

Meeting link: [Microsoft Teams](#)

Dial In: +1 323-886-6593, 526834408# | Webinar ID: 275 201 195 017 716 | Passcode: mh75r5pn

- 1. CALL TO ORDER:** Neesha Patel, Chair
- 2. EXECUTIVE SESSION:** The Board of Trustees will recess to Executive Session, per RCW 42.30.110, for approximately 15 minutes, to hold discussion with legal counsel about current or potential litigation.
- 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. PROCLAMATION 2026-02:** National Friends of the Library Proclamation – Neesha Patel
- 5. CONSENT AGENDA [ACTION]:** *Routine items approved with one motion unless a member of the Board requests removal and separate discussion of an item.*
 - a. Approval of Minutes of September 9, 2026, Regular Meeting
 - b. Approval of September Payroll, Benefits, and Vouchers
 - c. Approval of New Sumner Library Purchase Order – W.G. Clark Construction Co.
 - d. Approval of New Sumner Library Purchase Order – Johnston Architects
 - e. Approval of Microsoft Licensing Purchase Order – Softchoice Corporation
- 6. EXECUTIVE DIRECTOR REPORT**
- 7. FINANCIAL REPORTS**
- 8. UNFINISHED BUSINESS**
 - a. Works of Art Policy – Discussion
 - b. Comprehensive Capital Plan Building Priority List and Recommendations
 - c. Strategic Implementation Plan Quarterly Update
- 9. NEW BUSINESS**
 - a. 2027 Unbalanced Budget
 - i. Preliminary Levy Certificate and Implicit Price Deflator
 - ii. 2027 Draft Unbalanced Budget Presentation
 - b. Proposed 2027 Board Meeting Schedule
 - c. Trustee Vacancy 2027
- 10. MANAGEMENT REPORTS:** *Informational updates*
 - a. Library Trends – Sustainable Libraries
 - b. 2026 Summer Reading Report
 - c. Emerging Federal Policy Changes and Potential Funding Risks

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



- d. L&I Audit
- e. Wildaire Property Concerns

11. CLOSING COMMENTS

12. ADJOURNMENT [ACTION]

Executive Session

Presiding officer to state the following:

Recess into Executive Session

“The time is _____ pm. The Board will now meet in Executive Session for approximately 15 minutes to discuss current or potential litigation with legal counsel, as allowed by RCW 42.30.110. The Board will be in Executive Session until _____ pm.”

If an Extension is Required

“The time is _____ pm. The Board is extending the Executive Session for a period of _____ minutes, until _____ pm.”

Return to Regular Meeting:

“The time is _____ pm. I call the regular meeting back to order.”

MEMO



Date: October 1, 2026

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

From: Alison Eckes, Customer Experience Director

Subject: National Friends of Libraries Week

Thank you to the Pierce County Library System's Friends of the Library for their dedication and support of Library services across Pierce County.

October 18 to October 24, 2026, marks the 21st annual National Friends of Libraries Week. This week celebrates Friends organizations for their generous contributions of time and resources to libraries. Pierce County Library System is grateful for the ongoing support provided by its 13 Friends organizations which help enhance library service for Pierce County communities.

Friends of the Library play a vital role by:

- Advocating for and raising public awareness of library services, needs and goals,
- Fundraising through book sales and other activities, and
- Supporting library programs and spaces that promote learning, engagement, and community connection.

In early 2026, each Friends organization received a customized annual impact report highlighting the outcomes of their funding, advocacy, and volunteer efforts in support of Library services in their community. The Library will continue providing these reports annually as part of its commitment to recognizing Friends' contributions and demonstrating the value of their partnership.

This month, the Library will bring together Friends organizations from across the county for its annual Friends Connection event. The gathering will provide an opportunity to celebrate successes, learn more about the Library's reimagined volunteer model, and honor the outstanding contributions of a Friends member by presenting them with the Library's second annual Friend of the Year Award.

PROCLAMATION NO. 2026-02

**A PROCLAMATION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
IN RECOGNITION OF THE PIERCE COUNTY LIBRARY SYSTEM’S 13 FRIENDS OF
THE LIBRARIES ORGANIZATIONS**

WHEREAS, the Pierce County Library System (the “Library”) is supported by Friends of the Library (the “Friends”), which are member-supported, independent nonprofit organizations that enhance library services in their community; and,

WHEREAS, the Friends raise money that provides the Library with opportunities to enrich our offerings to communities, providing the resources for additional hands-on learning programs for all ages, furnishings, outreach to communities, and special events throughout the year; and,

WHEREAS, the advocacy of the Friends highlights on an on-going basis the value of the Library as a community hub, providing opportunities for all to engage in the joy of life-long learning and connecting with others; and,

WHEREAS, the Friends’ gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of Pierce County communities;

Now, therefore,

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

October 18-24, 2026, as Friends of Libraries Week in Pierce County, Washington, and urges everyone to consider joining their local Friends organization and thank them for their advocacy and fundraising in support of the Library.

PROCLAIMED THIS 14TH DAY OF OCTOBER 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	_____

Consent Agenda

1. **CALL TO ORDER:** Board Vice Chair Ryan Wheaton called the meeting to order at 3:31 pm. Trustees Pamela Duncan, Pat Jenkins and Tono Sablan were in attendance. Trustee Neesha Patel was excused. The meeting was conducted in person, with a remote attendance option.

Vice Chair Wheaton announced he would need to leave at approximately 4:45 p.m. and appointed Trustee Jenkins to serve as Vice Chair pro tem thereafter. *Trustees Duncan and Sablan moved and seconded. All in favor. Motion carried.*

2. **PRESENTATIONS:**

- a. Comprehensive Capital Plan Report (CCP): Administrative Center; Anderson Island: Executive Director Gretchen Caserotti shared information and recommendations for the two locations as the final review of the Library System's building portfolio.

PUBLIC COMMENT: Comments were submitted by Anne Junod, Jen Edwards, and Mary Pat Bergin-Sperry.

3. **EXECUTIVE SESSION:** The Board of Trustees recessed at 3:57 pm to Executive Session, per RCW 42.30.110, for approximately 18 minutes, to review the performance of a public employee. The session ended at 4:15 pm.
Executive Director Salary Agreement — Trustee Jenkins moved to authorize Chair Patel to negotiate the 2027 Executive Director Salary Agreement. Trustee Sablan seconded the motion. Motion carried.

4. **CONSENT AGENDA [ACTION]:**

- a. Approval of Minutes of August 12, 2026, Regular Meeting
- b. Approval of August Payroll, Benefits, and Vouchers
- c. Resolution 2026-08: To Declare Furnishings and Equipment Surplus to Public Service Needs

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

6. **EXECUTIVE DIRECTOR REPORT**

Executive Director Gretchen Caserotti highlighted legislation being monitored for potential Library impacts, including an FCC proposal to eliminate E-Rate reimbursement funding for schools and libraries. She also shared that Congresswoman Strickland toured the University Place Pierce County Library.

7. **FINANCIAL REPORT**

Finance Director Mary Stimson reported no significant changes in the July financial reports following the mid-year review presented last month. Budget planning continues, along with strategy work related to procurement.

8. UNFINISHED BUSINESS

- a. New Sumner Library Update – General Contractor – Executive Director Caserotti noted a correction to page 29 regarding the project’s funding sequence, clarifying that costs involve multiple funding sources, including LCIP reimbursements, LCFA bond funds, and Library funds. The contract is complete, but a date has not yet been set for dirt removal from the property. The contractor will handle neighbor notifications.
- b. CCP Funding Tools Presentation - Initial Discussion – Director Stimson invited Trustees to share initial impressions of the funding presentation from the previous month’s meeting, including potential trade-offs and risks. Trustees expressed interest in geographic fairness and recognizing it as an important factor in future board decisions. Trustees acknowledged that significant capital needs will require choices among competing priorities and a clearer understanding of the Board’s appetite for financial and service risks. The Library’s biennial public opinion poll, future discussions regarding the Levy Sustainability Fund, and community input were identified as important considerations in future funding decisions. Staff noted these discussions are expected to continue monthly for the foreseeable future.
- c. Donations and Sponsorships Policy – Approval

Trustees Jenkins and Sablan moved and seconded approval of the Donations and Sponsorships Policy as presented. All in favor. Motion carried.

9. NEW BUSINESS

- a. Works of Art Policy – Initial Review – Executive Director Caserotti noted the proposed policy includes significant revisions to address gaps in the Library’s oversight of artwork,. The revisions also address digital art and changes in technology. Trustees were asked to review the proposal, with time set aside for further discussion at the October meeting.
- b. Key Center Property - Executive Director Caserotti noted community interest in a Fire District-owned property in the Key Center area. Staff are conducting due diligence, including property conditions, environmental considerations, costs, site fit, and water and sewer access. This research aligns with Gensler’s recommendation to relocate and expand the Key Center Pierce County Library. Additional information will be provided as the review progresses.
- c. Budget
 - i. Budget Optimizations/Cost Savings - Finance Director Stimson presented the Library’s 2026–2027 cost-containment strategies, categorized as process improvement and operational efficiency, and sustainability and stewardship. No single action will resolve the Library’s long-term fiscal challenges, but the strategies help extend the life of the Levy Sustainability Fund (LSF) and advance a more sustainable operating model. In response to Trustee questions, she shared that departments regularly analyze opportunities for cost savings, though there is no set dollar-reduction target. Trustees expressed appreciation for the tangible strategies and ongoing efficiency efforts.

- ii. Estimated 2026 Property Values for 2027 Tax Levy – Finance Director Stimson reported a declining trend in estimated property tax values, with a 1% decrease compared with a 3.1% increase last year, which will slightly impact overall revenues. Revenue from new construction and the 1% cap is expected to increase by approximately \$1 million, which does not cover rising expenditures, inflation and other costs.

It was noted that the earlier action regarding the Executive Director salary negotiations had not been included on the agenda. The Board amended the agenda to include the item and subsequently approved authorizing Chair Patel to enter into contract negotiations with Executive Director Caserotti.

Trustee Sablan moved to amend the agenda to add 2027 Executive Director Salary Agreement as an action item. Trustee Jenkins seconded the motion. All in favor. Motion carried.

Trustee Duncan moved to authorize Chair Patel to enter into contract negotiations with Executive Director Caserotti. Trustee Jenkins seconded the motion. All in favor. Motion carried.

It was clarified that the Chair had authority to appoint a Trustee pro tem without Board action

Vice-chair Wheaton was excused at 4:45 pm.

10. MANAGEMENT REPORTS:

- a. Library Trends – Behind the Scenes Efficiency: Executive Director Caserotti encouraged Trustees to watch the videos linked in the memo.
- b. Primary Election Certified Results: August 18, 2026: Executive Director Caserotti highlighted several library levy campaigns and elections outside Pierce County and noted that the Library continues to monitor other library-related ballot measures.

11. CLOSING COMMENTS: Executive Director Caserotti highlighted the upcoming Stories and Voices theme, with a variety of activities and resources available across the system, and welcomed Trustees' help in "signal boosting".

12. ADJOURNMENT

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

The meeting adjourned at 4:54 pm.

Gretchen Caserotti, Secretary

Pat Jenkins, Trustee (Chair Pro Tem)

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

	<u>Warrant Numbers</u>	<u>Total # of Warrants</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable			9/4/2026	\$ 1,030,045.13
Electronic Payments - Payroll & Acct Payable			9/21/2026	\$ 1,030,283.80
Accounts Payable Warrants	710061 - 7101787	118	9/4 - 9/24/2026	\$ 1,355,964.66
Total Amount:				<u><u>\$ 3,416,293.59</u></u>

As of 10.02.2026

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: 9/4/26

Withdrawal Date: 9/4/2026

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	\$ 89,021.92	\$ 89,021.92
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,315.68	\$ 70,315.68
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 70,315.68	\$ 70,315.68
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 668,500.25	\$ 668,500.25
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,727.57	\$ 17,727.57
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 54,608.46	\$ 54,608.46
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 51,751.57	\$ 51,751.57
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,295.97	\$ 3,295.97
PCL_Company	HSA Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 3,183.46	\$ 3,183.46
PCL_Company	FSA EE Deductions	237100	CC_Library_District	697-00	5100000	\$ 1,324.57	\$ 1,324.57
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						\$ 1,030,045.13	\$ 1,030,045.13

Certification:

Stacy Karabotsos
Signature (Department Designee)

9/2/2026

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: 9/21/26

Withdrawal Date: 9/21/2026

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	\$ 87,746.04	\$ 87,746.04
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 113,020.36	\$ 113,020.36
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 26,432.22	\$ 26,432.22
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 667,520.25	\$ 667,520.25
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,296.05	\$ 17,296.05
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 54,695.61	\$ 54,695.61
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 51,840.99	\$ 51,840.99
PCL_Company	HSA Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,129.25	\$ 3,129.25
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	\$ 3,084.11	\$ 3,084.11
PCL_Company	HSA & FSA Monthly Fees Invoice	237100	CC_Library_District	697-00	5100000	\$ 228.30	\$ 228.30
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 2,052.99	\$ 2,052.99
PCL_Company	Columbia Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -	\$ -
Total Deposit						\$ 1,030,283.80	\$ 1,030,283.80

Certification:

Stacy Karabotsos
Signature (Department Designee)

9/17/2026

Date

TRUE

Comments:

\$ -

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
710061	09/04/2026	909	ALEX ZERBE ENTERTAINMENT	541010	ALEX ZERBE, ZANIAC COMEDY, 7/15 KC, 8/25 SH	0.00	1,400.00	09/09/2026
710062	09/04/2026	347	BARNES & NOBLE	531099	2026 ON THE ROAD GIVEAWAY BOOKS	0.00	405.97	09/09/2026
710063	09/04/2026	432	CITY OF BONNEY LAKE , WA	547030	BLK WATER SEWER	0.00	361.31	09/09/2026
710064	09/04/2026	638	CITY OF BUCKLEY	547020	BUC WATER SEWER	0.00	767.02	09/11/2026
710065	09/04/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.49	09/14/2026
710066	09/04/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	24.00	09/14/2026
710067	09/04/2026	365	EBS CO	534505	MATERIALS - Magazines	0.00	415.39	09/10/2026
710068	09/04/2026	3332	CARLOS GALEANA	541010	CARLOS GALENA, USING AI TO ASSIST US 7/7 LWD 8/1 G	0.00	700.00	09/09/2026
710069	09/04/2026	482	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	1,758.25	09/09/2026
710070	09/04/2026	703	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	27,772.82	09/10/2026
710071	09/04/2026	2824	REKHA KUVAR	541000	REKHA KUVAR, COMM ENGAGEMENT TRAINING, 8/12 ACL	0.00	2,000.00	09/10/2026
710072	09/04/2026	198	MERIT EMERGENCY EDUCATION	531002	MERIT EMERGENCY EDUCATION - SUPPLIES	0.00	219.30	09/10/2026
710073	09/04/2026	211	MIDWEST TAPE LLC	534005	MATERIALS - Adult AV, CDs & DVDs	0.00	3,156.04	09/15/2026
710074	09/04/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	IRRIGATION START UP/ WINTERIZATION & REPAIRS & LANDSCAPE MAINTENANCE	0.00	3,811.09	09/09/2026
710075	09/04/2026	522	OVERDRIVE INC	534410	MATERIALS - eBooks & eDownloadable Audio	0.00	62,515.33	09/09/2026
710076	09/04/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534715	MATERIALS - World: Chinese, Japanese, Vietnamese	0.00	2,790.00	09/16/2026
710077	09/04/2026	1037	PIERCE COUNTY SEWER	547030	ACL, LWD, PKS, SMT, UP SEWERS	0.00	1,487.51	09/10/2026
710078	09/04/2026	782	XEROX BUSINESS SOLUTIONS LLC	548010	DIGITAL PRESS MAINTENANCE AND SUPPLIES	0.00	1,051.94	09/14/2026
710079	09/04/2026	91	SCHOLASTIC INC	534305	MATERIALS - Databases	0.00	7,252.00	09/09/2026
710080	09/04/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	394.00	09/15/2026
710081	09/04/2026	1219	SONITROL PACIFIC	548010	ANNUAL 2026 MONTHLY BILLINGS	0.00	19,765.58	09/11/2026
710082	09/04/2026	617	WALLA WALLA UNIVERSITY LIBRARY	541650	ILL LOST ITEM(S)	0.00	180.00	09/21/2026
710083	09/04/2026	816	WESTERN WASHINGTON FAIR ASSOC	545010	ALL STAFF DAY - NON PREFERRED CATERER FEE	0.00	1,000.00	09/15/2026
710084	09/10/2026	314	AFSCME AFL-CIO	231920	2026.09.04 AFSCME UNION DUES - AUGUST 2026	0.00	14,490.93	09/15/2026
710085	09/10/2026	335	AWC EMPLOYEE BENEFIT TRUST	231540	2026.09.04 AWC EMPLOYEE BENEFIT - SEPT 2026	0.00	316,592.14	09/21/2026
710086	09/10/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.09.04 FOUNDATION DONATIONS	0.00	320.00	09/16/2026
710087	09/11/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, PROGARM SUPPLIES, CUSTODIAL & IT SUPPLIES	0.00	5,709.34	09/15/2026
710088	09/11/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, CUSTODIAL SUPPLIES	0.00	759.28	09/16/2026
710089	09/11/2026	2864	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES	0.00	29.30	09/15/2026
710090	09/11/2026	427	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV, Audiobooks	0.00	318.86	09/18/2026
710091	09/11/2026	3150	BLUETRITON BRANDS INC	531002	DUPONT WATER- DELIVERY & RENTAL	0.00	70.13	09/18/2026
710092	09/11/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.49	09/21/2026
710093	09/11/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	24.00	09/18/2026
710094	09/11/2026	2467	ELEVATE TECHNOLOGY GROUP	541020	ACCESS POINT REPLACEMENT TRAVEL COST	0.00	848.54	09/21/2026
710095	09/11/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	KEY CENTER FIRE ALARM PANEL REPLACEMENT	0	12,180.08	09/16/2026
710096	09/11/2026	2801	FATBEAM LLC	542012	INTERNET SERVICES	0.00	1,549.80	09/16/2026
710097	09/11/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books, Adult Fiction	0	6,866.41	09/16/2026
710098	09/11/2026	742	KITSAP REGIONAL LIBRARY	541650	ILL LOST ITEM(S)	0	25.98	09/22/2026
710099	09/11/2026	3128	LAKEWOOD CHAMBER OF COMMERCE	549020	ANNUAL MEMBERSHIP DUES	0.00	450.00	09/17/2026
710100	09/11/2026	1886	LAMAR COMPANIES	544000	2026 bus ads	0.00	1,860.00	09/22/2026
710101	09/11/2026	3553	LARAMIE COUNTY LIBRARY SYSTEM	541650	ILL LOST ITEM(S)	21.95	0.00	
710102	09/11/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV, CDs & DVDs	0.00	20,883.36	09/23/2026
710103	09/11/2026	228	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - Tagalog	0.00	3,384.00	09/17/2026
710104	09/11/2026	241	MCCLATCHY COMPANY LLC	544000	SRP 2026 ADVERTISING	0.00	4,126.40	09/18/2026
710105	09/11/2026	522	OVERDRIVE INC	534415	MATERIALS - eDownloadable Audio	0.00	52,173.97	09/17/2026
710106	09/11/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	0.00	395.87	09/30/2026
710107	09/11/2026	1219	SONITROL PACIFIC	548000	KEY CENTER CELLULAR COMMUNICATOR REPLACEMENT	0.00	3,372.60	09/17/2026
710108	09/11/2026	283	SUMMIT LAW GROUP PLLC	541040	LEGAL	0.00	2,568.00	09/15/2026
710109	09/11/2026	605	US BANK	231950	Acct# 4246 0445 5567 9202;P-Card;9/7/26	0.00	132,214.77	09/15/2026
710110	09/11/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	380.77	09/15/2026
710111	09/11/2026	2015	WEX BANK	532000	ANNUAL 2026 FUEL CARDS	0.00	4,547.30	09/22/2026
710112	09/18/2026	2864	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, CUSTODIAL SUPPLIES	0.00	3,424.42	09/22/2026
710113	09/18/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES	0.00	254.61	09/22/2026
710114	09/18/2026	3467	BUCHALTER LLP	541040	2026 LEGAL SERVICES	0.00	110.00	09/23/2026
710115	09/18/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	0.00	443.49	09/29/2026
710116	09/18/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	0.00	24.00	09/28/2026
710117	09/18/2026	3007	EVERGREEN FIRE ALARMS LLC	548010	FIRE & SECURITY INSPECTION SRVC (6/1/26-5/31/27)	0.00	13,528.76	09/23/2026
710118	09/18/2026	402	FIRGROVE MUTUAL WATER COMPANY	547020	SH WATER;ACCT#008359-000;7/1-8/31/26	0.00	2,204.77	09/23/2026
710119	09/18/2026	3332	CARLOS GALEANA	541010	CARLOS GALENA, USING AI TO ASSIST US 7/7 LWD 8/1 G	0.00	650.00	09/23/2026
710120	09/18/2026	482	HERMANSON COMPANY LLP	548010	ANNUAL 2026 HVAC SRVC CNTRCT (1/1/26-12/31/26)	0.00	10,015.21	09/22/2026
710121	09/18/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	0.00	18,834.47	09/24/2026

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
710122	09/18/2026	3478	EILEEN GRACIELA JIMENEZ	541010	EILEEN JIMENEZ, PRINTMAKING, 9/15, GIG	0.00	550.00	09/24/2026
710123	09/18/2026	3556	LIBRARYPASS INC	534305	MATERIALS - Databases	0.00	17,325.00	09/25/2026
710124	09/18/2026	36	LOGIC INTEGRITY INC	541004	2026 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	1,600.00	0.00	
710125	09/18/2026	3549	REBEKAH MESSICK	541000	LIVE PRESENTATION AT 2026 ASD	0.00	569.00	09/29/2026
710126	09/18/2026	3045	MONARCH LANDSCAPE WA, LLC	548000	LANDSCAPING MAINTENANCE- SYSTEM- OOC	0.00	4,079.71	09/23/2026
710127	09/18/2026	512	OETC	535050	ADDITIONAL ADOBE ACROBAT LICENSES	0.00	110.53	09/23/2026
710128	09/18/2026	2989	PEER WASHINGTON	541000	PEER WA 2026 PO	0.00	7,916.66	09/23/2026
710129	09/18/2026	61	RICOH USA INC	591720	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	6,125.02	09/25/2026
710130	09/18/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	653.06	0.00	
710131	09/18/2026	284	SUMMIT WATER & SUPPLY CO	547020	ACL & SMT WATER; 8/10 - 9/10/26	0.00	2,163.24	09/22/2026
710132	09/18/2026	672	CITY OF UNIVERSITY PLACE	547040	CIVIC BUILDING UTILITIES; SEP 26	0.00	102.53	09/24/2026
710133	09/18/2026	3194	WAGeworks INC	549050	WAGeworks INVOICE 9361424	0.00	100.00	09/24/2026
710134	09/18/2026	810	WAYNES ROOFING INC	548000	EATONVILLE GUTTER REPLACEMENT	0.00	21,579.86	09/23/2026
710135	09/22/2026	313	AFLAC	231590	2026.09.21 AFLAC	3,194.82	0.00	
710136	09/22/2026	1810	PIERCE COUNTY LIBRARY FOUNDATION	231930	2026.09.21 FOUNDATION DONATIONS	0.00	360.00	09/25/2026
710137	09/24/2026	2864	AMAZON CAPITAL SERVICES	535015	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, CUSTODIAL SUPPLIES	0.00	4,122.54	09/29/2026
710138	09/24/2026	2864	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, PROGRAM SUPPLIES, CUSTODIAL SUPPLIES	0.00	641.24	09/29/2026
710139	09/24/2026	2864	AMAZON CAPITAL SERVICES	531098	Book Stickers for TN Outreach	0.00	5.13	09/29/2026
710140	09/24/2026	2423	BETA - LAKEWOOD LLC	591720	GROUND LEASE - 38th PAYMENT	24,789.00	0.00	
710141	09/24/2026	3568	KYHLA BRADLEY	347902	Erroneous Print Job	15.00	0.00	
710142	09/24/2026	998	CINTAS CORPORATION LOC 461	548010	ANNUAL 2026 SERVICE FOR CUSTODIAL LAUNDRY- SYS	886.98	0.00	
710143	09/24/2026	3539	SANTA MONICA PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	36.00	0.00	
710144	09/24/2026	1001	DATA QUEST LLC	541020	DATAQUEST INV #28098	45.00	0.00	
710145	09/24/2026	2028	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	1,698.67	09/29/2026
710146	09/24/2026	155	DELL MARKETING LP	535020	AUG AIO ORDER	60,429.65	0.00	
710147	09/24/2026	156	DEMCO INC	531098	UP FOL CHILDREN & TEENS FURNITURE	5,598.70	0.00	
710148	09/24/2026	2908	DOW JONES & COMPANY	534505	MATERIALS - Magazines	24.00	0.00	
710149	09/24/2026	3181	EDNETICS INCORPORATED	564300	2026 FIREWALL LICENSING with E-Rate Discount	6,043.67	0.00	
710150	09/24/2026	370	ELITE PROPERTY INVESTMENTS LLC	591720	SEPTEMBER 2026 - LEASE, WATER, SEWER	0.00	13,835.34	09/30/2026
710151	09/24/2026	382	MISTEL ENGLANDER	543012	PER DIEM; NHRMA 2026	243.00	0.00	
710152	09/24/2026	3007	EVERGREEN FIRE ALARMS LLC	548000	INSPECTION REPAIRS-EMERGENCY REPAIRS-SERVICE CALLS	0.00	5,866.68	09/29/2026
710153	09/24/2026	2499	FLOHAWKS	548000	WASTE PUMPING SERVICES	0.00	10,046.30	09/30/2026
710154	09/24/2026	2251	CHEREE GREEN	543012	PER DIEM; NHRMA 2026	0.00	197.00	09/30/2026
710155	09/24/2026	482	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	0.00	1,484.52	09/29/2026
710156	09/24/2026	3529	HERON INDUSTRIES	541010	CLAUDIA LUNA, GREEN EXPECTATIONS, 9/13 PKS	830.00	0.00	
710157	09/24/2026	703	INGRAM LIBRARY SERVICES	534130	MATERIALS - Adult & Children's Books	20,841.24	0.00	
710158	09/24/2026	710	IRON MOUNTAIN INC	541020	SECURE DOCUMENT DESTRUCTION AND STORAGE	0.00	456.97	09/30/2026
710159	09/24/2026	3134	KANSAS CITY PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	90.00	0.00	
710160	09/24/2026	211	MIDWEST TAPE LLC	534010	MATERIALS - Adult AV, CDs & DVDs	11,681.16	0.00	
710161	09/24/2026	3045	MONARCH LANDSCAPE WA, LLC	548010	IRRIGATION START UP/ WINTERIZATION & REPAIRS & LANDSCAPING	0.00	12,967.93	09/30/2026
710162	09/24/2026	3027	MOUNT ANGEL ABBEY	541650	ILL LOST ITEM(S)	42.50	0.00	
710163	09/24/2026	228	MULTICULTURAL BOOKS & VIDEOS	534740	MATERIALS - World - Tagalog	0.00	3,384.00	09/29/2026
710164	09/24/2026	520	CITY OF ORTING	591720	ORTING MPC - OCTOBER 2026	3,662.97	0.00	
710165	09/24/2026	531	PAN ASIAN PUBLICATIONS (USA) INC.	534745	MATERIALS - World - Japanese, Vietnamese	1,530.00	0.00	
710166	09/24/2026	562	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA Fees \$1,576.24, KB Fees \$303.23	1,879.47	0.00	
710167	09/24/2026	61	RICOH USA INC	541630	2026 GOLD FULL SRVC & SILVER MAINT AGREEMENT	7,262.92	0.00	
710168	09/24/2026	85	SARCO SUPPLY LLC	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	0.00	1,353.25	09/29/2026
710169	09/24/2026	2097	SENTINEL PEST CONTROL	548010	ANNUAL 2026 PEST CONTROL MONTHLY SERVICE	464.80	0.00	
710170	09/24/2026	273	TOWN OF STEILACOOM	547030	STL ELECTRIC,WATER,SEWER;ACCT#1462.0	0.00	1,792.78	09/30/2026
710171	09/24/2026	3346	SURPRISE LAKE STATION LLC	591720	OCTOBER 2026 LEASE & CAM PAYMENT	13,473.07	0.00	
710172	09/24/2026	299	TACOMA PUBLIC LIBRARY	541650	ILL LOST ITEM(S)	6.99	0.00	
710173	09/24/2026	595	TYLER TECHNOLOGIES INC	535050	2026 TYLER MUNIS SUPPORT RENEWAL	0.00	140,917.88	09/30/2026
710174	09/24/2026	603	UNIVERSITY PLACE CIVIC BUILDING	545030	May 1 - Aug 31, 2026; Assessment for UP Library	0.00	139,613.00	09/29/2026
710175	09/24/2026	2411	VERTIV CORPORATION	541020	2026 VERTIV UPS SUPPORT RENEWAL	12,110.98	0.00	
710176	09/24/2026	618	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL 2026 CUSTODIAL SUPPLIES	2,244.46	0.00	
710177	09/24/2026	811	WCP SOLUTIONS	531004	COM PAPER	0.00	761.02	09/29/2026
710178	09/24/2026	832	WORLD BOOK INC	534145	MATERIALS	391.38	0.00	
Count of Warrants: 118						180,092.77	1,175,871.89	1,355,964.66

MEMO



Date: September 25, 2026

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

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

Subject: New Sumner Library Purchase Order – W.G. Clark Construction Co.

During the September Board meeting, we informed the Board that W.G. Clark Construction Co. (the “Contractor”) was identified as the lowest responsive, responsible bidder and was awarded the contract for construction of the Sumner Library. We also reminded the Board that the project is funded through the Sumner LCFA bond, a Department of Commerce LCIP grant, Foundation donors, and Library funds.

The Department of Commerce LCIP grant is a 50% match reimbursement grant valued at \$2,000,000. The Library must expend \$4,000,000 in construction costs, of which the grant will reimburse the Library 50% (minus \$50,000 administrative fee) for project design and construction expenditures over a two-year period, for 2026 and 2027. Board action is required for the following purchase order:

W.G. Clark Purchase Order

Upon Board approval, we will issue a purchase order to the Contractor for a portion of construction to be paid with Library Capital Funds. The contract award amount is \$18,396,337.86, inclusive of taxes. A portion of this amount will be paid via LCFA bond and Foundation donors. In 2027, we will incorporate these expenses into our Capital Improvement Fund budget for approval. In 2028, we will return to the Board for approval in Capital Improvement Fund budget for the completion of the project.

Board action: Move to approve a multi-year purchase order for W.G. Clark Construction Co. in an amount not to exceed \$3,750,000.

MEMO



Date: September 25, 2026

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

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

Subject: New Sumner Library Purchase Order – Johnston Architects

During the September Board meeting, we informed the Board that W.G. Clark Construction Co. (the “Contractor”) was identified as the lowest responsive, responsible bidder and was awarded the contract for construction of the Sumner Library. We also reminded the Board that the project is funded through the Sumner LCFA bond, a Department of Commerce LCIP grant, Foundation donors, and Library funds.

The Department of Commerce LCIP grant is a 50% match reimbursement grant valued at \$2,000,000. The Library must expend \$4,000,000 in construction costs, of which the grant will reimburse the Library 50% (minus \$50,000 administrative fee) for project design and construction expenditures over a two-year period, for 2026 and 2027. Board action is required for the following purchase order:

Johnston Architects Purchase Order

Upon Board approval, we will issue a purchase order to Johnston Architects for a portion of construction administration services to be paid with Library Capital Funds. The construction administration cost is \$1,111,601 for the duration of the project through completion in 2028. This was planned; while the Library can hire a third-party construction manager, it is best to have the architect do that work. We are asking the Board to approve using Library funds of up to \$475,000, the balance of which will be paid via the LCFA bond.

Board action: Move to approve a multi-year purchase order for Johnston Architects in an amount not to exceed \$475,000.

MEMO



Date: October 7, 2026

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

From: Brian Lee, IT Director

Subject: Approval of Purchase Order to Softchoice Corporation for Microsoft Licensing

The Library conducted a competitive Request for Quotations process for Microsoft 365, Windows Server, and SQL Server licensing. Based on the evaluation of the four (4) submitted proposals, one of which was disqualified, Softchoice Corporation remains the highest-ranked respondent and was the median of the three (3) qualified respondents for cost.

Softchoice Corporation's first-year quote is \$193,726.40 and includes the required Windows Server 2025 Datacenter licensing for the Library's 224-core virtualized server environment. Years two and three are \$99,808.20 annually because the one-time server licensing costs do not recur. The purchase order amount provides for the three-year commitment and will be encumbered accordingly.

We ask Board approval to award the purchase to Softchoice Corporation and authorize a three-year purchase order totaling **\$393,600, plus applicable taxes (estimated at \$39,800)**. The first year includes one-time server licensing costs, resulting in the following estimated annual amounts:

1. **Year 1:** \$193,800, plus applicable taxes.
2. **Year 2:** \$99,900, plus applicable taxes.
3. **Year 3:** \$99,900, plus applicable taxes.

Because the value of the first year (and all three years) is above the \$150,000 threshold, Board approval is required, provided below.

Board Action: Move to approve a purchase order to Softchoice Corporation for Microsoft licensing in the amount not to exceed \$393,600, plus applicable taxes.

Executive Director Report

MEMO



Date: October 6, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

September marked National Library Card Sign-Up Month, the conclusion of Summer Reading, and the start of a new academic year. The month also brought community partnerships, organizational learning, capital project progress, and engagement with local and state leaders. As always, I am happy to answer any questions about the information contained in this report or about library operations in general.

Community Highlights

Youth and Family Services staff participated in the inaugural Pierce County Suicide Prevention Summit. Youth emphasized the need for safe, welcoming places to connect with trusted adults, reinforcing the role libraries can play as protective factors and trusted third spaces.

The Buckley Library and REACH Center hosted a Community Resource Fair with 10 organizations and more than 50 attendees, connecting residents with housing, food, healthcare, education, and employment resources.

Organizational Highlights

With a new Marketing and Communications Director in place, PCLS is evaluating its long-standing print-centered model and moving toward a digital-first, community-responsive approach using existing staff capacity.

This approach can deliver more timely, accessible, multilingual, mobile-friendly, and audience-specific communications. Using data and community feedback will strengthen two-way engagement, increase awareness and use of services, and help residents better understand the Library's value and impact.

At the third quarter Leading the Library forum, Deputy Director Connie Behe and I addressed staff questions about artificial intelligence and information literacy. The discussion covered accuracy, privacy, copyright, environmental impacts, choice, and jobs, while outlining current guidance and training.

The central expectation is that AI use remains accountable to people and the Library's values: staff must verify information, protect sensitive data, and retain responsibility for decisions and outcomes. PCLS will continue this conversation through staff learning, governance, and support for community needs.

Facility and Capital Projects

In response to Trustee requests at the September meeting, staff have prepared additional materials included in the board packet to support ongoing Board discussions on the Comprehensive Capital Plan.

Workroom refreshes at Gig Harbor and Steilacoom are complete. Electrical, data, storage, ergonomic, accessibility, computer, and cleaning improvements create safer, more efficient spaces for staff and customers.

Following the New Sumner Library construction kickoff with W. G. Clark Construction Co., permit applications were submitted to the City. Staff are working to preserve the early 2025 traffic impact fee rates; construction can begin once the agreement is updated and the reissued invoice is paid.

Key Center property research continues. Staff joined a water work group focused on commercial wells and hookups and met with community members helping design public engagement.

Solar panel installation is underway at the Administrative Center.

PCLS was recently awarded a \$249,000 grant to offset the approximately \$605,000 replacement cost of the Buckley Library HVAC. The grantor is King County, which is administering a multi-county grant for decarbonizing buildings. Grant funds will be received in 2027 after project completion.

Executive Director Community Engagement

The Public Libraries of Washington directors meeting and conference was held in Mount Vernon (WA). Directors discussed a legislative agenda for the 2027 session. This month's Library Trends memo highlights the host library's Passive House sustainability features.

I updated the Oakbrook Neighborhood Association on the downtown Lakewood Library feasibility study and long-range capital planning, and I also met with Lakewood Councilmember Tablo and City Manager Russell about downtown library opportunities.

I met with Representative Addison Richards at the Gig Harbor Library to discuss capital and funding needs, rural service challenges, and PCLS sustainability initiatives.

Representative Marilyn Strickland toured the University Place Library. The busy, welcoming branch reflected staff members' pride, professionalism, and collaboration in creating a positive visit.



Looking Ahead

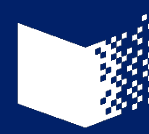
October begins 2027 budget development in earnest. Staff have pursued near-term cost controls by tightening practices, aligning the budget with actual expenditures, reducing contingencies, and improving operational efficiency. As PCLS progresses deeper into Levy Sustainability Fund Phase III, with expenses exceeding revenue, staff welcome Trustee direction on priorities for additional action and long-term financial sustainability.

All Staff Day, themed Together We Become More, will bring employees together to celebrate accomplishments, strengthen relationships, learn, and align around shared priorities. This systemwide

investment in culture and engagement supports collaboration, retention, morale, and consistent service across PCLS. I am very grateful to the planning committee and proud of the hard and thoughtful work they have done to plan a day that will be informative, content rich, inspiring, and dare I say it, a little FUN!?

Reminder: The November Board meeting will be held at the Fife Library on November 12 because of the Veterans Day holiday.

Public Services Report



**Pierce County
Library System**

Information & Imagination

Library at a Glance: August 2026 YTD Key Performance Indicators

Cardholders	YTD Users - Physical	YTD Circulation – Digital	YTD Circulation – Physical
377,406	1,044,952	1,869,369	1,512,518
			
+6%	+3%	+2.65%	-1.75%

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

August 2026 Service Highlights

Expanding Food Access Through Community Partnerships

In 2026, Pierce County Library System expanded partnerships to address growing food insecurity, as rising grocery costs, changes to federal SNAP benefits and limited access to fresh food affect more community members. As a trusted community space, the Library connects people with food and other critical supports both at library facilities and in the community.

In February, PCLS expanded its partnership with GoodRoots Northwest by adding refrigerated food lockers at the Buckley Library, the second PCLS location in GoodRoots' regional network. Located in a USDA-identified food desert, the lockers provide 24/7 access to fresh, healthy food from local farms. Bonney Lake Library's lockers installed in 2024 remain the most heavily used among GoodRoots' 10 Pierce County sites.

Five Pierce County Library locations hosted summer meal programs through partnerships with Altrusa, MultiCare and Steilacoom Historical School District, helping children and teens access nutritious meals. Outreach and Regional Services teams also visited meal sites at Franklin Pierce and Sumner-Bonney Lake school districts and South Hill Mall, connecting families with Library programs and services and providing free books and activities to support summer reading.

Statistics

- **2,868** meals provided through summer meal programs
- **203,220** lbs. of food distributed via food lockers at Bonney Lake and Buckley Pierce County Libraries, accounting for nearly one quarter (25%) of the total pounds of food distributed through GoodRoots Northwest regional locker network.

Stories of Impact

- On Anderson Island, where the community's general store closed earlier this year, families picked up meal bags with a week's worth of breakfasts and lunches. On the first day of summer distribution, the Library's partner shared:

"...We had an amazing day serving our community from our partnership. Your library location helped provide 58 breakfasts and 58 lunches to our youth on Anderson Island. That is a total of 116 meals distributed at your location today!"

- At the Fife Library summer meals site, two children and their parent enjoyed lunch through the Library's partnership with MultiCare. The parent shared that, with five children living in a motel, the Library had become a welcoming space. The family was already connected with the county's coordinated entry program, and Library staff connected them with a City of Fife staff member. MultiCare provided leftover meals for the family.

Events to Know About

English Language Learning Class - A Language Literacy program

- Wednesday, October 21: 1:00pm - 3:00pm; Parkland/Spanaway
- Wednesday, October 28: 1:00pm - 3:00pm; Parkland/Spanaway
- Wednesday, November 4: 1:00pm - 3:00pm; Parkland/Spanaway

No Tech Background? No Problem: Your First Step into AI - A Digital Literacy program

- Saturday, October 24: 2:00pm - 3:30pm; Summit

Department of Social and Health Services (DSHS) Onsite Services

- Tuesday, November 03: 11:00am - 2:00pm; Parkland/Spanaway

Discover Craftsy: Floral Illustration with Watercolor - An Arts and Culture Program

- Wednesday, November 04: 4:00pm - 5:30pm; Bonney Lake

Pelts, Bones, and Feathers Wildlife Exploration - STEAM for Kids with the Nisqually National Wildlife Refuge

- Sunday, November 08: 2:00pm - 3:00pm; Sumner

Registration Required Programs:

- **Storytelling through Repujado - Mexican Tin Embossing**
Saturday, October 17: 11:00am - 1:00pm; Anderson Island
<https://calendar.piercecountylibrary.org/event/17285986>
Saturday, November 7: 1:00pm – 3:00pm; Gig Harbor
<https://calendar.piercecountylibrary.org/event/16411154>
- **Your Money Map - A Financial Literacy program**
Tuesday, October 20: 5:30pm - 6:30pm; South Hill
<https://calendar.piercecountylibrary.org/event/16837106>
Tuesday, November 03: 5:30pm - 6:30pm; Fife
<https://calendar.piercecountylibrary.org/event/16836999>
- **PawsWithCause Paint Paw-arty - A Children's STEAM Program**
Wednesday, October 21: 2:00pm - 3:30pm; Milton/Edgewood
<https://calendar.piercecountylibrary.org/event/17208317>
Tuesday, November 03: 3:30pm - 5:00pm; University Place
<https://calendar.piercecountylibrary.org/event/17208319>
- **Virtual Dungeons and Dragons - The Ongoing Campaign - a Virtual Teen STEAM: Game On program**
Friday, October 23: 3:30pm – 5:30pm; Virtual Pierce County Library
<https://calendar.piercecountylibrary.org/event/16486683>
- **Mesoamerican Indigenous Instruments of Mexico - A Stories and Voices program**
Thursday, November 05: 3:30pm - 4:30pm; University Place
<https://calendar.piercecountylibrary.org/event/17201248>

Customer Impact and Community Engagement - Stories by Location

Key Center: At a recent Key Peninsula Business Association meeting, a local electrician shared how the library helped him launch his business. Unable to afford costly electrical code books, he borrowed them from the library for months until his family could purchase a set. He credited the library's resources with helping his business grow.

A patron shared that a recent visit was the best he has ever had at the branch. He was delighted by the reptile program and enjoyed watching the turtle explore the library, saying the experience left him glowing with positive feelings.

Parkland/Spanaway: A staff member who has been independently learning sign language was able to use those skills to assist a deaf customer. The customer thanked her for making them feel included. This simple but meaningful interaction shows how going the extra mile can help everyone feel welcome and connected.

Financial Report

MEMO



Date: September 21, 2026

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

From: Mary Stimson, Finance Director

Subject: Financial Report – Month Ending August 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:

- 541620. Payment to OCLC Inc for \$59,042.94 for cataloging and interlibrary loan subscription.
- 535020. Payment of \$66,755.56 was made to Dell Marketing LP for laptop computers.
- 541020. Payment of \$9,800 made to Exterprise LLC for Power BI implementation.

Capital Improvement Fund:

- 541060. Payment of \$17,602.02 was made to EHS-International Inc for Buckley Library well installation and sampling.
- 541060. Includes payment of \$28,932.06 to Starling Whitehead & Lux Architects for facility condition assessment, Parkland stormwater system replacement.
- 535055. Payment to CIS – Center for Internet Security for \$43,790.00 for sensor upgrade subscription.

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, 55% 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 55.5% of budget received. This includes \$72K in FOL donations, \$359K in investment earnings, \$62K from payment of lost materials and printing, and \$371K 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, 19.2% of budgeted capital revenue has been collected, with investment earnings as the main source at this time. Effective 1/1, \$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.

GF Expenses:

- **Salaries and Wages:** On track at 61% of budget spent.
- **Benefits:** 56.8% of budget spent.
- **Supplies:** Currently at 65.8% for supplies, which includes current encumbered purchase orders (POs) for \$472K of anticipated spend.
- **Materials:** 60.2% of budget spent, with \$11K in encumbered POs
- **Services:** 66.2% of budget spent, with \$872K in encumbered POs.

Capital Fund Expenses:

- **Services:** 21.7% of budget spent, with \$329K in encumbered capital POs.
- **Capital Outlays:** 8.8% of budget spent, with \$315K encumbered POs.

Special Revenue Funds:

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

Financial/Budget Activities:

- **Budget Planning:** Departments are entering their remaining forecasted expenditures for 2026, while Finance is analyzing the submissions to identify potential over- and underspending and develop an updated year-end financial forecast. This review will provide insight into anticipated year-end results, highlight spending trends across departments, and support more accurate budget forecasting and resource planning for the 2027 budget development process.
- **Fiscal Development:** Finance is continuing the work on Contracts Module implementation within the ERP system to provide a centralized location for managing contracts across the organization. The module streamlines contract approvals through Munis workflows, strengthens internal controls and audit readiness, and improves visibility into contract terms, obligations, and expiration dates. By providing timely access to contract information, departments will be better positioned to review agreements, make informed decisions, and proactively renew or rebid contracts before they expire, ultimately reducing risk and improving organizational efficiency.

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

	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	-26,318,081.06	-208,319.00	.00	-21,490,128.94	55.0%
02 CHRG/TRANSF IN/OTHER	-3,621,790	-3,621,790	-2,011,745.88	-418,098.30	.00	-1,610,044.12	55.5%
03 SALARIES AND WAGES	25,432,010	25,432,010	15,519,592.89	1,904,643.74	.00	9,912,417.11	61.0%
04 PERSONNEL BENEFITS	7,895,990	7,895,990	4,486,341.47	552,500.38	.00	3,409,648.53	56.8%
05 SUPPLIES EXPENSES	2,043,150	2,046,068	873,862.60	124,800.13	472,503.41	699,701.99	65.8%
06 MATERIALS	4,558,550	4,558,550	2,731,813.28	377,068.69	11,444.00	1,815,292.72	60.2%
07 SERVICES EXPENSES	7,500,300	6,497,382	3,426,338.28	315,706.60	872,297.41	2,198,746.31	66.2%
09 TRANSF OUT/SETASIDES	4,000,000	5,000,000	.00	.00	.00	5,000,000.00	.0%
TOTAL GENERAL FUND	0	0	-1,291,878.42	2,648,302.24	1,356,244.82	-64,366.40	100.0%
TOTAL REVENUES	-51,430,000	-51,430,000	-28,329,826.94	-626,417.30	.00	-23,100,173.06	
TOTAL EXPENSES	51,430,000	51,430,000	27,037,948.52	3,274,719.54	1,356,244.82	23,035,806.66	
102 LEVY SUSTAINABILITY FUND							
02 CHRG/TRANSF IN/OTHER	-250,000	-250,000	-440,827.14	-53,924.57	.00	190,827.14	176.3%
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	559,172.86	-53,924.57	.00	1,690,827.14	24.9%
TOTAL REVENUES	-250,000	-250,000	-440,827.14	-53,924.57	.00	190,827.14	
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	-34,344.86	-4,207.16	.00	-5,655.14	85.9%
TOTAL ELECTION FUND	-40,000	-40,000	-34,344.86	-4,207.16	.00	-5,655.14	85.9%
TOTAL REVENUES	-40,000	-40,000	-34,344.86	-4,207.16	.00	-5,655.14	
104 PROPERTY AND FACILITY FUND							
02 CHRG/TRANSF IN/OTHER	-100	-100	-2,119.07	-168.85	.00	2,019.07	2119.1%
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	1,197,880.93	-168.85	.00	2,019.07	99.8%
TOTAL REVENUES	-100	-100	-2,119.07	-168.85	.00	2,019.07	
TOTAL EXPENSES	1,200,000	1,200,000	1,200,000.00	.00	.00	.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 08

201	ORIGINAL DEBT SERVICE FUND	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	-2,456.06	-317.91	.00	456.06	122.8%
	TOTAL DEBT SERVICE FUND	-2,000	-2,000	-2,456.06	-317.91	.00	456.06	122.8%
	TOTAL REVENUES	-2,000	-2,000	-2,456.06	-317.91	.00	456.06	
301 CAPITAL IMPROVEMENT FUND								
02	CHRG/TRANSF IN/OTHER	-7,315,000	-7,315,000	-1,404,015.77	-24,558.03	.00	-5,910,984.23	19.2%
05	SUPPLIES EXPENSES	380,000	380,000	47,360.00	47,360.00	.00	332,640.00	12.5%
07	SERVICES EXPENSES	2,233,000	2,233,000	154,688.62	53,476.13	329,340.93	1,748,970.45	21.7%
08	CAPITAL OUTLAYS	4,702,000	4,702,000	96,865.15	.00	315,100.44	4,290,034.41	8.8%
	TOTAL CAPITAL IMPROVEMENT FUND	0	0	-1,105,102.00	76,278.10	644,441.37	460,660.63	100.0%
	TOTAL REVENUES	-7,315,000	-7,315,000	-1,404,015.77	-24,558.03	.00	-5,910,984.23	
	TOTAL EXPENSES	7,315,000	7,315,000	298,913.77	100,836.13	644,441.37	6,371,644.86	
	GRAND TOTAL	3,407,900	3,407,900	-676,727.55	2,665,961.85	2,000,686.19	2,083,941.36	38.8%

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

Unfinished Business

MEMO



Date: October 5, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Works of Art Policy – Discussion

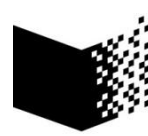
The policy was introduced in September, but time did not allow for substantive discussion. It returns this month for full consideration after the Board has had additional time to review the extensive recommendations. Staff propose revisions to modernize the Works of Art Policy, strengthen stewardship and risk management, and address artwork in physical, digital, and emerging formats.

Background

The Board has updated the policy in recent years to clarify selection criteria, authority, and disposition. As the Library's use of artwork has expanded to outdoor spaces, capital projects, digital environments, and emerging technologies, the proposed revisions establish a durable, legally sound, financially responsible, and culturally responsive framework for ownership rights, maintenance, donations, disposition, and community concerns. Remaining edits are primarily non-substantive changes for clarity, consistency, and terminology.

Key Proposed Changes

- Expand the policy scope to include artwork on Library property and in Library-managed digital environments, including works acquired through gifts, purchases, commissions, loans, and capital projects.
- Clarify ownership and rights management, including copyright, licensing, display, reproduction, and other usage rights, and require documentation demonstrating those rights.
- Strengthen Library discretion to accept, decline, display, relocate, or remove artwork and clarify that acceptance does not guarantee permanent display.
- Reduce automatic financial obligations by changing insurance, repair, and maintenance from activities the Library will undertake to those it may undertake based on risk, significance, and available resources.
- Enhance cultural and community considerations by adding evaluation criteria related to community impact, cultural sensitivity, and consultation with affected communities when appropriate.
- Address AI-generated and emerging forms of artwork by allowing the Library to require disclosure of how a work was created and evidence of appropriate ownership and usage rights.
- Clarify disposition authority, including periodic review, relocation, deaccessioning, transfer of ownership, and removal of artwork when warranted by operational, safety, facility, or community considerations.



Board Policy

Works of Art ~~in Library Facilities~~

Policy Statement

The Pierce County Library System (“Library”) strives to make its buildings welcoming, inspiring, and reflective of the community’s culture and history. The Library may ~~accept~~ acquire ~~works of art~~ work ~~as a~~ through gifts, purchases, commissions, loans, ~~or include it in as a part of~~ building projects.

Purpose

This policy ~~explains~~ guides how the Library ~~chooses~~ selects, ~~accepts~~ acquires, displays, maintains, and manages ~~artworks of art~~, ~~in its buildings or on its properties~~ including physical and digital formats in Library facilities, on Library property, and in Library-managed digital environments.

Policy

The Library will consider prospective gifts, loans, and/or purchases of artwork for inclusion and display in Library facilities and in Library-managed digital environments in accordance with the terms and criteria outlined in this policy. Artwork may be acquired through open competitions, limited competitions, direct selection of artists, or direct selection of artworks as part of new building projects or renovations.

- The Executive Director (or designee) may accept artwork donations that support the Library’s mission in accordance with the Donations and Sponsorships Policy.
- Artwork accepted, ~~or~~ purchased, donated to, or otherwise ~~by the Library or has its ownership~~ transferred to the Library becomes Library property.
- The Library may require documentation establishing to establish ownership, copyright, licensing rights, display rights, reproduction rights or other permissions necessary for the Library’s intended use of the artwork.
- The Library ~~decides~~ determines where and how artwork is ~~to~~ displayed, ~~move~~ relocated, or removed ~~the art~~. Artwork is not guaranteed to remain permanently in its current display location and may be removed or relocated.
- The Library may decline any proposed artwork donation, loans or purchases.
- The Library ~~will~~ may insure, repair, and maintain its artwork collection, as needed based on risk, significance, and available resources.
- Artwork is not guaranteed to remain permanently on in its current method of display location and may be removed or relocated. Loans of artwork may be subject to separate agreements establishing the responsibilities of the Library and the lender.
- The Library does not provide appraisals and donors are responsible for obtaining independent valuations.

When selecting or accepting art, including gifts, the Library considers but is not limited to:

- **Condition** – ~~The~~ materials used, functionality, technical concerns, and any safety risks.
- **Cultural Considerations** – Artwork may be reviewed for cultural sensitivity, community impact, and appropriateness of ownership or display and may include consultation with affected communities when appropriate.

- **Design** – ~~T~~he artwork fits within the theme, concept, or aesthetics of the environment. The art should enhance the space, create a focal point, or reflect the community’s identity. All ~~art~~-forms of artwork are considered.
- **Ownership, Rights, and Disclosure** – The creator or donor may be required to disclose the methods used to create the work, including the use of artificial intelligence or other emerging technologies, and demonstrate appropriate ownership, copyright, licensing or usage rights.
- **Subject** – ~~T~~he ~~artwork~~ of art ~~is appropriate for all audiences,~~ may have historical or cultural significance, and aligns with the Library’s mission, vision, or values.
- **Suitability** – ~~T~~he size, materials, and theme are suitable and safe for display in a public library setting.

Donations of artwork may be refused for any reason determined by the Library, including but not limited to ~~;~~ ~~the art is~~ culturally insensitive, ~~lack of appropriate display location~~ ~~there is no suitable place for it,~~ ~~it is too expensive to display or excessive~~ maintenance or display costs, or ~~it doesn’t align~~ inconsistency with the Library’s mission or values. The Library may decline donations that impose conditions related to the display, location, maintenance, duration of ownership, or other ongoing obligations.

The Library may periodically review artwork ~~or~~ and its display, including in response to community concerns, to determine whether it continues to meet the criteria established in this policy.

Artwork may be declared surplus and disposed of pursuant to the Library’s Surplus Policy surplus process found in the Comprehensive Purchasing and Procurement Policy. Reasons for removal may include the work’s condition, lack of space, renovations, display issues, or if it no longer serves its purpose. For ~~works of~~ artwork that are permanently affixed into a structure, such as ~~stained glass~~ stained-glass windows, ~~structural architectural~~ carvings, ~~and or~~ murals, disposal methods ~~of surplus~~ may include destructive ~~and or~~ non-destructive ~~removal, removal, such as including relocation,~~ covering, ~~it up~~ or ~~destroying demolition when appropriate~~. If the Library transfers ownership of artwork, the ~~new owner~~ recipient is responsible for all associated costs, ~~such as including~~ transportation, and assumes responsibility for the artwork upon transfer. After ownership is transferred, releases the Library ~~from any~~ has no further obligations. ~~Once or ownership changes interest, the Library no longer has any claim to in~~ the artwork

Adopted by the Pierce County Rural Library District Board of Trustees, January 21, 1988. Revised September 16, 1999. Revised January 12, 2011. Revised September 14, 2022. Revised January 8, 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.

Board Policy

Works of Art

Policy Statement

The Pierce County Library System (“Library”) strives to make its buildings welcoming, inspiring, and reflective of the community’s culture and history. The Library may acquire artwork through gifts, purchases, commissions, loans, or as a part of building projects.

Purpose

This policy guides how the Library selects, acquires, displays, maintains, and manages artwork, including physical and digital formats in Library facilities, on Library property, and in Library-managed digital environments.

Policy

The Library will consider prospective gifts, loans, and/or purchases of artwork for inclusion and display in Library facilities and in Library-managed digital environments in accordance with the terms and criteria outlined in this policy. Artwork may be acquired through open competitions, limited competitions, direct selection of artists, or direct selection of artwork as part of new building projects or renovations.

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- The Library may decline any proposed artwork donation, loan or purchase.
- The Library may insure, repair, and maintain its artwork collection, as needed based on risk, significance, and available resources.
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- **Design** – The artwork fits within the theme, concept, or aesthetics of the environment. The art should enhance the space, create a focal point, or reflect the community’s identity. All forms of artwork are considered.
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 - **Subject** – The artwork may have historical or cultural significance, and aligns with the Library’s mission, vision, or values.
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Adopted by the Pierce County Rural Library District Board of Trustees, January 21, 1988. Revised September 16, 1999. Revised January 12, 2011. Revised September 14, 2022. Revised January 8, 2025.

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MEMO



Date: September 25, 2026

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

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

Subject: Comprehensive Capital Plan - Continued Discussion

At the August Board meeting, Trustees received a presentation from Morgan Shook from EConorthwest on potential funding approaches for the Library's long-term capital needs. The presentation slides were included in the September Regular Meeting board packet, with time for an initial reflection and discussion. We would like to continue providing Trustees with an opportunity to consider these strategic questions regarding the funding tools, recognizing there may be limited discussion at this early stage. Because the full Board was not present at the September meeting, this provides an opportunity for any additional thoughts or requests with all Trustees in attendance.

At the September meeting, Trustees were interested in seeing a more simplified view of the recommendations by location which are provided below.

An additional resource to make sure the Trustees are aware of is the Site Selection Criteria last adopted by PCLS Board of Trustees on June 14, 2017 (attached). The Site Selection Criteria originated in 2006 to guide future library property decisions, were refined during the 2008-2009 Facilities Master Plan (FMP) process, and were updated again in 2017 as part of the FMP update. Throughout its history, the Board has been involved in reviewing and approving major revisions because of its governance role related to library property and facilities planning.

As a reminder, no decisions are required at this time. Staff's immediate focus is to ensure the Board has sufficient opportunity to review and understand:

- The Comprehensive Capital Plan (CCP) and facility profiles.
- Consultant recommendations regarding future facility investments.
- Potential funding tools and strategies.
- Library service needs and facility priorities.
- The realities of voter support and political feasibility for future ballot measures

Supporting materials attached include excerpts from the CCP:

- PCLS Portfolio List (with corrected Key Center date)
- Priority Ranking List
- Phases List
- Phased Order + Notes

Staff are interested in hearing Trustees' questions, observations, and requests for additional information that would support future discussion and deliberation.

Site Selection Criteria

Site selection criteria guide evaluation of potential and existing sites for library buildings. They ensure library facilities are located in places that are convenient, accessible and visible to customers, allow efficient operations of the library system and have a strong presence in their communities. Sites are not expected to meet all criteria, and more detailed criteria, including weighting factors, may be applied as a project proceeds.

Public Convenience/Location

- Site has a high profile and is visible within the community
- Site is convenient and centrally located near centers of activity within the service area of the community. Site is in close proximity to other community services (shopping, cultural resources, civic/community centers, schools, etc.).
- Site is located on major travel routes in the area and reflect traffic patterns.
- Use of site for a library is compatible with community plans (Comprehensive Plan, economic development, etc.) and supports local development, revitalization or activation efforts.
- Current and anticipated use of adjacent land is compatible and complements library uses.
- Site considers community opinion and preferences and is considered acceptable to community.
- Proximity to non-District population will not unduly impact use of services by PCLS residents or operating costs.

Accessibility

- Site is easily and safely accessible by vehicles and pedestrians.
- Site is located convenient to public transportation.
- Site is accessible to people who are disabled.
- Good site circulation and flow; sites with stoplights at nearby intersections are preferred.
- Frontage on major streets; corner locations are also preferred.
- Access to additional parking on street or other area is advantageous.

Land/Infrastructure

- Developable area of site can accommodate library building, adequate parking, and landscaping.
- Site is functional and efficient shape (square, rectangular preferred).
- Site can accommodate a single-story library.
- Site characteristics are suitable for development (soil condition, relatively flat, appropriate drainage, not in wetlands or with water issues, etc.) or can be mitigated at reasonable cost or effort.
- Site does not have unreasonable economic or environmental liabilities or nuisance factors that will threaten the project's viability.
- Where possible, sites include room for future expansion.
- Easements or other legal considerations do not unduly restrict use or impose liability. Property has clear title.
- Site is zoned appropriate for library use, or necessary zoning can be obtained.
- Infrastructure is available, or will be, to support service and operations (utilities, high-speed broadband or fiber, safety services, etc.)

Availability and Affordability

- Site is available or will become available within the time frame desired for implementation.
- Site may be of value for future library service needs
- Site is affordable.

Additional Site Criteria for Alternative Service Delivery (ASD) Points

- Does a proposed service point serve a foot traffic destination?
- Is the location of the service point accessible and safe for an extended time (18-24 hours/day)?
- Does the location serve a population that does not otherwise have good access to library services (more than 12 miles from a library facility, isolated by geography, etc.)?
- Does appropriate infrastructure exist to support the service (power, data, restrooms, etc., depending on ASD type)?

Adopted by the Board of Trustees of the Pierce County Library System, April 12, 2006.

Revised May 13, 2009

Revised June 7, 2017

Portfolio Overview

LEGEND

Small (S)LESS THAN
4,500 SF**Medium (M)**LESS THAN
8,000 SF**Large (L)**MORE THAN
8,000 SF

Branch	Address	Year Built	SF(Size)	Building Type
Tillicum	14916 Washington Ave., Lakewood	1985	2,100 (S)	Leased
Parkland-Spanaway	13718 Pacific Avenue S., Tacoma	1990	15,576 (L)	Owned
Summit	5107 112th Street E., Tacoma	1992	7,424 (M)	Owned
Steilacoom	2950 Steilacoom Blvd., Steilacoom	1995	4,040 (S)	Owned
South Hill	15420 Meridian E., South Hill	1990	20,100 (L)	Owned
Sumner	1116 Fryar Ave., Sumner	1979	10,600 (M)	Leased
Orting	202 Washington Ave. S., Orting	1982	2,700 (S)	Leased
Bonney Lake	18501 90th St. E., Bonney Lake	1982	6,480 (S)	Owned
Graham	9202 224th St. E., Graham	1992	7,152 (M)	Owned
Eatonville	205 Center St. W., Eatonville	1990	4,100 (S)	Owned
Buckley	123 S. River Ave., Buckley	1991	4,100 (S)	Owned
Gig Harbor	4424 Point Fosdick Drive NW, Gig Harbor	1990	15,500 (L)	Owned
Key Center	8905 Key Peninsula Highway NW, Lakebay	1981	4,066 (S)	Owned
Lakewood	10202 Gravelly Lake Drive, Lakewood	2024	7,734 (M)	Owned (land leased)
University Place	3609 Market Place W., Suite 100, University Place	2011	15,000 (L)	Owned
Anderson Island	11319 Yoman Road, Anderson Island	1931	422 (S)	Limited Use
Dupont	1540 Wilmington Drive, DuPont	2004	3,610 (S)	Leased
Milton-Edgewood	900 Meridian E., Suite 29, Milton	2011	6,563 (M)	Leased
Fife	6622 20th St E, Fife	2011	6,116 (M)	Owned
Administrative Center	3005 112 th St. E., Tacoma	1990	50,000 (L)	Owned

STEP 5: Prioritize & phase investments

Identified interventions are allocated across three phases. The most capital-intensive projects spread across phases 2 and 3, allowing for planning and additional due diligence in phase 1. Within each phase, each project is organized by priority level.

Branch	Priority Ranking	Phase 1	Phase 2	Phase 3
Tillicum	1			
Parkland-Spanaway	2			
Summit	3			
Orting	4			
South Hill	5			
Steilacoom	6			
Bonney Lake	7			
Key Center	8			
Eatonville	9			
Sumner	10			
Graham	11			
Lakewood	12			
Buckley	13			
Gig Harbor	14			
University Place	15			
Fife	16			
DuPont	17			
Milton-Edgewood	18			

Recommended Capital Investments by Phases

	Facilities*	Investments	Estimated Total Cost by Phase
Phase 1 (Years 1-5) Limited capital for FCA needs to keep facilities functional	Bonney Lake	Selected FCA Work	\$650,000 to \$720,000
	Eatonville	Selected FCA Work	
	Graham	Selected FCA Work	
	Parkland-Spanaway	Parking lot repair and drainage	
	Steilacoom	Selected FCA Work	
Phase 2 (Years 6 – 10) Full modernization and targeted building replacement	Buckley	All FCA work, and building refresh	\$56,900,000 to \$62,900,000
	Gig Harbor	All FCA work and remodel	
	Graham	Remodel and remaining FCA	
	Key Center	Build New	
	Parkland-Spanaway	Remodel and remaining FCA	
	South Hill	All FCA work and refresh	
	Steilacoom	Remodel and remaining FCA	
Phase 3 (Years 11-20) Major facility expansions and admin HQ	Tillicum	Build New	\$126,600,000 to \$139,500,000
	Administrative Center	Remodel, expansion and all FCA Work	
	Bonney Lake	Build New	
	Eatonville	Remodel, expansion and remaining FCA	
	Lakewood – Interim	Build New	
	Milton-Edgewood	Remodel	

STEP 5: Prioritize & Phase Investments

LEGEND

Remodel

THE RECONFIGURATION OF SPACE & UPGRADE OF BUILDING SYSTEMS

Refresh

UPDATES TO FINISHES & FURNITURE WITHOUT ALTERING LAYOUTS/ SYSTEMS

Phase 1 Detail

Year 1				Year 2				Year 3				Year 4				Year 5			
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
All: Explore strategy for funding projects including potential ballot measures																			
All: Explore service delivery alternatives for more remote areas including Anderson Island and Orting																			
University Place (15): Explore options for selling or leasing University Palace expansion space and align on who is responsible for parapet construction completion.				University Place (15): Cease any further investment in University Place Expansion space; sell or lease University Expansion Space to fund future projects				Explore potential of selling additional Graham land [right now not included in cost model]											
Gig Harbor (14), South Hill (5) and Key Center (8): Further explore potential high-expense condition issues				Tillicum (1): begin due diligence for new branch								Orting (4): Evaluate and identify best service model / facility type				Summit (3): Due diligence around combining Summit and Admin Center			
Steilacoom (6): High-priority Architectural and Plumbing FCA identified issues.				Eatonville (9): High-priority Architectural and Mechanical FCA-identified issues.															
Bonney Lake (7): Address wood trim (high-priority FCA identified issue).				Graham (11): High-priority Architectural and Plumbing FCA identified issues															
Parkland-Spanaway (2): Address high-priority parking lot drainage issues				Sumner (10): Finish new facility															

MEMO



Date: September 29, 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 Q3 2026 update on implementation of the Library's 2025-2029 Strategic Plan.

Similar to the Q2 2026 update, 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 Strategy 11: Build resilience through emergency preparedness: Integrate Library plans and resources into the Pierce County Emergency Management network planning.

In addition to the priority strategies identified in the Strategic Plan, we are building systems and best practices to support effective business management and achievement of Strategic Plan goals, including data collection, evaluation, and reporting. As part of this work, the Big Data Project is making progress on building a data entry and reporting tool. The project will transition the Library from decentralized data collection using Excel spreadsheets and manually built reports to Power BI, allowing for more timely, accurate, and specific reporting.

In response to the Board's request, discussion of the Strategic Plan will be added to the November Board meeting agenda, rather than October as initially considered. The discussion will include seeking Board input on which service key performance indicators (KPIs) you would like to see and how frequently they should be reported.

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.

In Q3, the project leadership identified the need to revisit customer outcomes and has been working with the team to more clearly articulate those outcomes. This minor pivot will strengthen the work as we move forward together as a Library team and shift our mental models and approach to customer service.

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:

- Identifying and refining desired customer outcomes.
- Develop a communications plan and internal campaign, foundational learning and awareness efforts, and engagement planning.

What's next:

- Anticipated rollout January 2027.

- **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:

- Restart this work in January 2027

- **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 is delayed due to limited staff capacity from leaves, vacancies, and competing organizational priorities.

- Internal communication and engagement.
- Socializing (internal) asset-based relational approach to partnerships and co-design principles.
- Testing and refining in-development structure and tools.

What's Next:

- Conduct Q4 consultation with the Administrative Team and Public Services Management Team, then refine the tiered partnership structure and related tools based on feedback.

-
- Consult Q4 with the Administrative Team on relationship definitions, then have department heads complete a scoped inventory exercise to confirm alignment with the definitions.
 - Refine tiered structure based on Q4 consults.
 - **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 (PCEM) network planning.

Work underway includes: Strategy 11 remains on track, with work advancing through coordinated internal planning and external emergency-management partnerships.

- The Readiness and Resilience Team is developing the PCLS incident response framework, including scenario testing, communication channels, staff training, and knowledge management.
- PCLS formalized an agreement giving Pierce County Emergency Management (PCEM) 24/7 emergency access to the Buckley location and expanded coordination through a Pierce County Amateur Radio Emergency Services (ARES) earthquake preparedness exercise at the Buckley location in October.

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 staff 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 broader staff 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:

- Advance the budget and purchasing framework to more consistently incorporate long-term planning, sustainability, and economic feasibility 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:

- Developing recommendations for revised core skills and qualities and leadership competencies.

- Consulted with Executive Team to gather feedback.
- Integrating new customer service model.
- Pivoted and updated HR plan to include training and development timing changes.

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)																								

New Business

MEMO



Date: October 6, 2026

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

From: Mary Stimson, Finance Director

Subject: 2027 Unbalanced General Fund Budget

General Fund

Thank you for the opportunity to continue the discussion of financial strategies related to the Levy Sustainability Fund (LSF) and the Library's broader fiscal outlook. The 2027 budget process continues with the development of an estimated unbalanced budget that incorporates updated revenue and expenditure assumptions, known operational needs, and the Library's long-term financial sustainability goals.

The preliminary 2027 General Fund budget reflects a \$2.1 million gap between projected revenues and planned expenditures. Revenues are currently projected at \$50.2 million, while expenditures are estimated at \$52.3 million. The expenditure forecast incorporates anticipated operating costs, contractual and staffing obligations, and other known budgetary impacts for 2027.

Capital Fund

The 2027 Capital Fund budget continues to be refined as capital needs and available funding sources are evaluated. Current estimates include planned investments in the Sumner Library, along with other identified capital needs.

Staff and the board will continue to evaluate options to appropriately fund these investments, including the use of available capital resources and other eligible funding sources, while considering the impact of capital decisions on the Library's overall financial position.

Cost Reduction and Efficiency Initiatives

Fiscal discipline remains an important component of the 2027 budget development process. Building on cost reduction and efficiency measures implemented or identified in prior years, staff continue to evaluate expenditures, operational efficiencies, vacancy and staffing strategies, contracts, and other opportunities to reduce ongoing costs while preserving core library services.

These efforts are incorporated into the 2027 budget projections and are an important part of the Library's strategy to narrow the structural gap between ongoing revenues and expenditures. Staff will also continue to monitor spending trends and projected 2026 year-end budget savings to identify opportunities to reduce reliance on the LSF.

Levy Sustainability Fund

The LSF remains an important component of the Library's overall financial strategy. As the 2027 budget is refined, the Board is asked to consider the appropriate role of the LSF in addressing the projected \$2.1 million General Fund gap, balancing near-term operating needs with the importance of preserving resources for long-term financial sustainability.

Use of the LSF can provide time to manage the structural imbalance and implement longer-term financial strategies. However, the LSF is a finite resource and does not replace the need to align ongoing expenditures with sustainable ongoing revenues.

Next Steps

Staff will continue to refine revenue and expenditure assumptions, monitor 2026 year-end spending, identify cost-reduction opportunities, and assess funding strategies for operating and capital needs. Together with Board guidance, this work will shape the Library's longer-term financial strategy, including the appropriate use of LSF resources and the actions needed to achieve a sustainable balance between service priorities, revenues, and expenditures.

Staff will present this information at the October meeting.

MEMO



Date: October 1, 2026

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

From: Mary Stimson, Finance Director

Subject: 2027 Levy Certificate and Implicit Price Deflator

Attached are the preliminary levy certificate issued by Pierce County Assessor-Treasurer's Office and Department of Revenue's (DOR) report regarding this year's Implicit Price Deflator (IPD).

The preliminary levy certificate applied the 1% increase (line A) and new construction. The bottom-line increase calculates to \$1,209,514 for the 2027 budget. DOR reported the IPD to be 3.876% (last year it was 2.44%). Washington State laws limit property tax increases over the previous year to 1.00% or the Implicit Price Deflator, whichever is less, plus new construction and other factors. For the 2027 budget, because the IPD is greater than 1%, property taxes can increase by up to 1% without the governing body issuing a substantial need resolution.

New construction came in similar to the previous two years at \$630,643. We project this to drop over the next three years, due to the construction climate having slowed.

For the mill rate, the district's property values increased by 1.39%, which means the mill rate went down from 32.01¢/\$1,000 Assessed Value (AV) to 32.36¢/\$1,000 AV. While properties were assessed slightly higher than projected rates, indications continue to show a plateau in growth rates. These projections can change dramatically in one year's time.

City of Lakewood's Tax Increment Financing (TIF) doubled over the previous year, from \$6,127 to \$13,739. TIF calculations show its amount reaching \$226,000 during the final year of its effect.

No action is required now, as the certificate does not need to be submitted until after the November Board meeting.



Pierce County
Marty Campbell, Assessor-Treasurer

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 ATLAS (253) 798-3333
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PRELIMINARY LAWFUL LEVY LIMIT 2026 FOR 2027

RURAL LIBRARY
> 10,000
Joint

REGULAR TAX LEVY LIMIT:

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	2025 47,803,775.47 1.01 48,281,813.22
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,972,855,735 0.319660000000 630,643.06
C. Tax increment finance area increment AV increase (RCW 84.55.010(1)(e)) Current Year's A.V. less base year's A.V. , the result to be multiplied by last year's regular levy rate (or the rate that should have been levied)	223,642,886.00 180,661,540.00 42,981,346.00 0.319660000000 13,739.42
D State assessed property value in original district, if annexed, less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied). PRIOR YEAR ADDITIONAL REVENUE AS AN ESTIMATE	985,779,116 985,779,116 0.00 0.319660000000 12,148.51
E REGULAR PROPERTY TAX LIMIT (A + B + C)	48,938,344.22

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

F To find rate to be used in G, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	48,938,344.22 151,225,908,369 0.323610846473
G Annexed area's current assessed value including new construction and improvements times rate found in F above.	0.00 0.323610846473 0.00
H NEW LEVY LIMIT FOR ANNEXATION (E + G)	48,938,344.22

LEVY FOR REFUNDS:

I RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (E or G + refund if any)	48,938,344.22 74,945.52 49,013,289.74
J TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT	49,013,289.74
K Amount of levy under statutory rate limitation.	151,225,908,369 0.500000000000 75,612,954.18
L PRELIMINARY LAWFUL LEVY FOR THIS YEAR	49,013,289.74

IPD Rate for Taxes Due in 2026

What is the rate of inflation (IPD rate) for 2026?

The rate of inflation (IPD rate) for property taxes due in 2026 is 2.44%.

What is the limit factor for 2026, provided the taxing district adopts a resolution/ ordinance authorizing an increase over the prior year's levy?

For the state and taxing districts with populations of 10,000 or greater, the limit factor for property taxes due in 2026 is 101%. The definition of the limit factor for these districts is 100% plus the lesser of the rate of inflation or 1%.

For taxing districts with populations under 10,000, the limit factor for property taxes due in 2026 is 101%.

How is the rate of inflation (IPD rate) calculated?

The rate of inflation is the percent change in the implicit price deflator for personal consumption as published by the Bureau of Economic Analysis by September 25.

The most recent publication available on September 25 was the September publication. For this reason, we used the second quarter values to calculate the percent change in the implicit price deflator for personal consumption for taxes due in 2026.

We calculate the percent change by dividing the Quarter 2, 2025 number by the Quarter 2, 2024 number, subtracting one, and then multiplying by 100. We used the following values in the calculation this year:

Period	Percent change
Quarter 2, 2024	123.401
Quarter 2, 2025	126.416

MEMO



Date: September 25, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Proposed 2027 Board Meeting Schedule

In accordance with the Bylaws, which state: *“Regular monthly meetings of the Board shall be held on a day and time to be established by the Board determined annually and changed accordingly by a simple majority of the Board with public notice. A resolution scheduling recurring meetings for the year will be approved on or before the December meeting,”* the Board of Trustees will adopt a resolution in November to establish its meeting schedule for 2027.

As required by the Open Public Meetings Act (OPMA) ([RCW 42.30.230](#)), all Board meetings must be held in a physical location, with remote access as an optional supplement. Trustees are encouraged to review [The Open Public Meetings Act publication \(pdf\)](#) for a comprehensive overview of procedural requirements, executive sessions, exemptions, and penalties.

Currently, meetings are held on the second Wednesday of each month at 3:30 p.m. at the Administrative Center.

Trustees are asked to consider the following:

- **Meeting Locations:** Is there continued interest in hosting meetings at branch locations throughout the system? If meetings are scheduled at branches, staff request that at least a quorum of Trustees attend in person to ensure proper notice and compliance.
- **Meeting Time:** Trustees are welcome to revisit the current meeting time. Balancing the needs of the Board, staff, and the public can be challenging. If a different time would support greater in-person attendance, staff will accommodate an alternative schedule and location.
- **July Meeting:** As the Board elected this year, is there interest in eliminating the July meeting from the schedule in 2027.

For discussion at the October meeting, scheduling options for 2027 are attached. A final resolution will be presented for approval in November.

Proposed 2027 Meeting Schedule

January 13, 2027
 February 10, 2027 – branch location TBD
 March 10, 2027
 April 14, 2027
 May 12, 2027 – branch location TBD
 June 9, 2027
 July 14, 2027
 August 11, 2027 – branch location TBD
 September 8, 2027
 October 13, 2027
 November 10, 2027 – branch location TBD
 December 8, 2027

Board Meeting Schedule Decisions

Decision	Option A	Option B	Board Selection
Meeting locations	Hold all meetings at the Administrative Center	Hold four meetings at branch locations and the remaining meetings at the Administrative Center	☐ Option A ☐ Option B
Meeting start time	Start all meetings at 3:30 p.m.	Start all meetings at 6:00 p.m.	☐ Option A ☐ Option B
July 14, 2027, meeting	Hold the meeting as scheduled	Cancel the meeting due to vacation schedules	☐ Option A ☐ Option B

MEMO



Date: September 11, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Trustee Vacancy 2027

Trustee Pat Jenkins' second and final five-year term will expire on March 31, 2027. Under state law, trustees may serve no more than two consecutive terms and therefore Trustee Jenkins is not eligible for reappointment. His final regular Board meeting is anticipated to be March 10, 2027. As a result, the Board will need to recruit and recommend a candidate to fill the upcoming vacancy.

To support this process, the Board is invited to discuss the experience, skills, perspectives, and community representation that would strengthen the Board's ability to provide effective governance, fiscal oversight, and strategic leadership for the Library District.

Input gathered during the October Board meeting will be used to inform the recruitment plan, outreach strategy, and application materials. Efforts will focus on attracting a diverse and qualified pool of applicants. Consistent with past practice, two Trustees will be needed to serve on the selection committee.

Questions to consider in the discussion might include:

What skills, experiences, perspectives, and community representation should be prioritized in recruiting candidates for the upcoming trustee vacancy?

Vacancy Process Timeline

Advertise Vacancy – December 2026

Interview Candidates – January 2027

Recommendation to County Executive – January

County Appointment Process – February/March

Orientation – March

New Trustee Term Begins – April

Attached are a copy of the Trustee Roles and Responsibilities and the updated Trustee Appointment Process for review and discussion.

Trustee Appointment Process Overview

Background:

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

Procedure:

1. Preparation & Needs Assessment

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

2. Development of Appointment Materials

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

3. Public Announcement & Outreach

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

4. Committee Finalization and Candidate Selection

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

5. Recommendation to County

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

6. Orientation & Introduction of New Trustee

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

LIBRARY TRUSTEE – SKILLS, QUALIFICATIONS, ROLES & RESPONSIBILITIES

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

Principles of Governance

The Board:

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

Skills and Qualifications

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

Board Responsibilities

As a governing body, the Board is responsible for:

A. Policy and Oversight

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

B. Financial Stewardship

- Approve the annual budget and monitor financial health.

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

C. Strategic Direction

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

D. Executive Director Oversight

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

E. Facilities and Capital Assets

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

F. Community Representation and Advocacy

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

Responsibilities of Individual Trustees

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

Trustee Conduct

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

Management Reports

MEMO



Date: September 22, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Library Trends – Sustainable Libraries: Greener Buildings, Lower Long-Term Costs

This memo responds to the Trustees’ request for ongoing insights into modern library trends. This month’s topic examines sustainable library design: how energy-efficient systems, durable materials, adaptable spaces, and climate-responsive features can reduce long-term operating costs, protect public investment, and strengthen community resilience. For PCLS, sustainability means making practical choices that protect public resources and support reliable service, not simply adding visible green features or earning a certification.

What Sustainable Library Design Means

Sustainable library design applies environmental, financial, equity, and resilience considerations across the full life of a facility. It includes efficient use of energy and water, durable and healthy materials, adaptable spaces, responsible maintenance, and designs that help facilities remain safe and useful during changing conditions and emergencies. Green building certifications can support this work, but they are tools for documenting performance rather than goals in themselves.

LEED is the most widely recognized U.S. green building rating system and evaluates factors such as site design, water use, energy performance, materials, indoor environmental quality, and innovation. Depending on the project, Passive House¹, zero-energy standards, building-performance benchmarking, or lifecycle analysis may be equally or more useful. The appropriate tool should be selected based on the facility, budget, and desired outcomes. At PCLS, the University Place Pierce County Library is LEED Silver and the new Sumner Pierce County Library will also achieve the Silver certification.

Why This Is a Defining Trend

Library buildings are long-lived public assets whose operating, maintenance, and replacement costs continue for decades. At the same time, communities increasingly need trusted public spaces that remain healthy, accessible, and useful during heat, smoke, severe weather, and other disruptions. The strongest

¹ “Passive [House] Building Principles

Passive building is a set of design principles for attaining a rigorous level of energy efficiency while also creating comfortable indoor living spaces. These principles can be applied to all buildings, including single-family homes, multifamily apartment buildings, schools, skyscrapers and more.” <https://www.phius.org/passive-building/what-passive-building/passive-building-principles>



library projects therefore combine efficient building performance with lifecycle affordability, adaptable design, and community resilience.

This trend directly advances PCLS Strategic Plan Goal 4, Build a Sustainable Future. It supports environmental stewardship by reducing resource use; financial sustainability by considering lifecycle costs, maintenance needs, and long-term operating impacts; social equity by maintaining healthy and accessible spaces; and community resilience by preparing facilities and services to remain useful during disruptions.

Implications for Capital Planning and Comprehensive Capital Plan (CCP) Strategic Roles

For PCLS, the practical question is not whether a project includes visible green features, but whether the investment improves performance and public value over the life of the asset. Future project evaluation can consider projected energy and water use, utility and maintenance costs, equipment life and replacement needs, indoor environmental quality, adaptability, resilience to local hazards, and available incentives or grants. This lifecycle approach can distinguish durable savings and service benefits from features that increase initial cost without comparable long-term value.

CCP Strategic Roles: Community Risk Mitigator and Civic Resource Connector

Durable, healthy, and adaptable facilities protect public investment and preserve access over time. Facilities designed for local hazards and changing conditions can also connect residents with trusted information, partners, and resources before, during, and after disruptions.

The near-term opportunity is to embed sustainability criteria into work already underway rather than create a separate portfolio of green projects. Capital planning, facility maintenance, purchasing, budgeting, and project review can use a common set of lifecycle cost, environmental performance, equity, and resilience considerations. Establishing a small baseline of available measures such as energy and water use, utility costs, equipment life, and avoided costs would support consistent decisions and future reporting.

Sustainable Libraries: Greener Buildings, Lower Long-Term Costs		
Mount Vernon Library Commons 	Passive House - How Passive House Certification Energized a Rural Library Buildings	Passive House design cuts energy use by about 75% compared with code requirements, reducing long-term operating costs. An ultra-efficient building envelope with high insulation, airtight construction, and high-performance windows minimizes heating and cooling needs An all-electric design with rooftop solar supports

		decarbonization and renewable energy generation. Low-carbon materials were prioritized, reducing the building's embodied carbon by more than 40% Sustainability investments also improve comfort, providing better air quality, consistent temperatures, and quieter interior spaces.
Daybreak, Salt Lake County Library (UT) – 	Living Building Salt Lake County Library at Daybreak - Living Future	The Salt Lake County Library at Daybreak in Utah is the first public building in the state to achieve Living Building Challenge (LBC) 4.0 Zero Energy certification, blending high-performance sustainability with community-focused design. LEED Gold v4, ILFI Zero Energy, LBC 4.0 Green roof, native landscapes, PV canopy, ground-source HVAC, maker spaces
Missoula Public Library (MT) – Green Roof 	A Green Roof for MPL - Missoula Public Library Green by Design - Missoula Public Library	Award winning environmentally sustainable design building, now embarking on new phase, Green Roof project. Living, climate-resilient green roof: Uses rooftop vegetation to capture stormwater, reduce urban heat, lower energy use, and support carbon sequestration. Sustainable building performance: Helps moderate building temperatures and improves overall energy efficiency. Community learning opportunity: Provides hands-on education about urban sustainability, green infrastructure, and climate adaptation.

		Enhanced visitor experience: Adds accessible outdoor space and wellness-focused amenities for library users. Model of environmental stewardship: Demonstrates how libraries can incorporate climate-resilient design into public facilities.
Anythink Nature Library (CO) 		The Anythink Nature Library’s sustainability guidelines combine eco-friendly building systems, biophilic design, Indigenous cultural guidance, and community-driven environmental education to create a model for a sustainable, nature-centered public space in Colorado
Winthrop Library, NCW Libraries (WA) 	Sustainable Design Case Study NEW Draft: Winthrop Library Sustainable Design Report	The Winthrop Library’s environmental features include advanced air filtration, weatherized construction, renewable energy systems, native landscaping, wildfire-resilient design, and educational gardens — all integrated into a community-driven, sustainable civic space

Conclusion

Sustainable libraries are not defined by a single certification, technology, or construction project. They result from disciplined choices that balance building performance, long-term affordability, social equity, and community resilience. Applying those considerations consistently can help PCLS protect public investment, reduce avoidable operating costs, maintain healthy and adaptable public spaces, and make future capital decisions more transparent and durable.

MEMO



Date: October 2, 2026

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

From: Alison Eckes, Customer Experience Director, Programs and Services
Blythe Summers, Programs and Services Manager, Youth and Family Services

Subject: 2026 Summer Reading Report

This year's Summer of Stories reading program created meaningful opportunities for children, teens and adults to experience the joy of reading, learning and connecting with one another.

The attached impact report highlights 2026 program goals, participation, reach, and impact.

While overall participation was lower this year, teen participation increased following changes to program design and engagement strategies shaped by teen voice. Participation remains an important measure of reach, and we continue to track participation trends while broadening our evaluation to deepen our understanding of participants' experiences, who we are engaging, and the program's broader impact.

Ongoing capacity building to strengthen community engagement, marketing and communication, and measurement and evaluation creates opportunities to engage new audiences, measure and demonstrate impact, and inform future program design. We will continue to evaluate and refine the program to ensure it meets the evolving needs of Pierce County residents and advances our strategic priorities in literacy, arts and culture, equity, and sustainability.



Summer of Stories artwork by local artist Angela Larsen

Summer Reading

BY THE NUMBERS

Pierce County Library's Summer Reading Program celebrates our county's diverse communities and the transformative power of stories.

22,827



Participants

6,216

Return engagement

14,386

Books Given Away

Building Home Libraries

Research shows that home libraries have the power to boost academic learning, prevent summer learning loss, grow stronger imaginations, build empathy, and correlate to better job success and cognitive health later in life.

We increased book giveaways to kids from low income families by 62%.

On the Road



Reducing barriers to library services

3,921

Library connections with people in the community

139

Community site visits

14,100 people

came to **810** programs in the Library and community.

Summer Reading Outcomes

Program Outcomes

Our Goal:

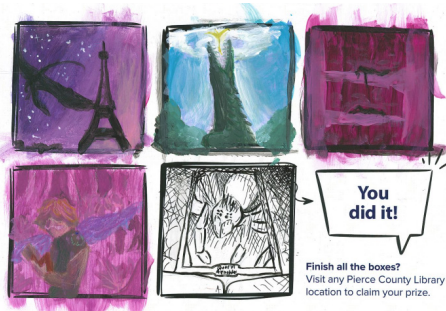
Summer Reading sparks curiosity and participants spend sustained time reading and learning.

The Result:

96% felt encouraged to explore their curiosity through reading and learning

- "I spent a whole 3 days reading which I have never done." - teen participant
- "Since having another baby, we have been so busy and not reading as much, so having the days to check off has reminded and encouraged us to read together every day."
- "Since [my child] join[ed] the [Summer Reading Program] she gets interested in learning and speaking English. I'm so proud of her. Thank you, Library!"
- "I read books I wouldn't normally read. And I enjoyed it! And I was surprised." -adult participant

Teens get creative filling out their Summer Reading log.



Summer Reading is made possible thanks to the generosity of the Pierce County Library Foundation, Florence B. Kilworth Foundation, D.V. and Ida J. McEachern Charitable Trust and the Gig Harbor Garden Tour.



Summer Reading Events

Our Goal:

Kids and teens access free programs that allow them to engage their imaginations, explore and learn about topics that interest them.

The Results:

2507
INDIVIDUALS

Attended 69 Summer Reading youth programs offered by local guest presenters.

94%
OF FAMILIES

Surveyed said that the program helped them connect with others in their community.

91%
OF TEENS

93%
OF TEENS

Surveyed said they explored something they liked or wanted to know more about.

98%
OF KIDS

95%
OF TEENS

Surveyed said they would recommend the programs to other youth.

MEMO



Date: October 6, 2026

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

From: Gretchen Caserotti, Executive Director
Brian Lee, Information Technology Director

Subject: Federal Policy Changes and Potential Funding Risks

This memo provides the Board with an early overview of two federal policy developments that could affect PCLS funding eligibility, technology costs, and administrative requirements. Both matters remain under review, and no final requirements or financial impacts have been established. Staff are monitoring developments and preparing for potential implications. No Board action is requested at this time.

Federal Policy Developments

Proposed SAM.gov eligibility certifications. The General Services Administration has proposed changes to SAM.gov registration and renewal requirements for recipients of federal financial assistance. The proposed language includes certifications related to diversity, equity, and inclusion; immigration; and public safety. Final language, timing, implementation, legal outcomes, and applicability to PCLS remain uncertain. If implemented, the requirements could delay registration or renewal while PCLS determines whether and how it can certify compliance and documents the basis for any certification.

Federal review of E-Rate. The Federal Communications Commission is reviewing the effectiveness and future need for the E-Rate program, including whether funding should continue at current levels and whether additional federal requirements should be attached to participation. No final changes have been adopted. E-Rate supports PCLS broadband connectivity, network infrastructure, and cybersecurity, so program reductions or new eligibility requirements could create material financial and operational impacts.

Why E-Rate matters to PCLS

- PCLS receives substantial value from E-Rate and related federal support:
- 90% discount on eligible internet and Wide Area Network services and 85% discount on eligible broadband equipment, software, support, and installation.
- Approximately \$1.6 million received or committed over the past three program years.
- Annual Internet and WAN costs reduced from approximately \$289,000 to \$28,900.
- A \$714,000 network switch and firewall replacement project supported by approximately \$608,000 in E-Rate funding, leaving an estimated PCLS cost of \$106,000.
- Up to \$850,000 available during the 2026-2030 Category 2 funding cycle.
- More than \$500,000 in cybersecurity products and services through the Cybersecurity Pilot Program, with an approximately \$50,000 local contribution.

Potential Implications

A reduction or elimination of E-Rate support could result in approximately \$300,000 in additional annual costs, higher capital requirements for network equipment replacement, reduced funding for future cybersecurity investments, and greater pressure on the operating budget. New SAM.gov certifications could also affect the timing or availability of federal funding that depends on an active registration, including E-Rate administration and future federal capital funding opportunities.

Staff Response and Next Steps

- Monitor federal actions, legal developments, final requirements, and implementation timelines.
- Coordinate legal, administrative, technology, and leadership review of potential compliance, mission, financial, reputational, and operational implications.
- Participate in countywide and statewide coordination and communicate with federal delegation staff and affected community partners.
- Submit comments regarding E-Rate individually and through Public Libraries of Washington.
- Submit impact statements to the FCC on their proposed rulemaking process.
- Incorporate potential impacts into budget and capital planning and return to the Board when a material decision or confirmed impact emerges.

Future Board Considerations

If federal requirements are finalized and apply to PCLS, staff will return with updated analysis and clearly defined options. Potential decision points could include whether to accept or decline affected funding, whether legally and operationally appropriate changes are needed to maintain eligibility, and how to address confirmed budget or service impacts. Staff are not recommending an option at this time.

MEMO



Date: September 30, 2026

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

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

Subject: Labor and Industries Inspection and Citations

In May this year, the Library received notice from Washington State Department of Labor and Industries (“L&I”) that it had received an anonymous complaint, which stated that PCLS (the “Library”) was “not providing Hepatitis B vaccines to employees” and that “HR said they are not aware of the requirement.” It also stated that the Library was “not providing employees a statement form for employees who decline vaccination.” Throughout the next three months, Staff Experience worked directly with L&I through an inspection process. The Library provided inspectors information on its safety programs and documentation related to its Hepatitis B vaccination processes to allow them to complete their inspections. The inspection concluded in July.

Subsequently, the Library received a notice from L&I in August stating that it was receiving two citations of the Washington Administrative Code (“WAC”). The first was a violation of WAC 296-823-13005(1) which is categorized as “serious”. The second was a violation of WAC 296-823-13005(4) which is categorized as “general”. The serious violation included a fine of \$2,569.00. The two WAC subsections state that (1) “employers must make sure that the hepatitis B vaccination series is available to all employees who have occupational exposure” and (2) “require employees to sign declination forms for employees who decline to receive the vaccination.” L&I determined that the Library has some classifications that may have occupational exposure to blood or other potentially infectious materials. The determination required corrective action and documentation: the Library must “make the hepatitis B vaccination series is available to all employees who have occupational exposure and provide a copy of signed declination forms from employees who decline to receive this declination.”

The Library has a safety program and process to provide this vaccine to new hires and asks employees to opt in. These processes were vetted and reviewed by the Library’s third party safety administrator and legal counsel. These citations clarified the interpretation for job classifications with occupational exposure. The Library revised its processes and safety programs to comply immediately. The Library also filed an appeal on September 9 to request further review and consideration of the level of violation and monetary fine.

The Library completed its abatement with documentation of compliance on September 28, 2026. As with other audits, the Library takes the opportunity to learn from this experience to evaluate and improve our processes and to better understand legal interpretation and application of WACs to the Library and staff.

MEMO



Date: October 6, 2026

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

From: Gretchen Caserotti, Executive Director

Subject: Wildaire Property Concerns

This memo provides the Board with an update regarding security concerns at the former Lakewood Library property following the theft of temporary fencing and subsequent concerns expressed by community members regarding unauthorized use of the site.

In late July, administrators were alerted that the temporary fencing surrounding the property had been removed. Upon inspection, staff determined that the fencing had been stolen overnight and observed graffiti, litter, and other signs of unauthorized activity on the site. Community members subsequently raised concerns regarding potential encampments and the overall security of the vacant property.

In response, staff implemented several measures to secure the property. Overnight patrols by the Library's contracted security provider were expanded, including routine walkthroughs of the site and photographic documentation of patrol activity. Library administration also updated an agreement with the Lakewood Police Department authorizing officers to remove unauthorized individuals from the property when necessary.

At the same time, staff worked with the City of Lakewood to obtain approval for a more durable fencing solution. This process required identifying a qualified vendor and securing the necessary approvals for installation. Project cost for cleanup and installation was \$38,000 with \$1,370 in permit fees. Although the insurance policy covers fencing when a building is present, it does not cover theft at the vacant site.

Facilities staff successfully obtained City approval to install permanent fencing, including a vehicle access gate. The new fencing has been installed, and signage will clearly prohibit trespassing, overnight camping, and unauthorized vehicles or activities on the site. Staff believe these measures substantially improve the security of the property and address concerns regarding unauthorized access.

The Library has received suggestions that the property be opened for temporary public use until a future library facility is developed. Staff evaluated this concept and determined that doing so would require additional City review and potentially significant investment in site improvements, landscaping, utilities, parking, security, maintenance, and insurance. In addition, the Library does not have statutory authority to create or operate a public park. For these reasons, staff do not recommend pursuing interim public use of the property.