

**AGENDA**  
**Regular Meeting of the Pierce County Library System Board of Trustees**  
**June 10, 2015**  
**3:30 pm**

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- 3:30 pm 01 min. **Call to Order:** *Rob Allen, Chair*
- 3:31 pm 05 min. **Public Comment:** *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.*
- 3:36 pm 04 min. **Consent Agenda** **Action**
1. Approval of Minutes of the May 13, 2015, Regular Meeting
  2. Approval of Minutes of the May 29, 2015, Special Meeting
  3. Approval of May 2015 Payroll, Benefits and Vouchers
- 3:40 pm 05 min. **Board Members Report**
- 3:45 pm 30 min. **Officers Reports**
1. Dashboard, Georgia Lomax
  2. May 2015 Financial Report, Dale Hough
  3. Executive Director Activities, Georgia Lomax
  4. Our Own Expressions, Lynne Hoffman
  5. Electronic FYI Packets, Linda Farmer
  6. Robert F. Sibert Medal Committee, Melinda Chesbro
  7. Legal Counsel, Chereé Green
  8. Regional Trustees' Gathering, Georgia Lomax
- 4:15 pm 10 min. **Unfinished Business**
1. Board Vacancy -Trustee Appointment Process, Georgia Lomax
- 4:25 pm **New Business**
- 20 min. 1. 2014 Capital Projects - Year-End Report, Clifford Jo
- 05 min. 2. 2015 Mid-Year Budget Process, Clifford Jo
- 4:50 pm 00 min. **Executive Session:** *There will be no Executive Session.*
- 4:50 pm 01 min. **Announcements**
- 4:51 pm **Adjournment**

# Consent Agenda

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
REGULAR MEETING, MAY 13, 2015**

**CALL TO ORDER**

Chair Robert Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:30 pm. Board members present were Donna Albers, J.J. McCament, Allen Rose and Linda Ishem.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the April 13, 2015, Regular Meeting
2. April 2015 Payroll, Benefits and Vouchers
  - a. Payroll Warrants 3605-3607, dated 04/01/15 - 04/22/15 in the amount of \$2798.64
  - b. Payroll Disbursement Voucher dated 04/06/15 in the amount of \$681,936.28
  - c. Payroll Disbursement Voucher dated 04/20/15 in the amount of \$597,434.94
  - d. Accounts Payable Warrants 624190-624292 dated 04/01/15 – 04/22/15 in the amount of \$935,037.07

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

**BOARD REPORTS**

Ms. McCament congratulated the PC Reads committee for their work on this year's event. She attended the Jewish athletes program at Parkland Library, noting it was very well done. She reported she gave her Read and Release copy of *Boys in the Boat* to a Major at Joint Base Lewis McChord.

Mr. Rose attended three PC Reads events in Puyallup, culminating with the author event at the McGavick Center, noting this was a great book and would be hard to beat.

Chair Allen noted that he released his book in California.

Ms. Lomax thanked the committee and staff involved in the successful event.

Linda Ishem reported the April edition of *American Libraries Direct* included a National Geographic story on the homeless in libraries. She said it was an amazing photo-journalistic piece portraying the library as an equalizer.

**OFFICER REPORTS**

Ms. Lomax shared a poster created by Mike McKenney, IT Software Engineer, for a presentation on the "A Card in Every Hand" campaign. Mr. McKenney was thanked by the Board for his work.

**Dashboard** - Ms. Ishem was interested in knowing if the Library knows of any correlation between expansion space and customer use patterns. Ms. Lomax said this will be addressed when work begins on the facilities master plan. Mr. Rose said this would be very difficult to do as use of libraries has changed greatly in the past ten years.

Discussion ensued on innovative ways to draw customers to the library. Ms. Lomax shared photos of the Florence Davis Reading Lounge which depicts the changing needs of the community.

**April 2015 Financial Report** - Dale Hough, Finance Manager, reported revenue is typically low in April. Tax revenue year to date was \$1.6 million and is currently \$11,880,000. Chair Allen said this highlights cash flow and the need for the Library to maintain its reserves.

**IRS Tax Form 990** - Mr. Hough asked the Trustees to complete the questionnaire.

**Executive Director Activities** - Ms. Lomax said she continues to enjoy the high volume of community visits and hearing how eager people are to partner with the Library and the value they feel it brings. She is renewing relationships and continues to work building new ones and learning about community needs.

**Wellness Program Update** - Trisha Muschett, HR Generalist, reported the Library has earned the Association of Washington Cities WellCity Award. She said the program is very well received and staff is highly engaged. The focus for 2016 will be on the consumerism of healthcare. Ms. Muschett noted staff have the ability to work with health coaches, counselors and nutritionists.

There was discussion on proactive health care. Ms. Albers noted she was pleased to learn the Library is building a culture of wellness. Ms. Lomax said the emphasis on supporting and encouraging wellness was one of the reasons the Library selected AWC.

**ULC Innovations Initiative** - Ms. Lomax said she will be attending the ULC Annual Forum during which the winners are announced.

**Administrative Center Library Update** - Jennifer Patterson, Customer Experience Manager, said plans are underway to make the public more aware of the Library, which is open from 7:30 AM - 5:00 PM. She said these hours are advantageous because most nearby branches do not open before 10:00 AM. Library card holders in the nearby apartments are being targeted. The biggest audience is the meeting room user.

**Summer Reading Program** - Judy Nelson, Customer Experience Manager, gave an update on the program which begins June 20, 2015. She noted Youth Services Librarians are beginning to book talk at schools. An adult program has also been added this year. Ms. Lomax stressed that partnerships are a big part of this program. Nelson said this is the first year the Library is working with Mid-County Leadership subcommittee for Summer Learning Tacoma-Pierce, which covers the Bethel, Franklin Pierce and Clover Park school districts.

**ERate Summary** - Ms. Lomax reported as a result of the work and the analysis done on the program, the Library received \$1 million in equipment for \$140,000. Bandwidth will increase by ten times at half the cost paid in previous years. She said the Library's strategy was to lock in prices for five years.

Mr. Allen said this shows how the Library is thinking of the IT infrastructure and how it is a foundational aspect of how the Library delivers services. Ms. Lomax credited Karim Adib, Digital Experience Director, and his team for their serious and intentional thinking behind the process. Mr. Adib said the Customer Experience Managers and other departments have made significant contributions as well.

**Lakewood MakerFest** - Jaime Prothro, Customer Experience Manager, reported that changing the season and time of year improved attendance. She noted staff throughout the Library System participated in the event. Ms. McCament noted she recently spoke with Congressman Denny Heck, who shared his positive views of the event. Mr. Allen said this DIY event has received great reviews in his HAM radio club.

**Board of Trustees Library Visit Checklist** - Chair Allen said the form was a great tool to feed into the Capital Facilities planning process. He requested a breakdown by branch of physical facility needs, operational needs, and programming needs. Ms. Lomax said that is what the Facilities Master Plan will provide.

## UNFINISHED BUSINESS

**Fife Library Update** - Lorie Erickson, Facilities Director, reported power has been installed underground. She said developers are working with the Library to do much of their work after hours. She plans to go out to bid for the work within the next two weeks.

**Board Vacancy** - Ms. McCament noted there were five applicants. The interview committee selected two finalists but there was no clear cut choice. They recommended both candidates be brought back for an interview by the remaining Trustees prior to the June meeting. The committee requested Ms. Lomax design several behavioral questions for the candidate's second interviews.

**PC Reads 2015 Results** - Lynne Hoffman, Foundation Director, reported the event was a success. 130 guests attended the donor reception. Linda Farmer, Communications Director, reported the first video clip from the event has been uploaded onto the Library's Facebook page.

Ms. Lomax thanked the Board members for attending.

## NEW BUSINESS

**Digital Literacy** - Jaime Prothro provided a presentation outlining several programs funded by Digital Skills, Literacy and Workforce grants. The Library is offering free Microsoft certification for servicemen and women exiting the military. The Workforce grant provided new technology, new labs, Chrome books and a Digital Literacy Coordinator. Ms. Prothro said the Job Track program was an experimental course that saw 50% attrition, however, assessments completed at the end of the course showed an increase in scores by the participants.

Chair Allen asked how staff are responding to the need to increase their own digital skills. Ms. Prothro said staff members spent approximately 2.5 days in training as part of the grant and are adjusting their skillsets accordingly.

Sally Porter Smith, Customer Experience Director, reported unique users growth rate is higher than on any other learning database used. Lynda.com reports 549 unique users logging 1000 hours. Treehouse reports 150 users studying over 250 tracks.

**2015 Laptop Labs** - Andrew Schulz, Network Systems Administrator, provided an overview of the newly deployed laptop labs process. He said this model reflects the standardization and consolidation of services throughout the department. Mr. Schulz's focus was to rework the process and re-engineer the network. Barbie Swayze, Sr. IT Technician, worked with branch staff to familiarize them with the new process. Mr. Adib added that Mr. Schulz was in charge of the ERate efforts. He added Ms. Swayze is to be commended for her of customer service, most notably bringing the layer of art to the science of the work of IT department.

Ms. Porter Smith noted the IT department worked with staff to create a new desktop image for reliability on all PCs. She added branch staff appreciate the updates to the service and the professionalism displayed by the department.

Ms. Lomax noted the vision IT is developing is one of reliable technology and personal service.

**2014 Year-End Financial Review** - Clifford Jo, Finance and Business Director, reviewed the document with the Board. He noted the cash balance is just over \$10.6 million. The Library's goal is to keep \$1 million in the Capital fund for the next several years. The ERate reimbursement was not budgeted for last year and will be moved to the IT budget at mid-year so expenditures will be offset by the ERate rebate. For 2015, the budgeted transfer to the Capital Improvement fund was restored to 3% to help build the Capital fund.

Ms. Albers asked how much information on the Library's financial situation is shared with staff. Ms. Lomax said all of the information is available for staff and the public to see. She added the Library has been purposeful about communicating its financial situation with staff and they are very interested in it and very smart about it. Staff understands where the Library funding comes from. Ms. Albers stressed the importance of both staff and the community to know the direction the organization must go. Chair Allen said the budget must compensate for the foreseeable future.

Mr. Jo said the Library must add more to cash reserves. Chair Allen said the same is true with capital reserves, stressing the importance of identifying how to operate sustainably.

**Wave Enterprise Network Contract** - Mr. Adib reported the Library has been in talks with Wave Broadband to add a second broadband fiber connection to its branches in addition to the connections provided by Comcast. Part One of contract guarantees delivery of the Internet connection. Part Two provides a connection to all branches. The contract contains a 6-month performance notification clause which provides Wave the time to determine whether or not they can perform Part Two work. Mr. Adib noted the Library will pay only for service. Wave is responsible for any build-out and installation charges.

McCament asked if Wave has worked with any public library systems. Mr. Adib said Sno-Isle uses them as their primary provider. He added the Library could have the service as early as this year at all branches or by the first quarter of 2016.

Mr. Adib asked the Board for approval to enter into the five year contract.

*Ms. Albers made a motion to authorize the Information Technology department to enter into a five year contract with Wave Business Solutions, LLC, for network products and services listed under Attachment A - Wave E-LAN contract and Attachment B - Wave MSA. Ms. McCament seconded the motion and it was passed.*

## EXECUTIVE SESSION

At 5:45 pm, Ms. McCament moved to recess into Executive Session, per RCW 42.30.110, for 10 minutes to discuss personnel issues. Mr. Rose seconded the motion and it passed. The session was reopened to the public at 6:03 pm.

## ANNOUNCEMENTS

There were no announcements.

## ADJOURNMENT

*The meeting was adjourned at 6:04 pm on motion by Ms. McCament, seconded by Ms. Ishem.*

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**GEORGIA LOMAX, SECRETARY**

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**ROBERT ALLEN, CHAIR**

**BOARD OF TRUSTEES  
PIERCE COUNTY LIBRARY SYSTEM  
SPECIAL MEETING, MAY 29, 2015**

**CALL TO ORDER**

Chair Rob Allen called to order the special meeting of the Pierce County Rural Library District Board of Trustees May 29, 2015, at 1:03 pm. Board members present were Allen Rose and Donna Albers. J.J. McCament and Linda Ishem were absent.

**OVERVIEW OF MATERIALS AND PROCESS**

Ms. Lomax provided the Board with an overview of the process and reviewed the information in the interview packets. She encouraged them to revise the interview questions as they deemed necessary.

Ms. Albers asked if it should be interpreted that the Board members who sat on the initial interview panel thought the finalists were equally qualified. Chair Allen noted it was not a question of qualification, but of fit and need.

**INTERVIEW OF CANDIDATE A**

John Naegele was introduced to the Board members.

Mr. Naegele asked what gaps the Board was trying to fill with the vacant position. Chair Allen said the Board is interested in the various qualities each candidate brings and determining which is a better fit. When asked if there was any specific experience the exiting Board member has that they are looking to fill, Mr. Rose said there has been much diversity in those who have applied. He provided an overview of the various applicants in past years.

The Board commenced with the interview. Upon completion, the Board thanked Mr. Naegele. Chair Allen informed him they would be making their recommendation that day.

**INTERVIEW OF CANDIDATE B**

The Board welcomed Monica Butler to the interview. Ms. Butler inquired about the timeframe for the County Council's decision. Mr. Rose said it would be approximately 4-6 weeks, but could be sooner.

The Board commenced with the interview. Upon completion, the Board thanked Ms. Butler. Chair Allen informed her they would be making their recommendation that day.

**EXECUTIVE SESSION**

At 2:28 pm, Mr. Rose moved to recess into Executive Session, per RCW 42.30.110, for 15 minutes to discuss qualifications of the candidates. Ms. Albers seconded the motion and it passed.

The session was reopened to the public at 2:35 pm.

**CANDIDATE RECOMMENDATION**

Chair Allen stated the Board of Trustees appreciated both candidates for taking time to continue the interview process. He said each candidate possessed strong skills that would be beneficial to the Board.

The Board recommended Ms. Lomax forward Ms. Butler's application to Pierce County Executive Pat McCarthy for appointment to the vacant position. Chair Allen noted that another Board position would be open in the future and asked Ms. Lomax to inform Mr. Naegele at that time.

Ms. Lomax thanked the Board for their participation in the process. She will notify Ms. McCarthy of the Board's recommendation. She added she would notify the interview panel as well as both candidates, encouraging their continued connection to Pierce County Library System.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 2:37 pm on motion by Mr. Rose seconded by Ms. Albers.

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Georgia Lomax, Secretary

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Rob Allen, Chair

## May 2015 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3608-3612	5/1/15-5/31/15	\$3,481.47
Electronic Payments - Payroll & Acct Payable		05/06/15	\$590,828.33
Electronic Payments - Payroll & Acct Payable		05/21/15	\$597,512.90
Accounts Payable Warrants	*624293-624333	4/23/15-4/30/15	\$172,016.55
Accounts Payable Warrants	624334-624494	5/1/15-5/31/15	\$1,483,701.65
<b>Total:</b>			<u><u>\$2,847,540.90</u></u>

*Note: \*Warrants were not included in April's report, report was prepared prior to end of the month.*

**Check History Listing**  
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3608	pr	05/06/2015	CARLEN, MAKENNA			04/16/15 - 04/30/15	0.00	324.61
3609	pr	05/06/2015	PETERS, MARNIE			04/16/15 - 04/30/15	0.00	927.93
3610	pr	05/21/2015	CARLEN, MAKENNA			05/01/15 - 05/15/15	0.00	250.44
3611	pr	05/21/2015	PAUL, MICHAEL			05/01/15 - 05/15/15	0.00	391.16
3612	pr	05/21/2015	BROOKHART, CAROLYN			05/01/15 - 05/15/15	0.00	1,587.33
<b>Total:</b>							<b>0.00</b>	<b>3,481.47</b>

Checks in report: 5

**Grand Total: 0.00 3,481.47**

COUNTY OF PIERCE  
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 5/2/2015	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$63,298.31
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$45,069.97
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$45,070.07
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$420,034.10
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	
8	697	001	0000	237	00					
9	697	001	0000	237	00					\$0.00
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00				Deferred Comp. Program	\$12,994.50
13	697	001	0000	237	00				voya	\$2,712.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,649.38
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$590,828.33</b>

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To	
		U.S. Treasury				
Prepared By:  Christy Telling			Date:  5/2/2015		Approved By:  Christy Telling	
					5/2/2015	

COUNTY OF PIERCE  
BUDGET AND FINANCE DEPARTMENT

Disbursement Journal Voucher (T/C) 74	Agency No.	D.J.V. Date	D.J.V. No.
	001-116	revised 5/20/2015	

	Account Code							Acct. Action	DESCRIPTION	AMOUNT
	Fund	Dept	Prog	BASUB	Elem	OB	M/OB			
1	697	001	0000	237	00				FIT EE and EIC- Wire to IRS	\$63,800.69
2	697	001	0000	237	00				Fica EE and Medicare - Wire to IRS	\$45,264.68
3	697	001	0000	237	00				Fica ER and Medicare - Wire to IRS	\$45,264.68
4	697	001	0000	237	00				DIR DEP-file to Columbia Bank	\$422,949.95
5	697	001	0000	237	00					
6	697	001	0000	237	00					
7	697	001	0000	237	00				dept of rev	\$2,505.37
8	697	001	0000	237	00					
9	697	001	0000	237	00					\$0.00
10	697	001	0000	237	00					
11	697	001	0000	237	00					
12	697	001	0000	237	00				Deferred Comp. Program	\$12,869.50
13	697	001	0000	237	00				voya	\$2,712.00
14	697	001	0000	237	00				H.S.A. Employee deductions	\$1,649.38
15	697	001	0000	237	00				H.S.A. Employer Contribution	
16	697	001	0000	237	00				H.S.A. fee	\$197.65
									please put the total amt below into PCLS payroll account	
									<b>TOTAL</b>	<b>\$597,213.90</b>

Bank No.	Check No.	Issued To	Bank No.	Check No.	Issued To
		U.S. Treasury			

Prepared By:	Date:	Approved By:	
Christy Telling	5/20/2015	Christy Telling	5/20/2015

**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>
624331	04/23/2015	000406 RECORDED BOOKS LLC		270.03
624332	04/23/2015	000451 SEATTLE TIMES SEATTLE PI		368.91
624333	04/23/2015	000535 WESTON WOODS STUDIOS		223.00

**boa Total:** 172,016.55

41 checks in this report

**Total Checks:** 172,016.55

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624293	04/24/2015	006211 BLISSFULLY HEALTHY LLC		600.00
624294	04/24/2015	001875 LINDA ESKESEN		54.00
624295	04/24/2015	002082 DALE HOUGH	C	30.00
624296	04/24/2015	004625 JOY KIM	C	121.14
624297	04/24/2015	005882 LAUREN LINDSKOG		94.80
624298	04/24/2015	004674 MCHUGH MANAGEMENT CONSULTING	C	2,945.00
624299	04/24/2015	006231 DAVID SECKMAN		64.00
624300	04/24/2015	000534 WCP SOLUTIONS	C	133.16
624301	04/24/2015	004391 WRP SURPRISE LAKE LLC	C	7,683.05
624302	04/28/2015	000830 BAKER & TAYLOR		4,850.00
624303	04/28/2015	000184 CITY TREASURER	V	1,074.52
624304	04/28/2015	006234 SHERRY COLEMAN		59.24
624305	04/28/2015	006233 NICOLE DHANRAJ		35.09
624306	04/28/2015	006206 SAMANTHA KEEHAN		53.99
624307	04/28/2015	000506 UNIVERSITY PLACE REFUSE SERVIC		174.74
624308	04/29/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
624309	04/29/2015	003938 BINW		1,138.68
624310	04/29/2015	004779 CONVERGENT TECHNOLOGY SYS		326.40
624311	04/29/2015	005862 ELITE PROPERTY INVESTMENTS LLC		8,850.92
624312	04/29/2015	005324 CHARLENE GINGRICH		45.07
624313	04/29/2015	005919 CHEREE GREEN	C	41.15
624314	04/29/2015	003496 TAMARA MASENHIMER		42.00
624315	04/29/2015	005310 PETRA MCBRIDE		78.72
624316	04/29/2015	002023 KATHERINE NORBECK		42.00
624317	04/29/2015	003985 PACIFCSOURCE ADMINISTRATORS		202.00
624318	04/29/2015	001887 SUSAN RIGLEY		35.93
624319	04/29/2015	005485 S P IN SRL		903.59
624320	04/29/2015	000079 SUPERIOR SAW		16.75
624321	04/29/2015	000635 WAYNES ROOFING INC		998.75
624322	04/29/2015	000534 WCP SOLUTIONS		225.97
624323	04/23/2015	000830 BAKER & TAYLOR		22,881.95
624324	04/23/2015	000847 CENTER POINT PUBLISHING		1,421.79
624325	04/23/2015	005300 DANGER ROOM COMICS LLC		1,519.12
624326	04/23/2015	000243 INGRAM LIBRARY SERVICES		24,824.18
624327	04/23/2015	000352 MIDWEST TAPE	V	0.00
624328	04/23/2015	000352 MIDWEST TAPE	V	0.00
624329	04/23/2015	000352 MIDWEST TAPE	V	0.00
624330	04/23/2015	000352 MIDWEST TAPE		89,570.50

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624334	05/01/2015	006236 GREG FARLEY PHOTOGRAPHY		150.00
624335	05/01/2015	001911 LAUREN MURPHY		72.00
624336	05/01/2015	000184 CITY TREASURER		1,661.29
624337	05/01/2015	000184 CITY TREASURER		905.83
624338	05/01/2015	006207 LOUANN HANO		34.93
624339	05/01/2015	001643 IMPACT		51.53
624340	05/01/2015	000243 INGRAM LIBRARY SERVICES		10,265.49
624341	05/01/2015	001911 LAUREN MURPHY		319.52
624342	05/01/2015	000377 PUGET SOUND ENERGY		2,751.91
624343	05/01/2015	006232 BETTY SORENSON		20.99
624344	05/01/2015	000460 STEILACOOM TOWN OF		652.31
624345	05/01/2015	004114 MEGHAN SULLIVAN		75.00
624346	05/04/2015	000828 AFSCME AFL-CIO		5,687.42
624347	05/04/2015	000175 ASSOCIATION OF WASHINGTON CITI		177,154.44
624348	05/04/2015	003985 PACIFCSOURCE ADMINISTRATORS		1,735.21
624349	05/04/2015	001181 PIERCE CTY LIBRARY FOUNDATION		371.53
624350	05/04/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
624351	05/04/2015	000823 UNITED WAY		82.58
624352	05/04/2015	004782 US DEPARTMENT OF EDUCATION		184.67
624353	05/04/2015	000827 WA STATE- DEPT OF RETIREMENT S		84,205.40
624354	05/06/2015	005915 KAREN BROOKS		128.00
624355	05/06/2015	005453 DANA BROWNFIELD		47.09
624356	05/06/2015	004992 MIGUEL COLON		29.06
624357	05/06/2015	000895 COLUMBIA BANK		50.00
624358	05/06/2015	002085 CINDY DARGAN		36.00
624359	05/06/2015	006209 ENGINUITY SYSTEMS LLC		10,500.00
624360	05/06/2015	005919 CHEREE GREEN		30.00
624361	05/06/2015	004128 LISA HEYERDAHL		54.00
624362	05/06/2015	001894 LYNNE HOFFMAN		18.00
624363	05/06/2015	001290 REGIONAL BUILDING SVCS CORP		507.25
624364	05/06/2015	003497 TAMARA SAARINEN		25.71
624365	05/06/2015	000497 TILlicum COMMUNITY SERVICE CEN		2,047.93
624366	05/06/2015	000534 WCP SOLUTIONS		249.90
624367	05/06/2015	000242 BUCKLEY CITY OF		223.91
624368	05/06/2015	000184 CITY TREASURER		858.28
624369	05/06/2015	000184 CITY TREASURER		480.84
624370	05/06/2015	000184 CITY TREASURER		47.76
624371	05/06/2015	000243 INGRAM LIBRARY SERVICES		525.47

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624372	05/06/2015	000352 MIDWEST TAPE		11,517.41
624373	05/06/2015	000377 PUGET SOUND ENERGY		1,252.23
624374	05/07/2015	004022 US BANK		72,795.06
624375	05/07/2015	004022 US BANK		101,371.26
624376	05/07/2015	004022 US BANK		113,824.83
624377	05/08/2015	004169 COMCAST		437.74
624378	05/08/2015	000195 FIRGROVE MUTUAL WATER CO		271.60
624379	05/08/2015	006238 TY HANSON		27.95
624380	05/08/2015	006202 DESIREE HESLOP		17.50
624381	05/08/2015	006237 JOHN HOWARD		29.95
624382	05/08/2015	005761 LORENA SAUCEDO		25.00
624383	05/08/2015	004022 US BANK	V	996.23
624384	05/08/2015	000184 CITY TREASURER		996.23
624385	05/12/2015	005920 KIMBERELY ARCHER		99.96
624386	05/12/2015	001833 BUSINESS EXAMINER		350.00
624387	05/12/2015	000273 CARRILLO & ASSOCIATES		1,093.75
624388	05/12/2015	000895 COLUMBIA BANK		289.23
624389	05/12/2015	004779 CONVERGENT TECHNOLOGY SYS		2,461.50
624390	05/12/2015	005272 GREEN EFFECTS INC		6,005.62
624391	05/12/2015	001963 KEITH KNUITSEN		135.64
624392	05/12/2015	000857 PIERCE COUNTY RECYCLING		55.57
624393	05/12/2015	004114 MEGHAN SULLIVAN		155.34
624394	05/12/2015	003719 UNIQUE MANAGEMENT SERVICES		1,163.50
624395	05/12/2015	000821 PIERCE COUNTY SUPERIOR COURT		930.89
624396	05/12/2015	000821 PIERCE COUNTY SUPERIOR COURT		520.26
624397	05/13/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
624398	05/13/2015	001586 NORTHWEST DOOR INC		410.63
624399	05/13/2015	004397 SHKS ARCHITECTS PS INC		4,106.44
624400	05/13/2015	004022 US BANK		368,836.86
624401	05/13/2015	005231 WEST PIERCE FIRE & RESCUE		110.00
624402	05/14/2015	000830 BAKER & TAYLOR		27,699.64
624403	05/14/2015	000189 BAKER & TAYLOR ENTERTAINMENT		31.03
624404	05/14/2015	005915 KAREN BROOKS		158.80
624405	05/14/2015	000184 CITY TREASURER		4,576.88
624406	05/14/2015	000184 CITY TREASURER		904.47
624407	05/14/2015	005951 CONTINENT BOOKS AND MUSIC		26.34
624408	05/14/2015	002082 DALE HOUGH		661.90
624409	05/14/2015	000243 INGRAM LIBRARY SERVICES		9,471.00
624410	05/14/2015	000352 MIDWEST TAPE	V	0.00

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624411	05/14/2015	000352 MIDWEST TAPE		37,471.88
624412	05/14/2015	001910 CLARE MURPHY		392.36
624413	05/14/2015	000367 PARTNERS WEST DISTRIBUTING		167.88
624414	05/14/2015	000406 RECORDED BOOKS LLC		559.61
624415	05/14/2015	000463 SUMMIT WATER & SUPPLY CO		308.96
624416	05/14/2015	000541 STATE OF WASHINGTON		360.69
624417	05/14/2015	000535 WESTON WOODS STUDIOS		167.26
624418	05/15/2015	006140 DE ANZA COLLEGE LIBRARY		50.00
624419	05/18/2015	003414 JEANINE ADAMS		24.07
624420	05/18/2015	005283 E-RATE EXPERTISE INC		6,125.00
624421	05/18/2015	006243 BEN HAINES		96.00
624422	05/18/2015	000254 KING COUNTY LIBRARY		93.88
624423	05/18/2015	005940 SUSAN MCBRIDE		43.48
624424	05/18/2015	004674 MCHUGH MANAGEMENT CONSULTING		6,507.50
624425	05/18/2015	005979 METCO ELECTRIC		31,408.74
624426	05/18/2015	006184 MONKEYHOUSE MEDIA		3,000.00
624427	05/18/2015	000323 NEWS TRIBUNE		4,918.65
624428	05/18/2015	001246 PLUMB SIGNS INC		1,299.03
624429	05/18/2015	005485 S P IN SRL		903.59
624430	05/18/2015	001369 WHATCOM COUNTY LIBRARY SYSTEM		16.95
624431	05/18/2015	006244 YOLO COUNTY LIBRARY		21.99
624432	05/20/2015	000153 ASSOCIATED PETROLEUM PRODUCTS		10,692.39
624433	05/20/2015	006246 MALLORY DANIELS		54.00
624434	05/20/2015	001345 MICHAEL'S CUSTOM UPHOLSTERY		307.81
624435	05/20/2015	002065 TRISHA MUSCHETT		89.77
624436	05/20/2015	003985 PACIFICSOURCE ADMINISTRATORS		213.00
624437	05/20/2015	000452 SIGN TECH ELECTRIC		1,127.91
624438	05/20/2015	004114 MEGHAN SULLIVAN		29.67
624439	05/20/2015	004022 US BANK		39,109.93
624440	05/20/2015	000635 WAYNES ROOFING INC		16,858.54
624441	05/20/2015	001932 LYNNE ZEIHNER		126.00
624442	05/21/2015	003778 AFLAC		6,095.70
624443	05/21/2015	000828 AFSCME AFL-CIO		5,699.02
624444	05/21/2015	000175 ASSOCIATION OF WASHINGTON CITI		1,642.58
624445	05/21/2015	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
624446	05/21/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,735.21
624447	05/21/2015	001181 PIERCE CTY LIBRARY FOUNDATION		371.53
624448	05/21/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
624449	05/21/2015	000823 UNITED WAY		82.58

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624450	05/21/2015	004782 US DEPARTMENT OF EDUCATION		170.57
624451	05/21/2015	000827 WA STATE- DEPT OF RETIREMENT S		84,208.61
624452	05/22/2015	000821 PIERCE COUNTY SUPERIOR COURT		579.23
624453	05/22/2015	000821 PIERCE COUNTY SUPERIOR COURT		237.16
624454	05/22/2015	006257 PAMELA CURTIS		80.17
624455	05/22/2015	006251 DEBBIE FOREMAN		12.70
624456	05/22/2015	005919 CHEREE GREEN		129.01
624457	05/22/2015	006252 LORNA HILL		24.95
624458	05/22/2015	006253 CARMEL LECKENBY		27.98
624459	05/22/2015	000352 MIDWEST TAPE		13,571.19
624460	05/22/2015	000362 ORTING CITY OF		1,887.36
624461	05/22/2015	000377 PUGET SOUND ENERGY		2,566.49
624462	05/22/2015	006254 GEORGE SMITH		11.04
624463	05/22/2015	002008 CHRISTY TELLING		356.92
624464	05/27/2015	006022 KARIM ADIB		65.31
624465	05/27/2015	004495 AUTOMOTIVE SPECIALISTS		1,563.83
624466	05/27/2015	002096 DAVID DURANTE		23.99
624467	05/27/2015	005862 ELITE PROPERTY INVESTMENTS LLC		8,820.72
624468	05/27/2015	001875 LINDA ESKESEN		10.00
624469	05/27/2015	004056 MIKE'S DIGITAL PRODUCTIONS		470.00
624470	05/27/2015	001586 NORTHWEST DOOR INC		205.13
624471	05/27/2015	004681 PACIFIC PUBLISHING INC		60.00
624472	05/27/2015	005485 S P IN SRL		607.42
624473	05/27/2015	006195 SINGER GROUP INC		13,250.00
624474	05/27/2015	004391 WRP SURPRISE LAKE LLC		8,188.57
624475	05/27/2015	000830 BAKER & TAYLOR		16,266.48
624476	05/27/2015	000093 PAYMENT PROCESSING CENTER EBSCO		94.94
624477	05/27/2015	000243 INGRAM LIBRARY SERVICES		7,853.57
624478	05/27/2015	001532 KEY PENINSULA NEWS		30.00
624479	05/27/2015	000352 MIDWEST TAPE	V	0.00
624480	05/27/2015	000352 MIDWEST TAPE		28,498.44
624481	05/27/2015	000907 NEW YORK TIMES		910.00
624482	05/27/2015	000406 RECORDED BOOKS LLC		135.52
624483	05/27/2015	000535 WESTON WOODS STUDIOS		446.38
624484	05/29/2015	000830 BAKER & TAYLOR		12,526.22
624485	05/29/2015	000189 BAKER & TAYLOR ENTERTAINMENT		42.57
624486	05/29/2015	000087 BLACKSTONE AUDIO BOOKS INC		80.00
624487	05/29/2015	001643 IMPACT		44.02
624488	05/29/2015	000243 INGRAM LIBRARY SERVICES		7,079.86

**Check History Listing**  
**Pierce County Library System**

Bank code: boa

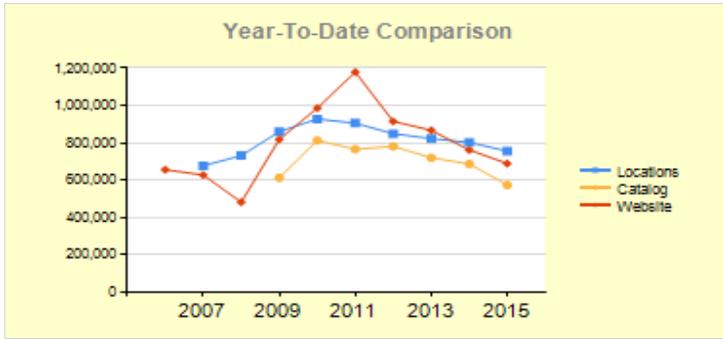
<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
624489	05/29/2015	000352 MIDWEST TAPE	V	0.00
624490	05/29/2015	000352 MIDWEST TAPE		37,287.48
624491	05/29/2015	000323 NEWS TRIBUNE		265.20
624492	05/29/2015	000377 PUGET SOUND ENERGY		1,076.37
624493	05/29/2015	005488 TREEHOUSE ISLAND INC		18,646.87
624494	05/29/2015	000506 UNIVERSITY PLACE REFUSE SERVIC		174.74
<b>boa Total:</b>				<b>1,483,701.65</b>
<b>Total Checks:</b>				<b>1,483,701.65</b>

161 checks in this report

# OFFICERS REPORT

## CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - APRIL

### VISITS



	April		
	2014	2015	% Change
Door Count	199,540	189,387	-5.09%
Catalog	160,596	139,818	-12.94%
Website	185,904	173,175	-6.85%
Job & Business Portal	2,212	2,569	16.14%
Military Portal	97	140	44.33%
<b>Total</b>	<b>548,349</b>	<b>505,089</b>	<b>-7.89%</b>

### CHECKOUTS



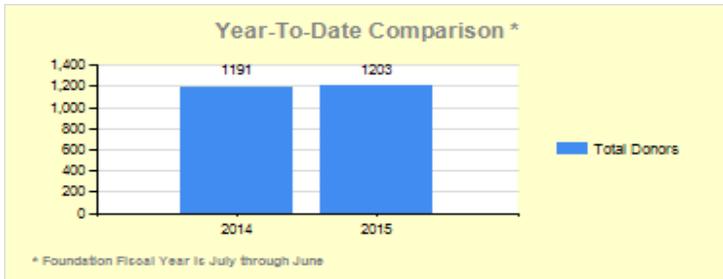
	April		
	2014	2015	% Change
Checkouts	480,693	427,976	-10.97%
Downloadables	49,148	59,206	20.46%
<b>Total</b>	<b>529,841</b>	<b>487,182</b>	<b>-8.05%</b>

### CUSTOMERS



	April		
	2014	2015	% Change
Active Cardholders	270,518	297,862	10.11%
New Cards	3,269	3,163	-3.24%
Checkout Transactions	91,050	83,456	-8.34%
Unique Users	39,816	37,335	-6.23%

### PHILANTHROPY



	April		
	2014	2015	% Change
FoundationDonors	134	117	-12.69%
NewFoundationDonors	22	3	-86.36%
\$ Raised by Foundation	\$588,818.00	\$339,918.00	-42.27%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

### BRANCH CLOSURES

2012		
Location	Dates	Duration (days)
Various (Snow Closures)	1/17-23	7
Bonney Lake	2/13-26	13
Graham	3/21-4/5	15
South Hill	4/9-5/6	27
Tillicum	7/3-8/5	33
Sumner	7/30-9/3	35
Summit	9/17-30	13
Steilacoom	10/17-11/14	28
Bookmobile Ends	11/11	
Key Center	11/14-12/31	47

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

# Monthly Financial Reports

## May 31, 2015

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- Pierce County Tax Revenue data was not available at time of publication
- Expected tax revenue of \$2,800,000 in May

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

**Pierce County Library System  
Statement of Financial Position - Interim  
May 31, 2015  
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>			
<b>Current Assets - Cash</b>			
Cash	\$ 1,511,896	\$ 0	\$ 266,461
Investments	\$ 8,126,000	\$ 83,676	\$ 1,000,000
<b>Total Cash</b>	<b>\$ 9,637,896</b>	<b>\$ 83,676</b>	<b>\$ 1,266,461</b>
<b>Total Current Assets</b>	<b>\$ 9,637,896</b>	<b>\$ 83,676</b>	<b>\$ 1,266,461</b>
<b>Liabilities and Fund Balance</b>			
<b>Current Liabilities</b>			
Warrants Payable	\$ 50,404	\$ -	\$ -
Sales Tax Payable	\$ 4,337	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 28,571	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 83,312</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>			
Reserve for Encumbrances	\$ 435,082	\$ -	\$ 214,819
Net Excess (Deficit)	\$ 1,314,986	\$ 28	\$ (982,973)
Unreserved Fund Balance	\$ 7,804,517	\$ 83,649	\$ 2,034,615
<b>Total Fund Balance</b>	<b>\$ 9,554,584</b>	<b>\$ 83,676</b>	<b>\$ 1,266,461</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 9,637,896</b>	<b>\$ 83,676</b>	<b>\$ 1,266,461</b>
Anticipated Property Tax Revenue	\$ 15,656,184	\$ 12	\$ -

<b>Pierce County Library System</b>													
<b>Comparative Statement of Financial Position - Interim</b>													
<b>General Fund - Rolling Comparison</b>													
<i>(as of the listed date of the reported month)</i>													
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>						
	<i>5/31/2014</i>	<i>6/30/2014</i>	<i>7/31/2014</i>	<i>8/31/2014</i>	<i>9/30/2014</i>	<i>10/31/2014</i>	<i>11/30/2014</i>	<i>12/31/2014</i>	<i>1/31/2015</i>	<i>2/28/2015</i>	<i>3/30/2015</i>	<i>4/30/2015</i>	<i>5/31/2015</i>
<b>Assets</b>													
<b>Current Assets - Cash</b>													
Cash	\$ 12,760,371	\$ 1,400,630	\$ 1,475,909	\$ 1,566,485	\$ 1,783,229	\$ 10,585,428	\$ 3,821,250	\$ 8,537,811	\$ 1,229,471	\$ 2,036,210	\$ 3,707,222	\$ 11,678,585	\$ 1,511,896
Investments	\$ -	\$ 9,492,593	\$ 7,500,000	\$ 5,580,000	\$ 3,768,000	\$ 1,800,000	\$ 8,255,000	\$ -	\$ 5,100,000	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000
<b>Total Cash</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,537,811</b>	<b>\$ 6,329,471</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,585</b>	<b>\$ 9,637,896</b>
<b>Total Current Assets</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,537,811</b>	<b>\$ 6,329,471</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,585</b>	<b>\$ 9,637,896</b>
<b>Liabilities and Fund Balance</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 219,223	\$ 237,131	\$ 279,472	\$ 352,429	\$ 416,700	\$ 450,616	\$ 454,093	\$ 729,888	\$ 549,239	\$ 368,284	\$ 345,727	\$ 255,275	\$ 50,404
Sales Tax Payable	\$ 4,896	\$ 6,057	\$ 4,000	\$ 4,295	\$ 3,683	\$ 4,930	\$ 5,293	\$ 2,082	\$ 3,879	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337
Payroll Taxes and Benefits Payable	\$ 12,183	\$ 11,400	\$ 10,937	\$ 11,507	\$ 12,671	\$ 14,507	\$ 24,239	\$ 17,190	\$ 25,256	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,571
<b>Total Current Liabilities</b>	<b>\$ 236,303</b>	<b>\$ 254,588</b>	<b>\$ 294,408</b>	<b>\$ 368,230</b>	<b>\$ 433,053</b>	<b>\$ 470,053</b>	<b>\$ 483,624</b>	<b>\$ 749,161</b>	<b>\$ 578,374</b>	<b>\$ 414,453</b>	<b>\$ 401,064</b>	<b>\$ 270,465</b>	<b>\$ 83,312</b>
<b>Fund Balance</b>													
Reserve for Encumbrances	\$ 415,441	\$ 372,048	\$ 339,182	\$ 275,413	\$ 227,145	\$ 208,720	\$ 155,364	\$ -	\$ 480,435	\$ 438,268	\$ 397,093	\$ 456,757	\$ 435,082
Net Excess (Deficit)	\$ 3,075,700	\$ 1,233,659	\$ (690,609)	\$ (2,530,086)	\$ (4,141,897)	\$ 2,673,728	\$ 2,404,334	\$ -	\$ (2,517,988)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,146,847	\$ 1,314,986
Unreserved Fund Balance	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 9,032,928	\$ 7,788,650	\$ 7,788,650	\$ 7,788,650	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517
<b>Total Fund Balance</b>	<b>\$ 12,524,068</b>	<b>\$ 10,638,635</b>	<b>\$ 8,681,501</b>	<b>\$ 6,778,254</b>	<b>\$ 5,118,176</b>	<b>\$ 11,915,375</b>	<b>\$ 11,592,625</b>	<b>\$ 7,788,650</b>	<b>\$ 5,751,097</b>	<b>\$ 4,121,757</b>	<b>\$ 3,306,158</b>	<b>\$ 11,408,120</b>	<b>\$ 9,554,584</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 12,760,371</b>	<b>\$ 10,893,223</b>	<b>\$ 8,975,909</b>	<b>\$ 7,146,485</b>	<b>\$ 5,551,229</b>	<b>\$ 12,385,428</b>	<b>\$ 12,076,250</b>	<b>\$ 8,537,811</b>	<b>\$ 6,329,471</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,585</b>	<b>\$ 9,637,896</b>
<b>Anticipated Property Tax Revenue</b>	<b>\$ 12,484,118</b>	<b>\$ 12,375,381</b>	<b>\$ 12,288,973</b>	<b>\$ 12,166,212</b>	<b>\$ 11,762,780</b>	<b>\$ 11,762,780</b>	<b>\$ 1,098,207</b>	<b>\$ -</b>	<b>\$ 27,468,688</b>	<b>\$ 27,079,256</b>	<b>\$ 25,938,795</b>	<b>\$ 15,656,184</b>	<b>\$ 15,656,184</b>

**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures - INTERIM  
Year to Date May 31, 2015  
no pre-encumbrances

<u>General Fund</u>	<u>2015 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	\$ 26,645,748	\$ 11,889,660	\$ -	\$ 14,756,088	45%
Other Revenue	\$ 1,418,000	\$ 470,811	\$ -	\$ 947,189	33%
<b>Total Revenue</b>	<b>\$ 28,063,748</b>	<b>\$ 12,360,471</b>	<b>\$ -</b>	<b>\$ 15,703,277</b>	<b>44%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 19,897,279.00	\$ 7,897,400	\$ -	\$ 11,999,879	40%
Materials	\$ 3,555,073	\$ 1,433,419	\$ -	\$ 2,121,654	40%
Maintenance and Operations	\$ 3,769,484	\$ 1,279,584	\$ 435,082	\$ 2,054,818	45%
Transfers Out	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
<b>Total Expenditures</b>	<b>\$ 28,063,748</b>	<b>\$ 10,610,403</b>	<b>\$ 435,082</b>	<b>\$ 17,018,263</b>	<b>39%</b>
Excess/(Deficit)		\$ 1,750,068			
(less encumbrances)		(435,082)			
<b>Net Excess (Deficit)</b>		<b>\$ 1,314,986</b>			

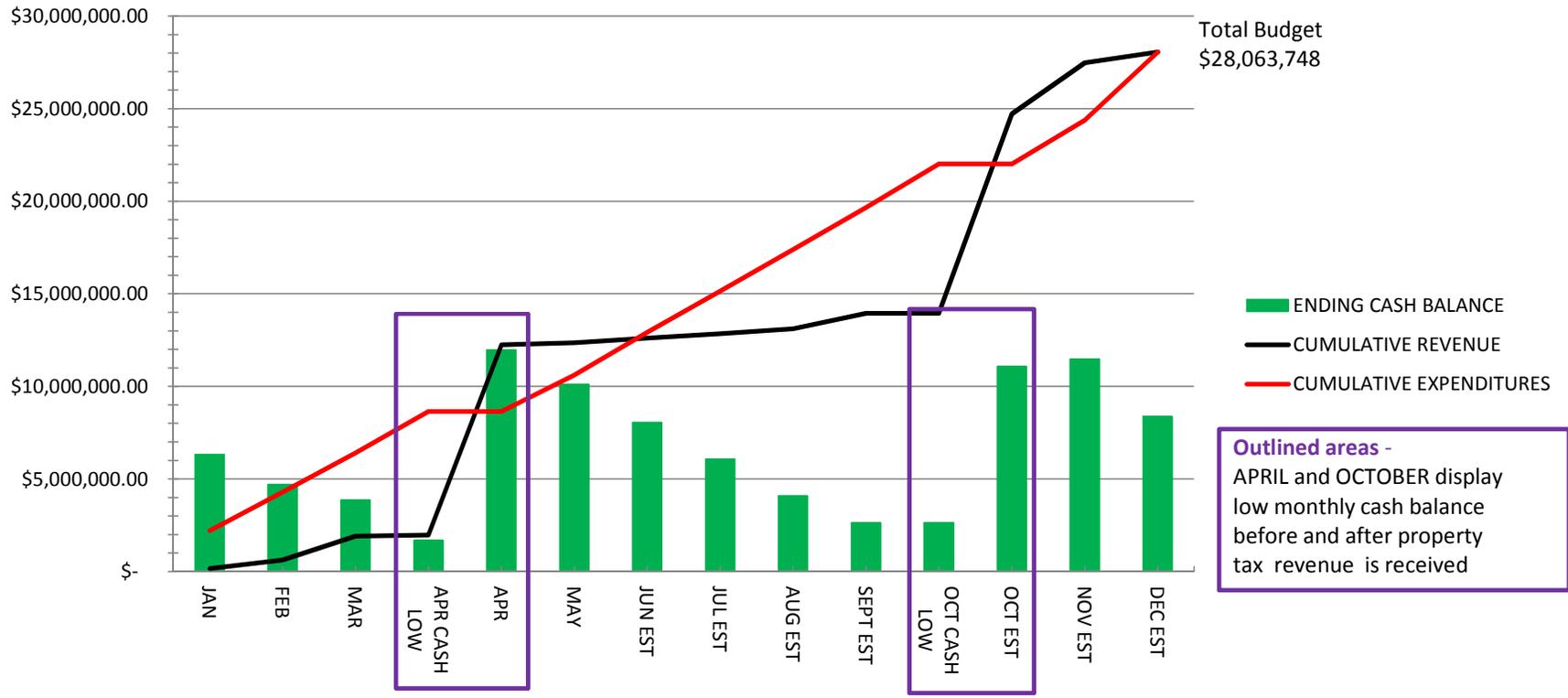
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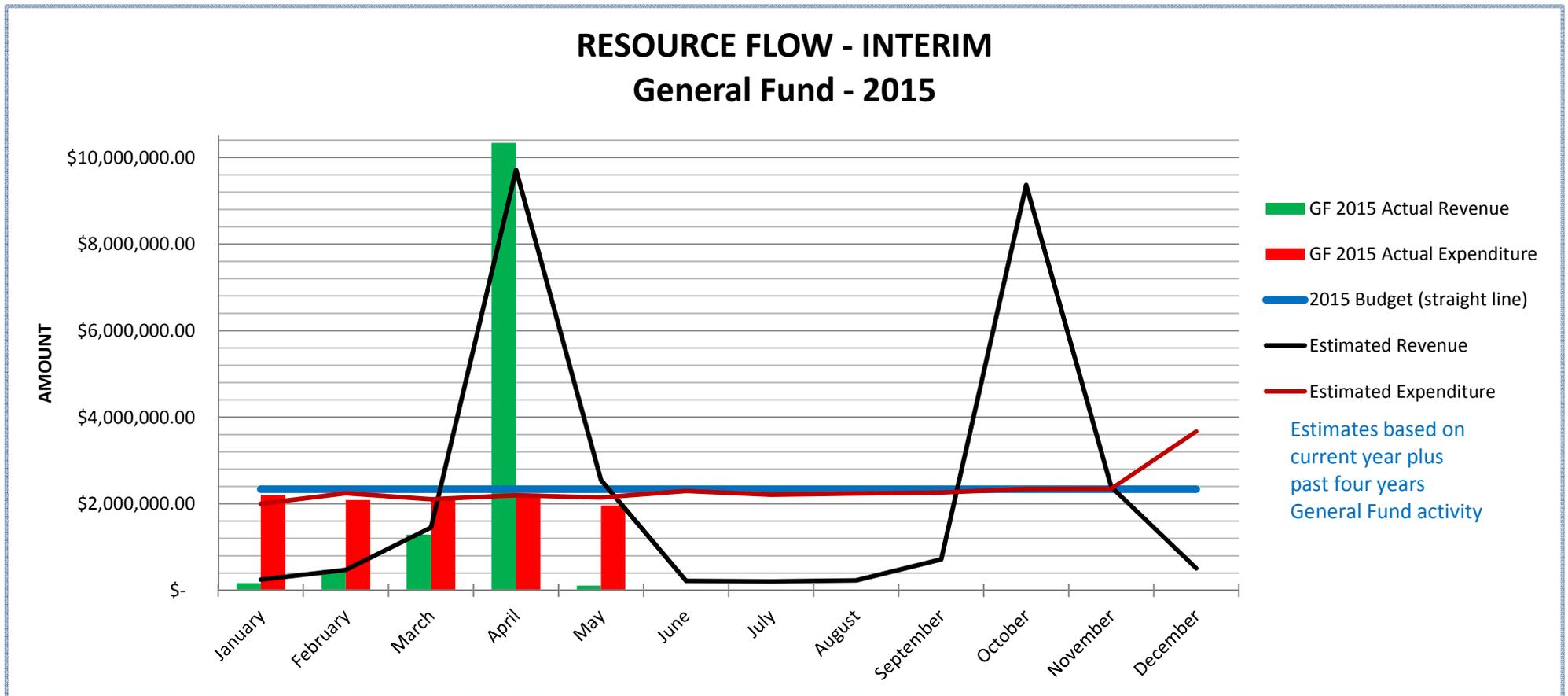
<u>Debt Service Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 28	\$ -	\$ (28)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 28</b>	<b>\$ -</b>	<b>\$ (28)</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>\$ 28</b>			

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<u>Capital Improvement Projects</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Use of Fund Balance	\$ 1,027,588	\$ -	\$ -	\$ 1,027,588	0%
Other Revenue	\$ -	\$ 167,523	\$ -	\$ (167,523)	0%
Transfers In	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
<b>Total Revenue</b>	<b>\$ 1,869,500</b>	<b>\$ 167,523</b>	<b>\$ -</b>	<b>\$ 1,701,977</b>	<b>9%</b>
Expenditures					
Maintenance and Operations	\$ 1,869,500	\$ 935,676	\$ 214,819	\$ 719,005	62%
<b>Total Expenditures</b>	<b>\$ 1,869,500</b>	<b>\$ 935,676</b>	<b>\$ 214,819</b>	<b>\$ 719,005</b>	<b>62%</b>
Excess/(Deficit)		\$ (768,154)			
(less encumbrances)		(214,819)			
<b>Net Excess (Deficit)</b>		<b>\$ (982,973)</b>			

### CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2015





Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	25,674,805.00	0.00	11,492,989.23	0.00	14,181,815.77	44.76
31112 PROPERTY TAXES DELINQUENT	872,943.00	0.00	366,543.84	0.00	506,399.16	41.99
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,699.30	0.00	1,300.70	56.64
31210 PRIVATE HARVEST/ FOREST EXCISE TAX	50,000.00	0.00	17,513.19	0.00	32,486.81	35.03
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	10,183.84	0.00	9,816.16	50.92
<b>TAXES:</b>	<b>26,620,748.00</b>	<b>0.00</b>	<b>11,888,929.40</b>	<b>0.00</b>	<b>14,731,818.60</b>	<b>44.66</b>
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	728.98	0.00	(728.98)	0.00
33872 CONTRACTS FEES - CITIES	0.00	810.00	1,620.00	0.00	(1,620.00)	0.00
33890 GOVERNMENTAL GRANTS	0.00	23,000.00	23,000.00	0.00	(23,000.00)	0.00
34160 COPIER FEES	30,000.00	2,960.62	13,516.17	0.00	16,483.83	45.05
34161 GRAPHICS SERVICES CHARGES	0.00	3,427.79	3,525.29	0.00	(3,525.29)	0.00
34162 PRINTER FEES	105,000.00	12,685.94	55,901.99	0.00	49,098.01	53.24
34163 FAX FEES	21,000.00	2,098.07	9,666.50	0.00	11,333.50	46.03
34730 INTERLIBRARY LOAN FEES	0.00	11.99	46.93	0.00	(46.93)	0.00
35970 LIBRARY FINES	600,000.00	48,662.03	228,352.38	0.00	371,647.62	38.06
36110 INVESTMENT INCOME	10,000.00	0.00	1,120.66	0.00	8,879.34	11.21
36111 INTEREST - STATE FOREST FUND	0.00	0.00	1.97	0.00	(1.97)	0.00
36190 OTHER INTEREST EARNINGS	0.00	0.00	0.28	0.00	(0.28)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	336.46	676.14	0.00	(676.14)	0.00
36700 FOUNDATION DONATIONS	350,000.00	2,300.00	93,630.00	0.00	256,370.00	26.75
36710 FRIENDS' DONATIONS	0.00	0.00	257.01	0.00	(257.01)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	3,806.65	0.00	(3,806.65)	0.00
36725 DONATIONS - OTHER	0.00	164.41	840.43	0.00	(840.43)	0.00
36920 BOOK SALE REVENUE	20,000.00	731.90	2,535.40	0.00	17,464.60	12.68
36990 MISCELLANEOUS REVENUE	0.00	(8.48)	60.64	0.00	(60.64)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	846.47	4,696.27	0.00	7,303.73	39.14
36994 UNCLAIMED PROPERTY	0.00	9.01	76.88	0.00	(76.88)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	350.00	0.00	(350.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	1,136.58	3,052.18	0.00	(3,052.18)	0.00
36998 E RATE REIMBURSEMENT	250,000.00	2,254.18	2,254.18	0.00	247,745.82	0.90
36999 REBATES - PROCUREMENT CARD	30,000.00	7,899.87	21,824.64	0.00	8,175.36	72.75
<b>CHARGES OTHER:</b>	<b>1,428,000.00</b>	<b>109,326.84</b>	<b>471,541.57</b>	<b>0.00</b>	<b>956,458.43</b>	<b>33.02</b>
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>28,063,748.00</b>	<b>109,326.84</b>	<b>12,360,470.97</b>	<b>0.00</b>	<b>15,703,277.03</b>	<b>44.04</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,345,866.00	1,127,748.16	5,611,876.19	0.00	8,733,989.81	39.12
51105 ADDITIONAL HOURS	259,045.00	30,038.50	123,252.28	0.00	135,792.72	47.58
51106 SHIFT DIFFERENTIAL	151,607.00	11,173.34	56,716.75	0.00	94,890.25	37.41
51107 SUBSTITUTE HOURS	315,515.00	22,749.50	99,840.76	0.00	215,674.24	31.64
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,400.00	404.41	2,550.42	0.00	2,849.58	47.23
51999 ADJ WAGE/SALARY TO MATCH PLAN	(377,539.00)	0.00	0.00	0.00	(377,539.00)	0.00
52001 INDUSTRIAL INSURANCE	193,617.00	13,067.10	64,173.24	0.00	129,443.76	33.14
52002 MEDICAL INSURANCE	2,191,477.00	155,582.37	881,081.15	0.00	1,310,395.85	40.20
52003 F.I.C.A.	1,153,581.00	90,334.65	446,399.16	0.00	707,181.84	38.70
52004 RETIREMENT	1,508,392.00	105,586.33	518,549.47	0.00	989,842.53	34.38

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52005 DENTAL INSURANCE	212,859.00	16,355.15	82,089.56	0.00	130,769.44	38.57
52006 OTHER BENEFIT	11,020.00	880.00	4,480.00	0.00	6,540.00	40.65
52010 LIFE AND DISABILITY INSURANCE	26,987.00	1,204.73	6,349.03	0.00	20,637.97	23.53
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	41.63	0.00	1,258.37	3.20
52999 ADJ BENEFITS TO MATCH PLAN	(132,648.00)	0.00	0.00	0.00	(132,648.00)	0.00
<b>PERSONNEL</b>	<b>19,897,279.00</b>	<b>1,575,124.24</b>	<b>7,897,399.64</b>	<b>0.00</b>	<b>11,999,879.36</b>	<b>39.69</b>
53100 OFFICE/OPERATING SUPPLIES	164,400.00	14,430.66	87,339.52	20,686.66	56,373.82	65.71
53101 CUSTODIAL SUPPLIES	52,500.00	4,442.58	19,636.06	0.00	32,863.94	37.40
53102 MAINTENANCE SUPPLIES	60,200.00	4,692.92	11,944.39	0.00	48,255.61	19.84
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	969.06	9,292.59	822.64	14,884.77	40.46
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	5,890.94	0.00	14,109.06	29.45
53200 FUEL	47,000.00	10,692.39	17,823.40	22,926.60	6,250.00	86.70
53401 ADULT MATERIALS	806,000.00	34,121.11	264,651.47	0.00	541,348.53	32.84
53403 PERIODICALS	88,135.00	1,270.14	6,440.26	0.00	81,694.74	7.31
53405 JUVENILE BOOKS	544,279.00	37,119.99	189,079.01	0.00	355,199.99	34.74
53406 PROFESSIONAL COLLECTION	4,200.00	207.50	641.24	0.00	3,558.76	15.27
53407 INTERNATIONAL COLLECTION	60,000.00	958.92	5,964.62	0.00	54,035.38	9.94
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	83,730.02	455,792.75	0.00	386,207.25	54.13
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	2,400.04	31,542.77	0.00	62,457.23	33.56
53411 ELECTRONIC INFO SOURCES	379,068.00	18,646.87	132,833.74	0.00	246,234.26	35.04
53412 REFERENCE SERIALS	18,000.00	186.58	1,213.42	0.00	16,786.58	6.74
53413 ELECTRONIC SERVICES	149,391.00	0.00	141,481.78	0.00	7,909.22	94.71
53414 ELECTRONIC COLLECTION	417,000.00	0.00	120,735.97	0.00	296,264.03	28.95
53464 VENDOR PROCESSING SERVICES	153,000.00	16,014.46	82,795.79	0.00	70,204.21	54.11
53499 GIFTS - MATERIALS	0.00	0.00	246.60	0.00	(246.60)	0.00
53500 MINOR EQUIPMENT	3,500.00	729.70	731.23	0.00	2,768.77	20.89
53501 FURNISHINGS	35,000.00	0.00	7,217.14	28,198.93	(416.07)	101.19
53502 IT HARDWARE	20,000.00	7,884.68	75,919.83	0.00	(55,919.83)	379.60
53503 PRINTERS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53505 SOFTWARE	13,500.00	432.73	7,035.96	0.00	6,464.04	52.12
54100 PROFESSIONAL SERVICES	437,884.00	73,119.62	179,270.84	27,638.27	230,974.89	47.25
54101 LEGAL SERVICES	30,000.00	0.00	9,219.86	0.00	20,780.14	30.73
54102 COLLECTION AGENCY	22,000.00	1,163.50	6,178.75	0.00	15,821.25	28.09
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	3,244.08	0.00	15,755.92	17.07
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	12,102.83	0.00	20,897.17	36.68
54163 PRINTING AND BINDING	1,500.00	0.00	0.00	0.00	1,500.00	0.00
54165 ILL LOST ITEM CHARGE	2,800.00	256.82	773.51	0.00	2,026.49	27.63
54200 POSTAGE AND SHIPPING	35,000.00	10.25	1,422.41	0.00	33,577.59	4.06
54201 TELECOM SERVICES	461,300.00	762.42	119,801.05	188.94	341,310.01	26.01
54300 TRAVEL	42,100.00	2,566.43	7,661.09	0.00	34,438.91	18.20
54301 MILEAGE REIMBURSEMENTS	31,150.00	2,591.99	12,241.08	0.00	18,908.92	39.30
54400 ADVERTISING	43,000.00	6,897.47	14,095.44	4,495.29	24,409.27	43.23
54501 RENTALS/LEASES - BUILDINGS	389,950.00	18,172.65	151,072.36	102,563.37	136,314.27	65.04
54502 RENTALS/LEASES - EQUIPMENT	32,300.00	0.00	8,315.04	15,292.80	8,692.16	73.09
54600 INSURANCE	189,500.00	0.00	75,655.73	0.00	113,844.27	39.92
54700 ELECTRICITY	235,000.00	12,746.70	91,204.54	0.00	143,795.46	38.81

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 5/31/2015

**FUND: GENERAL FUND (01)**

Object	2015 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54701 NATURAL GAS	15,000.00	493.76	4,368.52	0.00	10,631.48	29.12
54702 WATER	20,000.00	1,079.95	6,439.18	0.00	13,560.82	32.20
54703 SEWER	36,000.00	326.48	7,594.72	0.00	28,405.28	21.10
54704 REFUSE	27,500.00	341.05	8,383.19	706.18	18,410.63	33.05
54800 GENERAL REPAIRS/MAINTENANCE	229,300.00	9,314.66	61,905.67	51,307.77	116,086.56	49.37
54801 CONTRACTED MAINTENANCE	788,000.00	10,414.32	183,663.78	160,254.53	444,081.69	43.64
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	0.00
54900 REGISTRATIONS	42,750.00	3,083.00	19,583.20	0.00	23,166.80	45.81
54901 DUES AND MEMBERSHIPS	35,170.00	120.00	19,889.00	0.00	15,281.00	56.55
54902 TAXES AND ASSESSMENTS	29,500.00	64.42	15,228.14	0.00	14,271.86	51.62
54903 LICENSES AND FEES	38,890.00	4,497.98	15,824.61	0.00	23,065.39	40.69
54904 MISCELLANEOUS	790.00	(369.00)	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	1,153.54	1,614.61	0.00	385.39	80.73
55100 INTERGOVERNMENTAL	17,000.00	0.00	0.00	0.00	17,000.00	0.00
59700 TRANSFERS OUT	841,912.00	0.00	0.00	0.00	841,912.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,166,469.00</b>	<b>387,738.36</b>	<b>2,713,003.71</b>	<b>435,081.98</b>	<b>5,018,383.31</b>	<b>38.55</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>28,063,748.00</b>	<b>1,962,862.60</b>	<b>10,610,403.35</b>	<b>435,081.98</b>	<b>17,018,262.67</b>	<b>39.36</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,853,535.76)</b>	<b>1,750,067.62</b>	<b>(435,081.98)</b>	<b>(1,314,985.64)</b>	<b>0.00</b>

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

Object	2015 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.14	0.00	(0.14)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.14</b>	<b>0.00</b>	<b>(0.14)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	0.00	27.50	0.00	(27.50)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>0.00</b>	<b>27.50</b>	<b>0.00</b>	<b>(27.50)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>27.64</b>	<b>0.00</b>	<b>(27.64)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>27.64</b>	<b>0.00</b>	<b>(27.64)</b>	<b>0.00</b>

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

Object	2015 Budget	May Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
29150 USE OF FUND BALANCE-BUDGET	1,027,588.00	0.00	0.00	0.00	1,027,588.00	0.00
36110 INVESTMENT INCOME	0.00	0.00	411.18	0.00	(411.18)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	1,500.00	14,500.00	0.00	(14,500.00)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	152,561.40	0.00	(152,561.40)	0.00
36725 DONATIONS - OTHER	0.00	0.00	50.00	0.00	(50.00)	0.00
<b>CHARGES OTHER:</b>	<b>1,027,588.00</b>	<b>1,500.00</b>	<b>167,522.58</b>	<b>0.00</b>	<b>860,065.42</b>	<b>16.30</b>
39700 TRANSFERS IN	841,912.00	0.00	0.00	0.00	841,912.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,869,500.00</b>	<b>1,500.00</b>	<b>167,522.58</b>	<b>0.00</b>	<b>1,701,977.42</b>	<b>8.96</b>
<b>EXPENSE ACCOUNTS</b>						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	13,003.03	0.00	(13,003.03)	0.00
53102 MAINTENANCE SUPPLIES	0.00	0.00	5,620.83	0.00	(5,620.83)	0.00
53501 FURNISHINGS	50,000.00	0.00	58,079.27	46,838.18	(54,917.45)	209.83
53502 IT HARDWARE	1,119,000.00	275,527.72	417,930.11	0.00	701,069.89	37.35
53505 SOFTWARE	0.00	18,360.06	18,360.06	0.00	(18,360.06)	0.00
54100 PROFESSIONAL SERVICES	0.00	58,503.22	71,991.99	9,923.22	(81,915.21)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	284.09	284.09	0.00	(284.09)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	0.00	966.80	90.89	8,942.31	10.58
54903 LICENSES AND FEES	0.00	0.00	49.75	0.00	(49.75)	0.00
54912 CONTINGENCY/RESERVE	37,000.00	0.00	0.00	0.00	37,000.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	271,000.00	49,395.19	66,517.57	157,966.64	46,515.79	82.84
56201 CONSTRUCTION	0.00	0.00	103,700.38	0.00	(103,700.38)	0.00
56203 FLOORING	114,500.00	0.00	0.00	0.00	114,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	97,000.00	0.00	0.00	0.00	97,000.00	0.00
56400 MACHINERY & EQUIPMENT	16,000.00	93,507.66	93,507.66	0.00	(77,507.66)	584.42
56401 VEHICLES	0.00	0.00	85,664.64	0.00	(85,664.64)	0.00
56402 HVAC	155,000.00	0.00	0.00	0.00	155,000.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,869,500.00</b>	<b>495,577.94</b>	<b>935,676.18</b>	<b>214,818.93</b>	<b>719,004.89</b>	<b>61.54</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(494,077.94)</b>	<b>(768,153.60)</b>	<b>(214,818.93)</b>	<b>982,972.53</b>	<b>0.00</b>

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# MEMO



Date: June 2, 2015

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Activities - May

In May, I attended a Tacoma Community House Executive Committee and Finance Board meeting and a Foundation Board meeting. I also attended the dedication of the art piece that now hangs in UP Library/Civic Building atrium. Additionally, I attended the Our Own Expressions awards ceremony held on the PLU campus. Also, I attended the Lakewood MakerFest event, University of Washington iSchool's Dean's Club dinner, and Thrive Washington's Leadership Luncheon.

As a member of their Advisory Board, I participated in the week-long Global Libraries Networking Summit hosted by the Bill and Melinda Gates Foundation. The focus of this meeting was to do the work related to building global (and local) library networks to collectively impact communities and lives. I feel very honored to have been invited to sit on the Board and that Pierce County Library is one of a handful of U.S. libraries participating in this work.

My internal meetings consisted of two Regional branch meetings (Gig Harbor/ Key Center and South Hill/Graham/Eatonville/Orting) and the wrap-up of the SWOT exercises during a Facilities staff meeting. Additionally, I spent time visiting the Tillicum and University Place branches.

I had two meetings with Chair Allen. One to discuss strategic planning and another to review my four month performance evaluation.

The second phase of meetings with the community leaders are being scheduled for June, July and August.

# Memorandum

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

**From:** Lynne Hoffman, Foundation Director

**Date:** May 29, 2015

**Re:** 19<sup>th</sup> Annual Our Own Expressions Awards Ceremony

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Pierce County Library Foundation hosted the awards ceremony for the 19<sup>th</sup> Annual Our Own Expressions Teen Writing and Art Contest, Wednesday, May 27<sup>th</sup> at Lagerquist Hall on the campus of Pacific Lutheran University.

Georgia Lomax welcomed teens, families and teachers to the event. She also thanked the Youth Services team and project manager, Elise Doney, for flawlessly organizing the contest. Foundation board president Michael Gordon congratulated the students and parents and posted a photo of the audience on Instagram.



More than 60 pre-readers reviewed 741 entries representing 78 schools from 17 school districts across Pierce County. Our 36 award-winning teen poets, authors, artists and photographers (names attached) were chosen from 741 entries from students representing 78 Pierce County schools in 17 school districts. This year there were 200 fewer submissions compared to 2014, essentially from six schools.

The double-blind judging process included 60 readers and four final judges: Drawing & Art - Judge: Ken Murphy; Photography- Judge: Dane Gregory Meyer; Short Story - Judge: Travis Prothro and Poetry- Judge: Patrick Flores-Scott, who sent a videotaped message of encouragement and congratulations to the teens from his home in Michigan.

It is always pleasantly surprising when there are repeat winners. This year, nine finalists won in multiple years. One finalist won in both poetry and short story this year. It was a special highlight that a South Hill Library teen volunteer was honored in the 9<sup>th</sup>-10<sup>th</sup> grade short story category.

Parents and students expressed their appreciation to the Library and the Foundation for recognizing creativity in teens and orchestrating this event. All the winning poems, short stories, photos and drawings since 1997 are now available at [www.piercecountylibrary.org/kids-teens/teens](http://www.piercecountylibrary.org/kids-teens/teens).

# 19th Annual Pierce County *Teen* Writing and Art Awards Ceremony

Our Own Expressions



## Welcome

**Georgia Lomax**, Executive Director, Pierce County Library

## A Word from the Foundation

**Michael Gordon**, President, Pierce County Library Foundation

## Tonight's Emcee

**Lucas Smiraldo**, Tacoma's Poet Laureate

### 7th & 8th Grade

3rd Drawing	Martina Preston	January	Other
3rd Photography	Rebecca Hernandez	Dandelion	Ford Middle School
3rd Poetry	Makaela Whalen	The Hare Who Lost the Race	Cedarcrest Junior High
3rd Short Story	Amelia Day	Two Minds, One Fate	Lakeridge Middle School
2nd Drawing	Nicon Moeini	Michael Jackson	St. Charles Borromeo
2nd Photography	Taija Perrycook	Drop of Light	Home School
2nd Poetry	Emily Saletan	Let Me Sing for Someone	Charles Wright Academy
2nd Short Story	Abigail VanDoorne	The Daydream	Goodman Middle School
1st Drawing	Katherine Hunter	Your Bones	Glacier Middle School
1st Photography	Bailey Apthorp	Water	Ford Middle School
1st Poetry	Mary Holloway	Artist at Work	Keithley Middle School
1st Short Story	Annika Van Vlack	Persephone's Winter	Home School

### 9th & 10th Grade

3rd Drawing	Nathen Cutler	Eyes On Target	Kalles Junior High School
3rd Photography	Miya McCarter	Precious	Other
3rd Poetry	Allison Moren	Heart Has Human Hate	Covenant High School
3rd Short Story	Daniel Matsuda	The Little Thief	Covenant High School
2nd Drawing	Katlyn Daniels	Savannah Rose	Bonney Lake High School
2nd Photography	Kamie Jovag	Old Dirt Road	Stahl Junior High School
2nd Poetry	Tristan Crawford	Swallow	Glacier View Junior High School
2nd Short Story	Kaitlyn Lawrenz	The Colors of Time	Rogers High School
1st Drawing	Claire Defrancesco	Landscape of my Soul	Bonney Lake High School
1st Photography	Isadora Mattfeld	Simple Beauty	Home School
1st Poetry	Michelle Smith	Estranged	Bellarmino Preparatory
1st Short Story	Finlay Adamson	The Sunday Man	Gig Harbor High School

### 11th & 12th Grade

3rd Drawing	Cole Maurmann	Deep Thoughts	Home School
3rd Photography	Rebecca DePalma	Floral Solitude	Curtis Senior High School
3rd Poetry	Hannah Lawty	Masquerade	Covenant High School
3rd Short Story	Matthew Pfefferle	Six Silences	Covenant High School
2nd Drawing	Penny Rhines	Les Halles	Home School
2nd Photography	Jonathan Ross	What a Wonderful World	Curtis Senior High School
2nd Poetry	Bao Nguyen	Vietnamese New Year	Covenant High School
2nd Short Story	Andrea Ueland	Forget Me Not	Covenant High School
1st Drawing	Katie Lasko	Oh, Honey	Bonney Lake High School
1st Photography	Sydney Paulsen	Back on the Farm	Home School
1st Poetry	Andrea Ueland	Morning	Covenant High School
1st Short Story	Claire Summa	An Epilogue for Gatsby's Flower	Gig Harbor High School

## Closing Remarks

**Wednesday, May 27**  
**7-9 p.m.**

Lagerquist Concert Hall  
in the  
Mary Baker Russell  
Music Center  
at Pacific Lutheran University

### With support from:

Pierce County Library System  
Pierce County Library Foundation  
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Bring additional copies of  
the winning entries home!  
"Our Own Expressions"  
books available for purchase  
after the ceremony.



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# M E M O



Date: June 2, 2015

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

From: Linda Farmer, APR, Communications Director

Subject: Electronic Format for the Board FYI Packet—How is it Going?

In January of this year you started receiving a fully electronic FYI Packet.

This linked headline approach replaced the printed and scanned PDF of newspaper clips and magazine articles that typically ran 100 pages or more each month. We hoped the change would allow you to quickly scan the headlines and go directly to items of interest.

We promised to check back with you in six months to see how the change was working. We welcome your feedback.

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# MEMO



Date: May 29, 2015

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

From: Melinda Chesbro, Reading & Materials Director

Subject: Elise DeGuseppi Election to Robert F. Sibert Medal Committee

I am pleased to inform you that Elise DeGuseppi, Collection Management Librarian has been elected to the Robert F. Sibert Committee. This committee annually recognizes the most distinguished nonfiction children's book published in the previous year. It is a committee of the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA).

Election to this prestigious national committee recognizes Elise's consistent participation in ALA and ALSC, including past membership on the Caldecott Medal Committee, the Batchelder Award Committee and the Notable Children's Books Committee.

# M E M O



Date: June 1, 2015

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

From: Chereé Green, SPHR, Staff Experience Director

Subject: Legal Counsel Update

Our current Collective Bargaining Agreement expires at the end of this year. In preparation for our upcoming contract negotiations, we are beginning the planning process. Included in the process is the goal to prepare the Library to smoothly transition in the case of retirements or changes. We have used a labor consultant, Joe Carrillo, and employment attorney, Rich Wooster, on labor matters for the past 20+ years.

With this in mind, we researched multiple legal firms, narrowed it down to a few and conducted reference checks. I spoke with HR Directors, Executive Directors and City Managers. Summit Law Group came with high recommendations. We were also notified by our Union their "council has worked extensively with Summit Law and has great respect for their work."

As a result, we have signed a letter of engagement with Summit Law Group as our new legal counsel for labor matters. This change will allow us to be more efficient in our work and begins a strategic partnership with our new legal counsel. We have already begun working with our primary point of contact, Sofia Mabee.

Please let me know if you have any questions.

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# MEMO



Date: June 1, 2015  
To: Chair Rob Allen and members of the Board of Trustees  
From: Georgia Lomax, Executive Director  
Subject: Regional Trustees' Gathering

Last year, Pierce County Library, along with four libraries around Puget Sound (Seattle, King County, Sno-Isle and Kitsap) hosted a gathering of trustees at Seattle's Central Library. It was a great success and trustees have indicated they would like further opportunities to share experiences, exchange information and meet with their local peers.

The directors of these five libraries have been working to again organize a day to bring the Trustees together to build on the networking, learning, and shared commitment to providing residents of the greater Puget Sound area with strong, relevant libraries and service. This year we will invite additional area libraries to attend, including Tacoma and Puyallup.

The next Regional Trustee Gathering will be held either Saturday, October 24, 2015, or Saturday, November 14, 2015, at the Renton Library (King County Library System). The agenda is still being developed. We expect the approximate timeframe to be from 10:00 AM to 2:00 PM. Participating libraries will share the costs of the facilitator and any expenses.

I will update you as the details are finalized.

# UNFINISHED BUSINESS

# MEMO



Date: June 1, 2015

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

From: Georgia Lomax, Executive Director

Subject: Trustee Appointment Process

On June 1, 1945, the county commissioners appointed a Board of Trustees to administer the Pierce County Library District. Population of unincorporated Pierce County was about 55,000 and property value was \$23.4 million.

70 years later, following completion of the competitive process, Gig Harbor resident Monica Butler, has been recommended to fill the upcoming vacancy as Al Rose completes his two terms of service.

### Board Vacancy Action Calendar

May 29, 2015	Interviews held & candidate selected	Interview Committee
June 1, 2015	Appointment request sent to Pierce County Executive	Georgia and Petra
*	County Council committee reviews appointments	County Council
*	Resolution for submittal to full council prepared	County Council
*	County Council adopts Resolution	County Council
August 12, 2015	Board Meeting: New Trustee's first Board meeting	

\*Date dependent on Pierce County Council Actions

Attached for your historic pleasure is a copy of the minutes of the first Board of Trustees meeting, held on June 11, 1945, as well as a copy of the letter to the County Executive recommending the appointment.

June 11, 1945

The Pierce County Library Board met with Miss Jacqueline Noel at the city library June 11, 1945 at 2 P.M. The purpose of this first meeting was to establish a permanent organization. Miss Noel acted as advisor and gave each member a copy of By Laws of King County Library Agreement and Pierce County Resolutions 1872 pertaining to the general election ect., and 1943 supplement of the Remington Revised Statutes Public Museums and Libraries.

In the order of business it was necessary to elect a secretary for record keeping and Mrs. R. L. Renwick was duly elected to that post. Mrs. Byron Meye as Chairman Mrs. H. E. Liebe Vice Chairman. It was decided that the Secretary also act as temporary treasurer.

Miss Noel read rules governing County budget. She explained that we could use some of 1946 levy for organizing purposes. She said public libraries of this type could usually have use of the city library by paying funds for operating services - on contract.

It was mentioned that surplus Army trucks would soon be available and that it may be a good idea to think about that.

If the board decides to take a contract with city library the city library furnishes the librarian. Decided it is advisable to pay the local person who takes care of library a small sum.

Two applications for County Librarian were presented to board. Mrs. Margery Westman and Mrs. Marion Cromwell. Miss Noel said expenses for transportation should be paid trustees as per state by laws.

It was decided the regular meeting would be held on 2nd Monday of each month in the library at 1 P.M.

Mrs. Meye appointed Mr. Mikech and Mr. Anderson as by law comittee. A special meeting is to be held Thursday June 28 at 1 P.M. to decide on what type of service and distribution best.

(Mrs. Meye and Renwick to county treasurers office to ascertain how much money avsilable)

Meeting adjourned by motion.

*Clarice F. Renwick*

Clarice F. Renwick

June 1, 2015

Pat McCarthy, Pierce County Executive  
Room 737, County/City Building  
930 Tacoma Avenue South  
Tacoma, WA 98402

Dear Ms. McCarthy:

Al Rose will be completing his second term on the Pierce County Library System's Board of Trustees on July 20, 2015. The established process is to hold a competitive recruitment to identify a candidate to recommend for your consideration. On May 11, 2015, a citizens' panel interviewed three candidates for the vacancy. The panel was composed of Keri Rooney, Executive Director – External Affairs (a representative from your office), J.J. McCament and Linda Ishem, Library Trustees, Linda Tieman, Pierce County Library Foundation Board member and Beverly Isenson, Friend of the Steilacoom Library.

The panel found that two of the candidates were more strongly qualified but could not reach a consensus. Therefore, they requested both candidates return for a follow-up interview by the remaining Trustees. Interviews were conducted on May 29, 2015, during a Special Board Meeting. Both interview panels carefully considered the roles and responsibilities of the Board, current and future issues facing the Library System and the current make-up of the Board's skills and experience. As a result of this process it is recommended that Monica Butler be appointed to the Board of Trustees for a five-year term, effective August 12, 2015, in accordance with RCW 27.12. I have enclosed Ms. Butler's application for your information.

Ms. Butler retired from Tacoma Employee's Retirement System as the Retirement Director in 2014. She is a Gig Harbor resident. She currently serves on the Board of CHI Franciscan Health System and as a member of the Investment Advisory Committee for the Seattle City Employees' Retirement System. Past Board experience includes Chair of the Endowment Committee for the Boys and Girls Club of South Puget Sound and Member of the General Board of Pensions and Health Benefits for the United Methodist Church. Her strong belief in the value of libraries, along with her depth and breadth of experience in the finance industry will prove valuable as Pierce County Library System evaluates its funding and operating strategies and looks to the future.

Thank you for your support of this interview process and for again lending us the expertise of Keri Rooney to represent the Pierce County Executive's Office. Keri's participation and insights were, as usual, invaluable to the process.

Sincerely,

A handwritten signature in blue ink that reads "Georgia Lomax". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Georgia Lomax  
Executive Director

Enclosures

# **NEW BUSINESS**

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# MEMO



Date: May 29, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2014 Capital Improvement Projects

Attached is a chart that shows the 2014 capital improvement projects conducted. Note that the total paid for capital projects came in significantly less than the 2014 the mid-year budget (\$448,000), mainly due to three projects (\$284,000) were shifted to 2015 and the South Hill Library carpet warranty replacement was done without charge (\$81,000). Most projects were about on budget.

We don't anticipate many carry-forward charges from 2014 into 2015 (mostly Foundation-related projects, which will be accompanied by distributions).

We will present an updated capital improvement plan and budget next month, as part of the mid-year process.

## 2014 Year-End Capital Improvements

	2014			
	Final	Mid-Year	Actuals	
<b>Beginning Fund Balance (estimated)</b>	<b>2,000,000</b>	<b>1,388,580</b>	<b>1,356,480.55</b>	
<b>REVENUES</b>				
General Fund Transfer	255,114	260,245	260,245.00	
Other Transfer from General Fund (Dec. 2014)			1,500,000.00	Transferred to fund future CIP needs
Energy rebates (PAC)	79,000	79,000	103,329.00	Includes PAC HVAC and Gig Harbor lighting project rebates
Carpet reimbursement from manufacturer (SH)	81,000	81,000	0.00	Warranty work was done at no charge
Foundation Donations		175,000	114,941.57	Includes funding for SH remodel and senior van
Investment Income			616.37	
<b>Total Inflows</b>	<b>415,114</b>	<b>595,245</b>	<b>1,979,131.94</b>	
<b>Total Funding Available</b>	<b>2,415,114</b>	<b>1,983,825</b>	<b>3,335,612.49</b>	
<b>PROJECTS</b>				
<b>Commitments</b>				
UP 5,000 sq feet expansion (10-year contractual)	120,000	120,000	120,000.00	On budget
Customer Print Enhancements		7,500	7,396.94	Carry forward of 2013 costs paid in 2014 (project ended 2013)
Fife follow up work (Parking Lot & HVAC)		20,500	20,265.60	Carry forward of 2013 costs paid in 2014 (project ended 2013)
<b>Service Improvement Projects</b>				
Restroom upgrades (PKS, SH, GH, SMT, KC, LWD, PAC)	210,000	210,000	231,274.94	Includes significant architectural fees and other fees (\$14,200)
Replace Aging Furnishings	50,000	50,000	34,732.76	Less spent and offset for restroom upgrades
UP Teen area accoustical treatments	15,000	15,000	15,320.38	About on budget
<b>Major Maintenance</b>				
<b>HVAC Replacements</b>				
PAC (Offset by energy grants)		75,200	71,201.45	Carry forward of 2013 costs paid in 2014
LWD Air Handler Unit Replacement	32,000	32,000	38,322.18	Increased due to adding ATS Controls
TIL	13,000	18,000	16,603.93	Under budget from mid-year
<b>Roof Replacements</b>				
KC	71,000	71,000	68,824.63	Under budget
STL	80,000	80,000	80,080.27	About on budget
<b>Exterior Painting</b>				
KC	7,000	7,000	6,713.54	Under budget
<b>Interior Painting</b>				
PKS	40,000	40,000	21,347.60	Considerably under budget
<b>Carpet Replacements</b>				
SH (defect carpet with warranty replacement)	81,000	81,000	0.00	Warranty work done at no charge
<b>Miscellaneous Major Maintenance/Improvements</b>				
Lighting energy efficiencies (GH, PAC, KC, LWD)	78,000	78,000	74,634.98	Gig Harbor only (offset by \$24,050 in energy rebate)
Replace exterior doors (LWD entryway, BLK staff)	26,000	26,000	20,682.08	Under budget
Sealcoat all parking lots	50,000	50,000	48,455.97	Under budget
PCLS Rekey of doors	55,000	0	0.00	Moved to future year
PAC Power Generator Replacement		198,000	123,642.72	Some costs carried over into 2015
<b>Vehicles</b>				
Contingency for major repairs	10,000	15,000	0.00	Did not use
Senior Van (Grant funded)		75,000	71,462.85	Under budget
Outreach to School Vans (Grant funded)		100,000	0.00	Moved to 2015
<b>Equipment and Technology</b>				
Technology Plan Implementation	250,000	150,000	21,333.00	Most of the project moved to 2015
<b>Total Capital Project Budget</b>	<b>1,188,000</b>	<b>1,519,200</b>	<b>1,092,295.82</b>	
Contingency Needs (3% CIP budget, min \$25,000)	36,000	46,000	91,143.27	
Gig Harbor/KC Garden Project (Foundation funded)		4,000	4,049.18	About on budget
Lakewood interior painting (elevator)			8,020.30	Offset by savings from PKS Interior painting
South Hill Remodel (Foundation funded)			79,073.79	Offset by Foundation distributions
<b>Ending Fund Balance (estimated)</b>	<b>1,191,114</b>	<b>418,625</b>	<b>2,152,173.40</b>	

# MEMO

Date: May 29, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Mid-Year Budget Process

The Library is beginning its 2015 mid-year budget session. The mid-year adjusted budget will be presented for approval during the July Board meeting. Public service managers along with support managers will continue to provide input into the mid-year budget process to craft the service needs for the remainder of the year.

This year, the mid-year review will include additional discussions with managers, related to the goals set for the year and the progress towards those goals.

We're also reviewing all revenues, which will lead to planning for the remainder of the year, as well as an indication for what 2016 may hold. The preliminary property values will be announced by the County Assessor-Treasurer by mid- to late June. CPI-U will be available mid-August.

The mid-year calendar is as follows:

<b>Date</b>	<b>2015 Mid-Year Budget Activities</b>
<b>June 3</b>	Mid-year budget packets distributed to department heads
<b>June 15</b>	Mid-year budgets due to Cliff
<b>June 26</b>	Managers receive approval or denial for mid-year changes and requests
<b>June 26</b>	2015 second half revenue projections established
<b>July 8</b>	<i>Board of Trustees</i> meeting: <ul style="list-style-type: none"><li>▸ Review and approve 2015 mid-year budget</li><li>▸ Review and approve adjustments to 2015 mid-year Capital Improvement Plan</li></ul>
<b>July 31</b>	Finance Department finishes applying approved changes in Eden and distributes revised department budgets to department heads