

AGENDA

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

- | | | | |
|---------|--------------------|---|---------------|
| 3:30 pm | 01 min. | Call to Order: Rob Allen, Chair | |
| 3:31 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i> | |
| 3:36 pm | 04 min. | Consent Agenda | ACTION |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of the March 9, 2016, Regular Meeting 2. Approval of March 2016 Payroll, Benefits and Vouchers | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 10 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. March 2016 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax | |
| 3:55 pm | 10 min. | New Business | |
| | | <ol style="list-style-type: none"> 1. Board Meeting Locations, Georgia Lomax | |
| 4:05 pm | 10 min. 40 min. | Board Education and Service Reports | |
| | | <ol style="list-style-type: none"> 1. Strategic Planning Update, Georgia Lomax 2. 2016 Work Plan Progress, Melinda Chesbro <ol style="list-style-type: none"> a. AWC WellCity Award, Chereé Green | |
| 4:55 pm | 20 min. | Officers Reports | |
| | | <ol style="list-style-type: none"> 1. Introduction of New Pierce County Library System Managers, Melinda Chesbro 2. Foundation Donations by Text, Lynne Hoffman 3. Pierce County Reads Update, Jaime Prothro 4. StoryCorps Animated Short, Georgia Lomax | |
| 5:15 pm | 01 min. | Announcements | |
| 5:16 pm | | Adjournment | |

Consent Agenda

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 Linda Ishem, Donna Albers and Monica Butler and J.J. McCament.

PUBLIC COMMENT

Mr. Mitchell Shook, founder of Advanced Stream Broadband, shared information about his company and encouraged the Board of Trustees to consider utilizing Click network as the Library's internet provider. He said his company would be honored to donate 100MB service to the University Place Library.

CONSENT AGENDA

1. Approval of Minutes of the February 10, 2016, Regular Meeting
2. February 2016 Payroll, Benefits and Vouchers
 - Payroll Warrants 3673-3675, dated 02/01/16-02/29/16 in the amount of \$1,869.77
 - Payroll Disbursement Voucher dated 02/05/16 in the amount of \$579,144.38
 - Payroll Disbursement Voucher dated 02/21/16 in the amount of \$591,316.29
 - Accounts Payable Warrants 625531-625650 dated 02/01/16-02/29/16 in the amount of \$1,134,375.57

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

BOARD REPORTS

Ms. Ishem attended the 2016 Urban Studies Forum called Alternate Visions of Livability.

Ms. Butler attended the Search for Meaning book festival sponsored by Seattle University. Many local authors participated in the event. She encouraged the Board to attend next year's event.

ROUTINE REPORTS

February 2016 Financial Report - Dale Hough, Finance Manager, reviewed the summary report and announced he recently hired a new payroll administrator, Stacy Karabotsos.

Executive Director Activities - Georgia Lomax, Executive Director, said she spoke with attendees of the Pierce County Regional Council about the strategic planning process and the Library's interest in learning what their communities are interested in.

NEW BUSINESS

2016 Pierce County Library Foundation Agreement - Clifford Jo, Finance and Business Operations Director, and Lynne Hoffman, Fund Development Director, reviewed the terms of the agreement and the addendum between the Library and the Foundation. Mr. Jo said the addendum to the agreement serves to identify the less tangible effects of what the Foundation provides to the Library.

Ms. McCament moved to authorize Ms. Lomax to sign the Foundation Agreement as presented. Ms. Albers seconded the motion and it passed.

Ms. McCament moved to authorize Ms. Lomax to sign the Addendum as presented. Ms. Albers seconded the motion and it passed.

EXECUTIVE SESSION

At 4:05 pm Ms. Butler moved to recess to Executive Session, per RCW 42.30.110, to discuss contractual issues for twenty minutes. Ms. McCament seconded the motion and it was passed. The Session ended at 4:17 pm.

NEW BUSINESS (CONTINUED)

Ratification of 2016-2018 Collective Bargaining Agreement - Ms. Lomax thanked the union/management team for the work they did to develop the new contract.

Dianne Ellis, Local 3787 President, introduced the union's negotiating team to the Board. Members present were Dylan Carlson, AFSCME Council 2 Staff Representative; Aisha Womack, Vice President; Michelle Angel, Treasurer; Barbie Swayze, Secretary and Yuri Button, Chief Shop Steward.

Mr. Carlson said this year's process was positive for the joint Union/Management negotiating team. He credited Ms. Lomax for pushing for a more collaborative approach. He said he was proud of the Library for giving the lowest paid members an 11% wage increase, calling it a life changing agreement.

Chair Allen commended Library staff for their awards, recognition and daily work with the community, stating he was pleased to be able to support an agreement that meets the needs of both the employer and staff.

Ms. Lomax thanked the team for forging new ground and for their commitment to the collaborative bargaining process.

Ms. McCament moved to ratify the 2016 Collective Bargaining Agreement. Ms. Ishem seconded the motion and it passed unanimously.

The contract was signed by the bargaining team members of Local 3787 and the Board of Trustees.

BOARD EDUCATION AND SERVICE REPORTS

Strategic Planning Update - Ms. Lomax said the Library is near the halfway point of the community engagement process. Public participation has met expectations. She invited the Board to participate in a mock open house event similar to those being held in the branches.

The next phase of the process includes holding summits where the Library can test its conclusions and potential roles.

OFFICER REPORTS

Security Patrols Pilot - Melinda Chesbro, Deputy Director, said patrols are being conducted by a private security firm at four branches for the next four months. She said she expects this will change patterns of behavior such as overnight camping. Patrols have been in place three weeks and so far interactions between the security firm and customers have been respectful.

Since Wi-Fi availability is interfering with the implementation of the overnight parking policy, the Library will be turning it off between the hours of 11:00 pm and 7:00 am during a pilot test. An analysis of overnight traffic will be conducted during the pilot. Public, staff and law enforcement communication is being developed.

PC Reads Update - Linda Farmer, Communications Director, reported circulation of this year's books is going well. Social media efforts are positive. There are approximately 500 shares on Facebooks.

Read and Release books have been given to officials, book clubs, the Foundation and staff to leave around the County for others to discover. Ms. Lomax will receive the PC Reads proclamation from the Pierce County Council on March 15, 2016. She said she will be sharing Alexie's new children's book, *Thunderboy, Jr.*, during the meeting. The book will be released in May.

Jason Anderson, Librarian at University Place, interviewed author Sherman Alexie at Seattle Public Library this week for a series of videos. Videos will be shared with staff and posted to social media.

Vacancy Updates - Mr. Jo reported he selected the new IT Manager. Ms. Lomax reported she and Ms. Chesbro are currently narrowing down candidates for the Customer Experience Director position.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:15 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

March 2016 Payroll, Benefits and Vouchers

| | <u>Warrant Numbers</u> | <u>Date(s)</u> | <u>Amount</u> |
|--|------------------------|----------------|-------------------------------------|
| Payroll Warrants | 3676-3694 | 3/1/16-3/30/16 | \$5,456.71 |
| Electronic Payments - Payroll & Acct Payable | | 03/07/16 | \$541,304.77 |
| Electronic Payments - Payroll & Acct Payable | | 03/21/16 | \$615,222.38 |
| Electronic Payments - Payroll & Acct Payable | <i>Retro</i> | 03/25/16 | \$45,335.31 |
| Electronic Payments - Payroll & Acct Payable | <i>Retro</i> | 03/25/16 | \$216.41 |
| Accounts Payable Warrants | 625651-625768 | 3/1/16-3/30/16 | \$1,170,133.38 |
| Total: | | | <u><u>\$2,377,668.96</u></u> |

Check History Listing
Pierce County Library System

| Check # | Bank | Date | Paid to | Status | Can/Vd Date | Pay Period Dates | Dir Dep | Amount |
|---------------|------|------------|---------------------|--------|-------------|---------------------|-------------|-----------------|
| 3676 | pr | 03/07/2016 | KREIS, TYLER | | | 02/16/16 - 02/29/16 | 0.00 | 315.58 |
| 3677 | pr | 03/21/2016 | ADIZAS, NILO | | | 03/01/16 - 03/15/16 | 0.00 | 26.55 |
| 3678 | pr | 03/21/2016 | HICKEY, RIKKI | | | 03/01/16 - 03/15/16 | 0.00 | 590.88 |
| 3679 | pr | 03/21/2016 | TUCKER, KENNETH | | | 03/01/16 - 03/15/16 | 0.00 | 552.81 |
| 3680 | pr | 03/21/2016 | KARABOTSOS, STACY | | | 03/01/16 - 03/15/16 | 0.00 | 1,846.05 |
| 3681 | pr | 03/21/2016 | JAWER, LYANA | | | 03/01/16 - 03/15/16 | 0.00 | 1,050.65 |
| 3682 | pr | 03/25/2016 | SCHORSCH, CHERILE | | | 01/01/16 - 02/29/16 | 0.00 | 28.75 |
| 3683 | pr | 03/25/2016 | EHLI, JESSICA | | | 01/01/16 - 02/29/16 | 0.00 | 54.06 |
| 3684 | pr | 03/25/2016 | CARSON, DEBRA | | | 01/01/16 - 02/29/16 | 0.00 | 20.68 |
| 3685 | pr | 03/25/2016 | BLISS, MARGARET | | | 01/01/16 - 02/29/16 | 0.00 | 88.93 |
| 3686 | pr | 03/25/2016 | HOWE, MAXINE | | | 01/01/16 - 02/29/16 | 0.00 | 79.91 |
| 3687 | pr | 03/25/2016 | HORST, MARCEA | | | 01/01/16 - 02/29/16 | 0.00 | 58.85 |
| 3688 | pr | 03/25/2016 | NICHOLS, SHARON | | | 01/01/16 - 02/29/16 | 0.00 | 414.98 |
| 3689 | pr | 03/25/2016 | RICHMOND, ANNALIESE | | | 01/01/16 - 02/29/16 | 0.00 | 9.92 |
| 3690 | pr | 03/25/2016 | STEJSKAL, KENDRA | | | 01/01/16 - 02/29/16 | 0.00 | 71.69 |
| 3691 | pr | 03/25/2016 | FORDHAM, SUSAN | | | 01/01/16 - 02/29/16 | 0.00 | 5.44 |
| 3692 | pr | 03/25/2016 | CHARON, PENELOPE | | | 01/01/16 - 02/29/16 | 0.00 | 39.25 |
| 3693 | pr | 03/25/2016 | WAYNO, AARON | | | 01/01/16 - 02/29/16 | 0.00 | 169.95 |
| 3694 | pr | 03/25/2016 | DORAN, HUGH | | | 01/01/16 - 02/29/16 | 0.00 | 31.78 |
| Total: | | | | | | | 0.00 | 5,456.71 |

Checks in report: 19

Grand Total: 0.00 5,456.71

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan

Contact Phone: 253-548-3449

Contact e-mail: rnguessan@piercecountylibrary.org

Comments: payday 3/7/2016

Withdrawal Date: 03/07/16

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 55,257.23 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 41,757.66 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 41,757.66 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 388,112.73 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 12,519.50 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 3,647.00 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 1,560.48 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | |
| | Payroll tax refund | 237100 | CC_Library_District | 697-00 | 5100000 | (3,307.49) |
| | | | | | Total Deposit | \$ 541,304.77 |

Certification: _____

Rosalind Nguessan
Signature (Department Designee)

3/4/16
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: Payday 03/21/2016

Withdrawal Date: 03/21/16

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 66,658.91 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 47,200.98 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 47,200.98 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 432,715.67 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 13,169.50 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 3,647.00 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 1,560.48 |
| 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 | 209.45 |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | 2,859.41 |
| | | 237100 | CC_Library_District | 697-00 | 5100000 | |
| | | | | | Total Deposit | \$ 615,222.38 |

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

3/18/16
 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: Payday 03/25/2016

Withdrawal Date: 03/25/16

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|---------------|-----------------------------|------------------------|---------------------|--------|---------------|--------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 1,578.77 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 3,392.15 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 3,392.15 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 36,972.24 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| | | 237100 | CC_Library_District | 697-00 | 5100000 | |
| Total Deposit | | | | | | \$ 45,335.31 |

Certification:

Stacy Karabotsos
Signature (Department Designee)

3/25/16
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: Payday 03/25/2016

Withdrawal Date: 03/25/16

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|-------------|-----------------------------|------------------------|---------------------|--------|---------------|-----------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 21.59 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 97.41 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 97.41 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| | | 237100 | CC_Library_District | 697-00 | 5100000 | |
| | | | | | Total Deposit | \$ 216.41 |

Certification: _____

Stacy Karabotsos
 Signature (Department Designee)

3/25/16
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Status</u> | <u>Check Total</u> |
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| 625651 | 03/03/2016 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 18.41 |
| 625652 | 03/03/2016 | 001875 LINDA ESKESEN | | 69.27 |
| 625653 | 03/03/2016 | 005330 GHA TECHNOLOGIES INC | | 38,302.73 |
| 625654 | 03/03/2016 | 001290 REGIONAL BUILDING SVCS CORP | | 507.25 |
| 625655 | 03/03/2016 | 006307 ROYCE CARLTON INC | | 5,750.00 |
| 625656 | 03/03/2016 | 000497 TILLICUM COMMUNITY SERVICE CEN | | 2,880.36 |
| 625657 | 03/04/2016 | 000828 AFSCME AFL-CIO | | 5,743.36 |
| 625658 | 03/04/2016 | 000175 ASSOCIATION OF WASHINGTON CITI | | 187,742.02 |
| 625659 | 03/04/2016 | 006414 GC SERVICES, LP | | 178.07 |
| 625660 | 03/04/2016 | 003985 PACIFICSOURCE ADMINISTRATORS | | 1,249.61 |
| 625661 | 03/04/2016 | 001181 PIERCE CTY LIBRARY FOUNDATION | | 375.55 |
| 625662 | 03/04/2016 | 004276 STATE CENTRAL COLLECTION UNIT | | 151.67 |
| 625663 | 03/04/2016 | 000823 UNITED WAY | | 171.00 |
| 625664 | 03/04/2016 | 004782 US DEPARTMENT OF EDUCATION | | 175.09 |
| 625665 | 03/04/2016 | 000827 WA STATE- DEPT OF RETIREMENT S | | 93,651.20 |
| 625666 | 03/04/2016 | 006413 DBA GREEN CIRCLE WAKPAMNI LAKE CC | V | 218.11 |
| 625667 | 03/07/2016 | 000830 BAKER & TAYLOR | | 4,850.00 |
| 625668 | 03/07/2016 | 000211 BONNEY LAKE CITY OF | | 238.19 |
| 625669 | 03/07/2016 | 000242 BUCKLEY CITY OF | | 231.72 |
| 625670 | 03/07/2016 | 000195 FIRGROVE MUTUAL WATER CO | | 271.60 |
| 625671 | 03/07/2016 | 001643 IMPACT | | 33.88 |
| 625672 | 03/07/2016 | 000377 PUGET SOUND ENERGY | | 7,476.98 |
| 625673 | 03/07/2016 | 000403 RAINIER VIEW WATER CO INC | | 209.72 |
| 625674 | 03/07/2016 | 000460 STEILACOOM TOWN OF | | 573.04 |
| 625675 | 03/07/2016 | 006435 SHIANNA UGELSTAD | | 16.99 |
| 625676 | 03/07/2016 | 000541 STATE OF WASHINGTON | | 358.65 |
| 625677 | 03/10/2016 | 005915 KAREN BROOKS | | 25.00 |
| 625678 | 03/10/2016 | 000895 COLUMBIA BANK | | 289.23 |
| 625679 | 03/10/2016 | 006235 CONTOUR | | 1,432.01 |
| 625680 | 03/10/2016 | 001126 DELL MARKETING LP | | 840.73 |
| 625681 | 03/10/2016 | 005862 ELITE PROPERTY INVESTMENTS LLC | | 336.80 |
| 625682 | 03/10/2016 | 005283 E-RATE EXPERTISE INC | | 650.00 |
| 625683 | 03/10/2016 | 005330 GHA TECHNOLOGIES INC | | 2,773.28 |
| 625684 | 03/10/2016 | 005272 GREEN EFFECTS INC | | 6,005.62 |
| 625685 | 03/10/2016 | 006421 MARKHAM INVESTIGATION - (MIP) | | 4,914.00 |
| 625686 | 03/10/2016 | 002023 KATHERINE NORBECK | | 18.15 |
| 625687 | 03/10/2016 | 006231 DAVID SECKMAN | | 19.98 |
| 625688 | 03/10/2016 | 001821 TYLER TECHNOLOGIES INC | | 16.74 |

Check History Listing
Pierce County Library System

Bank code: boa

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Status</u> | <u>Check Total</u> |
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| 625689 | 03/10/2016 | 003719 UNIQUE MANAGEMENT SERVICES | | 1,321.82 |
| 625690 | 03/10/2016 | 000534 WCP SOLUTIONS | | 1,097.97 |
| 625691 | 03/11/2016 | 003414 JEANINE ADAMS | | 18.98 |
| 625692 | 03/11/2016 | 006243 BEN HAINES | | 25.00 |
| 625693 | 03/11/2016 | 006421 MARKHAM INVESTIGATION - (MIP) | | 10,881.00 |
| 625694 | 03/11/2016 | 003496 TAMARA MASENHIMER | | 25.00 |
| 625695 | 03/11/2016 | 004022 US BANK | | 62,838.04 |
| 625696 | 03/15/2016 | 004022 US BANK | | 200,481.79 |
| 625697 | 03/16/2016 | 000830 BAKER & TAYLOR | | 18,302.57 |
| 625698 | 03/16/2016 | 006441 DI ANNE CHANDLER | | 52.90 |
| 625699 | 03/16/2016 | 000093 EBSCO | | 884.86 |
| 625700 | 03/16/2016 | 000243 INGRAM LIBRARY SERVICES | | 11,048.47 |
| 625701 | 03/16/2016 | 006442 TRICIA KNACK | | 10.25 |
| 625702 | 03/16/2016 | 000352 MIDWEST TAPE | | 12,854.97 |
| 625703 | 03/16/2016 | 006167 MINNESOTA LITERACY COUNCIL | | 500.00 |
| 625704 | 03/16/2016 | 000907 NEW YORK TIMES | | 910.00 |
| 625705 | 03/16/2016 | 001651 PARACLETE PRESS | | 87.44 |
| 625706 | 03/16/2016 | 000377 PUGET SOUND ENERGY | | 880.50 |
| 625707 | 03/18/2016 | 000830 BAKER & TAYLOR | | 16,845.86 |
| 625708 | 03/18/2016 | 000189 BAKER & TAYLOR ENTERTAINMENT | | 172.28 |
| 625709 | 03/18/2016 | 000847 CENTER POINT PUBLISHING | | 1,344.48 |
| 625710 | 03/18/2016 | 000243 INGRAM LIBRARY SERVICES | | 7,375.69 |
| 625711 | 03/18/2016 | 000352 MIDWEST TAPE | V | 0.00 |
| 625712 | 03/18/2016 | 000352 MIDWEST TAPE | | 50,900.70 |
| 625713 | 03/18/2016 | 000406 RECORDED BOOKS LLC | | 2,247.70 |
| 625714 | 03/18/2016 | 001234 SPOKEN ARTS | | 355.81 |
| 625715 | 03/18/2016 | 000463 SUMMIT WATER & SUPPLY CO | | 308.96 |
| 625716 | 03/21/2016 | 003778 AFLAC | | 5,916.98 |
| 625717 | 03/21/2016 | 000828 AFSCME AFL-CIO | | 6,066.18 |
| 625718 | 03/21/2016 | 001578 COLONIAL SUPPLEMENTAL INSURANC | | 562.24 |
| 625719 | 03/21/2016 | 006414 GC SERVICES, LP | | 152.66 |
| 625720 | 03/21/2016 | 003985 PACIFICSOURCE ADMINISTRATORS | | 1,249.61 |
| 625721 | 03/21/2016 | 000821 PIERCE COUNTY SUPERIOR COURT | | 127.45 |
| 625722 | 03/21/2016 | 001181 PIERCE CTY LIBRARY FOUNDATION | | 370.55 |
| 625723 | 03/21/2016 | 004276 STATE CENTRAL COLLECTION UNIT | | 151.67 |
| 625724 | 03/21/2016 | 000823 UNITED WAY | | 171.00 |
| 625725 | 03/21/2016 | 004782 US DEPARTMENT OF EDUCATION | | 191.17 |
| 625726 | 03/21/2016 | 000827 WA STATE- DEPT OF RETIREMENT S | | 102,986.33 |
| 625727 | 03/21/2016 | 001168 ANIMAL CRACKERS | | 250.00 |

Check History Listing
Pierce County Library System

Bank code: boa

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Status</u> | <u>Check Total</u> |
|----------------|-------------|--|---------------|--------------------|
| 625728 | 03/21/2016 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 18.41 |
| 625729 | 03/21/2016 | 006439 CODE MECHANICAL INC | | 547.00 |
| 625730 | 03/21/2016 | 001512 DAILY JOURNAL OF COMMERCE | | 222.20 |
| 625731 | 03/21/2016 | 003379 GENEVIEVE DETTMER | | 32.36 |
| 625732 | 03/21/2016 | 005862 ELITE PROPERTY INVESTMENTS LLC | | 9,436.01 |
| 625733 | 03/21/2016 | 004157 MINDY EWING | | 13.32 |
| 625734 | 03/21/2016 | 005272 GREEN EFFECTS INC | | 87.52 |
| 625735 | 03/21/2016 | 004128 LISA HEYERDAHL | | 20.45 |
| 625736 | 03/21/2016 | 006310 INTRACOMMUNICATION NETWORK SYS | | 2,273.11 |
| 625737 | 03/21/2016 | 006449 KLAMATH COUNTY LIBRARY | | 14.23 |
| 625738 | 03/21/2016 | 005979 METCO ELECTRIC | | 4,911.29 |
| 625739 | 03/21/2016 | 006184 MONKEYHOUSE MEDIA | | 1,200.00 |
| 625740 | 03/21/2016 | 002065 TRISHA MUSCHETT | | 16.95 |
| 625741 | 03/21/2016 | 003985 PACIFICSOURCE ADMINISTRATORS | | 169.75 |
| 625742 | 03/21/2016 | 006448 TRACEY THOMPSON | | 18.45 |
| 625743 | 03/24/2016 | 000830 BAKER & TAYLOR | | 27,310.28 |
| 625744 | 03/24/2016 | 005300 DANGER ROOM COMICS LLC | | 737.83 |
| 625745 | 03/24/2016 | 000093 EBSCO | | 59.05 |
| 625746 | 03/24/2016 | 000243 INGRAM LIBRARY SERVICES | | 7,397.68 |
| 625747 | 03/24/2016 | 000352 MIDWEST TAPE | V | 0.00 |
| 625748 | 03/24/2016 | 000352 MIDWEST TAPE | | 34,536.52 |
| 625749 | 03/24/2016 | 000323 NEWS TRIBUNE | | 546.00 |
| 625750 | 03/24/2016 | 000377 PUGET SOUND ENERGY | | 3,514.15 |
| 625751 | 03/24/2016 | 000406 RECORDED BOOKS LLC | | 18,762.87 |
| 625752 | 03/24/2016 | 000406 RECORDED BOOKS LLC | | 1,472.61 |
| 625753 | 03/24/2016 | 003596 SENTIMENTAL PRODUCTIONS | | 255.00 |
| 625754 | 03/25/2016 | 004674 MCHUGH MANAGEMENT CONSULTING | | 2,755.00 |
| 625755 | 03/25/2016 | 005824 TYLER BUSINESS FORMS | | 252.18 |
| 625756 | 03/25/2016 | 004022 US BANK | | 145,139.53 |
| 625757 | 03/25/2016 | 000827 WA STATE- DEPT OF RETIREMENT S | | 7,121.88 |
| 625758 | 03/30/2016 | 005920 KIMBERELY ARCHER | | 28.00 |
| 625759 | 03/30/2016 | 006391 BERK CONSULTING INC | | 8,549.53 |
| 625760 | 03/30/2016 | 003938 BINW | | 721.02 |
| 625761 | 03/30/2016 | 002080 PATRICIA COX | | 14.31 |
| 625762 | 03/30/2016 | 000898 DEPARTMENT OF RETIREMENT SYSTE | | 91.46 |
| 625763 | 03/30/2016 | 006291 INNOVATIVE INTERFACES INC | | 2,585.00 |
| 625764 | 03/30/2016 | 004933 NORTHWEST HEALTH & SAFETY INC | | 114.79 |
| 625765 | 03/30/2016 | 001887 SUSAN RIGLEY | | 25.00 |
| 625766 | 03/30/2016 | 004114 MEGHAN SULLIVAN | | 47.52 |

Check History Listing
Pierce County Library System

Bank code: boa

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Status</u> | <u>Check Total</u> |
|----------------------|-------------|----------------------|---------------|---------------------|
| 625767 | 03/30/2016 | 002038 ROSINA VERTZ | | 25.00 |
| 625768 | 03/30/2016 | 000534 WCP SOLUTIONS | | 355.23 |
| boa Total: | | | | 1,170,133.38 |
| Total Checks: | | | | 1,170,133.38 |

118 checks in this report

Routine Reports

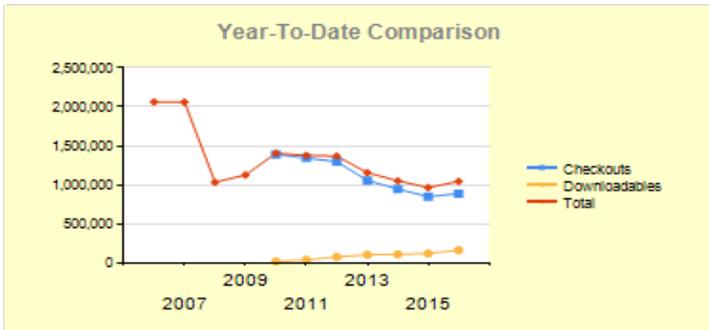
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - FEBRUARY

VISITS



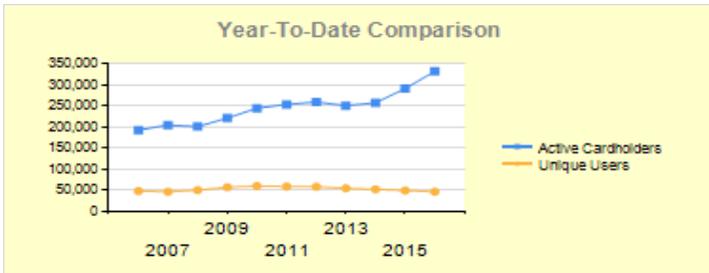
| | February | | |
|-----------------------|----------------|----------------|---------------|
| | 2015 | 2016 | % Change |
| Door Count | 135,563 | 120,963 | -10.77% |
| Catalog | 136,400 | 125,432 | -8.04% |
| Website | 162,676 | 168,861 | 3.80% |
| Job & Business Portal | 2,081 | 2,460 | 18.21% |
| Military Portal | 130 | 60 | -53.85% |
| Future Portal | | 1,757 | #DIV/0! |
| PC Reads | | 1,737 | #DIV/0! |
| Total | 436,850 | 421,270 | -3.57% |

CHECKOUTS



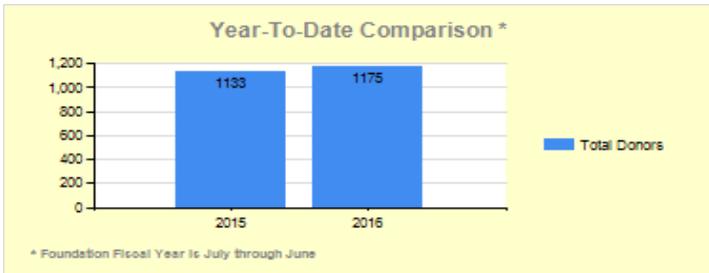
| | February | | |
|---------------|----------------|----------------|---------------|
| | 2015 | 2016 | % Change |
| Checkouts | 407,130 | 486,152 | 19.41% |
| Downloadables | 56,405 | 75,523 | 33.89% |
| Total | 463,535 | 561,675 | 21.17% |

CUSTOMERS



| | February | | |
|-----------------------|----------|---------|----------|
| | 2015 | 2016 | % Change |
| Active Cardholders | 291,649 | 332,549 | 14.02% |
| New Cards | 3,139 | 2,826 | -9.97% |
| Checkout Transactions | 79,798 | 76,520 | -4.11% |
| Unique Users | 36,931 | 38,619 | 4.57% |

PHILANTHROPY



| | February | | |
|-------------------------|-------------|-------------|----------|
| | 2015 | 2016 | % Change |
| FoundationDonors | 64 | 126 | 96.88% |
| NewFoundationDonors | 13 | 10 | -23.08% |
| \$ Raised by Foundation | \$31,723.00 | \$48,190.00 | 51.91% |
| \$ Provided by Friends | \$318.00 | \$0.00 | -100.00% |

BRANCH CLOSURES

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

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

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

Monthly Interim Financial Reports

March 31, 2016

General Fund

- County Property Tax revenue received and posted for March. We expect approximately \$9,000,000 in April.
- Overtime is over budget due to recent staff vacancies and extraordinary events in Finance and IT. Finance position has been filled. No further overtime is anticipated. In IT, due to recent unplanned email system challenges, additional staff overtime was required to work on the solution. We anticipate this being completed soon.
- 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 54100 Professional Services (Strategic Plan), 54201 telecom services, 54501 and 54502 Leases, 54600 Insurance, 54901 Dues and Memberships and 54903 Licenses and Fees.
- Many databases and database access subscriptions for patron use are purchased early in the year. Accounts affected include 53411 Electronic Info Services and 53413 Electronic Services.
- As a result of the failed email system, additional purchases were required in the software line item 53505.

Debt Service Fund

- Minimal activity

Special Purpose Fund

- Work with our software (Eden) vendor to properly create and format new fund continues. I intend to start sing this fund this month (April).

Capital Improvement Projects Fund

- Please refer to comment above regarding annual service agreements and one time payments. In the CIP account 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion. Vehicle Repair 54805, we had to remove/replace the ADA lift on one of the Sprinter vans.
- 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.

*Interim Reports prepared by
Dale E. Hough PFO, CPFIM
Finance Manager*

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

| | General Fund | Special Purpose Fund | Debt Service Fund | Capital Improvement Projects Fund |
|---|---------------------|-------------------------|-------------------|--------------------------------------|
| Assets | | | | |
| Current Assets - Cash | | | | |
| Cash | \$ 3,439,431 | \$ - | \$ 83,789 | \$ 650,203 |
| Investments | \$ - | \$ - | \$ - | \$ - |
| Total Cash | \$ 3,439,431 | \$ - | \$ 83,789 | \$ 650,203 |
| Total Current Assets | \$ 3,439,431 | \$ - | \$ 83,789 | \$ 650,203 |
| Liabilities and Fund Balance | | | | |
| Current Liabilities | | | | |
| Warrants Payable | \$ 57,349 | \$ - | \$ - | \$ - |
| Sales Tax Payable | \$ 4,804 | \$ - | \$ - | \$ - |
| Payroll Taxes and Benefits Payable | \$ 44,222 | \$ - | \$ - | \$ - |
| Total Current Liabilities | \$ 106,375 | \$ - | \$ - | \$ - |
| Fund Balance | | | | |
| Reserve for Encumbrances | \$ 865,298 | \$ - | \$ - | \$ 154,403 |
| Net Excess (Deficit) | \$ (5,293,860) | \$ - | \$ 64 | \$ (452,589) |
| Unreserved Fund Balance | \$ 7,761,618 | \$ - | \$ 83,725 | \$ 948,389 |
| Total Fund Balance | \$ 3,333,055 | \$ - | \$ 83,789 | \$ 650,203 |
| Total Liabilities and Fund Balance | \$ 3,439,431 | \$ - | \$ 83,789 | \$ 650,203 |
| Anticipated Property Tax Revenue | \$ 28,999,932 | N/A | \$ 12 | 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 3/31/2015 | HISTORICAL 4/30/2015 | HISTORICAL 5/31/2015 | HISTORICAL 6/30/2015 | HISTORICAL 7/31/2015 | HISTORICAL 8/31/2015 | HISTORICAL 9/30/2015 | HISTORICAL 10/31/2015 | HISTORICAL 11/30/2015 | HISTORICAL 12/31/2015 | HISTORICAL 1/31/2016 | HISTORICAL 2/29/2016 | CURRENT 3/31/2016 |
| Assets | | | | | | | | | | | | | |
| Current Assets - Cash | | | | | | | | | | | | | |
| Cash | \$ 3,707,222 | \$ 11,678,461 | \$ 3,966,177 | \$ 2,018,084 | \$ 1,910,091 | \$ 1,849,322 | \$ 2,279,894 | \$ 10,928,777 | \$ 4,365,526 | \$ 8,372,619 | \$ 6,152,350 | \$ 4,260,027 | \$ 3,439,431 |
| Investments | \$ - | \$ - | \$ 8,126,000 | \$ 8,250,000 | \$ 6,500,000 | \$ 3,562,782 | \$ 1,500,000 | \$ - | \$ 6,700,000 | \$ - | \$ - | \$ - | \$ - |
| Total Cash | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,268,084 | \$ 8,410,091 | \$ 5,412,104 | \$ 3,779,894 | \$ 10,928,777 | \$ 11,065,526 | \$ 8,372,619 | \$ 6,152,350 | \$ 4,260,027 | \$ 3,439,431 |
| Total Current Assets | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,268,084 | \$ 8,410,091 | \$ 5,412,104 | \$ 3,779,894 | \$ 10,928,777 | \$ 11,065,526 | \$ 8,372,619 | \$ 6,152,350 | \$ 4,260,027 | \$ 3,439,431 |
| Liabilities and Fund Balance | | | | | | | | | | | | | |
| Current Liabilities | | | | | | | | | | | | | |
| Warrants Payable | \$ 345,727 | \$ 302,297 | \$ 262,350 | \$ 333,402 | \$ 425,157 | \$ 453,310 | \$ 338,977 | \$ 478,495 | \$ 523,012 | \$ 560,730 | \$ 359,522 | \$ 318,496 | \$ 57,349 |
| Sales Tax Payable | \$ 11,936 | \$ 4,523 | \$ 4,337 | \$ 4,070 | \$ 4,561 | \$ 3,891 | \$ 4,544 | \$ 5,152 | \$ 4,089 | \$ 2,082 | \$ 3,668 | \$ 4,880 | \$ 4,804 |
| Payroll Taxes and Benefits Payable | \$ 43,400 | \$ 10,667 | \$ 28,290 | \$ 45,337 | \$ 9,666 | \$ 27,778 | \$ 46,413 | \$ 8,641 | \$ 20,965 | \$ 48,189 | \$ 13,391 | \$ 29,363 | \$ 44,222 |
| Total Current Liabilities | \$ 401,064 | \$ 317,487 | \$ 294,978 | \$ 382,810 | \$ 439,384 | \$ 484,979 | \$ 389,934 | \$ 492,288 | \$ 548,066 | \$ 611,001 | \$ 376,581 | \$ 352,740 | \$ 106,375 |
| Fund Balance | | | | | | | | | | | | | |
| Reserve for Encumbrances | \$ 397,093 | \$ 454,484 | \$ 401,208 | \$ 401,736 | \$ 524,749 | \$ 431,352 | \$ 360,731 | \$ 373,933 | \$ 266,619 | \$ - | \$ 966,089 | \$ 836,213 | \$ 865,298 |
| Net Excess (Deficit) | \$ (4,895,451) | \$ 3,101,973 | \$ 3,591,475 | \$ 1,679,022 | \$ (358,559) | \$ (3,308,743) | \$ (4,775,287) | \$ 2,258,040 | \$ 2,446,324 | \$ - | \$ (2,951,938) | \$ (4,690,544) | \$ (5,293,860) |
| Unreserved Fund Balance | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,761,618 | \$ 7,761,618 | \$ 7,761,618 | \$ 7,761,618 |
| Total Fund Balance | \$ 3,306,158 | \$ 11,360,974 | \$ 11,797,199 | \$ 9,885,274 | \$ 7,970,707 | \$ 4,927,125 | \$ 3,389,961 | \$ 10,436,489 | \$ 10,517,460 | \$ 7,761,618 | \$ 5,775,769 | \$ 3,907,287 | \$ 3,333,055 |
| Total Liabilities and Fund Balance | \$ 3,707,222 | \$ 11,678,461 | \$ 12,092,177 | \$ 10,268,084 | \$ 8,410,091 | \$ 5,412,104 | \$ 3,779,894 | \$ 10,928,777 | \$ 11,065,526 | \$ 8,372,619 | \$ 6,152,350 | \$ 4,260,027 | \$ 3,439,431 |
| Anticipated Property Tax Revenue | \$ 25,938,795 | \$ 15,656,184 | \$ 13,299,906 | \$ 13,113,114 | \$ 12,988,144 | \$ 12,867,362 | \$ 12,414,655 | \$ 3,197,451 | \$ 943,271 | \$ - | \$ 28,999,932 | \$ 28,704,238 | \$ 27,380,677 |

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

| General Fund | 2016 Budget | Year To Date | Encumbrances | Budget Balance | % of Budget |
|---|----------------------|-----------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Property Tax/Investment Income & Other PC Revenue | \$ 28,201,541 | \$ 1,677,450 | \$ - | \$ 26,524,091 | 6% |
| Other Revenue | \$ 1,508,000 | \$ 500,299 | \$ - | \$ 1,007,701 | 33% |
| Total Revenue | \$ 29,709,541 | \$ 2,177,749 | \$ - | \$ 27,531,792 | 7% |
| Expenditures | | | | | |
| Personnel/Taxes and Benefits | \$ 20,893,026 | \$ 4,935,759 | \$ - | \$ 15,957,267 | 24% |
| Materials | \$ 3,532,173 | \$ 881,596 | \$ - | \$ 2,650,577 | 25% |
| Maintenance and Operations | \$ 3,895,960 | \$ 788,956 | \$ 865,298 | \$ 2,241,706 | 42% |
| Transfers Out - CIP | \$ 1,188,382 | \$ - | \$ - | \$ 1,188,382 | 0% |
| Transfers Out - SPF | \$ 200,000 | \$ - | \$ - | \$ 200,000 | 0% |
| Total Expenditures | \$ 29,709,541 | \$ 6,606,311 | \$ 865,298 | \$ 22,237,932 | 25% |
| Excess/(Deficit) | | \$ (4,428,562) | | | |
| (less encumbrances) | | (865,298) | | | |
| Net Excess (Deficit) | | \$ (5,293,860) | | | |

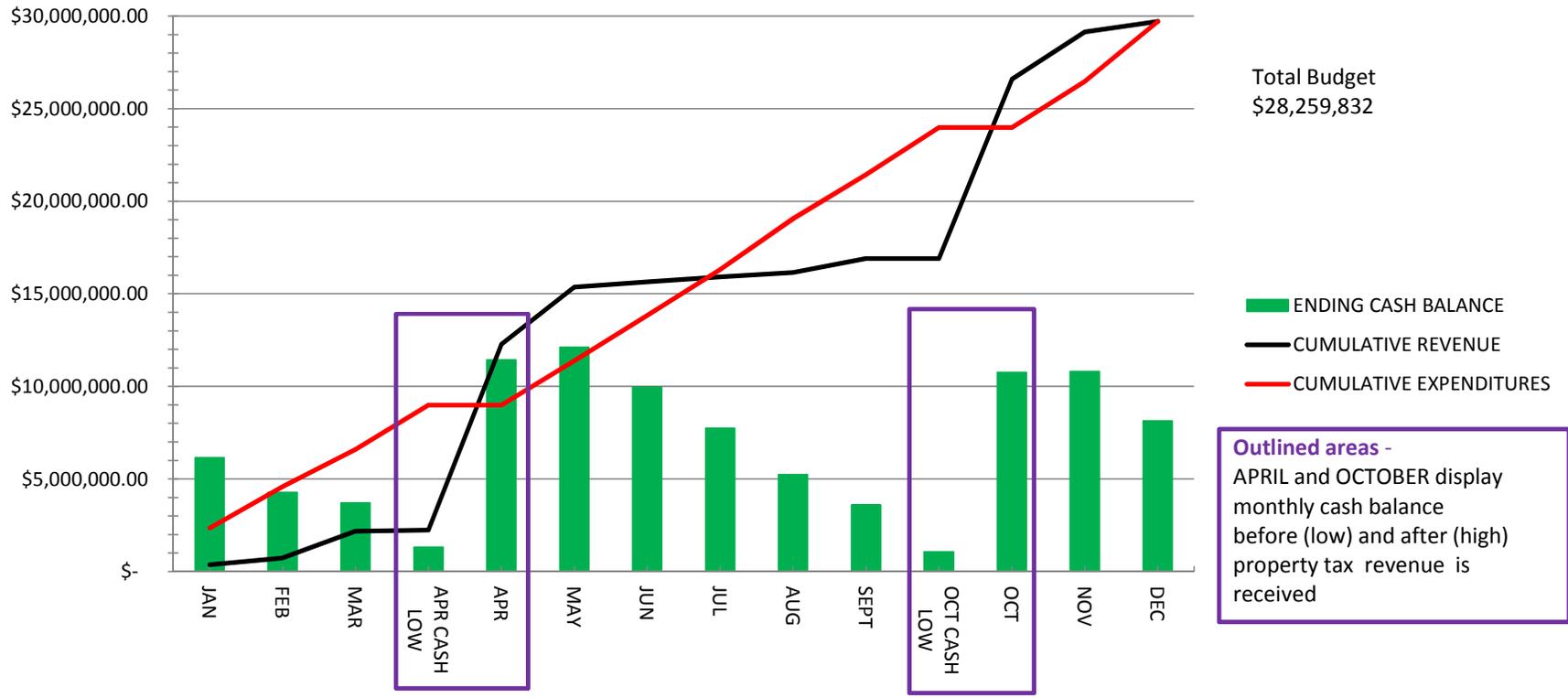
| Special Purpose Fund | 2016 Budget | Year To Date | Encumbrances | Budget Balance | % of Budget |
|-----------------------------|--------------------|---------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Programs | \$ 40,000 | \$ - | \$ -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

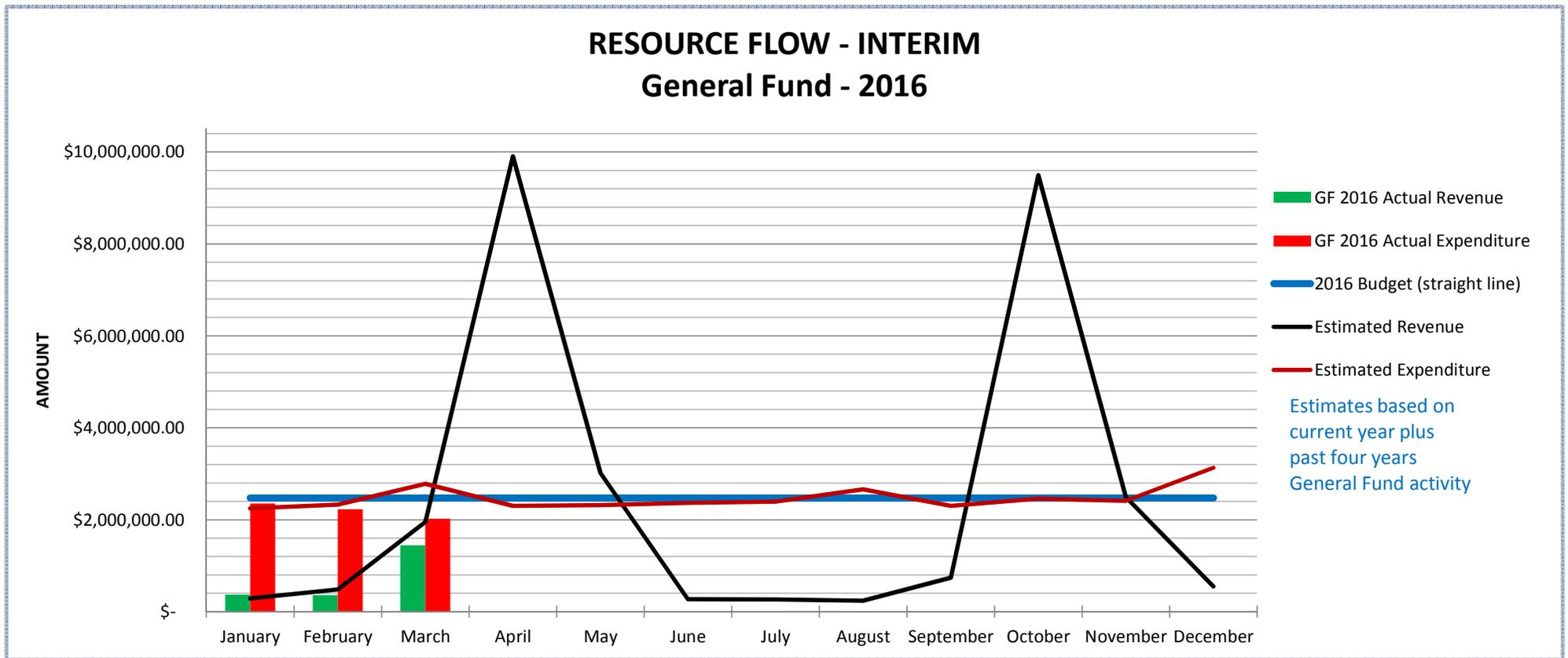
| Debt Service Fund | 2016 Budget | Year To Date | Encumbrances | Budget Balance | % of Budget |
|---|--------------------|---------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Property Tax/Investment Income & Other PC Revenue | \$ - | \$ 0 | \$ - | \$ (0) | 0% |
| Other Revenue | \$ - | \$ 64 | \$ - | \$ (64) | 0% |
| Total Revenue | \$ - | \$ 64 | \$ - | \$ (64) | 0% |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | 0% |
| Net Excess (Deficit) | | \$ 64 | | | |

Capital Improvement Projects

| Fund | 2016 Budget | Year To Date | Encumbrances | Budget Balance | % of Budget |
|-----------------------------|---------------------|---------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Other Revenue | \$ 300,000 | \$ 6,311 | \$ - | \$ 293,689 | 0% |
| Transfers In | \$ 1,188,382 | \$ - | \$ - | \$ 1,188,382 | 0% |
| Total Revenue | \$ 1,488,382 | \$ 6,311 | \$ - | \$ 1,482,071 | 0% |
| Expenditures | | | | | |
| Maintenance and Operations | \$ 1,488,382 | \$ 304,497 | \$ 154,403 | \$ 1,029,481 | 31% |
| Total Expenditures | \$ 1,488,382 | \$ 304,497 | \$ 154,403 | \$ 1,029,481 | 31% |
| Excess/(Deficit) | | \$ (298,186) | | | |
| (less encumbrances) | | (154,403) | | | |
| Net Excess (Deficit) | | \$ (452,589) | | | |

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2016





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2016

FUND: GENERAL FUND (01)

| Object | 2016 Budget | March Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|---|----------------------|---------------------|------------------------|--------------|----------------------|--------------|
| REVENUE ACCOUNTS | | | | | | |
| 31111 PROPERTY TAXES CURRENT | 27,294,700.00 | 1,263,025.46 | 1,475,461.21 | 0.00 | 25,819,238.79 | 5.41 |
| 31112 PROPERTY TAXES DELINQUENT | 818,841.00 | 54,937.88 | 173,475.97 | 0.00 | 645,365.03 | 21.19 |
| 31130 SALE OF TAX TITLE PROPERTY | 3,000.00 | 12.37 | 1,199.03 | 0.00 | 1,800.97 | 39.97 |
| 31720 LEASEHOLD EXCISE TAX | 20,000.00 | 0.00 | 5,285.18 | 0.00 | 14,714.82 | 26.43 |
| 31740 TIMBER EXCISE TAX | 50,000.00 | 0.00 | 14,056.19 | 0.00 | 35,943.81 | 28.11 |
| TAXES: | 28,186,541.00 | 1,317,975.71 | 1,669,477.58 | 0.00 | 26,517,063.42 | 5.92 |
| 33300 INDIRECT FEDERAL GRANTS | 0.00 | 36,773.77 | 71,181.61 | 0.00 | (71,181.61) | 0.00 |
| 33533 STATE FOREST FUNDS/DNR TIMBER TRU | 0.00 | 0.00 | 104.48 | 0.00 | (104.48) | 0.00 |
| 33710 SHARED FIXED ASSETS - TIMBER | 15,000.00 | 0.00 | 5,642.97 | 0.00 | 9,357.03 | 37.62 |
| 34160 COPIER FEES | 30,000.00 | 3,353.02 | 8,341.76 | 0.00 | 21,658.24 | 27.81 |
| 34161 GRAPHICS SERVICES CHARGES | 0.00 | 3,615.27 | 3,621.27 | 0.00 | (3,621.27) | 0.00 |
| 34162 PRINTER FEES | 125,000.00 | 13,526.50 | 33,675.09 | 0.00 | 91,324.91 | 26.94 |
| 34163 FAX FEES | 21,000.00 | 2,544.23 | 6,155.42 | 0.00 | 14,844.58 | 29.31 |
| 34193 ORTING - SERVICE FEES | 0.00 | 0.00 | 810.00 | 0.00 | (810.00) | 0.00 |
| 35970 LIBRARY FINES | 550,000.00 | 36,869.47 | 126,169.03 | 0.00 | 423,830.97 | 22.94 |
| 36110 INVESTMENT INCOME | 5,000.00 | 462.01 | 2,225.20 | 0.00 | 2,774.80 | 44.50 |
| 36140 OTHER INTEREST EARNED - COUNTY | 0.00 | 0.00 | 0.07 | 0.00 | (0.07) | 0.00 |
| 36200 KEY PEN HLTH DEPT FACILITY REV | 0.00 | 0.00 | 312.63 | 0.00 | (312.63) | 0.00 |
| 36290 BOOK SALES | 20,000.00 | 544.00 | 1,968.26 | 0.00 | 18,031.74 | 9.84 |
| 36700 FOUNDATION DONATIONS | 300,000.00 | 2,471.44 | 108,934.01 | 0.00 | 191,065.99 | 36.31 |
| 36720 FRIENDS' REIMBURSEMENTS | 0.00 | 6,671.16 | 8,899.87 | 0.00 | (8,899.87) | 0.00 |
| 36725 DONATIONS - OTHER | 0.00 | 10.19 | 174.41 | 0.00 | (174.41) | 0.00 |
| 36910 SALE OF SCRAP AND SALVAGE | 0.00 | 201.60 | 601.60 | 0.00 | (601.60) | 0.00 |
| 36920 UNCLAIMED PROPERTY/FOUND MONEY | 0.00 | 72.80 | 3,100.28 | 0.00 | (3,100.28) | 0.00 |
| 36990 MISCELLANEOUS REVENUE | 0.00 | (12.44) | 72.16 | 0.00 | (72.16) | 0.00 |
| 36991 PAYMENT FOR LOST MATERIALS | 12,000.00 | 1,313.59 | 3,406.01 | 0.00 | 8,593.99 | 28.38 |
| 36996 JURY DUTY REIMBURSEMENT | 0.00 | 20.00 | 70.00 | 0.00 | (70.00) | 0.00 |
| 36998 E RATE REIMBURSEMENT | 415,000.00 | 0.00 | 101,702.08 | 0.00 | 313,297.92 | 24.51 |
| 36999 REBATES - PROCUREMENT CARD | 30,000.00 | 19,639.27 | 19,639.27 | 0.00 | 10,360.73 | 65.46 |
| CHARGES OTHER: | 1,523,000.00 | 128,075.88 | 506,807.48 | 0.00 | 1,016,192.52 | 33.28 |
| 39520 INSURANCE RECOVERIES - ASSETS | 0.00 | 0.00 | 1,464.12 | 0.00 | (1,464.12) | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 29,709,541.00 | 1,446,051.59 | 2,177,749.18 | 0.00 | 27,531,791.82 | 7.33 |
| EXPENSE ACCOUNTS | | | | | | |
| 51100 SALARIES AND WAGES | 14,984,682.00 | 1,149,926.73 | 3,441,459.39 | 0.00 | 11,543,222.61 | 22.97 |
| 51105 ADDITIONAL HOURS | 273,883.00 | 25,217.10 | 77,046.26 | 0.00 | 196,836.74 | 28.13 |
| 51106 SHIFT DIFFERENTIAL | 159,882.00 | 12,493.58 | 39,049.33 | 0.00 | 120,832.67 | 24.42 |
| 51107 SUBSTITUTE HOURS | 295,500.00 | 28,335.50 | 72,970.21 | 0.00 | 222,529.79 | 24.69 |
| 51109 TUITION ASSISTANCE PROGRAM | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 51200 OVERTIME WAGES | 7,400.00 | 4,339.53 | 9,949.64 | 0.00 | (2,549.64) | 134.45 |
| 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 | 11,196.25 | 32,532.59 | 0.00 | 164,096.41 | 16.55 |
| 52002 MEDICAL INSURANCE | 2,289,031.00 | 164,024.89 | 543,123.91 | 0.00 | 1,745,907.09 | 23.73 |
| 52003 F.I.C.A. | 1,202,711.00 | 92,539.66 | 275,732.88 | 0.00 | 926,978.12 | 22.93 |
| 52004 RETIREMENT | 1,727,914.00 | 129,060.31 | 386,570.40 | 0.00 | 1,341,343.60 | 22.37 |
| 52005 DENTAL INSURANCE | 219,387.00 | 16,856.59 | 50,392.11 | 0.00 | 168,994.89 | 22.97 |
| 52006 OTHER BENEFIT | 10,540.00 | 800.00 | 2,640.00 | 0.00 | 7,900.00 | 25.05 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2016

FUND: GENERAL FUND (01)

| Object | 2016 Budget | March Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|-------------------------------------|----------------------|---------------------|------------------------|--------------|----------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 52010 LIFE AND DISABILITY INSURANCE | 29,086.00 | 981.06 | 4,292.23 | 0.00 | 24,793.77 | 14.76 |
| 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 | (139,377.00) | 0.00 | 0.00 | 0.00 | (139,377.00) | 0.00 |
| PERSONNEL | 20,893,026.00 | 1,635,771.20 | 4,935,758.95 | 0.00 | 15,957,267.05 | 23.62 |
| 53100 OFFICE/OPERATING SUPPLIES | 236,100.00 | 8,793.60 | 45,347.51 | 16,351.04 | 174,401.45 | 26.13 |
| 53101 CUSTODIAL SUPPLIES | 52,500.00 | 3,773.50 | 11,516.66 | 0.00 | 40,983.34 | 21.94 |
| 53102 MAINTENANCE SUPPLIES | 60,200.00 | 3,176.28 | 9,384.67 | 536.06 | 50,279.27 | 16.48 |
| 53103 AUDIOVISUAL PROCESSING SUP | 25,000.00 | 485.65 | 485.65 | 0.00 | 24,514.35 | 1.94 |
| 53104 BOOK PROCESSING SUPPLIES | 20,000.00 | 363.60 | 1,897.83 | 0.00 | 18,102.17 | 9.49 |
| 53200 FUEL | 47,000.00 | 0.00 | 0.00 | 0.00 | 47,000.00 | 0.00 |
| 53401 ADULT MATERIALS | 806,000.00 | 47,732.61 | 126,800.72 | 0.00 | 679,199.28 | 15.73 |
| 53403 PERIODICALS | 88,135.00 | 474.50 | 2,665.74 | 0.00 | 85,469.26 | 3.02 |
| 53405 JUVENILE BOOKS | 544,279.00 | 31,205.66 | 100,181.61 | 0.00 | 444,097.39 | 18.41 |
| 53406 PROFESSIONAL COLLECTION | 4,200.00 | 102.99 | 550.11 | 0.00 | 3,649.89 | 13.10 |
| 53407 INTERNATIONAL COLLECTION | 60,000.00 | 1,201.26 | 3,477.63 | 0.00 | 56,522.37 | 5.80 |
| 53408 AUDIOVISUAL MATERIALS - ADULT | 842,000.00 | 81,977.12 | 195,327.56 | 0.00 | 646,672.44 | 23.20 |
| 53409 AUDIOVISUAL MATERIALS - JUV | 94,000.00 | 6,170.94 | 10,505.95 | 0.00 | 83,494.05 | 11.18 |
| 53411 ELECTRONIC INFO SOURCES | 379,068.00 | (7,828.09) | 254,707.38 | 0.00 | 124,360.62 | 67.19 |
| 53412 REFERENCE SERIALS | 18,000.00 | 0.00 | 579.21 | 0.00 | 17,420.79 | 3.22 |
| 53413 ELECTRONIC SERVICES | 143,391.00 | 17,026.18 | 116,419.68 | 0.00 | 26,971.32 | 81.19 |
| 53414 ELECTRONIC COLLECTION | 400,100.00 | 0.00 | 37,498.71 | 0.00 | 362,601.29 | 9.37 |
| 53464 VENDOR PROCESSING SERVICES | 153,000.00 | 14,151.24 | 32,881.74 | 0.00 | 120,118.26 | 21.49 |
| 53500 MINOR EQUIPMENT | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 53501 FURNISHINGS | 35,000.00 | 2,701.50 | 14,610.36 | 75.49 | 20,314.15 | 41.96 |
| 53502 TECHNOLOGY HARDWARE | 50,000.00 | 1,227.85 | 2,314.49 | 2,604.81 | 45,080.70 | 9.84 |
| 53505 SOFTWARE | 12,100.00 | 17,678.10 | 18,150.37 | 0.00 | (6,050.37) | 150.00 |
| 54100 PROFESSIONAL SERVICES | 457,750.00 | 40,333.22 | 56,117.00 | 114,701.25 | 286,931.75 | 37.32 |
| 54101 LEGAL SERVICES | 30,000.00 | 0.00 | 5,219.00 | 3,814.50 | 20,966.50 | 30.11 |
| 54102 COLLECTION AGENCY | 17,000.00 | 1,321.82 | 3,272.92 | 0.00 | 13,727.08 | 19.25 |
| 54161 RESOURCE SHARING SERVICES | 19,000.00 | 0.00 | 1,108.20 | 0.00 | 17,891.80 | 5.83 |
| 54162 BIBLIOGRAPHICS SERVICES | 33,000.00 | 4,850.00 | 7,347.86 | 0.00 | 25,652.14 | 22.27 |
| 54163 PRINTING AND BINDING | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 |
| 54165 ILL LOST ITEM CHARGE | 2,800.00 | (50.77) | 112.45 | 0.00 | 2,687.55 | 4.02 |
| 54200 POSTAGE AND SHIPPING | 36,600.00 | 2.05 | 19.40 | 0.00 | 36,580.60 | 0.05 |
| 54201 TELECOM SERVICES | 461,300.00 | 358.65 | 82,786.81 | 308,750.16 | 69,763.03 | 84.88 |
| 54300 TRAVEL | 47,200.00 | 745.64 | 3,674.94 | 0.00 | 43,525.06 | 7.79 |
| 54301 MILEAGE REIMBURSEMENTS | 30,350.00 | 2,473.95 | 7,404.76 | 0.00 | 22,945.24 | 24.40 |
| 54400 ADVERTISING | 69,500.00 | 920.75 | 1,988.67 | 7,921.00 | 59,590.33 | 14.26 |
| 54501 RENTALS/LEASES - BUILDINGS | 404,000.00 | 18,215.46 | 118,371.20 | 127,732.47 | 157,896.33 | 60.92 |
| 54502 RENTALS/LEASES - EQUIPMENT | 32,400.00 | 0.00 | 3,575.55 | 15,091.34 | 13,733.11 | 57.61 |
| 54600 INSURANCE | 200,000.00 | 0.00 | 149,089.00 | 0.00 | 50,911.00 | 74.54 |
| 54700 ELECTRICITY | 235,000.00 | 7,434.95 | 42,146.76 | 0.00 | 192,853.24 | 17.93 |
| 54701 NATURAL GAS | 15,000.00 | 333.70 | 2,897.23 | 0.00 | 12,102.77 | 19.31 |
| 54702 WATER | 21,000.00 | 1,142.69 | 2,972.80 | 0.00 | 18,027.20 | 14.16 |
| 54703 SEWER | 25,000.00 | 1,189.34 | 3,016.48 | 0.00 | 21,983.52 | 12.07 |
| 54704 REFUSE | 26,000.00 | 128.96 | 3,004.32 | 0.00 | 22,995.68 | 11.56 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 3/31/2016

FUND: GENERAL FUND (01)

| Object | 2016 Budget | March Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|-------------------------------------|----------------------|---------------------|------------------------|---------------------|----------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 54800 GENERAL REPAIRS/MAINTENANCE | 231,300.00 | 10,866.57 | 41,070.99 | 66,766.28 | 123,462.73 | 46.62 |
| 54801 CONTRACTED MAINTENANCE | 779,600.00 | 52,111.55 | 92,917.60 | 192,110.80 | 494,571.60 | 36.56 |
| 54803 MAINT. TELECOM EQUIPMENT | 31,000.00 | 2,585.00 | 2,585.00 | 0.00 | 28,415.00 | 8.34 |
| 54808 CONTRACTED MAINT - TECHNOLOGY | 0.00 | 0.00 | 0.00 | 7,858.00 | (7,858.00) | 0.00 |
| 54900 REGISTRATIONS | 41,850.00 | 380.00 | 2,314.00 | 0.00 | 39,536.00 | 5.53 |
| 54901 DUES AND MEMBERSHIPS | 30,170.00 | 0.00 | 28,135.35 | 985.00 | 1,049.65 | 96.52 |
| 54902 TAXES AND ASSESSMENTS | 29,500.00 | 61.70 | 125.45 | 0.00 | 29,374.55 | 0.43 |
| 54903 LICENSES AND FEES | 43,950.00 | 8,692.47 | 23,975.02 | 0.00 | 19,974.98 | 54.55 |
| 54904 MISCELLANEOUS | 790.00 | 0.00 | 0.00 | 0.00 | 790.00 | 0.00 |
| 54905 WELLNESS EVENTS/REGISTRATION | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 59700 TRANSFERS OUT | 1,188,382.00 | 0.00 | 0.00 | 0.00 | 1,188,382.00 | 0.00 |
| 59702 TRANSFERS OUT - SPF | 200,000.00 | 0.00 | 0.00 | 0.00 | 200,000.00 | 0.00 |
| ALL OTHER EXPENSES | 8,816,515.00 | 384,512.19 | 1,670,552.34 | 865,298.20 | 6,280,664.46 | 28.76 |
| TOTAL FOR EXPENSE ACCOUNTS | 29,709,541.00 | 2,020,283.39 | 6,606,311.29 | 865,298.20 | 22,237,931.51 | 25.15 |
| NET SURPLUS / DEFICIT | 0.00 | (574,231.80) | (4,428,562.11) | (865,298.20) | 5,293,860.31 | 0.00 |

FUND: DEBT SERVICE FUND (20)

| Object | 2016 Budget | March Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|-----------------------------------|----------------|-----------------|------------------------|--------------|----------------|-------------|
| REVENUE ACCOUNTS | | | | | | |
| 31112 PROPERTY TAXES DELINQUENT | 0.00 | 0.04 | 0.06 | 0.00 | (0.06) | 0.00 |
| TAXES: | 0.00 | 0.04 | 0.06 | 0.00 | (0.06) | 0.00 |
| 36110 INVESTMENT INCOME | 0.00 | 27.47 | 63.71 | 0.00 | (63.71) | 0.00 |
| CHARGES OTHER: | 0.00 | 27.47 | 63.71 | 0.00 | (63.71) | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 0.00 | 27.51 | 63.77 | 0.00 | (63.77) | 0.00 |
| NET SURPLUS / DEFICIT | 0.00 | 27.51 | 63.77 | 0.00 | (63.77) | 0.00 |

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

| Object | 2016 Budget | March Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|--|---------------------|--------------------|------------------------|---------------------|---------------------|--------------|
| REVENUE ACCOUNTS | | | | | | |
| 36110 INVESTMENT INCOME | 0.00 | 227.00 | 471.00 | 0.00 | (471.00) | 0.00 |
| 36200 KEY PENINSULA SHARED COSTS | 0.00 | 0.00 | 2,314.67 | 0.00 | (2,314.67) | 0.00 |
| 36700 FOUNDATION DONATIONS | 0.00 | 0.00 | 251.40 | 0.00 | (251.40) | 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 | 0.00 | 0.00 | 300,000.00 | 0.00 |
| CHARGES OTHER: | 300,000.00 | 227.00 | 6,311.07 | 0.00 | 293,688.93 | 2.10 |
| 39700 TRANSFERS IN | 1,188,382.00 | 0.00 | 0.00 | 0.00 | 1,188,382.00 | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 1,488,382.00 | 227.00 | 6,311.07 | 0.00 | 1,482,070.93 | 0.42 |
| EXPENSE ACCOUNTS | | | | | | |
| 53501 FURNISHINGS | 100,000.00 | 0.00 | 519.65 | 4,635.01 | 94,845.34 | 5.15 |
| 53502 TECHNOLOGY HARDWARE | 330,000.00 | 0.00 | (2,267.77) | 0.00 | 332,267.77 | (0.69) |
| 53505 SOFTWARE | 30,000.00 | 4,060.64 | 4,060.64 | 0.00 | 25,939.36 | 13.54 |
| 54100 PROFESSIONAL SERVICES | 0.00 | 0.00 | 0.00 | 3,251.00 | (3,251.00) | 0.00 |
| 54400 ADVERTISING | 0.00 | 81.40 | 81.40 | 0.00 | (81.40) | 0.00 |
| 54800 GENERAL REPAIRS/MAINTENANCE | 166,000.00 | 0.00 | 0.00 | 1,274.51 | 164,725.49 | 0.77 |
| 54805 VEHICLE REPAIR - MAJOR | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 54900 REGISTRATIONS | 0.00 | 0.00 | 710.00 | 0.00 | (710.00) | 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 | 0.00 | 120,001.00 | 14,999.00 | 88.89 |
| 56201 CONSTRUCTION | 65,000.00 | 0.00 | 0.00 | 0.00 | 65,000.00 | 0.00 |
| 56203 FLOORING | 57,000.00 | 0.00 | 0.00 | 1,765.45 | 55,234.55 | 3.10 |
| 56204 PAINTING AND WALL TREATMENTS | 7,500.00 | 0.00 | 0.00 | 0.00 | 7,500.00 | 0.00 |
| 56301 PARKING LOT REPAIR & IMPROVEMENT | 165,000.00 | 0.00 | 0.00 | 0.00 | 165,000.00 | 0.00 |
| 56400 MACHINERY & EQUIPMENT | 191,000.00 | 0.00 | 210,441.19 | 9,035.37 | (28,476.56) | 114.91 |
| 56402 HVAC | 120,500.00 | 0.00 | 0.00 | 14,440.80 | 106,059.20 | 11.98 |
| 56403 TECHNOLOGY EQUIPMENT | 0.00 | 52,649.53 | 90,952.26 | 0.00 | (90,952.26) | 0.00 |
| TOTAL FOR EXPENSE ACCOUNTS | 1,488,382.00 | 56,791.57 | 304,497.37 | 154,403.14 | 1,029,481.49 | 30.83 |
| NET SURPLUS / DEFICIT | 0.00 | (56,564.57) | (298,186.30) | (154,403.14) | 452,589.44 | 0.00 |

MEMO



Date: March 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report

Operations

Work Plan progress of note in March:

2016-2018 Collective Bargaining Agreement – Implemented new pay schedule as negotiated

People:

Management Positions – Collection Manager hired and started; University Place, Gig Harbor and IT managers hired (start in April); Interviewed Customer Experience Director candidates, reopened and will recruit at PLA (in April); Interviewed for Summit and Admin Center Library Senior Librarian.

Wellness Program – 2016 Operational Plan completed. Awarded WellCity status for 2015 (Report in Board Education/Service Reports).

Projects:

- Wi-Fi After Hours – Pilot to test impact of turning Wi-Fi off from 11pm to 7am underway
- Customer Communication/Activity Calendar Project – Sumner, South Hill added
- Strategic Planning Process – Completed community engagement activities (open houses, pop ups, on line survey, social media); began individual stakeholder interviews
- 2015 Budget – General Fund activity review completed

Major System-wide programs:

- Pierce County MakerFest – Recruiting vendors
- Our Own Expressions – Judging conducted
- Pierce County READS – 200 books read and released, programs launched (report in Officers Reports)

Capital Projects:

- System-wide lock re-key – Initial project meeting held
- Trash Compactor replacement – Completed

Outlook System – Disk drives and firewalls installed and configured. Ready to spin up virtual machines. Stability of older servers are of significant concern and we plan to address this as soon as possible.

In addition, the Lakewood elevator has been taken out of use for repairs. Doing so requires bringing it up to current codes. We are currently in the process of obtaining estimates to complete the work.

External Community Activities

During March, I attended the Prime Time Family Reading graduation for Custer Elementary School students. I was a judge at the Franklin Pierce School District Battle of the Books event. I met and spoke with donors about

including the Library in their estate planning at a luncheon hosted by the Foundation. I also attended the Pierce County Council meeting to invite members to attend PC Reads and to receive the Pierce County Reads Proclamation on behalf of the Library. I attended the Workforce Development Council Core 6 Leadership meeting and the United Way Community Impact Committee meeting.

I explored our partnership relations with Lakewood City Manager, John Caulfield, and WorkForce Central CEO Linda Nguyen.

I was interviewed by Lisa Peet of *Library Journal* about our work with market segmentation data and participation in a national study on it.

Library Community Activities

I visited the Bonney Lake, Buckley and South Hill Libraries during their strategic plan open houses. I also spent time at the Summit Library while Congressman Denny Heck participated in a Family Story Time, and at Buckley Library visiting with staff and the public and to learn about the work they do in their community.

New Business

MEMO



Date: March 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: Board Meeting Locations

One of our organizational priorities is for leadership to be accessible and visible, and regularly engage with staff. Management is expected to regularly visit our locations and to be present and learn about the uniqueness of our district.

Trustees are also Library leaders and I would like to discuss your thoughts on participating in this priority.

The Board has traditionally met just at the Administrative Center. I'd like to hear your thoughts about the possibility of scheduling some meetings in branches. Would you be interested in doing this a few times in the year? Would having to travel to other locations impact your ability to attend the meetings?

If this sounds of interest, what do you see as pros and cons? And finally, would you like me to further explore this and bring a proposal to a future meeting?

Board Education and Service Reports

MEMO



Date: March 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Update

On March 31, 2016, we wrapped the community engagement phase of the Strategic Planning process. Over a six week period, community members shared thoughts on their lives, their community and the Library. During that time, 8500 people participated in 20 open houses, eight pop-ups, and the online survey. We've also received comments to our Future@piercecountylibrary.org email, which will continue to be active throughout the process. Our target was to hear from 5000 people during this phase of the process.

Thanks to Customer Experience Manager Joy Kim, and Senior Administrative Assistant Bonnie Valens who led and organized this part of the process. In addition, staff did a great job in encouraging customers to participate. We received good media coverage which helped get the word out. In addition, Communications Director Linda Farmer led efforts to spread the word and encourage action through social media, where we reached 163,000 people with at least 1700 taking action.

Stakeholder Engagement

Stakeholder interviews will be completed the first week of April. These 30-minute discussions are conducted by BERK. Thank you for the names you suggested. We selected leaders we have not interviewed before to broaden the perspectives. Later in the process we will engage a larger pool of stakeholders.

A few consistent themes from our stakeholders include:

- the opportunity to support small businesses and the economy as well as workforce training to attain living jobs
- a desire for the Library to serve military families
- recognition of fiscal challenges for local government and whether there is a role that libraries could play in providing some functions that jurisdictions do individually
- concerns about equity issues involved in the lack of consistent public transportation and the impact on people's access to services
- concern for vulnerable populations – again, often related to transportation as well as isolation
- many comments about the library as a convener and the importance of partnerships as a way to get things done.

Next Steps

BERK will analyze the engagement results in April, identifying initial themes and insights. We will draw preliminary conclusions for discussion later in the month.

The Strategic Planning Team is working on the partner summit, which will bring together a larger group of leaders who will discuss the results, test the themes, and explore possible roles for the Library.

We are in the early stages of thinking about the final phase, when staff take the work of the public and leaders and identify strategies the Library will apply as we move forward, and then turn those strategies into action.

MEMO



Date: April 1, 2016

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

From: Melinda Chesbro

Subject: 2016 Work Plan Progress

Throughout the year we'll be updating you on the status of notable projects from the work plan. This month we'll provide brief presentations on the following:

1. WellCity application, current wellness campaign – Cheree Green
2. Mental Health training for branch staff and Conflict Resolution training for supervisors – Cheree Green
3. Parking lot security patrol and Wi-Fi after hours pilot – Melinda Chesbro
4. Email issues – Clifford Jo

Other first quarter projects that are underway:

- Staff PC Replacements – the last part of this project was delayed as IT staff responded to the email issues
- Collection Refresh Pilot – rotate Large Print and Non-fiction DVDs between branches; float Talking CDs among branches
- DVD Service Delivery – assess the impact of changes in vending equipment to our DVD service model

MEMO



Date: April 4, 2016

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

From: Trisha Muschett, PHR, HR Generalist and Chereé Green, SPHR, Staff Experience Director

Subject: Wellness Program Update

As you know, Pierce County Library System began partnering with the Association of Washington Cities to implement an updated Wellness Program for our employees last year. We had an extremely successful year with our Wellness Program with multiple campaigns promoting health and wellness in our workplace. Our work in 2015 included:

- Created an operating plan to organize the work for 2015
- Attended wellness networking forums and webinars
- Launched two successful wellness campaigns: Laugh Out Loud (focus on physical and emotional health) and Gratitude Graffiti (focused on showing gratitude to help reduce stress)
- Formed PCLS team to walk and raise money in the Relay for Life- Puyallup. This helps fund cancer awareness and connects communities to all of the American Cancer Society's programs & services.
- Conducted on-site biometric health screenings to increase employee awareness and knowledge of personal wellness and risks.
- Used 2014 mini grant money to provide nutritional training and information by a Certified Health Coach for all staff at our regional meetings.
- Launched employee health questionnaire to help identify our risks and opportunities with our staff—61% participation rate won us a \$500 mini grant to put towards our budget
- Offered first aid and CPR training to all staff.
- Branded our Wellness Program with committee designed tee shirts "Wellness in Numbers (WIN)"
- Promoted healthcare user consumerism by providing education at staff regional meetings
- Successful submission of AWC's well city application (making us eligible to receive 2% rebate on our 2017 insurance premiums)

We are very excited to have completed a successful application and to be a recipient of the Association of Washington Cities' WellCity Award for the second year in a row! We will receive a 2% rebate (approximately \$45,000) on next year's health care premiums.

We are already at work on our 2016 campaigns and operating plan. Our work in 2016 includes:

- Creating an operating plan to organize the work for 2016—formulate priorities for this year based upon our interest survey from 2015 and our high risk areas (blood pressure, blood sugar)
- Use \$500 mini grant from 2015 to fund efforts towards improving nutrition for staff

-
- Finalize wellness committee membership for 2016
 - Launch wellness campaigns: Unplugged and Walk Across Washington
 - Launch employee health questionnaire
 - Attend wellness networking forums
 - Offer first aid and CPR training classes for staff
 - Submit AWC's well city application for 2017

We received our Health Questionnaire results and were able to compare the results from 2014 and 2015. We have seen reduced risks in the following areas: lifestyle (weight, nutrition, exercise and sleep), cholesterol, mental health and prevention. We still have some opportunity to reduce our risk in the following areas: blood pressure, blood sugar and cigarette use. These areas had slight increases in risks. Overall, our wellness, morale and engagement has improved and we're pleased to see the numbers reflect this.

The work and partnership on our Wellness Program has been a team effort and our Staff Experience team is appreciative of the work **of our Wellness Committee and support of the Library.**

Officers Reports

MEMO



Date: April 1, 2016

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

From: Melinda Chesbro

Subject: Introduction of New Pierce County Library System Managers

We are delighted to welcome three new managers to PCLS in the last several weeks:

- Tracey Thompson is the new Collection Manager. Her previous position was Gig Harbor Branch Manager.
- Karen Brooks is the new Gig Harbor Branch Manager. Her previous position was Senior Librarian at Summit.
- Stephanie Ratko is the new IT Manager. Her previous position was with the Washington State Department of Enterprise Services.



Memorandum

To: Pierce County Library System Board of Trustees
Rob Allen, Chair

From: Lynne Hoffman, Foundation Director

Date: March 28, 2016

Re: Text Donations

DONATE NOW! Text **pclibrary to **33923**.** – That's the message you'll be seeing on the big screens at the upcoming Pierce County READS event.

Pierce County Library Foundation will be debuting a text option for donating. Georgia will invite the audience to text a donation now. As each donor makes a gift on their cell phone, the donor's name will appear on the big screen – **Thanks J. J. You're a great supporter!**

Pierce County READS' captive audience of readers will first see a short video featuring kids from the BEES (Books to Engage Elementary Students) outreach program. The children will remind us all that the love of reading starts with the youngest readers. The audience is then given an opportunity to donate to Books4Kids to purchase children's books.

We see many uses for the texting option when library staff speak to community groups and the Foundation board connects with their circles of influence. We will also promote the video on the library webpage, via email and on social media to help tell the story of the far-reaching effects of our libraries.

I encourage you to join the fun by texting your donation at Pierce County READS on April 29th.

MEMO

Date: April 1, 2016

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

From: Jaime Prothro, Customer Experience Manager

Subject: Pierce County READS Update

Pierce County READS Sherman Alexie has been enthusiastically received this year.

Close to 200 Read and Release books were distributed in early March to some very unique places and Town, City, and County Council members received copies during proclamations in support of the program.

Circulation is going strong as well: the five titles have checked out at the following rates:

| Includes all titles | Circulation between 2/6/16-3/31/16 | # Copies Owned | Turnover Rate |
|---------------------|---------------------------------------|-------------------|------------------|
| Print | 3309 | 1091 | 3.03 |
| Audio | 41 | 14 | 2.92 |
| Ebook | 230 | 86 | 2.67 |
| TOTAL | 3580 | 1191 | 3.00 |

As of 3/31/16, 261 holds are waiting to be filled.

Programming began on March 14 with a banned books presentation by the ACLU, and the Museum of Glass display *Made at the Museum: Native American Artists* opened the same week with a PCLS staff-led presentation on Alexie's books and the art work on display. Staff had opportunity to talk with several of the artists and write labels for the display, which will be up until the end of summer. A screening of *Smoke Signals* at the Grand Theater was sold out and reached a diverse audience who quoted lines and sang songs throughout the movie.

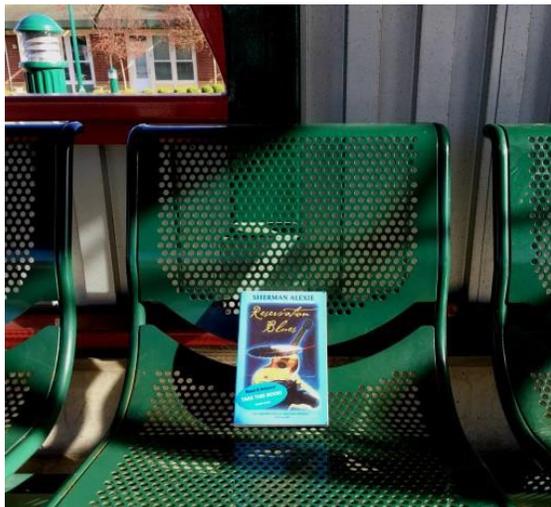
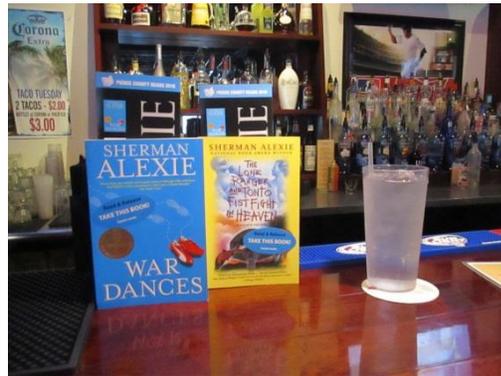
During the week of March 28 – April 1, children who participated in story times got an exclusive reading of Alexie's first picture book, *Thunder Boy, Jr.*, which will be released for publication on May 29, 2016.

After announcing the title in February, Pierce College/Puyallup, Clover Park and Tacoma school districts have reached out with interest to support the program. Clover Park will be providing all of its high school students with a copy of *The Absolutely True Diary of a Part-Time Indian* and Pierce College has selected the title as its upcoming common book program.

Readying for the upcoming author event, Pierce College and the Nisqually Tribal Library have asked to join Bonney Lake, Key Center, and Orting libraries in live streaming the author event.

University Place Librarian Jason Anderson interviewed Sherman Alexie at the Seattle Public Library on March 8 and videos of this interview will be shared throughout April. He spoke about the role of the public library, on writing in multiple genres, and of his experiences becoming an established author. We're in for a really engaging presentation at his speaking engagement on April 29.

Below are photos of some of the activities with this year's PC Reads:



Inspired by *Flight*, Pierce County READS asks the artist:

If you could go back in time, where would you go and who would you be to help heal yourself today?

"If I could go back in time, I would like to go back to the time (1803-1805) when Lewis and Clark first made contact with our tribes. I would like to have been one of the Bitterroot Salish warriors or chiefs who sat in council with other head chiefs of our tribe to discuss who these strange new comers were...accompanying Lewis and Clark and Sacajawea, there were some 50 other people in the group invading our lands as they journeyed to the Pacific Ocean. If I had been a part of the chiefs council, not sure what I would have said or contributed to the discussions, but would have wanted to be strong and firm in letting the strangers know who's lands they were passing through and that our people have been the caretakers of this place for over ten thousand years. The lands they were passing through were not theirs to claim or exploit."

– Corwin N. Clairmont





Resolution No. R2016-30

**A Resolution of the Pierce County Council and Executive Proclaiming
February 7 – April 29, 2016, as the Annual Pierce County READS
Celebration in Pierce County, Washington.**

Whereas, the Pierce County Library System and The News Tribune's Pierce County READS program, sponsored by KeyBank Foundation, the McGavick Conference Center at Clover Park Technical College, and Pierce County Library Foundation, seek to engage, involve, and connect people throughout Pierce County; and

Whereas, this year Pierce County READS has chosen five books by nationally acclaimed award-winning Northwest poet, novelist and screenwriter, Sherman Alexie. Alexie's books span time and genre and include short stories to novels to young adult, all dealing with contemporary Native American life. The five book titles are "The Absolutely True Diary of a Part-Time Indian" 2007; "Flight" (2007); "Reservation Blues" (1995); "War Dances" (2009); and "The Lone Ranger and Tonto Fistfight in Heaven" (1993); and

Whereas, for the ninth consecutive year Pierce County READS is offering people throughout the County an opportunity to read award-winning books together; and

Whereas, Pierce County READS is the largest community reading event in the County, when people read award-winning books, participate in free events, join with groups to discuss the books, and attend a free event to meet the nationally known, best-selling author on April 29, 2016, at 7 p.m. in the McGavick Conference Center at Clover Park Technical College, 4500 Steilacoom Boulevard Southwest, Lakewood; and

Whereas, the Pierce County Library is offering this community-wide program in collaboration with numerous community partners; **Now, Therefore**,

BE IT PROCLAIMED by the Council and Executive of Pierce County:

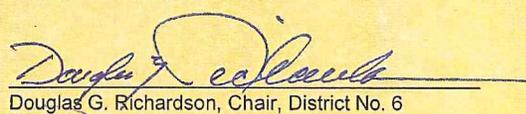
The Pierce County Council and Executive hereby proclaim February 7 – April 29, 2016, as the Annual Pierce County READS Celebration in Pierce County, Washington, and encourage all citizens to participate in this community-building event.

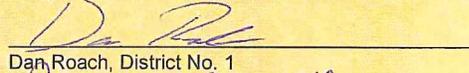
ADOPTED this 15th day of March, 2016.

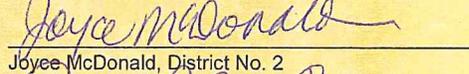
PIERCE COUNTY EXECUTIVE

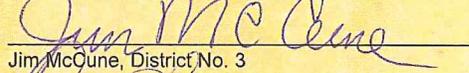

Pat McCarthy, County Executive

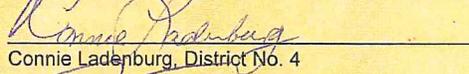
PIERCE COUNTY COUNCIL

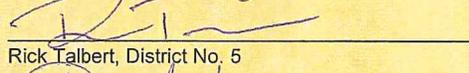

Douglas G. Richardson, Chair, District No. 6

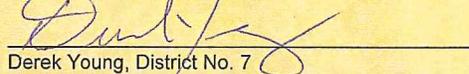

Dan Roach, District No. 1


Joyce McDonald, District No. 2


Jim McCune, District No. 3

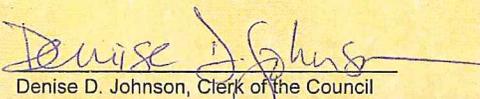

Connie Ladenburg, District No. 4


Rick Talbert, District No. 5


Derek Young, District No. 7



ATTEST:


Denise D. Johnson, Clerk of the Council

MEMO



Date: March 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: StoryCorps Animated Short

On Wednesday April 13, during National Library Week, National Public Radio releases a new StoryCorp animated short entitled “The Bookmobile”. I’m pleased to share that it is the story of Storm Reyes, retired PCLS Executive Assistant and clerk to the Board of Trustees, and long-time library user and supporter. The film will be aired on PBS, at film festivals and online.

Her story will also be featured in more depth in a book to be released April 29 called [Callings: The Purpose and Passion of Work, A StoryCorps Book](#). Storm’s story was originally told as a [StoryCorp interview](#).

During the Board meeting we will share the video with you.

Pierce County Library FYI Packet
Link List
April 13, 2016

Pierce County Library in the News

Strategic Plan

- [Pierce County Library survey looks at patrons' lifestyles](#) (Executive Director Georgia Lomax interviewed, 1:20) —Pierce County TV
- [Library starts strategic plan process to grow, change with communities](#) (front page) —The Puyallup Herald/The News Tribune
- [Take a five-minute survey to help your library!](#) —Sounds Fun Mom

Pierce County READS

- [Pierce Libraries book Sherman Alexie](#) —South Sound Magazine
- [Pierce County READS! community events for all ages](#) —Sounds Fun Mom

Miscellaneous

- [Get Smart. Get Hired.](#) (Jaime Prothro, Customer Experience Manager, Adult Services, wrote this article) —Public Libraries Online