

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

Dial In: 1.253.215.8782 | Webinar ID: 871 9197 2591 | Passcode: 557762

- 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. EXECUTIVE SESSION:** The Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss current or potential litigation with legal counsel for approximately 15 minutes.
- 4. PRESENTATIONS:**
 - a. Comprehensive Capital Plan Report: Gig Harbor, Key Center, Steilacoom
- 5. 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 February 11, 2026, Regular Meeting
 - b. Approval of February Payroll, Benefits, and Vouchers
 - c. Approval of Purchase Order for Starling Whitehead Lux Architects
 - d. Resolution 2026-02: To Declare Equipment and Furnishings Surplus to Public Services Needs
- 6. EXECUTIVE DIRECTOR REPORT**
- 7. FINANCIAL REPORT**
- 8. UNFINISHED BUSINESS**
 - a. Trustee Vacancy 2026 – Committee Representation **[ACTION]**
 - b. Summer Meeting Cancellation **[ACTION]**
- 9. NEW BUSINESS**
 - a. 2025 Budget – Year End Financial Review
 - i. Resolution 2026-03: To Rescind Resolution 2025-29 and Reduce the LSF Transfer to the General Fund **[ACTION]**
 - ii. Resolution 2026-04: To Transfer a Portion of the General Fund Balance to the Capital Improvement Fund **[ACTION]**
 - iii. Resolution 2026-05: To Close the 2025 Fiscal Year **[ACTION]**
 - b. ClearGov Budget Book
 - c. Policy Review: Real Property – Acquisition and Disposition Discussion
- 9. MANAGEMENT REPORTS:** *Brief, informational updates*
 - a. Library Trends – Libraries That Endure: Resilience, Shared Systems, and Future Readiness
 - b. 2026 Special Election Results
 - c. Wellness Program Update

10. CLOSING COMMENTS

11. ADJOURNMENT [ACTION]

Executive Session

Motion: To recess to Executive Session per RCW 42.30.110, to discuss current or potential litigation with legal counsel for approximately 15 minutes.

(Board Chair states time Executive Session will end)

Presentation

MEMO



Date: March 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

At the March meeting, staff will provide a presentation to guide the trustees through the recommendations made by Gensler, covering the branch profiles for the Gig Harbor, Key Center and Steilacoom libraries.

Consent Agenda

1. CALL TO ORDER

Board Chair Neesha Patel called the meeting to order at 3:30 pm. Vice-Chair Ryan Wheaton and Trustees Pamela Duncan and Pat Jenkins were in attendance. Trustee Abby Sloan was excused. The meeting was conducted in person, with a remote attendance option.

2. PUBLIC COMMENT

Written comments were submitted by Meleney Albert, Anna Ashenberner, Latonya Bailey, Alison Barlow, JC Bean, Audrey Braken, Brenda Bresnahan, Kristi Ceder, Barbara Connelly, Manuela Crutcher, Elise DeGuissepe, Elizabeth Devereux, Jen Edwards, Tasi Fepuleai, Kelly Greiner, Hayden, Jeffrey Jensen, Ann Jolie, Jerry Layne, Emily Dawn Levi, Brian Lawrence, Pamela Lowe-Nelson, Kathy Manley, Jane Milhans, Martin L Miller, Martin Miller, Jaida Noble, Lisa Oldoski, Jeffrey Ries, Joani Rittierodt, Krista Sheehy, Curtis Stahlecker, Nicole Wills, and Renee Brewer.

3. PRESENTATIONS

Customer Experience Director Melissa Munn shared a presentation on the Customer Experience Department.

Regional Services Manager Krystal Corbray presented an overview of the South Hill Library.

Executive Director Gretchen Caserotti continued the presentation on the Capital Campaign Plan recommendations brought to the Board in January. Along with the executive summary, she shared detailed information and recommendations on the South Hill, Graham and Eatonville branches. Over the next month, she will share the recommendations internally with staff, followed by community engagement in Q2 and Q3. Afterward the feedback will be analyzed and brought to the Board by early 2027.

4. CONSENT AGENDA

- 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

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

5. EXECUTIVE DIRECTOR REPORT

There was no discussion.

6. FINANCIAL REPORT

Finance Director Mary Stimson reported the department in conducting its internal audits, reconciliations, and transfers. She will bring Resolutions to the March meeting to close the 2025 year.

7. UNFINISHED BUSINESS

- a. Policy Review: Board Bylaws

Trustees Wheaton and Jenkins moved and seconded approval of the Bylaws of the Pierce County Library System Board of Trustees as presented. All in favor. Motion carried.

b. Trustee Vacancy 2026

The Board reviewed the updates and discussed using the existing process in place for this year.

8. NEW BUSINESS

a. Approval of Purchase Order — Markham Investigation & Protection, LLC

Trustees Duncan and Wheaton moved and seconded approval of the purchase order for Markham Investigation and Protection, LLC for 2026 security work in an amount not to exceed \$200,000. All in favor. Motion carried.

Trustees Jenkins and Wheaton moved and seconded approval to retroactively approve a purchase order for Markham Investigation and Protection, LLC, effective 1/15/25, for 2025 security work in an amount not to exceed \$240,000.

b. Sumner Meeting Cancellation

Trustees discussed canceling the July 8, 2026, regular meeting. A motion will be brought forward at the March meeting.

c. Responding to Community and Staff Concerns

Deputy Director Connie Behe acknowledged the difficulty of the reorganization decision impacts and expressed her appreciation for the care the public expressed. She has been personally responding to all concerns, including arranging for meeting community members. She noted there has been a great deal of misinformation that has been difficult to navigate. Trustees expressed appreciation for the time commitment in reaching out to individuals and for being responsive and intentional. Trustees urged administrators to proactively engage with staff. Executive Director Caserotti noted ongoing work to enhance internal communications.

d. Update on Staff Guidance Related to Law Enforcement

Executive Director Caserotti reported the Library, in response to increasing concerns about that law enforcement activity, evaluated its guidelines to capture needed updates. The guidelines were shared in multiple learning sessions with staff to ensure clarity. Discussion ensued on intellectual freedom, staff safety, and concerns related to immigrant enforcement.

9. MANAGEMENT REPORTS

There was no discussion.

10. CLOSING COMMENTS

The One Book, One Coast book club event , featuring George Takei's graphic memoir They Called us the Enemy runs from April 1, 2026, through May 31, 2026.

Stories and Voices for Black History Month events include: Platforms for Protest virtual program; a quilt exhibit with Freddy Smith held at the Gig Harbor Library; and an African American Folk Tales event held at the Fife Library.

A Community Resource Fair will be held on February 26, 2026, from 11:30 am to 2:30 pm at the Parkland/Spanaway Library.

Chair Patel noted an Introduction to Tai Chi class at the Gig Harbor Library.

11. ADJOURNMENT

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

The meeting adjourned at 5:58 pm.

Gretchen Caserotti, Secretary

Neesha Patel, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			2/6/2026	\$ 1,101,257.01
Electronic Payments - Payroll & Acct Payable			2/20/2026	\$ 1,007,378.08
Accounts Payable Warrants	709048 - 709175	126	2/2/2026 - 2/27/2026	\$ 1,013,803.92
Total Amount:				<u><u>\$ 3,122,439.01</u></u>

As of 3.3.2026

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: 2/06/26 Payroll

Withdrawal Date: 2/6/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 94,744.88
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,602.72
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 74,602.72
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 707,081.84
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 20,730.56
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 58,148.16
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 55,226.56
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,312.58
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,487.63
PCL_Company	FSA EE Deductions Credit 1/6 & 1/21	237100	CC_Library_District	697-00	5100000	\$ 9,319.36
PCL_Company	HSA & FSA Dep Care Employee Fee	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,101,257.01

Certification:

Stacy Karabotsos
Signature (Department Designee)

2/4/2026
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounitylibrary.org
 Comments: 2/20/26 Payroll

Withdrawal Date: 2/20/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 82,339.41
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,271.62
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,271.62
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 651,942.35
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 19,109.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 53,651.65
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 50,946.89
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,312.58
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,487.63
PCL_Company	FSA EE Deductions Credit 1/6 & 1/21	237100	CC_Library_District	697-00	5100000	\$ 506.21
PCL_Company	HSA & FSA Dep Care Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 325.20
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	5,213.92
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,007,378.08

Certification:

Stacy Karabotsos
 Signature (Department Designee)

2/18/2026
 Date

Comments:

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709048	02/04/2026	313	AFLAC	231590	Payroll Run 2 - Warrant 012126	0.00	3,887.04	02/18/2026
709049	02/04/2026	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 012126	0.00	21.16	02/17/2026
709050	02/05/2026	290	SURPRISE LAKE STATION LLC	591720	Internal adjustment for prior voided check	0.00	0.00	
709052	02/06/2026	3412	MELISSA ADAMS	541010	MELISSA ADAMS, TRAVEL PLANNING WITH AI, 1/7 GIG	0.00	163.65	02/24/2026
709053	02/06/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES	0.00	2,091.50	02/10/2026
709054	02/06/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	248.95	02/10/2026
709055	02/06/2026	2143	AWARDCO INC	531002	AWARDCO FEES FOR POINTS	0.00	640.00	02/12/2026
709056	02/06/2026	3399	BETTER IMPACT USA INC	535050	2026 BETTER IMPACT SUBSCRIPTION	0.00	2,242.00	02/12/2026
709057	02/06/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER, SEWER;ACCT#1-99-204000-00	0.00	609.76	02/10/2026
709058	02/06/2026	638	CITY OF BUCKLEY	547020	BUC WATER,SEWER;ACCT#1489.1;WATER,1489.0;SEWER	0.00	290.51	02/12/2026
709059	02/06/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	0.00	3,450.00	02/18/2026
709060	02/06/2026	124	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; JANUARY 2026	0.00	281.62	02/13/2026
709061	02/06/2026	3150	CRYSTAL SPRINGS	531002	DUPONT WATER- DELIVERY & RENTAL	0.00	62.52	02/23/2026
709062	02/06/2026	3411	KAREEM DIXON	541010	KAREEM DIXON, PEACE ARTS & CUTLURE, 11/8 SUM	383.25	0.00	
709063	02/06/2026	365	EBSCO	534505	MATERIALS - Magazines	0.00	2,492.40	02/17/2026
709064	02/06/2026	2801	FATBEAM LLC	542012	INTERNET SERVICES - All branches	0.00	22,407.53	02/11/2026
709065	02/06/2026	3233	ILA-ANN FUNKE	541010	ILA FUNKE, WIRE JEWELRY MAKING, 1/8 SH	219.00	0.00	
709066	02/06/2026	497	HUB INTERNATIONAL	546000	Insurance Standard Fire Policy - WA	0.00	83.00	02/11/2026
709067	02/06/2026	2378	KANOPY INC	534421	MATERIALS - Streaming Films	0.00	20,000.00	02/12/2026
709068	02/06/2026	211	MIDWEST TAPE LLC	534010	Adult AV - DVD's	0.00	4,018.95	02/13/2026
709069	02/06/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	Preventative Ice Services @ SH, TIL, SMT, BUC, EAT, AC, FIF, HGM	0.00	4,396.81	02/12/2026
709070	02/06/2026	510	OCLC INC	541610	TIPASA UPGRADE 11/03/2025-11/02/2026	0.00	11,220.00	02/12/2026
709071	02/06/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees: 690.15; KB Fees: 132.49	0.00	822.64	02/13/2026
709072	02/06/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	406.93	02/13/2026
709073	02/06/2026	1219	SONITROL PACIFIC	548010	ANNUAL 2026 MONTHLY BILLINGS	0.00	10,206.42	02/13/2026
709074	02/06/2026	272	STATE AUDITORS OFFICE	541000	2024 SAO AUDIT INVOICES - Audit of 2024	0.00	4,798.95	02/11/2026
709075	02/06/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; FEB 26	0.00	165.04	02/12/2026
709076	02/06/2026	3194	WAGWORKS INC	549050	2025 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	02/11/2026
709077	02/06/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	1,184.79	02/10/2026
709078	02/06/2026	3413	WEBER STATE UNIVERSITY STEWART LIBRARY	541650	Lost Item; Berserker's planet	0.00	75.00	02/13/2026
709079	02/09/2026	314	AFSCME AFL-CIO	231920	Payroll Run 2 - Warrant 020626	0.00	15,678.14	02/13/2026
709080	02/09/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 020626	0.00	375.00	02/20/2026
709081	02/11/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.02.06 AWC EMPLOYEE BENEFIT TRUST	0.00	324,075.31	02/23/2026
709082	02/13/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, TRAINING MATERIALS	0.00	2,432.82	02/18/2026
709083	02/13/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES	0	181.24	02/18/2026
709084	02/13/2026	336	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT & SUPPORT (7/1/24-6/30/29)	0	8,146.30	02/20/2026
709085	02/13/2026	335	AWC EMPLOYEE BENEFIT TRUST	549020	AWC MEMBERSHIP/DRUG & ALCOHOL CONSORTIUM SERVICE/A	0	26,819.57	02/20/2026
709086	02/13/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	178.20	02/18/2026
709087	02/13/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS Adult Large Print	0.00	398.60	02/18/2026
709088	02/13/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	451.96	0.00	
709089	02/13/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	02/23/2026
709090	02/13/2026	3150	CRYSTAL SPRINGS	531002	DUPONT WATER- DELIVERY & RENTAL	0.00	52.55	02/25/2026
709091	02/13/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	24.80	02/19/2026
709092	02/13/2026	379	E-RATE EXPERTISE INC	541000	VOID CHECK REISSUE - E-RATE PROFESSIONAL SERVICES 2025	0.00	2,156.00	02/24/2026
709093	02/13/2026	3279	EXTERPRISE LLC	541020	VOID CHECK REISSUE - 2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	0.00	3,150.00	02/24/2026
709094	02/13/2026	457	GRAHAM BUSINESS ASSOCIATION	549020	ANNUAL MEMBERSHIP DUES	0.00	250.00	02/27/2026
709095	02/13/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	42,094.72	02/19/2026
709096	02/13/2026	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	1,760.20	02/19/2026
709097	02/13/2026	1886	LAMAR COMPANIES	544000	ADVERTISING - 2025 Q4 EARLY LEARNING	0.00	1,835.00	02/20/2026
709098	02/13/2026	1499	LIBRARY JOURNALS	549010	LIBRARY JOURNALS COURSE CREDIT PACK 2026	0.00	5,000.00	02/23/2026
709099	02/13/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV - DVD's, CD's, Audiobooks	0.00	23,220.20	02/23/2026
709100	02/13/2026	224	MORNINGSTAR INC	534305	MATERIALS - Databases	0.00	10,140.00	02/19/2026
709101	02/13/2026	522	OVERDRIVE INC	534410	MATERIALS - eBooks & eDownloadable Audio	0.00	55,012.31	02/18/2026
709102	02/13/2026	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	0.00	1,522.82	02/20/2026
709103	02/13/2026	782	QBSI - A XEROX COMPANY	548010	DIGITAL PRESS MAINTENANCE AND SUPPLIES	0.00	2,729.61	02/19/2026
709104	02/13/2026	785	QUIPU GROUP LLC	535050	2026 QUIPU ECARD SUBSCRIPTION	0.00	3,790.00	02/25/2026
709105	02/13/2026	61	RICOH USA INC	591720	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	11,482.24	02/20/2026
709106	02/13/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,977.87	02/20/2026
709107	02/13/2026	3076	SOL HEALTH LLC	541010	SOL HEALTH YOGA 1/10, 1/17,1/24, 1/31, 2/7 AT SUM	0.00	548.00	02/25/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709108	02/13/2026	1219	SONITROL PACIFIC	548000	SYSTEM- MISC. EXPENSES	0.00	258.66	02/20/2026
709109	02/13/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER;1/10-2/10/26	0.00	381.54	02/18/2026
709110	02/13/2026	3185	TACID	541010	TACID REBECCA J. HARDEN COMMUNITY CONVO 1/22 BUC	0.00	1,082.00	02/25/2026
709111	02/13/2026	581	TILICUM COMMUNITY SERVICE CEN	545030	Rent/CAM January 2026	0.00	4,052.61	02/24/2026
709112	02/13/2026	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD;2/6/2026	0.00	133,152.79	02/25/2026
709113	02/13/2026	2411	VERTIV CORPORATION	541020	2025 Vertiv UPS Support Renewal	0.00	2,205.50	02/23/2026
709114	02/13/2026	3415	WALDPORT PUBLIC LIBRARY	541650	ILL - Magic Hour	0.00	35.00	02/20/2026
709115	02/13/2026	819	WHITWORTH UNIVERSITY LIBRARY	541650	Lost Item: Philosophy and opinions	0.00	90.00	02/23/2026
709117	02/19/2026	313	AFLAC	231590	Payroll Run 2 - Warrant 022026	3,874.48	0.00	
709118	02/19/2026	684	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 022026	21.16	0.00	
709119	02/19/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 022026	0.00	375.00	02/27/2026
709120	02/20/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS	4,161.36	0.00	
709121	02/20/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	211.26	0.00	
709122	02/20/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	829.05	0.00	
709123	02/20/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	6,052.19	0.00	
709124	02/20/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.09	0.00	
709125	02/20/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	2,300.00	0.00	
709126	02/20/2026	379	E-RATE EXPERTISE INC	541000	2026 ERATE EXPERTISE CONSULTING	6,425.00	0.00	
709127	02/20/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	FIFE FIRE PANEL REPLACEMENT & INSPECTION/REPAIRS/SRV CALLS	3,412.04	0.00	
709128	02/20/2026	3279	EXTERPRISE LLC	541020	2025 EXTERPRISE CONSULTING SUPPORT FOR SERVICENOW	3,050.00	0.00	
709129	02/20/2026	2370	FENCE SPECIALISTS LLC	548000	OLD LWD LOT FENCING	4,398.50	0.00	
709130	02/20/2026	482	HERMANSON COMPANY LLP	564200	AC EMERGENCY HVAC REPAIR	27,965.80	0.00	
709131	02/20/2026	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult, Children's & YA Books	21,485.34	0.00	
709132	02/20/2026	3409	JOSEPH MAINA	347902	REIMBURSEMENT FOR BRANCH PRINTING ERROR	62.30	0.00	
709133	02/20/2026	3397	MACKENZIE MCCARTY	369911	LOST ITEM; RETURNED AFTER PAYMENT	8.49	0.00	
709134	02/20/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV - DVD's & Audiobooks	5,388.56	0.00	
709135	02/20/2026	3416	CITY OF NEWPORT	541650	Lost Item; Rapture in death	31.95	0.00	
709136	02/20/2026	512	OETC	535050	2026 ADOBE SUBSCRIPTION	5,752.95	0.00	
709137	02/20/2026	522	OVERDRIVE INC	534415	MATERIALS - eBooks & eDownloadable Audio	127,159.90	0.00	
709138	02/20/2026	560	PIERCE COUNTY	549050	IT - WORKDAY USER 2026 INVOICES	600.00	0.00	
709139	02/20/2026	2593	PLAYAWAY PRODUCTS LLC	534805	Materials - Children's Audiobooks	299.20	0.00	
709140	02/20/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	226.50	0.00	
709141	02/20/2026	103	SEDGWICK CLAIMS MANAGEMENT SERVICE, INC	541020	L&I MANAGEMENT	2,685.76	0.00	
709142	02/20/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	723.06	0.00	
709143	02/20/2026	2529	RAY STOEVE	541010	RAY STOEVE, MEET THE AUTHOR, 2/11, BUC	216.40	0.00	
709144	02/20/2026	3407	KELSEY J THOMAS	347902	ENVISIONWARE REFUND TO CUSTOMER	19.50	0.00	
709145	02/20/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	2,211.64	0.00	
709146	02/20/2026	3059	WATERHOLE - ORANTES ORIGINAL	541010	WATERHOLE, FUN ANIMAL HATS, 2/13 TIL	440.40	0.00	
709147	02/20/2026	810	WAYNES ROOFING INC	548000	SOUTH HILL ROOF LEAK REPAIR	5,018.78	0.00	
709148	02/20/2026	811	WCP SOLUTIONS	531004	COM PAPER	2,353.04	0.00	
709149	02/20/2026	3417	LAVENDAR L WILLIAMS	347902	REIMBURSEMENT FOR BRANCH PRINTING ERROR	5.00	0.00	
709150	02/27/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS, FURNISHINGS	2,380.52	0.00	
709151	02/27/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES	379.26	0.00	
709152	02/27/2026	2143	AWARDCO INC	531002	AWARDCO FEES FOR POINTS	260.00	0.00	
709153	02/27/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 31st PAYMENT	24,232.00	0.00	
709154	02/27/2026	924	DEBRA CARSON	541010	DEBRA CARSON, CROCHET W/ DEBRA, 1/14 SMT, 1/15 ORT	219.60	0.00	
709155	02/27/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.09	0.00	
709156	02/27/2026	1001	DATA QUEST LLC	541020	BACKGROUND CHECKS	99.09	0.00	
709157	02/27/2026	379	E-RATE EXPERTISE INC	541000	2026 ERATE EXPERTISE CONSULTING	308.00	0.00	
709158	02/27/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	MARCH 2026 - LEASE, WATER, SEWER	14,382.01	0.00	
709159	02/27/2026	710	IRON MOUNTAIN INC	541020	2026 ANNUAL - SECURE DOCUMENT DESTRUCTION - SYSTEM	380.01	0.00	
709160	02/27/2026	2507	JOAQUIN'S TREE EXPERT COMPANY INC	548000	FIFE TREE WORK	2,422.20	0.00	
709161	02/27/2026	2881	JOHNSTON ARCHITECTS	541060	SUMNER LIBRARY A/E	1,072.50	0.00	
709162	02/27/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	3,361.60	0.00	
709163	02/27/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/26-12/31/26)	10,543.98	0.00	
709164	02/27/2026	2243	NV5	541060	MONITORING OF PRELOAD	15,154.03	0.00	
709165	02/27/2026	520	CITY OF ORTING	591720	ORTING MPC - MARCH 2026	3,662.97	0.00	
709166	02/27/2026	2989	PEER WASHINGTON	541000	PEER WA 2026 PO	15,833.32	0.00	
709167	02/27/2026	2780	APRIL JACKSON	541010	THE REPTILE LADY, 2/4 BUC	551.82	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709168	02/27/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	9,366.68	0.00	
709169	02/27/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	53.24	0.00	
709170	02/27/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	664.32	0.00	
709171	02/27/2026	273	TOWN OF STEILACOOM	547000	STL ELECTRIC, WATER, SEWER; ACCT#1462.0	2,861.23	0.00	
709172	02/27/2026	3346	SURPRISE LAKE STATION LLC	591720	MARCH 2026 LEASE & CAM PAYMENT	13,184.02	0.00	
709173	02/27/2026	672	CITY OF UNIVERSITY PLACE	531020	PRODUCE/REMOVE/INSTALL VINYL HOURS ONSITE	395.62	0.00	
709174	02/27/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	131.65	0.00	
709175	02/27/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	3,075.34	0.00	
Count of Warrants: 126						228,622.15	785,181.77	1,013,803.92

MEMO



Date: February 26, 2026

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

From: Kristina Cintron, Facilities & Capital Projects Director
Mary Stimson, Finance Director

Subject: Approval of Purchase Order for Starling Whitehead Lux Architects

In September 2023, the Library selected Starling Whitehead Lux Architects (“Architects”) to perform a Facilities Condition Assessment (“Assessment”) through a formal Request for Qualifications process. The full cost of the Assessment was estimated to be around \$600,000, separated into three phases.

The Assessment was used to assist and contribute to the Comprehensive Capital Plan (“CCP”). During the September 2023 Board meeting, we asked the Board to approve Phase 1 of the Assessment. In the November 2023 Board meeting, the Board approved Phase 2 of the Assessment. As of December 2025, we have paid the Architects \$404,873.18 for this work.

With the recommendations from the CCP to address the high priority Assessment deficiencies, the Library is ready to continue working under Phase 2 and initiate Phase 3 of the Assessment plan. The Architect will define an appropriate scope for the selected work, and we currently have \$245,000 in the approved 2026 Capital Improvement Fund budget.

We are requesting Board approval to issue a purchase order for \$245,000, as this amount exceeds the Board’s \$150,000 purchase order approval threshold. If any additional unbudgeted funding is required, specifically, more than \$50,000 through change orders, we will return to the Board for additional approval per our guidelines.

ACTION: Move to approve a purchase order to Starling Whitehead Lux Architects for \$245,000.

MEMO



Date: February 25, 2026

To: Chair Neesha Patel 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 the surplus and recycling of the technology equipment.

Total	Information Technology Surplus Items	estimated value (each)
59	Latitude 3310	\$ 100.00
22	OptiPlex AIO	\$ 150.00
1	Dell B2360DN Laserjet Printer	\$ 100.00
1	Canon Image Prograph Pro 4000S Printer	\$1,000.00
1	MacBook Pro 16-inch	\$ 200.00

RESOLUTION NO. 2026-02

**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 MARCH, 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: March 4, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – March 2026

WellCity Award

I am pleased to share that the Pierce County Library System has once again been named a recipient of the 2026 WellCity Award for the 12th year in a row. This recognition reflects our long-standing commitment to employee wellness and the work of the Staff Experience team, along with all PCLS staff who participate in the program.

This achievement brings a 2% premium discount on our AWC Employee Benefit Trust medical premiums in 2027, and even more importantly, supports a healthy, engaged, and productive workforce. A strong workplace culture not only reduces costs through fewer sick days, disability claims, and workers' compensation cases. It also strengthens our ability to serve the public effectively.

Internal Operations, Organizational Development & Staffing

Over the past month, I have been conducting internal meetings with staff across the system to review the Comprehensive Capital Plan branch profiles and meet with community leaders and partners throughout the county. These conversations will continue through Q2 as supervisors co-create community engagement strategies for rollout in Q3.

Library leadership continued to respond to community concerns regarding the regional staffing model. The first round of supervisor recruitment has concluded, and the recruitment for additional positions, including Librarians will begin after Regional Programs and Services Supervisors and Library Operations Supervisors start on March 1. The Early Retirement Initiative remains on track to close at the end of March.

At the organizational level, leadership structures continue to be adjusted to strengthen communication, coordination, and systemwide clarity. In recent years, the Library has formalized the Executive Team, Administrative Team, Management Team, and now this year, we are evolving the Management Team and adding a Supervisor Group:

Management Team

Who: All mid-level managers (union represented and non-union represented) and the Administrative Team

Purpose: Drive strategic plan implementation, strengthen communication and change management, support staff development, build leadership capacity, and share systemwide information.

Supervisor Group

Who: All staff with supervisory responsibilities

Purpose: Support daily operations and frontline staff, provide training on scheduling and workflows, elevate staff and customer voices, and strengthen frontline leadership skills.

These investments in structure and leadership development are already producing valuable results.

Governmental Relations & Public Space Use

Our work to strengthen governmental relations continues to mature. Recently, a County Councilmember inquired about opportunities to read to children in library programs and thanks to strong preparation and program structure by Alison Eckes, Blythe Summer, and their Programs and Services team, I was proud to say yes. In recent months, Executive Office staff have been developing clearer governmental relations guidelines for new supervisors, supporting consistent and effective engagement with local agencies.

Library leaders continue to share clear, legally grounded communication around the Library's limited public forum status. The Library may impose only reasonable time, place, and manner restrictions on meeting room use. We must remain strictly content neutral and cannot permit or deny access based on viewpoint.

While speech is protected, conduct is not. Behaviors such as violence, threats, harassment, or intimidation are not tolerated and will be addressed immediately. To date, two community meetings with the Sheriff have occurred without any disruptions or policy violations. Staff remain prepared to intervene should concerns arise.

Programmatic Highlights

Our organizational maturity is increasingly evident in our programs and partnerships. Recently, our collaboration with Greentrike's Play to Learn program in Lakewood provided a powerful example of community impact:

A father and his three-year-old son, newly arrived from Chile, visited the Library seeking connection and learning opportunities. With the help of Google Translate and a bilingual facilitator, staff welcomed them warmly. The child quickly engaged in activities (especially magnet blocks) and his father connected with other Spanish speaking families. Before leaving, he shared that they plan to return every week and explore more library programs. This is the library at its best: creating belonging and possibility.

Legislative Update

The Legislature has moved into the fiscal phase of the session, with operating, transportation, and capital budgets now under negotiation. Differences remain between House and Senate proposals, particularly around tort liability costs, bonding levels, and the Climate Commitment Act.

Capital budgets have been released, with a shared emphasis on maintenance over expansion (a parallel to PCLS priorities). I am pleased to report that funding for the Parkland/Spanaway branch parking lot is included in the proposed capital budget, thanks to outgoing Senator Steve Conway (District 29).

Additionally, HB 2451, supporting Tax Increment Financing (TIF), is advancing in the Senate. Public libraries continue to support this important reform alongside fire districts, ports, and hospital districts.

Stories & Voices: Celebrate Women's Stories and Voices

March's theme is Celebrate Women's Stories and Voices, part of our year-round Stories and Voices series. This system-wide series uplifts histories and perspectives across our communities, promotes cultural understanding, and furthers our mission of cultivating lifelong learning and equitable, inclusive spaces.

New in 2026 are Experience Art Kits, branded giveaways, and redesigned bookmarks to deepen engagement.

Public Services Report



Library at a Glance: January 2026 YTD Key Performance Indicators

<p>Cardholders</p> <p>353,063</p> <p>↑</p> <p>+5.8%</p>	<p>YTD Users - Physical</p> <p>129,314</p> <p>↓</p> <p>-1%</p>	<p>YTD Circulation - Digital</p> <p>245,158</p> <p>↑</p> <p>+4.59%</p>
<p>YTD Circulation - Physical</p> <p>190,105</p> <p>↓</p> <p>-12.23%</p>		

The percentage change is a comparison of YTD from prior year 2025. Physical circulation includes renewals.

January 2026 Service Highlights

New Hope Mobile Resources Response Team Services

Pierce County Library System partners with New Hope Resource Center to host the Mobile Resources Response Team (MRRT) at South Hill Pierce County Library twice monthly. Using an RV and trailer, MRRT brings hygiene services to community locations across the county, focusing on East Pierce. Mobile showers support people experiencing houselessness or housing instability and are open to all, offering “dignity on wheels” while **strengthening the Library’s welcoming and inclusive environment**. Customers receive free hot showers and can connect 1:1 with New Hope staff for resource navigation.

Beginning in March, MRRT will also offer meal service during visits every 2nd and 4th Friday from 11 am–3 pm; starting in April, visits will begin at 12 pm to reach more customers later in the day. Since launching at South Hill in September 2025, attendance has steadily grown. PCLS and New Hope are also exploring expansion to additional locations and have added a lobby donation bin for hygiene supplies used in the program.

Statistics

- **99** customers served at South Hill Library since September 2025
- **18** customers served in November 2025 when South Hill hosted both MRRT and the DSHS Mobile Office—nearly double the average attendance

Stories of Impact

MRRT engaged with a customer who had been living in their vehicle for months. The customer was not only able to access shower services, clothing, and food, but also resources for temporary housing and legal assistance.

A regular South Hill Library user recently shared with staff his enthusiasm for mobile shower service, after he thought he’d missed MRRT’s visit but saw them in the parking lot. He had a huge smile on his face and was thrilled to be able to take a hot shower that day.

Events to Know About

Free Tax Prep – Presented in partnership with Associated Ministries

- Thursday, March 12, 1:00pm – 6:00pm; Parkland/Spanaway
- Friday, March 13, 12:30pm – 4:30 pm; Fife
- Saturday, March 14, 10:30am – 3:30pm; Parkland/Spanaway
- Thursday, March 19, 1:00pm – 6:00pm; Parkland/Spanaway
- Friday, March 20, 12:30pm – 4:30pm; Fife
- Saturday, March 21, 10:30am – 3:30pm; Parkland/Spanaway
- Thursday, March 26, 1:00pm – 6:00pm; Parkland/Spanaway
- Friday, March 27, 12:30pm - 4:30pm; Fife
- Saturday, March 28, 10:30am – 3:30pm; Parkland/Spanaway

Researching with the Big6 Method – An Information Literacy Program – Tuesday, March 24: 1:30pm – 2:30pm; Sumner

Dementia Proof Your Home – A Health and Wellness Program – Saturday, March 21: 11:30am – 2:00pm; Key Center

MultiCare WIC Clinic – Women, Infants and Children (WIC) Nutrition Program – Thursday, March 19: 11:30am – 3:30pm; Eatonville

Free Shower Service

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

Favorite Poems – An Arts and Culture Program – Sunday, March 29: 2:00pm – 3:00pm; Gig Harbor

Registration Required programs:

Virtual Author Talk with Kate Quinn

- Thursday, March 12, 4:00pm – 5:00pm; Virtual Pierce County Library
<https://library.org/piercecountylibrary/114489>

Virtual Author Talk with Brad Taylor - On Writing Action-Packed and Suspenseful Spycraft

- Tuesday, April 14, 4:00pm – 5:00pm; Virtual Pierce County Library
<https://library.org/piercecountylibrary/146221>

Customer Impact and Community Engagement - Stories by Location

Milton/Edgewood: A customer unsure how to complete a copier task without wasting paper appreciated the 50 free black-and-white pages. Staff helped him create a master in three steps; he made 47 copies and thanked staff for the service.

University Place: Three elementary students visited the library to work on state reports. For one, it was their first time at the University Place Library, and they were amazed by how many books were on the shelves. Several kids were curious about the Dewey Decimal numbers on nonfiction books. All left with books for their projects, some recommended by teachers, others found while browsing with staff support. One student even said they want to be a librarian someday.

Financial Report

MEMO



Date: March 3, 2026

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending January 2026

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

Key Financial Payments

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

General Fund:

- 591721. Includes payment of \$22,188 to Skyprep Inc for PCLS learning management system.
- 564200. Payment of \$15,146.46 made to Evergreen Fire Alarms LLC for fire panel replacement at Fife.
- 535050 Includes payment to Awardco Inc for \$11,532.75 for employee recognition system.

Capital Improvement Fund:

- 564200 Payment of \$35,414.37 was made to Hermanson Company LLC for emergency HVAC repair at AC.

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 2026.

Revenues:

- **General Fund Taxes:** To date, 0.2% of the projected tax revenue has been collected. Significant revenue inflows are in April and October.

-
- **Other General Fund Revenues:** Other revenues are at 11.7% of budget spent. This includes \$57.8K in Friends of the Library donations, \$49K in investment earnings, and \$9K from lost materials and printing.
 - **Capital Improvement Fund Revenue:** To date, 0.9% of budgeted capital revenue has been collected, with investment earnings as the only source at this time.

GF Expenses:

- **Salaries and Wages:** On track at 7.9% of budget spent.
- **Benefits:** 7.4% of budget spent.
- **Supplies:** Currently at 12.7% for supplies, which includes current purchase orders for \$166K of anticipated spend.
- **Materials:** 4.6% of budget spent.
- **Services:** 15.8% of budget spent, with \$881K in encumbered POs.
- **Transfers/Set Asides:** The board approved in the December meeting 2.5M LSF transfer to the GF, and 1.2M transfer from the PPF to the CIP. In this board packet, we are asking the board to rescind and approve the amended transfer for the LSF. The PPF transfer will be booked in January after the 2025 books are closed.

Capital Fund Expenses:

- **Services:** No capital service expenses in January.
- **Capital Outlays:** 1.6% of budget spent, with \$40K encumbered through purchase orders (POs).

Financial/Budget Activities

- Munis ERP SAAS Flip - Testing: We continued testing for the Munis ERP SAAS Flip project moving our system to the cloud. This testing was to ensure accurate data migration, validate system functionality, and confirm that financial workflows perform as expected before full implementation on 1/13/2026.
- 2024 SAO Audit - Audit activities are still underway, including preparing requested documentation, responding to auditor inquiries, and supporting the annual review of financial statements and internal controls.
- 2025 SAO Annual Reports - We began work planning for PCLS and LCFA SAO 2025 reporting; proactively outlining timelines, data needs, and responsibilities to ensure accurate and timely preparation of year-end financial and reporting.

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES	-47,808,210	-47,808,210	-87,451.84	-87,451.84	.00	-47,720,758.16	.2%
02 CHARGES OTHER	-1,121,790	-1,121,790	-131,568.01	-131,568.01	.00	-990,221.99	11.7%
03 SALARIES AND WAGES	25,432,010	25,432,010	2,009,683.03	2,009,683.03	.00	23,422,326.97	7.9%
04 PERSONNEL BENEFITS	7,895,990	7,895,990	587,989.91	587,989.91	.00	7,308,000.09	7.4%
05 SUPPLIES EXPENSES	2,043,150	2,043,150	93,758.66	93,758.66	166,059.60	1,783,331.74	12.7%
06 MATERIALS	4,558,550	4,558,550	196,610.29	196,610.29	11,220.00	4,350,719.71	4.6%
07 SERVICES EXPENSES	7,500,300	7,500,300	306,092.80	306,092.80	881,090.63	6,313,116.57	15.8%
09 TRANSFERS/SETASIDES	1,500,000	1,500,000	.00	.00	.00	1,500,000.00	.0%
TOTAL GENERAL FUND	0	0	2,975,114.84	2,975,114.84	1,058,370.23	-4,033,485.07	100.0%
TOTAL REVENUES	-51,430,000	-51,430,000	-219,019.85	-219,019.85	.00	-51,210,980.15	
TOTAL EXPENSES	51,430,000	51,430,000	3,194,134.69	3,194,134.69	1,058,370.23	47,177,495.08	
102 LEVY SUSTAINABILITY FUND							
02 CHARGES OTHER	0	0	-56,475.49	-56,475.49	.00	56,475.49	100.0%
09 TRANSFERS/SETASIDES	2,500,000	2,500,000	.00	.00	.00	2,500,000.00	.0%
TOTAL LEVY SUSTAINABILITY FUND	2,500,000	2,500,000	-56,475.49	-56,475.49	.00	2,556,475.49	-2.3%
TOTAL REVENUES	0	0	-56,475.49	-56,475.49	.00	56,475.49	
TOTAL EXPENSES	2,500,000	2,500,000	.00	.00	.00	2,500,000.00	
103 ELECTION FUND							
02 CHARGES OTHER	0	0	-4,156.75	-4,156.75	.00	4,156.75	100.0%
TOTAL ELECTION FUND	0	0	-4,156.75	-4,156.75	.00	4,156.75	100.0%
TOTAL REVENUES	0	0	-4,156.75	-4,156.75	.00	4,156.75	
104 PROPERTY AND FACILITY FUND							
02 CHARGES OTHER	0	0	-4,003.28	-4,003.28	.00	4,003.28	100.0%
09 TRANSFERS/SETASIDES	1,200,000	1,200,000	.00	.00	.00	1,200,000.00	.0%
TOTAL PROPERTY AND FACILITY FUND	1,200,000	1,200,000	-4,003.28	-4,003.28	.00	1,204,003.28	-.3%
TOTAL REVENUES	0	0	-4,003.28	-4,003.28	.00	4,003.28	
TOTAL EXPENSES	1,200,000	1,200,000	.00	.00	.00	1,200,000.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 01

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02	CHARGES OTHER	0	0	-314.44	-314.44	.00	314.44	100.0%
	TOTAL DEBT SERVICE FUND	0	0	-314.44	-314.44	.00	314.44	100.0%
	TOTAL REVENUES	0	0	-314.44	-314.44	.00	314.44	
301 CAPITAL IMPROVEMENT FUND								
02	CHARGES OTHER	-2,115,000	-2,115,000	-18,350.52	-18,350.52	.00	-2,096,649.48	.9%
05	SUPPLIES EXPENSES	380,000	380,000	.00	.00	.00	380,000.00	.0%
07	SERVICES EXPENSES	2,233,000	2,233,000	.00	.00	.00	2,233,000.00	.0%
08	CAPITAL OUTLAYS	4,702,000	4,702,000	35,414.37	35,414.37	39,568.83	4,627,016.80	1.6%
09	TRANSFERS/SETASIDES	-5,200,000	-5,200,000	.00	.00	.00	-5,200,000.00	.0%
	TOTAL CAPITAL IMPROVEMENT FUND	0	0	17,063.85	17,063.85	39,568.83	-56,632.68	100.0%
	TOTAL REVENUES	-7,315,000	-7,315,000	-18,350.52	-18,350.52	.00	-7,296,649.48	
	TOTAL EXPENSES	7,315,000	7,315,000	35,414.37	35,414.37	39,568.83	7,240,016.80	
	GRAND TOTAL	3,700,000	3,700,000	2,927,228.73	2,927,228.73	1,097,939.06	-325,167.79	108.8%

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

Unfinished Business

MEMO



Date: March 3, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy 2026 – Committee Representation

At the February meeting, the Board agreed to update the bylaws to reflect the established practice of designating two trustees to serve on the selection committee for the upcoming trustee vacancy process.

Library trustees are appointed by the Pierce County Executive and confirmed by the County Council. In 1991, the Library and the Pierce County Executive’s Office developed a competitive vacancy process that includes a five-member interview panel, with one panelist appointed by the County Executive. The full process typically spans approximately seven months.

The Library has completed its preparation and needs assessment, including updates to the Trustee Roles and Responsibilities based on recent Board discussions. These updates are being incorporated into recruitment marketing materials currently in development. Library administrators are now preparing updated application and selection materials informed by trustee feedback.

The open trustee position will be publicly announced and broadly promoted through the Library’s website, press release, social media channels, community outreach, and distribution of application materials.

Much of the committee’s work will occur asynchronously via email and will follow this process:

- Committee members will review all applications and rank candidates for interviews.
- Library staff will support the process by providing necessary materials and information.
- Library administrators will schedule virtual interviews with the 5–7 highest scoring candidates.
- After the interviews, the committee will meet virtually to determine a recommended finalist for the Board’s consideration.
- The Board will then forward its recommendation to County Executive Ryan Mello for appointment, subject to Pierce County Council confirmation.

To support timely progress on the 2026 trustee vacancy process, staff request that the Board appoint two trustees to serve as the PCLS Board representatives on the selection committee.

Proposed Motion: Move to appoint Trustees [name] and [name] as PCLS Board representatives on the trustee selection committee.

MEMO



Date: March 3, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Summer Meeting Cancellation

During the February Board meeting, Trustees discussed the possibility of cancelling the regular Board meeting scheduled for July. The consensus of the Board was a preference to cancel the meeting.

As discussed, this preference reflects several ongoing considerations, including the short Pacific Northwest summer season, planned vacations, historically reduced operational and Board business during this period, and the timing of the annual budget development cycle, which formally begins in August.

Action: Move to approve the cancellation of the July 8, 2026, Regular meeting of the Board of Trustees.

New Business

MEMO



Date: February 26, 2026

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

From: Mary Stimson, Finance Director

Subject: 2025 Year End Financial Review

Below is a summary of revenues and expenses, year-end cash statements for each fund, and any strategies and recommendations.

Attached are the following:

- Year-end budget to actuals reports for all the funds
- Resolution to rescind Resolution 2025-29, adjusting the transfer from the Levy Sustainability Fund (LSF) to the General Fund (GF) by reducing the transfer amount from \$2.5M to \$1M
- Resolution to transfer a portion of the General Fund balance to the Capital Improvement Fund
- Resolution to close the 2025 fiscal year

- GENERAL FUND -

The General Fund is the operating fund in which the library records its property tax collections and budgeted annual operational spending. The library recorded \$118,383 more in revenues than anticipated in the 2025 budget, totaling \$49,461,383 for 2025 General Fund revenues.

Total 2025 expenditures in the General Fund were \$45,156,877. The net revenues and expenditures resulted in a positive balance of \$4,304,506. The library budgeted a \$1,000,000 set-aside in General Fund in the 2025 approved budget, which will remain in the fund to ensure sufficient reserves, but reduces the available balance to \$3.3M.

2025 Year End Strategy and General Fund Allocation

As we finalize the year end closing, our financial strategy continues to reflect a proactive approach to strengthening reserves, investing in critical infrastructure, and aligning with long-term capital planning. Below outlines key financial adjustments, fund allocations, and the rationale behind our year end close recommendations.

1) Key Financial Adjustments and Transfers Recommendations- \$3.3M

- **Levy Sustainability Fund (LSF) Adjustment – \$1.5M reduction**
 - Rescinding the previously planned \$2.5M transfer from LSF in 2026 and instead only transferring \$1M from LSF to the General Fund (GF).
 - This shift supports extending the life of LSF as the board requested us to do in the 2024 board meetings.

➤ **Transfer General Fund Maintenance and Operations (M&O) Unspent for Capital Investment - \$1M Transfer**

- \$1M will be transferred from the General Fund to the Capital Improvement Fund (CIF) to support priority comprehensive capital planning work.
- M&O spending came in under budget due to several external factors, including temporary vendor closures and service disruptions that reduced planned activity.
- Additional cost savings were achieved through operational efficiencies and deliberate expense-management measures implemented throughout the year.

➤ **Leave the Remaining in GF Reserves -**

- With limitations on the cashflow in April and October, this will increase our future 2026-year end reserves to be closer to 4.5 months of cashflow rather than just the 4-month minimum.

2) Supporting Financial Strategy

➤ **Short Term Cost Savings & Reserves Strengthening**

- In alignment with our fiscal management policy, the Library must continue to review and reduce expenditures.
- Strategic M&O decisions have resulted in almost \$700K in reductions:
 - Reviewed the needs of security and reallocated to reduce Markham Investigation and Protection LLC costs.
 - In-house work was completed, when possible, by the Facilities department to reduce external costs.
 - These unspent funds were reallocated to contingency.
 - These funds will be a part of the transfer to the CIF for future CCP high priority items.
- \$2.5M in Personnel cost reductions came from a variety of holistic approaches:
 - Over \$700K was due to the reduced rates for Department of Retirement Services (DRS) down to 5.58% from the budgeted 9%.
 - Vacancies were assessed to identify needs across the system before filling budgeted positions.
 - The continuation of the CE reorganization and other structural changes in personnel were necessary as we reviewed our fiscal stewardship requirements and analyzed the data that shows less foot traffic and changing community needs. With CE being the largest underspent area for 2025, the Library held on many of the positions to identify if they had what was needed to maximize services to the community with the shifts in structure.
 - The regional staffing and service model also maximizes resources through shared planning and coordinated delivery across locations, allowing staff to respond more effectively to community needs while maintaining consistent program and service access across the region.
Management analyzes vacant positions including leadership positions. This year, the Foundation Officer for Operations and Engagement position was eliminated in the Foundation Department and the Marketing and Communications Director position was held vacant while an assessment was completed.
- For Materials, although the closure of one of the largest public library materials vendors had major impacts on our ability to purchase, we were still able to spend over 90% of this budget.

➤ **Long-Term Building Investments**

- To ensure the long-term health and sustainability of our facilities, we will continue investing in the high-priority projects identified in the Comprehensive Capital Plan (CCP).

3) Conclusion

This financial strategy for the 2025 General Fund budget efficiencies aligns with our long-term planning priorities, balancing fiscal responsibility, operational needs, and strategic capital investments. These adjustments ensure the stability of our reserves while allowing for necessary investments in capital.

2025 Year-end Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1)*.....	\$ 14,388,779.70
Add: Total Revenues/Transfer In.....	\$ 49,461,382.58
Reduce: Total Expenditures/Transfers Out.....	\$ (45,156,876.53)
Add: Difference in beginning/ending payables/cross-year payments	\$ 51,434.14
Ending Cash & Investments Balance (Dec 31)*.....	\$ ** 18,744,719.89

* Includes petty cash, and KeyBank and Columbia Bank cash balances, which combined beg balances are \$15,664.85 and ending balances are \$15,945.05.

** Because the Library’s accounting is “cash basis”, the amount of cash does not reflect the invoices that are recorded but not yet paid.

- CAPITAL IMPROVEMENT FUND NOTES -

The Library recorded 2025 revenues in the Capital Improvement Fund as follows: \$155,950 in investment interest income, \$3M in transfers in from the General Fund, \$520k from the Foundations Capital Campaign, and reimbursement of \$1,430,887 from the Sumner LCFA. Total expenditures recorded in the Capital Improvement Fund were \$1,191,923.

1) Key Financial Adjustments and Transfers

➤ **Utilization of Capital Fund**

- The year ended with close to \$6M in cash and investments, much of which was due to delayed spend for Sumner that is now budgeted for 2026.
- Several projects such as the Parkland storm drains work and additional facility condition assessment items, required extension into 2026 due to complexity.
- The expenses for the CCP compilation in 2025 came in at less than anticipated for budget.

2) Supporting Financial Strategy

➤ **Future Considerations & Strategic Planning**

- In our aging buildings, many systems have reached the end of their useful life, and replacement parts are no longer available. As a result, we must fully replace these systems and invest in additional consultation to identify long-term solutions. This will require

ongoing use of the Capital Improvement Fund, underscoring the importance of strengthening its reserves in the years ahead.

- Our revised approach with the CCP moves from reactive maintenance to a strategic investment model to ensure our facilities remain efficient and sustainable for the long term.

2025 Year-end Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$ 2,087,907.61
Add: Total Revenues/Transfer In.....	\$ 5,106,836.94
Reduce: Total Expenditures/Transfers Out.....	\$(1,191,922.94)
Reduce: Difference in beginning/ending payables/cross-year payments	\$ (8,016.87)
Ending Cash & Investments Balance (Dec 31).....	<u>\$ 5,994,804.74</u>

- ELECTION FUND NOTES -

The Election Fund is used to pay for future ballot costs related to elections, such as levy lid-lifts and bonds. Total new 2025 revenues were recorded at \$54,325.79 all of which was from higher-than-normal return rates on interest returns. There were no expenditures for this fund in 2025, and it continues to exceed its \$1M target level.

2025 Year-end Cash Balance (Election Fund)

The Election Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$1,245,162.58
Add: Total Revenues/Transfer In.....	\$ 54,325.79
Reduce: Total Expenditures/Transfers Out.....	\$ (0.00)
Ending Cash Balance (Dec 31)	<u>\$1,299,488.37</u>

- PROPERTY AND FACILITIES FUND NOTES -

The Property and Facilities Fund (PFF) is used to pay for land and facility purchases, and construction costs. For 2025, revenue activity was from interest returns recorded at \$52,319.93 while there were no expenditures.

2025 Year-end Cash Balance (Property and Facilities Fund)

The Properties and Facilities Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$1,199,191.81
Add: Total Revenues/Transfer In.....	\$ 52,319.93
Reduce: Total Expenditures/Transfers Out.....	\$ (0.00)
Ending Cash Balance (Dec 31)	<u>\$1,251,511.74</u>

- LEVY SUSTAINABILITY FUND NOTES -

In 2019, the Board approved the creation of a new Special Revenue Fund, called the Levy Sustainability Fund (LSF). Its purpose is to accumulate funds during the first phase of levy sustainability, when revenue exceeds expenditures, and then release funds to the General Fund when expenditures exceed revenue in the third phase. In 2025, the third phase where expenditures out pace revenues in the General Fund, \$800,000 was transferred from the LSF to the General Fund. The LSF balance still remains \$2.6M above the original fund target level of \$15M for future financial sustainability and accumulated \$746,941.01 in investment revenue in 2025, almost netting the transfer.

2025 Year-end Cash Balance (Levy Sustainability Fund)

The Levy Sustainability Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1)	\$17,707,257.10
Add: Total Revenues/Transfer In.....	\$ 746,941.01
Reduce: Total Expenditures/Transfers Out.....	\$ (800,000.00)
Ending Cash Balance (Dec 31).....	<u>\$17,654,198.11</u>

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues, interest income, and fees.

2025 Year-end Cash Balance (Debt Service Fund)

The Debt Service Fund balance is recorded as follows:

Beginning Cash & Investments Balance (Jan 1).....	\$99,395.45
Add: Total Revenues/Transfer In.....	\$ 4,128.38
Reduce: Total Expenditures/Transfers Out.....	\$ (0.00)
Ending Cash & Investments Balance (Dec 31).....	<u>\$103,523.83</u>

- TOTAL CASH & INVESTMENTS BALANCES IN ALL FUNDS -

DECEMBER 31, 2025

The Library's total cash & investments balance in all funds is as follows:

General Fund	\$ 18,744,719.89
Capital Improvement Fund	5,994,804.74
Special Revenue Funds (committed funds)	
Special Purpose Fund	0.00
Election Fund	1,299,488.37
Property and Facility Fund.....	1,251,511.74
Levy Sustainability Fund	17,654,198.11
Debt Services	<u>103,523.83</u>
Total Combined Cash & Investments Balance	<u>\$45,048,246.68*</u>
Change since 1/1/2025	\$8,320,552.43

* Due to the Library being a cash basis entity (versus modified accrual), these numbers are cash and investments as of 12/31/2025, adjusted by the difference between beginning and ending warrants payable and accrued interest receivables.

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	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	.00	.00	190,717.61	100.4%
311120 PROPERTY TAX--DELINQUENT	-536,000	-536,000	-509,916.72	.00	.00	-26,083.28	95.1%
311121 PROPERTY TAX--KING COUNTY	-61,000	-61,000	-185,838.86	.00	.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	.00	.00	13,807.69	169.0%
317400 TIMBER EXCISE TAX	-60,000	-60,000	-114,710.57	.00	.00	54,710.57	191.2%
TOTAL TAXES	-46,538,000	-46,538,000	-46,897,566.54	.00	.00	359,566.54	100.8%
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	.00	.00	-726.52	81.8%
347200 LIBRARY SERVICES FEES--ILL	0	0	-83.00	.00	.00	83.00	100.0%
347902 PRINTER FEES	0	0	-64,142.31	.00	.00	64,142.31	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-508,489.64	.00	.00	108,489.64	127.1%
361430 INTEREST INCOME--CONTRACTS &	0	0	-260.03	.00	.00	260.03	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-2,874.42	.00	.00	1,874.42	287.4%
367010 DONOR PROCEEDS--FOUNDATION	-335,000	-335,000	-335,896.32	.00	.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%
367200 REIMBURSEMENTS--OTHER	0	0	-13,982.30	.00	.00	13,982.30	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	.00	.00	15,982.50	899.1%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-24,630.40	.00	.00	20,630.40	615.8%
369200 FOUND MONEY	0	0	-427.46	.00	.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	.00	.00	7,884.12	141.5%
369912 JURY DUTY REIMBURSEMENT	0	0	-270.00	.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%
TOTAL CHARGES OTHER	-1,005,000	-1,005,000	-1,763,816.04	.00	.00	758,816.04	175.5%
03 SALARIES AND WAGES							

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	25,621,649	25,621,649	23,455,480.39	.00	.00	2,166,168.61	91.5%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	9,704.25	.00	.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	42,532.97	.00	.00	2,467.03	94.5%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-914,000	-914,000	.00	.00	.00	-914,000.00	.0%
TOTAL SALARIES AND WAGES	25,183,000	25,183,000	23,520,503.61	.00	.00	1,662,496.39	93.4%
04 PERSONNEL BENEFITS							
520010 FICA	1,951,660	1,951,660	1,762,597.79	.00	.00	189,062.21	90.3%
520020 MEDICAL INSURANCE	3,496,003	3,496,003	3,259,735.52	.00	.00	236,267.48	93.2%
520021 DENTAL INSURANCE	252,340	252,340	226,115.22	.00	.00	26,224.78	89.6%
520022 LIFE AND DISABILITY INSURANCE	106,818	106,818	100,733.19	.00	.00	6,084.81	94.3%
520023 INDUSTRIAL INSURANCE	146,870	146,870	160,977.83	.00	.00	-14,107.83	109.6%
520030 RETIREMENT	2,449,135	2,449,135	1,756,188.55	.00	.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	.00	.00	-33,447.62	156.5%
520091 OTHER BENEFIT	80,027	80,027	57,411.72	.00	.00	22,615.28	71.7%
529999 ADJ BENEFITS TO MATCH PLAN	-301,000	-301,000	.00	.00	.00	-301,000.00	.0%
TOTAL PERSONNEL BENEFITS	8,276,000	8,276,000	7,423,069.75	.00	.00	852,930.25	89.7%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	64,375	61,815	46,214.25	.00	.00	15,600.75	74.8%
531002 OFFICE/OPERATING SUPPLIES--SU	88,910	53,068	52,197.23	.00	1,757.03	-886.41	101.7%
531004 OFFICE/OPERATING SUPPLIES--PU	91,000	90,195	82,305.72	.00	948.04	6,941.24	92.3%
531010 CUSTODIAL SUPPLIES	145,000	110,000	109,545.27	.00	3,487.54	-3,032.81	102.8%
531020 MAINTENANCE SUPPLIES	50,000	41,628	39,582.47	.00	.00	2,045.53	95.1%
531030 MATERIAL PROCESSING SUP	17,500	16,744	15,527.75	.00	.00	1,216.25	92.7%
531040 TRAINING MATERIALS SUPPLIES	5,000	13,045	8,196.42	.00	.00	4,848.58	62.8%
531098 FRIENDS PASSTHROUGH-SUP	0	0	59,323.00	.00	.00	-59,323.00	100.0%
531099 FOUNDATION PASSTHROUGH-SUP	145,300	145,300	142,692.05	.00	.00	2,607.95	98.2%
532000 FUEL	45,000	39,149	38,325.66	.00	6,823.59	-6,000.25	115.3%
535000 MINOR EQUIPMENT	44,500	41,369	17,431.59	.00	.00	23,936.91	42.1%
535010 FURNISHINGS--PUBLIC	68,000	116,301	115,352.33	.00	.00	948.67	99.2%
535015 FURNISHINGS--STAFF	156,500	104,046	100,825.67	.00	.00	3,220.33	96.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535020 TECHNOLOGY HARDWARE--PUBLIC	100,000	100,000	99,821.16	.00	.00	178.84	99.8%
535025 TECHNOLOGY HARDWARE--STAFF	302,500	197,500	220,923.17	.00	.00	-23,423.17	111.9%
535030 TECHNOLOGY HARDWARE--GENERAL	19,000	8,000	7,066.32	.00	.00	933.68	88.3%
535050 SOFTWARE/LICENSES/HOST--APPS	443,360	369,123	371,031.44	.00	.00	-1,908.94	100.5%
535055 SOFTWARE/LICENSES/HOST--INFRA	360,400	255,400	225,130.58	.00	4,155.70	26,113.72	89.8%
TOTAL SUPPLIES EXPENSES	2,146,345	1,762,682	1,751,492.08	.00	17,171.90	-5,982.13	100.3%

06 MATERIALS

534000 MATERIALS COLLECTION	15,000	3,000	.00	.00	.00	3,000.00	.0%
534005 ADULT AV - CDS	20,000	22,000	20,342.33	.00	.00	1,657.67	92.5%
534010 ADULT AV - DVD	327,500	327,500	252,723.83	.00	.00	74,776.17	77.2%
534015 ADULT AV - DVDNF	20,000	20,000	18,427.65	.00	.00	1,572.35	92.1%
534020 ADULT AV AUDIOBOOKS	20,000	25,200	24,663.69	.00	.00	536.31	97.9%
534105 ADULT BOOK CLUB KITS	3,000	0	.00	.00	.00	.00	.0%
534110 ADULT FICTION	270,000	276,800	262,364.76	.00	.00	14,435.24	94.8%
534115 ADULT GRAPHIC NOVELS	15,000	13,600	12,783.72	.00	.00	816.28	94.0%
534120 ADULT LARGE PRINT	50,000	50,000	48,903.72	.00	.00	1,096.28	97.8%
534125 ADULT LUCKY DAY	60,000	60,600	55,296.09	.00	.00	5,303.91	91.2%
534130 ADULT NONFICTION	300,000	236,000	217,791.30	.00	.00	18,208.70	92.3%
534145 ADULT REFERENCE	15,000	10,100	9,801.83	.00	.00	298.17	97.0%
534150 ADULT YA FICTION	55,000	34,000	29,719.27	.00	.00	4,280.73	87.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	28,000	25,845.06	.00	.00	2,154.94	92.3%
534160 ADULT YA NONFICTION	12,000	12,000	4,710.38	.00	.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	.00	.00	91.23	98.5%
534220 CHILDREN'S FICTION	225,000	225,000	220,948.48	.00	.00	4,051.52	98.2%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	56,000	53,987.87	.00	.00	2,012.13	96.4%
534230 CHILDREN'S NONFICTION	125,000	125,000	108,223.75	.00	.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	.00	.00	-23.64	100.9%
534305 DATABASES	592,925	473,425	436,779.24	.00	.00	36,645.76	92.3%
534410 EBOOKS	880,000	955,400	919,951.10	.00	.00	35,448.90	96.3%
534415 EDOWNLOADABLE AUDIO	780,000	897,700	779,063.92	.00	.00	118,636.08	86.8%
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	68,000	67,735.40	.00	.00	264.60	99.6%
534605 VENDOR PROCESSING	100,000	122,000	121,538.45	.00	.00	461.55	99.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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	.00	.00	462.25	95.6%
534710 WORLD - CHILDREN'S SPANISH	15,000	14,600	13,108.31	.00	.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	.00	.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	.00	.00	8,901.93	55.5%
534755 WORLD - UKRAINIAN	5,000	1,900	1,492.06	.00	.00	407.94	78.5%
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	39,200	31,101.07	.00	.00	8,098.93	79.3%
534810 YOUTH DVD - FTY	22,500	14,500	9,679.63	.00	.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%
TOTAL MATERIALS	4,577,125	4,531,125	4,111,899.54	.00	.00	419,225.46	90.7%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	261,000	276,350	281,253.28	.00	26,063.40	-30,966.68	111.2%
541004 INDEPENDENT CONTRACTORS--INFR	48,000	48,000	45,868.32	.00	.00	2,131.68	95.6%
541010 PERFORMER SERVICES	103,000	75,000	73,429.84	.00	750.00	820.16	98.9%
541020 CONTRACTUAL SERVICES	613,500	471,963	461,858.86	.00	76,173.62	-66,069.98	114.0%
541040 LEGAL SERVICES	60,000	107,371	117,313.55	.00	3,737.15	-13,679.45	112.7%
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	72,231.75	.00	3,928.54	2,438.80	96.9%
541650 ILL LOST ITEM CHARGE	2,000	2,000	1,611.75	.00	.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	.00	.00	-484.29	104.6%
542010 TELECOM SERVICES--PHONES	82,000	107,000	106,818.54	.00	.00	181.46	99.8%
542011 TELECOM SERVICES--CELLPHONES	62,000	61,059	58,104.90	.00	.00	2,954.10	95.2%
542012 TELECOM SERVICES--INTERNET	376,884	376,884	368,828.97	.00	.00	8,055.03	97.9%
543000 TOLLS/PARKING	10,529	11,821	7,674.43	.00	.00	4,146.57	64.9%
543010 MILEAGE REIMBURSEMENTS	54,525	51,978	51,417.13	.00	.00	560.82	98.9%
543011 AIRFARE/OTHER TRANSPORTATION	19,460	16,530	14,487.90	.00	.00	2,042.10	87.6%
543012 PER DIEMS	11,470	12,158	10,095.00	.00	.00	2,063.00	83.0%
543013 LODGING	34,460	37,492	33,327.55	.00	.00	4,164.45	88.9%
544000 ADVERTISING	132,000	119,000	114,276.67	.00	614.00	4,109.33	96.5%
545010 RENTALS/LEASES--BUILDINGS	0	14,000	8,139.25	.00	.00	5,860.75	58.1%
545020 RENTALS/LEASES--EQUIPMENT	3,200	3,200	.00	.00	.00	3,200.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
545030 Rental/Lease CAM	433,900	473,900	478,361.31	.00	.00	-4,461.31	100.9%
546000 INSURANCE	350,000	398,000	397,373.93	.00	.00	626.07	99.8%
547000 ELECTRICITY	325,000	295,000	293,246.59	.00	.00	1,753.41	99.4%
547010 NATURAL GAS	8,000	8,000	3,713.96	.00	.00	4,286.04	46.4%
547020 WATER	46,000	55,000	54,697.39	.00	.00	302.61	99.4%
547030 SEWER	38,000	52,000	50,807.86	.00	.00	1,192.14	97.7%
547040 REFUSE	55,000	55,000	58,691.32	.00	.00	-3,691.32	106.7%
548000 GENERAL REPAIRS/MAINTENANCE	601,500	300,807	248,853.67	.00	248,575.36	-196,622.03	165.4%
548010 CONTRACTED MAINTENANCE	654,600	574,600	569,716.56	.00	45,903.40	-41,019.96	107.1%
548050 VEHICLE REPAIR & MAINTENANC	35,000	25,760	18,900.98	.00	.00	6,859.02	73.4%
548100 IT SYSTEMS MAINTENANCE--APPS	4,000	4,000	3,303.00	.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	62,035.23	.00	.00	3,189.57	95.1%
549011 ORGANIZATIONAL REGISTRATIONS	70,995	38,481	29,634.49	.00	.00	8,846.51	77.0%
549012 ONLINE TRAINING & DEVELOPMENT	0	1,619	4,973.11	.00	.00	-3,353.91	307.1%
549020 DUES AND MEMBERSHIPS	40,450	41,883	45,426.77	.00	.00	-3,544.27	108.5%
549030 TAXES AND ASSESSMENTS	57,000	54,500	54,452.13	.00	.00	47.87	99.9%
549040 LICENSES	1,200	800	983.78	.00	.00	-183.78	123.0%
549050 FEES	19,500	27,968	22,907.12	.00	580.00	4,480.88	84.0%
549120 CONTINGENCY/RESERVE	164,668	1,106,232	.00	.00	.00	1,106,231.80	.0%
591720 GASB 87 LONG TERM LEASE	715,444	612,444	607,745.00	.00	654.60	4,044.40	99.3%
591721 SBITA	287,800	357,400	355,801.23	.00	.00	1,598.77	99.6%
TOTAL SERVICES EXPENSES	6,160,530	6,590,193	5,349,911.55	.00	406,980.07	833,301.53	87.4%
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 TRANSFERS/SETASIDES	1,200,000	1,200,000	2,200,000.00	.00	.00	-1,000,000.00	183.3%
TOTAL GENERAL FUND	0	0	-4,304,506.05	.00	424,151.97	3,880,354.08	100.0%
TOTAL REVENUES	-49,343,000	-49,343,000	-49,461,382.58	.00	.00	118,382.58	
TOTAL EXPENSES	49,343,000	49,343,000	45,156,876.53	.00	424,151.97	3,761,971.50	
GRAND TOTAL	0	0	-4,304,506.05	.00	424,151.97	3,880,354.08	100.0%

** END OF REPORT - Generated by MARY STIMSON **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
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	.00	.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%
397010 TRANSFERS IN	-2,000,000	-4,000,000	-3,000,000.00	.00	.00	-1,000,000.00	75.0%
535030 TECHNOLOGY HARDWARE--GENERAL	396,000	0	.00	.00	.00	.00	.0%
541000 INDEPENDENT CONTRACTORS	5,000	1,753	2,382.39	.00	.00	-629.39	135.9%
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	188,714.90	.00	180,996.48	-114,567.48	144.9%
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%
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%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-3,914,914.00	.00	272,241.18	3,642,672.82	100.0%
TOTAL REVENUES	-16,024,000	-6,820,900	-5,106,836.94	.00	.00	-1,714,063.06	
TOTAL EXPENSES	16,024,000	6,820,900	1,191,922.94	.00	272,241.18	5,356,735.88	
GRAND TOTAL	0	0	-3,914,914.00	.00	272,241.18	3,642,672.82	100.0%

** END OF REPORT - Generated by MARY STIMSON **

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
102 LEVY SUSTAINABILITY FUND							
361100 INVESTMENT EARNINGS	0	0	-746,941.01	.00	.00	746,941.01	100.0%
597040 TRANSFERS OUT-- GENERAL	0	0	800,000.00	.00	.00	-800,000.00	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	53,058.99	.00	.00	-53,058.99	100.0%
TOTAL REVENUES	0	0	-746,941.01	.00	.00	746,941.01	
TOTAL EXPENSES	0	0	800,000.00	.00	.00	-800,000.00	
103 ELECTION FUND							
361100 INVESTMENT EARNINGS	0	0	-54,325.79	.00	.00	54,325.79	100.0%
TOTAL ELECTION FUND	0	0	-54,325.79	.00	.00	54,325.79	100.0%
TOTAL REVENUES	0	0	-54,325.79	.00	.00	54,325.79	
104 PROPERTY AND FACILITY FUND							
361100 INVESTMENT EARNINGS	0	0	-52,319.93	.00	.00	52,319.93	100.0%
TOTAL PROPERTY AND FACILITY FUND	0	0	-52,319.93	.00	.00	52,319.93	100.0%
TOTAL REVENUES	0	0	-52,319.93	.00	.00	52,319.93	
201 DEBT SERVICE FUND							
361100 INVESTMENT EARNINGS	0	0	-4,128.38	.00	.00	4,128.38	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,128.38	.00	.00	4,128.38	100.0%
TOTAL REVENUES	0	0	-4,128.38	.00	.00	4,128.38	
GRAND TOTAL	0	0	-57,715.11	.00	.00	57,715.11	100.0%

** END OF REPORT - Generated by MARY STIMSON **

RESOLUTION NO. 2026-03

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RESCIND RESOLUTION 2025-29 AND REDUCE THE LSF
TRANSFER TO THE GENERAL FUND**

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

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

WHEREAS, during the December 10, 2025, regular Board meeting, the Board approved \$2,500,000 in the Levy Sustainability Fund be uncommitted and transferred effective January 1, 2026, to the General Fund, and

WHEREAS, during the August 2024 Special Board meeting to discuss financial sustainability in Phase III of levy sustainability, the Board requested that the Library extend the useful life of the Levy Sustainability Fund as long as possible, and in response, the Library reviewed and identified areas to reduce 2025 expenditures that extends the Levy Sustainability Fund, and

WHEREAS, in preparing the financial closing of the 2025 fiscal year, the General Fund had a positive income statement balance of \$4,304,506.05, which included the \$1,000,000 budgeted set-aside, and

WHEREAS, to financially administer Phase III, the budgeted use of the Levy Sustainability Fund is required to create a balanced budget; however, closing the prior fiscal year may require the adjustment of such use dependent on whether the fiscal year ended with an operating surplus or deficit, and

WHEREAS, the Library has a responsive surplus that extends the useful life of the Levy Sustainability Fund and requests to rescind Resolution 2025-29, as less was required for the 2026 fiscal year and will use the general fund balance to balance the budget, and

WHEREAS, the Library proposes a reduced transfer of \$1,000,000 from the Levy Sustainability Fund to the General Fund, thereby restoring \$1,500,000 back to the Levy Sustainability Fund; now, therefore,

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

- (1) The 2025-29 resolution be rescinded effective January 1, 2026;
- (2) \$1,000,000 in the Levy Sustainability Fund be uncommitted effective January 1, 2026;
- (3) \$1,000,000 in the Levy Sustainability Fund balance be transferred to the General Fund effective January 1, 2026; and
- (4) All available funds in the Levy Sustainability Fund be committed as of January 1, 2026 to be budgeted and transferred for future needs.

PASSED AND APPROVED THIS 11th DAY OF MARCH, 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

RESOLUTION NO. 2026-04

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO TRANSFER A PORTION OF THE GENERAL FUND BALANCE
TO THE CAPITAL FUND**

WHEREAS, the Capital Fund receives financial support from transfers from the General Fund budget, transfers from fund balances, Foundation funds, and other identified sources of revenue, and

WHEREAS, the Board’s fiscal management policy authorizes the transfer of unanticipated revenues and savings to another identified fund, and

WHEREAS, the Library has determined the cost of the Comprehensive Capital Plan findings will require increased budget in coming years, necessitating the use of additional Capital Improvement Funds, and

WHEREAS, throughout the 2025 fiscal year, the Library reviewed and identified areas to reduce 2025 expenditures, and during the closing process, \$4,304,506.05 was determined to be available within the General Fund, and

WHEREAS, \$1,000,000 of these funds are available within the General Fund to transfer to the Capital Fund for the future comprehensive capital planning needs, now, therefore,

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

\$1,000,000 in the General Fund balance to be transferred to the Capital Improvement Fund for the future comprehensive capital planning work and budgeted accordingly effective December 31, 2025.

PASSED AND APPROVED THIS 11th DAY OF MARCH, 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 _____

RESOLUTION NO. 2026-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE PIERCE
COUNTY RURAL LIBRARY DISTRICT
TO CLOSE THE 2025 FISCAL YEAR**

WHEREAS, on December 11, 2024, the Board of Trustees approved Pierce County Rural Library District's ("Library") 2025 fiscal year General Fund budget at \$49,343,000 and Capital Improvement Fund budget at \$16,024,000, and

WHEREAS, the Library reviewed fiscal year totals for 2025 and determined that compared to the original approved budget, the net of revenues and expenditures for the General Fund resulted in a positive balance of \$4,304,506.05, and

WHEREAS, the Library budgeted a \$1,000,000 set-aside in General Fund in the 2025 approved budget, which will remain in the General Fund to ensure sufficient reserves, and

WHEREAS, one transfer of \$800,000 occurred from the Levy Sustainability Fund, a special revenue fund, to the General Fund during the 2025 fiscal year, and the Levy Sustainability Fund received \$746,941 in investment interest recorded, moving this fund balance to \$17,654,198, and

WHEREAS, from the 2025 fiscal year results the Library proposed to reduce the 2026 budgeted transfer from the Levy Sustainability Fund from \$2,500,000 to \$1,000,000, utilizing these savings to continue to extend the life of the Levy Sustainability Fund, and

WHEREAS, on April 9, 2025, the Board of Trustees approved an amended Capital Improvement Fund budget at \$6,820,900, instead utilizing the funds held in the separate Sumner Library Capital Facility Area account as authorized for the Sumner Library construction, and

WHEREAS, the Library reviewed fiscal year totals for 2025 and determined that compared to the amended budget, the net of revenues and expenditures for the Capital Improvement Fund resulted in a positive balance of \$3,914,914, which contributed to the reallocation of project expenditures to the approved 2026 budget, and

WHEREAS, there were no expenditures in all other special revenue funds, as planned, and

WHEREAS, the Debt Service Fund is passive and only accumulates investment interest, and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings from one fund to another fund, and

WHEREAS, from the 2025 fiscal year results the Library proposed to transfer unanticipated revenues and savings of \$1,000,000 from General Fund cash to the Capital Fund through a separate resolution, and

WHEREAS, the remaining balances from 2025 results in the special revenue funds and Debt Service Fund, will be "committed" as part of closing the 2025 fiscal year, and

WHEREAS, the remaining balances from 2025 results will reside within their respective funds to be allocated according to need in 2026, now therefore,

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

- (1) All set asides in the other special revenue funds and Debt Service Fund will be moved to "committed" status effective December 31, 2025.
- (2) The 2025 fiscal year is hereby closed.

PASSED AND APPROVED THIS 11th DAY OF MARCH 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 _____

MEMO



Date: March 2, 2026

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

From: Mary Stimson, Finance Director

Subject: ClearGov Budget Book

The Library is excited to announce the public facing launch of ClearGov with our 2026 PCLS Budget Brief found on our updated [Budget page](#) on the website. This implementation represents a significant modernization of presenting, analyzing, and communicating our financial information.

ClearGov introduces an interactive, web-based budget format that enhances fiscal transparency and accessibility. Board members and community users will be able to explore revenues, expenditures, and trends through dynamic charts that allow drill-down capability, multi-year comparisons, and clearer visualization of financial data. This modern format strengthens our commitment to public accountability and improves how the Library tells the financial story of the organization.

In addition to improving transparency, the platform has already generated internal efficiencies. By centralizing this data and automating chart production, ClearGov has reduced manual formatting, reduced excel workbook needs, improved consistency across reports, and enhanced overall reporting accuracy. These efficiencies have saved staff hours on budget presentations, review cycles, and ongoing reporting updates, allowing the Finance department staff to dedicate more time to analysis and strategic planning.

The 2026 Budget Brief represents the foundation phase of implementation. Looking ahead to 2027 and 2028, the Library intends to expand and refine the ClearGov book to align with the robust requirements for the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award. Achieving this distinction requires expanded narrative development, enhanced performance measures, long-range financial planning integration and alignment with updated GFOA criteria, all necessary for potential award submission.

This memorandum serves to inform the Board of the 2026 ClearGov launch and outline the strategic path toward continued budget excellence and enhanced transparency. No formal action is required at this time.

MEMO



Date: March 2, 2026

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

From: Mary Stimson, Finance Director

Subject: Real Property–Acquisition and Disposition Policy Discussion

The [Real Property – Acquisition and Disposition Policy](#) was last revised in January 2023 and is currently posted on the Library’s website. This policy is essential to ensure the large Real Property transactions are managed and handled with transparency and reviewed with the Board.

As we complete this first review of this policy since implementing the policy review framework, I am bringing forward suggested revisions for your discussion. These updates include minor language clean-up and further alignment with current practices.

Suggested revisions and areas for discussion are as follows:

- Added in the ability to approve gifts of real property
- Added the RCW’s to reiterate the authority the Board has for role clarity
- Identified additional transactions that can be completed by the Executive Director or designee including renewals, amendments, and terminations of leases.
- Minor edits to for clarity and conciseness

These edits aim to support better clarity and authorization for the designees to complete this work on behalf of the Library, while ensuring to bring the important items for review and approval to the Board.



Board Policy

Real Property—Acquisition and Disposition

Policy Statement

The Pierce County Library System Board of Trustees (the “Board”) approves ~~the purchase, lease, rent, exchange, gift receipt, and sale of~~ real property for current and future library service needs.

Commented [MS1]: Shortened the policy statement to incorporate details in the Policy below.

Definition

Real Property: Any land or property that is fixed in location, which may include improvements, such as a building.

Policy

In accordance with RCW 27.12.210(2) or other applicable Washington State law, ~~The the~~ Board reviews and approves transactions involving real property. Such transactions may include ownership, ~~leases, disposition of property, rent, exchange, gift receipt, and sale of real estate properties.~~

Commented [MS2]: Added in the authority RCW for reference and moved the details from the Policy statement here.

For all real property transactions, The Board authorizes the Executive Director, or designee, to conduct transactions involving real property, including but not limited to: negotiations, executions of property deeds, titles, escrow, rights-of-ways, memos of understanding, appraisals, leases and their renewals, amendments, purchase and sale agreements, lease terminations; and other legal or financial documents related to real property.

Commented [MS3]: Created more examples to help guide ED or designees on what they can support.

The following guidelines apply to Library transactions involving real property:

- Transactions involving real property are guided by site selection criteria developed by the Library.
- All real property agreements shall be handled in accordance to the Library’s purchasing policies, and procedures.
- The Library may acquire real property for future use, including in advance of readiness to fund construction.

Commented [MS4]: Compiled the three outlying sentences for cohesion.

The Board reviews and determines by resolution whether any real property is surplus to the needs of the Library and, if so, the manner of disposition of such surplus real property. The resolution shall authorize the Library to surplus such land and any improvements, in whole or in part. Disposition methods include but are not limited to sales, leases, interlocal agreements, equitable exchanges, removal of improvements, or any other means available to or required by the Library under chapter 39.33 RCW or other applicable Washington State law.

Adopted by the Board of Trustees of the Pierce County Library System, July 12, 2017; revised January 11, 2023.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Board Policy

Real Property—Acquisition and Disposition

Policy Statement

The Pierce County Library System Board of Trustees (the “Board”) approves real property for current and future library service needs.

Definition

Real Property: Any land or property that is fixed in location, which may include improvements, such as a building.

Policy

In accordance with RCW 27.12.210(2) or other applicable Washington State law, the Board reviews and approves transactions involving real property. Such transactions may include ownership, disposition, rent, exchange, gift receipt, and sale of real properties.

For all real property transactions, The Board authorizes the Executive Director, or designee, to conduct transactions involving real property, including but not limited to: negotiations, executions of property deeds, titles, escrow, rights-of-ways, memos of understanding, appraisals, leases and their renewals, amendments, purchase and sale agreements, lease terminations; and other legal or financial documents related to real property.

The following guidelines apply to Library transactions involving real property:

- Transactions involving real property are guided by site selection criteria developed by the Library.
- All real property agreements shall be handled in accordance to the Library’s purchasing policies.
- The Library may acquire real property for future use, including in advance of readiness to fund construction.

The Board reviews and determines by resolution whether any real property is surplus to the needs of the Library and, if so, the manner of disposition of such surplus real property. The resolution shall authorize the Library to surplus such land and any improvements, in whole or in part. Disposition methods include but are not limited to sales, leases, interlocal agreements, equitable exchanges, removal of improvements, or any other means available to or required by the Library under chapter 39.33 RCW or other applicable Washington State law.

Adopted by the Board of Trustees of the Pierce County Library System, July 12, 2017; revised January 11, 2023.

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

Management Reports

MEMO



Date: March 3, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Library Trends – Libraries That Endure: Resilience, Shared Systems, and Future Readiness

In 2025, Trustees requested ongoing insights into modern library practices in building design and operational efficiency, and this month’s focus on “Libraries That Endure: Resilience, Shared Systems, and Future Readiness” and outlines its relevance and implications for the Pierce County Library System (PCLS).

Across the country, public libraries are transforming into resilience-oriented, future-ready institutions. They are strengthening their ability to stay operational through:

- Resiliency hubs
- Cloud-based systems and shared infrastructure
- Coordinated emergency preparedness planning

This trend aligns directly with PCLS’s Strategic Plan Goal 4, Strategy 11: Build Resilience Through Emergency Preparedness. It also reflects the strategic role of facilities **Community Risk Mitigators**, (staying open and functional during disruptions) and **Connection & Community Builders** (helping residents stay informed and connected during times of change).

Pierce County’s Hazard Landscape

[Pierce County has identified 19 hazards](#) that pose risks to life, safety, and property including earthquakes, lahars, severe weather, energy emergencies, pandemics, wildfires, and civil disturbances. These threats highlight the need for PCLS to strengthen continuity of operations so we can continue serving residents when disruptions occur.

Community Reliance on Libraries During Disruption

Libraries across the nation have proven to be essential public infrastructure during emergencies. When systems fail, the public shows up at the library for:

- Power, internet, and communications
- Shelter and supply distribution
- Reliable information
- Support for vulnerable populations

This pattern is echoed locally. PCLS facilities already serve residents who rely on us for technology access, safe warm/cool indoor spaces, community information, and social connection. All needs that increase during emergencies.

Resilience Strengthens Everyday Operations

Modern resilience measures like cloud-based systems, continuity planning, and shared infrastructure help the library:

- Reduce downtime
- Speed up recovery
- Avoid single points of failure
- Improve staff readiness and confidence

These strengths form the backbone of a future-ready library system. Resilience also helps lower organizational costs by reducing service interruptions, preventing expensive emergency repairs, and protecting critical functions like payroll and communications. Strengthened preparedness reduces operational risk, limits financial disruption, and supports smoother, more efficient responses during crises. It can also open doors to new funding sources.

Resilience Beyond Disasters: Economic, Public-Health, and Community Stability

While natural disasters often shape the resiliency conversation, libraries that endure support their communities through every form of disruption including economic, public-health, and social.

- **Economic Resiliency** - During economic downturns like the Great Recession, libraries play a stabilizing role by offering job search and career support, small-business resources, and access to technology people can't afford during hardships.
- **Public-Health Resiliency** - Public-health emergencies like COVID-19 or the Flint water crisis show how important it is for libraries to stay flexible and connected. Across the country during the pandemic, libraries quickly shifted to curbside service, loaned hotspots and devices, offered virtual programs to reduce isolation, and shared authoritative health information. The Flint Public Library is a strong example of long-term support, serving as a key hub for community information, historical records, and public services through the water crisis.
- **Community & Social Resiliency** - Libraries serve as social infrastructure; places where people build mutual support, belonging, and connection. Community-led responses, such as shared meals, informal childcare, or information exchanges during severe storms, are only possible when libraries remain open, powered, staffed, and connected.

Examples of Resilient Libraries

West Asheville Public Library (NC) https://gizmodo.com/library-wifi-is-helping-asheville-residents-get-online-after-hurricane-helene-2000505308	One of the only functioning internet access points after Hurricane Helene (2024); residents used the Wi-Fi for communication and disaster aid.
Topanga Library & Los Angeles County Libraries (CA) https://www.dailynews.com/2025/01/13/fire-victims-find-help-with-federal-aid-at-l-a-county-libraries/	During major Los Angeles wildfires, the Topanga Library acted as a shelter and supply station, while other L.A. branches provided FEMA assistance and emergency relief services.
Bay County Public Libraries (FL)	Organized volunteer reception centers after Hurricane Michael, where librarians vetted incoming volunteers and matched them with recovery assistance

https://texasipi.org/project/imls-libraries-disasters/	opportunities to support coordinated community recovery.
Midwestern Public Libraries (Multistate Study) https://www.tandfonline.com/doi/full/10.1080/01944363.2024.2343670	Across 13 cities, libraries provided daytime shelters, outdoor Wi-Fi, job support, and FEMA assistance during economic hardships, extreme weather events, and the COVID-19 pandemic crisis.
New Jersey Public Libraries (Superstorm Sandy) https://americanlibrariesmagazine.org/2012/11/04/libraries-weather-the-superstorm/ The Librarian’s Disaster Planning and Community Resiliency Guidebook (pdf)	Became “Information First Responders,” reopening quickly to provide power, computers, and FEMA form access.
Ferguson Municipal Public Library (MO) https://www.nbcnews.com/storyline/michael-brown-shooting/together-ferguson-library-stays-open-amid-violence-n256346 https://www.libraryjournal.com/story/2015-galelj-library-of-the-year-ferguson-municipal-public-library-mo-courage-in-crisis	A model of community resilience during civil unrest: remained open, provided safe space, pop-up classrooms, business support, and trauma-informed resources.
Flint Public Library (MI) https://www.fpl.info/research-learn/local-history-genealogy/flint-water-emergency	The Flint Public Library serves as a key hub for historical records, community support, and programs related to the Flint water crisis, offering access to archives, educational materials, and public services.

These examples show that libraries play many important roles: they stay open during emergencies, work with shared systems that help whole regions recover, support emergency planning, give people a safe place to stay connected during hard times, and continue helping communities rebuild afterward.

The trend “Libraries That Endure” reminds us that strong, resilient libraries are a vital part of our community. No matter what happens whether it’s money troubles, a public-health crisis, a natural disaster, or social unrest, having strong systems in place helps PCLS stay open, connected, and ready to support people when they need us most.

By building resilience across our technology, buildings, staff, and community partnerships, PCLS can be a steady and trusted place for everyone in Pierce County, no matter what challenges come our way. Libraries can be essential public infrastructure during emergencies, not just optional.

Additional Resources:

American Library Association; Library of the Future – Trends (Resilience)

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

Mapping Relief: The Library’s Role in Disasters | PolicyMap

<https://www.policymap.com/blog/mapping-disaster-relief-library>

How Libraries Became Community Resilience Hubs - planning.org

<https://www.planning.org/blog/9305577/how-libraries-became-community-resilience-hubs/>

Libraries Are Resilience Hubs: Evidence From the Midwest

<https://www.tandfonline.com/doi/full/10.1080/01944363.2024.2343670>

Library Science and Culture: From Disasters to Economic Challenges: How Libraries Support Communities in Times of Crisis

<https://www.libraryscienceandculture.com/2025/01/libraries-as-resilience-hubs-unique-and.html>

The Librarian's Disaster Planning and Community Resiliency Guidebook Librarians Fulfilling Their Role as Information First Responders

<https://dspace.njstatelib.org/server/api/core/bitstreams/44509d44-c51c-4fcb-9450-426d8ac94b68/content>

MEMO



Date: February 20, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: 2026 Special Election Results

127,378 ballots of **480,650** registered voters, for a turnout of **27%**

Pierce County

Bethel School District No. 403 - Proposition No. 1 - Replacement of Expiring Educational Programs and Operations Levy

Passage of Proposition 1 would fund Bethel School District educational programs and operations not funded by the State, including, but not limited to: teacher salaries, nurses, counselors, safety personnel, athletics, music, performing arts, instructional materials, buildings, transportation and other educational programs and operations expenses. The proposed levy will provide approximately 15% of the District's General Fund budget. Further information is available at www.bethelsd.org. The proposed four year levy will replace the District's current levy approved by the voters in 2022 that expires at the end of 2026.

The proposed replacement levy would authorize collection of taxes to provide up to \$57,900,000 in 2027, \$60,800,000 in 2028, \$63,800,000 in 2029 and \$66,900,000 in 2030. The levy rate required to produce these amounts is estimated to be \$2.17 per \$1,000 of assessed value.

Yes:	10,153	56.39%
No:	7,852	43.61%
Total:	18,005	100.00%

Bethel School District No. 403 - Proposition No. 2 - Replacement of Expiring Levy for Technology Improvements

Passage of Proposition 2 would fund Bethel School District's continued modernization of school facilities by making certain technology improvements, including, but not limited to: (1) acquiring and installing instructional technology equipment and infrastructure, student and staff devices, hardware and software, and telecommunication systems; (2) acquiring, implementing and improving technology support, classroom and school technology upgrades, cybersecurity systems and online safety and security systems for students and staff; and (3) providing related staff training and support to implement such technology improvements. Further information is available at www.bethelsd.org. The proposed four-year levy will replace the District's current levy approved by the voters in 2022 that expires at the end of 2026.

The proposed replacement levy would authorize collection of taxes to provide \$8,200,000 in 2027, \$8,600,000 in 2028, \$9,100,000 in 2029 and \$9,500,000 in 2030. The levy rate required to produce these amounts is estimated to be \$0.31 per \$1,000 of assessed value.

Yes:	10,251	56.83%
No:	7,786	43.17%
Total:	18,037	100.00%

Dieringer School District No. 343 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Passage of Proposition 1 would allow Dieringer School District to replace the existing educational programs and operations levy that expires at the end of calendar year 2026. The proposed replacement levy will replace existing funding for educational programs and operations not fully funded by the State. These expenses include, but are not limited to: unfunded salaries and benefits for teachers, paraeducators, nurses, counselors and other school support staff; teacher professional development; extracurricular programs and athletics; educational programs including outdoor education and peer model preschool; student transportation; regular building maintenance; and materials, supplies, and operating costs, including utilities and insurance. Further information is available at www.dieringer.wednet.edu.

The proposed replacement levy would authorize collection of up to \$8,410,000 in 2027, \$8,915,000 in 2028, \$9,450,000 in 2029 and \$10,017,000 in 2030.

Yes:	1,297	61.12%
No:	825	38.88%
Total:	2,122	100.00%

Dieringer School District No. 343 - Proposition No. 2 - Capital Levy to Restore, Improve and Replace School Infrastructure & Technology

Passage of Proposition 2 would allow Dieringer School District to impose a four-year capital levy to restore, improve and replace school infrastructure and technology. Proposition 2 would allow the District to: (1) upgrade safety and security systems (including upgrading integrated fire, life, and safety systems and equipment, security cameras, door locks, and communications/intercom systems); (2) make building facility and infrastructure improvements (including constructing new roofs at both elementary schools, upgrading plumbing and electrical systems, and improving interiors and exteriors to extend life of buildings); (3) make school site improvements (including resurfacing and expanding playgrounds, installing site fencing and exterior lighting, regrading and resodding fields, refurbishing baseball fields and other athletic facilities, and making traffic improvements), and (4) modernize instructional, classroom and operational technology. Further information is available at www.dieringer.wednet.edu.

The proposed levy would authorize collection of \$5,920,000 in 2027, \$6,260,000 in 2028, \$6,700,000 in 2029 and \$7,090,000 in 2030. The levy rate per \$1,000 of assessed value required to produce these amounts is estimated to be \$1.30 in 2027 and 2028 and \$1.31 in 2029 and 2030.

Yes:	1,269	59.38%
No:	868	40.62%
Total:	2,137	100.00%

Fife School District No. 417 - Proposition No. 1 - Renewal of Expiring Educational Programs and Operation Levy

Proposition 1 would renew the Fife School District’s educational programs and operation levy that expires at the end of 2026. Proposition 1 would continue funding needed to pay for educational programs and daily operations that are not funded by the State’s basic education funding. This includes funding for teachers, nurses, counselors, student support, textbooks, equipment, materials, supplies, extracurriculars (athletics, arts), maintenance, utilities, safety/security, and transportation. Proposition 1 allows the District to levy \$15,500,000 in 2027, \$16,600,000 in 2028, \$17,700,000 in 2029, and \$18,800,000 in 2030. The levy rate required to produce these amounts is estimated to be \$1.97 per \$1,000 of assessed value in each of the years from 2027 through 2030.

King County

Yes:	542	58.22%
No:	389	41.78%
Total:	931	100.00%

Pierce County

Yes:	1,433	60.82%
No:	923	39.18%
Total:	2,356	100.00%

Total

Yes:	1,975	60.09%
No:	1,312	39.91%
Total:	3,287	100.00%

Franklin Pierce School District No. 402 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Passage of Proposition No. 1 would help Franklin Pierce Schools fund educational programs and operations not funded by the State, including, but not limited to: teachers, nurses, counselors, safety personnel, athletics, arts, instructional materials, staff training, after-school and summer programming, field trips, and student support. The proposed levy will provide approximately 15% of the District’s General Fund budget. Further information is available at www.fpschools.org.

The proposed four-year levy will replace the District’s current levy approved by the voters in 2022 that expires at the end of 2026. The proposed replacement levy would authorize collection of taxes to provide up to \$22,209,502 in 2027, \$23,097,879 in 2028, \$24,021,792 in 2029 and \$24,982,660 in 2030. The levy rate required to produce these levy amounts is estimated to be \$2.50 per \$1,000 of assessed value.

Yes:	3,505	60.37%
No:	2,301	39.63%
Total:	5,806	100.00%

Franklin Pierce School District No. 402 - Proposition No. 2 - Replacement Safety, Technology and Capital Improvements Levy

Passage of Proposition No. 2 would help Franklin Pierce Schools make safety and facility upgrades district-wide, repairing and/or upgrading heating, ventilation and air climate control systems (HVAC), plumbing and electrical systems, and exterior roofs. Proposition No. 2 will also fund facilities upgrades to extend the life and usability of aging facilities and provide enhancements to athletics and activities spaces that support K-12 students and community recreation programming. Proposition No. 2 will continue to fund instructional technology equipment and resources available to students and staff, providing access to technology for all students by funding network infrastructure, server and storage resources, ongoing maintenance, equipment replacement cycles, and data resources. Further information is available at www.fpschools.org. The proposed levy will replace the District's current levy approved by the voters in 2022 that expires at the end of 2026.

The proposed replacement levy would authorize the collection of taxes to provide \$8,883,832 in 2027; \$9,239,182 in 2028; \$9,608,747 in 2029; \$9,993,095 in 2030, \$10,392,816 in 2031, and \$10,808,526 in 2032. The rate required to produce these amounts is estimated to be \$1.00 per \$1,000 of assessed value.

Yes:	3,478	60.03%
No:	2,316	39.97%
Total:	5,794	100.00%

Orting School District No. 344 - Proposition No. 1 - Replacement of Expiring Educational Programs and Operations Levy

Passage of Proposition 1 would authorize the Orting School District to replace an expiring levy for school programs and operations with a four year levy. If voters approve the proposition, the District will use the funds to pay for day-to-day school operations to meet student needs not funded or not fully funded by the State, including but not limited to, mental health supports, nutrition services, athletics, transportation, intervention and support services, professional development, adaptive technology and support staff, materials and supplies, and safety and security.

The proposed levy would authorize the District to levy \$9,890,000 for collection in 2027, \$11,374,000 for collection in 2028, \$13,080,000 for collection in 2029, and \$15,042,000 for collection in 2030. Based on projected assessed valuation information, the District estimates tax rates of \$2.00 per \$1,000 of assessed value for collection in 2027, 2028, 2029, and 2030.

Yes:	2,058	55.80%
No:	1,630	42.20%
Total:	3,688	100.00%

Peninsula School District No. 401 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Passage of Proposition No. 1 would allow Peninsula School District to replace the existing educational programs and operations levy that will expire at the end of calendar year 2026. The proposed replacement levy will be used to pay expenses of educational programs and operations that are not funded or fully funded by the State of Washington, including, but not limited to, employee costs (such as teaching salaries), safety personnel, nurses, support staff, school supplies and instructional materials, special

programs, early learning, activities and sports, technology, music and the arts, transportation costs, buildings and maintenance of facilities and other non-capital expenses of operating the District.

The proposed replacement levy would authorize the collection of taxes to provide up to \$35,800,000 in 2027, \$37,800,000 in 2028, and \$39,800,000 in 2029. The levy rate required to produce these amounts is estimated to be \$1.30 per \$1,000 of assessed value.

Yes:	12,697	59.95%
No:	8,483	40.05%
Total:	21,180	100.00%

Puyallup School District No. 3 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Passage of Proposition No. 1 would allow Puyallup School District to replace an existing educational programs and operations levy that will expire at the end of calendar year 2026. The proposed replacement levy will maintain K-12 programs and fund daily operations not funded by the State. The proposed levy would continue funding classroom teachers, paraeducators, counselors, nurses, advanced courses, textbooks and learning materials, lower class sizes, arts, music, extracurricular and athletic programs, student transportation, and continue maintenance of grounds and facilities including playgrounds and playfields. Further information is available at www.puyallupsd.org.

The proposed replacement levy would authorize collection of up to \$85,900,000 in 2027, \$94,500,000 in 2028, \$104,000,000 in 2029, and \$114,400,000 in 2030. The levy rate required to produce these amounts is estimated to be \$2.50 per \$1,000 of assessed value.

Yes:	12,837	55.26%
No:	10,393	44.74%
Total:	23,230	100.00%

Tacoma School District No. 10 - Proposition No. 1 - Replacement of Expiring Levy for K-12 Educational Programs and Operations

Tacoma School District's Proposition 1 would replace an expiring levy for K-12 educational programs and operations of all neighborhood schools. Proposition 1 would continue funding approximately 17% of day-to-day budgets and operations not funded by the state.

Proposition 1 would continue funding teachers, nurses, counselors, paraeducators, coaches, custodians, and librarians. Proposition 1 would continue preschool, after-school, extracurricular programs, programs to bring students up to grade level, advanced classes for high-achieving students, supplemental athletics, arts, music, career and technical education, textbooks and instructional materials. Proposition 1 would improve access for students and staff with physical disabilities. Proposition 1 would continue maintenance of school buildings, playgrounds and playfields, and plumbing, heating and ventilation systems to maintain clean air and safe water. Proposition 1 would repair and maintain aging roofs, maintain earthquake safety, alarm and sprinkler systems, school safety, security and emergency preparedness.

The proposed replacement levy would authorize collection of up to \$127,096,457 in 2027, \$132,180,315 in 2028, \$137,467,528 in 2029, and \$142,966,229 in 2030. The levy rate required to produce these

amounts is estimated to be \$2.50 per \$1,000 of assessed value and would replace the current Educational Programs and Operations levy that expires in 2026.

Yes:	26,901	70.97%
No:	11,003	29.03%
Total:	37,904	100.00%

Tacoma School District No. 10 - Proposition No. 2 - Replacement of Expiring Levy for K-12 Technology Improvements and Upgrades

Tacoma School District’s Proposition 2 would replace the expiring Technology Improvements and Upgrades levy and extend classroom technology improvements at all neighborhood elementary, middle and high schools and provide access and laptops for all K-12 students and staff to use at school and at home.

Proposition 2 would provide up-to-date tools for teaching and learning, replace outdated classroom computers for teachers and students to stay within state standards, support technical training of computer systems for teachers and students, and make highspeed internet upgrades and other systems improvements. Proposition 2 would improve online systems for parents, students and teachers to monitor academic progress, homework, attendance and keep students on track for high school graduation. Proposition 2 would increase computer safety, security and privacy protection for all students and staff.

The proposed replacement levy would authorize collection of \$42,500,000 in each year for 2027 through 2030. The levy rate per \$1,000 of assessed value required to produce these amounts is estimated to be \$0.84 in 2027, \$0.80 in 2028, \$0.77 in 2029, and \$0.74 in 2030 and replaces the Technology Improvements and Upgrades levy that expires in 2026.

Yes:	26,423	69.80%
No:	11,434	30.20%
Total:	37,857	100.00%

University Place School District No. 83 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Proposition 1 would replace the University Place School District’s educational programs and operations levy that expires at the end of 2026. Proposition 1 would continue funding needed to pay for educational programs and daily operations that are not funded by the State’s basic education funding. This includes funding for teachers, nurses, counselors, safety personnel, athletics, music, performing arts, instructional materials, staff training, after-school instruction and activities, summer school, field trips, and student support. Further information is available at www.upsd83.org/levybond2026.

Proposition 1 allows the District to levy \$19,687,000 in 2027, \$20,869,000 in 2028, \$21,809,000 in 2029, and \$22,464,000 in 2030. If approved, Proposition 1 would result in a property tax rate for local schools that is consistent with the current rate. The levy rate required to produce these amounts is estimated to be \$2.50 per \$1,000 of assessed value in each of the years from 2027 through 2030. The actual levy rates will be adjusted based upon the assessed value of property within the District and the legal limits on the levy amount and levy rate at the time of levy.

Yes:	5,707	71.63%
No:	2,260	28.37%
Total:	7,967	100.00%

University Place School District No. 83 - Proposition No. 2 - Bonds to Replace and Renovate Deteriorating Buildings and Improve Safety

Proposition 2 authorizes school construction bonds to replace and upgrade aging, deteriorating and educationally outdated school buildings and facilities. Proposition 2 will decrease reliance on portable classrooms, improve student and staff health, safety and security, improve seismic safety, energy performance and ADA accessibility, and improve and expand educational opportunities.

The bonds will fund safe, modern facilities by allowing University Place School District to: (1) construct two new primary schools to replace Chambers and Sunset Primary Schools; and (2) renovate Curtis Senior High School, including but not limited to, improving and enhancing safety and security systems, facilities and equipment and ADA accessibility, constructing instructional wings to replace aging separated buildings, with controlled access for enhanced safety and security, and improving music, performing arts, career and technical education and other instructional spaces. Further information is available at www.upsd83.org/levybond2026.

The \$295,000,000 of general obligation bonds will be repaid from annual excess property taxes sufficient to pay bond debt service over a maximum term of 20 years.

Yes:	5,389	68.73%
No:	2,452	31.27%
Total:	7,841	100.00%

University Place School District No. 83 - Proposition No. 3 - Replacement Safety, Technology and Capital Improvements Levy

Proposition 2 authorizes school construction bonds to replace and upgrade aging, deteriorating and educationally outdated school buildings and facilities. Proposition 2 will decrease reliance on portable classrooms, improve student and staff health, safety and security, improve seismic safety, energy performance and ADA accessibility, and improve and expand educational opportunities.

The bonds will fund safe, modern facilities by allowing University Place School District to: (1) construct two new primary schools to replace Chambers and Sunset Primary Schools; and (2) renovate Curtis Senior High School, including but not limited to, improving and enhancing safety and security systems, facilities and equipment and ADA accessibility, constructing instructional wings to replace aging separated buildings, with controlled access for enhanced safety and security, and improving music, performing arts, career and technical education and other instructional spaces. Further information is available at www.upsd83.org/levybond2026.

The \$295,000,000 of general obligation bonds will be repaid from annual excess property taxes sufficient to pay bond debt service over a maximum term of 20 years.

Yes:	5,760	72.94%
No:	2,137	27.06%

Total:	7,897	100.00%
--------	-------	---------

White River School District No. 416 - Proposition No. 1 - Replacement Educational Programs and Operations Levy

Passage of Proposition No. 1 would allow White River School District to replace an existing educational programs and operations levy that will expire at the end of calendar year 2026. The proposed replacement levy will be used to pay expenses of educational programs and operations that are not funded by the State of Washington, including, but not limited to, costs associated with early learning, nursing and mental health services, student and staff security, athletics, music, drama and arts programs, staff costs, instructional materials and extracurricular activities.

The proposed four-year replacement levy would authorize the collection of taxes to provide up to \$14,600,000 in 2027, \$15,800,000 in 2028, \$17,000,000 in 2029 and \$18,200,000 in 2030. The levy rate per \$1,000 of assessed value required to produce these amounts is estimated to be \$2.06 in 2027, \$2.10 in 2028, \$2.13 in 2029, and \$2.15 in 2030. The exact levy rates and amounts to be collected may be adjusted based upon the actual assessed value of the taxable property within the District and the limitations imposed by State law at the time of the levy.

Yes:	2,429	52.09%
No:	2,234	47.91%
Total:	4,663	100.00%

White River School District No. 416 - Proposition No. 2 - Replacement Capital Projects Levy (Technology and Critical Repairs)

Passage of Proposition No. 2 would authorize White River School District to replace an existing capital levy for technology and critical repairs that will expire at the end of calendar year 2026. The proposed replacement levy will continue funding (1) technology equipment, infrastructure and improvements, including student and staff devices, cameras, audio-visual equipment, cabling and access points, and other District-wide technology, and (2) critical school and facility projects and the construction, modernization, remodeling and improvement of school facilities, including safety, security and lockdown systems, fire suppression, HVAC, plumbing and lighting/electrical.

The proposed four-year replacement levy would authorize the collection of taxes to provide up to \$3,700,000 in 2027, \$3,900,000 in 2028, \$4,100,000 in 2029 and \$4,300,000 in 2030. The levy rate per \$1,000 of assessed value required to produce these amounts is estimated to be \$0.52 in 2027 and 2028, and \$0.51 in 2029 and 2030.

Yes:	2,543	54.58%
No:	2,116	45.42%
Total:	4,659	100.00%

MEMO



Date: March 2, 2026

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

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

Subject: Wellness Program Update

The Pierce County Library System has partnered with the Association of Washington Cities (AWC) for eleven years, fostering a workplace culture that prioritizes employee health. The Library is one of 127 Trust members awarded the 2026 WellCity distinction for its exceptional commitment to employee well-being, earning a 2% reduction on medical plan premiums for 2027. The Library continues to expand the focus of its Wellness Program, offering a variety of wellness activities and campaigns to engage and educate staff on ways to improve their overall health and wellbeing.

In 2025, the wellness program focused on delivering inclusive and intentional activities that support staff well-being across the six dimensions of wellness; Intellectual, Social, Physical, Emotional, Occupational, and Spiritual. The goal of these activities was to provide diverse opportunities that align with individual values, interests, and life stages, empowering staff to engage in practices that enhance overall health, balance, and resilience.

Here's an overview of what our Wellness Matters Committee Members achieved:

- Guided members and sub-groups in developing leadership skills while managing wellness programs and activities.
- Enhanced committee members knowledge through the Healthy Worksite Summit and Wellness Forum to improve well-being programs and expand wellness offerings.
- Hosted four wellness campaigns, including the Wellness Award, Spring Trail Blazers Challenge, Fall Harvest Hustle Challenge and the Summer Kindness Adds Up Challenge.
- Partnered with Pierce County Resource Center for our second School Supply Drive, collecting 21 crates of supplies to support local families in need.
- Committee members submitted monthly wellness articles for Cover-to-Cover and created quarterly bulletin board flyers for spring & summer with wellness activities and tips to stay healthy each season.
- Promoted AWC's Lunch & Learn webinars, focusing on Budget Friendly Meals, Weekly Lunch Preparation, and Using Fresh Ingredients to Elevate Meals as resources for staff to prepare healthy meals.
- Educated staff about AWC's Healthy Decisions program with monthly newsletter articles highlighting benefits like medical, dental, and life plan options.
- Successfully promoted Wellness programs through the Castlight app and various internal channels, resulting in 57% participation. Additionally, we earned a \$500 Wellness Mini-Grant which helped support additional wellness activities during the year.

-
- All Wellness programs, activities or information shared by the Wellness Committee were promoted using the “Wellness Matters” logo and a multi-graphic health icon.

Incentive prizes were intentionally not offered this year to allow the wellness budget to be redirected toward sustainable, skill-based wellness initiatives. Funds were invested in the new Learning Management System, to purchase additional training modules through Easy Llama to focus on a newly offered Ergonomics training for all staff in partnership with the Training & Development team and the Employee Safety Committee.

The Wellness Committee, comprised of 24 dedicated members, delivers inclusive wellness programming across all 20 locations with strong support from leadership, managers, and supervisors. The program consistently engages and educates staff through activities and resources that promote healthier lifestyles and support overall well-being.

In 2026, the Committee is planning the following initiatives:

- A newly combined Employee Safety & Wellness Committee that integrates the Safety and Wellness Programs and Committees for system-wide coordination of the six- dimensions of Wellness, inclusive of employee wellness and safety goals and organizational priorities.
- Campaign activities to promote awareness of enhanced safety and health resources, support, and information to reduce workplace injuries.
- Increase employee engagement to build resources that proactively engage employees and positively support their employment experiences, and to identify opportunities for future additional resources and support that improves the employee experiences and resilience.
- Apply, gain approval and utilize a \$500 mini-grant to fund training opportunities to enhance intellectual and occupational wellness.
- Refresh and enhance communication and collaboration across departments on safety and wellness goals and matters to achieve our goals and desired outcomes
- Support assigned activities which foster a psychologically safe and inclusive work environment
- Attend wellness networking forums to gather insights for wellness initiatives.
- Submit AWC’s WellCity application for 2027.

The Wellness Committee appreciates the support from Library administrators and positive feedback from staff as it continues its valued partnership with AWC to support the Pierce County Library System’s Wellness Program.