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- 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. PRESENTATIONS:**
 - a. Customer Experience (CE) Department – Melissa Munn, CE Director
 - b. South Hill Library – Krystal Corbray, Regional Services Manager; Holly Rutan, Supervising Librarian
 - c. Comprehensive Capital Plan Report – Gretchen Caserotti, Executive Director
- 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 January 14, 2026, Regular Meeting
 - b. Approval of January Payroll, Benefits, and Vouchers
 - c. Resolution 2026-01: To Declare Furnishings and Equipment Surplus to Public Service Needs
- 5. EXECUTIVE DIRECTOR REPORT**
- 6. FINANCIAL REPORT**
- 7. UNFINISHED BUSINESS**
 - a. Policy Review: Board Bylaws **[ACTION]**
 - b. Trustee Vacancy 2026
- 8. NEW BUSINESS**
 - a. Approval of Purchase Order – Markham Investigation & Protection, LLC **[ACTION]**
 - b. Summer Meeting Cancellation
 - c. Responding to Community and Staff Concerns
 - d. Update on Staff Guidance Related to Law Enforcement Presence in Libraries
- 9. MANAGEMENT REPORTS:** *Brief, informational updates*
 - a. Library Trends
 - b. Strategic Implementation Plan Summary
 - c. Buckley Library Site Contamination Update
 - d. Q1 Marketing and Communications Focus
- 10. CLOSING COMMENTS**
- 11. ADJOURNMENT [ACTION]**

Presentations

MEMO



Date: January 30, 2026

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

From: Melissa Munn, Customer Experience Director

Subject: Customer Experience Department – Operations Presentation

Thank you for the opportunity to share an overview of the Customer Experience Department – Operations. I'll be presenting some slides and will leave time at the end for any questions.

MEMO



Date: February 2, 2026

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

From: Krystal Corbray, Customer Experience Regional Services Manager

Subject: South Hill Library Presentation

On behalf of the South Hill Library staff, we look forward to welcoming you to our branch for the upcoming Board of Trustees meeting and sharing a brief overview about the South Hill Library.

Following the meeting, staff will be happy to provide trustees with a tour.

MEMO



Date: February 4, 2026

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

From: Gretchen Caserotti, Executive Director
Kristina Cintron, Facilities and Capital Projects Director

Subject: Comprehensive Capital Plan Report (CCP) Presentation

Due to the technology challenges we experienced during last month's meeting, we were unable to cover as much of the CCP launch discussion as planned. Nevertheless, we remain adaptive and flexible, with plenty of important business still underway.

Last month, my intent was to provide an overview of the report and walk the trustees through its structure, design approach, and the best way to navigate this complex, intentionally non-narrative document over the course of the year. We will restart that process now.

The report is presented in a highly visual format, which may be challenging for some readers given the complexity of the material. We recognize that the document does not currently meet modern digital accessibility standards, and we regret that we were not able to achieve that in the initial release. Our goal is to work with the Board to identify accessible components and ensure that all materials are available in fully accessible digital formats as we begin community engagement efforts.

In the meeting, staff will provide a presentation to guide the trustees through the report overview, including recommendations made by Gensler, and we will cover the branch profiles for the South Hill, Graham, and Eatonville libraries.

Consent Agenda

1. **CALL TO ORDER:** Board Chair Neesha Patel called the meeting to order at 3:32 pm. Vice-Chair Ryan Wheaton and Trustees Pat Jenkins and Abby Sloan were in attendance. Pamela Duncan was excused. The meeting was conducted in person, with a remote attendance option.
2. **PUBLIC COMMENT:** Written comments were submitted by Amy Rakes, Beth Elliott, Bill Slaughter, Cathy McEneny, Cheri Star (2), Chris Williams, Christina Welch, Christopher L. Fletcher, David L. Shaw, Dorris Huth, Ellen Williams, Gretchen Burkhart, Jennifer McDonald, Krista M. Novak, Mary Brown, Miriam Goldfarb, Nadine Hibbs, Patricia Stevenson, Stephanie Bishop, and Steve Lewis. In person comments were submitted by Meagan Rhoades, Joan Eisenhardt, Grace Meloeny Caroline Perdue, Karen Lovett, and Andrelyn Izquierdo.
3. **PRESENTATION:** Comprehensive Capital Planning Executive Summary – Executive Director Gretchen Caserotti presented the Executive Summary of the report, noting each future meeting will cover various elements of the report. She reminded the Board this is a recommendation provided by the Library’s consultants and public engagement efforts will take place this year. Due to technical difficulties, the presentation was paused and will be brought back at a future meeting.
4. **CONSENT AGENDA [ACTION]:**
 - a. Approval of Minutes of December 10, 2025, Regular Meeting
 - b. Approval of December Payroll, Benefits, and Vouchers

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

5. EXECUTIVE DIRECTOR REPORT:

Executive Director Caserotti reported that Library administrators have been responding to all comments received by the public. She shared a note of appreciation from a Steilacoom customer for the support they received from Library staff during a recent power outage.

The Library is using ClearGov to create a platform that makes its resources and budget process more transparent.

The installation of GoodRoots NW food lockers at the Buckley Library is underway.

6. FINANCIAL REPORT

Finance Director Mary Stimson reported the Library received 100% of property tax revenues. She is expecting to have the 2025 budget closed in March.

7. NEW BUSINESS

- a. 2026 Foundation Agreement and Addenda – *Trustees Patel and Wheaton moved and seconded approval of the 2026 Foundation Agreement and Addenda 1 and 2. All in favor. Motion carried.*
- b. Policy Review: Board Bylaws Discussion – Trustees reviewed the proposed updates to the policy. Discussion ensued on the process of making the recommendation to the County Executive to appoint trustees as well as flexibility on the regular meeting schedule. Executive Director Caserotti will bring the updated policy to the February meeting.
- c. Trustee Vacancy: Board Self-Evaluation, Review Job Description – Executive Director Caserotti asked the Board to review and reflect on trustee roles and responsibilities in preparation for the upcoming vacancy.

At 4:51 pm the meeting was paused due to technical difficulties. Chair Patel resumed the meeting at 5:03pm.

8. MANAGEMENT REPORTS:

- a. SAO Audit Entrance - Trustee Jenkins volunteered to attend the entrance and exit interviews.

9. CLOSING COMMENTS

The Library is holding an online community engagement event on January 22, 2026, to get feedback on how it can provide greater accessibility in its branches.

An artificial intelligence program will be held on January 15, 2026, at the Lakewood Library.

10. ADJOURNMENT

Trustees Jenkins and Wheaton moved and seconded for adjournment. All in favor. Motion carried.

The meeting adjourned at 5:07 pm.

Gretchen Caserotti, Secretary

Neesha Patel, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2026**

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			1/6/2026	\$ 1,133,944.18
Electronic Payments - Payroll & Acct Payable			1/21/2026	\$ 1,080,198.79
Accounts Payable Warrants	708951 - 709045	95	1/2/2026 - 1/30/2026	\$ 1,134,683.42
Total Amount:				<u><u>\$ 3,348,826.39</u></u>

As of 2.2.2026

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: 1/06/26 Payroll

Withdrawal Date: 1/6/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 96,393.74
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 76,686.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 76,686.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 732,485.22
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 19,575.74
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 59,672.02
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 56,846.68
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 5,359.32
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 10,237.63
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	\$ -
PCL_Company	Columbia Bank Rounding Adj	237100	CC_Library_District	697-00	5100000	\$ 0.01
Total Deposit						\$ 1,133,944.18

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/4/2026
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercescountylibrary.org
 Comments: 1/21/26 Payroll

Withdrawal Date: 1/21/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 89,937.68
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,797.18
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 72,797.18
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 696,376.71
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 19,664.75
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 57,061.92
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 54,372.71
PCL_Company	HSA FSA Dep Care Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 5,383.32
PCL_Company	HSA FSA Dep Care Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,595.97
PCL_Company	HSA FSA Dep Care Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 248.85
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 7,387.16
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 575.36
					Total Deposit	\$ 1,080,198.79

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/18/2026
 Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
708951	01/02/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS	0.00	2,352.49	01/06/2026
708952	01/02/2026	365	EBSCO	534505	MATERIALS - Magazines	0.00	168.91	01/08/2026
708953	01/02/2026	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;8/5-10/6/25	0.00	1,086.02	01/06/2026
708954	01/02/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult, Children's & YA Books	0.00	3,317.71	01/12/2026
708955	01/02/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV & Audiobooks	0.00	23,824.45	01/09/2026
708956	01/02/2026	520	CITY OF ORTING	591720	ORTING MPC - JANUARY 2026	0.00	3,662.97	01/08/2026
708957	01/02/2026	522	OVERDRIVE INC	534415	MATERIALS - eDownloadable Audio & eBooks	0.00	41,419.62	01/07/2026
708958	01/02/2026	3323	ANNABEL QUINTERO	541010	PO#20250383;Program: Mambo Hip Hop	300.00	0.00	
708959	01/02/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	87.60	01/12/2026
708960	01/02/2026	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,487.35	01/07/2026
708961	01/02/2026	2326	MARY STIMSON	543012	Per Diem;GFOA Conference	212.00	0.00	
708962	01/02/2026	2515	COLLIN VEENSTRA	541010	COLLIN VEENSTRA, ARTSY TIME, 12/19 LWD	0.00	400.00	01/15/2026
708963	01/02/2026	2609	WESTMARK CONSTRUCTION INC	223400	PO#20230296; Release of Retainage	0.00	20,736.55	01/06/2026
708964	01/02/2026	3129	GRETCHEN YANOVER	541010	GRETCHEN YANOVER, ELECTRIC CELLO, 12/20 AT SUM	0.00	350.00	01/08/2026
708965	01/08/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	632.70	01/13/2026
708966	01/08/2026	2621	AMERICAN LEGION COMMUNITY CENTER	545030	PER AGMT ADDENDUM 3, PCLS WILL PAY INTERNET SVC	0.00	1,380.05	01/23/2026
708967	01/08/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER;ACCT#1-99-204000-00	0.00	566.39	01/14/2026
708968	01/08/2026	638	CITY OF BUCKLEY	547030	BUC WATER,SEWER;ACCT 1489.1;WATER, 1489.0;SEWER	0.00	290.51	01/14/2026
708969	01/08/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	133.39	01/13/2026
708970	01/08/2026	124	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; DECEMBER 2025	0.00	585.00	01/16/2026
708971	01/08/2026	163	DEPARTMENT OF LABOR & INDUSTRIES	549050	Boiler/Pressure Vessel Cert	270.40	0.00	
708972	01/08/2026	3279	EXTERPRISE LLC	541020	2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	0.00	4,100.00	01/20/2026
708973	01/08/2026	2801	FATBEAM LLC	542012	INTERNET SERVICES - All branches	0.00	22,407.53	01/14/2026
708974	01/08/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult's & Children's Books	0.00	37,772.17	01/14/2026
708975	01/08/2026	522	OVERDRIVE INC	534410	MATERIALS - eBooks & eDownloadable Audio	0.00	244.94	01/15/2026
708976	01/08/2026	560	PIERCE COUNTY	549050	IT - WORKDAY USER 2025 INVOICES	0.00	480.00	01/15/2026
708977	01/08/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA fees:684.58; KB fees:130.03	0.00	814.61	01/12/2026
708978	01/08/2026	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	0.00	1,013.84	01/14/2026
708979	01/08/2026	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Youth Children's Audiobooks	0.00	359.04	01/14/2026
708980	01/08/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	0.00	347.20	01/20/2026
708981	01/08/2026	3346	SURPRISE LAKE STATION LLC	591720	JANUARY 2026 LEASE & CAM PAYMENT	0.00	13,184.02	01/15/2026
708982	01/08/2026	603	UNIVERSITY PLACE CIVIC BUILDING	545030	2025 Final Pro-Rated Assessment	0.00	23,509.30	01/13/2026
708983	01/08/2026	314	AFSCME AFL-CIO	231920	2026.01.06 UNION DUES - AFSCME	0.00	15,580.99	01/28/2026
708984	01/08/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.01.06 AWC EMPLOYEE BENEFIT TRUST - PCLS	0.00	327,811.03	01/20/2026
708985	01/08/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.01.06 PCLS FOUNDATION	0.00	375.00	01/16/2026
708986	01/16/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	650.69	01/21/2026
708987	01/16/2026	3161	CASCADIA FOREST THERAPY	541010	CASCADIA FOREST THERAPY, FOREST BATHING SH 4/13/25	0	225	01/22/2026
708988	01/16/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0	1320.4	01/23/2026
708989	01/16/2026	3095	CLEARGOV INC	591721	2026 CLEARGOV SUBSCRIPTION	0	8858	01/27/2026
708990	01/16/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	100.80	01/23/2026
708991	01/16/2026	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;10/6-12/3/25	0.00	1,487.91	01/21/2026
708992	01/16/2026	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult's & Children's Books	0.00	6,277.92	01/23/2026
708993	01/16/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
708994	01/16/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV	0.00	14,431.58	01/28/2026
708995	01/16/2026	228	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World-Russian	0.00	4,914.00	01/21/2026
708996	01/16/2026	522	OVERDRIVE INC	534415	MATERIALS - eDownloadable Audio, Databases, eBooks	0.00	15,129.14	01/22/2026
708997	01/16/2026	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Youth Children's Audiobooks	0.00	6,883.52	01/23/2026
708998	01/16/2026	771	PUBLIC LIBRARIES OF WASHINGTON	549020	2026 Organization Membership	0.00	7,500.00	01/22/2026
708999	01/16/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,077.13	01/22/2026
709000	01/16/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	175.36	01/27/2026
709001	01/16/2026	3135	SKYPREP INC	591721	2026 SKYPREP LEARNING MANAGEMENT SYSTEM	22,188.00	0.00	
709002	01/16/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	1,604.50	01/26/2026
709003	01/16/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL, SMT WATER;12/10-1/10/26	0.00	376.74	01/21/2026
709004	01/16/2026	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD;1/6/2026	0.00	129,526.11	01/22/2026
709005	01/16/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	2,809.41	01/22/2026
709006	01/16/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	0.00	3,522.94	01/23/2026
709007	01/22/2026	313	AFLAC	231590	Payroll Run 2 - Warrant 012126	3,887.04	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709008	01/22/2026	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 012126	21.16	0.00	
709009	01/22/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 012126	0.00	375.00	01/30/2026
709010	01/23/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS	0.00	1,059.95	01/28/2026
709011	01/23/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.09	0.00	
709012	01/23/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	FIFE FIRE PANEL REPLACEMENT	0.00	15,146.46	01/27/2026
709013	01/23/2026	482	HERMANSON COMPANY LLP	564200	AC EMERGENCY HVAC REPAIR	0.00	35,414.37	01/28/2026
709014	01/23/2026	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	437.41	01/29/2026
709015	01/23/2026	742	KITSAP REGIONAL LIBRARY	541650	ILL Lost Item Charge	0.00	25.00	01/30/2026
709016	01/23/2026	3400	LA COUNTY LIBRARY	541650	ILL Item Replacement	21.67	0.00	
709017	01/23/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - AV - DVD	11,810.57	0.00	
709018	01/23/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/26-12/31/26)	0.00	10,543.98	01/28/2026
709019	01/23/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	612.56	0.00	
709020	01/23/2026	252	SNO-ISLE LIBRARIES	541650	ILL Item Replacement	10.99	0.00	
709021	01/23/2026	1219	SONITROL PACIFIC	548010	ANNUAL 2026 MONTHLY BILLINGS	10,205.91	0.00	
709022	01/23/2026	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,925.54	01/29/2026
709023	01/23/2026	3402	TEMPE PUBLIC LIBRARY	541650	ILL Item Replacement	15.00	0.00	
709024	01/23/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; JAN 26	0.00	13.07	01/29/2026
709025	01/23/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,924.11	01/28/2026
709026	01/29/2026	163	DEPT OF LABOR & INDUSTRIES	231510	2025.Q4 Labor & Industries Acct# 277,074-00	57,154.39	0.00	
709027	01/29/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2025.Q4 WA CARES ID# C278036416	30,461.77	0.00	
709028	01/29/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2026.Q4 WA PFML ID# C2780364	53,282.48	0.00	
709029	01/30/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS	1,829.12	0.00	
709030	01/30/2026	2100	ARCHIVESOCIAL LLC	535050	2026 ARCHIVE SOCIAL SUBSCRIPTION	4,841.54	0.00	
709031	01/30/2026	2143	AWARDCO INC	535050	2026 AWARDCO SUBSCRIPTION	11,532.75	0.00	
709032	01/30/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 30th PAYMENT	23,874.00	0.00	
709033	01/30/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	357.39	0.00	
709034	01/30/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	69.09	0.00	
709035	01/30/2026	3146	CRISIS PREVENTION INSTITUTE	541000	REMAINING NCI TRAINING BOOKS	5,173.60	0.00	
709036	01/30/2026	367	EDU BUSINESS SOLUTIONS INC	535050	2026 PRINT SHOP PRO RENEWAL	2,057.22	0.00	
709037	01/30/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	FEBRUARY 2026 - LEASE, WATER, SEWER	14,970.24	0.00	
709038	01/30/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	699.14	0.00	
709039	01/30/2026	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	27,258.72	0.00	
709040	01/30/2026	211	MIDWEST TAPE LLC	534020	MATERIALS - Adult AV - Audiobooks	521.70	0.00	
709041	01/30/2026	520	CITY OF ORTING	591720	ORTING MPC - FEBRUARY 2026	3,662.97	0.00	
709042	01/30/2026	111	SHOUTBOMB LLC	535050	2026 SHOUTBOMB SUBSCRIPTION	5,832.00	0.00	
709043	01/30/2026	3346	SURPRISE LAKE STATION LLC	591720	FEBRUARY 2026 LEASE & CAM PAYMENT	13,184.02	0.00	
709044	01/30/2026	299	TACOMA PUBLIC LIBRARY	541650	Lost Item: Welcome to Harmony	7.99	0.00	
709045	01/30/2026	579	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT- AC	2,097.48	0.00	
Count of Warrants: 95						310,466.00	824,217.42	1,134,683.42

MEMO



Date: February 4, 2026

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

From: Brian Lee, IT Director

Subject: 2026 Technology Surplus and Recycling

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

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

See below for details.

ACTION: Move to approve Resolution 2026-01: To Declare Furnishings and Equipment Surplus to Public Service Needs

Total	Information Technology Surplus Items	estimated value (each)
38	Latitude 3310	\$ 100.00
8	OptiPlex AIO	\$ 150.00
1	Dell B2360DN Laserjet Printer	\$ 100.00
1	Canon Image Prograph Pro 4000S Printer	\$ 1,000.00

MEMO



Date: January 28, 2026
To: Chair Neesha Patel and Members of the Board of Trustees
From: Kristina Cintron, Facilities and Capital Projects Director
Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

See the spreadsheet on the next page for details.

ACTION: Move to approve Resolution 2026-01: To declare furnishings and equipment surplus to public service needs.

RESOLUTION NO. 2026-01

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

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

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

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

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

PASSED AND APPROVED THIS 11th DAY OF FEBRUARY, 2026.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Neesha Patel, Chair	_____
Ryan Wheaton, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Pam Duncan, Member	_____

Executive Director Report

MEMO



Date: February 2, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – February 2026

January began at a fast pace as we stepped into the new year with significant activity across the organization and the region. Much of my time was spent strengthening internal communication systems, staying closely engaged with regional partners, and monitoring the economic and legislative landscape as it rapidly develops in this short session year.

At the Tacoma-Pierce County Chamber’s annual Economic Horizons Forecast event, regional leaders, including Pierce County Executive Ryan Mello, Representative Marilyn Strickland and Representative Emily Randall, emphasized both the challenges ahead and the resilience of Pierce County. The [Pierce County Economic Index report](#) points to warning signs including stagnant growth, reduced port activity, softer labor indicators, and continued pressure from affordability and inflation. Despite this, the county’s long-term strength remains tied to its economic diversity and quality of life. Speakers emphasized that while AI is being adopted rapidly across industries, human connection and interpersonal skills will remain essential - an important reminder of the value public libraries uniquely provide. Human Connection is, fittingly, one of the Library’s core organizational values!

Throughout the month, I continued embedded engagement across the county, including participating in regional council meetings, weekly legislative briefings with Washington library directors, and ongoing tax increment financing (TIF) working group sessions representing public libraries statewide. These activities give me direct access to community sentiment and elected officials’ priorities, particularly during a compressed and politically charged short session. Key bills with potential impact on PCLS include the TIF “fix,” which continues to advance, and the proposed digital content tax, which currently does not exempt libraries. Taxation, affordability, and revenue debates have dominated legislative conversations.

Inside the organization, we continue to work on improving internal communication tools and processes, including preparing to initiate recruitment for the Marketing and Communications Director position. This month also marked the introduction of Ride Together Pierce, a county partnership offering staff resources for more sustainable and affordable commuting options supporting both our sustainability goals and staff well-being.

Looking ahead, our focus in 2026 remains steady: strengthening staff development, improving internal communications, aligning operations to mission and core service expectations, modernizing data practices, and building stability during ongoing change. January reminded us how quickly conditions can shift, but also how adaptable, committed, and community-focused this organization continues to be.

MEMO



Date: January 30, 2026

To: Neesha Patel and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: Data Project Update

As reported to the Board in August 2025, the Library's previous metrics dashboard system failed and cannot be repaired due to age-related issues.

The development of a new solution is taking longer than expected, and we are hiring a vendor to support the development of the new Power BI-based reporting system. The project timeline has been extended, and the first consolidated Board report is now expected at the beginning of Q2 2026.

Public Services Report



Library at a Glance: December 2025 YTD Key Performance Indicators

<p>Cardholders</p> <p>367,498</p> <p>↑</p> <p>+11.4%</p>	<p>YTD Users - Physical</p> <p>1,502,612</p> <p>↑</p> <p>+5%</p>	<p>YTD Circulation - Digital</p> <p>2,740,421</p> <p>↑</p> <p>+4.07%</p>
<p>YTD Circulation - Physical</p> <p>2,286,473</p> <p>↓</p> <p>-11.88%</p>		

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

December 2025 Service Highlights

Art and Culture

Pierce County Library System promotes access to arts and cultural experiences through **partnerships, programs, services, and spaces** that create opportunities for people to engage creatively, explore different art forms, and connect with their communities. The Library provides hands-on experiences with visual art, music, performance, and poetry at the Library and in the community, along with opportunities for local artists to exhibit their work at the library. These experiences celebrate local artists and makers, reflect the diverse communities the Library serves, and advance the Library’s strategic focus on inclusion and belonging through arts and culture.

In 2026, the Library will launch **Experience Art kits** that Library staff can reserve to offer hands-on creative experiences at the Library and in the community. Each kit includes guided activities and visual inspiration, providing a low-barrier entry point for participants to explore and experiment with different forms of art and expression.

Statistics

- **211** Arts and Culture programs
- **1,649** program attendees
- **1,177** Museum Pass checkouts; **7** museum partners
- **702** Craftsy (online learning resource for creative makers) one-week online passes accessed

Stories of Impact

National Endowment for the Arts Big Read (Museum of Glass partnership): Participants in a *Bewilderment* book discussion shared how they were inspired to continue engaging with the book’s themes through additional Library and partner offerings, including art activities, writing workshops, and the Museum of Glass art exhibit.

Poetry in the Park (Tahoma Bird Alliance partnership): Participants engaging with poems installed throughout Adriana Hess Wetland Park were excited to take home a giveaway notebook to use as a nature journal, for poetry, or however they felt inspired. Bringing art into outdoor public spaces promotes creativity, reflection, wellbeing, and community connection through accessible, everyday encounters with art.

Looking Ahead

Events to Know About

Free Tax Prep – Presented in partnership with Associated Ministries

- Thursday, February 12, 1:00pm – 6:00pm; Parkland/Spanaway
- Friday, February 13, 12:30pm – 4:30 pm; Fife
- Saturday, February 14, 10:30am – 3:30pm; Parkland/Spanaway
- Thursday, February 19, 1:00pm – 6:00pm; Parkland/Spanaway
- Friday, February 20, 12:30pm – 4:30pm; Fife
- Saturday, February 21, 10:30am – 3:30pm; Parkland/Spanaway
- Friday, February 27, 12:30pm - 4:30pm; Fife
- Saturday, February 28, 10:30am – 3:30pm; Parkland/Spanaway

Conversation Café Relationships, A Health and Wellness Program – Wednesday, February 11, 2:00pm - 3:00pm; University Place

Experience Art: Harlem Renaissance - An Arts and Culture Program – Thursday, February 12, 4:00pm - 5:00pm; Summit

MultiCare WIC Clinic – Women, Infants and Children (WIC) Nutrition Program – Thursday, February 12, 11:00am – 12:00pm; Virtual Pierce County Library

Free Shower Service

- Friday, February 13, 11:00am - 3:00pm South Hill
- Friday, February 27, 11:00am - 3:00pm South Hill

Zine Workshop – Open Studio – Sunday, February 15, 2:00pm – 4:30pm; Sumner

Afro-American Folktales and Legends – A Stories and Voices Program – Saturday, February 28, 2:00pm – 3:00pm; Fife

Registration Required programs:

Virtual Author Talk with Dr. Lindsey Stewart – Mojoes, Mermaids, Medicine & 400 years of Black Women’s Magic

- Thursday, February 12, 11:00am – 12:00pm; Virtual Pierce County Library
<https://libraryc.org/piercecountylibrary/107624>

Virtual Growing and Enjoying Herbs - A Science and Sustainability Program

- Saturday, February 14, 10:30am - 11:30am; Sumner
<https://calendar.piercecountylibrary.org/event/14855359>

Customer Impact and Community Engagement - Stories by Location

Key Center: A mom and her son came in looking for books on natural disasters. After being introduced to the *I Survived* series, the boy eagerly began reading. His mom later asked for a bookmark, thrilled that he’d just read his first chapter in a chapter book.

Milton/Edgewood: A customer recently won his Veteran Affairs (VA) case, which he has been pursuing since 1992, and expressed deep gratitude for the support provided by staff over the years.

Orting: An Early Head Start family support worker visited with parents and children to attend Family Storytime. They were thrilled to find that the staff member leading Storytime was Spanish-speaking. Staff connected with the families and the Early Head Start contact, and they plan to return to continue building relationships and explore partnership opportunities to support families attending Storytime.

Financial Report

MEMO



Date: January 28, 2026

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending December 2025

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:

- 574020. Includes payments totaling \$35,437.50 to Sitecrafting Inc for communication assessment and consulting services.
- 535010. Payment of \$22,829.74 made to Catalyst Workplace Activation for furniture.
- 546000. Includes payment to Hub International for \$395,628.93 for PCLS insurance policies.
- 535055. Includes payment of \$53,764.03 GHA Technologies for VMWARE support.

Capital Improvement Fund:

- 564200. Payment of \$12,336.09 was made to EHS-International for Buckley Library well installation and sampling.

Special Revenue Funds:

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

Trends

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

Revenues:

- **General Fund Taxes:** 100.8% of the anticipated tax revenue has been received. The largest collection occurred in April and October.

-
- **Other General Fund Revenues:** Other revenues closed the year at 174.1% to budget. Revenues include \$532K in E-rate rebates, \$508.5K investment earnings, \$64K in Printer Fees, \$60K FOL donations, \$54K in P-card rebates, and \$53K in miscellaneous revenue.
 - **Capital Improvement Fund Revenue:** The year ended at 74.7% of budgeted revenue. Revenue sources included \$156K in investment earnings, \$520K in Foundation donor contributions, and \$1.43M in reimbursements from the Sumner LCFA. Investment earnings came below expectations, with only 17.9% of the budgeted amount received, due to depleting capital reserves balances.

General Fund Expenses:

- **Salaries and Wages:** 93.4% to budget. The variance is the result of position vacancies during the reporting period, which reduced salary and wage expenditures below the levels assumed in the budget. Additional 2025 factors also contributed to the lower spending: non-represented staff did not receive a COLA, and budget originally included Sunday differential pay, which was removed under the current collective bargaining agreement. These elements collectively resulted in salary and wage costs coming in below budgeted expectations.
- **Benefits:** 89.7% to budget. In addition to reduced employer tax expenditures on the above-mentioned, in 2025, PCLS incorporated newly negotiated terms for union represented employees to contribute to employee only coverage, reducing the cost of expenditures.
- **Supplies:** Ended the year at 84.6% of budget spent, with \$17K in outstanding purchase orders that will roll forward into 2026 as encumbrances. The related budget is not carried forward, so these encumbered amounts will be charged against the 2026 budget when paid.
- **Materials:** 89.8% spent YTD. The Q4 closure of Baker & Taylor, a major vendor of library materials, contributed to the underspend in 2025.
- **Services:** 92.3% expenses to budget, with \$407K in encumbered POs that will become 2026 budgeted encumbrances.
- **Transfers/Set Asides:** In April, the Board approved a \$2M transfer from the General Fund to the Capital Fund and an \$800K transfer from the Library Services Fund (LSF) to the General Fund. The Board also approved an additional \$1M transfer from the General Fund to the Capital Fund later in the year.

Capital Fund Expenses:

- **Services:** Year ended at 13.9% to the budget, with \$199K committed through purchase orders (POs). Due to extended project timelines, a portion of the planned expenditure will now be expected to be paid in 2026.
- **Capital Outlays:** Ending the year at 51.7% of budget, with \$73K encumbered through purchase orders (POs). A portion of planned expenditures are now expected to occur in 2026 due to extended project timelines. Spending is under budget this year in part because certain Sumner Library project costs were paid out of the LCFA instead of this fund. Several projects needed additional analysis and planning and will now continue into 2026. The outstanding POs will become 2026 budgeted encumbrances.

Financial/Budget Activities

- Preparing for year-end by working closely with purchasers to review all outstanding purchase orders (POs), expenditures, and coding. We plan to bring the year-end close resolutions to the Board in March.
- The team initiated a comprehensive review and update of all finance forms, manuals, and SharePoint content to align with 2026 requirements. We partnered with IT to develop and test a digital workflow for approvals, preparing for the January launch of the new Finance Forms Portal. This portal introduces digital approval workflows for mileage forms and P-Card logs, streamlining processes and improving overall efficiency.
- Continued progress on the ClearGov implementation, including data preparation for the 2026 Budget Brief, template refinement, and coordination with project stakeholders to support the transition to enhanced budget transparency and reporting tools.
- Currently working with the auditors provide pre-audit information and documentation. This included gathering schedules, reconciliations, and supporting materials in advance to ensure a smooth and efficient audit process. Finance team is in the planning stages for preparation of the 2025 fiscal notes and schedules for the SAO Annual Report.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110	PROPERTY TAX--CURRENT	-45,855,000	-45,855,000	-46,045,717.61	-179,640.71	.00	190,717.61 100.4%
311120	PROPERTY TAX--DELINQUENT	-536,000	-536,000	-509,916.72	-13,360.70	.00	-26,083.28 95.1%
311121	PROPERTY TAX--KING COUNTY	-61,000	-61,000	-185,838.86	-6,420.74	.00	124,838.86 304.7%
311300	SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-7,575.09	.00	.00	1,575.09 126.3%
317200	LEASEHOLD EXCISE TAX	-20,000	-20,000	-33,807.69	-224.96	.00	13,807.69 169.0%
317400	TIMBER EXCISE TAX	-60,000	-60,000	-114,710.57	.00	.00	54,710.57 191.2%
02 CHARGES OTHER							
334069	STATE GRANT FROM OTHR STATE A	0	0	-41,660.00	.00	.00	41,660.00 100.0%
335023	DNR TIMBER TRUST 2	-15,000	-15,000	-22,169.33	.00	.00	7,169.33 147.8%
341801	GRAPHICS SERVICE CHARGES	-4,000	-4,000	-3,273.48	-3,038.67	.00	-726.52 81.8%
347200	LIBRARY SERVICES FEES--ILL	0	0	-83.00	-25.00	.00	83.00 100.0%
347902	PRINTER FEES	0	0	-64,142.31	-5,335.96	.00	64,142.31 100.0%
361100	INVESTMENT EARNINGS	-400,000	-400,000	-508,489.64	-59,921.82	.00	108,489.64 127.1%
361430	INTEREST INCOME--CONTRACTS &	0	0	-260.03	-53.49	.00	260.03 100.0%
362001	RENTS AND LEASES--KPHC	-1,000	-1,000	-2,874.42	-711.29	.00	1,874.42 287.4%
367010	DONOR PROCEEDS--FOUNDATION	-335,000	-335,000	-335,896.32	-335,896.32	.00	896.32 100.3%
367020	DONOR PROCEEDS--FRIENDS	0	0	-60,016.00	.00	.00	60,016.00 100.0%
367021	DONOR REIMBURSEMENTS--FRIENDS	0	0	-1,125.42	.00	.00	1,125.42 100.0%
367400	GRANTS--NONGOVERNMENTAL	0	0	-500.00	.00	.00	500.00 100.0%
369100	SALE OF SURPLUS--GENERAL	-2,000	-2,000	-17,982.50	-31.45	.00	15,982.50 899.1%
369101	SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-24,630.40	-2,358.22	.00	20,630.40 615.8%
369200	FOUND MONEY	0	0	-427.46	-153.27	.00	427.46 100.0%
369910	MISCELLANEOUS OTHER	0	0	-53,080.36	.00	.00	53,080.36 100.0%
369911	PAYMENT FOR LOST MATERIALS	-19,000	-19,000	-26,884.12	-2,084.97	.00	7,884.12 141.5%
369912	JURY DUTY REIMBURSEMENT	0	0	-270.00	-30.00	.00	270.00 100.0%
369913	ERATE REIMBURSEMENT	-150,000	-150,000	-531,974.19	.00	.00	381,974.19 354.6%
369914	PROCUREMENT CARD REBATES	-75,000	-75,000	-54,094.76	.00	.00	-20,905.24 72.1%
03 SALARIES AND WAGES							
511000	SALARIES AND WAGES	25,621,649	25,621,649	23,455,234.64	1,912,784.48	.00	2,166,414.36 91.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511005	ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00 .0%
511006	SUBSTITUTE HOURS	32,000	32,000	9,704.25	1,199.49	.00	22,295.75 30.3%
511007	SHIFT DIFFERENTIAL	236,351	236,351	4,617.71	.00	.00	231,733.29 2.0%
511009	TUITION ASSISTANCE	12,000	12,000	8,168.29	.00	.00	3,831.71 68.1%
512000	OVERTIME WAGES	45,000	45,000	42,475.64	2,730.04	.00	2,524.36 94.4%
519999	ADJ WAGE/SALARY TO MATCH PLAN	-914,000	-914,000	.00	.00	.00	-914,000.00 .0%

04 PERSONNEL BENEFITS

520010	FICA	1,951,660	1,951,660	1,762,597.79	141,131.64	.00	189,062.21 90.3%
520020	MEDICAL INSURANCE	3,496,003	3,496,003	3,259,735.52	269,290.88	.00	236,267.48 93.2%
520021	DENTAL INSURANCE	252,340	252,340	226,115.22	18,849.31	.00	26,224.78 89.6%
520022	LIFE AND DISABILITY INSURANCE	106,818	106,818	100,733.19	8,301.21	.00	6,084.81 94.3%
520023	INDUSTRIAL INSURANCE	146,870	146,870	160,977.83	12,116.09	.00	-14,107.83 109.6%
520030	RETIREMENT	2,449,135	2,449,135	1,756,188.55	105,865.08	.00	692,946.45 71.7%
520040	UNEMPLOYMENT INSURANCE	35,000	35,000	6,715.31	.00	.00	28,284.69 19.2%
520041	PAID FML INSURANCE	59,147	59,147	92,594.62	4,898.59	.00	-33,447.62 156.5%
520091	OTHER BENEFIT	80,027	80,027	57,411.72	5,567.11	.00	22,615.28 71.7%
529999	ADJ BENEFITS TO MATCH PLAN	-301,000	-301,000	.00	.00	.00	-301,000.00 .0%

05 SUPPLIES EXPENSES

531000	OFFICE/OPERATING SUPPLIES--DE	64,375	61,815	45,755.69	9,191.85	.00	16,059.31 74.0%
531002	OFFICE/OPERATING SUPPLIES--SU	88,910	62,068	52,674.71	3,281.25	1,757.03	7,636.11 87.7%
531004	OFFICE/OPERATING SUPPLIES--PU	91,000	90,195	85,808.94	11,796.39	948.04	3,438.02 96.2%
531010	CUSTODIAL SUPPLIES	145,000	118,000	109,545.27	9,092.99	3,487.54	4,967.19 95.8%
531020	MAINTENANCE SUPPLIES	50,000	46,628	36,005.21	4,650.66	.00	10,622.79 77.2%
531030	MATERIAL PROCESSING SUP	17,500	16,744	15,527.75	2,863.76	.00	1,216.25 92.7%
531040	TRAINING MATERIALS SUPPLIES	5,000	13,045	8,196.42	6,868.45	.00	4,848.58 62.8%
531098	FRIENDS PASSTHROUGH-SUP	0	0	59,323.00	5,337.25	.00	-59,323.00 100.0%
531099	FOUNDATION PASSTHROUGH-SUP	145,300	145,300	139,188.83	9,684.89	.00	6,111.17 95.8%
532000	FUEL	45,000	45,149	38,325.66	2,943.87	6,823.59	-.25 100.0%
535000	MINOR EQUIPMENT	44,500	46,369	43,098.51	6,403.13	.00	3,269.99 92.9%
535010	FURNISHINGS--PUBLIC	68,000	100,301	115,352.33	34,957.63	.00	-15,051.33 115.0%
535015	FURNISHINGS--STAFF	156,500	113,046	100,825.67	5,810.58	.00	12,220.33 89.2%
535020	TECHNOLOGY HARDWARE--PUBLIC	100,000	100,000	99,821.16	.00	.00	178.84 99.8%
535025	TECHNOLOGY HARDWARE--STAFF	302,500	300,500	196,068.23	30,000.46	.00	104,431.77 65.2%
535030	TECHNOLOGY HARDWARE--GENERAL	19,000	19,000	7,066.32	5,958.61	.00	11,933.68 37.2%
535050	SOFTWARE/LICENSES/HOST--APPS	443,360	445,123	368,132.86	2,264.13	.00	76,989.64 82.7%
535055	SOFTWARE/LICENSES/HOST--INFRA	360,400	360,400	225,130.58	61,789.09	4,155.70	131,113.72 63.6%

06 MATERIALS

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534000 MATERIALS COLLECTION	15,000	15,000	.00	.00	.00	15,000.00 .0%
534005 ADULT AV - CDS	20,000	22,000	20,342.33	2,446.37	.00	1,657.67 92.5%
534010 ADULT AV - DVD	327,500	327,500	252,723.83	20,406.22	.00	74,776.17 77.2%
534015 ADULT AV - DVDNF	20,000	20,000	18,427.65	888.87	.00	1,572.35 92.1%
534020 ADULT AV AUDIOBOOKS	20,000	13,200	24,663.69	1,194.32	.00	-11,463.69 186.8%
534105 ADULT BOOK CLUB KITS	3,000	0	.00	.00	.00	.00 .0%
534110 ADULT FICTION	270,000	276,800	262,364.76	26,204.13	.00	14,435.24 94.8%
534115 ADULT GRAPHIC NOVELS	15,000	13,600	12,783.72	1,945.81	.00	816.28 94.0%
534120 ADULT LARGE PRINT	50,000	50,000	48,903.72	5,875.30	.00	1,096.28 97.8%
534125 ADULT LUCKY DAY	60,000	60,600	55,296.09	9,793.54	.00	5,303.91 91.2%
534130 ADULT NONFICTION	300,000	243,000	217,791.30	44,151.01	.00	25,208.70 89.6%
534145 ADULT REFERENCE	15,000	10,100	9,801.83	12.54	.00	298.17 97.0%
534150 ADULT YA FICTION	55,000	34,000	29,719.27	7,051.30	.00	4,280.73 87.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	28,000	25,845.06	4,621.56	.00	2,154.94 92.3%
534160 ADULT YA NONFICTION	12,000	12,000	4,710.38	270.34	.00	7,289.62 39.3%
534205 CHILDREN'S BOOK CLUB KITS	2,500	300	35.08	.00	.00	264.92 11.7%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	5,908.77	928.61	.00	91.23 98.5%
534220 CHILDREN'S FICTION	225,000	225,000	220,948.48	69,545.97	.00	4,051.52 98.2%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	56,000	53,987.87	13,035.22	.00	2,012.13 96.4%
534230 CHILDREN'S NONFICTION	125,000	125,000	108,223.75	22,169.73	.00	16,776.25 86.6%
534235 CHILDREN'S SCIENCE TO GO	6,000	4,000	3,589.14	.00	.00	410.86 89.7%
534237 CHILDREN'S STANDING ORDERS	35,000	35,000	22,991.25	.00	.00	12,008.75 65.7%
534240 CHILDREN'S STORYTIME	2,500	2,500	2,523.64	612.62	.00	-23.64 100.9%
534305 DATABASES	592,925	519,425	436,779.24	22,847.60	.00	82,645.76 84.1%
534410 EBOOKS	880,000	955,400	919,951.10	29,892.58	.00	35,448.90 96.3%
534415 EDOWNLOADABLE AUDIO	780,000	937,700	779,063.92	99,966.25	.00	158,636.08 83.1%
534421 ESTREAMING FILMS	100,000	69,000	68,972.60	.00	.00	27.40 100.0%
534422 ESTREAMING MUSIC	20,000	0	.00	.00	.00	.00 .0%
534425 EHOSTING FEES	15,000	15,000	13,200.00	.00	.00	1,800.00 88.0%
534430 EMAGAZINES	80,500	97,000	96,922.11	.00	.00	77.89 99.9%
534505 MAGAZINES	75,000	61,000	67,735.40	11,385.57	.00	-6,735.40 111.0%
534605 VENDOR PROCESSING	100,000	82,000	121,538.45	9,311.50	.00	-39,538.45 148.2%
534645 VENDOR CATALOGING	10,000	8,500	541.00	.00	.00	7,959.00 6.4%
534705 WORLD - ADULT SPANISH	10,000	10,400	9,937.75	2,738.79	.00	462.25 95.6%
534710 WORLD - CHILDREN'S SPANISH	15,000	14,600	13,108.31	1,876.89	.00	1,491.69 89.8%
534715 WORLD - CHINESE	11,000	11,200	10,939.67	.00	.00	260.33 97.7%
534725 WORLD - GERMAN	8,000	8,000	8,508.56	.00	.00	-508.56 106.4%
534730 WORLD - JAPANESE	5,500	5,500	5,857.32	.00	.00	-357.32 106.5%
534735 WORLD - KOREAN	21,000	21,000	20,808.90	.00	.00	191.10 99.1%
534740 WORLD - TAGALOG	15,000	15,000	14,843.66	1,664.71	.00	156.34 99.0%
534745 WORLD - VIETNAMESE	8,000	8,000	7,927.20	.00	.00	72.80 99.1%
534750 WORLD - RUSSIAN	20,000	20,000	11,098.07	1,109.81	.00	8,901.93 55.5%
534755 WORLD - UKRAINIAN	5,000	1,900	1,492.06	.00	.00	407.94 78.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	39,200	31,101.07	789.08	.00	8,098.93 79.3%
534810 YOUTH DVD - FTY	22,500	14,500	9,679.63	5,166.36	.00	4,820.37 66.8%
534815 YOUTH YA AUDIO BOOKS	5,000	5,000	.00	.00	.00	5,000.00 .0%
541610 RESOURCE SHARING SERVICES	38,000	38,000	17,949.38	.00	.00	20,050.62 47.2%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	42,362.53	.00	.00	-2,162.53 105.4%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	261,000	336,350	280,557.78	28,090.75	26,063.40	29,728.82 91.2%
541004 INDEPENDENT CONTRACTORS---INFR	48,000	48,000	45,868.32	1,600.00	.00	2,131.68 95.6%
541010 PERFORMER SERVICES	103,000	89,000	74,329.84	6,511.94	750.00	13,920.16 84.4%
541020 CONTRACTUAL SERVICES	613,500	544,963	464,950.24	124,847.28	76,173.62	3,838.64 99.3%
541040 LEGAL SERVICES	60,000	113,371	117,313.55	3,764.50	3,737.15	-7,679.45 106.8%
541050 DATA SERVICES	8,000	9,280	4,279.66	.00	.00	5,000.00 46.1%
541630 PRINTING AND BINDING	118,500	78,599	72,260.10	5,630.61	3,928.54	2,410.45 96.9%
541650 ILL LOST ITEM CHARGE	2,000	2,000	1,611.75	24.01	.00	388.25 80.6%
542000 POSTAGE	77,500	63,390	62,348.07	.00	.00	1,041.93 98.4%
542001 SHIPPING	10,000	10,500	10,984.69	246.18	.00	-484.29 104.6%
542010 TELECOM SERVICES--PHONES	82,000	82,000	106,818.54	9,582.19	.00	-24,818.54 130.3%
542011 TELECOM SERVICES--CELLPHONES	62,000	61,059	58,104.90	4,239.30	.00	2,954.10 95.2%
542012 TELECOM SERVICES--INTERNET	376,884	376,884	368,828.97	30,998.84	.00	8,055.03 97.9%
543000 TOLLS/PARKING	10,529	11,821	7,674.43	448.35	.00	4,146.57 64.9%
543010 MILEAGE REIMBURSEMENTS	54,525	51,978	51,417.13	2,930.83	.00	560.82 98.9%
543011 AIRFARE/OTHER TRANSPORTATION	19,460	16,530	14,172.39	1,159.69	.00	2,357.61 85.7%
543012 PER DIEMS	11,470	12,158	10,095.00	433.00	.00	2,063.00 83.0%
543013 LODGING	34,460	37,492	33,282.76	1,395.28	.00	4,209.24 88.8%
544000 ADVERTISING	132,000	128,000	114,276.67	21,619.18	614.00	13,109.33 89.8%
545010 RENTALS/LEASES--BUILDINGS	0	0	13,396.60	186.65	.00	-13,396.60 100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00 .0%
545030 Rental/Lease CAM	433,900	433,900	469,736.31	13,311.46	.00	-35,836.31 108.3%
546000 INSURANCE	350,000	350,000	383,751.93	395,628.93	.00	-33,751.93 109.6%
547000 ELECTRICITY	325,000	325,000	292,830.85	19,805.13	.00	32,169.15 90.1%
547010 NATURAL GAS	8,000	8,000	3,713.96	208.88	.00	4,286.04 46.4%
547020 WATER	46,000	46,000	54,697.39	4,268.96	.00	-8,697.39 118.9%
547030 SEWER	38,000	38,000	51,223.60	5,526.81	.00	-13,223.60 134.8%
547040 REFUSE	55,000	55,000	58,691.32	5,195.84	.00	-3,691.32 106.7%
548000 GENERAL REPAIRS/MAINTENANCE	601,500	600,807	252,450.67	27,723.10	248,575.36	99,780.97 83.4%
548010 CONTRACTED MAINTENANCE	654,600	653,600	569,462.53	19,884.60	45,903.40	38,234.07 94.2%
548050 VEHICLE REPAIR AND MAINTENANC	35,000	25,760	22,121.69	4,122.95	.00	3,638.31 85.9%
548100 IT SYSTEMS MAINTENANCE--APPS	4,000	4,000	3,303.00	3,303.00	.00	697.00 82.6%
548110 IT SYSTEMS MAINTENANCE--INFRA	88,000	88,000	83,936.01	.00	.00	4,063.99 95.4%
549010 INDIVIDUAL REGISTRATIONS	76,445	65,225	62,805.36	11,024.02	.00	2,419.44 96.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
549011 ORGANIZATIONAL REGISTRATIONS	70,995	26,481	34,075.71	50.00	.00	-7,594.71 128.7%
549012 ONLINE TRAINING & DEVELOPMENT	0	1,619	1,264.94	.00	.00	354.26 78.1%
549020 DUES AND MEMBERSHIPS	40,450	41,883	45,143.72	650.00	.00	-3,261.22 107.8%
549030 TAXES AND ASSESSMENTS	57,000	54,500	54,452.13	- .03	.00	47.87 99.9%
549040 LICENSES	1,200	800	689.60	92.00	.00	110.40 86.2%
549050 FEES	19,500	32,968	23,201.30	1,665.49	580.00	9,186.70 72.1%
549120 CONTINGENCY/RESERVE	164,668	337,232	.00	.00	.00	337,231.80 .0%
591720 GASB 87 LONG TERM LEASE	715,444	665,444	598,209.26	39,695.31	654.60	66,580.14 90.0%
591721 SBITA	287,800	292,400	355,801.23	26,425.38	.00	-63,401.23 121.7%

09 TRANSFERS/SETASIDES

397010 TRANSFERS IN	-1,800,000	-1,800,000	-800,000.00	.00	.00	-1,000,000.00 44.4%
597030 TRANSFERS OUT--CAPITAL PROJEC	2,000,000	2,000,000	3,000,000.00	.00	.00	-1,000,000.00 150.0%
597099 ANNUAL SUSTAINABILITY SETASID	1,000,000	1,000,000	.00	.00	.00	1,000,000.00 .0%

TOTAL GENERAL FUND	0	0	-4,312,249.42	3,326,534.35	424,151.97	3,888,097.45 100.0%
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TOTAL REVENUES	-49,343,000	-49,343,000	-49,447,400.28	-609,287.57	.00	104,400.28
TOTAL EXPENSES	49,343,000	49,343,000	45,135,150.86	3,935,821.92	424,151.97	3,783,697.17

102 LEVY SUSTAINABILITY FUND

02 CHARGES OTHER

361100 INVESTMENT EARNINGS	0	0	-746,941.01	-57,882.22	.00	746,941.01 100.0%
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09 TRANSFERS/SETASIDES

597040 TRANSFERS OUT-- GENERAL	0	0	800,000.00	.00	.00	-800,000.00 100.0%
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TOTAL LEVY SUSTAINABILITY FUND	0	0	53,058.99	-57,882.22	.00	-53,058.99 100.0%
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TOTAL REVENUES	0	0	-746,941.01	-57,882.22	.00	746,941.01
TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00

103 ELECTION FUND

02 CHARGES OTHER

YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

103	ORIGINAL ELECTION FUND	APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
361100	INVESTMENT EARNINGS	0	0	-54,325.79	-4,260.30	.00	54,325.79	100.0%
TOTAL ELECTION FUND		0	0	-54,325.79	-4,260.30	.00	54,325.79	100.0%
TOTAL REVENUES		0	0	-54,325.79	-4,260.30	.00	54,325.79	
104 PROPERTY AND FACILITY FUND								
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-52,319.93	-4,102.99	.00	52,319.93	100.0%
TOTAL PROPERTY AND FACILITY FUND		0	0	-52,319.93	-4,102.99	.00	52,319.93	100.0%
TOTAL REVENUES		0	0	-52,319.93	-4,102.99	.00	52,319.93	
201 DEBT SERVICE FUND								
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-4,128.38	-322.32	.00	4,128.38	100.0%
TOTAL DEBT SERVICE FUND		0	0	-4,128.38	-322.32	.00	4,128.38	100.0%
TOTAL REVENUES		0	0	-4,128.38	-322.32	.00	4,128.38	
301 CAPITAL IMPROVEMENT FUND								
02 CHARGES OTHER								
334069	STATE GRANT FROM OTHR STATE A	-800,000	0	.00	.00	.00	.00	.0%
361100	INVESTMENT EARNINGS	-870,000	-870,000	-155,949.72	-18,828.74	.00	-714,050.28	17.9%
367010	DONOR PROCEEDS--FOUNDATION	-520,000	-520,000	-520,000.00	.00	.00	.00	100.0%
391100	SUMNER LCFA FUNDS	-11,834,000	-1,430,900	-1,430,887.22	.00	.00	-12.78	100.0%
05 SUPPLIES EXPENSES								

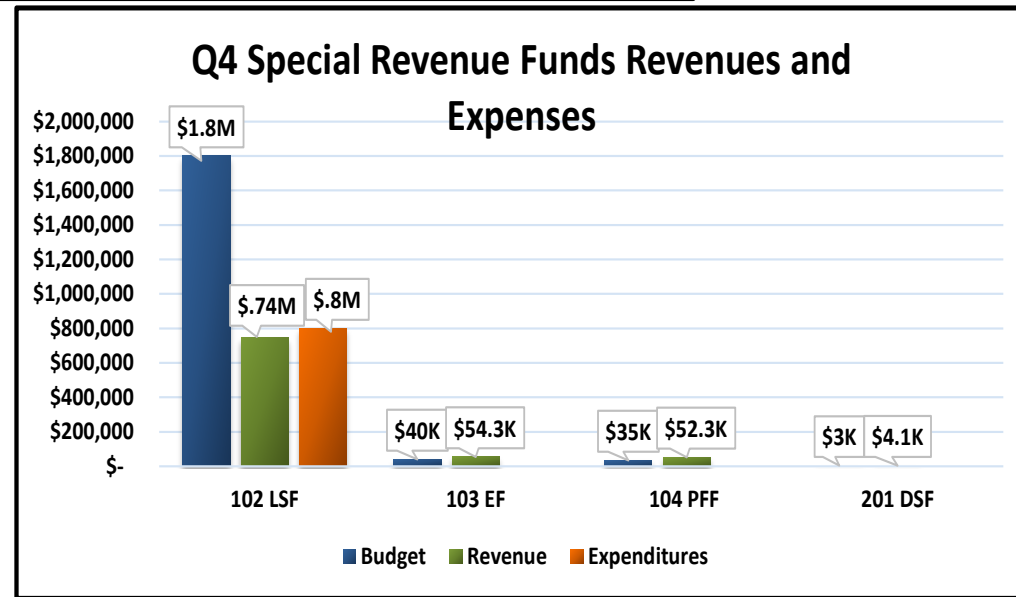
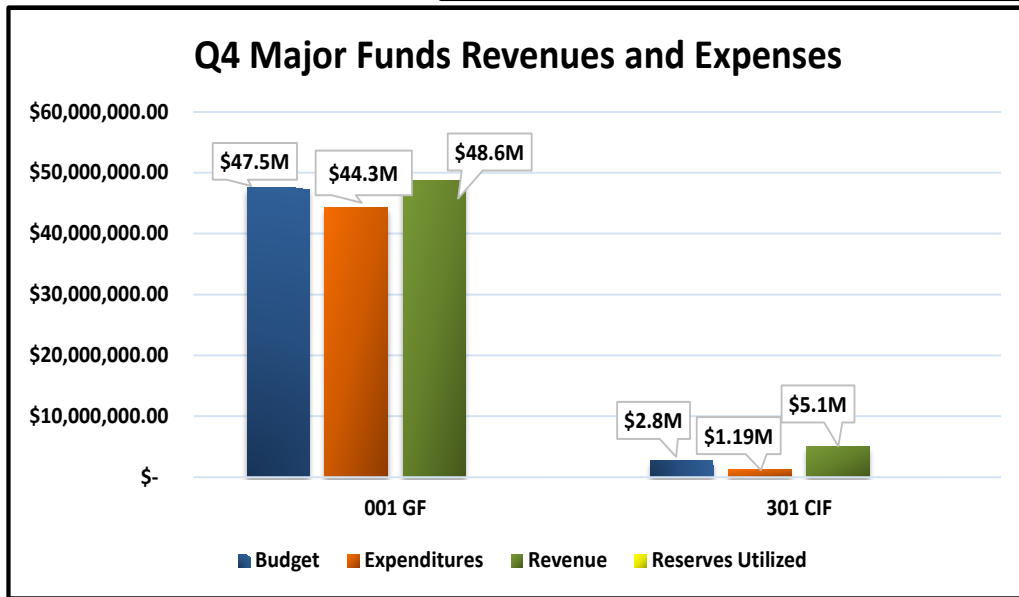
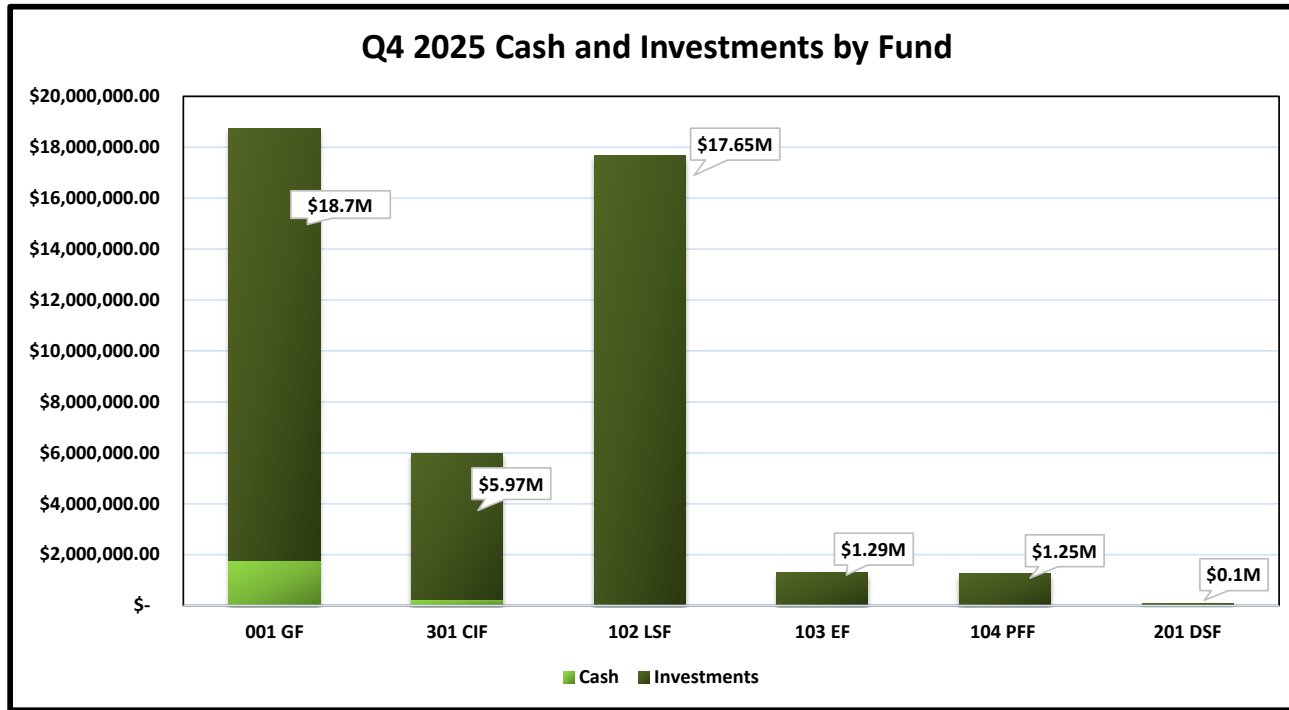
YEAR-TO-DATE BUDGET REPORT

FOR 2025 12

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535030 TECHNOLOGY HARDWARE--GENERAL	396,000	0	.00	.00	.00	.00
07 SERVICES EXPENSES						
541000 INDEPENDENT CONTRACTORS	5,000	1,753	1,753.36	.00	.00	- .36 100.0%
541020 CONTRACTUAL SERVICES	905,000	710,058	353,347.72	.00	17,993.51	338,716.77 52.3%
541040 LEGAL SERVICES	15,000	7,798	7,797.50	.00	.00	.50 100.0%
541050 DATA SERVICES	110,000	0	.00	.00	.00	.00 .0%
541060 ARCHITECTURAL/ENGR SERVICES	2,752,000	255,144	189,343.93	12,336.09	180,996.48	-115,196.51 145.1%
549030 TAXES AND ASSESSMENTS	220,000	0	.00	.00	.00	.00 .0%
549040 LICENSES	0	0	5,468.00	.00	.00	-5,468.00 100.0%
549050 FEES	220,000	0	530.50	.00	.00	-530.50 100.0%
549120 CONTINGENCY/RESERVE	434,000	4,479,759	.00	.00	.00	4,479,758.78 .0%
08 CAPITAL OUTLAYS						
562010 BUILDING IMPROVEMENTS/REFRESH	220,000	153,000	117,634.96	.00	8,271.00	27,094.04 82.3%
562020 LAND & PROPERTY IMPROVEMENTS	1,100,000	552,802	7,801.78	.00	.00	545,000.22 1.4%
562100 CONSTRUCTION	9,020,000	201,795	189,553.28	.00	.00	12,241.72 93.9%
562200 ELECTRICAL	165,000	139,207	62,206.50	.00	.00	77,000.50 44.7%
562800 FURNITURE AND FIXTURES	0	750	750.00	.00	.00	.00 100.0%
563000 OTHER IMPROVEMENTS--NONBUILDI	275,000	0	.00	.00	.00	.00 .0%
564100 VEHICLES	77,000	50,934	50,934.32	.00	.00	.00 100.0%
564200 HVAC AND MECHANICALS	110,000	110,000	111,950.79	.00	.00	-1,950.79 101.8%
564300 TECHNOLOGY EQUIPMENT	0	157,900	92,850.30	.00	64,980.19	69.51 100.0%
09 TRANSFERS/SETASIDES						
397010 TRANSFERS IN	-2,000,000	-4,000,000	-3,000,000.00	.00	.00	-1,000,000.00 75.0%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-3,914,914.00	-6,492.65	272,241.18	3,642,672.82 100.0%
TOTAL REVENUES	-16,024,000	-6,820,900	-5,106,836.94	-18,828.74	.00	-1,714,063.06
TOTAL EXPENSES	16,024,000	6,820,900	1,191,922.94	12,336.09	272,241.18	5,356,735.88
GRAND TOTAL	0	0	-8,284,878.53	3,253,473.87	696,393.15	7,588,485.38 100.0%

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

PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 12/31/2025



*Revenue and Expenditure amounts incorporate netted transfers of the following: GF →CIF \$3M | LSF→GF \$800K

Unfinished Business

MEMO



Date: January 30, 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 – Approval

The bylaws have been updated for trustee consideration based on the January discussion. Key changes in this version include:

- Vacancy section updated to reflect the existing appointment committee structure and the Board’s preference to continue current practice, with an option to formally appoint the two trustee committee members during regular meetings.
- Provide the Board proposed revisions at least 2 business days prior to the board meeting instead of 1 week.

As noted previously, the general updates to the current approved policy include:

- Clarified trustee appointments are made by the County Executive and confirmed by the County Council.
- General cleanup for clarity, consistency, and more flexible timing language.

Should the Trustees be prepared to approve this revision:

Action: Move to approve the Bylaws of the Pierce County Library System Board of Trustees as presented.

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.”

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~~ Trustees will be appointed by the Pierce County Executive.

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

Section 3. Vacancies: The Board shall appoint no more than two (2) of its representatives to serve on the selection committee ~~recommend candidates~~ to fill vacancies for appointment by the Pierce County Executive.

Commented [CJ1]: Follows the discussion from the January meeting to continue its current practice.

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 volunteer Trustee, but necessary expenses actually incurred may be paid in accordance with Library policies from the Library funds.

Section 6. Removal: A Trustee may only be removed for just cause. The Board may, by a majority vote of the Board, recommend to the Pierce County Executive removal of a Trustee for violation of these Bylaws or any Library policy.

Tracked changes

ARTICLE IV. Officers

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

Section 2. Vacancies: Vacancies in either such office shall be filled by vote of the Board at the next regular meeting of the Board after the vacancy occurs.

Section 3. Term: Officers elected shall serve January through December of the following year or until their successors are elected if later; provided, that any officer may succeed themselves.

Section 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all Board committees or liaisons, and act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board.

Section 5. Vice-Chair: The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve, or removal from office.

Section 6. Secretary: The Executive Director or designee shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

ARTICLE V. Meetings

Section 1. Regular Meetings:

Regular monthly meetings of the Board shall be held on a day and time to be established by the Board determined annually and changed accordingly by a simple majority of the Board with public notice.

A resolution scheduling recurring meetings for the following year will be approved on or before the December meeting.

Section 2. Special Meetings, Emergency Meetings and Study Sessions: Special meetings, Emergency meetings, and Study Sessions may be scheduled and notice given according to the laws of the State of Washington.

Section 3. Open Public Meetings: Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, chapter 42.30 RCW. Any portion of a Board meeting conducted in accordance with RCW 42.30.140(4)(b), such as collective bargaining matters, are not subject to Open Public Meeting Act requirements.

Section 4. Quorum: A simple majority of all members of the Board shall constitute a quorum. A quorum is required for the transaction of business or to take action on any item coming before the Board.

Section 5. Participation in Board Meetings; Absences: Trustees are expected to participate in all Board meetings unless excused. Advance notice to the Executive Director and Board Chair constitutes an excused absence. Trustees may participate by teleconference or videoconference in any meeting of the Board. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

If a Trustee has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the Board, by majority vote, may request the County Council remove and replace that member by making a new appointment.

Tracked changes

Section 6. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by simple majority. The Chair may move, second, or vote upon actions that are before the Board.

Section 7. Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Section 8. Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes that are maintained in the ~~Administrative Offices~~Executive Office of the Library and posted on the Library's website. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval ~~of~~ including necessary corrections. Audio-visual recordings of the meetings, if created, shall be retained according to the Washington State Archives Local Government Records Retention Schedule.

ARTICLE VI. The Executive Director

Section 1. Appointment: The Board shall select and employ a competent and qualified Executive Director who shall serve at the Board's pleasure.

Section 2. Responsibilities of the Executive Director: The Executive Director shall manage Library operations on behalf of the Board and under its review and direction. The Executive Director shall develop, implement and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the community. The Executive Director shall be responsible for the administration of and planning for the delivery of all library services. This shall include, but not be limited to, staff and organization structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in public service, community relations, and optimum circulation of library materials within the budget appropriation. The Executive Director shall also represent the Library to the community.

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

Section 4. Acting Executive Director: During a short-term absence, the Executive Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Executive Director.

ARTICLE VII. Committees

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.

Tracked changes

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,~~ as authorized in Article V Section 6. Any policy that the Board is considering action upon shall be provided publicly as part of the Board's agenda and packet.

ARTICLE IX. Indemnification

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.

ARTICLE X. Amendments

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

Section 2. Review: These Bylaws may be revised or amended at any regular or special meeting of the Board, with the provision that the Trustees receive copies of the proposed changes at least ~~one (1)~~ two (2) business days prior to the meeting.

Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System: January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995, May 10, 1997; October 15, 2014; September 13, 2023; February 12, 2025; February 11, 2026

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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.”

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 Executive.

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

Section 3. Vacancies: The Board shall appoint no more than two (2) of its representatives to serve on the selection committee to fill vacancies for appointment by the Pierce County Executive.

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 volunteer Trustee, but necessary expenses actually incurred may be paid in accordance with Library policies from the Library funds.

Section 6. Removal: A Trustee may only be removed for just cause. The Board may, by a majority vote of the Board, recommend to the Pierce County Executive removal of a Trustee for violation of these Bylaws or any Library policy.

ARTICLE IV. Officers

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

Section 2. Vacancies: Vacancies in either such office shall be filled by vote of the Board at the next regular meeting of the Board after the vacancy occurs.

Section 3. Term: Officers elected shall serve January through December of the following year or until their successors are elected if later; provided, that any officer may succeed themselves.

Section 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all Board committees or liaisons, and act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board.

Section 5. Vice-Chair: The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve, or removal from office.

Section 6. Secretary: The Executive Director or designee shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

ARTICLE V. Meetings

Section 1. Regular Meetings:

Regular monthly meetings of the Board shall be held on a day and time to be established by the Board determined annually and changed accordingly by a simple majority of the Board with public notice. A resolution scheduling recurring meetings for the following year will be approved on or before the December meeting.

Section 2. Special Meetings, Emergency Meetings and Study Sessions: Special meetings, Emergency meetings, and Study Sessions may be scheduled and notice given according to the laws of the State of Washington.

Section 3. Open Public Meetings: Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, chapter 42.30 RCW. Any portion of a Board meeting conducted in accordance with RCW 42.30.140(4)(b), such as collective bargaining matters, are not subject to Open Public Meeting Act requirements.

Section 4. Quorum: A simple majority of all members of the Board shall constitute a quorum. A quorum is required for the transaction of business or to take action on any item coming before the Board.

Section 5. Participation in Board Meetings; Absences: Trustees are expected to participate in all Board meetings unless excused. Advance notice to the Executive Director and Board Chair constitutes an excused absence. Trustees may participate by teleconference or videoconference in any meeting of the Board. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

If a Trustee has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the Board, by majority vote, may request the County Council remove and replace that member by making a new appointment.

Section 6. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by simple majority. The Chair may move, second, or vote upon actions that are before the Board.

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MEMO



Date: February 2, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy 2026

We are preparing for the upcoming trustee appointment to fill Abby Sloan's term, expiring August 2026.

In working through the feedback shared last month on the Trustee Roles & Responsibilities, I took a closer look at the full document. The current version is difficult to read, mixes actions with behaviors, and could more clearly communicate what the volunteer role entails.

Given the pending recruitment and the future seven-member board structure, this may be a good opportunity for a full refresh rather than incremental edits. A significant revision could include:

- Clearer distinction between duties and conduct
- More concise, readable bullet points
- Better organization and formatting
- Adding missing elements

If the Board is open to this direction, we can discuss it at this month's meeting and bring a revised version for action in March without delaying the vacancy process.

The timeline (included below for reference) will also be shared with Pierce County Executive Mello following the meeting to initiate the appointment process.

Should the Board approve the proposed changes to the Bylaws this month, two trustees will be asked to participate to represent the Board's interests on the committee starting in March.

Please continue to reach out with any ideas or suggestions as we move through the process this year. During upcoming meetings, I will continue to keep the Board informed.

Trustee Appointment Process Overview

Background:

Library Trustees are appointed by the Pierce County Executive and confirmed by a vote of the County Council. In 1991, the Pierce County Library and Pierce County Executive's Office developed a competitive vacancy process to recruit, interview and select a candidate to recommend to the County Executive for appointment. The process includes a five-member interview panel with one representative appointed by the County Executive. The full process typically takes about seven months.

Procedure:

1. Preparation & Needs Assessment

- The Board of Trustees reviews the upcoming vacancy, identifies skills and experience that would strengthen the board, and confirms the application process.

2. Development of Appointment Materials

- Library administrators prepare or update application and selection materials based on Trustee input.

3. Public Announcement & Outreach

- The open trustee position is publicly advertised through the website, press release, social media, community outreach, and distribution of application materials.

4. Committee Finalization and Candidate Selection

- Finalize the Interview Committee including two Board Members, Pierce County Executive's Office, and community members and keep the full Board apprised.
- Process applications, interview five to seven finalists, and recommend a candidate.

5. Recommendation to County

- The Board Chair, on behalf of the selection committee, submits the recommended candidate to the County Executive.
- The County Executive reviews the recommendation and forwards the appointment to the County Council.
- County Council committees and the full Council consider and act on the appointment.

6. Orientation & Introduction of New Trustee

- The newly appointed trustee participates in orientation, is publicly introduced, and attends their first Board meeting. Any training required will be provided shortly after starting.

PCLS TRUSTEE VACANCY PROCESS

Date	Activity
January 14	Board of Trustees Meeting <ul style="list-style-type: none"> ◆ Discuss process, consider desired skills and qualities
February 11	Board of Trustees Meeting <ul style="list-style-type: none"> ◆ Review Trustee Roles and Responsibilities
March	Formally initiate process with Pierce County Executive
March 11	Board of Trustees Meeting <ul style="list-style-type: none"> ◆ Action to appoint 2 Trustees to interview committee
April	Advertising the vacancy + application process: <ul style="list-style-type: none"> ◆ News release issued, posted on social media, article sent to Chambers of Commerce, runs in email marketing message ◆ Application (PDF fill in) on Website with links to materials ◆ Flyer in libraries, promoted online & traditional advertising ◆ Letters/emails sent announcing vacancy to community contacts such as Asian Pacific Cultural Center, Black Collective, Centro Latino, Korean Women’s Association, Tacoma Urban League, etc.
April 8	Board of Trustees Meeting <ul style="list-style-type: none"> ◆ Informational update
May 1	Applications due
May	<ul style="list-style-type: none"> ◆ Trustee Interview Committee finalized: <ul style="list-style-type: none"> 2 Board Members (1 shall serve as Chair) Pierce County Executive representative Foundation member Library customer ◆ 5/7 Applications mailed to Interview Panel
June 10	Board of Trustees meeting <ul style="list-style-type: none"> ◆ Informational update
June-July	Pierce County Executive reviews and forwards appointment to County Council County Council committee and full Council consider and act on the appointment.
July	New trustee orientation and onboarding
August 12	Board Meeting <ul style="list-style-type: none"> ◆ New Trustee’s first Board meeting



LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES, AND RESPONSIBILITIES

The 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:

- Passion for public libraries and their mission and a genuine interest in the welfare of libraries and the communities they serve.
- 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~~ humility.

Commented [GC1]: Propose to align with updated organizational values

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 in cooperation with the Executive Director or the director’s designees.
- 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.

Current Version_– Tracked Changes

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.

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES & RESPONSIBILITIES

The Board of Trustees is the governing body of the Pierce County Library System. It provides fiscal oversight, sets long-term policy direction, and ensures responsible stewardship of public resources. Working with the Executive Director who manages day-to-day operations, the Board ensures the Library System complies with Washington State law (RCW 27.12) and responds to community needs.

Principles of Governance

The Board:

- Acts collectively; individual trustees have no independent authority.
- Governs through policy, budget approval, and strategic direction—not operations.
- Supports the Executive Director’s leadership and respects staff roles.
- Conducts business transparently and in compliance with open meetings laws.
- Upholds high ethical standards and accountability.

Skills and Qualifications

- Passion for public libraries and their mission, with a strong interest in community welfare.
- Experience in governance, finance, budgeting, organizational management, or public policy.
- Strategic thinking and ability to support long-range planning.
- Helpful but not required: knowledge of facilities, real property, and equity and inclusion principles.

Board Responsibilities

As a governing body, the Board is responsible for:

A. Policy and Oversight

- Adopt and review policies guiding library services and operations.
- Ensure policies meet legal requirements and community needs.

B. Financial Stewardship

- Approve the annual budget and monitor financial health.
- Oversee the Library’s levy and election related actions.
- Approve contracts and major financial commitments.
- Accept gifts, funds, or property for library purposes.

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES & RESPONSIBILITIES

C. Strategic Direction

- Establish long-term goals and priorities.
- Plan for service evolution, growth, and facility development.

D. Executive Director Oversight

- Hire, evaluate, and set expectations for the Executive Director.
- Provide guidance and support while maintaining appropriate boundaries.

E. Facilities and Capital Assets

- Acquire, manage, and ensure maintenance of library facilities.

F. Community Representation and Advocacy

- Represent the Library to the public, stakeholders, and elected officials in coordination with Executive Director or designee.
- Support collaboration with other governments, libraries, and community partners.
- Support Foundation activities as appropriate.

Responsibilities of Individual Trustees

- Understand community needs and reflect them in decision-making.
- Become familiar with relevant library laws, issues, and trends.
- Contribute personal expertise while exercising good judgment and professionalism.
- Participate in training or development opportunities.
- Stay informed on library and community developments.
- Uphold laws and requirements related to ethics and open public meetings.

Trustee Conduct

- Prepare for and attend meetings and major library events.
- Engage respectfully with colleagues and the public.
- Approach decisions with openness and focus on the public interest.
- Support intellectual freedom and equitable access to information.
- Maintain integrity and handle conflicts constructively.

New Business

MEMO



Date: January 2, 2026

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

From: Melissa Munn, Customer Experience Director
Mary Stimson, Finance Director

Subject: Approval of Purchase Order – Markham Investigation & Protection, LLC

The Library currently contracts with a security vendor, Markham Investigation and Protection, LLC (“Security Contractor”), whom we have been utilizing since 2016 for continuous support of patrolling several libraries that require this service.

In addition to the patrolling, the Library pays for one regularly scheduled security guard at the Parkland/Spanaway Library location to enhance safety for both Library staff and patrons.

Other benefits include immediate security needs, such as when we had a major bomb threat at the Administrative Center in December 2018, Markham secured personnel to be onsite to be on the lookout for potential bad actors. As it happens, the threat turned out to be a hoax, but having a Security Contractor able and willing to help was invaluable.

The Library has reviewed the needs for security guard services and regular patrolling services during the 2026 budget approval process. Adjustments were made to reduce costs resulting in the Library allocating \$200,000 towards these services in the approved 2026 budget.

Because the cost of these services exceed \$150,000, Board approval is required.

Following up on prior audit recommendations, we’ve added more internal audits of our processes. Upon conducting a review of purchase orders for compliance, we identified a 2025 purchase for Markham Investigations in the amount of \$240,000 that wasn’t brought to the Board for approval last year. While it was a legitimate 2025 item that was fully budgeted (the actual amount paid in 2025 was \$176,891), it still needed Board approval, and we are incorporating further improvements into our Board approval process. To correct this, we are asking for your retroactive approval.

Action: Move to approve a purchase order for Markham Investigation and Protection, LLC for 2026 security work in an amount not to exceed \$200,000.

Action: Move to retroactively approve a purchase order for Marham Investigation and Protection, LLC, for 2025 security work in an amount not to exceed \$240,000.

MEMO



Date: January 30, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Summer Meeting Cancellation

As the Board considers scheduling for the coming year, staff would appreciate guidance on whether you wish to hold or cancel the regular Board meeting typically scheduled in July. Last year, the Board elected to cancel the July meeting due to a combination of factors, including the short Pacific Northwest summer season, numerous vacations, reduced operational and Board business between seasons, and the fact that the budget development cycle formally begins in August.

With the proposed revisions to the Bylaws, the Board will have increased flexibility in setting its annual meeting schedule. The updated language in **ARTICLE V. Meetings, Section 1. Regular Meetings** provides that regular monthly meetings are set annually by the Board, may be changed by simple majority with public notice, and must include an approved resolution establishing the schedule for the following year no later than the December meeting.

Assuming the Board approves the revised Bylaws, staff would find it very helpful to know whether the Board intends to recess or cancel a summer meeting this year. This will assist us in planning workflows, packet preparation, and public meeting notice requirements.

We welcome and invite Board discussion on whether you would like to cancel the July meeting again this year. If the Board wishes to do so, staff can prepare the necessary action item for consideration at the **March Board meeting**, ensuring clarity and adequate time for staff planning.

Staff are here to support, facilitate, and enact the Board's decisions in whatever direction you choose.

MEMO



Date: February 3, 2026

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

From: Gretchen Caserotti, Executive Director
Connie Behe, Deputy Director

Subject: Responding to Community and Staff Concerns

Overview

Over the past several months, the Library has heard from concerned community members about changes or potential changes being made in operations. Leaders have reached out to groups and individuals to understand their concerns related to the ongoing Customer Experience reorganization, the new hours, and book clubs. We have been in good-faith negotiations with the union regarding impacted employees and have reached a tentative agreement that we have jointly communicated on those issues. Through listening to community concerns and input, Friends of the Library (FOL) discussions, email correspondence, and staff listening sessions, several clear themes emerged about how the changes are being experienced across the district. This memo summarizes those themes and outlines the actions taken in response.

Summary of Community Concerns

1. Desire for Transparency and Responsiveness

Patrons sought a clearer understanding of the decision-making process, the rationale for the reorganization, and opportunities for input before and during implementation.

2. Strong Value of Personal Connection

Community members emphasized the importance of familiar staff and the comfort of long-standing relationships within their neighborhood libraries.

3. Mismatch Between Operational Decisions and User Perception

Even when grounded in data or strategic priorities, changes were sometimes interpreted as disruptive or misaligned with community expectations.

4. Fear of System-Level Changes Impacting Local Identity

Patrons expressed concern that staffing and structural shifts might dilute the unique culture of individual branches.

5. Concerns About Hours, Access, and Book Clubs

Changes to building hours prompted questions about meeting room availability and the library's ability to serve working families and community groups. There are also concerns specific to book clubs being eliminated.

6. Concern for Staff Well-Being

Members of the public and FOL groups voiced worry about staff upheaval, fairness in assignments, and the effect of transitions on staff morale.

Misinformation and Organized Letter-Writing Campaigns

Throughout the fall and early winter, instances where misinformation and incomplete information spread quickly through informal networks, including neighborhood groups, social media, and word-of-mouth within some communities. Rumors portrayed the reorganization as eliminating specific staff positions or removing long-standing employees from their branches with no pathways for continued employment at the Library. Misinterpretations of the staffing model circulated as assumptions that libraries would lose local control, that programs were being eliminated, and that staff would be required to work at multiple locations across the county regularly. These misunderstandings contributed to coordinated letter-writing campaigns that echoed repeated inaccuracies.

What We Did

- Held five unfiltered Public Services staff listening sessions in fall 2025.
 - Categorized feedback into themes and included examples to illustrate real experiences.
 - Reviewed input with Customer Experience Leadership, the Public Services Directors Team, the Executive Team, and Staff Experience.
 - Provided clarification and responses to themes and will continue to use the feedback to analyze how to improve change management in the future
 - Clarified where implementation steps require adjustment or more deliberate planning.
- Responded individually to each email community member's concern or comment.
- Offered phone or in-person meetings with concerned community members.
- Provided a hybrid town hall for Friends of the Library groups.
- Directed community members to relevant Board packets, budget documents, levy sustainability materials, and capital planning summaries.

What's Next

- Address near-term operational issues identified through listening sessions.
- Improve internal and external communication systems.
- Facilitate discussions with staff to clarify the intent and benefits of operational decisions.
- Continued communication, partnership, and alignment with union bargaining leaders in labor management processes regarding employee concerns.

Conclusion

Despite the understandable concern and the complicating effects of misinformation, the listening and engagement process reaffirmed the community's strong support for their libraries and their desire for transparency, stability, and care for staff. The feedback we received helps us refine implementation, improve communication, and ensure that systemwide improvements respect the unique identities of our branches.

MEMO



Date: February 4, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Update on Staff Guidance Related to Law Enforcement Presence in Libraries

Pierce County Library System has completed an update to its internal staff guidance regarding interactions with law enforcement in library spaces. This update supports our ongoing commitment to maintaining safe, welcoming, and inclusive library environments while ensuring alignment with Washington State law, Library policies, and public records requirements. The updated guidance is internal and is referenced here for transparency but not included or attached, consistent with best practices.

The updated guidance focuses on the following areas, each of which reflects the Library's long-standing values and legal responsibilities:

- Clarifying staff roles during law enforcement presence to support calm, professional, and safety-focused responses consistent with established policies.
- Reinforcing staff procedures for handling law enforcement requests for access to non-public areas or library records, which are routed to the Executive Office for appropriate review.
- Affirming the Library's commitment to patron privacy and the confidentiality of library records, which are exempt from public disclosure under Washington law and may only be released within a valid legal process.
- Ensuring staff have access to reliable, publicly available informational resources, including official Washington State Attorney General "Know Your Rights" materials, to better support patrons seeking authoritative information.
- Updating online resource guides to help connect community members with accurate, up-to-date public resources and community organizations.

These efforts strengthen staff readiness, reinforce consistent practices across all branches, and uphold the library's role as a trusted public institution committed to privacy, safety, access, and compliance with state law.

Management Reports

MEMO



Date: February 4, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Library Trends –Data-Informed Decisions: Smarter Spending, Better Outcomes

In 2025, Trustees requested ongoing insights into modern library practices in building design and operational efficiency, and this month’s focus on **data informed decision-making** highlights how libraries nationwide are using analytics, performance measures, and outcome driven planning to stretch public dollars, strengthen service impact, and clearly communicate their value to the community. As public libraries face tight budgets, rising costs, and increasing expectations for high quality, responsive services, data provides the foundation for smarter financial and operational choices while demonstrating transparency and accountability. This approach reinforces our role as an **Economic Developer** and **Community Risk Mitigator** by ensuring that public investment is used wisely, aligned with real community needs, and supported by evidence that shows the library’s measurable impact to the public good and increased quality of life.

Some benefits of strong data-driven decisions include:

- **Spend Visibility:** Tracking expenses at granular levels identifies inefficiencies, duplicate services, and opportunities for consolidation.
- **Smarter Purchasing:** Analyzing multi-year contracts, pricing trends, and usage patterns improves negotiation leverage and cost effectiveness.
- **Better Planning & Forecasting:** Real-time operational metrics—door counts, circulation trends, program attendance, technology use, energy consumption—support proactive planning rather than reactive responses.
- **Cost Benefit Analysis:** Ensures fiscal decisions are grounded in evidence, clarifies tradeoffs, and strengthens support from funders.
- **Accountability & Continuous Improvement:** Data supports post-implementation evaluation, transparency, and trust.
- **Intentional and Coordinated Efforts Achieve Impacts:** Data is the backbone of collective impact, providing shared, timely insights that keep strategic partners aligned, track progress, and drive continuous improvement on complex community challenges.

Common Library Data Collected

Libraries rely on both internal and external data to guide decisions. Common categories include:

- Door counts and visits
- Cardholder data and patron counts

- Circulation and collections statistics
- Program and services offerings and attendance
- Technology use (public computers, WiFi, website engagement)
- Financial, operations and HR datasets
- Outcomes and feedback through surveys and stories

These are internally collected outputs libraries commonly utilize as well as datasets available from other government agencies, community partners, and national public library datasets.

Table: Examples of Data Informed Improvements in Public Libraries

Library / Organization	Data Informed Activity-Informed Activity	Why It Matters
Lexington Public Library	Collection usage analytics, shared collection assessments collectionHQ-Case-Study_Lexington.pdf	Reduced low circulation items, freed space, lowered storage/labor costs circulation items, freed space, lowered storage/labor costs circulation items, freed space, lowered storage/labor costs-circulation items, freed space, lowered storage/labor costs
Los Angeles Central Library	Building energy audit, HVAC data modeling, conversion to digital controls https://betterbuildingssolutioncenter.energy.gov/showcase-projects/city-los-angeles-central-library	~1.3M kWh saved annually; reduced costs and improved building comfort
Indianapolis Public Library	Retro commissioning analytics across 6 facilities -commissioning analytics across 6 facilities https://www.aesindiana.com/sites/default/files/2023-04/Indianapolis-Public-Library-RCx-Case-Study.pdf	792,354 kWh saved/year; \$88,820 annual savings; 9-month payback
Seattle Public Library	Open data driven community analysis for outreach planning data driven community analysis for outreach planning-data-driven community analysis for outreach planning https://medium.com/open-data-literacy/using-open-data-to-understand-communities-around-seattle-public-libraries-fa3f9a96f3be	More targeted services, better alignment with demographic needs.
Enoch Pratt Free Library	Used OrangeBoy’s Savannah platform to analyze patron behavior and run targeted messaging campaigns to re-engage lapsed cardholders.	Increased active cardholders, improved email engagement, and achieved steady gains in market penetration through data driven outreach.

Timberland Regional Library	Library use data public dashboard https://trl.org/open-data/	Making library data publicly visible enhances transparency and builds community trust, even when it doesn't directly generate cost savings.
Public Fleet Agencies	Centralized fleet data, utilization metrics (miles, trips, idle time)	Reduced duplicate purchases; right-sizing fleets by 10–30%
Various Public Agencies	AI assisted workflows for administrative tasks Can Smart Technologies Drive Government Efficiency?	75–95% reduction in repetitive tasks; staff shift to more meaningful work

PCLS Examples – Data Informed Practices Already Underway

Across PCLS, several departments are already modeling these evidence-based practices. The current data dictionary we developed for PCLS includes nearly 60,000 stored data points across all of our systems, but many of them are not always accessible across the organization for reporting and analysis.

Finance Department

- **Improved Forecast Accuracy:** Multiyear spending trend analysis aligned 2026 budgets with actual departmental use, reducing inflated requests and duplication. -year spending trend analysis aligned 2026 budgets with actual departmental use, reducing inflated requests.
- **Risk Informed Grant Decisions:** Integrated cost benefit analysis and strategic prioritization ensures resources go to proposals with highest ROI and mission alignment.
- **Operational Efficiencies:** Digital approvals, automated workflows, and ERP integration for reduced paper, manual entry, and error risk.
- **Process Optimization:** Labor and workflow reviews with LEAN principles prioritized improvements that free staff time and enhance reliability.

Collections & Space Use

- Leveraging usage data to manage the size and relevance of the collection, reclaim space, and support programming and collaboration.
- Utilized LEAN practices to reduce steps, complexity, and time in receiving and processing new materials.
- Library use data, especially collections, are being used to inform decisions for new Sumner Library shelving needs.

Facilities & Fleet

- Using building energy and facility data to guide system upgrades and improve operational efficiency—parallel to national case studies.
- Applying utilization metrics and lifecycle tracking to determine vehicle replacement needs.

Service Improvements

- Open data, dashboards, and localized analytics support better outreach and tailored communications, as modeled by peer libraries.
- Shifting from summary reporting to point in time measurements for greater data fidelity on programs and services and improved data quality and accuracy
- Building data reporting to mirror and match internal analysis to local, regional, and statewide indicators such as early learning readiness, STEM workforce projections, youth mental health data, school achievement metrics, and equity maps utilized to intentionally shape program priorities, allocate resources, and design services that directly respond to demonstrated community needs.
- Hardware investments in tablet technology that allows programs and branches to capture feedback digitally (to be deployed in 2026).

Additional Resources

- [Library Analytics & Usage: A Librarian's Guide](#)
- PLA Benchmarks provides libraries with data visualizations that allow them to compare their inputs and outputs to peer and nationwide data. [Benchmark: Library Metrics and Trends | Public Library Association](#)
- Library examples using a specific software product [Measure What Matters: 7 Examples of Library Performance Measures | Envisio](#)
- [Libraries Turn to Data Dashboards to Fight Mistrust](#)
- [Libraries Support Data-driven Decision Making - Hanging Together](#)
- [Webinars – Research Institute for Public Libraries](#)

MEMO



Date: January 26, 2026

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

From: Connie Behe, Deputy Director

Subject: Strategic Implementation Plan 2025 End of Year Report

This memo provides an end-of-year update on the Library’s Strategic Plan priorities. Capacity constraints, competing priorities, and significant disruptions, including the cybersecurity event and the Customer Experience reorganization, required us to narrow scopes and adjust timelines.

As a result, one strategy has stalled, another has been delayed, and a third has been reduced from two simultaneous projects to one. Despite these challenges, core strategic work continues, and staff remain focused on steady, achievable progress aligned with Board expectations. With finite resources, we must continue to build organizational skills and willingness to focus on fewer deliverables at one time to achieve long-term success and sustainability.

Key Highlights:

- **GOAL Enhance Customer Experience:** Improve visitor/user experience of accessibility, services and resources.
 - **Modernize visitor/user experience in service delivery:** Implement systemwide, updated customer service model to emphasize human-centered, hands-on learning, and experience-based approaches.

This strategy was initially planned as two parallel projects. The first focused on inventorying services, seeking feedback on those services and using a user experience lens and methodology to analyze and improve said services. The second focused on implementing a new customer service model that reflects the Library’s new mission, vision, and values.

The team pivoted to focus solely on the customer service model update because it will lay the foundation for the user experience analysis and the need to let several new service approaches stabilize before review. Additionally, we do not have staff resources to complete both simultaneously. The services analysis will continue as a next phase project once the work to build the model is completed.

Work underway includes:

- Synthesizing staff feedback into service model prototypes.
- Building the initial core teams for organization-wide staff consultation for model development and refinement.

What’s Next:

- The team will build the extended groups reflecting the system that will finalize and implement the plan for model deployment.

-
- **GOAL Welcoming and Inclusive Spaces and Services:** Create safer spaces and services.
 - **Become a trauma-informed library:** Implement staff training for trauma-informed approaches for libraries and implement trauma-informed space and program criteria.

Work underway includes:

- Develop tool for internal review of policies and practices
- Complete internal review of policies and practices

What's Next:

- Convene a small implementation team

NOTE: This strategy focuses specifically on developing trauma-informed infrastructure. It does not encompass all organizational safety work underway.

- **GOAL Emphasize strategic partnerships:** Focus on partnerships where working together has lasting and greater impacts.

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

Work underway includes:

- Consulted with relevant Executive and Administrative Team members on draft definitions, establishing what is in and out of scope (e.g., government relations; sponsorships) and identifying gaps in guidelines, procedures, tools, and training. Feedback will inform the finalization of definitions and processes.
- The Community Engagement Team is testing draft tools when developing new collaborations and partnerships, including the February resource fair pilot at Parkland/Spanaway Pierce County Library. These tools assess alignment and risk, including review of liability, resource commitments, and evaluation/reporting needs, guide selection of the appropriate agreement type (MOU, Provider Services, or Tabling), and reduce barriers while clearly documenting shared community-centered outcomes.

What's Next:

- Consult with Programs and Services Team to understand relevant experiences, and gaps to inform deliverables (Q1 2026 focus group); refine and engage with other internal stakeholders
- Launch internal communications.

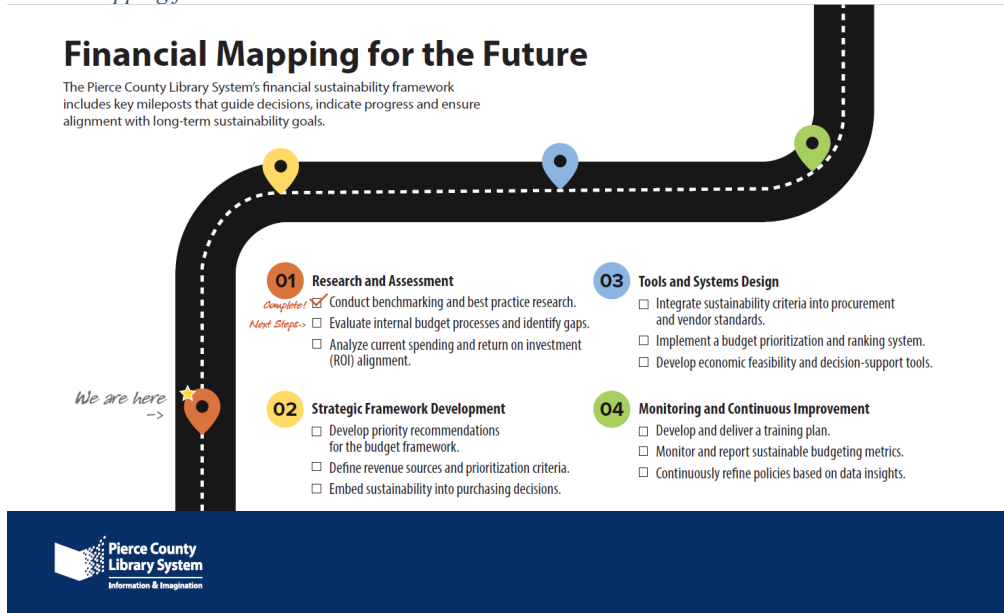
- **GOAL Build a Sustainable Future:** Prioritize sustainability and the future of the Library, environment, and the community the Library serves.

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

Work underway includes:

- Created a roadmap:

Image showing *Financial Mapping for the Future*



- Conducted Benchmarking and Best Practices research to assess budget and sustainability approaches used by comparable agencies to identify improvement opportunities.
- Updating the Strategic Plan SharePoint Page and launching internal communications in February.

What's Next:

- Conduct a SWOT analysis with Management Team and procurement/budget stakeholders to evaluate current practices and uncover areas for improvement.
 - From our research, pinpoint the most relevant Government Finance Officers Association (GFOA) and Municipal Research and Services Center (MRSC) best practices and measure our current framework against them to highlight gaps and drive enhancements.
- **Build resilience through emergency preparedness:** Integrate library plans and resources into the Pierce County Emergency Management network planning.

Work underway includes:

- Connected with Pierce County Emergency Management Network to understand what its plans are, and where the Library may fit.
- Identified a free plan offered through our insurance carrier that allows for the Library to tap into vendors as priority customer during disaster mitigation and recovery
- There is a parallel project to update the overall safety structure for the Library. We have created a Readiness and Resilience Team to develop and implement a coordinated response framework and work through potential scenarios that include both low-level incidents and high-level incidents like disaster response.

What's Next:

- A small team from the Facilities Department will begin canvassing the county and cities for their emergency handling plans, any gaps, and other information that will serve the team's upcoming work.

Figure Table showing timeline of goals and strategies

Goal	Strategy	2026												2027											
		J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Enhance Library Experience	Modernize visitor/user experience and service delivery: Implement system-wide, updated customer service model to emphasize human-centered, hands-on learning, and experience-based approaches.	[Green bar]												[Light Green bar]											
Welcoming & Inclusive Spaces & Services	Become a trauma-informed library: Implement system-wide staff training for trauma-informed approaches for libraries and implement trauma-informed space and program criteria.	[Green bar]																							
Emphasize Strategic Partnerships	Develop and sustain strategic, high-impact community partnerships: Develop, maintain, and strengthen partnerships with shared goals to fill existing gaps or inefficiencies in services.	[Green bar]																							
Build a Sustainable Future	Build resilience through emergency preparedness: Integrate library plans and resources into the Pierce County Emergency Management network planning.	[Green bar]																							
	Emphasize economic feasibility in sustainability: Align budget process to the sustainability priorities and use economic feasibility analysis in decision-making.	[Green bar]												[Light Green bar]											
Organizational Development	Embed strategic plan MVV into the PCLS HR systems and structure: Integrate new mission, vision, values into PCLS and the SE systems (i.e. selection, recognition)	[Green bar]																							

MEMO



Date: January 23, 2026

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

From: Clifford Jo, Business & Compliance Director

Subject: Buckley Library Site Contamination Update

The last report to the Board was 20 months ago, which related to approval of two purchase orders: one for landscaping and the other for the required continuation of monitoring. This report updates the overall work completed to-date and the anticipated date to cease monitoring. Some material in this report is a restatement of prior reports.

Following is a progress chart, which is based on Department of Ecology’s phases and tasks. The chart provides a visual cue to what progress has been attained and what remains.

Progress	Phase	Task
✓	Pre-Remedial	Site Discovery
✓		Initial Investigation
✓		Reporting
✓		Site Hazard Assessment
✓		i. Nature of issue
✓		ii. Extent of issue
✓		iii. Offsite testing and evaluation
Not Required		Hazard Ranking
✓		Listing on Hazardous Sites List
✓	Active Cleanup	Remedial Investigation/Feasibility Study (RI/FS)
✓		Health Plan (<i>needed only for contractors</i>)
✓		Cleanup Action Plan
✓		Remediation Work
75% complete	Post-Cleanup	Monitoring

Background

In mid-2016, Tacoma-Pierce County Health Department made us aware that the Buckley Library property never submitted for, nor received, a “No Further Action” letter from work that occurred in the early 1990s. The property had five USTs that were removed in 1983, and the Library, as the new owner in 1989, was responsible to conduct any remediation of contamination. This sets in motion the need to investigate the original work, determine the full scope and nature of the existing contamination, and plan for actual mitigation. I consulted our attorneys at Gordon-Thomas-Honeywell discussing the situation and understanding the options. Given that everyone with any salient knowledge had retired or moved on considerably long ago, we retained the services of an environmental consultant (EHS-International Inc.).

EHS-I employed the standard processes for investigative work related to USTs and contamination. This included the study of property ownership and property usage that went back nearly a century. After which, measurement wells were inserted into the soil on various areas on the property to determine the “plume” of contamination and its movement, if any. This is a required step to identify the specific contaminants, their valences, and a three-dimensional model of the plume. This work concluded in 2020 with an extensive report sent to Department of Ecology for review. The contamination was clearly significant, must be remediated, and required proper disposal of thousands of tons of soil and water; all of which had been accomplished.

The next phase was to engineer a design to mitigate the construction, which began in 2021 and ended in 2022 with Department of Ecology’s approval of the plan, upon which the Library set a budget of \$1 million, a schedule for mid- to late-2023, and issued construction bids.

Simultaneous to this work, in 2016 our insurance agency referred us consultants that help file insurance claims to pay for some or all the work. This was on a holding pattern until we had an engineering plan. In late 2022, with the Board’s approval, we formally engaged with Restorical Research to conduct a deep dive into antique insurance policies to determine whether there were funding mitigations by filing claims. An attorney who specializes in these claims was also retained. Enough documents were found to suggest there would be merit in filing a claim for reimbursement of construction costs. In July 2023 I received word that the insurance carrier at the time (Chubb) has declined to cover the claim. This was not entirely unexpected, and our insurance attorney followed up accordingly. However, these efforts ultimately ended in early 2024 because of discovery that the Library decided in the 1980s and 1990s not to have submitted an insurance claim. We subsequently withdrew the insurance claim without prejudice, allowing for a future claim to occur should information or conditions warrant.

Remediation and Landscaping

Remediation proceeded quickly in summer 2023 and completed in spring 2024. Subsequent work included landscaping the mitigated area, which was completed in early 2025:

- The Department of Ecology has issued the Library an informal “No Further Action” statement, affirming that our plan to mitigate, should it be successful, will lead to a formal letter stating as such.
- The request for bid was issued in June 2023 with the successful selection of Rivers Edge to conduct the removal of soil.
- Three more project costs were identified: soil and water disposal (various local sites), project oversight (EHS-I), and re-landscaping the mitigated areas.
 - Disposal facilities were identified and contaminated materials were delivered there.
 - Landscaping occurred after the project concluded and was part of the 2024 budget.
 - EHS-I conducted environmental oversight of the contractor, as well as conducted post-construction measurements, report filings, etc.
- Rivers Edge and the Library received permits from the City of Buckley and construction proceeded. Construction began in late summer 2023 and concluded in spring 2024.
- Total project costs for remediation, disposal, oversight, and landscaping were approximately \$1.4 million.

Remaining Work

This 10-year project will end after fulfilling the requirement of conducting two years of monitoring, which began in 2024. This includes installing new wells, taking eight (8) quarterly measurements, and issuing reports to Department of Ecology. The final report will ask for the final issuance of a site closure letter that includes “No Further Action”. The costs of this year’s activities are estimated to be less than \$50,000.

There is one outstanding item that may need consideration with Department of Ecology: contamination that allegedly seeped onto the adjacent street. Measurements are being taken and once we know impacts, if any, we will confer with Ecology as to whether this is a requirement for the site to receive a closure letter.

MEMO

Date: January 27, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Marketing and Communications Q1 2026 Focus: Job + Business Services

As part of the Pierce County Library System's 2026 Marketing and Communications Plan, the first quarter focus will highlight the Library's **Job + Business services**. Marketing efforts will aim to raise awareness and increase use of free resources that help people build technology skills, strengthen digital literacy, and improve career readiness.

With Pierce County's unemployment rate at 5.5% as of November 2025 (Washington State Employment Security Department), marketing will target young adults entering the workforce, individuals with employment gaps or limited tech skills, and those experiencing ongoing unemployment. These high-quality tools would cost individuals hundreds of dollars elsewhere. Thanks to the Pierce County Library Foundation, its donors, and the Washington State Library for helping to fund these important services.

With a mix of mass and direct marketing tactics, the Library will inform audiences about the Job + Business services and encourage people to use them.

- **Mass marketing:** Print and online materials, plus Spanish radio.
- **Targeted direct mail:** Sent to asset-limited individuals.
- **Community marketing:** Share with nonprofit partners.
- **Diverse outreach:** Collaborate with local groups.

