seconded the motion. All in favor. Motion carried.*

- d. *Trustee Patel moved for approval of Resolution 2025-23: To Adopt The 2026 General Fund Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
- e. *Trustee Sloan moved for approval of Resolution 2025-24: To Adopt The 2026 Capital Improvement Fund Budget as presented. Trustee Patel seconded the motion. All in favor. Motion carried.*
- f. *Trustee Jenkins moved for approval of Resolution 2025-25: To Adopt The 2026 Levy Sustainability Fund Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- g. *Trustee Sloan moved for approval of Resolution 2025-26: To Adopt The 2026 Property and Facility Fund Budget as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- h. *Trustee Sloan moved for approval of Resolution 2025-27: To Adopt The 2026 Election Fund Budget as presented. Trustee Patel seconded the motion. All in favor. Motion carried.*
- i. *Trustee Jenkins moved for approval of Resolution 2025-28: To Adopt The 2026 Debt Service Fund Budget as presented. Trustee Sloan seconded the motion. All in favor. Motion carried.*
- j. *Trustee Sloan moved for approval of Resolution 2025-29: To Transfer a Portion of Levy Sustainability Funds to the General Fund as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.*
- k. *Trustee Patel moved for approval of Resolution 2025-30: To Transfer a Portion of Property and Facility Funds to the Capital Improvement Fund as presented. Trustee Jenkins seconded the motion. All in favor. Motion carried.*

NEW BUSINESS

1. 2026 Election of Officers: Executive Director Caserotti and the Trustees thanked Chair Duncan and Vice-Chair Patel for serving in their positions in 2025. Trustee Patel will serve as Chair and Trustee Wheaton will serve as Vice-Chair in 2026.

Trustee Sloan moved for approval of the 2026 Election of Officers as presented. Trustee Duncan seconded the motion. All in favor. Motion carried.

2. Approval of Insurance Renewal Purchase Order

Trustee Sloan moved for Approval of Insurance Renewal Purchase Order as presented. Trustee Wheaton seconded the motion. All in favor. Motion carried.

ANNOUNCEMENTS/TRUSTEES COMMENTS

Trustees were encouraged to regularly check the Library program calendar, with example programs highlighted in the Public Services report. Staff are closing out 2025 statistics and preparing for 2026. The Comprehensive Capital Plan (CCP) will begin in January, including branch meetings and site visits, with library trends on efficiency and space design integrated into 2026 discussions.

Executive Director Caserotti expressed pride in staff for the significant internal work completed this year to strengthen organizational infrastructure and support sustainable service delivery. She also thanked the Board for its leadership, guidance, and thoughtful engagement.

Chair Duncan expressed appreciation for serving as Chair, and to the staff and Executive Director Caserotti for the work being done for the communities.

ADJOURNMENT

The meeting adjourned at 5:06 pm on motion by Trustee Jenkins seconded by Trustee Wheaton. All in favor. Motion carried.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			12/5/2025	\$ 1,038,583.99
Electronic Payments - Payroll & Acct Payable			12/22/2025	\$ 1,126,244.33
Accounts Payable Warrants	708808 - 708950	143	12/5/2025 - 12/22/2025	\$ 1,728,642.77
Total Amount:				<u><u>\$ 3,893,471.09</u></u>

As of 1.5.2026

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 12/05/25 Payroll

Withdrawal Date: 12/5/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 87,927.12
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,828.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 69,828.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 672,354.22
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 18,825.92
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 55,595.55
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 52,748.78
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	\$ 3,263.94
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 4,487.50
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,038,583.99

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/3/2025
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecountylibrary.org
 Comments: 12/22/25 Payroll

Withdrawal Date: 12/22/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 92,200.05
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,302.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 71,302.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 686,420.88
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 19,401.20
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 56,134.91
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 53,116.30
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	\$ 3,263.53
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 4,487.50
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 181.00
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 5,474.00
PCL_Company	Microsoft Corporation	237100	CC_Library_District	697-00	5100000	\$ 59,236.00
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
					Total Deposit	\$ 1,126,244.33

Certification:

Stacy Karabotsos
 Signature (Department Designee)

12/18/2025
 Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708808	12/05/2025	314	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 120525	0.00	15,400.82	12/15/2025
708809	12/05/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 120525	0.00	1,945.95	12/15/2025
708810	12/05/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 120525	0.00	382.50	12/10/2025
708811	12/05/2025	3371	ACORE SHELVING	535000	ACORE SHELVING, NEW BOOK CARTS FOR OUTREACH	0.00	3,755.00	12/10/2025
708812	12/05/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	7,967.64	12/09/2025
708813	12/05/2025	3328	BLUE DOT BEADWORK	541010	CYNTHIA MASTERTSON, BEADS, 11/4 LWD, 11/19 DPT	0.00	600.00	12/09/2025
708814	12/05/2025	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER;ACCT#1-99-204000-00	0.00	670.84	12/09/2025
708815	12/05/2025	638	CITY OF BUCKLEY	547030	BUC WATER, SEWER;ACCT 1489.1;WATER, 1489.0;SEWER	0.00	317.21	12/11/2025
708816	12/05/2025	924	DEBRA M CARSON	541010	DEBRA CARSON, CROCHET, 3RD THURS. JAN-NOV, ORT	0.00	120.00	12/16/2025
708817	12/05/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	147.37	12/10/2025
708818	12/05/2025	3210	CHILDRENS PLUS INC DBA LIBRARIA	534220	MATERIALS - Children's Fiction	0.00	213.53	12/09/2025
708819	12/05/2025	998	CINTAS CORPORATION	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	12/16/2025
708820	12/05/2025	124	WASHINGTON TECHNOLOGY SERVICES	542010	TELECOM SERVICES--PHONES ACC#G15-000; NOVEMBER 2025	0.00	585.00	12/12/2025
708821	12/05/2025	146	DAILY JOURNAL OF COMMERCE	544000	Ad for Proposal for free service and program	0.00	270.30	12/12/2025
708822	12/05/2025	392	THE FALCONER	541010	JOHN PRUCICH,BIRDS OF PREY,11/19 @SMT	0.00	500.00	12/10/2025
708823	12/05/2025	2801	FATBEAM LLC	542012	INTERNET SERVICES - All branches	0.00	22,407.53	12/10/2025
708824	12/05/2025	2370	FENCE SPECIALISTS LLC	548000	SUMMIT FENCE REPAIR	0.00	3,578.25	12/10/2025
708825	12/05/2025	445	GHA TECHNOLOGIES INC	535055	2025 VEEAM BACKUP RENEWAL	0.00	7,652.06	12/10/2025
708826	12/05/2025	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	0.00	4,166.28	12/10/2025
708827	12/05/2025	1499	LIBRARY JOURNALS	549010	LIBRARY JOURNAL Training Courses	0.00	1,179.75	12/16/2025
708828	12/05/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth DVD's	0.00	6,833.55	12/11/2025
708829	12/05/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	660.64	12/11/2025
708830	12/05/2025	2672	MELISSA MUNN	543012	Per diem; Library Journal Director Summit	181.00	0.00	
708831	12/05/2025	241	MCCLATCHY COMPANY LLC	544000	ADVERTISING - TNT ADS AND DIGITAL	0.00	2,103.00	12/12/2025
708832	12/05/2025	510	OCLC INC	591721	2025 EZPROXY HOSTED	0.00	10,112.91	12/11/2025
708833	12/05/2025	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees: \$795.66; KB: \$134.29	0.00	929.95	12/12/2025
708834	12/05/2025	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	0.00	2,466.84	12/15/2025
708835	12/05/2025	869	KELLIE COLEMON	541010	KELLIE RICHARDSON, BEYOND THE BINARY, 10/20 PLU	300.00	0.00	
708836	12/05/2025	3333	SITECRAFTING INC	541020	COMMUNICATIONS ASSESSMENT AND CONSULTING SERVICES	0.00	11,812.50	12/09/2025
708837	12/05/2025	272	STATE AUDITORS OFFICE	541000	2025 STATE AUDITOR SERVICES - OCT 25	0.00	1,557.92	12/11/2025
708838	12/05/2025	283	SUMMIT LAW GROUP PLLC	541040	2025 LEGAL FEES	0.00	3,272.50	12/10/2025
708839	12/05/2025	3131	TOBIS NATIVE TREASURES	541010	JOHN HALLIDAY, COYOTE LOST HIS SIGHT, 11/18, STL	450.00	0.00	
708840	12/05/2025	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	2,611.97	12/10/2025
708841	12/05/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	987.57	12/09/2025
708842	12/05/2025	2015	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS;0496-00-743060-6	0.00	2,943.87	12/16/2025
708843	12/11/2025	335	AWC EMPLOYEE BENEFIT TRUST	231540	2025.12.05 AWC	0.00	308,405.67	12/19/2025
708844	12/11/2025	2612	LOUIE FOXX LLC		INTERNAL VOID	0	0	
708845	12/11/2025	2176	O'GRADY LIBRARY		INTERNAL VOID	0	0	
708846	12/11/2025	2497	SAINT MARTIN'S UNIVERSITY		INTERNAL VOID	0	0	
708847	12/12/2025	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	8,356.58	12/16/2025
708848	12/12/2025	2143	AWARDCO INC	531002	RECOGNITION AWARDCO FEES FOR POINTS	0.00	305.00	12/17/2025
708849	12/12/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - ADULT AV-AUDIOBOOKS	0.00	244.58	12/22/2025
708850	12/12/2025	427	BLACKSTONE PUBLISHING	534020	MATERIALS - ADULT AV-AUDIOBOOKS	0.00	209.67	12/22/2025
708851	12/12/2025	924	DEBRA CARSON	541010	DEBRA CARSON, CROCHET, 2ND WEDS, JAN-DEC, SMT	0.00	100.00	12/18/2025
708852	12/12/2025	2422	CDW GOVERNMENT LLC	535025	TVS FOR COMMUNICO DISPLAYS	0.00	10,689.83	12/19/2025
708853	12/12/2025	657	CENGAGE LEARNING	534120	MATERIALS - ADULT LARGE PRINT	0.00	135.38	12/16/2025
708854	12/12/2025	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - ADULT LARGE PRINT	0.00	570.22	12/16/2025
708855	12/12/2025	659	CENTRAL OREGON COMMUNITY COLL, BARBER LIBRARY ILL	541650	ILL Book Replacement	0.00	24.00	12/22/2025
708856	12/12/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	12/19/2025
708857	12/12/2025	3150	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	0.00	55.87	12/19/2025
708858	12/12/2025	155	DELL MARKETING LP	535025	2025 DELL PRO MAX LAPTOP	0.00	1,666.10	12/24/2025
708859	12/12/2025	156	DEMCO INC	535015	DEMCO TASK STOOLS	0.00	1,756.58	12/22/2025
708860	12/12/2025	2370	FENCE SPECIALISTS LLC	548000	ILWD FENCE REPAIR	0.00	770.70	12/22/2025
708861	12/12/2025	3332	CARLOS GALEANA	541010	CARLOS GALEANA, GETTING THINGS DONE, 12/4 VIRTUAL	200.00	0.00	
708862	12/12/2025	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	0.00	76,867.76	12/18/2025
708863	12/12/2025	704	INNOVATIVE INTERFACES INC	591721	2025 POLARIS NOVELIST SELECT SUBSCRIPTION	0.00	8,431.86	12/18/2025
708864	12/12/2025	954	DON EHLEN	541010	DON EHLEN, INSECT SAFARI, 11/21 ORT	0.00	250.00	12/18/2025

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708865	12/12/2025	2421	LOTUS SEATTLE GROUP	544000	ADVERTISING - LOTUS MEDIA - RADIO AND DIGITAL	0.00	10,834.00	12/17/2025
708866	12/12/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV - DVD	0.00	20,784.70	12/16/2025
708867	12/12/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE- SYSTEM	0.00	1,992.37	12/18/2025
708868	12/12/2025	3159	MULTNOMAH COUNTY LIBRARY	541650	Lost Item: Speak the truth. Volume 3	0.00	13.00	12/16/2025
708869	12/12/2025	241	NEWS TRIBUNE	534505	MATERIALS - Magazines; Acc#81239297	0.00	11,178.36	12/24/2025
708870	12/12/2025	510	OCLC INC	591721	2025 EZPROXY ANNUAL RENEWAL	0.00	6,229.98	12/18/2025
708871	12/12/2025	512	OETC	535050	ADDITIONAL TEAMS PREMIUM LICENSES	0.00	370.00	12/17/2025
708872	12/12/2025	522	OVERDRIVE INC	534305	MATERIALS - Databases	0.00	343.85	12/16/2025
708873	12/12/2025	530	PACIFICSOURCE ADMINISTRATORS	549050	December Fees	0.00	115.00	12/17/2025
708874	12/12/2025	560	PIERCE COUNTY	549040	GHM Fire & Life Safety Inspection	0.00	92.00	12/16/2025
708875	12/12/2025	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	630.72	12/18/2025
708876	12/12/2025	860	PUPPETS PLEASE	541010	TERRY MCMANUS, PUPPETS PLEASE, 12/13 DPT	0.00	325.00	12/18/2025
708877	12/12/2025	3327	CHERYL RUX	541010	CHERYL RUX, LOLLIPOP LANTERNS, 12/3 LWD	400.00	0.00	
708878	12/12/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	547.62	12/19/2025
708879	12/12/2025	886	SIMPLY MAGIC LLC	541010	JEFF EVANS, EDUMAZEMENT, 11/25 SH	0.00	550.00	12/23/2025
708880	12/12/2025	3076	SOL HEALTH LLC	541010	SOL HEALTH YOGA, CHAIR YOGA, 10/27 11/3 11/10 SH	500.00	0.00	
708881	12/12/2025	284	SUMMIT WATER & SUPPLY CO	547020	ACL, SMT WATER;11/10-12/10/25	0.00	375.14	12/19/2025
708882	12/12/2025	892	SUNDOWNER LLC	548000	ANNUAL SYSTEM ROOF & GUTTER CLEANING	0.00	9,804.72	12/17/2025
708883	12/12/2025	590	TRI-TEC COMMUNICATIONS INC	535030	MITEL CORDLESS HEADSET AND CHARGING CRADLE	0.00	275.80	12/24/2025
708884	12/12/2025	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD;12/8/2025	0.00	139,432.32	12/16/2025
708885	12/12/2025	3266	MARC VAN STEENIS	541010	SEATTLE REPTILE GUY, 12/5 AT BLK	0.00	574.88	12/17/2025
708886	12/12/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	207.93	12/18/2025
708887	12/12/2025	834	ELIZABETH MURRAY	541010	ELIZABETH MURRAY, WRITING WORKSHOP, 11/15, 25 GIG,	0.00	700.00	12/16/2025
708888	12/19/2025	3388	ADAQUEST INC	541020	2025 MFA AUTHENTICATION	10,800.00	0.00	
708889	12/19/2025	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, TECHNOLOGY	0.00	5,350.13	12/23/2025
708890	12/19/2025	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE 29TH PAYMENT	24,232.00	0.00	
708891	12/19/2025	3395	BLOOMINGTON PUBLIC LIBRARY	541650	Replacement Cost ILL	19.00	0.00	
708892	12/19/2025	1036	CATALYST WORKPLACE ACTIVATION	535010	CATALYST 114 CAPER CHAIRS	0.00	22,829.74	12/23/2025
708893	12/19/2025	2422	CDW GOVERNMENT LLC	535025	2025 SAMSUNG GALAXY TABLETS	0.00	14,972.85	12/30/2025
708894	12/19/2025	657	CENGAGE LEARNING	534120	MATERIALS - Adult Large Print	0.00	112.19	12/30/2025
708895	12/19/2025	657	CENGAGE LEARNING INC / GALE	534305	MATERIALS - Database	0.00	14,053.57	12/29/2025
708896	12/19/2025	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	1,320.41	12/29/2025
708897	12/19/2025	2656	CLIFFORD JO	543012	PER DIEM;24TH Annual Compliance & Ethics Institute	0.00	252.00	12/30/2025
708898	12/19/2025	3146	CRISIS PREVENTION INSTITUTE	531040	NCI TRAINING BOOKS	0.00	6,221.48	12/26/2025
708899	12/19/2025	1001	DATA QUEST LLC	541020	BACKGROUND CHECKS	0.00	223.50	12/26/2025
708900	12/19/2025	163	DEPARTMENT OF LABOR & INDUSTRIES	549050	Boiler/Pressure Vessel Inspection	0.00	67.60	12/26/2025
708901	12/19/2025	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	134.40	12/24/2025
708902	12/19/2025	379	E-RATE EXPERTISE INC	541000	E-RATE PROFESSIONAL SERVICES 2025	5,941.00	0.00	
708903	12/19/2025	365	EBSCO	534505	MATERIALS - Magazines	0.00	59.24	12/29/2025
708904	12/19/2025	369	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	12,336.09	0.00	
708905	12/19/2025	370	ELITE PROPERTY INVESTMENTS LLC	591720	JANUARY 2026 - LEASE, WATER, SEWER	0.00	13,544.06	12/29/2025
708906	12/19/2025	382	MISTEL ERICKSON	543012	per diem; AWC LRI conference	168.00	0.00	
708907	12/19/2025	3007	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	0.00	916.70	12/24/2025
708908	12/19/2025	445	GHA TECHNOLOGIES INC	535055	2025 VMWARE SUPPORT RENEWAL	0.00	53,764.03	12/23/2025
708909	12/19/2025	497	HUB INTERNATIONAL	546000	HUB INTL INSURANCE POLICY SERVICES	0.00	395,628.93	12/26/2025
708910	12/19/2025	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	132,874.86	12/23/2025
708911	12/19/2025	704	INNOVATIVE INTERFACES INC	548100	2025 POLARIS OFF HOURS UPGRADES	0.00	3,303.00	12/29/2025
708912	12/19/2025	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	390.23	12/26/2025
708913	12/19/2025	2507	JOAQUIN'S TREE EXPERT COMPANY INC	548000	JTEC GIG TREE REMOVAL	0.00	7,707.00	12/29/2025
708914	12/19/2025	1821	KNKX 88.5 FM	544000	ADVERTISING - KNKX RADIO	0.00	2,460.00	12/29/2025
708915	12/19/2025	2824	REKHA KUVAR	541000	COMMUNITY ENGAGEMENT TRAINING 12/9/25	3,000.00	0.00	
708916	12/19/2025	1886	LAMAR COMPANIES	544000	ADVERTISING	1,835.00	0.00	
708917	12/19/2025	36	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,600.00	12/23/2025
708918	12/19/2025	3282	PHILIP MACK	347902	PRINTING ERROR; PATRON REFUND	0.00	9.00	12/26/2025
708919	12/19/2025	3397	MACKENZEE MCCARTY	369911	REFUNDING LOST ITEM - REPLACEMENT FEES	0.00	8.49	12/29/2025
708920	12/19/2025	206	MICHAEL'S CUSTOM UPHOLSTERY	535010	FIF, SH, STL, UP, & MIL FURNITURE REUPHOLSTER	0.00	12,127.89	12/30/2025
708921	12/19/2025	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - DVD	0.00	4,697.76	12/24/2025

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708922	12/19/2025	211	MIDWEST TAPE LLC	534005	MATERIALS - Adult AV-CD's	1,937.18	0.00	
708923	12/19/2025	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	12,052.35	12/29/2025
708924	12/19/2025	228	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - WORLD - Tagalog, Russian	2,520.00	0.00	
708925	12/19/2025	2380	NASH CONSULTING INC	541000	NASH CONSULTING	0.00	5,354.00	12/26/2025
708926	12/19/2025	512	OETC	535050	ADDITIONAL ADOBE LICENSES	0.00	110.38	12/29/2025
708927	12/19/2025	522	OVERDRIVE INC	534415	MATERIALS - eBooks & eDownloadable Audio	0.00	129,858.83	12/23/2025
708928	12/19/2025	537	PARENTMAP	544000	ADVERTISING - PRINT AND DIGITAL	950.00	0.00	
708929	12/19/2025	2989	PEER WASHINGTON	541000	PEER WA 2025 INVOICES	0.00	7,916.66	12/24/2025
708930	12/19/2025	782	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	1,372.63	12/31/2025
708931	12/19/2025	61	RICOH USA INC	591720	60 MONTH COPIER LEASE - PKS - (2023-2028)	0.00	5,807.50	12/24/2025
708932	12/19/2025	61	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	4,998.79	12/29/2025
708933	12/19/2025	85	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	1,979.45	12/24/2025
708934	12/19/2025	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	1,052.40	0.00	
708935	12/19/2025	3333	SITECRAFTING INC	541020	COMMUNICATIONS ASSESSMENT AND CONSULTING SERVICES	0.00	23,625.00	12/23/2025
708936	12/19/2025	272	STATE AUDITORS OFFICE	541000	2025 STATE AUDITOR SERVICES - NOV 25	0.00	2,670.72	12/24/2025
708937	12/19/2025	283	SUMMIT LAW GROUP PLLC	541040	2025 LEGAL FEES: OCTOBER PUBLIC RECORDS POLICY	0.00	492.00	12/23/2025
708938	12/19/2025	299	TACOMA PUBLIC LIBRARY	541650	ILL LOST ITEM; THE CAPTURE	7.99	0.00	
708939	12/19/2025	581	TILLICUM AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Rent/CAM November 2025	0.00	10,979.75	12/23/2025
708940	12/19/2025	3131	TOBIS NATIVE TREASURES	541010	JOHN HALLIDAY, WHAT IS A CHIEF, 11/5 AT UP	418.20	0.00	
708941	12/19/2025	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES;DEC 25	0.00	15.77	12/24/2025
708942	12/19/2025	3398	ANDY VARGO	541000	OWN YOUR AWKWARD, ANY VARGO TEAM WORKSHOP 9/25	0.00	1,650.45	12/26/2025
708943	12/19/2025	3194	WAGeworks INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	12/24/2025
708944	12/19/2025	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	3,456.04	12/23/2025
708945	12/19/2025	811	WCP SOLUTIONS	531004	PAPER PRODUCTS BLANKET PURCHASE ORDER - 2025 -	0.00	904.12	12/24/2025
708946	12/19/2025	831	WORKPOINTE	535015	WORKPOINTE MIL SVC DESK	0.00	4,054.00	12/23/2025
708947	12/22/2025	313	AFLAC	231590	2025.12.22 AFLAC	3,761.38	0.00	
708948	12/22/2025	684	COLONIAL SUPPLEMENTAL INSURANC	231590	2025.12.22 COLONIAL SUPPLEMENTAL INSURANCE	21.16	0.00	
708949	12/22/2025	530	PACIFICSOURCE ADMINISTRATORS	231543	2025.12.22 PACIFICSOURCE FSA/DEPENDANT CARE	1,945.75	0.00	
708950	12/22/2025	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2025.12.22 FOUNDATION DONATIONS	382.50	0.00	
Count of Warrants: 143						73,358.65	1,655,284.12	1,728,642.77

Executive Director Report

MEMO



Date: January 6, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – January 2026

As we moved into the holiday season In December, Pierce County experienced a major winter storm and flooding event. While countywide impacts were significant, Pierce County Library System (PCLS) sustained limited disruption and maintained operations at most locations due to effective coordination and preparedness.

Winter Storm Response

On December 16, 2025, PCLS activated its weather response protocols to address rain, wind, snow, and potential secondary hazards. Leadership assessed impacts to facilities, infrastructure, staffing availability, and public access, including power outages and road conditions. Ongoing monitoring relied on National Weather Service data and regional emergency communications.

Several branches experienced temporary power outages. No buildings sustained interior water damage. One branch was briefly closed after flooding made the parking lot inaccessible. Approximately 22,000 gallons of water were pumped from the Parkland/Spanaway Library parking lot; final cost information is pending. This drainage issue has been previously identified and is budgeted for redesign and repair in 2026.

The event highlighted continued progress in organizational resilience and reinforced the importance of strengthening coordination with Pierce County Emergency Management. Emergency preparedness remains a priority under Strategic Plan Goal 4: Building resilience through emergency preparedness.

Community Resilience and Regional Coordination

I was invited to participate in newly convened Pierce County Community Resiliency Meetings with Pierce County Executive Ryan Mello and Speaker of the House Laurie Jinkins. The group is exploring the development of resiliency “hubs” to improve coordination and communication across service providers during emergencies. PCLS is represented to ensure libraries are integrated into broader community response efforts.

Communications Evaluation and Internal Engagement

The Library completed a communications evaluation conducted by SiteCrafting, Inc. Preliminary findings were shared with the Management Team in December and align with internal planning following our Microsoft 365 migration.

This work concludes the primary action items from the 2024 Staff Engagement Survey. Completed actions include:

- Timely sharing of survey results with staff
- Local action plans to address departments with lower scores
- End-to-end review of internal communication processes
- Improved visibility of Learning and Development offerings

Enhanced leadership visibility and connection remain a focus area and are incorporated into 2026 planning. Organization-wide implementation steps are currently being finalized.

Community Relations and Public Communications

Library leadership has responded to community inquiries related to internal reorganization, particularly where misinformation has circulated online. PCLS has engaged with local media to ensure accurate information is shared publicly.

Key public messages include:

- Youth services and early literacy remain core to the Library's mission
- Staffing changes are designed to strengthen local service delivery through regional teams
- The organization is responding responsibly to financial constraints under Washington's property tax cap
- Public input will be sought in 2026 for the Comprehensive Capital Plan

Specific personnel matters remain confidential in respect of the collective bargaining process.

Executive Engagement and Professional Development

Recent activities include:

- Relationship-building tour of McChord Library and Greentrike Children's Museum on Joint Base Lewis-McChord
- Participation in IFTF's *Fast Futures* online workshop
- Legislative preparation through chambers, Association of Washington Cities sessions, and Public Libraries of Washington workgroups

Legislative Session Update

The Washington State legislative session begins January 12 and runs for 60 days. At this time, there are no strong indications that property tax reforms will advance, though the issue remains a priority for many local governments. PCLS will continue monitoring and report potential impacts to the Board.

Looking Ahead: 2026 Strategic Priorities

2026 will be another significant year of growth and transition for PCLS, with a continued focus on improving service delivery to Pierce County residents. The Strategic Plan will continue to guide priorities and work in accordance with Board direction and budget allocations. Below are some specific planned activities that administrators would like to highlight:

Internal Focus

- Staff development and training (Year 2 expansion)
- Employee Resource Groups (ERGs) maturation

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- Records management, including auto-retention implementation and record digitization projects
 - Internal communications improvements (updated channel map and refreshed systems)
 - All-Staff Day planned for October 2026
 - Enhanced IT Security measures continue to be implemented

External Focus

- Financial transparency through the launch of the ClearGov Budget Book
- Collections initiatives, including:
 - Library of Things expansion
 - Development of a World Languages assessment framework
- Partnership expansion with GoodRootsNW, including alternative and rural service models (locker pilots with Wi-Fi)
- Evaluation and redesign of outreach and volunteer programs
- Countywide Community Capital Plan (CCP) public engagement throughout the year
- Continued phased implementation of the regional service model, in close partnership with the union, to ensure quality library services are provided inside and outside library facilities.

Facilities Focus

- New Sumner Library construction
- Parkland/Spanaway drainage redesign
- Clean Buildings performance compliance (on track)
- Critical HVAC assessments and repairs
- Comprehensive Capital Plan communication and public education

Board Governance

A Board vacancy is expected in 2026, making Trustee recruitment a priority. Planned improvements to Board public meetings include:

- Four meetings hosted in library branches
- Launching hybrid meetings in Microsoft Teams to enable recording and transcription

I look forward to another year of productive collaboration with Trustees, staff, Friends, Foundation, and community members. Despite challenges ahead, I am optimistic about the opportunities our collective efforts will create.

Public Services Report

Library at a Glance: November 2025 YTD Key Performance Indicators

<p>Cardholders</p> <p>365,068</p> <p>↑ +8%</p>	<p>YTD Users - Physical</p> <p>1,386,918</p> <p>↑ +5%</p>	<p>YTD Circulation - Digital</p> <p>2,511,437</p> <p>↑ +3.95%</p>
<p>YTD Circulation - Physical</p> <p>2,106,862</p> <p>↓ -12.18%</p>	<p>YTD Number of Youth Programs</p> <p>2,367</p> <p>↑ +9%</p>	<p>YTD Youth Program Attendees</p> <p>51,328</p> <p>↑ +10%</p>
<p>YTD Number of Adult Programs</p> <p>1,225</p> <p>↑ +24%</p>	<p>YTD Adult Program Attendees</p> <p>9,490</p> <p>↓ -1%</p>	

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

November 2025 Service Highlights

Experiential Learning and Sustainability Through Youth-Centered Kits and Partnerships

In 2025, the Library's Youth and Teen Services Communities of Practice advanced sustainability through **system-wide program kits and community partnerships**, aligning with strategic goals to *Enhance Library Experience and Build a Sustainable Future*.

They developed more than 30 reusable program kits that support STEAM, story time, and maker programming for children, teens, and families. The kits allow staff to deliver engaging experiences while eliminating single-use waste. By using existing delivery routes, the Library reduces emissions and improves efficiency, saving money and lowering environmental impact.

The Library partnered with Pierce County Environmental Education to offer two sustainability programs, Teen Climate Café and Dig Into Composting Critters, giving youth hands-on opportunities to explore climate change and composting science while promoting environmental literacy and community engagement.

Statistics

- **Program Kits:** 401 staff bookings in 2025
- **Community Partner-Led Programs:** 22 sustainability-focused programs in Summer 2025, reaching more than 250 children, teens and caregivers.
- **Future Growth:** 20 new kits in development for early 2026 to expand creative and STEAM programming support and opportunities.

Stories of Impact

At a Clover Park School District outreach event, Library staff showcased the **Ozobots STEAM Kit**, sparking interest from the district's alternative school. This led to a new monthly STEAM program for elementary students at a local school serving a priority audience, **expanding access to hands-on STEAM learning**.

During a recent STEAM event, families used the Library's **Microscope STEAM Kit** to examine slides together, asking questions and sharing observations, transforming the visit into an **intergenerational learning experience**.

Looking Ahead

Events to Know About

English Language Learning Class - A Language Literacy program

- Wednesday, January 21, 1:00pm - 3:00pm; Parkland/Spanaway
- Wednesday, January 28, 1:00pm - 3:00pm; Parkland/Spanaway

Knit (or Crochet) Together – Craft and chat with other creative people – Wednesday, January 21: 3:30pm - 5:00pm; University Place

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

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

Zine Workshop – Open Studio – Sunday, January 18, 2:00pm – 4:30pm; Sumner

Watch and Discuss the Documentary Intelligent Trees - A Science and Sustainability Program – Thursday, January 15, 3:00pm - 4:30pm; Steilacoom

Registration Required programs:

Hybrid New Year, New Finances: Repaying Debt - A Financial Literacy Program

- Wednesday, January 14, 6:00pm - 7:00pm; South Hill
<https://calendar.piercecountylibrary.org/event/15010608>

Hybrid Navigating Medical Bills - A Financial Literacy Program

- Wednesday, January 21, 3:00pm - 4:00pm; Graham
<https://calendar.piercecountylibrary.org/event/15111926>

Hybrid DIY Weatherization 101 - A Science and Sustainability Program

- Saturday, January 10, 1:00pm - 2:30pm; Eatonville
<https://calendar.piercecountylibrary.org/event/15124286>

*Work Smarter with AI: Everyday Tools for Getting Things Done – An Information Literacy Program

- Thursday, January 15: 4:00pm - 5:45pm; Interim Lakewood.
<https://calendar.piercecountylibrary.org/event/15390604>
- Thursday, January 22, 5:00pm - 6:45pm; Interim Lakewood
<https://calendar.piercecountylibrary.org/event/15023286>

Financial Report

MEMO



Date: December 18, 2025

To: Chair Neesha Patel and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending November

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:

- 535050. Includes payment of \$93,030.88 to Tyler Technologies for Munis ERP.
- 548110. Payment of \$72,149.63 made to Tri-Tec Communications for annual support.
- 535055. Includes payment to OETC for \$93,179.14 for Microsoft licenses.
- 548110. Includes payment of \$22,653.88 to Envisionware Inc for Envisionware software platform that supports the branch printing.

Capital Improvement Fund:

- 564200. Payment of \$111,461.59 was made to Hermanson Company LLP for HVAC system replacement at the Parkland branch.
- 562010. Includes payment to Evergreen Fire Alarms LLC for \$26,664.29 for fire panel replacements at four branches.

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 expenditures in 2025.

Revenues:

- **General Fund Taxes:** 100.3% of the anticipated tax revenue has been received. The largest collection occurred in April and October.

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- **Other General Fund Revenues:** 132.9% of the budget was received. Revenues include \$532K in E-rate rebates, \$450.5K investment earnings, \$60K FOL donations, \$59K in Printer Fees, \$48K in P-card rebates, and \$53K in miscellaneous revenue.
 - **Capital Improvement Fund Revenue:** Currently, 73.9% of expected revenues have been received. \$135K investment earnings, \$520K Foundation donor proceeds, \$1.43M reimbursed from the Sumner LCFA.

GF Expenses:

- **Salaries and Wages:** 85.8% to budget. The small variance to budget is primarily due to position vacancies during the reporting period. In addition, the prior budget included funding for Sunday differential pay that was removed under the current collective bargaining agreement. These factors resulted in lower-than-anticipated salary and wage expenditures.
- **Benefits:** On track with Salaries and Wages at 82.9%.
- **Supplies:** Currently at 81.5%, with \$160K tied to purchase orders (POs) that are encumbered and expected to be spent in December.
- **Materials:** 80.7% spent YTD, on track.
- **Services:** Currently at 81.8%, with \$580K in encumbered POs.
- **Transfers/Set Asides:** The Board approved a \$2 million 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 14.6% of the budget, with \$250K committed through purchase orders (POs). Due to extended project timelines, a portion of the planned expenditures is now expected to be paid in 2026.
- **Capital Outlays:** Standing at 51.7% of the budget, with \$73K encumbered via POs. Due to extended project timelines, a portion of the planned expenditures is now expected to be paid in 2026.

Financial/Budget Activities

In November, the Board reviewed the first reading of the proposed 2026 budget.

- Finance Management presented at the Management Team meeting, providing an overview of current purchasing practices and highlighting upcoming Munis system projects that will increase efficiency in departmental workflows. The presentation supported ongoing efforts to strengthen consistency, transparency, and fiscal readiness for system enhancements and current practices.
- The Finance team held a departmental retreat to review and refine the 2026–2027 work plan. Discussions focused on upcoming priorities, major projects, and resource needs, with top priorities including expanding Annual Report review, more in-depth year-end reconciliations, ClearGov budget book work, and enhanced fiscal process improvements. The retreat also provided an opportunity to recognize and celebrate the team’s accomplishments over the past year.
- The Finance Director attended the Government Finance Officers Association (GFOA) Leadership Academy, participating in advanced leadership and financial management training. The program provided opportunities to network with peers from other government agencies and exchange best practices, many of which PCLS already leads in through its current budgeting practices and principles.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

	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	-46,697,919.43	-2,436,170.29	.00	159,919.43	100.3%
02 CHARGES OTHER	-1,005,000	-1,005,000	-1,335,889.42	-114,266.59	.00	330,889.42	132.9%
03 SALARIES AND WAGES	25,183,000	25,183,000	21,603,486.52	1,937,497.09	.00	3,579,513.48	85.8%
04 PERSONNEL BENEFITS	8,276,000	8,276,000	6,857,049.84	567,599.87	.00	1,418,950.16	82.9%
05 SUPPLIES EXPENSES	2,146,345	2,076,682	1,531,751.94	349,670.38	159,795.86	385,134.05	81.5%
06 MATERIALS	4,577,125	4,577,125	3,693,996.94	322,658.26	.00	883,128.06	80.7%
07 SERVICES EXPENSES	6,160,530	6,230,193	4,514,267.39	555,753.41	580,394.90	1,135,530.86	81.8%
09 TRANSFERS/SETASIDES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-8,633,256.22	1,182,742.13	740,190.76	7,893,065.46	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-48,833,808.85	-2,550,436.88	.00	-509,191.15	
TOTAL EXPENSES	49,343,000	49,343,000	40,200,552.63	3,733,179.01	740,190.76	8,402,256.61	
102 LEVY SUSTAINABILITY FUND							
02 CHARGES OTHER	0	0	-689,058.79	-57,396.01	.00	689,058.79	100.0%
09 TRANSFERS/SETASIDES	0	0	800,000.00	.00	.00	-800,000.00	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	110,941.21	-57,396.01	.00	-110,941.21	100.0%
TOTAL REVENUES	0	0	-689,058.79	-57,396.01	.00	689,058.79	
TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00	
103 ELECTION FUND							
02 CHARGES OTHER	0	0	-50,065.49	-4,224.50	.00	50,065.49	100.0%
TOTAL ELECTION FUND	0	0	-50,065.49	-4,224.50	.00	50,065.49	100.0%
TOTAL REVENUES	0	0	-50,065.49	-4,224.50	.00	50,065.49	
104 PROPERTY AND FACILITY FUND							
02 CHARGES OTHER	0	0	-48,216.94	-4,068.52	.00	48,216.94	100.0%
TOTAL PROPERTY AND FACILITY FUND	0	0	-48,216.94	-4,068.52	.00	48,216.94	100.0%
TOTAL REVENUES	0	0	-48,216.94	-4,068.52	.00	48,216.94	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 11

201	ORIGINAL DEBT SERVICE FUND	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02	CHARGES OTHER	0	0	-3,806.06	-319.67	.00	3,806.06	100.0%
	TOTAL DEBT SERVICE FUND	0	0	-3,806.06	-319.67	.00	3,806.06	100.0%
	TOTAL REVENUES	0	0	-3,806.06	-319.67	.00	3,806.06	
301 CAPITAL IMPROVEMENT FUND								
02	CHARGES OTHER	-14,024,000	-2,820,900	-2,086,044.69	-15,402.35	.00	-734,855.31	73.9%
05	SUPPLIES EXPENSES	396,000	0	.00	.00	.00	.00	.0%
07	SERVICES EXPENSES	4,661,000	5,454,512	545,904.92	5,820.58	250,079.28	4,658,527.48	14.6%
08	CAPITAL OUTLAYS	10,967,000	1,366,388	632,867.27	110,627.38	73,251.19	660,269.86	51.7%
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	-2,907,272.50	101,045.61	323,330.47	2,583,942.03	100.0%
	TOTAL REVENUES	-16,024,000	-6,820,900	-4,086,044.69	-15,402.35	.00	-2,734,855.31	
	TOTAL EXPENSES	16,024,000	6,820,900	1,178,772.19	116,447.96	323,330.47	5,318,797.34	
	GRAND TOTAL	0	0	-11,531,676.00	1,217,779.04	1,063,521.23	10,468,154.77	100.0%

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

New Business

MEMO



Date: January 2, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: 2025 Organizational Highlights

With the conclusion of 2025, Pierce County Library System reflects on a year marked by significant growth, learning, and progress. Following the Administrative Team's year-end retreat, this memo offers a year-at-a-glance summary of our organizational performance, grounded in reflections on our strategic plan, operational work plans, and overall alignment. While final library use statistics are still being compiled and will be shared when available, this overview is intended to frame our conversation and invite Trustee reflection on the year from your unique vantage point examining our strategic direction, fiscal and operational health, the value delivered to the public, and our collective capacity to sustain this work moving forward.

Pierce County Library System 2025 Highlights

1) Strategic Direction & Capital Progress

- Adopted and launched a new Strategic Plan, aligning system-wide priorities and execution.
- Finalized a Comprehensive Capital Planning Report with major progress on Sumner and Lakewood Library projects.
- Marked a key milestone with the Sumner Library groundbreaking.

2) Financial Stewardship, Infrastructure & Risk Management

- Strengthened financial controls and audit readiness, supported by improved procurement and Munis ERP budgeting.
- Expanded cost-control measures in the second year of Phase Three of the Levy Sustainability Plan closing structural deficits and extending the life of the fund by implementing continued strategic operational efficiencies.
- Completed over 100 technology projects, including cybersecurity enhancements, system modernization, Microsoft Windows 11 deployment, and accessibility upgrades.
- Implemented AI usage guidelines to support responsible innovation.
- Demonstrated operational resilience during a cybersecurity incident, maintaining circulation through rapid expansion of floating collections and system adaptation.

3) Public Access, Community Impact & Equity

- Delivered high-impact programs and partnerships that expanded learning, arts and cultural experiences, and civic engagement across the county.

-
- Increased access to critical supports through expanded co-located services and community partnerships.
 - Advanced digital inclusion, including leadership in the Pierce County Digital Inclusion Coalition.
 - Improved customer access and facilities: technology upgrades, ADA improvements, cleaner and more navigable spaces.
 - Enhanced equity in collections and services, expanding culturally inclusive offerings and reducing digital hold wait times by more than half.
 - Standardized shelving system-wide, ensuring a consistent and intuitive customer experience at all locations.

4) Workforce Capacity & Organizational Health

- Strengthened staff capacity through centralized training, leadership development, and clearer roles and accountability.
- Advanced Equity, Diversity, Inclusion, and Belonging (EDIB) initiatives across onboarding, recruitment, training, and employee resource groups.
- Invested in employee well-being and retention through wellness programs and improved worker's compensation return-to-work practices.

5) Fundraising & Long-Term Sustainability

- Secured major pledges and matching grants for the Sumner Library capital campaign.
- Awarded two grants totaling \$650,000 to address cybersecurity needs.
- Raised \$625K+ and expanded the endowment pipeline to \$9.9M.
- Hosted the most successful Trivia Bee to date, raising \$60K.

In 2025, the Library strengthened its strategic footing, modernized core systems, expanded equitable public access, and built organizational capacity positioning the Library to sustain progress and deliver community value into 2026 and beyond.

MEMO



Date: January 7, 2026

To: Chair Neesha Patel, and Members of the Board of Trustees

From: Dean Carrell, Foundation Director
Clifford Jo, Business & Compliance Director

Subject: 2026 Foundation/Library Agreement and Addenda (2)

Each year the Foundation and PCLS (the “Library”) enter into an agreement that allows the Library to fund staff and resources for Foundation-related work. In return, the Library receives benefits from those activities. The purpose of this memo is to (1) report on the performance of the expiring agreement and (2) present the new agreement for approval by both the Library Board of Trustees and the Foundation Board of Directors.

2025 Foundation Agreement Results

The 2025 agreement stated that the Library would provide \$450,000 in value of support by funding the Foundation department, space, and equipment, and that the Foundation would provide benefits to the Library through its fundraising efforts and other promotional activities.

Foundation distributions	\$ 335,896
*Foundation deposits	<u>421,308</u>
Subtotal distributions & deposits	\$ 757,204
Less Agreement.....	<u>450,000</u>
Net Results	\$ 307,204

*Beginning in 2021, the Library is recording confirmed Foundation deposits made into a separate Foundation-owned bank account from which the Library will benefit from in the future. For example, proceeds stemming from fundraising for the Sumner Library project, but used later, will be recorded in this account and also totaled into the agreement’s performance.

Given the substantially positive net results, the agreement has been successfully satisfied.

Addenda

The Agreement is accompanied by the following addenda:

1. An addendum to promote and communicate significant benefits to the Library that are non-monetary. It has been updated to reflect the changes the Foundation made in the approach to determining the programs to fundraise and also mirrors the Library’s strategic plan. This addendum and its variations began in 2012 and has been included annually since then.

2. An addendum associated with the Summer Library Capital Campaign.

The following page shows a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

Library Direct Fundraising Results

Foundation staff are increasingly involved in directly supporting the Library on special projects that cannot be reflected in the Foundation’s financial statements due to those results stemming from activities outside of the Foundation’s fundraising domain. While this work falls outside the scope of the Agreement, it should be acknowledged and recognized as it highlights the additional value the staff bring to the Library. This work, primarily conducted through grant writing and grant stewardship in collaboration with various Library departments, is expected to realize even more opportunities in the future.

Record of Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Deposits & Distributions	Agreement for Supporting Costs	Difference from Distributions	PCLS Direct Fundraising Results ¹
2026	Recorded at yearend	\$ 367,000	Recorded at yearend	Recorded at yearend
2025	\$ 757,204	450,000	\$ 307,204	\$ 150,000 ⁴
2024	624,953	500,000	124,953	125,000
2023	542,913	452,000	90,913	
2022 ²	982,938	388,000	594,938	
2021	520,963	392,000	128,963	
2020	273,146	273,000	146	
2019	271,451	265,000	6,451	
2018	350,000	278,000	72,000	
2017 ³	211,008	251,000	<u>-39,992</u>	
			2017-18: 32,008	
2016	287,081	228,000	59,081	

¹ Beginning with 2024 report, the Library’s direct fundraising results are included but are not factored into the Agreement.

² First year of Addendum #2 regarding capital fund development.

³ 2017 included only 6 months due to fiscal year transition.

⁴ Funding commitment secured through the State and Local Cybersecurity Grant Program (SLCGP) round 2 for \$100,000, and a local records grant from the Secretary of State for \$50,000. Both grants are reimbursable-basis.

2026 Foundation Agreement and Addenda

For 2026, the estimated value of staffing, services, space, and equipment provided by the Library to support the department working on the Foundation’s Annual Development Plan is \$367,000. Projected distributions and deposits are expected to exceed the agreement’s value. This decrease reflects 1 less FTE in the department.

Both addenda record that the Foundation contributes more than just the funds it raises; they provide transparency about the full range of activities it undertakes.

Attached are the Agreement and Addenda. As separate documents, the Agreement and Addenda may have different amendment needs and require individual annual approval by the Board. We recommend that the Board pass three (3) motions:

Motion: Authorize Executive Director Caserotti to sign the Foundation Agreement as presented.

Motion: Authorize Executive Director Caserotti to sign Addendum #1 as presented.

Motion: Authorize Executive Director Caserotti to sign Addendum #2 as presented.

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of January, 2026, by and between the Pierce County Rural Library District, a special purpose taxing district herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provide assistance and aid in the development, maintenance, and promotion of growth and preservation of the Library, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions in the form of cash distributions or otherwise, to the Library based on, the Foundation’s efforts to raise grants, gifts, bequests, trusts, and other such property; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain philanthropic services for the Library as described in this Agreement in furtherance of its corporate purpose; and

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

A. THE FOUNDATION AGREES TO:

1. Encourage continuous philanthropic support and development of relationships for the benefit of the Library.
2. Establish rules, regulations, and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest, and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.
4. Use all assets and earnings of the Foundation exclusively for Library purposes.
5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.
6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.
7. Pursuant to RCW 27.12.300, tender to the Library donations and instruments deemed by the Foundation as gifts it may receive for which may be forwarded to the Library in accordance to the distribution plans the Foundation and Library agree to.
8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient. In the event the Library receives a check and it appears to be a gift intended for the Foundation to receive, confirmation will be made with the donor regarding their intent. If confirmed as a gift to the Foundation, the Library will endorse the check over to the Foundation.
9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.
10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

B. THE LIBRARY AGREES TO:

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Foundation Director; necessary office space; staffing support to include office assistance, management, and other personnel as deemed needed; and utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.
2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$367,000 during the

Library fiscal year 2026. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that this agreement's value of services is not exceeded or will be adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

3. Purchase any items, including but not limited to food, gifts, and honorariums specifically funded by the Foundation and for the benefit of the Library. Pass through purchases shall be periodic in nature and properly recorded. Time spent to make said purchases shall be "de minimis" in nature, unless otherwise agreed to by the Library Executive Director.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

F. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

G. ASSIGNMENT

Neither party may assign or transfer this Agreement.

H. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

**ADDENDUM NO. 1 (2026) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year 2026, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is for the calendar year of 2026.

Estimated Distributions

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library, primarily supporting the following areas: Literacy and Library Resources; Technology and Access; and a few selected Special Projects.

The Foundation will be engaged in a capital fundraising campaign for a future library in Sumner. Multi-year commitments will be made by donors, whereby pledge payments on those commitments will be paid over several years. It will be understood that any onetime gifts or pledge payments, in the year they were paid, will be applied towards the annual commitment with the Library in that same year.

Services and Activities

The Library and Foundation take a mutually respectful, cooperative approach to their relationship. The Library will work with the Foundation in joint fundraising efforts and opportunities.

The Library’s Vision is *“how we see the future: The community of Pierce County thrives on inclusion, curiosity, and connection.”*

The Foundation’s Vision is to *“Enhance and strengthen Pierce County Library System as the community’s choice for the discovery and exchange of information and ideas.”*

The Library’s Vision benefits from the Foundation’s Vision. In addition to its fundraising purpose, the Foundation:

- Attracts people and resources to build upon and enhance taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Purchases or secures items, including but not limited to food, gifts, and honorariums for the benefit of the Library. Pass through purchases or in-kind gifts are periodic in nature

and are properly recorded, with time expended to complete as “de minimis” in nature, unless otherwise agreed to by the Library Executive Director.

- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals, and services to be the community’s choice.
- Raises community awareness through communications about the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 19 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through Library programs and services.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

Communicating the Library to constituents

The Foundation will communicate with the community and provide updates about what’s happening in the Library. Includes:

- E-newsletters four times a year
- Honor Roll of Donors in Library Annual Report
- Multiple direct mail appeals to retain donors, reengage lapsed donors, increase giving levels, and celebrate giving anniversaries
- Email communications and solicitations
- Personal correspondence and appointments with key prospects and donors (individuals, companies, and private foundations)
- Acknowledgement letters for gifts and personal thank you cards
- Invitations in support of eighth annual Trivia BEE
- Stewardship calls and correspondence to donors

To assist with these communications, the Foundation and Library may enter into an annual agreement for services provided by the Library’s Marketing and Communications Department.

Also, to assist with these communications, the Library will provide the Foundation information sharing and routine reporting.

Bringing awareness of the Library to local businesses and foundations

The Foundation will contact businesses to secure unrestricted support, as well as event sponsorships for the eighth annual Trivia BEE event. The Foundation will also submit proposals to charitable foundations, local businesses, and corporations on behalf of the Library for selected projects.

- The Foundation will research, apply, and report on Library programs and their benefits to the community.

- Grantors and sponsors are updated with project reports which include outcomes and expenditures, and are submitted in a timely manner.

Promoting the Library through events

The Foundation will organize and conduct the following events:

- The Foundation will secure sponsors to help underwrite Library programs and events.
- Fundraising event: the Foundation will host its eighth annual Trivia BEE, a sponsored event to promote and raise financial support for Pierce County Library System.
- Commemorative naming ceremonies, if appropriate.
- Realize meaningful engagement opportunities between the Library and Foundation, which may include their respective boards.

Attracting a cadre of loyal library supporters

- Board of Directors: the Foundation will recruit and engage up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage and secure a growing number of donors at all recognition levels every fiscal year. Facilitated by the Library, the Foundation will have access to patron information important to fundraising.
- Grantors and Sponsors: the Foundation will research and submit proposals for awards from charitable foundations, local businesses, and corporations.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

**ADDENDUM NO. 2 (2026) TO FOUNDATION AGREEMENT
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT
AND PIERCE COUNTY LIBRARY FOUNDATION**

Purpose

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (“Foundation”) will provide and the specific activities that the Foundation will undertake in 2026 for the benefit towards a new Sumner Library for the Pierce County Rural Library District (“Library”), including, but not limited to, Financial Transactions as described herein. The effective date of this addendum is for the calendar year of 2026 and may be renewed annually or as needed.

Services and Activities

To serve our growing communities the Library must expand in creative ways to meet people where they are—whether that be in person, online, or through community partnerships. The Library has the opportunity to create a modern library for Sumner, which will serve as an anchor for library services, and be a community resource for East Pierce County.

The Foundation’s efforts to help make this happen will be to:

- Consult regularly with pro-bono fundraising counsel on best practices and strategy;
- Engage a volunteer driven Campaign Steering Committee on a quarterly basis to provide necessary information, check on progress, determine appropriate strategies;
- Identify, cultivate, solicit potential donors;
- Work with key donors to leverage their gifts amongst other potential donors;
- Steward all donors with appropriate levels of recognition, including establishing naming opportunities; and
- Manage all aspects of a successful fundraising campaign.

Financial Transactions

The Foundation is engaged in a capital fundraising campaign for a future library in the City of Sumner community. The Foundation may make distributions or deposits (collectively, “Financial Transactions”) from gifts, grants, donations, and endowments solicited by the Foundation for the benefit of the Sumner Library. Multi-year commitments may be made by donors, whereby pledge payments on those commitments may be paid over several years.

Actual Financial Transactions shall be recorded in the calendar year that they are made in, and count towards the prime agreement that the Foundation and Library have that’s currently in force at the time these transactions are made. The annual performance report for the prime agreement shall separate Financial Transactions made under this Addendum from other fundraising transactions not apropos to this Addendum.

Whenever the Foundation chooses to deposit funds into its own bank account, said funds shall have properly recorded documentation submitted to the Library, to include proof of deposits and monthly statements. This bank account shall be separate from other bank accounts that the Foundation owns. The Foundation agrees that all deposited funds shall be used for paying the costs towards a future Sumner Library.

Because these funds are recorded as “cash basis” in the Foundation’s accounting and reporting, the Library will not record actual distributed funds to the Library once project expenses occur, as they have already been recorded upon the Foundation’s receipts.

Pierce County Library Foundation

Pierce County Rural Library District

Signature

Signature

Dean Carrell
Printed Name

Gretchen Caserotti
Printed Name

Foundation Director
Title

Executive Director
Title

Date

Date

MEMO



Date: January 2, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director
Clifford Jo, Business & Compliance Director

Subject: Bylaws of the Pierce County Library System Board of Trustees – Discussion

The Board’s bylaws were last reviewed in February 2025 and are currently posted on the Library’s website. While bylaws are not legally required, they represent best practices for governance and must align with the Revised Code of Washington (RCW) regarding trustee powers and duties, as well as the Open Public Meetings Act. [Bylaws-of-the-Pierce-County-Library-System-Board-of-Trustees_-2025.pdf](#)

As part of our ongoing commitment to clarity and compliance, I am bringing forward suggested revisions for your discussion. These updates include minor language clean-up, alignment with current practices, and preparation for future changes.

Suggested revisions and areas for discussion are as follows:

Article III – Membership

- Clarify that trustees are appointed by the Pierce County Executive and ratified by the County Council.

Section 1 – Appointment

- Begin discussion on future expansion of the Board to seven members once Pierce County’s population reaches one million, as required by RCW. Current WA State Office of Financial Management (OFM) projections estimate this milestone will be reached in 2028 or 2029. In 2026, we will consult with County Executive Ryan Mello to determine whether to begin preparations now or wait until the population threshold is met.

Section 3 – Vacancies

- Update language to accurately reflect established practice: appointments are made through a committee that includes two trustees, one representative appointed by the County Executive, one Foundation representative, and one community member. If the Board wishes to formalize its recommendation process, this should be incorporated into the bylaws.

General Language Updates

- Minor edits for clarity and consistency.
- Add flexibility to timing language (e.g., “on or before”) for actions such as officer elections and setting the regular meeting calendar.

These revisions aim to ensure our bylaws remain accurate, practical, and aligned with statutory requirements. Please review these proposed changes and be prepared to share your thoughts during our upcoming discussion.

Bylaws of the Pierce County Library System Board of Trustees

ARTICLE I. Name

The name of the rural county library district duly established pursuant to chapter 27.12 RCW is the "Pierce County Rural Library District," but it shall do business as "Pierce County Library System" (the "Library"). The name of the governing body shall be the "Pierce County Library System Board of Trustees" (the "Board"). Individual members are referred to herein as "Trustees."

ARTICLE II. Object

The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board shall be responsible for the provision of public library services to the residents of unincorporated Pierce County, the residents of cities that are annexed, contracted, or served by reciprocal borrowing agreements with Pierce County Library System. The management and control of the Library is vested in the Board.

ARTICLE III. Membership

Section 1. Appointment: In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council.

Section 2. Term: Terms are five (5) years. No one shall be appointed for more than two (2) consecutive full terms.

Section 3. Vacancies: The Board shall recommend candidates to fill vacancies for appointment by the Pierce County Council.

Section 4. Vacancies Due to Unexpired Terms: Vacancies shall be filled for unexpired terms as soon as possible in the manner in which Trustees are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

Section 5. No Compensation; Reimbursement: Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid in accordance with Library policies from the Library funds.

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Section 3. Performance Evaluation: The Board shall evaluate the Executive Director's job performance at a minimum of once a year.

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Section 1. Committees: Committees may be appointed by the Chair from time to time as deemed necessary should a need be identified.

ARTICLE VIII. Board Policies

Section 1. Definition: A policy is a carefully designed, broadly stated, written guideline for decision-making that is formally adopted by the Board. It is the governing principle upon which the Executive Director and staff develop specific procedures and regulations for the operation of the Library. Additional administrative guidelines, procedures, and rules will be established under the authority of the Executive Director or designee and shall be consistent with Board policies.

Section 2. Adoption or Amendment of Board Policies: Each Board policy shall be adopted or amended by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum. All Board policies shall be posted on the Library's website.

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The Library will be responsible for all acts and omissions of the individual Trustees in the performance of their duties as such. In accordance with RCW 4.96.041, the Library's Board of Trustees may, at its discretion, provide for the defense of its trustees, employees, or volunteers in a civil or criminal action arising out of the acts, errors or omissions in the performance or good faith attempt to perform, the official duties of said trustee, employee or volunteer.

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Section 1. Process: The Board will periodically review these Bylaws.

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Board Policy



Bylaws of the Pierce County Library System Board of Trustees

ARTICLE I. Name

The name of the rural county library district duly established pursuant to chapter 27.12 RCW is the "Pierce County Rural Library District," but it shall do business as "Pierce County Library System" (the "Library"). The name of the governing body shall be the "Pierce County Library System Board of Trustees" (the "Board"). Individual members are referred to herein as "Trustees."

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The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board shall be responsible for the provision of public library services to the residents of unincorporated Pierce County, the residents of cities that are annexed, contracted, or served by reciprocal borrowing agreements with Pierce County Library System. The management and control of the Library is vested in the Board.

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Section 1. Appointment: In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County ~~Council~~ Executive.

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Section 3. Vacancies: The Board shall recommend candidates to fill vacancies for appointment by the Pierce County ~~Council~~ Executive.

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Commented [GC1]: Trustees, please discuss. Established practice with the County is to have 2 current trustees participate on a committee and the committee recommends to the County Executive. Would the Board like to make this a formal action to recommend going forward?

Tracked changes

ARTICLE IV. Officers

Section 1. Election: The Board shall elect from its membership a Chair and Vice-Chair ~~at~~ on or before the December meeting.

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~~Regular meetings shall be held monthly. The date, hour and location shall be set by the Board. A~~ resolution scheduling recurring meetings for the year will be approved ~~at the November~~ on or before the December meeting.

Commented [GC2]: This wording allows Trustees the flexibility to plan to not hold a meeting during the summer.

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Tracked changes

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Tracked changes

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Commented [GC3]: This is better alignment with OPMA requirements that, the only time a policy needs to be posted on the website is prior to action being taken on it, and then a record of the final policy should be available, such as in minutes. Our practice for transparency is to post all public-facing policies on the website.

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MEMO



Date: January 6, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy 2026

Trustee Sloan was appointed to her first five-year term on August 5, 2019, with her term expiring on August 5, 2024. Trustee Sloan has indicated her intent not to seek reappointment. As a result, a Trustee Recruitment process will be required in 2026 to fill the vacant seat. Her last regular Board meeting is anticipated to be July 8, 2026.

Prior to launching the recruitment and selection process later this spring, the Board is invited to discuss the desired skills, knowledge, diversity, and other representation needed to strengthen the Board's ability to provide governance, fiscal oversight, and policy and strategic direction to best serve residents of the District.

During the January meeting, Board members are encouraged to share their perspectives, which will be used to design the recruitment process and supporting materials. Recruitment efforts that reach and encourage a diverse applicant pool will be a priority. Two Trustees are requested to serve on the selection committee.

Questions to consider in the discussion include:

- What key skills, knowledge, and qualifications contribute to an individual being successful as a Trustee?
- What skills and perspectives will be important for the Board to support the Library's success over the next five years?
- What qualities would further enhance the Board's ability to govern the Library District?
- How can individuals from diverse backgrounds and experiences be better reached and encouraged to apply?
- What gaps in representation, knowledge, skills, or experience currently exist on the Board that could be addressed through this appointment?

Vacancy Process Timeline

- Advertise Vacancy – March
- Interview Candidates – April/May
- Recommendation to County Executive – May/June
- County Appointment Process – June
- Orientation – July
- New Trustee Term Begins – August

Attached is a copy of the Trustee Roles and Responsibilities for review and discussion.

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES, AND RESPONSIBILITIES

Board of Trustees is the governing board of the Pierce County Library System. The Board assumes fiscal oversight and policy direction for the Library System. Management of the Library is the responsibility of the Executive Director and administrative staff. The Board's duties include broad responsibilities required for the efficient management of a tax-funded institution and legal powers vested in the Board by Washington State law (RCW, Title 27.12).

Desired skills and qualifications:

- Experience with finance and management.
- Knowledge and interest in public policy and legal issues.
- Knowledge and interest in real property acquisition and development.
- Understanding of government legislation/legislative process.
- Understanding of strategy development.
- Familiarity with organizational diversity and inclusion.
- Cultural awareness.

Primary responsibilities of the Board include:

- Adopting written policies to govern the operation and services of the Library.
- Approving and monitoring the Library's annual budget, and ongoing fiscal health.
- Overseeing the Library's tax levy, which may include elections.
- Planning for the future of the Library, setting long-term strategic direction and goals.
- Acting as an advocate for the Library and a liaison to the public, organizations, and public officials.
- Hiring the Executive Director and evaluating performance.
- Accepting gifts of money or property for Library purposes.
- Obtaining land and buildings for Library purposes, and ensuring they are maintained.

Additional responsibilities and principal activities:

- Study the needs and interests of the community and ensure they are addressed when considering Library services and policies.
- Become familiar with Library law, principles, standards, trends, and issues.
- Lend expertise to the Library.
- Ensure Library policy and practices are legal and maintain ethical integrity and public accountability.
- Attend appropriate conferences or learning opportunities related to providing effective Library decision-making when possible.
- Stay current on library trends.
- Encourage and support Pierce County Library Foundation work and activities.
- Foster cooperation with other area libraries, agencies, governments, and organizations to maximize use of available resources.
- Ensure the Library and Board operate in accordance with state and local laws, including open meeting laws.
- Approve necessary contracts.
- Determine the need and authorize the Library district to place levy or bond measures before the voter.

Expectations:

- Serious commitment to the work of a Library Trustee.
- Dedication to the provision of high quality, contemporary Library services.
- The ability to prepare for, attend, and actively participate in regularly scheduled board meetings, study sessions, and major Library events.
- A commitment to freedom of expression and inquiry for all people.
- The ability to handle opposition and make decisions in the interest of Library service to the community.
- An open mind, curiosity, respect for the opinions of others, and ability to work cooperatively.

Appointment/Term of office:

- The Pierce County Executive appoints Trustees to serve a five-year term. A maximum of two terms may be served.
- Leadership positions on the Board rotate.
- Trustees must live in the Library's service area.

Time commitment:

The Pierce County Library Board of Trustees meetings are generally scheduled on the second Wednesday of the month at 3:30 p.m. at the Administrative Center in the Midland/Summit area or one of the Pierce County Library locations. Special meetings or study sessions are called as necessary at times convenient to members. Virtual participation is provided for Board meetings.

Management Reports

MEMO



Date: January 7, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: State Auditor's Office 2024 Audit Entrance

The Library will begin the 2024 financial audit with the Washington State Auditor's Office (SAO) in January, supporting the Pierce County Library System's commitment to accountability, transparency, and responsible stewardship of public funds.

The Finance Department has submitted the 2024 SAO Annual Report, completed extensive internal reviews, and finalized several enhanced reconciliations. Throughout November and December, staff prepared all requested pre-audit materials. The audit kick-off meeting and risk assessment meetings with the Finance Director, Executive Director, and Board Chair will take place this week.

Following these meetings, we will coordinate with SAO to schedule the 2024 Audit Entrance Conference in January and invite interested Trustees to attend. Trustees will also be asked to participate in the Exit Conference later in the audit cycle.

We appreciate the Board's continued commitment to strong fiscal oversight and the collective progress made to strengthen these practices. We will provide ongoing updates as the 2024 Fiscal and Accountability Audits proceed.

MEMO



Date: January 7, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Kristina Cintron, Facilities & Capital Projects Director

Subject: New Sumner Library Construction Update

This memo provides an update on current site conditions, permitting progress, and building design activities for the project.

The first month of compaction monitoring data has been received. The most significant settlement observed was approximately one foot during the initial monitoring period. Since that time, the settlement rate has continued to slow as expected. Due to recent heavy rainfall, the Geotechnical Engineer has recommended continued monitoring to assess whether weather conditions may further influence settlement.

The project team is currently responding to both building and site permit review comments from the City of Sumner. We anticipate completing this process by the end of the month, which will allow staff to proceed with issuing the Request for Bids (RFB) for a General Contractor.

While the permitting process is underway, the design team has continued finalizing the Construction Document (CD) set. This month, staff will meet with internal departments to confirm coordination and ensure all design details are accurate and complete. In parallel, a draft RFB is being prepared so the project will be ready to advertise immediately upon permit issuance.

In December, staff participated in a Furniture, Fixtures, and Equipment (FFE) review and provided detailed feedback on furniture and design elements. At the next review, the design team, Johnston Architects, will present final color and finish selections along with proposed furniture choices for staff review.

Overall, the project continues to move forward as planned, with key activities progressing concurrently to maintain schedule. Staff will continue to monitor site conditions, advance permitting coordination, and prepare for the contractor bidding phase, and will keep the Board informed of any significant developments or schedule impacts.

MEMO



Date: January 2, 2026

To: Chair Neesha Patel and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Library Trends – Library as Civic Connector: Co-Location, Partnership, and Shared Services

In 2025, Trustees requested information about modern library practices for both building designs and operational efficiencies. Modern library design, efficiency, and community impact are deeply interconnected. Strategic space planning, human-centered design, and the thoughtful use of technology and automation allow libraries to maximize convenience, improve access, and focus staff time on high-value, relationship-driven services. By applying data-informed, evidence-based approaches, libraries stretch public dollars while remaining responsive to evolving community needs.

Administrators have prepared a 12-month framework that aligns with the six strategic roles outlined in the Comprehensive Capital Planning Report; Connection & Community Builder, Civic Resource Connector, Economic Developer, Community Risk Mitigator, Passion & Culture Cultivator, and Youth Skills Booster and highlights contemporary design, operational, and service trends, including outreach and embedded librarianship.

This month's inaugural focus is on **Library as Civic Connector: Co-Location, Partnerships, and Shared Services**: Mixed-use facilities and co-location with civic, social, and nonprofit services create synergies that increase access, foot traffic, and shared infrastructure efficiency.

Modern public libraries increasingly function as civic infrastructure, intentionally co-located with housing, health, workforce, education, and government services. These models deliver measurable gains in access, foot traffic, operational efficiency, and community impact while stretching public dollars through shared systems and space.

This memo highlights how public libraries are leveraging shared space, and partnerships to maximize community impact and steward public investment. The closest example is Tacoma Public Library's Main Library renovation which sits squarely within this evidence-based movement.

Tacoma Public Library (WA) Main Library Renovation

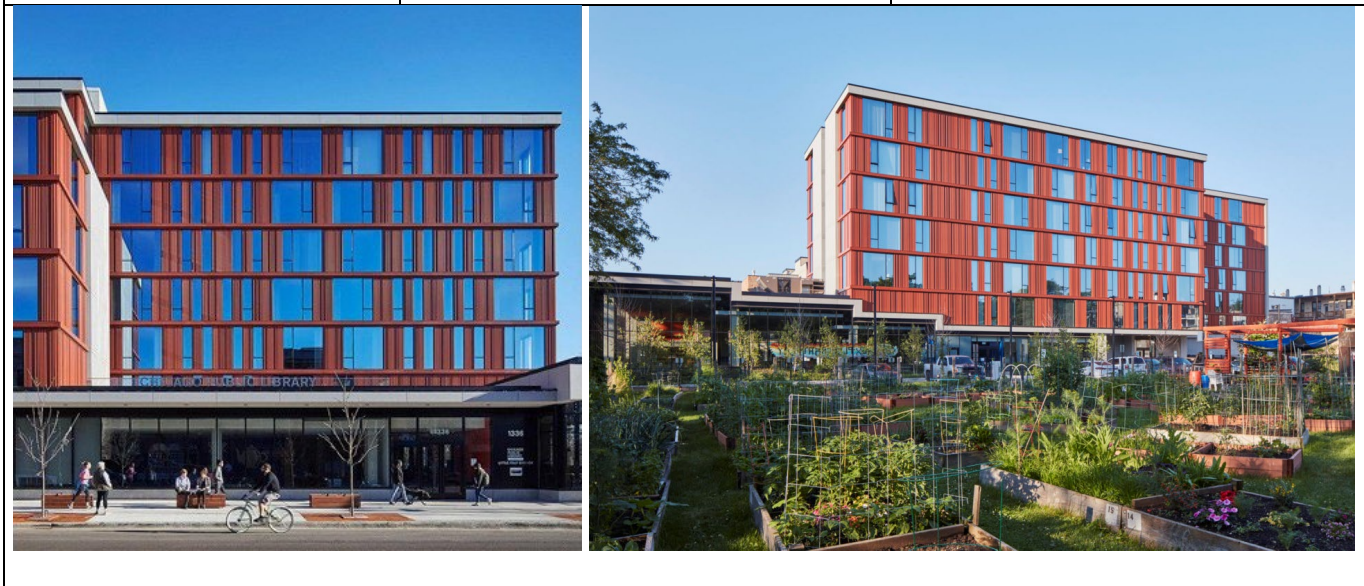
The renovation of Tacoma Public Library's Main Library intentionally repositions the facility as a downtown civic hub, rather than a traditional central library organized primarily around collections. A key feature of the project is the creation of a Community Hub on the second floor, designed to house mission-aligned nonprofit partners at discounted rates. These partners; Tacoma Tool Library, Write253, Remakery Tacoma, and Toolbox Learning Laboratories, extend the library's reach into workforce skills, youth literacy and publishing, creative reuse, and STEAM education while remaining accessible to the public within the library itself (<https://www.tacomalibrary.org/blogs/post/meet-our-partners-for-the-community-hub-at-main-library/>).

Architectural and operational decisions were guided by contemporary practice: consolidating collections, increasing flexible people-centered space, enhancing accessibility, and creating shared maker, meeting, and learning spaces that can be jointly programmed. A new internal stairway and separated access controls allow library services and nonprofit tenants to operate both collaboratively and independently as needed. The project modernized safety, wayfinding, and energy performance while preserving the historic Carnegie structure.

This model allows Tacoma Public Library to leverage partner expertise without expanding permanent staffing, supports low-barrier access to skill-building and creativity, and positions the Main Library as connective civic infrastructure.

The table below highlights other public library projects co-located with various community partners:

Library	Co-Located Functions	Why it Matters
<p>Chicago Public Library + Chicago Housing Authority (IL)</p> <p>https://www.huduser.gov/portals/casestudies/study-091421.html</p> <p>https://www.som.com/projects/taylor-street-apartments-and-little-italy-branch-library/</p>	<ul style="list-style-type: none"> • Full-service neighborhood libraries • Affordable and senior housing units above • Shared lobbies, mechanical systems, and site infrastructure 	<ul style="list-style-type: none"> • Demonstrates measurable capital and operating cost efficiencies by stacking uses on publicly owned land. • Increases daily library use through proximity and convenience. • Consistently referenced by HUD, Smart Growth America, and urban planning organizations as a best practice civic investment model.



<p>Cornelius Public Library (OR) https://www.hudexchange.info/programs/home/project-profiles/cornelius-place/</p>	<ul style="list-style-type: none"> • Full-service public library • 45 units of affordable senior housing located on the two floors above the library • Community gathering and convening space • YMCA recreation and wellness center • Shared building systems and site infrastructure on city-owned land 	<ul style="list-style-type: none"> • Shared library and affordable senior housing made both projects financially feasible through shared land and building systems. • Replaced an undersized library with a modern, multi-purpose civic hub integrated into daily community use. • Recognized as a national model for mixed-use civic investment, showing how libraries can support housing and downtown vitality without standalone facilities.
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<p>ImagineOn: The Joe & Joan Martin Center (NC) https://www.imaginon.org/</p>	<ul style="list-style-type: none"> • Children’s library and teen only library • Professional theaters and performance venues • Youth media production, maker, and studio spaces • Arts education classrooms 	<ul style="list-style-type: none"> • Visited by more than 300,000 people annually, frequently cited as one of the top children’s libraries in the United States. • Integrates literacy, arts education, and youth skill building without duplicating facilities across institutions.
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<p>Millcreek Community Center & Library (UT) https://www.saltlakecounty.gov/millcreek/ https://www.mtnwest.big-d.com/projects/millcreek-community-recreation-senior-center-library-2</p>	<ul style="list-style-type: none"> • Salt Lake County Library branch • Recreation center and gymnasium • Senior center and programming spaces • Community café and adjacent park amenities 	<ul style="list-style-type: none"> • Normalizes library use alongside fitness, meals, and social services. • Shared staffing, programming, and building systems reduce operating costs. • Strong cross generational usage without proportional increases in library staffing.
<p>Missoula Public Library (MT) https://www.missoulapubliclibrary.org/home/about/missoulas-new-library/ New Library Video Tour https://www.youtube.com/watch?v=HCWjhljPrk</p>	<ul style="list-style-type: none"> • Community media and public access television • Nonprofit collaborators • University linked learning and research initiatives • Café and public gathering spaces 	<ul style="list-style-type: none"> • Reduces duplication of meeting rooms, technology, and public space across organizations. • Supports embedded librarianship and nonprofit partnerships rather than transactional rentals. • Positions the library as civic infrastructure for collaboration and storytelling.
<p>Mount Vernon Library Commons + Transit Center (WA) https://www.mountvernonwa.gov/933/Mount-Vernon-Library-Commons-Project https://www.cascadiadaily.com/2024/oct/01/mount-vernons-massive-new-library-is-a-national-model-for-rural-development/</p>	<ul style="list-style-type: none"> • Full service public library • Community center and conference/event space • Commercial kitchen for nonprofits and business incubation • Regional transit stop and park and ride • Parking- Largest EV charging hub in U.S. 	<ul style="list-style-type: none"> • Operates as a regional mobility and access hub, connecting learning with transportation. • Achieves major operational savings through Passive House design (achieving ultra-low energy use in buildings) and shared infrastructure. • Serves as a catalyst for downtown economic development.

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Looking at these examples, a few simple ideas stand out. When libraries share space with other services, it becomes easier for people to use them because the library is already part of daily life whether someone is riding the bus, going to a class, meeting friends, or getting help from a community group. Sharing buildings and resources also saves money by lowering construction costs, utility bills, and long-term maintenance. Most importantly, libraries do not have to do everything on their own. By working with local partners, they become welcoming places that connect people to help, learning, and culture. Co-location and shared services are not “extras,” they are smart, practical ways for libraries to serve communities better and use public dollars wisely.

Additional Resources:

The Year in Architecture 2025

<https://www.libraryjournal.com/page/Year-in-Architecture-2025>

Library Journal’s Year in Architecture is an annual editorial feature highlighting exemplary library design projects from across North America. It showcases new, renovated, and re-envisioned libraries that demonstrate innovation in design, sustainability, community integration, and evolving service models.

2025 Year in Review

American Libraries Magazine

<https://americanlibrariesmagazine.org/2026/01/02/2025-year-in-review/>

American Libraries is the official magazine of the American Library Association, covering news, trends, and key issues affecting libraries and library workers nationwide. Its annual Year in Review highlights major developments, challenges, and shifts shaping the library field.

Trends - Center for the Future of Libraries

American Library Association

<https://www.ala.org/future/trends>

The Center for the Future of Libraries, an initiative of the American Library Association, identifies emerging trends shaping the future of communities, education, and information. Its Trends work helps libraries anticipate change and plan innovative, future-focused services.

Resources on Library/Housing Co-Development

McCormick, K. (2019). A New Chapter Cities Are Tackling the Housing Crunch—by Building Above the Library. *Lincoln Institute of Land Policy - Land Lines*, 31(4), 20–31.

<https://www.lincolnst.edu/app/uploads/2024/04/land-lines-october-2019-full-v2.pdf>

Brey, Jared. 2018. “How Library Systems Can Help Address Affordable Housing Crises.” *Next City*. June 18, 2018. <https://nextcity.org/daily/entry/how-library-systems-can-help-address-affordable-housing-crises>.

CHA (Chicago Housing Authority). 2019. “Taylor Street Apartments and Little Italy Branch Library Garner National Award.” Press release. June 24.

<https://www.thecha.org/news-media/news/taylor-street-apartments-and-little-italy-branch-library-garner-national-award>.

Giles, David, Jeanette Estima, and Noelle Francois. 2014. *Re-envisioning New York’s Branch Libraries*. New York, NY: Center for an Urban Future. September.

<https://nycfuture.org/pdf/Re-Envisioning-New-Yorks-Branch-Libraries.pdf>.