

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
March 9, 2022 | 3:30 PM

This is a Virtual Meeting. Attendees may join via either:

- **Phone:** Dial+1.253.215.8782 | Webinar ID: 853 3159 8218 | Passcode: 305939; or
- **Web browser** (Zoom user account is required to join via web browser):
[https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09](https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09;); or
- **App** (Zoom user account is NOT required if joining by app) (Windows App | iPad / iPhone App | Android App)
<https://us06web.zoom.us/j/85331598218?pwd=TVRWcEVYTFY3N0tod0FSa1ZBV2xqQT09>

3:30 pm	02 min.	Call to Order: Jamilyn Penn, Chair	
3:32 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please submit comments in writing (including your Name, Address and Topic) to pmcbride@piercecounitylibrary.org by 2 pm on March 9. Comments will be read aloud to the Board. Time limit for comments is three minutes.</i>	
3:37 pm	03 min.	Consent Agenda <ol style="list-style-type: none"> 1. Approval of Minutes of February 9, 2022, Regular Meeting 2. Approval of February 2022 Payroll, Benefits and Vouchers 3. Polaris Annual Maintenance Renewal 4. Dell Switch and Routers Annual Renewal 5. Lakewood Library Fire Panel Replacement 6. Resolution 2022-03: To Declare Furnishings and Equipment Surplus to Public Service Needs 7. Resolution 2022-04: To Declare Furnishings and Equipment Surplus to Public Service Needs 	Action
3:40 pm	15 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss collective bargaining matters.</i>	Action
3:55 pm	15 min.	New Business <ol style="list-style-type: none"> 1. Ratification of 2022-2024 Collective Bargaining Agreement, Chereé Green 	Action
4:10 pm	05 min.	Board Member Reports	
4:15 pm	10 min.	Routine Reports <ol style="list-style-type: none"> 1. Fundraising Performance Report, Dean Carrell 2. Metrics Dashboard, Melinda Chesbro 3. January Financial Report, Cliff Jo 4. Customer Experience Services Report, Connie Behe, Kayce Hall and Alison Eckes 	
4:25 pm	05 min.	Officers Reports <ol style="list-style-type: none"> 1. Local 3787 Election Results 2. Special Election Results 3. Trustee Reappointment 4. 2020 Audit Update 5. DRS Audit 	
4:30 pm	10 min.	Unfinished Business <ol style="list-style-type: none"> 1. Executive Director Recruitment Update, Cheree Green 	
4:40 pm	15 min.	Executive Session <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to evaluate the qualifications of final applicants for the position of Executive Director.</i>	Action
4:55 pm	10 min.	Unfinished Business (cont.) <ol style="list-style-type: none"> 1. Executive Director Recruitment Update, Cheree Green 	Action
5:05 pm	01 min.	Announcements	
5:06 pm		Adjournment	Action

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – FEBRUARY 9, 2022**



CALL TO ORDER

Chair Jamilyn Penn called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:35 pm. Board members present were Pat Jenkins, Neesha Patel and Pam Duncan. Abby Sloan joined at 3:49 pm. Trustee Duncan joined the meeting at 4:10 pm. The meeting was conducted virtually due to the Safe Start Washington Reopening Plan to slow the transmission of the coronavirus.

PUBLIC COMMENT

John Ufford, Steilacoom resident and President, Board of Directors, Friends of Steilacoom Library submitted a comment regarding reopening meeting rooms, and Friends of the Library book sales.

CONSENT AGENDA

1. Approval of Minutes of January 12, 2022, Regular Meeting
2. Approval of January 2022 Payroll, Benefits and Vouchers

Trustee Patel moved for approval of the consent agenda. Trustee Sloan seconded the motion and it was passed.

BOARD MEMBER REPORTS

There were no Board Member Reports.

ROUTINE REPORTS

Fundraising Performance Report – Foundation Director Dean Carrell reported the Foundation has raised \$37,638 toward the 2022 overall goal of \$453,000 and \$12,287 toward their annual fundraising goal of \$365,000.

December Financial Report – Finance and Business Director Clifford Jo provided an overview of the financial reports.

Customer Experience Services Report – Customer Experience Deputy Director Connie Behe praised her staff for providing support to Library customers and treating them with dignity and respect.

UNFINISHED BUSINESS

Executive Director Recruitment Update – Staff Experience Director Cheree Green reported 14 applications were received and 12 applicants met the qualifications of the position. The search committee has moved 7 semifinalists forward for interviews, with a goal of advancing 2-4 candidates for final interviews being held on March 7 and 8.

NEW BUSINESS

Trustee Reappointment – Pat Jenkins

Trustee Jenkins expressed interest in serving a second term. Chair Penn noted Trustee Jenkins has been instrumental in providing guidance to other trustees and strongly supported his reappointment. These sentiments were echoed by the Board.

Executive Director thanked Jenkins for his commitment, time, energy and investment in the Library through his service.

Trustee Jenkins said he is looking forward to continuing working with the trustees and the Library.

2022 Foundation/Library Agreement and Addendum

Trustee Patel moved to authorize Georgia Lomax to sign the Foundation Addendum as presented.

Trustee Jenkins seconded the motion. Motion carried.

Cash Free Services

Discussion ensued regarding whether the Library should permanently extend the COVID temporary elimination of fines and fees. The Board asked the Library to move ahead with an implementation plan that includes processes to ensure good stewardship and return of materials without the use of financial penalties. Trustees overwhelmingly agreed this action would benefit the community and ensure equitable access to library materials and aligned with the Library's guiding principles.

Director Lomax thanked the trustees, noting the Library would keep the Board informed.

EXECUTIVE SESSION

At 4:36 pm, Trustee Sloan moved to recess to Executive Session, per RCW 42.30.110, to discuss collective bargaining matters for approximately 15 minutes. Trustee Patel seconded the motion. Motion carried. The session ended at 4:45 pm.

ADJOURNMENT

The meeting was adjourned at 4: 46 pm on motion by Trustee Jenkins seconded by Trustee Sloan.

Georgia Lomax, Secretary

Jamilyn Penn, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
February 2022**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	10061 - 10064	2/7/2022 - 2/22/2022	\$ 4,534.23
Electronic Payments - Payroll & Acct Payable		2/7/2022	\$ 950,754.54
Electronic Payments - Payroll & Acct Payable		2/22/2022	\$ 935,655.17
Accounts Payable Warrants	702482 - 702577	2/4/2022 - 2/25/2022	\$ 1,151,105.20
Total:			\$ 3,042,049.14

As of 3.2.2022

ALL CHECKS

CHECK DATE FROM: 02/01/2022 TO: 02/28/2022

CHECKING ACCOUNT: 999.000.000.000.111100

EMP #	NAME	ISSUED	ST	CHECK #	AMOUNT
1388	STARR, MELISSA	02/07/2022	C	10061	1,278.12
1393	DAHLIN, GABRIELLA	02/22/2022	C	10062	1,022.08
1396	HOWELL, YASMIN	02/22/2022	C	10063	1,320.20
1390	MYGATT, DEVIN	02/22/2022		10064	913.83
TOTAL CHECKS				4	4,534.23

** END OF REPORT - Generated by MEGAN TURNER **

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 2/7/22 Payroll

Withdrawal Date: 2/7/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	74,483.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	62,171.68
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	62,171.68
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	591,229.31
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,010.88
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	54,924.78
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	83,942.04
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,007.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,792.62
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	503.97
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,516.23
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 950,754.54

Certification:

Stacy Karabotsos
 Signature (Department Designee)
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2/3/2022
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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Contact Name: Stacy Karabotsos
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 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 2/22/22 Payroll

Withdrawal Date: 2/22/2022

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	73,325.93
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	60,666.40
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	60,666.40
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	583,771.75
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,704.55
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	53,841.12
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	82,305.11
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	6,107.50
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	2,653.99
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	203.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	1,500.00
PCL_Company	Columbia Bank Balance Adjustment	237100	CC_Library_District	697-00	5100000	(1,091.18)
Total Deposit						\$ 935,655.17

Certification:

Stacy Karabotsos
 Signature (Department Designee)
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2/17/2022
 Date

Comments:

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702482	02/04/2022	PRINTED	432	CITY OF BONNEY LAKE , WA	0.00	274.56	02/11/2022
702483	02/04/2022	PRINTED	638	CITY OF BUCKLEY	0.00	250.51	02/15/2022
702484	02/04/2022	PRINTED	685	COLUMBIA BANK	368.73	0.00	
702485	02/04/2022	PRINTED	124	CONSOLIDATED TECHNOLOGY SERVICES	0.00	585.00	02/15/2022
702486	02/04/2022	PRINTED	1001	DATA QUEST LLC	0.00	225.00	02/17/2022
702487	02/04/2022	PRINTED	2118	NATALIE DAVENPORT	400.00	0.00	
702488	02/04/2022	PRINTED	163	DEPARTMENT OF LABOR & INDUSTRIES	0.00	28.40	02/11/2022
702489	02/04/2022	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY LIBRARIES	0.00	125.00	02/23/2022
702490	02/04/2022	PRINTED	371	ELMHURST MUTUAL POWER & LIGHT CO	0.00	2,207.18	02/11/2022
702491	02/04/2022	PRINTED	374	EMPLOYMENT SECURITY DEPARTMENT	0.00	2,951.11	02/11/2022
702492	02/04/2022	PRINTED	405	FLOHAWKS	0.00	3,624.79	02/14/2022
702493	02/04/2022	PRINTED	460	GRAY MEDIA PRODUCTIONS LLC	0.00	800.00	02/15/2022
702494	02/04/2022	PRINTED	482	HERMANSON COMPANY LLP	0.00	28,357.76	02/10/2022
702495	02/04/2022	PRINTED	710	IRON MOUNTAIN INC	0.00	546.62	02/11/2022
702496	02/04/2022	PRINTED	6	CITY OF LAKEWOOD	0.00	500.00	02/11/2022
702497	02/04/2022	PRINTED	216	CITY OF MILTON	0.00	935.96	02/11/2022
702498	02/04/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	145.00	02/10/2022
702499	02/04/2022	PRINTED	540	PARKLAND LIGHT & WATER	0.00	176.19	02/11/2022
702500	02/04/2022	PRINTED	552	PENINSULA LIGHT CO	0.00	665.67	02/10/2022
702501	02/04/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	293.96	02/11/2022
702502	02/04/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	6,013.25	02/09/2022
702503	02/04/2022	PRINTED	782	QUALITY BUSINESS SYSTEMS INC	0.00	652.52	02/15/2022
702504	02/04/2022	PRINTED	61	RICOH USA INC	0.00	1,634.41	02/14/2022
702505	02/04/2022	PRINTED	2184	THE ROOT AND THE LOOM LLC	0.00	50.00	02/23/2022
702506	02/04/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	154.00	02/17/2022
702507	02/04/2022	PRINTED	285	CITY OF SUMNER	0.00	1,090.44	02/10/2022
702508	02/04/2022	PRINTED	579	TK ELEVATOR	0.00	3,189.33	02/14/2022
702509	02/04/2022	PRINTED	595	TYLER TECHNOLOGIES INC	0.00	1,280.00	02/11/2022
702510	02/04/2022	PRINTED	2015	WEX BANK	0.00	2,699.53	02/14/2022
702511	02/04/2022	PRINTED	819	WHITWORTH UNIVERSITY LIBRARY	90.00	0.00	
702512	02/07/2022	PRINTED	314	AFSCME AFL-CIO	0.00	6,974.74	02/15/2022
702513	02/07/2022	PRINTED	335	AWC EMPLOYEE BENEFIT TRUST	0.00	263,011.41	02/16/2022
702514	02/07/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	0.00	2,792.62	02/23/2022
702515	02/07/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	615.16	02/14/2022
702516	02/10/2022	PRINTED	314	AFSCME AFL-CIO	0.00	6,855.57	02/15/2022
702517	02/11/2022	PRINTED	341	BAKER & TAYLOR	0.00	29,532.50	02/17/2022
702518	02/11/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	138.63	02/17/2022
702519	02/11/2022	PRINTED	998	CINTAS CORPORATION	0.00	898.48	02/22/2022
702520	02/11/2022	PRINTED	671	CITY OF LAKEWOOD ALARM PROGRAM	0.00	100.00	02/23/2022
702521	02/11/2022	PRINTED	369	EHS-INTERNATIONAL INC	0.00	7,890.00	02/15/2022
702522	02/11/2022	PRINTED	2187	GLENBROOK SOUTH HIGH SCHOOL LIBRARY	0.00	15.00	02/18/2022

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702523	02/11/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	613.36	02/22/2022
702524	02/11/2022	PRINTED	2156	MFR LAW GROUP, PLLC	0.00	8,881.50	02/16/2022
702525	02/11/2022	PRINTED	211	MIDWEST TAPE	0.00	8,345.12	02/17/2022
702526	02/11/2022	PRINTED	227	MOUNTAIN MIST	0.00	46.61	02/16/2022
702527	02/11/2022	PRINTED	520	CITY OF ORTING	0.00	181.36	02/17/2022
702528	02/11/2022	PRINTED	762	PRINT NW LLC	0.00	8,010.73	02/15/2022
702529	02/11/2022	PRINTED	776	PUGET SOUND ENERGY	0.00	967.93	02/15/2022
702530	02/11/2022	PRINTED	792	WASHINGTON WATER SERVICE	0.00	199.51	02/15/2022
702531	02/11/2022	PRINTED	61	RICOH USA INC	0.00	1,416.59	02/17/2022
702532	02/11/2022	PRINTED	2097	SENTINEL PEST CONTROL	0.00	558.76	02/23/2022
702533	02/11/2022	PRINTED	273	TOWN OF STEILACOOM	0.00	1,584.12	02/17/2022
702534	02/11/2022	PRINTED	581	TILlicum COMMUNITY SERVICE CEN	0.00	4,608.04	02/16/2022
702535	02/11/2022	PRINTED	672	CITY OF UNIVERSITY PLACE	0.00	79.64	02/15/2022
702536	02/11/2022	PRINTED	605	US BANK	0.00	567,606.76	02/24/2022
702537	02/11/2022	PRINTED	606	VALUE LINE PUBLISHING	0.00	21,750.00	02/17/2022
702538	02/18/2022	PRINTED	341	BAKER & TAYLOR	0.00	12,064.60	02/28/2022
702539	02/18/2022	PRINTED	657	CENGAGE LEARNING INC / GALE	0.00	233.79	02/25/2022
702540	02/18/2022	PRINTED	685	COLUMBIA BANK	737.46	0.00	
702541	02/18/2022	PRINTED	379	E-RATE EXPERTISE INC	0.00	1,875.00	02/28/2022
702542	02/18/2022	PRINTED	1015	EASTERN WASHINGTON UNIVERSITY LIBRARIES	125.00	0.00	
702543	02/18/2022	PRINTED	370	ELITE PROPERTY INVESTMENTS LLC	11,616.13	0.00	
702544	02/18/2022	PRINTED	703	INGRAM LIBRARY SERVICES	0.00	275.15	02/28/2022
702545	02/18/2022	PRINTED	211	MIDWEST TAPE	0.00	13,173.97	02/25/2022
702546	02/18/2022	PRINTED	1081	NASIM & SONS INC	0.00	15,369.52	02/25/2022
702547	02/18/2022	PRINTED	2063	PACIFICA LAW GROUP LLP	0.00	435.00	02/28/2022
702548	02/18/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	269.83	02/28/2022
702549	02/18/2022	PRINTED	61	RICOH USA INC	0.00	2,205.82	02/23/2022
702550	02/18/2022	PRINTED	61	RICOH USA INC	0.00	3,341.84	02/23/2022
702551	02/18/2022	PRINTED	1891	SEATTLE PUBLIC LIBRARY	12.95	0.00	
702552	02/18/2022	PRINTED	100	THE SEATTLE TIMES COMPANY	0.00	515.70	02/24/2022
702553	02/18/2022	PRINTED	2097	SENTINEL PEST CONTROL	76.16	0.00	
702554	02/18/2022	PRINTED	2059	BECKY SPRATFORD	0.00	650.00	02/25/2022
702555	02/18/2022	PRINTED	284	SUMMIT WATER & SUPPLY CO	0.00	351.20	02/23/2022
702556	02/18/2022	PRINTED	2191	JESSICA TROY	47.89	0.00	
702557	02/22/2022	PRINTED	313	AFLAC	3,684.12	0.00	
702558	02/22/2022	PRINTED	684	COLONIAL SUPPLEMENTAL INSURANC	174.00	0.00	
702559	02/22/2022	PRINTED	530	PACIFICSOURCE ADMINISTRATORS	2,792.62	0.00	
702560	02/22/2022	PRINTED	562	PIERCE COUNTY LIBRARY SYSTEM	0.00	635.16	02/25/2022
702561	02/25/2022	PRINTED	2143	AWARDCO INC	13,900.00	0.00	
702562	02/25/2022	PRINTED	341	BAKER & TAYLOR	12,691.51	0.00	
702563	02/25/2022	PRINTED	2160	JEFFREY LEE CHEATHAM II	250.00	0.00	

CHECK NUMBER	CHECK DATE	CHECK TYPE	VENDOR NUMBER	VENDOR NAME	UNCLEARED	CLEARED	CLEAR DATE
702564	02/25/2022	PRINTED	142	CUMMINS INC	973.33	0.00	
702565	02/25/2022	PRINTED	369	EHS-INTERNATIONAL INC	2,675.00	0.00	
702566	02/25/2022	PRINTED	447	GIG HARBOR CHAMBER OF COMMERCE	625.00	0.00	
702567	02/25/2022	PRINTED	2161	PARABLE TACOMA LLC	500.00	0.00	
702568	02/25/2022	PRINTED	552	PENINSULA LIGHT CO	1,959.29	0.00	
702569	02/25/2022	PRINTED	762	PRINT NW LLC	7,562.26	0.00	
702570	02/25/2022	PRINTED	776	PUGET SOUND ENERGY	6,220.71	0.00	
702571	02/25/2022	PRINTED	61	RICOH USA INC	1,133.62	0.00	
702572	02/25/2022	PRINTED	2097	SENTINEL PEST CONTROL	229.60	0.00	
702573	02/25/2022	PRINTED	249	SMITH FIRE SYSTEMS INC	885.50	0.00	
702574	02/25/2022	PRINTED	272	STATE AUDITORS OFFICE	9,496.98	0.00	
702575	02/25/2022	PRINTED	290	SURPRISE LAKE SQUARE LLC	11,762.59	0.00	
702576	02/25/2022	PRINTED	618	WALTER E NELSON CO OF WESTERN WASHINGTON	2,827.84	0.00	
702577	02/25/2022	PRINTED	2008	ZPROCIS SOLUTIONS INC	2,760.00	0.00	
					96,578.29	1,054,526.91	1,151,105.20

MEMO



Date: February 25, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2022 Polaris Annual Maintenance Renewal

The Library needs to renew Polaris Annual Maintenance in Q2 2022. Polaris Integrated Library System (ILS) is an enterprise resource planning system for the Pierce County Library System (PCLS), used to track items owned, orders made, bills paid, and patrons who have borrowed. Polaris is an essential system for PCLS.

Background

This is a planned purchase identified and budgeted for in the PCLS Five Year Technology Roadmap. The IT Department recommends renewing Polaris Annual Maintenance until year 2023 at an estimated cost of \$225,000.00, including tax.

Currently Polaris is under warranty support from the vendor. The Library's Polaris Annual Maintenance agreement expires in Q2 in 2022.

Purchasing Mechanism

With the Board's approval, we will renew the Polaris Annual Maintenance agreement with the vendor Innovative Interfaces, Inc.

ACTION: Move to approve the purchase of Polaris Annual Maintenance agreement not to exceed \$225,000.00, not including tax.

MEMO



Date: February 25, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2022 Dell switch and routers annual renewal

The Library needs to renew our service contracts covering our Dell switches and routers for 2022. The Dell switches and routers are an essential component of the PCLS network infrastructure.

Background

This is a planned expense identified and budgeted for in the IT Department 2022 budget. The IT Department recommends renewing and extending our service contracts through year 2023 at an estimated cost of \$85,000.00, not including tax. These expenses will be submitted for e-rate reimbursement consideration. If approved the Library will be reimbursed for some of the expense.

The Library has purchased replacements for some of our core networking switches that have reached end of life, as authorized by the board in January 2022 (2022 Switch Replacements). Because of supply chain related delays, not all of these replacements will deliver before the support period expires. Dell is offering an extension of the warranty support for these devices to cover the expected gap.

The remaining in-warranty switches that have not reached end-of-life will be covered under Dell's ProSupport Plus service contracts. The Library's current contracts expire in Q2 in 2022. Not supporting the Library's network infrastructure reduces the ability of the PCLS IT Department to provide support and business value to the library system. Maintaining industry-standard network infrastructure is essential in the support of the Library's Cyber Security Strategy.

Purchasing Mechanism

With the Board's approval, we will renew and extend the service contracts using the Department of Enterprise Services Washington State Master Contract.

ACTION: Move to approve the purchase of computer equipment from Dell Inc. using the NASPO ValuePoint "2015-2021 Master Price Agreement for Computer Equipment, Peripherals, and Related Services" contract (expires 7/31/2022), not to exceed \$85,000.00, not including tax.

MEMO



Date: February 28, 2022
To: Chair Jamilyn Penn and Members of the Board of Trustees
From: Kristina Cintron, Facilities Manager
Subject: Lakewood Library Fire Panel Replacement

The fire panel at the Lakewood Library is at the end of its life and must be replaced immediately. Because this was an unbudgeted purchase that exceeds \$50,000, we need Board approval. Due to the emergency nature of the situation and that Smith Fire Systems is the only viable option to do this work in the timeframe required, we also need the Board to make an exception to the bidding requirements and “sole-source” the work to Smith Fire Systems. The capital contingency funds will be used to pay the costs.

ACTION: Move to approve a sole-source contract with Smith Fire Systems due to the emergency nature of the situation.

ACTION: Move to approve an emergency purchase order for Smith Fire Systems to replace the fire panel at Lakewood Library in an amount not to exceed \$95,000.

MEMO



Date: February 25, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Kristina Cintron, Facilities Manager

Subject: Facilities Equipment Surplus and Recycling Request

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

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

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

See spreadsheet on next page for details.

ACTION: Move to approve the surplus and recycling of the furnishings, supplies & equipment.

FAC Surplus Items OVER \$50 in estimated value

Quantity	Item	Reason for disposal	Est. Value (total)	Location
8	Medify Air Purifiers	No longer supporting COVID efforts	\$800	Bluebird Garage
1	2005 Haulmaster Custodial Trailer	End of life	\$400	ACL Parking lot
1	Oklahoma Sound Lectern	No longer supporting COVID efforts	\$100	Bluebird Garage
3	Whiteboards 10ft x 5ft	Decomissioned	\$100	Bluebird Garage
1	Standing lift	End of life	\$200	System Storage
1000	Micro-fiber towels	Outsourced service to vendor	\$100	System Storage
1	Liebert UPS System	End of life	\$7,000	Bluebird Garage
1	Cummins QuietSite Backup Generator	End of life	\$3,500	ACL Parking lot

FAC Surplus Items LESS THAN \$50 in estimated value

Quantity	Item	Reason for disposal	Est. Value (total)	Location
1	Whiteboard 7ft x 4.5 ft	Decomissioned	\$50	System Storage
1	Pressure washer	End of life	\$50	Maintenance Garage
200	Mop heads	Outsourced service to vendor	\$50	System Storage

RESOLUTION NO. 2022-03

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

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

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

PASSED AND APPROVED THIS 9TH DAY OF MARCH, 2022.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Jamilyn Penn, Chair	_____
Pat Jenkins, Vice-Chair	_____
Neesha Patel, Member	_____
Abby Sloan, Member	_____
Pamela Duncan, Member	_____

MEMO



Date: February 25, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Stephanie Ratko, IT Manager

Subject: 2022 Technology Surplus and Recycling

The Library needs to surplus some high value items, and recycle other low value technology items removed from the branches as we refresh public and staff technology. The PCLS IT team replaced the equipment as a continuation of our work to replace technology that is no longer under support from the manufacturer, and in support of our branches reopening.

Background

IT equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services (DES) for surplus. Due to the age, condition and estimated value of the remaining equipment, PCLS recommends the remaining items be recycled.

Inventory Removal Mechanism

With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized e-cycle vendor.

See spreadsheet on next page for details.

ACTION: Move to approve the surplus and recycling of the technology equipment.

Count	IT Surplus Items OVER \$50 in estimated value	estimated value (each)
1	Apple Thunderbolt Display	\$220
2	Dell OptiPlex 3030 AIO	\$80
4	Dell Printer B2360DN	\$70
1	Dell Printer C3760DN	\$200
1	HP Printer LaserJet 4350DTN	\$170
2	Dell Monitor U3415W	\$300
1	Dell Monitor U2415	\$100

Count	IT Surplus Items UNDER \$50 in estimated value
2	AREA ELECTRONICS Server RMS-R1304BTL SH
7	AREA ELECTRONICS SYS Server P500910
3	Cybernet IONE-GX31MB
3	Cybernet IONE-GX45
2	Dell Monitor 1908FP BLK
2	Dell Monitor E190S
1	Dell Monitor E2414H (320-9776)
1	Dell Monitor P190S
4	Dell Monitor P1917S
1	Dell Monitor P2419H
1	Dell OptiPlex 7010
1	Dell OptiPlex 7040
9	Dell OptiPlex 9020
2	Dell Server RX9258
1	Dell XPS 8700
2	HONEYWELL Barcode Scanner 3800G
1	Intel Corporation S1200BTL
5	MSI MS-9258
1	STAR Receipt Printer TSP643U
2	STAR Receipt Printer TSP743IIU
1	TRIPPLITE PDU PDUMH15ATNET
1	Verizon Mifi Jetpack AC791L
11	WELCH ALLYN Barcode Scanner 3800LR-12
1	Zebra Printer TLP2824 Plus

RESOLUTION NO. 2022-04

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

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50, now, therefore,

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

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

PASSED AND APPROVED THIS 9TH DAY OF MARCH, 2022.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Jamilyn Penn, Chair	_____
Pat Jenkins, Vice-Chair	_____
Neesha Patel, Member	_____
Abby Sloan, Member	_____
Pamela Duncan, Member	_____

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
for 15 minutes to discuss collective bargaining matters***

New Business

MEMO



Date: March 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

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

Subject: Ratification of 2022-2024 Collective Bargaining Agreement

On Friday, February 25, AFSCME Local 3787 President Aisha Womack, announced that bargaining unit members had ratified the proposed Collective Bargaining Agreement (CBA) for 2022-2024.

Representatives of the Library and of the Union met twelve times to discuss proposed updates and changes to the bargaining agreement from September 2021 through February 2022. On February 9, they tentatively agreed to a new three-year CBA pending ratification by bargaining unit members and the Board of Trustees.

During executive session the Library's negotiating team will brief you on the final proposal and answer your questions.

MOTION: To recess to Executive Session per RCW 42.30.110 for 15 minutes, to discuss collective bargaining matters.

The Library's negotiating team appreciated the thoughtful discussions and collaboration we had with the Union's negotiating team and are pleased to strongly recommend that the Board ratify the proposed CBA.

MOTION: To ratify the 2022-2024 Collective Bargaining Agreement between Pierce County Rural Library District and Washington State Council of County and City Employees, Local 3787.

Routine Reports



Fundraising Performance Dashboard



Goal = PCLS/Foundation annual agreement



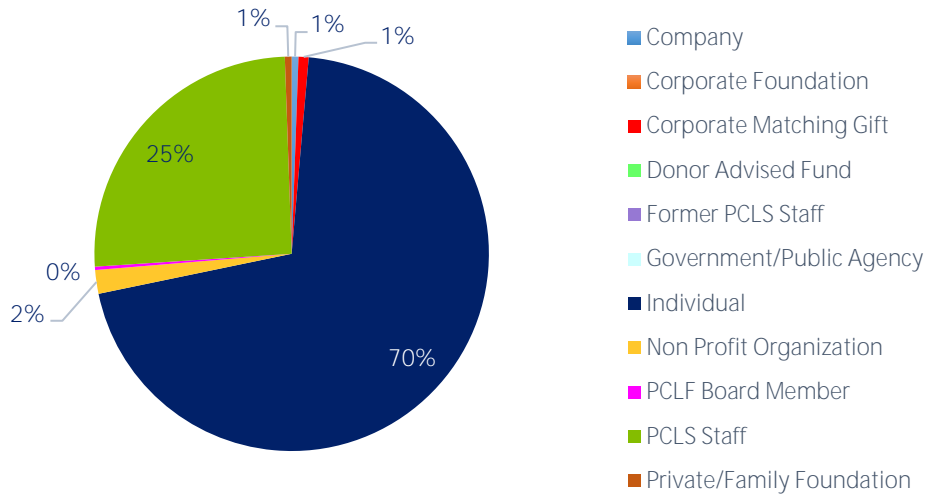
Goal = Impact Commitment (\$300,000) + Foundation budget (\$65,000)



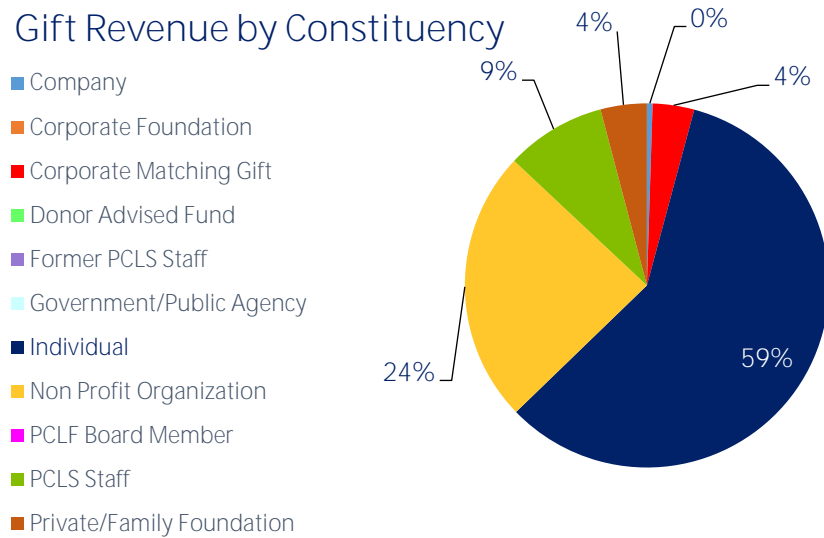
Goal = to achieve by 12/31/2023

Annual Campaign Statistics

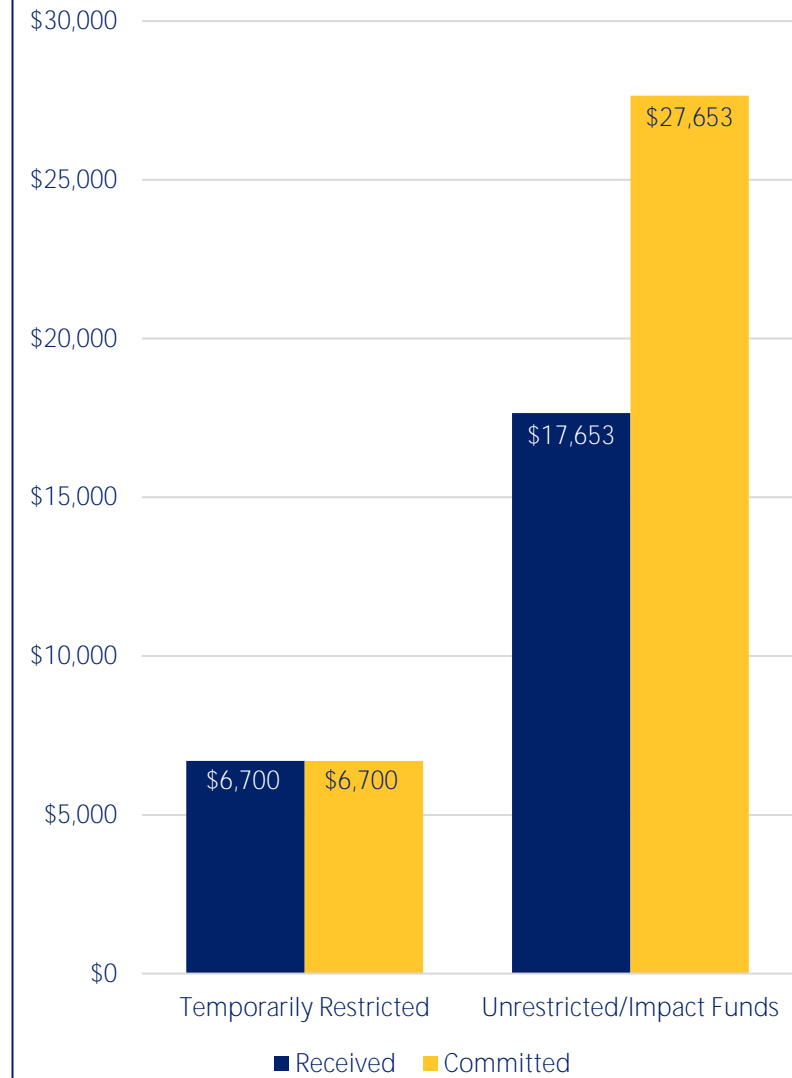
Number of Gifts by Constituency



Gift Revenue by Constituency



Revenue by Type



Annual Campaign Donors by Lifecycle Status

Continuing donors - Year to date

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
168	13.75%	\$31,361.00	8.50%	1054	\$203,500.00

Continuing donors - First year donor

Continuing donors	Continuing donor rate	Continuing donor revenue	Continuing donor revenue rate	LYBUNT donors	LYBUNT revenue
12	6.32%	\$950	1.14%	178	\$5,799.00

New donors - Year to date

New donors	New donor rate	New donor revenue	New donor revenue rate
24	87.00%	\$2,757	7.42%

Returning donors - Year to date

Returning donors	Returning donor rate	Returning donor revenue	Returning donor revenue rate
37	2.50%	\$1,840	2.80%

Updates

What's going well

- Annual Campaign got off to a good start with slightly over \$12,000 raised
- Potential funders already being connected with

Areas to capitalize on

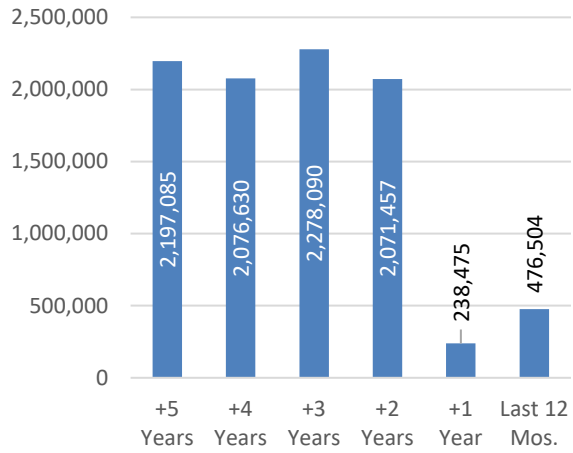
- Further organizational maturity with renewed gift acceptance policy and new focus for investment portfolio
- Board member development

Terms Defined

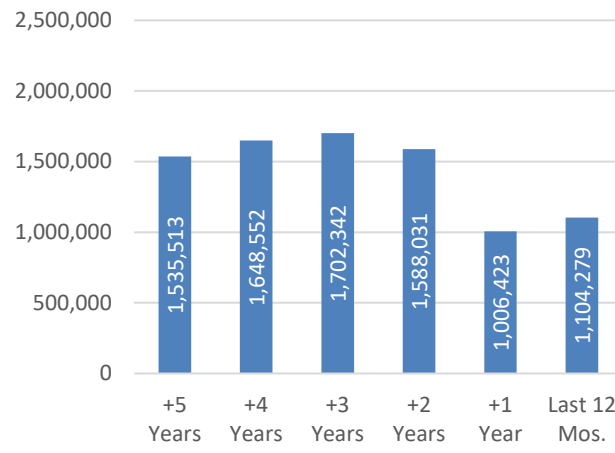
- Requisite Baseline: The minimum required amount of funds distributed to PCLS in fulfillment of the annual agreement value between PCLS & Foundation. Funds originate from the annual campaign, capital campaign, or other.
- Annual Campaign: Raised funds are first applied to fulfill the budgeted Impact Commitment with PCLS, and then to fulfill the Foundation's annual operational budget. Funds exceeding goal are applied to a Reserve Fund. * (*in process)
- Capital Campaign: Funds required to fulfill the PCLS/PCLF Spark! Future Libraries projects.
- Total Committed Revenue: All cash gifts + pledges
- Unrestricted Revenue: Undesignated funds which PCLF Board can commit all or a portion to PCLS for agreed upon programs/services in fiscal year
- Temporarily Restricted Revenue: Designated funds (typically) from sources like Friends groups, GTCF, etc., in support of priority and/or special PCLS projects
- Constituency: A group of donors/prospects categorized to ensure more personalized, meaningful engagement
- Constituency Gifts: The number of gifts, not necessarily number of donors, from each donor constituency
- Constituency Revenue: All committed revenue from each donor constituency
- New Donor Rate (YTD): How the total number of new donors acquired in the current fiscal year compares to the number of constituents who gave over the previous five years
- New Donor Revenue Rate (YTD): How much new donors gave - in total - during the current fiscal year
- Continuing Donor Rate (YTD): How the total number of donors from the previous year - as a percentage - gave again during current year
- Continuing Donor Revenue Rate (YTD): How retained revenue amount compares to previous year's overall giving from retained donors
- Continuing Donors (1st year): A donor who gave their first gift in the previous fiscal year and again in the current fiscal year
- Returning Donor Rate (YTD): How the total number of donors who lapsed in their giving last year and have given again this year compares to everyone who gave two to five years ago but not last year

Customers / Visits - January 2022

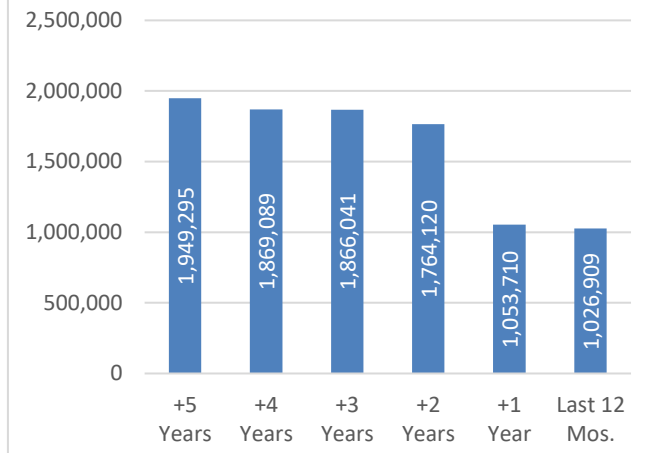
Branch Visits



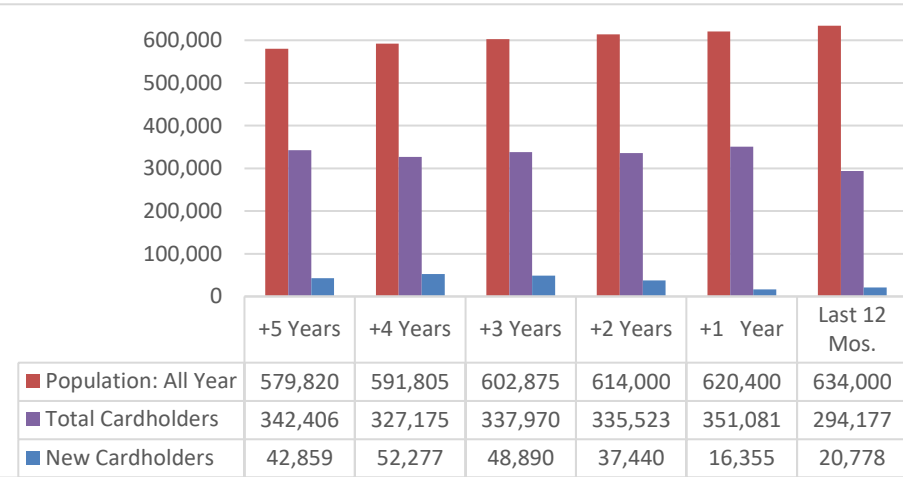
Catalog Visits



Website Visits



PCLS Cardholder Statistics



January and Rolling 12-Month Comparison

	January 2022	January 2021	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	79,668	0	-	476,504	238,475	99.8%
Catalog Visits	98,008	99,313	-1.3%	1,104,279	1,006,423	9.7%
Public Website Visits	99,537	90,342	10.2%	1,026,909	1,053,710	-2.5%

Technology

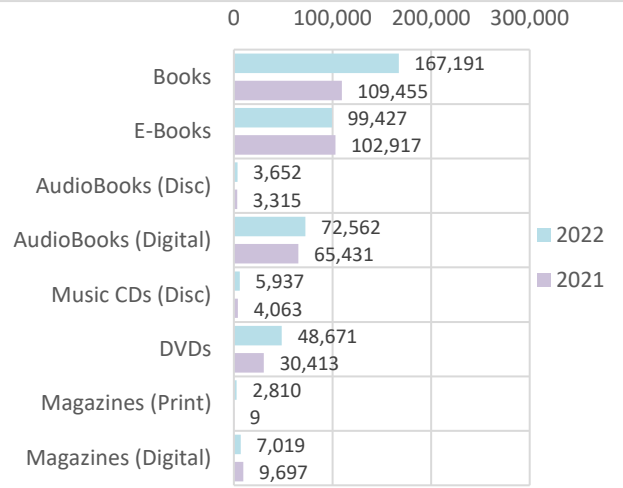
	January 2022	January 2021	% Change Jan. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	8,053	0	-	44,943	28,355	58.5%
Wi-Fi Sessions	49,688	19,656	152.8%	451,495	243,424	85.5%

Public Spaces Usage

	2022	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	0	0	1,581	-100.0%
# of Attendees	0	0	18,720	-100.0%

Collection Use - January 2022

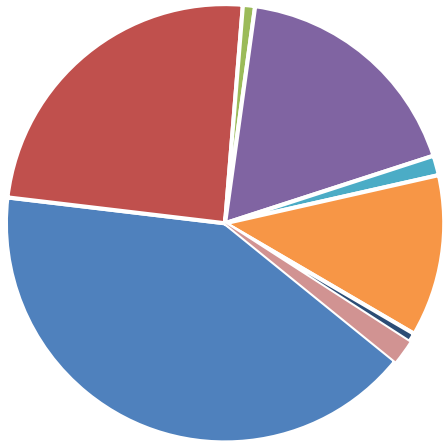
January 2022 vs January 2021 Checkouts



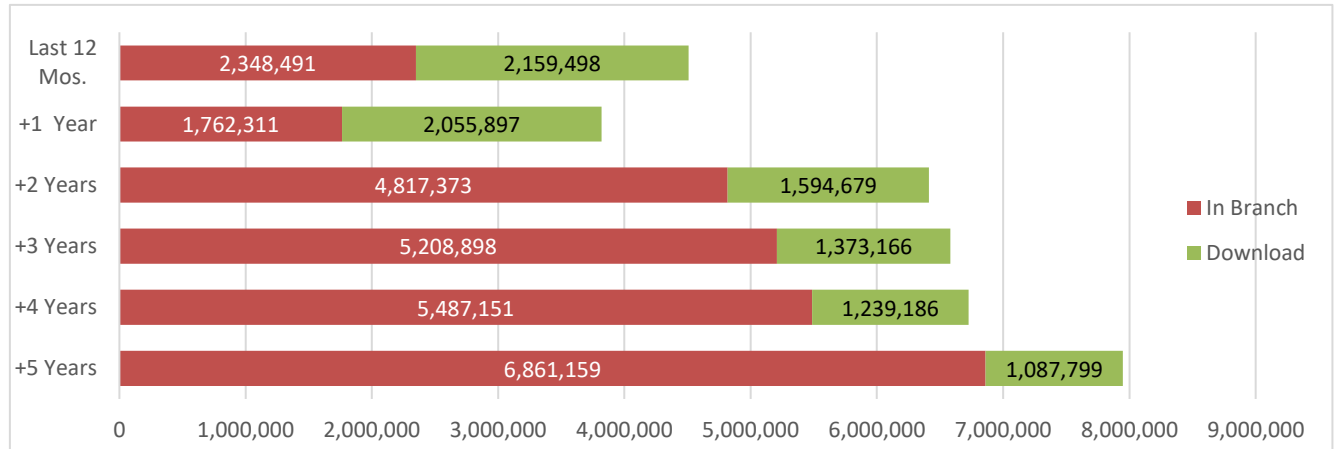
Data Table

Categories	December 2021	January 2022	January 2021	% Change of Jan. Year Over Year	% of Total Jan. 2022 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	134,914	167,191	109,455	52.75%	41.05%	0	1,612,349	-100.00%
E-Books	91,173	99,427	102,917	-3.39%	24.41%	1,121,332	1,102,678	1.69%
AudioBooks (Disc)	3,083	3,652	3,315	10.17%	0.90%	41,008	33,539	22.27%
AudioBooks (Digital)	67,319	72,562	65,431	10.90%	17.82%	797,418	695,024	14.73%
Music CDs (Disc)	6,148	5,937	4,063	46.12%	1.46%	61,858	41,225	50.05%
DVDs	45,855	48,671	30,413	60.03%	11.95%	457,497	334,379	36.82%
Magazines (Print)	2,204	2,810	9	31122.22%	0.69%	24,496	8,910	174.93%
Magazines (Digital)	6,516	7,019	9,697	-27.62%	1.72%	60,681	120,134	-49.49%
Totals:	357,212	407,269	325,300	25.20%	100.00%	2,564,290	3,948,238	-35.05%

Checkouts By Format - January 2022



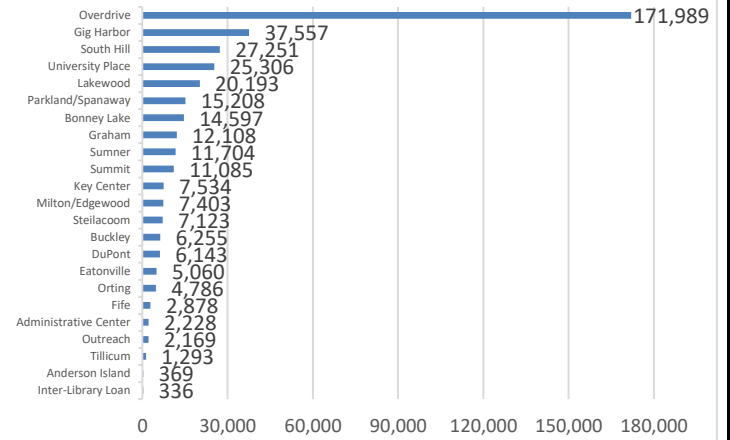
Collection Checkouts



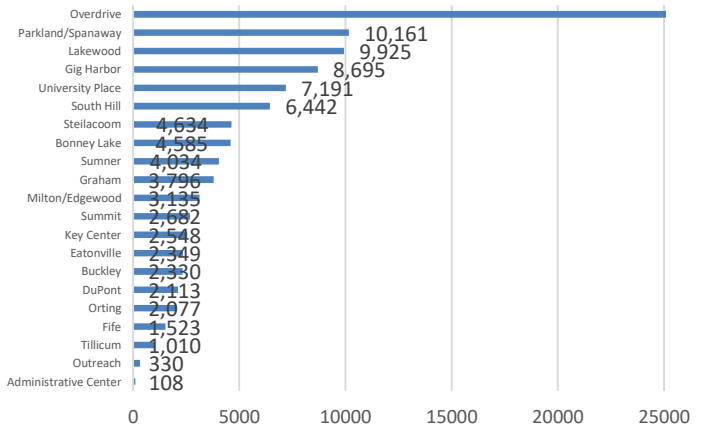
Activity - January 2022

Location	Checkouts				Visitors			
	Jan. 2022	Last 12 Mo.	+1 Year	% Change	Jan. 2022	Last 12 Mo.	+1 Year	% Change
Administrative Center	2,228	26,843	84,437	-68.2%	108	1,014	0	-
Anderson Island	369	5,017	1,842	172.4%	No Door Counter for Anderson Island			
Bonney Lake	14,597	133,850	11,172	1098.1%	4,585	28,425	3,153	801.5%
Buckley	6,255	54,089	73,445	-26.4%	2,330	15,216	11,965	27.2%
DuPont	6,143	66,198	28,652	131.0%	2,113	14,326	5,043	184.1%
Eatonville	5,060	48,071	42,007	14.4%	2,349	16,568	5,628	194.4%
Fife	2,878	27,879	27,243	2.3%	1,523	7,899	8,193	-3.6%
Gig Harbor	37,557	364,027	47,274	670.0%	8,695	56,478	3,883	1354.5%
Graham	12,108	115,122	203,106	-43.3%	3,796	22,099	24,607	-10.2%
Inter-Library Loan	336	2,961	60,151	-95.1%	No "visitors" for Inter-Library Loan			
Key Center	7,534	82,490	7,061	1068.2%	2,548	18,104	11,424	58.5%
Lakewood	20,193	167,316	52,523	218.6%	9,925	52,584	6,640	691.9%
Milton / Edgewood	7,403	78,771	115,812	-32.0%	3,135	18,359	31,159	-41.1%
Orting	4,786	46,357	45,421	2.1%	2,077	12,160	8,767	38.7%
Overdrive	171,989	1,918,750	1,797,702	6.7%	25,855	291,466	275,244	5.9%
Outreach	2,169	21,520	25,959	-17.1%	330	1,976	5,117	-61.4%
Parkland / Spanaway	15,208	137,349	22,381	513.7%	10,161	53,693	1,758	2954.2%
South Hill	27,251	259,570	33,936	664.9%	6,442	37,945	33,033	14.9%
Steilacoom	7,123	68,621	152,468	-55.0%	4,634	28,618	19,813	44.4%
Summit	11,085	110,620	42,091	162.8%	2,682	17,307	11,042	56.7%
Sumner	11,704	115,486	79,987	44.4%	4,034	23,428	9,574	144.7%
Tillicum	1,293	9,424	79,509	-88.1%	1,010	6,220	13,307	-53.3%
University Place	25,306	249,259	24,437	920.0%	7,191	44,085	4,179	954.9%
Total	400,575	4,109,590	3,058,616	34.4%	105,523	767,970	493,529	55.6%

January Checkouts



January Visitors



Branch Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration
System-wide	3/14/2020	6/1/2021	1 yr. 3 mos.	Covid-19				
System-wide	12/26/2021	12/27/2021	2 days	Snow storm				
Key Center	12/28/2021	1/5/2022	9 days	HVAC repairs				
System-wide	12/30/2021	12/30/2021	1 day	Snow storm				

Visitors: January 2022 counts are included in the Last 12 Mo. count for the branch locations.

Monthly Financial Reports January 31, 2022

All bold notes refer to current month activity or updates to prior months

January's reports are based on Munis data moved to Eden.
These reports will be converted in upcoming months to be driven directly by Munis.

General Fund

January

- The month was on par for typical activity at the beginning of the year.

Capital Improvement Projects Fund

January

- 54150. Includes legal assistance for the Sumner project.

Special Purpose Fund

January

- No activity.

Election Fund

January

- No significant activity.

Property & Facility Fund

January

- No significant activity.

Levy Sustainability Fund

January

- No significant activity.

Debt Service Fund

January

- No significant activity.

US BANK Clearing Distributions

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2022	\$ 172,472.87	\$ 171,787.87	\$ - 0 -	\$ 685.00
February 2022				
March 2022				
April 2022				
May 2022				
June 2022				
July 2022				
August 2022				
September 2022				
October 2022				
November 2022				
December 2022				
2022 YTD	\$ 172,472.87	\$ 171,787.87	\$ - 0 -	\$ 685.00

2021 is fully reconciled

<u>Fiscal Month</u>	<u>Original Payment</u>	<u>General Fund Posting</u>	<u>Capital Fund Posting</u>	<u>Outstanding*</u>
January 2021	\$ 157,475.26	\$ 157,475.26	\$ - 0 -	\$ - 0 -
February 2021	270,285.27	270,285.27	- 0 -	- 0 -
March 2021	248,778.36	248,778.36	- 0 -	- 0 -
April 2021	321,388.23	321,388.23	- 0 -	- 0 -
May 2021	344,914.94	344,914.94	- 0 -	- 0 -
June 2021	194,606.26	194,606.26	- 0 -	- 0 -
July 2021	297,195.81	297,195.81	- 0 -	- 0 -
August 2021	354,613.24	354,613.24	- 0 -	- 0 -
September 2021	502,549.55	497,664.21	4,885.34	- 0 -
October 2021	350,962.30	350,598.53	363.77	- 0 -
November 2021	558,469.19	557,969.19	500.00	- 0 -
December 2021	393,538.73	389,569.03	3,969.70	- 0 -
2021 YTD	\$ 3,601,238.41	\$ 3,595,777.65	\$ 5,749.11	\$ - 0 -

* Outstanding items from processed months are credits or transactions that require additional work, which will be completed by yearend. We have developed a process involving journal entries that will resolve the outstanding items as noted, which will begin to be applied in November.

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
January 31, 2022

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 27,277	\$ -	\$ 100	\$ 184	\$ 354	\$ 100	\$ 6,907	\$ 34,921
Investments	\$ 7,670,814	\$ -	\$ 11,127,522	\$ 1,118,800	\$ 3,371,733	\$ 88,610	\$ 5,492,375	\$ 28,869,854
Accrued Interest on Investments	\$ 3,606	\$ -	\$ 183	\$ (342)	\$ (1,012)	\$ 7	\$ (1,920)	\$ 522
Total Current Assets	\$ 7,701,697	\$ -	\$ 11,127,805	\$ 1,118,642	\$ 3,371,075	\$ 88,717	\$ 5,497,362	\$ 28,905,297
TOTAL ASSETS	\$ 7,701,697	\$ -	\$ 11,127,805	\$ 1,118,642	\$ 3,371,075	\$ 88,717	\$ 5,497,362	\$ 28,905,297
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34
Sales Tax Payable*	\$ (114)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (114)
Payroll Payable	\$ (1,244)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,244)
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ (1,324)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,324)
TOTAL LIABILITIES	\$ (1,324)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,324)
FUND BALANCE								
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,021,347	\$ -	\$ -	\$ -	\$ 1,021,347
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 3,019,930	\$ -	\$ -	\$ 3,019,930
Unreserved Fund Balance	\$ 7,703,020	\$ -	\$ 11,127,805	\$ 97,296	\$ 351,145	\$ 88,717	\$ 5,497,362	\$ 24,865,345
TOTAL FUND BALANCE	\$ 7,703,020	\$ -	\$ 11,127,805	\$ 1,118,642	\$ 3,371,075	\$ 88,717	\$ 5,497,362	\$ 28,906,621
TOTAL LIABILITIES & FUND BALANCE	\$ 7,701,697	\$ -	\$ 11,127,805	\$ 1,118,642	\$ 3,371,075	\$ 88,717	\$ 5,497,362	\$ 28,905,297
BEGINNING FUND BALANCE, 01/01/21								
	\$ 10,528,889	\$ -	\$ 11,126,968	\$ 1,118,558	\$ 3,370,821	\$ 88,711	\$ 5,515,706	\$ 31,749,653
YTD Revenue	\$ 95,003	\$ -	\$ 837	\$ 84	\$ 254	\$ 6	\$ 400	\$ 96,584
Transfers In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
YTD Expenditures	\$ (2,920,871)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (18,745)	\$ (2,939,616)
ENDING FUND BALANCE, 01/31/22	\$ 7,703,020	\$ -	\$ 11,127,805	\$ 1,118,642	\$ 3,371,075	\$ 88,717	\$ 5,497,362	\$ 28,906,621
TAXES RECEIVABLE	\$ 43,677,382	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,677,382

* Does not include Munis payables. These will be applied to each month prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of January 31, 2022**

	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	<i>2/28/2021</i>	<i>3/31/2021</i>	<i>4/30/2021</i>	<i>5/31/2021</i>	<i>6/30/2021</i>	<i>7/31/2021</i>	<i>8/31/2021</i>	<i>9/30/2021</i>	<i>10/31/2021</i>	<i>11/30/2021</i>	<i>12/31/2021</i>	<i>1/31/2022</i>	
ASSETS													
Current Assets													
Cash	\$ 417,734	\$ 2,350,277	\$ 16,720,235	\$ 3,643,079	\$ 777,789	\$ 208,546	\$ 376,285	\$ 1,229,914	\$ 15,190,579	\$ 2,589,527	\$ 1,043,643	\$ 27,277	\$ 27,277
Investments	\$ 4,790,917	\$ 2,401,546	\$ 1,601,546	\$ 14,451,546	\$ 14,955,189	\$ 12,757,233	\$ 10,057,963	\$ 7,558,580	\$ 5,701,546	\$ 15,210,131	\$ 9,480,219	\$ 7,670,814	\$ 7,670,814
Accrued Interest on Investments	\$ 3,596	\$ 3,599	\$ 3,599	\$ 3,599	\$ 3,608	\$ 3,602	\$ 3,600	\$ 3,598	\$ 3,599	\$ 3,605	\$ 3,607	\$ 3,606	\$ 3,606
Deposits Refundable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 7,701,697
TOTAL ASSETS	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 7,701,697
LIABILITIES													
Current Liabilities													
Warrants Payable*	\$ -	\$ -	\$ 2,723	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 2,533	\$ 34
Sales Tax Payable*	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 110	\$ 106	\$ 111	\$ 108	\$ 99	\$ (114)	\$ (114)
Payroll Payable	\$ 157,023	\$ 175,831	\$ 136,354	\$ 156,680	\$ 174,002	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,286)	\$ (1,244)	\$ (1,244)	\$ (1,244)	\$ (1,244)
Total Current Liabilities	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,324)
TOTAL LIABILITIES	\$ 157,121	\$ 175,929	\$ 139,175	\$ 159,311	\$ 176,633	\$ 1,344	\$ 1,356	\$ 1,353	\$ 1,358	\$ 1,397	\$ 1,387	\$ (1,324)	\$ (1,324)
FUND BALANCE													
Reserve for Encumbrance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unreserved Fund Balance	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 7,703,020
TOTAL FUND BALANCE	\$ 5,055,127	\$ 4,579,493	\$ 18,186,204	\$ 17,938,913	\$ 15,559,953	\$ 12,968,038	\$ 10,436,491	\$ 8,790,739	\$ 20,894,366	\$ 17,801,867	\$ 10,526,081	\$ 7,703,020	\$ 7,703,020
TOTAL LIABILITIES & FUND BALANCE	\$ 5,212,248	\$ 4,755,422	\$ 18,325,379	\$ 18,098,224	\$ 15,736,585	\$ 12,969,382	\$ 10,437,848	\$ 8,792,092	\$ 20,895,724	\$ 17,803,264	\$ 10,527,468	\$ 7,701,697	\$ 7,701,697
PROPERTY TAXES RECEIVABLE	\$ 41,104,721	\$ 39,044,457	\$ 22,601,596	\$ 19,774,356	\$ 19,417,369	\$ 19,256,366	\$ 19,012,622	\$ 18,384,256	\$ 3,570,533	\$ 917,725	\$ 709,292	\$ 43,677,382	\$ 43,677,382

* Does not include Munis payables
These will be applied to each month
prior to closing the fiscal year.

**PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending January 31, 2022**



<i>GENERAL FUND - 01</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 41,557,400	\$ 84,607	\$ -	\$ 41,472,793	0%
Other Revenue	\$ 1,109,500	\$ 10,395	\$ -	\$ 1,099,105	1%
TOTAL REVENUE	\$ 42,666,900	\$ 95,003	\$ -	\$ 42,571,897	0%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 28,832,600	\$ 2,307,434	\$ -	\$ 26,525,166	8%
Materials	\$ 4,307,500	\$ 142,203	\$ -	\$ 4,165,297	3%
Maintenance and Operations	\$ 7,253,600	\$ 471,234	\$ -	\$ 6,782,366	6%
Transfers Out & Reserves	\$ 2,273,200	\$ -	\$ -	\$ 2,273,200	0%
TOTAL EXPENDITURES	\$ 42,666,900	\$ 2,920,871	\$ -	\$ 39,746,029	7%
Excess/(Deficit)		\$ (2,825,869)			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ (2,825,869)			

<i>CAPITAL IMPROVEMENT PROJECTS FUND - 30</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 1,690,000	\$ -	\$ -	\$ 1,690,000	0%
Transfers In	\$ 2,000,000	\$ -	\$ -	\$ 2,000,000	0%
Other Revenue	\$ -	\$ 400	\$ -	\$ (400)	-
TOTAL REVENUE	\$ 3,690,000	\$ 400	\$ -	\$ 3,689,600	0%
EXPENDITURES					
Capital Improvement Projects	\$ 3,570,000	\$ 18,745	\$ -	\$ 3,551,256	1%
TOTAL EXPENDITURES	\$ 3,570,000	\$ 18,745	\$ -	\$ 3,551,256	1%
Excess/(Deficit)		\$ (18,344)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (18,344)			

<i>DEBT SERVICE FUND - 20</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 6	\$ -	\$ (6)	-
TOTAL REVENUE	\$ -	\$ 6	\$ -	\$ (6)	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ 6			

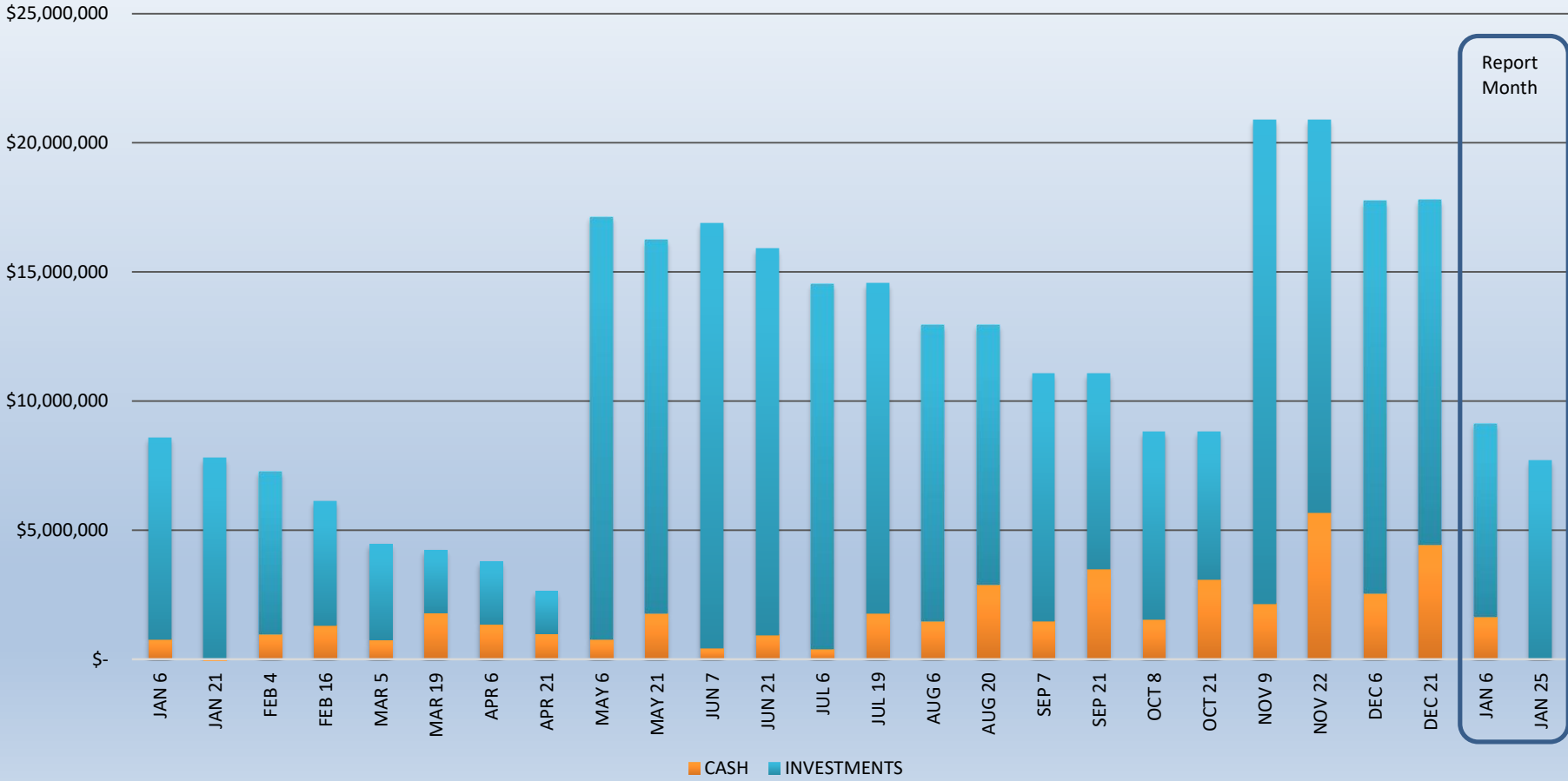
<i>SPECIAL PURPOSE FUND - 15</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ -			

<i>LEVY SUSTAINABILITY FUND - 16</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 837	\$ -	\$ (837)	-
TOTAL REVENUE	\$ -	\$ 837	\$ -	\$ (837)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 837			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 837			

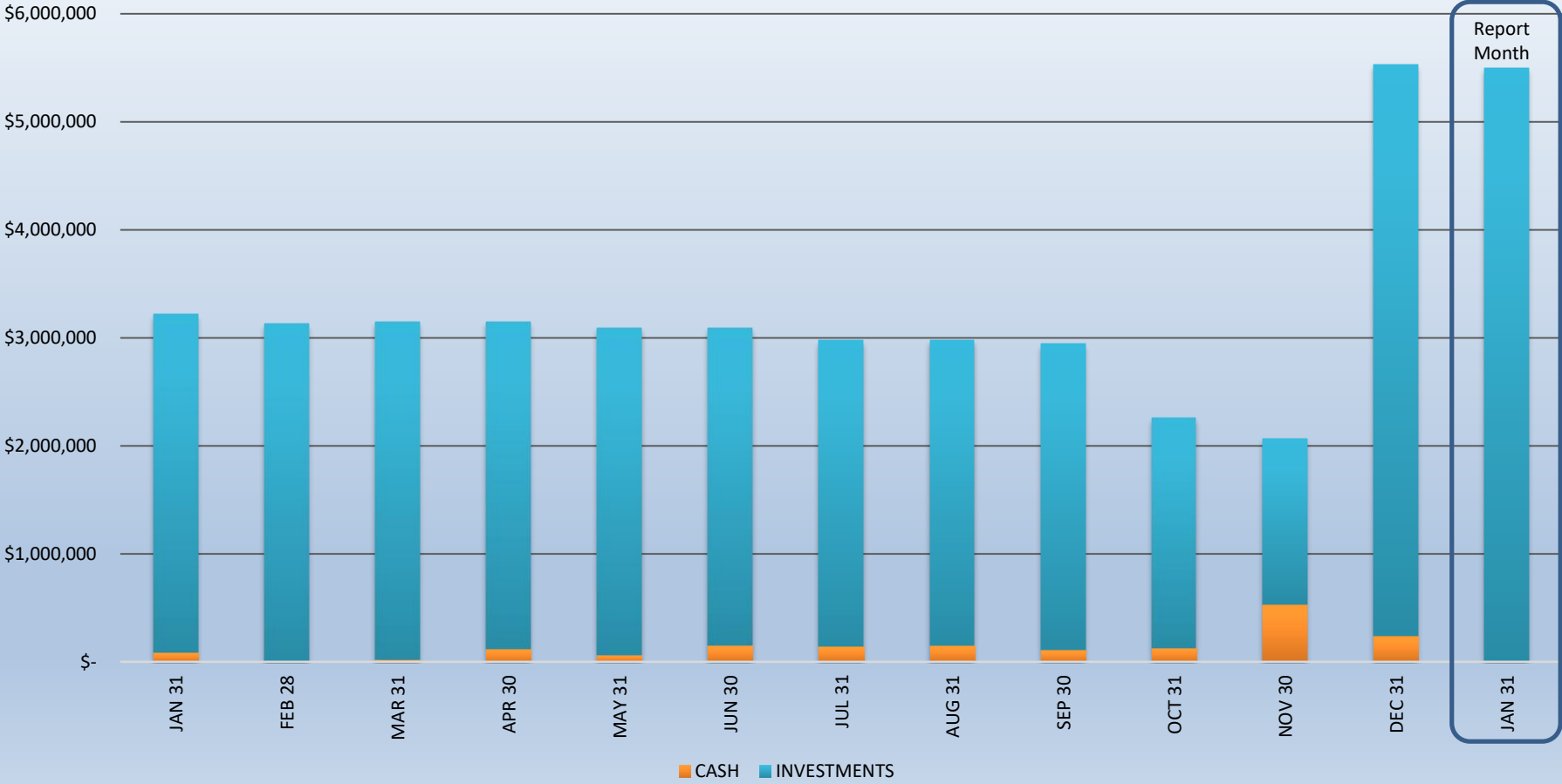
<i>ELECTION FUND - 17</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 84	\$ -	\$ (84)	-
TOTAL REVENUE	\$ -	\$ 84	\$ -	\$ (84)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 84			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 84			

<i>PROPERTY AND FACILITY FUND - 18</i>	2022 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 254	\$ -	\$ (254)	-
TOTAL REVENUE	\$ -	\$ 254	\$ -	\$ (254)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 254			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 254			

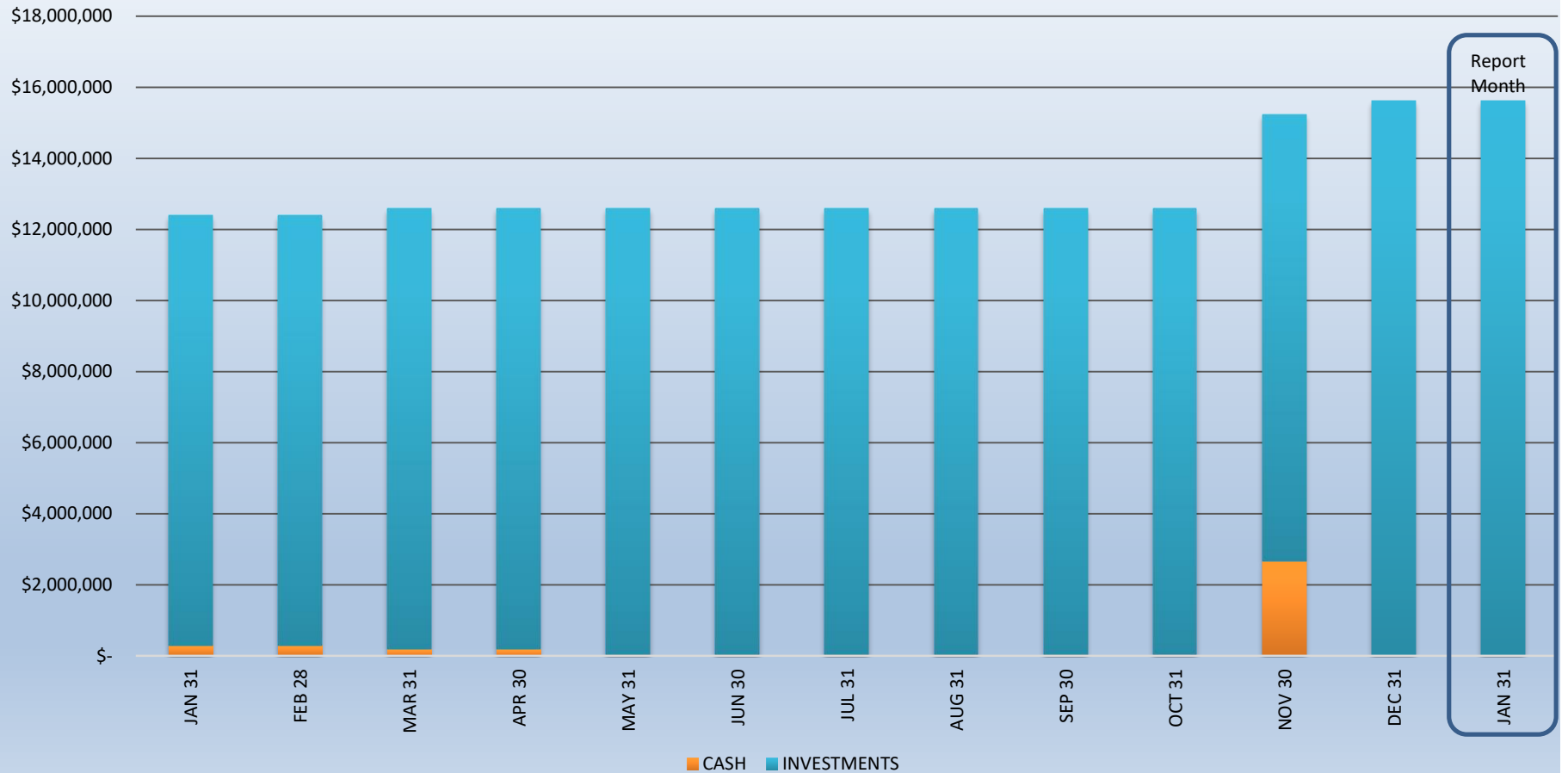
**CASH & INVESTMENTS - SEMI-MONTHLY
2022 - GENERAL FUND
- 13 MONTHS MOVING -**



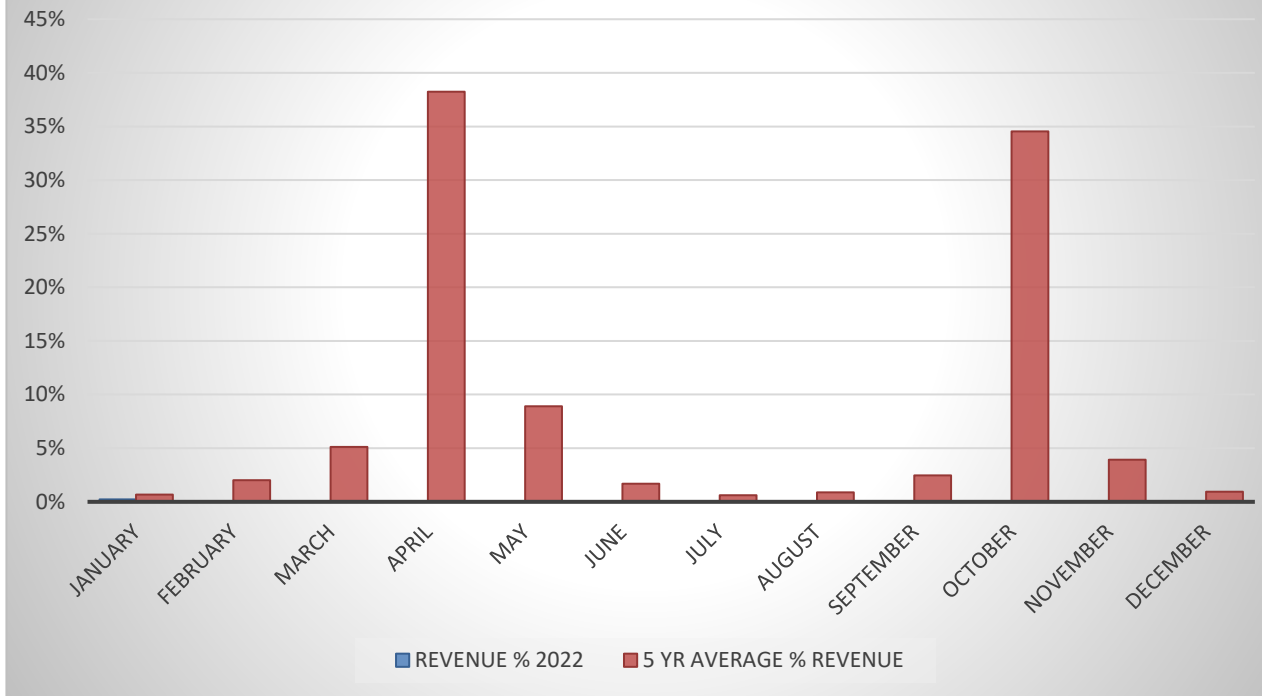
**CASH & INVESTMENTS - MONTHLY
2022 - CAPITAL IMPROVEMENT FUND
- 13 MONTHS MOVING -**



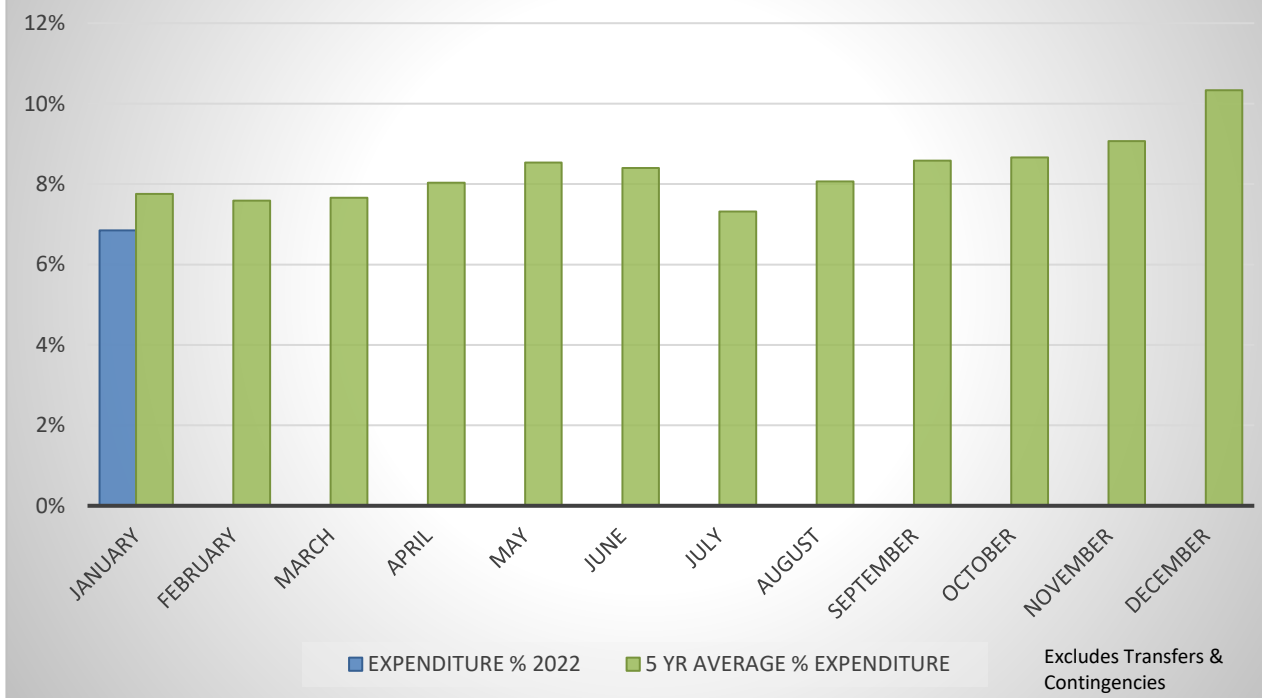
**CASH & INVESTMENTS - MONTHLY
2022 - SPECIAL REVENUE FUNDS COMBINED
- 13 MONTHS MOVING -**



GENERAL FUND - REVENUE TREND (%) THROUGH JANUARY 2022



GENERAL FUND - EXPENDITURE TREND (%) THROUGH JANUARY 2022



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAX--CURRENT	40,855,500.00	254.66	254.66	0.00	40,855,245.34	0.00
31112 PROPERTY TAX--DELINQUENT	517,900.00	82,612.85	82,612.85	0.00	435,287.15	15.95
31113 PROPERTY TAX--KING COUNTY	60,000.00	273.75	273.75	0.00	59,726.25	0.46
31130 SALE OF TAX TITLE PROPERTY	6,000.00	0.00	0.00	0.00	6,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	871.83	871.83	0.00	19,128.17	4.36
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
TAXES:	41,522,400.00	84,013.09	84,013.09	0.00	41,438,386.91	0.20
33533 ST FOREST FUNDS/DNR TIMB TRST	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34161 GRAPHICS SERVICES CHARGES	7,500.00	3,743.10	3,743.10	0.00	3,756.90	49.91
34162 PRINTER FEES	10,000.00	128.46	128.46	0.00	9,871.54	1.28
35970 LIBRARY FINES	10,000.00	2,174.51	2,174.51	0.00	7,825.49	21.75
36110 INVESTMENT EARNINGS	20,000.00	594.34	594.34	0.00	19,405.66	2.97
36200 RENTS AND LEASES--KPHC	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36700 DONOR PROCEEDS--FOUNDATION	300,000.00	0.00	0.00	0.00	300,000.00	0.00
36725 DONATIONS--OTHER	0.00	268.00	268.00	0.00	(268.00)	0.00
36790 OPPORTUNITY DONATIONS	160,000.00	0.00	0.00	0.00	160,000.00	0.00
36910 SALE OF SURPLUS--GENERAL	2,000.00	0.00	0.00	0.00	2,000.00	0.00
36915 SALE OF SURPLUS--MATERIALS	4,000.00	3,506.02	3,506.02	0.00	493.98	87.65
36920 FOUND MONEY	0.00	3.30	3.30	0.00	(3.30)	0.00
36990 MISCELLANEOUS OTHER	0.00	550.00	550.00	0.00	(550.00)	0.00
36991 PAYMENT FOR LOST MATERIALS	10,000.00	22.10	22.10	0.00	9,977.90	0.22
36998 ERATE REIMBURSEMENT	530,000.00	0.00	0.00	0.00	530,000.00	0.00
36999 PROCUREMENT CARD REBATES	75,000.00	0.00	0.00	0.00	75,000.00	0.00
CHARGES OTHER:	1,144,500.00	10,989.83	10,989.83	0.00	1,133,510.17	0.96
TOTAL FOR REVENUE ACCOUNTS	42,666,900.00	95,002.92	95,002.92	0.00	42,571,897.08	0.22
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	22,046,500.00	1,690,882.17	1,690,882.17	0.00	20,355,617.83	7.67
51105 ADDITIONAL HOURS	52,000.00	0.00	0.00	0.00	52,000.00	0.00
51106 SHIFT DIFFERENTIAL	199,100.00	9,616.72	9,616.72	0.00	189,483.28	4.83
51107 SUBSTITUTE HOURS	12,000.00	956.27	956.27	0.00	11,043.73	7.97
51109 TUITION ASSISTANCE	12,000.00	1,038.00	1,038.00	0.00	10,962.00	8.65
51200 OVERTIME WAGES	19,100.00	3.99	3.99	0.00	19,096.01	0.02
51999 ADJ WAGE/SALARY TO MATCH PLAN	(781,900.00)	0.00	0.00	0.00	(781,900.00)	0.00
52001 INDUSTRIAL INSURANCE	204,800.00	7,970.11	7,970.11	0.00	196,829.89	3.89
52002 MEDICAL INSURANCE	2,929,100.00	266,251.77	266,251.77	0.00	2,662,848.23	9.09
52003 FICA	1,708,300.00	126,376.79	126,376.79	0.00	1,581,923.21	7.40
52004 RETIREMENT	2,288,600.00	170,268.43	170,268.43	0.00	2,118,331.57	7.44
52005 DENTAL INSURANCE	252,400.00	19,350.15	19,350.15	0.00	233,049.85	7.67
52006 OTHER BENEFIT	30,800.00	1,703.60	1,703.60	0.00	29,096.40	5.53
52010 LIFE AND DISABILITY INSURANCE	93,600.00	7,343.22	7,343.22	0.00	86,256.78	7.85
52020 UNEMPLOYMENT/ PAID FML INSURANCE	30,000.00	2,951.11	2,951.11	0.00	27,048.89	9.84
52021 PAID FML INSURANCE	0.00	2,721.68	2,721.68	0.00	(2,721.68)	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(263,800.00)	0.00	0.00	0.00	(263,800.00)	0.00
PERSONNEL	28,832,600.00	2,307,434.01	2,307,434.01	0.00	26,525,165.99	8.00
53100 OFFICE/OPERATING SUPPLIES--DEP	82,000.00	4,938.29	4,938.29	0.00	77,061.71	6.02

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53102 OFFICE/OPERATING SUPPLIES--SUP	90,500.00	325.23	325.23	0.00	90,174.77	0.36
53104 OFFICE/OPERATING SUPPLIES--PUB	262,000.00	1,863.40	1,863.40	0.00	260,136.60	0.71
53110 CUSTODIAL SUPPLIES	85,000.00	11,748.52	11,748.52	0.00	73,251.48	13.82
53120 MAINTENANCE SUPPLIES	35,000.00	2,567.62	2,567.62	0.00	32,432.38	7.34
53130 MATERIAL PROCESSING SUP	17,100.00	3,346.63	3,346.63	0.00	13,753.37	19.57
53200 FUEL	50,000.00	2,754.32	2,754.32	0.00	47,245.68	5.51
53400 MATERIALS COLLECTION	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53401 ADULT AV - CDS	40,000.00	1,214.94	1,214.94	0.00	38,785.06	3.04
53402 ADULT AV - DVD	320,000.00	6,726.98	6,726.98	0.00	313,273.02	2.10
53403 PERIODICALS {{OLD}}	0.00	(19.66)	(19.66)	0.00	19.66	0.00
53404 ADULT AV AUDIOBOOKS	25,000.00	183.84	183.84	0.00	24,816.16	0.74
53405 ADULT BOOK CLUB KITS	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53406 ADULT FICTION	240,000.00	9,043.31	9,043.31	0.00	230,956.69	3.77
53408 ADULT LARGE PRINT	50,000.00	2,371.41	2,371.41	0.00	47,628.59	4.74
53409 ADULT LUCKY DAY	300,000.00	359.12	359.12	0.00	299,640.88	0.12
53410 ADULT NONFICTION	20,000.00	18,511.65	18,511.65	0.00	1,488.35	92.56
53411 ADULT PAPERBACKS	5,000.00	185.77	185.77	0.00	4,814.23	3.72
53413 ADULT REFERENCE	60,000.00	0.00	0.00	0.00	60,000.00	0.00
53414 ADULT YA FICTION	25,000.00	1,323.44	1,323.44	0.00	23,676.56	5.29
53415 ADULT YA GRAPHIC NOVELS	15,000.00	1,815.87	1,815.87	0.00	13,184.13	12.11
53416 ADULT YA NONFICTION	10,000.00	468.70	468.70	0.00	9,531.30	4.69
53417 ADULT AV - DVDNF	40,000.00	2,315.04	2,315.04	0.00	37,684.96	5.79
53418 ADULT GRAPHIC NOVELS	50,000.00	830.17	830.17	0.00	49,169.83	1.66
53421 CHILDREN'S STANDING ORDERS	25,000.00	3,779.71	3,779.71	0.00	21,220.29	15.12
53422 CHILDREN'S BOOK CLUB KITS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53423 CHILDREN'S COMIC BOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53424 CHILDREN'S EARLY LEARNING	5,000.00	426.78	426.78	0.00	4,573.22	8.54
53425 CHILDREN'S FICTION	175,000.00	11,256.09	11,256.09	0.00	163,743.91	6.43
53426 CHILDREN'S GRAPHIC NOVELS	25,000.00	1,747.28	1,747.28	0.00	23,252.72	6.99
53427 CHILDREN'S NONFICTION	135,000.00	4,564.43	4,564.43	0.00	130,435.57	3.38
53428 CHILDREN'S SCIENCE TO GO	4,000.00	0.00	0.00	0.00	4,000.00	0.00
53429 CHILDREN'S STORYTIME	2,500.00	92.84	92.84	0.00	2,407.16	3.71
53430 DATABASES	465,000.00	53,411.65	53,411.65	0.00	411,588.35	11.49
53440 EBOOK - REFERENCE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53441 EBOOKS	800,000.00	19.99	19.99	0.00	799,980.01	0.00
53442 EDOWNLOADABLE AUDIO	700,000.00	0.00	0.00	0.00	700,000.00	0.00
53443 ESTREAMING BOOKS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53444 EHOSTING FEES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53445 EMAGAZINES	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53446 ONLINE BOOK CLUBS	7,500.00	10,547.22	10,547.22	0.00	(3,047.22)	140.63
53447 EVIDEO	150,000.00	0.00	0.00	0.00	150,000.00	0.00
53450 MAGAZINES	60,000.00	1,666.05	1,666.05	0.00	58,333.95	2.78
53460 VENDOR PROCESSING	160,000.00	3,282.70	3,282.70	0.00	156,717.30	2.05
53464 VENDOR PROCESSING SERVICES	10,000.00	1,224.00	1,224.00	0.00	8,776.00	12.24
53467 OCLC BIBLIOGRAPHIC SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
53468 OCLC RESOURCE SHARING SERVICES	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53470 WORLD - ADULT SPANISH	15,000.00	899.02	899.02	0.00	14,100.98	5.99
53471 WORLD - CHILDREN'S SPANISH	7,500.00	3,234.48	3,234.48	0.00	4,265.52	43.13

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
53472 WORLD - CHINESE	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53473 WORLD - DVD	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53474 WORLD - GERMAN	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53475 WORLD - JAPANESE	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53476 WORLD - KOREAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53477 WORLD - TAGALOG	15,000.00	0.00	0.00	0.00	15,000.00	0.00
53478 WORLD - VIETNAMESE	7,500.00	0.00	0.00	0.00	7,500.00	0.00
53479 WORLD - RUSSIAN	20,000.00	0.00	0.00	0.00	20,000.00	0.00
53480 WORLD - SAMOAN	5,000.00	0.00	0.00	0.00	5,000.00	0.00
53481 YOUTH CHILDREN'S AUDIO BOOKS	25,000.00	188.48	188.48	0.00	24,811.52	0.75
53482 YOUTH DVD - FTY	30,000.00	531.87	531.87	0.00	29,468.13	1.77
53483 YOUTH YA AUDIO BOOKS	2,500.00	0.00	0.00	0.00	2,500.00	0.00
53500 MINOR EQUIPMENT	29,000.00	1,447.75	1,447.75	0.00	27,552.25	4.99
53502 TECHNOLOGY HARDWARE--PUBLIC	200,000.00	8,542.19	8,542.19	0.00	191,457.81	4.27
53503 TECHNOLOGY HARDWARE--STAFF	202,500.00	136.43	136.43	0.00	202,363.57	0.07
53504 TECHNOLOGY HARDWARE--GENERAL	40,000.00	0.00	0.00	0.00	40,000.00	0.00
53505 SOFTWARE/LICENSES/HOST--APPS	518,500.00	81,285.07	81,285.07	0.00	437,214.93	15.68
53506 SOFTWARE/LICENSES/HOST--INFRA	393,000.00	4,868.52	4,868.52	0.00	388,131.48	1.24
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	64,500.00	2,203.89	2,203.89	0.00	62,296.11	3.42
54100 INDEPENDENT CONTRACTORS	280,000.00	9,771.63	9,771.63	0.00	270,228.37	3.49
54110 PERFORMER SERVICES	38,000.00	0.00	0.00	0.00	38,000.00	0.00
54120 CONTRACTUAL SERVICES	457,000.00	25,607.74	25,607.74	0.00	431,392.26	5.60
54140 DATA SERVICES	4,500.00	0.00	0.00	0.00	4,500.00	0.00
54150 LEGAL SERVICES	40,000.00	4,229.00	4,229.00	0.00	35,771.00	10.57
54163 PRINTING AND BINDING	26,000.00	0.00	0.00	0.00	26,000.00	0.00
54165 ILL LOST ITEM CHARGE	1,500.00	278.89	278.89	0.00	1,221.11	18.59
54200 POSTAGE	61,500.00	20.30	20.30	0.00	61,479.70	0.03
54201 SHIPPING	20,000.00	175.68	175.68	0.00	19,824.32	0.88
54210 TELECOM SERVICES--PHONES	50,000.00	7,283.22	7,283.22	0.00	42,716.78	14.57
54211 TELECOM SERVICES--CELLPHONES	100,000.00	6,473.53	6,473.53	0.00	93,526.47	6.47
54212 TELECOM SERVICES--INTERNET	667,000.00	56,586.99	56,586.99	0.00	610,413.01	8.48
54300 TRAVEL AND TOLLS	41,500.00	0.00	0.00	0.00	41,500.00	0.00
54301 MILEAGE REIMBURSEMENTS	51,000.00	738.42	738.42	0.00	50,261.58	1.45
54400 ADVERTISING	135,000.00	6,557.47	6,557.47	0.00	128,442.53	4.86
54501 RENTALS/LEASES--BUILDINGS	493,500.00	94,630.38	94,630.38	0.00	398,869.62	19.18
54502 RENTALS/LEASES--EQUIPMENT	189,600.00	23,931.95	23,931.95	0.00	165,668.05	12.62
54600 INSURANCE	300,000.00	0.00	0.00	0.00	300,000.00	0.00
54700 ELECTRICITY	265,000.00	26,200.24	26,200.24	0.00	238,799.76	9.89
54701 NATURAL GAS	12,000.00	2,676.29	2,676.29	0.00	9,323.71	22.30
54702 WATER	30,000.00	1,664.03	1,664.03	0.00	28,335.97	5.55
54703 SEWER	34,000.00	3,004.82	3,004.82	0.00	30,995.18	8.84
54704 REFUSE	36,000.00	3,574.28	3,574.28	0.00	32,425.72	9.93
54800 GENERAL REPAIRS/MAINTENANCE	251,500.00	27,681.04	27,681.04	0.00	223,818.96	11.01
54801 CONTRACTED MAINTENANCE	503,000.00	7,296.94	7,296.94	0.00	495,703.06	1.45
54805 VEHICLE REPAIR AND MAINTENANCE	65,000.00	928.50	928.50	0.00	64,071.50	1.43
54810 IT SYSTEMS MAINTENANCE--APPS	8,000.00	0.00	0.00	0.00	8,000.00	0.00
54811 IT SYSTEMS MAINTENANCE--INFRA	80,000.00	0.00	0.00	0.00	80,000.00	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 1/31/2022

FUND: GENERAL FUND (01)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54900 INDIVIDUAL REGISTRATIONS	87,000.00	3,696.95	3,696.95	0.00	83,303.05	4.25
54901 ORGANIZATIONAL REGISTRATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54902 DUES AND MEMBERSHIPS	44,000.00	27,887.33	27,887.33	0.00	16,112.67	63.38
54904 LICENSES	6,500.00	28.40	28.40	0.00	6,471.60	0.44
54905 FEES	42,000.00	2,422.41	2,422.41	0.00	39,577.59	5.77
54906 TAXES AND ASSESSMENTS	44,000.00	(0.03)	(0.03)	0.00	44,000.03	0.00
54911 FOUNDATION IMPACT PROJECTS	368,900.00	1,860.04	1,860.04	0.00	367,039.96	0.50
54912 CONTINGENCY	300,000.00	0.00	0.00	0.00	300,000.00	0.00
59712 TRANSFERS OUT--FUTURE LAND, PR	1,173,200.00	0.00	0.00	0.00	1,173,200.00	0.00
59730 TRANSFERS OUT--CAPITAL PROJECT	1,100,000.00	0.00	0.00	0.00	1,100,000.00	0.00
ALL OTHER EXPENSES	13,834,300.00	613,437.47	613,437.47	0.00	13,220,862.53	4.43
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	42,666,900.00	2,920,871.48	2,920,871.48	0.00	39,746,028.52	6.85
NET SURPLUS / DEFICIT	0.00	(2,825,868.56)	(2,825,868.56)	0.00	2,825,868.56	0.00

FUND: SPECIAL PURPOSE FUND (15)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES OTHER:	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
EXPENSE ACCOUNTS						
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
NEED A CATEGORY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
NET SURPLUS / DEFICIT	0.00	0.00	0.00	0.00	0.00	0.00

FUND: LEVY SUSTAINABILITY FUND (16)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	836.68	836.68	0.00	(836.68)	0.00
CHARGES OTHER:	0.00	836.68	836.68	0.00	(836.68)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	836.68	836.68	0.00	(836.68)	0.00
NET SURPLUS / DEFICIT	0.00	836.68	836.68	0.00	(836.68)	0.00

FUND: ELECTION FUND (17)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	84.12	84.12	0.00	(84.12)	0.00
CHARGES OTHER:	0.00	84.12	84.12	0.00	(84.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	84.12	84.12	0.00	(84.12)	0.00
NET SURPLUS / DEFICIT	0.00	84.12	84.12	0.00	(84.12)	0.00

FUND: PROPERTY AND FACILITY FUND (18)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT EARNINGS	0.00	253.53	253.53	0.00	(253.53)	0.00
CHARGES OTHER:	0.00	253.53	253.53	0.00	(253.53)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	253.53	253.53	0.00	(253.53)	0.00
NET SURPLUS / DEFICIT	0.00	253.53	253.53	0.00	(253.53)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT EARNINGS	0.00	6.49	6.49	0.00	(6.49)	0.00
CHARGES OTHER:	0.00	6.49	6.49	0.00	(6.49)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	6.49	6.49	0.00	(6.49)	0.00
NET SURPLUS / DEFICIT	0.00	6.49	6.49	0.00	(6.49)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2022 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,690,000.00	0.00	0.00	0.00	1,690,000.00	0.00
36110 INVESTMENT EARNINGS	0.00	400.24	400.24	0.00	(400.24)	0.00
CHARGES OTHER:	1,690,000.00	400.24	400.24	0.00	1,689,599.76	0.02
39700 TRANSFERS IN	2,000,000.00	0.00	0.00	0.00	2,000,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	3,690,000.00	400.24	400.24	0.00	3,689,599.76	0.01
EXPENSE ACCOUNTS						
53510 FURNISHINGS--PUBLIC	50,000.00	0.00	0.00	0.00	50,000.00	0.00
53515 FURNISHINGS--STAFF	100,000.00	0.00	0.00	0.00	100,000.00	0.00
54120 CONTRACTUAL SERVICES	925,000.00	4,035.00	4,035.00	0.00	920,965.00	0.44
54150 LEGAL SERVICES	0.00	14,709.50	14,709.50	0.00	(14,709.50)	0.00
54912 CONTINGENCY	250,000.00	0.00	0.00	0.00	250,000.00	0.00
56201 BUILDING IMPROVEMENTS/REFRESHE	400,000.00	0.00	0.00	0.00	400,000.00	0.00
56220 ELECTRICAL	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56270 DOORS	75,000.00	0.00	0.00	0.00	75,000.00	0.00
56310 PARKING LOT REPAIR & IMPROVEMENT	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56400 MACHINERY & MAJOR EQUIPMENT	650,000.00	0.00	0.00	0.00	650,000.00	0.00
56410 VEHICLES	300,000.00	0.00	0.00	0.00	300,000.00	0.00
56430 TECHNOLOGY EQUIPMENT	645,000.00	0.00	0.00	0.00	645,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	3,570,000.00	18,744.50	18,744.50	0.00	3,551,255.50	0.53
NET SURPLUS / DEFICIT	120,000.00	(18,344.26)	(18,344.26)	0.00	138,344.26	(15.29)

MEMO



Date: February 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Customer Experience Deputy Director Connie Behe
Customer Experience Managers Kayce Hall and Alison Eckes

Subject: Customer Experience Report – February

Customer Experiences

Comings and goings at the Graham Library:

- "Look what I have! I'm going to get books!" exclaimed an exuberant young customer while walking into the library proudly holding up their new library card.
- While heading out, an adult customer commented, "I'm so happy that you are open. This is a wonderful place to sit and get my work done. Thank you all!"

Bonney Lake Youth Services Librarian Catherine O'Brien had this to share about how preschool story time has positively impacted these two families in particular:

- A grandparent remarked how her once-shy grandson is experiencing success in kindergarten which she attributes to attending the Library's preschool story time. He was shy when he first attended story time, and now, she said, he is very talkative in class and a great reader.
- One mother who is concerned about her son's speech development commented that story times were really helping him improve his speech.

At the Gig Harbor Library, a local BIPOC restaurant owner who was recently displaced from her building due to a rent increase, spent several hours utilizing library resources (computer, printer, copier, etc.) to help secure a new place to open her restaurant. It will be a restored trolley on the Gig Harbor waterfront!

From Teen Specialist, Katie Higdon, "A patron came in to the building to scan the Lucky Day book collection and they were so excited to find a title that they hugged the book. They then proceeded to explain to the staff that they had been coming in everyday hoping to find that particular title, and that the last book they had read was also part of the Lucky Day collection. They were very pleased!"

A teacher at Holy Rosary Academy has been coming to Fife Library for books/book kits for her 5th/6th graders and said that she has seen a great deal of growth in the students' reading levels and abilities and that they now love to read.

Serving ALICE Households (Asset Limited, Income Constrained, Employed)

The Housing Help Pop-Ups with Tacomaprobono and Pierce County Human Services continued to be a huge success in February. They assisted over 200 people in February alone at library locations throughout

the county with answers to legal questions and provided help applying for rental/utility assistance programs. Because there is still so much need, we are now planning to extend the program through May.

Initiatives Highlights

Some Eatonville Library customers were unaware the Library had reopened until Supervising Librarian Cindy Dargan reached out by phone to a few. The customers were glad to hear from her.

Our 2022 Q1 marketing push centers around employment resources (for both job seekers and those already working and looking to increase their skills) and our newest digital literacy tool, Northstar. We were able to get our marketing materials sent out in WorkSource's weekly mailings, both their staff- and public-facing email newsletters. This means that staff at every WorkSource partner agency including Employment Security Department, CareerTEAM, and the WDC received this information. Additionally, anyone who has *ever* signed up for WorkSource assistance and receives their updates also received the news about tools here at PCLS that could help them advance!

We've also already seen examples of our resources reaching our customers during this 2022 campaign. In the first week of February we had a customer sign up for a library card because she saw our marketing materials and wanted to immediately start her path toward certification. She enrolled in our technology certification the same day she registered as a customer, and in the span of one week she had completed her learning pathways for 3 different Microsoft programs, passed practice exams in all of them, and passed her first certification final, earning her credential. She already has her next two final exams scheduled and is on track to have completed all three by the second week of March!

Community Engagement Highlights

Both indoor and outdoor activities are on the minds of the creative adult services staff at the University Place Library:

- Adult Services Specialist Maggie Crelling created 50 hand warmer Take & Make Kits for adults and saw multiple customers working on the kits in the branch. Maggie also collaborated with Customer Experience Assistant Rayisa Petrovska to create a 10 To Try Reading Challenge display to encourage participation in the System's latest reading challenge.
- Spring is coming! Customers have been enthusiastic over Adult Services Librarian Maureen Ricks Wildish distributing seeds through the branch's Seed Library.

Sumner Library Senior Librarian Ben Haines met with the city's new mayor to discuss the role of the Library as a community partner.

Our Early Learning Supervising Librarian, Susan Anderson-Newham, did a presentation for Friends of the Children Tacoma Chapter. They are an organization with paid Mentors who stay with children (All ALICE or children who face systemic barriers) for 12 years. Her presentation was for Mentors in Pierce County about Library resources and programming that can help them support their children beginning at very young ages and growing with them. When Susan finished and asked if there were any questions, one young man said, "Susan, I've never been a library user because up until your presentation today, it never occurred to me that the Library could be so much FUN!" They were all astounded at what we offer.

Officers Reports

MEMO



Date: February 25, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

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

Subject: Local 3787 Election Results

Elections were recently held to fill open Executive Board officer positions and a Trustee position in the Library's Union. The following is a list of staff members have been elected/appointed to serve during the next term:

President - **Katie Baker**, Service Desk and System Support Administrator, ACL
Secretary – **Clorissa Ashley**, Supervising Associate, Graham
Trustee - **Aisha Womack**, Customer Experience Assistant, Sumner

Ongoing Members:

Vice President - **Justin Moser**, Maintenance Technician, ACL
Chief Shop Steward - **Michelle Angell**, Librarian, Lakewood
Treasurer - **Tamara Saarinen**, Librarian, Gig Harbor
Trustee - **Lisa Oldoski**, Collection Management Librarian, ACL
Trustee – **Robin Bradford**, Collection Management Librarian, ACL

Stewards:

Michelle Angell, Librarian, Lakewood
Katie Baker, Service Desk and System Support Administrator, ACL
Yuri Button, Customer Experience Assistant, Lakewood
Dana Brownfield, Librarian, University Place
Mellisa Kubi, Customer Experience Assistant, South Hill
Justin Moser, Maintenance Technician, ACL
Sharon Nichols, Supervising Associate, South Hill
Catherine O'Brien, Librarian, Bonney Lake
Lisa Oldoski, Collection Management Librarian, ACL
Irene Poshtkouhi, Customer Experience Assistant, Tillicum
Calvin Read, Customer Experience Assistant, Parkland/Spanaway
Tamara Saarinen, Librarian, Gig Harbor
Malia Tui, Supervising Associate, University Place
Aisha Womack, Customer Experience Assistant, Sumner

MEMO



Date: February 28, 2022

To: Chair Jamilyn Penn, EdD and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: February 2022 Special Election Results

The February 2022 Special Election included numerous tax-related ballot measures to fund school districts in Pierce County. Voters approved the majority of those measures, including:

- Fife School District with 58% and 60% approvals for two separate existing levies.
- Franklin Pierce School District with 52% approval for an educational programs and operations levy and 55% approval for a technology levy.
- Orting School District with a 55% approval for an educational programs and operations levy.
- Steilacoom School District passed a simple majority (50% approval for passage) existing levy at a super majority rate (60% approval for passage) with 63% approval.
- University Place School District voters also passed simple majority levies at a super majority rate for an educational programs and operations levy with 67% approval and a building and security levy with 68% approval.
- White River passed two existing levies at 51% and 52% approval.

Some districts with traditionally strong voter support realized mixed results including Dieringer School District and Puyallup School District. Puyallup saw among its lowest voter support with 50.23% approving its educational programs and operations levy and 51.50% voters rejecting its safety and technology levy.

Bethel School District employed a variety of tactics that generally result in voter support in other districts; however, the Bethel's service area tends to reject tax-supported measures, with 56% of voters in this Special Election rejecting the district's educational programs and operations levy and 53% of voters turning down its technology levy.

In addition, Whatcom County Library District asked voters for a second time to approve a capital facility area and \$4.5 million general obligation bond for the Birch Bay Library. For a second time, voters soundly rejected the measure with 43% saying no (60% needed for passage). In November, the measure failed at 40%.

Special Election Results, Feb. 8, 2022
Certified Results: Feb. 18, 2022 (noon)

110,745 ballots of 408,318 registered voters, for a turnout of 27.12%.

Pierce County

Bethel School District No. 403 – Proposition No. 1

17,853 ballots, 74,878 registered voters, turnout 23.84%

Passage of Proposition No. 1 would help Bethel School District fund educational programs and operations not funded by the State.

Yes:	7,797	43.93%
No:	9,953	56.07%
Total:	17,750	100.00%

Bethel School District No. 403 – Proposition No. 2

17,853 ballots, 74,878 registered voters, turnout 23.84%

Passage of Proposition No. 2 would help Bethel School District support the continued modernization of school facilities by making certain technology improvements.

Yes:	8,338	46.81%
No:	9,476	53.19%
Total:	17,814	100.00%

Dieringer School District No. 343 – Proposition No. 1

2,035 ballots, 7,056 registered voters, turnout 28.84%

Passage of Proposition No. 1 would allow the Dieringer School District to replace an existing educational programs and operations levy that will expire at the end of calendar year 2022.

Yes:	1,106	54.46%
No:	925	45.54%
Total:	2,031	100.00%

Dieringer School District No. 343 – Proposition No. 2

2,035 ballots, 7,056 registered voters, turnout 28.84%

Passage of Proposition No. 2 would allow the Dieringer School District to replace an existing levy for instructional technology improvements that will expire at the end of calendar year 2022.

Yes:	1,084	53.35%
No:	948	46.65%
Total:	2,032	100.00%

Dieringer School District No. 343 – Proposition No. 3

2,035 ballots, 7,056 registered voters, turnout 28.84%

Passage of Proposition No. 3 would allow the Dieringer School District levy taxes during a four-year period to make certain health, safety, security, and infrastructure improvements throughout existing school facilities.

Yes:	1,011	49.73%
No:	1,022	50.27%
Total:	2,033	100.00%

Fife School District No. 417 – Proposition No. 1

2,351 ballots, 9,932 registered voters, turnout 23.67%

Passage of Proposition No. 1 would replace an expiring levy and allow the levy of \$10,593,000 in property taxes within Fife School District for collection in 2023, the levy of \$11,017,000 for collection in 2024, the levy of \$11,458,000 for collection in 2025, and the levy of \$12,145,000 for collection in 2026.

Yes:	1,365	58.26%
No:	978	41.74%
Total:	2,343	100.00%

Fife School District No. 417 – Proposition No. 2

2,351 ballots, 9,932 registered voters, turnout 23.67%

Passage of Proposition No. 2 would allow the levy of \$2,000,000 in property taxes within Fife School District No. 417 for collection in 2023, the levy of \$2,100,000 for collection in 2024, the levy of \$2,250,000 for collection in 2025, the levy of \$2,400,000 for collection in 2026, the levy of \$2,550,000 for collection in 2027, and the levy of \$2,700,000 for collection in 2028.

Yes:	1,404	60.03%
No:	935	39.97%
Total:	2,339	100.00%

Franklin Pierce School District No. 402 – Proposition No. 1

6,089 ballots, 29,782 registered voters, turnout 20.45%

Passage of Proposition No. 1 would help Franklin Pierce School District fund educational programs and operations not funded by the State.

Yes:	3,161	52.28%
No:	2,885	47.72%
Total:	6,046	100.00%

Franklin Pierce School District No. 402 – Proposition No. 2

6,089 ballots, 29,782 registered voters, turnout 20.45%

Passage of Proposition No. 2 would help Franklin Pierce School District acquire, install and modernize instructional technology equipment, infrastructure, systems and facilities and make other improvements and upgrades to the District’s instructional technology systems and facilities.

Yes:	3,337	54.98%
No:	2,733	45.02%
Total:	6,070	100.00%

Orting School District No. 344 – Proposition No. 1

3,298 ballots, 11,037 registered voters, turnout 29.88%

Passage of Proposition No. 1 would allow the Orting School District to replace an existing educational programs and operations levy that will expire at the end of calendar year 2022.

Yes:	1,807	54.79%
No:	1,491	45.21%
Total:	3,298	100.00%

Puyallup School District No. 3 – Proposition No. 1

23,077 ballots, 86,926 registered voters, turnout 26.55%

Passage of Proposition 1 would allow the Puyallup School District to replace an existing educational programs and operations levy that will expire at the end of calendar year 2022.

Yes:	11,550	50.23%
No:	11,443	49.77%
Total:	22,993	100.00%

Puyallup School District No. 3 – Proposition No. 2

23,077 ballots, 86,926 registered voters, turnout 26.55%

Passage of Proposition 2 would allow the levy of taxes during a six-year period to pay for infrastructure improvements and renovations that improve the safety, security, and technology access throughout schools and facilities.

Yes:	11,144	48.50%
No:	11,833	51.50%
Total:	22,977	100.00%

Steilacoom School District No. 1 – Proposition No. 1

4,389 ballots, 14,105 registered voters, turnout 31.12%

Passage of Proposition No. 1 would replace the district’s expiring levies and allow the district to levy \$7,000,000 in property taxes within Steilacoom Historical School District for collection in 2023, \$9,600,000 for collection in 2024, \$9,875,000 for collection in 2025 and \$10,150,000 for collection in 2026.

Yes:	2,760	62.90%
No:	1,628	37.10%
Total:	4,388	100.00%

Tacoma School District No. 10 – Proposition No. 1

38,772 ballots, 137,078 registered voters, turnout 28.28%

Tacoma School District’s Proposition 1 would replace an expiring levy for K-12 educational programs and operations of all neighborhood schools.

Yes:	25,706	66.72%
No:	12,824	33.28%
Total:	38,530	100.00%

Tacoma School District No. 10 – Proposition No. 2

38,772 ballots, 137,078 registered voters, turnout 28.28%

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

Yes:	25,921	67.05%
No:	12,738	32.95%
Total:	38,659	100.00%

University Place School District No. 83 – Proposition No. 1

7,346 ballots, 20,409 registered voters, turnout 35.99%

Proposition 1 would replace the University Place School District’s educational programs and operations levy that expires at the end of 2022.

Yes:	4,878	66.77%
No:	2,428	33.23%
Total:	7,306	100.00%

University Place School District No. 83 – Proposition No. 2

7,346 ballots, 20,409 registered voters, turnout 35.99%

Proposition No. 2 would allow the University Place School District to make capital repairs and improvements to buildings, grounds, HVAC systems, etc., and security infrastructure throughout the district to improve student learning and safety.

Yes:	4,985	67.98%
No:	2,348	32.02%
Total:	7,333	100.00%

White River School District No. 416 – Proposition No. 1

5,531 ballots, 17,096 registered voters, turnout 32.35%

Passage of Proposition No. 1 would replace an expiring levy and allow the levy of \$11,200,000 in property taxes within White River School District No. 416 for collection in 2023, the levy of \$12,000,000 for collection in 2024, the levy of \$12,800,000 for collection in 2025, and the levy of \$13,600,000 for collection in 2026.

Yes:	2,825	51.40%
No:	2,671	48.60%
Total:	5,496	100.00%

White River School District No. 416 – Proposition No. 2

5,531 ballots, 17,096 registered voters, turnout 32.35%

Passage of Proposition No. 2 would allow the levy of \$2,500,000 in property taxes within White River School District No. 416 for collection in 2023, the levy of \$2,800,000 for collection in 2024, the levy of \$3,300,000 for collection in 2025 and the levy of \$3,500,000 for collection in 2026, to modernize its existing facilities.

Yes:	2,856	51.73%
No:	2,665	48.27%
Total:	5,521	100.00%

Whatcom County

Whatcom County Rural Library District Proposition 2022-2 Establishing the Birch Bay Library Capital Facility Area

40,755 ballots, 107,790 registered voters, turnout 37.81%

If approved, this proposition would create the Birch Bay Library Capital Facility Area with boundaries as described in County Council Ordinance No. 2021-049. This proposition would authorize acquisition, constructing, furnishing, and equipping a new library in Birch Bay. To pay for the library, the proposition allows the Capital Facility Area to incur debt to finance it by issuing up to \$4,500,000 in general obligation bonds maturing within 20 years, and to levy annual excess property taxes to repay these bonds.

Require 60% approval to pass.

Yes:	1,890	57%
No:	1,426	43%
Total:	3,316	100.00%

MEMO



Date: March 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Reappointment of Trustee Pat Jenkins

A resolution to re-appoint trustee Pat Jenkins to a second five-year term on the Library's Board of Trustees was heard, and adopted, by the Pierce County Council on Tuesday, March 1, 2022. Attached is a copy of the Resolution.

Congratulations, Pat! We are pleased that you will continue to help the Library provide valued and excellent services to its communities.

1 Sponsored by: Councilmember Hans Zeiger
2 Requested by: County Executive

3
4
5
6 **RESOLUTION NO. R2022-32**

7
8
9 **A Resolution of the Pierce County Council Confirming the Reappointment**
10 **of One Existing Member (Pat Jenkins) to the Pierce County**
11 **Library District Board of Trustees.**

12
13
14 **Whereas**, the Library District Board of Trustees was established pursuant to the
15 Revised Code of Washington 27.12.190 and Pierce County Resolution No. 1872; and

16
17 **Whereas**, Pat Jenkins's first term expires March 31, 2022, and he is eligible and
18 wishes to be reappointed to a second five-year term; and

19
20 **Whereas**, Pat Jenkins currently serves as Vice Chair of the Board of Trustees
21 and served as the Chair in 2021; and

22
23 **Whereas**, the Executive has reappointed Pat Jenkins to his second term on the
24 Pierce County Library District Board of Trustees; and

25
26 **Whereas**, the Pierce County Charter, Section 3.30, provides that the
27 appointment of members to boards and commissions shall be made by the Executive,
28 subject to the confirmation by a majority of the Council; and

29
30 **Whereas**, the Council has completed its confirmation review; **Now Therefore**,

31
32 **BE IT RESOLVED by the Council of Pierce County:**

33
34 Section 1. The Pierce County Council hereby confirms the reappointment of
35 Pat Jenkins to his second term on the Pierce County Library District Board of Trustees,
36 which will expire on March 31, 2027.



1 Section 2. The Clerk to the Council shall provide a copy of this Resolution to the
2 member confirmed, the Executive Director of the Pierce County Library, and the County
3 Executive.
4

5
6 **ADOPTED** this _____ day of _____, 2022.

7
8 ATTEST:

PIERCE COUNTY COUNCIL
Pierce County, Washington

9
10
11
12 _____
13 **Denise D. Johnson**
14 Clerk to the Council
15

Derek Young
Council Chair



MEMO



Date: March 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2020 Fiscal and Accountability Audit—update

Our 2020 fiscal and accountability audit is well underway and on target to complete this month. In addition to the typical areas that the auditors are focusing on, this year they are also interested in our processes and payments to the Employment Security Department (ESD), which oversees unemployment payments. Also, I anticipate that they will want to ensure that some of the technical accounting data has been accurately moved over from Eden to Munis. We will inform the Board next month on draft results of the audit, if not final results.

MEMO



Date: March 1, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: Department of Retirement Systems (DRS) Audit—final results

Back in November 2020, we were informed that the Washington State pension system would be conducting a routine audit of our employees who are enrolled in the State’s retirement system. The audit period was July 1, 2018 through June 30, 2019, and its focus was on compliance with the rules and processes for enrolling employees into the system and with proper reporting of payroll records.

Clifton Larson Allen LLP (CLA) was the third party conducting the audit. We satisfied all their data requests for a sample pool of employees in May 2021. We hadn’t heard anything for many months, so I reached out to our contact at CLA and was promptly informed that they “did not note any improper errors” for our account. The audit is therefore closed and no more work needs to be done.

Unfinished Business

MEMO



Date: February 28, 2022

To: Chair Jamilyn Penn and Members of the Board of Trustees

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

Subject: Executive Director Recruitment Update

The Board of Trustee’s Search Committee – Pat Jenkins and Abby Sloan – completed online interviews of seven semi-final candidates on February 10 and 11.

Four candidates were invited to participate in final interviews on March 7 and 8. One candidate accepted another job offer and withdrew their application.

This concludes the work of the Search Committee and moves the process to the full Board of Trustees for selection of the Library’s next executive director.

Trustees will receive names and application materials prior to the interviews. Candidates will participate in a two-day interview that will include an online public presentation and Q&A session from 4-6 pm on March 7, and individual interviews with the Board of Trustees on March 8.

Bradbury Miller Associates, the executive search firm assisting the Library in the search process, will facilitate the final interview process.

The Board will interview finalists and evaluate the qualifications of the candidates in executive session during a special board meeting on March 8. During the special meeting, the Board may choose to extend an offer of employment to an applicant, or may decide to have continued discussion regarding qualifications during an executive session at this regular Board meeting on March 9. We will adjust the March 9 agenda as necessary based on the Board’s direction.

I am available to answer any questions or provide any additional updates in the Board Meeting.

Activity	Target Date
Initial meeting with Search Committee + Board and Consultant to review timeline and set schedule	Completed
Discovery meetings with select library staff and outgoing administrator	Completed

Feedback surveys open	Completed
Advertisement is approved by Search Committee	Completed
Post ads, actively recruit candidate pool	Completed
Applications Close	Completed
All candidate documents sent to Search Committee	Completed
Meet with Search Committee and present the pool of candidates; select 6-8 semifinalists-2-hour meeting (consultant meets with Committee virtually via Zoom)	Completed
Semifinal Interviews via Zoom w/ Search Committee	Completed
Reference Reports to Board	Completed
Final Interviews	March 8
Negotiations Completed	Roughly a week
New Library Director Start Date	TBD

Executive Session

***Motion: To recess to Executive Session per RCW 42.30.110
for 15 minutes to evaluate the qualifications of final applicants for the
position of Executive Director***

Unfinished Business (continued)

Possible Motion: *To authorize Bradbury Miller to extend an offer of employment for the position of Executive Director, subject to satisfactory negotiation of terms of employment and Board approval.*

Pierce County Library FYI Packet
Link List
March 9, 2022

Pierce County Library in the News

- [Pierce County Library Downloads](#) – PBS.org
- [Local Leader Joins Library Board](#) – Tacoma Weekly
- [The U.S. Is Seeing Another Wave of Book Bans](#) – KUOW (Kit DeForge, Pierce County Library System teen specialist, contributed to the article)
- [Why romance novels, more diverse than ever, are having a moment](#) – Seattle Times (Robin Bradford, Pierce County Library System librarian, contributed to the article)
- [Teens Called to Show Creativity in Pierce County Library Contest](#) – News release posted in Auburn Examiner, Macaroni Kid
- [Get the skills to get a new job with services from the Pierce County Library System](#) – News release posted in Tacoma Weekly, Macaroni Kid
- [Pierce County Library Board discusses eliminating fines and fees and other issues](#) – News release posted in Macaroni Kid
- [Buckley library may soon be fine-free](#) – Courier Herald
- [Good-Bye, Overdue Book Fines](#) – Tacoma Weekly
- [Improvements being made at area intersection](#) – The Dispatch
- [New Traffic Light Coming to Intersection near Graham Library](#) – The News Tribune
- [Warming Shelters Open Across Pierce County Amid Freezing Temps](#) – Pierce County Patch
- [Pierce County Offers a Model for Distributing Pandemic-Related Assistance Funding](#) – MRSC.com