

Board of Trustees
Regular Meeting Agenda
May 13, 2026 | 3:30 PM
University Place Library | 3609 Market Place W.



Join the Meeting

Dial In: 1.253.215.8782 | Webinar ID: 867 5397 1303 | Passcode: 315561

- 1. CALL TO ORDER:** Neesha Patel, Chair
- 2. PUBLIC COMMENT:** *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes.*
- 3. PRESENTATIONS**
 - a. Comprehensive Capital Plan: University Place; Fife; Milton/Edgewood
 - b. University Place (UP) Library – Steve Carmody, Regional Services Manager; Bonnie Svitavsky, UP Region Programs and Services Supervisor
- 4. CONSENT AGENDA [ACTION]:** *Routine items approved with one motion unless a member of the Board requests removal and separate discussion of an item.*
 - a. Approval of Minutes of April 8, 2026, Regular Meeting
 - b. Approval of April Payroll, Benefits, and Vouchers
- 5. EXECUTIVE DIRECTOR REPORT**
- 6. FINANCIAL REPORT**
- 7. UNFINISHED BUSINESS**
 - a. Trustee Vacancy Update
 - b. New Sumner Library Update
- 8. NEW BUSINESS**
 - a. PCLS Service Evolution
 - b. Library Giving Day
 - c. Department of Retirement Systems Compliance Review
- 9. MANAGEMENT REPORTS:** *Informational updates*
 - a. Library Trends – Inclusive Youth & Sensory-Responsive Design
 - b. National Library Workers Day Report
 - c. Marketing and Communications Q2 2026 Focus: Early Learning
- 10. CLOSING COMMENTS**
- 11. ADJOURNMENT [ACTION]**

Presentation

MEMO



Date: April 27, 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 April Board of Trustees meeting, staff will provide a presentation to guide the trustees through the recommendations made by Gensler and Associates, covering the branch profiles for the University Place, Fife and Milton/Edgewood libraries.

MEMO



Date: April 30, 2026

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

From: Steve Carmody, Customer Experience Regional Services Manager

Subject: University Place Library Presentation

On behalf of the University Place Library staff, we look forward to welcoming you to our branch for the upcoming Board of Trustees meeting and sharing a brief overview of the University Place Library. Following the meeting, staff will be happy to provide trustees with a tour.

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, Pat Jenkins and Abby Sloan were in attendance. The meeting was conducted in person, with a remote attendance option.
2. **PROCLAMATION 2026-01:** The Board unanimously adopted Proclamation 2026-01, recognizing National Library Workers Day on April 21, 2026. Chair Patel read the proclamation aloud, and trustees shared words of appreciation for library staff.
3. **PUBLIC COMMENT:** Written comments were submitted by Rebecca Bianco, Wanda Crow, Laurie Layne, Jerry Lynch, Linda Pierce, Krista Sheehy, Susan Johnson, Bob Warfield and an anonymous individual.
4. **PRESENTATION:** Comprehensive Capital Plan: Lakewood, Tillicum, DuPont – Facilities and Capital Projects Director Kristina Cintron shared detailed information and recommendations for the three locations.

Trustee Wheaton was excused at 4:08 pm.

5. CONSENT AGENDA [ACTION]:

- a. Approval of Minutes of March 11, 2026, Regular Meeting
- b. Approval of March Payroll, Benefits, and Vouchers
- c. Resolution 2026-06: To Declare Furnishings and Equipment Surplus to Public Service Needs.

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

6. EXECUTIVE DIRECTOR REPORT

Executive Director Gretchen Caserotti reported strong forward momentum in government relations, including recent community engagement with Representative Kim Schrier at a Story Time event in Orting. Additional outreach included attendance at a District 7 in-district meeting, noting high civic engagement in the area. Executive Director Caserotti noted permitting efforts are nearing completion, and that release of the RFP for contractors is anticipated within the next week for the new Sumner Library project.

7. FINANCIAL REPORT

Finance and Business Compliance Director Cliff Jo reported the Library received 1.8% of projected tax revenue in February. He also noted the report reflects approved transfers from last month, including a \$1 million transfer rather than \$1.5 million, based on savings identified to extend the operational lifespan of the Levy Sustainability Fund beyond original budget projections last year.

8. UNFINISHED BUSINESS

- a. Policy Review – Real Property

Trustees Sloan and Duncan moved and seconded approval of the updated Real Property—Acquisition and Disposition Policy as presented. All in favor. Motion carried.

9. NEW BUSINESS

- a. SAO Annual Report Draft Review – The annual report will be provided to the Board next month. Director Jo reported internal controls are now reviewed year-round, allowing staff to identify and address issues in real time and strengthening financial compliance.
- b. Approval of Purchase Order for 2026 Polaris Renewal

Trustees Sloan and Jenkins moved and seconded approval of a purchase order for Innovative Interfaces, Inc. for Polaris Licensing, subscriptions, and support in the amount of \$273,000. All in favor. Motion carried.

- c. Training and Development Update – Staff Experience Director Chereé Green shared a brief update on the centralized training and development function within the Staff Experience Department, now aligned with the strategic plan and supported by systemwide training tools and partnerships. Ongoing and future training efforts, such as leadership development and All-Staff Day, are designed to strengthen staff skills and improve service to the public.
- d. Board Development Training Opportunity – Trustees expressed interest in knowledge-based decision-making training. Discussion ensued concerning the financial investment and the timing of such training.

10. MANAGEMENT REPORTS:

- a. Trustee Vacancy Update – Executive Director Caserotti reported receiving five applicants so far, with additional outreach underway through executive office networking, partner cities, and Communications.

11. CLOSING COMMENTS

Executive Director Caserotti invited Trustees to be aware of the Library’s civic literacy series, daffodil princesses in branches for story time, and ramping up for this year’s Teen Volunteer League and Teen Council programs.

12. ADJOURNMENT

Trustees Duncan and Sloan moved and seconded for adjournment. All in favor. Motion carried.

The meeting adjourned at 4:42 pm.

Gretchen Caserotti, Secretary

Neesha Patel, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			4/6/2026	\$ 1,159,845.78
Electronic Payments - Payroll & Acct Payable			4/21/2026	\$ 1,209,615.60
Accounts Payable Warrants	709303 - 709441	139	4/3/2026 - 4/29/2026	\$ 1,587,076.17
Total Amount:				<u><u>\$ 3,956,537.55</u></u>

As of 5.4.2026

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 4/6/26

Withdrawal Date: 4/6/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total	Detail Proof & Vendor Report
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 109,338.05	\$ 109,338.05
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 78,688.40	\$ 78,688.40
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 78,688.40	\$ 78,688.40
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 740,201.35	\$ 740,201.35
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 20,174.58	\$ 20,174.58
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 59,061.04	\$ 59,061.04
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 55,913.94	\$ 55,913.94
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,312.58	\$ 3,312.58
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 10,112.63	\$ 10,112.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	4,354.81	4,354.81
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						\$ 1,159,845.78	\$ 1,159,845.78

Certification: **TRUE**

Stacy Karabotsos
 Signature (Department Designee)

4/2/2026
 Date

Comments:

\$ -

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: 4/21/26

Withdrawal Date: 4/21/2026

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total	Detail Proof & Vendor Report
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 130,463.81	\$ 130,463.81
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 83,002.08	\$ 83,002.08
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 83,002.08	\$ 83,002.08
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 761,550.19	\$ 761,550.19
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 35,859.71	\$ 35,859.71
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 53,726.80	\$ 53,726.80
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 50,985.16	\$ 50,985.16
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,312.58	\$ 3,312.58
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,362.63	\$ 3,362.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	1,685.74	1,685.74
PCL_Company	HSA & FSA Dep Care Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 227.80	\$ 227.80
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 1,908.34	\$ 1,908.34
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 528.68	\$ 528.68
Total Deposit						\$ 1,209,615.60	\$ 1,209,615.60

Certification: **TRUE**

Stacy Karabotsos
 Signature (Department Designee)

4/17/2026
 Date

Comments:

\$ -

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709303	04/03/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES	0.00	2,194.28	04/08/2026
709304	04/03/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES	0.00	56.48	04/08/2026
709305	04/03/2026	1010	AMARANTA SANDYS	541010	AMARANTA SANDYS, WOMENS STORIES, 3/14, EAT	0.00	521.44	04/09/2026
709306	04/03/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	105.75	04/10/2026
709307	04/03/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER SEWER	0.00	421.94	04/10/2026
709308	04/03/2026	638	CITY OF BUCKLEY	547020	BUC WATER SEWER	0.00	299.42	04/09/2026
709309	04/03/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	04/13/2026
709310	04/03/2026	2028	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	520.23	04/09/2026
709311	04/03/2026	3181	EDNETICS INCORPORATED	564300	2026 IMMUTABLE BACKUPS AND DATA PROTECTIN RUBRIK	0.00	9,125.60	04/16/2026
709312	04/03/2026	369	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	14,373.16	04/10/2026
709313	04/03/2026	2801	FATBEAM LLC	542012	ALL BRANCHES MONTHLY INTERNET SERVICES 4/1/2026	0.00	1,095.00	04/15/2026
709314	04/03/2026	486	HILLIS CLARK MARTIN & PETERSON	541040	2026 LEGAL SERVICES - HCMP (PRR-RELATED)	0.00	1,263.06	04/08/2026
709315	04/03/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	4,790.11	04/16/2026
709316	04/03/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	0.00	1,761.60	04/17/2026
709317	04/03/2026	3435	MASON COUNTY PUBLIC LIBRARY	541650	Lost Item; No Gallbladder Diet Cookbook	0.00	19.74	04/23/2026
709318	04/03/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV, Audiobooks	0.00	16,853.60	04/17/2026
709319	04/03/2026	228	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - WORLD - GERMAN	0.00	1,584.00	04/13/2026
709320	04/03/2026	1037	PIERCE COUNTY SEWER	547030	ACL LWD PKS SMT UP SEWER	0.00	1,522.82	04/08/2026
709321	04/03/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,176.31	04/08/2026
709322	04/03/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	464.97	04/10/2026
709323	04/03/2026	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	2,582.70	04/08/2026
709324	04/03/2026	299	TACOMA PUBLIC LIBRARY	541650	Lost Item; The rising of the shield hero	0.00	11.95	04/27/2026
709325	04/03/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; APR 26	0.00	13.32	04/09/2026
709326	04/03/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,668.59	04/08/2026
709327	04/06/2026	314	AFSCME AFL-CIO	231920	2026.04.06 MARCH UNION DUES	0.00	15,062.91	04/17/2026
709328	04/06/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.04.06 FOUNDATION DONATIONS	0.00	375.00	04/08/2026
709329	04/06/2026	613	VOLUNTARY EMPLOYEES' BENEFICIA	231590	2026.04.06 VEBA	14,455.79	0.00	
709330	04/10/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES	0.00	4,911.35	04/16/2026
709331	04/10/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	329.16	04/16/2026
709332	04/10/2026	2423	BETA - LAKEWOOD LLC	545030	Assessment 2026 Property Tax - 1st Half	0.00	19,136.06	04/17/2026
709333	04/10/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	04/22/2026
709334	04/10/2026	124	WASHINGTON TECHNOLOGY SERVICES	542010	ACCG#15-000; MARCH 2026	0.00	90.00	04/17/2026
709335	04/10/2026	142	CUMMINS SALES AND SERVICE	548000	ANNUAL 2026 GENERATOR TESTING & REPAIRS	0.00	2,213.45	04/17/2026
709336	04/10/2026	155	DELL MARKETING LP	535025	MARCH ENHANCED STAFF LAPTOP ORDER #1	0.00	44,818.85	04/23/2026
709337	04/10/2026	156	DEMCO INC	535010	ORT CHILDREN'S FURNITURE	0	4,769.89	04/21/2026
709338	04/10/2026	3411	KAREEM DIXON	541010	KAREEM DIXON, PEACE ARTS & CUTLURE, 11/8 SUM	0.00	383.25	04/17/2026
709339	04/10/2026	3433	BENJAMIN DONIEGO	347902	Refund for Erroneous Print Job	8.8	0.00	
709340	04/10/2026	365	EBSCO	534505	Databases	0	14,034.00	04/21/2026
709341	04/10/2026	3007	EVERGREEN FIRE ALARMS LLC	562010	FIRE PANEL REPLACEMENT- GIG & PKS & AC & STL	0.00	11,898.51	04/17/2026
709342	04/10/2026	3279	EXTERPRISE LLC	541020	VOIDED BY AP PAYMENT MANAGER	0.00	0.00	
709343	04/10/2026	3434	MOLLY FAIRCHILD	347902	Refund - Erroneous Print Job	0.00	20.00	04/16/2026
709344	04/10/2026	2801	FATBEAM LLC	542012	INTERNET SERVICES - All Branches	0.00	21,313.48	04/29/2026
709345	04/10/2026	464	GREAT FLOORS COMMERCIAL SALES	548000	CIRCULATION OFFICE FLOOR REPLACEMENT	0.00	13,667.77	04/17/2026
709346	04/10/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	40,210.93	04/20/2026
709347	04/10/2026	2421	LOTUS SEATTLE GROUP	544000	Q4 2025 MARCOM FOCUS DIGITAL AND RADIO ADS	0.00	2,500.00	04/17/2026
709348	04/10/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	LANDSCAPING MAINTENANCE- SYSTEM- OOC	0.00	3,321.63	04/20/2026
709349	04/10/2026	510	OCLC INC	541650	IFM DEBITS & IFM ADMIN FEE	0.00	20.26	04/23/2026
709350	04/10/2026	2531	PATCH MY PC LLC	535055	2026 PATCH MY PC 1 YEAR SUBSCRIPTION	0.00	3,930.57	04/20/2026
709351	04/10/2026	3191	PBC GURU LLC	541020	VOIDED BY AP PAYMENT MANAGER	0.00	0.00	
709352	04/10/2026	560	PIERCE COUNTY FINANCE	549030	Assessment 2026 Property Tax	0.00	62,354.71	04/24/2026
709353	04/10/2026	560	PIERCE COUNTY FINANCE	549030	Assessment 2026 Property Tax	0.00	3.58	04/24/2026
709354	04/10/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees \$776.85 & KB Fees \$133.64	0.00	910.49	04/20/2026
709355	04/10/2026	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Youth Audiobooks	0.00	2,832.44	04/20/2026
709356	04/10/2026	2992	PUYALLUP SUMNER CHAMBER	549020	ANNUAL MEMBERSHIP DUES	0.00	695.00	04/29/2026
709357	04/10/2026	61	RICOH USA INC	549050	Fees for Late Payment Inv #5072684616	0.00	53.58	04/20/2026
709358	04/10/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	402.16	04/22/2026
709359	04/10/2026	579	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT- AC	0.00	2,097.48	04/20/2026
709360	04/10/2026	1031	TUMBLEWEED PRESS INC	534305	MATERIALS - Databases	0.00	15,000.00	04/22/2026
709361	04/10/2026	595	TYLER TECHNOLOGIES INC	541020	2025 Tyler Munis Support Credit Repayment & 2026 TYLER PACE TRAINING	0.00	14,099.56	04/21/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709362	04/10/2026	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD;4/6/2026	0.00	171,618.76	04/15/2026
709363	04/10/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	655.57	04/16/2026
709364	04/17/2026	906	EVA ABRAM	541010	EVA ABRAM, AFRICAN AMERICAN FOLKTALES, 2/28 FIF	0.00	550.50	04/21/2026
709365	04/17/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES	0.00	1,276.62	04/21/2026
709366	04/17/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	4.35	04/21/2026
709367	04/17/2026	336	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT & SUPPORT (7/1/24-6/30/29)	0.00	8,146.30	04/23/2026
709368	04/17/2026	347	BARNES & NOBLE	531099	2026 ON THE ROAD GIVEAWAY BOOKS	0.00	1,211.11	04/21/2026
709369	04/17/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	6,214.77	04/21/2026
709370	04/17/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	04/24/2026
709371	04/17/2026	2028	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	687.50	04/21/2026
709372	04/17/2026	156	DEMCO INC	531098	KC FOL STAFF BREAKROOM FURNITURE	0.00	1,245.31	04/24/2026
709373	04/17/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	96.00	04/24/2026
709374	04/17/2026	374	EMPLOYMENT SECURITY DEPARTMENT	549050	Late Fees; ESD 000-930403-10-6	0.00	50.78	04/23/2026
709375	04/17/2026	482	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	4,271.31	04/21/2026
709376	04/17/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	18,922.54	04/22/2026
709377	04/17/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Children's AV, Youth DVD	0.00	10,605.43	04/24/2026
709378	04/17/2026	522	OVERDRIVE INC	534415	MATERIALS - Databases, eBooks, eDownloadable Audio	0.00	158,706.12	04/22/2026
709379	04/17/2026	782	QBSI - A XEROX COMPANY	548010	DIGITAL PRESS MAINTENANCE AND SUPPLIES	0.00	1,922.28	04/22/2026
709380	04/17/2026	61	RICOH USA INC	591720	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	3,513.17	04/23/2026
709381	04/17/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	462.42	04/28/2026
709382	04/17/2026	3441	SETON HILL UNIVERSIT	541650	Lost Item; Tai chi walking	0.00	31.95	04/24/2026
709383	04/17/2026	3418	CORI SHOOTER	541010	CORI SHOOTER, WOMEN IN TRADE, 3/20, PKS, 3/21 GIG	0.00	986.40	04/21/2026
709384	04/17/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	2,161.00	04/21/2026
709385	04/17/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL, SMT WATER;ACCT#03270000-01;3/10-4/10/26	0.00	387.94	04/21/2026
709386	04/17/2026	894	LISA ILENE TAYLOR	541010	LISA TAYLOR, SALAD IN A BAG, 4/7, SUM	0.00	411.00	04/22/2026
709387	04/17/2026	581	TILLCUM COMMUNITY SERVICE CEN	545030	HVAC System Replacement	6,216.25	0.00	
709388	04/17/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,439.48	04/22/2026
709389	04/17/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	1,579.71	04/21/2026
709390	04/17/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	0.00	4,520.57	04/22/2026
709391	04/20/2026	313	AFLAC	231590	2026.04.21 AFLAC	0.00	3,510.36	04/30/2026
709392	04/20/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.04.21 FOUNDATION DONATIONS	0.00	360.00	04/22/2026
709393	04/20/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.04.20 AWC	0.00	308,467.40	04/30/2026
709394	04/24/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS	0.00	3,168.14	04/28/2026
709395	04/24/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	110.43	04/28/2026
709396	04/24/2026	2253	AMY ANDERSON	543012	Per Diem; Computers in Libraries 2026	414.00	0.00	
709397	04/24/2026	2143	AWARDCO INC	531002	AWARDCO FEES FOR POINTS	0.00	363.00	04/30/2026
709398	04/24/2026	347	BARNES & NOBLE	531099	2026 ON THE ROAD GIVEAWAY BOOKS	0.00	7,434.28	04/30/2026
709399	04/24/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 33rd PAYMENT	24,232.00	0.00	
709400	04/24/2026	2781	OLIVIA, BISHOP	543012	Per Diem Reimb Tyler Conference	255.00	0.00	
709401	04/24/2026	3150	BLUETRITON BRANDS INC	531002	DUPONT WATER- DELIVERY & RENTAL	52.55	0.00	
709402	04/24/2026	1320	BUSTOS MEDIA HOLDINGS, LLC	544000	Q1 MARCOM FOCUS RADIO AND DIGITAL ADS	0.00	233.00	04/30/2026
709403	04/24/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	2,750.04	04/30/2026
709404	04/24/2026	3121	CHEMEKETA COMMUNITY COLLEGE	541650	Lost Item; Web of dreams	5.50	0.00	
709405	04/24/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.09	0.00	
709406	04/24/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	1,150.00	0.00	
709407	04/24/2026	1001	DATA QUEST LLC	541020	BACKGROUND CHECK	147.64	0.00	
709408	04/24/2026	365	EBSCO	534505	MATERIALS - Magazines	0.00	1,889.84	04/30/2026
709409	04/24/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	APRIL 2026 - LEASE, WATER, SEWER; FY21 - FY25 TRUE UP	16,110.05	0.00	
709410	04/24/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	BONNEY LAKE FIRE PANEL REPLACEMENT	0.00	12,983.42	04/29/2026
709411	04/24/2026	401	FINGER LAKES LIBRARY SYSTEM	541650	Lost Item; Codex Seraphinianus	20.00	0.00	
709412	04/24/2026	2499	FLOHAWKS	548000	WASTE PUMPING SERVICES	0.00	2,600.33	04/29/2026
709413	04/24/2026	482	HERMANSON COMPANY LLP	564200	AC EMERGENCY HVAC REPAIR	0.00	2,202.00	04/28/2026
709414	04/24/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	0.00	28,103.05	04/30/2026
709415	04/24/2026	710	IRON MOUNTAIN INC	541020	SECURE DOCUMENT DESTRUCTION - SYSTEM & DOCUMENT STORAGE	0.00	386.31	04/30/2026
709416	04/24/2026	3424	MARGARET MERTENS	541010	MARGARET MERTENS, WOMEN WON THE MARATHON, 3/28 UP	630.45	0.00	
709417	04/24/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE & MONTHLY SERVICE	0.00	11,689.02	04/29/2026
709418	04/24/2026	2380	NASH CONSULTING INC	541000	LEADERSHIP DEVELOPMENT	1,170.00	0.00	
709419	04/24/2026	520	CITY OF ORTING	591720	ORTING MPC - MAY 2026	0.00	3,662.97	04/30/2026
709420	04/24/2026	2989	PEER WASHINGTON	541000	PEER WA 2026 PO	0.00	7,916.66	04/29/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709421	04/24/2026	560	PIERCE COUNTY	549050	IT - WORKDAY USER 2026 INVOICES	675.00	0.00	
709422	04/24/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	218.55	0.00	
709423	04/24/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	3,175.04	0.00	
709424	04/24/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	769.38	04/28/2026
709425	04/24/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	483.51	04/30/2026
709426	04/24/2026	2326	MARY STIMSON	543012	per diem; Tyler Conference 2026	255.00	0.00	
709427	04/24/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	397.44	04/28/2026
709428	04/24/2026	3346	SURPRISE LAKE STATION LLC	591720	MAY 2026 LEASE & CAM PAYMENT	0.00	13,184.02	04/30/2026
709429	04/24/2026	581	TILlicum COMMUNITY SERVICE CEN	545030	Rent/CAM March 2026	1,642.22	0.00	
709430	04/24/2026	3091	TRANSPARENT LANGUAGE INC	534305	MATERIALS - Databases	15,000.00	0.00	
709431	04/24/2026	3451	ERIK UDSTUEN	543012	Per Diem Tyler Conference 2026	255.00	0.00	
709432	04/24/2026	3437	UNIVERSITY OF WESTERN STATES	541650	Lost Item; The Developing Person	90.00	0.00	
709433	04/24/2026	603	UNIVERSITY PLACE CIVIC BUILDING	545030	1/1/26 - 4/30/26 Assessment for UP Library	139,613.00	0.00	
709434	04/24/2026	606	VALUE LINE PUBLISHING	534305	MATERIALS - Databases	0.00	23,300.00	04/30/2026
709435	04/24/2026	2914	VELOCITYEHS INC	591721	2026 VELOCITYEHS SUBSCRIPTION	0.00	3,986.78	04/30/2026
709436	04/24/2026	3194	WAGeworks INC	549050	WELLNESS REIMBURSEMENT PROGRAM MONTHLY PREMIUM	0.00	100.00	04/29/2026
709437	04/24/2026	810	WAYNES ROOFING INC	548000	ADMIN CENTER ROOF LEAK REPAIR & SUMNER ROOF REPAIR	0.00	3,849.49	04/28/2026
709438	04/24/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	3,233.31	04/28/2026
709439	04/29/2026	163	DEPT OF LABOR & INDUSTRIES	231510	2026.Q1 L&I ACCT# 277,074-00 _ UBI# 278036416	51,523.09	0.00	
709440	04/29/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2026.Q1 WA CARES FUND - ID# C278036416	29,977.18	0.00	
709441	04/29/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2026.Q1 WAPFML - ID# C278036416	65,316.49	0.00	
Count of Warrants: 139						373,051.69	1,214,024.48	1,587,076.17

Executive Director Report

MEMO

Date: May 1, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

April was a busy month, continuing to move through organizational changes, preparing for our busy season of Summer Reading, and advancing progress in the Strategic Implementation Plan. I'm happy to answer any questions about this month's report or other library operations.

Community Highlights

PCLS joined the Pierce County Community Navigator Program team and the Graham Business Association at Frontier Park Lodge alongside community partners including Pacific Lutheran University School of Business, Mi Centro, and the Asia Pacific Cultural Center for the Thriving Together Resource Event in Graham.

Branches hosted story times featuring Daffodil Festival Princesses, highlighting youth leadership and promoting early literacy.

A record number of applications were received for the current Trustee appointment cycle; the committee will begin screening after the May 1 closing date.

Representative Kim Schrier (WA-08) (pictured below) attended story time at Orting Library, toured the branch, and met with staff, supporting the Library's government relations efforts and reinforcing its role as a trusted community space.



Representative Kim Schrier reading a book to children during story time

Organizational Highlights

New staff training was launched with a focus on accessibility and inclusion, including Autism Acceptance and Inclusivity, Diversity and Inclusion Basics, and Neurodiversity 101.

Departments held appreciation lunches, shared photos, and circulated public kudos to recognize staff contributions for this year's National Library Week/National Library Workers Day. This year's theme is "Empowering Stories, Empowering Communities."



Left to right: Staff Experience Director Chereé Green, Chair Neesha Patel and Business & Compliance Director Cliff Jo stand next to a monitor with Local 3787 union leadership in recognition of National Library Workers Day at the April Board meeting.

University of Washington Tacoma (UWT) visit: UWT accounting students (pictured below) visited the Administrative Center to connect classroom learning to public-sector finance in practice. Finance Department leadership also hosted a follow-up campus Lunch & Learn, highlighting the Finance team’s role in transparency and accountability and strengthening the public-service career pipeline.



Eight UWT students and Finance Director Mary Stimson

Facility and Capital Projects

The Request for Bids (RFB) for site preparation and construction of a new 17,133-square-foot Sumner Library on East Main Street was published in the *Seattle Daily Journal of Commerce*, with bids due by 2:00 p.m. on May 27, 2026.

Executive Director Community Engagement

Recent activities include:

- Participated in the Fife Economic Development Action Plan Steering Committee meeting, which included reviewing data and community input to support an action plan for the City.
- Attended the District 5 County Council meeting. PCLS was referenced multiple times as a programming partner serving District 5 residents.
- Attended the Mayor’s Coffee in Steilacoom, received updates from the Police Chief, and heard community concerns regarding public safety.
- Met with city managers in Lakewood, DuPont, and University Place regarding the Contracting Cities Program (CCP); also met with the City Manager and new Mayor in Sumner to share project updates.
- Met with regional directors for Representatives Marilyn Strickland (WA-10) and Kim Schrier (WA-08) to explore federal funding opportunities and share updates on PCLS programs and services.
- Met with a Women’s CEO leadership networking group and attended the county-coordinated Resiliency Hub meeting to support cross-sector coordination amid state and federal fiscal impacts.

Looking Ahead

Trustee appointment process: Application screening begins after May 1. Updates will be provided as the committee advances candidates.

Sumner Library procurement: The Bid period continues through May 27. Staff will return to the Board with award and contract recommendations per the project schedule.

Ongoing government relations: Outreach continues to local jurisdictions and state/federal partners to advance shared priorities and identify funding opportunities.

2025 State Auditor's Office (SAO) Annual Report Review: As noted during the April meeting, the SAO Annual Report for 2025 is due on May 30, 2026, and the Library has successfully submitted its reports. We are awaiting the auditor's review and will keep the trustees updated.

Public Services Report



Library at a Glance: March 2026 YTD Key Performance Indicators

<p>Cardholders</p> <p>359,515</p> <p>↑</p> <p>+5.6%</p>	<p>YTD Users - Physical</p> <p>389,110</p> <p>↑</p> <p>+1%</p>	<p>YTD Circulation - Digital</p> <p>709,858</p> <p>↑</p> <p>+3.17%</p>
<p>YTD Circulation - Physical</p> <p>563,403</p> <p>↓</p> <p>-10.74%</p>		

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

March 2026 Service Highlights

Play Time

Pierce County Library System’s Play Time programs provide welcoming, environments where children ages 0–5 and their caregivers engage in child-led, unstructured play. Rooted in early childhood development research, these programs emphasize play as a critical pathway for learning, and support whole-child development through hands-on exploration, social interaction, and caregiver engagement.

At Play Time, children explore block, pretend, and sensory play that builds creativity, problem-solving, motor skills, and social-emotional growth. Caregivers play alongside, learning practical ways to support their child’s development through everyday play.

Aligned with the Library’s early learning strategy, Play Time is supported by curated materials and shared resources, ensuring consistent, high-quality experiences across locations and equitable access for Pierce County families. Strategic partnerships extend program reach, including a 2026 co-facilitation pilot with Greentrike and collaboration with A Step Ahead Pierce County.

Statistics April 2025-March 2026

406 Play Time programs facilitated
60+ partnership programs. Partners include A Step Ahead, Akin Family, First 5 Years and Beyond, and Greentrike.

Stories of Impact

A father who recently moved to the area from Chile attended Play to Learn with his three-year-old son. Using Google Translate, he shared his hopes for his son’s future and engaged in conversation with staff about the program. With support from a bilingual Greentrike facilitator, the family participated fully alongside other families, including several Spanish-speaking households. His father shared plans to return each week, reflecting a growing sense of belonging and connection to community resources.

A caregiver expressed appreciation for Play Time as a welcoming, low-pressure space where their child could play while connecting with other families. Attending regularly helped reduce feelings of isolation and build routine and community for their family.

Looking Ahead

Events to Know About

Cuentos Bilingües/Bilingual Story Time - Cuentos en Español e Inglés / Spanish-English Story Time

- Thursday, May 14, 10:30pm - 11:30pm; Interim Lakewood
- Saturday, May 16, 1:00pm - 1:30pm; Tillicum
- Monday, May 18, 10:30am - 11:30am; Parkland/Spanaway
- Thursday, May 21, 10:30pm - 11:30pm; Interim Lakewood
- Saturday, May 23, 1:00pm - 1:30pm; Tillicum

Conversation Café: Movement – A Health and Wellness Program

- Wednesday, May 20, 2:00pm - 3:00pm; University Place

Veterans Benefits & Medicaid – A Financial Literacy Program

- Tuesday, May 26, 1:00pm – 2:00pm; Gig Harbor

Introduction to Online Small Business Resources – An Information Literacy Program

- Wednesday, May 27, 3:00pm - 4:00pm; University Place

Conversation Cafe: They Called Us Enemy – A Stories and Voices Program

- Saturday, May 30, 1:00pm - 2:00pm; Gig Harbor

Registration Required programs:

Introduction to Tai Chi - A Health and Wellness Program

- Sunday, May 03, 10:30am - 12:30pm; Gig Harbor
<https://calendar.piercecountylibrary.org/event/15813567>
- Sunday, May 10, 10:30am - 12:30pm; Gig Harbor
<https://calendar.piercecountylibrary.org/event/15813568>
- Sunday, May 17, 10:30am - 12:30pm; Gig Harbor
<https://calendar.piercecountylibrary.org/event/15813569>
- Sunday, May 24, 10:30am - 12:30pm; Gig Harbor
<https://calendar.piercecountylibrary.org/event/15813570>

Plants as Medicine

- Saturday, May 16, 12:00pm - 1:00pm; Anderson Island
<https://calendar.piercecountylibrary.org/event/15760461>

Now I Eat My ABC's - STARS Class (This class is for early childhood professionals who need continuing education STARS credits)

- Saturday, May 30, 10:00am - 12:00pm; South Hill <https://calendar.piercecountylibrary.org/event/15401858>

Customer Impact and Community Engagement - Stories by Location

Gig Harbor: A customer booked an Ask Us appointment to help locate her newly discovered half-sister. Staff guided her to websites and library databases that helped her find an address to make contact.

A local fire marshal received assistance printing building schematics from microfiche and also signed up for a library card.

Lakewood: A customer who needed assistance with mobile printing shared his appreciation for the staff's patience and willingness to help, noting that it's why he continues to visit.

University Place: A newly relocated family left the branch with arms full of books and praised the library's Korean collection. *"Your Korean section is wonderful. The quality and the selection – just great, for all ages. We just moved here from California, and we've never seen anything like this in a public library."*

Financial Report

MEMO



Date: April 27, 2026

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending March 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:

- 541000. Includes payment of \$13,095.75 to State Auditor’s Office for the 2024 PCLS audit services.
- 548010. Payment of \$30,928.02 made to Hermanson Company LLC for HVAC services.
- 548000. Includes payment to Waynes Roofing Inc for \$66,114.67 for Parkland and South Hill gutter and roof repairs.
- 542000. Payment to Teks Services Inc for \$26,598.48 for Q1 direct mailer.

Capital Improvement Fund:

- 549050. Payment of \$3,000.00 was made to Puget Sound Energy for Sumner design and electric permits.

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. Transfers in and out are netted in the Munis YTD reports, so may appear over/under budget until all transfers are complete for the year.

Revenues:

- **General Fund Taxes:** To date, 6% of the projected tax revenue has been collected. Significant revenue inflows are in April and October.

-
- **Other General Fund Revenues:** Other revenues are at 21.4% of budget spent. This includes \$69.8K in FOL donations, \$109K in investment earnings, \$24K from payment of lost materials and printing, and \$13.7K from rebates.
 - **General Fund Transfers In:** With the board’s approval to rescind the original LSF transfer and reduce it to \$1M, the transfer was recorded effective January 1.
 - **Capital Improvement Fund Revenue:** To date, 3.4% of budgeted capital revenue has been collected, with investment earnings as the main source at this time.
 - **Capital Improvement Fund Transfers In:** Effective 1/1, \$1.2M was transferred from the Property and Facility Fund to the Capital Fund to strengthen Capital Fund reserves.
 - **Special Revenue Funds:** No significant activity other than receipt of investment earnings in March.

GF Expenses:

- **Salaries and Wages:** On track at 22.6% of budget spent.
- **Benefits:** 21.6% of budget spent.
- **Supplies:** Currently at 21.8% for supplies, which includes current encumbered purchase orders for \$252K of anticipated spend.
- **Materials:** 19.8% of budget spent.
- **Services:** 32% of budget spent, with \$1.28M in encumbered POs.

Capital Fund Expenses:

- **Services:** 9.1% of budget spent, with \$184K in encumbered capital POs.
- **Capital Outlays:** 9.4% of budget spent, with \$377K encumbered through purchase orders (POs).

Special Revenue Funds:

- **Levy Sustainability Fund Transfers Out:** \$1M transfer from Levy Sustainability Fund to the General Fund occurred in January.
- **Property and Facility Fund Transfers Out:** \$1.2M Transfer from the Property and Facility Fund to Capital Fund in January.

Financial/Budget Activities

- **In-Person SAO StrengthsFinder Session with Finance Team:** Participated in an in-person meeting with the State Auditor’s Office focused on StrengthsFinder to better understand individual and team strengths. The session emphasized applying strengths to improve departmental efficiency, strengthen workplace culture, and enhance team dynamics and collaboration.
- **Fiscal Year Close Activities:** Following Board approval of the fiscal year close, Finance officially closed the books for 2025. Final interfund transfers were entered, committed and assigned fund balances were recorded, and year-end entries were completed to ensure accurate financial reporting and alignment with approved actions.

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
001 GENERAL FUND							
01 TAXES							
311110 PROPERTY TAX--CURRENT	-47,050,000	-47,050,000	-2,620,471.17	-1,939,999.77	.00	-44,429,528.83	5.6%
311120 PROPERTY TAX--DELINQUENT	-550,000	-550,000	-236,411.46	-81,785.93	.00	-313,588.54	43.0%
311121 PROPERTY TAX--KING COUNTY	-100,000	-100,000	-674.57	-582.75	.00	-99,325.43	.7%
311300 SALE OF TAX TITLE PROPERTY	-8,210	-8,210	.00	.00	.00	-8,210.00	.0%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-5,596.34	.00	.00	-14,403.66	28.0%
317400 TIMBER EXCISE TAX	-80,000	-80,000	.00	.00	.00	-80,000.00	.0%
TOTAL TAXES	-47,808,210	-47,808,210	-2,863,153.54	-2,022,368.45	.00	-44,945,056.46	6.0%
02 CHR/TRANSF IN/OTHER							
332000 GRANTS--FEDERAL INDIRECT	-52,500	-52,500	.00	.00	.00	-52,500.00	.0%
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-1,152.28	.00	.00	-13,847.72	7.7%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	.00	.00	.00	-4,000.00	.0%
347902 PRINTER FEES	0	0	-17,595.91	-5,836.84	.00	17,595.91	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-109,228.66	-30,702.10	.00	-290,771.34	27.3%
361430 INTEREST INCOME--CONTRACTS &	0	0	-51.59	.00	.00	51.59	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-759.25	.00	.00	-240.75	75.9%
367010 DONOR PROCEEDS--FOUNDATION	-335,000	-335,000	.00	.00	.00	-335,000.00	.0%
367020 DONOR PROCEEDS--FRIENDS	-73,290	-73,290	-69,788.00	.00	.00	-3,502.00	95.2%
369100 SALE OF SURPLUS--GENERAL	-8,000	-8,000	-2,350.00	.00	.00	-5,650.00	29.4%
369101 SALE OF SURPLUS--MATERIALS	-20,000	-20,000	-5,920.24	-1,000.95	.00	-14,079.76	29.6%
369200 FOUND MONEY	0	0	-105.40	-94.00	.00	105.40	100.0%
369910 MISCELLANEOUS OTHER	0	0	-12,641.28	-4,221.67	.00	12,641.28	100.0%
369911 PAYMENT FOR LOST MATERIALS	-15,000	-15,000	-8,544.63	-2,749.72	.00	-6,455.37	57.0%
369912 JURY DUTY REIMBURSEMENT	0	0	-20.00	-10.00	.00	20.00	100.0%
369913 ERATE REIMBURSEMENT	-150,000	-150,000	.00	.00	.00	-150,000.00	.0%
369914 PROCUREMENT CARD REBATES	-48,000	-48,000	-13,743.02	-7,382.13	.00	-34,256.98	28.6%
397010 TRANSFERS IN	-2,500,000	-2,500,000	-1,000,000.00	.00	.00	-1,500,000.00	40.0%
TOTAL CHR/TRANSF IN/OTHER	-3,621,790	-3,621,790	-1,241,900.26	-51,997.41	.00	-2,379,889.74	34.3%
03 SALARIES AND WAGES							

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	25,126,750	25,126,750	5,712,897.41	1,805,634.68	.00	19,413,852.59	22.7%
511005 ADDITIONAL HOURS	217,130	217,130	.00	.00	.00	217,130.00	.0%
511006 SUBSTITUTE HOURS	30,880	30,880	5,297.00	1,236.41	.00	25,583.00	17.2%
511009 TUITION ASSISTANCE	12,000	12,000	4,442.38	455.70	.00	7,557.62	37.0%
512000 OVERTIME WAGES	45,250	45,250	14,066.26	4,542.17	.00	31,183.74	31.1%
TOTAL SALARIES AND WAGES	25,432,010	25,432,010	5,736,703.05	1,811,868.96	.00	19,695,306.95	22.6%
04 PERSONNEL BENEFITS							
520010 FICA	1,897,400	1,897,400	427,067.99	134,709.56	.00	1,470,332.01	22.5%
520020 MEDICAL INSURANCE	3,676,970	3,676,970	804,625.49	259,834.27	.00	2,872,344.51	21.9%
520021 DENTAL INSURANCE	250,760	250,760	56,210.72	18,272.60	.00	194,549.28	22.4%
520022 LIFE AND DISABILITY INSURANCE	101,600	101,600	24,962.45	8,354.21	.00	76,637.55	24.6%
520023 INDUSTRIAL INSURANCE	140,510	140,510	33,797.66	10,721.81	.00	106,712.34	24.1%
520030 RETIREMENT	1,736,160	1,736,160	317,936.63	100,544.09	.00	1,418,223.37	18.3%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	4,037.76	4,037.76	.00	30,962.24	11.5%
520041 PAID FML INSURANCE	57,590	57,590	21,365.27	6,695.43	.00	36,224.73	37.1%
520091 OTHER BENEFIT	0	0	18,548.23	8,083.23	.00	-18,548.23	100.0%
TOTAL PERSONNEL BENEFITS	7,895,990	7,895,990	1,708,552.20	551,252.96	.00	6,187,437.80	21.6%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	52,100	52,100	7,378.87	2,156.05	.00	44,721.13	14.2%
531002 OFFICE/OPERATING SUPPLIES--SU	83,350	83,350	11,228.75	3,958.16	6,906.38	65,214.87	21.8%
531004 OFFICE/OPERATING SUPPLIES--PU	91,500	91,500	11,356.48	4,574.78	11,022.26	69,121.26	24.5%
531005 TRAINING/RETREAT SUPPLIES	13,880	13,880	.00	.00	.00	13,880.00	.0%
531006 NLWD SUPPLIES	3,420	3,420	.00	.00	.00	3,420.00	.0%
531010 CUSTODIAL SUPPLIES	145,000	145,000	18,518.01	6,655.32	90,669.58	35,812.41	75.3%
531020 MAINTENANCE SUPPLIES	40,000	40,000	7,414.55	1,768.51	.00	32,585.45	18.5%
531030 MATERIAL PROCESSING SUP	17,500	17,500	6,310.72	3,454.97	.00	11,189.28	36.1%
531040 TRAINING MATERIALS SUPPLIES	6,500	6,500	235.02	47.58	.00	6,264.98	3.6%
531098 FRIENDS PASSTHROUGH-SUP	73,300	73,300	3,703.91	1,852.43	17,735.40	51,860.69	29.2%
531099 FOUNDATION PASSTHROUGH-SUP	142,300	142,300	11,900.19	5,088.36	13,250.00	117,149.81	17.7%
532000 FUEL	45,000	45,000	10,290.01	3,096.32	35,305.40	-595.41	101.3%
535000 MINOR EQUIPMENT	24,500	24,500	5,337.81	.00	.00	19,162.19	21.8%
535010 FURNISHINGS--PUBLIC	45,000	45,000	3,276.58	3,276.58	4,988.58	36,734.84	18.4%
535015 FURNISHINGS--STAFF	161,000	161,000	117.28	.00	11,980.41	148,902.31	7.5%
535020 TECHNOLOGY HARDWARE--PUBLIC	126,000	126,000	376.35	376.35	.00	125,623.65	.3%

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	309,500	309,500	2,453.38	721.71	44,818.85	262,227.77	15.3%
535050 SOFTWARE/LICENSES/HOST--APPS	433,000	433,000	81,457.71	4,706.92	.00	351,542.29	18.8%
535055 SOFTWARE/LICENSES/HOST--INFRA	230,300	230,300	11,785.04	1,523.00	15,330.57	203,184.39	11.8%
TOTAL SUPPLIES EXPENSES	2,043,150	2,043,150	193,140.66	43,257.04	252,007.43	1,598,001.91	21.8%

06 MATERIALS

534000 MATERIALS COLLECTION	15,000	15,000	68.32	68.32	.00	14,931.68	.5%
534005 ADULT AV - CDS	20,000	20,000	5,577.83	3,021.68	.00	14,422.17	27.9%
534010 ADULT AV - DVD	327,500	327,500	93,049.88	31,168.71	.00	234,450.12	28.4%
534015 ADULT AV - DVDNF	20,000	20,000	3,770.62	804.69	.00	16,229.38	18.9%
534020 ADULT AV AUDIOBOOKS	20,000	20,000	2,885.74	176.10	.00	17,114.26	14.4%
534110 ADULT FICTION	270,000	270,000	71,768.84	38,047.00	.00	198,231.16	26.6%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	2,364.24	720.47	.00	12,635.76	15.8%
534120 ADULT LARGE PRINT	50,000	50,000	11,871.68	3,435.28	.00	38,128.32	23.7%
534125 ADULT LUCKY DAY	60,000	60,000	14,222.54	8,638.76	.00	45,777.46	23.7%
534130 ADULT NONFICTION	300,000	300,000	37,231.92	18,599.54	.00	262,768.08	12.4%
534145 ADULT REFERENCE	15,000	15,000	636.65	.00	.00	14,363.35	4.2%
534150 ADULT YA FICTION	55,000	55,000	5,166.99	3,229.62	.00	49,833.01	9.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	25,000	6,682.03	2,407.42	.00	18,317.97	26.7%
534160 ADULT YA NONFICTION	12,000	12,000	1,077.32	867.19	.00	10,922.68	9.0%
534215 CHILDREN'S EARLY LEARNING	7,000	7,000	776.48	359.11	.00	6,223.52	11.1%
534220 CHILDREN'S FICTION	225,000	225,000	68,389.82	23,969.13	.00	156,610.18	30.4%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	7,958.68	2,642.00	.00	47,041.32	14.5%
534230 CHILDREN'S NONFICTION	125,000	125,000	19,617.52	9,307.48	.00	105,382.48	15.7%
534235 CHILDREN'S SCIENCE TO GO	6,000	6,000	.00	.00	.00	6,000.00	.0%
534237 CHILDREN'S STANDING ORDERS	35,000	35,000	.00	.00	.00	35,000.00	.0%
534240 CHILDREN'S STORYTIME	2,500	2,500	611.62	556.23	.00	1,888.38	24.5%
534305 DATABASES	574,470	574,470	47,576.00	37,232.68	.00	526,894.00	8.3%
534410 EBOOKS	880,000	880,000	193,856.91	77,850.48	.00	686,143.09	22.0%
534415 EDOWNLOADABLE AUDIO	780,000	780,000	196,926.08	74,169.92	.00	583,073.92	25.2%
534421 ESTREAMING FILMS	100,000	100,000	20,000.00	.00	.00	80,000.00	20.0%
534422 ESTREAMING MUSIC	20,000	20,000	.00	.00	.00	20,000.00	.0%
534425 EHOSTING FEES	17,500	17,500	13,200.00	13,200.00	.00	4,300.00	75.4%
534430 EMAGAZINES	82,380	82,380	.00	.00	.00	82,380.00	.0%
534505 MAGAZINES	75,000	75,000	4,741.84	1,616.77	.00	70,258.16	6.3%
534605 VENDOR PROCESSING	100,000	100,000	34,701.54	13,284.51	.00	65,298.46	34.7%
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	10,000	10,000	1,578.21	1,129.10	.00	8,421.79	15.8%
534710 WORLD - CHILDREN'S SPANISH	15,000	15,000	1,236.12	523.07	.00	13,763.88	8.2%
534715 WORLD - CHINESE	11,000	11,000	.00	.00	.00	11,000.00	.0%

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534725 WORLD - GERMAN	8,000	8,000	1,743.98	1,743.98	.00	6,256.02	21.8%
534730 WORLD - JAPANESE	5,500	5,500	.00	.00	.00	5,500.00	.0%
534735 WORLD - KOREAN	21,000	21,000	.00	.00	.00	21,000.00	.0%
534740 WORLD - TAGALOG	15,000	15,000	1,862.89	1,862.89	.00	13,137.11	12.4%
534745 WORLD - VIETNAMESE	8,000	8,000	.00	.00	.00	8,000.00	.0%
534750 WORLD - RUSSIAN	15,000	15,000	5,410.31	.00	.00	9,589.69	36.1%
534755 WORLD - UKRAINIAN	10,000	10,000	.00	.00	.00	10,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	35,000	12,475.17	4,020.44	.00	22,524.83	35.6%
534810 YOUTH DVD - FTY	22,500	22,500	4,137.98	767.63	.00	18,362.02	18.4%
534815 YOUTH YA AUDIO BOOKS	5,000	5,000	.00	.00	.00	5,000.00	.0%
541610 RESOURCE SHARING SERVICES	38,000	38,000	11,220.00	.00	.00	26,780.00	29.5%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	5.26	5.26	.00	40,194.74	.0%
TOTAL MATERIALS	4,558,550	4,558,550	904,401.01	375,425.46	.00	3,654,148.99	19.8%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	363,600	363,600	64,866.91	32,328.04	189,353.29	109,379.80	69.9%
541004 INDEPENDENT CONTRACTORS---INFR	30,000	30,000	5,284.80	1,761.60	14,238.40	10,476.80	65.1%
541010 PERFORMER SERVICES	98,500	98,500	7,074.42	1,862.21	5,152.69	86,272.89	12.4%
541020 CONTRACTUAL SERVICES	488,700	488,700	91,499.88	43,521.39	284,831.27	112,368.85	77.0%
541040 LEGAL SERVICES	90,000	90,000	7,797.56	6,193.06	47,312.44	34,890.00	61.2%
541050 DATA SERVICES	7,000	7,000	.00	.00	.00	7,000.00	.0%
541630 PRINTING AND BINDING	86,000	86,000	25,075.07	11,547.12	46,888.03	14,036.90	83.7%
541650 ILL LOST ITEM CHARGE	2,000	2,000	502.28	253.68	.00	1,497.72	25.1%
542000 POSTAGE	55,110	55,110	16,451.01	16,451.01	.00	38,658.99	29.9%
542001 SHIPPING	15,000	15,000	956.15	411.03	.00	14,043.85	6.4%
542010 TELECOM SERVICES--PHONES	82,000	82,000	26,789.20	8,723.25	.00	55,210.80	32.7%
542011 TELECOM SERVICES--CELLPHONES	57,200	57,200	16,444.41	4,237.73	.00	40,755.59	28.7%
542012 TELECOM SERVICES--INTERNET	409,600	409,600	92,696.86	30,898.96	.00	316,903.14	22.6%
543000 TOLLS/PARKING	10,300	10,300	1,779.26	730.79	.00	8,520.74	17.3%
543010 MILEAGE REIMBURSEMENTS	56,040	56,040	5,931.86	1,670.37	.00	50,108.14	10.6%
543011 AIRFARE/OTHER TRANSPORTATION	27,950	27,950	7,357.60	2,490.60	.00	20,592.40	26.3%
543012 PER DIEMS	21,730	21,730	212.00	.00	.00	21,518.00	1.0%
543013 LODGING	45,330	45,330	.00	.00	.00	45,330.00	.0%
544000 ADVERTISING	127,000	127,000	9,931.25	6,521.33	25,852.00	91,216.75	28.2%
545010 RENTALS/LEASES--BUILDINGS	23,500	23,500	5,701.95	5,686.65	.00	17,798.05	24.3%
545020 RENTALS/LEASES--EQUIPMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
545030 Rental/Lease CAM	703,300	703,300	55,770.37	8,939.20	.00	647,529.63	7.9%
546000 INSURANCE	430,000	430,000	83.00	.00	.00	429,917.00	.0%
547000 ELECTRICITY	290,500	290,500	92,623.27	29,486.73	.00	197,876.73	31.9%
547010 NATURAL GAS	4,200	4,200	1,835.54	760.77	.00	2,364.46	43.7%

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	52,150	52,150	8,633.19	2,696.99	.00	43,516.81	16.6%
547030 SEWER	45,500	45,500	11,552.41	3,205.15	.00	33,947.59	25.4%
547040 REFUSE	64,900	64,900	14,602.20	4,878.14	.00	50,297.80	22.5%
548000 GENERAL REPAIRS/MAINTENANCE	589,500	589,500	121,172.13	73,807.66	188,990.20	279,337.67	52.6%
548010 CONTRACTED MAINTENANCE	574,600	574,600	135,825.06	70,988.81	388,480.81	50,294.13	91.2%
548050 VEHICLE REPAIR AND MAINTENANC	25,000	25,000	17,921.87	9,155.97	.00	7,078.13	71.7%
548100 IT SYSTEMS MAINTENANCE--APPS	5,500	5,500	.00	.00	.00	5,500.00	.0%
548110 IT SYSTEMS MAINTENANCE--INFRA	68,000	68,000	.00	.00	.00	68,000.00	.0%
549010 INDIVIDUAL REGISTRATIONS	79,930	79,930	15,090.44	3,475.82	.00	64,839.56	18.9%
549011 ORGANIZATIONAL REGISTRATIONS	50,190	50,190	230.00	100.00	.00	49,960.00	.5%
549012 ONLINE TRAINING & DEVELOPMENT	5,000	5,000	55.05	.00	.00	4,944.95	1.1%
549020 DUES AND MEMBERSHIPS	47,510	47,510	37,189.57	2,310.00	5,074.00	5,246.43	89.0%
549030 TAXES AND ASSESSMENTS	57,700	57,700	.37	-.02	.00	57,699.63	.0%
549040 LICENSES	150	150	532.47	336.30	.00	-382.47	355.0%
549050 FEES	26,050	26,050	6,354.06	1,399.66	1,800.00	17,895.94	31.3%
549120 CONTINGENCY/RESERVE	1,330,700	330,700	.00	.00	.00	330,700.00	.0%
591720 GASB 87 LONG TERM LEASE	634,490	634,490	172,037.48	52,744.94	21,125.26	441,327.26	30.4%
591721 SBITA	317,870	317,870	33,286.99	.00	67,232.04	217,350.97	31.6%
TOTAL SERVICES EXPENSES	7,500,300	6,500,300	1,111,147.94	439,574.94	1,286,330.43	4,102,821.63	36.9%

09 TRANSF OUT/SETASIDES

597030 TRANSFERS OUT--CAPITAL PROJEC	4,000,000	4,000,000	.00	.00	.00	4,000,000.00	.0%
597099 FUND SETASIDES	0	1,000,000	.00	.00	.00	1,000,000.00	.0%
TOTAL TRANSF OUT/SETASIDES	4,000,000	5,000,000	.00	.00	.00	5,000,000.00	.0%

TOTAL GENERAL FUND	0	0	5,548,891.06	1,147,013.50	1,538,337.86	-7,087,228.92	100.0%
TOTAL REVENUES	-51,430,000	-51,430,000	-4,105,053.80	-2,074,365.86	.00	-47,324,946.20	
TOTAL EXPENSES	51,430,000	51,430,000	9,653,944.86	3,221,379.36	1,538,337.86	40,237,717.28	

102 LEVY SUSTAINABILITY FUND

02 CHR/TRANSF IN/OTHER

361100 INVESTMENT EARNINGS	-250,000	-250,000	-154,595.15	-52,807.63	.00	-95,404.85	61.8%
TOTAL CHR/TRANSF IN/OTHER	-250,000	-250,000	-154,595.15	-52,807.63	.00	-95,404.85	61.8%

09 TRANSF OUT/SETASIDES

YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
597040 TRANSFERS OUT-- GENERAL	2,500,000	2,500,000	1,000,000.00	.00	.00	1,500,000.00	40.0%
TOTAL TRANSF OUT/SETASIDES	2,500,000	2,500,000	1,000,000.00	.00	.00	1,500,000.00	40.0%
TOTAL LEVY SUSTAINABILITY FUND	2,250,000	2,250,000	845,404.85	-52,807.63	.00	1,404,595.15	37.6%
TOTAL REVENUES	-250,000	-250,000	-154,595.15	-52,807.63	.00	-95,404.85	
TOTAL EXPENSES	2,500,000	2,500,000	1,000,000.00	.00	.00	1,500,000.00	
103 ELECTION FUND							
02 CHR/TRANSF IN/OTHER							
361100 INVESTMENT EARNINGS	-40,000	-40,000	-12,013.25	-4,120.02	.00	-27,986.75	30.0%
TOTAL CHR/TRANSF IN/OTHER	-40,000	-40,000	-12,013.25	-4,120.02	.00	-27,986.75	30.0%
TOTAL ELECTION FUND	-40,000	-40,000	-12,013.25	-4,120.02	.00	-27,986.75	30.0%
TOTAL REVENUES	-40,000	-40,000	-12,013.25	-4,120.02	.00	-27,986.75	
104 PROPERTY AND FACILITY FUND							
02 CHR/TRANSF IN/OTHER							
361100 INVESTMENT EARNINGS	-100	-100	-1,222.79	-165.36	.00	1,122.79	1222.8%
TOTAL CHR/TRANSF IN/OTHER	-100	-100	-1,222.79	-165.36	.00	1,122.79	1222.8%
09 TRANSF OUT/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	100.0%
TOTAL TRANSF OUT/SETASIDES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	100.0%
TOTAL PROPERTY AND FACILITY FUND	1,199,900	1,199,900	1,198,777.21	-165.36	.00	1,122.79	99.9%
TOTAL REVENUES	-100	-100	-1,222.79	-165.36	.00	1,122.79	
TOTAL EXPENSES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	

YTD BUDGET REPORT

FOR 2026 03

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02 CHR/TRANSF IN/OTHER								
361100	INVESTMENT EARNINGS	-2,000	-2,000	-908.66	-311.59	.00	-1,091.34	45.4%
	TOTAL CHR/TRANSF IN/OTHER	-2,000	-2,000	-908.66	-311.59	.00	-1,091.34	45.4%
	TOTAL DEBT SERVICE FUND	-2,000	-2,000	-908.66	-311.59	.00	-1,091.34	45.4%
	TOTAL REVENUES	-2,000	-2,000	-908.66	-311.59	.00	-1,091.34	
301 CAPITAL IMPROVEMENT FUND								
02 CHR/TRANSF IN/OTHER								
308510	ASSIGNED CASH & INV	-815,000	-815,000	.00	.00	.00	-815,000.00	.0%
361100	INVESTMENT EARNINGS	-100,000	-100,000	-71,459.75	-24,549.87	.00	-28,540.25	71.5%
367010	DONOR PROCEEDS--FOUNDATION	-1,000,000	-1,000,000	.00	.00	.00	-1,000,000.00	.0%
369913	ERATE REIMBURSEMENT	-200,000	-200,000	.00	.00	.00	-200,000.00	.0%
397010	TRANSFERS IN	-5,200,000	-5,200,000	-1,200,000.00	.00	.00	-4,000,000.00	23.1%
	TOTAL CHR/TRANSF IN/OTHER	-7,315,000	-7,315,000	-1,271,459.75	-24,549.87	.00	-6,043,540.25	17.4%
05 SUPPLIES EXPENSES								
535020	TECHNOLOGY HARDWARE--PUBLIC	50,000	50,000	.00	.00	.00	50,000.00	.0%
535055	SOFTWARE/LICENSES/HOST--INFRA	330,000	330,000	.00	.00	.00	330,000.00	.0%
	TOTAL SUPPLIES EXPENSES	380,000	380,000	.00	.00	.00	380,000.00	.0%
07 SERVICES EXPENSES								
541020	CONTRACTUAL SERVICES	126,000	126,000	.00	.00	.00	126,000.00	.0%
541060	ARCHITECTURAL/ENGR SERVICES	350,000	350,000	16,226.53	.00	184,113.12	149,660.35	57.2%

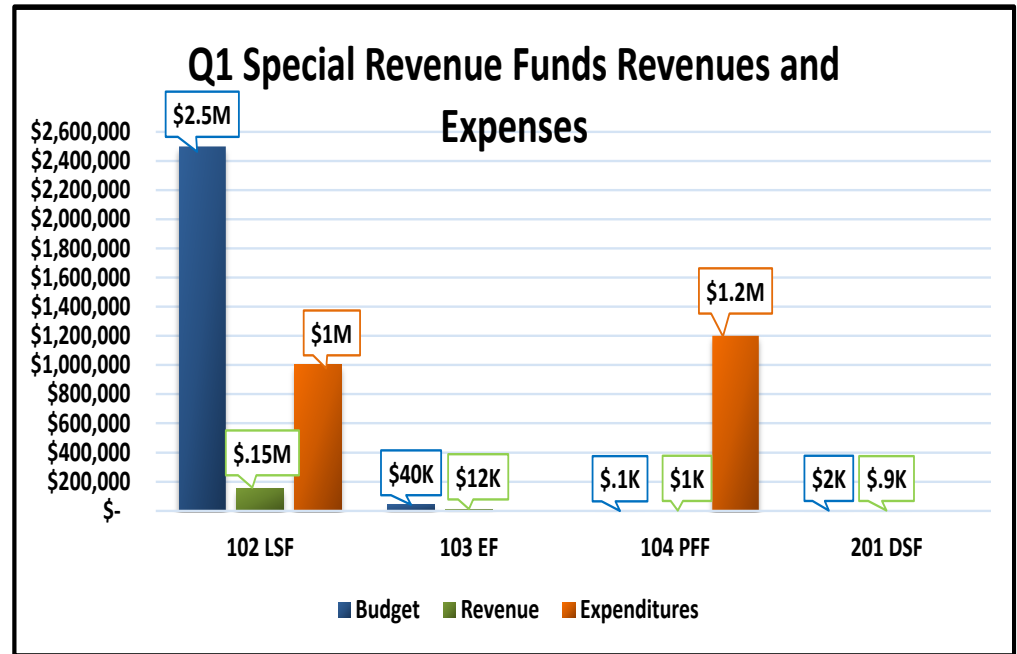
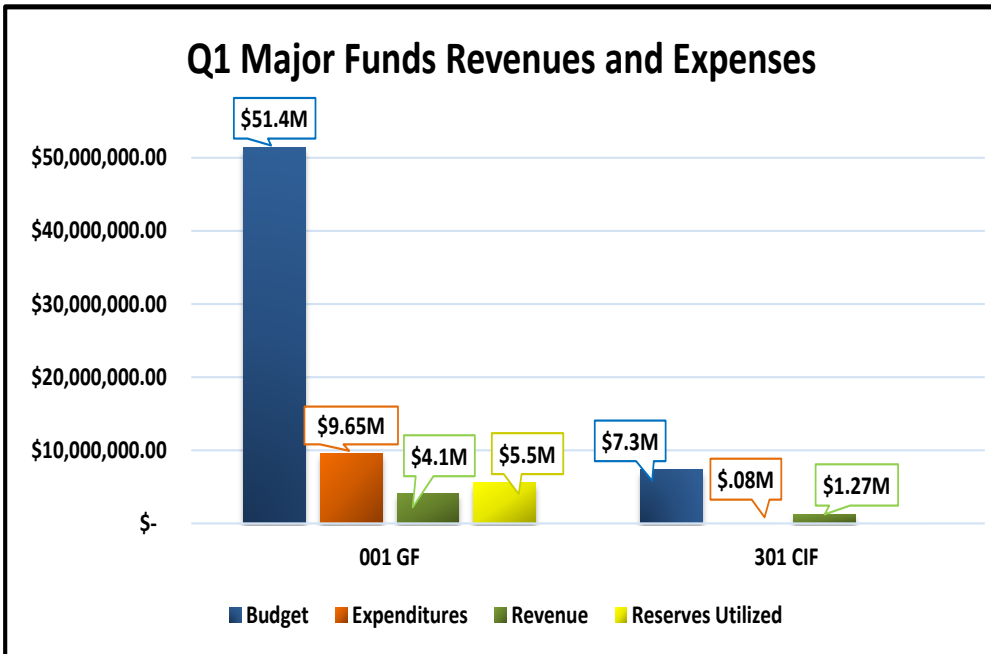
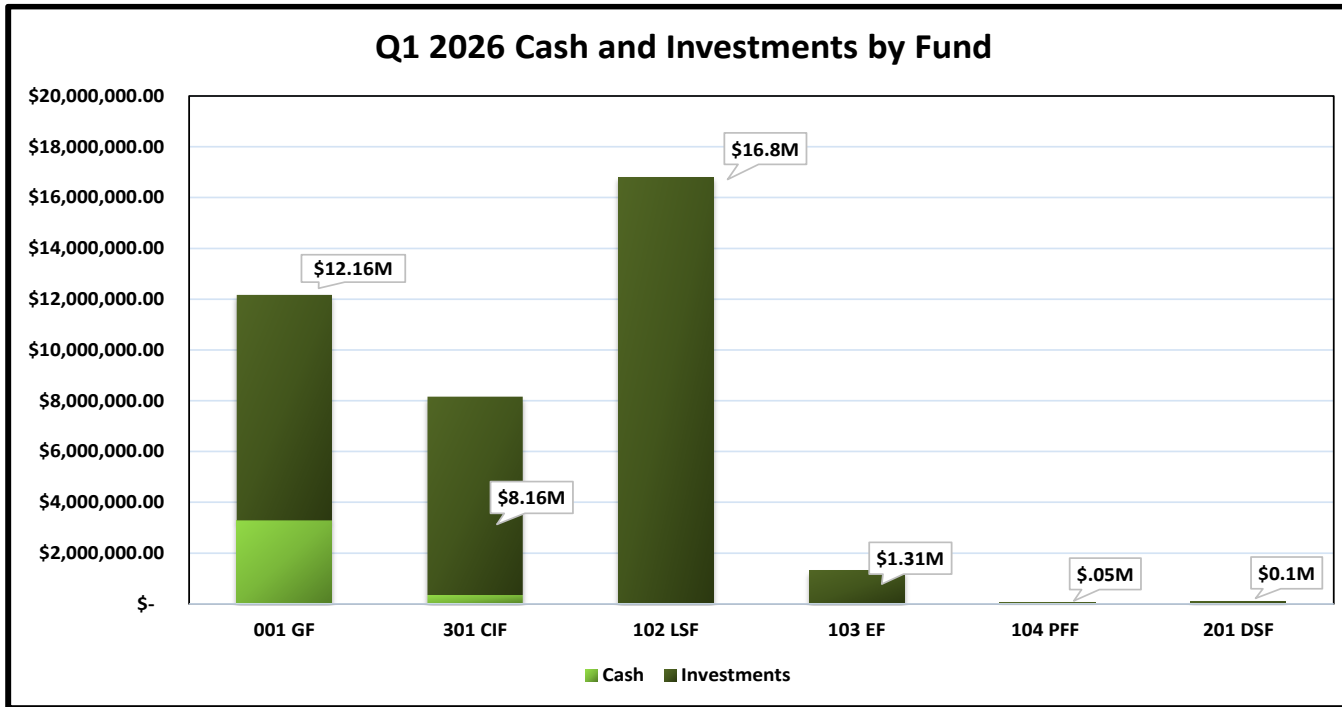
YTD BUDGET REPORT

FOR 2026 03

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
549020 DUES AND MEMBERSHIPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
549030 TAXES AND ASSESSMENTS	15,000	15,000	.00	.00	.00	15,000.00	.0%
549050 FEES	50,000	50,000	3,000.00	3,000.00	.00	47,000.00	6.0%
549120 CONTINGENCY/RESERVE	1,688,000	1,688,000	.00	.00	.00	1,688,000.00	.0%
TOTAL SERVICES EXPENSES	2,233,000	2,233,000	19,226.53	3,000.00	184,113.12	2,029,660.35	9.1%
08 CAPITAL OUTLAYS							
562010 BUILDING IMPROVEMENTS/REFRESH	0	0	.00	.00	21,614.00	-21,614.00	100.0%
562020 LAND & PROPERTY IMPROVEMENTS	650,000	650,000	.00	.00	279,050.00	370,950.00	42.9%
562100 CONSTRUCTION	2,000,000	2,000,000	.00	.00	.00	2,000,000.00	.0%
562200 ELECTRICAL	77,000	77,000	.00	.00	.00	77,000.00	.0%
562800 FURNITURE AND FIXTURES	550,000	550,000	.00	.00	.00	550,000.00	.0%
564200 HVAC AND MECHANICALS	1,150,000	1,150,000	63,380.17	.00	.00	1,086,619.83	5.5%
564300 TECHNOLOGY EQUIPMENT	275,000	275,000	.00	.00	77,148.66	197,851.34	28.1%
TOTAL CAPITAL OUTLAYS	4,702,000	4,702,000	63,380.17	.00	377,812.66	4,260,807.17	9.4%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-1,188,853.05	-21,549.87	561,925.78	626,927.27	100.0%
TOTAL REVENUES	-7,315,000	-7,315,000	-1,271,459.75	-24,549.87	.00	-6,043,540.25	
TOTAL EXPENSES	7,315,000	7,315,000	82,606.70	3,000.00	561,925.78	6,670,467.52	
GRAND TOTAL	3,407,900	3,407,900	6,391,298.16	1,068,059.03	2,100,263.64	-5,083,661.80	249.2%

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

PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 3/31/2026



Unfinished Business

MEMO



Date: May 1, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy Update

This memo provides an update on the process to fill the upcoming trustee vacancy. Staff conducted broad outreach to ensure community awareness of the opportunity, including posts on PCLS online platforms (website, social media, and newsletters), outreach to local media outlets, and an email to city managers/administrators and local leadership network groups. We also invited all Friends of the Library groups and PCLS staff to share the posting, and promoted it on digital screens in library branches.

The application period closed on May 1, 2026, at the end of the day. Twenty-eight applications were received in total, with 23 meeting the residency requirement.

Next, the Selection Committee will review the packets, screen applicants, and identify a smaller group for interviews. Following interviews, the Committee will bring forward a recommendation, and staff will work with Pierce County to complete the appointment process in accordance with the mutually agreed-upon procedure.

MEMO



Date: May 1, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: New Sumner Library Project Update

This memo provides a status update on permitting, bidding, and site readiness for the Sumner Library project, along with what to expect next as the project enters the construction procurement phase.

Over the past several months the project team has been navigating City permitting requirements and making design and site adjustments to meet those needs. While that work hasn't been very visible, it is now largely complete, and the design has been finalized and approved. New to the Library system, this building will have six EV chargers and will incorporate solar panels on the roof as part of the latest building energy code requirements. This building is designed and will be certified to LEED Silver standards.

Permitting is in its final stages after several months of City of Sumner review, with remaining approvals being completed this week; the construction request for bids is now live, with bids due May 27, 2026, at 2:00 p.m. PST.

Site pre-loading is complete. Last summer, more than 18,000 tons of dirt were placed on the site to compress underlying soils and ensure long-term stability (roughly the weight of 6,000 elephants; see picture on the next page). Compaction was well underway during October 2, 2025, groundbreaking ceremony. The site has now settled approximately one foot as planned, reducing the risk of future ground movement or foundation issues. After contract award and approval of initial submittals, the contractor will remove the pre-load soils as part of mobilization and early site work.

Once a general contractor is selected and the contract is executed, the team will confirm a construction schedule and will have firmer pricing based on bid results (rather than engineering estimates). Current planning assumptions remain an approximately two-year construction period with projected construction costs in the \$15-\$18 million range.

Following a quieter period while permitting and design coordination were underway, staff are developing refreshed public communications to accompany the project's transition into the construction phase. Community updates will roll out as bid results, contractor selection, and construction sequencing are finalized.

Due to schedule adjustments, voter-approved funds have remained invested and but are potentially above the bond arbitrage thresholds. Staff are securing an arbitrage consultant to support the Sumner LCFA 2025 State Auditor's Office (SAO) Annual Report and the IRS arbitrage filing requirements, with the goal of submitting the initial SAO filing by May 30, 2026.



New Business

MEMO



Date: May 5, 2026

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

From: Connie Behe, Deputy Director

Subject: PCLS Service Evolution

Earlier this year, following several years of incremental change and organizational development, the Library implemented a new service model. This model is aligned with the Library's 2025-2029 Strategic Plan and was designed to ensure that PCLS provides financially sustainable, relevant, and equitable services well into the future. The objective is to address the changing needs of our communities, while also offering staff well-defined roles, shared resources, and manageable expectations.

The increased accountability and transparency built into the new model ensure the Library will be able to show the people of Pierce County the purpose and value of the services they are investing in. Now more than ever we need to make visible the Library's purpose to provide free access to high quality information and support literacy in all its forms. That purpose and the value it brings to communities has not changed. How we deliver services to meet the purpose of the library must change to be effective. The people deserve library services that keep pace with the changing world.

Library use has changed significantly over the past 15 years. More people use digital materials and fewer come in to borrow items. In many different sectors, not just libraries, people are choosing to engage more with services that provide unique and meaningful experiences that integrate seamlessly into their day-to-day lives. There is more access to information than ever. At the same time, people need trustworthy help navigating information and misinformation, and they want real human connection. The new service model helps us meet those needs consistently across the county.

The transformation has been difficult. We are in a phase of stabilizing the new model and supporting staff through the transition. Right now, we are focused on supervisor support, staff development, and shared expectations.

We are currently:

- Onboarding new supervisors into revised roles and expectations
- Refining workflows, responsibilities, and operations
- Supporting staff as they adjust to new rhythms, relationships, and local decisions

This period has brought growing pains, and we are seeing a range of reactions:

- Some staff feel frustration, fatigue, and disruption to their work lives
- Others feel energized by increased clarity, purpose, and alignment

We are working hard to support new and existing staff as new roles and routines settle. Reactions from staff and leaders are varied, and all reactions are valid. Some frustration is normal, and early excitement doesn't mean we're finished. Our job now is to listen, adjust, and keep supporting people through the transition.

Despite the difficulty, this service model evolution remains essential. The Library's budget is increasingly constrained, and expenses are outpacing revenues; sustainable and meaningful solutions are critical and can't wait. Additionally, without modern, human centered, and embedded service models, communities that most need us are least likely to benefit. The Library also risks losing relevance in people's everyday lives as they turn to other providers for their literacy, information, programming, and connection needs. Without this change, staff would be left trying to solve systemic challenges without shared tools or direction.

This is why we are treating this new service model as a transformation, not a temporary change, one that must be supported, resourced, and led with care.

The accompanying presentation shows how the service model fits together, and how it positions PCLS to remain relevant, trusted, and impactful in a rapidly changing environment. In it you will see a hopeful vision for the future of library services in Pierce County. We deeply appreciate the Board's ongoing support and guidance.

MEMO



Date: April 29, 2026

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

From: Dean Carrell, Foundation Director

Subject: Library Giving Day 2026 Results

Library Giving Day, a fundraising campaign to support public libraries, took place on April 1, 2026. With libraries across the United States, Canada, and beyond, Pierce County Library Foundation has participated in this special giving campaign since its 2019 inception, using the opportunity to encourage our library community to celebrate and financially support Pierce County Library System.

Our efforts this year were once again enhanced by a generous and anonymous donor who contributed a \$5,000 match, and while overall results represented fewer donors (-26%) and fewer total dollars raised (-15%) than in 2025, there were some notable statistics:

- raised \$33,123 from 216 donors
- acquired 22 new donors
- credit card gifts accounted for 43% of total gifts (30% of dollars), 24% up from 2025
- PayPal donations continued to increase, making up 12% of gifts
- personal checks decreased to 41% of donations (36% of dollars), continuing downward trend from 45% in 2025
- average gift amount increased from \$135 to \$153
- (see attached for more details)

The philanthropic landscape for many nonprofits has been dramatically subjected to persistent inflation, rising housing and healthcare costs, and ongoing financial uncertainty. Donors are being more cautious, constrained, and increasingly selective in supporting fewer organizations.

Considering this, and after a two-year endeavor of beneficial collaboration, the Pierce County Library Foundation, the Tacoma Public Library Foundation, and the Puyallup Public Library Foundation mutually decided to return to running individual Library Giving Day campaigns this year, allowing each organization to better align with its unique community, donor base, and strategic priorities while continuing to advance the shared mission of supporting public libraries.

2026 Library Giving Day

The **Pierce County Library Foundation** has participated in **Library Giving Day** since its launch in 2019, using the day to encourage our library community to celebrate and give back in support of **Pierce County Library System**.

2026 Library Giving Day Results

1,186

Mailed

216

Donors

\$153

Avg. Gift

\$33,123

Dollars Raised

Library Giving Day fundraising results reflect broader nonprofit fundraising trends, with **fewer donors (-26%) and lower total dollars (-15%) compared to 2025**.

At the same time, the **increase in average gift (from \$135 to \$153)** demonstrates continued commitment from loyal donors.

The acquisition of **22 new donors** confirms that Library Giving Day remains an important opportunity for engagement and fundraising.

Nearly all new donors are acquired through **dedicated Pierce County Library System promotion**, specifically a stand-alone Library Giving Day email to cardholders. Additional opportunities for this outreach would meaningfully strengthen future results.

By City: Dollars

(Top 5)

\$3,759

Gig Harbor

\$3,180

Tacoma

\$3,101

University Place

\$2,458

Puyallup

\$2,356

Lakewood

By City: Gifts

(Top 5)

29

Tacoma

29

Puyallup

27

Gig Harbor

23

University Place

16

Lakewood

2026 Library Giving Day

Credit Cards accounted for **43% of gifts (30% of dollars)**, up from 24% in 2025

PayPal donations continue to increase, making up **12% of gifts**

Personal checks declined to 41% of donations (36% of dollars), continuing a downward trend from 45% in 2025

Payment Method	
92 \$9,915	Credit Card
25 \$2,508	PayPal
88 \$11,808	Personal Check

Direct Mail Performance Snapshot

- **1,186** mailed, **169** donors, **14%** response rate
- **\$23,272** raised (**77% of ask**)
- Average gift: **\$138**

Overall, these are strong direct mail results, particularly in today's challenging fundraising environment:

A **14% response rate is well above typical nonprofit direct mail averages** (often 2–10%), indicating a highly engaged and **well-targeted** audience.

Notably, **45 donors (26%)** who received a direct mail appeal used the **printed QR code to give** online, reflecting a shift in donor behavior.

Raising **77% of the amount asked** reflects **solid donor alignment** with the solicitation and **realistic ask amounts**.

An average gift of **\$138** suggests **donors are responding at meaningful levels, not just with minimum gifts**.

MEMO



Date: May 4, 2026

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

From: Clifford Jo, Business & Compliance Director

Subject: DRS Compliance Review

The Washington State Department of Retirement Systems (DRS) reached out to Library staff to conduct a compliance review of the process for evaluating and reporting DRS eligibility and ineligibility. The previous audit, conducted in late 2020 and concluded in early 2022, was significantly more comprehensive in its scope compared to the current one.

The DRS review typically takes about three months. Based on the current schedule, the Library expects to receive the final report in July. DRS policy requires that the Board of Trustees be notified when these reviews occur. The Executive Office will coordinate with each trustee, consistent with the approach used for State Auditor audits.

Management Reports

MEMO



Date: April 29, 2026

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

From: Gretchen Caserotti, Executive Director
Alison Eckes, Customer Experience Director
Blythe Summers, Programs and Services Manager

Subject: Library Trends – Inclusive Youth & Sensory-Responsive Design

This memo responds to the Trustees’ 2025 request for ongoing insights into modern library trends in building design and operational efficiency. The May focus—**Inclusive Youth & Sensory-Responsive Design**—summarizes key practices and peer examples and identifies implications for Pierce County Library System (PCLS) as we plan, design, and operate facilities through Comprehensive Capital Planning.

This trend supports PCLS’ roles as a **Youth Skills Booster, Connection & Community Builder,** and **Civic Resource Connector** by strengthening environments that are welcoming, inclusive, and responsive to how children, teens, families, use and experience public spaces.

Why This Matters Now

Public spaces are increasingly being shaped in partnership with communities, reflecting a broader shift toward civic environments designed for the whole community. In this model, people are not only users of space, but active contributors to how public spaces are imagined, designed, and experienced over time.

Inclusive youth and sensory-responsive design ensure libraries serve whole families intentionally and remain essential infrastructure for connection, learning, and well-being.

Together, these shifts support whole-child development, caregiver engagement, and inclusive participation across shared civic spaces.

Why This Is a Defining Trend in Public Libraries

1. Designing with (not just for) youth improves outcomes and experiences.

When young people help shape library spaces, those spaces become more relevant, usable, and meaningful to them. Youth are experts in their own experiences—how they move through a space, what gives them agency, and what signals belonging or exclusion. This approach demonstrates that youth voice matters and is essential to how civic spaces are developed and evolve.

2. Communities need trusted public play-based spaces that are safe, healthy and inspiring.


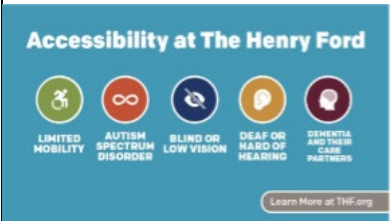


Children learn through play. Play is essential for connection, exploration, and growth. By designing dynamic spaces that prioritize discovery and freedom of movement, libraries support play-based learning and strengthen youth-centered communities. These environments support early development while giving children opportunities to imagine, take risks, and build confidence in ways that shape future learning.






3. Inclusive, universal design shapes experience, wellbeing, and connection to place.



Universally designed, human-centered spaces respond to a wide range of developmental and sensory needs. How a space feels directly shapes how people respond to and use it. Intentional design, through sensory-responsive features or connections to the natural environment, can reduce stress, support diverse developmental and sensory needs, and make spaces more welcoming for everyone. Small design choices can have a significant impact on how inclusive and usable a space feels and how people respond to it.

4. Communities need adaptive civic environments for whole-family engagement.

Libraries are increasingly serving as central community hubs, where people can access multiple services in one place. This evolution supports whole-family engagement, positioning libraries as places that respond to the needs and aspirations of children, teens, caregivers, and multigenerational households. It requires spaces that are adaptable and inclusive, capable of supporting multiple uses, overlapping needs, and changing community patterns over time.

Inclusive Youth and Sensory-Responsive Design	
<p>Multnomah County Library (OR)</p> 	<p>Engaged youth as paid design advocates, directly shaping library spaces and services. Centers youth voices through participatory architectural and program design, including a Youth Opportunity Design Approach (YODA).</p>
<p>The Henry Ford - Museum of Innovation (MI)</p> 	<p>Established a dedicated accessibility role and embedded inclusion across its services. Implemented an iterative approach: through the creation of an Autism Advisory Group and the use of pre-visit materials and post-visit feedback, programs are continuously refined based on lived experience. Adjustments such as visual schedules, calibrated sensory environments, and free or low-cost admission reflect a deep responsiveness to community needs.</p> <p>Museum Accessibility: An Art and a Science</p>
<p>Spokane Public Library (WA)</p> 	<p>Designed immersive, play-based children’s environments inspired by local landscapes in the library, integrating large-scale interactive elements, quiet reading areas, and imaginative play zones. Supports whole-child development and caregiver engagement by fostering exploration, movement, and language-rich interaction within a shared learning environment.</p> <p>Imaginative & Whimsical Playspaces</p>
<p>Bay Area Discovery Museum (CA)</p> 	<p>Designs learning environments that encourage creativity and support experiential learning. PCLS has trained youth services staff in applying the Bay Area Discovery Museum’s CREATE Framework for program design, supporting child-directed, risk-friendly, exploratory, active and imaginative experiences.</p>

<p>Greentrike: Children’s Museum of Tacoma (WA)</p> 	<p>Grounded in the value that play is the right of every child, provides immersive, big-body play environments paired with fine-motor activities and manipulatives that support imaginative, child-led discovery. Offers sensory-inclusive features, including a social story and low-sensory hours with lowered lighting and sensory supports.</p>
<p>Boston Public Library (MA)</p> 	<p>In contrast to more austere furniture often selected for urban settings, designed flexible teen spaces with oversized, comfortable seating that sends a message to teens that they are welcome and wanted. Seating facilitates conversation and connection supporting teens’ developmental need to spend time with peers and feel connected to their community.</p>
<p>Chicago Public Library (IL) YOUmedia Learning Labs</p> 	<p>As an early adopter, designed collaborative, creative spaces for teens that support 21st-century learning. Provides open, interest-driven environments where youth create, explore, and build skills with access to tools, mentorship, and flexible space designed for self-directed learning.</p> <p>YOUmedia YOUmedia Learning Labs Network</p>
<p>Grimes Public Library (IA)</p> 	<p>Integrated sensory-rich environments including tactile walls, inclusive restrooms, and accessibility-forward design features. Improved usability and comfort for all visitors by designing through a sensory-inclusive lens.</p> <p>The Inclusive Design of Grimes Public Library</p>
<p>Meridian Library District (ID)</p> 	<p>Designed a dedicated sensory room to calm, relax, engage the senses, support communication and stimulation, improve focus, and provide a safe and quiet space. Includes adaptive lighting, tactile surfaces, and flexible sensory tools to support self-regulation and access.</p> <p>Orchard Park Sensory Room</p>

<p>Winthrop Public Library (WA)</p> 	<p>Designed with strong indoor-outdoor connections, natural materials, and landscape integration to support exploration, calm, and a sense of place. Emphasizes human-centered design approach that integrates nature and flexible seating that connects users to the surrounding environment.</p> <p>On World Hearing Day 2026: From Communities to Classrooms, Designing for Inclusion</p>
<p>Missoula Public Library (MT)</p> 	<p>Inspired by the Scandinavian Culture House model, demonstrates how co-located, play-based learning environments can support diverse sensory and developmental needs by integrating hands-on exhibits, informal learning, and family services into one flexible space. By designing a barrier-free, learner-centered environment where library services, museums, and social supports intersect, it fosters whole-child development and empowers caregivers and families.</p> <p>Coming Under One Roof: Creating a Culture House in Missoula EmPower Place</p>

Conclusion

Inclusive youth and sensory-responsive design reflect a broader transformation in public libraries: from static service environments to adaptive civic spaces shaped by participatory design, inclusion, and real patterns of community life. Universal design that centers the needs of the whole community leads to both expected and unexpected outcomes that improve everyone’s experience. These shifts reinforce libraries as essential infrastructure for community connection, learning, and wellbeing across generations.

Additional Resources

- [What is a Child and Youth Centered Community?](#)
- [How Can We Design for Disabled Joy?](#)
- [Libraries for Children: Dynamism, Flexibility, and Adaptability in Interiors](#)
- [Youth-led Libraries of the Future](#)
- [Universal Design in Library Environments](#)
- [Inclusive Design Process: Three Key Steps to Enhance Accessibility](#)
- [Best Practices for Sensory-Friendly Libraries and Reading Rooms](#)
- [The Curb Cut Effect: How Accessible Architecture is Benefiting Everybody](#)
- [Project for Public Spaces: What is Placemaking?](#)

MEMO



Date: May 1, 2026

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

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

Subject: National Library Workers Day

To celebrate this year's National Library Workers Day, we coordinated and promoted staff recognition and celebrations across branches and departments throughout the Library system.

We also gave the public an opportunity to recognize PCLS staff by encouraging community members to share stories and kudos about the great work they see in our libraries. These messages will be shared directly with the subject(s) of praise. We also promoted National Library Workers Day on social media to engage and inform our communities.

Recognizing National Library Workers Day was a fun opportunity for the Library to show appreciation for our dedicated, hard-working staff.

MEMO

Date: May 4, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Marketing and Communications Q2 2026 Focus: Early Learning

As part of the Pierce County Library System's 2026 Marketing and Communications Plan, the Library launched its second-quarter early learning campaign on April 15. The campaign runs through May 31 and is designed to increase awareness, engagement and participation in early learning programs for children ages 0 to 5.

This campaign is a repeat of the fourth-quarter marketing focus and highlights local libraries as welcoming, vibrant community spaces where children and caregivers grow together through enriching literacy experiences, including Story Time and Play Time. Tactics include:

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

Through this campaign, PCLS reinforces its role as a trusted community partner and a foundational contributor to school readiness and lifelong learning by connecting families to inclusive, high-quality early learning opportunities.

