

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**June 14, 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 May 10, 2017, Regular Meeting</li> <li>2. Approval of May 2017 Payroll, Benefits and Vouchers</li> <li>3. <i>Resolution 2017-04: To Declare Furnishings and Equipment Surplus to Public Service Needs</i></li> <li>4. <i>Resolution 2017-05: Capital Improvement Fund Transfer</i></li> <li>5. IRS Form 990 for 2016</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. Dashboard, Georgia Lomax</li> <li>2. May 2017 Financial Report, Clifford Jo</li> <li>3. Executive Director Report, Georgia Lomax</li> </ol>  |               |
| 3:55 pm | 20 min. | <b>New Business</b>  | <b>Action</b> |
|         |         | <ol style="list-style-type: none"> <li>1. Strategic Framework Update, Melinda Chesbro</li> <li>2. Vehicle Replacements, Lorie Erickson</li> <li>3. Real Estate Broker Services - New Ventures Group, Clifford Jo</li> <li>4. Real Property Acquisition Policy Draft, Clifford Jo</li> </ol>  |               |
| 4:15 pm | 10 min. | <b>Officers Reports</b>  |               |
|         |         | <ol style="list-style-type: none"> <li>1. Summer Reading Preview</li> <li>2. Work Plan Progress Report</li> <li>3. Community Partnerships Overview</li> <li>4. Ergonomics Plan</li> <li>5. Ballot Boxes</li> <li>6. ULC Libraries in a Strong Democracy Campaign</li> <li>7. Parkland/Spanaway Library Remodel</li> </ol>  |               |
| 4:25 pm | 60 min. | <b>Unfinished Business</b>   | <b>Action</b> |
|         |         | <ol style="list-style-type: none"> <li>1. Facilities Master Plan Update, Georgia Lomax             <ol style="list-style-type: none"> <li>a. Site Selection Criteria Revision</li> <li>b. Needs Assessment Update</li> <li>c. Overview of Changes Since 2010</li> <li>d. Implementation and Approach</li> </ol> </li> </ol>  |               |
| 5:25 pm | 10 min. | <b>Executive Session</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session per RCW 42.30.110, to discuss property issues.</i>  |               |
| 5:35 pm | 01 min. | <b>Announcements</b>   |               |
| 5:36 pm |         | <b>Adjournment</b>   |               |

# 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 3:30 pm. Board members present were Donna Albers, Monica Butler, Pat Jenkins and Daren Jones.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the April 12, 2017, Regular Meeting
2. April 2017 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3755-3760 dated 4/1/17-4/30/17 in the amount of \$5131.05
  - b. Payroll Disbursement Voucher dated 4/6/17 in the amount of \$1068461.48
  - c. Payroll Disbursement Voucher dated 4/21/17 in the amount of \$742,112.28
  - d. Accounts Payable Warrants 627342-627480 dated 4/1/17-4/30/17 in the amount of \$784,690.57
3. Resolution 2017-03: To Designate Primary and Alternate Signatory, Investment and Auditing Officers

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

**BOARD REPORTS**

There were no Board reports.

**ROUTINE REPORTS**

**April 2017 Financial Report** – Finance and Business Director Clifford Jo reported he is revamping the summary report to include the current and two previous months. The Library received approximately \$10.5 M in revenue in April. The Library received an eRate reimbursement of approximately \$191,000. Mr. Jo also included the trial balance report and asked the Board if they wish to see it monthly. Since this information is already reflected in the summary document, the Board elected not to see it in future reports.

**Executive Director Report** – Ms. Lomax shared her report of activities for the month of April.

**UNFINISHED BUSINESS**

**Facilities Master Plan** – Mr. Jo reviewed his facility condition reports which serve as a snapshot of the current physical state of each Library. Discussion ensued about the correlation between the condition of facilities, the number of visitors and ownership of those facilities.

Ms. Lomax said additional factors will be evaluated as the library makes its assessments to determine whether a building is updated or replaced. She also said she continues to talk to mayors and city managers about the role of the library in their plans for their communities.

Ms. Lomax asked the Board for their thoughts on the list of site selection criteria developed in 2009. She noted the Library is in the process of selecting a real estate services brokerage who will assist in developing additional criteria or updating the current list.

Ms. Lomax led the discussion around bonds and reviewed how libraries, including PCLS, have funded their capital projects. Ms. Lomax said she would bring recommendations to the Board for further discussion, information related to their questions about a levy and share preliminary information from the Facilities Master Plan update.

## **BOARD EDUCATION AND SERVICE REPORTS**

**Sumner Library & Community Presentation** – Sr. Branch Librarian Ben Haines, Adult Services Librarian Laura Farrow and Associate Branch Supervisor Miguel Colon shared about the history of the Sumner branch and reported on the library's efforts to build and maintain strong relationships with the city and its community through programs and outreach services. Following the presentation, the team gave the Trustees a tour of the facility. The Board thanked the staff for their enlightening report and their commitment to the community.

Mr. Haines also introduced Joanie Wood, recording secretary of the Friends of the Sumner Library. Ms. Wood thanked the members of the Board for their service to the Library.

## **EXECUTIVE SESSION**

There was no Executive Session.

## **ANNOUNCEMENTS**

The Our Own Expressions award ceremony will be held May 31, 2017, at 7 pm at Pacific Lutheran University's Lagerquist Hall.

## **ADJOURNMENT**

The meeting was adjourned at 5:50 pm on motion by Ms. Albers, seconded by Mr. Jenkins.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## May 2017 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3761-3763	5/1/17-5/31/17	\$4,907.31
Electronic Payments - Payroll & Acct Payable		05/06/17	\$940,328.94
Electronic Payments - Payroll & Acct Payable		05/21/17	\$756,320.40
Accounts Payable Warrants	627481-627592	5/1/17-5/31/17	\$890,947.47
<b>Total:</b>			<u><u>\$2,592,504.12</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3761	key	05/05/2017	KeyBank N.A.			04/16/17 - 04/30/17	0.00	2,515.65
3762	key	05/05/2017	BRIDGES, LAUREN			04/16/17 - 04/30/17	0.00	609.13
3763	key	05/22/2017	HEWITT, DANNY			05/01/17 - 05/15/17	0.00	1,782.53
<b>Total:</b>							<b>0.00</b>	<b>4,907.31</b>

Checks in report: 3

**Grand Total:** 0.00 4,907.31

## 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: 5/05/2017 Payroll

Withdrawal Date: 05/05/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,673.44
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	46,794.68
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	46,794.68
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	441,874.15
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,389.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	38,714.49
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	66,781.87
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,357.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	3,097.97
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	213,851.16
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>\$ 940,328.94</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

05/03/17  
 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@piercescountylibrary.org  
 Comments: 5/22/2017 Payroll

Withdrawal Date: 05/22/17

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	68,265.94
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	48,493.58
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	48,493.58
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	454,455.02
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,689.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	41,048.20
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	70,913.71
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	5,532.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,043.85
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	227.15
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	6,887.87
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	(730.00)
<b>Total Deposit</b>						<b>\$ 756,320.40</b>

Certification:

Stacy Karabotsos  
 Signature ( Department Designee)

05/18/17  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627481	05/01/2017	000830 BAKER & TAYLOR		2,178.85
627482	05/01/2017	000243 INGRAM LIBRARY SERVICES		8,060.55
627483	05/01/2017	000352 MIDWEST TAPE		32,154.63
627484	05/01/2017	000377 PUGET SOUND ENERGY		3,239.44
627485	05/01/2017	000406 RECORDED BOOKS LLC		154.93
627486	05/05/2017	000828 AFSCME AFL-CIO		6,102.76
627487	05/05/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		232.18
627488	05/05/2017	006414 GC SERVICES, LP		184.84
627489	05/05/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627490	05/05/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627491	05/05/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627492	05/05/2017	006555 SOCIAL SECURITY ADMINISTRATION		119.45
627493	05/05/2017	000823 UNITED WAY		61.50
627494	05/05/2017	004782 US DEPARTMENT OF EDUCATION		179.17
627495	05/05/2017	001355 VOLUNTARY EMPLOYEES' BENEFICIA		7,144.66
627496	05/05/2017	006775 KAYCE AUSTIN		76.16
627497	05/05/2017	000830 BAKER & TAYLOR		23,191.57
627498	05/05/2017	000242 BUCKLEY CITY OF		234.06
627499	05/05/2017	000161 CENGAGE LEARNING		4,063.33
627500	05/05/2017	001780 CITY OF UNIVERSITY PLACE		127.17
627501	05/05/2017	000195 FIRGROVE MUTUAL WATER CO		278.30
627502	05/05/2017	000243 INGRAM LIBRARY SERVICES		20,021.43
627503	05/05/2017	000352 MIDWEST TAPE	V	0.00
627504	05/05/2017	000352 MIDWEST TAPE		40,495.64
627505	05/05/2017	000907 NEW YORK TIMES		910.00
627506	05/05/2017	000362 ORTING CITY OF		4,274.18
627507	05/05/2017	000377 PUGET SOUND ENERGY		2,682.23
627508	05/05/2017	000451 SEATTLE TIMES SEATTLE PI		390.00
627509	05/05/2017	000460 STEILACOOM TOWN OF		818.72
627510	05/05/2017	004998 TERRA NOVA FILMS		409.60
627511	05/05/2017	000570 WOIS THE CAREER INFORMATION SY		9,600.00
627512	05/09/2017	000895 COLUMBIA BANK		250.60
627513	05/09/2017	006760 CREATIVE GROUP, THE		1,560.00
627514	05/09/2017	006478 EVERGREEN MAINT LANDSCAPING		5,218.13
627515	05/09/2017	006777 FRIENDS OF LAKEWOOD		369.97
627516	05/09/2017	005330 GHA TECHNOLOGIES INC		8,404.15
627517	05/09/2017	006492 LOGIC INTEGRITY INC		280.00
627518	05/09/2017	006421 MARKHAM INVESTIGATION - (MIP)		5,566.50

**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>
627519	05/09/2017	001005 PETTY CASH CUSTODIAN		123.43
627520	05/09/2017	000452 SIGN TECH ELECTRIC		3,878.16
627521	05/09/2017	005393 SWARNER COMMUNICATIONS		799.00
627522	05/09/2017	000497 TILlicum COMMUNITY SERVICE CEN		2,038.64
627523	05/09/2017	005679 CIVIC BUILDING UNIVERSITY PLACE		44,565.50
627524	05/09/2017	000534 WCP SOLUTIONS		127.74
627525	05/12/2017	004022 US BANK		66,715.99
627526	05/18/2017	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		43.96
627527	05/18/2017	006235 CONTOUR		3,881.50
627528	05/18/2017	006760 CREATIVE GROUP, THE		1,560.00
627529	05/18/2017	003311 DEPARTMENT OF LABOR & INDUSTRI		29.30
627530	05/18/2017	006336 GRIT CITY PHOTOGRAPHY		604.45
627531	05/18/2017	005428 GRITTON BUILDING CO INC		1,005.09
627532	05/18/2017	006291 INNOVATIVE INTERFACES INC		163,965.47
627533	05/18/2017	006310 INTRACOMMUNICATION NETWORK SYS		2,618.26
627534	05/18/2017	006783 LOWELL KEECH		36.00
627535	05/18/2017	003985 PACIFICSOURCE ADMINISTRATORS		216.25
627536	05/18/2017	004397 SHKS ARCHITECTS PS INC		9,937.65
627537	05/18/2017	000079 SUPERIOR SAW		16.85
627538	05/18/2017	006331 SURPRISE LAKE SQUARE UNIT 257		15,060.37
627539	05/18/2017	003719 UNIQUE MANAGEMENT SERVICES		1,351.45
627540	05/18/2017	002038 ROSINA VERTZ		30.00
627541	05/18/2017	000635 WAYNES ROOFING INC		519.56
627542	05/19/2017	000830 BAKER & TAYLOR		37,897.42
627543	05/19/2017	000189 BAKER & TAYLOR ENTERTAINMENT		312.12
627544	05/19/2017	000087 BLACKSTONE AUDIO BOOKS INC		160.00
627545	05/19/2017	000161 CENGAGE LEARNING		3,184.22
627546	05/19/2017	000847 CENTER POINT PUBLISHING		43.14
627547	05/19/2017	001780 CITY OF UNIVERSITY PLACE		99.13
627548	05/19/2017	000243 INGRAM LIBRARY SERVICES		23,025.10
627549	05/19/2017	000352 MIDWEST TAPE	V	0.00
627550	05/19/2017	000352 MIDWEST TAPE	V	0.00
627551	05/19/2017	000352 MIDWEST TAPE	V	0.00
627552	05/19/2017	000352 MIDWEST TAPE		70,301.46
627553	05/19/2017	003398 MULTICULTURAL BOOKS & VIDEOS		1,409.45
627554	05/19/2017	000323 NEWS TRIBUNE		468.00
627555	05/19/2017	000377 PUGET SOUND ENERGY		857.58
627556	05/19/2017	000406 RECORDED BOOKS LLC		3,270.38
627557	05/19/2017	000541 STATE OF WASHINGTON		359.86

**Check History Listing**  
Pierce County Library System

Bank code: key

Check #	Date	Vendor	Status	Check Total
627558	05/22/2017	003778 AFLAC		6,735.00
627559	05/22/2017	000828 AFSCME AFL-CIO		6,314.29
627560	05/22/2017	001578 COLONIAL SUPPLEMENTAL INSURANC		651.28
627561	05/22/2017	000041 EMPLOYMENT SECURITY DEPARTMENT		254.07
627562	05/22/2017	006414 GC SERVICES, LP		194.77
627563	05/22/2017	006690 ENFORCEMENT KENTUCKY CHILD SUPP		151.68
627564	05/22/2017	003985 PACIFICSOURCE ADMINISTRATORS		1,712.29
627565	05/22/2017	001181 PIERCE CTY LIBRARY FOUNDATION		461.92
627566	05/22/2017	006555 SOCIAL SECURITY ADMINISTRATION		128.94
627567	05/22/2017	000823 UNITED WAY		61.50
627568	05/22/2017	004782 US DEPARTMENT OF EDUCATION		193.40
627569	05/23/2017	001512 DAILY JOURNAL OF COMMERCE		164.00
627570	05/23/2017	001898 BARBARA LARSON		69.30
627571	05/23/2017	006646 METCALF ELECTRIC INC		4,102.50
627572	05/23/2017	001345 MICHAEL'S CUSTOM UPHOLSTERY		419.20
627573	05/23/2017	004022 US BANK		82,511.88
627574	05/24/2017	004022 US BANK		61,955.32
627575	05/30/2017	004829 CLOVER PARK SCHOOL DISTRICT		180.00
627576	05/30/2017	006760 CREATIVE GROUP, THE		3,120.00
627577	05/30/2017	005300 DANGER ROOM COMICS LLC		712.15
627578	05/30/2017	002085 CINDY DARGAN		614.97
627579	05/30/2017	005862 ELITE PROPERTY INVESTMENTS LLC		20,131.61
627580	05/30/2017	005283 E-RATE EXPERTISE INC		1,200.00
627581	05/30/2017	006331 SURPRISE LAKE SQUARE UNIT 257		8,594.74
627582	05/31/2017	000830 BAKER & TAYLOR		16,076.87
627583	05/31/2017	005453 DANA BROWNFIELD		7.50
627584	05/31/2017	000161 CENGAGE LEARNING		212.16
627585	05/31/2017	000093 EBSCO		6.83
627586	05/31/2017	005919 CHEREE GREEN		24.52
627587	05/31/2017	000243 INGRAM LIBRARY SERVICES		1,947.61
627588	05/31/2017	000352 MIDWEST TAPE	V	0.00
627589	05/31/2017	000352 MIDWEST TAPE		15,308.54
627590	05/31/2017	000907 NEW YORK TIMES		910.00
627591	05/31/2017	000323 NEWS TRIBUNE		884.00
627592	05/31/2017	000377 PUGET SOUND ENERGY		3,061.56
<b>key Total:</b>				<b>890,947.47</b>

**Check History Listing**  
Pierce County Library System

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Bank code: key

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
112 checks in this report			<b>Total Checks:</b>	<b>890,947.47</b>

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**RESOLUTION NO. 2017-04**

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

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

**WHEREAS**, unless otherwise noted, each item has an estimated value of less than \$500, now, therefore,

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

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

**PASSED AND APPROVED THIS 14 DAY OF JUNE, 2017.**

<b>BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	
Robert Allen, Chair	_____
Donna Albers, Vice-Chair	_____
Monica Butler, Member	_____
Pat Jenkins, Member	_____
Daren Jones, Member	_____



**RESOLUTION NO. 2017-05**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
PIERCE COUNTY RURAL LIBRARY DISTRICT  
TO TRANSFER A PORTION OF THE FUND BALANCE  
OF THE GENERAL FUND TO THE CAPITAL IMPROVEMENT FUND**

**WHEREAS**, the beginning fund balance of the General Fund in 2017 was \$7,264,091,  
and

**WHEREAS**, 4% (\$1,231,194) of revenues was set-aside in the 2017 operating budget for  
transfer to the Capital Improvements Fund for proposed capital projects, and

**WHEREAS**, the Library's Fiscal Management Policy allows the Board of Trustees to  
transfer funds from the General Fund to Capital Improvement Fund, and

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

\$1,231,194 be transferred from the General Fund to the Capital Improvements Fund for  
current and future capital projects.

**PASSED AND APPROVED THIS 14TH DAY OF JUNE 2017.**

**BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT**

Robert Allen, Chair

\_\_\_\_\_

Donna Albers, Vice-Chair

\_\_\_\_\_

Monica Butler, Member

\_\_\_\_\_

Pat Jenkins, Member

\_\_\_\_\_

Daren Jones, Member

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# MEMO



Date: June 6, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: IRS Tax Form 990 for Year 2016

Pierce County Library System is a nonprofit 501(c)3 organization and as a result, we are required to file IRS form 990 (for nonprofits) each year. Data for the tax return was compiled by Dale Hough (former Finance Manager) and submitted to Ed Ramos, CPA from the firm Dwyer, Pemberton and Coulson, Accountants for final completion.

The following steps finish this process:

1. Please review the attached 2016 form 990.
2. A questionnaire is also attached. Please fill it out and return to us during the Board meeting. Completed questionnaires are kept on file only with us—they are not forwarded to the CPA or to the IRS. Note that if you are a new Board member and this form is for a prior fiscal year you weren't serving as Trustee, we ask that you still fill out this form.
3. In the past, we asked each of you to sign a certification form signifying that you have reviewed the tax return. Our new CPA has advised us we do not need certification from each Trustee, but that you may pass a motion to file Form 990 with the IRS as follow:

***Move to approve the filing of 2016 IRS Form 990 as presented.***

Once that is complete, Ed will send us a form that only Georgia needs to sign, after which it will be submitted to the IRS. (We had asked for an extension to November 15, 2017, which the IRS approved.)

If you have any questions concerning our nonprofit tax return, please contact me at (253) 548-3453 or email at [cjo@piercecounyalibrary.org](mailto:cjo@piercecounyalibrary.org).

Form **990**

**Return of Organization Exempt From Income Tax**  
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

OMB No. 1545-0047

**2016**

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

- ▶ Do not enter social security numbers on this form as it may be made public.
- ▶ Information about Form 990 and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

**A For the 2016 calendar year, or tax year beginning and ending**

<b>B</b> Check if applicable:  <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C Name of organization</b> PIERCE COUNTY RURAL LIBRARY DISTRICT Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 3005 112TH ST E City or town, state or province, country, and ZIP or foreign postal code TACOMA, WA 98446-2215	<b>D Employer identification number</b> ** - * * * * *
	<b>F Name and address of principal officer:</b> GEORGIA LOMAX 3005 112TH ST E, TACOMA, WA 98446	<b>E Telephone number</b> 253-536-6500
	<b>I Tax-exempt status:</b> <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	<b>G Gross receipts \$</b> 30,378,631.
	<b>J Website:</b> WWW.PIERCECOUNTYLIBRARY.ORG	<b>H(a) Is this a group return for subordinates?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H(b) Are all subordinates included?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)
	<b>K Form of organization:</b> <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other	<b>H(c) Group exemption number</b> ▶
	<b>L Year of formation:</b> 1946	<b>M State of legal domicile:</b> WA

**Part I Summary**

<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY</b>		
<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
<b>3</b>	Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	5
<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	5
<b>5</b>	Total number of individuals employed in calendar year 2016 (Part V, line 2a)	<b>5</b>	431
<b>6</b>	Total number of volunteers (estimate if necessary)	<b>6</b>	350
<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	0.
<b>7b</b>	Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	0.
<b>Revenue</b>	<b>8</b> Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	<b>9</b> Program service revenue (Part VIII, line 2g)	693,369.	563,398.
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	27,925,210.	29,793,135.
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	7,788.	22,098.
	<b>12</b> Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	28,626,367.	30,378,631.
<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	19,202,554.	20,337,731.
	<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶ 277,568.		
	<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	11,099,730.	9,964,051.
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	30,302,284.	30,301,782.	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12	-1,675,917.	76,849.	
<b>Net Assets or Fund Balances</b>	<b>20</b> Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	<b>21</b> Total liabilities (Part X, line 26)	18,525,058.	18,450,648.
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	1,112,621.	961,362.
		17,412,437.	17,489,286.

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer GEORGIA LOMAX, LIBRARY DIRECTOR Type or print name and title	Date
<b>Paid Preparer Use Only</b>	Print/Type preparer's name ED E. RAMOS, CPA	Preparer's signature Date
	Firm's name ▶ DP&C Firm's address ▶ P.O. BOX 1614 TACOMA, WA 98401-1614	Check if self-employed <input type="checkbox"/> PTIN P00601133 Firm's EIN ▶ ** - * * * * * Phone no. 253.572.9922

May the IRS discuss this return with the preparer shown above? (see instructions)  Yes  No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [ ] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [ ] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code: ) (Expenses \$ 26,939,816. including grants of \$ ) (Revenue \$ 29,793,135. ) IN 2016, PEOPLE MADE 2,203,898 VISITS TO PIERCE COUNTY LIBRARY SYSTEM'S 20 LOCATIONS AND CHECKED OUT 7,404,239 BOOKS, DVDS AND OTHER MATERIALS. THE LIBRARY BEGAN BUILDING ITS STRATEGIC FRAMEWORK WITH COMMUNITY INPUT. THE STRATEGIC FRAMEWORK IGNITES THE SPARK FOR THE MANY SUCESSSES FOR PIERCE COUNTY RESIDENTS AND COMMUNITIES.

LIBRARY SYSTEM BUILDING ITS STRATEGIC FRAMEWORK:

THE LIBRARY SYSTEM GATHERED INPUT FROM MORE THAN 20 COMMUNITY LEADERS AND 12,000 RESPONSES FROM INDIVIDUALS TO SHAPE ITS STRATEGIC FRAMEWORK. COMMUNITY LEADERS AND RESIDENTS SHARED THE SAME CONCERNS ABOUT WHAT COMMUNITIES NEED MOST: LIVING WAGE JOBS, CONFIDENCE IN USING

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses 26,939,816.

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ? .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4 Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>10</b> Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>d</b> Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States? .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i> .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i> .....		X
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return? .....		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i> .....		X
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....		X
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....	X	
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....		X
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....		
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....		
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....		
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....		X
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? <i>If "Yes," complete Schedule L, Part II</i> .....		X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>b</b> A family member of a current or former officer, director, trustee, or key employee? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? <i>If "Yes," complete Schedule L, Part IV</i> .....		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....	X	
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....		X
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....		X
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....		
<b>Note.</b> All Form 990 filers are required to complete Schedule O .....	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Input box for Schedule O

Table with columns for question ID, question text, and Yes/No columns. Includes rows for backup withholding, employee counts, foreign accounts, and charitable contributions.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI [X]

Section A. Governing Body and Management

Table with 3 columns: Question, Yes, No. Rows include: 1a (5), 1b (5), 2 (X), 3 (X), 4 (X), 5 (X), 6 (X), 7a (X), 7b (X), 8a (X), 8b (X), 9 (X).

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

Table with 3 columns: Question, Yes, No. Rows include: 10a (X), 10b, 11a (X), 11b, 12a (X), 12b (X), 12c (X), 13 (X), 14 (X), 15a (X), 15b (X), 16a (X), 16b.

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed WA
18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
20 State the name, address, and telephone number of the person who possesses the organization's books and records: GEORGIA LOMAX - 253-536-6500 3005 112TH ST E, TACOMA, WA 98446

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII

**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees**

**1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) J.J. MCCAMNENT TRUSTEE/MEMBER	3.00	X					0.	0.	0.	
(2) LINDA ISHEM TRUSTEE/MEMBER	3.00	X					0.	0.	0.	
(3) DONNA ALBERS VICE-CHAIR	3.00	X		X			0.	0.	0.	
(4) ROBERT ALLEN CHAIR	3.00	X		X			0.	0.	0.	
(5) MONICA BUTLER TRUSTEE/MEMBER	3.00	X					0.	0.	0.	
(6) GEORGIA LOMAX LIBRARY DIRECTOR	40.00			X			142,872.	0.	25,946.	
(7) CLIFFORD JO BUSINESS & FINANCE DIRECTOR	40.00			X			133,312.	0.	15,997.	
(8) CHEREE GREEN STAFF EXPERIENCE DIRECTOR	40.00					X	116,874.	0.	14,238.	
(9) MELINDA CHESBRO DEPUTY DIRECTOR	40.00					X	109,162.	0.	19,545.	
(10) LYNNE HOFFMAN FOUNDATION DIRECTOR	40.00					X	102,373.	0.	17,828.	
(11) LORIE ERICKSON FACILITIES DIRECTOR	40.00					X	106,920.	0.	21,733.	
(12) JUDY NELSON CUSTOMER EXPERIENCE MANAGER	40.00					X	105,378.	0.	19,996.	



**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b> Federated campaigns .....	<b>1a</b>					
	<b>b</b> Membership dues .....	<b>1b</b>					
	<b>c</b> Fundraising events .....	<b>1c</b>					
	<b>d</b> Related organizations .....	<b>1d</b>					
	<b>e</b> Government grants (contributions) .....	<b>1e</b>	238,962.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above .....	<b>1f</b>	324,436.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$ .....						
	<b>h Total.</b> Add lines 1a-1f .....		563,398.				
	<b>Program Service Revenue</b>	<b>2 a TAXES</b> .....	<b>Business Code</b> 900099	28,470,513.	28,470,513.		
<b>b REFUNDS</b> .....		900099	740,175.	740,175.			
<b>c OVERDUE FINES</b> .....		519100	355,172.	355,172.			
<b>d GOODS &amp; SERVICES</b> .....		900099	186,130.	186,130.			
<b>e SURPLUS BOOK SALES</b> .....		453310	11,972.	11,972.			
<b>f</b> All other program service revenue .....		900099	29,173.	29,173.			
<b>g Total.</b> Add lines 2a-2f .....			29,793,135.				
<b>Other Revenue</b>		<b>3</b> Investment income (including dividends, interest, and other similar amounts) .....		22,098.			22,098.
	<b>4</b> Income from investment of tax-exempt bond proceeds .....						
	<b>5</b> Royalties .....						
	<b>6 a</b> Gross rents .....	(i) Real	(ii) Personal				
		<b>b</b> Less: rental expenses .....					
		<b>c</b> Rental income or (loss) .....					
		<b>d</b> Net rental income or (loss) .....					
	<b>7 a</b> Gross amount from sales of assets other than inventory .....	(i) Securities	(ii) Other				
		<b>b</b> Less: cost or other basis and sales expenses .....					
		<b>c</b> Gain or (loss) .....					
		<b>d</b> Net gain or (loss) .....					
	<b>8 a</b> Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....	<b>a</b>					
		<b>b</b> Less: direct expenses .....	<b>b</b>				
		<b>c</b> Net income or (loss) from fundraising events .....					
	<b>9 a</b> Gross income from gaming activities. See Part IV, line 19 .....	<b>a</b>					
<b>b</b> Less: direct expenses .....		<b>b</b>					
<b>c</b> Net income or (loss) from gaming activities .....							
<b>10 a</b> Gross sales of inventory, less returns and allowances .....	<b>a</b>						
	<b>b</b> Less: cost of goods sold .....	<b>b</b>					
	<b>c</b> Net income or (loss) from sales of inventory .....						
<b>Miscellaneous Revenue</b>		<b>Business Code</b>					
<b>11 a</b> .....							
	<b>b</b> .....						
	<b>c</b> .....						
	<b>d</b> All other revenue .....						
	<b>e Total.</b> Add lines 11a-11d .....						
<b>12 Total revenue.</b> See instructions. ....			30,378,631.	29,793,135.	0.	22,098.	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	1,020,790.	313,824.	604,593.	102,373.
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	13,998,670.	13,197,820.	693,199.	107,651.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,591,537.	1,424,969.	143,087.	23,481.
9 Other employee benefits	2,592,871.	2,394,298.	171,627.	26,946.
10 Payroll taxes	1,133,863.	1,023,583.	94,537.	15,743.
11 Fees for services (non-employees):				
a Management	1,422,866.	1,227,063.	195,530.	273.
b Legal	32,355.		32,355.	
c Accounting	15,746.		15,746.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion	34,623.	28,405.	5,968.	250.
13 Office expenses	970,988.	936,433.	34,001.	554.
14 Information technology	42,057.	41,789.	268.	
15 Royalties				
16 Occupancy	1,483,030.	1,483,030.		
17 Travel	93,078.	82,071.	10,938.	69.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	53,836.	45,691.	8,012.	133.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	558,383.		558,383.	
23 Insurance	411,886.		411,886.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a <b>LIBRARY MATERIALS</b>	3,774,585.	3,774,585.		
b <b>EQUIPMENT</b>	935,028.	935,028.		
c <b>LICENSES AND FEES</b>	102,022.	29,290.	72,732.	
d <b>DUES &amp; MEMBERSHIPS</b>	33,432.	1,937.	31,400.	95.
e All other expenses	136.		136.	
25 <b>Total functional expenses.</b> Add lines 1 through 24e	30,301,782.	26,939,816.	3,084,398.	277,568.
26 <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	9,906,353.	<b>1</b>	10,390,326.	
	<b>2</b> Savings and temporary cash investments .....		<b>2</b>		
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>		
	<b>4</b> Accounts receivable, net .....		<b>4</b>		
	<b>5</b> Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L .....		<b>5</b>		
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L .....		<b>6</b>		
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>		
	<b>8</b> Inventories for sale or use .....		<b>8</b>		
	<b>9</b> Prepaid expenses and deferred charges .....		<b>9</b>		
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 22,250,262.			
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 14,189,940.	8,618,705.	<b>10c</b>	8,060,322.
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>		
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>		
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>		
	<b>14</b> Intangible assets .....		<b>14</b>		
	<b>15</b> Other assets. See Part IV, line 11 .....		<b>15</b>		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 34) .....		18,525,058.	<b>16</b>	18,450,648.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	1,112,621.	<b>17</b>	961,362.	
	<b>18</b> Grants payable .....		<b>18</b>		
	<b>19</b> Deferred revenue .....		<b>19</b>		
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>		
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>		
	<b>22</b> Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L .....		<b>22</b>		
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>		
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<b>24</b>		
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>		
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....		1,112,621.	<b>26</b>	961,362.
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.</b>				
	<b>27</b> Unrestricted net assets .....		<b>27</b>		
	<b>28</b> Temporarily restricted net assets .....		<b>28</b>		
	<b>29</b> Permanently restricted net assets .....		<b>29</b>		
	<b>Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.</b>				
	<b>30</b> Capital stock or trust principal, or current funds .....	8,793,732.	<b>30</b>	9,428,963.	
	<b>31</b> Paid-in or capital surplus, or land, building, or equipment fund .....	8,618,705.	<b>31</b>	8,060,323.	
	<b>32</b> Retained earnings, endowment, accumulated income, or other funds .....	0.	<b>32</b>	0.	
<b>33</b> Total net assets or fund balances .....	17,412,437.	<b>33</b>	17,489,286.		
<b>34</b> Total liabilities and net assets/fund balances .....	18,525,058.	<b>34</b>	18,450,648.		

**Part XI Reconciliation of Net Assets**

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	30,378,631.
2	Total expenses (must equal Part IX, column (A), line 25)	2	30,301,782.
3	Revenue less expenses. Subtract line 2 from line 1	3	76,849.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	17,412,437.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	17,489,286.

**Part XII Financial Statements and Reporting**

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits _____		

Form 990 (2016)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	507,160.	312,646.	554,490.	476,801.	563,398.	2,414,495.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....	26,282,216.	24,069,192.	24,791,798.	26,854,883.	28,470,513.	130,468,602.
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>4 Total.</b> Add lines 1 through 3 .....	26,789,376.	24,381,838.	25,346,288.	27,331,684.	29,033,911.	132,883,097.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						132,883,097.

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ▶	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>7</b> Amounts from line 4 .....	26,789,376.	24,381,838.	25,346,288.	27,331,684.	29,033,911.	132,883,097.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources ...	11,975.	12,601.	6,909.	7,788.	22,098.	61,371.
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on ...						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....	15,574.	5,372.	16,382.	15,202.	11,972.	64,502.
<b>11 Total support.</b> Add lines 7 through 10						133,008,970.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	2,728,756.
<b>13 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2016 (line 6, column (f) divided by line 11, column (f)) .....	<b>14</b>	99.91 %
<b>15</b> Public support percentage from 2015 Schedule A, Part II, line 14 .....	<b>15</b>	99.92 %
<b>16a 33 1/3% support test - 2016.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....	<input checked="" type="checkbox"/>	
<b>b 33 1/3% support test - 2015.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
<b>17a 10% -facts-and-circumstances test - 2016.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
<b>b 10% -facts-and-circumstances test - 2015.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization .....	<input type="checkbox"/>	
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....	<input type="checkbox"/>	

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2012	(b) 2013	(c) 2014	(d) 2015	(e) 2016	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2016 (line 8, column (f) divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2015 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2016 (line 10c, column (f) divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2015 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2016.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**b 33 1/3% support tests - 2015.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in (a) above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI.		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>		
<b>3</b> By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
<b>3</b>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).			
<b>2</b> Activities Test. Answer (a) and (b) below.		Yes	No
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
<b>2a</b>			
<b>b</b> Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>2b</b>			
<b>3</b> Parent of Supported Organizations. Answer (a) and (b) below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.			
<b>3a</b>			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.			
<b>3b</b>			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

**1**  Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI.) **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

<b>Section A - Adjusted Net Income</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b>	Net short-term capital gain	<b>1</b>	
<b>2</b>	Recoveries of prior-year distributions	<b>2</b>	
<b>3</b>	Other gross income (see instructions)	<b>3</b>	
<b>4</b>	Add lines 1 through 3	<b>4</b>	
<b>5</b>	Depreciation and depletion	<b>5</b>	
<b>6</b>	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	<b>6</b>	
<b>7</b>	Other expenses (see instructions)	<b>7</b>	
<b>8</b>	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	<b>8</b>	

<b>Section B - Minimum Asset Amount</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b>	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
<b>a</b>	Average monthly value of securities	<b>1a</b>	
<b>b</b>	Average monthly cash balances	<b>1b</b>	
<b>c</b>	Fair market value of other non-exempt-use assets	<b>1c</b>	
<b>d</b>	<b>Total</b> (add lines 1a, 1b, and 1c)	<b>1d</b>	
<b>e</b>	<b>Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):		
<b>2</b>	Acquisition indebtedness applicable to non-exempt-use assets	<b>2</b>	
<b>3</b>	Subtract line 2 from line 1d	<b>3</b>	
<b>4</b>	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions)	<b>4</b>	
<b>5</b>	Net value of non-exempt-use assets (subtract line 4 from line 3)	<b>5</b>	
<b>6</b>	Multiply line 5 by .035	<b>6</b>	
<b>7</b>	Recoveries of prior-year distributions	<b>7</b>	
<b>8</b>	<b>Minimum Asset Amount</b> (add line 7 to line 6)	<b>8</b>	

<b>Section C - Distributable Amount</b>			Current Year
<b>1</b>	Adjusted net income for prior year (from Section A, line 8, Column A)	<b>1</b>	
<b>2</b>	Enter 85% of line 1	<b>2</b>	
<b>3</b>	Minimum asset amount for prior year (from Section B, line 8, Column A)	<b>3</b>	
<b>4</b>	Enter greater of line 2 or line 3	<b>4</b>	
<b>5</b>	Income tax imposed in prior year	<b>5</b>	
<b>6</b>	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	<b>6</b>	
<b>7</b>	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)

<b>Section D - Distributions</b>	<b>Current Year</b>
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions	
<b>7 Total annual distributions.</b> Add lines 1 through 6	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions	
<b>9</b> Distributable amount for 2016 from Section C, line 6	
<b>10</b> Line 8 amount divided by Line 9 amount	

<b>Section E - Distribution Allocations</b> (see instructions)	<b>(i) Excess Distributions</b>	<b>(ii) Underdistributions Pre-2016</b>	<b>(iii) Distributable Amount for 2016</b>
<b>1</b> Distributable amount for 2016 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2016 (reasonable cause required- explain in Part VI). See instructions			
<b>3</b> Excess distributions carryover, if any, to 2016:			
<b>a</b>			
<b>b</b>			
<b>c</b> From 2013			
<b>d</b> From 2014			
<b>e</b> From 2015			
<b>f Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2016 distributable amount			
<b>i</b> Carryover from 2011 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2016 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2016 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4			
<b>5</b> Remaining underdistributions for years prior to 2016, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions			
<b>6</b> Remaining underdistributions for 2016. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions			
<b>7 Excess distributions carryover to 2017.</b> Add lines 3j and 4c			
<b>8</b> Breakdown of line 7:			
<b>a</b>			
<b>b</b> Excess from 2013			
<b>c</b> Excess from 2014			
<b>d</b> Excess from 2015			
<b>e</b> Excess from 2016			

Schedule A (Form 990 or 990-EZ) 2016

**Part VI** **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Horizontal lines for supplemental information input.

DRAFT

**Schedule B**

(Form 990, 990-EZ, or 990-PF)

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.  
▶ Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\* - \* \* \* \* \*

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)( 3 ) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ..... ▶ \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2016)

Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  <b>** - * * * * *</b>
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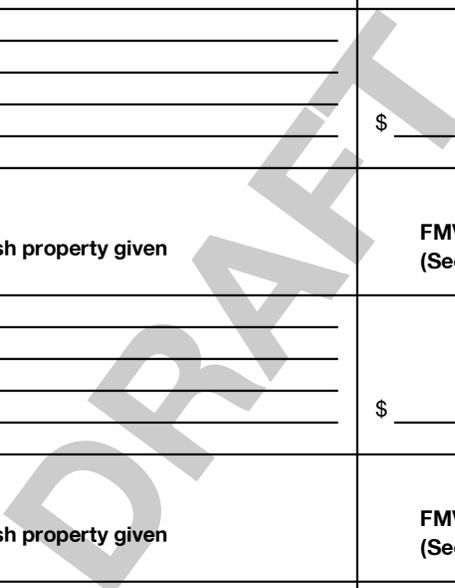
**Part I Contributors** (See instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	PIERCE COUNTY LIBRARY FOUNDATION  3005 112TH AVE SE  TACOMA, WA 98446	\$ 287,045.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	FRIENDS OF LAKEWOOD/TILLICUM LIBRARY  6300 WILDAIRE RD SW  LAKEWOOD, WA 98499	\$ 21,545.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  <b>** _ * * * * *</b>
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**Part II Noncash Property** (See instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions)	(d) Date received
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____



Name of organization  <b>PIERCE COUNTY RURAL LIBRARY DISTRICT</b>	Employer identification number  <b>** - * * * * *</b>
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**Part III** Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ \_\_\_\_\_  
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	
<b>(e) Transfer of gift</b>			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

**SCHEDULE D**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Financial Statements**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**  
▶ **Attach to Form 990.**

▶ **Information about Schedule D (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).**

OMB No. 1545-0047

**2016**

**Open to Public Inspection**

**Name of the organization** PIERCE COUNTY RURAL LIBRARY DISTRICT **Employer identification number**  
\*\*-\*\*\*\*\*

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
 Preservation of land for public use (e.g., recreation or education)  Preservation of a historically important land area  
 Protection of natural habitat  Preservation of a certified historic structure  
 Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ▶ \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.** Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990. Schedule D (Form 990) 2016

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a  Public exhibition
- b  Scholarly research
- c  Preservation for future generations
- d  Loan or exchange programs
- e  Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection?  Yes  No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X?  Yes  No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability?  Yes  No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  \_\_\_\_\_ %
- b Permanent endowment  \_\_\_\_\_ %
- c Temporarily restricted endowment  \_\_\_\_\_ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) unrelated organizations	3a(i)	
(ii) related organizations	3a(ii)	
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3,774,094.		3,774,094.
b Buildings		18,476,168.	14,189,940.	4,286,228.
c Leasehold improvements				
d Equipment				
e Other				

**Total.** Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) 8,060,322.

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely-held equity interests .....		
(3) Other .....		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII



**SCHEDULE J  
(Form 990)**

**Compensation Information**

OMB No. 1545-0047

**2016**

Open to Public Inspection

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

▶ Attach to Form 990.

▶ Information about Schedule J (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

Department of the Treasury  
Internal Revenue Service

Name of the organization

**PIERCE COUNTY RURAL LIBRARY DISTRICT**

Employer identification number

\*\*-\*\*\*\*\*

**Part I Questions Regarding Compensation**

**1a** Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- |  |   |
|--|---|
| <input type="checkbox"/> First-class or charter travel             | <input type="checkbox"/> Housing allowance or residence for personal use    |
| <input type="checkbox"/> Travel for companions                     | <input type="checkbox"/> Payments for business use of personal residence    |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees      |
| <input type="checkbox"/> Discretionary spending account            | <input type="checkbox"/> Personal services (such as, maid, chauffeur, chef) |

**b** If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain .....

**2** Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a? .....

**3** Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- |  |   |
|--|---|
| <input type="checkbox"/> Compensation committee              | <input type="checkbox"/> Written employment contract                                |
| <input type="checkbox"/> Independent compensation consultant | <input checked="" type="checkbox"/> Compensation survey or study                    |
| <input type="checkbox"/> Form 990 of other organizations     | <input checked="" type="checkbox"/> Approval by the board or compensation committee |

**4** During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

**a** Receive a severance payment or change-of-control payment? .....

**b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? .....

**c** Participate in, or receive payment from, an equity-based compensation arrangement? .....

If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

**Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.**

**5** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 5a or 5b, describe in Part III.

**6** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

**a** The organization? .....

**b** Any related organization? .....

If "Yes" on line 6a or 6b, describe in Part III.

**7** For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III .....

**8** Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III .....

**9** If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

	Yes	No
<b>1b</b>		
<b>2</b>		
<b>4a</b>		X
<b>4b</b>		X
<b>4c</b>		X
<b>5a</b>		X
<b>5b</b>		X
<b>6a</b>		X
<b>6b</b>		X
<b>7</b>		X
<b>8</b>		X
<b>9</b>		

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

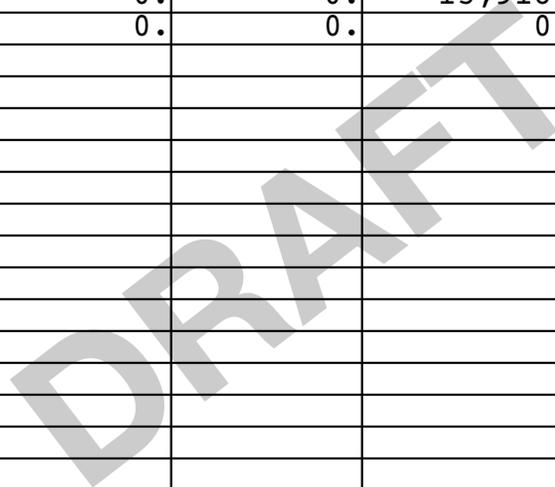
Schedule J (Form 990) 2016

**Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

**Note:** The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) GEORGIA LOMAX LIBRARY DIRECTOR	(i)	142,872.	0.	0.	15,918.	10,028.	168,818.	0.
	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
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	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							





**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\*-\*\*\*\*\*

FORM 990, PART III, LINE 4A, PROGRAM SERVICE ACCOMPLISHMENTS:

TECHNOLOGY, ACCESS TO HEALTH AND SOCIAL SERVICES, LEARNING RESOURCES

FOR ALL AGES, CONNECTING INDIVIDUALS IN COMMUNITIES, AND LEISURE

ACTIVITIES. THE NATIONALLY RECOGNIZED, AWARD-WINNING LIBRARY SYSTEM IS

COMMITTED TO MEETING THE HIGHEST PRIORITY NEEDS IN PIERCE COUNTY. IN

2017, THE LIBRARY WILL ENHANCE SERVICES AND OFFER NEW PROGRAMS TO SPARK

SUCCESSES FOR PIERCE COUNTY RESIDENTS' PURSUIT OF LEARNING, ENJOYING,

AND CONNECTING AS A COMMUNITY.

SYSTEM HIGHLIGHTS:

NATIONAL AWARD. RECEIVED A 2016 URBAN LIBRARIES COUNCIL TOP INNOVATORS

AWARD HONORABLE MENTION FOR THE LIBRARY'S OPEN LABS SERVICE THAT HELPS

SERVICE MEMBERS BUILD TECHNOLOGY SKILLS.

TEEN WRITING AND ART CONTEST. WITH MORE THAN 1,100 ENTRIES, CELEBRATED

THE 20TH ANNIVERSARY OF OUR OWN EXPRESSIONS, A TEEN WRITING AND ART

CONTEST.

TECHNOLOGY WORKPLACE SKILLS. HELPED INDIVIDUALS EARN MORE THAN 700

ACCREDITATIONS THROUGH MICROSOFT CERTIFICATIONS.

COMMUNITY READING PROGRAM. NEARLY 1,500 PEOPLE PARTICIPATED IN THE

PIERCE COUNTY READS, COMMUNITY ONE-BOOK READING PROGRAM, WHICH INCLUDED

LIVE STREAMING OF THE EVENT TO FIVE LOCATIONS.

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\* - \*\*\*\*\*

SUMMER READING PROGRAM. CHILDREN AND ADULTS READ MORE THAN 11 MILLION MINUTES.

COLLECTION MANAGEMENT EFFICIENCIES. IMPROVED PROCESSING OF MAGAZINES AND CONDUCTED OTHER ACTIONS TO ENHANCE MANAGING THE LIBRARY'S COLLECTION OF BOOKS, MOVIES, AND OTHER MATERIALS.

FACILITY MAINTENANCE. REPLACED SIGNIFICANTLY AGING FURNISHINGS AT SOME LIBRARY BRANCHES.

INFORMATION TECHNOLOGY IMPROVEMENTS. COMPLETED MAJOR EQUIPMENT AND INFRASTRUCTURE STABILIZATION AND UPGRADES TO THE NETWORK, APPLICATIONS, AND EQUIPMENT.

SOCIAL MEDIA ENGAGEMENT. INCREASED INTERACTIONS ON FACEBOOK BY 10%.

WELLCITY AWARD. SUCCESSFULLY AWARDED ASSOCIATION OF WASHINGTON'S CITIES WELLCITY AWARD FOR LIBRARY'S WELLNESS PROGRAM, PROVIDING A 2% REIMBURSEMENT ON HEALTH CARE PREMIUMS.

FORM 990, PART VI, SECTION B, LINE 11B:

EACH MEMBER OF THE BOARD OF DIRECTORS IS PROVIDED WITH A COPY OF THE FORM 990 BEFORE IT IS FILED. WHEN EACH BOARD MEMBER COMPLETES THEIR REVIEW OF THE FORM 990 THEY SIGN AND DATE A DOCUMENT STATING THEY HAVE COMPLETED THEIR REVIEW. THE SIGNED DOCUMENT IS RETAINED WITH A COPY OF THE FORM 990.

FORM 990, PART VI, SECTION B, LINE 12C:

IF A POSSIBLE CONFLICT OF INTEREST OCCURS, EACH BOARD MEMBER IS REQUIRED TO

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\* - \*\*\*\*\*

DISCLOSE THE POSSIBLE CONFLICT AT THE NEXT MEETING OF THE BOARD OF DIRECTORS. THE BOARD OF DIRECTORS WILL THEN DISCUSS THE BEST RESOLUTION OF THE CONFLICT.

FORM 990, PART VI, SECTION B, LINE 15:

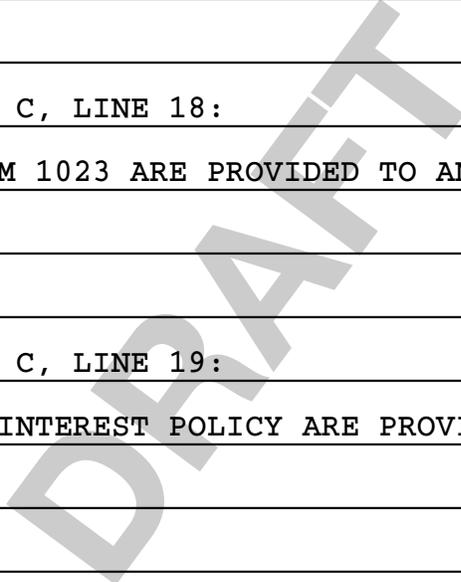
COMPENSATION OF THE LIBRARY DIRECTOR IS BASED ON COMPARABILITY DATA FROM A RECENTLY COMPLETED CLASS AND COMPENSATION SURVEY. THE BOARD OF TRUSTEES VOTE ON THE COMPENSATION PAID TO THE LIBRARY DIRECTOR.

FORM 990, PART VI, SECTION C, LINE 18:

COPIES OF FORM 990 AND FORM 1023 ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE CONFLICT OF INTEREST POLICY ARE PROVIDED TO ANYONE WHO REQUESTS A COPY.



**SCHEDULE R  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.  
▶ Attach to Form 990.

▶ Information about Schedule R (Form 990) and its instructions is at [www.irs.gov/form990](http://www.irs.gov/form990).

OMB No. 1545-0047

**2016**

Open to Public  
Inspection

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

\*\*-\*\*\*\*\*

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
PIERCE COUNTY LIBRARY FOUNDATION - 51-0180293, 3005 112TH ST E, TACOMA, WA 98446-2200	FUNDRAISING	WASHINGTON	170 (B)(1)(A)(VI)	501(C)(3)			X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2016

**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

		Yes	No
<b>1</b> During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
<b>a</b> Receipt of <b>(i)</b> interest, <b>(ii)</b> annuities, <b>(iii)</b> royalties, or <b>(iv)</b> rent from a controlled entity .....	<b>1a</b>		X
<b>b</b> Gift, grant, or capital contribution to related organization(s) .....	<b>1b</b>		X
<b>c</b> Gift, grant, or capital contribution from related organization(s) .....	<b>1c</b>	X	
<b>d</b> Loans or loan guarantees to or for related organization(s) .....	<b>1d</b>		X
<b>e</b> Loans or loan guarantees by related organization(s) .....	<b>1e</b>		X
<b>f</b> Dividends from related organization(s) .....	<b>1f</b>		X
<b>g</b> Sale of assets to related organization(s) .....	<b>1g</b>		X
<b>h</b> Purchase of assets from related organization(s) .....	<b>1h</b>		X
<b>i</b> Exchange of assets with related organization(s) .....	<b>1i</b>		X
<b>j</b> Lease of facilities, equipment, or other assets to related organization(s) .....	<b>1j</b>		X
<b>k</b> Lease of facilities, equipment, or other assets from related organization(s) .....	<b>1k</b>		X
<b>l</b> Performance of services or membership or fundraising solicitations for related organization(s) .....	<b>1l</b>		X
<b>m</b> Performance of services or membership or fundraising solicitations by related organization(s) .....	<b>1m</b>		X
<b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s) .....	<b>1n</b>	X	
<b>o</b> Sharing of paid employees with related organization(s) .....	<b>1o</b>	X	
<b>p</b> Reimbursement paid to related organization(s) for expenses .....	<b>1p</b>		X
<b>q</b> Reimbursement paid by related organization(s) for expenses .....	<b>1q</b>		X
<b>r</b> Other transfer of cash or property to related organization(s) .....	<b>1r</b>		X
<b>s</b> Other transfer of cash or property from related organization(s) .....	<b>1s</b>		X

**2** If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

	(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
<b>(1)</b>				
<b>(2)</b>				
<b>(3)</b>				
<b>(4)</b>				
<b>(5)</b>				
<b>(6)</b>				



**Part VII** Supplemental Information.

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information with a large diagonal 'DRAFT' watermark.

ATTACHMENT 2 – (TO BE COMPLETED BY ALL DIRECTORS OF THE ORGANIZATION)

BOARD OF DIRECTORS QUESTIONNAIRE  
FOR THE TAX YEAR 2016

“Your Organization” is the not-for-profit organization you represent as a board member.

Please circle your answer to the following questions.

- |   |     |    |
|---|-----|----|
| 1. Were you compensated by your Organization as an officer or as an employee?   | YES | NO |
| 2. Were you compensated by an organization that is related (an organization with common board members, a subsidiary organization, or an organization that has control over your Organization) to your Organization? | YES | NO |
| 3. Did you perform services or sell goods to your Organization as an independent contractor?  | YES | NO |
| 4. Did any family member receive compensation or grants from your Organization?   | YES | NO |
| 5. Do you have a family relationship or business relationship with any officer, director, or key employee of your Organization?   | YES | NO |

If you answered yes to any of the above questions please give a detailed explanation below or on the back of this form.

- |  |     |        |
|--|-----|--------|
| 6. Are you a board member at an organization related to your Organization?<br>If your answer is <b>Yes</b> , which related organization are you a board member of?           | YES | NO     |
| 7. Does your Organization have a written conflict of interest policy?<br>(If no, skip to #10)  | YES | NO     |
| 8. If the answer to question number 7 is <b>Yes</b> , were you required to disclose interests that could give rise to a conflict during the 2016 tax year?                   | YES | NO     |
| 9. If the answer to question number 7 is <b>Yes</b> , does your Organization regularly and consistently monitor and enforce compliance with the conflict of interest policy? | YES | NO     |
| 10. Did you vote on the compensation package for your Organization’s top management officials (CEO, Executive director)?   | YES | NO     |
| 11. Did you vote on the compensation for other officers and key employees?   | YES | NO N/A |

If the answer to question 10 or 11 was **Yes**, what data did you rely on in making your compensation decision?

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

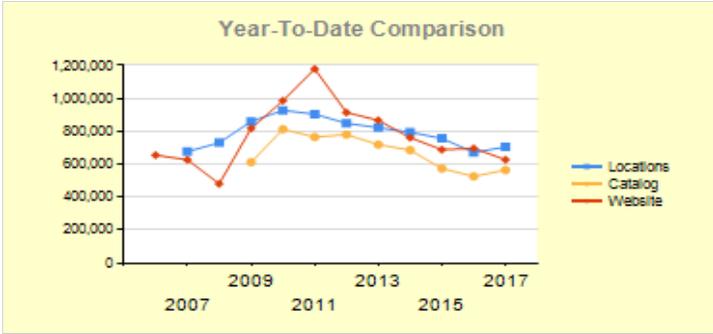
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Routine Reports

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - APRIL

### VISITS



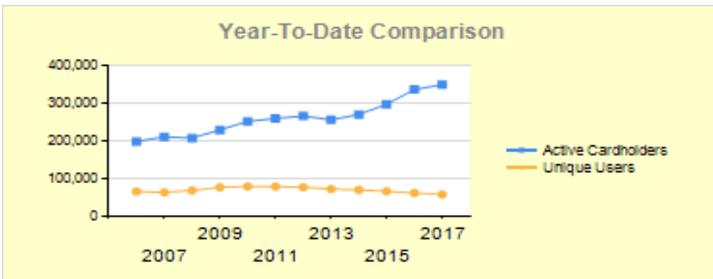
	April		
	2016	2017	% Change
Door Count	123,139	113,792	-7.59%
Catalog	121,162	133,182	9.92%
Website	153,545	151,685	-1.21%
Job & Business Portal	2,980	3,976	33.42%
Military Portal	77	112	45.45%
<b>Total</b>	<b>400,903</b>	<b>402,747</b>	<b>0.46%</b>

### CHECKOUTS



	April		
	2016	2017	% Change
Checkouts	549,512	414,550	-24.56%
Downloadables	78,945	91,741	16.21%
<b>Total</b>	<b>628,457</b>	<b>506,291</b>	<b>-19.44%</b>

### CUSTOMERS



	April		
	2016	2017	% Change
Active Cardholders	337,366	350,218	3.81%
New Cards	2,708	2,727	0.70%
Checkout Transactions	73,982	70,080	-5.27%
Unique Users	39,411	32,306	-18.03%

### PHILANTHROPY



	April		
	2016	2017	% Change
FoundationDonors	173	142	-17.92%
NewFoundationDonors	14	1	-92.86%
\$ Raised by Foundation	\$41,507.00	\$31,483.00	-24.15%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

### BRANCH CLOSURES

Year	Location	Dates	Duration
2014	Gig Harbor	5/19-6/1	13
	Lakewood	9/2-9/21	19
	Parkland	10/3-10/26	13
	South Hill	11/1-11/30	30
2015	Gig Harbor	11/9-11/22	13
2016	Buckley	11/14-12/4	20
	Tillicum	12/5-12/25	20
2017	System Snow Closure	2/6	1
	University Place	3/1-3/2	2
	Eatonville	4/10-4/30	20
	Summit	5/8 -5/31	21
	Parkland	5/31	1

## Monthly Interim Financial Reports

### May 31, 2017

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**All bolded notes refer to current month activity or updates to prior months**

#### General Fund

##### May

- **County Property Tax data reported in May was \$3.4m, which offset the less taxes reported in April. At this time the Library is on schedule to receive its full property tax levy.**
- **35970. Library Fines for overdue materials are coming in less than budgeted. We will make a correction for 2018.**
- **54704. Garbage company refunded PCLS \$3,728 for Lakewood Library for over charges for several months.**

##### April

- County Property Tax data received in April was \$10.49m, about \$200,000 less than April 2016—we will watch for more to be posted through the month of April, as the County system has not yet closed out April.
- 36998. Erate reimbursement received in April for remainder of 2016.
- 51105. Additional Hours returned to average monthly use.
- 54800. Corrected miscoding of landscaping costs from gen repairs & maintenance to contracted maint (54801)
- 54903. Corrected miscoding of AWC fees from licenses & fees to professional services (54100)
- 53500. Corrected miscoding of Fire Ext. training system from minor equipment to machinery & equipment (56400). This was supposed to have been paid in 2016 but the invoice came too late.

##### January – March (Q1)

- 51105/51200. Additional hours and Overtime use as a result of unfilled vacancies and unusually high absences due to the influenza outbreak.
- 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, 54201 telecom services, 54501 and 54502 Leases, 54801 Contracted Maintenance and 54903 Licenses and Fees.
- 53500. Minor Equipment miscode. Should be 56400 machinery and Equipment.

- County Property Tax data not received for March – we are estimating revenue of \$1,000,000 plus (Actual posted in March was \$1.27m)
- 33300. WorkSource grant – Federal funds via Pierce County WorkSource.

**Debt Service Fund**

- No activity

**Special Purpose Fund**

- No activity

**Capital Improvement Projects Fund**

May

- **No major activity.**

April

- 53501. Furnishings for Parkland Movie Tower Decommissioning project & ergonomic project to replace chairs. (Budgets for the certain line items will be reallocated accordingly.)
- 56201. Eatonville Restroom Remodel project costs paid.

January – March (Q1)

- 36998. Erate Reimbursement - Received balance of 2016 billed amount
- 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  
May 31, 2017  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 1,887,994	\$ 295	\$ 44	\$ 492,547
Investments	\$ 9,500,000	\$ 729,222	\$ 84,199	\$ 1,000,000
<b>Total Cash</b>	<b>\$ 11,387,994</b>	<b>\$ 729,517</b>	<b>\$ 84,243</b>	<b>\$ 1,492,547</b>
<b>Total Current Assets</b>	<b>\$ 11,387,994</b>	<b>\$ 729,517</b>	<b>\$ 84,243</b>	<b>\$ 1,492,547</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 48,704	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,645	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 39,987	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 93,335</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 958,175	\$ -	\$ -	\$ 437,414
Net Excess (Deficit)	\$ 3,393,225	\$ 1,254	\$ 193	\$ (768,259)
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Election Set-aside	\$ -	\$ 360,000	\$ -	\$ -
Land, Property and Facility Set-aside	\$ -	\$ 368,263	\$ -	\$ -
Unreserved Fund Balance	\$ 6,943,258	\$ -	\$ 84,050	\$ 1,673,392
<b>Total Fund Balance</b>	<b>\$ 11,294,658</b>	<b>\$ 729,517</b>	<b>\$ 84,243</b>	<b>\$ 1,492,547</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 11,387,994</b>	<b>\$ 729,517</b>	<b>\$ 84,243</b>	<b>\$ 1,492,547</b>
Balance of Prop Tax to Rcv (1st day of month)	\$ 14,300,000	N/A	\$ 10	N/A

<b>Pierce County Library System</b>													
<b>Comparative Statement of Financial Position - Interim</b>													
<b>General Fund - Rolling Comparison</b>													
<i>(as of the listed date of the reported month)</i>													
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>
	<b>5/31/2016</b>	<b>6/30/2016</b>	<b>7/31/2016</b>	<b>8/31/2016</b>	<b>9/30/2016</b>	<b>10/31/2016</b>	<b>11/30/2016</b>	<b>12/31/2016</b>	<b>1/31/2017</b>	<b>2/28/2017</b>	<b>3/31/2017</b>	<b>4/30/2017</b>	<b>5/31/2017</b>
<b>Assets</b>													
<b>Current Assets - Cash</b>													
Cash	\$ 4,586,856	\$ 1,984,811	\$ 1,493,684	\$ 1,702,472	\$ 2,658,110	\$ 2,143,228	\$ 4,335,008	\$ 7,729,869	\$ 2,149,302	\$ 1,884,238	\$ 2,175,102	\$ 10,422,576	\$ 1,887,994
Investments	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	\$ -	\$ 7,850,000	\$ 6,000,000	\$ -	\$ 3,090,000	\$ 1,300,000	\$ -	\$ -	\$ 9,500,000
<b>Total Cash</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>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>
<b>Total Current Assets</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>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>
<b>Liabilities and Fund Balance</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 339,657	\$ 376,587	\$ 289,850	\$ 269,457	\$ 313,810	\$ 447,609	\$ 235,821	\$ 727,573	\$ 478,143	\$ 464,924	\$ 55,092	\$ 87,181	\$ 48,704
Sales Tax Payable	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	\$ 6,228	\$ 4,281	\$ 5,672	\$ 2,082	\$ 4,908	\$ 5,175	\$ 4,624	\$ 6,663	\$ 4,645
Payroll Taxes and Benefits Payable	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	\$ 49,926	\$ 18,099	\$ 35,122	\$ 56,955	\$ 24,125	\$ 40,674	\$ 53,093	\$ 24,785	\$ 39,987
<b>Total Current Liabilities</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>\$ 507,175</b>	<b>\$ 510,773</b>	<b>\$ 112,809</b>	<b>\$ 118,628</b>	<b>\$ 93,335</b>
<b>Fund Balance</b>													
Reserve for Encumbrances	\$ 718,214	\$ 673,622	\$ 533,500	\$ 478,820	\$ 370,104	\$ 331,430	\$ 258,402	\$ -	\$ 1,630,348	\$ 925,974	\$ 1,034,180	\$ 998,755	\$ 958,175
Net Excess (Deficit)	\$ 3,553,910	\$ 1,407,209	\$ (1,543,242)	\$ (3,433,158)	\$ (4,960,352)	\$ 2,313,415	\$ 2,921,598	\$ -	\$ (3,841,479)	\$ (5,195,768)	\$ (5,915,145)	\$ 2,361,935	\$ 3,393,225
Unreserved Fund Balance	\$ 7,761,618	\$ 7,761,618	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,878,394	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258	\$ 6,943,258
<b>Total Fund Balance</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>\$ 4,732,127</b>	<b>\$ 2,673,465</b>	<b>\$ 2,062,294</b>	<b>\$ 10,303,947</b>	<b>\$ 11,294,658</b>
<b>Total Liabilities and Fund Balance</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>\$ 5,239,302</b>	<b>\$ 3,184,238</b>	<b>\$ 2,175,102</b>	<b>\$ 10,422,576</b>	<b>\$ 11,387,994</b>
Balance of Prop Tax to Rcv (1st day of month)	\$ 13,922,327	\$ 13,765,971	\$ 13,686,423	\$ 13,553,661	\$ 12,986,896	\$ 3,571,874	\$ 839,981	\$ -	\$ 29,731,845	\$ 29,396,979	\$ 28,137,050	\$ 17,664,082	\$ 14,300,000



**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date May 31, 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	\$ 15,595,818	\$ -	\$ 13,756,530	53%
Other Revenue	\$ 1,427,500	\$ 641,874	\$ -	\$ 785,626	45%
<b>Total Revenue</b>	<b>\$ 30,779,848</b>	<b>\$ 16,237,693</b>	<b>\$ -</b>	<b>\$ 14,542,155</b>	<b>53%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 21,461,824	\$ 8,955,951	\$ -	\$ 12,505,873	42%
Materials	\$ 3,789,300	\$ 1,456,691	\$ 29,926	\$ 2,302,682	39%
Maintenance and Operations	\$ 4,297,530	\$ 1,472,150	\$ 928,502	\$ 1,896,878	56%
Transfers Out - CIP	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Expenditures</b>	<b>\$ 30,779,848</b>	<b>\$ 11,884,792</b>	<b>\$ 958,429</b>	<b>\$ 17,936,627</b>	<b>42%</b>
Excess/(Deficit)		\$ 4,352,900			
(less encumbrances)		(958,429)			
<b>Net Excess (Deficit)</b>		<b>\$ 3,394,472</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					
Investment Income	\$ -	\$ 1,254	\$ -	\$ (1,254)	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 1,254</b>	<b>\$ -</b>	<b>\$ (1,254)</b>	<b>0%</b>
Expenditures					
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Excess/(Deficit)		\$ 1,254			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 1,254</b>			

**Debt Service Fund - 20**

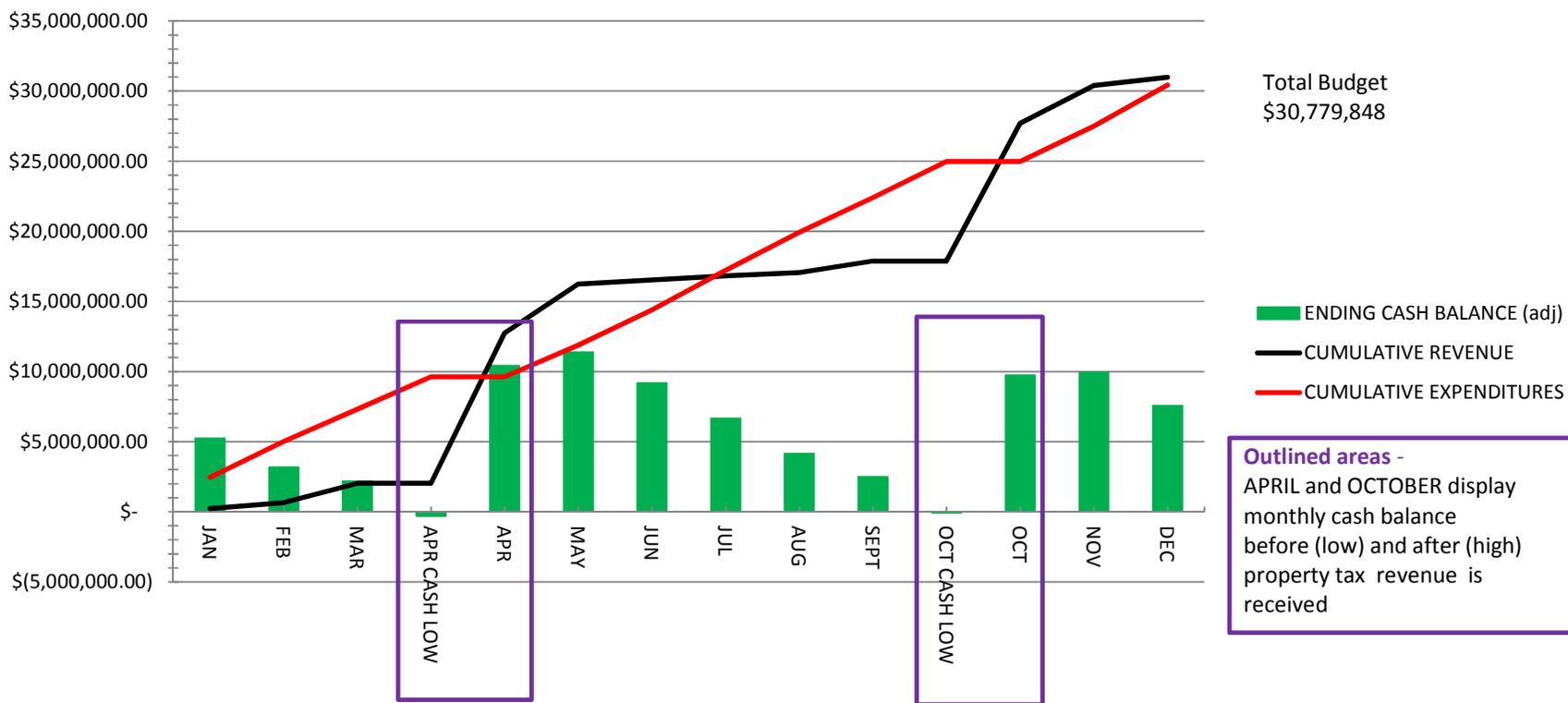
	<u>2017 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 193	\$ -	\$ (193)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 193</b>	<b>\$ -</b>	<b>\$ (193)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 193</b>			

**Capital Improvement Projects**

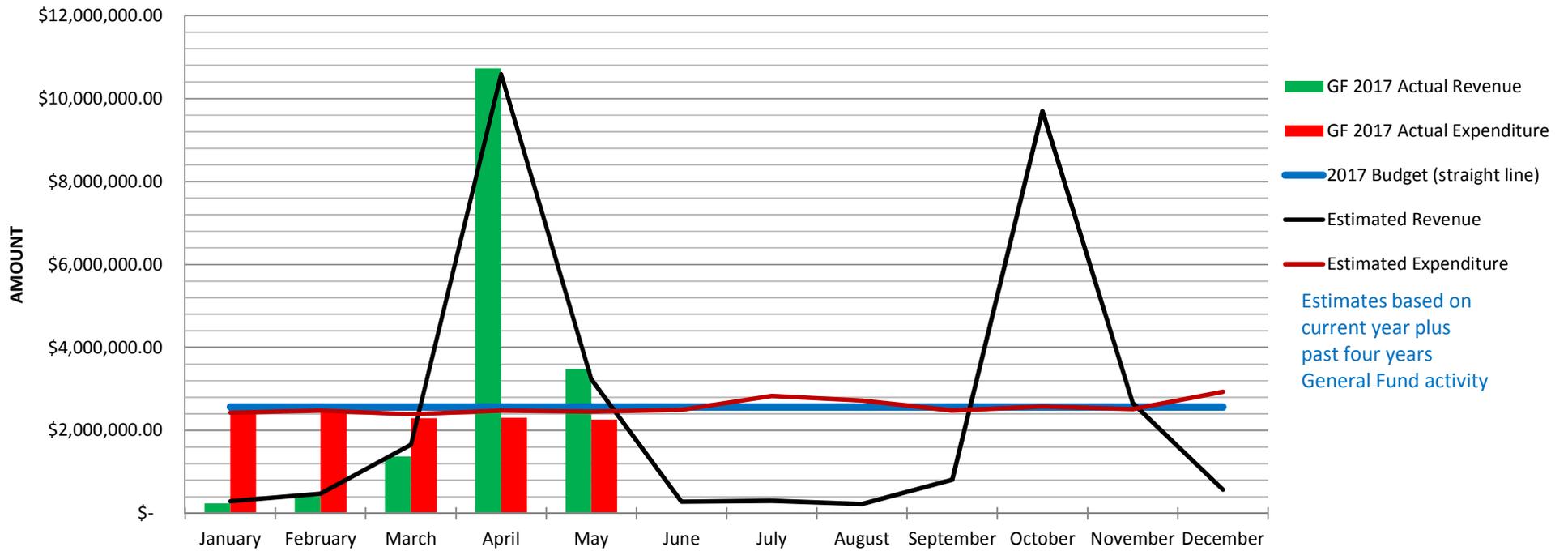
**Fund - 30**

	<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	\$ 73,353	\$ -	\$ 612,453	11%
Transfers In	\$ 1,231,194	\$ -	\$ -	\$ 1,231,194	0%
<b>Total Revenue</b>	<b>\$ 1,917,000</b>	<b>\$ 73,353</b>	<b>\$ -</b>	<b>\$ 1,843,647</b>	<b>4%</b>
Expenditures					
Maintenance and Operations	\$ 1,917,000	\$ 254,198	\$ 437,414	\$ 1,225,388	36%
<b>Total Expenditures</b>	<b>\$ 1,917,000</b>	<b>\$ 254,198</b>	<b>\$ 437,414</b>	<b>\$ 1,225,388</b>	<b>36%</b>
Excess/(Deficit)		\$ (180,845)			
(less encumbrances)		(437,414)			
<b>Net Excess (Deficit)</b>		<b>\$ (618,259)</b>			

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



## RESOURCE FLOW - INTERIM General Fund - 2017



Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	28,677,357.00	3,330,184.07	15,242,942.68	0.00	13,434,414.32	53.15
31112 PROPERTY TAXES DELINQUENT	558,991.00	53,866.40	288,122.62	0.00	270,868.38	51.54
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	63.45	0.00	2,936.55	2.12
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	9,177.98	0.00	10,822.02	45.89
31740 TIMBER EXCISE TAX	63,000.00	42,370.42	42,370.42	0.00	20,629.58	67.25
<b>TAXES:</b>	<b>29,322,348.00</b>	<b>3,426,420.89</b>	<b>15,582,677.15</b>	<b>0.00</b>	<b>13,739,670.85</b>	<b>53.14</b>
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	18,432.27	0.00	(18,432.27)	0.00
33345 PLAY TO LEARN - FED INDIRECT	0.00	0.00	486.87	0.00	(486.87)	0.00
33403 STATE LSTA DIRECT	0.00	0.00	23,295.83	0.00	(23,295.83)	0.00
33490 STATE DIRECT GRANT - STAY AT WORK	0.00	0.00	5,616.14	0.00	(5,616.14)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	10.14	77.17	0.00	(77.17)	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	2,550.34	13,023.47	0.00	16,976.53	43.41
34161 GRAPHICS SERVICES CHARGES	7,500.00	0.00	7,030.58	0.00	469.42	93.74
34162 PRINTER FEES	125,000.00	13,924.61	59,468.65	0.00	65,531.35	47.57
34163 FAX FEES	21,000.00	1,910.05	9,950.65	0.00	11,049.35	47.38
34193 ORTING - SERVICE FEES	3,000.00	810.00	1,620.00	0.00	1,380.00	54.00
35970 LIBRARY FINES	500,000.00	29,470.37	182,561.45	0.00	317,438.55	36.51
36110 INVESTMENT INCOME	15,000.00	3,613.76	6,967.26	0.00	8,032.74	46.45
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.84	3.30	0.00	(3.30)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	1,000.00	324.63	612.69	0.00	387.31	61.27
36290 BOOK SALES	7,000.00	738.50	1,151.80	0.00	5,848.20	16.45
36700 FOUNDATION DONATIONS	189,000.00	0.00	95,900.00	0.00	93,100.00	50.74
36710 FRIENDS' DONATIONS	0.00	0.00	147.27	0.00	(147.27)	0.00
36720 FRIENDS' REIMBURSEMENTS	38,000.00	0.00	1,024.40	0.00	36,975.60	2.70
36725 DONATIONS - OTHER	1,000.00	56.64	315.84	0.00	684.16	31.58
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	48.15	663.12	0.00	2,336.88	22.10
36990 MISCELLANEOUS REVENUE	0.00	82.92	(2,562.95)	0.00	2,562.95	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	606.30	3,376.48	0.00	8,623.52	28.14
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	191,095.15	0.00	223,904.85	46.05
36999 REBATES - PROCUREMENT CARD	70,000.00	0.00	28,574.78	0.00	41,425.22	40.82
<b>CHARGES OTHER:</b>	<b>1,457,500.00</b>	<b>54,147.25</b>	<b>648,922.22</b>	<b>0.00</b>	<b>808,577.78</b>	<b>44.52</b>
39510 SALE OF FIXED ASSETS (GOV)	0.00	2,431.02	6,093.17	0.00	(6,093.17)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>3,482,999.16</b>	<b>16,237,692.54</b>	<b>0.00</b>	<b>14,542,155.46</b>	<b>52.75</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	15,661,261.00	1,229,536.90	6,201,807.33	0.00	9,459,453.67	39.60
51105 ADDITIONAL HOURS	238,300.00	13,865.03	135,137.24	0.00	103,162.76	56.71
51106 SHIFT DIFFERENTIAL	167,525.00	13,324.57	63,155.18	0.00	104,369.82	37.70
51107 SUBSTITUTE HOURS	275,400.00	26,140.14	120,992.98	0.00	154,407.02	43.93
51109 TUITION ASSISTANCE PROGRAM	10,500.00	2,663.64	6,687.19	0.00	3,812.81	63.69
51200 OVERTIME WAGES	12,400.00	1,698.65	14,982.62	0.00	(2,582.62)	120.83
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	10,114.09	51,014.51	0.00	127,667.49	28.55
52002 MEDICAL INSURANCE	2,457,067.00	186,019.17	1,042,696.26	0.00	1,414,370.74	42.44

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52003 F.I.C.A.	1,251,962.00	95,289.30	487,014.46	0.00	764,947.54	38.90
52004 RETIREMENT	1,800,779.00	137,697.10	700,850.39	0.00	1,099,928.61	38.92
52005 DENTAL INSURANCE	231,182.00	18,623.90	92,841.19	0.00	138,340.81	40.16
52006 OTHER BENEFIT	10,540.00	1,140.00	5,060.00	0.00	5,480.00	48.01
52010 LIFE AND DISABILITY INSURANCE	28,669.00	5,354.99	26,275.75	0.00	2,393.25	91.65
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	7,436.01	0.00	23,063.99	24.38
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
<b>PERSONNEL</b>	<b>21,461,824.00</b>	<b>1,741,467.48</b>	<b>8,955,951.11</b>	<b>0.00</b>	<b>12,505,872.89</b>	<b>41.73</b>
53100 OFFICE/OPERATING SUPPLIES	257,500.00	11,209.72	82,824.07	26,043.30	148,632.63	42.28
53101 CUSTODIAL SUPPLIES	60,000.00	5,627.13	26,074.85	173.71	33,751.44	43.75
53102 MAINTENANCE SUPPLIES	60,200.00	3,073.45	17,570.72	0.00	42,629.28	29.19
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	1,168.18	9,692.11	0.00	15,307.89	38.77
53104 BOOK PROCESSING SUPPLIES	20,000.00	4,778.10	5,565.94	0.00	14,434.06	27.83
53105 TRAINING SUPPLIES	10,500.00	0.00	0.00	0.00	10,500.00	0.00
53200 FUEL	47,500.00	24.52	7,153.96	0.00	40,346.04	15.06
53401 ADULT MATERIALS	732,500.00	45,462.89	289,413.38	0.00	443,086.62	39.51
53403 PERIODICALS	86,000.00	2,393.53	8,478.97	0.00	77,521.03	9.86
53405 JUVENILE BOOKS	535,650.00	20,486.70	163,364.29	0.00	372,285.71	30.50
53406 PROFESSIONAL COLLECTION	1,500.00	0.00	574.30	0.00	925.70	38.29
53407 INTERNATIONAL COLLECTION	43,000.00	2,303.20	10,811.40	0.00	32,188.60	25.14
53408 AUDIOVISUAL MATERIALS - ADULT	845,000.00	43,423.53	265,426.84	0.00	579,573.16	31.41
53409 AUDIOVISUAL MATERIALS - JUV	93,500.00	920.62	15,249.58	0.00	78,250.42	16.31
53411 ELECTRONIC INFO SOURCES	641,700.00	0.00	317,202.24	0.00	324,497.76	49.43
53412 REFERENCE SERIALS	12,000.00	0.00	752.36	0.00	11,247.64	6.27
53413 ELECTRONIC SERVICES	248,950.00	12,840.65	149,750.94	29,926.46	69,272.60	72.17
53414 ELECTRONIC COLLECTION	395,000.00	0.00	173,148.49	0.00	221,851.51	43.84
53464 VENDOR PROCESSING SERVICES	154,500.00	10,705.25	62,055.77	0.00	92,444.23	40.17
53499 GIFTS - MATERIALS	0.00	0.00	462.76	0.00	(462.76)	0.00
53500 MINOR EQUIPMENT	17,400.00	5,750.34	10,843.50	0.00	6,556.50	62.32
53501 FURNISHINGS	127,500.00	3,881.50	28,396.09	37,689.88	61,414.03	51.83
53502 TECHNOLOGY HARDWARE	143,300.00	13,391.46	55,977.19	0.00	87,322.81	39.06
53505 SOFTWARE/LICENSES/HOSTING	292,500.00	1,964.05	3,634.13	26,750.54	262,115.33	10.39
54100 PROFESSIONAL SERVICES	401,840.00	25,975.48	135,608.88	85,061.94	181,169.18	54.92
54101 LEGAL SERVICES	45,000.00	0.00	4,642.50	0.00	40,357.50	10.32
54102 COLLECTION AGENCY	14,000.00	1,351.45	6,802.00	0.00	7,198.00	48.59
54161 RESOURCE SHARING SERVICES	15,000.00	0.00	3,695.22	0.00	11,304.78	24.63
54162 BIBLIOGRAPHICS SERVICES	35,000.00	0.00	9,403.35	0.00	25,596.65	26.87
54163 PRINTING AND BINDING	500.00	0.00	0.00	0.00	500.00	0.00
54165 ILL LOST ITEM CHARGE	2,500.00	(6.50)	422.21	0.00	2,077.79	16.89
54200 POSTAGE AND SHIPPING	33,800.00	13.96	415.21	0.00	33,384.79	1.23
54201 TELECOM SERVICES	518,300.00	359.86	212,676.09	340,522.54	(34,898.63)	106.73
54300 TRAVEL	46,050.00	4,036.25	11,336.85	0.00	34,713.15	24.62
54301 MILEAGE REIMBURSEMENTS	35,250.00	2,435.28	13,446.95	0.00	21,803.05	38.15
54400 ADVERTISING	47,400.00	(681.35)	4,290.80	8,664.50	34,444.70	27.33
54501 RENTALS/LEASES - BUILDINGS	404,500.00	90,203.44	221,125.82	110,937.78	72,436.40	82.09
54502 RENTALS/LEASES - EQUIPMENT	34,600.00	614.97	7,844.89	45,071.21	(18,316.10)	152.94

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2017

**FUND: GENERAL FUND (01)**

Object	2017 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54600 INSURANCE	233,000.00	0.00	838.40	0.00	232,161.60	0.36
54700 ELECTRICITY	235,000.00	13,387.14	107,517.26	0.00	127,482.74	45.75
54701 NATURAL GAS	15,000.00	220.54	6,775.75	0.00	8,224.25	45.17
54702 WATER	29,700.00	2,815.04	9,112.38	0.00	20,587.62	30.68
54703 SEWER	16,200.00	2,442.09	10,293.53	0.00	5,906.47	63.54
54704 REFUSE	31,500.00	(3,482.18)	5,906.54	0.00	25,593.46	18.75
54800 GENERAL REPAIRS/MAINTENANCE	236,400.00	12,698.37	69,910.25	35,122.97	131,366.78	44.43
54801 CONTRACTED MAINTENANCE	591,400.00	172,951.25	312,755.27	212,463.74	66,180.99	88.81
54803 MAINT. TELECOM EQUIPMENT	10,000.00	0.00	295.38	0.00	9,704.62	2.95
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	3,003.86	0.00	(3,003.86)	0.00
54900 REGISTRATIONS	59,600.00	7,295.22	16,827.44	0.00	42,772.56	28.23
54901 DUES AND MEMBERSHIPS	41,650.00	0.00	3,490.00	0.00	38,160.00	8.38
54902 TAXES AND ASSESSMENTS	29,500.00	84.20	16,939.07	0.00	12,560.93	57.42
54903 LICENSES AND FEES	52,650.00	2,924.85	16,596.29	0.00	36,053.71	31.52
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
56400 MACHINERY & EQUIPMENT	0.00	0.00	12,445.15	0.00	(12,445.15)	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>525,044.18</b>	<b>2,928,841.22</b>	<b>958,428.57</b>	<b>5,430,754.21</b>	<b>41.72</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>30,779,848.00</b>	<b>2,266,511.66</b>	<b>11,884,792.33</b>	<b>958,428.57</b>	<b>17,936,627.10</b>	<b>41.73</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>1,216,487.50</b>	<b>4,352,900.21</b>	<b>(958,428.57)</b>	<b>(3,394,471.64)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2017

FUND: SPECIAL PURPOSE FUND (15)

Object	2017 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	294.44	1,253.53	0.00	(1,253.53)	0.00
CHARGES OTHER:	0.00	294.44	1,253.53	0.00	(1,253.53)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>294.44</b>	<b>1,253.53</b>	<b>0.00</b>	<b>(1,253.53)</b>	<b>0.00</b>
<b>EXPENSE ACCOUNTS</b>						
PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ALL OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>294.44</b>	<b>1,253.53</b>	<b>0.00</b>	<b>(1,253.53)</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2017

FUND: DEBT SERVICE FUND (20)

Object	2017 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
TAXES:	0.00	0.00	0.00	0.00	0.00	0.00
36110 INVESTMENT INCOME	0.00	43.85	193.32	0.00	(193.32)	0.00
CHARGES OTHER:	0.00	43.85	193.32	0.00	(193.32)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>43.85</b>	<b>193.32</b>	<b>0.00</b>	<b>(193.32)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>43.85</b>	<b>193.32</b>	<b>0.00</b>	<b>(193.32)</b>	<b>0.00</b>

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

Object	2017 Budget	May 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
36110 INVESTMENT INCOME	0.00	403.77	3,494.67	0.00	(3,494.67)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	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	0.00	55,858.60	0.00	(25,858.60)	186.20
<b>CHARGES OTHER:</b>	<b>685,806.00</b>	<b>403.77</b>	<b>73,353.27</b>	<b>0.00</b>	<b>612,452.73</b>	<b>10.70</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>403.77</b>	<b>73,353.27</b>	<b>0.00</b>	<b>1,843,646.73</b>	<b>3.83</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	1,846.25	2,063.07	0.00	(2,063.07)	0.00
53408 AUDIOVISUAL MATERIALS - ADULT	50,000.00	6,829.73	43,157.27	0.00	6,842.73	86.31
53501 FURNISHINGS	26,000.00	1,455.08	105,348.38	139,065.55	(218,413.93)	940.05
53502 TECHNOLOGY HARDWARE	204,000.00	10,738.23	18,859.99	0.00	185,140.01	9.25
54100 PROFESSIONAL SERVICES	250,000.00	9,937.65	33,314.13	56,878.07	159,807.80	36.08
54300 TRAVEL	0.00	0.00	1,787.99	0.00	(1,787.99)	0.00
54400 ADVERTISING	0.00	0.00	71.30	0.00	(71.30)	0.00
54801 CONTRACTED MAINTENANCE	0.00	0.00	700.05	0.00	(700.05)	0.00
54900 REGISTRATIONS	0.00	0.00	2,320.00	0.00	(2,320.00)	0.00
54912 CONTINGENCY/RESERVE	25,000.00	0.00	0.00	0.00	25,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	785,000.00	3,878.16	5,695.34	147,898.76	631,405.90	19.57
56201 CONSTRUCTION	295,000.00	0.00	33,988.50	93,571.50	167,440.00	43.24
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	6,892.20	0.00	(6,892.20)	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,917,000.00</b>	<b>34,685.10</b>	<b>254,198.22</b>	<b>437,413.88</b>	<b>1,225,387.90</b>	<b>36.08</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(34,281.33)</b>	<b>(180,844.95)</b>	<b>(437,413.88)</b>	<b>618,258.83</b>	<b>0.00</b>

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# MEMO



Date: May 31, 2017

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report – May

Completed an RFQ process and hired New Ventures Group to provide real estate brokerage and consulting services on an as needed basis to support implementation of Facilities Master Plan. Cliff and I had an introductory meeting with them to talk about PCLS and our needs.

## **External Community Activities**

- Met with Lori Forte-Harnick, President and CEO of Goodwill Industries to welcome her to the community, discuss how we partner and to share plans for each of our organizations.
- Customer Experience Director Jaime Prothro and I met with Lori Strumpf, a consultant helping WorkForce Central implement new federal WIOA requirements, to discuss the Library's role in and collaboration with the network of providers serving job seekers, employees and employers.
- Cliff Jo, Mary Getchell and I met with Lakewood City Manager John Caulfield and Economic Development Manager Becky Newton to continue discussions on library facilities and services in Tillicum and Lakewood.
- Cliff Jo and I met with Sumner Community Development Director Ryan Windish, City Administrator John Galle and a local developer regarding the Library property.
- Attended Mid-County Leadership Team meeting. Pierce County Executive Bruce Dammeier and Council Chair Doug Richardson spoke about county priorities and how they support or impact mid-county issues.
- Met with an Evergreen College MPS student who is doing key community leader interview as part of her final project.
- Met with Jerry Vandenberg of the Sumner/Bonney Lake Rotary.
- Attended South Sound Alliance meeting.

## **Internal Community Activities**

- Welcomed award winners and attendees at the 21<sup>st</sup> Our Own Expressions awards ceremony
- Pierce County Library Foundation Board Meeting
- DuPont Site Visit

## **Library Community Activities**

- UW iSchool Dean's Club dinner

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## **Branch Snapshots (April)**

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

### **Bonney Lake**

- The branch team is doing a great job of creating and rotating the endcap displays of collection themes. In April there were displays on Autism, poetry, new books and, of course, PC Reads read-alikes.
- Adult Services Librarian Greg Dyer presented at the Bonney Lake Job Fair on April 18, cohosted by the Chamber and Bonney Lake High School. He demonstrated job eSources to around twenty-five attendees and talked to an additional fifteen who dropped by his display.

### **Buckley**

- The Buckley page staff did an incredible job of rearranging the J Collection and Easy non-fiction area of the library. We came up with a plan and they executed it like clockwork. Moving whole collections is a lot of work and it looks great. Customers and staff alike are very happy with the flow of the materials now.
- This month the Third Tuesday book group read and discussed the Pierce County Reads book, "Grunt" by Mary Roach. Everyone thought the book was interesting and had personal stories to tell about family members that are or were in the military. Those that have read the author's previous books enjoyed those more.
- We hid Easter eggs around town with a note inside that said to bring the coupon to the library for a prize. Prizewinners got to choose a book from the Friends of the Library book sale or something from a basket of small prizes. Kids had a lot of fun finding the eggs and it brought in some new patrons who had not been to the library.
- One of our very regular customers and a former White River School District teacher headed out in April to walk the Appalachian Trail. He has done parts before but is planning the whole trip now. We have a map and a picture of him and a "Where in the world is Bob D?" We follow him and mark where he currently is. He is on Facebook so we can get the current updates as to his location. It is fun and a lot of people in town know him. He will be back in the fall. The average person takes 6 months to complete and it is 2190 miles.

### **DuPont**

- Collection Management Librarians Matt Lemanski and Kati Perez met with Community Branch Supervisor Susan McBride and Youth Services Librarian Kali Stoehr to discuss the collection. It was noted that DuPont does very well circulation-wise in NF, Adult, YA and J Fiction, and Classics. It was also noted that we have a large DVD collection size compared to other branches of similar size and it could perhaps be weeded a bit more.

### **Eatonville**

- Customers appreciated the ability to check out DVD's and have access to a computer and printer while we were in the meeting room for limited service due to restroom remodels.
- Eatonville Branch Supervisor Cindy Dargan met with Collection Management Librarian Katie Perez and Senior Collection Management Librarian Heather Kaufman to discuss audio/visual resources, the high circulation of both fiction and non-fiction DVD's, if floating Talking Books refreshed that collection (it did), and the slowing down of circulation of music CD's.
- Community news: The Eatonville Dispatch has been reporting on the controversy of a rock quarry at Rimrock just east of Eatonville. The community is concerned about the blasting of rock and the increase in traffic from dump trucks.

### **Fife**

- Adult Paperbacks were heavily weeded as were Adult Biography. These areas now have lots of face out display space and look much more inviting.
- Exam proctoring requests are on the upswing as the semester and quarters come to a close. In the month of April we had 8 requests and scheduled 6 for exams. One was turned down when the student requested a 2 hour test begin 30 minutes before the branch was scheduled to close. The student assumed he could take the test home to finish and bring it back to the proctor in the morning.

- Now that story time has concluded for the season, we are actively looking at attendance and potential attendance. Thursday story times are very popular but our Spanish story time on the third Saturday often has no attendees. Storyteller Marta Mangrum is polling not only her attendees, but also folks who come in the library with small children who don't attend story time. Our hope is to find an additional time and format that is reflective of our community and their needs.
- Community Branch Supervisor Tami Masenhimer attended the Tacoma Community House luncheon on April 19th. TCH has citizenship classes twice a week here at Fife. It was interesting to hear about the other activities and to bring into perspective how important this partnership is to the members of our community.

### **Graham**

- We hosted a History of Jazz program sponsored by the Friends of the library which was part live performance part lecture. Most people in the audience seemed quite impressed with the performance. The performer was Charles Lambert from Seattle.

### **Gig Harbor**

- Youth Services librarians Tamara Saarinen and Holly Smith worked with Facilities Director Lorie Erickson to order two "book bins" to hold board books and Baby Books to Go. Because a suitable pre-made item could not be found, Lorie found a local contractor to fabricate the bins at a very reasonable cost.
- Attendees at the two book discussion that discussed the PC Reads book "Grunt" had mixed feeling about the book, but enjoyed the community engagement aspects of the program. Three new people attended the non-fiction book club. Two participants were veterans and added a lot to the discussion.
- The Fancy Nancy Tea Party, hosted by Youth Services Librarian Holly Smith and with actors from Tacoma's Musical Theater, was held on April 15th. The splendiferous party was a huge hit! The Friends of the Library provided \$100 for buying decorations, snacks, stickers and tea cups.
- On April 18th, the Idea Hatchery presented their Planet Science steam event during the Peninsula School District Spring Break. Their different stations covered everything from seeing space with virtual reality goggles to an "earthquake table." The event was well-attended and cost \$200, provided by the friends.
- Adult Services Librarian Terri May attended the reentry event at the Washington Women's Correctional Institute. She spoke to many inmates about library resources and is interested in going back on a regular basis, possibly with a youth services librarian to do storytimes with the inmate's children who also reside at WWCI.

### **Key Center**

- The long-awaited new monument sign was installed and it looks very good.
- We offered the program "Coming Home: How the Humanities Help Veterans Find Meaning After War". Only 10 people showed up, but it was a very interested group. People asked questions and engaged in lengthy conversation with Professor Wyman. Everybody gave him high marks. This was funded by Humanities Washington and the Friends of the Key Center Library who funded travel expenses.
- Customer complained about not finding a quiet space to study for MOS certification. Staff offered solutions, but noise is a problem.
- Community news: after years of budget cuts, the Health Department has office hours to assist residents with various county-permit application, septic tank and water quality issues. The new KP Council office also includes Safe Streets. Free Eye Clinic is coming. Children's Home Society got funding through Health Dept. for part time family support worker through December.
- Key Center Library is part of the art scene in the community. We have regular exhibits by local artists in the library and the meeting room, which inspired the leader of the Webelos of Cub Scout 222 to declare the library an art museum/gallery and the troop spent some time enjoying the art work and getting an introduction to art appreciation by our local artist Tweed Meyer.
- PC READs guerilla marketing: Community Branch Supervisor Rosina Vertz presented at the KP Business Association where Pierce County Executive Bruce Dammeier was to be guest speaker on that day. Sitting next to me he noticed my "Grunt" book. Guessing that I was going to promote the title at the lunch meeting, he asked whether he could steal "my thunder." I agreed and he opened his presentation on County policies with an enthusiastic endorsement of the book. Having this taken care of, I focused on the grunt cards: The Friends of the Key Center Library funded an incentive program: We purchased gift cards from

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the local espresso bar and promise a gift card for the first 10 that presented all 10 cards at the library. We ended up giving away 7 gift cards.

### **Lakewood**

- A local high school student came to the help desk needing to complete an assignment from French class. Her assignment required that she have an actual face to face conversation with a French-speaking person. A staff member fluent in French gladly fulfilled this for the student by spending about 10 minutes with her answering her questions. A splendid example of the benefits of having staff with diverse language skills.
- A staff member answered a phone call from a visually impaired customer requesting an audiobook. She mentioned that the title he was looking for and many others were available from the library's Overdrive collection. He explained that he used an assistive technology device – the staff member was familiar with the device and checked on current capability with library resources. She was able to send information and links to specific instructions on how to transfer Overdrive mp3 files to his device (emailed into to his support person). He was very happy to learn he now had another vast collection of audiobooks to read.
- A library customer needed resources for his dissertation. He had a ProQuest printout from an academic module. A staff member assisted him with requesting library copies of thesis via ILL. He only has a one person committee and is associated with a very, very small institution, so she demonstrated some other resources he was not aware of -- library databases, WorldCat articles and Google Scholar. He felt he now had access to a more broad range of resources for his research.

### **Milton/Edgewood**

- April 7 the new cash register was installed. Ben Haines from Sumner trained Linda and over the next two days Linda trained the rest of the staff. The new machine is so much quieter and more intuitive to use. Staff reaction has been very positive.
- The adult nonfiction collection was weeded heavily last month and this month we are still seeing the positive effects. New titles are coming in and the fresh materials is easier to find when customers don't have to search through old stuff to find them.
- Every so often customers leave notes in books, or drop off cards of appreciation for staff. We have started saving them in a scrapbook. We get complaints and suggestions too. This month there have been complaints about the noise from the gym and it was suggested that we reserve some parking for library patrons.

### **Orting**

- Gardening books are just flying out. Everyone is waiting for that good weather so they can get out and work in their gardens.
- We had no one attend the Lego's program on the 28th. It wasn't raining so maybe everyone was out and about in the nice weather. We may have to reevaluate if Friday programs are working for next year.
- April was the first month that staff went out into the community and handed out posters for library events. We will be doing this on a monthly basis. Staff put together a list of places that would take flyers and posters. We will work off the list to plan our marketing out into the community.
- Staff is patiently awaiting the opening of Legendary Donuts in Orting. One day Storyteller Substitute Nigel Hemmings said it wasn't nice that they parked their truck where we could see it and not give out samples.

### **Outreach**

- Adult Services Librarian Gabby Fuentes facilitated a lively PC Reads book discussion at care facility Mill Ridge Village. In addition to engaging several long-time customers, the discussion attracted several residents who are military veterans who had previously not used library services at Mill Ridge.
- Adult Services Librarian Gabby Fuentes attended an Assistive Technology Fair on Saturday 4/29 at King County Library System – Auburn. The purpose of the event was to share information with the public about technology and services that can help people with disabilities live a higher quality of life. Gabby identified several potential technology items and service models that PCLS may want to consider for reaching people with disabilities in the future.

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- Several customers at the ACL lobby have mentioned how much they appreciate the ability to inter-library loan items from other systems.

### **Parkland/Spanaway**

- Youth Services Librarian Stephanie Chou hosted an Egg Engineers program, part of the PCL READS 2017 programs. Participants from young children to adults all enjoyed the moment of creating new inventions. Many participants didn't know about the event until they saw the sign in front of the meeting room when they walked into the library. Some parents were very glad library was hosting events like this, and told Stephanie that they would pay more attention to library event calendar now.
- Youth Services Librarian Kali Stoehr's favorite program of the month was Explore Your World: Electricity. She used 2 science kits (squishy circuits & levitating orbs) and a teen kit (little bits) to set up stations around the meeting room to explore electricity. We had school age kids—which is a crowd we haven't seen represented in our programming often—and parents stay the whole time! The best comment was “are there going to be more programs like this?”

### **Summit**

- Many staff members made plans with their supervisors to take advantage of the upcoming closure through cross-training opportunities at other locations or departments. Staff will be spending time with IT, Collection Management, Outreach and other PCLS areas.
- We received refinished carts from Facilities and were very impressed with the quality and low cost of the process. We will look for opportunities to have other carts refinished in the future.
- Summit hosted volunteer tax assisters under the organization of Sound Outreach for the first time this spring. The organizers estimate that the program saved helped the 87 Summit participants claim almost \$22,000 in tax credits and save nearly that amount in tax preparation fees.
- Adult Services Librarian Mejin Turner represented PCLS at an employment event at the Hotel Murano in Tacoma sponsored by the Washington Hospitality Association. She introduced MOS certification training through the library and helped attendees register for their Food Handlers' cards on-site.

### **Steilacoom**

- We offered “The Long Haul: Stories of Human Migration” by David Fenner. It was a wonderful program about the push and pull factors that cause human migrations. We are all immigrants and the speaker helped us understand the current and past events that make up the Pacific Northwest.
- Staff promoted PC Reads at the Historical Museum before our monthly Speaker program sponsored by the Friends of Steilacoom and elsewhere around town at the Community center, Topside Bar & Grill, Espresso by the Bay and talking to customers who loved it and some who weren't taken with it. Most were positive reviews.

### **Sumner**

- At the Sumner “Star Wars: May the 4th Be With You!” program we had a visit from a Stormtrooper! The 501st legion is an organization of volunteers that attend community events in screen-accurate Star Wars costumes. When Youth Services Librarian Rebecca Ryan noticed a boy come through the front door in his own home-made costume, she walked over and told him we had a special guest just to the right of the meeting room door. He walked in, looked right and his face lit up. He began to frantically run around and around the room in his excitement. He finally calmed down enough to take a picture. It was really cute to see how much he appreciated having a Stormtrooper there.
- Assistant Branch Supervisor Miguel Colon has been in contact with various community organizations to ask them for help with letting Spanish families know that our library is a safe place for them to learn, bring their families in to use computers, browse the collection and check out materials without being questioned or targeted. He worked with St Andrews Church in Sumner to have Library information included in their Church Bulletin, and addressed the parents and teachers of the Avanza ECEAP program when they visited the branch recently. Recently, he's had several new customers ask him about ESL classes—which allows him to inform them about all of our library services.
- Adult Services Librarian Laura Farrow attended the Sumner-Bonney Lake Coalition for Families meeting on May 11th. She shared information about the upcoming Blood Drive at Sumner Library on June 24th. She also shared ASSISTANT Branch Supervisor Miguel Colon's concern about seeing a decrease in the

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number of Hispanic customers that come into our branch. She learned that they too were seeing a decline, especially at events that require information, like phone numbers, addresses and birthdays. Laura also connected with David from the Sumner Food Bank, and they discussed plans to work together to get a library presence at the food bank, perhaps providing internet access using Library laptops and the MiFi.

### **Tillicum**

- Once the weather improved, the interest in the gardening programs has picked up significantly. All of the Tillicum Community Garden beds have been spoken for. The Tillicum Library is working with Communities in Schools Lakewood to create a summer gardening class during July.
- Community news: Habitat for Humanity is actively engaged in building several more homes in Tillicum.

### **University Place**

- Several aspiring entrepreneurs were very pleased to learn about library resources available for startup businesses at a Small Business Association meeting facilitated by Adult Services Librarian Jason Anderson.
- Youth Services Librarian Genevieve Dettmer reports that Don Ehlen, Insect Safari, gave a fantastic presentation. “His enthusiasm was contagious. He stayed almost 2 full hours talking about the bugs in his collection before and after his presentation. Several attendees mentioned they were homeschoolers and found this type of program particularly beneficial.”
- Senior Branch Assistant Rayisa Petrovska successfully graduated from the University Place Citizens’ Police Academy class in April, and had fun while doing so. She was able to report back to UP staff at monthly meetings about the course and make some community connections with police officers and UP residents.
- Branch Manager Steve Carmody received keys for the grand piano in the atrium, which was a generous donation to the City of UP from the UP for Arts civic group. The piano was used at the April Open Mic night, and will be available for library and community events in the future. It sounds beautiful in the atrium with the vaulted ceiling!

# New Business

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# MEMO



Date: June 1, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Strategic Framework Update

Leadership Team has worked with BERK Consultants to finalize the last parts of the Implementation Framework, which is the staff guide for putting the Strategic Framework into action year to year. At the meeting I'll review the document with you as well as the Focus Areas, Strategies and Desired Outcomes for 2017.

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# MEMO



Date: May 26, 2017

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

From: Lorie Erickson, Facilities Director

Subject: Vehicle Replacements

We are in the process of purchasing two replacement vehicles for PCLS through the state contract as follows:

- 2017 Ford T250 Transit (Maintenance Vehicle): \$35,351.62
- 2017 Isuzu NPR-HD Diesel (Delivery vehicle): \$68,544.07

We are asking the Board of Trustees to:

*Authorize, by motion, the library to approve a Purchase Order in the amount of \$103,895.69 for purchase of these two vehicles.*

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# MEMO



Date: May 25, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Real Estate Broker—New Ventures Group

Earlier this year we informed the Board that we would issue a Request For Qualifications for Real Estate Broker. We are pleased and excited to announce that Seattle-based New Ventures Group has been selected to represent us as real estate brokers. Georgia, Melinda and I conducted an interview with principals George Jakotich and Peter Folkins on May 2 and determined that they were a great fit; they not only had incredible experience with public entities—including libraries—but they also reflected the leadership competencies that we use. Reference checks were stellar.

On May 24, Georgia and I met with them to provide a detailed perspective of the state of our facilities, similar to what we provided the Board during the May Board meeting. They were very engaged with our activities for updating the Facilities Master Plan, as well as potential upcoming projects. We signed an agreement with New Ventures Group to represent us with our real estate transactions.

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# MEMO



Date: June 1, 2017

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

From: Clifford Jo, Finance & Business Director

Subject: Real Property Acquisitions Policy

As we continue work on updating the Facilities Master Plan and in preparation for facility projects, we need to create a Board policy regarding acquiring and disposition of real property. Attached is a draft for your review. During the Board meeting, we look for feedback and answer any questions you may have. In July, we'll bring you the final draft for your review and passage.

## **Board Policy**

### **Real Property—Acquisition and Disposition**

#### **Policy Statement**

The Pierce County Library System Board of Trustees approves the purchase, lease, rent, exchange, and sale of real property for current and future library service needs.

#### **Definitions**

*Real Property:* Any land or property that is fixed in location, which may include a building, and will be used for purposes of delivering library services.

#### **Policy**

The Library Board of Trustees reviews and approves transactions involving real property. Such transactions may include ownership, leases, disposition of property, etc.

The Board authorizes the Executive Director, or designee, to enter into negotiations of transactions involving real property.

Transactions involving real property are guided by site selection criteria developed by the Library.

All real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.

The Library may acquire real property for future use in advance of readiness to fund construction.

# Officers Reports

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# MEMO



Date: May 26, 2017

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

From: Judy Nelson and Jaime Prothro, Customer Experience Managers

Subject: 2017 Summer Reading Preview

Summer Reading is one of Pierce County Library System's signature programs. In reaching thousands of eager readers, the Library stands as a leader in the district in reading for enjoyment with its attendant research-proven outcomes. These outcomes include strengthening community engagement, preventing summer slide and providing equitable access to experiential learning opportunities for every age. The 2017 theme—Build a Better World—is a fitting one and applies to all ages, and the Library continues to offer exciting activities for everyone.

As in previous years, planning has been underway since the fall and began with a review of the previous year's performance to determine the program's effectiveness and reach. Because of this evaluation, the Library is able to add new components to strengthen the overall program. For 2017, there will be a universal kick-off to Summer Reading that focuses on community engagement. All library locations will offer a Read-a-Thon on Saturday, June 24, from 1-3 p.m., reminding our communities of the overarching goals for summer reading—to maintain children's reading skills, to enhance everyone's reading pleasure and to demonstrate how reading supports all learning opportunities. Participants will read and partake in engaging reading activities, and locations will earn bookplates for new Lily's Quick Picks books for every hour read.

At present, Youth Services librarians are building excitement for the program by sharing stories and offering glimpses into upcoming programs in every kindergarten through third grade class across the district. This approach has proven to be key to connecting students with their local library to help mitigate summer slide. Librarians emphasize the joy of reading and experiential learning opportunities that students and families are able to participate in for free.

Teens meanwhile are also being engaged with both reading opportunities and the sixth annual Teen Summer Challenge. The latter will look a bit different this summer, focusing on video challenges rather than the usual badges.

Adults will enjoy a special Author Series that features nine local writers and may also earn prizes for completing their own summer reading challenge.

Partnerships continue to expand in support of Summer Reading. A food drive for the Emergency Food Network will help collect easy meals and healthy snacks for children at all library locations. A special PCLS Summer Reading night at the Tacoma Rainiers will happen on Monday, August 21, at Cheney Stadium; summer reading participants who have completed their 15 hour challenge will be rewarded with

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a kid's meal, a reserved seat and a chance to join the Rainiers parade with Rhubarb. And for the first time, the Library will host a lunch site at the Parkland/Spanaway Library in conjunction with the Franklin Pierce and Bethel School Districts. Any child under the age of 18 is eligible to receive a free healthy meal Monday through Friday for a six week period beginning on Monday, June 26.

A folder containing promotional items will be provided to the Board, and a final report on the outcomes will be presented in the fall.

Please reach out to Judy Nelson ([jnelson@piercecounylibrary.org](mailto:jnelson@piercecounylibrary.org)) or Jaime Prothro ([jprothro@piercecounylibrary.org](mailto:jprothro@piercecounylibrary.org)) with any questions.

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# MEMO



Date: June 1, 2017

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

From: Melinda Chesbro, Deputy Director

Subject: Work Plan Progress Report

## **Public Software**

The Public Software workgroup is charged with creating a framework to coordinate updates to public-facing software in order to improve access to and awareness of library services. The group is looking at software and services in several areas, and has identified the following as critical needs:

- Meeting room booking software
- Online calendar for library events
- Mobile app for online service access
- Email newsletters for Readers' Advisory and communication

The workgroup is preparing a Request for Proposals to identify one or more vendors who could supply the needed functionality within our budget. Proposal responses will be evaluated in the fall.

## **Movie Tower Decommission**

To aid in the reduction of theft from our DVD collection, PCLS has been using DVD dispensers at most locations. A few larger branches use an enclosed DVD browsing collection. As these dispensers age and our maintenance options dwindle, we have studied alternate means of providing both access and security for our materials. Our strategy is to move to enclosed collections where space allows, and to move to open collections placed within proximity to the service desk elsewhere.

This year both University Place and Parkland/Spanaway have moved to enclosed collections. Later this year we will implement open collections in association with interior space projects at Sumner, DuPont and Graham. Those DVD dispensers that are decommissioned will provide parts for units still in use.

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# MEMO



Date: May 25, 2017

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

From: Joy Kim, Customer Experience Manager, Outreach and Community Engagement

Subject: Community Partnerships Overview

As Pierce County Library developed a new strategic framework over the past year based on community input, partnerships emerged as both a core service and guiding principle. Our communities expect the Library to collaborate with others to best serve them, and as a proactive civic leader, we have long partnered with numerous non-profit organizations, public agencies, commercial entities, and other groups to support and enrich our communities.

When assessing ongoing community partnerships and requests for new ones, we look to participate in ways that use our strengths as a library. The strategic framework identified a range of roles that the Library can play in the community. In some contexts, we are a leader in the district in providing a program, service, or resource. In others, we engage with other organizations as a partner, or we play a supporting role as a host through our facilities and services.

While all community partnerships come at a cost in some form or fashion, they create unique opportunities to reach new audiences and to cross promote library services and offerings. By connecting customers to programs, services, and resources not otherwise found in their communities, they also raise community awareness of how the Library sparks success.

The following overview of community partnerships is not exhaustive but rather a sample that highlights the variety of groups with whom we collaborate and the different roles that Library can play. I am happy to provide more information on specific partnerships if there is interest.

**PCLS as Leader** – *The Library is a leader in the district in providing a program, service, or resources.*

Examples include:

- **Pierce County READS:** Our annual community-wide reading program is co-presented with The News Tribune and made possible by the support of numerous sponsors and partners. Long-term sponsors include the KeyBank Foundation and the McGavick Conference Center. Community partners over the years have included Puyallup Public Library, Roy Public Library, Joint-Base Lewis-McChord Libraries, the Emergency Food Network, The Grand Cinema, the Lakewood Playhouse, colleges and universities, museums, and the Puyallup Tribe.
- **Summer Reading Program:** In 2016, children, teens, and adults read over 14 million minutes through the Library's Summer Reading Program. Community partners have enriched the summer reading program for many years by providing programming and prizes for participants. Some notable community partners include Northwest Trek Wildlife Park, Point Defiance Zoo & Aquarium, Round Table Pizza, the Tacoma Rainiers, and the Washington State Fair.

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**PCLS as Partner** – *The Library engages with other organizations to provide programs, services, or resources.* Examples include:

- **Play to Learn:** Offered in partnership with the Children’s Museum of Tacoma, this program for preschool children and their caregivers features play-filled activities, information for adults, and free materials for playing and learning at home. Four library locations (Graham, Lakewood, Parkland/Spanaway, and South Hill) host this program from September through May.
- **Citizenship Classes:** As part of a \$250,000 grant from the United States Citizenship and Immigration Services (USCIS), Tacoma Community House offers citizenship classes at Lakewood Library and Fife Library. The Library’s partner activities include providing meeting room space at the two locations, sharing citizenship resources on the library website, creating opportunities for participants to apply for library cards, and promoting the classes at branches and through outreach.
- **Free Summer Meals:** In the summer, children who receive free meals through their schools often go hungry. Free summer meal sites throughout the county do their best to bridge that gap. This summer, the Library is participating in these efforts by partnering with Franklin Pierce School District to offer free summer lunches to community youth at the Parkland/Spanaway Library. In addition, the Library’s “On the Road with Summer Reading” program will bring library services and activities to other community summer meal sites, such as schools and apartment complexes, through Explorer Bookmobile and Sprinter van service.

**PCLS as Host** – *The Library offers its facilities and other services as a means to connect customers with programs, services, and resources.* Examples include:

- **“Being Mortal” film series:** In May, through a partnership with Pierce County Aging and Disabilities Resource Center, seven library locations hosted screenings of the documentary film “Being Mortal.” Over 120 people attended the screenings, which were followed by guided discussions about the end-of-life facilitated by staff from CHI Franciscan Health’s Hospice and Palliative Care. The events coincided with the observance of Older Americans Month.
- **VITA Tax Help:** Free, in-person tax help is available at select library locations every spring through a partnership with the Volunteer Income Tax Assistance (VITA) program. This year Parkland/Spanaway Library and Sumner Library hosted VITA sites operated by Associated Ministries, and Summit Library hosted a VITA site operated by Sound Outreach. By the end of the season, 424 taxpayers had been provided with free tax help through VITA sites at library locations and had received refunds totaling \$469,335.

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# MEMO



Date: May 23, 2017

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

From: Cheree Green, SHRM-SCP, Staff Experience Director and Lorie Erickson, Facilities Director

Subject: Ergonomic Project Phase 1 Completion

In 2016, Facilities and Staff Experience partnered on a project to inventory and assess the current equipment for staff. This aligns with our core service of **Staff**. Ergonomic equipment allows our staff to work more efficiently and safely using the tools they need to do their jobs. Our goal was to evaluate and understand the ergonomic impacts of our staff equipment, to improve long term safety, minimize workplace injuries and reduce long term L&I costs. As of May 2017, we have completed the first phase of this work and created a list of standard equipment for ongoing use. This equipment includes things like stools, task chairs, keyboards, anti-fatigue mats, etc. This equipment will be replaced on a regular cycle. We plan to budget for and replace additional equipment in 2018. After that, we will continue on a replacement cycle to ensure we are working with our standard ergonomically sound staff equipment.

The following equipment was replaced in April:

Task Chairs:

- Summit
- Parkland
- South Hill
- DuPont
- Steilacoom

Stools:

- Tillicum
- DuPont
- Buckley
- Sumner

Anti-Fatigue Mats:

- Gig Harbor
- Sumner
- South Hill
- Tillicum

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# MEMO



Date: May 4, 2017

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

From: Lorie Erickson, Facilities Director

Subject: Ballot Boxes

Pierce County Library System was contacted by the Pierce County Elections Division and Facilities Management regarding strategic locations for two new ballot boxes which could work well to serve the voters. After meeting with Pierce County at the Buckley and Summit Libraries, these two library locations were chosen to receive ballot boxes.

The box at Buckley will be a walk up located near the front entrance (see attached photo showing location). The box at Summit will be a drive up located near the exterior book drop (see attached photo showing location).

Pierce County is hoping to have both of these boxes installed by the end of May, 2017.

Currently, there are ballot boxes at South Hill, Sumner, Steilacoom and Parkland Libraries.

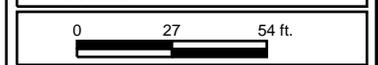
# Buckley Library 123 S River Road

## PROPOSED BOX LOCATION



**Map Legend**

- Highlighted Tax Parcels
- Tax Parcels**
  - Base Parcel
  - Condominium
  - Other
- Roads**
  - || Interstate
  - ~ Limited Access State Routes
  - ~ Other State Routes
  - ~ Ramps
  - ~ Major Arterial
  - ~ Collector
  - ~ Local Access
  - ~ Unknown
- County - 2014 - Ortho**
- Pierce County Basemap**
  - Unincorporated County
  - Tacoma
  - Lakewood, Edgewood, Bonn Lake, Buckley, South
  - Prairie



Printed: 5/4/17 7:59 AM

Facilities Management

**Pierce County**  
Geographic Information Services

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. Pierce County assumes no liability for variations ascertained by actual survey. All data is expressly provided AS IS and WITH ALL FAULTS. Pierce County makes no warranty of fitness for a particular purpose.

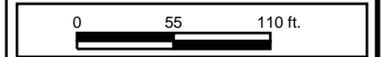
# SUMMIT LIBRARY Proposed Ballot Drop Box Location

5107 112th Street E



**Map Legend**

- Highlighted Tax Parcels**
- Tax Parcels**
  - Base Parcel**
  - Condominium**
  - Other**
- Roads**
  - Interstate**
  - Limited Access State Routes**
  - Other State Routes**
  - Ramps**
  - Major Arterial**
  - Collector**
  - Local Access**
  - Unknown**
- Pierce County - 2014 - Ortho**
- Pierce County Basemap**
  - Unincorporated County**
  - Tacoma**
  - Lakewood, Edgewood, Bonn Lake, Buckley, South Prairie**



Printed: 5/4/17 7:47 AM

Facilities Management

**Pierce County**  
Geographic Information Services

The map features are approximate and are intended only to provide an indication of said feature. Additional areas that have not been mapped may be present. This is not a survey. Orthophotos and other data may not align. Pierce County assumes no liability for variations ascertained by actual survey. All data is expressly provided AS IS and WITH ALL FAULTS. Pierce County makes no warranty of fitness for a particular purpose.

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# MEMO



Date: May 18, 2017

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

From: Mary Getchell, Marketing and Communications Director

Subject: Urban Libraries Council's Libraries in a Strong Democracy Campaign

Monday, May 22, 2017, Urban Libraries Council (ULC) plans to launch a communications campaign that celebrates the important role that libraries play in our American and Canadian democracies. On Monday, May 15, along with a few of our other library leaders, I participated in a ULC webinar to learn more about the campaign and how Pierce County Library System could participate.

The concept of the Libraries in a Strong Democracy Campaign is to leverage social and news media channels, as applicable, in concert with the incredible programs, services, and operating practices in ULC library communities. In particular, this includes discussions such as civil society, inclusion and tolerance, tenets of democracy, education, and civic engagement. Public libraries, including Pierce County Library, help people be better informed, separate fake news from real news, as well as offer numerous resources and programs to heighten democracy.

A premise of the campaign is to share how libraries depict the values of the U.S. and Canada, while serving as a vital resource in today's society. A goal of the campaign is to encourage conversations and engagement at the local leadership level.

ULC is fashioning the campaign using social media, media relations, and influencer relations tactics, with the concept of local libraries further shaping the campaign, as applicable, at the local community level. Social media marketing will be the primary driving strategy to encourage participation, conversation, and engagement.

The Libraries in a Strong Democracy Campaign will include a series of meaningful short messages and graphics that make impactful statements of how libraries play a role in a strong democracy. Through the campaign's hashtag [#LifeLibertyLibraries](#) with sharable images and content, ULC will encourage distribution and dialogue of democracy messages.

Currently, Pierce County Library's active social media channel is Facebook. We plan to review ULC's editorial content plan weekly. Then, each week share a post(s) with alignment and messaging about Pierce County's services and programs. Pierce County Library will continue its efforts to promote its services and programs aligned with democracy issues to the local news media, which is also a tactic in the Libraries in a Strong Democracy Campaign.

ULC is working with Swanson Russell, its communications and public relations agency, to develop and implement the campaign, which is anticipated to run through the end of the year.

# MEMO

Date: June 1, 2017

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

From: Jaime Prothro, Interim Customer Experience Director

Subject: Parkland/Spanaway Remodel Update

Parkland/Spanaway was closed for service on May 31, 2017, and reopened on June 1 with a huge facelift and service enhancements. As part of the library's transition away from dispensing movie towers, a browsing media collection (DVDs and CDs) was created and now houses more than double the amount of movie selections. Additional remodel work at the branch included new carpeting and paint in the meeting room, additional slatwall fixtures in the meeting room and library, new book and media displays, relocation of the Job + Business Center computers, new public computer tables and four additional public access computers, new lounge seating, and updated seating and displays in the lobby.

This project was a true partnership of ideas and resources through Collection Management, IT, Facilities, and Customer Experience and was funded by the Pierce County Library System and Foundation. When the branch opened on June 1, customers throughout the day were excited to see the updates and the expanded DVD collection.





# Unfinished Business

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# MEMO



Date: June 2, 2017

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

From: Georgia Lomax, Executive Director

Subject: Facilities Master Plan Update

Last month the Board of Trustees had a great discussion about Library facilities and potential funding options to ensure our buildings are responsive and able to support the library services and experiences expected by communities and customers throughout Pierce County Library System's service area from 2017 to 2030.

The Planning Team has completed updating the Facilities Master Plan's data, reviewing progress to date and evaluating the work to be done based on current information. During the June meeting, we will report on what we learned and continue the discussion.

## Site Selection Criteria

Last month you reviewed the Library's Site Selection Criteria. Attached is a proposed revision based on your discussion. Added criteria are highlighted.

During the meeting, we would like you to consider a motion *To Approve the Revised Site Selection Criteria*.

## FMP Update

This month we will bring you a summary of our progress implementing *Pierce County Library 2030* from 2010 to 2017, review the needs assessment update, and provide an overview of changes since 2010 and implications.

At the May Board meeting, you discussed funding options, and asked that we bring a recommendation on an approach to accomplish the work proposed in the plan.

Key considerations from your discussion included: the importance of providing equitable service and facilities across the district, concern for impact on tax payers, and ability to support and sustain ongoing operations in larger or added facilities.

During the meeting, we will present a recommendation based on a long-term sustainable strategy for both operating costs and capital improvement costs. It brings together the work we have done updating *Pierce County Library 2030* and evaluating sustainable funding options, as well as the plan and direction for services provided by the Strategic Framework. This approach addresses not only new or expanded facilities, but provides an ongoing plan and funding structure for major maintenance, upkeep and refreshing interiors, and modernization to support up-to-date services.

The information presented will give the Board more detail to continue last month's discussion. Your guidance will inform our next steps of developing more specific recommendations related to individual buildings for consideration.

## Site Selection Criteria

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

### Public Convenience/Location

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

### Accessibility

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

### Land/Infrastructure

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

### Availability and Affordability

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

**Additional Site Criteria for Alternative Service Delivery (ASD) Points**

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

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

*Revised May 13, 2009*

*Revised XXXXXXXX 2017*

DRAFT

# Executive Session

Motion to recess to Executive Session,  
per RCW 42.30.110, to discuss property issues  
for 10 minutes.

**Pierce County Library FYI Packet**  
**Link List**  
**June 14, 2017**

**Pierce County Library in the News**

- [‘Then and Now’: The KP Historical Society 2017 Exhibit](#)
- [UWT professor to detail Muslim contributions to American life](#) – News Tribune
- [Puyallup leader appointed to Pierce County Library’s Board of Trustees](#) – News Tribune
- [Documentary explores meaning of life](#) – The Senior Scene
- [Veterans Find Meaning Through the Humanities](#) –Key Peninsula News
- [Meet Author Mary Roach](#) – South Sound Magazine
- [Author Mary Roach Is Fueled By Unending Curiosity](#) – KNKX + Simulcast on KUOW
- [Pierce County learns how to ‘Grunt’ in harmony](#) – The News Tribune
- Pierce County Reads Ends On A High Note – South Sound Magazine, see attached .pdf
- Hear Grunt author Mary Roach – Go Section, center spread, The News Tribune, see attached .pdf

**Miscellaneous**

- The Organizer, Spring 2017 – AFSCME (see attached .pdf)

South Sound Magazine

## Pierce County Reads Ends On A High Note

By [Karen Miller](#) | April 29, 2017

Author Mary Roach appeared at Clover Park Technical College for a conversation about her book, *Grunt: The Curious Science of Humans at War*.

The book was the selection for the countywide reading program Pierce County Reads, presented by the Pierce County Library System.

Georgia Lomax, the library system's executive director, said that more than 4,500 people checked out either an audiobook, e-book, or print copy of *Grunt*.

This is the tenth year for the reading program, and Lomax estimated that 160,000 have participated over the last decade.

Roach's book is a deep look at military science. Roach often writes science-based books about oft-overlooked topics. Her first book, *Stiff*, dealt with human cadavers.

"I'm always curious about worlds I've never spent any time in," Roach told KNKX host Ariel Van Cleave. Her presentation was a conversation with Van Cleave and also allowed time for questions from the audience. Roach also signed books.

Lomax described Roach as "someone who asks questions we don't think to ask."

For example, *Grunt* features a chapter all about diarrhea. Interestingly, it's Roach's favorite chapter.

"I love a topic that is kind of 'tee hee' or gross ... to kind of pull people in," she said. "You think it's going to be a silly thing, and it kind of turns out to be something different."

As you read in *Grunt*, gastrointestinal issues can be a big problem for the military and one you might not think about.

Roach said she feels a kinship with her readers, and tries to ask questions that they would have.

"I have the same kind of questions they might have," she said. "We have a lot of common ground, my readers and I."

Roach's other books include *Stiff: The Curious Lives of Human Cadavers* and *Gulp: Adventures in the Alimentary Canal*. Her books are available at the Pierce County Library, booksellers, and elsewhere.

# 7 DAYS OUT

Your guide to  
fun in the  
South Sound

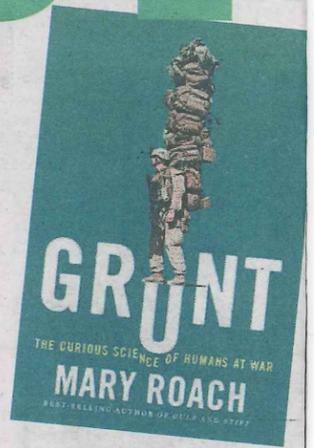


Friday (April 28)

## Hear "Grunt" author Mary Roach

Did you read "Grunt," this year's Pierce County Reads book about the crazy science behind military success? Now you can meet its bestselling author Mary Roach as she signs books and talks about her work. The free event begins at 7 p.m.

Friday (April 28) at the McGavick Conference Center, Clover Park Technical College, 4500 Steilacoom Blvd. SW, Lakewood. It will also be live-streamed to other Pierce County libraries. See [piercecountylibrary.org](http://piercecountylibrary.org) for information.



Friday (April 28), Sunday, May 5 and 7

## South Sound Classical Choir presents Spring Concert

Made up of volunteers who love to sing classical choral music, the **South Sound Classical Choir** will be performing their **Spring Concert** at four venues this year. The concert will feature composers Gretchaninoff, Whitacre, Brahms, Gjeilo, Sibelius and others. The choir will perform at 7:30 p.m. Friday (April 28) at Beautiful Savior Lutheran Church, 2305 Milton Way; 3 p.m. Sunday at St. Matthew Episcopal Church, 6500 Eastside Drive NE, Tacoma; 7:30 p.m. May 5 at Puyallup United Methodist Church, 1919 W. Pioneer Ave., Puyallup; and 3 p.m. May 7 at St. Patrick's Catholic Church, North 12 and J streets, Tacoma. Concerts are free.

Friday (April 28)

## Lupe Fiasco gets it together in Seattle

Known for his anti-establishment rhymes, Grammy-nominated **Lupe Fiasco** is a rapper, record producer and entrepreneur. He continues to write and perform with a stop at Neptune Theatre, 1303 NE 45th St., Seattle, with a 9 p.m. show Friday (April 28). Tickets are \$40-\$43 at [stgresents.org](http://stgresents.org).



DAVID PAUL MORRIS Courtesy

LOCAL 3787

LOCAL3787@  
GMAIL.COM



## Important Upcoming Dates:

May 19th @ 7pm :  
Local #3787  
General  
Membership  
Meeting at ACL

June 9-11th :  
Council 2 Biennial  
Convention

July 28th @ 7pm:  
General  
Membership  
Meeting at ACL

# The Organizer

SPRING 2017

## We Are AFSCME

### President's Message

*By Dianne Ellis*

Hello Bargaining Unit members,

Have you heard the term "Labor/Management' Committee and wondered what it is?

Article 5 of our Collective Bargaining Agreement establishes a joint committee to facilitate the labor-management relations with the Library.

The Labor Management Committee is a joint committee comprised of six (6) members: three (3) employer designated members and three (3) Bargaining Unit representatives, one being The Chief Shop Steward, or designee.

At PCLS the Labor-Management Committee includes:

Cheree Green, Staff Experience Director

Melinda Chesbro, Deputy Director

Misty Erickson, Human Resources Generalist, Staff Experience

Dianne Ellis, Local 3787 President

Michelle Angell, Local 3787 Chief Shop Steward

Dylan Carlson, Staff Representative, Council 2/Washington State Council of County and City Employees

The purpose of this committee is to suggest and monitor implementation of improvements in efficiency and working conditions, and to iron out minor problems, including confusions of contract. If the proposed changes are mandatory subjects of collective bargaining, they must be formally negotiated, and are out of the scope of this committee. Mandatory subjects are those that directly impact wages, hours or working conditions (or terms and conditions of employment). These meetings can play a role in reducing contentious approaches to bargaining. To be effective, both sides must acknowledge each other's roles and responsibilities; be candid and share appropriate information with the other party; maintain the confidence of the other party so that the representatives for each side can speak freely; and be aware that the parties may need to show more flexibility than in traditional bargaining. We create ground rules together and mutually provide agenda items.

The topic of Labor management is important because it fosters ongoing, productive communication. It is a sensible idea to allow criticism or constructive feedback of the organization, because otherwise these concerns can fester and lead to disgruntled employees. In many instances these concerns will be valid and learning from them can improve the organization. It is wise to allow the workforce to contribute ideas and to treat these suggestions seriously; this not only shows the staff members are valued, but it can also provide a lot of useful ideas that the organization can benefit from. Effective labor management will involve good two-way communication.

A key to a successful labor-management committee is the identification of problems. The mission of labor-management committees, solving longstanding or significant problems and introducing change, can be time consuming. Therefore, maintaining regular meeting times and locations are important. Labor Management committee members meet every other month to share their interests and respective goals.

# Welcome, Genevieve!

Genevieve Dettmer , Youth Services Librarian at University Place, joins Local 3787's Executive Board as Treasurer.

## Fun Facts about Genevieve!

- \* Has four pets:
  - \* Three dogs: Amelia, Baxter, and Dallas (who was named after her hometown)
  - \* And a cat named: Criven (bonus points to the Terry Pratchett fans who recognize the reference!)
- \* Loves running
- \* Also enjoys "puttering in the yard".
- \* Has been with PCLS since June 2007

## Annual President's Conference

Last Fall, President Dianne Ellis and I, your Vice-President, Aisha Womack went to Council 2's Annual President's Conference in beautiful Lake Chelan.

While there, we connected with many other library workers from around Western Washington.

We heard about King County Library System's struggles bargaining their contracts, and we learned the positive impact our transfer process language has had on Timberland Regional Library's collective bargaining agreement. They have negotiated something similar. We learned about trends in bargaining from Steven Kreisberg, AFSCME's Director of Research and Collective Bargaining. Arbitrator Ken Latch gave a fantastic workshop about successful grievances. One thing he said particularly resonated with me. He said, "A grievance...is a question waiting to be answered. A grievance must be emotionless, rooted in fact."

We ended our weekend with a wonderful breakfast at Blueberry Hills in Manson with other library people. I know I left the weekend reenergized and with a renewed sense of solidarity.

*Aisha Womack, Local 3787 Vice-President*

## RPEC Retirees Union

### Guards Pensions for Government Employees

By Dylan Carlson, Union Staff Representative

Since 1971, the Retired Public Employees Council of Washington (RPEC) has fought to protect the PERS pension system and your retirement security.

Over the years, RPEC has achieved numerous wins at the state legislature and in the courts. In addition to RPEC's activism on pension issues, they also focus on protecting access to affordable medical insurance for public sector retirees.

RPEC is affiliated with AFSCME and has over 10,000 members who describe it as "our union for the next 30 years." The voluntary dues are just \$7.00 per month and can be automatically deducted from your retirement check.

RPEC membership is open to any public sector retiree in Washington State – even managers and administrators! In retirement, we all share the same interest in a stable, predictable, and well-funded pension plan.

#### **For more information about RPEC:**

Please visit [www.rpecwa.org](http://www.rpecwa.org) or attend the September 22, 2017 membership meeting of Local 3787 to see a presentation from RPEC staff.

## Local 3787 Executive Board

President: Dianne Ellis, ACL  
 Chief Shop Steward: Michelle Angell, LWD  
 Vice-President: Aisha Womack, SUM  
 Secretary: Barbie Swayze, ACL  
 Treasurer: Genevieve Dettmer, UP

### Trustees

Margaret Bliss, GHM  
 Tamara Saarinen, GIG  
 Yuri Button, LWD

### Shop Stewards

ACL- John Bornicke, Dianne E. & Barbie S.  
 BLK- Catherine O'Brien  
 BUC- Mellisa Sisley  
 DPT - Irene Poshtkouhi

### EAT- *vacant*

FIF- Dana Brownfield  
 GHM- Margaret Bliss  
 GIG - Terri May & Tamara Saarinen  
 KC- Terri May & Tamara Saarinen  
 LWD - Yuri Button & Michelle Angell  
 MIL- Mellisa Sisley

### ORT- *vacant*

PKS - Annabel Guimont  
 SH - Mellisa Sisley  
 STL - Patti Cox  
 SMT - Dana Brownfield  
 SUM- Aisha Womack  
 TIL - Irene Poshtkouhi  
 UP- Genevieve Dettmer & Malia Tui

### Calling golfers!

Local 3787 has sponsored a hole at Council 2's Annual Golf Tournament Scholarship Fundraiser.

The Tournament will be August 4th at Chambers Bay, home of the 2015 US Open.

For more information, visit [www.council2.com](http://www.council2.com)

Any members who would like to golf **(for free!)**, please contact [local3787@gmail.com](mailto:local3787@gmail.com)

Thanks to all shop stewards who were able to attend our last meeting! We had a productive and lively discussion.

***Have you thought about becoming more active in your local?*** A few of our branches do not have stewards. We need more people to volunteer. Please consider becoming a Steward.

Local 3787 needs you! Contact Michelle Angell or Aisha Womack at [local3787@gmail.com](mailto:local3787@gmail.com)

## Help Council 2 communicate with you!

The best way to receive notification of events & matters of importance is directly to your inbox. Your email address will be kept confidential and will not be shared with anyone outside Council 2. **Send your personal email address to [c2everett@council2.com](mailto:c2everett@council2.com)** and include:

Your PERSONAL email address

Your full name

Your Local number (#3787)

## A few union-related links & resources that might interest you:

See the many discounts you qualify for *just for being a union member at*,

<https://www.unionplus.org/>

Check out AFSCME blog posts about Library Workers,

<http://www.afscme.org/union/jobs-we-do/library-workers>

Take this union-made beer quiz,

<https://www.unionplus.org/blog/consumer-tips/union-made-beer-quiz>

Looking ahead to **fund college** for coming years,

<https://www.unionplus.org/college-education-financing>

Remembering Prince: a Champion for Working People,

<http://www.afscme.org/blog/prince-was-a-champion-for-working-people>

## Word Find Results

We are happy to report that we had 50+ participants in our National Library Workers Day word search.

The winners were drawn at random. And the winners are:

Marvetta Levy — OUT/ACL

Meghan Mitchell — OUT/ACL

Kazuko Donahue — BrS/DUP

Jodi Omoto — BrS/SH

Each winner has a \$15 Fred Meyer Gift Card on the way.

We thank all who participated and bring their best to their work each and every day!

Libraries work because We do!

## Now Presenting!

Local 3787's T-shirt! It includes a magical unicorn on a magical charcoal shirt, with an amazing saying about what we do. It will be printed on Union-made in the USA t-shirts by the Frank Doolittle Company in Bellevue, member of the International Union of Painters and Allied Trades. Shirts are being sold **at cost** of \$20. You can send payment to Aisha at Sumner.

Full Front - 10" w  
White



Full Back - 12" w  
White



**All Sizes      \$20**

Small \_\_\_\_ Medium \_\_\_\_ Large \_\_\_\_ X-Large \_\_\_\_ 2XL \_\_\_\_ 3XL \_\_\_\_ 4XL \_\_\_\_

(Please indicate number of each size)

***Price includes shipping and handling.***

Total Enclosed \$ \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Work Location/Department

**Make checks payable to: Local 3787.**

***Send orders to Aisha at Sumner by June 1st.***