

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**February 8, 2017**  
**3:30 pm**

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3:30 pm	01 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:31 pm	05 min.	<b>Public Comment:</b> <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.	<b>Consent Agenda</b>	<b>ACTION</b>
		<ol style="list-style-type: none"> <li>1. Approval of Minutes of the December 14, 2016, Regular Meeting</li> <li>2. Approval of December 2016 and January 2017 Payroll, Benefits and Vouchers</li> </ol>	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		<ol style="list-style-type: none"> <li>1. January Dashboard, Georgia Lomax</li> <li>2. December 2016 and January 2017 Financial Report, Dale Hough</li> <li>3. Executive Director Report, Georgia Lomax</li> </ol>	
3:55 pm		<b>Unfinished Business</b>	
	10 min.	1. 2016 Yearend Financial Review, Clifford Jo	
	10 min.	2. Trustee Vacancy, Georgia Lomax	
4:15 pm		<b>New Business</b>	
	15 min.	1. 2017 Board Calendar of Work, Georgia Lomax	
	15 min.	2. 2017 Foundation/Library Agreement, Clifford Jo and Dean Carrell	<b>ACTION</b>
	05 min.	3. Pierce County Library Foundation Fiscal Year Change, Clifford Jo and Dean Carrell	
4:50 pm	15 min.	<b>Board Education and Service Reports</b>	
		1. 2017 Pierce County Reads, Jaime Prothro	
5:05 pm	15 min.	<b>Officers Reports</b>	
		1. Legislative Report	
		2. Staff Engagement Survey	
		3. Point in Time Count	
		4. Bill of Rights Display	
		5. Revised Levy Certification	
		6. City of Orting Facilities Process	
		7. Tillicum Library Renovation	
		8. Buckley Underground Storage Tank	
		9. State Auditor's Office Local Government Advisory Committee	
		10. City of Sumner Multi-Use Building Demolition	
		11. Maintaining an Up to Date Cardholder Database Policy - Update	
5:20 pm	01 min.	<b>Announcements</b>	
5:21 pm		<b>Adjournment</b>	

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, DECEMBER 14, 2016**

**CALL TO ORDER**

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Donna Albers, Linda Ishem, J.J. McCament and Monica Butler. Chair Allen recommended an adjustment to the agenda, moving the Board Education and Service Reports after Board Member Reports.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the November 9, 2016, Regular Meeting
2. November 2016 Payroll, Benefits and Vouchers
  - Payroll Warrants 3727-3730 dated 11/1/16-11/30/16 in the amount of \$5345.23
  - Payroll Disbursement Voucher dated 11/6/16 in the amount of \$927,619.65
  - Payroll Disbursement Voucher dated 11/21/16 in the amount of \$739,786.32
  - Accounts Payable Warrants 626698-626825 dated 11/1/16-11/30/16 in the amount of \$914,277.55
3. **Resolution 2016-08: To Declare Furnishings and Equipment Surplus to Public Service Needs**
4. 2016-17 Insurance Renewal

*Ms. Albers moved for approval of the consent agenda. Ms. Ishem seconded the motion and it was passed.*

**BOARD REPORTS**

Ms. Albers met a retired teacher and Foundation donor who is potentially interested in serving on the Foundation's board of directors.

Ms. Ishem said she spoke with a University Place school district faculty member who attended the recent DIYfest and enjoyed his experience.

**BOARD EDUCATION AND SERVICE REPORTS**

**Leadership Academy and Capstone Project**

Members of the cohort provided a brief overview of their learning during the 9-month program and how they use their learnings on the job.

Modules included: Living the Pierce County Library System Leadership Competencies, Cultivating Emotional Intelligence, Cultivating Social Intelligence, Facilitating Change, Facilitating Participative Meetings, Facilitating Meaningful Conversations, Managing Self Doubt, and Building Relationships.

The cohort was comprised of staff from a broad range of positions, locations, and departments.

Kim Archer, Branch Manager, Lakewood	Lauren Murphy, Community Branch Supervisor, Bonney Lake
Karen Brooks, Branch Manager, Gig Harbor	Kathy Norbeck, Community Branch Supervisor, Buckley
Miguel Colon, Sumner	Jaime Prothro, Customer Experience Team
Dianne Ellis, South Hill	David Seckman, Senior Librarian, Graham
Ben Haines, Senior Librarian, Sumner	Meghan Sullivan, Customer Experience Team
Joy Kim, Customer Experience Team	Dale Hough, Finance Manager

The capstone project assigned to the cohort was the planning, organizing and implementation of the Staff In-Service Day, held on October 10, 2016. The Staff In-Service Day's goal was for staff to understand the strategic framework, understand how to use it and to celebrate one another and the work of the Library. They selected the acronym SPARK (strategy, priority achievement recognition and knowledge), which tied in with the strategic framework. Aspects of the capstone project included communications, content, assessments, logistics and budgeting.

78% of staff attended the event, which included sessions by Keynote speaker Shola Richards, as well as cohort-led sessions on mind mapping and listening skills.

Chair Allen thanked the cohort for applying themselves and reminded them to continue to employ the skills learned, mentor others and spread the skills, attitudes and behaviors with intent throughout the organization.

Ms. Ellis said as a result of her participation in the Leadership Academy, she changed her leadership style to better coach, developed and mentor her staff.

Staff Experience Director Cheree Green served as the sponsor for the project. She said the administrative team is reviewing the cohort's evaluation responses and are considering launching cohort 2 in 2018.

Executive Director Georgia Lomax said Ms. Green championed and had vision for moving staff forward for our organization and our customers. She noted the pilot program was a critical and valuable investment in the Library's success.

The Board thanked the cohort.

## **ROUTINE REPORTS**

### **November 2016 Financial Report**

Finance Manager Dale Hough reported the Library received an additional \$2.7M in revenue since posting the report.

### **Executive Director Report**

Ms. Lomax introduced recently hired Foundation Director Dean Carrell, who has a long career in professional fundraising and development. Mr. Carrell shared his vision for the work he will be undertaking. He said he is looking forward to meeting with the Trustees to get to know them further.

Ms. Lomax said there may be another Regional Trustee Meeting in spring, 2017. The Board expressed interest.

## **UNFINISHED BUSINESS**

### **Trustee Vacancy Process**

Ms. Lomax said she has received six applications to date. Although there will be a change in leadership at the Pierce County Executive's office, she doesn't anticipate any change in the appointment process.

Ms. McCament mentioned that Tehaleh's Homeowner Association shared the vacancy information in their homeowner newsletter. Ms. Lomax said she also used social media to reach into the community, and postings have been shared 400 times and viewed over 4500 times.

### **2017 Budget**

Ms. Lomax noted the Library has balanced the budget.

Deputy Director Melinda Chesbro said the projects and activities presented in previous meetings are included in the final budget proposal. The new Human Resources Information System and financial management system replacement will both be two-year projects.

Finance and Business Director Cliff Jo said the process was collaborative. He noted the project list was narrowed from an initial list of over 200. He reviewed the General, Capital Improvement and Special Purpose funds. The Special Purpose fund will not be used while the financial software is being upgraded.

Mr. Jo said there is a need to measure the soil at the site of a decommissioned underground storage tank located on the Buckley Library's property. A mitigation plan will be brought to the Board once the study is complete.

Ms. Green said there will be no impacts in 2017 from I-1433.

#### **PUBLIC HEARING: 2017 FINAL BUDGET OF REVENUE AND EXPENDITURES**

Ms. McCament moved that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2016 property tax levies for collection in 2017. Ms. Albers seconded the motion and it passed.

Chair Allen then asked if there was anyone in the audience who wished to comment on the 2017 budget.

There being no further comments, Ms. McCament moved to close the public hearing on the 2017 budget of estimated revenue and expenditures. Ms. Ishem seconded the motion and it passed.

#### **UNFINISHED BUSINESS (CONTINUED)**

**Resolution 2016-09: To Adopt the General Fund Budget** - Ms. McCament moved to approve Resolution 2016-09. Ms. Ishem seconded the motion and it was passed.

**Resolution 2016-10: To Adopt the 2017 Capital Improvement Fund Budget** - Ms. McCament moved to approve Resolution 2016-10. Ms. Ishem seconded the motion and it was passed.

**Resolution 2016-11: To Adopt the 2017 Special Purpose Fund Budget** - Ms. McCament moved to approve Resolution 2016-11. Ms. Ishem seconded the motion and it was passed.

**Resolution 2016-12: Capital Improvement Fund Transfer** - Ms. Ishem moved to approve Resolution 2016-12. Ms. Albers seconded the motion and it was passed.

**Resolution 2016-13: Special Purpose Fund Transfer** - Ms. Ishem moved to approve Resolution 2016-13. Ms. Albers seconded the motion and it was passed.

**Resolution 2016-14: Special Purpose Fund Transfer (Set-Asides)** - Ms. Ishem moved to approve Resolution 2016-14. Ms. Butler seconded the motion and it was passed.

#### **NEW BUSINESS**

##### **2017 Election of Officers**

Ms. Butler moved to reelect Mr. Allen as Chair and Ms. Albers as Vice-Chair for calendar year 2017. Ms. Ishem seconded the motion and it was passed.

#### **OFFICER REPORTS**

##### **Strategic Plan Update**

Ms. Lomax said the Leadership Team is continuing its work on the strategies and initiatives.

##### **Wave Update**

Installation was completed in 9 locations. Mr. Jo said all locations are expected to have increased bandwidth by mid-2017.

##### **DIYfest**

Ms. Prothro said Makerfest and DIYfest will be merged next year.

#### **EXECUTIVE SESSION**

At 5:35 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues for thirty minutes. Ms. Ishem seconded the motion and it was passed. At 5:48 pm, the Session was extended an additional 10 minutes. The Session ended at 6:00 pm.

**ANNOUNCEMENTS**

The January meeting will be canceled.

**ADJOURNMENT**

The meeting was adjourned at 6:03 pm on motion by Ms. Albers, seconded by Ms. Ishem.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## December 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3731-3736	12/1/16-12/31/16	\$7,661.91
Electronic Payments - Payroll & Acct Payable		12/06/16	\$941,394.07
Electronic Payments - Payroll & Acct Payable		12/21/16	\$741,555.61
Accounts Payable Warrants	626826-626954	12/1/16-12/31/16	\$1,058,292.59
<b>Total:</b>			<u><u>\$2,748,904.18</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3731	key	12/06/2016	CARRELL, DEAN	C	12/31/2016	11/16/16 - 11/30/16	0.00	2,807.83
3732	key	12/06/2016	LAMPSON, JULIA	C	12/31/2016	11/16/16 - 11/30/16	0.00	275.43
3733	key	12/06/2016	STONEBRIDGE, PAUL	C	12/31/2016	11/16/16 - 11/30/16	0.00	1,986.61
3734	key	12/21/2016	RYMER, JASMIN	C	12/31/2016	12/01/16 - 12/15/16	0.00	175.62
3735	key	12/21/2016	NAVARRO, JOSEPH	C	12/31/2016	12/01/16 - 12/15/16	0.00	763.60
3736	key	12/21/2016	KAUFMAN, HEATHER			12/01/16 - 12/15/16	0.00	1,652.82
<b>Total:</b>							<b>0.00</b>	<b>7,661.91</b>

Checks in report: 6

**Grand Total: 0.00 7,661.91**

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos

Contact Phone: 253-548-3451

Contact e-mail: skarabotsos@piercecountylibrary.org

Comments: 12/06/16 Payroll

Withdrawal Date: 12/06/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,426.54
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,887.34
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,887.34
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	446,865.24
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,057.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	40,014.77
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	69,138.77
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,099.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,311.73
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	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	203,706.34
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 941,394.07</b>

Certification: \_\_\_\_\_

Stacy Karabotsos  
 Signature ( Department Designee)

12/05/16  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos

Contact Phone: 253-548-3451

Contact e-mail: skarabotsos@piercecountylibrary.org

Comments: 12/21/16 Payroll

Withdrawal Date: 12/21/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	69,084.85
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,822.55
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,822.55
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	447,781.39
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,057.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	40,034.99
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	68,797.04
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	3,856.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,321.73
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	125.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	206.50
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	3,646.01
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 741,555.61</b>

Certification: \_\_\_\_\_

Stacy Karabotsos  
 Signature ( Department Designee)

12/20/16  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
626826	12/02/2016	000830 BAKER & TAYLOR	C	7,619.39
626827	12/02/2016	004329 BOOKSITE	C	6,000.00
626828	12/02/2016	000242 BUCKLEY CITY OF	C	238.02
626829	12/02/2016	000093 EBSCO	C	1,408.82
626830	12/02/2016	001643 IMPACT	C	31.38
626831	12/02/2016	000243 INGRAM LIBRARY SERVICES	C	3,616.87
626832	12/02/2016	000352 MIDWEST TAPE	C	7,929.79
626833	12/02/2016	000377 PUGET SOUND ENERGY	C	3,958.11
626834	12/02/2016	000460 STEILACOOM TOWN OF	C	767.10
626835	12/06/2016	001554 ANDREW'S FIXTURE CO INC	C	4,157.20
626836	12/06/2016	005283 E-RATE EXPERTISE INC	C	475.00
626837	12/06/2016	005428 GRITTON BUILDING CO INC	C	22,603.41
626838	12/06/2016	006492 LOGIC INTEGRITY INC	C	6,325.00
626839	12/06/2016	006421 MARKHAM INVESTIGATION - (MIP)	C	11,056.48
626840	12/06/2016	000534 WCP SOLUTIONS	C	1,883.42
626841	12/06/2016	000828 AFSCME AFL-CIO	C	6,202.90
626842	12/06/2016	000041 EMPLOYMENT SECURITY DEPARTMENT	C	253.86
626843	12/06/2016	006414 GC SERVICES, LP	C	176.30
626844	12/06/2016	003985 PACIFICSOURCE ADMINISTRATORS	C	1,324.61
626845	12/06/2016	001181 PIERCE CTY LIBRARY FOUNDATION	C	389.58
626846	12/06/2016	006555 SOCIAL SECURITY ADMINISTRATION	C	130.67
626847	12/06/2016	000823 UNITED WAY	C	171.00
626848	12/06/2016	004782 US DEPARTMENT OF EDUCATION	C	196.01
626849	12/08/2016	000830 BAKER & TAYLOR	V	12,842.64
626850	12/08/2016	000161 CENGAGE LEARNING	C	633.75
626851	12/08/2016	001780 CITY OF UNIVERSITY PLACE	C	179.16
626852	12/08/2016	000093 EBSCO	C	337.37
626853	12/08/2016	004609 HANBOOKS.COM	C	2,530.08
626854	12/08/2016	000243 INGRAM LIBRARY SERVICES	C	17,070.66
626855	12/08/2016	000352 MIDWEST TAPE	V	0.00
626856	12/08/2016	000352 MIDWEST TAPE	C	29,862.02
626857	12/08/2016	003398 MULTICULTURAL BOOKS & VIDEOS	C	5,405.70
626858	12/08/2016	000377 PUGET SOUND ENERGY	C	1,109.82
626859	12/08/2016	001060 SCHOLASTIC LIBRARY PUBLISHING	C	3,196.12
626860	12/08/2016	000451 SEATTLE TIMES SEATTLE PI	C	1,351.54
626861	12/08/2016	000460 STEILACOOM TOWN OF	C	941.21
626862	12/09/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI	C	21.88
626863	12/09/2016	006497 KENDALL BROOKHART	C	5.07

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
626864	12/09/2016	000895 COLUMBIA BANK	C	250.60
626865	12/09/2016	006478 EVERGREEN MAINT LANDSCAPING	C	5,205.53
626866	12/09/2016	001345 MICHAEL'S CUSTOM UPHOLSTERY	C	532.78
626867	12/09/2016	000352 MIDWEST TAPE	C	822.65
626868	12/09/2016	006675 ILL DEPARTMENT OC PUBLIC LIBRARIES	C	8.95
626869	12/09/2016	001005 PETTY CASH CUSTODIAN	C	110.59
626870	12/09/2016	006672 IRENE POSHTKOUHI	C	175.00
626871	12/09/2016	006674 MIDDLESBORO TECH LIBRARY SOUTHEA	C	30.00
626872	12/09/2016	006673 KALI STOEHR	C	416.19
626873	12/09/2016	006331 SURPRISE LAKE SQUARE UNIT 257	C	7,930.92
626874	12/09/2016	006676 UNIV. OF NEBRASKA AT KEARNEY	C	65.00
626875	12/09/2016	004022 US BANK	C	25,563.28
626876	12/09/2016	000534 WCP SOLUTIONS	C	1,580.49
626877	12/09/2016	000830 BAKER & TAYLOR	C	16,471.13
626878	12/09/2016	000094 ELMHURST MUTUAL POWER & LIGHT	C	2,105.40
626879	12/09/2016	000243 INGRAM LIBRARY SERVICES	C	1,661.83
626880	12/12/2016	005428 GRITTON BUILDING CO INC	C	46,727.32
626881	12/12/2016	001821 TYLER TECHNOLOGIES INC	C	43,464.54
626882	12/12/2016	003719 UNIQUE MANAGEMENT SERVICES	C	1,226.15
626883	12/12/2016	004022 US BANK	C	69,314.30
626884	12/12/2016	006051 WILLIAM MORRIS	C	7,500.00
626885	12/16/2016	006577 CATALYST WORKPLACE ACTIVATION	C	2,650.72
626886	12/16/2016	000895 COLUMBIA BANK	C	1,715.00
626887	12/16/2016	006469 HERMANSON COMPANY LLP	C	492.02
626888	12/16/2016	004674 MCHUGH MANAGEMENT CONSULTING	C	9,450.00
626889	12/16/2016	006465 MICROSOFT CORPORATION	C	48,460.00
626890	12/16/2016	003985 PACIFICSOURCE ADMINISTRATORS	C	186.25
626891	12/16/2016	006659 ALICIA ROGERS	C	500.00
626892	12/16/2016	006620 SCOTT L ROGERS	C	875.00
626893	12/16/2016	006592 SECURITY GATE AND ACCESS LLC	C	46,386.69
626894	12/16/2016	004018 STAPLES BUSINESS ADVANTAGE	C	20.61
626895	12/16/2016	004759 TRI-TEC COMMUNICATIONS INC	C	4,726.08
626896	12/16/2016	000534 WCP SOLUTIONS	C	464.55
626897	12/16/2016	005330 GHA TECHNOLOGIES INC	C	4,680.53
626898	12/16/2016	004022 US BANK	C	66,108.72
626899	12/20/2016	000830 BAKER & TAYLOR	C	31,248.31
626900	12/20/2016	006691 VINCENT CALIP	C	237.21
626901	12/20/2016	000161 CENGAGE LEARNING	C	5,315.57
626902	12/20/2016	000847 CENTER POINT PUBLISHING	C	1,509.96

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
626903	12/20/2016	000093 EBSCO	C	27,558.23
626904	12/20/2016	000243 INGRAM LIBRARY SERVICES	C	34,356.96
626905	12/20/2016	000352 MIDWEST TAPE	V	0.00
626906	12/20/2016	000352 MIDWEST TAPE	V	0.00
626907	12/20/2016	000352 MIDWEST TAPE	C	48,297.72
626908	12/20/2016	003398 MULTICULTURAL BOOKS & VIDEOS		1,615.80
626909	12/20/2016	000463 SUMMIT WATER & SUPPLY CO	C	312.30
626910	12/20/2016	000541 STATE OF WASHINGTON	C	360.64
626911	12/20/2016	006680 WAVE BUSINESS		5,045.73
626912	12/20/2016	000535 WESTON WOODS STUDIOS	C	1,609.32
626913	12/20/2016	000572 WORLD BOOK INC	C	6,557.44
626914	12/21/2016	003778 AFLAC		6,277.28
626915	12/21/2016	000828 AFSCME AFL-CIO		6,151.44
626916	12/21/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		650.14
626917	12/21/2016	000041 EMPLOYMENT SECURITY DEPARTMENT	C	237.38
626918	12/21/2016	006414 GC SERVICES, LP	C	206.32
626919	12/21/2016	006690 ENFORCEMENT KENTUCKY CHILD SUPP	C	151.68
626920	12/21/2016	003985 PACIFICSOURCE ADMINISTRATORS	C	1,323.97
626921	12/21/2016	001181 PIERCE CTY LIBRARY FOUNDATION	C	389.58
626922	12/21/2016	006555 SOCIAL SECURITY ADMINISTRATION		120.83
626923	12/21/2016	000823 UNITED WAY	C	171.00
626924	12/21/2016	004782 US DEPARTMENT OF EDUCATION		181.24
626925	12/22/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI	C	21.88
626926	12/22/2016	000153 ASSOCIATED PETROLEUM PRODUCTS	C	5,062.51
626927	12/22/2016	000176 ATS AUTOMATION INC	C	102,127.47
626928	12/22/2016	001126 DELL MARKETING LP	V	0.00
626929	12/22/2016	001126 DELL MARKETING LP	C	5,992.34
626930	12/22/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		22.40
626931	12/22/2016	005330 GHA TECHNOLOGIES INC	C	22,082.23
626932	12/22/2016	006492 LOGIC INTEGRITY INC	C	8,602.50
626933	12/22/2016	004794 MARTIN SIGNS & FABRICATION INC	C	16,105.86
626934	12/22/2016	006133 NATIONAL BUSINESS RESEARCH INS	C	3,250.00
626935	12/22/2016	001586 NORTHWEST DOOR INC	C	383.60
626936	12/22/2016	004933 NORTHWEST HEALTH & SAFETY INC		129.10
626937	12/23/2016	000830 BAKER & TAYLOR	C	9,079.64
626938	12/23/2016	000087 BLACKSTONE AUDIO BOOKS INC	C	1,406.00
626939	12/23/2016	000161 CENGAGE LEARNING		2,141.71
626940	12/23/2016	000243 INGRAM LIBRARY SERVICES	C	8,231.87
626941	12/23/2016	000352 MIDWEST TAPE	V	0.00

Check History Listing  
Pierce County Library System

01/20/2017 4:55PM

Bank code: key

Check #	Date	Vendor	Status	Check Total
626942	12/23/2016	000352 MIDWEST TAPE	C	19,225.10
626943	12/23/2016	001755 MOTION PICTURE LICENSING CORP	C	637.83
626944	12/23/2016	000323 NEWS TRIBUNE		390.00
626945	12/23/2016	000344 PROGRESSIVE BUSINESS PUBLICATI	C	230.00
626946	12/27/2016	001126 DELL MARKETING LP		168.48
626947	12/27/2016	001464 GREAT FLOORS COMMERCIAL SALES		15,002.86
626948	12/27/2016	006557 HUB INTERNATIONAL NORTHWEST		31,952.20
626949	12/27/2016	006133 NATIONAL BUSINESS RESEARCH INS		125.00
626950	12/27/2016	001581 SNAPTEX NORTHWEST INC		601.70
626951	12/27/2016	006278 UNIVERSITY OF PUGET SOUND		90.00
626952	12/30/2016	005283 E-RATE EXPERTISE INC		1,600.00
626953	12/30/2016	006291 INNOVATIVE INTERFACES INC		20,216.00
626954	12/30/2016	006602 NETWORK TECHNOLOGY SERVICES		23,247.50
<b>key Total:</b>				<b>1,058,292.59</b>
<b>Total Checks:</b>				<b>1,058,292.59</b>

129 checks in this report

## January 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants		1/1/17-1/31/17	\$0.00
Electronic Payments - Payroll & Acct Payable		01/06/17	\$1,040,945.75
Electronic Payments - Payroll & Acct Payable		01/21/17	\$736,919.35
Accounts Payable Warrants	626955-627111	1/1/17-1/31/17	\$1,152,134.31
<b>Total:</b>			<u><u>\$2,929,999.41</u></u>

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014  
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: skarabotsos@piercecountylibrary.org  
 Comments: 01/06/2017 Payroll

Withdrawal Date: 01/06/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	71,579.20
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,720.53
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,720.53
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	468,690.86
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,560.10
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	41,324.31
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	71,153.23
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,224.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	55,500.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	216,010.38
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 1,040,945.75</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

01/05/17  
 Date

Comments:

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014  
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos  
 Contact Phone: 253-548-3451  
 Contact e-mail: skarabotsos@piercecountylibrary.org  
 Comments: 01/20/2017 Payroll

Withdrawal Date: 01/20/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,590.90
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,298.11
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,298.11
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	444,547.80
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,139.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	39,262.89
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	67,255.23
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,049.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,462.61
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	236.00
PCL_Company	AWC (only on 6th paycheck)	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	5,779.20
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 736,919.35</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

01/19/17  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626955	01/06/2017	003778 AFLAC		3,313.86
626956	01/06/2017	000828 AFSCME AFL-CIO		6,354.44
626957	01/06/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		326.81
626958	01/06/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		45,793.85
626959	01/06/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		251.26
626960	01/06/2017	006414 GC SERVICES, LP		175.26
626961	01/06/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
626962	01/06/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,687.29
626963	01/06/2017	001181 PIERCE CTY LIBRARY FOUNDATION		389.58
626964	01/06/2017	006555 SOCIAL SECURITY ADMINISTRATION	V	123.83
626965	01/06/2017	000823 UNITED WAY		61.50
626966	01/06/2017	004782 US DEPARTMENT OF EDUCATION		185.75
626967	01/05/2017	006497 KENDALL BROOKHART		18.60
626968	01/05/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		22.40
626969	01/05/2017	005862 ELITE PROPERTY INVESTMENTS LLC		27.08
626970	01/05/2017	006693 JAMIE FOSTER		32.78
626971	01/05/2017	006557 HUB INTERNATIONAL NORTHWEST		74,345.00
626972	01/05/2017	006492 LOGIC INTEGRITY INC		4,578.75
626973	01/05/2017	006646 METCALF ELECTRIC INC		13,552.35
626974	01/05/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		363.84
626975	01/05/2017	000323 NEWS TRIBUNE		222.88
626976	01/05/2017	001534 PEDERSON PAINTING		5,881.34
626977	01/05/2017	000497 TILlicUM COMMUNITY SERVICE CEN		1,765.49
626978	01/05/2017	000176 ATS AUTOMATION INC		5,237.53
626979	01/05/2017	005862 ELITE PROPERTY INVESTMENTS LLC		9,649.69
626980	01/05/2017	001560 GRAHAM BUSINESS ASSOCIATION		150.00
626981	01/05/2017	003985 PACIFICSOURCE ADMINISTRATORS		193.25
626982	01/05/2017	001130 SNO-ISLE REGIONAL LIBRARY		114.00
626983	01/05/2017	000690 STEILACOOM CHAMBER OF COMMERCE		80.00
626984	01/05/2017	005679 CIVIC BUILDING UNIVERSITY PLACE		44,565.50
626985	01/05/2017	000534 WCP SOLUTIONS		136.76
626986	01/05/2017	000830 BAKER & TAYLOR		4,851.26
626987	01/05/2017	000242 BUCKLEY CITY OF		221.22
626988	01/05/2017	000195 FIRGROVE MUTUAL WATER CO		281.70
626989	01/05/2017	001643 IMPACT		26.15
626990	01/05/2017	006692 SVETLANA LUKYANOV		13.99
626991	01/05/2017	000352 MIDWEST TAPE		16,472.45
626992	01/05/2017	000377 PUGET SOUND ENERGY		9,770.74

**Check History Listing**  
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626993	01/05/2017	000460 STEILACOOM TOWN OF		677.88
626994	01/10/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
626995	01/10/2017	006577 CATALYST WORKPLACE ACTIVATION		819.59
626996	01/10/2017	000182 CHUCKALS INC		76.57
626997	01/10/2017	006646 METCALF ELECTRIC INC		2,342.51
626998	01/10/2017	006184 MONKEYHOUSE MEDIA		1,200.00
626999	01/10/2017	001371 MOUNTAIN MIST		51.25
627000	01/10/2017	000360 OCLC INC		3,701.69
627001	01/10/2017	000857 PIERCE COUNTY RECYCLING		61.94
627002	01/10/2017	005417 RICOH USA INC		8,279.69
627003	01/10/2017	005417 RICOH USA INC		221.56
627004	01/10/2017	004655 ROSE ENVIRONMENTAL LLC		721.10
627005	01/10/2017	001506 SOUND SECURITY INC		7,129.91
627006	01/10/2017	001004 TECHNICAL FURNITURE SYSTEMS IN		2,087.35
627007	01/10/2017	003719 UNIQUE MANAGEMENT SERVICES		2,219.60
627008	01/10/2017	004022 US BANK		107,605.83
627009	01/10/2017	004022 US BANK		179,275.60
627010	01/11/2017	000171 AMERICAN DISPOSAL CO		284.72
627011	01/11/2017	000087 BLACKSTONE AUDIO BOOKS INC		80.00
627012	01/11/2017	000161 CENGAGE LEARNING		498.79
627013	01/11/2017	000076 DM DISPOSAL CO INC		671.46
627014	01/11/2017	000864 DM RECYCLING CO		895.92
627015	01/11/2017	000094 ELMHURST MUTUAL POWER & LIGHT		1,496.96
627016	01/11/2017	000207 GIG HARBOR CITY OF		1,353.54
627017	01/11/2017	000275 HAROLD LEMAY ENTERPRISES INC		781.72
627018	01/11/2017	000275 HAROLD LEMAY ENTERPRISES INC		109.00
627019	01/11/2017	000243 INGRAM LIBRARY SERVICES		1,226.26
627020	01/11/2017	001011 LIVE OAK MEDIA		4,055.10
627021	01/11/2017	000352 MIDWEST TAPE		10,918.14
627022	01/11/2017	000354 MURREYS DISPOSAL CO INC		529.16
627023	01/11/2017	000370 PIERCE COUNTY		846.11
627024	01/11/2017	000370 PIERCE COUNTY		40.72
627025	01/11/2017	000372 PIERCE COUNTY REFUSE		819.84
627026	01/11/2017	000406 RECORDED BOOKS LLC		162.46
627027	01/11/2017	006448 TRACEY THOMPSON		276.18
627028	01/11/2017	000541 STATE OF WASHINGTON		361.44
627029	01/11/2017	000535 WESTON WOODS STUDIOS		354.81
627030	01/12/2017	006421 MARKHAM INVESTIGATION - (MIP)		11,056.48
627031	01/12/2017	006646 METCALF ELECTRIC INC		288.33

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627032	01/12/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,445.14
627033	01/13/2017	006391 BERK CONSULTING INC		7,281.36
627034	01/13/2017	000072 DEMCO INC		52,620.65
627035	01/13/2017	006699 DORMA USA INC		20,080.19
627036	01/13/2017	006700 GRAYSLAKE AREA PUBLIC LIBRARY		15.96
627037	01/13/2017	005428 GRITTON BUILDING CO INC		9,299.00
627038	01/13/2017	006469 HERMANSON COMPANY LLP		4,272.50
627039	01/13/2017	006645 OETC		3,322.16
627040	01/13/2017	005493 RELIABLE LOCK AND SAFE INC		328.60
627041	01/13/2017	005008 SME SOLUTIONS LLC		650.00
627042	01/13/2017	001506 SOUND SECURITY INC	V	13,182.83
627043	01/13/2017	006561 SUNDOWNER CO		391.68
627044	01/13/2017	006331 SURPRISE LAKE SQUARE UNIT 257		169.38
627045	01/13/2017	000635 WAYNES ROOFING INC		526.22
627046	01/13/2017	001369 WHATCOM COUNTY LIBRARY SYSTEM		6.99
627047	01/13/2017	006695 JENNIFER ADAMS		4.99
627048	01/13/2017	000830 BAKER & TAYLOR		19,982.34
627049	01/13/2017	000161 CENGAGE LEARNING		869.44
627050	01/13/2017	005300 DANGER ROOM COMICS LLC		1,269.64
627051	01/13/2017	006694 MAURY DIAMOND		8.20
627052	01/13/2017	000093 EBSCO		53.64
627053	01/13/2017	000243 INGRAM LIBRARY SERVICES		18,063.26
627054	01/13/2017	000352 MIDWEST TAPE		26,493.51
627055	01/13/2017	003398 MULTICULTURAL BOOKS & VIDEOS		3,362.05
627056	01/13/2017	000327 PENINSULA GATEWAY INC		34.84
627057	01/13/2017	000377 PUGET SOUND ENERGY		987.15
627058	01/13/2017	000463 SUMMIT WATER & SUPPLY CO		298.92
627059	01/18/2017	000895 COLUMBIA BANK		928.42
627060	01/18/2017	005428 GRITTON BUILDING CO INC		3,150.72
627061	01/18/2017	001506 SOUND SECURITY INC		7,215.50
627062	01/18/2017	000503 UNITED PARCEL SERVICE		201.45
627063	01/18/2017	004022 US BANK		243,612.97
627064	01/20/2017	004022 US BANK		16,494.78
627065	01/20/2017	004022 US BANK		3,650.38
627066	01/20/2017	003778 AFLAC		3,198.68
627067	01/20/2017	000828 AFSCME AFL-CIO		6,396.51
627068	01/20/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		325.67
627069	01/20/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		275.39
627070	01/20/2017	006414 GC SERVICES, LP		184.63

**Check History Listing**  
Pierce County Library System

Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
627071	01/20/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627072	01/20/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,624.79
627073	01/20/2017	000821 PIERCE COUNTY SUPERIOR COURT		62.26
627074	01/20/2017	001181 PIERCE CTY LIBRARY FOUNDATION		510.25
627075	01/20/2017	006555 SOCIAL SECURITY ADMINISTRATION		1.31
627076	01/20/2017	000823 UNITED WAY		61.50
627077	01/20/2017	004782 US DEPARTMENT OF EDUCATION		186.79
627078	01/20/2017	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,635.84
627079	01/20/2017	001792 BUCKLEY CHAMBER OF COMMERCE		75.00
627080	01/20/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		29.30
627081	01/20/2017	001793 EATONVILLE CHAMBER OF COMMERCE		50.00
627082	01/20/2017	006557 HUB INTERNATIONAL NORTHWEST		113.40
627083	01/20/2017	004756 LAKEWOOD CITY OF		500.00
627084	01/20/2017	000370 PIERCE COUNTY		500.00
627085	01/20/2017	004022 US BANK		16,765.11
627086	01/24/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		304.04
627087	01/25/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
627088	01/25/2017	000175 ASSOCIATION OF WASHINGTON CITI		16,647.17
627089	01/25/2017	000175 ASSOCIATION OF WASHINGTON CITI		420.00
627090	01/25/2017	006670 NOPCO DISTRIBUTOR		940.73
627091	01/25/2017	001586 NORTHWEST DOOR INC		229.74
627092	01/25/2017	000370 PIERCE COUNTY		1,450.00
627093	01/25/2017	000370 PIERCE COUNTY		228.00
627094	01/25/2017	004397 SHKS ARCHITECTS PS INC		246.54
627095	01/25/2017	000534 WCP SOLUTIONS		386.83
627096	01/27/2017	006705 BETH AGNEW		8.00
627097	01/27/2017	000830 BAKER & TAYLOR		4,886.29
627098	01/27/2017	006711 ALPHONSO BRANDON		14.89
627099	01/27/2017	000161 CENGAGE LEARNING		567.12
627100	01/27/2017	000847 CENTER POINT PUBLISHING		134.22
627101	01/27/2017	001780 CITY OF UNIVERSITY PLACE		20.20
627102	01/27/2017	006671 STACY GENDREAU		16.95
627103	01/27/2017	006423 SOK DUONG HOY		18.98
627104	01/27/2017	000243 INGRAM LIBRARY SERVICES		3,532.48
627105	01/27/2017	000352 MIDWEST TAPE		4,065.03
627106	01/27/2017	006150 PRONUNCIATOR		4,995.00
627107	01/27/2017	000377 PUGET SOUND ENERGY		4,139.50
627108	01/27/2017	001761 READ THE BOOKS		2,920.00
627109	01/27/2017	006710 CHARLOTTE ROBINSON		15.95

**Check History Listing**  
Pierce County Library System

Bank code: key

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
627110	01/27/2017	006712 NIKKI WALKER		15.85
627111	01/27/2017	006709 KOKEB WOLDE		995.00

key Total: 1,152,134.31

157 checks in this report

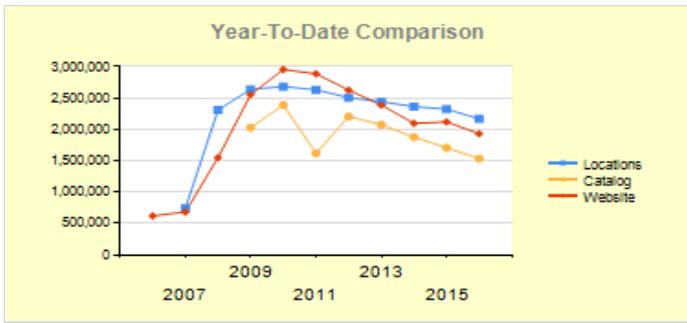
Total Checks: 1,152,134.31

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# **Routine Reports**

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - DECEMBER

### VISITS



	December		
	2015	2016	% Change
Door Count	119,867	111,509	-6.97%
Catalog	126,867	123,598	-2.58%
Website	159,609	145,971	-8.54%
Job & Business Portal	2,248	3,080	37.01%
Military Portal	63	152	141.27%
<b>Total</b>	<b>408,654</b>	<b>384,310</b>	<b>-5.96%</b>

### CHECKOUTS



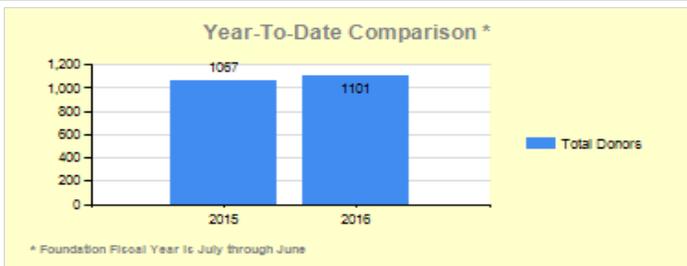
	December		
	2015	2016	% Change
Checkouts	385,899	338,673	-12.24%
Downloadables	74,021	84,381	14.00%
<b>Total</b>	<b>459,920</b>	<b>423,054</b>	<b>-8.02%</b>

### CUSTOMERS



	December		
	2015	2016	% Change
Active Cardholders	324,350	334,362	3.09%
New Cards	2,543	2,510	-1.30%
Checkout Transactions	74,412	68,084	-8.50%
Unique Users	33,597	30,410	-9.49%

### PHILANTHROPY



	December		
	2015	2016	% Change
FoundationDonors	546	492	-9.89%
NewFoundationDonors	177	134	-24.29%
\$ Raised by Foundation	\$72,621.00	\$53,335.00	-26.56%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

### BRANCH CLOSURES

Location	Dates	Duration (Days)
<b>2013</b>		
Key Center	1/1-2/3	34
Fife	9/24-25	2
<b>2014</b>		
Gig Harbor	5/19-6/1	13
Lakewood	9/2-21	19
Park/Span	10/3-26	13
South Hill	11/1-30	30

Location	Dates	Duration (Days)
<b>2015</b>		
Gig Harbor	11/9/2022	13
<b>2016</b>		
Buckley	11/14-12/4	20
Tillicum	12/5-25	20

# Monthly Interim Financial Reports

## December 31, 2016 - INTERIM

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### Notes for December activity NOT italicized

#### General Fund – 01

- **Revenue YTD – exceeded budget by \$413,812 (1.39%)**
- **Expenditures YTD – less than budgeted by \$89,913 (-0.03%)**
- **Net “surplus” of \$501,546.23**
- *51109 – Tuition Assistance is fully funded by the PCLF. We are in the process of setting up budget for this program.*
- *51200 - Overtime expenditures continue as a result of vacancies.*
- *53411 Electronic Info Services and 53413 Electronic Services - Some materials purchases are large one-time payments that occur at various times throughout the year. They impact “percent expended” of the budget significantly.*
- *53501 –Additional furniture include purchases for Lakewood branch, funded entirely by Lakewood Friends group.*
- *53502 – **Purchased additional laptops**, Purchased Virtual Load Master 200 for email upgrade*
- *53505 - Incurred additional software purchases as a result of IT stabilization.*
- *54100 – Extended Strategic Plan contract to include implementation phase. Other expenditures include IT Modernization, Coaching Lab, Security Patrol, Recruiting Services, SPARK day, and Compensation study.*
- *54163 Special laminating services required by specialty vendor.*
- *Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact “percent expended” of budget significantly. Examples include but are not limited to general fund accounts 54201 telecom services, 54501 and 54502 Leases, 54600 Insurance, 54801 Contracted Maintenance and 54903 Licenses and Fees.*
- **54600 – 2017 annual insurance premium paid out of 2016 funds. The payment for the renewal was moved into the closing month of the expiring insurance term.**
- *54702 thru 54704 – Water consumption high due to underground waterline leak at Bonney Lake. Leak is fixed. **All utilities higher than anticipated for 2016.***
- **54900 – Added on-site training by Innovative Interfaces (Polaris) to audit the configuration and make recommendations for improvements**
- *59700 Transfers out – Board-approved transfer from the General Fund to the Capital Improvements Projects fund.*

#### Special Purpose Fund – 15

- *Reallocated distribution – match revenue with project expenditure from general fund.*

#### Debt Service Fund - 20

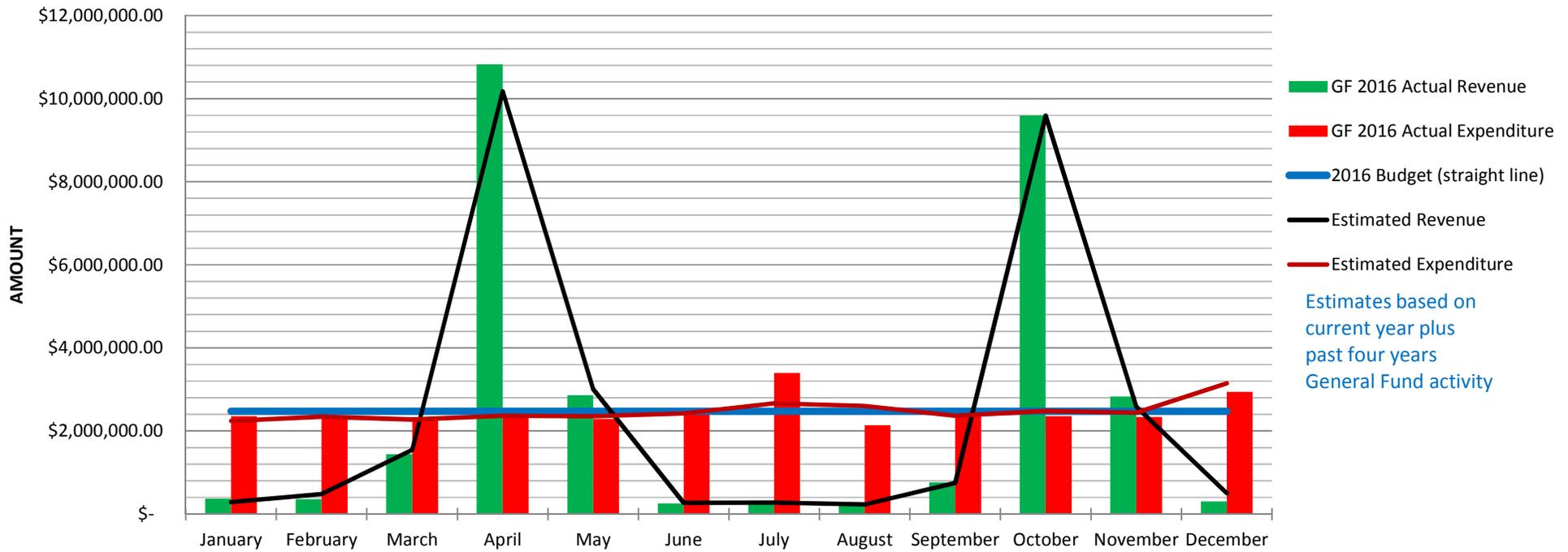
- *Minimal activity*

#### Capital Improvement Projects Fund - 30

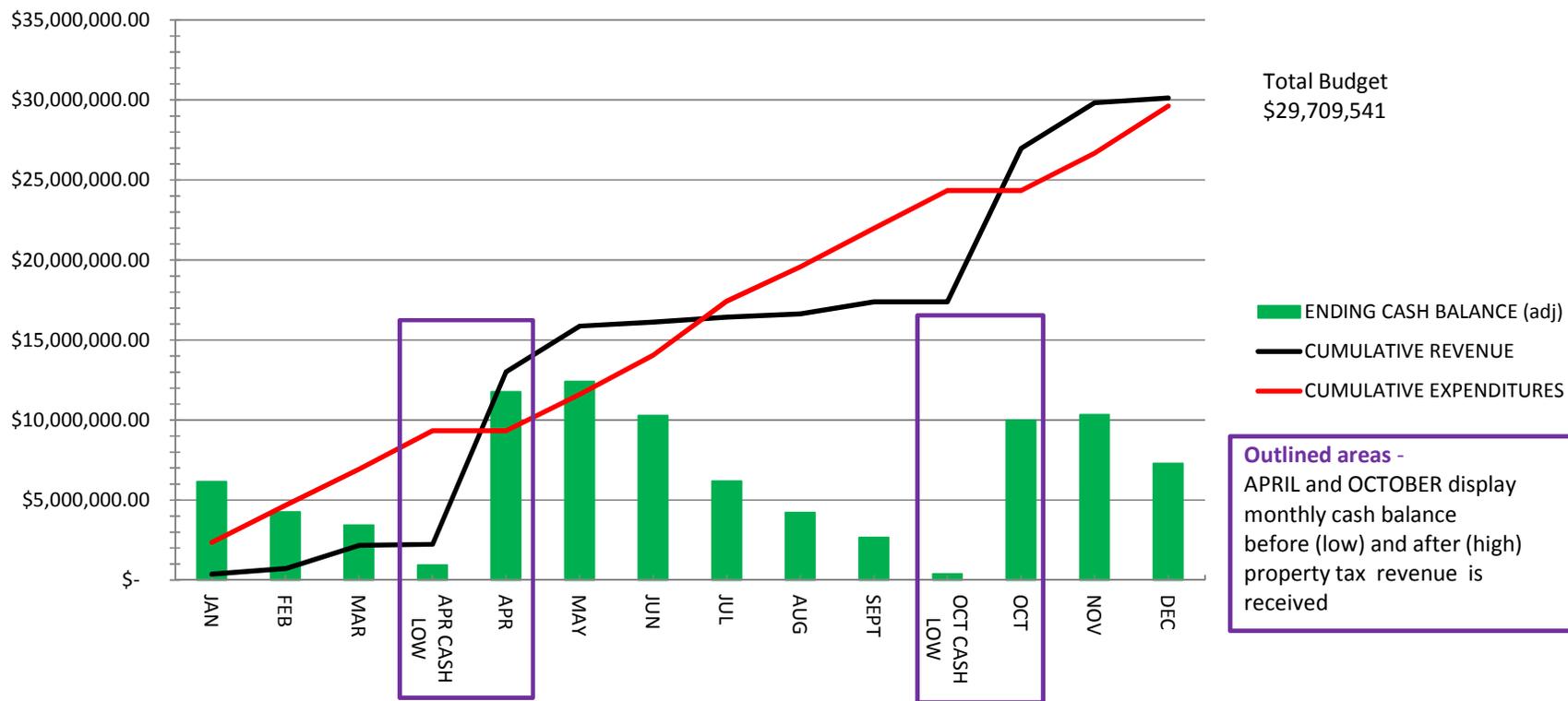
- *53501 – Furnishing purchases including a new Circulation desk at University Place.*
- *56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion. Also, includes purchase of an ADA Door/Opener at Gig Harbor Branch. This is funded by the Foundation.*  
**System wide re-key project, ACL elevator upgrades**
- **56201 – Remodel Buckley restroom. Remove and replace Eatonville IT closet Door.**
- **56300 – ACL parking lot gates for timed automatic opening/closing and improved security system**

- *56400 Machinery and equipment include the purchase of our new paper cutter totaling \$25k and the replacement of our compactor \$14k, a new WatchGuard Firewall appliance \$38k and just over \$50k in the board approved purchase of a new Dell Compellent server array.*
- *56402 HVAC repair and/replacement has been scheduled and funds encumbered for several branches.*

### RESOURCE FLOW - INTERIM General Fund - 2016



## CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2016



**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date December 31, 2016  
no pre-encumbrances

<b>General Fund - 01</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 28,206,541	\$ 28,488,497	\$ -	\$ (281,956)	101%
Other Revenue	\$ 1,503,000	\$ 1,634,856	\$ -	\$ (131,856)	109%
<b>Total Revenue</b>	<b>\$ 29,709,541</b>	<b>\$ 30,123,353</b>	<b>\$ -</b>	<b>\$ (413,812)</b>	<b>101%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 20,337,427	\$ -	\$ 555,599	97%
Materials	\$ 3,532,173	\$ 3,774,585	\$ -	\$ (242,412)	107%
Maintenance and Operations	\$ 3,895,960	\$ 4,321,413	\$ -	\$ (425,453)	111%
Transfers Out - CIP	\$ 1,188,382	\$ 1,188,382	\$ -	\$ -	100%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
<b>Total Expenditures</b>	<b>\$ 29,709,541</b>	<b>\$ 29,621,807</b>	<b>\$ -</b>	<b>\$ 87,734</b>	<b>100%</b>
Excess/(Deficit)		\$ 501,546			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 501,546.23</b>			

<b>Special Purpose Fund - 15</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Programs - PC READS	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects - Workforce	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
<b>Total Revenue</b>	<b>\$ 267,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267,000</b>	<b>0%</b>
				\$ -	
Programs - PC READS	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects - Workforce	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
<b>Total Expenditures</b>	<b>\$ 267,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267,000</b>	
Excess/(Deficit)		\$ -			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ -</b>			

<b>Debt Service Fund - 20</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 303	\$ -	\$ (303)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 303</b>	<b>\$ -</b>	<b>\$ (303)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 303</b>			

<b>Capital Improvement Projects Fund - 30</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Other Revenue	\$ 300,000	\$ 254,976	\$ -	\$ 45,024	85%
Transfers In	\$ 1,188,382	\$ 1,188,382	\$ -	\$ -	100%
<b>Total Revenue</b>	<b>\$ 1,488,382</b>	<b>\$ 1,443,358</b>	<b>\$ -</b>	<b>\$ 45,024</b>	<b>97%</b>
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 1,291,705	\$ -	\$ 196,677	87%
<b>Total Expenditures</b>	<b>\$ 1,488,382</b>	<b>\$ 1,291,705</b>	<b>\$ -</b>	<b>\$ 196,677</b>	<b>87%</b>
Excess/(Deficit)		\$ 151,654			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 151,654</b>			

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>														
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT
	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	12/31/2016	
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 4,586,856	\$ 1,984,811	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,281,818	
Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	
<b>Total Cash</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	
<b>Total Current Assets</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 560,730	\$ 359,697	\$ 396,377	\$ 428,198	\$ 295,440	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,477	
Sales Tax Payable	\$ 2,082	\$ 3,668	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	
Payroll Taxes and Benefits Payable	\$ 48,189	\$ 13,391	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	
<b>Total Current Liabilities</b>	<b>\$ 611,001</b>	<b>\$ 376,756</b>	<b>\$ 430,620</b>	<b>\$ 477,224</b>	<b>\$ 313,970</b>	<b>\$ 376,115</b>	<b>\$ 430,745</b>	<b>\$ 310,932</b>	<b>\$ 308,417</b>	<b>\$ 369,965</b>	<b>\$ 469,990</b>	<b>\$ 276,615</b>	<b>\$ 786,514</b>	
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ -	\$ 966,089	\$ 835,433	\$ 786,954	\$ 735,482	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	
Net Excess (Deficit)	\$ -	\$ (2,952,113)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,553,910	\$ 1,407,209	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ -	
Unreserved Fund Balance	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,495,304	
<b>Total Fund Balance</b>	<b>\$ 7,761,618</b>	<b>\$ 5,775,593</b>	<b>\$ 3,829,407</b>	<b>\$ 2,962,207</b>	<b>\$ 11,445,420</b>	<b>\$ 12,033,741</b>	<b>\$ 9,842,448</b>	<b>\$ 5,868,652</b>	<b>\$ 3,924,055</b>	<b>\$ 2,288,146</b>	<b>\$ 9,523,239</b>	<b>\$ 10,058,393</b>	<b>\$ 6,495,304</b>	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	
Anticipated Property Tax Revenue	\$ -	\$ 28,999,932	\$ 28,704,238	\$ 27,380,677	\$ 16,615,179	\$ 13,922,327	\$ 13,765,971	\$ 13,686,423	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	

**Pierce County Library System  
Statement of Financial Position - Interim  
December 31, 2016  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 7,281,818	\$ 728,263	\$ 84,050	\$ 2,289,756
Investments	\$ -	\$ -	\$ -	\$ -
<b>Total Cash</b>	<b>\$ 7,281,818</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,289,756</b>
<b>Total Current Assets</b>	<b>\$ 7,281,818</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,289,756</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 727,477	\$ -	\$ -	\$ 174,752
Sales Tax Payable	\$ 2,082	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 56,955	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 786,514</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 174,752</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ -	\$ -	\$ -	\$ -
Net Excess (Deficit)	\$ -	\$ -	\$ -	\$ -
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Technology Set-aside	\$ -	\$ -	\$ -	\$ 50,000
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,495,304	\$ -	\$ 84,050	\$ 1,915,004
<b>Total Fund Balance</b>	<b>\$ 6,495,304</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,115,004</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 7,281,818</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,289,756</b>
Anticipated Property Tax Revenue	\$ -	N/A	\$ -	N/A

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	27,294,700.00	120,823.61	27,850,292.35	0.00	(555,592.35)	102.04
31112 PROPERTY TAXES DELINQUENT	818,841.00	16,517.93	500,058.81	0.00	318,782.19	61.07
31130 SALE OF TAX TITLE PROPERTY	3,000.00	6,462.43	7,695.69	0.00	(4,695.69)	256.52
31720 LEASEHOLD EXCISE TAX	20,000.00	2,114.58	17,773.59	0.00	2,226.41	88.87
31740 TIMBER EXCISE TAX	50,000.00	0.00	77,804.76	0.00	(27,804.76)	155.61
<b>TAXES:</b>	<b>28,186,541.00</b>	<b>145,918.55</b>	<b>28,453,625.20</b>	<b>0.00</b>	<b>(267,084.20)</b>	<b>100.95</b>
33300 INDIRECT FEDERAL GRANTS	0.00	30,729.11	238,962.49	0.00	(238,962.49)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	136.38	1,354.91	0.00	(1,354.91)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	6,496.68	15,532.45	0.00	(532.45)	103.55
34160 COPIER FEES	30,000.00	2,675.44	32,445.08	0.00	(2,445.08)	108.15
34161 GRAPHICS SERVICES CHARGES	0.00	15.00	4,382.71	0.00	(4,382.71)	0.00
34162 PRINTER FEES	125,000.00	9,608.27	126,071.14	0.00	(1,071.14)	100.86
34163 FAX FEES	21,000.00	2,001.87	23,230.65	0.00	(2,230.65)	110.62
34193 ORTING - SERVICE FEES	0.00	0.00	3,240.00	0.00	(3,240.00)	0.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	33.95	0.00	(33.95)	0.00
35970 LIBRARY FINES	550,000.00	37,345.55	355,138.53	0.00	194,861.47	64.57
36110 INVESTMENT INCOME	5,000.00	2,277.28	17,981.87	0.00	(12,981.87)	359.64
36111 INTEREST - STATE FOREST FUND	0.00	(0.08)	0.00	0.00	0.00	0.00
36140 OTHER INTEREST EARNED - COUNTY	0.00	(0.68)	2.69	0.00	(2.69)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.00	62.92	0.00	(62.92)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	1,211.96	0.00	(1,211.96)	0.00
36290 BOOK SALES	20,000.00	740.30	7,585.86	0.00	12,414.14	37.93
36700 FOUNDATION DONATIONS	300,000.00	6,853.76	256,536.99	0.00	43,463.01	85.51
36710 FRIENDS' DONATIONS	0.00	0.00	336.21	0.00	(336.21)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	30,867.70	0.00	(30,867.70)	0.00
36725 DONATIONS - OTHER	0.00	58.23	6,187.49	0.00	(6,187.49)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	4,386.60	0.00	(4,386.60)	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	0.00	4.00	3,259.88	0.00	(3,259.88)	0.00
36990 MISCELLANEOUS REVENUE	0.00	63.67	429.59	0.00	(429.59)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	972.75	9,492.02	0.00	2,507.98	79.10
36996 JURY DUTY REIMBURSEMENT	0.00	40.00	140.00	0.00	(140.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	70.01	1,923.98	0.00	(1,923.98)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	48,545.06	449,815.49	0.00	(34,815.49)	108.39
36999 REBATES - PROCUREMENT CARD	30,000.00	10,727.20	77,650.75	0.00	(47,650.75)	258.84
<b>CHARGES OTHER:</b>	<b>1,523,000.00</b>	<b>159,359.80</b>	<b>1,668,263.91</b>	<b>0.00</b>	<b>(145,263.91)</b>	<b>109.54</b>
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>305,278.35</b>	<b>30,123,353.23</b>	<b>0.00</b>	<b>(413,812.23)</b>	<b>101.39</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,984,682.00	1,213,825.23	14,199,257.51	0.00	785,424.49	94.76
51105 ADDITIONAL HOURS	273,883.00	26,566.56	307,850.10	0.00	(33,967.10)	112.40
51106 SHIFT DIFFERENTIAL	159,882.00	12,930.50	161,197.17	0.00	(1,315.17)	100.82
51107 SUBSTITUTE HOURS	295,500.00	22,860.09	307,699.48	0.00	(12,199.48)	104.13
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	7,873.34	0.00	(7,573.34)	2,624.45
51200 OVERTIME WAGES	7,400.00	5,060.62	35,581.87	0.00	(28,181.87)	480.84
51999 ADJ WAGE/SALARY TO MATCH PLAN	(396,342.00)	0.00	0.00	0.00	(396,342.00)	0.00
52001 INDUSTRIAL INSURANCE	196,629.00	10,585.93	133,804.55	0.00	62,824.45	68.05

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52002 MEDICAL INSURANCE	2,289,031.00	181,112.66	2,156,416.05	0.00	132,614.95	94.21
52003 F.I.C.A.	1,202,711.00	95,709.89	1,133,863.01	0.00	68,847.99	94.28
52004 RETIREMENT	1,727,914.00	137,935.81	1,591,536.17	0.00	136,377.83	92.11
52005 DENTAL INSURANCE	219,387.00	18,277.94	210,696.88	0.00	8,690.12	96.04
52006 OTHER BENEFIT	10,540.00	960.00	10,400.00	0.00	140.00	98.67
52010 LIFE AND DISABILITY INSURANCE	29,086.00	5,607.43	50,126.26	0.00	(21,040.26)	172.34
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	29,849.44	0.00	650.56	97.87
52200 UNIFORMS	1,300.00	0.00	1,274.78	0.00	25.22	98.06
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
<b>PERSONNEL</b>	<b>20,893,026.00</b>	<b>1,731,432.66</b>	<b>20,337,426.61</b>	<b>0.00</b>	<b>555,599.39</b>	<b>97.34</b>
53100 OFFICE/OPERATING SUPPLIES	236,100.00	45,638.33	239,395.08	(1,728.84)	(1,566.24)	100.66
53101 CUSTODIAL SUPPLIES	52,500.00	7,427.31	64,313.94	0.00	(11,813.94)	122.50
53102 MAINTENANCE SUPPLIES	60,200.00	4,666.32	58,746.59	0.00	1,453.41	97.59
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	778.24	17,923.59	0.00	7,076.41	71.69
53104 BOOK PROCESSING SUPPLIES	20,000.00	3,197.96	11,086.12	0.00	8,913.88	55.43
53200 FUEL	47,000.00	5,067.58	26,427.74	0.00	20,572.26	56.23
53401 ADULT MATERIALS	806,000.00	73,789.74	713,461.23	0.00	92,538.77	88.52
53403 PERIODICALS	88,135.00	15,463.89	94,758.01	0.00	(6,623.01)	107.51
53405 JUVENILE BOOKS	544,279.00	48,372.49	516,383.27	0.00	27,895.73	94.87
53406 PROFESSIONAL COLLECTION	4,200.00	10,147.59	12,662.51	0.00	(8,462.51)	301.49
53407 INTERNATIONAL COLLECTION	60,000.00	7,832.15	33,913.75	0.00	26,086.25	56.52
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	59,397.47	800,640.49	0.00	41,359.51	95.09
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	17,835.31	81,932.64	0.00	12,067.36	87.16
53411 ELECTRONIC INFO SOURCES	379,068.00	0.00	327,421.42	0.00	51,646.58	86.38
53412 REFERENCE SERIALS	18,000.00	2,753.10	10,864.49	0.00	7,135.51	60.36
53413 ELECTRONIC SERVICES	143,391.00	16,647.98	259,959.03	0.00	(116,568.03)	181.29
53414 ELECTRONIC COLLECTION	400,100.00	81,333.22	766,242.66	0.00	(366,142.66)	191.51
53464 VENDOR PROCESSING SERVICES	153,000.00	12,164.68	155,225.77	0.00	(2,225.77)	101.45
53499 GIFTS - MATERIALS	0.00	0.00	1,120.19	0.00	(1,120.19)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	2,790.68	53,456.60	0.00	(18,456.60)	152.73
53502 TECHNOLOGY HARDWARE	50,000.00	27,724.97	77,957.43	0.00	(27,957.43)	155.91
53505 SOFTWARE/LICENSES/HOSTING	12,100.00	9,065.82	40,970.66	0.00	(28,870.66)	338.60
54100 PROFESSIONAL SERVICES	457,750.00	130,694.12	710,620.61	0.00	(252,870.61)	155.24
54101 LEGAL SERVICES	30,000.00	7,050.50	32,354.50	0.00	(2,354.50)	107.85
54102 COLLECTION AGENCY	17,000.00	3,445.75	15,746.22	0.00	1,253.78	92.62
54161 RESOURCE SHARING SERVICES	19,000.00	2,400.73	16,513.97	0.00	2,486.03	86.92
54162 BIBLIOGRAPHICS SERVICES	33,000.00	5,017.90	33,051.38	0.00	(51.38)	100.16
54163 PRINTING AND BINDING	1,500.00	0.00	2,514.16	0.00	(1,014.16)	167.61
54165 ILL LOST ITEM CHARGE	2,800.00	36.90	1,316.50	0.00	1,483.50	47.02
54200 POSTAGE AND SHIPPING	36,600.00	379.30	29,582.80	0.00	7,017.20	80.83
54201 TELECOM SERVICES	461,300.00	50,403.77	507,502.27	0.00	(46,202.27)	110.02
54300 TRAVEL	47,200.00	5,317.41	33,712.44	0.00	13,487.56	71.42
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,134.02	32,936.97	0.00	(2,586.97)	108.52
54400 ADVERTISING	69,500.00	9,903.46	34,541.28	0.00	34,958.72	49.70
54501 RENTALS/LEASES - BUILDINGS	404,000.00	10,866.66	371,288.15	0.00	32,711.85	91.90
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	3,148.88	24,734.24	0.00	7,665.76	76.34

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54600 INSURANCE	200,000.00	262,617.20	411,886.20	0.00	(211,886.20)	205.94
54700 ELECTRICITY	235,000.00	31,559.76	242,289.84	0.00	(7,289.84)	103.10
54701 NATURAL GAS	15,000.00	1,747.19	8,688.85	0.00	6,311.15	57.93
54702 WATER	21,000.00	3,609.38	33,500.68	0.00	(12,500.68)	159.53
54703 SEWER	25,000.00	5,051.59	32,923.13	0.00	(7,923.13)	131.69
54704 REFUSE	26,000.00	6,974.14	41,161.63	0.00	(15,161.63)	158.31
54800 GENERAL REPAIRS/MAINTENANCE	208,000.00	30,071.34	229,638.39	0.00	(21,638.39)	110.40
54801 CONTRACTED MAINTENANCE	802,900.00	159,136.25	652,960.42	(450.03)	150,389.61	81.27
54803 MAINT. TELECOM EQUIPMENT	31,000.00	4,726.08	30,045.80	0.00	954.20	96.92
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	12,199.97	0.00	(12,199.97)	0.00
54900 REGISTRATIONS	41,850.00	16,449.32	53,835.89	0.00	(11,985.89)	128.64
54901 DUES AND MEMBERSHIPS	30,170.00	1,793.71	33,431.34	0.00	(3,261.34)	110.81
54902 TAXES AND ASSESSMENTS	29,500.00	118.12	32,138.29	0.00	(2,638.29)	108.94
54903 LICENSES AND FEES	43,950.00	5,586.70	69,883.65	0.00	(25,933.65)	159.01
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	135.61	0.00	1,864.39	6.78
54909 TECH LIC/SUBS/HOSTING	0.00	100.00	0.00	0.00	0.00	0.00
59700 TRANSFERS OUT	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,816,515.00</b>	<b>1,212,435.01</b>	<b>9,284,380.39</b>	<b>(2,178.87)</b>	<b>(465,686.52)</b>	<b>105.28</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>2,943,867.67</b>	<b>29,621,807.00</b>	<b>(2,178.87)</b>	<b>89,912.87</b>	<b>99.70</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(2,638,589.32)</b>	<b>501,546.23</b>	<b>2,178.87</b>	<b>(503,725.10)</b>	<b>0.00</b>

**FUND: SPECIAL PURPOSE FUND (15)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	25,000.00	0.00	0.00	0.00	25,000.00	0.00
<b>TAXES:</b>	<b>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>0.00</b>
33300 INDIRECT FEDERAL GRANTS	227,000.00	0.00	0.00	0.00	227,000.00	0.00
36700 FOUNDATION DONATIONS	15,000.00	(6,853.76)	0.00	0.00	15,000.00	0.00
<b>CHARGES OTHER:</b>	<b>242,000.00</b>	<b>(6,853.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>242,000.00</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>267,000.00</b>	<b>(6,853.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>267,000.00</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	183,623.00	0.00	0.00	0.00	183,623.00	0.00
52001 INDUSTRIAL INSURANCE	795.00	0.00	0.00	0.00	795.00	0.00
52002 MEDICAL INSURANCE	11,463.00	0.00	0.00	0.00	11,463.00	0.00
52003 F.I.C.A.	6,189.00	0.00	0.00	0.00	6,189.00	0.00
52004 RETIREMENT	6,674.00	0.00	0.00	0.00	6,674.00	0.00
52005 DENTAL INSURANCE	1,220.00	0.00	0.00	0.00	1,220.00	0.00
52010 LIFE AND DISABILITY INSURANCE	36.00	0.00	0.00	0.00	36.00	0.00
<b>PERSONNEL</b>	<b>210,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>210,000.00</b>	<b>0.00</b>
53100 OFFICE/OPERATING SUPPLIES	7,000.00	0.00	0.00	0.00	7,000.00	0.00
53401 ADULT MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54100 PROFESSIONAL SERVICES	38,550.00	0.00	0.00	0.00	38,550.00	0.00
54400 ADVERTISING	5,450.00	0.00	0.00	0.00	5,450.00	0.00
54900 REGISTRATIONS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>57,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,000.00</b>	<b>0.00</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>267,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>267,000.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(6,853.76)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**FUND: DEBT SERVICE FUND (20)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.14	0.00	(0.14)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.14</b>	<b>0.00</b>	<b>(0.14)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	29.97	303.13	0.00	(303.13)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>29.97</b>	<b>303.13</b>	<b>0.00</b>	<b>(303.13)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>29.97</b>	<b>303.27</b>	<b>0.00</b>	<b>(303.27)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>29.97</b>	<b>303.27</b>	<b>0.00</b>	<b>(303.27)</b>	<b>0.00</b>

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s + Pre	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT INCOME	0.00	534.00	3,747.83	0.00	(3,747.83)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	8,011.79	0.00	(8,011.79)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	30,507.81	0.00	(30,507.81)	0.00
36899 ENERGY REBATES	0.00	0.00	3,274.00	0.00	(3,274.00)	0.00
36998 E-RATE REIMBURSEMENT	300,000.00	26,505.86	209,435.06	0.00	90,564.94	69.81
<b>CHARGES OTHER:</b>	<b>300,000.00</b>	<b>27,039.86</b>	<b>254,976.49</b>	<b>0.00</b>	<b>45,023.51</b>	<b>84.99</b>
39700 TRANSFERS IN	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>27,039.86</b>	<b>1,443,358.49</b>	<b>0.00</b>	<b>45,023.51</b>	<b>96.98</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	100,000.00	62,929.97	135,540.11	0.00	(35,540.11)	135.54
53502 TECHNOLOGY HARDWARE	168,000.00	0.00	26,003.38	0.00	141,996.62	15.48
53505 SOFTWARE/LICENSES/HOSTING	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	20,000.00	721.10	5,888.85	0.00	14,111.15	29.44
54400 ADVERTISING	0.00	0.00	81.40	0.00	(81.40)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	826.88	826.88	0.00	(826.88)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	146,000.00	1,581.06	12,550.63	0.00	133,449.37	8.60
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54912 CONTINGENCY/RESERVE	28,000.00	0.00	0.00	0.00	28,000.00	0.00
54915 PLANNED SAVINGS	83,382.00	0.00	0.00	0.00	83,382.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	135,000.00	116,348.29	264,074.56	0.00	(129,074.56)	195.61
56201 CONSTRUCTION	65,000.00	74,359.78	74,359.78	0.00	(9,359.78)	114.40
56202 ELECTRICAL	0.00	3,785.27	27,683.70	0.00	(27,683.70)	0.00
56203 FLOORING	57,000.00	0.00	1,765.45	0.00	55,234.55	3.10
56204 PAINTING AND WALL TREATMENTS	7,500.00	5,881.34	5,881.34	0.00	1,618.66	78.42
56300 IMPROVEMENTS OTHER THAN BLDGS	0.00	46,386.69	46,386.69	0.00	(46,386.69)	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	165,000.00	0.00	48,591.17	0.00	116,408.83	29.45
56400 MACHINERY & EQUIPMENT	191,000.00	0.00	348,346.15	0.00	(157,346.15)	182.38
56402 HVAC	120,500.00	102,127.47	130,154.67	0.00	(9,654.67)	108.01
56403 TECHNOLOGY EQUIPMENT	162,000.00	0.00	163,569.85	0.00	(1,569.85)	100.97
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>414,947.85</b>	<b>1,291,704.61</b>	<b>0.00</b>	<b>196,677.39</b>	<b>86.79</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(387,907.99)</b>	<b>151,653.88</b>	<b>0.00</b>	<b>(151,653.88)</b>	<b>0.00</b>

# Monthly Interim Financial Reports

## January 31, 2017

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### General Fund

- County Property Tax data not received – we are estimating revenue of \$100,000.
- 51105/51200 - Additional hours and Overtime use as a result of unfilled vacancies.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact “percent expended” of budget significantly. Examples include but are not limited to general fund accounts 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees. There is an encumbrance posting error to Building Leases. Correction is in progress.

### Debt Service Fund

- No activity

### Special Purpose Fund

- No activity

### Capital Improvement Projects Fund

- 53501 Furnishings for University Place Library Help Desk Upgrade
- 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion. (Please refer to comment above regarding annual service agreements and one time payments.)
- 56402 HVAC work at Fife Library

**Pierce County Library System  
Statement of Financial Position - Interim  
January 30, 2017  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 598,047	\$ -	\$ 32	\$ 433,099
Investments	\$ 4,110,000	\$ 728,263	\$ 84,018	\$ 1,740,000
<b>Total Cash</b>	<b>\$ 4,708,047</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,173,099</b>
<b>Total Current Assets</b>	<b>\$ 4,708,047</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,173,099</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 49,283	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,908	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 24,001	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 78,192</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 1,724,187	\$ -	\$ -	\$ 151,798
Net Excess (Deficit)	\$ (3,589,332)	\$ -	\$ -	\$ (93,704)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,495,000	\$ -	\$ 84,050	\$ 1,965,004
<b>Total Fund Balance</b>	<b>\$ 4,629,855</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,173,099</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,708,047</b>	<b>\$ 728,263</b>	<b>\$ 84,050</b>	<b>\$ 2,173,099</b>
Anticipated Property Tax Revenue	\$ -	N/A	\$ -	N/A

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>														
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CURRENT								
	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016	10/31/2016	11/30/2016	12/31/2016	1/30/2017	
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 4,586,856	\$ 1,984,811	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,281,818	\$ 598,047	
Investments	\$ -	\$ -	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ 4,110,000	
<b>Total Cash</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 4,708,047</b>	
<b>Total Current Assets</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 4,708,047</b>	
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 359,697	\$ 396,377	\$ 428,198	\$ 295,440	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,477	\$ 49,283	
Sales Tax Payable	\$ 3,668	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	
Payroll Taxes and Benefits Payable	\$ 13,391	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,001	
<b>Total Current Liabilities</b>	<b>\$ 376,756</b>	<b>\$ 430,620</b>	<b>\$ 477,224</b>	<b>\$ 313,970</b>	<b>\$ 376,115</b>	<b>\$ 430,745</b>	<b>\$ 310,932</b>	<b>\$ 308,417</b>	<b>\$ 369,965</b>	<b>\$ 469,990</b>	<b>\$ 276,615</b>	<b>\$ 786,514</b>	<b>\$ 78,192</b>	
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ 966,089	\$ 835,433	\$ 786,954	\$ 735,482	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,724,187	
Net Excess (Deficit)	\$ (2,952,113)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,553,910	\$ 1,407,209	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ -	\$ (3,589,332)	
Unreserved Fund Balance	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,495,304	\$ 6,495,000	
<b>Total Fund Balance</b>	<b>\$ 5,775,593</b>	<b>\$ 3,829,407</b>	<b>\$ 2,962,207</b>	<b>\$ 11,445,420</b>	<b>\$ 12,033,741</b>	<b>\$ 9,842,448</b>	<b>\$ 5,868,652</b>	<b>\$ 3,924,055</b>	<b>\$ 2,288,146</b>	<b>\$ 9,523,239</b>	<b>\$ 10,058,393</b>	<b>\$ 6,495,304</b>	<b>\$ 4,629,855</b>	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,179,584</b>	<b>\$ 4,232,472</b>	<b>\$ 2,658,110</b>	<b>\$ 9,993,228</b>	<b>\$ 10,335,008</b>	<b>\$ 7,281,818</b>	<b>\$ 4,708,047</b>	
<b>Anticipated Property Tax Revenue</b>	<b>\$ 28,999,932</b>	<b>\$ 28,704,238</b>	<b>\$ 27,380,677</b>	<b>\$ 16,615,179</b>	<b>\$ 13,922,327</b>	<b>\$ 13,765,971</b>	<b>\$ 13,686,423</b>	<b>\$ 13,553,661</b>	<b>\$ 12,986,896</b>	<b>\$ 3,571,874</b>	<b>\$ 839,981</b>	<b>\$ -</b>	<b>\$ -</b>	

**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date January 30, 2017  
no pre-encumbrances

**General Fund - 01**

	<u>2017 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	\$ 29,352,348	\$ -	\$ -	\$ 29,352,348	0%
Other Revenue	\$ 1,427,500	\$ 155,698	\$ -	\$ 1,271,802	11%
<b>Total Revenue</b>	<b>\$ 30,779,848</b>	<b>\$ 155,698</b>	<b>\$ -</b>	<b>\$ 30,624,150</b>	<b>1%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 1,810,914	\$ -	\$ 19,650,910	8%
Materials	\$ 3,789,300	\$ 91,375	\$ -	\$ 3,697,925	2%
Maintenance and Operations	\$ 4,297,530	\$ 118,555	\$ 1,724,187	\$ 2,454,789	43%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
Transfers Out - SPF	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Expenditures</b>	<b>\$ 30,779,848</b>	<b>\$ 2,020,843</b>	<b>\$ 1,724,187</b>	<b>\$ 27,034,818</b>	<b>12%</b>
Excess/(Deficit)		\$ (1,865,145)			
(less encumbrances)		(1,724,187)			
<b>Net Excess (Deficit)</b>		<b>\$ (3,589,331.68)</b>			

**Special Purpose Fund - 15**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Total Revenue	\$ -	\$ -	\$ -	\$ -	0%
Expenditures					
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Excess/(Deficit)		\$ -			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ -</b>			

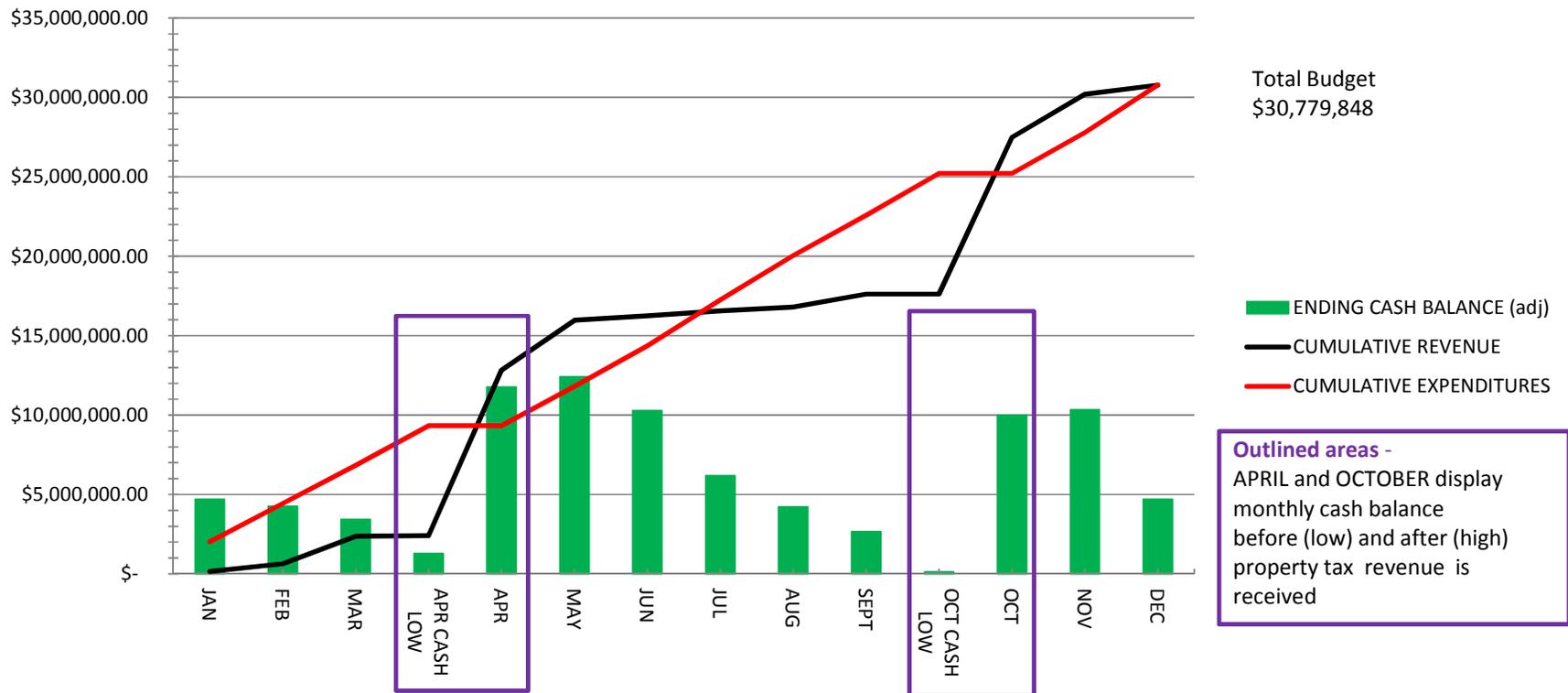
**Debt Service Fund - 20**

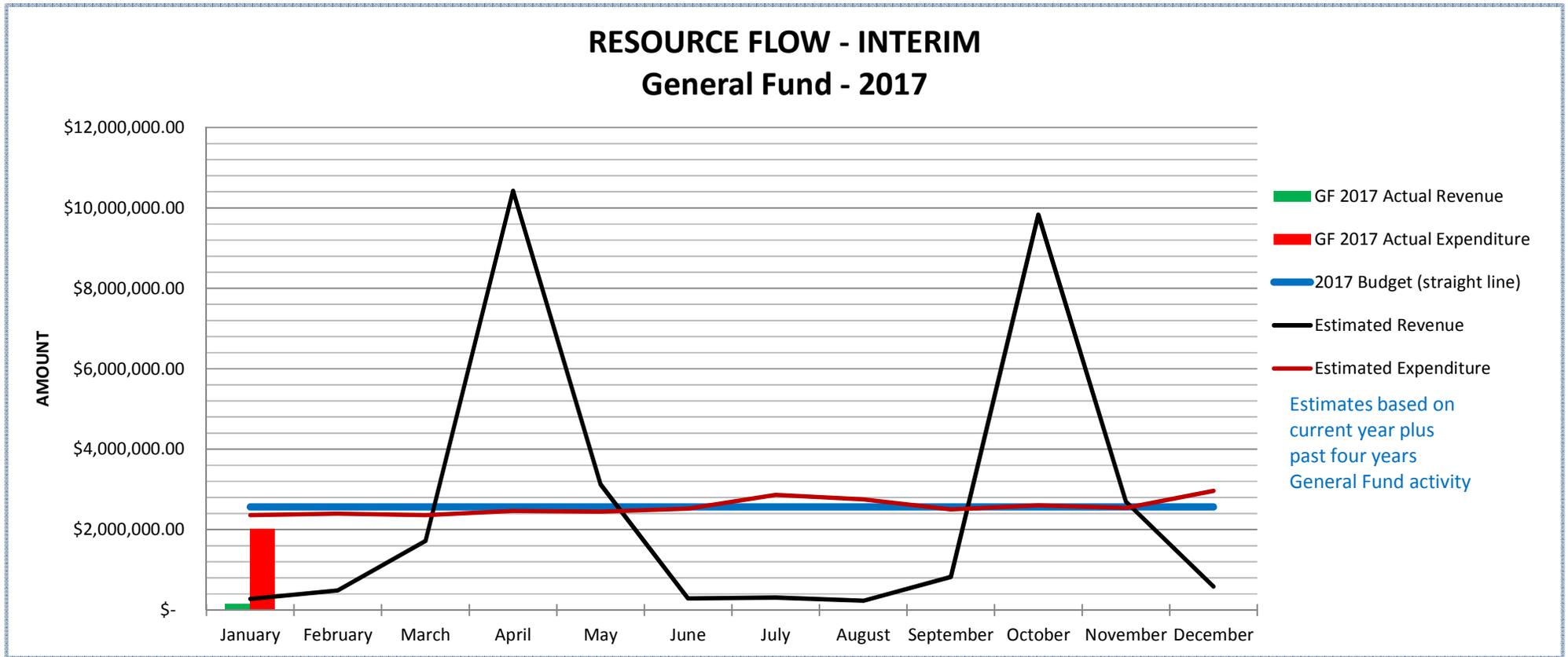
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ -	\$ -	\$ -	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ -</b>			

**Capital Improvement Projects****Fund - 30**

	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 685,806	\$ 69,859	\$ -	\$ 615,947	10%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Revenue</b>	<b>\$ 1,917,000</b>	<b>\$ 69,859</b>	<b>\$ -</b>	<b>\$ 1,847,141</b>	<b>4%</b>
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 11,764	\$ 151,798	\$ 1,753,438	9%
<b>Total Expenditures</b>	<b>\$ 1,917,000</b>	<b>\$ 11,764</b>	<b>\$ 151,798</b>	<b>\$ 1,753,438</b>	<b>9%</b>
Excess/(Deficit)		\$ 58,094			
(less encumbrances)		(151,798)			
<b>Net Excess (Deficit)</b>		<b>\$ (93,704)</b>			

### CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2017





Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 1/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	28,677,357.00	0.00	0.00	0.00	28,677,357.00	0.00
31112 PROPERTY TAXES DELINQUENT	558,991.00	0.00	0.00	0.00	558,991.00	0.00
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	0.00	0.00	3,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
31740 TIMBER EXCISE TAX	63,000.00	0.00	0.00	0.00	63,000.00	0.00
<b>TAXES:</b>	<b>29,322,348.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,322,348.00</b>	<b>0.00</b>
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	5,616.14	5,616.14	0.00	(5,616.14)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	1,995.74	1,995.74	0.00	28,004.26	6.65
34161 GRAPHICS SERVICES CHARGES	7,500.00	6,865.58	6,865.58	0.00	634.42	91.54
34162 PRINTER FEES	125,000.00	8,624.10	8,624.10	0.00	116,375.90	6.90
34163 FAX FEES	21,000.00	1,936.63	1,936.63	0.00	19,063.37	9.22
34193 ORTING - SERVICE FEES	3,000.00	0.00	0.00	0.00	3,000.00	0.00
35970 LIBRARY FINES	500,000.00	36,148.48	36,148.48	0.00	463,851.52	7.23
36110 INVESTMENT INCOME	15,000.00	0.00	0.00	0.00	15,000.00	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	0.00	0.00	0.00	1,000.00	0.00
36290 BOOK SALES	7,000.00	8.00	8.00	0.00	6,992.00	0.11
36700 FOUNDATION DONATIONS	189,000.00	93,600.00	93,600.00	0.00	95,400.00	49.52
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	0.00	0.00	38,000.00	0.00
36725 DONATIONS - OTHER	1,000.00	23.39	23.39	0.00	976.61	2.34
36910 SALE OF SURPLUS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	3,000.00	42.77	42.77	0.00	2,957.23	1.43
36990 MISCELLANEOUS REVENUE	0.00	44.79	44.79	0.00	(44.79)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	792.81	792.81	0.00	11,207.19	6.61
36998 E RATE REIMBURSEMENT	415,000.00	0.00	0.00	0.00	415,000.00	0.00
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	0.00	0.00	70,000.00	0.00
<b>CHARGES OTHER:</b>	<b>1,457,500.00</b>	<b>155,698.43</b>	<b>155,698.43</b>	<b>0.00</b>	<b>1,301,801.57</b>	<b>10.68</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>155,698.43</b>	<b>155,698.43</b>	<b>0.00</b>	<b>30,624,149.57</b>	<b>0.51</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	15,661,261.00	1,209,044.15	1,209,044.15	0.00	14,452,216.85	7.72
51105 ADDITIONAL HOURS	238,300.00	55,826.59	55,826.59	0.00	182,473.41	23.43
51106 SHIFT DIFFERENTIAL	167,525.00	9,665.04	9,665.04	0.00	157,859.96	5.77
51107 SUBSTITUTE HOURS	275,400.00	22,995.11	22,995.11	0.00	252,404.89	8.35
51109 TUITION ASSISTANCE PROGRAM	10,500.00	1,122.57	1,122.57	0.00	9,377.43	10.69
51200 OVERTIME WAGES	12,400.00	3,115.78	3,115.78	0.00	9,284.22	25.13
51999 ADJ WAGE/SALARY TO MATCH PLAN	(654,616.00)	0.00	0.00	0.00	(654,616.00)	0.00
52001 INDUSTRIAL INSURANCE	178,682.00	9,516.86	9,516.86	0.00	169,165.14	5.33
52002 MEDICAL INSURANCE	2,457,067.00	239,794.30	239,794.30	0.00	2,217,272.70	9.76
52003 F.I.C.A.	1,251,962.00	97,018.64	97,018.64	0.00	1,154,943.36	7.75
52004 RETIREMENT	1,800,779.00	138,408.46	138,408.46	0.00	1,662,370.54	7.69
52005 DENTAL INSURANCE	231,182.00	18,254.61	18,254.61	0.00	212,927.39	7.90
52006 OTHER BENEFIT	10,540.00	940.00	940.00	0.00	9,600.00	8.92
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,211.72	5,211.72	0.00	23,457.28	18.18
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(239,627.00)	0.00	0.00	0.00	(239,627.00)	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
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**FUND: GENERAL FUND (01)**

Object	2017 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
<b>PERSONNEL</b>	<b>21,461,824.00</b>	<b>1,810,913.83</b>	<b>1,810,913.83</b>	<b>0.00</b>	<b>19,650,910.17</b>	<b>8.44</b>
53100 OFFICE/OPERATING SUPPLIES	257,500.00	1,744.28	1,744.28	15,827.24	239,928.48	6.82
53101 CUSTODIAL SUPPLIES	60,000.00	2,639.64	2,639.64	0.00	57,360.36	4.40
53102 MAINTENANCE SUPPLIES	60,200.00	260.39	260.39	796.43	59,143.18	1.76
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	404.56	404.56	0.00	24,595.44	1.62
53104 BOOK PROCESSING SUPPLIES	20,000.00	211.02	211.02	0.00	19,788.98	1.06
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	0.00	0.00	0.00	47,500.00	0.00
53401 ADULT MATERIALS	732,500.00	27,970.69	27,970.69	0.00	704,529.31	3.82
53403 PERIODICALS	86,000.00	88.48	88.48	0.00	85,911.52	0.10
53405 JUVENILE BOOKS	535,650.00	18,791.60	18,791.60	0.00	516,858.40	3.51
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	0.00	0.00	1,500.00	0.00
53407 INTERNATIONAL COLLECTION	43,000.00	3,603.23	3,603.23	0.00	39,396.77	8.38
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	12,039.12	12,039.12	0.00	832,960.88	1.42
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	492.09	492.09	0.00	93,007.91	0.53
53411 ELECTRONIC INFO SOURCES	641,700.00	7,915.00	7,915.00	0.00	633,785.00	1.23
53412 REFERENCE SERIALS	12,000.00	752.36	752.36	0.00	11,247.64	6.27
53413 ELECTRONIC SERVICES	248,950.00	16,645.34	16,645.34	0.00	232,304.66	6.69
53414 ELECTRONIC COLLECTION	395,000.00	0.00	0.00	0.00	395,000.00	0.00
53464 VENDOR PROCESSING SERVICES	154,500.00	3,077.06	3,077.06	0.00	151,422.94	1.99
53500 MINOR EQUIPMENT	17,400.00	0.00	0.00	0.00	17,400.00	0.00
53501 FURNISHINGS	127,500.00	0.00	0.00	1,131.41	126,368.59	0.89
53502 TECHNOLOGY HARDWARE	143,300.00	0.00	0.00	1,836.44	141,463.56	1.28
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	0.00	0.00	0.00	292,500.00	0.00
54100 PROFESSIONAL SERVICES	401,840.00	11,691.61	11,691.61	97,724.54	292,423.85	27.23
54101 LEGAL SERVICES	45,000.00	0.00	0.00	0.00	45,000.00	0.00
54102 COLLECTION AGENCY	14,000.00	0.00	0.00	0.00	14,000.00	0.00
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	0.00	0.00	35,000.00	0.00
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	0.00	0.00	0.00	2,500.00	0.00
54200 POSTAGE AND SHIPPING	33,800.00	0.00	0.00	0.00	33,800.00	0.00
54201 TELECOM SERVICES	518,300.00	0.00	0.00	523,688.92	(5,388.92)	101.04
54300 TRAVEL	55,000.00	0.00	0.00	0.00	55,000.00	0.00
54301 MILEAGE REIMBURSEMENTS	35,250.00	1,709.03	1,709.03	0.00	33,540.97	4.85
54400 ADVERTISING	47,400.00	0.00	0.00	0.00	47,400.00	0.00
54501 RENTALS/LEASES - BUILDINGS	404,500.00	63,116.33	63,116.33	846,917.42	(505,533.75)	224.98
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	0.00	0.00	21,177.56	13,422.44	61.21
54600 INSURANCE	233,000.00	113.40	113.40	0.00	232,886.60	0.05
54700 ELECTRICITY	235,000.00	4,990.89	4,990.89	0.00	230,009.11	2.12
54701 NATURAL GAS	15,000.00	135.76	135.76	0.00	14,864.24	0.91
54702 WATER	29,700.00	298.92	298.92	0.00	29,401.08	1.01
54703 SEWER	16,200.00	0.00	0.00	0.00	16,200.00	0.00
54704 REFUSE	31,500.00	20.20	20.20	0.00	31,479.80	0.06
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	518.07	518.07	10,922.72	224,959.21	4.84
54801 CONTRACTED MAINTENANCE	591,400.00	8,687.53	8,687.53	204,014.03	378,698.44	35.97
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	0.00	0.00	10,000.00	0.00

Pierce County Library System  
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**FUND: GENERAL FUND (01)**

Object	2017 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54900 REGISTRATIONS	50,650.00	1,109.00	1,109.00	0.00	49,541.00	2.19
54901 DUES AND MEMBERSHIPS	41,650.00	2,005.00	2,005.00	150.00	39,495.00	5.17
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	0.00	0.00	29,500.00	0.00
54903 LICENSES AND FEES	52,650.00	18,898.97	18,898.97	0.00	33,751.03	35.90
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 EVENT REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
55100 INTERGOVERNMENTAL	18,000.00	0.00	0.00	0.00	18,000.00	0.00
59700 TRANSFERS OUT	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>9,318,024.00</b>	<b>209,929.57</b>	<b>209,929.57</b>	<b>1,724,186.71</b>	<b>7,383,907.72</b>	<b>20.76</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>2,020,843.40</b>	<b>2,020,843.40</b>	<b>1,724,186.71</b>	<b>27,034,817.89</b>	<b>12.17</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,865,144.97)</b>	<b>(1,865,144.97)</b>	<b>(1,724,186.71)</b>	<b>3,589,331.68</b>	<b>0.00</b>





Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 1/31/2017

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

Object	2017 Budget	January Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	633,806.00	0.00	0.00	0.00	633,806.00	0.00
36700 FOUNDATION DONATIONS	0.00	14,000.00	14,000.00	0.00	(14,000.00)	0.00
36720 FRIENDS' REIMBURSEMENTS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
36998 E-RATE REIMBURSEMENT	30,000.00	55,858.60	55,858.60	0.00	(25,858.60)	186.20
<b>CHARGES OTHER:</b>	<b>685,806.00</b>	<b>69,858.60</b>	<b>69,858.60</b>	<b>0.00</b>	<b>615,947.40</b>	<b>10.19</b>
39700 TRANSFERS IN	1,231,194.00	0.00	0.00	0.00	1,231,194.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>69,858.60</b>	<b>69,858.60</b>	<b>0.00</b>	<b>1,847,141.40</b>	<b>3.64</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	26,000.00	11,517.91	11,517.91	14,276.69	205.40	99.21
53502 TECHNOLOGY HARDWARE	200,000.00	0.00	0.00	0.00	200,000.00	0.00
54100 PROFESSIONAL SERVICES	250,000.00	246.54	246.54	5,001.00	244,752.46	2.10
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	965,000.00	0.00	0.00	125,627.99	839,372.01	13.02
56201 CONSTRUCTION	169,000.00	0.00	0.00	0.00	169,000.00	0.00
56202 ELECTRICAL	30,000.00	0.00	0.00	0.00	30,000.00	0.00
56205 ROOFING	100,000.00	0.00	0.00	0.00	100,000.00	0.00
56300 IMPROVEMENTS OTHER THAN BLDGS	22,000.00	0.00	0.00	0.00	22,000.00	0.00
56401 VEHICLES	130,000.00	0.00	0.00	0.00	130,000.00	0.00
56402 HVAC	0.00	0.00	0.00	6,892.20	(6,892.20)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>11,764.45</b>	<b>11,764.45</b>	<b>151,797.88</b>	<b>1,753,437.67</b>	<b>8.53</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>58,094.15</b>	<b>58,094.15</b>	<b>(151,797.88)</b>	<b>93,703.73</b>	<b>0.00</b>

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# MEMO



Date: January 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – December and January

## **Operations**

### ***People:***

- Mary Getchell has been hired as the Marketing and Communications Director and will begin on February 1
- Staff Engagement Survey results received (memo).
- 63 staff members earned Microsoft Office Specialist certifications

### ***Facilities***

- Tillicum Renovations – Completed

### ***Technology:***

- IT Modernization – Active Directory update complete; domain controller updates complete

## **External Community Activities**

- City of Orting Facility Planning meeting
- WIOA Core Leadership Meeting
- SPARC - Tacoma/Pierce County Community Conversation on Racial Equity and Homelessness
- South Sound Military & Communities Partnership Elected Officials Council Breakfast
- TCH Board Meeting
- Children's Museum Play to Learn Grant Partnership kick-off meeting
- University Place Community Connector Holiday Party
- Public Officials Holiday Reception
- Mid-County Leadership Team meeting
- United Way CEO Dona Ponepinto – Discussed mutual service interests
- Jerry Vandenberg and members of the Sumner Rotary and Family Center, along with Superintendent Lauri Dent and Tina Priess from the Sumner School District to discuss mutual interests in Sumner and Bonney Lake
- City Manager John Caulfield and Economic Development Manager Becky Newton to discuss future possibilities for library facilities in Lakewood/Tillicum

## **Library Community Activities**

- Fife Library's 5-year Anniversary Celebration
- Steilacoom Site Visit
- Graham Library Site Visit
- Pierce County Library Foundation Board Meeting
- WA State Public Library Directors Meeting
- iSchool Board Meeting

- 
- Early Learning Public Library Partnership Meeting

### **Branch Snapshot**

Here's what's been happening in our branches:

#### **Bonney Lake**

This month we put on our big Potter Palooza. We worked on it for months ahead making decorations and treats. We were ready with 200 wands, 200 bags of Bertie Botts Every Flavor Beans special Bonney Lake Blend (which meant no bad tasting ones) 200 glasses to Pin the Glasses on Harry, 200 Marauders Maps, 200 find the snitch games, 200 cups with food coloring for the Divination Instructor, table top Quidditch, dueling wands, and so many wonderful decorations. The entire staff participated! From pages to librarians everyone made things for the party. When the event happened we had most of our regular staff and the Friends were giving out Butter Beer and edible wands. The whole building was filled with people for three hours. We 200 people through the door and gave away 130 wands. We figured that the adults didn't all take wands. We were told several times that it was a wonderful event and asked when we would do it again. It was our first Intergenerational event and it was a huge success.

#### **Buckley**

Families First Coalition meeting was attended by a staff member on November 28<sup>th</sup>. Heard that the Youth Center is planning on going for a grant and they will look at strategic planning as well. Thanked the Youth Center for letting us hold programs there during our closure and also that we could be interested in participating in the strategic planning.

The Friends of the Library sponsored our annual gingerbread house program. This year we did not have registration, but did a longer time frame that allowed people to drop in. Although there were some fairly busy times, very few people had to wait for a spot to open up and the program went very well overall. This format allowed us to have more people make gingerbread houses than hosting three separate sessions has in the past.

#### **DuPont**

We brought in the ever popular Puppets Please Holiday themed marionette show which, as we expected, proved to be a big hit at DuPont, with 40 kids and 35 adults!

One of our regulars that has been coming to the library since she was 5 years old, came in with her dad and asked if they could come in to the library with a photographer and use the library as a backdrop for her senior photos since she loves the library and books so much. We gladly obliged and her parents were extremely happy that we allowed her to do this. She and her mom and the photographer came in on during a quiet time on 12/29 and spent a few minutes in the fiction section and the magazine area taking photographs. We are anxiously awaiting see how the portraits turn out.

#### **Eatonville**

The Eatonville Friends of the Library sponsored a free drawing for Thanksgiving dinner, complete with turkey and a \$50 gift certificate to the local grocery store. Winner was 7 year old customer who was very proud to win Thanksgiving Dinner for her family.

An anonymous \$500 donation in 2016 allowed staff at Eatonville to purchase an area rug for the children's area. The first day the rug was on the floor a customer and her son came into the branch and her 4 year old said "We can cross on the rocks Mommy, but be careful not to step in the water or your feet will be cold". He played on the rug for the entire visit counting and following the alphabet.

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## **Fife**

A staff member visited the kids whose parents are attended the ESL class at Fife High School. They were excited to have her come back and she continues to have great success in getting the families to come into the library after her visits. The Friends of Fife are continuing their support in supplying a book for each child when she visits. For some kids these are the first books they have ever owned.

December 3<sup>rd</sup> marked the 5<sup>th</sup> anniversary of the Fife Library and staff and Friends of Fife conspired to make it a memorable day. From opening until closing there were raffle baskets to be won (including a new Kindle, a personal training session for 6, books, treats, and a small table constructed and donated by one of our frequent patrons), a photo booth which proved very popular, crafts, story time, button making and games. For the last two hours a local band 'The Elevators' played an acoustic set of classic rock and modern country in our meeting room. As a special treat they changed the lyrics to the song *Rockin' in the USA* to *Rockin' in the Library*. Even Georgia Lomax stopped by to dance a bit! The live music proved fairly popular and many folks using the computers were seen seat dancing to the music while they did their work. Several former staff members stopped by to say hi and reminisce about the changes in the last five years. The door count was about 50% higher than on a usual Saturday, it was nice that the community came out to celebrate with us!

## **Gig Harbor**

Library staff worked with Kris Kevorkian on a "Before I Die" display in conjunction with National Hospice and Palliative Care Month. Comments from customers included "Write an epic book; Cure Cancer; Play outside with my friends; Go to Italy; Discover something epic. Pay of my student loans." We included information about the national Before I Die movement. Some staff was concerned about the potential for negative feedback, but we received only positive responses.

Book-a-Librarian continues to grow in popularity. Staff held at least 15 Book-A-Librarian sessions. Questions range from general device information, to Facebook, to OverDrive, to getting started with a new laptop and beyond.

## **Graham**

The Youth Service Librarian hosted Roominate Village Program on November 17<sup>th</sup>. Kids who attended the program had a tremendous amount of fun in learning how electricity and circuits work. Many families were not planning on attending the program, but were glad they did after they found out what it was about.

Staff fielded quite a few questions and comments about the election from the public. This was a good reminder to staff that we must remain neutral in political discussions but we can still be a good resource in helping people find information on a variety of topics.

The Vivace! Choir, from Bethel school district, came and sang at the library as part of their winter tour. The event was well attended and the choir sounded fantastic! The choir instructor talked about making the Graham Library a regular stop on their winter tour every year.

## **Key Center**

The kitchenette in the meeting room was replaced--looking neat, clean, and matching the existing cabinet. Best feature: a deeper sink that allows better washing of dishes and paint brushes, etc.

The padlock to the shed was cut and a ladder was stolen. The 5 boxes with used books was not.

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## **Lakewood**

Reference Associate helped a phone customer unearth a decades old family mystery. He located the obituaries of three people who had died within hours of one another. He then connected the names and dates and associated them with a sensational front-page newspaper cover story detailing the tragic events of the deceased. Providing the details offered the customer much needed closure during the holidays. She sent a very nice email message of appreciation to us.

AS/YS staff met for their monthly meeting with Branch Manager. We discussed coming up with talking points for “good neighbor” conversations with customers on common behavior issues.

YS Librarian had her first block play session of the year, with a class from the Clover Park Early Learning Center. The teachers were excited to be at the library, the kids were excited, and all had a great time. The teacher told the staff member that after she attended the block play training she gave blocks as Christmas presents to all of her friends and family with kids!

## **Outreach**

A care facility we visit regularly reported several active cases of bedbugs. We worked with Collection Management and Customer Experience teams to clarify the process for materials in these cases. Materials are to be disposed of by the institution and fines are waived.

The school-year BEES program (Books to Engage Elementary Students) held the last visits of fall quarter to [12 elementary schools](#). With funding from the Pierce County Library Foundation, the Youth Services Librarian provided each child with a free book to keep and read during the winter break. Over 750 books were given away.

## **Sumner**

A grateful customer thanked library staff for being there on the spot to help explain to her how to get library books on her iPad, for her husband who is in hospice.

SUM hosted two “Storytime for Grown-ups” dates in December, and the response was quite remarkable. Attendance was great, and many customers commented over the following weeks how much they’d enjoyed the programs. Based on that interest, we’re going to investigate whether we can make the same magic happen at other times of the year.

## **UP**

Staff member reports that teen volunteers and their younger buddies completed their six week Reading Buddies session. All enjoyed reading, playing educational games and crafting together. They were disappointed to take a hiatus and look forward to future sessions.

# Unfinished Business

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# MEMO



Date: February 1, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Yearend Financial Review

Attached are the following 2016 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Improvement Fund
- Yearend Actuals—Special Purpose Fund

Below are major aspects of the yearend statements for each fund.

## **- GENERAL FUND NOTES -**

### **Revenues**

Actual new revenues came in at \$413,812.23 (1.39%) more than the original budget, most of which came from property taxes (about \$267,000). The net of all other revenues added nearly \$147,000, despite continued decreases in fine revenues, which was under budget by \$195,000.

### **Expenditures**

Total expenditures came in under budget by \$87,734.00 (-0.30%). Personnel costs were less (\$555,599.39) due mostly to unfilled management positions. Collection expenditures were over budget by \$242,412.46 (6.86%), which includes additional purchases of nearly \$366,000 to address the continuing growth in demand for electronic books. The total expended on materials was 12.53% of the budget. For maintenance and operations, the Library was over budget by \$425,452.93 (10.92%). When we determined in November that we would have a positive performance on yearend balance, we were deliberate in paying some 2017 costs in the 2016 budget (for example, insurance). Other early payments included certain IT services with Microsoft. The attached table in the following pages show the line item results, with significant items of interest noted.

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**2016 Yearend Cash Balance (General Fund)**

The net effect for the cash balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$8,330,154.03
Add: Net of revenues less expenditures .....	501,546.23
Less: Additional general fund transfer to Capital fund (7/2016) .....	441,612.00
Additional general fund transfer to Capital fund (12/2016).....	301,806.00
Transfer of Election Set-Aside to Special Purpose Fund (12/2016)...	360,000.00
Transfer of Additional Funds to SPF for Future Land, Prop, Fac. (12/2016)....	198,194.00
Adjustment for warrants & taxes payable, benefit accruals, and other adj. <u>(265,997.45)</u>	
Ending Cash Balance (Dec 31) .....	<u>\$7,264,090.81</u>

It's important to note that the \$501,546.23 is savings that is *onetime* in nature, which we will recommend how to allocate this in coming months.

**- CAPITAL IMPROVEMENT FUND NOTES -**

**Revenues and Transfers**

Total new revenues were recorded at \$254,976.49, the majority of which were eRate reimbursements. Transfers to the Capital Improvement Fund to pay for capital projects included the transfer of 4% of revenues (\$1,188,382.00) and additional funds (\$743,418) to pay for current and future projects. The net of all transfers was \$1,761,731.00, which is \$573,349.00 more than originally budgeted.

**Expenditures**

The attached 2016 Capital Improvement yearend results table records all activity for capital projects in 2016. Projects of significant interest are noted in the table. The original budget for capital improvement projects was \$1,405,000.00. Total actual expenditures was \$1,291,704.61. Three large unanticipated project changes occurred in 2016:

- The purchase of additional equipment for the Dell Servers and network infrastructure
- The Lakewood Library elevator modernization
- The Wireless Network upgrade scope reduction

**2016 Yearend Cash Balance (Capital Improvement Fund)**

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$1,450,009.77
Add: Net of revenues and budgeted transfer less expenditures .....	151,653.88
Add: Additional general fund transfer to Capital fund (7/2016).....	441,612.00
Additional general fund transfer to Capital fund (12/2016).....	301,806.00
Less: Transfer to SPF for Future Land, Prop, Fac (12/2016) .....	170,069.00
Adjustment for warrants & taxes payable, benefit accruals, and other adj. <u>114,743.58</u>	
Ending Cash Balance (Dec 31) .....	<u>\$2,289,756.23</u>

**- SPECIAL PURPOSE FUND NOTES -**

The Board approved adding a new fund to Library’s fiscal management, called the Special Purpose Fund. It is used to pay for projects and programs, and also holds reserved set asides. The Library decided to limit use of the Special Purpose Fund to only hold reserved set asides until the new financial system is implemented in 2018, at which time the SPF will begin accounting for projects and programs. The Special Service Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$0.00
Add: Net of revenue less expenditures.....	0.00
Add: Other transfers (December 2016).....	<u>728,623.00</u>
Ending Cash Balance (Dec 31) .....	<u>\$728,623.00</u>

**- DEBT SERVICE FUND NOTES -**

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1) .....	\$83,725.33
Add: Net of revenue less expenditures.....	<u>21.11</u>
Ending Cash Balance (Dec 31) .....	<u>\$83,746.44</u>

**- TOTAL CASH BALANCES IN ALL FUNDS -**

**DECEMBER 31, 2016**

The Library’s total cash balance in all funds is as follows:

General Fund.....	\$7,264,090.81
Capital Improvement Fund .....	2,289,756.23
Special Purpose Fund.....	728,263.00
Debt Services .....	<u>83,746.44</u>
Total Combined Cash Balance.....	<u>\$10,365,856.48*</u>
Change since 1/1/2016.....	+501,967.35

\* Cash balance is different from fund balance. Due to the Library being a cash basis entity (versus modified accrual), these numbers show how much cash was recorded in our bank as of 12/31/2016. Warrants payables and other factors can reduce cash reported in the fund balances.

**PIERCE COUNTY LIBRARY SYSTEM  
- YEAR END -**

GENERAL FUND			\$ Change	% Change	
2016 YEAR-END AS OF 12/31/2016	2016 Final	2016 YE (12/2016)	2016 Final to 2016 YE	2016 Final to 2016 YE	2016 FISCAL YEAR Notes
<b>BUDGET SUMMARY</b>					
Use of Fund Balance/Cash Reserves	0	-	-		
<b>REVENUES</b>					
Taxes	28,186,541	<b>28,453,625.20</b>	267,084.20	0.95%	94.46% of revenues
Intergovernmental	0	<b>255,849.85</b>	255,849.85	new	0.85% of revenues
Charges for Services	176,000	<b>189,403.53</b>	13,403.53	7.62%	0.63% of revenues
Fines	550,000	<b>355,138.53</b>	(194,861.47)	-35.43%	1.18% of revenues
Miscellaneous	797,000	<b>869,336.12</b>	72,336.12	9.08%	2.89% of revenues
<b>TOTAL REVENUES</b>	<b>29,709,541</b>	<b>30,123,353.23</b>	<b>413,812.23</b>	<b>1.39%</b>	100.00% of revenues
Increase/decrease over previous year		413,812 (1.39%)			
<b>TOTAL AVAILABLE FUNDING SOURCES</b>	<b>29,709,541</b>	<b>30,123,353.23</b>	<b>413,812.23</b>	<b>1.39%</b>	
Increase/decrease over previous year		413,812 (1.39%)			
<b>EXPENDITURES</b>					
Personnel	20,893,026	<b>20,337,426.61</b>	(555,599.39)	-2.66%	68.66% of expenditures
Maintenance & Operations	3,895,960	<b>4,321,412.93</b>	425,452.93	10.92%	14.59% of expenditures
Materials	3,532,173	<b>3,774,585.46</b>	242,412.46	6.86%	12.74% of expenditures
Subtotal	<b>28,321,159</b>	<b>28,433,425.00</b>	<b>112,266.00</b>	<b>0.40%</b>	95.99% of expenditures
Increase/decrease over previous year		112,266 (.4%)			
CONTINGENCY	0	-	-		0.00% of expenditures
TRANSFERS TO CIP	1,188,382	<b>1,188,382.00</b>	-		4.01% of expenditures
TRANSFERS TO SPF	200,000	-	(200,000.00)	-100.00%	0.00% of expenditures
Subtotal	<b>1,388,382</b>	<b>1,188,382.00</b>	<b>(200,000.00)</b>	<b>-14.41%</b>	4.01% of expenditures
<b>TOTAL EXPENDITURES</b>	<b>29,709,541</b>	<b>29,621,807.00</b>	<b>(87,734.00)</b>	<b>-0.30%</b>	100.00% of expenditures
Increase/decrease over previous year		-87,734 (-.3%)			
<b>NET OF REVS &amp; EXPS</b>	<b>\$0</b>	<b>\$501,546.23</b>	<b>\$501,546.23</b>	<b>new</b>	

**PIERCE COUNTY LIBRARY SYSTEM  
- YEAR END -**

GENERAL FUND			\$ Change	% Change	
2016 YEAR-END AS OF 12/31/2016	2016	2016	2016 Final	2016 Final	2016 FISCAL YEAR
	Final	YE (12/2016)	to 2016 YE	to 2016 YE	Notes
<b>REVENUES</b>					
31111 Property Taxes Current	27,294,700	<b>27,850,292.35</b>	555,592.35	2.04%	Received \$237,000 more than budgeted
31112 Property Taxes Delinquent	818,841	<b>500,058.81</b>	(318,782.19)	-38.93%	
31130 Sale of Tax Title Property	3,000	<b>7,695.69</b>	4,695.69	156.52%	
31720 Leasehold Excise Tax	20,000	<b>17,773.59</b>	(2,226.41)	-11.13%	
31740 Timber Excise Tax	50,000	<b>77,804.76</b>	27,804.76	55.61%	
33300 Indirect Federal Grants		<b>238,962.49</b>	238,962.49	new	Worksource grants
33533 State Forest Funds/DNR Timber Trust		<b>1,354.91</b>	1,354.91	new	
33710 Shared Fixed Assets - Timber		<b>15,532.45</b>	15,532.45	new	Moved from 39510
34160 Copier Fees	30,000	<b>32,445.08</b>	2,445.08	8.15%	
34161 Graphics Services Charges		<b>4,382.71</b>	4,382.71	new	
34162 Printer Fees	125,000	<b>126,071.14</b>	1,071.14	0.86%	
34163 Fax Fees	21,000	<b>23,230.65</b>	2,230.65	10.62%	
34193 Orting - Service Fees		<b>3,240.00</b>	3,240.00	new	
34730 Interlibrary Loan Fees		<b>33.95</b>	33.95	new	
35970 Library Fines	550,000	<b>355,138.53</b>	(194,861.47)	-35.43%	Includes increasing use of eBooks, and effects of automatic renewal
36110 Investment Income	5,000	<b>17,981.87</b>	12,981.87	259.64%	Investment rates increased considerably in 2016
36140 Other Interest Earned - County		<b>2.69</b>	2.69	new	
36190 Other Interest Earnings		<b>62.92</b>	62.92	new	
36200 Key Pen Hlth Dept Facility Rev		<b>1,211.96</b>	1,211.96	new	
36290 Book Sales		<b>7,585.86</b>	7,585.86	new	
36700 Foundation Donations	300,000	<b>256,536.99</b>	(43,463.01)	-14.49%	An additional \$30,507 is recorded in the capital fund
36710 Friends' Donations		<b>336.21</b>	336.21	new	
36720 Friends' Reimbursements		<b>30,867.70</b>	30,867.70	new	
36725 Donations-Other		<b>6,187.49</b>	6,187.49	new	
36910 Sale of Scrap and Salvage		<b>4,386.60</b>	4,386.60	new	
36920 Book Sale Revenue	20,000	<b>3,259.88</b>	(16,740.12)	-83.70%	
36990 Miscellaneous Revenue		<b>429.59</b>	429.59	new	
36991 Payment for Lost Materials	12,000	<b>9,492.02</b>	(2,507.98)	-20.90%	
36996 Jury Duty Reimbursement		<b>140.00</b>	140.00	new	
36997 Prior Year's Refunds		<b>1,923.98</b>	1,923.98	new	
36998 E Rate Reimbursement	415,000	<b>449,815.49</b>	34,815.49	8.39%	
36999 Rebates - Procurement Card	30,000	<b>77,650.75</b>	47,650.75	158.84%	The 1% rebate continues to be a good source of income
39510 Sale of Fixed Assets	15,000	-	(15,000.00)	-100.00%	Moved to 33533
39520 Insurance Recoveries - Capital Assets		<b>1,464.12</b>	1,464.12	new	
<b>TOTAL REVENUES</b>	<b>\$29,709,541</b>	<b>\$30,123,353.23</b>	<b>\$413,812.23</b>	<b>1.39%</b>	

**PIERCE COUNTY LIBRARY SYSTEM  
- YEAR END -**

GENERAL FUND			\$ Change	% Change	
2016 YEAR-END AS OF 12/31/2016	2016 Final	2016 YE (12/2016)	2016 Final to 2016 YE	2016 Final to 2016 YE	2016 FISCAL YEAR Notes
<b>EXPENDITURES</b>					
<b>PERSONNEL</b>					
51100 Salaries & Wages	14,984,682	<b>14,199,257.51</b>	(785,424.49)	-5.24%	One-time savings due to vacant management positions
51105 Additional Hours	273,883	<b>307,850.10</b>	33,967.10	12.40%	Offset by vacancies
51106 Shift Differential	159,882	<b>161,197.17</b>	1,315.17	0.82%	
51107 Substitute Hours	295,500	<b>307,699.48</b>	12,199.48	4.13%	Offset by vacancies
51109 Tuition Assistance Program	300	<b>7,873.34</b>	7,573.34	2524.45%	Foundation funded
51200 Overtime Wages	7,400	<b>35,581.87</b>	28,181.87	380.84%	Required for critical service needs in IT and Facilities
52001 Industrial Insurance	196,629	<b>133,804.55</b>	(62,824.45)	-31.95%	
52002 Medical Insurance	2,289,031	<b>2,156,416.05</b>	(132,614.95)	-5.79%	
52003 FICA	1,202,711	<b>1,133,863.01</b>	(68,847.99)	-5.72%	
52004 Retirement	1,727,914	<b>1,591,536.17</b>	(136,377.83)	-7.89%	
52005 Dental Insurance	219,387	<b>210,696.88</b>	(8,690.12)	-3.96%	
52006 Other Benefit (Cell Phone Allowance)	10,540	<b>10,400.00</b>	(140.00)	-1.33%	
52010 Life and Disability Insurance	29,086	<b>50,126.26</b>	21,040.26	72.34%	
52020 Unemployment Compensation	30,500	<b>29,849.44</b>	(650.56)	-2.13%	
52200 Uniforms	1,300	<b>1,274.78</b>	(25.22)	-1.94%	
Total Personnel	<b>21,428,745</b>	<b>20,337,426.61</b>	<b>(1,091,318.39)</b>	<b>-5.09%</b>	
Reduction in salaries planning budget to match projections (.	(535,719)	-	535,719.00	100.00%	
Net Personnel	<b>20,893,026</b>	<b>20,337,426.61</b>	<b>(555,599.39)</b>	<b>-2.66%</b>	
<b>MAINTENANCE &amp; OPERATIONS</b>					
53100 Office/Operating Supplies	236,100	<b>239,395.08</b>	3,295.08	1.40%	
53101 Custodial Supplies	52,500	<b>64,313.94</b>	11,813.94	22.50%	
53102 Maintenance Supplies	60,200	<b>58,746.59</b>	(1,453.41)	-2.41%	
53103 A/V Processing Supplies	25,000	<b>17,923.59</b>	(7,076.41)	-28.31%	
53104 Book Processing Supplies	20,000	<b>11,086.12</b>	(8,913.88)	-44.57%	
53200 Fuel	47,000	<b>26,427.74</b>	(20,572.26)	-43.77%	
53500 Minor Equipment	3,500	-	(3,500.00)	-100.00%	
53501 Furnishings	35,000	<b>53,456.60</b>	18,456.60	52.73%	
53502 PC Hardware	50,000	<b>77,957.43</b>	27,957.43	55.91%	
53505 Software	12,100	<b>40,970.66</b>	28,870.66	238.60%	
54100 Professional Services	457,750	<b>710,620.61</b>	252,870.61	55.24%	Includes IT consultants to stabilize IT infrastructure & offset vacancies
54101 Legal Services	30,000	<b>32,354.50</b>	2,354.50	7.85%	
54102 Collection Agency	17,000	<b>15,746.22</b>	(1,253.78)	-7.38%	
54161 Resource Sharing Services	19,000	<b>16,513.97</b>	(2,486.03)	-13.08%	
54162 Bibliographics Services	33,000	<b>33,051.38</b>	51.38	0.16%	
54163 Printing and Binding	1,500	<b>2,514.16</b>	1,014.16	67.61%	
54165 Inter Library Loan Lost Item Charges	2,800	<b>1,316.50</b>	(1,483.50)	-52.98%	
54200 Postage	36,600	<b>29,582.80</b>	(7,017.20)	-19.17%	
54201 Telephone/Data Lines	461,300	<b>507,502.27</b>	46,202.27	10.02%	WAVE invoices began in December 2016
54300 Travel	47,200	<b>33,712.44</b>	(13,487.56)	-28.58%	
54301 Mileage Reimbursements	30,350	<b>32,936.97</b>	2,586.97	8.52%	

**PIERCE COUNTY LIBRARY SYSTEM  
- YEAR END -**

GENERAL FUND			\$ Change	% Change		
2016 YEAR-END AS OF 12/31/2016	2016 Final	2016 YE (12/2016)	2016 Final to 2016 YE	2016 Final to 2016 YE	2016 FISCAL YEAR Notes	
54400 Advertising	69,500	<b>34,541.28</b>	(34,958.72)	-50.30%	Funds were available to pay for 2017 renewal	
54501 Rentals/Leases - Buildings	404,000	<b>371,288.15</b>	(32,711.85)	-8.10%		
54502 Rentals/Leases - Equipment	32,400	<b>24,734.24</b>	(7,665.76)	-23.66%		
54600 Insurance	200,000	<b>411,886.20</b>	211,886.20	105.94%		
54700 Electricity	235,000	<b>242,289.84</b>	7,289.84	3.10%		
54701 Natural Gas	15,000	<b>8,688.85</b>	(6,311.15)	-42.07%		
54702 Water	21,000	<b>33,500.68</b>	12,500.68	59.53%		
54703 Sewer	25,000	<b>32,923.13</b>	7,923.13	31.69%		
54704 Refuse	26,000	<b>41,161.63</b>	15,161.63	58.31%		
54800 General Repairs/Maintenance	231,300	<b>229,638.39</b>	(1,661.61)	-0.72%		
54801 Contracted Maintenance	779,600	<b>652,960.42</b>	(126,639.58)	-16.24%		
54803 Maint. Telecomm Equipment	31,000	<b>30,045.80</b>	(954.20)	-3.08%		
54805 Vehicle Repair - Major	0	<b>12,199.97</b>	12,199.97	new		
54900 Registrations	41,850	<b>53,835.89</b>	11,985.89	28.64%		
54901 Dues and Memberships	30,170	<b>33,431.34</b>	3,261.34	10.81%		
54902 Taxes and Assessments	29,500	<b>32,138.29</b>	2,638.29	8.94%		
54903 Licenses and Fees	43,950	<b>69,883.65</b>	25,933.65	59.01%		
54904 Miscellaneous	790	-	(790.00)	-100.00%		
54905 Event Registration	2,000	<b>135.61</b>	(1,864.39)	-93.22%		
Total Maintenance & Operations	<b>3,895,960</b>	<b>4,321,412.93</b>	<b>425,452.93</b>	<b>10.92%</b>		
<b>MATERIALS</b>						
53401 Adult Materials	806,000	<b>713,461.23</b>	(92,538.77)	-11.48%	= 12.53% of revenues	
53403 Periodicals	88,135	<b>94,758.01</b>	6,623.01	7.51%		
53405 Juvenile Books	544,279	<b>516,383.27</b>	(27,895.73)	-5.13%		
53406 Professional Collection	4,200	<b>12,662.51</b>	8,462.51	201.49%		
53407 International Collection	60,000	<b>33,913.75</b>	(26,086.25)	-43.48%		
53408 Audiovisual Materials - Adult	842,000	<b>800,640.49</b>	(41,359.51)	-4.91%		
53409 Audiovisual Materials - Juvenile	94,000	<b>81,932.64</b>	(12,067.36)	-12.84%		
53411 Electronic Info Sources	379,068	<b>327,421.42</b>	(51,646.58)	-13.62%		
53412 Reference Serials	18,000	<b>10,864.49</b>	(7,135.51)	-39.64%		
53413 Electronic Services	143,391	<b>259,959.03</b>	116,568.03	81.29%		
53414 Electronic Collection	400,100	<b>766,242.66</b>	366,142.66	91.51%		
53464 Vendor Processing Services	153,000	<b>155,225.77</b>	2,225.77	1.45%		
53499 Gifts - Materials	-	<b>1,120.19</b>	1,120.19	new		
Total Materials	<b>3,532,173</b>	<b>3,774,585.46</b>	<b>242,412.46</b>	<b>6.86%</b>		
59700 TRANSFERS TO CIP	1,188,382	<b>1,188,382.00</b>	-	-		4% transfer
597XX TRANSFERS TO SPF	200,000	-	(200,000.00)	-100.00%		No transfers to SPF until after Eden Replacement
Total Transfers	<b>1,388,382</b>	<b>1,188,382.00</b>	<b>(200,000.00)</b>	<b>-14.41%</b>		
<b>TOTAL EXPENDITURES</b>	<b><u>\$29,709,541</u></b>	<b><u>\$29,621,807.00</u></b>	<b><u>(87,734.00)</u></b>	<b><u>-0.30%</u></b>		
<b>REVENUES LESS EXPENDITURES</b>	<b><u>\$0</u></b>	<b><u>\$501,546.23</u></b>	<b><u>\$ 501,546.23</u></b>	<b><u>new</u></b>		

**PIERCE COUNTY LIBRARY SYSTEM  
2016 CAPITAL IMPROVEMENT YEAREND RESULTS**

	Primary <u>Funding Source(s)</u>	Original <u>Budget</u>	Yearend <u>Actuals</u>	Diff. between Act. & Midyr.		<u>Notes</u>
				<u>\$ Change</u>	<u>% Change</u>	
<b>BEGINNING CAPITAL FUND BALANCE (1/1 EST)</b>	Library	\$ 2,000,000	\$ 1,450,009.77	\$ (549,990.23)	-27.50%	
<b>REVENUES &amp; INFLOWS</b>						
Anticipated use of fund balance	Library	-	-	-	0.00%	
4% Transfer from General Fund	Library	1,188,382	1,188,382.00	-	0.00%	
Foundation Donations	Foundation	-	30,507.81	30,507.81	-	Pay for furnishings
Erate Reimbursement	USAC/Erate	300,000	209,435.06	(90,564.94)	-30.19%	Several payments were not received until 2017
Other Revenue	Key Pen. Health Ctr, et al		15,033.62	15,033.62	-	KPHC = \$8,011.79; Interest = \$3,747,83; Energy Rebates = \$3,274.00
<b>TOTAL FUNDS AVAILABLE</b>		<b>1,488,382</b>	<b>1,443,358.49</b>	<b>(45,023.51)</b>	<b>-3.02%</b>	
<b>EXPENDITURES</b>						
<b>COMMITMENTS</b>						
UP 5,000 sq ft Expansion (10 year)	Library	120,000	120,000.00	-	0.00%	Fifth year out of ten year agreement; five payments remaining
<b>SUBTOTAL</b>		<b>120,000</b>	<b>120,000.00</b>	<b>-</b>	<b>0.00%</b>	
<b>SERVICE IMPROVEMENT PROJECTS</b>						
Restroom Maintenance	Library	50,000	52,072.76	2,072.76	4.15%	
Replace Aging Furnishings	Library	100,000	79,389.73	(20,610.27)	-20.61%	
Helpdesk Upgrades (UP)	Library	65,000	54,159.72	(10,840.28)	-16.68%	
Wayfinding	Library	20,000	3,391.40	(16,608.60)	-83.04%	
<b>SUBTOTAL</b>		<b>235,000</b>	<b>189,013.61</b>	<b>(45,986.39)</b>	<b>-19.57%</b>	
<b>MAJOR MAINTENANCE</b>						
Carpet Replacement (TIL)	Library	17,000	15,829.74	(1,170.26)	-6.88%	
Carpet & Other Repairs (ACL)	Library	40,000	78,256.69	38,256.69	95.64%	Included replacing ACL gates to improve security and access
Elevator Upgrades (LWD & ACL)	Library	15,000	139,794.02	124,794.02	831.96%	Included emergency repair for Lakewood Library (\$128,919.15)
Entry Non-Skid Treatment (FIF)	Library	11,000	9,712.53	(1,287.47)	-11.70%	
Entry Tile Replacement (BUC)	Library	15,000	17,966.10	2,966.10	19.77%	Included additional work for IT Closet
HVAC Replacement (KC)	Library	21,500	14,242.80	(7,257.20)	-33.75%	Will receive reimbursement from Key Pen. Health Center
IBEX to BACtalk HVAC Control Replacements	Library	99,000	102,127.47	3,127.47	3.16%	
Kitchen Cabinetry Replacement (KC)	Library	10,000	11,674.35	1,674.35	16.74%	
Lighting Upgrades in Parking Lots	Library	100,000	28,619.82	(71,380.18)	-71.38%	Project scope revised
Seal Coating of Parking Lots (final year)	Library	65,000	48,672.57	(16,327.43)	-25.12%	
Interior Painting (TIL)	Library	7,500	5,881.34	(1,618.66)	-21.58%	
Trash Compactor	Library	16,000	14,183.72	(1,816.28)	-11.35%	
Systemwide Rekey	Library	60,000	100,913.33	40,913.33	68.19%	Included additional work for new IT closets at two Libraries
<b>SUBTOTAL</b>		<b>477,000</b>	<b>587,874.48</b>	<b>110,874.48</b>	<b>23.24%</b>	

**PIERCE COUNTY LIBRARY SYSTEM  
2016 CAPITAL IMPROVEMENT YEAREND RESULTS**

	Primary <u>Funding Source(s)</u>	Original <u>Budget</u>	Yearend <u>Actuals</u>	Diff. between Act. & Midyr.		
				<u>\$ Change</u>	<u>% Change</u>	<u>Notes</u>
<b>VEHICLES</b>						
Vehicle Repair Contingency	Library	10,000	8,985.82	(1,014.18)	-10.14%	
<b>SUBTOTAL</b>		<b>10,000</b>	<b>8,985.82</b>	<b>(1,014.18)</b>	<b>-10.14%</b>	
<b>TECHNOLOGY PLAN IMPLEMENTATION</b>						
Mobile App	Library	30,000	-	(30,000.00)	-100.00%	Postponed to 2017
EMV Credit Card Systems	Library	80,000	-	(80,000.00)	-100.00%	Postponed to 2017
Wireless Network (Gb Wifi)	Library	250,000	49,250.88	(200,749.12)	-80.30%	Scope was significantly reduced
Dell Disk Drive Upgrade	Library		102,019.62	102,019.62	-	Unanticipated purchase necessary to implement the Dell Equip.
Firewall Replacement	Library		38,302.73	38,302.73	-	Unanticipated purchase (equipment will be sold in 2017)
<b>SUBTOTAL</b>		<b>360,000</b>	<b>189,573.23</b>	<b>(170,426.77)</b>	<b>-47.34%</b>	
<b>OTHER CAPITAL PROJECTS</b>						
Communications High Speed Printer	Library	175,000	171,272.70	(3,727.30)	-2.13%	
<b>SUBTOTAL</b>		<b>175,000</b>	<b>171,272.70</b>	<b>(3,727.30)</b>	<b>-2.13%</b>	
<b>SUBTOTAL CIP</b>		<b>1,377,000</b>	<b>1,266,719.84</b>	<b>(110,280.16)</b>	<b>-8.01%</b>	
<u>Contingency (2% with \$25,000 minimum)</u>	<u>Library</u>	28,000	24,984.77	(3,015.23)	-10.77%	
Cutter for Communications	Library		24,984.77	24,984.77	-	Emergency purchase to replace equipment on safety warnings
<b>GRAND TOTAL CIP</b>		1,405,000	1,291,704.61	(113,295.39)	-8.06%	
Net of other transfers in/out of CIP		-	573,349.00	573,349.00	-	
<b>ENDING CAPITAL FUND BALANCE (12/31 EST)</b>	Library	<b>\$ 2,083,382</b>	<b>\$ 2,175,012.65</b>	<b>\$ 91,630.65</b>	<b>4.40%</b>	

**PIERCE COUNTY LIBRARY SYSTEM  
2016 SPECIAL PURPOSE FUND YEAREND RESULTS**

	Primary <u>Funding Source(s)</u>	Original <u>Budget</u>	Yearend <u>Actuals</u>	Diff. between Act. & Midyr.		<u>Notes</u>
				<u>\$ Change</u>	<u>% Change</u>	
<b>BEGINNING CAPITAL FUND BALANCE (1/1 EST)</b>	Library	\$ -	\$ -	\$ -	0.00%	
<b>REVENUES &amp; INFLOWS</b>						
Budgeted Transfer from General Fund	Library	200,000	-	(200,000.00)	-100.00%	SPF was not used for expenditures in 2016, only set-asides
Transfer of Election Set Aside from GF Balance	Foundation	360,000	360,000.00	-	0.00%	
Digital Literacy Grant	WorkForce	227,000	-	(227,000.00)	-100.00%	Maintained/recorded in General Fund for 2016
<b>TOTAL FUNDS AVAILABLE</b>		<b>787,000</b>	<b>360,000.00</b>	<b>(427,000.00)</b>	<b>-54.26%</b>	
<b>EXPENDITURES</b>						
<b>PROGRAMS</b>						
Pierce County READS	Library	40,000	-	(40,000.00)	-100.00%	Maintained/recorded in General Fund for 2016
<b>SUBTOTAL</b>		<b>40,000</b>	<b>-</b>	<b>(40,000.00)</b>	<b>-100.00%</b>	
<b>PROJECTS</b>						
Digital Literacy	WorkForce	227,000	-	(227,000.00)	-100.00%	Maintained/recorded in General Fund for 2016
<b>SUBTOTAL</b>		<b>227,000</b>	<b>-</b>	<b>(227,000.00)</b>	<b>-100.00%</b>	
<b>GRAND TOTAL SPF</b>		<b>267,000</b>	<b>-</b>	<b>(267,000.00)</b>	<b>-100.00%</b>	
<b>OTHER TRANSFERS IN/OUT</b>						
Transfer from CIP for Future Land, Prop, Fac (12/2016)		-	170,069.00	170,069.00	-	
Transfer of Additional Funds from GF for Future Land, Prop, Fac		-	198,194.00	198,194.00	-	
<b>SUBTOTAL</b>		<b>-</b>	<b>368,263.00</b>	<b>368,263.00</b>	<b>-</b>	
<b>ENDING CAPITAL FUND BALANCE (12/31 EST)</b>	Library	<b>\$ 520,000</b>	<b>\$ 728,263.00</b>	<b>\$ 208,263.00</b>	<b>40.05%</b>	
<b>RESTRICTED SETASIDES IN FUND BALANCE</b>						
Future Election Cost	Library	360,000	360,000.00	-	0.00%	
Future Land, Property, and Facilities	Library	-	368,263.00	368,263.00	-	
<b>TOTAL RESTRICTED SETASIDES IN FUND BALANCE</b>		<b>360,000</b>	<b>728,263.00</b>	<b>368,263.00</b>	<b>102.30%</b>	

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	27,294,700.00	0.00	27,850,292.35	0.00	(555,592.35)	102.04
31112 PROPERTY TAXES DELINQUENT	818,841.00	0.00	500,058.81	0.00	318,782.19	61.07
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	7,695.69	0.00	(4,695.69)	256.52
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	17,773.59	0.00	2,226.41	88.87
31740 TIMBER EXCISE TAX	50,000.00	0.00	77,804.76	0.00	(27,804.76)	155.61
<b>TAXES:</b>	<b>28,186,541.00</b>	<b>0.00</b>	<b>28,453,625.20</b>	<b>0.00</b>	<b>(267,084.20)</b>	<b>100.95</b>
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	238,962.49	0.00	(238,962.49)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER	0.00	0.00	1,354.91	0.00	(1,354.91)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	15,532.45	0.00	(532.45)	103.55
34160 COPIER FEES	30,000.00	0.00	32,445.08	0.00	(2,445.08)	108.15
34161 GRAPHICS SERVICES CHARGES	0.00	0.00	4,382.71	0.00	(4,382.71)	0.00
34162 PRINTER FEES	125,000.00	0.00	126,071.14	0.00	(1,071.14)	100.86
34163 FAX FEES	21,000.00	0.00	23,230.65	0.00	(2,230.65)	110.62
34193 ORTING - SERVICE FEES	0.00	0.00	3,240.00	0.00	(3,240.00)	0.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	33.95	0.00	(33.95)	0.00
35970 LIBRARY FINES	550,000.00	0.00	355,138.53	0.00	194,861.47	64.57
36110 INVESTMENT INCOME	5,000.00	0.00	17,981.87	0.00	(12,981.87)	359.64
36140 OTHER INTEREST EARNED - COUNT	0.00	0.00	2.69	0.00	(2.69)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.00	62.92	0.00	(62.92)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	1,211.96	0.00	(1,211.96)	0.00
36290 BOOK SALES	20,000.00	0.00	7,585.86	0.00	12,414.14	37.93
36700 FOUNDATION DONATIONS	300,000.00	0.00	256,536.99	0.00	43,463.01	85.51
36710 FRIENDS' DONATIONS	0.00	0.00	336.21	0.00	(336.21)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	30,867.70	0.00	(30,867.70)	0.00
36725 DONATIONS - OTHER	0.00	0.00	6,187.49	0.00	(6,187.49)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	4,386.60	0.00	(4,386.60)	0.00
36920 UNCLAIMED PROPERTY/FOUND MON	0.00	0.00	3,259.88	0.00	(3,259.88)	0.00
36990 MISCELLANEOUS REVENUE	0.00	0.00	429.59	0.00	(429.59)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	0.00	9,492.02	0.00	2,507.98	79.10
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	140.00	0.00	(140.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	1,923.98	0.00	(1,923.98)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	449,815.49	0.00	(34,815.49)	108.39
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	77,650.75	0.00	(47,650.75)	258.84
<b>CHARGES OTHER:</b>	<b>1,523,000.00</b>	<b>0.00</b>	<b>1,668,263.91</b>	<b>0.00</b>	<b>(145,263.91)</b>	<b>109.54</b>
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>0.00</b>	<b>30,123,353.23</b>	<b>0.00</b>	<b>(413,812.23)</b>	<b>101.39</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,984,682.00	0.00	14,199,257.51	0.00	785,424.49	94.76
51105 ADDITIONAL HOURS	273,883.00	0.00	307,850.10	0.00	(33,967.10)	112.40
51106 SHIFT DIFFERENTIAL	159,882.00	0.00	161,197.17	0.00	(1,315.17)	100.82
51107 SUBSTITUTE HOURS	295,500.00	0.00	307,699.48	0.00	(12,199.48)	104.13
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	7,873.34	0.00	(7,573.34)	2,624.45
51200 OVERTIME WAGES	7,400.00	0.00	35,581.87	0.00	(28,181.87)	480.84
51999 ADJ WAGE/SALARY TO MATCH PLAN	(396,342.00)	0.00	0.00	0.00	(396,342.00)	0.00
52001 INDUSTRIAL INSURANCE	196,629.00	0.00	134,108.59	0.00	62,520.41	68.20
52002 MEDICAL INSURANCE	2,289,031.00	0.00	2,156,416.05	0.00	132,614.95	94.21

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52003 F.I.C.A.	1,202,711.00	0.00	1,133,863.01	0.00	68,847.99	94.28
52004 RETIREMENT	1,727,914.00	0.00	1,591,536.17	0.00	136,377.83	92.11
52005 DENTAL INSURANCE	219,387.00	0.00	210,696.88	0.00	8,690.12	96.04
52006 OTHER BENEFIT	10,540.00	0.00	10,400.00	0.00	140.00	98.67
52010 LIFE AND DISABILITY INSURANCE	29,086.00	0.00	50,126.26	0.00	(21,040.26)	172.34
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	29,849.44	0.00	650.56	97.87
52200 UNIFORMS	1,300.00	0.00	1,274.78	0.00	25.22	98.06
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
<b>PERSONNEL</b>	<b>20,893,026.00</b>	<b>0.00</b>	<b>20,337,730.65</b>	<b>0.00</b>	<b>555,295.35</b>	<b>97.34</b>
53100 OFFICE/OPERATING SUPPLIES	236,100.00	0.00	239,395.08	0.00	(3,295.08)	101.40
53101 CUSTODIAL SUPPLIES	52,500.00	0.00	64,313.94	0.00	(11,813.94)	122.50
53102 MAINTENANCE SUPPLIES	60,200.00	0.00	58,746.59	0.00	1,453.41	97.59
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	17,923.59	0.00	7,076.41	71.69
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	11,086.12	0.00	8,913.88	55.43
53200 FUEL	47,000.00	0.00	26,427.74	0.00	20,572.26	56.23
53401 ADULT MATERIALS	806,000.00	0.00	713,461.23	0.00	92,538.77	88.52
53403 PERIODICALS	88,135.00	0.00	94,758.01	0.00	(6,623.01)	107.51
53405 JUVENILE BOOKS	544,279.00	0.00	516,383.27	0.00	27,895.73	94.87
53406 PROFESSIONAL COLLECTION	4,200.00	0.00	12,662.51	0.00	(8,462.51)	301.49
53407 INTERNATIONAL COLLECTION	60,000.00	0.00	33,913.75	0.00	26,086.25	56.52
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	0.00	800,640.49	0.00	41,359.51	95.09
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	0.00	81,932.64	0.00	12,067.36	87.16
53411 ELECTRONIC INFO SOURCES	379,068.00	0.00	327,421.42	0.00	51,646.58	86.38
53412 REFERENCE SERIALS	18,000.00	0.00	10,864.49	0.00	7,135.51	60.36
53413 ELECTRONIC SERVICES	143,391.00	0.00	259,959.03	0.00	(116,568.03)	181.29
53414 ELECTRONIC COLLECTION	400,100.00	0.00	766,242.66	0.00	(366,142.66)	191.51
53464 VENDOR PROCESSING SERVICES	153,000.00	0.00	155,225.77	0.00	(2,225.77)	101.45
53499 GIFTS - MATERIALS	0.00	0.00	1,120.19	0.00	(1,120.19)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	0.00	53,456.60	0.00	(18,456.60)	152.73
53502 TECHNOLOGY HARDWARE	50,000.00	0.00	77,957.43	0.00	(27,957.43)	155.91
53505 SOFTWARE/LICENSES/HOSTING	12,100.00	0.00	40,970.66	0.00	(28,870.66)	338.60
54100 PROFESSIONAL SERVICES	457,750.00	0.00	710,620.61	0.00	(252,870.61)	155.24
54101 LEGAL SERVICES	30,000.00	0.00	32,354.50	0.00	(2,354.50)	107.85
54102 COLLECTION AGENCY	17,000.00	0.00	15,746.22	0.00	1,253.78	92.62
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	16,513.97	0.00	2,486.03	86.92
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	33,051.38	0.00	(51.38)	100.16
54163 PRINTING AND BINDING	1,500.00	0.00	2,514.16	0.00	(1,014.16)	167.61
54165 ILL LOST ITEM CHARGE	2,800.00	0.00	1,316.50	0.00	1,483.50	47.02
54200 POSTAGE AND SHIPPING	36,600.00	0.00	29,582.80	0.00	7,017.20	80.83
54201 TELECOM SERVICES	461,300.00	0.00	507,502.27	0.00	(46,202.27)	110.02
54300 TRAVEL	47,200.00	0.00	33,712.44	0.00	13,487.56	71.42
54301 MILEAGE REIMBURSEMENTS	30,350.00	0.00	32,936.97	0.00	(2,586.97)	108.52
54400 ADVERTISING	69,500.00	0.00	34,541.28	0.00	34,958.72	49.70
54501 RENTALS/LEASES - BUILDINGS	404,000.00	0.00	371,288.15	0.00	32,711.85	91.90
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	0.00	24,734.24	0.00	7,665.76	76.34
54600 INSURANCE	200,000.00	0.00	411,886.20	0.00	(211,886.20)	205.94

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: GENERAL FUND (01)**

<b>Object</b>	<b>2016 Budget</b>	<b>December Actual</b>	<b>Year-To-Date Actual</b>	<b>Encumbrance s</b>	<b>Balance</b>	<b>Expend %</b>
<b>EXPENSE ACCOUNTS</b>						
54700 ELECTRICITY	235,000.00	0.00	242,289.84	0.00	(7,289.84)	103.10
54701 NATURAL GAS	15,000.00	0.00	8,688.85	0.00	6,311.15	57.93
54702 WATER	21,000.00	0.00	33,500.68	0.00	(12,500.68)	159.53
54703 SEWER	25,000.00	0.00	32,923.13	0.00	(7,923.13)	131.69
54704 REFUSE	26,000.00	0.00	41,161.63	0.00	(15,161.63)	158.31
54800 GENERAL REPAIRS/MAINTENANCE	208,000.00	0.00	229,638.39	0.00	(21,638.39)	110.40
54801 CONTRACTED MAINTENANCE	802,900.00	0.00	652,960.42	0.00	149,939.58	81.33
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	30,045.80	0.00	954.20	96.92
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	12,199.97	0.00	(12,199.97)	0.00
54900 REGISTRATIONS	41,850.00	0.00	53,835.89	0.00	(11,985.89)	128.64
54901 DUES AND MEMBERSHIPS	30,170.00	0.00	33,431.34	0.00	(3,261.34)	110.81
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	32,138.29	0.00	(2,638.29)	108.94
54903 LICENSES AND FEES	43,950.00	0.00	69,883.65	0.00	(25,933.65)	159.01
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	135.61	0.00	1,864.39	6.78
59700 TRANSFERS OUT	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,816,515.00</b>	<b>0.00</b>	<b>9,284,380.39</b>	<b>0.00</b>	<b>(467,865.39)</b>	<b>105.31</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>0.00</b>	<b>29,622,111.04</b>	<b>0.00</b>	<b>87,429.96</b>	<b>99.71</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>501,242.19</b>	<b>0.00</b>	<b>(501,242.19)</b>	<b>0.00</b>



**FUND: DEBT SERVICE FUND (20)**

Object	2016 Budget	December Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.14	0.00	(0.14)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.14</b>	<b>0.00</b>	<b>(0.14)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	0.00	303.13	0.00	(303.13)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>0.00</b>	<b>303.13</b>	<b>0.00</b>	<b>(303.13)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>303.27</b>	<b>0.00</b>	<b>(303.27)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>303.27</b>	<b>0.00</b>	<b>(303.27)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 12/31/2016

**FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)**

<b>Object</b>	<b>2016 Budget</b>	<b>December Actual</b>	<b>Year-To-Date Actual</b>	<b>Encumbrance s</b>	<b>Balance</b>	<b>Expend %</b>
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT INCOME	0.00	0.00	3,747.83	0.00	(3,747.83)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	8,011.79	0.00	(8,011.79)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	30,507.81	0.00	(30,507.81)	0.00
36899 ENERGY REBATES	0.00	0.00	3,274.00	0.00	(3,274.00)	0.00
36998 E-RATE REIMBURSEMENT	300,000.00	0.00	209,435.06	0.00	90,564.94	69.81
<b>CHARGES OTHER:</b>	<b>300,000.00</b>	<b>0.00</b>	<b>254,976.49</b>	<b>0.00</b>	<b>45,023.51</b>	<b>84.99</b>
39700 TRANSFERS IN	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>0.00</b>	<b>1,443,358.49</b>	<b>0.00</b>	<b>45,023.51</b>	<b>96.98</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	100,000.00	0.00	135,540.11	0.00	(35,540.11)	135.54
53502 TECHNOLOGY HARDWARE	168,000.00	0.00	26,003.38	0.00	141,996.62	15.48
53505 SOFTWARE/LICENSES/HOSTING	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	20,000.00	0.00	5,888.85	0.00	14,111.15	29.44
54400 ADVERTISING	0.00	0.00	81.40	0.00	(81.40)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	0.00	826.88	0.00	(826.88)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	146,000.00	0.00	12,550.63	0.00	133,449.37	8.60
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54912 CONTINGENCY/RESERVE	28,000.00	0.00	0.00	0.00	28,000.00	0.00
54915 PLANNED SAVINGS	83,382.00	0.00	0.00	0.00	83,382.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	135,000.00	0.00	264,074.56	0.00	(129,074.56)	195.61
56201 CONSTRUCTION	65,000.00	0.00	74,359.78	0.00	(9,359.78)	114.40
56202 ELECTRICAL	0.00	0.00	27,683.70	0.00	(27,683.70)	0.00
56203 FLOORING	57,000.00	0.00	1,765.45	0.00	55,234.55	3.10
56204 PAINTING AND WALL TREATMENTS	7,500.00	0.00	5,881.34	0.00	1,618.66	78.42
56300 IMPROVEMENTS OTHER THAN BLDG	0.00	0.00	46,386.69	0.00	(46,386.69)	0.00
56301 PARKING LOT REPAIR & IMPROVEME	165,000.00	0.00	48,591.17	0.00	116,408.83	29.45
56400 MACHINERY & EQUIPMENT	191,000.00	0.00	348,346.15	0.00	(157,346.15)	182.38
56402 HVAC	120,500.00	0.00	130,154.67	0.00	(9,654.67)	108.01
56403 TECHNOLOGY EQUIPMENT	162,000.00	0.00	163,569.85	0.00	(1,569.85)	100.97
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>0.00</b>	<b>1,291,704.61</b>	<b>0.00</b>	<b>196,677.39</b>	<b>86.79</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>151,653.88</b>	<b>0.00</b>	<b>(151,653.88)</b>	<b>0.00</b>

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# MEMO



Date: February 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Trustee Vacancies

The Interview Team has selected a candidate to recommend to replace Trustee J.J. McCament, who will complete her second term on the Board of Trustees in March.

Nine applications were received for the vacancy and four candidates were interviewed on Monday, January 30, 2017.

In addition, during the process, Trustee Linda Ishem, who has moved out of the Library's district, submitted her resignation, and the Interview Team was asked to consider recommending a second candidate from the pool to fill this vacancy.

The Interview Team said the applicant pool was strong and selected a second candidate to be recommended to complete the remainder of Ms. Ishem's term.

We are currently confirming that the successful candidates will accept the appointment, and will then forward the recommendations to Pierce County Executive Bruce Dammeier. Upon accepting the recommendations, he will forward them to the County Council for approval.

Ms. McCament's replacement will join us at the April 12, 2017, board meeting. Ms. Ishem's replacement can join us at the next meeting following approval of their appointment.

We appreciate the thoughtful work of the Interview Team to identify the Library's next Trustees. Team members were:

Tim Rhee, Foundation Board member

Polly Bridges, Sumner Citizen and President of the Sumner Friends

Al Rose, Representative for former Pierce County Executive Pat McCarthy

Donna Albers, Board of Trustees

Rob Allen, Board of Trustees

# New Business

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# MEMO



Date: February 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: 2017 Board Calendar of Work

Each year the Board develops a calendar of work to aid in planning for the year. 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 2016, a Strategic Framework was developed to guide the Library's services in the coming years. It also frames the work of both Library operations and the Board of Trustees. As we begin to implement its vision of learning, enjoyment and communities, key next steps for the Board will be to evaluate funding strategies for future needs and implications for our facilities and spaces to support the vision. In early 2017, staff will conduct research and preliminary work in preparation.

During the year, staff will provide updates on the current "state of" core service and focus areas identified in the Strategic Framework as well as progress on the 2017 work plan. We will also share information about services and keep you informed of Library operations and issues.

With the changes in Board members, I'd like to hear if you might want to hold a mini retreat to provide the group with a chance to review how the Board operates, its philosophy, group norms and expectations, etc. If this is of interest, we can discuss what information would be valuable so staff can further develop this.

Attached is a summary of anticipated major work for 2017, and a draft Board calendar of work and activities (which will be added to as Leadership Team completes the timeline for this year's work plan). I would like to hear your thoughts on the draft Board work plan, and if there are other topics you would like to add.

Following our discussion, we will provide you with the final Board Calendar of Work.

**Pierce County Library  
Board of Trustees  
2017 Summary of Major Work**

**2017 Major Work**

2018 Work Plan and Budget  
2016 Fiscal Year-end Review  
Sustainable Funding Strategies  
Facilities Master Plan Update  
Facilities Maintenance and Modernization Strategies  
Mission Review/Update to Align with Strategic Plan  
2016 Executive Director Evaluation  
2015-16 Fiscal Audit

**Anticipated Policy Review, Updates, Revisions**

Fiscal Management (annual review Qtr. 3)  
Purchasing and Contracting  
Mission, Vision and Values  
Participation in Community Organizations

*Additional policies will be added as identified through projects, studies and needs that arise during the year.*

**Education Topics/Service Updates**

Bonney Lake Libraries and Communities  
University Place Libraries and Communities

Throughout the year, we will report to the Board on “the state of” our **Core Services**:

- Materials
- Spaces
- Partnerships
- Business Processes
- Staff
- Technology
- Classes & Events

and our **Strategic Focus** areas:

- Learning
- Enjoyment
- Community

**Added Dates of Note**

Regional Trustee Meeting (tbd)  
Pierce County READS Kickoff (March 11)  
Pierce County READS Author Event (April 28)  
Our Own Expressions (May 24)  
A Literary Evening (Fall)  
Maker/DIYfest (tbd)

## 2017 Board Calendar of Work (DRAFT)

### February

- 2016 Fiscal Year Report
- 2017 Foundation Agreement
- BoT Calendar of Work
- PC Reads Preview
- Revised Levy Certificate
- Trustee Vacancy

### March

- 2016 Annual Report
- 2016 Technology Plan Closeout
- Farewell/Thanks to J.J. and Linda
- FMP Update Project - Preliminary Plan/Timeline
- Sustainable Funding Project - Preliminary Plan/Timeline

### April (*Bonney Lake*)

- Bonney Lake Library & Community Presentation
- Staff Engagement Survey Staff Team Results
- Strategic Focus Priorities 2018 Discussion
- Training Plan
- Welcome New Trustees

### May

- Ergonomics Plan
- Facilities Report (Core Service)
- National Library Worker Day
- Our Own Expressions Preview
- PCReads Results
- Summer Reading Preview

### June (*Monica Excused*)

- 2017 Mid-Term Fiscal Review
- Our Own Expressions Report
- Technology Report (Core Service)
- Foundation Development Plan

### July

- 2017 Property Values for 2018 Tax Levy
- Erate Reports: ( 2016-17 Year end/ 2017-18 Fiscal Year)
- Finance Department Report (Core Service)
- IRS Tax Form 990 Review (if available – NLT August)

### August

- 2018 Fiscal Year Calendar
- Collection Management Report - Selection Process & Philosophy (Core Service)
- Fiscal Policy – Annual Review

## 2017 Board Calendar of Work (DRAFT)

### **September** (*University Place*)

- UP Library & Community Presentation
- 2017 CPI-U
- 2018 Budget - Planning & Background
- 2018 Work Plan & Projects
- A Literary Evening Preview
- Executive Director Evaluation Process
- L&I Update

### **October**

- 2018 Board Meeting Dates Review
- 2018 Budget Projected Budget & Work Plan
- Friends of Libraries/Foundation Week Proclamation
- Summer Reading Report

### **November**

- 2018 Budget - Draft Budget & Work Plan
- First Public Hearing Regarding 2018 Budget
- 2018 Foundation Agreement
- IPD Override (If necessary)
- PCLF Annual Report
- Resolution to set 2018 Wages for Non-Represented Staff
- Resolution: Schedule of 2018 Recurring Board Meetings
- Review and Approval to Certify Property Taxes to be Levied for Collection in 2018

### **December**

- 2018 Budget - Final Budget & Work Plan
- Second Public Hearing Regarding 2018 Budget
- 2015-16 Fiscal Audit Preview
- 2017 Insurance Renewal
- 2018 Election of Officers
- Local 3787 Election Results

# MEMO



Date: January 17, 2017

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

From: Clifford Jo, Finance & Business Director  
Dean Carrell, Development Director

Subject: 2017 Foundation/Library Agreement and Addendum

Please find attached the proposed agreement and addendum between the Foundation and Library Boards. The Library and Foundation sign an annual agreement in the February/March timeframe every year.

## 2016 Results

A year ago the Library and the Foundation renewed the annual agreement. It stated that the Library would provide \$228,000 in value of support by funding the Fund Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fund-raising efforts and other promotional activities. \$228,000 is a prorate of actual library funds supporting the Fund Development Office, which totaled \$277,546 overall. For 2016, the Library benefited from Foundation distributions totaling \$495,499. The net difference is calculated at \$495,499 - \$228,000 = \$267,499, which is an overall positive performance for the year. During the Board meeting, Dean and I will be available to answer questions of the expiring agreement.

Provided below is a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

### Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Distributions	Agreement for Supporting Costs	Difference From Distributions
2017	(est) \$ 361,000	\$ 251,000	(est) +\$ 110,000
2016	495,499 <sup>1</sup>	228,000	+267,499
2015	438,771	219,000	+219,771
2014	537,093	216,000	+321,093
2013	266,982	185,000	+81,982
*2012	252,257	208,000	+44,257
2011	229,300	163,000	+66,300
2010	587,333	163,000	+424,333 <sup>2</sup>
2009	187,721	163,000	+24,721

\* First year of Addendum.

<sup>1</sup> Includes Digital Literacy Grant.

<sup>2</sup> UP Capital Campaign distribution was \$382,017. Excluding this, the difference was \$42,316.

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The overall performance based on complete Library investment in the Fund Development Office is \$495,499 - \$277,546 = \$217,953.

### 2017 Agreement and Addendum

For 2017 we updated the Agreement and Addendum. The purpose of the Addendum is to show that the Foundation contributes more than just the money that it raises. The Addendum also provides more transparency for the Board so that it can review the full range of activities the Foundation will undertake. The items in the Addendum were based on the Foundations 2016-17 Annual Development Plan, which the Foundation Chair presents to the Board of Trustees every year.

In 2017, the value of staffing, services, space, and equipment which the Library provides for the Fund Development Office working on the Foundation's Annual Development Plan is estimated at \$251,000.

Attached are the Agreement and Addendum. The Agreement and Addendum may have different amendment needs and are considered separate documents. Therefore each needs to be approved by the Board. We recommend that the Board pass two motions:

1. A motion to authorize Georgia to sign the Foundation Agreement as presented.
2. A motion to authorize Georgia to sign the Addendum as presented.

**AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provided assistance and aid in the development, maintenance and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

**A. THE FOUNDATION AGREES TO:**

1. Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the Library.

2. Establish rules, regulations and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.

3. Accept, hold, administer, invest and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender immediately to the Library all donations and instruments deemed gifts it may receive for which the donor names the Library as the recipient.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

**B. THE LIBRARY AGREES TO:**

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Fund Development Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$228,000251,000 during the Library fiscal year 20162017. The Library, pursuant to its budgeting and fiscal policies, shall review the actual costs to assure that the amount this agreement's value of services agreed upon is not exceeded or adjusted accordingly in subsequent agreements. Such reports and information shall be made available to the Foundation.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

E. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

F. ASSIGNMENT

Neither party may assign or transfer this Agreement.

G. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Pierce County Rural Library District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ADDENDUM NO. 1 (2017) TO FOUNDATION AGREEMENT  
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT  
AND PIERCE COUNTY LIBRARY FOUNDATION**

**Purpose**

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year, 2017, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is: February 21, 2017.

**Estimated Distributions**

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library as described in the Foundation’s 2016-2017 Development Plan.

**Services and Activities**

The Library’s Mission is “*to bring the world of information and imagination to all people of our community*”, and its Vision is “*We are the community’s choice for the discovery and exchange of information and ideas.*”

The Foundation’s Case for Support is that “*The Foundation can impact a diverse and growing population by extending essential library programs to targeted underserved sectors of our community.*”

The Library’s Mission and Vision benefit from the Foundation’s Case for Support. In addition to its fundraising purpose, the Foundation

- Attracts people and resources to build upon and leverage taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals and services to be the community’s choice.
- Communicates community awareness of the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 20 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through library programs and services.
- Builds community by connecting people from diverse communities to resources that are relevant to their lives.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

***Communicating the Library to constituents***

The Foundation will communicate with people and constituents in the community and update them about what's happening in the Library. Includes:

- At least one newsletter
- Mailings to major donors and patrons
- Fall, Winter, and Spring appeals
- Email communications and solicitations
- Acknowledgement of gifts and personal thank you cards
- Invitations for PC READS donor reception, A Literary Evening donor reception, Planned Giving Luncheon
- Stewardship calls to donors

***Bringing awareness of the Library to local businesses and foundations***

The Foundation will contact businesses to secure sponsorships for the Library's Summer Reading program, Pierce County READS and other programs upon approval by the Library's Executive Director. The Foundation will also submit proposals to charitable foundations on behalf of the library for selected projects.

- The Foundation will research, apply and report on Library programs and their benefits to the community
- Sponsorships will be offered to local businesses to support Pierce County READS and Summer Reading.
- Grant proposals will be submitted for programs for Young Readers and Adult Learners, particularly focused on Early Learning, Senior and Youth Outreach.
- Grantors and sponsors are updated with project reports which include outcomes and expense, and are submitted in a timely manner.

***Promoting the Library through events***

The Foundation will organize and hold donor receptions for a number of events, including:

- "A Literary Evening": the Foundation will host an annual reception for high level donors to solidify ties to the Library, its purpose and programs.
- Pierce County READS: the Foundation will secure one or more sponsors to help underwrite the Pierce County READS program. The Foundation hosts a donor reception prior to the public author event.

- Our Own Expressions: the Foundation will host an awards ceremony for students to present their winning entries, reward the finalists with cash prizes, print a commemorative chapbook and organize a reception for parents, teachers, students and Library staff.
- Commemorative naming ceremonies, if appropriate.

***Attracting a cadre of loyal library supporters***

- Board of Directors: the Foundation will recruit and involve up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage 1500 donors during the Foundation’s fiscal year to make gifts to support the library.
- Grantors and Sponsors: the Foundation will research and submit proposals researches for awards from charitable foundations, local businesses and corporations.

**Pierce County Library Foundation**

**Pierce County Rural Library District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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Printed Name

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Date

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# MEMO



Date: January 17, 2017

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

From: Clifford Jo, Finance & Business Director  
Dean Carrell, Development Director

Subject: Foundation Fiscal Year Change

The Library and Foundation have been reviewing the drawbacks and benefits of the current Foundation fiscal year (July 1 – June 30) and have determined that a calendar year aligned with the Library is more efficient to both organizations. We are respectively preparing plans to change the Foundation's fiscal year to a calendar year beginning in 2018. To do this, the Foundation's current fiscal year will end on schedule on June 30, 2017, and then a 6 month fiscal year will follow through the end of this year. No Library Board action is needed to do this; however, we will be presenting to you a new agreement towards the end of this year during the final months of the Library's budgeting process. We will keep you apprised of progress.

# **Board Education and Service Reports**

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# MEMO



Date: January 23, 2017

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

From: Jaime Prothro, Customer Experience Manager

Subject: PC Reads 2017

Pierce County READS is celebrating its 10<sup>th</sup> 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. The mission for Pierce County READS is for the library to be a destination for people who are interested in discussing books and is the largest and most impactful strategy PCLS uses to build a community of adult readers who finds their home with the library.

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 March 5, 2017.

The partnership with the News Tribune includes an advertising package that features an enhanced online presence through targeted search ads as well as social media and print coverage. A new partnership with local radio station KNKX will help spread the word even further. Ariel Van Cleave, producer for Morning Edition, will provide an on-air interview with the author. Additionally, Van Cleave will lead an interview with the author on April 28. The library will do its own outreach through online and print venues. More information about the program can be found online at [piercecountyreads.org](http://piercecountyreads.org).

## Pierce County READS events

- **Author event.** The 2017 Pierce County READS author will speak and sign books at 7 p.m. on April 28, 2017, at McGavick Conference Center on the campus of Clover Park Technical College in Lakewood. The author event will be streamed live to seven different locations throughout the county.
- **Kick-off event.** For the first time, Pierce County READS will host a kick-off event at a local museum to spark interest in the book topic on Saturday, March 11 from 3-5pm.
- **Other events.** The library is hosting larger, more centrally located events this year. There will be four major or "signature" events, 20 book discussions in Pierce County Library locations and partner sites, four children's programs, and three film discussions. Programs will be announced at the launch.

## Trading Cards

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This year, in exchange for Read and Release titles, a series of ten trading cards have been created to provide intrigue and curiosity about the book. The cards will be distributed throughout the county as a way to promote the book and author event. Readers and book lovers are encouraged to collect them all!

### **Partnerships**

As in past years, our partners help make Pierce County READS a success. Community partners have been actively involved to contribute ideas for community engagement and program plans, and are participants in many of the book discussions.

### **Pierce County READS Team**

The library's Pierce County READS team is Lisa Oldoski, Jason Anderson, Beth Luce, Amanda Moore, Tami Masenhimer, and Jaime Prothro

# Officers Reports

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# MEMO



Date: February 1, 2017

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

From: Georgia Lomax, Executive Director

Subject: Legislative Report

The State Legislature is in session, and while all eyes are on the response to the McCleary decision, the regular work continues.

I serve on the Washington Library Association Legislative Planning Committee, and we have begun our work to monitor bills that might have fiscal or policy impact on public library governance, funding, operations or intellectual freedom.

The committee has weekly lunch conference calls to discuss issues and hear updates from the public library lobbyist.

I will update you on any issues of note we are following during my director's report.

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# MEMO



Date: January 24, 2017

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

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

Subject: 2016 Staff Engagement Survey Results

Continuing to work towards improving our Staff Engagement is a goal of the Library's and it aligns with our strategic framework core service of **Staff**. PCLS contracted with NBRI to develop and deliver our first employee engagement survey to the whole system in 2015. A follow up survey was recently completed, and we are pleased to deliver the results. Partnering with NBRI allows us to compare our results year over year with statistical relevance and also provides us with secure and confidential maintenance of our data. They also provide us with extensive and diverse experience in employee survey research and analysis.

The survey deployed online from October 24th to November 4th, 2016. A total of 315 completed surveys were received from a population of 388 employees, representing a Response Rate of 81% overall. Statistically, the results of the present study reach a 99.99% confidence level with a 5% sampling error. With this response rate, we can be confident that the survey data is valid, and is representative of the psychology of our employee population. 81% is an increase from a 78% participation rate in 2015.

## Company Analysis

Pierce County Library is performing at the 70th percentile of their industry, defined as NAICS Code 519120, Libraries and Archives. Pierce County Library's benchmarking database includes over 25,000 individual opinions per item with the Industry Average at the 50th percentile, Stretch Performance at the 75th percentile, and Best in Class Performance at the 90th percentile.

The 70th percentile of our industry has gone up compared to the 67th percentile in 2015. From 2015 to 2016, this is an increase of three (3) percentiles in our Overall Score. Pierce County Library's 2016 score places us twenty (20) percentiles above Industry Average (50th) and five (5) percentiles from Stretch Performance (75th).

## Topic Analysis

Topics include the "clusters" of questions that drive staff engagement, broken down into five (5) areas. The topics include:

- **Management:** this topic includes the staff's overall confidence in and relationship with management and clarity on our plan and direction.
- **Supervision:** this topic includes the overall confidence in and relationship with staff's direct supervisors.
- **Job performance:** this topic includes the overall performance, quality improvement, accountability and productivity of the organization.
- **Culture:** this topic includes the overall morale and feeling of the organization.
- **Employee Engagement:** this topic includes the overall engagement from our staff in the overall success and services of the organization.

**Strengths.** Pierce County Library has one (1) topic, or 20% of all topics, in the Strength Category, scoring between the 75th and 89th percentiles of the Industry. It is: “Employee Engagement,” (83rd). This is an increase from 82<sup>nd</sup> percentile in 2015.

**Opportunities.** Pierce County Library has four (4) topics, or 80% of all topics, in the Opportunity Category, scoring between the 50th and 74th percentiles of the Industry. They are:

- Management (72nd) This is an increase from 68<sup>th</sup> percentile in 2015.
- Supervision (68th) This is an increase from 67<sup>th</sup> percentile in 2015.
- Job Performance (64th) This is an increase from 63<sup>rd</sup> percentile in 2015.
- Culture (64th) This is an increase from 56<sup>th</sup> percentile in 2015.

**Weaknesses.** Pierce County Library has no topics in the Weakness Category, scoring between the 25<sup>th</sup> and 49th percentiles of the Industry.

**Threats.** There are no topics scoring between the 1st and 24th percentiles of the Industry, so there are no threats to Pierce County Library at this time.

**Statistically Significant Changes in Topics – 2015 to 2016.** One (1) topic, or 20% of all topics, has experienced a statistically significant change of *at least five (5) percentiles* from 2015 to 2016. This topic is: “Culture,” which improved by eight (8) percentiles, moving from the 56<sup>th</sup> in 2015 to the 64<sup>th</sup> in 2016.

**Significant Changes in Items – 2015 to 2016.** Five (5) items, or 25% of the 20 items assessed, has experienced a significant improvement of at least 5 percentiles from 2015 to 2016. No items have experienced a significant decline of at least 5 percentiles during this time. The following table shows these results.

<u>Items</u>	<u>2015</u>	<u>2016</u>	<u>Change</u>
<b>Leadership has communicated a clear direction and plan for the Library.</b>	61	73	+12
<b>Pierce County Library uses customer feedback to improve the organization.</b>	52	62	+10
<b>I have confidence in the management of Pierce County Library System.</b>	70	76	+6
<b>There is a spirit of cooperation within the Library.</b>	64	70	+6
<b>Morale at the library is good.</b>	46	52	+6

Our next step is to move to action planning in partnership with our staff and leadership team with the results and recommendations of NBRI. We will use a two tiered approach this year with action planning at the system level with staff participation and ownership and action planning at the leadership team level with more local focus and ownership with those members.

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# MEMO



Date: January 31, 2017

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

From: Joy Kim, Customer Experience Manager

Subject: 2017 Point in Time Count

On Friday, January 27, 2017, over 300 volunteers conducted a Point in Time count of people experiencing homelessness across Pierce County. The Library participated as a community partner in the Point in Time count. Four library locations served as official satellite locations for the count: Gig Harbor, Graham, Lakewood, and Parkland/Spanaway. At each of these locations, the Library provided a meeting or conference room for the use of volunteers canvassing the surrounding areas. The Library also granted volunteers permission to set up tables with PIT materials so that library visitors experiencing homelessness could be reflected in the count.

The count is coordinated by Pierce County Community Connections and conducted annually, usually on the last Friday in January. The event is required by the U.S. Department of Housing and Urban Development (HUD) and the State of Washington Department of Commerce, and the data is used for local program and system planning.

We appreciate the opportunity to support this important community effort. Reports from past Point in Time counts can be found on the [Pierce County Community Connections website](#). The 2017 report is scheduled to be released in spring 2017.

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# MEMO



Date: January 12, 2017

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

From: Judy T Nelson, customer Experience Manager - Youth

Subject: Bill of Rights exhibit

In October, 2016, the Pierce County Library System was approached by Humanities Washington to be a site for a National Archives Traveling Exhibit (also sponsored by the Federation of State Humanities Councils) to support the celebration of the 225<sup>th</sup> Anniversary of the Bill of Rights. Only a few libraries in Washington State were offered this opportunity. We decided to bring the exhibit to six of our branches: Lakewood, University Place, Gig Harbor, Parkland/Spanaway, Sumner and South Hill. This is a pop-up display and we were required to have it up in our spaces between December 15<sup>th</sup>, 2016 and February 28<sup>th</sup>, 2017. Branches were invited to create displays, and if possible add programming as appropriate. PCLS will report on the foot traffic for these branches during that time period, and branches were asked to take photos and collect any anecdotes.

Attached are photos and the cover sheet that came with the exhibit. Other ways of supporting the exhibit include a quiz at Parkland and 160 free copies of the pocket Constitution from the ACLU supplied by the Friends handed out to customers. Staff shared that book displays have been popular and have noticed family groups stopping to read and share the information on the display

The foot traffic numbers will be collected at the end of February.

Current foot traffic numbers as of 01/12/2017 are:

Gig Harbor	15,687
Lakewood	17,129
Parkland	11,830
South Hill	12,589
Sumner	8,391
<u>University Place</u>	<u>19,058</u>
Total	84,684

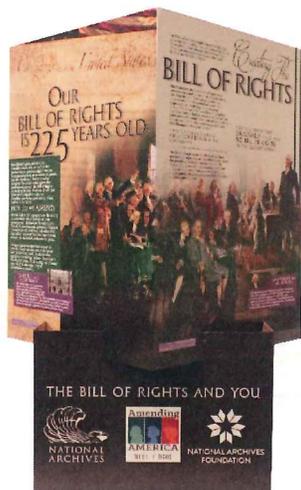
Questions?

Please contact Judy Nelson

# Amending America

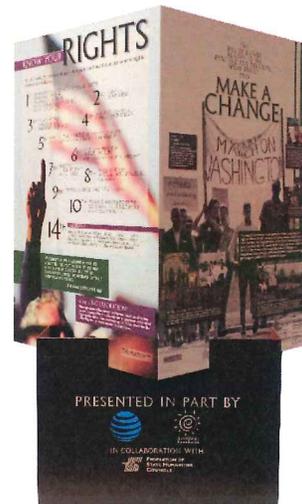
A National Initiative Celebrating the 225th Anniversary of the Bill of Rights

The National Archives in collaboration with the Federation of State Humanities Councils and your State Humanities Council is pleased to offer a free pop-up exhibit  
*The Bill of Rights and You.*



## The Bill of Rights and You

Spotlighting one of the most remarkable periods in American history, the pop-up exhibit contains simple messages conveying the importance of the Bill of Rights, its history and implementation, and its impact today.



## Amending America National Initiative

As the permanent home of the Bill of Rights, the National Archives launched a groundbreaking national initiative to explore the power of the Bill of Rights and our enduring system of government. Part of the national initiative—in addition to exhibits, educational and programming efforts—*The Bill of Rights and You* allows for an easy way to present key information about the Bill of Rights and its impact. Through partnerships, the Archives plans to distribute up to 2,000 units across all 50 states. For more information on the initiative, visit [www.archives.gov/amending-america](http://www.archives.gov/amending-america).

## Exhibition Description

- Title: The Bill of Rights and You
- Lightweight, easy to set-up, and versatile
- Use this pop-up unit in any public area—no walls necessary
- Total assembled size is 66 1/2" high by 32" wide
- Total footprint is approximately 45" sq.
- Participating venues will also receive digital educational and press materials
- Delivered to each host venue's doorstep between December 1 and 15, 2016
- Display from December 15, 2016 to February 28, 2017



## Presented in Part By



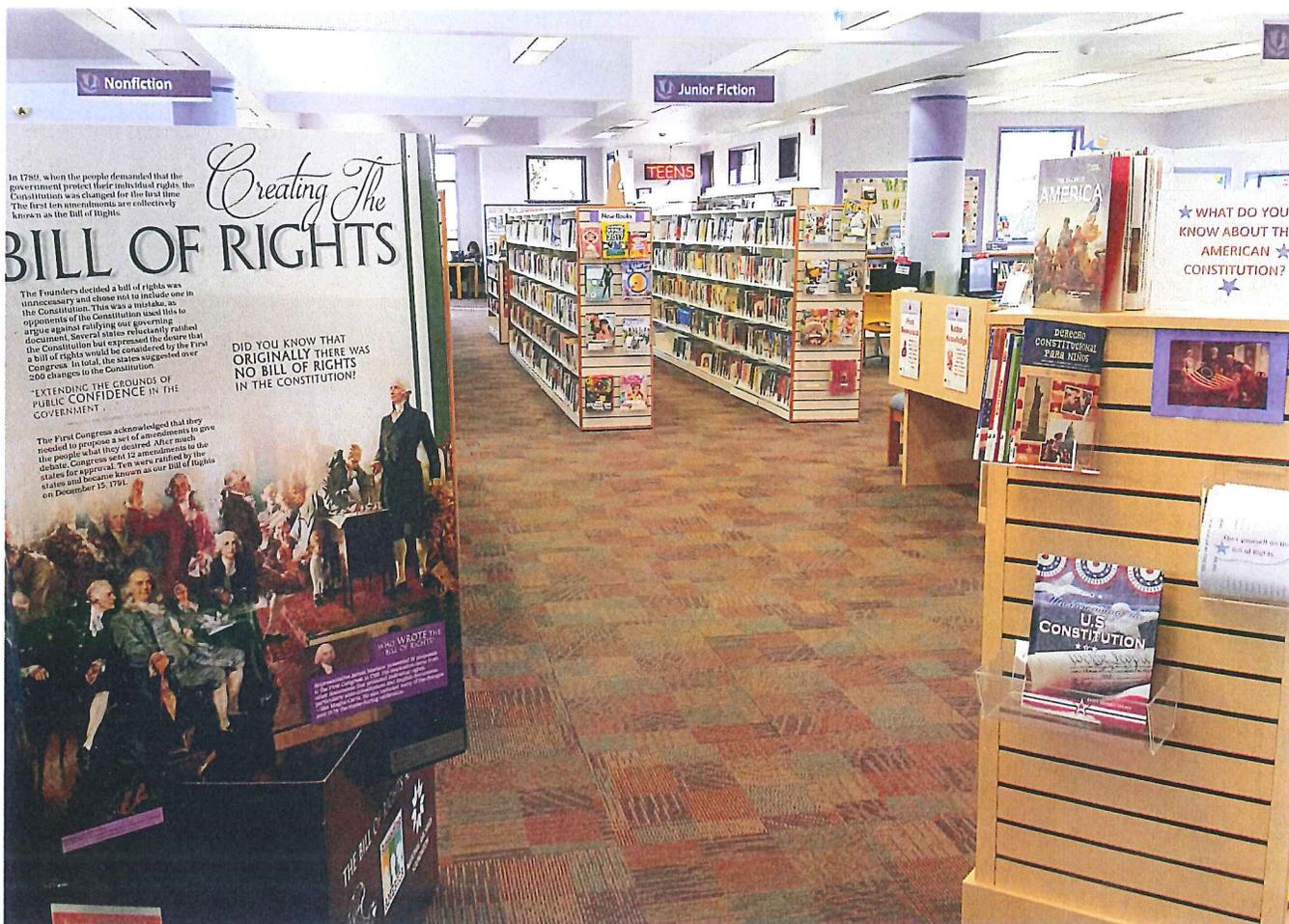
FEDERATION OF  
STATE HUMANITIES  
COUNCILS

National Archives Traveling Exhibits Service  
400 W. Pershing Road  
Kansas City, MO 64108  
816.268.8088

# THE BILL OF RIGHTS QUIZ

1. \_\_\_\_\_ 1<sup>st</sup> Amendment
2. \_\_\_\_\_ 2<sup>nd</sup> Amendment
3. \_\_\_\_\_ 3<sup>rd</sup> Amendment
4. \_\_\_\_\_ 4<sup>th</sup> Amendment
5. \_\_\_\_\_ 5<sup>th</sup> Amendment
6. \_\_\_\_\_ 6<sup>th</sup> Amendment
7. \_\_\_\_\_ 7<sup>th</sup> Amendment
8. \_\_\_\_\_ 8<sup>th</sup> Amendment
9. \_\_\_\_\_ 9<sup>th</sup> Amendment
10. \_\_\_\_\_ 10<sup>th</sup> Amendment

- A. Bails, Fines, and Punishments
- B. Rights to a Fair & Speedy Trial
- C. Search & Arrest Warrants
- D. Right to Bear Arms & Militia
- E. Housing of Soldiers
- F. Powers Retained by the States & the People
- G. Rights in Criminal Cases ( Double Jeopardy)
- H. Rights in Civil Cases for Jury Trials
- I. Freedom of Religion, Speech, Press, Assembly
- J. Rights Retained by the People not listed in the Constitution.



Display at PAERLAND



Family Conversation at South Hill



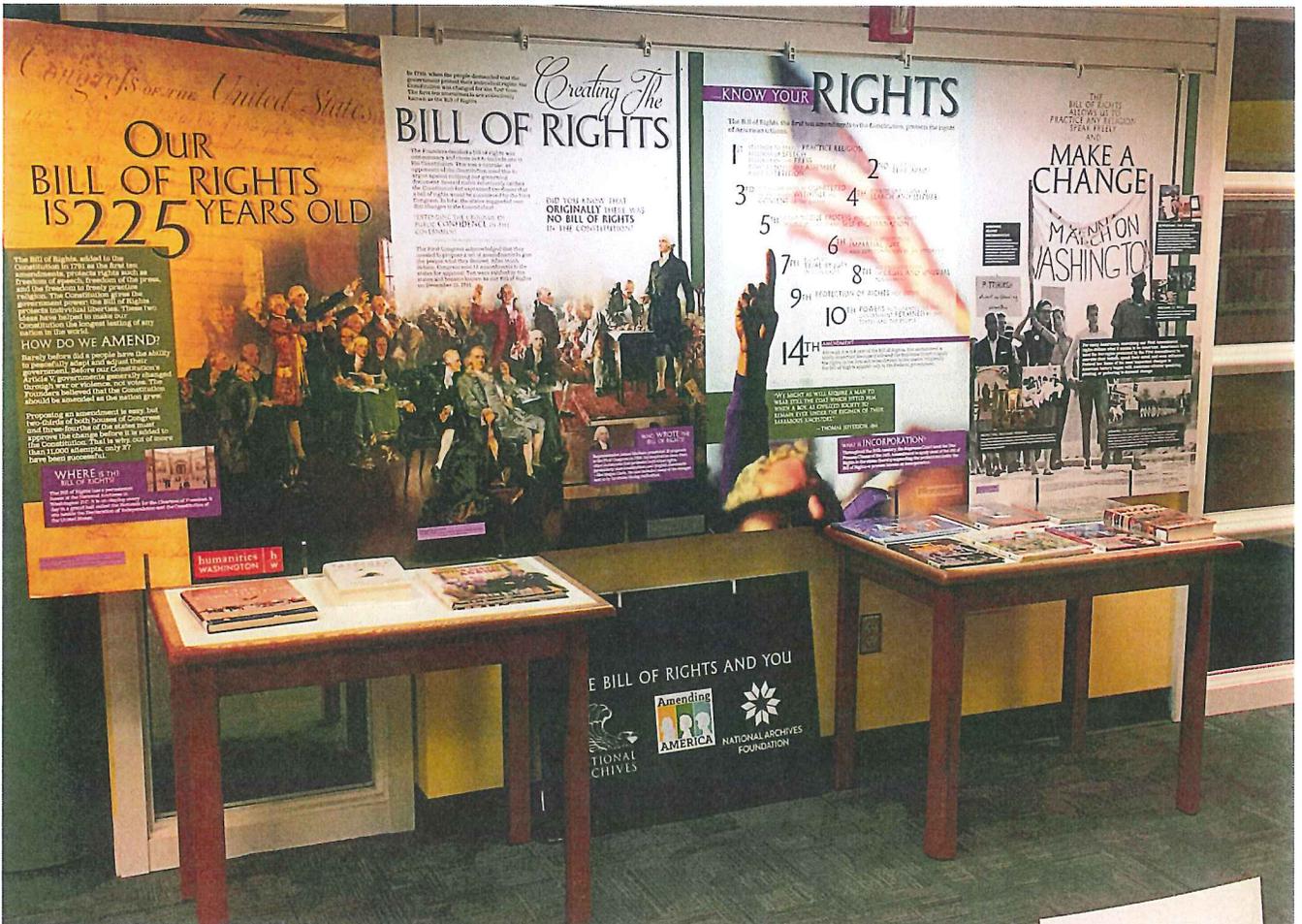
Display at Summer



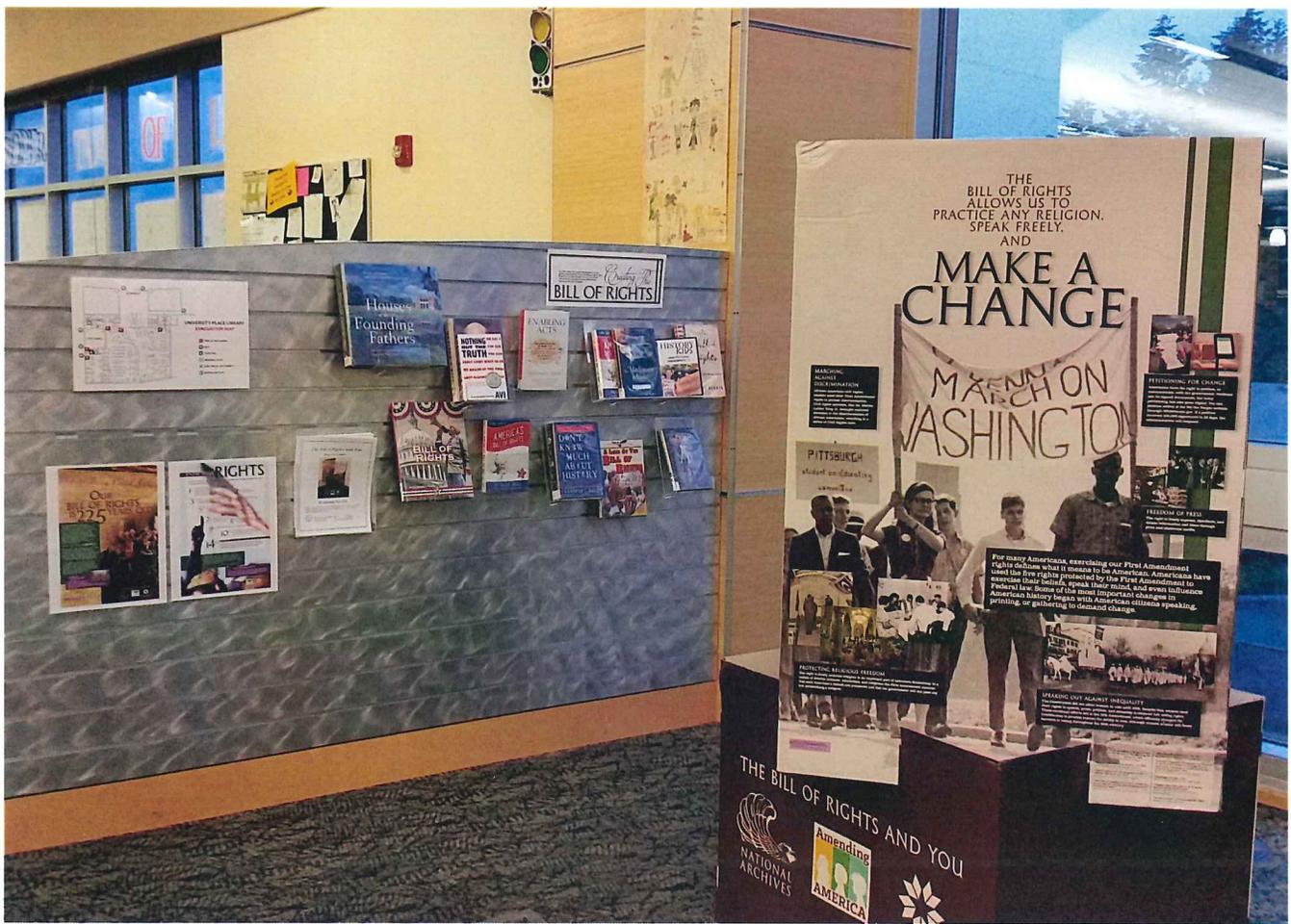
Display at Summer



Display at Summer



Display at Summer



U.R. display

# MEMO



Date: January 18, 2017

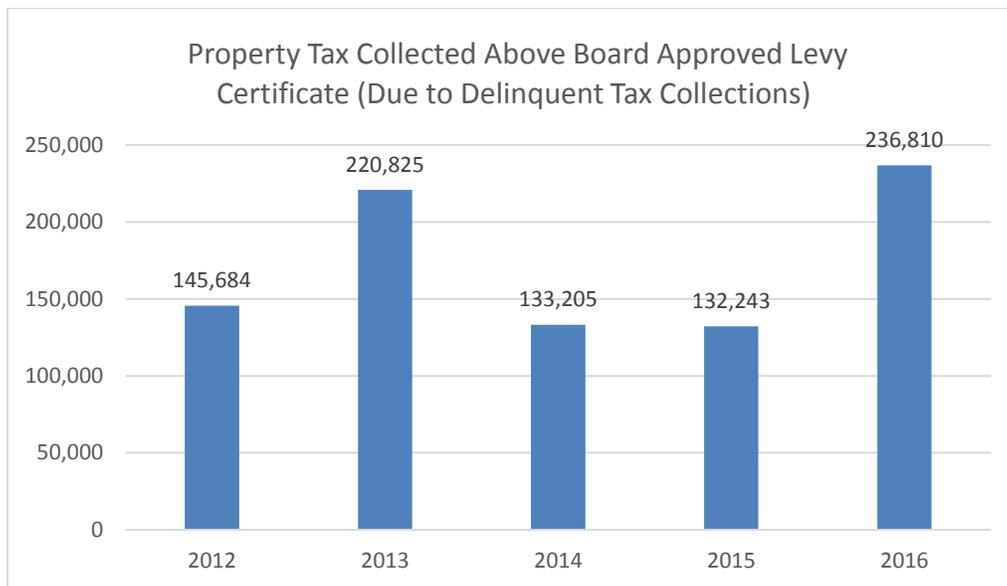
To: Chair Rob Allen and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2017 Revised Levy Certificate

Pierce County Assessor-Treasurer’s Office sent us a revised levy certificate, which is attached. Property values were slightly reduced from the preliminary certificate due to final values for new construction. The net effect is a decrease of \$2,558 in property tax collection. Because we had signed the certificate for the higher value in November, the Assessor will lower it automatically to the maximum allowed under state law. Thus there was no need to sign the revised certificate.

We anticipate that the collection of delinquent property taxes will more than make up for the decrease. Over the past five fiscal years, total property tax collection averaged \$173,753 over what the Board had approved (see chart below). We project that at least \$100,000 will be disbursed additionally to the Library in 2017.





**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

2401 South 35th Street  
Tacoma, WA 98409-7498  
(253) 798-6111 FAX (253) 798-3142  
ATLAS (253) 798-3333  
www.piercecountywa.org/atr

**TAX LEVY LIMIT 2016 FOR 2017**

**RURAL LIBRARY**

**> 10,000**

**REGULAR TAX LEVY LIMIT:**

	<b>2015</b>
A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	28,309,882.29 1.01000 28,592,981.11
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred times last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,029,877,406 0.500000000000 514,938.70
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).	821,851,464 881,599,652 (59,748,188.00) 0.500000000000 0.00
D. <b>REGULAR PROPERTY TAX LIMIT (A + B + C)</b>	<b>29,107,919.82</b>

**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.	29,107,919.82 62,467,152,378 0.465971614005
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 <b>0.465971614005</b> 0.00
G. <b>NEW LEVY LIMIT FOR ANNEXATION (D + F)</b>	<b>29,107,919.82</b>

**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)	29,107,919.82 69,195.16 29,177,114.98
I. <b>TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)</b>	<b>29,177,114.98</b>
J. Amount of levy under statutory rate limitation.	62,467,152,378 0.500000000000 <b>31,233,576.19</b>
K. <b>LESSER OF I OR J</b>	<b>29,177,114.98</b>

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# MEMO



Date: January 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: City of Orting Facilities Process

The city of Orting is in the process of developing a master plan for its facilities, including city hall, the court, police department, planning department and public works. The comprehensive approach to facility needs will also reflect needs of partners providing local services, including Pierce County Library System, the Orting School District and Orting Valley Fire and Rescue.

A Facility Advisory Committee was formed including Mayor Joachim Pestinger, City Administrator Mark Bethune, Citizens Daren Jones and Sam Colorossi, Councilmember Nicola McDonald, City Treasurer Scott Larson, School Superintendent Marci Shepard, Fire Chief Zane Gibson and myself. The committee met monthly from August through December to assess current and future land, facility and space needs and priorities, and to develop and evaluate options to meet identified needs. BHC Consultants has facilitated the work.

On January 11, 2017, the Orting city council received the committee's preliminary conclusions and recommendations. In all of the preferred options the Library remains in its current location on the corner of Washington and Train Avenues but the city vacates the community room, leaving space for the Library to expand in the future. During the committee's discussion, there has been strong interest in collaborating to expand the Library, a desire to have the Library remain prominent in downtown and consideration of possible partners for co-location with the Library.

On February 1, 2017, the Council will hold a study session to discuss the committee's report. I will continue to work with the City Manager as their process continues.

The process to date has been a practical and thoughtful review of the city's needs in order to best serve both the city's residents and those living in surrounding areas who either use the city or pass through the city. The focus has been on long term cost-effective solutions.

# MEMO

Date: January 31, 2017

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

From: Jeanine Adams, Tillicum Community Branch Supervisor

Meghan Sullivan, Customer Experience Manager

Subject: Tillicum Library Renovation - December 2016

From December 5-23 2016, the Tillicum Library received a much needed face lift with new carpet and paint in both the library and staff work room. Planning, preparation, and execution of the upgrade took place across multiple departments including Customer Experience, Facilities, Communications, IT, and Collection Management. This work supports our core service of providing welcoming spaces.

During the physical work of the renovation, limited library services were provided across the hall in the American Lake Gardens Community Center from December 12-23. On average, 20 customers visited the temporary location each day. They were able to borrow DVDs, Lucky Day books, and Children's holiday books. Wi-Fi was supported through Mi-Fi's making it possible for customers to still utilize Tillicum's Chromebooks during their visit.

On Opening Day, Monday, December 26, customers flowed into the Library immediately filling up the public areas and computer terminals. To welcome back customers, staff planned an Open House that included door prizes with a portable DVD player as the grand prize; Mylar balloons; welcome back signs; treats; and warm greetings. One woman shed a few tears while exclaiming how much she had missed the Library. The grand prize winner pronounced his disbelief claiming he had never won a prize in his life and was ecstatic. The celebration continued throughout the week and 12 Mylar balloons were handed out to departing children on Saturday afternoon. Prizes for the Open House were made possible by the generous support of the Lakewood Friends of the Library.



Tillicum Staff Teamwork



Interim Services



Children's Area



New Carpet



Public Area and Grand Opening

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# MEMO



Date: January 25, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Buckley Library Underground Storage Tanks (UST)

Last fall we mentioned that we would budget to review the USTs that were removed from the Buckley Library site in 1990, prior to construction of the Library (which opened in 1992). We were informed by Tacoma Pierce County Health Department that they were reviewing the work performed during that time and advised us that we may need to follow up with further action. Facilities Director Lorie Erickson is working on securing an environmental specialist to help us assess what needs to be done, perform any testing, and make recommendations. We anticipate this to occur over the next 60 days. We will update the Board when we know if further action needed.

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# MEMO



Date: January 17, 2017

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

From: Georgia Lomax, Executive Director

Subject: State Auditor's Office Local Government Advisory Committee

Clifford Jo, Finance and Business Director, has been appointed to serve on the state Auditor's office Local Government Advisory Committee to represent library districts.

The committee takes a lead role in setting state-wide financial policies, including accounting, budgeting and reporting. It makes recommendations to the legislature and responds when lawmakers change policies affecting the Budgeting, Accounting and Reporting System (BARS). It also advises the state Auditor on issues relating to the prescription of a uniform financial reporting system.

The committee includes representatives of cities, counties, fire districts, state agencies, finance related associations, ports, utility districts, hospitals and others concerned with financial reporting.

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# MEMO



Date: January 26, 2017

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

From: Lorie Erickson, Facilities Director

Subject: City of Sumner Multi-Use Building Demolition

The City of Sumner is demolishing the multi-use building next to the Sumner Library. A construction fence was erected on Monday, January 23, 2017, to contain the work area. Abatement of materials requiring removal began on Monday, January 23, 2017, and will take approximately 3-4 days. All abatement work is internal to the building. Small equipment and disposal waste containers will be on site for this portion of the work.

Actual demolition of the building will begin on Monday, January 30, 2017. Heavy equipment, including loaders, excavators, and dump trucks will begin mobilizing Friday, January 27, 2017. The majority of the work will take place between 7:00 AM and 6:00 PM Monday-Friday and between 10:00 AM and 6:00 PM on Saturday, Sunday, and Holidays. We do not expect impact on customer service other than noise. Wet weather will help to mitigate dust.

Equipment and work efforts will be staged in the small parking lot to the south of the project. Access to the site will be from Fryar through the south driveway.

PSE will be terminating the gas line to the building approximately 6-8 weeks later. Work will also include the relocation of a light pole at some point in time.

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# MEMO



Date: January 9, 2017

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

From: Kayce Austin, Customer Experience Manager

Subject: Maintaining an Up-to-Date Library Cardholder Database Policy – Follow-up

The revised Up-to-Date Library Cardholder Database policy was approved at the November 9, 2016 Board of Trustees meeting. On November 1, 2016, an email notice (attached) was sent to customers who had an email address on file, which advised them to use a library service (such as login their online account, check out material, login to their OverDrive account, etc.) or contact us directly if they wanted to keep their card active. Customers were also informed if they did not want their card to remain active or had moved outside the Library's service area, they did not need to take any action. This approach worked well.

Approximately 53,000 accounts were eligible for deletion prior to our messaging to customers. Of those accounts, 26,637 were deleted. Talking points (attached) for staff were developed and used to have conversations with customers about account deletions. This effort increased the number of customers who logged into their accounts to keep their cards active.

## **Inactive Patron Account Deletion Email to inactive cardholders**

Nov. 1, 2016

Hello from your Pierce County Library. It looks like you haven't used your Pierce County Library card for three years. We periodically remove inactive accounts.

**If you'd like to continue using your current Pierce Library card, please do one of the following by Nov. 15. Any of these activities will re-activate your card.**

- [Login to your online account.](#)
- Check out something at the library. [See library locations and hours.](#)
- [Reserve a computer online.](#)
- [Login to your OverDrive account.](#)

If you have moved away or no longer want a library card, you don't need to do anything. We will remove your account.

You may decide at a later date that you'd like to have a free Pierce County Library after all. No problem! Just bring in your personal ID and proof of residence in our library jurisdiction, and we can issue you a new card immediately.

Is there something we can help with? Please contact your [local Pierce Library location](#). You'll find more information about Pierce County Library at [piercecountylibrary.org](http://piercecountylibrary.org).

Thanks! We appreciate your time.

## **Inactive Patron Account Deletions Talking Points and Additional Information for Staff**

10/27/16

### **What's happening**

On Nov. 1, an email will be sent to about 34,000 cardholders whose Polaris accounts indicate they have not been active for three years. If they would like to remain active they must do one of the activities listed below to re-activate their cards by Nov. 15. After that we will begin to delete inactive cardholder accounts.

### **These activities will re-activate their cards**

- Login to their account in the catalog
- Check out something at the library
- Reserve a computer online
- Login to their OverDrive account

### **These activities won't re-activate their cards**

- Login to Hoopla
- Login to Zinio
- Login to Lynda.com
- Online homework help

### **How we're handling it**

When the email goes out, we will direct cardholders to:

- reactivate their cards by one of the activities above
- do nothing if they don't need to be reactivated
- contact their local branches if they have problems

Libraries may receive calls from customers asking us to reactivate their card. We may also get calls letting us know they have been using their card for one of the activities that does not show their card as active. Assist these customers with performing one of the activities that reactivates their card.

Fines for inactive accounts will be waived before deletion, unless they have been turned over for collection.

On Nov. 16 we will begin to delete inactive cardholder accounts. This activity will be done before branch hours, spread out over several weeks. It will not affect normal Polaris activities. New cardholders can continue to be added during normal hours.

### **What accounts will be deleted**

Accounts inactive since Nov. 16, 2013 are eligible for deletion, as indicated by Polaris activity.

### **Why we're deleting inactive cardholder accounts**

PCLS has not removed inactive cardholders for three years. Regular deletion of inactive cardholder accounts is required by [Board policy](#) and is needed in order to provide accurate patron statistics to the state and federal agencies that collect library statistics.

### **Other details**

- We currently have more than 350,000 cardholders.
- About 50,000 are eligible for deletion.
- We have email addresses for more than 34,000 of those.
- We typically register about 3,000 new cardholders per month.
- When we sent out the recent auto-renew email, some customers let us know they are inactive or have moved out of the district. Those will be deleted before we send out this email.

**Pierce County Library FYI Packet**  
**Link List**  
**February 8, 2017**

**Pierce County Library in the News**

- [Social Justice and You](#)—ALSC Blog
- [Program offers free computer skills training to service members](#)—JBLM Northwest Guardian (Digital Literacy Associate Vinnie Calip quoted.)
- [Linda Hurley Ishem: Woman with two lives had to start over at 41](#)—Tacoma Weekly
- [Tacoma author-artists of “Dead Feminists” give book talk at University Place Library](#)— Suburban Times
- [Teens can win cash prizes in Pierce County writing and art contest](#)—*Puyallup Herald/News Tribune*
- [Show and Tell: Schools and youths in the news](#) (mentions Our Own Expressions)—*The News Tribune*
- [Libraries have free help for tech-challenged](#) (about Book a Librarian)