

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
January 13, 2016
3:30 pm

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 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 sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda	Action
		<ol style="list-style-type: none"> 1. Approval of Minutes of the December 9, 2015, Regular Meeting 2. Approval of December 2015 Payroll, Benefits and Vouchers 3. Resolution 2016-01: To Declare Equipment Surplus to Public Service Needs 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. December 2015 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax 	
3:55 pm	10 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. 2016 Budget Document, Clifford Jo 	
4:05 pm	20 min.	New Business	
		<ol style="list-style-type: none"> 1. 2016 Board Calendar of Work, Georgia Lomax 	
4:25 pm	15 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Strategic Planning Update - Georgia Lomax 2. Pierce County READS, Linda Farmer 3. Revised Levy Certification, Clifford Jo 	
4:40 pm	00 min.	Executive Session: <i>There will be no Executive Session</i>	
4:40 pm	01 min.	Announcements	
4:42 pm		Adjournment	

Consent Agenda

CALL TO ORDER

Vice-Chair Donna Albers called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:34 pm. Board members present were Linda Ishem, Donna Albers, Monica Butler and J.J. McCament. Chair Rob Allen arrived later.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the November 18, 2015, Regular Meeting
2. November 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3648-3656, dated 11/01/15 - 11/30/15 in the amount of \$19,132.22
 - Payroll Disbursement Voucher dated 11/06/15 in the amount of \$601,991.53
 - Payroll Disbursement Voucher dated 11/21/15 in the amount of \$592,145.61
 - Accounts Payable Warrants 625081-625197 dated 11/01/15 – 11/30/15 in the amount of \$1,417,824.17

Ms. McCament moved for approval of the consent agenda as amended for clarity. Ms. Ishem seconded the motion and it was passed.

BOARD REPORTS

There were no Board Reports.

ROUTINE REPORTS

Dashboard - Ms. Lomax said the reduction of new cards from last October was a result of not conducting a card campaign this year.

November 2015 Financial Report - Dale Hough, Finance Manager, reported the Library has received \$2.3 million in revenue and expects another \$250,000 by year-end.

Executive Director Activities - Ms. Lomax reported she enjoyed attending the Prime Time Family Reading program event that was funded by a WA humanities council grant. Judy Nelson, Customer Experience Manager, invited the Trustees to attend the next sessions being held in the Lakewood Library.

UNFINISHED BUSINESS

Strategic Planning Process - Ms. Lomax reported she is working with BERK on setting up initial meetings with the planning team.

Ms. Ishem moved to authorize the Library to accept the contract for an amount not to exceed \$87,000 plus taxes. Ms. Butler seconded the motion and it was passed.

2016 Budget: Second Reading - Clifford Jo, Finance and Business Operations Director, presented the 2016 Budget, noting that creating the new Special Purpose Fund would separate the projects from the operational cost of running the Library.

In reviewing the General Fund, he noted the Maintenance and Operations budget increased slightly and the Materials budget remained the same. The Capital Improvement Plan transfer increased from 3% to 4% per the revised fiscal policy.

PUBLIC HEARING

Ms. McCament moved that in accordance with RCW 85.44.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2015 property tax levies for collection in 2016. Ms. Albers seconded the motion and it passed.

Chair Allen then asked if there was anyone else in the audience who wished to comment on the 2016 Budget of Estimated Revenue and Expenditures, and received no response.

There being no comments, Ms. McCament moved to close the public hearing on the 2016 budget of Estimated Revenue and Expenditures. Ms. Albers seconded the motion and it passed.

UNFINISHED BUSINESS CONTINUED

2016 Budget

- a. Resolution 2015-12: Year-End Capital Improvement Fund Transfer - Ms. McCament moved to approve Resolution 2015-12. Ms. Ishem seconded the motion and it passed.

- b. Resolution 2015-13: To Adopt the 2016 General Fund Budget - Ms. McCament moved to approve Resolution 2015-13. Ms. Ishem seconded the motion and it passed.

- c. Resolution 2015-14: To Adopt the 2016 Capital Improvement Fund Budget - Ms. McCament moved to approve Resolution 2015-14. Ms. Ishem seconded the motion and it passed.

- d. Resolution 2015-15: To Adopt Special Purpose Fund Budget - Ms. McCament moved to approve Resolution 2015-15. Ms. Ishem seconded the motion and it passed.

Ms. Lomax thanked her teams for their work in building the 2016 budget.

NEW BUSINESS

Pierce County Library Foundation Annual Report - Foundation President Michael Gordon reported he was stepping down after serving as president for past five years. Linda Tieman will be the new president. Mr. Gordon highlighted major events from the year, expressing great pleasure in the recent donor events and sharing how to invest in the Library. He said there are plans to expand the Board to recruit a college-aged member from one of the local colleges.

Lynne Hoffman, Foundation Director, reviewed the financial position of the Foundation. Annual, leadership and grant giving accounted for the same percentage of overall giving. She expects an increase in grants next year. Annual giving increased by 18% and leadership gifts increased 40% over the prior year. Growth plans include securing more grants funding in 2016. Grants will continue to be submitted for youth, outreach and early learning.

Mr. Gordon highlighted the efforts behind the Investing in Families campaign. He encouraged the members of the Board to make a gift to the Foundation and to attend the Pierce County Reads event in the spring.

Ms. Hoffman noted Ms. Lomax would be joining the leadership gifts team in 2016. She said the Foundation would be incorporating planned giving in their plan to solicit funds.

Ms. Hoffman recently hosted a tour of the Administrative Center & Library for the various Friends of the Libraries groups.

Mr. Gordon said the Foundation is looking for corporate donors and offered to contact those in the Trustee's network about supporting the Library. The Board thanked the Foundation for their work.

Ms. Lomax introduced Bob Estrada, President of the Lakewood Friends.

Resolution 2015-16: To Set Wages and Benefits for Non-Represented Employees for 2016 - Ms. Lomax asked the Board to approve the resolution to set wages and benefits for non-represented staff. She said non-represented employee wages are determined by the Executive Director.

She said her goal in future years is for non-represented staff to be paid for performance within a salary range, rather than according to a step schedule.

Ms. McCament moved to approve Resolution 2015-16. Ms. Ishem seconded the motion and it passed.

2016 Election of Officers - Ms. McCament moved to elect Mr. Allen as Chair and Ms. Albers as Vice-Chair for 2016. Ms. Butler seconded the motion and it passed.

Public Works Procurement Policy - Mr. Jo provided background on the policy and reviewed the revision. Ms. McCament moved to approve the Public Works Procurement Policy. Ms. Ishem seconded the motion and it passed.

Food Purchase Policy - Ms. Butler moved to approve the Food Purchase Policy. Ms. Albers seconded the motion and it passed.

Communications Department High Speed Printer Purchase - Mr. Jo said the current printer's operating system is no longer supported. Purchasing a new printer will reduce overall costs to the Library. He noted the Library received two bids.

Ms. Albers moved to authorize the Library to purchase the printer as presented, not to exceed \$175,000. Ms. Butler seconded the motion and it passed.

OFFICER REPORTS

2013-14 Audit Update - Chair Allen reported it was a clean audit. The auditor said staff was responsive and provided timely and well-completed documents. He was satisfied the Library's internal controls are in place and effective. Ms. McCament thanked Chair Allen for representing the Board.

DIY Fest - Jaime Prothro, Customer Experience Manager said attendance doubled in the second year of the event.

Tuition Assistant Program - Melinda Chesbro, Deputy Director, said a committee approved the allocation of \$12,000 for 2016 coming from other revenue sources. Five applicants will have 30% of their tuition paid.

EXECUTIVE SESSION

At 5:20 pm, Ms. McCament moved to recess to Executive Session, per RCW 42.30.110, to discuss contract negotiations and personnel issues for ten minutes. Ms. Ishem seconded the motion and it was passed. The Session was extended by ten minutes. The Session ended at 6:09 pm.

NEW BUSINESS (CONTINUED)

2016 Executive Director Salary Agreement - Ms. McCament moved to authorize Chair Allen to implement the 2016 Salary Agreement for the Executive Director. Ms. Ishem seconded the motion and it passed.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:10 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

December 2015 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3657-3662	12/1/15-12/31/15	\$5,757.61
Electronic Payments - Payroll & Acct Payable		12/06/15	\$586,058.91
Electronic Payments - Payroll & Acct Payable		12/21/15	\$580,644.23
Accounts Payable Warrants	625198-625343	12/1/15-12/31/31/15	\$1,417,824.17
Total:			<u><u>\$2,590,284.92</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3657	pr	12/21/2015	MANGRUM, MARTA			12/01/15 - 12/15/15	0.00	1,037.45
3658	pr	12/21/2015	MATHIAS, LAURA			12/01/15 - 12/15/15	0.00	374.33
3659	pr	12/21/2015	CUSHMAN, COLIN			12/01/15 - 12/15/15	0.00	228.88
3660	pr	12/21/2015	ANGVIK, JOHN			12/01/15 - 12/15/15	0.00	847.69
3661	pr	12/21/2015	SISON, VALERIE			12/01/15 - 12/15/15	0.00	773.17
3662	pr	12/21/2015	SMITH, KEITH			12/01/15 - 12/15/15	0.00	2,496.09
Total:							0.00	5,757.61

Checks in report: 6

Grand Total: 0.00 5,757.61

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Christy Telling

Contact Phone: 253-548-3451

Contact e-mail: ctelling@piercecountylibrary.org

Comments: payday12/07/2015

Withdrawal Date: 12/07/15

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	61,095.40
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	44,247.19
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	44,247.19
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	419,794.54
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,344.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	2,897.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,244.29
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-01	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-01	5100000	188.80
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	-
	FIT EE and EIC/supp payroll	237100	CC_Library_District	697-01	5100000	
Total Deposit						\$ 586,058.91

Certification: _____

Christy Telling
Signature (Department Designee)

12/4/15
Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Christy Telling

Contact Phone: 253-548-3451

Contact e-mail: ctelling@piercecounitylibrary.org

Comments: payday12/21/2015

Withdrawal Date: 12/21/15

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	61,721.76
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	44,652.17
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	44,652.17
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	417,133.34
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,694.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	2,897.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,368.97
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-01	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-01	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	2,070.32
	FIT EE and EIC/supp payroll	237100	CC_Library_District	697-01	5100000	(6,546.00)
Total Deposit						\$ 580,644.23

Certification:

Christy Telling
Signature (Department Designee)

12/18/15
Date

Comments:

Check History Listing

Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
625198	12/02/2015	006385 ALTADENA LIBRARY DISTRICT	V	21.95
625199	12/02/2015	001554 ANDREW'S FIXTURE CO INC	V	2,078.60
625200	12/02/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		18.41
625201	12/02/2015	005605 ILL LIBRARY MEDIA CENTER BELLEVUE C		25.00
625202	12/02/2015	001126 DELL MARKETING LP		145.50
625203	12/02/2015	005272 GREEN EFFECTS INC		475.89
625204	12/02/2015	004674 MCHUGH MANAGEMENT CONSULTING	V	750.00
625205	12/02/2015	001586 NORTHWEST DOOR INC		497.78
625206	12/02/2015	006331 SURPRISE LAKE SQUARE LLC		5,840.57
625207	12/02/2015	001821 TYLER TECHNOLOGIES INC		42,980.84
625208	12/02/2015	006386 UNIVERSITY OF CENTRAL MISSOURI	V	120.00
625209	12/04/2015	000895 COLUMBIA BANK		50.00
625210	12/04/2015	000752 PIERCE COUNTY AUDITOR		74.00
625211	12/04/2015	001290 REGIONAL BUILDING SVCS CORP		507.25
625212	12/04/2015	006195 SINGER GROUP INC	V	16,200.00
625213	12/04/2015	000093 PAYMENT PROCESSING CENTER EBSCO		7,410.81
625214	12/04/2015	000243 INGRAM LIBRARY SERVICES		802.07
625215	12/04/2015	000362 ORTING CITY OF		2,044.99
625216	12/04/2015	000377 PUGET SOUND ENERGY		6,706.76
625217	12/04/2015	000460 STEILACOOM TOWN OF		637.64
625218	12/04/2015	000830 BAKER & TAYLOR		13,330.84
625219	12/04/2015	006381 D&D PUBLISHING		84.00
625220	12/04/2015	000093 PAYMENT PROCESSING CENTER EBSCO		60.29
625221	12/04/2015	000269 HW WILSON CO		307.50
625222	12/04/2015	000243 INGRAM LIBRARY SERVICES		10,616.97
625223	12/04/2015	003909 MCCALLS QUICK QUILTS		19.00
625224	12/04/2015	000352 MIDWEST TAPE		16,226.06
625225	12/04/2015	000344 PROGRESSIVE BUSINESS PUBLICATI		230.00
625226	12/04/2015	000406 RECORDED BOOKS LLC		1,105.42
625227	12/04/2015	000451 SEATTLE TIMES SEATTLE PI		794.65
625228	12/07/2015	000242 BUCKLEY CITY OF		219.85
625229	12/08/2015	000828 AFSCME AFL-CIO		5,680.09
625230	12/08/2015	000175 ASSOCIATION OF WASHINGTON CITI		174,169.91
625231	12/08/2015	003985 PACIFCSOURCE ADMINISTRATORS		1,665.21
625232	12/08/2015	000821 PIERCE COUNTY SUPERIOR COURT		184.29
625233	12/08/2015	001181 PIERCE CTY LIBRARY FOUNDATION		316.38
625234	12/08/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
625235	12/08/2015	000823 UNITED WAY		82.58

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
625236	12/08/2015	004782 US DEPARTMENT OF EDUCATION		187.69
625237	12/08/2015	000827 WA STATE- DEPT OF RETIREMENT S		99,699.63
625238	12/09/2015	001097 ACCURATE INSTALLATION & DESIGN		1,030.75
625239	12/09/2015	001554 ANDREW'S FIXTURE CO INC		1,837.92
625240	12/09/2015	000153 ASSOCIATED PETROLEUM PRODUCTS		5,163.72
625241	12/09/2015	005862 ELITE PROPERTY INVESTMENTS LLC		9,769.30
625242	12/09/2015	001875 LINDA ESKESEN		336.33
625243	12/09/2015	006329 PIERCE COUNTY PARKS AND REC		45.00
625244	12/09/2015	000497 TILlicum COMMUNITY SERVICE CEN		1,821.93
625245	12/09/2015	004022 US BANK		154,837.89
625246	12/09/2015	004022 US BANK		148,316.04
625247	12/09/2015	000635 WAYNES ROOFING INC		393.29
625248	12/10/2015	001554 ANDREW'S FIXTURE CO INC		2,899.10
625249	12/10/2015	005882 LAUREN LINDSKOG		57.63
625250	12/10/2015	002062 GEORGIA LOMAX		209.00
625251	12/10/2015	004674 MCHUGH MANAGEMENT CONSULTING		750.00
625252	12/09/2015	004022 US BANK		342,488.71
625253	12/14/2015	006385 ALTADENA LIBRARY DISTRICT		21.95
625254	12/14/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		18.41
625255	12/14/2015	000895 COLUMBIA BANK		289.23
625256	12/14/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		21.50
625257	12/14/2015	005283 E-RATE EXPERTISE INC		800.00
625258	12/14/2015	005272 GREEN EFFECTS INC		6,005.62
625259	12/14/2015	002062 GEORGIA LOMAX		150.00
625260	12/14/2015	001345 MICHAEL'S CUSTOM UPHOLSTERY		257.48
625261	12/14/2015	001586 NORTHWEST DOOR INC		1,214.34
625262	12/14/2015	000370 PIERCE COUNTY		138.00
625263	12/14/2015	006195 SINGER GROUP INC		16,200.00
625264	12/14/2015	003719 UNIQUE MANAGEMENT SERVICES		1,539.40
625265	12/14/2015	006386 UNIVERSITY OF CENTRAL MISSOURI		120.00
625266	12/14/2015	000534 WCP SOLUTIONS		205.76
625267	12/16/2015	005272 GREEN EFFECTS INC		91.72
625268	12/16/2015	006336 GRIT CITY PHOTOGRAPHY		437.60
625269	12/16/2015	005157 LOVSTED WORTHINGTON LLC		73,657.93
625270	12/16/2015	004794 MARTIN SIGNS & FABRICATION INC		9,552.26
625271	12/16/2015	001586 NORTHWEST DOOR INC		493.68
625272	12/16/2015	003811 PIERCE CO COMMUNITY NEWSPAPER		1,100.00
625273	12/16/2015	000730 SMITH FIRE SYSTEMS MGT LLC		8.00
625274	12/16/2015	006277 SOURCE RITE LLC		83.80

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Check #	Date	Vendor	Status	Check Total
625275	12/16/2015	000541 STATE OF WASHINGTON		5,895.35
625276	12/16/2015	000635 WAYNES ROOFING INC		1,095.33
625277	12/18/2015	000185 COASTWIDE LABORATORIES		916.09
625278	12/18/2015	002096 DAVID DURANTE		23.99
625279	12/18/2015	000235 KCDA PURCHASING COOPERATIVE		114.66
625280	12/18/2015	005979 METCO ELECTRIC		1,123.78
625281	12/18/2015	006210 PACIFIC AIR CONTROL INC		2,836.06
625282	12/18/2015	005417 RICOH USA INC		178.65
625283	12/17/2015	004022 US BANK		60,203.34
625284	12/18/2015	004022 US BANK		3,423.88
625285	12/18/2015	004022 US BANK		211,341.50
625286	12/18/2015	001552 VISION BUSINESS PRODUCTS OF AR		633.98
625287	12/18/2015	000830 BAKER & TAYLOR		17,304.52
625288	12/18/2015	001643 IMPACT		37.62
625289	12/18/2015	005609 LEMAY TRANSPORTATION SERVICES		183.57
625290	12/18/2015	000377 PUGET SOUND ENERGY		1,016.34
625291	12/18/2015	000463 SUMMIT WATER & SUPPLY CO		303.60
625292	12/18/2015	000541 STATE OF WASHINGTON		361.15
625294	12/18/2015	004022 US BANK		64,518.51
625295	12/21/2015	003778 AFLAC		5,960.36
625296	12/21/2015	000828 AFSCME AFL-CIO		5,692.72
625297	12/21/2015	000175 ASSOCIATION OF WASHINGTON CITI		2,242.79
625298	12/21/2015	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
625299	12/21/2015	003985 PACIFCSOURCE ADMINISTRATORS		1,664.01
625300	12/21/2015	001181 PIERCE CTY LIBRARY FOUNDATION		316.38
625301	12/21/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
625302	12/21/2015	000823 UNITED WAY		82.40
625303	12/21/2015	004782 US DEPARTMENT OF EDUCATION		187.66
625304	12/21/2015	000827 WA STATE- DEPT OF RETIREMENT S		99,970.76
625305	12/22/2015	000830 BAKER & TAYLOR		17,065.22
625306	12/22/2015	000830 BAKER & TAYLOR		10,922.01
625307	12/22/2015	000087 BLACKSTONE AUDIO BOOKS INC		960.00
625308	12/22/2015	004329 BOOKSITE		6,000.00
625309	12/22/2015	000234 BOUND TO STAY BOUND BOOKS INC		1,260.68
625310	12/22/2015	000847 CENTER POINT PUBLISHING		1,115.64
625311	12/22/2015	005300 DANGER ROOM COMICS LLC		1,393.50
625312	12/22/2015	000243 INGRAM LIBRARY SERVICES		18,366.76
625313	12/22/2015	000352 MIDWEST TAPE	V	0.00
625314	12/22/2015	000352 MIDWEST TAPE	V	0.00

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Check #	Date	Vendor	Status	Check Total
625315	12/22/2015	000352 MIDWEST TAPE		39,083.95
625316	12/22/2015	001563 MORNINGSTAR INC		7,479.00
625317	12/22/2015	006150 PRONUNCIATOR		4,995.00
625318	12/22/2015	000406 RECORDED BOOKS LLC		284.22
625319	12/22/2015	000451 SEATTLE TIMES SEATTLE PI		405.15
625320	12/22/2015	000535 WESTON WOODS STUDIOS		223.00
625321	12/28/2015	001199 ABC SUN CONTROL INC		3,920.90
625322	12/28/2015	006391 BERK CONSULTING INC		25,282.50
625323	12/28/2015	006392 CITY OF EVERETT		16.99
625324	12/28/2015	001249 DUPONT CITY OF		60.00
625325	12/28/2015	006336 GRIT CITY PHOTOGRAPHY		456.47
625326	12/28/2015	004933 NORTHWEST HEALTH & SAFETY INC		108.39
625327	12/28/2015	005338 PHOENIX MECHANICAL INC		562.69
625328	12/28/2015	001681 PITNEY BOWES		648.78
625329	12/28/2015	005417 RICOH USA INC		221.56
625330	12/28/2015	006395 SANTA CLARA CNTY LIBRARY DISTR		21.50
625331	12/28/2015	001124 SUMMIT LAW GROUP PLLC		8,600.50
625332	12/28/2015	003736 UNC CHARLOTTE		100.00
625333	12/28/2015	000534 WCP SOLUTIONS		414.40
625334	12/28/2015	001369 WHATCOM COUNTY LIBRARY SYSTEM		12.99
625335	12/29/2015	006394 SUSAN FERBER		10.00
625336	12/29/2015	006393 RITCHIE HANSEN		38.99
625337	12/29/2015	000352 MIDWEST TAPE		60,000.00
625338	12/29/2015	003497 TAMARA SAARINEN		33.00
625339	12/31/2015	005899 LINDA FARMER		24.00
625340	12/31/2015	001643 IMPACT		32.47
625341	12/31/2015	002065 TRISHA MUSCHETT		57.82
625342	12/31/2015	000377 PUGET SOUND ENERGY		4,772.76
625343	12/31/2015	000460 STEILACOOM TOWN OF		599.71

boa Total: 1,898,776.84

145 checks in this report

Total Checks: 1,898,776.84

RESOLUTION NO. 2016-01

**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 \$5000.00, 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 13TH DAY OF JANUARY, 2016.

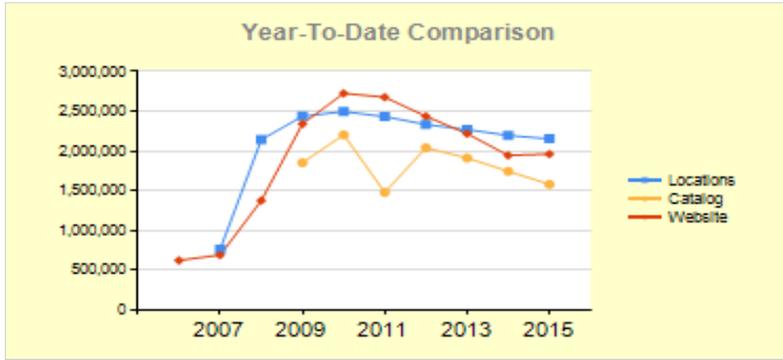
BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Robert Allen, Chair	_____
Donna Albers, Vice-Chair	_____
Monica Butler, Member	_____
Linda Ishem, Member	_____
J. J. McCament, Member	_____

QTY	ITEM	DESCRIPTION	LOCATION
8	Furnishings	Gray and Green padded office chairs	Offsite Storage
2	Furnishings	Blue padded office chairs w/ armrest	Admin Center
23	Library supplies	Wheeled book carts (metal & wood)	Admin Center
1	Multimedia equipment	Television	Admin Center
3	Office Equipment	IBM Typewriter	Admin Center
1	Furnishings	2 door cabinet	Admin Center
3	Furnishings	Wooden chair w/ stripped padding	Admin Center
1	Furnishings	Padded office chair - green	Admin Center
1	Furnishings	Patterned lounge chair	Admin Center
1	Furnishings	Patterned lounge chair, wooden arms	Admin Center
2	Multimedia equipment	A/V reading machines	Admin Center
1	Furnishings	Couch - Pink loveseat	Admin Center
2	Furnishings	Ottomon - wood sides	Admin Center
1	Office Equipment	Metal box fan	Admin Center
1	Furnishings	Couch - no cushions	Admin Center
1	Furnishings	Lounge Chair, padded - blue	Admin Center
3	Furnishings	padded office chairs w/ armrest	Admin Center
11	Furnishings	Padded office chairs (pink & blue)	Admin Center
5	Furnishings	wooden chair w/ patterned padding	Admin Center
21	Furnishings	Wooden folding tables	Admin Center
3	Furnishings	Padded high task chairs	Admin Center
3	Furnishings	Wooden short stools (one padded)	Admin Center
2	Furnishings	Metal padded table chairs (pink)	Admin Center
2	Furnishings	Metal padded table chairs (pink) w/ arms	Admin Center
4	Furnishings	Metal padded table chairs (gray & green)	Admin Center
4	Furnishings	Blue patterned lounge chair	Admin Center
5	Furnishings	Wooden childrens chairs - green padding	Admin Center
2	Furnishings	Fabric benches - striped	Admin Center
2	Furnishings	High task charis - Blue & Yellow	Admin Center
1	Furnishings	Wheeled desk/table	Admin Center
1	Multimedia equipment	VCR	Admin Center
2	Furnishings	Green padded lounge chairs	Admin Center
1	Furnishings	Round childrens table	Admin Center
1	Office Equipment	Gold 4 drawer filing cabinet	Admin Center
1	Furnishings	Grey padded office chair	Admin Center
2	Furnishings	Blue padded office chairs w/ armrest	Offsite Storage
3	Furnishings	Wooden framed, padded reading chairs	Offsite Storage
9	Furnishings	Gold padded office chairs	Offsite Storage
1	Furnishings	Red patterned children's chair	Offsite Storage
2	Furnishings	Wood Chairs with Fabric Seats - Pink	Offsite Storage
2	Furnishings	Wood chairs with fabric seats/back - Blue	Offsite Storage
1	Furnishings	Striped couch - loveseat	Offsite Storage
1	Furnishings	Rocking Chairs with Arms, Upholstered	Offsite Storage
2	Furnishings	Wood chairs with fabric seats - Patterned	Offsite Storage
3	Furnishings	Fabric lounge chairs	Offsite Storage
1	Furnishings	Office Chair - fabric pattern	Offsite Storage

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - NOVEMBER

VISITS



	November		
	2014	2015	% Change
Door Count	123,019	124,163	0.93%
Catalog	133,736	130,781	-2.21%
Website	154,439	164,985	6.83%
Job & Business Portal	1,840	2,156	17.17%
Military Portal	64	160	150.00%
Total	413,098	422,245	2.21%

CHECKOUTS



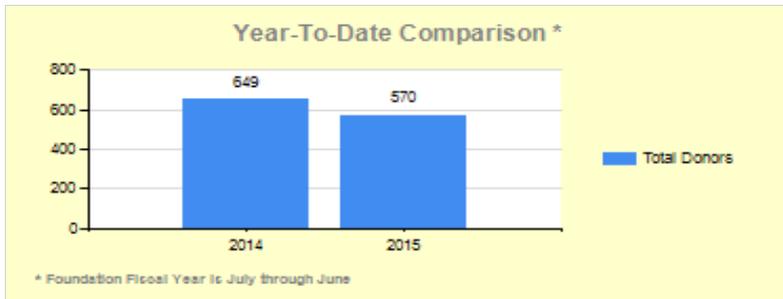
	November		
	2014	2015	% Change
Checkouts	402,268	383,116	-4.76%
Downloadables	51,817	71,200	37.41%
Total	454,085	454,316	0.05%

CUSTOMERS



	November		
	2014	2015	% Change
Active Cardholders	277,932	321,908	15.82%
New Cards	2,812	4,486	59.53%
Checkout Transactions	76,261	72,566	-4.85%
Unique Users	35,479	34,304	-3.31%

PHILANTHROPY



	November		
	2014	2015	% Change
FoundationDonors	269	255	-5.20%
NewFoundationDonors	111	94	-15.32%
\$ Raised by Foundation	\$27,937.00	\$24,453.00	-12.47%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

BRANCH CLOSURES

2012		
Location	Dates	Duration (days)
Various (Snow Closures)	1/17-23	7
Bonney Lake	2/13-26	13
Graham	3/21-4/5	15
South Hill	4/9-5/6	27
Tillicum	7/3-8/5	33
Sumner	7/30-9/3	35
Summit	9/17-30	13
Steilacoom	10/17-11/14	28
Bookmobile Ends	11/11	
Key Center	11/14-12/31	47

2013		
Location	Dates	Duration (days)
Key Center	1/1-2/3	34
Fife	9/24-25	2

2014		
Location	Dates	Duration (days)
Gig Harbor	5/19-6/1	13
Lakewood	9/2-21	19
Pkld/Span	10/3-26	13
South Hill	11/1-30	30

2015		
Location	Dates	Duration (days)
Gig Harbor	11/9-11/22	13

Monthly Interim Financial Reports

December 31, 2015

General Fund

- County Property Tax data received through 12/31/15. There may be some future adjustments as they close their year.
- Through 12/31 we received 100% of budgeted “tax” revenue. Actually \$101,630 more than budgeted.
- Other Revenue YTD is at 104% of the budget amount.
- Total GF Expenditures are at 99% of budget. We will be slightly underspent budget to actual.
- Year to date net balance (2015 revenue minus 2015 expenditures) = \$542,268

Capital Improvement Projects Fund

- Received 100% of budgeted revenue.
- Spent 91% of budgeted expenditures
- Budget balance of \$279,032
- Year to date net balance (2015 revenue minus 2015 expenditures) = \$289,118.

**Pierce County Library System
Statement of Financial Position - Interim
December 31, 2015
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 8,370,208	\$ 83,725	\$ 1,265,659
Investments	\$ -	\$ -	\$ -
Total Cash	\$ 8,370,208	\$ 83,725	\$ 1,265,659
Total Current Assets	\$ 8,370,208	\$ 83,725	\$ 1,265,659
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 361,035	\$ -	\$ 33,778
Sales Tax Payable	\$ 5,565	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 48,161	\$ -	\$ -
Total Current Liabilities	\$ 414,761	\$ -	\$ 33,778
Fund Balance			
Reserve for Encumbrances	\$ 154,855	\$ -	\$ 50,835
Net Excess (Deficit)	\$ 496,075	\$ 77	\$ 289,118
Unreserved Fund Balance	\$ 7,304,517	\$ 83,649	\$ 891,927
Total Fund Balance	\$ 7,955,447	\$ 83,725	\$ 1,231,880
Total Liabilities and Fund Balance	\$ 8,370,208	\$ 83,725	\$ 1,265,659
Anticipated Property Tax Revenue	\$ 788,732	\$ -	\$ -

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</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>HISTORICAL</i>	<i>CURRENT</i>
	12/31/2014	1/31/2015	2/28/2015	3/30/2015	4/30/2015	5/31/2015	6/30/2015	7/31/2015	8/31/2015	9/30/2015	10/31/2015	11/30/2015	12/31/2015
Assets													
Current Assets - Cash													
Cash	\$ 8,537,811	\$ 1,229,471	\$ 2,036,210	\$ 3,707,222	\$ 11,678,461	\$ 3,966,177	\$ 2,018,084	\$ 1,910,091	\$ 1,849,322	\$ 2,279,894	\$ 10,928,777	\$ 4,365,526	\$ 8,370,208
Investments	\$ -	\$ 5,100,000	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -
Total Cash	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208
Total Current Assets	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 729,888	\$ 549,239	\$ 368,284	\$ 345,727	\$ 302,297	\$ 262,350	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 361,035
Sales Tax Payable	\$ 2,082	\$ 3,879	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 5,565
Payroll Taxes and Benefits Payable	\$ 17,190	\$ 25,256	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,290	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,161
Total Current Liabilities	\$ 749,161	\$ 578,374	\$ 414,453	\$ 401,064	\$ 317,487	\$ 294,978	\$ 382,810	\$ 439,384	\$ 484,979	\$ 389,934	\$ 492,288	\$ 548,066	\$ 414,761
Fund Balance													
Reserve for Encumbrances	\$ -	\$ 480,435	\$ 438,268	\$ 397,093	\$ 454,484	\$ 401,208	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ 154,855
Net Excess (Deficit)	\$ -	\$ (2,517,988)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,101,973	\$ 3,591,475	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ 496,075
Unreserved Fund Balance	\$ 7,788,650	\$ 7,788,650	\$ 7,788,650	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,304,517
Total Fund Balance	\$ 7,788,650	\$ 5,751,097	\$ 4,121,757	\$ 3,306,158	\$ 11,360,974	\$ 11,797,199	\$ 9,885,274	\$ 7,970,707	\$ 4,927,125	\$ 3,389,961	\$ 10,436,489	\$ 10,517,460	\$ 7,955,447
Total Liabilities and Fund Balance	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,370,208
Anticipated Property Tax Revenue	\$ -	\$ 27,468,688	\$ 27,079,256	\$ 25,938,795	\$ 15,656,184	\$ 13,299,906	\$ 13,113,114	\$ 12,988,144	\$ 12,867,362	\$ 12,414,655	\$ 3,197,451	\$ 943,271	\$ 788,732

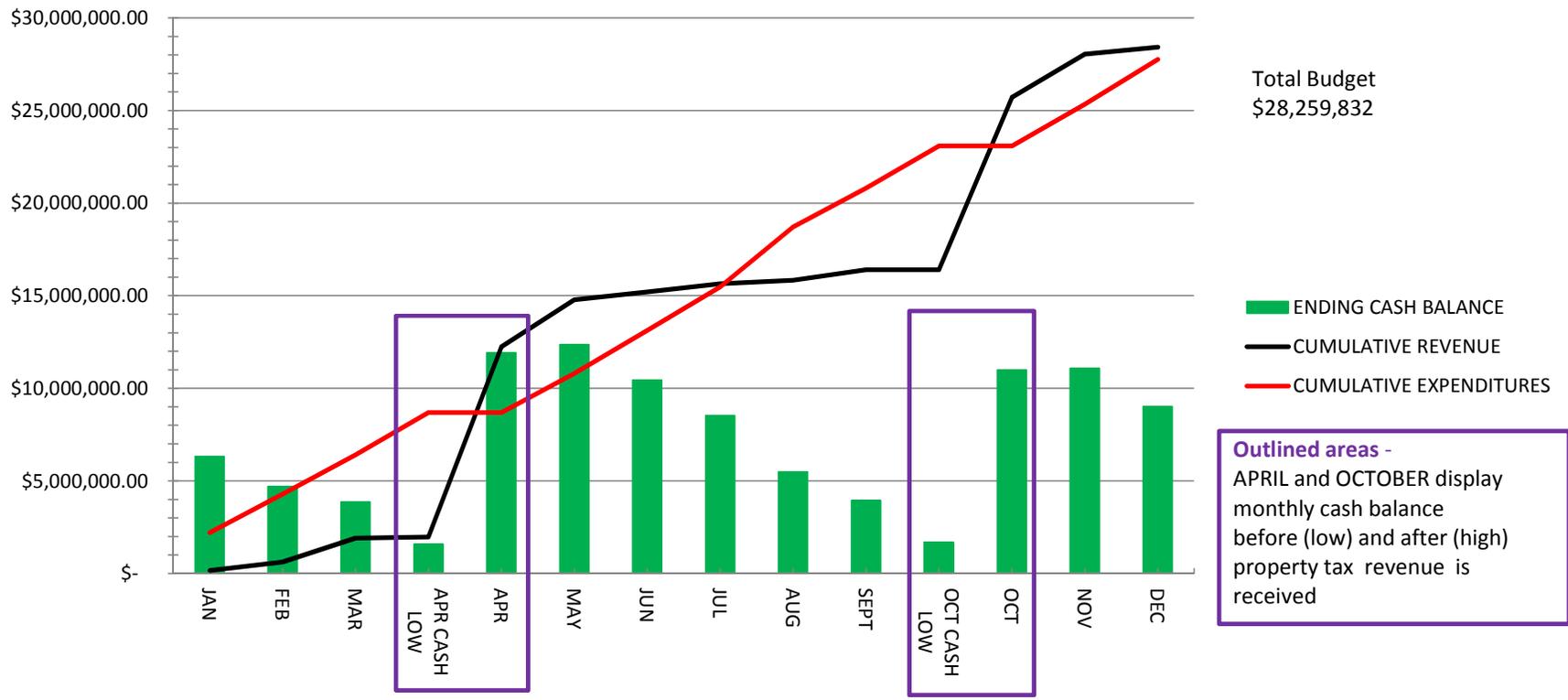
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures - INTERIM
Year to Date December 31, 2015
no pre-encumbrances

<u>General Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 26,759,932	\$ 26,861,562	\$ -	\$ (101,630)	100%
Other Revenue	\$ 1,499,900	\$ 1,553,316	\$ -	\$ (53,416)	104%
Total Revenue	\$ 28,259,832	\$ 28,414,878	\$ -	\$ (155,046)	101%
Expenditures					
Personnel/Taxes and Benefits	\$ 19,580,996	\$ 19,202,060	\$ -	\$ 378,936	98%
Materials	\$ 3,544,378	\$ 3,718,252	\$ -	\$ (173,874)	105%
Maintenance and Operations	\$ 3,997,240	\$ 3,660,226	\$ 154,855	\$ 182,159	95%
Transfers Out	\$ 1,137,218	\$ 1,137,218	\$ -	\$ -	100%
Total Expenditures	\$ 28,259,832	\$ 27,717,755	\$ 154,855	\$ 387,222	99%
Excess/(Deficit)		\$ 697,123			
(less encumbrances)		(154,855)			
Net Excess (Deficit)		\$ 542,268			

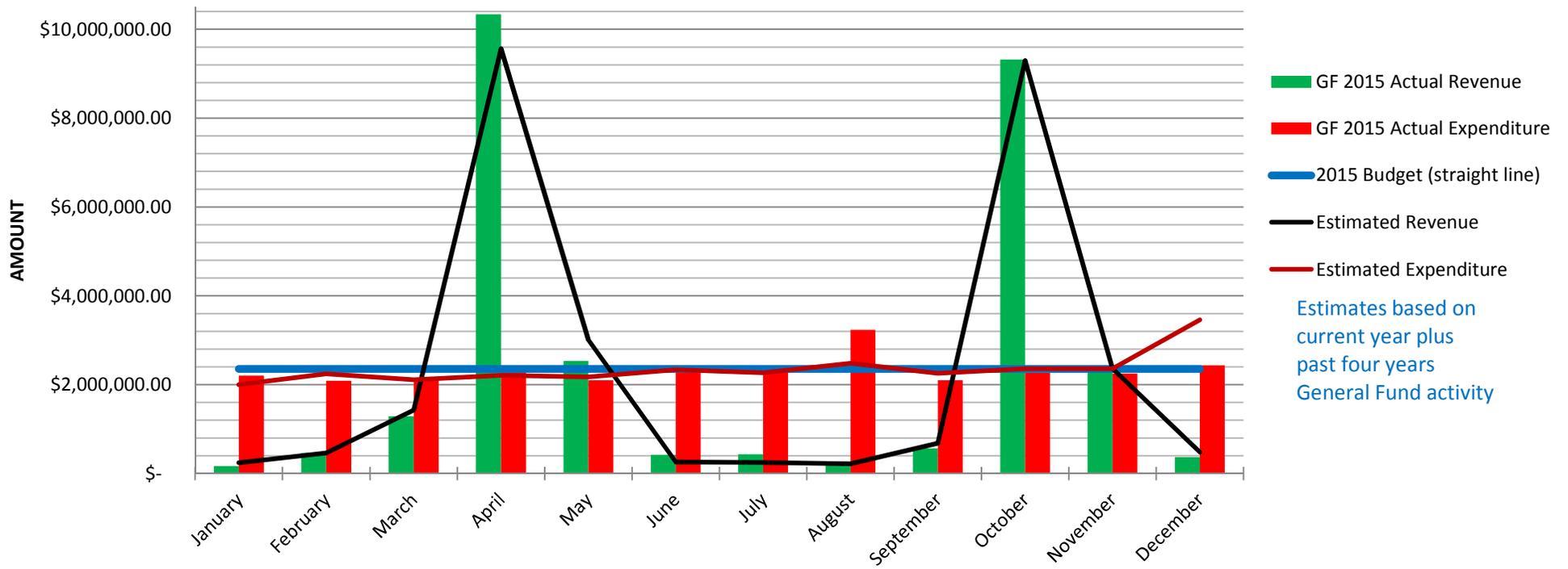
<u>Debt Service Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 77	\$ -	\$ (77)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 77	\$ -	\$ (77)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 77			

<u>Capital Improvement Projects</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,642,688	\$ 1,642,688	\$ -	\$ -	100%
Other Revenue	\$ 201,290	\$ 211,376	\$ -	\$ (10,086)	0%
Transfers In	\$ 1,137,218	\$ 1,137,218	\$ -	\$ -	100%
Total Revenue	\$ 2,981,196	\$ 2,991,282	\$ -	\$ (10,086)	100%
Expenditures					
Maintenance and Operations	\$ 2,981,196	\$ 2,651,328	\$ 50,835	\$ 279,032	91%
Total Expenditures	\$ 2,981,196	\$ 2,651,328	\$ 50,835	\$ 279,032	91%
Excess/(Deficit)		\$ 339,953			
(less encumbrances)		(50,835)			
Net Excess (Deficit)		\$ 289,118			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2015



RESOURCE FLOW - INTERIM General Fund - 2015



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	25,839,740.00	137,337.80	26,144,599.04	0.00	(304,859.04)	101.18
31112 PROPERTY TAXES DELINQUENT	775,192.00	17,201.31	602,576.03	0.00	172,615.97	77.73
31130 SALE OF TAX TITLE PROPERTY	15,000.00	4,010.64	16,024.23	0.00	(1,024.23)	106.83
31720 LEASEHOLD EXCISE TAX	20,000.00	2,432.16	19,770.52	0.00	229.48	98.85
31740 TIMBER EXCISE TAX	90,000.00	0.00	69,865.28	0.00	20,134.72	77.63
TAXES:	26,739,932.00	160,981.91	26,852,835.10	0.00	(112,903.10)	100.42
33145 LSTA FEDERAL DIRECT (IMLS)	23,000.00	0.00	23,000.00	0.00	0.00	100.00
33301 WORKFORCE CENTRAL	0.00	137,068.39	137,068.39	0.00	(137,068.39)	0.00
33345 LSTA INDIRECT (FEDERAL IMLS)	7,500.00	0.00	7,500.00	0.00	0.00	100.00
33403 STATE LSTA DIRECT	92,500.00	0.00	49,000.00	0.00	43,500.00	52.97
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	35.41	764.39	0.00	(764.39)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	1,281.22	0.00	13,718.78	8.54
34160 COPIER FEES	32,000.00	2,233.82	31,058.39	0.00	941.61	97.06
34161 GRAPHICS SERVICES CHARGES	4,200.00	3,437.79	9,787.36	0.00	(5,587.36)	233.03
34162 PRINTER FEES	130,000.00	7,656.49	125,714.39	0.00	4,285.61	96.70
34163 FAX FEES	21,000.00	1,723.80	22,821.61	0.00	(1,821.61)	108.67
34193 CITY FEES - JANITORIAL - ORTING	3,200.00	0.00	3,240.00	0.00	(40.00)	101.25
34730 INTERLIBRARY LOAN FEES	0.00	0.00	63.88	0.00	(63.88)	0.00
35970 LIBRARY FINES	570,000.00	32,704.17	505,401.53	0.00	64,598.47	88.67
36110 INVESTMENT INCOME	5,000.00	981.25	6,679.26	0.00	(1,679.26)	133.59
36111 INTEREST - STATE FOREST FUND	0.00	0.00	1.97	0.00	(1.97)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.00	0.28	0.00	(0.28)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	3,294.29	0.00	(3,294.29)	0.00
36290 BOOK SALES	10,000.00	1,017.60	5,790.57	0.00	4,209.43	57.91
36700 FOUNDATION DONATIONS	290,000.00	7,983.00	254,980.44	0.00	35,019.56	87.92
36710 FRIENDS' DONATIONS	0.00	0.00	257.01	0.00	(257.01)	0.00
36720 FRIENDS' REIMBURSEMENTS	8,200.00	0.00	30,473.71	0.00	(22,273.71)	371.63
36725 DONATIONS - OTHER	2,000.00	1,183.07	7,249.17	0.00	(5,249.17)	362.46
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	9,411.15	0.00	(9,411.15)	0.00
36920 UNCLAIMED PROP - FOUND MONEY	0.00	87.19	149.64	0.00	(149.64)	0.00
36990 MISCELLANEOUS REVENUE	0.00	25.31	1,119.29	0.00	(1,119.29)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	637.76	11,432.34	0.00	567.66	95.27
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	580.00	0.00	(580.00)	0.00
36997 PRIOR YEAR'S REFUNDS	4,300.00	0.00	8,646.36	0.00	(4,346.36)	201.08
36998 E RATE REIMBURSEMENT	240,000.00	0.00	233,920.58	0.00	6,079.42	97.47
36999 REBATES - PROCUREMENT CARD	50,000.00	13,931.13	71,355.51	0.00	(21,355.51)	142.71
CHARGES OTHER:	1,519,900.00	210,706.18	1,562,042.73	0.00	(42,142.73)	102.77
TOTAL FOR REVENUE ACCOUNTS	28,259,832.00	371,688.09	28,414,877.83	0.00	(155,045.83)	100.55
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,093,050.00	1,126,522.90	13,610,105.23	0.00	482,944.77	96.57
51105 ADDITIONAL HOURS	280,045.00	27,751.23	334,825.10	0.00	(54,780.10)	119.56
51106 SHIFT DIFFERENTIAL	145,146.00	11,953.09	145,693.82	0.00	(547.82)	100.38
51107 SUBSTITUTE HOURS	308,515.00	20,846.02	266,072.04	0.00	42,442.96	86.24
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	13,400.00	3,066.52	16,473.98	0.00	(3,073.98)	122.94
51999 ADJ WAGE/SALARY TO MATCH PLAN	(339,849.00)	0.00	0.00	0.00	(339,849.00)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52001 INDUSTRIAL INSURANCE	173,239.00	12,349.23	155,308.33	0.00	17,930.67	89.65
52002 MEDICAL INSURANCE	2,171,527.00	158,280.81	1,980,561.39	0.00	190,965.61	91.21
52003 F.I.C.A.	1,160,745.00	88,870.64	1,085,307.62	0.00	75,437.38	93.50
52004 RETIREMENT	1,421,868.00	126,504.70	1,384,557.50	0.00	37,310.50	97.38
52005 DENTAL INSURANCE	209,759.00	16,344.90	197,075.49	0.00	12,683.51	93.95
52006 OTHER BENEFIT	10,540.00	920.00	10,800.00	0.00	(260.00)	102.47
52010 LIFE AND DISABILITY INSURANCE	20,318.00	1,667.63	15,237.51	0.00	5,080.49	75.00
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	41.63	0.00	1,258.37	3.20
52999 ADJ BENEFITS TO MATCH PLAN	(119,407.00)	0.00	0.00	0.00	(119,407.00)	0.00
PERSONNEL	19,580,996.00	1,595,077.67	19,202,059.64	0.00	378,936.36	98.06
53100 OFFICE/OPERATING SUPPLIES	227,558.00	15,771.16	237,354.80	1,621.73	(11,418.53)	105.02
53101 CUSTODIAL SUPPLIES	52,500.00	4,056.92	51,514.41	0.00	985.59	98.12
53102 MAINTENANCE SUPPLIES	60,200.00	1,813.38	33,542.62	0.00	26,657.38	55.72
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	888.45	15,795.78	0.00	9,204.22	63.18
53104 BOOK PROCESSING SUPPLIES	20,000.00	475.63	16,660.82	0.00	3,339.18	83.30
53200 FUEL	47,000.00	8,318.86	34,448.82	6,351.23	6,199.95	86.81
53401 ADULT MATERIALS	806,000.00	51,462.97	731,628.88	0.00	74,371.12	90.77
53403 PERIODICALS	88,135.00	354.24	76,871.18	0.00	11,263.82	87.22
53405 JUVENILE BOOKS	556,514.00	48,554.06	481,826.57	0.00	74,687.43	86.58
53406 PROFESSIONAL COLLECTION	4,200.00	65.78	3,915.97	0.00	284.03	93.24
53407 INTERNATIONAL COLLECTION	60,000.00	700.56	19,357.33	0.00	40,642.67	32.26
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	51,679.70	973,158.10	0.00	(131,158.10)	115.58
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	2,973.12	86,376.85	0.00	7,623.15	91.89
53411 ELECTRONIC INFO SOURCES	379,068.00	78,474.00	369,457.63	0.00	9,610.37	97.46
53412 REFERENCE SERIALS	18,000.00	5,464.05	11,955.21	0.00	6,044.79	66.42
53413 ELECTRONIC SERVICES	143,391.00	0.00	151,135.78	0.00	(7,744.78)	105.40
53414 ELECTRONIC COLLECTION	400,070.00	0.00	627,933.89	0.00	(227,863.89)	156.96
53464 VENDOR PROCESSING SERVICES	153,000.00	9,997.39	183,863.87	0.00	(30,863.87)	120.17
53499 GIFTS - MATERIALS	0.00	169.56	770.53	0.00	(770.53)	0.00
53500 MINOR EQUIPMENT	23,500.00	11,987.04	19,814.48	172.57	3,512.95	85.05
53501 FURNISHINGS	75,620.00	41,853.84	88,451.56	8,549.30	(21,380.86)	128.27
53502 IT HARDWARE	63,900.00	0.00	58,737.20	0.00	5,162.80	91.92
53505 SOFTWARE	13,500.00	150,577.40	160,937.29	5,800.00	(153,237.29)	1,235.09
54100 PROFESSIONAL SERVICES	527,202.00	35,549.73	322,958.19	52,637.20	151,606.61	71.24
54101 LEGAL SERVICES	55,000.00	9,266.83	44,365.97	0.00	10,634.03	80.67
54102 COLLECTION AGENCY	19,900.00	1,539.40	17,083.87	0.00	2,816.13	85.85
54161 RESOURCE SHARING SERVICES	19,000.00	1,082.95	11,938.25	0.00	7,061.75	62.83
54162 BIBLIOGRAPHICS SERVICES	33,000.00	2,497.86	32,489.21	0.00	510.79	98.45
54163 PRINTING AND BINDING	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54165 ILL LOST ITEM CHARGE	2,800.00	318.43	1,563.69	0.00	1,236.31	55.85
54200 POSTAGE AND SHIPPING	35,800.00	0.00	24,697.23	0.00	11,102.77	68.99
54201 TELECOM SERVICES	461,300.00	38,920.17	433,244.73	1.00	28,054.27	93.92
54300 TRAVEL	42,400.00	1,058.45	22,575.79	0.00	19,824.21	53.24
54301 MILEAGE REIMBURSEMENTS	33,000.00	3,145.63	29,965.86	0.00	3,034.14	90.81
54400 ADVERTISING	52,000.00	4,036.49	35,507.62	350.00	16,142.38	68.96
54501 RENTALS/LEASES - BUILDINGS	389,950.00	17,932.24	372,221.84	4,432.99	13,295.17	96.59

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	1,048.99	23,414.78	3,085.42	5,899.80	81.79
54600 INSURANCE	178,500.00	73,657.93	149,313.66	0.00	29,186.34	83.65
54700 ELECTRICITY	235,000.00	12,108.87	227,706.30	0.00	7,293.70	96.90
54701 NATURAL GAS	12,000.00	71.95	8,791.43	0.00	3,208.57	73.26
54702 WATER	20,000.00	1,225.78	25,530.66	0.00	(5,530.66)	127.65
54703 SEWER	25,000.00	1,871.95	28,255.67	0.00	(3,255.67)	113.02
54704 REFUSE	25,000.00	1,884.73	29,354.82	437.34	(4,792.16)	119.17
54800 GENERAL REPAIRS/MAINTENANCE	211,300.00	37,391.19	227,772.54	37,774.61	(54,247.15)	125.67
54801 CONTRACTED MAINTENANCE	799,600.00	47,138.14	684,136.02	33,636.56	81,827.42	89.77
54900 REGISTRATIONS	47,400.00	2,345.00	41,585.28	0.00	5,814.72	87.73
54901 DUES AND MEMBERSHIPS	35,170.00	553.00	37,103.00	5.00	(1,938.00)	105.51
54902 TAXES AND ASSESSMENTS	29,500.00	63.48	30,542.87	0.00	(1,042.87)	103.54
54903 LICENSES AND FEES	44,950.00	6,188.53	62,567.77	0.00	(17,617.77)	139.19
54904 MISCELLANEOUS	790.00	0.00	20.34	0.00	769.66	2.57
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	2,558.72	0.00	(558.72)	127.94
55100 INTERGOVERNMENTAL	17,000.00	5,895.35	15,701.70	0.00	1,298.30	92.36
59700 TRANSFERS OUT	1,137,218.00	0.00	1,137,218.00	0.00	0.00	100.00
ALL OTHER EXPENSES	8,678,836.00	792,431.18	8,515,695.38	154,854.95	8,285.67	99.90
TOTAL FOR EXPENSE ACCOUNTS	28,259,832.00	2,387,508.85	27,717,755.02	154,854.95	387,222.03	98.63
NET SURPLUS / DEFICIT	0.00	(2,015,820.76)	697,122.81	(154,854.95)	(542,267.86)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2015 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.04	0.16	0.00	(0.16)	0.00
TAXES:	0.00	0.04	0.16	0.00	(0.16)	0.00
36110 INVESTMENT INCOME	0.00	12.10	76.60	0.00	(76.60)	0.00
CHARGES OTHER:	0.00	12.10	76.60	0.00	(76.60)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	12.14	76.76	0.00	(76.76)	0.00
NET SURPLUS / DEFICIT	0.00	12.14	76.76	0.00	(76.76)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 12/31/2015

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2015 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,642,688.00	0.00	1,642,688.00	0.00	0.00	100.00
36110 INVESTMENT INCOME	0.00	63.00	1,031.43	0.00	(1,031.43)	0.00
36200 KEY PENINSULA SHARED COSTS	17,500.00	1,500.00	26,503.81	0.00	(9,003.81)	151.45
36700 FOUNDATION DONATIONS	183,790.00	0.00	183,790.60	0.00	(0.60)	100.00
36725 DONATIONS - OTHER	0.00	0.00	50.00	0.00	(50.00)	0.00
CHARGES OTHER:	1,843,978.00	1,563.00	1,854,063.84	0.00	(10,085.84)	100.55
39700 TRANSFERS IN	1,137,218.00	0.00	1,137,218.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	2,981,196.00	1,563.00	2,991,281.84	0.00	(10,085.84)	100.34
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	16,431.19	0.00	(16,431.19)	0.00
53102 MAINTENANCE SUPPLIES	0.00	76.54	5,697.37	0.00	(5,697.37)	0.00
53501 FURNISHINGS	50,000.00	35,003.72	146,440.30	1,399.05	(97,839.35)	295.68
53502 IT HARDWARE	683,000.00	15,418.60	801,652.70	0.00	(118,652.70)	117.37
53505 SOFTWARE	0.00	0.00	18,360.06	0.00	(18,360.06)	0.00
54100 PROFESSIONAL SERVICES	138,900.00	0.00	145,886.76	18,795.00	(25,781.76)	118.56
54400 ADVERTISING	170.00	0.00	145.20	0.00	24.80	85.41
54502 RENTALS/LEASES - EQUIPMENT	0.00	0.00	284.09	0.00	(284.09)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	2,193.23	9,955.40	(2,148.63)	121.49
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	1,952.12	63.63	(2,015.75)	0.00
54903 LICENSES AND FEES	1,500.00	0.00	8,049.75	0.00	(6,549.75)	536.65
54912 CONTINGENCY/RESERVE	46,000.00	0.00	0.00	0.00	46,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	361,700.00	0.00	382,456.53	1.00	(20,757.53)	105.74
56201 CONSTRUCTION	366,926.00	0.00	276,623.06	1,974.58	88,328.36	75.93
56202 ELECTRICAL	0.00	0.00	35,336.20	5,234.07	(40,570.27)	0.00
56203 FLOORING	114,500.00	0.00	0.00	0.00	114,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	88,000.00	0.00	50,392.97	656.41	36,950.62	58.01
56400 MACHINERY & EQUIPMENT	869,000.00	13,646.19	508,386.26	48.85	360,564.89	58.51
56401 VEHICLES	86,000.00	0.00	85,664.64	0.00	335.36	99.61
56402 HVAC	165,500.00	0.00	165,376.00	12,707.20	(12,583.20)	107.60
TOTAL FOR EXPENSE ACCOUNTS	2,981,196.00	64,145.05	2,651,328.43	50,835.19	279,032.38	90.64
NET SURPLUS / DEFICIT	0.00	(62,582.05)	339,953.41	(50,835.19)	(289,118.22)	0.00

MEMO



Date: January 4, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Executive Director Report

Operations

The 2016 Work Plan, and calendar, is being finalized and reporting mechanisms developed. The strategic planning process was launched with the first planning team meeting and work is underway on developing the community engagement process, overview documents and the marketing plan.

We have posted and are recruiting for a new Customer Experience Director to replace Sally Porter Smith, who retired. We have also posted and are recruiting for the Reading and Materials Director, which has been retitled Collection Management Manager. This position was formerly occupied by Melinda Chesbro, who has been promoted to Deputy Director. Positions will close in January. The job description to replace Former Digital Experience Director, Karim Adib, is nearly complete and will be posted in early January.

I also received an afternoon of media training which was very useful and enlightening. I practiced developing clear, concise messages, and learned about and practiced how to manage myself on camera and in interview situations. This will be useful with the media, and in public speaking at events and meetings.

External Community Activities

I made the holiday public officials rounds, representing the Library at many festive community events. I attended the United Way Community Impact Council meeting, as well as Tacoma Community House board meetings.

I met with Mark Bethune, city manager of Orting, and John Galle, city manager of Sumner, to discuss current city interests and activities as well as the Library's presence in their cities.

Internal Community Activities

I visited Graham and Lakewood to spend time with staff and the public and to learn about the work they do in their community. I spent time in the Finance department to better understand the purchase and payment processes, as well as financial reports available.

Library Community Activities

I attended the Washington Library Association Legislative Planning Committee meeting to learn about the upcoming session. I also attended the University of Washington iSchool All-Board Annual Meeting.

Unfinished Business

MEMO



Date: January 5, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2016 Budget Document

The 2016 budget document is nearly complete and is in final draft form. We will present to you a bound copy during the Board meeting. It has been reduced in size from 146 pages to around 115, and gets to the numbers quickly. As we look to the strategic planning project for guidance on current and future strategies, some of the material was unnecessary (more may be eliminated by the time it goes to print). I will spend a few minutes during the Board meeting to discuss some of the changes.

New Business

MEMO



Date: January 4, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: 2016 Board Calendar of Work

Each year the Board develops a calendar of work to aid in planning for the year. This is your opportunity to look at upcoming issues and activities and provide feedback to staff for the development of our work with you.

As the governing board for the Library, trustees assume fiscal oversight and policy direction. By state law, primary duties include fiscal responsibility, planning for the future (including setting long-term strategic direction and goals), adopting policies to govern operations and services, hiring and evaluating the Executive Director, obtaining land and buildings, and accepting gifts of money or property.

In 2013-15, trustees reviewed key Board philosophy, ethics and fiscal policies. In 2016, staff will be reviewing HR policies and a number of operational policies requiring Board approval will be revised by staff.

In addition to the Board's work responsibilities, staff will provide updates on the Library's progress on its annual work plan, will share information about its services, and keep you informed of Library operation and issues.

To provide you with context and knowledge about Pierce County Library and the library industry, we would also like to hear of any topics you might like to learn more about in 2016. For instance, selection of materials, including how we develop and balance our collection, and respond to current events and interests, will be one educational topic this year.

Please bring your ideas to the Board meeting for discussion. I have attached the 2015 agenda log, showing you the range of work from the past year, and a summary of anticipated major work for 2016 and policy review.

2015 BOARD OF TRUSTEES CALENDAR OF WORK

Date	Strategic/Policy	Routine
January 14	<ul style="list-style-type: none"> • 2015 Board of Trustees Calendar of Work • Board Code of Conduct/Ethics • Leadership Academy • Employee Communication Survey • Compensation Study • E-Rate Program 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2015 Legislative Day • STAR Libraries • Executive Director Activities
<i>Jan 30-Feb 3 American Library Association (ALA) Mid-Winter Conference, Chicago IL</i>		
February 11	<ul style="list-style-type: none"> • US Open at the Library Preview • Open Hours • Annual Branch Service Plans- 2014 Evaluation • 2015 Library Legislative Day • Trustee Policy on Ethics, Conduct and Responsibilities • Strategic Action Plan 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2015 Legislation Related to Libraries • 2015 Pierce County Library Foundation Agreement • PC Reads Preview • Executive Director Activities • Introduce New R&M Director
March 11	<ul style="list-style-type: none"> • Fife Library Update - Surrounding Development • Trustee Vacancy Process (Al Rose's term exp. 7/20/15) • Meaningful Metrics • 2015 Work Plan/Strategic Planning Process • Employee Engagement Survey • Employee Communications Work Plan • Leadership Competencies/Development • Compensation Study 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • PC Reads Update • Executive Director Activities • WLA Presentations • Library Legislation
April 8	<ul style="list-style-type: none"> • 2014 Reciprocal Borrowing Report • Strategic Planning Process • Fife Library Update - Surrounding Development • E-Rate Program • 2015 Laptop Labs • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Executive Director Activities
<i>April 15 - 17 Oregon Library Association/Washington Library Association (OLA/WLA) Conference, Marysville WA</i>		
May 13	<ul style="list-style-type: none"> • 2014 Year-End Financial Review • Repositioning Card Drive Resources • Trustee Branch Visits • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • ULC Innovations Initiative • IRS Tax Form 990 • Summer Reading Program • Executive Director Activities • PC Reads Results
June 10	<ul style="list-style-type: none"> • 2014 Capital Projects – Year End Report • 2015 Mid-Year Budget Process • Legal Counsel • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Our Own Expressions • Executive Director Activities • Regional Trustees' Gathering • Evaluate Electronic FYI Packet
<i>June 25 -30 American Library Association (ALA) Annual Conference, San Francisco CA</i>		
July 8	<ul style="list-style-type: none"> • 2015 Mid-Year Accountability Budget Process • Deputy Director Hiring Update • Fife Library Frontage, Access and Connection Project • ACL Evaluation of Pilot/Next Steps • L&I Update • 18 Month Work Plan 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Executive Director Activities • 2015 Property Values for 2016 Tax Levy

Date	Strategic/Policy	Routine
July 8 cont.	<ul style="list-style-type: none"> New Trustee Appointment 	
August 12	<ul style="list-style-type: none"> 2015 Mid-year Accountability Budget (Operating & Capital) 2016 Budget: Budget Process and Calendar Fiscal Management Policy 2016 Contract Negotiations Deputy Director Hiring Update Fixed Function PCs 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report IRS Tax Form 990 Final Review Executive Director Activities
September 9	<ul style="list-style-type: none"> 2016 Budget: Estimated Revenue and Expenditures 2016 Contract Negotiations Fiscal Management Policy Deputy Director Hiring Update 2016 Work Plan Compensation Study 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report Executive Director Activities Our Own Expressions WIOA Core Partnership
October 21	<ul style="list-style-type: none"> 2016 Revenue and Expenditures Draft 2016 Materials Budget Summary 2016 Preliminary Levy Certification and IPD 2016 – 2019 Cash Flow Special Purpose Fund Project Fiscal Management Policy Strategic Planning Process 2016 Work Plan 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Statement 2016 Board Meeting Schedule Executive Director Activities Summer Reading Program Report
November 18	<ul style="list-style-type: none"> First Public Hearing Regarding 2016 Budget Review of Draft 2016 Budget and Capital Improvement Plan Review And Approval To Certify Property Taxes To Be Levied For Collection in 2016 Review Of Regular 2015 Capital Improvement Budget and 2016 Capital Improvement Plan Special Purpose Fund Project 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report <i>Resolution</i>: Schedule of Recurring Meetings Executive Director Activities Resolution: Cancellation of unredeemed warrants 2013-14 Audit
December 9	<ul style="list-style-type: none"> Second Public Hearing Regarding 2016 budget Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund Resolution to Adopt 2016 Budget Resolution to Adopt 2016 Capital Improvement Fund Budget Motion to certify property taxes to be levied for collection in 2016 (if needed) Resolution to set 2016 wages for non-represented staff 2016 Election of Officers Negotiate 2016 Executive Director agreement Resolution to Adopt Special Purpose Fund Project Food Policy Public Works Procurement Policy Communications High-Speed Printer Purchase 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report 2016 Insurance Renewal Staff Professional Development Executive Director Activities Pierce County Library Foundation Annual Report DIY Fest Local 3787 Election Results

**Pierce County Library
Board of Trustees
2016 Calendar of Work**

2016 Major Work

Approval of Strategic Plan
2017 Work Plan and Budget
Ratification of 2016-18 Collective Bargaining Agreement
Trustee Reappointment - Rob Allen August 2016
Trustee Vacancy - J.J. McCament March 2017
2015 Fiscal Year-end Review

Policy Review

Fiscal Management (annual review Qtr. 3)
Purchasing and Contracting — discussion of purchase limits Qtr. 1 (February)

Potential Revisions

Campaign Literature and Political Forum - Qtr. 2
Maintaining up-to- date Cardholder Database - tbd per Customer Communication Project - Qtr. 3 or 4
Mission, Vision and Values - tbd Qtr. 4 per Strategic Planning process
Participation in Community Organizations - tbd
Payment of Claims - tbd

During 2016, we will do an HR policy assessment, and other policies may arise during the year that will be added to the Board's Calendar of Work.

Education Topics

Selection and Collection
Strategic Plan Board Workshop - Qtr. 3

Officers Reports

MEMO

Date: January 4, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Process Update

Pierce County Library's strategic planning team held its first meeting on December 23, 2015.

Team members are:

Melinda Chesbro, Deputy Director
Linda Farmer, Communications Director
Jennifer Patterson, Customer Experience Director (interim)
Joy Kim, Customer Experience Manager
Judy Nelson, Customer Experience Manager
Jaime Prothro, Customer Experience Manager
David Durante, IT User Experience Manager
Bonnie Valens, Sr. Administrative Assistant

I will be serving as the Project Manager.

The team:

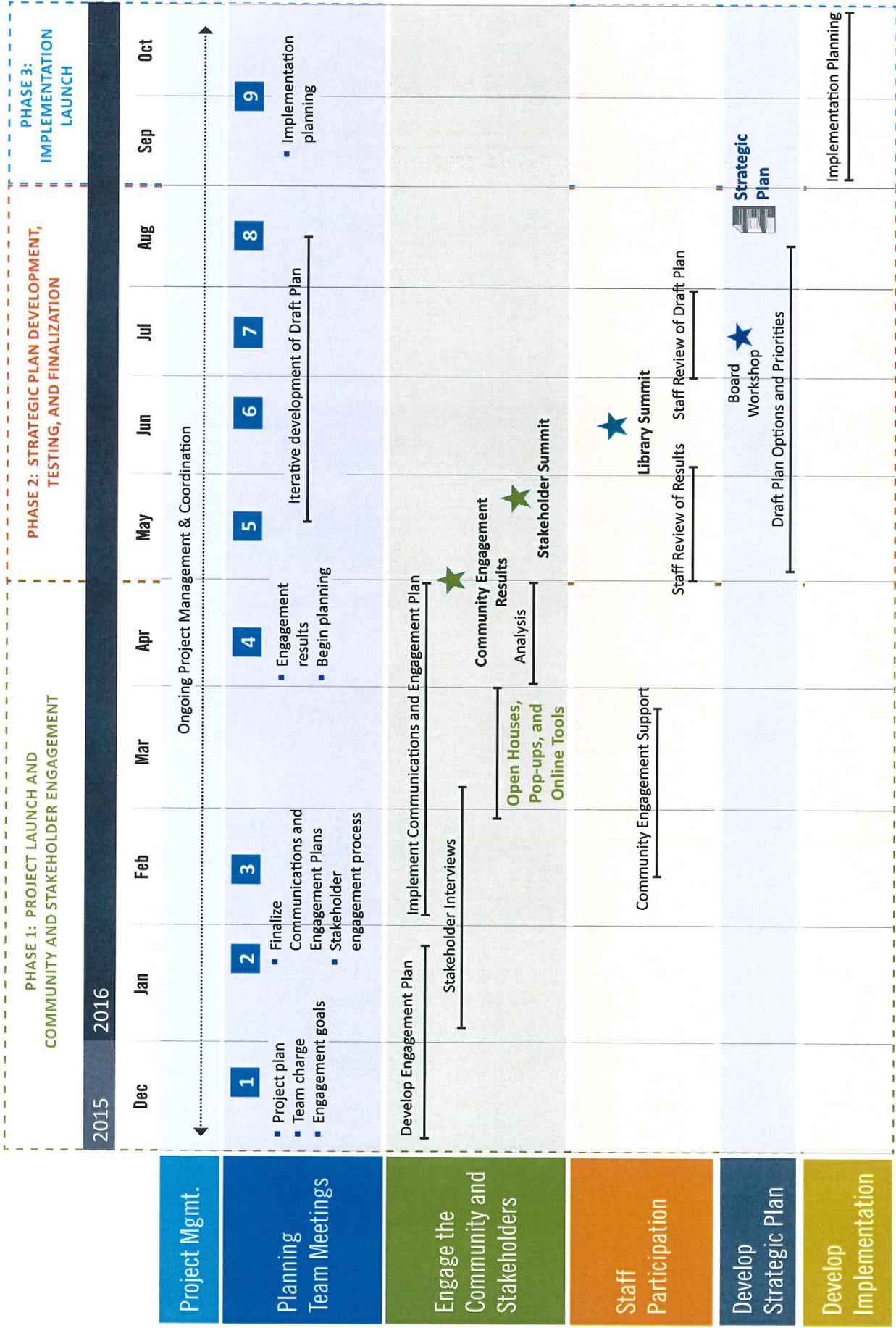
- reviewed and confirmed the overall project, goals, priorities, timeline and major milestones
- developed the community engagement plan, including potential tools, resources, timeline, marketing and notification materials and plan, and project website
- discussed guiding principles for community engagement and key target groups
- identified community engagement objectives
- assigned work to be completed prior to meeting #2

Joy Kim, Customer Experience Manager, will lead the community engagement process. Linda Farmer, Communications Director, will lead the public awareness and marketing process. I will lead the stakeholder engagement process.

Planning team meeting #2 will be held on January 19, 2016. Meeting objectives will be to:

- finalize the public engagement plan
- discuss the stakeholder engagement process
- review marketing and notification materials.

Attached is a working timeline with key milestones.



MEMO

Date: January 5, 2016
To: Chair Rob Allen and Members of the Board of Trustees
From: Linda Farmer, Communications Director & Jaime Prothro, Customer Experience Manager
Subject: Pierce County READS 2016 Launches February 7

Pierce County Library System's largest event for adults—Pierce County READS—launches on Feb. 7, 2016. This is the 9th annual one-community one-book program that encourages everyone in the county to read the same book at the same time and then come together to talk about it.

Pierce County READS titles are best-selling works by a living author that appeal to wide audiences, present relevant themes and provoke meaningful discussion. The library's co-presenter, The News Tribune, will announce the selection with a feature story on Feb. 7. This is a month earlier than in previous years so that people will have extra time to read the book before the discussions and programming start on their normal schedule in March.

The partnership with the News Tribune includes a re-negotiated advertising package that features an enhanced online presence through targeted search ads as well as more coverage on the TNT's social media accounts. Traditional print ads are also included. The library also will do its own outreach through online and print venues including a completely revamped webpage with a fresh look and new interactive tools. The site, www.piercecountyreads.org, goes live on Feb. 7.

Pierce County READS events

- **Author event.** The 2016 Pierce County READS author will speak and sign books at 7 p.m. on April 29, 2016, at McGavick Conference Center @ Clover Park Technical College in Lakewood.
- **Other cool events.** The library is hosting larger, more centrally located events this year. There will be four major or "signature" events, six regional programs, 16 book discussions and six film discussions. Programs will be announced in early March.

Read & Release Books

Read and Release is back! We will repeat our experiment with Read & Release books for a second year. A huge thank you to the library's book supplier, Baker & Taylor, for donating 400 copies of our selected title. Last year the Pierce County Library Foundation purchased giveaway books. Read & Release books will be placed in the community for people to find and then pass along. Finders can write comments in the book itself and at piercecountyreads.org. Books will be distributed by the Pierce County Library System Board of Trustees, foundation members, library staff and others.

Pre-event interviews with the author

We are taping three interviews with the author that will be promoted in online venues starting Feb. 7. University Place Librarian Jason Anderson will interview the author in a library setting. The videotaped interviews will be of varying lengths. A generic teaser video starts running the end of January.

But wait, there's more...

- Watch related movies, read related books
- Join the conversation on social media
- Enter to win a signed copy of the book

Help us choose a future Pierce County READS book!

Since the first Pierce County READS in 2008 when we discovered “The No. 1 Ladies’ Detective Agency” by Alexander McCall Smith, we’ve been reading and discussing a singularly good book throughout the community every spring. What book would you like to read and discuss for a future Pierce County READS? [Suggest your three best book ideas](#) to the planning committee. The survey is open until Feb. 12, 2016.

Pierce County READS Team

The library’s Pierce County READS team is Lisa Oldoski, Jason Anderson, Lourie Kelly and Tami Masenhimer, and is again co-chaired by Jaime Prothro and Linda Farmer.

MEMO



Date: January 5, 2016

To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2016 Revised Levy Certificate

As anticipated, Pierce County Assessor-Treasurer's Office sent us a revised levy certificate, which I have attached. During the Board meeting I will provide some information as to the effect of the revision.



Pierce County

Office of the Assessor-Treasurer

2401 South 35th Street, Room 142
Tacoma, Washington 98409-7498
(253) 798-6111 • FAX (253) 798-3142
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www.piercecountywa.org/atr

Mike Lonergan
Assessor-Treasurer

M E M O R A N D U M

DATE: December 22, 2015
TO: Pierce County Taxing Districts
FROM: Mike Lonergan, Assessor-Treasurer
RE: **2015 Certification of Assessed Values/Levy Limit Factor**

Enclosed are the final 2015 assessed values for your taxing district. Limit factor worksheets are provided to applicable districts.

Certification of levies and tax rates will be mailed in January.

- Districts with an increase to their allowable levy may amend their Levy Certification.
- Districts must identify the amount of administrative refunds intended to levy on the "Refund Levy" line, separate from the regular or excess levy amounts.
- Amended levy certifications must be received in the Assessor-Treasurer's office by Wednesday, December 30th.
- **Electronically submit amended levy certifications to the email address listed below, to expedite delivery.**

Please note Pierce County will be closed on Friday, December 25th & Friday, January 1st in observance of the holidays.

If you need assistance, or have any questions regarding this information, please contact Kim Fleshman at 253-798-7114, kfleshm@co.pierce.wa.us.



Pierce County

Mike Lonergan, Assessor-Treasurer

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ATLAS (253) 798-3333
www.piercecountywa.org/atr

December 22, 2015

OFFICIAL NOTIFICATION TO: **PIERCE COUNTY RURAL LIBRARY- PIERCE ONLY**

RE: 2015 FINAL ASSESSED VALUE

FOR REGULAR LEVY

Total Taxable Regular Value	56,522,578,221
Highest lawful regular levy amount since 1985	28,026,013.05
Last year's actual levy amount	26,594,773.15
Additional revenue from current year's NC&I	425,325.33
Additional revenue from annexations (RCW 84.55)	0
Additional revenue from administrative refunds (RCW 84.69)	96,172.96
<i>No additional revenue from administrative refunds will be allowed if you are limited by your statutory rate limit.</i>	
Additional revenue from increase in state-assessed property	20,820.20

FOR EXCESS LEVY

Taxable Value	54,921,849,219
Timber Assessed Value	N/A
Total Taxable Excess Value	54,921,849,219

2015 New Construction and Improvement Value 850,650,669

*If you need assistance or have any questions regarding this information, please contact Kim Fleshman
253.798.7114 kfleshm@co.pierce.wa.us.*



Pierce County

Mike Lonergan, Assessor-Treasurer

2401 South 35th Street
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TAX LEVY LIMIT 2015 FOR 2016

**RURAL LIBRARY
> 10,000**

REGULAR TAX LEVY LIMIT:

	2010
A. <u>Highest</u> regular tax which could have been lawfully levied beginning with the 1985 levy [refund levy not included] times limit factor (as defined in RCW 84.55.005).	28,026,013.05 1.01000 28,306,273.18
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	850,650,669 0.500000000000 425,325.33
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	880,574,833 838,934,432 41,640,401.00 0.500000000000 20,820.20
D. REGULAR PROPERTY TAX LIMIT (A + B + C)	28,752,418.72

ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	28,752,418.72 56,522,578,221 0.508689087095
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.508689087095 0.00
G. NEW LEVY LIMIT FOR ANNEXATION (D + F)	28,752,418.72

LEVY FOR REFUNDS:

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	28,752,418.72 96,172.96 28,848,591.68
I. TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)	28,848,591.68
J. Amount of levy under statutory rate limitation.	56,522,578,221 0.500000000000 28,261,289.11
K. LESSER OF I OR J	28,261,289.11

Pierce County Library FYI Packet
Link List
January 13, 2015

Pierce County Library in the News

- Looking Back: Libraries 50 Years Ago (The News Tribune) (attached)

What's Happening

- [The Future of Libraries Is Collaborative, Robotic and Participatory](#), Fast Company
Libraries can survive these times of technological upheaval, but they're going to have to change—and fast.

LOOKING BACK

100 YEARS AGO TODAY

Nov. 30, 1915: All of the basketball players representing the four Stadium High class teams were out on the school gym floor yesterday afternoon preparing for the remainder of the school games to be played this week and for the games with the Lincoln Park, which will be started Dec. 14. Tomorrow the Junior and the Freshman squads will clash in the second game of the class series and the winner will meet the Seniors, who defeated the Sophomores a week ago.

50 YEARS AGO TODAY

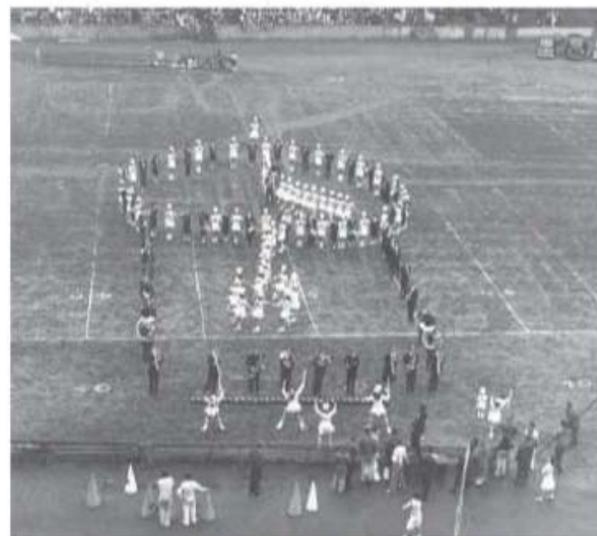
Nov. 30, 1965: Consolidation of all libraries in Pierce County, including the Tacoma Public Li-

brary, is seen as the only means of providing good library service in all areas under present taxing limitation. This is the major conclusion of a report on Pierce County libraries just released by the Washington State Library in Olympia. The report is the result of a survey by John S. Richards and Gretchen K. Schenk, two of the nation's top authorities on library service. The survey originally was requested by the Pierce County Library District, but the Tacoma library asked to join and the survey later was expanded to include all public libraries in the county.

25 YEARS AGO TODAY

Nov. 30, 1990: Replacing the sunken Interstate

90 bridge across Lake Washington with a new pontoon structure would cost \$80 million, state officials say. With a little legislative muscle, a new bridge can be in place within 18 months and the federal government may even pay for it, Department of Transportation officials told a legislative committee on Thursday. Transportation Secretary Duane Berentson stopped short of blaming the bridge's collapse on the contractor—Taylor Bros. Inc. of Evansville, Ind.—who was renovating the bridge to carry eastbound I-90 traffic.



Richards Studio Collection, Tacoma Public Library, 253-292-2001, search.tacomapubliclibrary.org/images

The Stadium High School marching band and the Tigerannas, the girls marching club, perform during halftime at the annual football game between Stadium and Lincoln High School in 1946. The band has formed into the shape of a clock.

NEWS OF THE WEIRD

The Baltimore-based "experimental music" creators Matmos released their second album, "Ultimate Care II," consisting entirely of "music" made by a Whirlpool washing machine (the Ultimate Care II model). According to a November report in Time magazine, the machine's 38-minute wash cycle will be "sampled and processed" to lighten the original sound. (Matmos previously "played" canisters of helium on stage at Radio City Music Hall and a cow's uterus at the San Francisco Art Institute.)

— CONTACT CHUCK SHEPHERD AT WEIRDNEWS@EARTHLINK.NET