

**AGENDA**

**Regular Meeting of the Pierce County Library System Board of Trustees**  
**Milton/Edgewood Library**  
**September 14, 2016**  
**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>
		1. Approval of Minutes of the August 10, 2016, Regular Meeting	
		2. Approval of August 2016 Payroll, Benefits and Vouchers	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		1. Dashboard, Georgia Lomax	
		2. August 2016 Financial Report, Dale Hough	
		3. Executive Director Report, Georgia Lomax	
3:55 pm	30 min.	<b>Unfinished Business</b>	<b>ACTION</b>
		1. Recommended Strategic Framework, Georgia Lomax	
4:25 pm	10 min.	<b>New Business</b>	
		1. 2017 Work Plan and Budget, Clifford Jo	
		a. Financial Outlook	
4:35 pm	30 min.	<b>Board Education and Service Reports</b>	
		1. Milton/Edgewood Presentation, Judy Nelson	
5:05 pm	10 min.	<b>Officers Reports</b>	
		1. Management Position Vacancies	
		2. L&I Update	
		3. Book a Librarian	
5:15 pm	01 min.	<b>Announcements</b>	
		The October meeting will be held the 3 <sup>rd</sup> Wednesday of the month (10/19/16).	
5:16 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 3:33 pm. Board members present were Donna Albers, Linda Ishem, J.J. McCament and Monica Butler.

#### **PUBLIC COMMENT**

There were no public comments.

#### **CONSENT AGENDA**

1. Approval of Minutes of the July 13, 2016, Regular Meeting
2. July 2016 Payroll, Benefits and Vouchers
  - Payroll Warrants 3711-3715 dated 7/1/16-7/31/16 in the amount of \$3526.93
  - Payroll Disbursement Voucher dated 7/6/16 in the amount of \$720,412.90
  - Payroll Disbursement Voucher dated 7/21/16 in the amount of \$738,061.07
  - Accounts Payable Warrants 626204-626331 dated 7/1/16-7/31/16 in the amount of \$916,652.48

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

#### **BOARD REPORTS**

Ms. Ishem spoke with a staff member from University of Washington Tacoma who is responsible for digital archives and interested in working with libraries on a grant funded project to increase the historical archives for community and regional histories in Tacoma and Pierce County.

Ms. McCament said she was pleased to see the Tuition Assistance Program was fully funded.

#### **ROUTINE REPORTS**

##### **July 2016 Financial Report**

Ms. Lomax noted the summary items that are carried forward from previous months will now be italicized.

##### **Executive Director Report**

Ms. Lomax said leadership program staff from Timberland Regional Library met with several leaders of Pierce County Library System.

Topics discussed at the Washington Library Directors meeting included changes in the Human Resources law and the impacts to libraries, as well as active shooter training.

#### **NEW BUSINESS**

##### **2017 Budget Calendar**

Finance and Business Operations Director Clifford Jo provided an overview of the timeline for the budget process.

Ms. Lomax said staff will identify projects, build the budget around them and report on the decisions being made in the narrative document. She said ongoing costs and likely revenue have been identified and remaining funds will be allocated in the project decision making process.

Deputy Director Melinda Chesbro said when project proposals are brought forward they will include direct budget impacts as well as those related to staff time.

Mr. Jo said the work plan will show projects from the General Fund, whereas in the past the Board only saw the Capital Fund projects.

Ms. Lomax says the work is ongoing to create a clear, thoughtful process as decisions are made and to explain them clearly to the Board and to staff.

### **Fiscal Management Policy**

The Board reviewed the policy and had no recommendations to revise it.

## **BOARD EDUCATION AND SERVICE REPORTS**

### **Strategic Plan Concept Briefing**

Ms. Lomax said the Strategic Planning team has incorporated input from the Trustees as they worked on developing the strategic direction.

The strategic framework will be a high level document containing directions for future decision making. Implementation documents will outline how to apply the plan.

Ms. Lomax reviewed the concepts behind Building Blocks, Guiding principles, Roles and Internal Support. She said the plan is not designed for a specified time period, but as a long-term strategy that will not need to change frequently. She said feedback received from stakeholders, key leaders and the community indicate the Library is doing the right things.

Ms. Lomax said she sees the framework as something that will evolve with time. She said the vision of the Library is about how its services impact the community. She said the goal is to be the spark that helps individuals and communities succeed. She added that the areas in which the Library takes a leadership role are mission related, noting that staying true to the mission is an important concept. The Board asked that the Mission, Vision and Values statement be brought into alignment after the Strategic Plan is in place.

Ms. McCament stressed the importance of clarifying the Library is more of a creator and connector rather than a provider in many areas.

Ms. Lomax said the guiding principles will keep the Library from stepping outside its mission, when working in the community builder area.

She said the implementation documents would provide more detail about how the Library applies these concepts.

Ms. McCament remarked that it should be a civic goal of the Library to build facilities that are not only attractive but well-engineered to stand the test of time. She said this builds a sense of pride and respect in the community.

Members of the Strategic Planning team expressed their thoughts about the process and the outcomes achieved during the planning phase.

Ms. Lomax praised BERK Consulting for helping the team move from research to developing components to include in the plan and conceptualize it. Ms. Lomax thanked the team for their work and thanked the Trustees for their guidance throughout the process.

## **BOARD EDUCATION AND SERVICE REPORTS**

### **2016 Work Plan Progress**

Staff Experience Director Chereé Green updated the Board on the process of developing new performance evaluation forms in response to the 2015 Staff Engagement Survey results.

IT Manager Stephanie Ratko updated the Board on the WAVE project. She reported an estimated completion date of the end of August for all physical work at branches. The entire project is expected to be complete by the end of the year. Ms. Ratko also reported first phase of the IT Modernization is on track and on budget.

## OFFICER REPORTS

### **Leadership Academy Cohort Graduation**

The Board congratulated the cohort. Chair Allen said the future of the organization depends on strong leadership. The cohort will present to the Board in December.

Ms. Lomax said the cohort is heavily involved in their capstone project, developing and organizing the Staff In-Service Day. They are also involved in the strategic planning process.

### **Staff In-Service Day**

Finance Manager Dale Hough and Customer Experience Manager Jaime Prothro are co-chairing the learning and planning event, which will be held on Columbus Day. The Library System will be closed to ensure all staff can participate.

### **ALA Annual Conference**

Ms. McCament was pleased to see that staff are active in committee work and the Library is represented on a national level.

### **Staffing Overview – Demographics Follow Up**

Ms. Green said there are opportunities for the Library to recruit more diversity. She said plans include implementing employment branding and targeted recruitment practices once the strategic plan has been finalized.

Ms. Ishem said the strategic plan guiding principle of being true to the community we serve is in alignment with the plan to be intentional about providing opportunities to a more diverse population.

### **Pokémon Go**

Customer Experience Manager Judy Nelson said the trend is drawing many people into the Library.

Ms. Ishem praised the Library for its ongoing interest in community development and engagement and recognizing the importance to a target population within its service area.

## ANNOUNCEMENTS

Ms. Lomax reminded the Board that the September meeting would be held in the Milton Edgewood Library.

## ADJOURNMENT

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

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Georgia Lomax, Secretary

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Rob Allen, Chair

## August 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3716-3721	8/1/16-8/31/16	\$5,936.56
Electronic Payments - Payroll & Acct Payable		08/06/16	\$907,699.12
Electronic Payments - Payroll & Acct Payable		08/21/16	\$718,256.33
Accounts Payable Warrants	626332-626430	8/1/16-8/31/16	\$533,419.98
<b>Total:</b>			<u><u>\$2,165,311.99</u></u>

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3716	pr	08/22/2016	BANK OF AMERICA			08/01/16 - 08/15/16	0.00	2,087.06
3717	pr	08/22/2016	CROSS, WANDA			08/01/16 - 08/15/16	0.00	362.12
3718	pr	08/22/2016	VAN BAALEN, KARI			08/01/16 - 08/15/16	0.00	255.28
3719	pr	08/22/2016	GRIGSBY, SHIRMEKA			08/01/16 - 08/15/16	0.00	175.93
3720	pr	08/22/2016	NGUYEN, PHUONG			08/01/16 - 08/15/16	0.00	750.78
3721	pr	08/22/2016	AUSTIN, KAYCE			08/01/16 - 08/15/16	0.00	2,305.39
<b>Total:</b>							<b>0.00</b>	<b>5,936.56</b>

Checks in report: 6

**Grand Total: 0.00 5,936.56**

# 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](mailto:skarabotsos@piercecountylibrary.org)

Comments:

08/05/16 Payroll

Withdrawal Date: 08/05/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,843.65
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	46,388.20
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	46,388.20
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	433,759.12
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,807.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	37,328.56
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	64,641.46
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,237.00
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	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	AWC	237100	CC_Library_District	697-00	5100000	199,715.45
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
Total Deposit						\$ 907,699.12

Certification:

Stacy Karabotsos

Signature ( Department Designee)

08/04/16

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: 08/22/16 Payroll

Withdrawal Date: 08/22/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,152.10
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,334.85
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,334.85
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	435,694.78
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,307.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	38,419.28
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	66,065.63
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,237.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,665.48
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	203.15
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	1,842.21
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
<b>Total Deposit</b>						<b>\$ 718,256.33</b>

Certification:

Stacy Karabotsos  
Signature ( Department Designee)

08/19/16  
Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626332	08/03/2016	000242 BUCKLEY CITY OF		231.72
626333	08/03/2016	001780 CITY OF UNIVERSITY PLACE		78.87
626334	08/03/2016	001643 IMPACT		33.83
626335	08/03/2016	001892 KATHERINE PEREZ		543.60
626336	08/03/2016	000377 PUGET SOUND ENERGY		4,269.48
626337	08/03/2016	000460 STEILACOOM TOWN OF		948.28
626338	08/03/2016	005798 EDU BUSINESS SOLUTIONS, INC		745.40
626339	08/03/2016	004883 FIFE CITY OF		15.00
626340	08/03/2016	006492 LOGIC INTEGRITY INC		7,945.14
626341	08/03/2016	006421 MARKHAM INVESTIGATION - (MIP)		10,881.00
626342	08/03/2016	001586 NORTHWEST DOOR INC		213.73
626343	08/04/2016	006556 DORIS PARKHOUSE		33.24
626344	08/04/2016	006231 DAVID SECKMAN		272.20
626345	08/05/2016	000828 AFSCME AFL-CIO		6,107.37
626346	08/05/2016	006414 GC SERVICES, LP		186.99
626347	08/05/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626348	08/05/2016	000821 PIERCE COUNTY SUPERIOR COURT		209.43
626349	08/05/2016	000821 PIERCE COUNTY SUPERIOR COURT		57.81
626350	08/05/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626351	08/05/2016	006555 SOCIAL SECURITY ADMIN WESTERN PRO		57.81
626352	08/05/2016	000823 UNITED WAY		171.00
626353	08/05/2016	004782 US DEPARTMENT OF EDUCATION		173.44
626354	08/09/2016	001512 DAILY JOURNAL OF COMMERCE		72.60
626355	08/09/2016	005283 E-RATE EXPERTISE INC		100.00
626356	08/09/2016	006560 MELANIE KENNEY		26.39
626357	08/09/2016	005818 MESA PUBLIC LIBRARY		24.99
626358	08/09/2016	005606 INTERLIBRARY LOAN OFFICE MULTNOM/		22.95
626359	08/09/2016	006559 PORT ANGELES BRANCH		24.95
626360	08/09/2016	006516 RAINIER PUBLICATIONS		217.50
626361	08/09/2016	006520 RICK HUDDLE PRODUCTIONS		2,500.00
626362	08/09/2016	006507 ELI ROSENBLATT		3,150.00
626363	08/09/2016	001494 SEALTECH ASPHALT INC		16,082.96
626364	08/09/2016	000497 TILlicUM COMMUNITY SERVICE CEN		2,136.90
626365	08/11/2016	006478 EVERGREEN MAINT LANDSCAPING		6,263.40
626366	08/11/2016	006557 HUB INTERNATIONAL NORTHWEST		75.00
626367	08/11/2016	004674 MCHUGH MANAGEMENT CONSULTING		1,450.00
626368	08/11/2016	004022 US BANK		55,184.19
626369	08/11/2016	000821 PIERCE COUNTY SUPERIOR COURT		130.59

## Check History Listing

### Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626370	08/11/2016	000821 PIERCE COUNTY SUPERIOR COURT		37.37
626371	08/17/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
626372	08/17/2016	005455 LOUIE FOXX LLC		3,900.00
626373	08/17/2016	001139 METROPOLITAN PARK DIST OF TACO		1,912.00
626374	08/17/2016	001139 METROPOLITAN PARK DIST OF TACO		516.00
626375	08/17/2016	004933 NORTHWEST HEALTH & SAFETY INC		169.45
626376	08/17/2016	003985 PACIFICSOURCE ADMINISTRATORS		180.75
626377	08/17/2016	003719 UNIQUE MANAGEMENT SERVICES		1,525.24
626378	08/17/2016	004022 US BANK		137,485.27
626379	08/17/2016	000830 BAKER & TAYLOR		15,252.46
626380	08/17/2016	000161 CENGAGE LEARNING		1,416.76
626381	08/17/2016	000847 CENTER POINT PUBLISHING		43.14
626382	08/17/2016	000243 INGRAM LIBRARY SERVICES		14,512.29
626383	08/17/2016	001011 LIVE OAK MEDIA		197.91
626384	08/17/2016	000352 MIDWEST TAPE	V	0.00
626385	08/17/2016	000352 MIDWEST TAPE	V	0.00
626386	08/17/2016	000352 MIDWEST TAPE		54,480.53
626387	08/17/2016	000897 PROQUEST INFORMATION & LEARNIN		12,824.46
626388	08/17/2016	000377 PUGET SOUND ENERGY		998.64
626389	08/17/2016	001060 SCHOLASTIC LIBRARY PUBLISHING		8.72
626390	08/17/2016	000463 SUMMIT WATER & SUPPLY CO		327.72
626391	08/17/2016	000541 STATE OF WASHINGTON		363.61
626392	08/22/2016	003778 AFLAC		5,858.88
626393	08/22/2016	000828 AFSCME AFL-CIO		6,103.36
626394	08/22/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		651.25
626395	08/22/2016	000041 EMPLOYMENT SECURITY DEPARTMENT		246.91
626396	08/22/2016	006414 GC SERVICES, LP		180.47
626397	08/22/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626398	08/22/2016	000821 PIERCE COUNTY SUPERIOR COURT		61.62
626399	08/22/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626400	08/22/2016	000823 UNITED WAY		171.00
626401	08/22/2016	004782 US DEPARTMENT OF EDUCATION		184.85
626402	08/22/2016	006555 SOCIAL SECURITY ADMIN WESTERN PRC		61.62
626403	08/23/2016	004022 US BANK		67,699.93
626404	08/23/2016	000830 BAKER & TAYLOR		23,752.69
626405	08/23/2016	004921 BUILDER'S BOOK INC		2,581.90
626406	08/23/2016	000161 CENGAGE LEARNING		1,035.46
626407	08/23/2016	000847 CENTER POINT PUBLISHING		1,328.37
626408	08/23/2016	000243 INGRAM LIBRARY SERVICES		11,344.64

**Check History Listing**  
Pierce County Library System

Bank code: boa

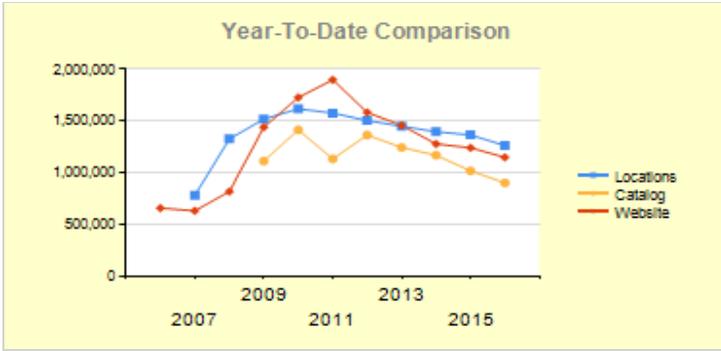
<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626409	08/23/2016	000352 MIDWEST TAPE		3,662.63
626410	08/23/2016	000323 NEWS TRIBUNE		410.80
626411	08/23/2016	000377 PUGET SOUND ENERGY		2,797.35
626412	08/23/2016	001060 SCHOLASTIC LIBRARY PUBLISHING		48.58
626413	08/23/2016	006572 JOSHUA SHEMON		21.99
626414	08/23/2016	006571 RAYMOND TORRES		17.99
626415	08/23/2016	001070 WASHINGTON ROLL CALL		80.02
626416	08/25/2016	000363 OVERALL LAUNDRY SERV. DBAARAMARI		21.88
626417	08/25/2016	006235 CONTOUR		5,208.59
626418	08/25/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		399.60
626419	08/25/2016	005862 ELITE PROPERTY INVESTMENTS LLC		9,676.77
626420	08/25/2016	006310 INTRACOMMUNICATION NETWORK SYS		379.75
626421	08/25/2016	005261 MODERN DATA PRODUCTS INC		822.61
626422	08/25/2016	006544 ROPEWORKS		1,800.00
626423	08/25/2016	006563 TERP SIGN LANGUAGE SERVICES		366.01
626424	08/25/2016	004759 TRI-TEC COMMUNICATIONS INC		11,288.59
626425	08/25/2016	000895 COLUMBIA BANK		501.20
626426	08/25/2016	003704 INSECT SAFARI		300.00
626427	08/31/2016	001643 IMPACT		33.80
626428	08/31/2016	000362 ORTING CITY OF		1,539.99
626429	08/31/2016	000377 PUGET SOUND ENERGY		1,801.31
626430	08/31/2016	000460 STEILACOOM TOWN OF		925.29
<b>boa Total:</b>				<b>533,419.98</b>
<b>Total Checks:</b>				<b>533,419.98</b>

99 checks in this report

# Routine Reports

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JULY

### VISITS



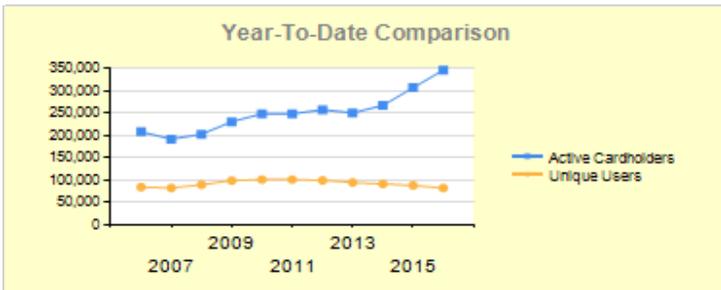
	July		
	2015	2016	% Change
Door Count	146,956	134,505	-8.47%
Catalog	148,807	126,214	-15.18%
Website	187,342	157,661	-15.84%
Job & Business Portal	3,079	3,426	11.27%
Military Portal	135	160	18.52%
<b>Total</b>	<b>486,319</b>	<b>421,966</b>	<b>-13.23%</b>

### CHECKOUTS



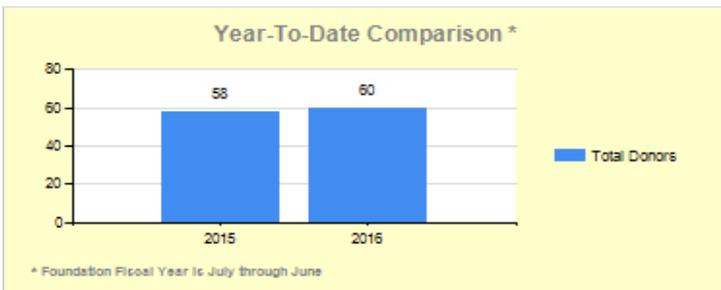
	July		
	2015	2016	% Change
Checkouts	495,910	552,673	11.45%
Downloadables	67,081	85,631	27.65%
<b>Total</b>	<b>562,991</b>	<b>638,304</b>	<b>13.38%</b>

### CUSTOMERS



	July		
	2015	2016	% Change
Active Cardholders	307,075	346,690	12.90%
New Cards	4,173	3,567	-14.52%
Checkout Transactions	96,895	83,278	-14.05%
Unique Users	41,865	44,624	6.59%

### PHILANTHROPY



	July		
	2015	2016	% Change
FoundationDonors	58	60	3.45%
NewFoundationDonors	1	3	200.00%
\$ Raised by Foundation	\$7,581.00	\$4,140.00	-45.39%
\$ Provided by Friends	\$7,128.00	\$5,739.00	-19.49%

### 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

## August 31, 2016

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### Notes for August activity not italicized

#### General Fund - 01

- *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 one-time payments that occur at various times throughout the year. They impact “percent expended” of the budget significantly.*
- *53501 –Additional furniture purchases for Lakewood branch, funded entirely by Lakewood Friends group.*
- *53505 - Incurred additional software purchases as a result of IT stabilization.*
- **54100** – Incurred additional expenditures primarily for SPARK All Staff In service day (Key Note speaker) and further IT modernization consulting services.
- *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.*
- **54702** – Water consumption high due to underground waterline leak at Bonney Lake. Leak is fixed.
- *59700 Transfers out – Board-approved transfer from the General Fund to the Capital Improvements Projects fund.*

#### Special Purpose Fund - 15

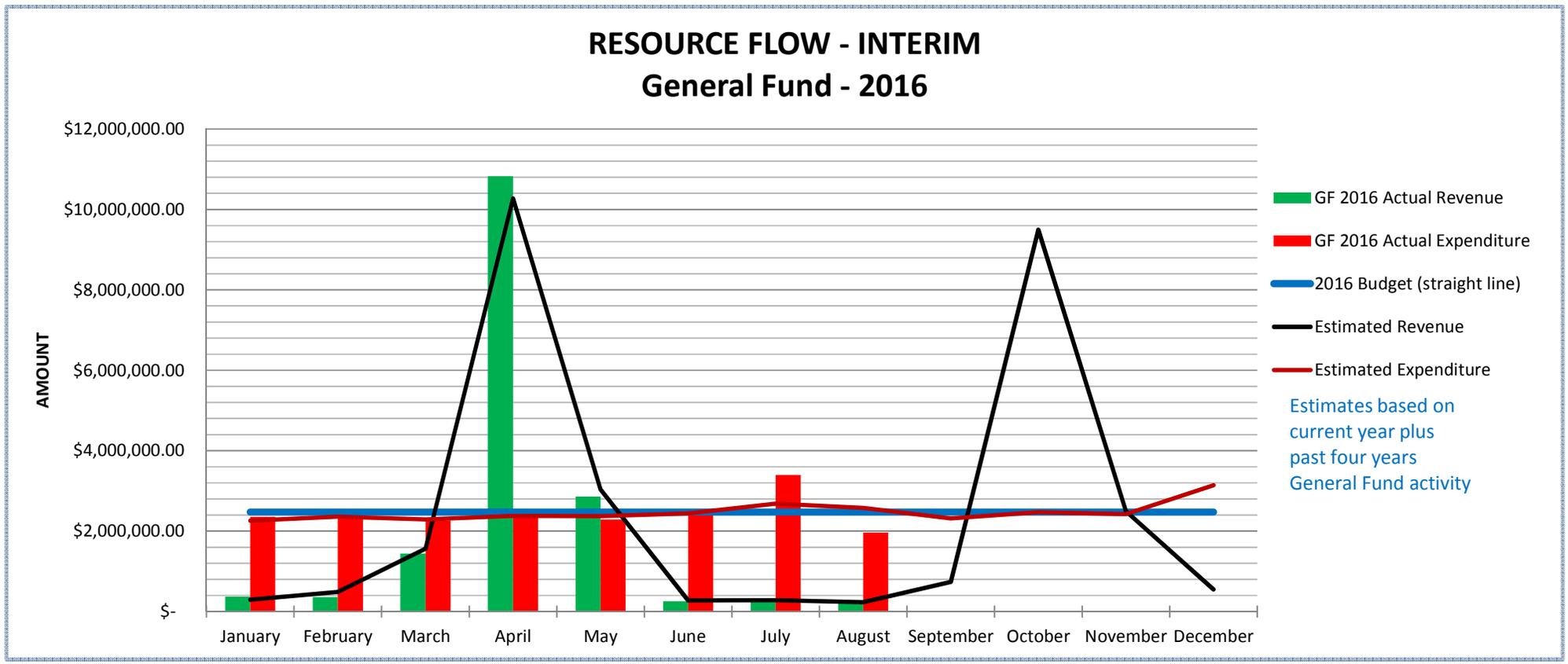
- *Foundation donation to support the Workforce project.*

#### Debt Service Fund - 20

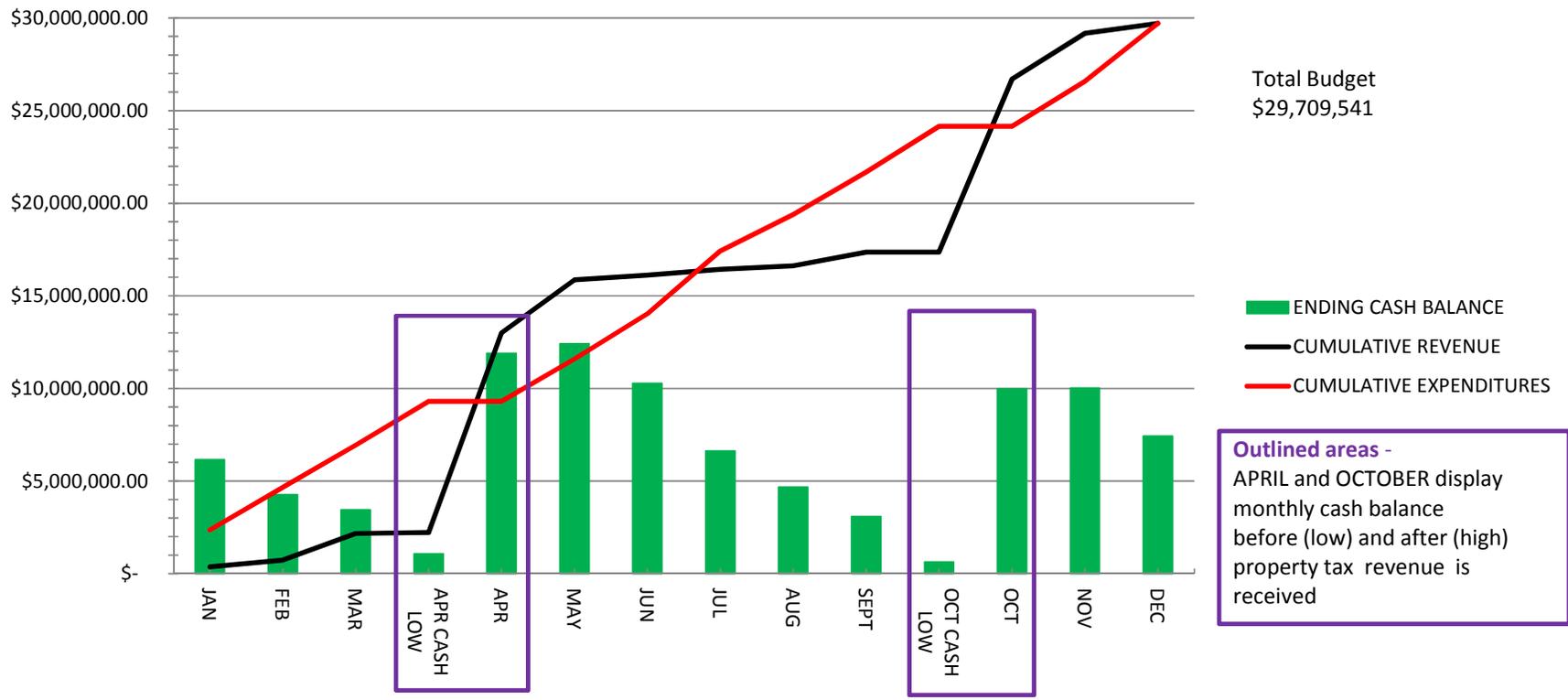
- *Minimal activity*

#### Capital Improvement Projects Fund - 30

- *39700 Transfers In – Board-approved transfer made from the General Fund to the Capital Improvements Projects fund.*
- *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.*



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



**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date August 31, 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	\$ 15,581,227	\$ -	\$ 12,620,314	55%
Other Revenue	\$ 1,508,000	\$ 1,044,962	\$ -	\$ 463,038	69%
<b>Total Revenue</b>	<b>\$ 29,709,541</b>	<b>\$ 16,626,189</b>	<b>\$ -</b>	<b>\$ 13,083,352</b>	<b>56%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 13,483,360	\$ -	\$ 7,409,666	65%
Materials	\$ 3,532,173	\$ 2,323,134	\$ -	\$ 1,209,039	66%
Maintenance and Operations	\$ 3,895,960	\$ 2,387,382	\$ 542,375	\$ 966,204	75%
Transfers Out - CIP	\$ 1,188,382	\$ 1,188,382	\$ -	\$ -	100%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
<b>Total Expenditures</b>	<b>\$ 29,709,541</b>	<b>\$ 19,382,257</b>	<b>\$ 542,375</b>	<b>\$ 9,784,909</b>	<b>67%</b>
Excess/(Deficit)		\$ (2,756,068)			
(less encumbrances)		(542,375)			
<b>Net Excess (Deficit)</b>		<b>\$ (3,298,442.67)</b>			

**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%
<b>Total Revenue</b>	<b>\$ 267,000</b>	<b>\$ 6,854</b>	<b>\$ -</b>	<b>\$ 260,146</b>	<b>0%</b>
				\$ -	
Programs - PC READS	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects - Workforce	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
<b>Total Expenditures</b>	<b>\$ 267,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267,000</b>	
Excess/(Deficit)		\$ 6,854			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ 6,854</b>			

**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	\$ -	\$ 180	\$ -	\$ (180)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 180</b>	<b>\$ -</b>	<b>\$ (180)</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>\$ 180</b>			

**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	\$ 35,669	\$ -	\$ 264,331	0%
Transfers In	\$ 1,188,382	\$ 1,188,382	\$ -	\$ -	100%
<b>Total Revenue</b>	<b>\$ 1,488,382</b>	<b>\$ 1,224,051</b>	<b>\$ -</b>	<b>\$ 264,331</b>	<b>82%</b>
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 511,847	\$ 368,343	\$ 608,192	59%
<b>Total Expenditures</b>	<b>\$ 1,488,382</b>	<b>\$ 511,847</b>	<b>\$ 368,343</b>	<b>\$ 608,192</b>	<b>59%</b>
Excess/(Deficit)		\$ 712,204			
(less encumbrances)		(368,343)			
<b>Net Excess (Deficit)</b>		<b>\$ 343,860</b>			

Pierce County Library System														
Comparative Statement of Financial Position - Interim														
General Fund - Rolling Comparison														
(as of the listed date of the reported month)														
	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	HISTORICAL	CRRENT	CRRENT	CRRENT	CRRENT
	8/31/2015	9/30/2015	10/31/2015	11/30/2015	12/31/2015	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	
<b>Assets</b>														
<b>Current Assets - Cash</b>														
Cash	\$ 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	\$ 1,984,811	\$ 1,935,296	\$ 2,144,084	
Investments	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,823,000	\$ 8,288,382	\$ 4,685,900	\$ 2,530,000	
<b>Total Cash</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,621,196</b>	<b>\$ 4,674,084</b>	
<b>Total Current Assets</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,621,196</b>	<b>\$ 4,674,084</b>	
<b>Liabilities and Fund Balance</b>														
<b>Current Liabilities</b>														
Warrants Payable	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 560,730	\$ 359,697	\$ 396,377	\$ 428,198	\$ 295,440	\$ 339,657	\$ 301,394	\$ 273,130	\$ 71,187	
Sales Tax Payable	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 2,082	\$ 3,668	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,361	\$ 4,262	\$ 3,871	\$ 5,000	
Payroll Taxes and Benefits Payable	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,189	\$ 13,391	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097	\$ 49,896	\$ 17,211	\$ 33,961	
<b>Total Current Liabilities</b>	<b>\$ 484,979</b>	<b>\$ 389,934</b>	<b>\$ 492,288</b>	<b>\$ 548,066</b>	<b>\$ 611,001</b>	<b>\$ 376,756</b>	<b>\$ 430,620</b>	<b>\$ 477,224</b>	<b>\$ 313,970</b>	<b>\$ 376,115</b>	<b>\$ 355,552</b>	<b>\$ 294,212</b>	<b>\$ 110,147</b>	
<b>Fund Balance</b>														
Reserve for Encumbrances	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ -	\$ 966,089	\$ 835,433	\$ 786,954	\$ 735,482	\$ 718,214	\$ 687,542	\$ 534,050	\$ 542,375	
Net Excess (Deficit)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ -	\$ (2,952,113)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,553,910	\$ 1,468,482	\$ (1,527,071)	\$ (3,298,443)	
Unreserved Fund Balance	\$ 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	\$ 7,320,006	\$ 7,320,006	
<b>Total Fund Balance</b>	<b>\$ 4,927,125</b>	<b>\$ 3,389,961</b>	<b>\$ 10,436,489</b>	<b>\$ 10,517,460</b>	<b>\$ 7,761,618</b>	<b>\$ 5,775,593</b>	<b>\$ 3,829,407</b>	<b>\$ 2,962,207</b>	<b>\$ 11,445,420</b>	<b>\$ 12,033,741</b>	<b>\$ 9,917,641</b>	<b>\$ 6,326,984</b>	<b>\$ 4,563,937</b>	
<b>Total Liabilities and Fund Balance</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,372,619</b>	<b>\$ 6,152,350</b>	<b>\$ 4,260,027</b>	<b>\$ 3,439,431</b>	<b>\$ 11,759,390</b>	<b>\$ 12,409,856</b>	<b>\$ 10,273,193</b>	<b>\$ 6,621,196</b>	<b>\$ 4,674,084</b>	
<b>Anticipated Property Tax Revenue</b>	<b>\$ 12,867,362</b>	<b>\$ 12,414,655</b>	<b>\$ 3,197,451</b>	<b>\$ 943,271</b>	<b>\$ -</b>	<b>\$ 28,999,932</b>	<b>\$ 28,704,238</b>	<b>\$ 27,380,677</b>	<b>\$ 16,615,179</b>	<b>\$ 13,922,327</b>	<b>\$ 13,765,971</b>	<b>\$ 13,686,423</b>	<b>\$ 13,553,661</b>	

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

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 2,144,084	\$ 6,854	\$ 34	\$ 217,503
Investments	\$ 2,530,000	\$ -	\$ 83,872	\$ 1,888,000
<b>Total Cash</b>	<b>\$ 4,674,084</b>	<b>\$ 6,854</b>	<b>\$ 83,906</b>	<b>\$ 2,105,503</b>
<b>Total Current Assets</b>	<b>\$ 4,674,084</b>	<b>\$ 6,854</b>	<b>\$ 83,906</b>	<b>\$ 2,105,503</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 71,187	\$ -	\$ -	\$ 3,298
Sales Tax Payable	\$ 5,000	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 33,961	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 110,147</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,298</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 542,375	\$ -	\$ -	\$ 368,343
Net Excess (Deficit)	\$ (3,298,443)	\$ -	\$ 180	\$ 343,860
Technology Set-aside	\$ -	\$ -	\$ -	\$ 50,000
Major Contingency Set-aside	\$ -	\$ -	\$ -	\$ 150,000
Land, Property and Facility Set-aside	\$ -	\$ -	\$ -	\$ 170,069
Unreserved Fund Balance	\$ 7,320,006	\$ 6,854	\$ 83,725	\$ 1,019,932
<b>Total Fund Balance</b>	<b>\$ 4,563,937</b>	<b>\$ 6,854</b>	<b>\$ 83,906</b>	<b>\$ 2,102,205</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,674,084</b>	<b>\$ 6,854</b>	<b>\$ 83,906</b>	<b>\$ 2,105,503</b>
Anticipated Property Tax Revenue	\$ 13,553,661	N/A	\$ 12	N/A

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 8/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	27,294,700.00	120,528.54	15,067,373.87	0.00	12,227,326.13	55.20
31112 PROPERTY TAXES DELINQUENT	818,841.00	12,657.64	413,806.15	0.00	405,034.85	50.54
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,233.26	0.00	1,766.74	41.11
31720 LEASEHOLD EXCISE TAX	20,000.00	2,010.92	14,837.46	0.00	5,162.54	74.19
31740 TIMBER EXCISE TAX	50,000.00	0.00	62,717.78	0.00	(12,717.78)	125.44
<b>TAXES:</b>	<b>28,186,541.00</b>	<b>135,197.10</b>	<b>15,559,968.52</b>	<b>0.00</b>	<b>12,626,572.48</b>	<b>55.20</b>
33300 INDIRECT FEDERAL GRANTS	0.00	7,500.00	78,681.61	0.00	(78,681.61)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	149.06	0.00	(149.06)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	9,035.77	0.00	5,964.23	60.24
34160 COPIER FEES	30,000.00	2,374.53	21,404.35	0.00	8,595.65	71.35
34161 GRAPHICS SERVICES CHARGES	0.00	116.00	3,956.34	0.00	(3,956.34)	0.00
34162 PRINTER FEES	125,000.00	9,771.89	84,775.50	0.00	40,224.50	67.82
34163 FAX FEES	21,000.00	1,757.03	15,437.56	0.00	5,562.44	73.51
34193 ORTING - SERVICE FEES	0.00	810.00	2,430.00	0.00	(2,430.00)	0.00
34730 INTERLIBRARY LOAN FEES	0.00	0.00	15.00	0.00	(15.00)	0.00
35970 LIBRARY FINES	550,000.00	19,197.00	241,173.94	0.00	308,826.06	43.85
36110 INVESTMENT INCOME	5,000.00	1,604.27	12,072.83	0.00	(7,072.83)	241.46
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.08	0.00	(0.08)	0.00
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.66	0.90	0.00	(0.90)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	922.98	0.00	(922.98)	0.00
36290 BOOK SALES	20,000.00	875.20	5,215.96	0.00	14,784.04	26.08
36700 FOUNDATION DONATIONS	300,000.00	0.00	197,923.87	0.00	102,076.13	65.97
36710 FRIENDS' DONATIONS	0.00	0.00	336.21	0.00	(336.21)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	505.03	15,424.76	0.00	(15,424.76)	0.00
36725 DONATIONS - OTHER	0.00	29.61	2,702.84	0.00	(2,702.84)	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	27.29	3,205.39	0.00	(3,205.39)	0.00
36990 MISCELLANEOUS REVENUE	0.00	12.01	305.66	0.00	(305.66)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	824.48	6,382.47	0.00	5,617.53	53.19
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	1,654.84	1,853.97	0.00	(1,853.97)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	15,546.06	299,765.53	0.00	115,234.47	72.23
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	57,107.36	0.00	(27,107.36)	190.36
<b>CHARGES OTHER:</b>	<b>1,523,000.00</b>	<b>62,605.90</b>	<b>1,064,756.54</b>	<b>0.00</b>	<b>458,243.46</b>	<b>69.91</b>
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>197,803.00</b>	<b>16,626,189.18</b>	<b>0.00</b>	<b>13,083,351.82</b>	<b>55.96</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,984,682.00	1,167,136.16	9,394,921.12	0.00	5,589,760.88	62.70
51105 ADDITIONAL HOURS	273,883.00	25,770.32	202,267.04	0.00	71,615.96	73.85
51106 SHIFT DIFFERENTIAL	159,882.00	15,930.80	106,923.78	0.00	52,958.22	66.88
51107 SUBSTITUTE HOURS	295,500.00	24,871.58	209,860.23	0.00	85,639.77	71.02
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	6,443.81	0.00	(6,143.81)	2,147.94
51200 OVERTIME WAGES	7,400.00	1,409.67	21,244.06	0.00	(13,844.06)	287.08
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	11,255.29	89,572.59	0.00	107,056.41	45.55
52002 MEDICAL INSURANCE	2,289,031.00	173,447.45	1,451,468.23	0.00	837,562.77	63.41

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 8/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	August Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52003 F.I.C.A.	1,202,711.00	93,723.05	751,152.17	0.00	451,558.83	62.45
52004 RETIREMENT	1,727,914.00	130,707.09	1,049,368.94	0.00	678,545.06	60.73
52005 DENTAL INSURANCE	219,387.00	17,910.86	138,461.84	0.00	80,925.16	63.11
52006 OTHER BENEFIT	10,540.00	820.00	6,800.00	0.00	3,740.00	64.52
52010 LIFE AND DISABILITY INSURANCE	29,086.00	5,017.00	29,309.94	0.00	(223.94)	100.77
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	24,291.05	0.00	6,208.95	79.64
52200 UNIFORMS	1,300.00	0.00	1,274.78	0.00	25.22	98.06
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
<b>PERSONNEL</b>	<b>20,893,026.00</b>	<b>1,667,999.27</b>	<b>13,483,359.58</b>	<b>0.00</b>	<b>7,409,666.42</b>	<b>64.54</b>
53100 OFFICE/OPERATING SUPPLIES	236,100.00	6,706.68	130,367.18	15,684.61	90,048.21	61.86
53101 CUSTODIAL SUPPLIES	52,500.00	7,119.87	42,793.84	0.00	9,706.16	81.51
53102 MAINTENANCE SUPPLIES	60,200.00	9,714.62	43,360.44	0.00	16,839.56	72.03
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	2,135.20	5,983.48	0.00	19,016.52	23.93
53104 BOOK PROCESSING SUPPLIES	20,000.00	353.87	8,792.96	0.00	11,207.04	43.96
53200 FUEL	47,000.00	0.00	12,737.45	0.00	34,262.55	27.10
53401 ADULT MATERIALS	806,000.00	38,489.40	405,616.27	0.00	400,383.73	50.32
53403 PERIODICALS	88,135.00	583.96	64,591.50	0.00	23,543.50	73.29
53405 JUVENILE BOOKS	544,279.00	22,721.98	333,304.56	0.00	210,974.44	61.24
53406 PROFESSIONAL COLLECTION	4,200.00	406.29	2,058.66	0.00	2,141.34	49.02
53407 INTERNATIONAL COLLECTION	60,000.00	106.70	9,697.75	0.00	50,302.25	16.16
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	19,650.02	481,084.32	0.00	360,915.68	57.14
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	3,250.92	41,835.22	0.00	52,164.78	44.51
53411 ELECTRONIC INFO SOURCES	379,068.00	12,824.46	297,660.84	0.00	81,407.16	78.52
53412 REFERENCE SERIALS	18,000.00	3,486.28	4,454.03	0.00	13,545.97	24.74
53413 ELECTRONIC SERVICES	143,391.00	16,054.41	182,636.52	0.00	(39,245.52)	127.37
53414 ELECTRONIC COLLECTION	400,100.00	0.00	404,043.40	0.00	(3,943.40)	100.99
53464 VENDOR PROCESSING SERVICES	153,000.00	5,867.84	93,463.43	0.00	59,536.57	61.09
53490 COLLECTION PROJECTS	0.00	0.00	1,881.31	0.00	(1,881.31)	0.00
53499 GIFTS - MATERIALS	0.00	16.60	806.16	0.00	(806.16)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	13,690.94	42,458.86	2,548.50	(10,007.36)	128.59
53502 TECHNOLOGY HARDWARE	50,000.00	10,492.51	20,113.49	0.00	29,886.51	40.23
53505 SOFTWARE	12,100.00	1,971.41	27,969.70	48.98	(15,918.68)	231.56
54100 PROFESSIONAL SERVICES	457,750.00	36,977.30	353,868.96	119,755.79	(15,874.75)	103.47
54101 LEGAL SERVICES	30,000.00	0.00	17,758.00	0.00	12,242.00	59.19
54102 COLLECTION AGENCY	17,000.00	1,525.24	8,451.97	0.00	8,548.03	49.72
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	6,682.09	0.00	12,317.91	35.17
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	19,837.16	0.00	13,162.84	60.11
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	72.89	614.16	0.00	2,185.84	21.93
54200 POSTAGE AND SHIPPING	36,600.00	22.95	8,038.06	836.27	27,725.67	24.25
54201 TELECOM SERVICES	461,300.00	4,653.96	298,028.41	137,530.74	25,740.85	94.42
54300 TRAVEL	47,200.00	1,871.40	21,246.77	0.00	25,953.23	45.01
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,524.71	23,303.90	0.00	7,046.10	76.78
54400 ADVERTISING	69,500.00	387.60	18,358.38	15,521.00	35,620.62	48.75
54501 RENTALS/LEASES - BUILDINGS	404,000.00	17,667.33	261,509.47	60,338.05	82,152.48	79.67
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	0.00	13,831.58	6,592.10	11,976.32	63.04

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 8/31/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54600 INSURANCE	200,000.00	105.00	149,269.00	0.00	50,731.00	74.63
54700 ELECTRICITY	235,000.00	10,417.71	144,710.06	0.00	90,289.94	61.58
54701 NATURAL GAS	15,000.00	106.43	5,564.60	0.00	9,435.40	37.10
54702 WATER	21,000.00	5,480.80	20,530.86	0.00	469.14	97.77
54703 SEWER	25,000.00	1,283.10	17,725.05	0.00	7,274.95	70.90
54704 REFUSE	26,000.00	328.63	20,956.06	0.00	5,043.94	80.60
54800 GENERAL REPAIRS/MAINTENANCE	208,000.00	6,083.68	153,625.74	12,578.75	41,795.51	79.91
54801 CONTRACTED MAINTENANCE	802,900.00	5,220.53	363,850.34	154,833.84	284,215.82	64.60
54803 MAINT. TELECOM EQUIPMENT	31,000.00	11,288.59	13,873.59	16,053.35	1,073.06	96.54
54805 VEHICLE REPAIR - MAJOR	0.00	4,108.17	12,199.97	0.00	(12,199.97)	0.00
54900 REGISTRATIONS	41,850.00	1,636.00	14,445.86	15.00	27,389.14	34.55
54901 DUES AND MEMBERSHIPS	30,170.00	458.00	16,669.63	0.00	13,500.37	55.25
54902 TAXES AND ASSESSMENTS	29,500.00	53.09	16,224.26	0.00	13,275.74	55.00
54903 LICENSES AND FEES	43,950.00	4,933.45	49,080.66	37.56	(5,168.22)	111.76
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	135.61	0.00	1,864.39	6.78
54909 TECH LIC/SUBS/HOSTING	0.00	0.00	(100.00)	0.00	100.00	0.00
59700 TRANSFERS OUT	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,816,515.00</b>	<b>292,850.52</b>	<b>5,898,897.73</b>	<b>542,374.54</b>	<b>2,375,242.73</b>	<b>73.06</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>1,960,849.79</b>	<b>19,382,257.31</b>	<b>542,374.54</b>	<b>9,784,909.15</b>	<b>67.06</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,763,046.79)</b>	<b>(2,756,068.13)</b>	<b>(542,374.54)</b>	<b>3,298,442.67</b>	<b>0.00</b>

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 8/31/2016

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

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

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 8/31/2016

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

Object	2016 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.02	0.14	0.00	(0.14)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.02</b>	<b>0.14</b>	<b>0.00</b>	<b>(0.14)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	33.34	180.17	0.00	(180.17)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>33.34</b>	<b>180.17</b>	<b>0.00</b>	<b>(180.17)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>33.36</b>	<b>180.31</b>	<b>0.00</b>	<b>(180.31)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>33.36</b>	<b>180.31</b>	<b>0.00</b>	<b>(180.31)</b>	<b>0.00</b>

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

Object	2016 Budget	August Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT INCOME	0.00	688.00	1,464.00	0.00	(1,464.00)	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
<b>CHARGES OTHER:</b>	<b>300,000.00</b>	<b>688.00</b>	<b>35,668.72</b>	<b>0.00</b>	<b>264,331.28</b>	<b>11.89</b>
39700 TRANSFERS IN	1,188,382.00	0.00	1,188,382.00	0.00	0.00	100.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>688.00</b>	<b>1,224,050.72</b>	<b>0.00</b>	<b>264,331.28</b>	<b>82.24</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	100,000.00	8,506.33	14,873.23	52,715.93	32,410.84	67.59
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	0.00	9,712.53	1,274.51	135,012.96	7.53
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
56202 ELECTRICAL	0.00	0.00	0.00	23,898.43	(23,898.43)	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	16,082.96	48,591.17	0.00	116,408.83	29.45
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
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>24,589.29</b>	<b>511,847.03</b>	<b>368,343.46</b>	<b>608,191.51</b>	<b>59.14</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(23,901.29)</b>	<b>712,203.69</b>	<b>(368,343.46)</b>	<b>(343,860.23)</b>	<b>0.00</b>

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# MEMO



Date: September 6, 2016

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - August

## Operations

Work Plan progress of note in August:

### *People:*

- 2016 Staff Engagement Survey Project – Launched
- Performance Evaluation Process – Revised form completed and approved. Training drafted. Implementation plan in process.
- Staff Learning Library – Launched
- “MOS Madness” Inter-branch/department competition to encourage staff to build technology skills and get free Microsoft certification – Launched
- Custodian Schedule to Day Shift – Complete

### *Projects:*

- Strategic Planning Process – Final draft of Strategic Framework complete (agenda item)
- PCI Compliance – OneStop Print Release stations and ecommerce server upgraded; card swipers replaced
- Job & Business Center Laptop Replacement – Complete
- Short-term Wi-Fi Project to improve bandwidth (added access points in branches and use of Mi-Fi to support programs) – Complete
- Staff PC Replacement Project – Communications department completed
- Invoice Import Project – Launched

### *Major System-wide Programs:*

- 2016 Summer Reading for children, teens, adults and “On the Road” – Complete and successful
- DIY Fest – Exhibitors recruited. (to be held October 29 @ Pierce College, Puyallup)

### *Facilities:*

- Key Center Library HVAC Replacement – Complete
- Key Center Library Parking Lot Light Project – Bids received, work being scheduled

## External Community Activities

- Erick Seelbach, new Executive Director of PC AIDS Foundation
- Jerry Vandenberg, Dave Eidsaune, Barbara Bitetto of Rotary Club of Sumner and Bonney Lake
- Donna Albers retirement celebration
- We will be participating in the City of Orting’s Stakeholder committee to develop the Orting Strategic Facilities Plan.

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### **Internal Community Activities**

- Sumner site visit

### **Vacation**

- August 12-19, 2016

# Unfinished Business

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# MEMO



Date: September 6, 2016

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

From: Georgia Lomax, Executive Director

Subject: Recommended Strategic Framework

It is finally time! After seven months of work, we've taken what we learned from the public, stakeholders, key leaders and partners and synthesized it into a strategic framework to guide the Library as it determines how best to use its resources and manage its growth against competing needs in a diverse community.

Our project goals were to:

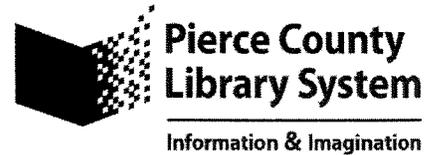
- ✿ Develop an engaging long-term strategy to offer and sustain excellent library services that respond to and are part of the changing world and expectations of the community.
- ✿ Develop the plan in collaboration with customers, the public and key stakeholders to capture a vision for the Library firmly rooted in community needs and priorities.
- ✿ Create a plan that allows the Library to respond promptly and effectively to societal changes, technological development, emerging role expectations and other transformations, while also maintaining and improving core service.

During the Board meeting we will share the strategic planning team's recommendation, debut the document, hear your thoughts on both and [ask for your approval of the Strategic Framework](#) (Pierce County Library System: Plan for the Future).

I will also briefly review how we will use the framework, and next steps in developing implementation tools and strategies and communication about our strategic direction.

# New Business

# MEMO



Date: September 14, 2016 (corrected and updated)  
To: Chair Rob Allen and Members of the Board of Trustees  
From: Clifford Jo, Finance & Business Director  
Subject: 2017 Workplan & Budget—Financial Outlook

During the September Board meeting we will be presenting to you the 2017 financial outlook, which provides some of the key drivers for revenues and costs. Below outlines budget projections.

### Projected Net Impact to Budget

#### Revenue

1% increase over 2016 (if IPD $\geq$ 1%) .....	\$ 283,000
New construction .....	470,000
Other non-tax revenue increases .....	60,000
Subtotal Revenue .....	813,000

#### Expenditures

Annual Wage Adjustment .....	\$ 475,000
Healthcare premium increases .....	270,000
CIP transfer calculated increase (4% of new revenue) .....	31,000
Subtotal Expenditures .....	776,000

Net of Revenue & Expenditures ..... \$ 37,000

### 2016 Levy Certificate and Implicit Price Deflator

We are now living under the 1% rule, so will only receive an increase of 1% of 2016 tax revenue plus new construction. The district’s property value will increase 6% to 8%, which means our mill rate will drop to 48¢ per \$1,000 assessed property value (we have been at 50¢ since 2011). We anticipate receiving the levy certificate around the time the Board meets. If so, we will present it to you during the Board meeting.

The Bureau of Labor and Statistics will release the Implicit Price Deflator in September. In July, Municipal Resource and Services Center (MRSC) advised that its IPD estimate is 1.013%, just barely above the 1% that taxing districts may collect next year. If it falls under 1%, the Board may pass a “Substantial need” resolution to certify property taxes at +1%.

### 2017 Annual Wage Adjustment & Healthcare

The Bureau of Labor and Statistics reported that the June-June CPI-U was 1.8% for our region. The Collective Bargaining Agreement calculates the wage increase at 90% of the CPI-U, which means 1.62%. The preliminary increase estimates provided to us from AWC indicate that medical costs will increase 6% to 12%, depending on the plan, while dental coverage remains unchanged.



**Pierce County**

**Mike Lonergan, Assessor-Treasurer**

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Tacoma, WA 98409-7498  
(253) 798-6111 FAX (253) 798-3142  
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**TAX LEVY LIMIT 2016 FOR 2017**

**RURAL LIBRARY  
> 10,000**

**REGULAR TAX LEVY LIMIT:**

**2015**

A. <u>Highest regular tax which could have been lawfully levied beginning with the 1985 levy</u> [refund levy not included] times limit factor (as defined in RCW 84.55.005).	28,309,882.29 1.01000 28,592,981.11
B. Current year's assessed value of new construction, improvements and wind turbines in original districts before annexation occurred time last year's levy rate (if an error occurred or an error correction was made in the previous year, use the rate that would have been levied had no error occurred).	1,034,865,628 0.500000000000 517,432.81
C. Current year's state assessed property value in original district if annexed less last year's state assessed property value. The remainder to be multiplied by last year's regular levy rate (or the rate that should have been levied).	881,599,652 881,599,652 0.00 0.500000000000 0.00
D. <b>REGULAR PROPERTY TAX LIMIT (A + B + C)</b>	<b>29,110,413.93</b>

**ADDITIONAL LEVY LIMIT DUE TO ANNEXATIONS:**

E. To find rate to be used in F, take the levy limit as shown in Line D above and divide it by the current assessed value of the district, excluding the annexed area.	29,110,413.93 62,468,255,605 0.466003310721
F. Annexed area's current assessed value including new construction and improvements times rate found in E above.	0.00 0.466003310721 0.00
G. <b>NEW LEVY LIMIT FOR ANNEXATION (D + F)</b>	<b>29,110,413.93</b>

**LEVY FOR REFUNDS:**

H. RCW 84.55.070 provides that the levy limit will not apply to the levy for taxes refunded or to be refunded pursuant to Chapters 84.68 or 84.69 RCW. (D or G + refund if any)	29,110,413.93 69,195.16 29,179,609.09
I. <b>TOTAL ALLOWABLE LEVY AS CONTROLLED BY THE LEVY LIMIT (D,G,or H)</b>	<b>29,179,609.09</b>
J. Amount of levy under statutory rate limitation.	62,468,255,605 0.500000000000 31,234,127.80
K. <b>LESSER OF I OR J</b>	<b>29,179,609.09</b>

# **Board Education and Service Reports**

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# MEMO



Date: September 1, 2016

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

From: Judy T Nelson CEM, Linda Case Site Supervisor, Milton

Subject: Welcome to your Milton/Edgewood Library

The Milton/Edgewood Library opened at this location on January 31, 2011. On a rainy cool Thursday afternoon over 1300 folks packed the building to be part of the opening event for this new facility. Customers checked out 1,964 items during that afternoon. A year earlier, at the old Milton Library, 301 items were checked out, and today this branch averages about 18,500 items a month or about 780 items every open day. The average monthly door count now hovers around 7,000 persons, and so far in 2016 their meeting room was booked over 200 times. This is a busy spot.

This branch is unique. It is the only Pierce County Library situated in a shopping mall, the Surprise Lake Shopping Mall which creates some unusual challenges such as the noise from the gym classes held next door. It is designated as one of our small branches, yet despite its size, the Library incorporates several special features into its space. These include a meeting room, two conference rooms and a study room, a designated teen area, a quiet magazine reading area and a children's area with a secret door leading into the large meeting room for storytimes. All of this while also providing the community with about 25,000 circulating items in the building. The Milton/Edgewood branch is also one of only two PCLS branches with two main entrances, (the other being Fife which also opened in 2011) allowing customers to park both in front and in back of the building and requiring staff to visually monitor two doorways.

So, welcome to your Milton/Edgewood Library. We are pleased to host the first Board of Trustees meeting outside of the Administrative Center & Library.

# Officers Reports

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# MEMO



Date: September 6, 2016

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

From: Georgia Lomax, Executive Director

Subject: Management Position Vacancies

We are currently recruiting for three leadership level positions.

The South Hill branch manager position was reposted and first review of the applicant pool will occur in mid-September. This position is open as a result of the promotion of Meghan Sullivan to Customer Experience Manager.

The Development Director position is currently being recruited. Applications close at the end of September. Interviews will be conducted in October. This position is open due to retirement.

The Marketing and Community Relations Director job description is currently being reviewed and updated. It will be posted mid-September, closing in October, with interviews conducted in November. This position is open due to a resignation.

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# MEMO



Date: September 2, 2016

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

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

Subject: L&I Update

**Background and purpose:** In mid-2014, PCLS selected Sedgwick CMS as our Third Party Administrator to manage the L&I claims process for us. The goal of using a TPA for our L&I claims is to:

- Provide overall analysis of our L&I claims in order to maintain a safe workplace, allowing us to respond systemically to our incidents.
- Shift the complex and administrative work of managing claims from the HR Generalist to the subject matter experts at Sedgwick.
- Manage claims more timely, efficiently and proactively, allowing front end solutions to our claims.
- Save money for PCLS and our employees.

Other benefits of working with a TPA include: Offering safety programs (Risk Control Services); Certified Safety Professionals to assist with safety program management, program compliance audits, safety education and training, safety inspections, accident investigations, trouble shooting, ergonomics and industrial hygiene; Safety Academy online and in person; online claims, reports and document access; potential premium refund management and distribution. Since we began contracting with Sedgwick in 2014, the library has saved approximately \$200,000 in claims and premium costs.

**After our second year of contracting with Sedgwick, the summary and results of our work is listed below:**

- PCLS' annual premium for 2016 is \$189,082 versus our 2015 premium of \$217,665. This is a savings of \$28,583 in premiums.
- Our experience modification impact for 2015 was 1.23. The objective is to be at a .75. The industry average is 1.0. We have lowered this to 0.9206.
- Based on claims so far, and all things being equal, our projected annual premium for 2017 is \$168,245, with an experience modification factor of 0.78. This is an additional \$20,828 in premium savings.

With our contract with Sedgwick, we pay 4.5% of our premiums in a service fee. We will pay approximately \$8,508 this year to Sedgwick. This is a savings of \$1,832 over 2015's service fee.

*\*Premiums are determined by the state's formula that includes the following factors: class of workers, total hours and L & I claims history (using the past three fiscal rolling years of data—time loss and claims activity). Our premium and reserves are charged to us by the state using this data.*

**After 2 years of contracting with Sedgwick, we have analyzed the last year's claims data and will**

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**work on the following in 2016 to continue to lower cost and improve the claims process:**

- Continue to utilize the “stay at work” program for WA state to optimize saving for providing light duty opportunities (one employee currently in the program).
- Continue to communicate to PCLS supervisors regarding L&I and their role/expectations to assist in handling claims carefully and timely.
- Monitor claims and check in regularly to partner with Sedgwick and our staff to move through the processes more intentionally.

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# MEMO

Date: September 2, 2016

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

From: Jaime Prothro, Customer Experience Manager

Subject: *Get Smart*: Book a Librarian

It's a busy world and PCLS consistently aims to help customers connect to services in the easiest ways possible. The Library's *Get Smart* services include technology classes and access to online learning as strategies to help those looking to improve their technology skills. In March 2016, a pilot program called Book a Librarian was designed as an additional service with the goals to:

1. help customers at times that are convenient for them
2. help customers answer their individual questions
3. develop quality relationships between customers and staff
4. relieve busy service desks when customer questions are more complex, or requires more time and attention

The variety of topics that customers can seek help with includes:

- Learning about library resources
- Help with mobile devices (tablet, e-reader, phone)
- Technology questions
- Researching techniques
- Resources for small business owners
- Job search assistance
- Genealogy resources

The service is now available in 16 branch locations, and over 200 appointments have been made. Many customers are asking for help with specific software like Word and Excel, help with resumes and online applications, help with smartphones and e-readers, and help with business planning.

More information about the program can be found at [getsmart.pcls.us](http://getsmart.pcls.us)



**Pierce County Library FYI Packet**  
**Link List**  
**September 14, 2016**

**Pierce County Library in the News**

- [County partnerships reverse summer slide](#)—The News Tribune
- [New Gig Harbor Literary Society formed from museum, library partnership](#)—Gateway/The News Tribune
- [Check out free Science to Go kits from the Pierce County Library!](#)—Sounds Fun Mom
- [Out and About: Free museum passes available to patrons to check out](#)—Key Peninsula News