

Board of Trustees
Regular Meeting Agenda
August 12, 2026 | 3:30 PM
Parkland/Spanaway Library | 13718 Pacific Ave S



Join the Meeting

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

1. CALL TO ORDER: Neesha Patel, Chair

2. PRESENTATIONS

- a. Parkland/Spanaway Library: Tim Sage, Regional Services Manager; Jessica Widmer, Regional Programs and Services Supervisor; Robert Baumle, Library Operations Supervisor
- b. Comprehensive Capital Plan Report (CCP): Parkland/Spanaway, Summit and Orting
- c. Funding Tools: Morgan Shook, Partner and Senior Policy Advisor, ECOnorthwest

3. 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.*

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 June 10, 2026, Regular Meeting
- b. Approval of June and July Payroll, Benefits, and Vouchers
- c. Resolution 2026-07: To Declare Furnishings and Equipment Surplus to Public Service Needs

5. EXECUTIVE DIRECTOR REPORT

6. FINANCIAL REPORTS (May and June)

7. NEW BUSINESS

- a. Donations and Sponsorships Policy – Discussion
- b. Fiscal Management Policy – Discussion
- c. Approval of Purchase Order for Three HVAC Unit Replacements **[ACTION]**
- d. Approval of Purchase Order for Solar Panel Installation **[ACTION]**

8. MANAGEMENT REPORTS: *Informational updates*

- a. Library Trends – Convenience Without Compromise and The Flexible Library
- b. Strategic Implementation Plan Quarterly Update
- c. WA State Archives Digitization Grant

9. CLOSING COMMENT

10. ADJOURNMENT [ACTION]

Presentation

MEMO



Date: July 29, 2026

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

From: Tim Sage, Regional Services Manager; Jessica Widmer, Regional Programs & Services Supervisor; Robert Baumle, Library Operations Supervisor

Subject: Parkland/Spanaway Library Presentation

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

MEMO



Date: July 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: Parkland/Spanaway, Summit and Orting

At the August 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 Parkland/Spanaway, Summit and Orting libraries.

MEMO



Date: July 28, 2026

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

From: Mary Stimson, Finance Director

Subject: Comprehensive Capital Planning Presentation: Funding Tools

Morgan Shook, Partner and Senior Policy Advisor at ECONorthwest, will provide an overview of funding mechanisms available to Washington library districts, review the report's recommended capital investment phases, and discuss considerations for future capital planning and financial sustainability.

Consent Agenda

1. **CALL TO ORDER:** Board Chair Neesha Patel called the meeting to order at 3:32 pm. and Trustees Pamela Duncan, Pat Jenkins and Abby Sloan were in attendance. Vice-Chair Ryan Wheaton joined the meeting at 3:39 pm. The meeting was conducted in person at the Administrative Center, with a remote attendance option.
2. **PUBLIC COMMENT:** Comments were submitted by Jen Edwards and Andrelyn Izquierdo.
3. **PRESENTATION**
 - a. Comprehensive Capital Plan: Sumner, Bonney Lake, Buckley: Executive Director Gretchen Caserotti shared detailed information and recommendations for the three locations as part of the ongoing review of the Library System's building portfolio.
4. **CONSENT AGENDA [ACTION]**
 - a. Approval of Minutes of May 13, 2026, Regular Meeting
 - b. Approval of May Payroll, Benefits, and Vouchers

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

5. EXECUTIVE DIRECTOR REPORT

Executive Director Caserotti commented on the Library's Passport to the Tournament program and its connection to the 2026 Men's World Cup. She noted, in response to questions about solar panels referenced in the report, that the information was recent and related to grant funding from the Department of Enterprise Services. Additional information will be provided at a future meeting.

6. FINANCIAL REPORT

Finance Director Mary Stimson reported receipt of the first large property tax payment for April and noted successful navigation of first-quarter cash flow constraints. General Fund expenditures were reported as being approximately 25% in most areas, consistent with expectations for the first quarter. She also reported on recent Finance Department work, including attendance at a Munis conference to improve enterprise resource planning systems, engagement with University of Washington Tacoma accounting students regarding governmental finance, and an eight-week sprint to conduct a SWOT analysis of current budget practices. Updates on the SWOT analysis will be provided in August.

7. UNFINISHED BUSINESS

- a. Trustee Vacancy Update: Executive Director Caserotti summarized the trustee selection process and recognized the time and contributions of the selection panel. The panel recommended that the Pierce County Executive appoint Tono Sablan to the Board for a term beginning August 6, 2026. Trustees noted that the candidate pool was strong and expressed appreciation for the process.

Trustee Wheaton was excused at 4:20 pm.

- b. Knowledge-Based Decision-Making Training Update: Executive Director Caserotti reported that a consultation call was held with the consultant to discuss the Library System's needs and potential scope. The proposed option was a 90-minute virtual consultant-led workshop, with trustees and administrative team members attending in person, at an estimated cost of \$4,500. Discussion ensued on the potential value of the training, relevance to future complex decisions regarding facilities, funding, and service impacts. Trustees also discussed stewardship of public funds, whether current Board processes already provide sufficient information and structure for decision-making, and whether free or self-guided materials could be used instead. Executive Director Caserotti explained that the proposed framework is intended for major or complex issues and would help to document considerations, support transparency, and align staff and Board decision-making. Discussions will continue and future options considered.

8. NEW BUSINESS

- a. State Auditor's Office 2025 Annual Report: Director Stimson reported that the Library System timely filed its 2025 annual report with the State Auditor's Office.
- b. 2024 Financial Statement and Accountability Audit Update: The 2024 audit has closed, and the Library received a clean audit opinion with no material weaknesses. Trustees congratulated the Finance Department and staff for the work required to achieve a clean audit.
- c. 2027 Budget Development Timeline: Director Stimson presented the 2027 budget development timeline. Board engagement points were identified in the timeline.

- 9. MANAGEMENT REPORTS:** Trustees noted voter turnout information may be useful to include in future election results reports.

- 10. TRUSTEE RECOGNITION:** The Board recognized Trustee Abby Sloan for her service. Trustees and staff expressed appreciation for her engagement, commitment to libraries, focus on staff and community service, and contributions during her term. Trustee Sloan reflected on her goals and experiences as a trustee, including support for welcoming library spaces, access for all community members, elimination of fines, and the value of community service.

- 11. CLOSING COMMENTS:** Summer reading, Pride Stories and Voices programming, a partnership with Pierce County Human Services to provide water and other essentials during an upcoming heat event, and free summer meals available through partnerships with local school districts and MultiCare Mary Bridge were highlighted.

Chair Patel asked trustees to continue considering the proposed knowledge-based decision-making training, including the potential benefits of alignment between the Board and administrative team.

12. EXECUTIVE SESSION

At 5:02 pm, the Board recessed into Executive Session for 10 minutes to discuss the periodic evaluation of a public employee, as allowed by RCW 42.30.110. The regular meeting was called back to order at 5:12 pm.

13. ADJOURNMENT

Trustees Sloan and Jenkins moved and seconded for adjournment. All in favor. Motion carried.
The meeting adjourned at 5:14 pm.

Gretchen Caserotti, Secretary

Neesha Patel, Chair

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			6/05/2026	\$ 1,103,428.13
Electronic Payments - Payroll & Acct Payable			6/22/2026	\$ 1,010,014.51
Accounts Payable Warrants	709595 - 709745	121	6/05/2026 - 6/26/2026	\$ 1,429,931.61
Total Amount:				<u><u>\$ 3,543,374.25</u></u>

As of 7.23.2026

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecounitylibrary.org
Comments: 6/5/26

Withdrawal Date: 6/5/2026

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	\$ 97,983.70	\$ 97,983.70
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,070.49	\$ 75,070.49
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,070.49	\$ 75,070.49
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 712,889.70	\$ 712,889.70
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 18,457.99	\$ 18,457.99
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 57,496.21	\$ 57,496.21
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 55,062.39	\$ 55,062.39
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 6,312.58	\$ 6,312.58
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,237.63	\$ 3,237.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	\$ 1,846.95	\$ 1,846.95
PCL_Company	HSA & FSA Monthly Fees Invoice	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
Total Deposit						\$ 1,103,428.13	\$ 1,103,428.13

Certification:

Stacy Karabotsos
Signature (Department Designee)

6/3/2026

Date

TRUE

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@piercecounitylibrary.org
Comments: 6/22/26

Withdrawal Date: 6/22/2026

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	\$ 84,895.78	\$ 84,895.78
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,701.40	\$ 68,701.40
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 68,701.40	\$ 68,701.40
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 655,324.39	\$ 655,324.39
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,898.34	\$ 17,898.34
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 53,419.43	\$ 53,419.43
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 51,028.92	\$ 51,028.92
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	\$ 3,237.63	\$ 3,237.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	\$ 1,263.70	\$ 1,263.70
PCL_Company	HSA & FSA Monthly Fees Invoice	237100	CC_Library_District	697-00	5100000	\$ 233.70	\$ 233.70
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 1,997.24	\$ 1,997.24
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
Total Deposit						\$ 1,010,014.51	\$ 1,010,014.51

Certification:

Stacy Karabotsos
Signature (Department Designee)

6/17/2026

Date

TRUE

Comments:

\$ -

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709595	06/05/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, MATERIALS, TECHNOLOGY	0.00	3,219.66	06/09/2026
709596	06/05/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES	0.00	85.19	06/09/2026
709597	06/05/2026	3150	BLUETRITON BRANDS INC	531002	DUPONT WATER- DELIVERY & RENTAL	0.00	71.16	06/15/2026
709598	06/05/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER SEWER	0.00	421.94	06/09/2026
709599	06/05/2026	638	CITY OF BUCKLEY	547020	BUC WATER SEWER	0.00	302.22	06/10/2026
709600	06/05/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult & Children's Books, Adult Large Print	0.00	9,531.06	06/11/2026
709601	06/05/2026	124	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; MAY 2026	0.00	90.00	06/12/2026
709602	06/05/2026	156	DEMCO INC	535010	GRAHAM CHILDREN'S REPLACEMENT CHAIRS	0.00	1,620.84	06/16/2026
709603	06/05/2026	365	EBSCO	541020	EBSCO LIBRARY AWARE 2026-27 RENEWAL	0.00	11,159.27	06/15/2026
709604	06/05/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	0.00	27,838.21	06/29/2026
709605	06/05/2026	2801	FATBEAM LLC	542012	ALL BRANCHES MONTHLY INTERNET SERVICES 6/1/2026	0.00	22,408.48	06/17/2026
709606	06/05/2026	460	GRAY MEDIA PRODUCTIONS LLC	541020	VIDEO SERVICES FOR SUMMER READING	0.00	2,610.00	06/10/2026
709607	06/05/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books, Adult AV Audiobooks	0.00	29,555.49	06/11/2026
709608	06/05/2026	704	INNOVATIVE INTERFACES INC	591721	2026 POLARIS RENEWAL	0.00	259,600.55	06/11/2026
709609	06/05/2026	742	KITSAP REGIONAL LIBRARY	541650	ILL LOST ITEM(S)	0.00	16.95	06/12/2026
709610	06/05/2026	2301	WILSONVILLE PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	0.00	20.00	06/22/2026
709611	06/05/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV CDs and DVDs	0.00	12,328.58	06/15/2026
709612	06/05/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	IRRIGATION START UP/ WINTERIZATION & REPAIRS	0.00	1,007.90	06/08/2026
709613	06/05/2026	2380	NASH CONSULTING INC	541000	LEADERSHIP DEVELOPMENT	0.00	18,637.04	06/23/2026
709614	06/05/2026	522	OVERDRIVE INC	534410	MATERIALS - eBooks & eDownloadable Audio	0.00	122,511.52	06/11/2026
709615	06/05/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World - Chinese	0.00	1,260.00	06/10/2026
709616	06/05/2026	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWER	0.00	1,522.82	06/12/2026
709617	06/05/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	93.08	06/10/2026
709618	06/05/2026	1219	SONITROL PACIFIC	548010	ANNUAL 2026 MONTHLY BILLINGS & MISC EXPENSES	0.00	14,854.31	06/11/2026
709619	06/05/2026	272	STATE AUDITORS OFFICE	541000	2024 SAO AUDIT INVOICES	0.00	282.20	06/11/2026
709620	06/05/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	3,997.00	06/10/2026
709621	06/05/2026	581	TILlicum COMMUNITY SERVICE CEN	545030	Rent/CAM May 2026	0.00	2,213.49	06/25/2026
709622	06/05/2026	579	TK ELEVATOR	548000	ELEVATOR REPAIRS	0.00	12,394.57	06/10/2026
709623	06/05/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; JUN 26	0.00	105.43	06/11/2026
709624	06/05/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	917.67	06/10/2026
709625	06/05/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	1,511.33	06/09/2026
709626	06/05/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	0.00	4,348.48	06/11/2026
709627	06/08/2026	314	AFSCME AFL-CIO	231920	2026.06.05 UNION DUES - MAY 2026	0.00	14,665.11	06/12/2026
709628	06/08/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.06.05 FOUNDATION DONATION	0.00	360.00	06/16/2026
709659	06/10/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.06.05 AWC JUNE 2026	0	312,616.77	06/22/2026
709660	06/12/2026	3388	ADAQUEST INC	535025	ADDITIONAL YUBIKEYS	0.00	1,761.60	06/18/2026
709661	06/12/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, CUSTODIAL SUPPLIES	0	2,772.94	06/16/2026
709662	06/12/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0	659.72	06/16/2026
709663	06/12/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	24.31	06/16/2026
709664	06/12/2026	3480	RYAN BLAND	347902	ERRONEOUS PRINT JOB	0.00	0.40	06/25/2026
709665	06/12/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	886.18	06/18/2026
709666	06/12/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	0.00	1,150.00	06/17/2026
709667	06/12/2026	156	DEMCO INC	535010	DUPONT FOL CHILDREN'S CHAIRS	0.00	1,637.12	06/18/2026
709668	06/12/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	72.00	06/17/2026
709669	06/12/2026	3181	EDNETICS INCORPORATED	564300	2026 IMMUTABLE BACKUPS AND DATA PROTECTIN RUBRIK	0.00	3,042.87	06/18/2026
709670	06/12/2026	703	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult & Children's Books	0.00	29,074.68	06/17/2026
709671	06/12/2026	1963	INTERACTIVE SCIENCES INC	541020	WOWBRARY INVOICE 2026-27	0.00	1,680.00	06/16/2026
709672	06/12/2026	3482	DELENE FRANCENE JEWETT GALVIN	369911	Lost Item Returned - Previously Paid	25.00	0.00	
709673	06/12/2026	2338	LIBRARY IDEAS LLC	534805	MATERIALS - Youth Children's Audiobooks	0.00	1,823.06	06/22/2026
709674	06/12/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,761.60	0.00	
709675	06/12/2026	2421	LOTUS SEATTLE GROUP	544000	Q2 MARCOM FOCUS RADIO AND DIGITAL ADS	0.00	2,090.00	06/18/2026
709676	06/12/2026	3476	RACHEL MCDONALD	543012	TRAVEL - PER DIEM	0.00	184.00	06/23/2026
709677	06/12/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV CDs and DVDs	0.00	8,104.47	06/22/2026
709678	06/12/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	IRRIGATION START UP/ WINTERIZATION & REPAIRS, LANDSCAPING MAINTENANCE	0.00	2,960.74	06/15/2026
709679	06/12/2026	2579	GOVERNMENTJOBS.COM, INC	544000	ADVERTISING NEOGOV SUBSCRIPTION RENEWAL	0.00	2,648.74	06/16/2026
709680	06/12/2026	522	OVERDRIVE INC	534430	MATERIALS - eMagazines	0.00	45,000.00	06/16/2026
709681	06/12/2026	3481	KAROL RAMSEY	369911	LOST ITEM; RETURNED AFTER PAYMENT	6.99	0.00	
709682	06/12/2026	3479	NEETHA SALLAI	369911	RETURNED LOST ITEM; PREVIOUSLY PAID FOR	0.00	5.99	06/18/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709683	06/12/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,360.00	06/16/2026
709684	06/12/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	676.64	06/22/2026
709685	06/12/2026	605	US BANK	231950	Acc# 4246044555679202;P-CARD;6/8/2026	0.00	113,028.84	06/23/2026
709686	06/18/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES	0.00	3,616.88	06/23/2026
709687	06/18/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES	0.00	548.84	06/23/2026
709688	06/18/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	06/29/2026
709689	06/18/2026	379	E-RATE EXPERTISE INC	541000	2026 ERATE EXPERTISE CONSULTING	0.00	1,276.00	06/29/2026
709690	06/18/2026	378	ENVISIONWARE INC	535050	2026 ENVISIONWARE RESERVATION SERVICE AND VERIFONE MAINTENANCE	0.00	8,360.94	06/25/2026
709691	06/18/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	0.00	1,200.10	06/23/2026
709692	06/18/2026	3279	EXTERPRISE LLC	541020	ServiceNow Implementation	0.00	3,150.00	06/29/2026
709693	06/18/2026	482	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	551.15	06/23/2026
709694	06/18/2026	3488	ANTOINETTE HORTON CARTER	347902	REFUNDING ERRONEOUS PRINT JOB	5.00	0.00	
709695	06/18/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	13,092.00	06/29/2026
709696	06/18/2026	2878	KAIULANI ENTERPRISES	541010	KAIULANI OSORIO-SWAKA, FLOWER LEI, 6/6 LWD	578.03	0.00	
709697	06/18/2026	3002	STACY KARABOTSOS	543011	Baggage Fees - Tyler Conference	0.00	35.00	06/22/2026
709698	06/18/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	LANDSCAPING MAINTENANCE- SYSTEM- OOC	0.00	1,314.00	06/26/2026
709699	06/18/2026	2380	NASH CONSULTING INC	541000	LEADERSHIP DEVELOPMENT	17,829.97	0.00	
709700	06/18/2026	512	OETC	549020	2026 OETC MEMBERSHIP	0.00	165.15	06/23/2026
709701	06/18/2026	1853	PRINTING CONCEPTS LLC	541020	32,000 LIBRARY CARDS X 5 VERSIONS	0.00	4,780.00	06/29/2026
709702	06/18/2026	782	XEROX CORPORATION	548010	DIGITAL PRESS MAINTENENCE AND SUPPLIES	0.00	2,148.38	06/30/2026
709703	06/18/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	5,707.57	06/29/2026
709704	06/18/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	278.13	06/30/2026
709705	06/18/2026	2765	STARLING WHITEHEAD & LUX ARCHITECTS	562020	FCA- SUPPORT FOR INVESTIGATIVE & DESIGN WORK	27,962.00	0.00	
709706	06/18/2026	273	TOWN OF STEILACOOM	547000	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	2,186.69	06/23/2026
709707	06/18/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER; 5/10-6/10/26	0.00	662.56	06/23/2026
709708	06/18/2026	3194	WAGEWORKS INC	549050	2026 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	06/23/2026
709709	06/18/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	2,820.29	06/29/2026
709710	06/24/2026	313	AFLAC	231590	2026.06.22 AFLAC	3,194.82	0.00	
709711	06/24/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.06.22 PCLS FOUNDATION DONATION	0.00	360.00	06/26/2026
709712	06/26/2026	3388	ADAQUEST INC	541020	MFA Configuration Engineering	1,090.80	0.00	
709713	06/26/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	1,162.27	0.00	
709714	06/26/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 35th PAYMENT	24,232.00	0.00	
709715	06/26/2026	3475	ANDREA BURR	541010	ANDREA BURR, RENEW YOGA, 5/2 GIG	163.65	0.00	
709716	06/26/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.09	0.00	
709717	06/26/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	1,150.00	0.00	
709718	06/26/2026	1001	DATA QUEST LLC	541020	BACKGROUND CHECK	55.05	0.00	
709719	06/26/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	48.00	0.00	
709720	06/26/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	JULY 2026 - LEASE, WATER, SEWER	0.00	13,835.39	06/30/2026
709721	06/26/2026	482	HERMANSON COMPANY LLP	548010	ANNUAL 2026 HVAC SRVC CNTRCT (1/1/26-12/31/26)	0.00	30,928.32	06/30/2026
709722	06/26/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books, World - Adult Spanish	28,646.34	0.00	
709723	06/26/2026	710	IRON MOUNTAIN INC	541020	SECURE DOCUMENT DESTRUCTION - SYSTEM & DOCUMENT STORAGE	857.83	0.00	
709724	06/26/2026	736	KING COUNTY LIBRARY SYSTEM	541650	ILL LOST ITEM(S)	17.00	0.00	
709725	06/26/2026	1886	LAMAR COMPANIES	544000	2026 bus ads	1,860.00	0.00	
709726	06/26/2026	2338	LIBRARY IDEAS LLC	534305	MATERIALS - Databases & Children's Audiobooks	16,902.60	0.00	
709727	06/26/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,761.60	0.00	
709728	06/26/2026	2421	LOTUS SEATTLE GROUP	544000	Q2 MARCOM DIGITAL ADVERTISING	0.00	3,000.00	06/30/2026
709729	06/26/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult CDs, DVDs & Audiobooks	9,424.02	0.00	
709730	06/26/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/26-12/31/26)	0.00	10,543.98	06/30/2026
709731	06/26/2026	3442	SHANKAR NARAYAN	541010	SHANKAR NARAYAN, AI AND CIVIL RIGHTS, 4/21 BLK	522.64	0.00	
709732	06/26/2026	520	CITY OF ORTING	591720	ORTING MPC - JULY 2026	3,662.97	0.00	
709733	06/26/2026	3191	PBC GURU LLC	541020	LIBRARY SPEAKER CONSORTIUM 2026 PO	12,500.00	0.00	
709734	06/26/2026	2989	PEER WASHINGTON	541000	PEER WA 2026 PO	7,916.66	0.00	
709735	06/26/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BANK OF AMERICA & KEYBANK FEES	1,979.74	0.00	
709736	06/26/2026	3496	REED COLLEGE	541650	ILL LOST ITEM(S)	70.00	0.00	
709737	06/26/2026	3070	REMAKERY	541010	REMAKERY, CREATIVE REUSE 5/12 SUM, 6/16 SUM	657.60	0.00	
709738	06/26/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	860.04	0.00	
709739	06/26/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	462.50	0.00	
709740	06/26/2026	1219	SONITROL PACIFIC	548010	ANNUAL 2026 MONTHLY BILLINGS	11,022.83	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709741	06/26/2026	273	TOWN OF STEILACOOM	547030	STL ELECTRIC, WATER, SEWER; ACCT#1462.0	1,788.99	0.00	
709742	06/26/2026	3346	SURPRISE LAKE STATION LLC	591720	JULY 2026 LEASE & CAM PAYMENT	13,473.07	0.00	
709743	06/26/2026	3495	VIGO COUNTY PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	19.99	0.00	
709744	06/26/2026	811	WCP SOLUTIONS	531004	COM PAPER	640.84	0.00	
709745	06/26/2026	831	WORKPOINTE	531098	SOUTH HILL FOL CYBER BAR	0.00	9,249.00	06/30/2026
Count of Warrants: 121						194,755.53	1,235,176.08	1,429,931.61

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			7/06/2026	\$ 1,034,174.01
Electronic Payments - Payroll & Acct Payable			7/21/2026	\$ 1,040,338.39
Accounts Payable Warrants	709746 - 709919	174	7/03/2026 - 7/31/2026	\$ 1,484,041.03
Total Amount:				<u><u>\$ 3,558,553.43</u></u>

As of 8.4.2026

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

Contact Name: Stacy Karabotsos
Contact Phone: 253-548-3451
Contact e-mail: sdkarabotsos@piercecountylibrary.org
Comments: 7/6/26

Withdrawal Date: 7/6/2026

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	\$ 89,187.62	\$ 89,187.62
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,622.47	\$ 70,622.47
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,622.47	\$ 70,622.47
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 671,613.99	\$ 671,613.99
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 18,025.11	\$ 18,025.11
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 54,406.20	\$ 54,406.20
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 51,948.35	\$ 51,948.35
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	\$ 3,237.63	\$ 3,237.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	\$ 1,197.59	\$ 1,197.59
PCL_Company	HSA & FSA Monthly Fees Invoice	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
					Total Deposit	\$ 1,034,174.01	\$ 1,034,174.01

Certification:			TRUE
Stacy Karabotsos		7/2/2026	
Signature (Department Designee)		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: 7/21/26

Withdrawal Date: 7/21/2026

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	\$ 89,120.83	\$ 89,120.83
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,589.46	\$ 70,589.46
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,589.46	\$ 70,589.46
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 672,925.85	\$ 672,925.85
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,066.00	\$ 17,066.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 54,857.25	\$ 54,857.25
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 52,392.28	\$ 52,392.28
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	\$ 3,237.63	\$ 3,237.63
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	\$ 822.54	\$ 822.54
PCL_Company	HSA & FSA Monthly Fees Invoice	237100	CC_Library_District	697-00	5100000	\$ 231.00	\$ 231.00
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 4,681.11	\$ 4,681.11
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 512.40	\$ 512.40
Total Deposit						\$ 1,040,338.39	\$ 1,040,338.39

Certification:			TRUE
Stacy Karabotsos Signature (Department Designee)			7/17/2026 Date
Comments:			\$ -

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709746	07/03/2026	3500	8SIXEIGHT LLC	541010	CODE NINJAS, CODING WITH CODE NINJAS, 6/20&22 GIG	0.00	130.92	07/10/2026
709747	07/03/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	2,036.93	07/07/2026
709748	07/03/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	215.43	07/07/2026
709749	07/03/2026	3501	LAUREN ANGELO	543012	PER DIEM REIMBURSEMENT	0.00	236.00	07/08/2026
709750	07/03/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Audio AV - Audiobooks	0.00	128.82	07/08/2026
709751	07/03/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER SEWER	0.00	336.26	07/08/2026
709752	07/03/2026	638	CITY OF BUCKLEY	547020	BUC WATER SEWER	0.00	369.42	07/09/2026
709753	07/03/2026	657	CENGAGE LEARNING INC / GALE	534305	MATERIALS - Adult Large Print, Databases	0.00	14,784.84	07/09/2026
709754	07/03/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	07/09/2026
709755	07/03/2026	3181	EDNETICS INCORPORATED	564300	EDNETICS E-RATE REIMBURSEMENT	0.00	4,787.20	07/10/2026
709756	07/03/2026	2801	FATBEAM LLC	542012	MONTHLY INTERNET SERVICES 7/1/2026	0.00	1,095.00	07/08/2026
709757	07/03/2026	3423	GEOENGINEERS INC	541060	PKS HYDROGEOLOIC SERVICES-INFILTRATION EVALUATION	0.00	25,723.40	07/08/2026
709758	07/03/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	19,990.14	07/09/2026
709759	07/03/2026	3489	KATIE JAY	543012	PER DIEM REIMBURSEMENT - TRAVEL	0.00	236.00	07/10/2026
709760	07/03/2026	2378	KANOPY INC	534421	MATERIALS - Databases	0.00	20,000.00	07/10/2026
709761	07/03/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult CDs and DVDs	9,165.64	0.00	
709762	07/03/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	IRRIGATION START UP/ WINTERIZATION & REPAIRS & LANDSCAPE MAINTENANCE	0.00	10,959.75	07/10/2026
709763	07/03/2026	3159	MULTNOMAH COUNTY LIBRARY	541650	ILL LOST ITEM(S)	0.00	15.99	07/20/2026
709764	07/03/2026	229	MUSEUM OF FLIGHT	541010	MUSEUM OF FLIGHT, LEGO MECHANATRONICS 6/22 AT SUM	0.00	657.60	07/14/2026
709765	07/03/2026	537	PARENTMAP	544000	SUMMER READING PRINT AD	0.00	500.00	07/15/2026
709766	07/03/2026	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWERS	0.00	1,522.82	07/08/2026
709767	07/03/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	660.06	07/10/2026
709768	07/03/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	186.16	07/14/2026
709769	07/03/2026	272	STATE AUDITORS OFFICE	541000	2024 SAO AUDIT INVOICES	0.00	1,693.20	07/09/2026
709770	07/03/2026	581	TILlicum COMMUNITY SERVICE CEN	545030	Rent/CAM June 2026	0.00	2,659.81	07/20/2026
709771	07/03/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; JUL 26	0.00	120.42	07/09/2026
709772	07/03/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,932.24	07/09/2026
709773	07/03/2026	2385	WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES	541650	ILL 235733852 & ILL 235248980	0.00	27.98	07/13/2026
709774	07/03/2026	810	WAYNES ROOFING INC	548000	SOUTH HILL WALL DEMO & PATCH	0.00	5,338.13	07/07/2026
709775	07/06/2026	314	AFSCME AFL-CIO	231920	2026.07.06 UNION DUES	0.00	14,550.81	07/16/2026
709776	07/06/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.07.06 FOUNDATION DONATIONS	0.00	360.00	07/08/2026
709777	07/10/2026	3505	ALBANY COUNTY PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	0.00	20.00	07/17/2026
709778	07/10/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	1,570.66	07/14/2026
709779	07/10/2026	2864	AMAZON CAPITAL SERVICES	531099	PROGRAM SUPPLIES (FRIENDS/FOUNDATION PASS THROUGH)	0.00	15.69	07/14/2026
709780	07/10/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV -Audiobooks	0	420.59	07/16/2026
709781	07/10/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	226.18	07/15/2026
709782	07/10/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0	443.09	07/17/2026
709783	07/10/2026	124	WASHINGTON TECHNOLOGY SERVICES	542010	ACC#G15-000; JUNE 2026	0	90.00	07/17/2026
709784	07/10/2026	383	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	535050	2026 ESRI RENEWAL	0.00	2,752.50	07/15/2026
709785	07/10/2026	3085	FALCOE & CO LLC	541010	MIKE GERVAIS, DIG INTO DINOS 6/26 BLK	0.00	800.00	07/15/2026
709786	07/10/2026	2499	FLOHAWKS	548000	WASTE PUMPING SERVICES	0.00	2,234.29	07/16/2026
709787	07/10/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	0.00	28,746.95	07/16/2026
709788	07/10/2026	2824	REKHA KUVAR	541000	REKHA KUVAR, COMMUNITY ENGAGEMENT ACL 5/9/26	2,202.00	0.00	
709789	07/10/2026	2338	LIBRARY IDEAS LLC	534805	MATERIALS - Children's Books	0.00	318.36	07/17/2026
709790	07/10/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult Audiobooks, CDs, DVDs	0.00	10,847.33	07/23/2026
709791	07/10/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	IRRIGATION START UP/ WINTERIZATION & REPAIRS	0.00	4,109.12	07/15/2026
709792	07/10/2026	228	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - German, Russian	0.00	3,960.00	07/16/2026
709793	07/10/2026	3052	ROTARY CLUB OF PUYALLUP	549020	ANNUAL MEMBERSHIP DUES	0.00	310.00	07/20/2026
709794	07/10/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	974.71	07/14/2026
709795	07/10/2026	3208	AUSTIN SARGENT	541010	AUSTIN SARGENT, QUEER PERSPECTIVES 6/10 SUM 6/29 G	0.00	380.96	07/20/2026
709796	07/10/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	372.90	07/16/2026
709797	07/10/2026	2738	SENTRUM MAKETING LLC	534755	World - German	0.00	7,935.10	07/15/2026
709798	07/10/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	6,513.00	07/16/2026
709799	07/10/2026	579	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT- AC	0.00	2,099.38	07/16/2026
709800	07/10/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	631.71	07/14/2026
709801	07/10/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	0.00	4,790.57	07/29/2026
709802	07/10/2026	3506	HEATHER WILLIAMS	347902	Erroneous Print Job	7.90	0.00	
709803	07/13/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.07.06 AWC HEALTH INSURANCE	318,585.10	0.00	
709804	07/17/2026	3388	ADAQUEST INC	535055	CYBERSECURITY ENHANCEMENTS - MS DEFENDER CONFIG	3,979.80	0.00	
709805	07/17/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL, PROGRAM SUPPLIES, TECHNOLOGY	0.00	2,542.55	07/21/2026
709806	07/17/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	575.20	07/21/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709807	07/17/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES	0.00	85.92	07/21/2026
709808	07/17/2026	2781	OLIVIA BISHOP	543012	Per Diem GFOA	362.00	0.00	
709809	07/17/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	128.85	07/27/2026
709810	07/17/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	07/28/2026
709811	07/17/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	44.00	07/27/2026
709812	07/17/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	23,998.02	07/27/2026
709813	07/17/2026	710	IRON MOUNTAIN INC	541020	CONTRACTURAL SERVICES-DOCUMENT STORAGE (2018-2027)	0.00	188.29	07/27/2026
709814	07/17/2026	3214	LASTPASS US LP	535050	2026 LASTPASS SERVICE	0.00	1,942.16	07/27/2026
709815	07/17/2026	211	MIDWEST TAPE LLC	534015	MATERIALS - Adult CDs and DVDs	0.00	2,397.12	07/28/2026
709816	07/17/2026	228	MULTICULTURAL BOOKS & VIDEOS	534750	MATERIALS - World - Russian	0.00	3,168.00	07/28/2026
709817	07/17/2026	522	OVERDRIVE INC	534410	MATERIALS - Databases, eBooks & eDownloadable Audio	0.00	94,719.02	07/27/2026
709818	07/17/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Japanese, Korean, Vietnamese	0.00	3,910.00	07/31/2026
709819	07/17/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees \$738.69 & KB Fees \$134.64	0.00	873.33	07/24/2026
709820	07/17/2026	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Youth Audiobooks	0.00	265.96	07/27/2026
709821	07/17/2026	2780	APRIL JACKSON	541010	APRIL JACKSON, REPTILE LADY, 6/27 AI AND OTHER	707.14	0.00	
709822	07/17/2026	61	RICOH USA INC	591720	60 MONTH COPIER LEASE - GIG- (2023-2028), -SMT- (2026-2031)	0.00	16,066.41	07/27/2026
709823	07/17/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	121.20	07/27/2026
709824	07/17/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,088.18	07/21/2026
709825	07/17/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	560.24	07/27/2026
709826	07/17/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER;6/10-7/10/26	0.00	1,474.58	07/21/2026
709827	07/17/2026	299	TACOMA PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	0.00	34.98	07/27/2026
709828	07/17/2026	3194	WAGeworks INC	549050	2026 WELLNESS REIMBURSEMENT / LSA INVOICES AND FEE	0.00	100.00	07/21/2026
709829	07/17/2026	617	WALLA WALLA UNIVERSITY LIBRARY	541650	ILL LOST ITEM(S)	90.00	0.00	
709830	07/23/2026	313	AFLAC	231590	Payroll Run 2 - Warrant 072126	0.00	3,194.82	07/31/2026
709831	07/23/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.07.21 FOUNDATION DONATIONS	0.00	360.00	07/31/2026
709832	07/24/2026	3388	ADAQUEST INC	541020	CYBERSECURITY ENHANCEMENTS – MANAGED SERVICES	27,428.16	0.00	
709833	07/24/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	2,238.91	07/30/2026
709834	07/24/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	144.91	07/30/2026
709835	07/24/2026	336	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT & SUPPORT (7/1/24-6/30/29)	0.00	9,116.56	07/31/2026
709836	07/24/2026	2143	AWARDCO INC	531002	AWARDCO FEES FOR POINTS	0.00	243.00	07/31/2026
709837	07/24/2026	3524	CAYLA BERSCHIED	543012	PER DIEM; 2026 WLA CONFERENCE	0.00	168.00	07/31/2026
709838	07/24/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 36th PAYMENT	24,232.00	0.00	
709839	07/24/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Audio Audiobooks	0.00	174.70	07/31/2026
709840	07/24/2026	3150	BLUETRITON BRANDS INC	531002	DUPONT WATER- DELIVERY & RENTAL	43.79	0.00	
709841	07/24/2026	627	BRAINFUSE INC	534305	Databases	0.00	40,000.00	07/31/2026
709842	07/24/2026	3503	CARAHSOFT TECHNOLOGY CORP	535050	2026 CARAHSOFT SERVICENOW SUBSCRIPTION	0.00	113,006.80	07/31/2026
709843	07/24/2026	657	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	150.12	0.00	
709844	07/24/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.09	07/31/2026
709845	07/24/2026	670	CIS - CENTER FOR INTERNET SECURITY	535055	2026 ANNUAL ALBERT MONITORING WITH CIS	1,150.00	0.00	
709846	07/24/2026	3520	TRACY CORRALES-DIAZ	543012	Per Diem Innovative Users Group	0.00	388.00	07/27/2026
709847	07/24/2026	146	DAILY JOURNAL OF COMMERCE	544000	AD - NEW SUMNER LIBRARY	352.00	0.00	
709848	07/24/2026	1001	DATA QUEST LLC	541020	BACKGROUND EMPLOYMENT CHECKS	479.07	0.00	
709849	07/24/2026	2028	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	55.69	07/30/2026
709850	07/24/2026	3504	DIRTWORKS NORTHWEST LLC	548000	SUMNER MOWING	5,485.00	0.00	
709851	07/24/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	72.00	0.00	
709852	07/24/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	AUGUST 2026 - LEASE, WATER, SEWER	0.00	13,835.34	07/31/2026
709853	07/24/2026	382	MISTEL ENGLANDER	543012	Per Diem; Workhuman Live 2026	234.00	0.00	
709854	07/24/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books & Graphic Novels, Adult Large Print	0.00	28,510.58	07/31/2026
709855	07/24/2026	1886	LAMAR COMPANIES	544000	2026 bus ads	1,860.00	0.00	
709856	07/24/2026	2338	LIBRARY IDEAS LLC	534805	MATERIALS - Children's Audiobooks	544.64	0.00	
709857	07/24/2026	2301	HAPPY VALLEY PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	16.99	0.00	
709858	07/24/2026	2421	LOTUS SEATTLE GROUP	544000	Q2 MARCOM DIGITAL ADVERTISING	3,000.00	0.00	
709859	07/24/2026	211	MIDWEST TAPE LLC	534015	MATERIALS - Adult CDs, DVDs	7,434.09	0.00	
709860	07/24/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPING MAINTENANCE & MONTHLY SERVICES	0.00	14,429.53	07/30/2026
709861	07/24/2026	512	OETC	535050	ADDITIONAL ADOBE ACROBAT LICENSES	0.00	154.58	07/31/2026
709862	07/24/2026	519	ORBIS CASCADE ALLIANCE	542001	ORBIS CASCADE COURIER SERVICES ILL 2026 RENEWAL	0.00	8,377.00	07/31/2026
709863	07/24/2026	520	CITY OF ORTING	591720	ORTING MPC - AUGUST 2026	3,662.97	0.00	
709864	07/24/2026	522	OVERDRIVE INC	534305	MATERIALS - Databases	0.00	340.86	07/31/2026
709865	07/24/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Japanese, Korean, Vietnamese	3,910.00	0.00	
709866	07/24/2026	537	PARENTMAP	544000	SUMMER READING PRINT AD	500.00	0.00	
709867	07/24/2026	2989	PEER WASHINGTON	541000	PEER WA 2026 PO	8,016.70	0.00	

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
709868	07/24/2026	3510	PINAL COUNTY	541650	ILL LOST ITEM(S)	35.00	0.00	
709869	07/24/2026	2593	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	2,486.71	0.00	
709870	07/24/2026	782	XEROX BUSINESS SOLUTIONS LLC	548010	DIGITAL PRESS MAINTENANCE AND SUPPLIES	2,873.03	0.00	
709871	07/24/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	7,641.09	0.00	
709872	07/24/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	557.79	0.00	
709873	07/24/2026	273	TOWN OF STEILACOOM	547030	STL ELECTRIC, WATER, SEWER; ACCT#1462.0	1,607.94	0.00	
709874	07/24/2026	3346	SURPRISE LAKE STATION LLC	545030	2025 CAM EXPENSE RECON	2,788.01	0.00	
709875	07/24/2026	605	US BANK	231950	Acc# 4246 0445 5567 9202; P-CARD; 7/6/26	147,497.24	0.00	
709876	07/24/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	2,086.27	07/30/2026
709877	07/24/2026	832	WORLD BOOK INC	534145	MATERIALS - Adult Reference	3,837.00	0.00	
709878	07/30/2026	163	DEPT OF LABOR & INDUSTRIES	231510	2026.Q2 L&I _ ACCT# 277,074-00 > UBI# 278036416	51,016.29	0.00	
709879	07/30/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2026.Q2 WA CARES ID# C278036416	30,699.12	0.00	
709880	07/30/2026	374	EMPLOYMENT SECURITY DEPARTMENT	231590	2026.Q2 WA PFML ID# C278036416	66,359.99	0.00	
709881	07/31/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, MATERIALS	2,842.50	0.00	
709882	07/31/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	46.41	0.00	
709883	07/31/2026	3150	BLUETRITON BRANDS INC	531002	DUPONT WATER- DELIVERY & RENTAL	52.60	0.00	
709884	07/31/2026	3308	GABRIELLE DAMIANA	541010	GABRIELLE DAMIANA, PLANTS AS MEDICINE 7/11 BUC	465.15	0.00	
709885	07/31/2026	657	CENGAGE LEARNING INC / GALE	534305	MATERIALS - Databases	13,724.51	0.00	
709886	07/31/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	443.49	0.00	
709887	07/31/2026	3181	EDNETICS INCORPORATED	564300	2025 EDNETICS CISCO SERVICES	2,428.80	0.00	
709888	07/31/2026	3507	ELISA LATTUCA	541010	GRAIN2SCOPE, 7/10 SAND EXPLORERS	150.00	0.00	
709889	07/31/2026	3279	EXTERPRISE LLC	541020	2026 POWER BI IMPLEMENTATION	10,000.00	0.00	
709890	07/31/2026	3085	FALCOE & CO LLC	541010	MIKE GERVAIS, MIKEY THE RAD SCIENTIST	2,000.00	0.00	
709891	07/31/2026	2801	FATBEAM LLC	542012	INTERNET SERVICES	1,547.10	0.00	
709892	07/31/2026	3233	ILA-ANN FUNKE	541010	IIA ANN FUNKE, WIRE JEWELRY MAKING, 6/24 - 7/17	1,020.20	0.00	
709893	07/31/2026	2948	XENIA GONZALEZ	543012	PER DIEM; WLA CONFERENCE	168.00	0.00	
709894	07/31/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	3,710.52	0.00	
709895	07/31/2026	954	DON EHLEN	541010	DON EHLEN, INSECT SAFARI 6/27 - 8/6	628.50	0.00	
709896	07/31/2026	3513	VIRGINIA JEFFERS	369911	Returned Item Previously Paid For	69.99	0.00	
709897	07/31/2026	3478	EILEEN GRACIELA JIMENEZ	541010	EILEEN JIMENEZ, STORYTELLING THROUGH RAPUJADO 6/13	2,360.60	0.00	
709898	07/31/2026	3515	SALVADOR MEJIA	369911	LOST ITEM; PREVIOUSLY PAID FOR	19.98	0.00	
709899	07/31/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult CDs & DVDs	5,999.24	0.00	
709900	07/31/2026	228	MULTICULTURAL BOOKS & VIDEOS	534725	MATERIALS - World - German	792.00	0.00	
709901	07/31/2026	2380	NASH CONSULTING INC	541000	LEADERSHIP DEVELOPMENT	390.00	0.00	
709902	07/31/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534735	MATERIALS - World - Japanese, Korean, Vietnamese	3,910.00	0.00	
709903	07/31/2026	3517	PEGASUS PUPPET THEATRE	541010	PEGASUS PUPPET, LA RATONCITA, 7/7 PKS, 7/7 ORT	1,000.00	0.00	
709904	07/31/2026	3514	JULI POWELL	369911	LOST ITEM; PREVIOUSLY PAID FOR	24.99	0.00	
709905	07/31/2026	2780	APRIL JACKSON	541010	APRIL JACKSON, REPTILE LADY, 6/27 AI AND OTHER	1,220.00	0.00	
709906	07/31/2026	3512	ANDREA RHEE	369911	LOST ITEM RETURNED; PREVIOUSLY PAID FOR	42.95	0.00	
709907	07/31/2026	2987	SILKROAD TECHNOLOGY INC	535050	2026 RIVAL RENEWAL	36,028.10	0.00	
709908	07/31/2026	3477	AMY RUTLEDGE	541010	AMY RUTLEDGE, TAPPING FOR SELF LOVE, 7/13 AT LWD	275.00	0.00	
709909	07/31/2026	882	JEFFREY SAXON	541010	JEFF SAXON, SONG WRITING 4/28 GIG, INTRO TO UKULEL	890.95	0.00	
709910	07/31/2026	1891	SEATTLE PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	13.00	0.00	
709911	07/31/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	278.89	0.00	
709912	07/31/2026	886	SIMPLY MAGIC LLC	541010	JEFF EVANS, SCIENCE MAGIC 7/10 FIF	575.00	0.00	
709913	07/31/2026	2765	STARLING WHITEHEAD & LUX ARCHITECTS	541060	FCA- SUPPORT FOR INVESTIGATIVE & DESIGN WORK	12,287.50	0.00	
709914	07/31/2026	3346	SURPRISE LAKE STATION LLC	591720	AUGUST 2026 LEASE & CAM PAYMENT	13,473.07	0.00	
709915	07/31/2026	3268	INTOCAREERS	534305	MATERIALS - Databases	9,120.00	0.00	
709916	07/31/2026	2515	COLLIN VEENSTRA	541010	COLLIN VEENSTRA, ARTY TIME PAINT N SIP	2,050.50	0.00	
709917	07/31/2026	811	WCP SOLUTIONS	531004	COM PAPER	677.23	0.00	
709918	07/31/2026	3037	JESSICA WIDMER	543012	PER DIEM; 2026 WLA CONFERENCE	168.00	0.00	
709919	07/31/2026	1095	ZOOBEAN INC	541020	Zoobean - 2026 Beanstack renewal	7,818.69	0.00	
Count of Warrants: 174						879,783.78	604,257.25	1,484,041.03

MEMO



Date: July 30, 2026

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

From: Kristina Cintron, Director of Facilities and Capital Projects
Brian Lee, Director of Technology

Subject: Technology and Facilities Surplus and Recycling

Facilities and Equipment

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

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

Inventory Removal Mechanism: With Board's approval, high-valued items will be surplusd through DES, while remaining equipment will be recycled through a DES-recognized recycling program.

See attachment for details.

Technology

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 attachment for details.

ACTION: Move to approve Resolution 2026-07 regarding the surplus and recycling of the technology equipment, furnishings, supplies, & equipment, as presented.

RESOLUTION NO. 2026-07

**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 12th DAY OF AUGUST, 2026.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Neesha Patel, Chair

Ryan Wheaton, Vice-Chair

Pat Jenkins, Member

Pam Duncan, Member

Tono Sablan, Member

Facilities and Equipment

QTY	Location	Item Description	Reason for request	Condition	Est. Value	Action
1		2 shelf bookcase	obsolete	Good		Auction
1		2 door cabinet (no key)	obsolete	Good		Auction
2		4 drawer metal file cabinets	obsolete	Good		Auction
1		industrial paper cutter w/ accessories	obsolete	Good		Auction
1		2 drawer metal file cabinet (no key)	obsolete	Good		Auction
2		large black monitor risers	obsolete	Good		Auction
1		small round wooden children's table	obsolete	Good		Auction
1		multicolor doublesided desk	obsolete	Good		Auction
13		misc. studded snow tires	obsolete	Good		Auction
1		table saw	obsolete	Good		Auction
		misc. shelving parts	obsolete	Not Good		Recycle
1		silver mobile shelving unit	obsolete/damage	Not Good		Recycle
1		silver 4 drawer lateral file cabinet	obsolete/ damaged	Not Good		Recycle
2		fabric rolls	obsolete	Not Good		Recycle
7		4 drawer metal file cabinet	damaged	Not Good		Recycle
1		2 drawer metal file cabinet (no key)	damaged	Not Good		Recycle
1		teal blue chair	damaged	Not Good		Recycle
2		black blue chair	damaged	Not Good		Recycle
1		shelving unit	damaged	Not Good		Recycle
1		metal display unit	damaged	Not Good		Recycle
8		children's wooden/fabric chairs (4 large, 4 small)	damaged	Not Good		Recycle
1		metal desk w/ storage cabinet	damaged	Not Good		Recycle
9		bamboo shelving endcaps	damaged	Not Good		Recycle
1		plastic cart	damaged	Not Good		Recycle
1		medium grey cabinet	damaged	Not Good		Recycle
1		wooden chair w/ blue seat	damaged	Not Good		Recycle
1		podium	damaged	Not Good		Recycle
2		large blue/white shelving unit	damaged	Not Good		Recycle

Technology

Total	Information Technology Surplus Items	estimated value (each)
51	Latitude 3310	\$ 100.00
3	OptiPlex 7470	\$ 100.00
5	Latitude 7420	\$ 100.00
1	Latitude 7400	\$ 100.00
1	Latitude 3450	\$ 100.00
2	Dell B2360DN Laserjet Printer	\$ 100.00
1	Dell C3760DN Color Laser Printer	\$ 100.00

Executive Director Report

MEMO



Date: July 27, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report – June and July 2026

This Executive Director report covers activity from the June regular Board meeting through the August regular Board meeting, as the July Regular Meeting was cancelled.

Starting this reporting period, the [June 2026 Economic and Revenue Forecast](#) was issued for Washington State which is worth monitoring. Washington's economy appears weaker than anticipated, with employment growth slowing and state revenues modestly below forecast. The situation is not a recession signal, but an early indicator that public agencies should monitor state revenue forecasts, inflation, and labor market trends closely. For the Library, the immediate risk is limited but continued weakness affects state funding, community partner stability, and the broader fiscal environment in which local governments, including public libraries, operate.

In preparation for Trustee Tono Sablan's first regular meeting in August, the Executive Office updated new trustee orientation materials for onboarding. Welcome, Trustee Sablan, and congratulations on your appointment to the Library Board of Trustees.

Community Highlights

The Library released its final [2025 Annual Report to the Community](#), highlighting systemwide progress, strategic alignment, financial stewardship, and meaningful impact across the communities we serve. This year's report is digital only. To support community awareness of the Library's 2025 accomplishments, the Marketing and Communications Department is promoting the report through multiple channels, including digital and print advertising in *The News Tribune* and inclusion in the July e-newsletter. The Foundation will also share the report with donors.

Library staff and the Foundation participated in Pride events this summer, including Tacoma Pride on Saturday, July 11 and Puyallup Tribe Pride festival on July 25. This marked the Foundation's fourth year sponsoring the Library's booth and providing library Pride stickers to the community. The booth offered stickers, button-making supplies and conversations with visitors, including adults, who were excited to learn that Summer Reading is open to readers of all ages. These interactions reinforce the Library's role in creating welcoming and inclusive spaces and experiences where people of all ages feel seen and invited to participate.

Beginning July 6, 2026, the customer holds limit for digital materials in Libby was reduced from 25 to 10 items. This change better manages digital collection costs, aligns with peer libraries, and improves overall access to e-books and audiobooks by reducing excessive hold activity. Only a small number of high-volume users are expected to be affected.

The Library is implementing changes to Ready for Books, its early learning outreach service for childcares centers, and preschools throughout Pierce County. Beginning in fall 2026, a new [application](#) and prioritization process will expand access to book bins, increase outreach-supported programming, and create a more consistent framework for determining service levels. Eligibility and prioritization will be guided by equity criteria, so resources are directed to communities with the greatest need. These changes are intended to improve clarity for customers, strengthen service consistency, and enhance the Library's ability to support early learning organizations across the county. Customers can find information about Library services for childcares and preschools and apply for Ready for Books online.

Library staff maintained strong visibility during the busy summer season, including Sumner Region staff participation in Sumner's Rhubarb Days Festival on June 20 and 21, University Place participation in the Duck Daze parade, and outreach at summer reading and community events across Pierce County. In early July, the Library launched a new Street Medicine pilot in partnership with the Tacoma-Pierce County Health Department (TPCHD), joining other partner services offered at the Library. These partnerships strengthen the Library's role as a trusted community resource hub by connecting people with resources and services, building a stronger network of support, and advancing individual and community well-being. The pilot was made possible through the Library's strengthened relationship with TPCHD and the collaboration of the Community Engagement and South Hill Regional teams. Their work brought this service to the community, connected new visitors with library cards, programs and services, and demonstrated the impact the Library can have through strong partnerships.

Summer Reading 2026 Mid-Season Update

At the midpoint of the summer, over 6,000 books have gone home with children and teens to help build home libraries in Pierce County, and more than 2,500 children and adults have completed a Summer Reading challenge. Staff have also connected with youth at summer meal sites, apartment complexes, food banks, low-income childcare sites, YMCAs and other community locations.

Participants and partners have shared stories that illustrate the reach and impact of Summer Reading:

- On a multicultural night at Tillicum Elementary, Library staff promoted the summer program. Two sisters were highly motivated to participate when they received a pair of terrifying tales to help them get started. The two kids, ages 5 and 7, were adamant they would read and not be scared by Louise Hung's *Hungry Bones*. After taking it in hand, the 7-year-old sister clutched it tightly for the next hour and a half.
- Some giveaways were shared with the Family Advocacy Program at Joint Base Lewis-McChord. These families are working through circumstances of interpersonal violence. Counselors have shared that "the kids 'light up' when they get to choose their own book."
- A 71-year-old woman attending one of our reptile programs admitted that she didn't have any kids but had always dreamed of holding a snake. She was delighted when she held not one but two snakes!
- Three sisters are reading a series of books together and created their own book club to chat about the books.

	
<i>A teen's completed activity log featuring books read, and they used the Libby App</i>	<i>Jeff Evans amazed a young crowd at the Fife Library with his Science Magic event on Friday, July 10. The kids enjoyed magic tricks while also learning the science behind them.</i>

Organizational Highlights

The Library welcomed Jaire Winesberry as the new Marketing and Communications Director in July. Jaire is a communications professional with more than 15 years of experience helping organizations connect with the people they serve, with expertise in communications strategy, public-sector engagement, user experience and digital content leadership. A U.S. Army Veteran born and raised in Pierce County, Jaire used the Lakewood and Steilacoom libraries frequently while growing up. He brings a community-centered focus, vision and energizing ideas for connecting the Library to diverse communities across the county.

The Administrative Team is aligning 2027 budget development, strategic plan implementation, and the annual operational work plan into one coordinated planning process. This is the first time these essential threads have been woven together during my tenure, and it will strengthen organizational focus, accountability, and resource alignment.

After several years with limited volunteer opportunities, the Library is preparing to launch a robust volunteer model supported by Better Impact, the new volunteer management software. The new model shifts the focus from transactional, task-based activities such as cleaning books or shelf reading to relationship-based engagement that builds human connections, supports development of job-transferable skills, and helps volunteers feel invested in the Library's mission and work. Board service will also be captured into the new system, and Trustees should alert staff when they represent the Library in the community.

Beginning July 1, Washington public libraries became exempt from sales and use tax on certain retail services, including information technology services, custom website development, temporary staffing, security services and certain software-related services. The original law passed several years ago to enact new taxes on these services for nearly all private and public entities, and we thank the Legislature for amending the law to now exempt libraries. The Finance department has implemented the new Department of Revenue exemption form and updated purchasing and invoicing processes, helping the Library reduce costs and maximize public resources in alignment with Strategic Plan Goal 4.

Facility and Capital Projects

The New Sumner Library project continues to move through the public bidding and procurement process. Staff will provide the Board with a status update, including bidding results, schedule implications, and next steps, as information is finalized.

Executive Director Community Engagement

This summer I am continuing biannual presentations to city councils across the Library's service area, including Sumner, Lakewood, Milton, Edgewood, Gig Harbor, DuPont, University Place and Orting, as well as the annual presentation to the Pierce County Council.

I also met and connected with Pierce County Councilmembers Cruver, Herrera, and Morell as part of ongoing relationship-building and communication with elected officials. Invitations and written correspondence have been sent to all state legislators in Pierce County to visit library branches, observe library programs, and connect to discuss matters impacting public libraries in their service area.

I was appointed to the Pierce County Arts Commission and attended orientation in July. I look forward to serving the county by helping connect the broad umbrella of the arts with the many ways the Library contributes to community life.

Looking Ahead

The Pierce County Auditor's Elections Division has shifted voter services toward expanded support at Vote Centers, reducing the scope of election services provided in library branches. The Library will continue to provide election information, assistance accessing the state's online voter portal, ballot printing from that system, and referrals to Vote Centers and ballot drop boxes. Library branches will maintain regular operating hours on election days and will not offer extended hours for election-related services. The change applies to the August Primary and November General elections and reflects Pierce County Elections' efforts to align resources with election requirements while maintaining voter access.

Public Services Report



Pierce County
Library System

Information & Imagination

Library at a Glance: June 2026 YTD Key Performance Indicators

Cardholders 360,042 ↑ +6%	YTD Users - Physical 768,493 ↑ +3%	YTD Circulation - Digital 1,406,219 ↑ +4%
YTD Circulation - Physical 1,109,150 ↑ .29%		

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

June 2026 Service Highlights

Language Literacy

The Library's language literacy services help community members achieve their language goals through free learning opportunities and access to Library and community resources. Whether learning English, maintaining a heritage language, or exploring a language and culture for travel, customers have access to trusted resources that help them build the skills and confidence needed to communicate effectively in work, school and daily life.

These services also strengthen community relationships through opportunities such as volunteer-supported Talk Time conversation groups, where participants practice language skills while building meaningful connections and a sense of belonging.

Through human-centered language-learning programs, community partnerships, digital resources and multilingual collections, the Library expands equitable access to language learning, advances literacy, and reinforces its role as a welcoming and inclusive place for all Pierce County communities.

Statistics

- **134** English Language Literacy (ELL) programs
- **1625** ELL program participants
 - **1099** - Virtual Talk Time program participants
 - **526** - ELL class attendees (classes provided through collaboration with Tacoma Area Literacy Council (TALC) at Parkland/Spanaway Pierce County Library)

7,450 lessons completed in online Mango Languages

20,807 World Language materials circulated, including magazines, books and films

Stories of Impact

- A Virtual Talk Time participant who requested additional language-learning resources shared the following after receiving support from Library staff:
"I really appreciate you taking the time to send such detailed and thoughtful information, as well as your kindness and support. Talk Time has also been very helpful for me, not only for practicing English but also as a space where I feel comfortable sharing my thoughts. I'm very grateful for it."

Looking Ahead

Events to Know About

Knit (or Crochet) Together - Craft and chat with other creative people

- Tuesday, August 18: 3:30pm - 5:00pm; University Place

Conversations on Caregiving - A Health and Wellness Program

- Wednesday, August 19: 1:00pm - 2:00pm; Eatonville

Reimagine Your Lawn - A Science and Sustainability Program

- Wednesday, August 19: 2:00pm - 3:00pm; Gig Harbor

Find Medicare Answers with SHIBA - A Health and Wellness program

- August 20: 1:00pm - 3:00pm; Orting

Street Medicine Service - Provided by Tacoma-Pierce County Health Department

- Friday, August 21: 10:30am - 3:30pm; Parkland/Spanaway

Summer Spa Day

- Saturday, August 22: 1:00pm - 3:00pm; Steilacoom

Registration Required Programs:

- **Your Money Map - A Financial Literacy program**
Tuesday, August 18: 5:30pm - 6:30pm; South Hill
<https://events.chase.com/ereg/newreg.php?eventid=300089857&>
- **Conversation Café Outdoor Eating Adventures - An Arts and Culture Program**
Wednesday, August 19: 3:00pm - 4:30pm; Graham
<https://calendar.piercecountylibrary.org/event/16433453>
- **Games and Activities for the Romance Reader - An Arts and Culture Program**
Thursday, August 20: 4:00pm - 5:30pm; Graham
<https://calendar.piercecountylibrary.org/event/16625757>
- **Healing Arts Workshop - Guided Painting - A Health and Wellness Program**
Saturday, August 22: 3:00pm - 4:00pm; South Hill
<https://calendar.piercecountylibrary.org/event/15953499>

Customer Impact and Community Engagement - Stories by Location

Fife: One of the Library's outreach customers, in her 90s, walks to the library each week to access Large Print materials, movies, genealogical research resources, and staff-supported hold services. She returns home with her walker filled with books and research materials, reflecting the Library's role in supporting independence, lifelong learning, physical activity, and meaningful connections with staff and resources.

Key Center: After completing CPR and first aid training, a patron called to ask about obtaining Narcan for her emergency kit. She initially seemed hesitant to ask, so staff explained the self-service station and reassured her that no permission is needed to access the resource. The patron expressed gratitude for the resource and ended the call feeling informed and reassured.

Orting: A customer requested help identifying an engineer involved in a historic bridge project who may have been related to his spouse's family. Although the information wasn't found immediately, the staff member continued researching through the end of the day and identified several possible candidates. The findings were compiled and shared with the customer, who later requested additional research assistance while expressing appreciation for the library's support and the quality of service provided.

Steilacoom: Community Book Club leaders expressed appreciation for staff assistance in transitioning to a member-led model. Staff are providing additional training to help members independently place and manage holds for future book selections, supporting the group's long-term sustainability and self-sufficiency.

Financial Report

MEMO



Date: July 20, 2026

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending May & June 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:

May

- 548000. Includes payment of \$44,825.71 and \$15,922.40 to Wayne's Roofing for Graham gutter replacement and South Hill drainpipe repair, respectively
- 535015. Payment of \$11,980.41 made to Catalyst Workplace Activation for furniture.

June

- 591721. Payment of \$259,600.55 to Innovative Interfaces Inc for Polaris subscription-based information technology agreement (SBITA) software renewal.
- 541000. Payment to Nash Consulting Inc for \$18,637.04 for leadership development.
- 548010. Includes payment of \$30,928.32 made to Hermanson Company LLP for HVAC service contract.

Capital Improvement Fund:

June

- 541060. Payment of \$27,962 was made to Starling Whitehead & Lux Architects for Architectural and Engineering for Facilities Condition Assessments and Design.

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, 54.3% of the projected tax revenue has been collected. Significant revenue inflows are in April and October.
- **Other General Fund Revenues and Transfers In:** Other revenues and transfers are 41.7% of budget received. This includes \$69.8K in FOL (Friends of the Library) donations, \$233K in investment earnings, \$53K from payment of lost materials and printing, and \$66K from rebates. 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 and Transfers In:** To date, 18.5% of budgeted capital revenue has been collected, with investment earnings as the main source at this time. Effective January 1, \$1.2M was transferred from the Property and Facility Fund to the Capital Fund.
- **Special Revenue Funds:** No significant activity other than receipt of investment earnings in April.

GF Expenses:

- **Salaries and Wages:** On track at 46.1% of budget spent.
- **Benefits:** 42.9% of budget spent.
- **Supplies:** Currently at 46.9% for supplies, which includes current encumbered purchase orders for \$397K of anticipated spend.
- **Materials:** 44% of budget spent.
- **Services:** 58.7% of budget spent, with \$1.07M in encumbered POs.

Capital Fund Expenses:

- **Services:** 21.7% of budget spent, with \$421K in encumbered capital POs.
- **Capital Outlays:** 3.8% of budget spent, with \$91K encumbered in purchase orders (POs). \$245K PO reclassified from Capital Outlays to Capital Services in Q2.

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:

- **Financial Reporting:** Submitted the Pierce County Library System (PCLS) and Sumner Library Capital Facilities Area (SLCFA) annual financial reports to the Washington State Auditor's Office (SAO) in May, ensuring compliance with state reporting requirements and maintaining financial transparency.
- **Fiscal Development:** The Finance Director and Accounting Manager attended the Government Finance Officers Association (GFOA) Annual Conference, gaining valuable insights into emerging governmental finance trends, budgeting strategies, accounting standards, and best practices to support continuous improvement within org financial operations.
- **Strategic Financial Planning (Strategy 12 Sprint):** The 2026 Budget SWOT analysis identified strong fiscal stewardship, cost management, and budget communication practices, while highlighting opportunities to continue to enhance long-term and lifecycle planning, scenario forecasting, resource optimization, and organizational knowledge sharing; it also underscored the need to address sustainability, resilience, process, and information-sharing gaps to mitigate growing cost pressures, limited revenue resources, and capital needs.

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

	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	-25,675,473.30	-3,485,216.25	.00	-22,132,736.70	53.7%
02 CHRG/TRANSF IN/OTHER	-3,621,790	-3,621,790	-1,427,286.64	-47,054.67	.00	-2,194,503.36	39.4%
03 SALARIES AND WAGES	25,432,010	25,432,010	9,781,354.54	1,868,677.24	.00	15,650,655.46	38.5%
04 PERSONNEL BENEFITS	7,895,990	7,895,990	2,833,682.75	546,938.14	.00	5,062,307.25	35.9%
05 SUPPLIES EXPENSES	2,043,150	2,046,068	474,743.16	117,684.68	142,725.69	1,428,599.15	30.2%
06 MATERIALS	4,558,550	4,558,550	1,709,483.81	448,154.00	.00	2,849,066.19	37.5%
07 SERVICES EXPENSES	7,500,300	6,497,382	2,441,040.14	796,663.41	1,008,943.47	3,047,398.39	53.1%
09 TRANSF OUT/SETASIDES	4,000,000	5,000,000	.00	.00	.00	5,000,000.00	.0%
TOTAL GENERAL FUND	0	0	-9,862,455.54	245,846.55	1,151,669.16	8,710,786.38	100.0%
TOTAL REVENUES	-51,430,000	-51,430,000	-27,102,759.94	-3,532,270.92	.00	-24,327,240.06	
TOTAL EXPENSES	51,430,000	51,430,000	17,240,304.40	3,778,117.47	1,151,669.16	33,038,026.44	
102 LEVY SUSTAINABILITY FUND							
02 CHRG/TRANSF IN/OTHER	-250,000	-250,000	-282,406.05	-76,219.89	.00	32,406.05	113.0%
09 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	717,593.95	-76,219.89	.00	1,532,406.05	31.9%
TOTAL REVENUES	-250,000	-250,000	-282,406.05	-76,219.89	.00	32,406.05	
TOTAL EXPENSES	2,500,000	2,500,000	1,000,000.00	.00	.00	1,500,000.00	
103 ELECTION FUND							
02 CHRG/TRANSF IN/OTHER	-40,000	-40,000	-21,984.95	-5,946.61	.00	-18,015.05	55.0%
TOTAL ELECTION FUND	-40,000	-40,000	-21,984.95	-5,946.61	.00	-18,015.05	55.0%
TOTAL REVENUES	-40,000	-40,000	-21,984.95	-5,946.61	.00	-18,015.05	
104 PROPERTY AND FACILITY FUND							
02 CHRG/TRANSF IN/OTHER	-100	-100	-1,623.00	-238.66	.00	1,523.00	1623.0%
09 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	1,198,377.00	-238.66	.00	1,523.00	99.9%
TOTAL REVENUES	-100	-100	-1,623.00	-238.66	.00	1,523.00	
TOTAL EXPENSES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 05

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02	CHRG/TRANSF IN/OTHER	-2,000	-2,000	-1,521.97	-308.93	.00	-478.03	76.1%
	TOTAL DEBT SERVICE FUND	-2,000	-2,000	-1,521.97	-308.93	.00	-478.03	76.1%
	TOTAL REVENUES	-2,000	-2,000	-1,521.97	-308.93	.00	-478.03	
301 CAPITAL IMPROVEMENT FUND								
02	CHRG/TRANSF IN/OTHER	-7,315,000	-7,315,000	-1,330,878.09	-35,434.06	.00	-5,984,121.91	18.2%
05	SUPPLIES EXPENSES	380,000	380,000	.00	.00	.00	380,000.00	.0%
07	SERVICES EXPENSES	2,233,000	2,233,000	34,851.69	335.50	169,739.96	2,028,408.35	9.2%
08	CAPITAL OUTLAYS	4,702,000	4,702,000	86,606.28	.00	368,391.28	4,247,002.44	9.7%
	TOTAL CAPITAL IMPROVEMENT FUND	0	0	-1,209,420.12	-35,098.56	538,131.24	671,288.88	100.0%
	TOTAL REVENUES	-7,315,000	-7,315,000	-1,330,878.09	-35,434.06	.00	-5,984,121.91	
	TOTAL EXPENSES	7,315,000	7,315,000	121,457.97	335.50	538,131.24	6,655,410.79	
	GRAND TOTAL	3,407,900	3,407,900	-9,179,411.63	128,033.90	1,689,800.40	10,897,511.23	-219.8%
** END OF REPORT - Generated by Olivia Bishop **								

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	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	-25,375,094.44	-246,087.73	.00	-21,674,905.56	53.9%
311120 PROPERTY TAX--DELINQUENT	-550,000	-550,000	-426,177.90	-26,205.94	.00	-123,822.10	77.5%
311121 PROPERTY TAX--KING COUNTY	-100,000	-100,000	-112,800.00	-1,631.83	.00	12,800.00	112.8%
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	-36,092.54	-766.08	.00	16,092.54	180.5%
317400 TIMBER EXCISE TAX	-80,000	-80,000	.00	.00	.00	-80,000.00	.0%
TOTAL TAXES	-47,808,210	-47,808,210	-25,950,164.88	-274,691.58	.00	-21,858,045.12	54.3%
02 CHRГ/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	-30,572.85	-2,154.24	.00	15,572.85	203.8%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-32.00	-22.00	.00	-3,968.00	.8%
347902 PRINTER FEES	0	0	-35,078.78	-6,473.81	.00	35,078.78	100.0%
361100 INVESTMENT EARNINGS	-400,000	-400,000	-232,842.73	-66,111.41	.00	-167,157.27	58.2%
361430 INTEREST INCOME--CONTRACTS &	0	0	-246.67	-59.12	.00	246.67	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-1,521.61	.00	.00	521.61	152.2%
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%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-2,500.00	.00	.00	2,500.00	100.0%
369100 SALE OF SURPLUS--GENERAL	-8,000	-8,000	-6,755.00	-4,405.00	.00	-1,245.00	84.4%
369101 SALE OF SURPLUS--MATERIALS	-20,000	-20,000	-10,221.69	-1,870.10	.00	-9,778.31	51.1%
369200 FOUND MONEY	0	0	-105.40	.00	.00	105.40	100.0%
369910 MISCELLANEOUS OTHER	0	0	-37,298.27	-251.54	.00	37,298.27	100.0%
369911 PAYMENT FOR LOST MATERIALS	-15,000	-15,000	-17,728.43	-2,423.53	.00	2,728.43	118.2%
369912 JURY DUTY REIMBURSEMENT	0	0	-40.00	.00	.00	40.00	100.0%
369913 ERATE REIMBURSEMENT	-150,000	-150,000	-45,583.51	.00	.00	-104,416.49	30.4%
369914 PROCUREMENT CARD REBATES	-48,000	-48,000	-20,742.45	.00	.00	-27,257.55	43.2%
397010 TRANSFERS IN	-2,500,000	-2,500,000	-1,000,000.00	.00	.00	-1,500,000.00	40.0%
TOTAL CHRГ/TRANSF IN/OTHER	-3,621,790	-3,621,790	-1,511,057.39	-83,770.75	.00	-2,110,732.61	41.7%
03 SALARIES AND WAGES							

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	25,126,750	25,126,750	11,673,143.78	1,929,140.85	.00	13,453,606.22	46.5%
511005 ADDITIONAL HOURS	217,130	217,130	.00	.00	.00	217,130.00	.0%
511006 SUBSTITUTE HOURS	30,880	30,880	7,733.10	373.66	.00	23,146.90	25.0%
511009 TUITION ASSISTANCE	12,000	12,000	5,244.44	802.06	.00	6,755.56	43.7%
512000 OVERTIME WAGES	45,250	45,250	30,883.76	5,333.97	.00	14,366.24	68.3%
TOTAL SALARIES AND WAGES	25,432,010	25,432,010	11,717,005.08	1,935,650.54	.00	13,715,004.92	46.1%

04 PERSONNEL BENEFITS

520010 FICA	1,897,400	1,897,400	871,633.03	143,771.89	.00	1,025,766.97	45.9%
520020 MEDICAL INSURANCE	3,676,970	3,676,970	1,575,361.79	257,439.02	.00	2,101,608.21	42.8%
520021 DENTAL INSURANCE	250,760	250,760	109,638.00	17,915.72	.00	141,122.00	43.7%
520022 LIFE AND DISABILITY INSURANCE	101,600	101,600	49,029.55	8,058.26	.00	52,570.45	48.3%
520023 INDUSTRIAL INSURANCE	140,510	140,510	69,418.19	11,252.42	.00	71,091.81	49.4%
520030 RETIREMENT	1,736,160	1,736,160	633,837.40	106,259.34	.00	1,102,322.60	36.5%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	4,037.76	.00	.00	30,962.24	11.5%
520041 PAID FML INSURANCE	57,590	57,590	40,702.18	6,257.37	.00	16,887.82	70.7%
520091 OTHER BENEFIT	0	0	34,903.37	3,924.50	.00	-34,903.37	100.0%
TOTAL PERSONNEL BENEFITS	7,895,990	7,895,990	3,388,561.27	554,878.52	.00	4,507,428.73	42.9%

05 SUPPLIES EXPENSES

531000 OFFICE/OPERATING SUPPLIES--DE	52,100	52,100	13,824.33	2,100.68	1,112.01	37,163.66	28.7%
531002 OFFICE/OPERATING SUPPLIES--SU	83,350	83,350	28,635.14	7,753.81	4,552.95	50,161.91	39.8%
531004 OFFICE/OPERATING SUPPLIES--PU	91,500	100,418	41,001.39	12,684.50	2,110.81	57,305.80	42.9%
531005 TRAINING/RETREAT SUPPLIES	13,880	13,880	.00	.00	.00	13,880.00	.0%
531006 NLWD SUPPLIES	3,420	3,420	2,578.92	109.74	.00	841.08	75.4%
531010 CUSTODIAL SUPPLIES	145,000	145,000	40,194.14	5,121.21	70,979.59	33,826.27	76.7%
531020 MAINTENANCE SUPPLIES	40,000	40,000	15,471.44	4,774.77	.00	24,528.56	38.7%
531030 MATERIAL PROCESSING SUP	17,500	17,500	8,597.63	2,105.42	.00	8,902.37	49.1%
531040 TRAINING MATERIALS SUPPLIES	6,500	6,500	402.43	109.00	.00	6,097.57	6.2%
531098 FRIENDS PASSTHROUGH-SUP	73,300	73,300	29,045.05	12,150.27	.00	44,254.95	39.6%
531099 FOUNDATION PASSTHROUGH-SUP	142,300	142,300	109,599.42	13,966.13	4,257.78	28,442.80	80.0%
532000 FUEL	45,000	45,000	25,078.84	4,673.08	20,841.17	-920.01	102.0%
535000 MINOR EQUIPMENT	24,500	24,500	5,679.98	.00	.00	18,820.02	23.2%
535010 FURNISHINGS--PUBLIC	45,000	45,000	10,723.08	2,457.93	1.43	34,275.49	23.8%
535015 FURNISHINGS--STAFF	161,000	161,000	13,099.06	.00	.00	147,900.94	8.1%
535020 TECHNOLOGY HARDWARE--PUBLIC	126,000	120,000	376.35	.00	.00	119,623.65	.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	309,500	309,500	61,123.43	3,019.65	27,814.56	220,562.01	28.7%
535050 SOFTWARE/LICENSES/HOST--APPS	433,000	433,000	131,513.65	15,348.19	253,330.67	48,155.68	88.9%
535055 SOFTWARE/LICENSES/HOST--INFRA	230,300	230,300	25,696.60	1,523.34	11,929.80	192,673.60	16.3%
TOTAL SUPPLIES EXPENSES	2,043,150	2,046,068	562,640.88	87,897.72	396,930.77	1,086,496.35	46.9%

06 MATERIALS

534000 MATERIALS COLLECTION	15,000	15,000	68.32	.00	.00	14,931.68	.5%
534005 ADULT AV - CDS	20,000	20,000	8,679.99	977.25	.00	11,320.01	43.4%
534010 ADULT AV - DVD	327,500	327,500	153,434.05	17,859.58	.00	174,065.95	46.9%
534015 ADULT AV - DVDNF	20,000	20,000	5,877.69	264.92	.00	14,122.31	29.4%
534020 ADULT AV AUDIOBOOKS	20,000	20,000	3,774.73	77.19	.00	16,225.27	18.9%
534110 ADULT FICTION	270,000	270,000	140,608.28	19,474.18	.00	129,391.72	52.1%
534115 ADULT GRAPHIC NOVELS	15,000	20,000	5,447.49	765.68	.00	14,552.51	27.2%
534120 ADULT LARGE PRINT	50,000	50,000	28,962.75	2,412.74	.00	21,037.25	57.9%
534125 ADULT LUCKY DAY	60,000	60,000	27,807.31	3,695.04	.00	32,192.69	46.3%
534130 ADULT NONFICTION	300,000	300,000	96,272.67	13,822.33	.00	203,727.33	32.1%
534145 ADULT REFERENCE	15,000	15,000	636.65	.00	.00	14,363.35	4.2%
534150 ADULT YA FICTION	55,000	55,000	11,218.36	1,836.08	.00	43,781.64	20.4%
534155 ADULT YA GRAPHIC NOVELS	25,000	30,000	10,393.57	880.72	.00	19,606.43	34.6%
534160 ADULT YA NONFICTION	12,000	12,000	1,469.47	.00	.00	10,530.53	12.2%
534215 CHILDREN'S EARLY LEARNING	7,000	7,000	2,260.34	546.94	.00	4,739.66	32.3%
534220 CHILDREN'S FICTION	225,000	230,000	118,806.59	13,097.79	.00	111,193.41	51.7%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	55,000	19,222.64	1,283.17	.00	35,777.36	35.0%
534230 CHILDREN'S NONFICTION	125,000	115,000	41,839.90	9,685.79	.00	73,160.10	36.4%
534235 CHILDREN'S SCIENCE TO GO	6,000	6,000	1,814.66	241.55	.00	4,185.34	30.2%
534237 CHILDREN'S STANDING ORDERS	35,000	30,000	.00	.00	.00	30,000.00	.0%
534240 CHILDREN'S STORYTIME	2,500	2,500	1,219.57	232.93	.00	1,280.43	48.8%
534305 DATABASES	574,470	574,470	251,685.44	15,863.00	.00	322,784.56	43.8%
534410 EBOOKS	880,000	780,000	395,188.82	64,162.05	.00	384,811.18	50.7%
534415 EDOWNLOADABLE AUDIO	780,000	880,000	413,040.85	58,349.47	.00	466,959.15	46.9%
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	.00	.00	4,300.00	75.4%
534430 EMAGAZINES	82,380	82,380	45,000.00	.00	.00	37,380.00	54.6%
534505 MAGAZINES	75,000	75,000	7,007.27	-105.90	.00	67,992.73	9.3%
534605 VENDOR PROCESSING	100,000	100,000	63,036.20	7,667.64	.00	36,963.80	63.0%
534645 VENDOR CATALOGING	10,000	10,000	.00	.00	.00	10,000.00	.0%
534705 WORLD - ADULT SPANISH	10,000	10,000	4,033.57	83.02	.00	5,966.43	40.3%
534710 WORLD - CHILDREN'S SPANISH	15,000	15,000	3,805.84	337.99	.00	11,194.16	25.4%
534715 WORLD - CHINESE	11,000	11,000	4,161.78	1,387.26	.00	6,838.22	37.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534725 WORLD - GERMAN	8,000	8,000	2,615.97	.00	.00	5,384.03	32.7%
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	.00	.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	7,154.29	.00	.00	7,845.71	47.7%
534755 WORLD - UKRAINIAN	10,000	10,000	.00	.00	.00	10,000.00	.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	35,000	40,000	18,745.48	1,144.60	.00	21,254.52	46.9%
534810 YOUTH DVD - FTY	22,500	17,500	4,113.20	165.07	.00	13,386.80	23.5%
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	18,263.50	8,516.50	77.6%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	5.26	.00	40,779.44	-584.70	101.5%
TOTAL MATERIALS	4,558,550	4,558,550	1,945,691.89	236,208.08	59,042.94	2,553,815.17	44.0%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	363,600	363,600	148,906.03	29,499.65	111,158.83	103,535.14	71.5%
541004 INDEPENDENT CONTRACTORS--INFR	30,000	30,000	12,331.20	3,523.20	7,676.80	9,992.00	66.7%
541010 PERFORMER SERVICES	98,500	99,582	15,374.31	1,921.92	32,645.59	51,562.10	48.2%
541020 CONTRACTUAL SERVICES	488,700	484,700	211,974.99	37,543.96	288,591.00	-15,865.99	103.3%
541040 LEGAL SERVICES	90,000	90,000	23,390.00	.00	36,340.00	30,270.00	66.4%
541050 DATA SERVICES	7,000	7,000	.00	.00	.00	7,000.00	.0%
541630 PRINTING AND BINDING	86,000	86,000	46,362.55	6,659.59	28,797.39	10,840.06	87.4%
541650 ILL LOST ITEM CHARGE	2,000	2,000	846.83	143.94	.00	1,153.17	42.3%
542000 POSTAGE	55,110	55,110	31,451.01	.00	15,000.00	8,658.99	84.3%
542001 SHIPPING	15,000	15,000	1,932.01	328.71	2,750.76	10,317.23	31.2%
542010 TELECOM SERVICES--PHONES	82,000	82,000	54,544.27	9,480.62	.00	27,455.73	66.5%
542011 TELECOM SERVICES--CELLPHONES	57,200	57,200	28,928.16	4,164.55	.00	28,271.84	50.6%
542012 TELECOM SERVICES--INTERNET	409,600	409,600	185,396.59	30,899.91	.00	224,203.41	45.3%
543000 TOLLS/PARKING	10,300	10,300	4,164.11	417.61	.00	6,135.89	40.4%
543010 MILEAGE REIMBURSEMENTS	56,040	56,040	16,177.03	3,552.38	.00	39,862.97	28.9%
543011 AIRFARE/OTHER TRANSPORTATION	27,950	27,950	11,402.85	35.00	.00	16,547.15	40.8%
543012 PER DIEMS	21,730	21,730	8,214.71	184.00	.00	13,515.29	37.8%
543013 LODGING	45,330	45,330	26,172.15	3,348.36	.00	19,157.85	57.7%
544000 ADVERTISING	127,000	127,000	32,093.25	5,274.26	18,076.00	76,830.75	39.5%
545010 RENTALS/LEASES--BUILDINGS	23,500	23,500	6,261.90	186.65	.00	17,238.10	26.6%
545020 RENTALS/LEASES--EQUIPMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
545030 Rental/Lease CAM	703,300	703,300	249,062.65	9,480.85	.00	454,237.35	35.4%
546000 INSURANCE	430,000	430,000	83.00	.00	.00	429,917.00	.0%
547000 ELECTRICITY	290,500	290,500	180,642.55	28,134.18	.00	109,857.45	62.2%
547010 NATURAL GAS	4,200	4,200	3,538.97	394.22	.00	661.03	84.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547020 WATER	52,150	52,150	15,067.27	2,511.15	.00	37,082.73	28.9%
547030 SEWER	45,500	45,500	24,423.35	4,365.76	.00	21,076.65	53.7%
547040 REFUSE	64,900	64,900	30,057.52	4,530.87	.00	34,842.48	46.3%
548000 GENERAL REPAIRS/MAINTENANCE	589,500	589,500	302,625.37	5,668.20	149,454.02	137,420.61	76.7%
548010 CONTRACTED MAINTENANCE	574,600	574,600	261,814.09	57,156.50	272,797.48	39,988.43	93.0%
548050 VEHICLE REPAIR AND MAINTENANC	25,000	25,000	28,362.66	2,896.54	.00	-3,362.66	113.5%
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	34,006.54	605.03	.00	45,923.46	42.5%
549011 ORGANIZATIONAL REGISTRATIONS	50,190	49,615	1,165.71	695.70	.00	48,449.29	2.3%
549012 ONLINE TRAINING & DEVELOPMENT	5,000	5,000	137.85	.00	.00	4,862.15	2.8%
549020 DUES AND MEMBERSHIPS	47,510	48,085	41,283.72	534.15	3,379.00	3,422.28	92.9%
549030 TAXES AND ASSESSMENTS	57,700	57,700	62,358.70	.00	.00	-4,658.70	108.1%
549040 LICENSES	150	150	532.47	.00	.00	-382.47	355.0%
549050 FEES	26,050	26,050	13,441.97	2,527.84	11,489.31	1,118.72	95.7%
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	321,075.23	48,147.45	43,494.98	269,919.79	57.5%
591721 SBITA	317,870	317,870	310,249.32	.00	48,212.79	-40,592.11	112.8%
TOTAL SERVICES EXPENSES	7,500,300	6,497,382	2,745,852.89	304,812.75	1,069,863.95	2,681,665.16	58.7%

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	-7,101,470.26	2,760,985.28	1,525,837.66	5,575,632.60	100.0%
TOTAL REVENUES	-51,430,000	-51,430,000	-27,461,222.27	-358,462.33	.00	-23,968,777.73	
TOTAL EXPENSES	51,430,000	51,430,000	20,359,752.01	3,119,447.61	1,525,837.66	29,544,410.33	

102 LEVY SUSTAINABILITY FUND

02 CHRG/TRANSF IN/OTHER

361100 INVESTMENT EARNINGS	-250,000	-250,000	-333,531.59	-51,125.54	.00	83,531.59	133.4%
TOTAL CHRG/TRANSF IN/OTHER	-250,000	-250,000	-333,531.59	-51,125.54	.00	83,531.59	133.4%

09 TRANSF OUT/SETASIDES

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	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	666,468.41	-51,125.54	.00	1,583,531.59	29.6%
TOTAL REVENUES	-250,000	-250,000	-333,531.59	-51,125.54	.00	83,531.59	
TOTAL EXPENSES	2,500,000	2,500,000	1,000,000.00	.00	.00	1,500,000.00	

103 ELECTION FUND

02 CHRG/TRANSF IN/OTHER

361100 INVESTMENT EARNINGS	-40,000	-40,000	-25,973.73	-3,988.78	.00	-14,026.27	64.9%
TOTAL CHRG/TRANSF IN/OTHER	-40,000	-40,000	-25,973.73	-3,988.78	.00	-14,026.27	64.9%
TOTAL ELECTION FUND	-40,000	-40,000	-25,973.73	-3,988.78	.00	-14,026.27	64.9%
TOTAL REVENUES	-40,000	-40,000	-25,973.73	-3,988.78	.00	-14,026.27	

104 PROPERTY AND FACILITY FUND

02 CHRG/TRANSF IN/OTHER

361100 INVESTMENT EARNINGS	-100	-100	-1,783.10	-160.10	.00	1,683.10	1783.1%
TOTAL CHRG/TRANSF IN/OTHER	-100	-100	-1,783.10	-160.10	.00	1,683.10	1783.1%

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	1,198,216.90	-160.10	.00	1,683.10	99.9%
TOTAL REVENUES	-100	-100	-1,783.10	-160.10	.00	1,683.10	
TOTAL EXPENSES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

201	DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
201 DEBT SERVICE FUND								
02 CHRG/TRANSF IN/OTHER								
361100	INVESTMENT EARNINGS	-2,000	-2,000	-1,823.46	-301.49	.00	-176.54	91.2%
	TOTAL CHRG/TRANSF IN/OTHER	-2,000	-2,000	-1,823.46	-301.49	.00	-176.54	91.2%
	TOTAL DEBT SERVICE FUND	-2,000	-2,000	-1,823.46	-301.49	.00	-176.54	91.2%
	TOTAL REVENUES	-2,000	-2,000	-1,823.46	-301.49	.00	-176.54	
301 CAPITAL IMPROVEMENT FUND								
02 CHRG/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	-154,645.99	-23,767.90	.00	54,645.99	154.6%
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 CHRG/TRANSF IN/OTHER	-7,315,000	-7,315,000	-1,354,645.99	-23,767.90	.00	-5,960,354.01	18.5%
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	58,561.69	27,962.00	420,827.96	-129,389.65	137.0%

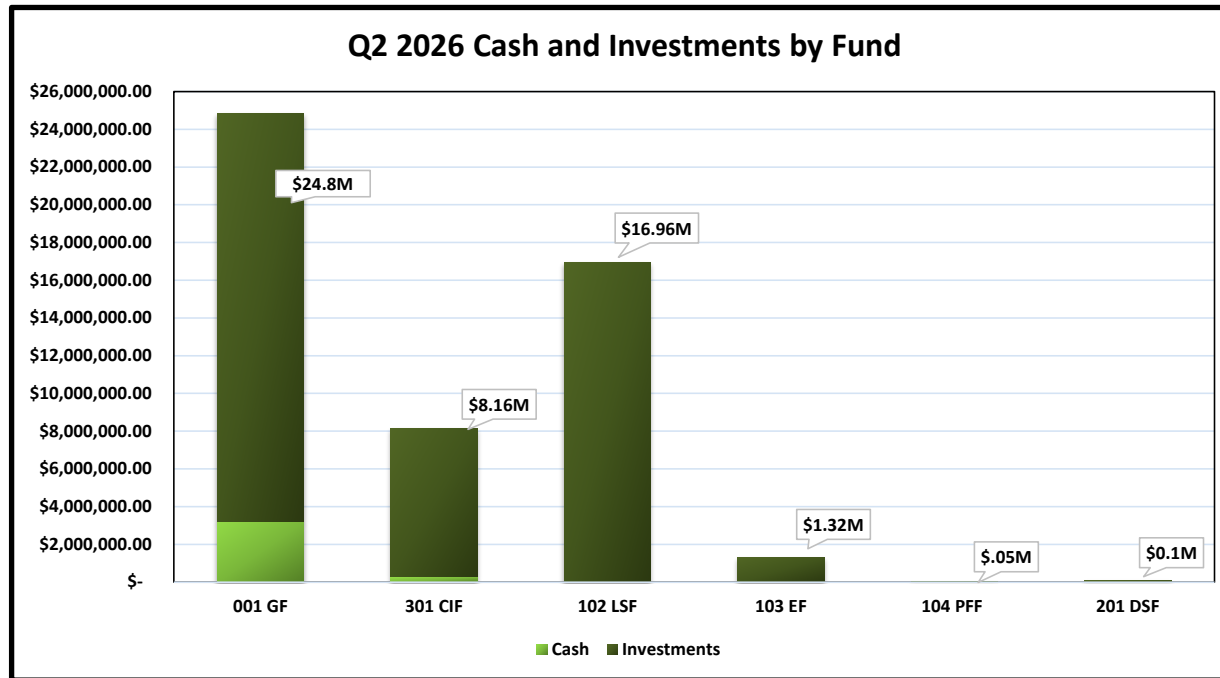
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

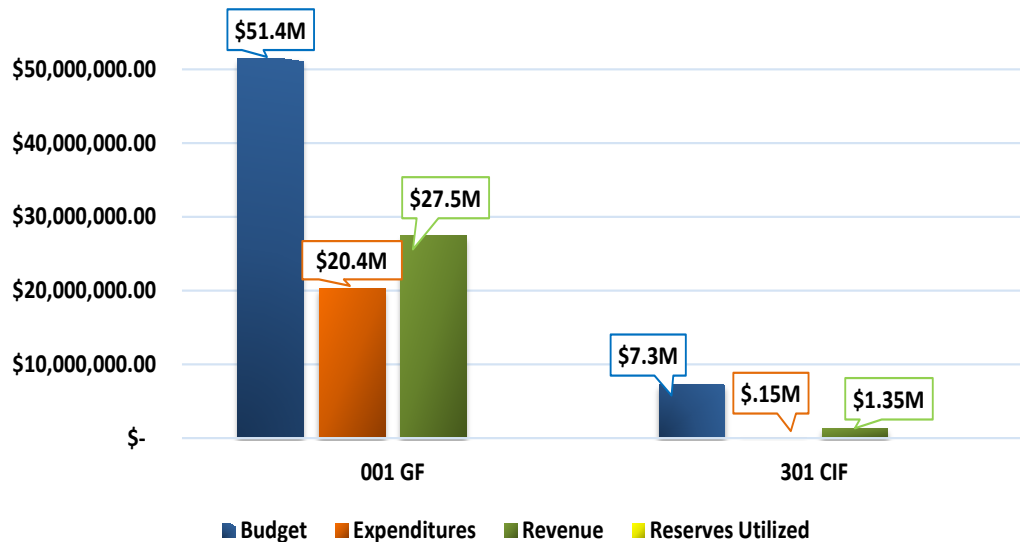
	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
544000 ADVERTISING	0	1,000	335.50	.00	.00	664.50	33.6%
549020 DUES AND MEMBERSHIPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
549030 TAXES AND ASSESSMENTS	15,000	15,000	916.50	.00	.00	14,083.50	6.1%
549050 FEES	50,000	49,000	3,000.00	.00	.00	46,000.00	6.1%
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	62,813.69	27,962.00	420,827.96	1,749,358.35	21.7%
08 CAPITAL OUTLAYS							
562010 BUILDING IMPROVEMENTS/REFRESH	0	0	11,898.51	.00	10,807.00	-22,705.51	100.0%
562020 LAND & PROPERTY IMPROVEMENTS	650,000	650,000	.00	.00	.00	650,000.00	.0%
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	65,582.17	.00	.00	1,084,417.83	5.7%
564300 TECHNOLOGY EQUIPMENT	275,000	275,000	12,168.47	3,042.87	80,273.61	182,557.92	33.6%
TOTAL CAPITAL OUTLAYS	4,702,000	4,702,000	89,649.15	3,042.87	91,080.61	4,521,270.24	3.8%
TOTAL CAPITAL IMPROVEMENT FUND	0	0	-1,202,183.15	7,236.97	511,908.57	690,274.58	100.0%
TOTAL REVENUES	-7,315,000	-7,315,000	-1,354,645.99	-23,767.90	.00	-5,960,354.01	
TOTAL EXPENSES	7,315,000	7,315,000	152,462.84	31,004.87	511,908.57	6,650,628.59	
GRAND TOTAL	3,407,900	3,407,900	-6,466,765.29	2,712,646.34	2,037,746.23	7,836,919.06	-130.0%

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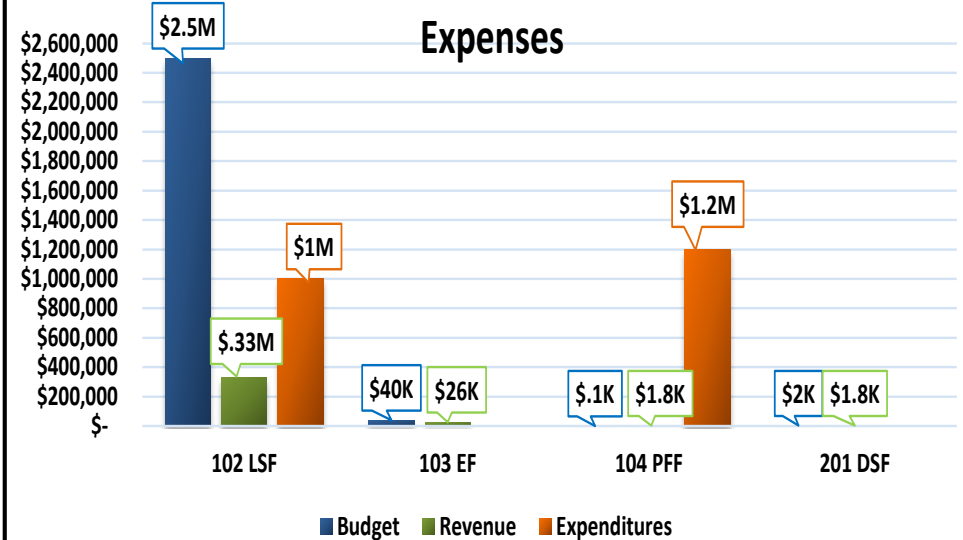
PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 6/30/2026



Q2 Major Funds Revenues and Expenses



Q2 Special Revenue Funds Revenues and Expenses



New Business

MEMO



Date: July 20, 2026

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

From: Gretchen Caserotti, Executive Director
Dean Carrell, Foundation Director

Subject: Donations and Sponsorships Policy - Discussion

This recommended policy update by staff clarifies material donations of new books, used books, and materials received by both the Library and Friends groups.

The proposed revision also clarifies that financial contributions from Friends groups are considered official Library donations and must be tracked and reported under the Library's financial policies.

It also includes several minor editorial changes to improve clarity and consistency throughout the policy.

Board Policy



Donations and Sponsorships Policy

Policy Statement

Pierce County Library System (the “Library”) welcomes donations and sponsorships from individuals non-profit, and commercial entities to help underwrite the costs of delivering public access to library services and furthering the mission and vision of the Library. Donations or sponsorships will not be accepted if restrictions are purported to discriminate against any individual on the basis of a protected class, to include race, color, religion, sexual orientation, or national or ethnic origin.

Purpose

To provide direction for the acceptance, handling, and recognition of donations and sponsorships at the Library.

Donations

The Library welcomes philanthropic donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having 501(c)(3) status. These are rooted in philanthropy, and are given in the spirit and with the intent to further the mission and vision of the Library and Foundation. All donations must conform to and align with the mission and vision of the Library and Foundation, and should supplement materials and services which support the needs of Pierce County residents.

The Library Executive Director, or designee, has the vested authority to accept donations that have a clear benefit and relevance to the Library's initiatives. Such donations, when accepted, become the property of the Pierce County Library System.

Types of donations encouraged include cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; other tangible personal property; and in-kind goods or services.

Donations of new books may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase. Donations of used books, movies, or other items are not accepted by the Library, although are welcomed by the Friends of the Library at individual library locations.

Sponsorships

The Library welcomes sponsorships structured through an agreement between the Library or the Foundation and another entity, in which that entity makes a monetary or an in-kind donation of goods or services of a quantifiable value, which may be in exchange for promotional consideration and recognition.

Certain criteria apply in deciding the specific nature and conditions of acceptable sponsorships. They are:

- All sponsorships will further the Library’s philosophy and mission, vision, and values.
- Sponsors may neither direct nor affect the selections of particular library materials or vendors, or require endorsement of their products or services.

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- Sponsorship opportunities offered by the Foundation will be approved in advance by the Library's Executive Director.
 - The Foundation will work with the Library's Executive Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighed against the benefit to the Library.
 - The logos of the Library or Foundation or both will have prominence over sponsor name listing or logo. Library and Foundation events and programs will be named to reflect that they are joint Library and Foundation activities with underwriting provided by the sponsor.

Charitable Agreement Morals Clause

If at any time the donor/sponsor fails to conduct themselves without due regard to public morals and decency, or if the donor/sponsor commits any act or becomes involved in any situation pertaining to the intentions of this clause, or occurrence tending to degrade the donor/sponsor in the community, or which brings the donor/sponsor into public contempt or scandal, or which materially and adversely affects the reputation or business of either the Library or the Foundation, whether or not information in regard thereto becomes public, the Library and Foundation at their sole discretion shall have the right to remove donor's/sponsor's recognition rights as required pursuant to the donation/sponsorship agreement.

Adopted by the Pierce County Rural Library District Board of Trustees, April 10, 2024.

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.

Tracked Changes

Board Policy



Donations and Sponsorships Policy

Policy Statement

Pierce County Library System (the “Library”) welcomes donations and sponsorships from individuals, non-profits, and commercial entities to help underwrite the costs of delivering public access to library services and furthering the mission and vision of the Library. Donations or sponsorships will not be accepted if **they impose** restrictions ~~to that~~ discriminate against any individual based on a protected class, to include race, color, religion, sexual orientation, national or ethnic origin, age, or disability.

Commented [GC1]: Corrected to better align with Washington State protected classes

Purpose

To provide direction for the acceptance, handling, and recognition of donations and sponsorships at the Library.

Donations

The Library welcomes philanthropic donations made through the Pierce County Library Foundation (the “Foundation”), both outright and deferred. The Foundation is a separate Washington State nonprofit organization having IRS 501(c)(3) status. Donations are rooted in philanthropy and are given in spirit and intent to further the mission and vision of the Library and Foundation. Types of donations encouraged include cash, redeemable checks, and securities; bequests; retirement plan assets; charitable remainder trusts; charitable lead trusts; beneficiary designations; real estate; works of art; other tangible personal property; and in-kind goods or services. **The Library Executive Director, or designee, has the vested authority to accept donations through the Foundation or Friends of the Library that have a clear benefit and relevance to the Library's initiatives.** Such donations, upon acceptance, become the property of the Library. Donations of new books may be accepted by the Library with the understanding that the same selection criteria are applied to gifts as to materials purchased.

Commented [GC2]: Copy edited for clarity and reordered paragraphs for readability

Donations of used books, movies, or other items may be welcomed by the Friends of the Library at individual locations. All annual request funds remitted by Friends of the Library organizations to the Library shall be recorded and treated as donation revenue to the Library in accordance with established financial guidelines and procedures.

Commented [GC3]: Clarified Friends of the Library role, naming what is accepted, how and where.

Sponsorships

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Adopted by the Pierce County Rural Library District Board of Trustees, April 10, 2024.

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Donations and Sponsorships Policy

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Purpose

To provide direction for the acceptance, handling, and recognition of donations and sponsorships at the Library.

Donations

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Adopted by the Pierce County Rural Library District Board of Trustees, April 10, 2024.

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MEMO



Date: July 28, 2026

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

From: Mary Stimson, Finance Director

Subject: Fiscal Management Policy - Discussion

The Fiscal Management Policy is presented annually to the Board for review and discussion. The policy continues to provide the framework for the Library's fiscal planning, reserve management, budgeting practices, and long-term financial sustainability. The review reinforces the Board's role in overseeing the Library's financial health through budget approval, reserve management, major fund transfers, and long-term sustainability planning; especially important as the Library balances operating costs with limited revenue growth.

As development of the 2027 budget begins, Board oversight remains important as the Library balances service needs with the goal of extending the life of the Levy Sustainability Fund (LSF). This policy remains an important tool for guiding the Library's fiscal stewardship and supporting informed decision-making as the budget is prepared.

Staff recommend no changes at this time, as the policy remains effective as written. Should the Board identify areas for further consideration or revision, staff will incorporate that direction and return with proposed amendments. No action is required.

Board Policy



Fiscal Management Policy

Policy Statement

Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission. This comprehensive policy encompasses fiscal management, food purchases, and payment of claims.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent, and the Library implements all accounting rules and processes required by the Assessor-Treasurer.

As authorized by the State Auditor, the Library implements the cash basis of accounting but can choose to implement modified accrual or full accrual basis of accounting. Cash basis of accounting does not conform to Generally Accepted Accounting Principles (GAAP), and the State Auditor notes this status in annual audit reports.

Purpose

The purpose of this policy is to outline fiscal management policies and measures used to align with RCW 27.12.070. This policy also provides guidance to ensure the board of trustees and library employees understand our responsibilities for fund and fiscal management. Other areas of responsibility outlined in this policy support transparency of fiscal management of public funds.

Policy

Fiscal Management

The Library Board of Trustees establishes the following fiscal management policy sections, which require Board action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. *Current Year Operations*: Current year general fund operations are funded from current year revenues.
2. *Cash Transfers*: Cash may be transferred among funds.
3. *Debt Incurrence*: Debt may be incurred as a last resort.
4. *Cash Reserves*: Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. *Emergency Release of Cash Reserves*: Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. *Maintenance of Positive Fund Balances*: Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses.
 - a. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the first major property value receipt occurs on or around May 1.

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- b. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for anticipated expenses until the General Fund transfer occurs during the fiscal year.
 - c. Specific guidelines shall be managed under Library Responsibility below and in the Library Finance Guidelines Manual.
 7. *Board Authority on Cash Reserves:* The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
 8. *Additional Fund Types:* For purposes of managing the Library's finances, additional fund types may be implemented.
 9. *Establishment of Funds:* Various funds, such as the Capital Improvement Fund, Special Purpose Fund, Levy Sustainability Fund, Property and Facility Fund, and Elections Fund, are established and funded appropriately for specific purposes as outlined in the Library Fund Management section.
 10. *Unanticipated Revenues or Savings:* When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to any other fund.
 11. *Annual Budget Approval:* The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year. The annual budget process anticipates the need for long-term sustainability of services and future system expansion and improvement and allocates revenue accordingly.
 12. *Amended Budget Approvals:* The Board may approve amended budgets for various funds throughout the year if deemed necessary.
 13. *Reduction of Operation Costs:* The Board recognizes that in the absence of new revenue sources such as annexations, levy lid lifts, or bonds, additional services and cost from system growth will need to be funded mostly through reductions in operational costs.
 14. *Physical Cash Handling:* The Library maintains no petty cash funds and accepts no physical cash in any denomination as a form of payment, including coins and paper-based forms. The only exception for physical cash handling is monies that are found at the Library, which will be handled through guidelines outlined in the Finance Guidelines Manual.
 15. *Policy Review:* The Board reviews this Fiscal Management Policy annually, particularly during the fiscal year budget process, and makes amendments as necessary.

Library Fund Management

1. *General Fund:* A public sector accounting term for the primary fund to operate a governmental entity. It records all financial activities to conduct day-to-day business.
2. *Funding:* In accordance with the State Auditor BARS Cash Manual, General Fund transfers, grants, donations, and other revenue sources including but not limited to, distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue, fund the following funds:
3. *Capital Improvement Fund:* A Capital Improvement Fund is established to pay for capital improvement projects, including, major asset and system purchases, maintenance, and improvements.
4. *Special Revenue Fund:* A fund that is designated by the governing body as having a restricted or committed use for specific purposes.
5. *Special Purpose Fund:* A Special Revenue Fund called the Special Purpose Fund is established to pay for special purpose projects.
6. *Levy Sustainability Fund:* To manage funds for a funding cycle's fiscal sustainability, a Special Revenue Fund called the Levy Sustainability Fund is used to accumulate cash at the beginning of a Funding Cycle in order to balance subsequent budgets without incurring major reductions in services. Aside from the other funding resources, this fund may also receive direct tax revenue receipts.

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7. *Property and Facility Fund*: To manage funds for future land and buildings, a Special Revenue Fund called the Property and Facility Fund is established and is used to accumulate funds for purposes of purchasing property, land development, and major facilities construction.
 8. *Elections Fund*: To manage funds for future election costs, a Special Revenue Fund called the Elections Fund is established which is used to accumulate funds for purposes of paying for election costs, primarily ballot printing and mailing costs, legal costs, and consulting costs.
 9. *Debt Service Fund*: This fund is established to finance financial resources that are restricted, committed, or assigned (intended) to expenditure for principal and interest.
 10. *Fund Transfers*: As indicated in the Board Responsibility's section, the Board may transfer unanticipated revenues and savings to other funds as deemed appropriate with Board Action.

Bonding

1. *Councilmanic Bonds*: These bonds are also called limited tax general obligation (LTGO) bonds or non-voted debt, may be issued by a vote of the legislative body. Because the voters have not been asked to approve a tax increase to pay for the principal and interest, general fund revenues must be pledged to pay the debt service on LTGO. It is important to note that LTGO debt does not provide any additional revenue to fund debt service payments but must be paid from existing revenue sources. The Library may issue this type of debt at a rate of one tenth of 1% of the Library assessed valuation. The borrowing entity must repay the debt within twenty years.
2. *Library Capital Facility Area (LCFA)*: A quasi-municipal corporation and independent taxing authority within the meaning of Article VII, section 1 of the state Constitution, and a taxing district within the meaning of Article VII, section 2 of the state Constitution, created by a county legislative authority of one or several counties. A Library Capital Facility Area may include all or a portion of a city or town. The Library would create a specific area to include, for example, one or two cities and a portion of unincorporated Pierce County. This forms a Library Capital Facility Area within which a bond would be issued. An LCFA proposition includes (1) the creation of the LCFA taxing district and (2) approval of bonds for construction of one or more library buildings, which requires a passage of 60% majority, as well as a 40% voter turnout from the previous general election. Because an LCFA forms a separate taxing district, it does not affect the overall debt capacity of the Library.
3. *Unlimited Tax General Obligation Bonds (UTGO)*: When voters are asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess levy which raises their property taxes to cover debt service payments. UTGO bonds can be used only for capital purposes. Replacement of equipment is not a permitted use. Bonds may be issued as a measure to voters in the taxing district and requires a passage of 60% majority, as well as a 40% voter turnout from the previous general election. The Library's maximum legal debt capacity is one-half of 1% of the Library District's assessed valuation, and in the simplest form may be levied up to 30 years.
4. *Other Funding Measures*: Other State or Federal programs that make funds available to local governments for capital purposes will be considered on their own merits.

Library Responsibility

The Board expects the Library staff to carry out the following responsibilities:

1. *Expenditure Management*: Establish and administer a budget and expenditure management system to meet the goals of this policy. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS). Furnish the Board appropriate financial reports on a regular basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

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2. *Guidelines and Procedures*: Financial guidelines and procedures for Library staff in managing the Library's finances are established in written format in the Library Finance Guidelines Manual. This manual is kept current and enforced to implement this policy.
 3. *Strategy*: Establish a multiyear Funding Cycle and maintain a Sustainability Fund strategy to sustain services to the Library's communities. Administer a long-term cash-flow projection as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
 4. *Solvency*: Establish and maintain a current year cash-flow solvency strategy to sustain positive balances that ensure short-term debt is not used to pay for operations. Cash of at least four months of anticipated operating costs shall be available in the fund balance as of January 1 of each fiscal year. This four-month cash balance is calculated with all yearend payables having been satisfied. Prudently invest with the county any cash not anticipated to be utilized in any funds for current liabilities.
 5. *Fund Reserves and Balances*: Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten-year period.
 6. *Budget*: Develop an annual budget calendar and timeline to review budget strategies and priorities with the Board. Present a draft and final balanced budget for public meetings to the Board of Trustees. Make efforts to reduce operational costs as part of the annual budget process anticipating that future service expansion may need to be met without significant future revenue increases.
 7. *Costs above approved threshold*: Bring to the board for approval of purchase/change orders or payments, or both, above a Board-designated dollar threshold as stated in the Purchasing and Procurement Board Policy. Purchases of materials (books, movies, databases and related subscriptions, etc.) are exempt from this clause.

Food Purchase

At the Executive Director's discretion (or designee), the Library may purchase food and beverages and serve them in connection with Library-sponsored activities, events, and meetings.

Approval and administration of these purchases shall be documented thoroughly to align with auditor requirements, purchases shall be inexpensive, and the effort necessary to purchase, prepare, and present shall be minimum in nature.

Purchase of alcoholic beverages with Library funds is not allowed.

Payment of Claims

The Board authorizes periodic updated resolutions titled *To Designate Primary and Alternate Signatory, Investment, and Auditing Officers* to formally appoint Auditing Officers who audit and certify all claims prior to payment. Past library resolutions confirm that the entire process for auditing, certifying and payment of claims shall be conducted according to appropriate Washington State law and Washington State Auditor's rules, including a blanket voucher certification process.

All such claims paid in advance of a Board meeting shall be included on a list delivered electronically to the Board members prior to the Board meeting. All relevant paperwork associated with each paid claim shall be available for Board review via electronic means prior to and at each Board meeting. Any claims of an unusual nature or of a type so designated by the Board shall be held for approval of the Board at their regular meeting.

Definitions

Budget: A statement of anticipated revenues to be used for planned expenditures.

Cash: The actual cash contained on hand or in a financial institution, to include any cash invested through the Pierce County Treasurer.

Cash reserves: A portion of cash that is set aside in any fund for short-term, mid-term, and long-term sustainability without needing to incur debt.

Current Year Revenue: A combination of new revenue, use of fund balance, and transfers from a Levy Sustainability Fund.

Expenditure management: A process to capture and report actual expenditures compared to the budget of planned projects and operations.

Fund Balance: The projected available cash after satisfying all recorded liabilities and accruals to be paid.

Related Policies/Procedures

[Comprehensive Purchasing and Procurement Policy](#)

Adopted by the Pierce County Rural Library District Board of Trustees, August 3, 1995.

Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009; November 18, 2015; September 13, 2017; July 10, 2019; December 11, 2019; September 8, 2021; September 14, 2022. Reviewed August 9, 2023. Updated August 14, 2024; August 13, 2025

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.

MEMO



Date: July 21, 2026

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

From: Kristina Cintron, Facilities and Capital Projects Director

Subject: Approve Purchase Order for Three HVAC Unit Replacements

The heat pumps at the Bonney Lake, Key Center and Steilacoom locations have experienced significant reliability issues over the past two years. Collectively, these units have failed at least a dozen times, resulting in repeated service disruptions, increased maintenance demands on our HVAC vendor, and ongoing operational challenges including closing the Key Center Library while their unit was down. These recurring breakdowns are inconvenient and uncomfortable for both staff and customers.

During this period, the Facilities Department has spent more than \$50,000 on repairs and maintenance for these units that are all well over their anticipated lifespan of 25 years. Continuing to invest in repairs is no longer a cost-effective or sustainable approach. The estimated cost to replace the units, including testing and balancing, is \$205,063 plus applicable taxes

In alignment with the recommendations outlined in the Facilities Condition Assessment and Comprehensive Capital Plan, the Library has budgeted for replacement of these HVAC systems. We are requesting Board approval to issue a purchase order not to exceed \$250,000, as the amount exceeds the Board's \$150,000 purchase order approval threshold.

Following approval and execution of an agreement, the project is expected to be completed by the end of 2026. Replacing these units will reduce future maintenance costs, minimize equipment downtime, and improve operational reliability.

ACTION: Move to approve a purchase order for Hermanson Company in an amount not to exceed \$250,000 for three HVAC unit replacements.

MEMO



Date: July 7, 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: Approval of Purchase Order for Solar Panel Installation

At the end of 2025, the Library applied for and received a grant with the Washington State Department of Commerce for the Clean Energy Grants 2025 program in the amount of \$594,642 to install 271 Washington-made solar panels on the roof of the Administrative Center. This is a fully reimbursable grant funded by the Washington State Department of Commerce through the Climate Commitment Act.

This initiative supports our Strategic Plan Goal 4: Build a Sustainable Future with Strategy 10, Environmental Stewardship. This project will install a 157kW DC/100kW AC system that is estimated to generate over 174,000 kWh annually, saving approximately \$9,120 per year. The annual energy consumption from March 2025 to February 2026 at the Administrative Center was \$40,786. The solar panels will provide the Library with approximately 22% savings in annual energy costs with a life expectancy of 25 years. *(The annual carbon dioxide savings is equivalent to 13,900 miles driven by an average passenger vehicle!)*

This project will be administered through the Washington State Department of Enterprise Services (DES). The initial Investment Grade Audit was completed and is compliant with performance-based renewable energy investment that advances state clean energy objectives while providing documented, verifiable energy production under the DES contracting framework. The installation will be provided by ATS Automation, Inc., an approved Energy Service Company (ESCO) under DES's Energy Savings Performance Contracting process.

Because the solar panel project was an unknown factor until grant funding was secured, we did not include it in the 2026 capital budget. Therefore, we will bring you a revised capital budget for you to review and approve during the September 2026 regular board meeting. In the revised capital budget, a new line item for \$595,000 for the solar panel project will be included from the use of the capital fund balance, which will be replenished upon grant reimbursements received in 2027. There may be further changes needed, too, especially for the Summer project.

The total project costs for the solar panel are split into two: the actual procurement and installation (\$561,000), and an administrative fee to DES (\$34,000). Because the former is over \$150,000, the Board only needs to approve its purchase order. The latter needs no Board action.

Action: Move to approve the purchase order for ATS Automation, Inc. in an amount not to exceed \$561,000 for installation of Solar Panels.

Management Reports

MEMO



Date: July 31, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Library Trends – Convenience Without Compromise: Service Access Beyond Traditional Hours and Buildings

This memo responds to the Trustees' request for ongoing insights into modern library trends in building design and operational efficiency. The July focus, **Convenience Without Compromise: Service Access Beyond Traditional Hours and Buildings**, highlights how public libraries are expanding access through 24/7 holds lockers, mobile self-checkout, automated service points, express libraries, bookmobiles, partner-site pickup, and other right-sized service models. Taken together, these approaches reflect a broader shift from library systems defined primarily by buildings to being defined by a network of access points.

For Pierce County Library System (PCLS), this trend directly supports reducing barriers to access, improving consistency across a large geographic service area, and making capital and operating investments work harder for communities over time. The service goal is to reduce extra travel, waiting, confusion, and unnecessary steps for library patrons. Convenience is about making library service easier for people to use, not only easier for staff to provide.

Why This Matters

Library users increasingly expect public and private services to fit real life: work schedules, caregiving responsibilities, school drop-offs, transportation limitations, mobility needs, and unpredictable routines. Traditional branch hours and building-based service remain essential, but they do not work equally well for everyone. Convenience strategies help libraries meet people where they are, when they are available, and in ways that reduce unnecessary friction.

The strongest service models do not simply keep buildings open longer. They create multiple access points such as digital, physical, self-service, assisted, mobile, and community-based options, allowing people to use library services in ways that fit their lives while preserving staff support for more complex, relational, and higher-impact services.

Why This Is a Defining Trend in Public Libraries

- **From building-centered access to distributed access:** Libraries are extending service through lockers, vending-style collections, bookmobiles, express libraries, partner sites, and remote pickup points so access is not limited to a full branch building.
- **From fixed service hours to flexible service windows:** 24/7 lockers, outdoor returns, digital services, mobile checkout, and limited extended-access models help people use the library outside traditional business hours.

- **From staff-mediated transactions to user choice:** Mobile self-checkout, self-check kiosks, online renewals, automatic notices, and account management tools let patrons complete routine tasks independently while preserving staff assistance for those who want or need it.
- **From one-size-fits-all service to right-sized community access:** Rural and geographically dispersed communities may benefit from smaller, lower-cost service points that match local demand without requiring a full branch building and full operating model.
- **From convenience as efficiency to convenience as equity:** The most persuasive convenience strategies reduce barriers for working families, students, caregivers, commuters, older adults, people with disabilities, and residents with limited transportation.

Convenience is not only about facilities and technology, it also depends on policy. Even when buildings, lockers, digital tools, or mobile services are available, people may still face barriers if library rules are hard to understand or difficult to follow. PCLS can support easier access by reviewing policies and procedures related to library card registration, borrowing limits, loan periods, renewals, hold pickup windows, fines and fees, room use, technology access, proxy pickup, and account resolution. The goal is not to remove all rules, but to make sure they are clear, fair, easy to follow, and designed around how people actually use the library.

Implications for Capital Planning and CCP Strategic Roles

This trend most directly supports PCLS’s strategic roles as a **Civic Resource Connector, Connection & Community Builder, and Community Risk Mitigator**. By expanding access through lockers, mobile service, self-service tools, partner locations, and right-sized service points, PCLS can make core library resources easier to reach, strengthen community presence beyond branch walls, and build a more resilient service network for residents who face barriers related to time, transportation, geography, or disruptions.

This direction also aligns with the 2025 PCLS Public Opinion Poll, which identified interest in more outpost-type services that could extend PCLS’s reach to non-traditional users and reduce barriers for people who may not regularly use a full-service branch.

Libraries across the country are already applying these approaches in practical ways.

Convenience Without Compromise: Service Access Beyond Traditional Hours and Buildings	
Beloit Public Library (WI) – Drive-Up Window https://beloitlibrary.org/drive-up-window-now-available/ 	• Drive-up service lets patrons pick up requested materials without leaving their vehicles. • Patrons can pick up holds and return library materials through an express service point. • The model reduces time inside the building and supports quick, low-barrier transactions. • It improves access for caregivers, people with mobility limitations, patrons with limited time, and those seeking contactless service.

Grand Prairie Library System (TX) – Library Vending Machine

<https://www.gptx.org/library/About-The-Library/Library-Locations/Epic-Reads-at-Library>



- “Epic Reads” is an automated library kiosk inside The Epic recreation center.
- Because the kiosk is available when The Epic is open, it extends access beyond traditional library hours.
- Patrons can browse and check out books, DVDs, audiobooks, and other materials.
- The co-located model puts library service where people already gather for recreation, learning, and community activities.

King County Library System (WA) – Holds Pickup Lockers

<https://kcls.org/news/pick-up-holds-anytime-in-a-24-hour-locker/>



- 24/7 holds lockers let patrons pick up requested materials outside regular library hours.
- Materials are held in a private, secure locker for a limited pickup window after notification.
- The service adds a convenient access point for patrons whose schedules or travel patterns make branch visits difficult.

Meridian Library District (ID) – Mobile Self-Checkout

<https://www.mld.org/ida-app>



- The Ida app lets patrons use their phones for library card access, holds, renewals, account management, and event information.
- The app also supports mobile self-checkout inside library locations, allowing patrons to complete routine checkout from their own device.

North Central Washington Libraries (WA) – Self-Check Kiosks

<https://www.ncwlibraries.org/self-check-kiosks-coming-to-all-libraries/>



- Self-check kiosks and mobile checkout support faster service across community libraries.
- The systemwide rollout followed pilot testing at four locations.
- The model gives patrons a quick “grab and go” option while keeping staff checkout available.

Oak Park Public Library (IL) – Book Bikes

<https://www.oppl.org/use-your-library/the-oak-park-book-bike/>



- Oak Park’s two book bikes, Paperback Rider and Anne of Green Fables, bring library service beyond the library’s three buildings from April through October.
- Staff ride the cargo bikes to schools, parks, block parties, businesses, summer camps, community festivals, and other local events.
- Visitors can apply for a library card, check out materials, listen to story time, and learn about library services and programs.
- The model is personal, visible, and eco-friendly, helping the library reach residents who may face barriers to visiting a branch.

Pendleton Community Library (IN) – Read ‘n’ Feed

<https://www.pendleton.lib.in.us/get-involved/read-and-feed>



- Read ‘n’ Feed combines library service with food access, helping residents connect with books, educational resources, and groceries through one service model.
- The program previously operated as a mobile service and now provides a more consistent pantry service inside the library.
- Home delivery remains available for residents who are unable to travel to the library.

Timberland Regional Library (WA) – Expanded Access Hours https://trl.org/eah/ 	- Expanded Access Hours allows registered patrons to use participating branches before opening and after closing, seven days a week. - Patrons age 14 and older can opt in with their library card and agreement to program terms. - Services include browsing, borrowing, computers, Wi-Fi, printing, self-checkout, restrooms, and workspace. - The model expands access in smaller and rural communities without adding staffed hours.
Worcester County Library (MD), Pop-Up Library (Bookmobile) https://worcesterlibrary.org/pop-library 	- Worcester County Library’s Pop-Up Library is a bookmobile that brings materials, resources, and programs to convenient locations across the county. - Stops include childcare centers, senior communities, long-term care facilities, community events, and other places where residents live, work, and gather. - Visitors can check out and return books, sign up for library cards, use public Wi-Fi, get tech help, and participate in programs such as story times and activities. - The model helps reach children, older adults, and residents who may have difficulty getting to a branch, making library service more visible and accessible.

Conclusion

Convenience without compromise means expanding access while preserving safety, equity, staff support, and the welcoming character of the library. The opportunity for PCLS is to think beyond a single building-based service model and plan for a network of access points that are right-sized for different communities. Holds lockers, mobile self-checkout, automated service points, express libraries, bookmobiles, and partner-site service models can reduce barriers for patrons and help public investment serve more people over time.

Further Reading and Resources

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MEMO



Date: August 8, 2026

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

From: Connie Behe, Deputy Director

Subject: Library Trends – The Flexible Library: Spaces That Change as the Community Changes

This memo responds to the Trustees' request for ongoing insights into modern library trends in building design and operational efficiency. The July Focus, **The Flexible Library: Spaces That Change as the Community Changes**, highlights how modern libraries are designing spaces that can serve multiple purposes over time.

Instead of relying on fixed, single-purpose rooms, modern libraries use open layouts, modular furniture, movable shelving, clear activity zones, and adaptable meeting spaces to support many uses in the same footprint. A space that works for quiet study in the morning may support a teen program in the afternoon, a community meeting in the evening, or emergency response support during a local disruption. For PCLS, this trend connects directly to the Library's role as **Connection & Community Builder; Community Risk Mitigator** in the Comprehensive Capital Campaign (CCP).

Why This Matters Now

Library spaces are being asked to do more than they were originally built to do. Communities need places to gather, learn, work, connect, access technology, cool down, warm up, charge devices, and receive trusted information. At the same time, libraries are managing aging buildings, constrained budgets, changing service expectations, and growing emergency preparedness needs. Flexible design helps PCLS get more value from existing and future spaces across branches with different sizes, layouts, and community roles.

Why This Is a Defining Trend in Public Libraries

- **From fixed rooms to adaptable zones:** Flexible zones can support quiet reading, tutoring, workforce support, public meetings, story times, civic conversations, arts and making, and partner services at different times of day. Meeting rooms use retractable or modular walls so a single large space can split into smaller study rooms or expand to host public events.
- **From collection-centered layouts to people-centered layouts:** Physical collections remain important, but more library space is now used for learning, gathering, technology access, creation, and connection. Movable shelving and furniture make it easier to balance collections with community use.
- **From occasional programs to everyday flexibility:** Flexibility helps staff adjust daily operations, respond to demand, and create better experiences for families, students, older adults, remote workers, and community partners.

- **From normal operations to community resilience:** During emergencies or rapid change, flexible spaces can become cooling or warming areas, information hubs, device-charging locations, distribution points, or partner service sites.
- **From service to meeting people where they are:** Libraries are minimizing large, fixed help desks in favor of open floor plans and roving staff, prioritizing community interconnectivity.

Implications for Capital Planning: Flexible space should be treated as a core design principle rather than an optional enhancement. This does not always require new square footage. In many cases, the most useful investments are practical improvements that make existing spaces easier to reconfigure and more comfortable to use.

- Prioritize modular, durable furniture and movable shelving that can support multiple uses.
- Design clear activity zones so quiet use, collaboration, children’s activities, public meetings, and technology access can coexist more comfortably.
- Apply universal design and trauma-informed space criteria so flexible spaces are accessible, understandable, and welcoming for a wide range of ages, abilities, and lived experiences.
- Include power, data, storage, lighting, durable finishes, and acoustic choices that support changing layouts over time.
- Integrate technology with visual displays, whiteboards, and charging stations to accommodate everything from lectures to small-group brainstorming
- Plan flexible meeting and program spaces that can support strategic partnerships, community resource navigation, co-designed programs, and services delivered with local partners.

Libraries across the country are already applying these approaches in practical ways:

The Flexible Library: Spaces That Change as the Community Changes	
Arts in the Alley at The Bubbler at the Madison Public Library 	<u>Arts in the Alley</u> is a program at The Bubbler that embodies the messy zones concept. Messy zones are indoor and outdoor flexible spaces that promote content creation and experiential learning for all in the community. Studio tables and stools are great for the messy space. Height-adjustable tables with butcher-block tops, tables with marker-board tops for collaborative ideating, and built-in storage, countertops and sinks help support the large variety of activities that could take place. Being able to move activities and supplies outside is key.

The Flexible Library: Spaces That Change as the Community Changes (continued)

Boston Public Library Outdoor Spaces



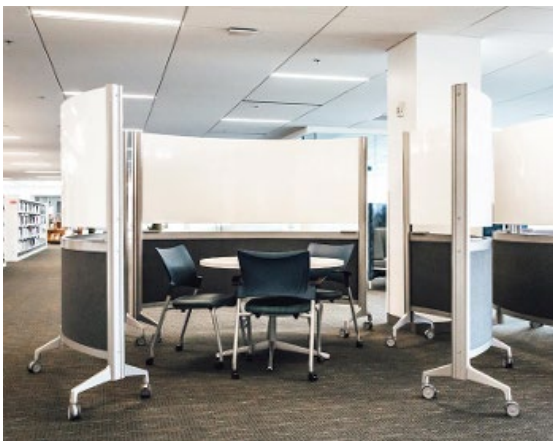
Flexible outdoor spaces can extend access to the library's free resources and community spaces that are safe and welcoming year-round. Outdoor spaces connect communities in unique and celebratory ways that can vary greatly throughout the year.

Columbus Metropolitan Library



Flexible design concepts extend to services outside library buildings. Economically and environmentally sustainable solutions for mobile services are popping up around the country. Retrofit and custom-made van and small trucks are popular replacements for large bookmobiles. The smaller vehicles provide more flexibility in what libraries can offer. Expanding beyond books, this style of pop-up library can be a tech or art studio in response to community needs.

Coral Gables Public Library



Flexible furnishings that foster collaboration are becoming more common in libraries.

In this example, mobile whiteboards can be used to activate collaborative workspaces in different areas of the library, creating ad hoc coworking opportunities wherever they are needed.

Conclusion

The flexible library is about making public investment work harder for communities over time. Flexible spaces help PCLS serve more people, adapt to local needs, support staff and partners, and respond when conditions change. As PCLS continues capital planning, this approach offers a practical way to strengthen community connection, improve long-term value, and support the Library's role as both a trusted everyday resource and a community support point during disruption.

Resources

AGATI Furniture, "Public Library Furniture Trends – 2026 Market Predictions"

<https://www.libraryjournal.com/story/public-library-furniture-trends---2026-market-predictions-lj260601>, June 1, 2026

City of Boston, "BPL Outdoor Spaces" <https://www.boston.gov/departments/new-urban-mechanics/bpl-outdoors>, April 13, 2026

Levine, Jessica, "Future-Proofing Libraries Through Flexible Design", Nov. 22, 2022,

<https://www.libraryjournal.com/story/future-proofing-libraries-through-flexible-design-lj221122>

MEMO



Date: July 15, 2026

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

From: Connie Behe, Deputy Director

Subject: Strategic Implementation Plan Quarterly Update

This memo provides a Q2 2026 update on implementation of the Library's 2025-2029 Strategic Plan.

Overall, core work continues to move forward in alignment with Board direction, with several strategies intentionally paced due to staff capacity, competing operational priorities, and a thoughtful rollout approach. Significant progress was made this quarter in the areas of a new customer service model, strategic partnerships, emergency preparedness, and budget sustainability.

Several efforts are also producing useful implementation lessons about cross-department coordination, shorter sprint-based work, and moving strategies from development into broader organizational practice.

The new sprint structure is helping strategy teams engage staff in focused, time-bound work with clear deliverables and less reliance on long-term standing meetings. Strategy 12 is the clearest example to date. The budget sustainability sprint established a shared goal, brought together cross-department perspectives, and generated early findings that will inform a more sustainable framework for budget planning, purchasing, and long-term resource stewardship.

Additional structural updates include the launch of a new Strategic Plan page on the staff intranet, designed to increase organization-wide transparency, strengthen communication, and help staff better understand how individual strategy efforts support systemwide goals.

Across the plan, staff continue to balance strategic implementation with daily service delivery, emergent needs, and major organizational projects. Q2 reports reflect steady progress overall, with some schedule adjustments and resource constraints that are being addressed through intentional sequencing, clearer ownership, and more focused on near-term milestones. In response to Board request, discussion of the strategic plan will be added to the October Board meeting agenda.

Key Highlights:

- **GOAL – Enhance Customer Experience:** Improve visitor/user experience of accessibility, services and resources.
 - **Strategy 1: Modernize visitor/user experience in service delivery:** Implement systemwide, updated customer service model to emphasize human-centered, hands-on learning, and experience-based approaches.

A working draft of the GLEAM Customer Service Model is complete:

-
- G – Greet & Ground
 - L – Listen & Learn
 - E – Explore Options
 - A – Act & Align
 - M – Make it Memorable

Work in Q2 focused on creating the deployment plan, refining the model, engaging stakeholders across the organization, and developing a phased adoption approach. This work supports a more consistent, human-centered service experience while giving departments time to prepare for adoption.

The next phase shifts from model development to organizational change management, including communications planning, foundational learning, awareness building, supervisor preparation, and department readiness activities.

Work underway includes:

- Working draft of the GLEAM Customer Service Model completed.
- Deployment plan, readiness roadmap, communications planning (including branding) and phased adoption approach developed.

What's Next:

- Develop communications plan and internal campaign, launch foundational learning and awareness efforts, then prepare departments and supervisors for adoption.

- **GOAL – Welcoming and Inclusive Spaces and Services:** Create safer spaces and services.

- **Strategy 4: Become a trauma-informed library:** Implement staff training for trauma-informed approaches for libraries and implement trauma-informed space and program criteria.

Before formally launching this strategy, we took several important steps over the past few years that reflect trauma-informed approaches in our work. Including:

- Revised Code of Conduct to focus on behaviors rather than individuals, helping create clearer and more respectful expectations for everyone in our spaces.
- Partnered with Peer Kent to provide a full-time Peer Support Specialist in the Parkland community, connecting people to support and resources.
- Implemented Nonviolent Crisis Intervention de-escalation training for all staff to strengthen our ability to respond to challenging situations with calm, safety and care. These efforts helped lay important groundwork to build trauma-informed practices in our library system.

Work completed:

- Conducted an external scan of trauma-informed practices in other library systems and in fields such as education, healthcare and social services. This helped us better understand how trauma-informed principles can show up in an organization's culture, policies and services.

What's Next:

- Work on this strategy is paused until January 2027. Given the number of priorities and projects currently underway in our system, we want to ensure that when this work resumes, we have the capacity to engage with it thoughtfully and meaningfully.
- **GOAL – Emphasize strategic partnerships:** Focus on partnerships where working together has lasting and greater impacts.
 - **Strategy 7: Develop and sustain strategic, high-impact community partnerships:** Develop, maintain, and strengthen partnerships with shared goals to fill existing gaps or inefficiencies in services.

Work underway includes: Strategy 7 remains active, with work focused on internal communication, socializing an asset-based relational approach to partnerships, and testing draft tools and structures through real partnership requests. The team is using co-design principles and consultation with Administrative Team and Public Services Management Team to refine relationship definitions, a tiered partnership structure, and implementation readiness.

- Internal engagement: February 2026 Focus Group: Consulted with a group of CE Coordinating Librarians and Coordinators to understand relevant experiences, gaps/needs to inform deliverables
- Introducing Strategy 7 Team and Public Services Management Team to KA McKercher’s [six mindsets for co-design](#) for inspiration and to explore how it may support us as we stretch, grow new leaders across public services, and strengthen understanding (up and downstream, cross-departmentally) of this new approach to our work, relationships, and strategic partnerships
- Early testing suggests the proposed tiered structure and simplified agreements are reducing barriers and improving the partner experience, including positive feedback from GoodRoots and Pierce County Emergency Management.

What’s Next:

- Conduct Q3 consultation with Administrative Team and Public Services Management Team, then refine the tiered partnership structure and related tools based on feedback.
- Consult with Administrative Team Q2 on relationship definitions; Action item for department heads to complete scoped inventory exercise based on definitions (alignment check)
- **GOAL – Build a Sustainable Future:** Prioritize sustainability and the future of the Library, environment, and the community the Library serves.
 - **Strategy 11: Build resilience through emergency preparedness:** Integrate Library plans and resources into the Pierce County Emergency Management network planning.

Work underway includes: Strategy 11 is on track for scope, schedule, and resources. Work is now integrated with the Readiness and Resilience Team, which is developing the PCLS incident response framework and preparing for scenario testing, communications channels, training, and knowledge management.

- The Library initiated a pilot project to allow its partner Pierce County Emergency Management Network 24/7 access to Library facilities, starting at the Buckley Library. The pilot is ready on the PCLS side and is awaiting final response from the community partner. The Q2 update notes that the timeline remains partially dependent on external partnerships; however, internal planning and preparation are well positioned to move forward once partner confirmation is received.

What's Next:

- Test and implement the incident response framework, run incident scenarios, stand up new communication channels, and identify 2027 training needs through the Q4 emergency response risk analysis.
- **Strategy 12: Emphasize economic feasibility in sustainability:** Align budget processes to the sustainability priorities and use economic feasibility analysis in decision-making.

Work underway includes: Strategy 12 is on track for scope, delayed in schedule, and constrained by limited capacity. The team is analyzing budget sprint SWOT (Strength, Weakness, Opportunities, Threats) results, preparing recommendations, developing a framework, and using an internally developed training called Budget Boot Camp to strengthen shared budget knowledge and frontline understanding.

- The SWOT analysis identified strengths in resource stewardship, cost-saving practices, budget communication, and shared knowledge.
- It also surfaced opportunities for lifecycle planning, scenario planning, cost avoidance, resource optimization, and better cross-department process clarity.

What's Next:

- Assemble a cross-functional team for the Procurement SPRINT and identify process improvements that support sustainability and economic feasibility.
- Advance the budget and purchasing framework so long-term planning, sustainability factors, and economic feasibility are more consistently built into decision-making.
- **GOAL – Strengthen Organizational Culture and Alignment:** Embed the Library's mission, vision, and values into shared expectations, leadership practices, and HR systems.
 - **Strategy 13: Embed MVV into revised behavior standards and HR systems:** Complete integration of aligned behavior standards into HR systems and organizational communication tools.

Work underway includes: Strategy 13 remains on track for scope, with schedule and resources delayed. Work underway includes developing recommendations for revised core skills and qualities, leadership competencies, integration of the new service model, and a finalized HR plan that includes training and development. The primary challenge is organizational capacity, including urgent competing projects and reduced Staff Experience staffing.

What's Next: Finalize recommendations for revised core skills, qualities, and leadership competencies, continue integrating the new service model, and begin sequencing the HR plan so implementation is realistic within current capacity.

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

MEMO



Date: June 18, 2026

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

From: Petra McBride, Manager of Executive Office Administration
Brian Lee, IT Director

Subject: Washington State Archives Digitization Grant – Project Completion

In 2025, Pierce County Library System received a \$50,000 Washington State Archives (WSA) Local Records Grant Program award to improve records retention, management, and access through digitization. The Pierce County Library Foundation's Grant Writer prepared a strong application that helped secure the funding. Below is a summary of work completed, which concluded on May 31, 2026.

The project focused on digitization of high-value records, including contracts and agreements, branch and community documents, board meeting minutes, and facilities records. Work was completed in coordination with an imaging vendor and in alignment with WSA standards.

With the support of the IT department, the Executive Office administrative support staff organized and prepared records for digitization; coordinated imaging services; reviewed records for retention, destruction, or archival transfer; and is developing internal workflows to support ongoing digitization efforts.

The project increased access to records, improved compliance with state requirements, supported preservation of critical records, and enhanced operational efficiency by reducing reliance on physical storage.

The Library will continue phased digitization of priority records, coordinate with the Washington State Archives on archival transfer, and evaluate opportunities for future grant funding or expanded work.

Completion of this grant represents a significant advancement in modernizing the Library's records management, improving access, and supporting responsible stewardship of public records.