

AGENDA

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

3:30 pm	01 min.	Call to Order: Rob Allen, Chair	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda	ACTION
		<ol style="list-style-type: none"> 1. Approval of Minutes of the June 8, 2016, Regular Meeting 2. Approval of June 2016 Payroll, Benefits and Vouchers 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. June 2016 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax 	
3:55 pm	20 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. 2016 Budget Update, Clifford Jo 2. <i>Resolution 2016-03: Capital Improvement Fund Transfer</i>, Clifford Jo 	ACTION
4:15 pm		New Business	
	10 min.	1. Fund Development Director Recruitment, Georgia Lomax	
	05 min.	2. Potential Reciprocal Borrowing with Bellingham/Whatcom Public Library, Melinda Chesbro	
4:30 pm	20 min.	Board Education and Service Reports	
		1. Strategic Planning Update, Georgia Lomax	
4:50 pm	20 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Introduction of New Leadership Staff 2. Trustee Reappointment – Rob Allen 3. Employee Communication Survey 4. E-Rate Financial Report 5. Train Supervisors' Conference 6. 2016 Property Values for 2017 Tax Levy 	
5:10 pm	01 min.	Announcements	
5:11 pm		Adjournment	

Consent Agenda

CALL TO ORDER

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:33 pm. Board members present were Monica Butler, Linda Ishem and J.J. McCament. Donna Albers was excused.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

1. Approval of Minutes of the May 11, 2016, Regular Meeting
2. May 2016 Payroll, Benefits and Vouchers
 - Payroll Warrants 3698-3708, dated 5/1/16-5/31/16 in the amount of \$9976.71
 - Payroll Disbursement Voucher dated 5/6/16 in the amount of \$593,042.34
 - Payroll Disbursement Voucher dated 5/21/16 in the amount of \$694,822.50
 - Accounts Payable Warrants 625938-626060 dated 5/1/16-5/31/16 in the amount of \$1,026,042.78
3. Resolution 2016-02: To Amend the 2016 Schedule of Recurring Meetings

Ms. McCament moved for approval of the consent agenda with the minutes amended as noted to include Ms. Ishem and Ms. McCament as having attended the PC Reads event. Ms. Ishem seconded the motion and it was passed.

BOARD REPORTS

Ms. Butler enjoyed attending the Strategic Planning Partner Summit and seeing how engaged staff and community leaders were and how much they valued the input. Chair Allen was pleased to see the depth of support for the Library.

ROUTINE REPORTS

May 2016 Financial Report – Dale Hough, Finance Manager, reported the Library received 53% of budgeted revenue and has spent 40% of its budgeted expenditures.

Executive Director Report – Ms. Lomax reported she met with Rotary Club of Sumner/Bonney Lake members who are interested in taking on major projects that have a community impact. They expressed interest in learning about the Library's needs in the Sumner /Bonney Lake areas as well as what the Library sees as community issues and opportunities.

She also met with and DuPont Mayor Michael Courts and City Administrator Ted Danek, who are interested in the Library and its role in their community.

Ms. Lomax reported the first cohort of the Leadership Academy completed its last class in May and will be taking on a project to help build their skills as leaders.

NEW BUSINESS

Mid-Year Fiscal Review – Ms. Lomax gave an overview on the new process being implemented that will allow the Library to better budget for work to be done. This process will allow the Library to plan thoughtfully. As 2017 approaches, the Library will bring to the Board projects to be accomplished and expected results, as opposed to just the financial amounts needed. The planning period for 2017 is underway.

The Board said the new approach would be very helpful for them to do their work. Chair Allen thanked Ms. Lomax for acknowledging the Board's concerns and developing the process.

2015 Year-End Financial Report –Finance and Business Director Clifford Jo said the new process is much more transparent and in the future the Board will see details earlier in the year.

Mr. Jo reviewed the year-end reports. He noted the General Fund chart has been changed to compare actuals to the mid-year budget rather than the proposed budget.

Mr. Jo said the Library ended 2015 with a \$441,000 cash balance due to increased revenue and savings in expenditures mostly related to personnel vacancies in management and IT. He also noted he transferred 4% to the capital fund as recommended by the Board.

Chair Allen asked to see the results of the budget commitments made to IT based on e-Rate rebates.

Mr. Jo reviewed the Capital fund, noting the chart now also shows primary funding sources. In 2015, the Library transferred approximately \$500,000 into the fund. He said the Library will also receive approximately \$350,000 in reimbursements for technology purchases made in 2015.

Proposed 2016 Budget Adjustments – Mr. Jo said no mid-year adjustments are needed to the General Fund. Unanticipated costs will be addressed within the existing allocation. The Library set aside recommends using the 2015 unexpended funds to re-establish a \$150,000 contingency for unanticipated expenses such as the Lakewood Library elevator, pay for unanticipated budget items, and to begin to set aside funds for future land and facility needs.

Mr. Lomax said the Library is anticipating maintaining a \$150,000 fund for significant unanticipated expenses.

Chair Allen said he is pleased with the approach to return to a more thoughtful process that prepares the Library for contingencies. McCament said she likes letting the Library manage operations within the contingency without having to come before the Board.

Resolutions will be brought to the Board in July.

BOARD EDUCATION AND SERVICE REPORTS

Strategic Planning Update – Ms. Lomax provided a summary of the work done during the Partner Summit. Next, a team of leadership staff will use what has been learned to propose strategies and ideas during a Strategy Summit on June 14, 2016. This work will become the basis for the strategic plan.

Chair Allen said he was pleased to hear so many perspectives of the Library by those in attendance during the Partner Summit. He said it was a good process. Ms. McCament said she enjoyed the event and learned a lot. Ms. Lomax said the goal was make the Summit valuable to those who committed their time to the Summit, as well as to the Library.

Ms. Butler asked how many ideas would be implemented. Ms. Lomax said while the Library's communities have great aspirations for what it should do, the Library will have to make choices based on its existing capacity. The first step is to identify what the Library can realistically do. Addressing what would be needed to do more, is a future discussion.

Benchmarking – Deputy Director Melinda Chesbro gave an overview of assessment measures available to libraries. She said measures are determined by what is important to each library and what they are trying to achieve. Measures chosen should be useful to the Board and to the Library.

Discussion ensued on the various types of benchmarking available. When reviewing the Library Journal Star Ratings, Ms. Chesbro said the rankings are an accurate reflection of decisions the Library made during a difficult economy. Ms. Lomax added the planning process is the time for the Library to determine what is important and who the Library wants to measure against.

IT Activities – IT Manager Stephanie Ratko provided an update on IT projects and department operations.

Ms. Ratko shared the business process map and a chart reflecting how IT is organized as a result of the feedback received from the Leadership Team during the recent email situation. The chart also reflects operational activities undertaken by the department. Several methodologies are being used to manage the work. She also shared a list of current and future IT projects. Eight projects are currently underway. No other projects will be undertaken until these are completed.

An IT Governance committee was formed to ensure greater accountability and Service Level Agreements are now in use.

Chair Allen said the information provided great clarity to the issues and how they are being approached. Asked where she sees possibilities for significant deviation that could have budget implications, Ms. Ratko said she anticipates no funding requests through 2016.

Ms. Chesbro said the goal in 2016 is to stabilize the network. In 2017, the major work will be upgrading applications which are as old as the servers.

Ms. Ratko said this is an exciting opportunity for the Library and the IT team to grow and learn more in the technology discipline. She said she is excited to work more collaboratively and is pleased to have the support of the team.

Chair Allen applauded Ms. Ratko for approaching the cultural change in the department. Ms. Ratko said she is successful because everyone is a willing participant.

OFFICER REPORTS

Our Own Expressions – Ms. Lomax said this was 20th anniversary of the event which allows the Library to reward skilled and creative teens.

Pierce County Makerfest – Ms. Lomax said the annual event attracted all ages. She said the Library is considering whether to consolidate the DIYfest and Pierce County Makerfest.

A Literary Evening (Save the Date) - This year's speaker, Colleen Frakes, will be featuring her graphic novel about life on McNeil Island.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:40 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

June 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3709-3710	6/1/16-6/30/16	\$100.44
Electronic Payments - Payroll & Acct Payable		06/06/16	\$769,702.35
Electronic Payments - Payroll & Acct Payable		06/21/16	\$751,994.41
Accounts Payable Warrants	626061-626203	6/1/16-6/30/16	\$917,603.47
Total:			<u><u>\$2,439,400.67</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3709	pr	06/01/2016	SCHORSCH, CHERILE			01/01/16 - 02/29/16	0.00	28.75
3710	pr	06/22/2016	STEJSKAL, KENDRA			01/01/16 - 02/29/16	0.00	71.69
Total:							0.00	100.44

Checks in report: 2

Grand Total: 0.00 100.44

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: 06/06/2016 Payroll

Withdrawal Date: 06/06/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	72,459.13
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	50,263.44
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	50,263.44
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	466,412.35
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,844.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	40,850.78
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	70,868.46
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,287.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,590.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	875.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	(12.23)
					Total Deposit	\$ 769,702.35

Certification:

Stacy Karabotsos
 Signature (Department Designee)

6/3/16
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos

Contact Phone: 253-548-3451

Contact e-mail: skarabotsos@piercecountylibrary.org

Comments: 06/21/2016 Payroll

Withdrawal Date: 06/21/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	67,405.32
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	49,297.18
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	49,297.18
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	442,080.16
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,557.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	38,270.18
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	66,336.54
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	24,656.27
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,555.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	209.45
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,341.89
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	(12.24)
					Total Deposit	\$ 751,994.41

Certification: _____

Stacy Karabotsos
Signature (Department Designee)

6/20/16
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
626061	06/03/2016	000100 ANDERSON ISLAND COMMUNITY CENT		1,500.00
626062	06/03/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		36.82
626063	06/03/2016	006478 EVERGREEN MAINT LANDSCAPING		5,456.13
626064	06/03/2016	006514 FABLAB TACOMA		75.00
626065	06/03/2016	005428 GRITTON BUILDING CO INC		9,712.53
626066	06/03/2016	006421 MARKHAM INVESTIGATION - (MIP)		10,530.00
626067	06/03/2016	001345 MICHAEL'S CUSTOM UPHOLSTERY		439.26
626068	06/03/2016	001290 REGIONAL BUILDING SVCS CORP		507.25
626069	06/03/2016	006331 SURPRISE LAKE SQUARE LLC		7,590.53
626070	06/03/2016	000497 TILLICUM COMMUNITY SERVICE CEN		2,134.05
626071	06/03/2016	000830 BAKER & TAYLOR		16,340.74
626072	06/03/2016	000830 BAKER & TAYLOR		2,098.59
626073	06/03/2016	000242 BUCKLEY CITY OF		231.72
626074	06/03/2016	005652 CAVENDISH SQUARE		1,557.24
626075	06/03/2016	000161 CENGAGE LEARNING		2,878.45
626076	06/03/2016	001780 CITY OF UNIVERSITY PLACE		93.61
626077	06/03/2016	000093 EBSCO		3.63
626078	06/03/2016	001643 IMPACT		31.21
626079	06/03/2016	000243 INGRAM LIBRARY SERVICES		5,162.83
626080	06/03/2016	000352 MIDWEST TAPE	V	0.00
626081	06/03/2016	000352 MIDWEST TAPE	V	0.00
626082	06/03/2016	000352 MIDWEST TAPE		45,971.53
626083	06/03/2016	000907 NEW YORK TIMES		900.90
626084	06/03/2016	000377 PUGET SOUND ENERGY		2,580.03
626085	06/06/2016	000828 AFSCME AFL-CIO		6,337.52
626086	06/06/2016	000175 ASSOCIATION OF WASHINGTON CITI		197,676.19
626087	06/06/2016	006414 GC SERVICES, LP		207.46
626088	06/06/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626089	06/06/2016	000821 PIERCE COUNTY SUPERIOR COURT		49.52
626090	06/06/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626091	06/06/2016	000823 UNITED WAY		171.00
626092	06/06/2016	004782 US DEPARTMENT OF EDUCATION		213.75
626093	06/08/2016	003414 JEANINE ADAMS		19.63
626094	06/08/2016	003938 BINW		2,384.13
626095	06/08/2016	000211 BONNEY LAKE CITY OF		24.00
626096	06/08/2016	004992 MIGUEL COLON		19.97
626097	06/08/2016	001463 LIEBERT SERVICES EMERSON NETWORKI		10,918.12
626098	06/08/2016	006310 INTRACOMMUNICATION NETWORK SYS		1,868.72

Check History Listing
Pierce County Library System

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Bank code: boa

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626101	06/08/2016	006492 LOGIC INTEGRITY INC		4,130.00
626102	06/08/2016	000857 PIERCE COUNTY RECYCLING		30.22
626103	06/08/2016	006519 MARJORIE ROUNDTREE		19.04
626104	06/08/2016	005679 CIVIC BUILDING UNIVERSITY PLACE		44,765.66
626105	06/09/2016	004022 US BANK		39,216.30
626106	06/10/2016	000830 BAKER & TAYLOR		22,577.00
626107	06/10/2016	000868 CAPSTONE PRESS INC		1,618.07
626108	06/10/2016	000161 CENGAGE LEARNING		2,032.39
626109	06/10/2016	000243 INGRAM LIBRARY SERVICES		22,796.36
626110	06/10/2016	000352 MIDWEST TAPE		1,179.07
626111	06/10/2016	000323 NEWS TRIBUNE		426.40
626112	06/10/2016	001651 PARACLETE PRESS		246.84
626113	06/10/2016	001419 PENGUIN RANDOM HOUSE LLC		229.52
626114	06/10/2016	000377 PUGET SOUND ENERGY		863.13
626115	06/10/2016	000406 RECORDED BOOKS LLC		162.46
626116	06/10/2016	000406 RECORDED BOOKS LLC		65.61
626117	06/10/2016	000460 STEILACOOM TOWN OF		832.27
626118	06/10/2016	000983 USBORNE BOOKS		85.27
626119	06/10/2016	000541 STATE OF WASHINGTON		360.86
626120	06/15/2016	000363 OVERALL LAUNDRY SERV. DBAARAMARI		21.88
626121	06/15/2016	006391 BERK CONSULTING INC		16,780.04
626122	06/15/2016	006391 BERK CONSULTING INC		342.00
626123	06/15/2016	004392 CENTRAL WASHINGTON UNIVERSITY		62.00
626124	06/15/2016	004585 COOS BAY PUBLIC LIBRARY		19.00
626125	06/15/2016	001875 LINDA ESKESEN		105.98
626126	06/15/2016	006526 MARCEA HORST		38.47
626127	06/15/2016	006522 CHERIE LAUTH		28.44
626128	06/15/2016	006523 LAURA MATHIAS		14.48
626129	06/15/2016	006518 MONTEREY COUNTY FREE LIBRARIES		40.00
626130	06/15/2016	006516 RAINIER PUBLICATIONS		180.00
626131	06/15/2016	001494 SEALTECH ASPHALT INC		32,508.21
626132	06/15/2016	002282 SEATTLE PUBLIC LIBRARY		5.99
626133	06/15/2016	003719 UNIQUE MANAGEMENT SERVICES		617.55
626134	06/15/2016	004022 US BANK		77,463.07
626135	06/17/2016	003378 NICHOLE DAVIS		39.84
626136	06/17/2016	001126 DELL MARKETING LP		1,884.64
626137	06/17/2016	000256 LAKEWOOD CHAMBER OF COMMERCE		351.00

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Pierce County Library System

06/30/2016 3:56PM

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626138	06/17/2016	001130 SNO-ISLE REGIONAL LIBRARY		114.00
626139	06/20/2016	005862 ELITE PROPERTY INVESTMENTS LLC		9,676.77
626140	06/20/2016	004128 LISA HEYERDAHL		20.45
626141	06/20/2016	006465 MICROSOFT CORPORATION		19,595.00
626142	06/20/2016	004022 US BANK		50,457.78
626143	06/20/2016	000830 BAKER & TAYLOR		18,530.91
626144	06/20/2016	004291 BARBIE MAGAZINE		19.99
626145	06/20/2016	001881 STEVE CAMPION		142.40
626146	06/20/2016	000161 CENGAGE LEARNING		432.28
626147	06/20/2016	000093 EBSCO		46,009.80
626148	06/20/2016	000243 INGRAM LIBRARY SERVICES		19,906.86
626149	06/20/2016	001011 LIVE OAK MEDIA		1,515.71
626150	06/20/2016	000352 MIDWEST TAPE	V	0.00
626151	06/20/2016	000352 MIDWEST TAPE		35,959.73
626152	06/20/2016	000323 NEWS TRIBUNE		858.00
626153	06/20/2016	000362 ORTING CITY OF		2,405.54
626154	06/20/2016	000463 SUMMIT WATER & SUPPLY CO		322.36
626155	06/20/2016	000570 WOIS THE CAREER INFORMATION SY		9,504.00
626156	06/21/2016	003778 AFLAC		6,006.12
626157	06/21/2016	000828 AFSCME AFL-CIO		6,106.82
626158	06/21/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		662.29
626159	06/21/2016	006414 GC SERVICES, LP		170.74
626160	06/21/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626161	06/21/2016	000821 PIERCE COUNTY SUPERIOR COURT		165.07
626162	06/21/2016	000821 PIERCE COUNTY SUPERIOR COURT		368.84
626163	06/21/2016	000821 PIERCE COUNTY SUPERIOR COURT		84.00
626164	06/21/2016	000821 PIERCE COUNTY SUPERIOR COURT		79.23
626165	06/21/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626166	06/21/2016	000823 UNITED WAY		171.00
626167	06/21/2016	004782 US DEPARTMENT OF EDUCATION		191.62
626168	06/21/2016	001355 VOLUNTARY EMPLOYEES' BENEFICIA		9,798.64
626169	06/24/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
626170	06/24/2016	003938 BINW		6,580.72
626171	06/24/2016	006526 MARCEA HORST		38.47
626172	06/24/2016	005979 METCO ELECTRIC		1,420.61
626173	06/24/2016	003985 PACIFICSOURCE ADMINISTRATORS		180.75
626174	06/24/2016	000830 BAKER & TAYLOR		745.65
626175	06/24/2016	006487 DAN CUNNINGHAM		21.30
626176	06/24/2016	006534 MARIA HANSON		18.00

Check History Listing
Pierce County Library System

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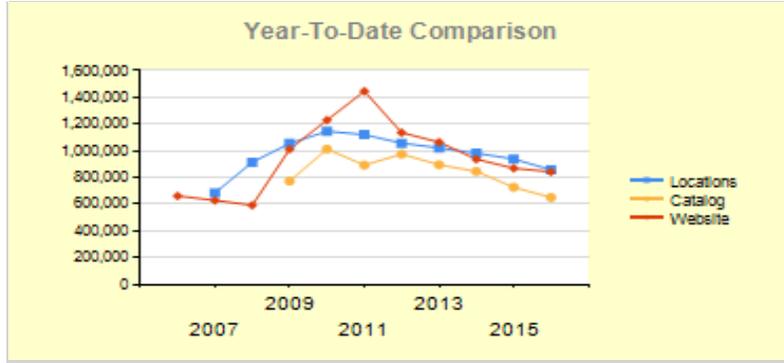
Check #	Date	Vendor	Status	Check Total
626177	06/24/2016	006490 BRUCE HOLMBERT		9.90
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626179	06/24/2016	006536 SCOTT JACKSON		17.16
626180	06/24/2016	006532 SHANON MEEKS		32.79
626181	06/24/2016	000352 MIDWEST TAPE		4,488.43
626182	06/24/2016	006533 ZANE MUNOZ-CRABB		16.95
626183	06/24/2016	006485 GAVIND NIAMATALI		15.00
626184	06/24/2016	006489 DEBORAH NORRIS		4.95
626185	06/24/2016	000377 PUGET SOUND ENERGY		1,853.34
626186	06/24/2016	006535 SARA SCOTT		11.99
626187	06/24/2016	001922 VICTORIA SMITH		27.32
626188	06/30/2016	000830 BAKER & TAYLOR		6,280.39
626189	06/30/2016	006538 MICHAEL BATOVSKY		6.64
626190	06/30/2016	006539 SHANNON BLEVINS		15.98
626191	06/30/2016	000847 CENTER POINT PUBLISHING		910.74
626192	06/30/2016	000093 EBSCO		7,306.85
626193	06/30/2016	000243 INGRAM LIBRARY SERVICES		6,367.53
626194	06/30/2016	000352 MIDWEST TAPE		16,599.33
626195	06/30/2016	000377 PUGET SOUND ENERGY		2,611.41
626196	06/30/2016	000460 STEILACOOM TOWN OF		668.35
626197	06/30/2016	006410 C2		700.00
626198	06/30/2016	001345 MICHAEL'S CUSTOM UPHOLSTERY		580.68
626199	06/30/2016	001941 JUDY T NELSON		69.70
626200	06/30/2016	005498 JAIME PROTHRO		34.02
626201	06/30/2016	004007 PUGET SOUND EDUCATIONAL		199.05
626202	06/30/2016	006331 SURPRISE LAKE SQUARE LLC		7,590.53
626203	06/30/2016	000534 WCP SOLUTIONS		219.31
boa Total:				917,603.47
Total Checks:				917,603.47

143 checks in this report

Routine Reports

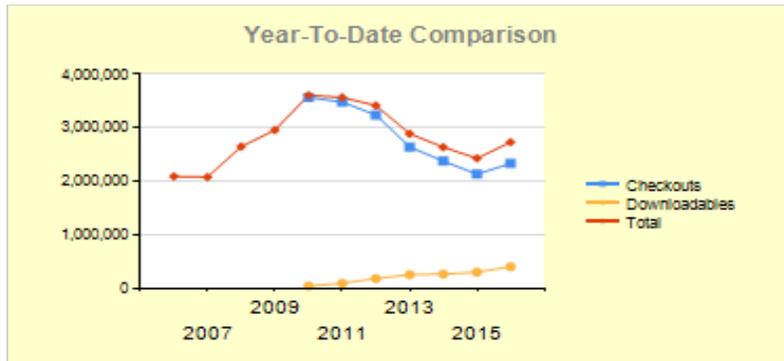
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - MAY

VISITS



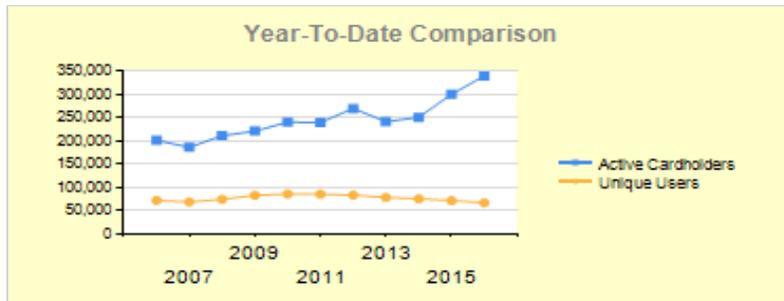
	May		% Change
	2015	2016	
Door Count	125,419	122,007	-2.72%
Catalog	152,904	124,487	-18.58%
Website	180,611	146,117	-19.10%
Job & Business Portal	2,657	3,044	14.57%
Military Portal	296	82	-72.30%
Total	461,887	395,737	-14.32%

CHECKOUTS



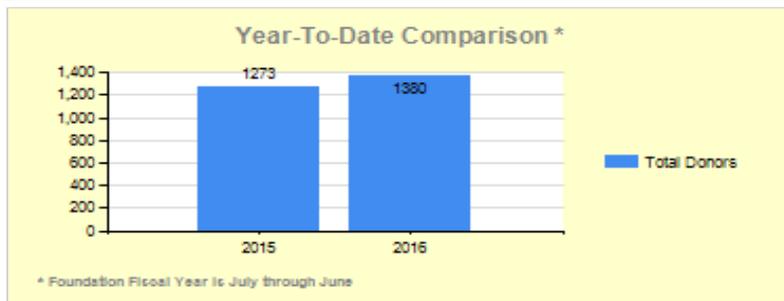
	May		% Change
	2015	2016	
Checkouts	410,255	471,711	14.98%
Downloadables	60,189	81,846	35.98%
Total	470,444	553,557	17.67%

CUSTOMERS



	May		% Change
	2015	2016	
Active Cardholders	300,447	339,948	13.15%
New Cards	2,707	2,679	-1.03%
Checkout Transactions	79,702	73,442	-7.85%
Unique Users	35,922	38,960	8.46%

PHILANTHROPY



	May		% Change
	2015	2016	
FoundationDonors	194	117	-39.69%
NewFoundationDonors	4	21	425.00%
\$ Raised by Foundation	\$19,328.70	\$15,399.24	-20.33%
\$ Provided by Friends	\$0.00	\$6,854.00	0.00%

BRANCH CLOSURES

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

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

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

Monthly Interim Financial Reports

June 29, 2016

Notes for June activity

General Fund - 01

- County Property Tax revenue not received/posted at the time of report publication. Estimated revenue from County is \$180,000.
- 36999 - Received quarterly PCARD rebate. Year to date amount is \$57,107.
- 51109 – *Tuition Assistance is fully funded by the PCLF. We are in the process of setting up budget for this program.*
- 51200 - *Unplanned overtime expenditures continue as a result of vacancies.*
- 53411 *Electronic Info Services* and 53413 *Electronic Services* - *Some materials purchases are large payments one-time payments that occur at various times throughout the year. They impact “percent expended” of the budget significantly.*
- 53505 - *Incurred additional software purchases as a result of IT stabilization.*
- 54163 *Special unplanned for laminating services required by specialty vendor.*
- *Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact “percent expended” of budget significantly. Examples include but are not limited to general fund accounts 54201 telecom services, 54501 and 54502 Leases, 54600 Insurance, 54801 Contracted Maintenance and 54903 Licenses and Fees.*

Special Purpose Fund - 15

- Foundation donation to support the Workforce project.

Debt Service Fund - 20

- *Minimal activity*

Capital Improvement Projects Fund - 30

- *Account 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion.*
- *56400 Machinery and equipment include the purchase of our new paper cutter totaling \$25k and the replacement of our compactor \$14k, a new WatchGuard Firewall appliance \$38k and just over \$50k in the board approved purchase of a new Dell Compellent server array.*
- *56402 HVAC repair and/replacement has been scheduled and funds encumbered for several branches.*

**Pierce County Library System
Statement of Financial Position - Interim
June 29, 2016
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 1,861,652	\$ 6,854	\$ 0	\$ 141,145
Investments	\$ 8,288,382	\$ -	\$ 83,835	\$ 355,574
Total Cash	\$ 10,150,034	\$ 6,854	\$ 83,835	\$ 496,719
Total Current Assets	\$ 10,150,034	\$ 6,854	\$ 83,835	\$ 496,719
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 49,228	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,262	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 49,896	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 103,386	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 741,446	\$ -	\$ -	\$ 313,682
Net Excess (Deficit)	\$ 1,543,584	\$ -	\$ 110	\$ (765,353)
Unreserved Fund Balance	\$ 7,761,618	\$ 6,854	\$ 83,725	\$ 948,389
Total Fund Balance	\$ 10,046,648	\$ 6,854	\$ 83,835	\$ 496,719
Total Liabilities and Fund Balance	\$ 10,150,034	\$ 6,854	\$ 83,835	\$ 496,719
Anticipated Property Tax Revenue	\$ 13,922,327	N/A	\$ 12	N/A

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL 6/30/2015	HISTORICAL 7/31/2015	HISTORICAL 8/31/2015	HISTORICAL 9/30/2015	HISTORICAL 10/31/2015	HISTORICAL 11/30/2015	HISTORICAL 12/31/2015	HISTORICAL 1/31/2016	HISTORICAL 2/29/2016	HISTORICAL 3/31/2016	HISTORICAL 4/30/2016	CRRENT 5/31/2016	CRRENT 6/29/2016
Assets													
Current Assets - Cash													
Cash	\$ 2,018,084	\$ 1,910,091	\$ 1,849,322	\$ 2,279,894	\$ 10,928,777	\$ 4,365,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 4,586,856	\$ 1,861,652
Investments	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382
Total Cash	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,150,034
Total Current Assets	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,150,034
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 560,730	\$ 359,697	\$ 396,377	\$ 428,198	\$ 295,440	\$ 264,455	\$ 49,228
Sales Tax Payable	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 2,082	\$ 3,668	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262
Payroll Taxes and Benefits Payable	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,189	\$ 13,391	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896
Total Current Liabilities	\$ 382,810	\$ 439,384	\$ 484,979	\$ 389,934	\$ 492,288	\$ 548,066	\$ 611,001	\$ 376,756	\$ 430,620	\$ 477,224	\$ 313,970	\$ 300,914	\$ 103,386
Fund Balance													
Reserve for Encumbrances	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ -	\$ 966,089	\$ 835,433	\$ 786,954	\$ 735,482	\$ 719,650	\$ 741,446
Net Excess (Deficit)	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ -	\$ (2,952,113)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,627,676	\$ 1,543,584
Unreserved Fund Balance	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618
Total Fund Balance	\$ 9,885,274	\$ 7,970,707	\$ 4,927,125	\$ 3,389,961	\$ 10,436,489	\$ 10,517,460	\$ 7,761,618	\$ 5,775,593	\$ 3,829,407	\$ 2,962,207	\$ 11,445,420	\$ 12,108,943	\$ 10,046,648
Total Liabilities and Fund Balance	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,409,856	\$ 10,150,034
Anticipated Property Tax Revenue	\$ 13,113,114	\$ 12,988,144	\$ 12,867,362	\$ 12,414,655	\$ 3,197,451	\$ 943,271	\$ -	\$ 28,999,932	\$ 28,704,238	\$ 27,380,677	\$ 16,615,179	\$ 13,922,327	\$ 13,922,327

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date June 29, 2016
no pre-encumbrances

General Fund - 01

	<u>2016 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	\$ 28,201,541	\$ 15,190,660	\$ -	\$ 13,010,881	54%
Other Revenue	\$ 1,508,000	\$ 758,993	\$ -	\$ 749,007	50%
Total Revenue	\$ 29,709,541	\$ 15,949,652	\$ -	\$ 13,759,889	54%
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 10,117,788	\$ 1,275	\$ 10,773,963	48%
Materials	\$ 3,532,173	\$ 1,726,697	\$ -	\$ 1,805,476	49%
Maintenance and Operations	\$ 3,895,960	\$ 1,820,137	\$ 740,172	\$ 1,335,652	66%
Transfers Out - CIP	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Expenditures	\$ 29,709,541	\$ 13,664,622	\$ 741,446	\$ 15,303,473	48%
Excess/(Deficit)		\$ 2,285,031			
(less encumbrances)		(741,446)			
Net Excess (Deficit)		\$ 1,543,584			

Special Purpose Fund - 15

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Programs - PC READS	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects - Workforce	\$ 227,000	\$ 6,854	\$ -	\$ 220,146	0%
Total Revenue	\$ 267,000	\$ 6,854	\$ -	\$ 260,146	0%
				\$ -	
Programs - PC READS	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects - Workforce	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
Total Expenditures	\$ 267,000	\$ -	\$ -	\$ 267,000	
Excess/(Deficit)		\$ 6,854			
(less encumbrances)		-			
Net Excess (Deficit)		\$ 6,854			

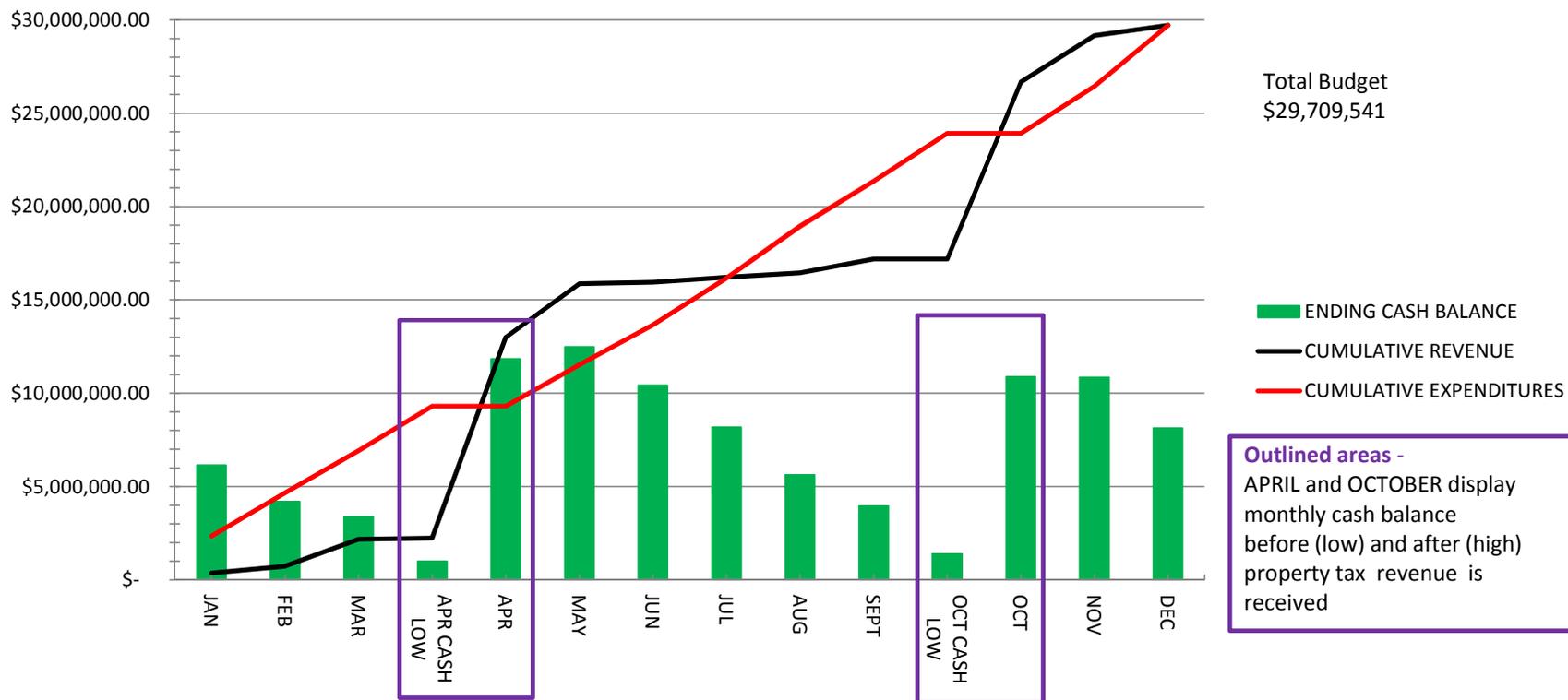
Debt Service Fund - 20

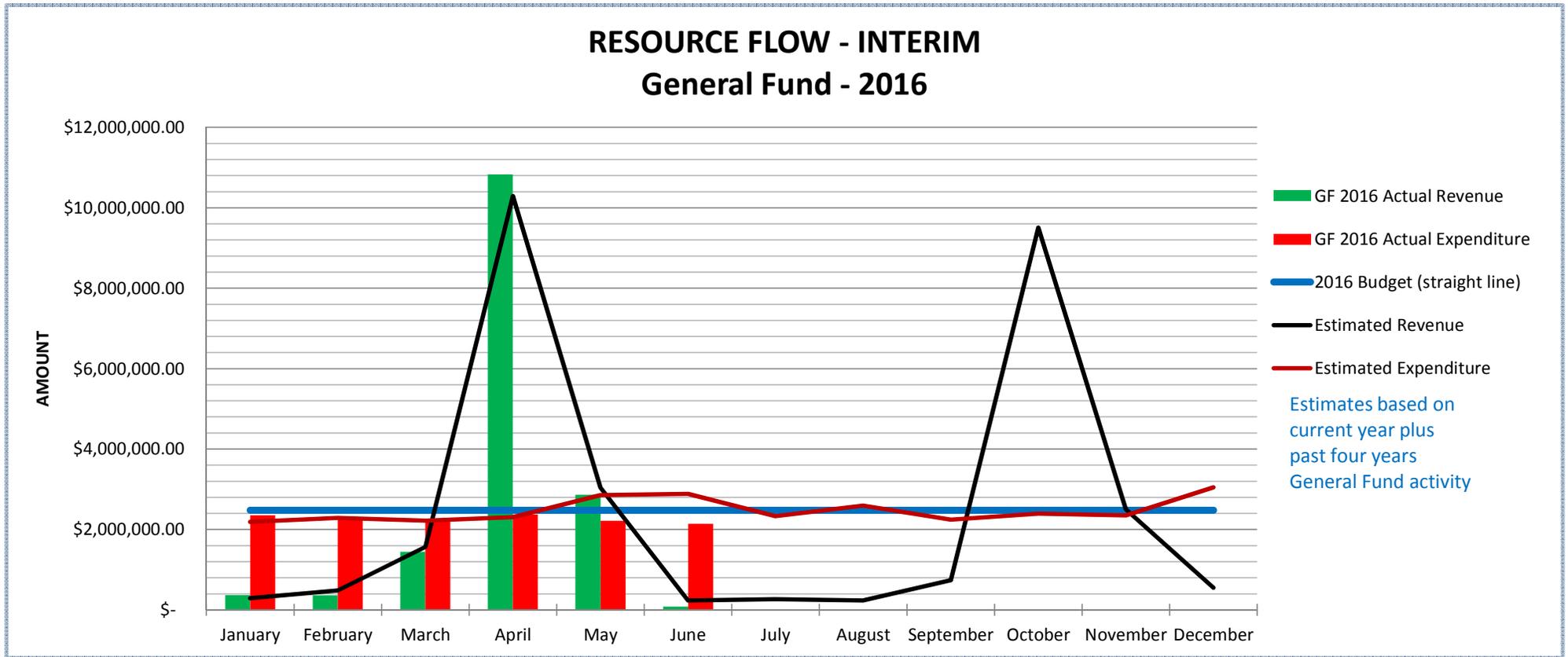
	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 110	\$ -	\$ (110)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 110	\$ -	\$ (110)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 110			

Capital Improvement Projects**Fund - 30**

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 300,000	\$ 34,707	\$ -	\$ 265,293	0%
Transfers In	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Total Revenue	\$ 1,488,382	\$ 34,707	\$ -	\$ 1,453,675	2%
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 486,378	\$ 313,682	\$ 688,322	54%
Total Expenditures	\$ 1,488,382	\$ 486,378	\$ 313,682	\$ 688,322	54%
Excess/(Deficit)		\$ (451,671)			
(less encumbrances)		(313,682)			
Net Excess (Deficit)		\$ (765,353)			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2016





Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	27,294,700.00	0.00	14,736,048.75	0.00	12,558,651.25	53.99
31112 PROPERTY TAXES DELINQUENT	818,841.00	0.00	368,166.29	0.00	450,674.71	44.96
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,221.17	0.00	1,778.83	40.71
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	11,476.33	0.00	8,523.67	57.38
31740 TIMBER EXCISE TAX	50,000.00	0.00	62,717.78	0.00	(12,717.78)	125.44
TAXES:	28,186,541.00	0.00	15,179,630.32	0.00	13,006,910.68	53.85
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	71,181.61	0.00	(71,181.61)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	104.48	0.00	(104.48)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	5,660.15	0.00	9,339.85	37.73
34160 COPIER FEES	30,000.00	3,173.45	16,474.20	0.00	13,525.80	54.91
34161 GRAPHICS SERVICES CHARGES	0.00	154.12	3,830.39	0.00	(3,830.39)	0.00
34162 PRINTER FEES	125,000.00	11,804.26	65,998.55	0.00	59,001.45	52.80
34163 FAX FEES	21,000.00	2,029.43	11,854.33	0.00	9,145.67	56.45
34193 ORTING - SERVICE FEES	0.00	810.00	1,620.00	0.00	(1,620.00)	0.00
35970 LIBRARY FINES	550,000.00	28,390.93	199,714.25	0.00	350,285.75	36.31
36110 INVESTMENT INCOME	5,000.00	0.00	5,264.42	0.00	(264.42)	105.29
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.08	0.00	(0.08)	0.00
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	0.24	0.00	(0.24)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	636.79	0.00	(636.79)	0.00
36290 BOOK SALES	20,000.00	1,672.65	4,336.76	0.00	15,663.24	21.68
36700 FOUNDATION DONATIONS	300,000.00	12,010.00	197,923.87	0.00	102,076.13	65.97
36710 FRIENDS' DONATIONS	0.00	336.21	336.21	0.00	(336.21)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	280.54	9,180.41	0.00	(9,180.41)	0.00
36725 DONATIONS - OTHER	0.00	1.95	1,069.33	0.00	(1,069.33)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	4,386.60	0.00	(4,386.60)	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	0.00	17.87	3,166.71	0.00	(3,166.71)	0.00
36990 MISCELLANEOUS REVENUE	0.00	7.27	255.73	0.00	(255.73)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	630.19	4,979.01	0.00	7,020.99	41.49
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	90.00	0.00	(90.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	199.13	0.00	(199.13)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	1,485.19	103,187.27	0.00	311,812.73	24.86
36999 REBATES - PROCUREMENT CARD	30,000.00	19,419.58	57,107.36	0.00	(27,107.36)	190.36
CHARGES OTHER:	1,523,000.00	82,233.64	768,557.88	0.00	754,442.12	50.46
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	29,709,541.00	82,233.64	15,949,652.32	0.00	13,759,888.68	53.69
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,984,682.00	1,251,334.10	7,034,791.55	0.00	7,949,890.45	46.95
51105 ADDITIONAL HOURS	273,883.00	23,782.27	152,432.42	0.00	121,450.58	55.66
51106 SHIFT DIFFERENTIAL	159,882.00	12,553.00	77,867.25	0.00	82,014.75	48.70
51107 SUBSTITUTE HOURS	295,500.00	30,422.81	160,636.28	0.00	134,863.72	54.36
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	2,222.03	0.00	(1,922.03)	740.68
51200 OVERTIME WAGES	7,400.00	2,145.42	18,041.45	0.00	(10,641.45)	243.80
51999 ADJ WAGE/SALARY TO MATCH PLAN	(396,342.00)	0.00	0.00	0.00	(396,342.00)	0.00
52001 INDUSTRIAL INSURANCE	196,629.00	11,334.38	67,173.37	0.00	129,455.63	34.16
52002 MEDICAL INSURANCE	2,289,031.00	174,140.66	1,106,359.93	0.00	1,182,671.07	48.33
52003 F.I.C.A.	1,202,711.00	99,560.62	562,141.11	0.00	640,569.89	46.74

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,727,914.00	137,205.00	785,953.93	0.00	941,960.07	45.49
52005 DENTAL INSURANCE	219,387.00	17,840.65	102,843.49	0.00	116,543.51	46.88
52006 OTHER BENEFIT	10,540.00	900.00	5,180.00	0.00	5,360.00	49.15
52010 LIFE AND DISABILITY INSURANCE	29,086.00	5,009.15	19,293.17	0.00	9,792.83	66.33
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	22,852.20	0.00	7,647.80	74.93
52200 UNIFORMS	1,300.00	0.00	0.00	1,274.78	25.22	98.06
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
PERSONNEL	20,893,026.00	1,766,228.06	10,117,788.18	1,274.78	10,773,963.04	48.43
53100 OFFICE/OPERATING SUPPLIES	236,100.00	8,026.42	101,675.29	13,273.90	121,150.81	48.69
53101 CUSTODIAL SUPPLIES	52,500.00	5,536.76	30,326.87	0.00	22,173.13	57.77
53102 MAINTENANCE SUPPLIES	60,200.00	5,493.58	25,511.49	0.00	34,688.51	42.38
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	485.65	2,256.67	0.00	22,743.33	9.03
53104 BOOK PROCESSING SUPPLIES	20,000.00	2,438.72	4,336.55	0.00	15,663.45	21.68
53200 FUEL	47,000.00	0.00	5,116.94	0.00	41,883.06	10.89
53401 ADULT MATERIALS	806,000.00	41,506.90	287,042.83	0.00	518,957.17	35.61
53403 PERIODICALS	88,135.00	46,930.67	53,647.55	0.00	34,487.45	60.87
53405 JUVENILE BOOKS	544,279.00	30,816.03	231,757.77	0.00	312,521.23	42.58
53406 PROFESSIONAL COLLECTION	4,200.00	27.30	1,368.33	0.00	2,831.67	32.58
53407 INTERNATIONAL COLLECTION	60,000.00	967.71	7,120.62	0.00	52,879.38	11.87
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	22,213.81	366,788.08	0.00	475,211.92	43.56
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	5,329.13	28,463.77	0.00	65,536.23	30.28
53411 ELECTRONIC INFO SOURCES	379,068.00	9,504.00	284,561.38	0.00	94,506.62	75.07
53412 REFERENCE SERIALS	18,000.00	0.00	967.75	0.00	17,032.25	5.38
53413 ELECTRONIC SERVICES	143,391.00	14,934.41	151,576.16	0.00	(8,185.16)	105.71
53414 ELECTRONIC COLLECTION	400,100.00	0.00	242,361.58	0.00	157,738.42	60.58
53464 VENDOR PROCESSING SERVICES	153,000.00	6,113.75	69,159.85	0.00	83,840.15	45.20
53490 COLLECTION PROJECTS	0.00	0.00	1,881.31	0.00	(1,881.31)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	9,790.52	25,172.61	11,830.65	(2,003.26)	105.72
53502 TECHNOLOGY HARDWARE	50,000.00	317.34	9,121.79	0.00	40,878.21	18.24
53505 SOFTWARE	12,100.00	324.53	21,835.44	0.00	(9,735.44)	180.46
54100 PROFESSIONAL SERVICES	457,750.00	55,375.77	252,752.57	127,787.07	77,210.36	83.13
54101 LEGAL SERVICES	30,000.00	0.00	14,546.00	0.00	15,454.00	48.49
54102 COLLECTION AGENCY	17,000.00	617.55	6,163.79	0.00	10,836.21	36.26
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	4,442.10	0.00	14,557.90	23.38
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	14,841.44	0.00	18,158.56	44.97
54163 PRINTING AND BINDING	1,500.00	0.00	2,514.16	0.00	(1,014.16)	167.61
54165 ILL LOST ITEM CHARGE	2,800.00	126.99	450.79	0.00	2,349.21	16.10
54200 POSTAGE AND SHIPPING	36,600.00	22.95	1,427.02	0.00	35,172.98	3.90
54201 TELECOM SERVICES	461,300.00	392.07	211,272.76	235,223.87	14,803.37	96.79
54300 TRAVEL	47,200.00	652.60	15,560.42	0.00	31,639.58	32.97
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,498.35	18,181.12	0.00	12,168.88	59.90
54400 ADVERTISING	69,500.00	199.28	15,677.51	16,396.00	37,426.49	46.15
54501 RENTALS/LEASES - BUILDINGS	404,000.00	65,898.85	216,467.47	102,409.02	85,123.51	78.93
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	(300.00)	9,394.18	9,667.67	13,338.15	58.83
54600 INSURANCE	200,000.00	0.00	149,164.00	0.00	50,836.00	74.58
54700 ELECTRICITY	235,000.00	7,015.96	105,197.98	0.00	129,802.02	44.77

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54701 NATURAL GAS	15,000.00	89.83	4,957.99	0.00	10,042.01	33.05
54702 WATER	21,000.00	1,677.40	8,877.86	0.00	12,122.14	42.28
54703 SEWER	25,000.00	900.62	11,880.52	0.00	13,119.48	47.52
54704 REFUSE	26,000.00	187.72	14,332.43	0.00	11,667.57	55.12
54800 GENERAL REPAIRS/MAINTENANCE	208,000.00	2,734.62	124,255.39	24,237.40	59,507.21	71.39
54801 CONTRACTED MAINTENANCE	802,900.00	20,173.97	302,776.86	199,345.98	300,777.16	62.54
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	2,585.00	0.00	28,415.00	8.34
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	3,220.60	0.00	(3,220.60)	0.00
54900 REGISTRATIONS	41,850.00	1,188.67	12,429.86	0.00	29,420.14	29.70
54901 DUES AND MEMBERSHIPS	30,170.00	1,121.00	16,011.63	0.00	14,158.37	53.07
54902 TAXES AND ASSESSMENTS	29,500.00	62.56	16,090.36	0.00	13,409.64	54.54
54903 LICENSES AND FEES	43,950.00	6,906.33	39,175.45	0.00	4,774.55	89.14
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	135.61	0.00	1,864.39	6.78
59700 TRANSFERS OUT	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
ALL OTHER EXPENSES	8,816,515.00	378,300.32	3,546,833.50	740,171.56	4,529,509.94	48.62
TOTAL FOR EXPENSE ACCOUNTS	29,709,541.00	2,144,528.38	13,664,621.68	741,446.34	15,303,472.98	48.49
NET SURPLUS / DEFICIT	0.00	(2,062,294.74)	2,285,030.64	(741,446.34)	(1,543,584.30)	0.00

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 6/30/2016

FUND: SPECIAL PURPOSE FUND (15)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	25,000.00	0.00	0.00	0.00	25,000.00	0.00
TAXES:	25,000.00	0.00	0.00	0.00	25,000.00	0.00
33300 INDIRECT FEDERAL GRANTS	227,000.00	0.00	0.00	0.00	227,000.00	0.00
36700 FOUNDATION DONATIONS	15,000.00	(10,000.00)	6,853.76	0.00	8,146.24	45.69
CHARGES OTHER:	242,000.00	(10,000.00)	6,853.76	0.00	235,146.24	2.83
TOTAL FOR REVENUE ACCOUNTS	267,000.00	(10,000.00)	6,853.76	0.00	260,146.24	2.57
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	183,623.00	0.00	0.00	0.00	183,623.00	0.00
52001 INDUSTRIAL INSURANCE	795.00	0.00	0.00	0.00	795.00	0.00
52002 MEDICAL INSURANCE	11,463.00	0.00	0.00	0.00	11,463.00	0.00
52003 F.I.C.A.	6,189.00	0.00	0.00	0.00	6,189.00	0.00
52004 RETIREMENT	6,674.00	0.00	0.00	0.00	6,674.00	0.00
52005 DENTAL INSURANCE	1,220.00	0.00	0.00	0.00	1,220.00	0.00
52010 LIFE AND DISABILITY INSURANCE	36.00	0.00	0.00	0.00	36.00	0.00
PERSONNEL	210,000.00	0.00	0.00	0.00	210,000.00	0.00
53100 OFFICE/OPERATING SUPPLIES	7,000.00	0.00	0.00	0.00	7,000.00	0.00
53401 ADULT MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54100 PROFESSIONAL SERVICES	38,550.00	0.00	0.00	0.00	38,550.00	0.00
54400 ADVERTISING	5,450.00	0.00	0.00	0.00	5,450.00	0.00
54900 REGISTRATIONS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
ALL OTHER EXPENSES	57,000.00	0.00	0.00	0.00	57,000.00	0.00
TOTAL FOR EXPENSE ACCOUNTS	267,000.00	0.00	0.00	0.00	267,000.00	0.00
NET SURPLUS / DEFICIT	0.00	(10,000.00)	6,853.76	0.00	(6,853.76)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.08	0.00	(0.08)	0.00
TAXES:	0.00	0.00	0.08	0.00	(0.08)	0.00
36110 INVESTMENT INCOME	0.00	17.86	109.65	0.00	(109.65)	0.00
CHARGES OTHER:	0.00	17.86	109.65	0.00	(109.65)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	17.86	109.73	0.00	(109.73)	0.00
NET SURPLUS / DEFICIT	0.00	17.86	109.73	0.00	(109.73)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2016 Budget	June Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT INCOME	0.00	0.00	502.00	0.00	(502.00)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	8,011.79	0.00	(8,011.79)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	22,918.93	0.00	(22,918.93)	0.00
36899 ENERGY REBATES	0.00	0.00	3,274.00	0.00	(3,274.00)	0.00
36998 E-RATE REIMBURSEMENT	300,000.00	0.00	0.00	0.00	300,000.00	0.00
CHARGES OTHER:	300,000.00	0.00	34,706.72	0.00	265,293.28	11.57
39700 TRANSFERS IN	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,488,382.00	0.00	34,706.72	0.00	1,453,675.28	2.33
EXPENSE ACCOUNTS						
53501 FURNISHINGS	100,000.00	332.05	5,486.71	3,653.73	90,859.56	9.14
53502 TECHNOLOGY HARDWARE	330,000.00	0.00	(2,267.77)	0.00	332,267.77	(0.69)
53505 SOFTWARE	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	20,000.00	0.00	639.29	3,251.00	16,109.71	19.45
54400 ADVERTISING	0.00	0.00	81.40	0.00	(81.40)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	146,000.00	9,712.53	9,712.53	3,357.81	132,929.66	8.95
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	0.00	10,000.00	0.00
54912 CONTINGENCY/RESERVE	28,000.00	0.00	0.00	0.00	28,000.00	0.00
54915 PLANNED SAVINGS	83,382.00	0.00	0.00	0.00	83,382.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	135,000.00	0.00	0.00	120,001.00	14,999.00	88.89
56201 CONSTRUCTION	65,000.00	0.00	0.00	0.00	65,000.00	0.00
56203 FLOORING	57,000.00	0.00	1,765.45	0.00	55,234.55	3.10
56204 PAINTING AND WALL TREATMENTS	7,500.00	0.00	0.00	0.00	7,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	165,000.00	32,508.21	32,508.21	16,216.36	116,275.43	29.53
56400 MACHINERY & EQUIPMENT	191,000.00	0.00	283,886.58	64,459.58	(157,346.16)	182.38
56402 HVAC	120,500.00	0.00	14,242.80	102,743.01	3,514.19	97.08
56403 TECHNOLOGY EQUIPMENT	0.00	0.00	140,322.35	0.00	(140,322.35)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,488,382.00	42,552.79	486,377.55	313,682.49	688,321.96	53.75
NET SURPLUS / DEFICIT	0.00	(42,552.79)	(451,670.83)	(313,682.49)	765,353.32	0.00

MEMO



Date: June 30, 2016

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report

Operations

Work Plan progress of note in June:

People:

- Staff In-Service Day – Committee held 2nd meeting and presented a budget proposal.
- Management Positions – Hired two CE managers, posted SH Branch Manager, posted Applications and UX Manager.
- Performance Evaluation Process – Committee completed draft of new tools.
- Trustee Vacancy – Rob Allen reappointed by County Council June 28, 2016.
- Collective Bargaining Agreement – Supervisors training conducted.

Projects:

- Strategic Planning Process – Strategy Summit held June 14, 2016. Timeline draft and outline of steps to create plan completed.
- Collection Refresh – Pilot of large print rotation launched.
- Leadership Academy – Cohort beginning work on capstone project (Staff In-Service Day).

Major System-wide Programs:

- Summer Reading – Programs for children, teens and adults underway.

Capital Projects:

- Seal Coating of ACL and Gig Harbor – Complete

External Community Activities

- Attended Play to Learn Celebration at the Children’s Museum of Tacoma

Internal Community Activities

- University Place Site Visit

Partnership Meetings

- Lakewood City Manager John Caulfield and Economic Development Director Becky Newton – Update on Lakewood community priorities.
- Holly Wyrwich, Program Manager, Thrive WA – Continued discussion of work supporting Early Learning Public Library Partnership.
- Congressman Denny Heck – Customer Experience Managers Judy Nelson, Joy Kim and Meghan Sullivan joined me to share information about our strategic planning process, at the South Hill Library
- WIOA Core Leadership meeting.

Unfinished Business

MEMO



Date: July 5, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Budget Update

During last month's Board meeting we reviewed the 2015 yearend financial report, discussed items that had an unanticipated financial impact in 2016, and reviewed 2016 revenues and expenditures to date. The General Fund and Capital Improvement Fund do not need amending for the remainder of the year. The only Board action necessary is to transfer funds to the Capital Improvement Fund.

RESOLUTION NO. 2016-03

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

WHEREAS, the beginning fund balance of the General Fund in 2015 was \$8,330,154.03, and

WHEREAS, 4.00% (\$1,188,382) of the General Fund was set-aside in the 2016 General Fund budget for transfer to the 2016 Capital Improvement Fund for capital projects, and

WHEREAS, as part of closing the 2015 fiscal year the Pierce County Rural Library District (the Library) determined that the net of General Fund revenues and expenditures resulted in a positive balance of \$441,612, and

WHEREAS, the Library’s Fiscal Management Policy directs the Board of Trustees to transfer General Fund unanticipated revenues and savings to fund the Capital Improvement Fund balance at 4.00% of 2016 budgeted revenues, create set-aside for major contingency, and create a set-aside for future land, property, and facility needs, now therefore,

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

- (1) \$1,188,382 be transferred from the 2016 General Fund budget to the Capital Improvement Fund for current and future capital projects, and
- (2) \$441,612 be transferred from the 2015 General Fund fiscal year results to the Capital Improvement Fund.

PASSED AND APPROVED THIS 13TH DAY OF JULY 2016.

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

New Business

MEMO



Date: June 24, 2016

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

From: Georgia Lomax, Executive Director

Subject: Fund Development Director (Foundation Director) Recruitment

Lynne Hoffman will be retiring as our Fund Development Director on October 7, 2016. It's time to begin the process to recruit and find her successor.

The Fund Development Director directs the planning and operation of the Development department and the Pierce County Library System Foundation and is responsible for effective fundraising, building relationships and mobilizing the community in support of Library and Foundation needs and activities.

Recruitment Timeline	
Plan & Prepare	June
Recruit	July & August
Hire	September
Start Date	TBD with Successful Candidate

Our first step, as with any vacancy, is to evaluate the position, job description, and what we will need from the new director in the coming years.

During the Board meeting, I would like to hear your thoughts about the future of our fundraising and philanthropic work. Some questions to consider:

1. What skills, qualities, and knowledge do you think will be important for the next person to bring to Pierce County Library System?
2. What is the most important work the Foundation and Development department currently do? Are there other things you would like from it?
3. Looking forward, what do you think might be next steps in the growth of our philanthropic work?
4. What do you hope the Development department and the Foundation will accomplish in the next 3-5 years?

MEMO



Date: July 6, 2016

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

From: Melinda Chesbro, Deputy Director

Subject: Potential Reciprocal Borrowing with Bellingham/Whatcom Public Library

Bellingham and Whatcom County Libraries have revised their policies to offer reciprocal borrowing to all cardholders from all Washington public libraries. They are not requiring a formal reciprocal borrowing agreement to offer this service to our patrons.

Our policy on Reciprocal Borrowing Agreements states:

Pierce County Library will consider establishing reciprocal agreements with libraries in reasonable geographic proximity, and that have a regular, ongoing funding source.

Municipalities without a tax-supported public library or that do not participate in supporting a system, either through annexation or contract, are not eligible for reciprocal borrowing with Pierce County Library.

Pierce County Library will review its reciprocal agreements and usage annually to ensure agreements are serving their established purpose and current residents' needs. Should a reciprocal relationship create an imbalance or other situation that negatively impacts services to Pierce County Library's residents or requires additional staffing or costs, the Library will consider ending an agreement.

Reciprocal Borrowing Agreements must be approved by the Board of Trustees.

We would like your guidance on:

- whether to pursue a reciprocal agreement with Bellingham and Whatcom County Libraries.
- whether you feel a formal agreement is required if we move forward.

Board Education and Service Reports

MEMO



Date: June 30, 2016

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

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Update

Twenty-four leadership staff gathered on June 14, 2016, to consider and discuss what was heard from 11,500 community members, leaders, stakeholders and partners and begin to identify the themes and ideas that will form the Library's Strategic Direction.

During the meeting, I shared my vision with the team. Staff then worked in small groups, building on the results of the Partners Summit, to identify a small number of "big ideas", possible roles for the Library, and to consider implications should a strategy be adopted. Delivering strong core library services was a given and the group summarized current library services and roles. I've attached a summary with more detail.

The idea of the Library as a community hub/connector has emerged as a key theme. During the Board meeting, I would like you to share your thoughts on "community" as the overarching concept we focus on, to help us refine the concept and explore opportunities it offers. Some questions to consider:

- How does this concept build on the library's strengths?
- How well does it suit the needs of our community?
- What would the library be trying to achieve? What are the Library's ambitions in this area?
- What would be meaningful results?
- Is this a direction you feel is appropriate for the Library to go?

Next Steps:

Month	Key Work
July	<ul style="list-style-type: none">• Discuss overarching concepts, explore opportunities.• Refine ideas and structure of the plan, determine plan layout, how partners and staff will be engaged.• Develop draft plan 1.0
August	<ul style="list-style-type: none">• Targeted feedback, input and discussion on draft 1.0 from staff, partners.• Major feedback, input, discussion on draft 1.0 from Trustees. (8/10)• Develop draft plan 2.0
September	<ul style="list-style-type: none">• Present final plan to Trustees (9/14).• Share final plan with staff, partners, and community.• Celebrate completion of planning project, approval of final strategic direction.
October	<ul style="list-style-type: none">• Launch implementation planning process.



PIERCE COUNTY LIBRARY SYSTEM STRATEGIC PLAN

Strategy Summit Notes **FINAL**

June 14, 2016 | 9:30 am – 2:30 pm

1.0 OVERVIEW

The Strategy Summit brought together 24 library staff, including members of the Strategic Planning Team, Leadership Team, and the Leadership Academy. The Summit objectives were to share input from community members and stakeholders; begin to narrow roles and identify strategies; consider implications if the library were to adopt these types of strategies; and establish overarching guidance for the library and the strategic plan. This document provides a brief overview of the meeting conversation, with notes from the small group workshop, the voting exercise results for big ideas, implications of top big ideas, and thoughts on Guiding Principles.

Summit Activities Summary

Welcome and Introduction of Georgia's Vision

A short presentation was given to introduce the day's activities and purpose. Georgia presented a draft of her vision for the future of the library:

- **Everyone feels a positive connection with the library.** Everyone in Pierce County will feel connected in some way to the library, whether it's through use of our services, resources and facilities; by meeting us in the community; or holding an appreciation for the role the library plays in the community.
- **We spark success.** The Library does not make the job offer, award the A on a report card, or be present when people reach their goals. But we can be the spark that leads to the success of individuals and communities in reaching their personal goals.
- **We are true to our communities.** To serve our people, we have to understand what is important to them and respond. This puts our customers' needs before our needs, and it puts our community's needs before Library industry trends and thinking. This has guided our planning process to date and should focus the library's plan and day-to-day work.

Small Group Workshop

Participants completed a board worksheet identifying the right role for the library to address community needs among six topic areas. The topic areas were identified as community priorities from the results of the community engagement and stakeholder interviews completed in March 2016. These six topic areas were also discussed at the Partner Summit in May 2016. Participants first acknowledged current library services and roles that address the need, and then brainstormed potential changes to current library services and roles and also new "big ideas."

Evaluative Criteria and Scoring

Participants discussed draft evaluative criteria to help in narrowing down the many options to a selected few. The draft criteria included the following:

- **Alignment with strategic vision:** Does it advance our vision?
- **Community Driven:** Is it community driven? Is there an interest, need or demand among the public
- **Value Add:** Does it complement/not duplicate the work of others?
- **Institutional Fit:** Does it draw on our strengths?
- **Capacity:** Can we imagine a way to implement it sustainably?

Participants then used the draft criteria to score new big ideas within each topic area. In Round 1, participants placed a dot on all big ideas that met a majority of the criteria. To further narrow and identify strategies, in Round 2 participants were limited to only two dot votes.

Big Ideas and Implications

Participants discussed the following top ideas that surfaced from the scoring exercise and their potential implications on the library, should they be pursued.

1. Community Hub
2. Community Partnerships
3. Community Connector
4. Technology Infrastructure
5. More Spaces
6. Marketing/Outreach for awareness

These are easily grouped in two categories:

- 1. Service-oriented evolution/transformation**
 - Community Partnerships
 - Community Hub
 - Community Connector
- 2. Supporting capabilities and infrastructure**
 - Technology Infrastructure
 - More Spaces
 - Marketing/Outreach

Mission, Vision, Values, and Guiding Principles

The current Mission, Vision, and Values were briefly reviewed. Participants felt that there were no major red flags or challenges between the big ideas brought forward and current statements. However, the group felt that these would need to be revised in the future. Participants also brainstormed draft Guiding Principles for the strategic plan.

- **Be community-driven.**
- **Be flexible and nimble.**
- **Pursue partnerships.**
- **Remain neutral, but engaged in public discourse.**
- **Be convenient, accessible and comfortable.**
- **Communicate clearly with staff and the community.**
- **Define ourselves by outcomes, not by services.**
- **Spark lifelong learning.**
- **Be sustainable and affordable.**

Officers Reports

MEMO



Date: July 5, 2016

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

From: Melinda Chesbro

Subject: Introduction of New Pierce County Library System Manager

We are delighted to welcome new leadership staff to PCLS:

- Meghan Sullivan is a new Customer Experience Manager. Her previous position was Branch Manager at South Hill

MEMO



Date: June 29, 2016

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

From: Georgia Lomax, Executive Director

Subject: Reappointment of Chair Rob Allen

A resolution to re-appoint Chair Rob Allen to a second term on the Library's Board of Trustees was heard, and adopted, by the City Council on Tuesday, June 28, 2016. Attached is a copy of the Resolution.

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

1 Sponsored by: Councilmember Connie Ladenburg
2 Requested by: Executive
3
4
5

6 **RESOLUTION NO. R2016-82**
7
8

9 **A Resolution of the Pierce County Council Confirming the Reappointment**
10 **of One Existing Member (Robert Allen) to the Pierce County**
11 **Library District Board of Trustees.**
12

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

16 **Whereas**, the term filled by Robert Allen expires August 5, 2016, and he is
17 eligible and wishes to be reappointed; and
18

19 **Whereas**, Robert Allen is an active community member and resides in Pierce
20 County; and
21

22 **Whereas**, the Executive has reappointed Robert Allen to a second full term on
23 the Pierce County Library District Board of Trustees; and
24

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

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

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

32
33 Section 1. The Council hereby confirms the reappointment of Robert Allen to his
34 second full term on the Pierce County Library District Board of Trustees. The term will
35 expire on August 5, 2021.
36



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

4
5
6 ADOPTED this 28th day of June, 2016.

7
8 ATTEST:

PIERCE COUNTY COUNCIL

Pierce County, Washington

9
10
11 Denise D. Johnson

Douglas G. Richardson

12
13 **Denise D. Johnson**

Douglas G. Richardson

14 Clerk of the Council

Council Chair



MEMO



Date: June 30, 2016

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

From: Linda Farmer, APR, Communications Director

Subject: 2016 Employee Communications Survey

Pierce County Library System’s 2016 Employee Communications Survey showed that significant communication improvements have occurred throughout the library system since the last survey was conducted in late 2014. 209 of 394 employees took the survey—a relatively high 53% response rate. The online survey was conducted in April by Campbell Communications (C2) in order to ensure anonymity for employees.

Specific findings include:

- Nearly 70% of respondents rated the overall quality of employee communication from PCLS as good or excellent, up from 40% in 2014
- Only 25% of employees rated the quality of communication as fair, down from 43% in 2014
- 69% of employees said PCLS provides sufficient opportunity to communicate to their supervisors or senior leaders about what’s important to them, up from 31% in 2014.

In addition, employees reported that three changes the library made as a direct result of the 2014 survey were “useful.” Usefulness was rated on a 5-point scale:

Topic	Usefulness Rating
Creation of Cover to Cover newsletter	4.30
Reduction of PCLS-related email	3.79
Enhancements to StaffWeb Home Page	3.71

Lastly, two themes emerged when employees answered an open-ended question about what the library could do to continue to improve communications: Improve communications between staff and their supervisors, and find a way to standardize the staff-supervisor communication across the library system.

Recommendations

PCLS desires to create a systematic culture of communications. Industry research shows that the single largest driver for employee retention and productivity is the strength of the communication between employees and supervisors. Based on industry best practices and this survey's specific findings, C2 Communications recommends PCLS focus on two key areas to get to its desired systematic culture of communications:

1. Improve supervisor communications
2. Build a toolbox to support supervisor communications

Next Steps

The Communications Department is working with the library's Leadership Team to create training and tools for supervisors designed to grow and improve their communication skills.

MEMO



Date: July 5, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: Erate Report

Last month the Board asked for a report on Erate reimbursements and we are following up on this. The Library has been applying for Erate funding since 2002, three years after the program had begun. Of the years we have participated in the Erate program, we have paid \$2.74 million in actual expenses for allowable telecommunication costs and received \$1.78 million in reimbursements, a ratio of 65.2%. Of those years, on average the Library paid only \$73,315 per year for telecommunications services and received significant services beyond that cost.

Funding Year ¹	Projected Expenses	Actual Expenses	Erate Disbursements Received	
			\$	%
2002-03	\$ 86,890	\$ 86,088	\$ 47,152	54.8%
2003-04	79,549	63,899	34,325	53.7%
2004-05	69,135	62,595	33,563	53.6%
2005-06	69,824	68,154	36,214	53.1%
2006-07	- ²	- ²	-	-
2007-08	137,851	126,206	88,978	70.5%
2008-09	171,657	139,304	78,612	56.4%
2009-08	186,536	147,554	83,436	56.6%
2010-11	227,055	213,196	138,602	65.0%
2011-12	464,771 ³	462,701	276,081	59.7%
2012-13	327,396	326,672	211,396	64.7%
2013-14	366,684	345,901	226,034	65.4%
2014-15	363,000	353,893	231,666	65.5%
2015-16 Category 1 ⁴	473,013	3 of 4 qtrs: 340,591	297,601 ⁵	87.4 ⁷ %
Category 2 ⁴	416,492	3 of 4 qtrs: 0 ⁶	0 ⁶	00.0 ⁷ %
Total 2015-16	889,505	3 of 4 qtrs: 340,591	297,601	87.4 ⁷ %
Grand Total	<u>\$ 3,440,158</u>	<u>\$ 2,736,763</u>	<u>\$ 1,783,665</u>	<u>65.2%</u>

Notes:

¹ Erate fiscal year is July 1 to June 30.

² Did not file for Erate application in 2006.

³ Included one-time fiber installation cost and reimbursement.

⁴ Category 1: telecommunications service charges; Category 2: eligible network equipment.

⁵ Erate has approved up to \$413,000 in reimbursements.

⁶ Erate has approved \$354,000 in reimbursement. Anticipated reimbursement is in October 2016.

⁷ Beginning 2015 the Processing & Administrative Center became a Library, which allowed for the percent reimbursable to increase considerably.

MEMO



Date: June 27, 2016

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

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

Subject: 2016 TRAIN Supervisor Conference

21 Pierce County Library System staff members attended a day-long supervisors training on June 21 at Pierce College (Fort Steilacoom campus) that gave them tailored instruction on their specific work needs. As part of the training, PCLS supervisors also spent time reflecting on their work and thinking about how to apply their learning to their own experience.

The training was conducted by TRAIN, a consortium of local, state and federal governmental agencies that have partnered together to share training resources and sponsor conferences for administrative support staff, field staff, executives and management and supervisors. PCLS trainers have participated in the consortium for the last seven years.

The mission of TRAIN is to improve the quality of public services by developing, accessing and expanding learning resources for public agencies and their employees. Examples of trainings available included: *ADA in Employment, Managing Conflict between Your Employees, Navigating Organizational Change, Creating a Culture of Engagement, Managing Generational Differences, Just Cause Progressive Discipline for Managers and Supervisors, Coaching Introverts and Extroverts.*

MEMO



Date: July 5, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Property Values for 2017 Tax Levy

On June 27, the Pierce County Assessor-Treasurers Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 10.74% (commercial property values are still being assessed).

Note that because we reached the prior maximum lawful limit of 2010, our revenues will be calculated by the formula of 1% increase over 2016 plus new construction. The county will send us a preliminary certificate in early September, which will be used to construct the 2017 budget.

Please see attached report the County breakdown of property value changes for residential.

Pierce County Assessor-Treasurer 2016 Residential Revaluation Report

2016 Residential Average Assessed Value Change by City

City	2015 Avg Assd Value	2016 Avg Assd Value	Dollar Change in Avg Assd Value	Percent Change
AUBURN	\$278,340	\$313,343	\$35,003	12.576%
BONNEY LAKE	\$262,686	\$289,817	\$27,131	10.328%
BUCKLEY	\$197,671	\$225,842	\$28,171	14.252%
CARBONADO	\$138,921	\$158,070	\$19,150	13.785%
DUPONT	\$266,166	\$277,174	\$11,008	4.136%
EATONVILLE	\$151,255	\$171,850	\$20,594	13.615%
EDGEWOOD	\$275,836	\$312,017	\$36,181	13.117%
FIFE	\$206,808	\$230,006	\$23,198	11.217%
FIRCREST	\$247,097	\$277,519	\$30,422	12.312%
GIG HARBOR	\$325,741	\$357,237	\$31,496	9.669%
LAKEWOOD	\$223,456	\$249,219	\$25,763	11.529%
MILTON	\$209,923	\$241,652	\$31,728	15.114%
ORTING	\$188,355	\$208,310	\$19,955	10.594%
PACIFIC	\$172,850	\$195,050	\$22,200	12.844%
PUYALLUP	\$230,563	\$260,498	\$29,935	12.983%
ROY	\$158,863	\$175,266	\$16,402	10.325%
RUSTON	\$257,093	\$293,265	\$36,172	14.070%
SOUTH PRAIRIE	\$126,873	\$153,358	\$26,485	20.876%
STEILACOOM	\$286,293	\$304,413	\$18,120	6.329%
SUMNER	\$218,817	\$240,916	\$22,099	10.099%
TACOMA	\$198,735	\$223,710	\$24,975	12.567%
UNIVERSITY PLACE	\$284,343	\$309,817	\$25,474	8.959%
WILKESON	\$119,326	\$149,267	\$29,941	25.092%
UNINCORPORATED	\$233,525	\$257,282	\$23,757	10.173%
Averages	\$219,147	\$244,787	\$25,640	12.357%

Pierce County Library FYI Packet
Link List
July 13, 2016

Pierce County Library in the News

Summer Reading

- [Summer Reading Programs for Teens from the Pierce County Library \(Teen Summer Challenge\)](#)—Sounds Fun Mom

Our Own Expressions

- [KPMS Student Wins Pierce County Contest \(Our Own Expressions winner, with picture\)](#)
—Key Peninsula News

Gig Harbor

- [New manager at Gig Harbor Library has a passion for books \(Karen Brooks featured\)](#)
— Kitsap Sun

Other Library News

Summer Reading

- [Proposed library cuts could mean closures of Kobetich branch or Northwest Room](#)—News Tribune