

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
August 12, 2015
3:30 pm

3:30 pm	01 min.	Call to Order: <i>Rob Allen, Chair</i>	
3:31 pm	05 min.	Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	Consent Agenda	ACTION
		<ol style="list-style-type: none"> 1. Approval of Minutes of the July 8, 2015, Regular Meeting 2. Approval of July 2015 Payroll, Benefits and Vouchers 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. July 2015 Financial Report, Dale Hough 3. IRS Tax Form 990 Final Review, Clifford Jo 4. Executive Director Activities, Georgia Lomax 	
3:55 pm	25 min.	Unfinished Business	
		<ol style="list-style-type: none"> 1. Staff Engagement Survey Results, Chereé Green 	
4:20 pm	10 min.	New Business	
	10 min.	<ol style="list-style-type: none"> 1. 2015 Mid-year Budget, Clifford Jo 	ACTION
	10 min.	<ol style="list-style-type: none"> 2. 2015 Midyear Capital Improvement Plan (Resolution 2015-03), Clifford Jo 	ACTION
	05 min.	<ol style="list-style-type: none"> 3. 2015 Midyear Capital Improvement Fund Transfer (Resolution 2015-04), Clifford Jo 	ACTION
	05 min.	<ol style="list-style-type: none"> 4. 2016 Budget Process and Calendar, Clifford Jo 	
	10 min.	<ol style="list-style-type: none"> 5. Fiscal Management Policy Amendment, Clifford Jo 	
	10 min.	<ol style="list-style-type: none"> 6. Fixed Function PCs, Karim Adib 	ACTION
5:10 pm		Board Education	
5:10 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. 2015 Estimated Property Values for 2016 Levy Certification, Clifford Jo 2. Fife Library Site Update, Lorie Erickson 3. Deputy Director Hiring Update, Georgia Lomax 4. 2015 Legislative Session, Georgia Lomax 5. 2015 Digital Literacy Grant, Jaime Prothro 6. Regional Trustee Meeting, Georgia Lomax 	
5:20 pm	10 min.	Executive Session: <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss personnel issues and labor negotiations.</i>	
5:30 pm	01 min.	Announcements	
5:31 pm		Adjournment	

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JULY 8, 2015**

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:31 pm. Board members present were J.J. McCament, Allen Rose and Linda Ishem and Donna Albers.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the June 10, 2015, Regular Meeting
2. June 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3613-3620, dated 06/01/15 - 06/22/15 in the amount of \$3007.92
 - Payroll Disbursement Voucher dated 06/06/15 in the amount of \$592,707.42
 - Payroll Disbursement Voucher dated 06/21/15 in the amount of \$616,334.30
 - Accounts Payable Warrants 624495-624610 dated 06/01/15 – 06/29/15 in the amount of \$1,415,760.74

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

BOARD REPORTS

Ms. Ishem reported she attended the ULC Annual Forum. She encouraged the Trustees to consider attending in the future. Georgia Lomax, Executive Director, served on a panel discussing the importance of understanding a Library's specific market. Ms. Ishem praised Ms. Lomax for her insight and her valuable contribution to the event.

Ms. Ishem met a young man who is an avid reader and encouraged him to participate in the summer reading program.

ROUTINE REPORTS

Ms. Lomax reported she made revisions to the agenda headings and the order in which they are presented.

Dashboard - Ms. Lomax pointed out the increase in active card holders on the report, stating the Library is evaluating the frequency of purging library records. Purging will now be done after no activity for three years. The Library is examining opportunities to engage and retain cardholders. There are approximately 18,000 purged cards annually.

June 2015 Financial Report - Dale Hough, Finance Manager, reported revenue should be at 50% and expenditures at or below 50%. He expects approximately \$150,000 in revenue from the county this month. Foundation donations year to date are over \$430,000. IRS Form 990 for 2014 is completed in draft form and will be presented to the Board via email prior to the next Board meeting.

Clifford Jo, Finance and Business Operations Director, clarified the lifespan for capital improvement projects is \$5,000 or three years. Chair Allen asked why IT hardware was not listed under IT hardware. Mr. Jo said he will make recommendations for changes to the chart of accounts to more clearly identify IT hardware budget figures.

Ms. Lomax introduced Joy Kim, Customer Experience Manager. Sally Porter Smith, Customer Experience Director, said Ms. Kim is taking on a new customer service role. She will be responsible for community engagement, volunteers and friends. She will also be supervising 5 branches, including Outreach Services. Ms. Kim was previously the Branch Manager at Gig Harbor, Site Supervisor at Summit and Youth Services Librarian at Parkland Library.

Ms. Lomax presented Al Rose with a gift as thanks for his thirteen years of service as a Trustee. Mr. Rose thanked his fellow Trustees and Library staff. He praised the organization for its work in the community. He said he was honored to sit on the Board.

The Board thanked him for his historical knowledge, legal expertise, decisiveness, analysis and approach to solving problems.

UNFINISHED BUSINESS

Fife Library Frontage, Access and Connection Project - Lorie Erickson, Facilities Director, reported she met with the city of Fife on July 1, 2015. The estimate of additional work and change orders is \$250,000. The project remains on schedule. Work will be taking place in August and early September. She will ask contractor to complete the frontage first so it will not impede school traffic. Mr. Jo said there will be one time savings that will be moved to the capital fund next month. He said with this additional expense, the Library is getting 13 additional parking stalls. There is a 20% contingency in the budget that will be released into the capital budget if it is not used.

Ms. McCament reported the developer on the project complimented Library staff in their dealings with him.

2015 Mid Year Accountability Budget Process - Mr. Jo reported he recently completed meetings with each department head about their budget status. He and Ms. Lomax will also have discussion with the department heads to help them meet their objectives for the year. Chair Allen said considering the growing population and that the Library does not have a growing revenue stream, he would like to see the Library think about its approach to spending extra money presently and how it might support services in the future.

Ms. Lomax said this foreshadows planning already underway to create an additional fund that allows the Library to designate money for multi-year services. Mr. Jo said the fiscal management policy currently outlines where excess revenue is used. Ms. Lomax said the Library will not be able to keep up with population which has grown by 20,000 over last year so it will have to be more creative in meeting the needs of the community. She said it is money that is meant to be spent for the taxpayers and she wants to ensure the Library spends it right.

NEW BUSINESS

There was no new business.

BOARD EDUCATION AND SERVICE REPORTS

Ms. Lomax said this section of the agenda will be a place to share information or updates about the Library.

Administrative Center Library (ACL) Evaluation of Pilot with Next Steps- Ms. Porter Smith said the ACL pilot project is coming to an end. She noted over 15,000 customers used the meeting rooms since January 2015. While use of the collection has not been high, there is a growing use of the computers. There is an opportunity to serve customers in the neighboring vicinity. The ACL Service will be provided through the Outreach department.

L&I Update - Cheree Green, Staff Experience Director, reported on the outcome of the changes in L&I workers compensation since outsourcing to Sedgwick, a third party administrator. Sedgwick analyzes the claims and provides real-time feedback. Staff workload has improved. Rates have decreased over the past year.

2015 Work Plan - Ms. Lomax provided a high level view of the work to be done in the next 18 months. She said there is much to do to prepare for 2017 and beyond. She said this will be a time to regroup and prepare for the future. Lomax stressed the importance of having a strong core foundation and determining the Library future direction by conducting a full comprehensive study and strategic plan which outlines its objectives. The Library must focus on what it is doing well and with high quality and will not take on new projects or initiatives until the strategic plan is in place. She stressed this is a time to do internal work such as the establishment of a special purpose fund, refining the budget process and clarifying how the Library Foundation feeds the budget.

Ms. Lomax shared the SWOT analysis review summary that showed the major themes that emerged from the exercise.

Ms. Lomax said an important factor is to hear from the public what makes the Library interesting, useful and unique. She added the importance of being very transparent as the Library moves forward.

OFFICER REPORTS

2015 Property Values for 2015 Tax Levy - Mr. Jo said Pierce County released its assessment of property values of between 6.62% and 7.1%. Values have returned to 2010 levels.

Deputy Director Recruitment and Hiring - Ms. Lomax reported 28 candidates have submitted applications for the position. she is optimistic the candidate pool will be strong.

Ms. McCament asked if the span of control is the same as when Ms. Lomax held the position. Ms. Lomax said she revised it slightly and would provide the board with an organizational oversight chart for their reference.

Voice Of Youth Advocates Article by Alex Byrne - Ms. Lomax thanked Ms. McCament for sending a note of appreciation for his article to Alex Byrne, Youth Services Librarian.

Summer Partnership with KBTC - Ms. Lomax said the Library chose to participate in this partnership because KBTC is covering all costs. Ms. Nelson said an average of 25 kids are participating in the activities. Ms. Lomax said this allows staff to have additional hours and does not take away from service in the Library's district.

New Trustee Appointment - Ms. Lomax reported Monica Butler recently completed her orientation. She is looking forward to joining Pierce County Library and will begin her term in August.

Ms. Nelson was a guest on a local radio program about summer reading. She was joined by representatives of Seattle Public and King County Libraries.

EXECUTIVE SESSION

There was no executive session.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:35 pm on motion by Mr. Rose, seconded by Ms. McCament.

GEORGIA LOMAX, SECRETARY

ROB ALLEN, CHAIR

July 2015 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3621-3631	7/1/15-7/21/15	\$6,132.27
Electronic Payments - Payroll & Acct Payable		07/06/15	\$596,405.01
Electronic Payments - Payroll & Acct Payable		07/21/15	\$605,569.48
Accounts Payable Warrants	624611-624760	7/1/15-7/31/15	\$1,198,304.97
Total:			<u><u>\$2,406,411.73</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3621	pr	07/06/2015	GERTSCH, KERILYN			06/16/15 - 06/30/15	0.00	260.55
3622	pr	07/06/2015	POWELL, JULI			06/16/15 - 06/30/15	0.00	336.92
3623	pr	07/06/2015	CASTRO, NATHALIE			06/16/15 - 06/30/15	0.00	392.03
3624	pr	07/06/2015	ORABEY, VIKTOR			06/16/15 - 06/30/15	0.00	112.71
3625	pr	07/06/2015	BENNETT, LAUREL			06/16/15 - 06/30/15	0.00	1,009.33
3626	pr	07/06/2015	SANTIESTEBAN, BRYNA			06/16/15 - 06/30/15	0.00	695.93
3627	pr	07/07/2015	LANDRY, TAMMY			06/16/15 - 06/30/15	0.00	88.20
3628	pr	07/21/2015	DICKSON, JUSTIN			07/01/15 - 07/15/15	0.00	1,935.89
3629	pr	07/21/2015	MAYEUX, ANKE			07/01/15 - 07/15/15	0.00	408.53
3630	pr	07/21/2015	PRUITT, JOHN			07/01/15 - 07/15/15	0.00	440.16
3631	pr	07/21/2015	AFLAGUE, LAWRENCE			07/01/15 - 07/15/15	0.00	452.02
Total:							0.00	6,132.27

Checks in report: 11

Grand Total: 0.00 6,132.27

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Christy Telling

Contact Phone: 253-548-3451

Contact e-mail: ctelling@piercecountylibrary.org

Comments: payday 07/06/2015

Withdrawal Date: 07/31/15

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	63,279.57
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	45,481.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	45,481.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	424,830.92
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,969.50
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	2,712.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,649.38
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
						-
					Total Deposit	\$ 596,405.01

Certification:

Christy Telling
 Signature (Department Designee)

7/31/15
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014
 Description: Pierce County Rural Library

Contact Name: Christy Telling
 Contact Phone: 253-548-3451
 Contact e-mail: ctelling@piercecountylibrary.org
 Comments: payday 07/21/2015

Withdrawal Date: 07/31/15

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	64,105.29
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	46,450.31
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	46,450.31
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	429,166.83
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	12,769.20
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	2,712.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,649.38
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	200.60
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,050.78
	Supplemental	237100	CC_Library_District	697-01	5100001	14.78
					Total Deposit	\$ 605,569.48

Certification:

Christy Telling
 Signature (Department Designee)

7/31/15
 Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624611	07/02/2015	000895 COLUMBIA BANK		289.23
624612	07/02/2015	004779 CONVERGENT TECHNOLOGY SYS		547.00
624613	07/02/2015	005862 ELITE PROPERTY INVESTMENTS LLC		329.80
624614	07/02/2015	005272 GREEN EFFECTS INC		9,012.03
624615	07/02/2015	001822 PENINSULA SCHOOL DISTRICT		840.71
624616	07/02/2015	005679 CIVIC BUILDING UNIVERSITY PLACE		46,813.66
624617	07/03/2015	001643 IMPACT		52.48
624618	07/03/2015	005498 JAIME PROTHRO		55.48
624619	07/03/2015	000377 PUGET SOUND ENERGY		1,841.23
624620	07/03/2015	000830 BAKER & TAYLOR		5,633.51
624621	07/03/2015	004291 BARBIE MAGAZINE		19.99
624622	07/03/2015	000242 BUCKLEY CITY OF		378.19
624623	07/03/2015	000847 CENTER POINT PUBLISHING		2,409.18
624624	07/03/2015	000195 FIRGROVE MUTUAL WATER CO		278.80
624625	07/03/2015	000243 INGRAM LIBRARY SERVICES		12,728.99
624626	07/03/2015	000352 MIDWEST TAPE	V	0.00
624627	07/03/2015	000352 MIDWEST TAPE	V	0.00
624628	07/03/2015	000352 MIDWEST TAPE		43,723.16
624629	07/03/2015	000323 NEWS TRIBUNE		555.00
624630	07/03/2015	000460 STEILACOOM TOWN OF		930.02
624631	07/06/2015	000828 AFSCME AFL-CIO		5,677.64
624632	07/06/2015	000175 ASSOCIATION OF WASHINGTON CITI		178,361.66
624633	07/06/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		54,137.20
624634	07/06/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,725.21
624635	07/06/2015	001181 PIERCE CTY LIBRARY FOUNDATION		381.11
624636	07/06/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
624637	07/06/2015	000823 UNITED WAY		82.58
624638	07/06/2015	004782 US DEPARTMENT OF EDUCATION		187.07
624639	07/06/2015	000827 WA STATE- DEPT OF RETIREMENT S		84,266.41
624640	07/06/2015	004106 RECESS MONKEY		3,600.00
624641	07/06/2015	001290 REGIONAL BUILDING SVCS CORP		507.25
624642	07/09/2015	000176 ATS AUTOMATION INC		5,237.53
624643	07/09/2015	003938 BINW		1,308.31
624644	07/09/2015	000895 COLUMBIA BANK		289.23
624645	07/09/2015	000895 COLUMBIA BANK		50.00
624646	07/09/2015	005272 GREEN EFFECTS INC		9,109.12
624647	07/09/2015	005428 GRITTON BUILDING CO INC		629.05
624648	07/09/2015	006204 JT PAINTING COMPANY		1,657.41

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>
624649	07/09/2015	001941 JUDY T NELSON		60.68
624650	07/09/2015	001586 NORTHWEST DOOR INC		205.32
624651	07/09/2015	004933 NORTHWEST HEALTH & SAFETY INC		118.94
624652	07/09/2015	000857 PIERCE COUNTY RECYCLING		85.60
624653	07/09/2015	004397 SHKS ARCHITECTS PS INC		5,501.25
624654	07/09/2015	001137 SPOKANE COUNTY LIBRARY DISTRIC		7.00
624655	07/09/2015	000497 TILlicum COMMUNITY SERVICE CEN		1,922.23
624656	07/09/2015	006278 UNIVERSITY OF PUGET SOUND		75.00
624657	07/09/2015	004022 US BANK		26,081.22
624658	07/09/2015	000635 WAYNES ROOFING INC		729.67
624659	07/10/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
624660	07/10/2015	000374 POSTMASTER		164.00
624661	07/10/2015	005734 PRIME MEDIA ACQUISITION CORP		794.00
624662	07/10/2015	003719 UNIQUE MANAGEMENT SERVICES		1,360.40
624663	07/10/2015	004022 US BANK		64,539.89
624664	07/15/2015	000830 BAKER & TAYLOR		9,562.36
624665	07/15/2015	000830 BAKER & TAYLOR		3,025.00
624666	07/15/2015	000830 BAKER & TAYLOR		1,208.55
624667	07/15/2015	000189 BAKER & TAYLOR ENTERTAINMENT		155.21
624668	07/15/2015	005915 KAREN BROOKS		503.18
624669	07/15/2015	000847 CENTER POINT PUBLISHING		107.85
624670	07/15/2015	000243 INGRAM LIBRARY SERVICES		13,836.09
624671	07/15/2015	004625 JOY KIM		665.88
624672	07/15/2015	000352 MIDWEST TAPE	V	0.00
624673	07/15/2015	000352 MIDWEST TAPE		22,765.48
624674	07/15/2015	001941 JUDY T NELSON		526.82
624675	07/15/2015	000323 NEWS TRIBUNE		270.40
624676	07/15/2015	005956 JENNIFER PATTERSON		1,037.23
624677	07/15/2015	006286 KASSIDY PRICE		11.49
624678	07/15/2015	000897 PROQUEST INFORMATION & LEARNIN		15,940.00
624679	07/15/2015	000377 PUGET SOUND ENERGY		949.04
624680	07/15/2015	000463 SUMMIT WATER & SUPPLY CO		454.64
624681	07/15/2015	000541 STATE OF WASHINGTON		359.86
624682	07/17/2015	000830 BAKER & TAYLOR		16,306.39
624683	07/17/2015	005300 DANGER ROOM COMICS LLC		1,621.06
624684	07/17/2015	000243 INGRAM LIBRARY SERVICES		10,909.05
624685	07/17/2015	004772 LINDA ISHEM		186.18
624686	07/17/2015	000352 MIDWEST TAPE	V	0.00
624687	07/17/2015	000352 MIDWEST TAPE	V	0.00

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
624688	07/17/2015	000352 MIDWEST TAPE		35,809.00
624689	07/17/2015	000907 NEW YORK TIMES		869.98
624690	07/17/2015	006288 RAYMOND, ESTATE OF ALLEN		20.34
624691	07/17/2015	002061 SUSAN ANDERSON-NEWHAM		142.38
624692	07/17/2015	001512 DAILY JOURNAL OF COMMERCE		81.40
624693	07/17/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		389.00
624694	07/17/2015	005862 ELITE PROPERTY INVESTMENTS LLC		30.20
624695	07/17/2015	005272 GREEN EFFECTS INC		1,191.85
624696	07/17/2015	000979 ORBIS CASCADE ALLIANCE		5,926.00
624697	07/17/2015	003985 PACIFICSOURCE ADMINISTRATORS		207.50
624698	07/17/2015	000635 WAYNES ROOFING INC		414.08
624699	07/17/2015	004022 US BANK		137,787.01
624700	07/22/2015	003778 AFLAC		5,842.66
624701	07/22/2015	000828 AFSCME AFL-CIO		5,851.63
624702	07/22/2015	000175 ASSOCIATION OF WASHINGTON CITI		1,648.92
624703	07/22/2015	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
624704	07/22/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,725.21
624705	07/22/2015	001181 PIERCE CTY LIBRARY FOUNDATION		381.11
624706	07/22/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
624707	07/22/2015	000823 UNITED WAY		82.58
624708	07/22/2015	004782 US DEPARTMENT OF EDUCATION		205.25
624709	07/22/2015	000827 WA STATE- DEPT OF RETIREMENT S		102,625.51
624710	07/22/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		16.41
624711	07/22/2015	000895 COLUMBIA BANK		1,011.67
624712	07/22/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		625.00
624713	07/22/2015	006204 JT PAINTING COMPANY		514.45
624714	07/22/2015	004674 MCHUGH MANAGEMENT CONSULTING		2,755.00
624715	07/22/2015	004397 SHKS ARCHITECTS PS INC		2,272.50
624716	07/22/2015	006195 SINGER GROUP INC		15,750.00
624717	07/22/2015	001124 SUMMIT LAW GROUP PLLC		1,876.00
624718	07/22/2015	000534 WCP SOLUTIONS		221.64
624719	07/23/2015	000821 PIERCE COUNTY SUPERIOR COURT		124.70
624720	07/23/2015	000821 PIERCE COUNTY SUPERIOR COURT		237.02
624721	07/23/2015	000821 PIERCE COUNTY SUPERIOR COURT		123.11
624722	07/23/2015	000821 PIERCE COUNTY SUPERIOR COURT		171.93
624723	07/27/2015	000821 PIERCE COUNTY SUPERIOR COURT		385.90
624724	07/27/2015	000821 PIERCE COUNTY SUPERIOR COURT		188.35
624725	07/27/2015	000211 BONNEY LAKE CITY OF		24.00
624726	07/27/2015	004779 CONVERGENT TECHNOLOGY SYS		4,523.69

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
624727	07/27/2015	005862 ELITE PROPERTY INVESTMENTS LLC		9,668.58
624728	07/27/2015	005979 METCO ELECTRIC		4,795.00
624729	07/27/2015	000323 NEWS TRIBUNE		610.29
624730	07/27/2015	004391 WRP SURPRISE LAKE LLC		8,188.57
624731	07/28/2015	003423 ALEXANDER BYRNE		224.00
624732	07/28/2015	004169 COMCAST		223.62
624733	07/28/2015	000093 PAYMENT PROCESSING CENTER EBSCO		12,811.05
624734	07/28/2015	005275 XENIA GONZALEZ		413.75
624735	07/28/2015	000377 PUGET SOUND ENERGY		3,410.70
624736	07/28/2015	006068 ALICE WATKINS		18.00
624737	07/29/2015	000830 BAKER & TAYLOR		17,379.95
624738	07/29/2015	000189 BAKER & TAYLOR ENTERTAINMENT		46.56
624739	07/29/2015	006294 CHRISTOPHE BARON		9.97
624740	07/29/2015	000087 BLACKSTONE AUDIO BOOKS INC		1,535.55
624741	07/29/2015	000847 CENTER POINT PUBLISHING		855.60
624742	07/29/2015	001342 KRISTINE COUNTRYMAN		706.38
624743	07/29/2015	000093 PAYMENT PROCESSING CENTER EBSCO		64,514.70
624744	07/29/2015	000243 INGRAM LIBRARY SERVICES		18,592.78
624745	07/29/2015	000352 MIDWEST TAPE	V	0.00
624746	07/29/2015	000352 MIDWEST TAPE	V	0.00
624747	07/29/2015	000352 MIDWEST TAPE		27,464.88
624748	07/29/2015	002065 TRISHA MUSCHETT		20.00
624749	07/29/2015	000323 NEWS TRIBUNE		488.80
624750	07/29/2015	000362 ORTING CITY OF		1,441.73
624751	07/29/2015	000377 PUGET SOUND ENERGY		2,399.20
624752	07/29/2015	000406 RECORDED BOOKS LLC		3,206.48
624753	07/29/2015	000451 SEATTLE TIMES SEATTLE PI		405.60
624754	07/31/2015	005815 4G APPAREL & PROMOTIONS		98.46
624755	07/31/2015	006239 CHRIS FASCIONE		2,400.00
624756	07/31/2015	006235 CONTOUR		1,253.95
624757	07/31/2015	001512 DAILY JOURNAL OF COMMERCE		68.20
624758	07/31/2015	005531 IAN DOBSON		1,744.00
624759	07/31/2015	005979 METCO ELECTRIC		4,517.46
624760	07/31/2015	004933 NORTHWEST HEALTH & SAFETY INC		163.99
boa Total:				1,198,304.97

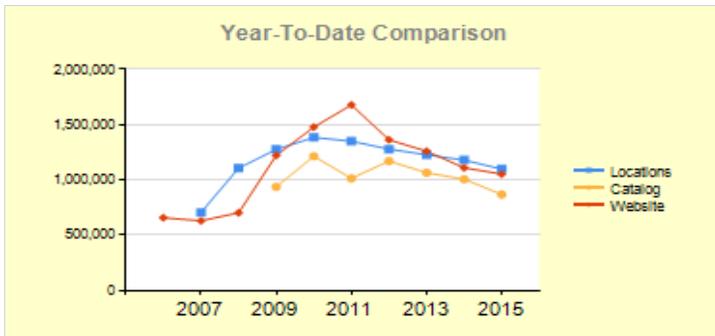
150 checks in this report

Total Checks: 1,198,304.97

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

VISITS



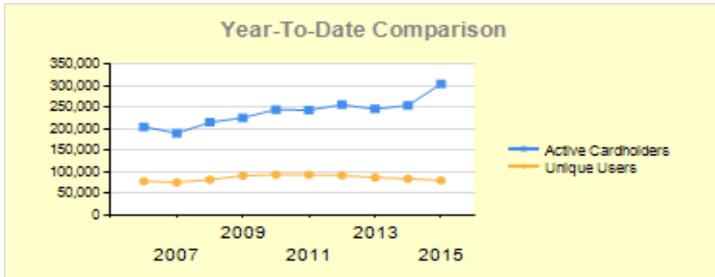
	June		
	2014	2015	% Change
Door Count	204,747	171,968	-16.01%
Catalog	160,340	141,680	-11.64%
Website	172,212	183,722	6.68%
Job & Business Portal	1,994	3,228	61.89%
Military Portal	69	192	178.26%
Total	539,362	500,790	-7.15%

CHECKOUTS



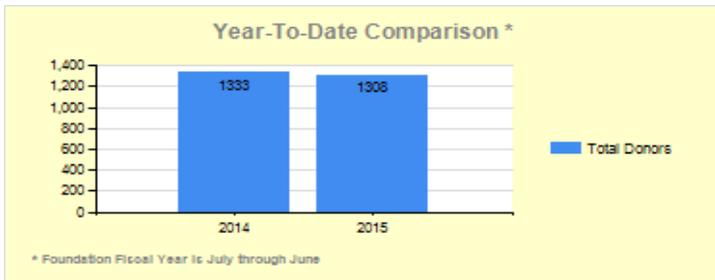
	June		
	2014	2015	% Change
Checkouts	492,261	455,974	-7.37%
Downloadables	52,153	58,899	12.94%
Total	544,414	514,873	-5.43%

CUSTOMERS



	June		
	2014	2015	% Change
Active Cardholders	254,471	304,503	19.66%
New Cards	4,960	4,226	-14.80%
Checkout Transactions	92,623	88,080	-4.90%
Unique Users	41,707	39,723	-4.76%

PHILANTHROPY



	June		
	2014	2015	% Change
FoundationDonors	107	95	-11.21%
NewFoundationDonors	11	6	-45.45%
\$ Raised by Foundation	\$101,329.00	\$21,097.24	-79.18%
\$ Provided by Friends	\$8.00	\$1,139.00	14137.50%

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 July 31, 2015

- Pierce County Tax Revenue data was not available at time of publication

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

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

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 1,718,163	\$ 0	\$ 306,472
Investments	\$ 6,500,000	\$ 83,662	\$ 470,000
Total Cash	\$ 8,218,163	\$ 83,662	\$ 776,472
Total Current Assets	\$ 8,218,163	\$ 83,662	\$ 776,472
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 49,843	\$ -	\$ -
Sales Tax Payable	\$ 4,498	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 9,666	\$ -	\$ -
Total Current Liabilities	\$ 64,007	\$ -	\$ -
Fund Balance			
Reserve for Encumbrances	\$ 594,352	\$ -	\$ 343,837
Net Excess (Deficit)	\$ (244,713)	\$ 14	\$ (574,391)
Unreserved Fund Balance	\$ 7,804,517	\$ 83,649	\$ 1,007,027
Total Fund Balance	\$ 8,154,156	\$ 83,662	\$ 776,472
Total Liabilities and Fund Balance	\$ 8,218,163	\$ 83,662	\$ 776,472
Anticipated Property Tax Revenue	\$ 13,113,114	\$ 12	\$ -

Pierce County Library System Comparative Statement of Financial Position - Interim General Fund - Rolling Comparison <i>(as of the listed date of the reported month)</i>													
	HISTORICAL 7/31/2014	HISTORICAL 8/31/2014	HISTORICAL 9/30/2014	HISTORICAL 10/31/2014	HISTORICAL 11/30/2014	HISTORICAL 12/31/2014	HISTORICAL 1/31/2015	HISTORICAL 2/28/2015	HISTORICAL 3/30/2015	HISTORICAL 4/30/2015	HISTORICAL 5/31/2015	HISTORICAL 6/30/2015	CURRENT 7/31/2015
Assets													
Current Assets - Cash													
Cash	\$ 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	\$ 11,678,461	\$ 3,966,177	\$ 2,018,084	\$ 1,718,163
Investments	\$ 7,500,000	\$ 5,580,000	\$ 3,768,000	\$ 1,800,000	\$ 8,255,000	\$ -	\$ 5,100,000	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000
Total Cash	\$ 8,975,909	\$ 7,146,485	\$ 5,551,229	\$ 12,385,428	\$ 12,076,250	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,218,163
Total Current Assets	\$ 8,975,909	\$ 7,146,485	\$ 5,551,229	\$ 12,385,428	\$ 12,076,250	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,218,163
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 279,472	\$ 352,429	\$ 416,700	\$ 450,616	\$ 454,093	\$ 729,888	\$ 549,239	\$ 368,284	\$ 345,727	\$ 302,297	\$ 244,734	\$ 291,234	\$ 49,843
Sales Tax Payable	\$ 4,000	\$ 4,295	\$ 3,683	\$ 4,930	\$ 5,293	\$ 2,082	\$ 3,879	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337	\$ 4,070	\$ 4,498
Payroll Taxes and Benefits Payable	\$ 10,937	\$ 11,507	\$ 12,671	\$ 14,507	\$ 24,239	\$ 17,190	\$ 25,256	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,571	\$ 45,337	\$ 9,666
Total Current Liabilities	\$ 294,408	\$ 368,230	\$ 433,053	\$ 470,053	\$ 483,624	\$ 749,161	\$ 578,374	\$ 414,453	\$ 401,064	\$ 317,487	\$ 277,642	\$ 340,641	\$ 64,007
Fund Balance													
Reserve for Encumbrances	\$ 339,182	\$ 275,413	\$ 227,145	\$ 208,720	\$ 155,364	\$ -	\$ 480,435	\$ 438,268	\$ 397,093	\$ 454,484	\$ 402,584	\$ 415,990	\$ 594,352
Net Excess (Deficit)	\$ (690,609)	\$ (2,530,086)	\$ (4,141,897)	\$ 2,673,728	\$ 2,404,334	\$ -	\$ (2,517,988)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,101,973	\$ 3,607,435	\$ 1,706,936	\$ (244,713)
Unreserved Fund Balance	\$ 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	\$ 7,804,517	\$ 7,804,517
Total Fund Balance	\$ 8,681,501	\$ 6,778,254	\$ 5,118,176	\$ 11,915,375	\$ 11,592,625	\$ 7,788,650	\$ 5,751,097	\$ 4,121,757	\$ 3,306,158	\$ 11,360,974	\$ 11,814,536	\$ 9,927,442	\$ 8,154,156
Total Liabilities and Fund Balance	\$ 8,975,909	\$ 7,146,485	\$ 5,551,229	\$ 12,385,428	\$ 12,076,250	\$ 8,537,811	\$ 6,329,471	\$ 4,536,210	\$ 3,707,222	\$ 11,678,461	\$ 12,092,177	\$ 10,268,084	\$ 8,218,163
Anticipated Property Tax Revenue	\$ 12,288,973	\$ 12,166,212	\$ 11,762,780	\$ 11,762,780	\$ 1,098,207	\$ -	\$ 27,468,688	\$ 27,079,256	\$ 25,938,795	\$ 15,656,184	\$ 13,299,906	\$ 13,113,114	\$ 13,113,114

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

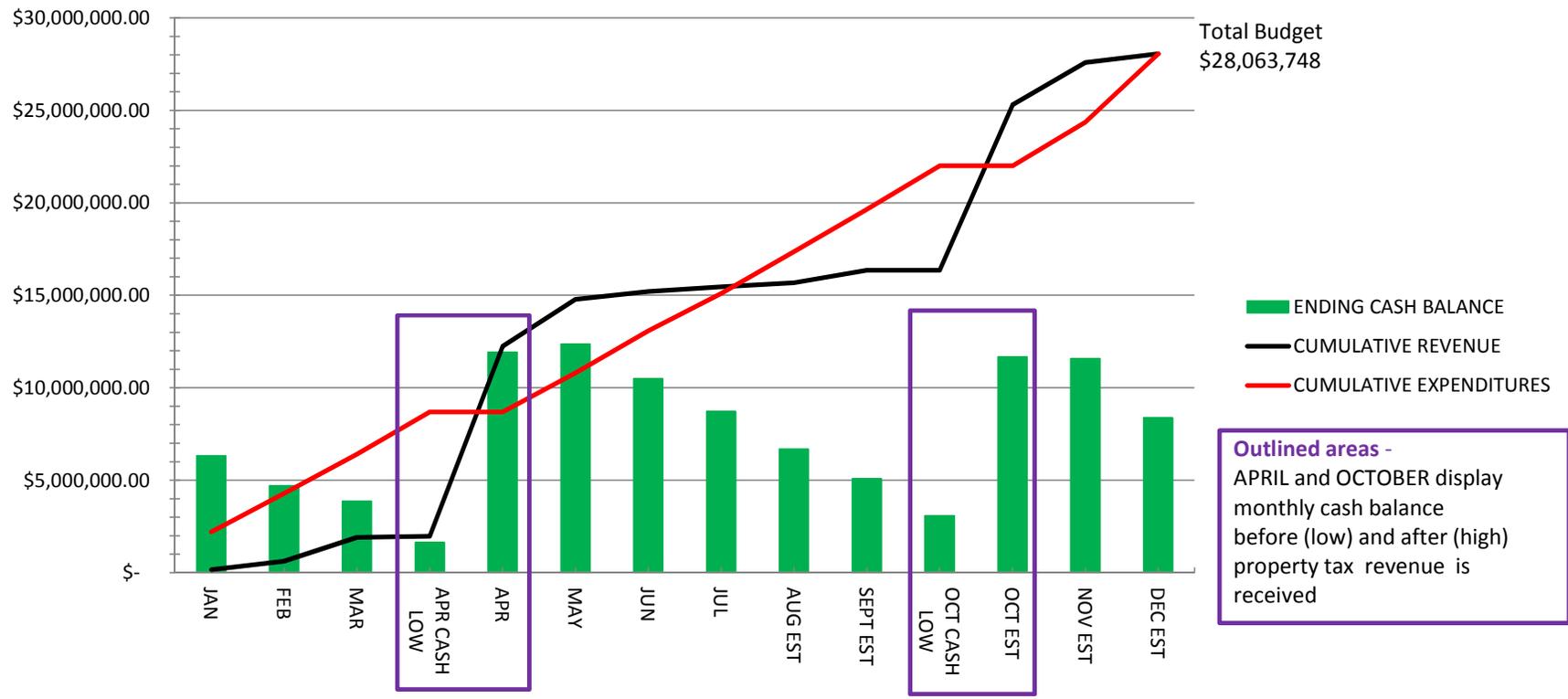
<u>General Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 26,645,748	\$ 14,514,815	\$ -	\$ 12,130,933	54%
Other Revenue	\$ 1,418,000	\$ 935,361	\$ -	\$ 482,639	66%
Total Revenue	\$ 28,063,748	\$ 15,450,176	\$ -	\$ 12,613,572	55%
Expenditures					
Personnel/Taxes and Benefits	\$ 19,897,279.00	\$ 11,106,149	\$ -	\$ 8,791,130	56%
Materials	\$ 3,555,073	\$ 2,086,484	\$ -	\$ 1,468,589	59%
Maintenance and Operations	\$ 3,769,484	\$ 1,907,903	\$ 594,352	\$ 1,267,228	66%
Transfers Out	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
Total Expenditures	\$ 28,063,748	\$ 15,100,536	\$ 594,352	\$ 12,368,859	56%
Excess/(Deficit)		\$ 349,640			
(less encumbrances)		(594,352)			
Net Excess (Deficit)		\$ (244,713)			

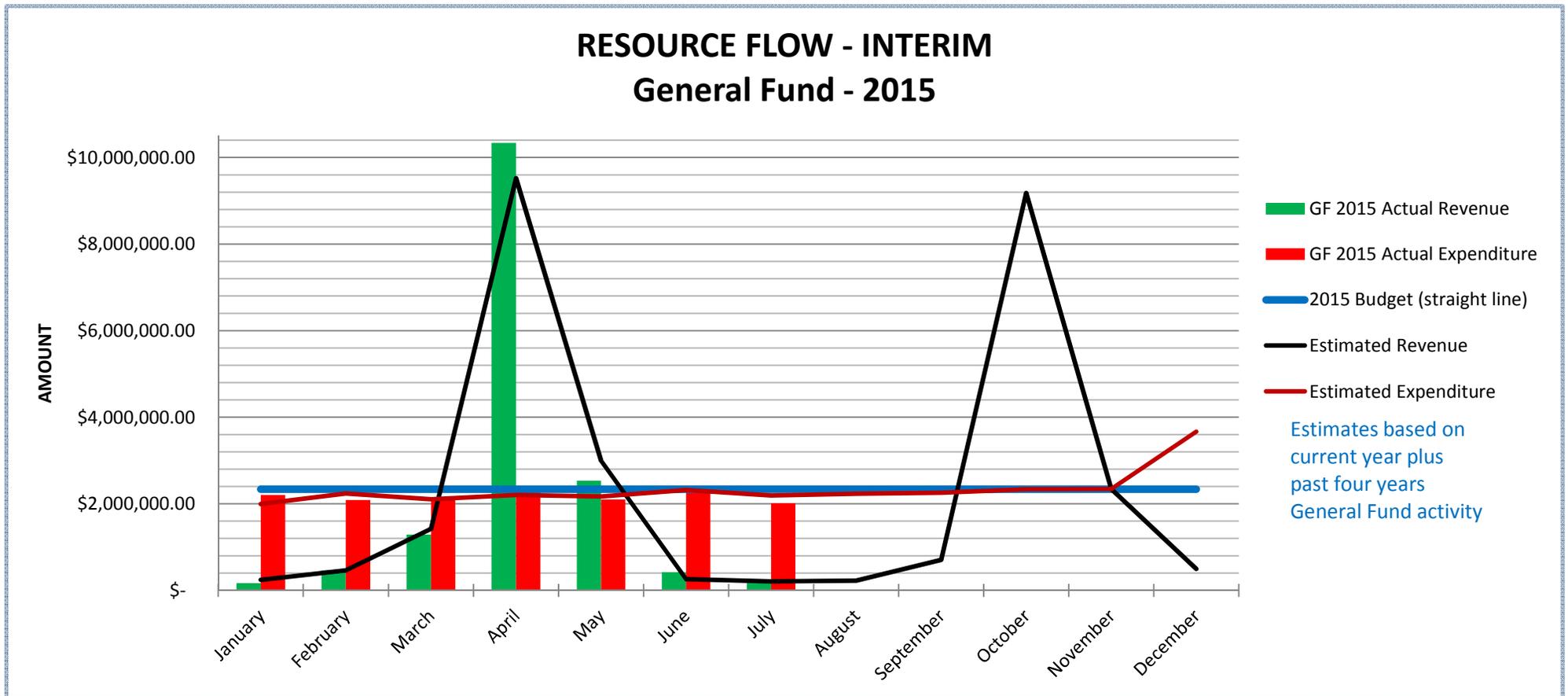
<u>Debt Service Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 14	\$ -	\$ (14)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 14	\$ -	\$ (14)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 14			

Capital Improvement Projects

<u>Fund</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	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 201,878	\$ -	\$ (201,878)	0%
Transfers In	\$ 841,912	\$ -	\$ -	\$ 841,912	0%
Total Revenue	\$ 1,869,500	\$ 1,229,466	\$ -	\$ 640,034	66%
Expenditures					
Maintenance and Operations	\$ 1,869,500	\$ 1,460,020	\$ 343,837	\$ 65,643	96%
Total Expenditures	\$ 1,869,500	\$ 1,460,020	\$ 343,837	\$ 65,643	96%
Excess/(Deficit)		\$ (230,555)			
(less encumbrances)		(343,837)			
Net Excess (Deficit)		\$ (574,391)			

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: 7/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	25,674,805.00	0.00	13,953,459.01	0.00	11,721,345.99	54.35
31112 PROPERTY TAXES DELINQUENT	872,943.00	0.00	464,159.97	0.00	408,783.03	53.17
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	11,980.17	0.00	(8,980.17)	399.34
31210 PRIVATE HARVEST TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	12,446.32	0.00	7,553.68	62.23
31740 TIMBER EXCISE TAX	0.00	0.00	69,865.28	0.00	(69,865.28)	0.00
TAXES:	26,620,748.00	0.00	14,511,910.75	0.00	12,108,837.25	54.51
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	0.00	1,620.00	0.00	(1,620.00)	0.00
33890 GOVERNMENTAL GRANTS	0.00	49,000.00	72,000.00	0.00	(72,000.00)	0.00
34160 COPIER FEES	30,000.00	2,799.64	18,653.73	0.00	11,346.27	62.18
34161 GRAPHICS SERVICES CHARGES	0.00	69.67	4,169.86	0.00	(4,169.86)	0.00
34162 PRINTER FEES	105,000.00	11,755.78	77,251.73	0.00	27,748.27	73.57
34163 FAX FEES	21,000.00	2,157.72	13,608.75	0.00	7,391.25	64.80
34730 INTERLIBRARY LOAN FEES	0.00	16.95	63.88	0.00	(63.88)	0.00
35970 LIBRARY FINES	600,000.00	48,971.69	315,092.83	0.00	284,907.17	52.52
36110 INVESTMENT INCOME	10,000.00	0.00	2,173.45	0.00	7,826.55	21.73
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	319.20	995.34	0.00	(995.34)	0.00
36700 FOUNDATION DONATIONS	350,000.00	0.00	246,558.28	0.00	103,441.72	70.45
36710 FRIENDS' DONATIONS	0.00	0.00	257.01	0.00	(257.01)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	7,128.35	12,073.68	0.00	(12,073.68)	0.00
36725 DONATIONS - OTHER	0.00	1,008.60	1,935.38	0.00	(1,935.38)	0.00
36920 BOOK SALE REVENUE	20,000.00	922.62	3,668.02	0.00	16,331.98	18.34
36990 MISCELLANEOUS REVENUE	0.00	473.23	549.58	0.00	(549.58)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,295.80	6,976.99	0.00	5,023.01	58.14
36994 UNCLAIMED PROPERTY	0.00	42.29	128.11	0.00	(128.11)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	70.00	500.00	0.00	(500.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	4,207.36	0.00	(4,207.36)	0.00
36998 E RATE REIMBURSEMENT	250,000.00	115,175.82	117,430.00	0.00	132,570.00	46.97
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	37,620.05	0.00	(7,620.05)	125.40
CHARGES OTHER:	1,428,000.00	241,207.36	938,265.26	0.00	489,734.74	65.70
39510 SALE OF FIXED ASSETS/TIMBER (GOV)	15,000.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL FOR REVENUE ACCOUNTS	28,063,748.00	241,207.36	15,450,176.01	0.00	12,613,571.99	55.05
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,345,866.00	1,145,104.25	7,901,927.88	0.00	6,443,938.12	55.08
51105 ADDITIONAL HOURS	259,045.00	33,433.37	184,212.79	0.00	74,832.21	71.11
51106 SHIFT DIFFERENTIAL	151,607.00	11,505.65	81,722.59	0.00	69,884.41	53.90
51107 SUBSTITUTE HOURS	315,515.00	21,757.51	141,258.86	0.00	174,256.14	44.77
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	5,400.00	1,433.56	7,472.89	0.00	(2,072.89)	138.39
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	14,012.70	90,392.98	0.00	103,224.02	46.69
52002 MEDICAL INSURANCE	2,191,477.00	157,625.81	1,196,394.45	0.00	995,082.55	54.59
52003 F.I.C.A.	1,153,581.00	91,939.52	629,914.77	0.00	523,666.23	54.61

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,508,392.00	117,932.53	742,747.75	0.00	765,644.25	49.24
52005 DENTAL INSURANCE	212,859.00	16,549.37	115,048.09	0.00	97,810.91	54.05
52006 OTHER BENEFIT	11,020.00	920.00	6,240.00	0.00	4,780.00	56.62
52010 LIFE AND DISABILITY INSURANCE	26,987.00	1,217.50	8,774.75	0.00	18,212.25	32.51
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
PERSONNEL	19,897,279.00	1,613,431.77	11,106,149.43	0.00	8,791,129.57	55.82
53100 OFFICE/OPERATING SUPPLIES	164,400.00	12,836.90	121,076.02	23,898.55	19,425.43	88.18
53101 CUSTODIAL SUPPLIES	52,500.00	4,090.73	28,519.69	0.00	23,980.31	54.32
53102 MAINTENANCE SUPPLIES	60,200.00	2,157.85	17,728.20	0.00	42,471.80	29.45
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	1,408.97	13,556.90	822.64	10,620.46	57.52
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	5,890.94	0.00	14,109.06	29.45
53200 FUEL	47,000.00	30.05	17,853.45	22,926.60	6,219.95	86.77
53401 ADULT MATERIALS	806,000.00	48,986.70	399,251.32	0.00	406,748.68	49.53
53403 PERIODICALS	88,135.00	53,113.49	61,122.43	0.00	27,012.57	69.35
53405 JUVENILE BOOKS	544,279.00	37,104.05	279,499.41	0.00	264,779.59	51.35
53406 PROFESSIONAL COLLECTION	4,200.00	67.89	1,180.09	0.00	3,019.91	28.10
53407 INTERNATIONAL COLLECTION	60,000.00	784.14	8,116.62	0.00	51,883.38	13.53
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	96,268.21	660,675.32	0.00	181,324.68	78.47
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	8,954.03	55,092.59	0.00	38,907.41	58.61
53411 ELECTRONIC INFO SOURCES	379,068.00	0.00	149,565.47	0.00	229,502.53	39.46
53412 REFERENCE SERIALS	18,000.00	3,322.94	4,746.60	0.00	13,253.40	26.37
53413 ELECTRONIC SERVICES	149,391.00	0.00	144,232.78	0.00	5,158.22	96.55
53414 ELECTRONIC COLLECTION	417,000.00	0.00	204,306.70	0.00	212,693.30	48.99
53464 VENDOR PROCESSING SERVICES	153,000.00	13,060.79	118,447.70	0.00	34,552.30	77.42
53499 GIFTS - MATERIALS	0.00	0.00	246.60	0.00	(246.60)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	731.23	0.00	2,768.77	20.89
53501 FURNISHINGS	35,000.00	1,308.31	15,774.79	31,814.63	(12,589.42)	135.97
53502 IT HARDWARE	20,000.00	15,170.29	61,838.59	0.00	(41,838.59)	309.19
53503 PRINTERS	10,000.00	0.00	0.00	0.00	10,000.00	0.00
53505 SOFTWARE	13,500.00	382.47	8,148.49	0.00	5,351.51	60.36
54100 PROFESSIONAL SERVICES	437,884.00	21,931.76	193,977.02	24,141.07	219,765.91	49.81
54101 LEGAL SERVICES	30,000.00	0.00	10,082.36	0.00	19,917.64	33.61
54102 COLLECTION AGENCY	22,000.00	1,360.40	9,267.58	0.00	12,732.42	42.13
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	5,351.05	0.00	13,648.95	28.16
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	16,938.05	0.00	16,061.95	51.33
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	82.00	873.44	0.00	1,926.56	31.19
54200 POSTAGE AND SHIPPING	35,000.00	224.68	2,097.45	735.00	32,167.55	8.09
54201 TELECOM SERVICES	461,300.00	583.48	198,765.22	189,712.88	72,821.90	84.21
54300 TRAVEL	42,100.00	5,778.22	15,264.13	0.00	26,835.87	36.26
54301 MILEAGE REIMBURSEMENTS	31,150.00	2,248.98	17,463.40	0.00	13,686.60	56.06
54400 ADVERTISING	43,000.00	1,733.73	21,788.30	950.00	20,261.70	52.88
54501 RENTALS/LEASES - BUILDINGS	389,950.00	19,394.79	243,781.38	75,048.91	71,119.71	81.76
54502 RENTALS/LEASES - EQUIPMENT	32,300.00	0.00	12,459.95	11,594.75	8,245.30	74.47
54600 INSURANCE	189,500.00	0.00	75,655.73	0.00	113,844.27	39.92

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 7/31/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54700 ELECTRICITY	235,000.00	9,071.80	125,458.05	0.00	109,541.95	53.39
54701 NATURAL GAS	15,000.00	401.55	5,926.41	0.00	9,073.59	39.51
54702 WATER	20,000.00	1,921.12	11,103.81	0.00	8,896.19	55.52
54703 SEWER	36,000.00	402.66	12,572.94	0.00	23,427.06	34.92
54704 REFUSE	27,500.00	171.02	13,787.52	504.93	13,207.55	51.97
54800 GENERAL REPAIRS/MAINTENANCE	229,300.00	11,522.61	89,837.88	47,212.84	92,249.28	59.77
54801 CONTRACTED MAINTENANCE	788,000.00	12,731.40	439,534.77	164,989.51	183,475.72	76.72
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	0.00
54900 REGISTRATIONS	42,750.00	3,460.45	29,990.48	0.00	12,759.52	70.15
54901 DUES AND MEMBERSHIPS	35,170.00	0.00	20,240.00	0.00	14,930.00	57.55
54902 TAXES AND ASSESSMENTS	29,500.00	62.32	15,390.19	0.00	14,109.81	52.17
54903 LICENSES AND FEES	38,890.00	8,910.60	27,192.74	0.00	11,697.26	69.92
54904 MISCELLANEOUS	790.00	20.34	20.34	0.00	769.66	2.57
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	1,964.72	0.00	35.28	98.24
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
ALL OTHER EXPENSES	8,166,469.00	401,061.72	3,994,386.84	594,352.31	3,577,729.85	56.19
TOTAL FOR EXPENSE ACCOUNTS	28,063,748.00	2,014,493.49	15,100,536.27	594,352.31	12,368,859.42	55.93
NET SURPLUS / DEFICIT	0.00	(1,773,286.13)	349,639.74	(594,352.31)	244,712.57	0.00

FUND: DEBT SERVICE FUND (20)

Object	2015 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.02	0.00	(0.02)	0.00
TAXES:	0.00	0.00	0.02	0.00	(0.02)	0.00
36110 INVESTMENT INCOME	0.00	0.00	13.58	0.00	(13.58)	0.00
CHARGES OTHER:	0.00	0.00	13.58	0.00	(13.58)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	13.60	0.00	(13.60)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	13.60	0.00	(13.60)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2015 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,027,588.00	0.00	1,027,588.00	0.00	0.00	100.00
36110 INVESTMENT INCOME	0.00	0.00	537.11	0.00	(537.11)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	1,500.00	17,500.00	0.00	(17,500.00)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	183,790.60	0.00	(183,790.60)	0.00
36725 DONATIONS - OTHER	0.00	0.00	50.00	0.00	(50.00)	0.00
CHARGES OTHER:	1,027,588.00	1,500.00	1,229,465.71	0.00	(201,877.71)	119.65
39700 TRANSFERS IN	841,912.00	0.00	0.00	0.00	841,912.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,869,500.00	1,500.00	1,229,465.71	0.00	640,034.29	65.76
EXPENSE ACCOUNTS						
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	1,253.95	88,049.12	16,844.07	(54,893.19)	209.79
53502 IT HARDWARE	1,119,000.00	4,229.46	457,941.86	0.00	661,058.14	40.92
53505 SOFTWARE	0.00	0.00	18,360.06	0.00	(18,360.06)	0.00
54100 PROFESSIONAL SERVICES	0.00	7,773.75	131,773.19	8,509.72	(140,282.91)	0.00
54400 ADVERTISING	0.00	68.20	145.20	0.00	(145.20)	0.00
54502 RENTALS/LEASES - EQUIPMENT	0.00	0.00	284.09	0.00	(284.09)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	10,000.00	1,226.43	2,193.23	90.89	7,715.88	22.84
54805 VEHICLE REPAIR - MAJOR	0.00	0.00	0.00	1,894.83	(1,894.83)	0.00
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	11,539.65	104,970.05	159,389.81	6,640.14	97.55
56201 CONSTRUCTION	0.00	0.00	103,700.98	0.00	(103,700.98)	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	88,997.34	448,264.31	0.00	(432,264.31)	2,801.65
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	157,107.20	(2,107.20)	101.36
TOTAL FOR EXPENSE ACCOUNTS	1,869,500.00	115,088.78	1,460,020.34	343,836.52	65,643.14	96.49
NET SURPLUS / DEFICIT	0.00	(113,588.78)	(230,554.63)	(343,836.52)	574,391.15	0.00

M E M O



Date: July 27, 2015

To: Pierce County Library System Board of Trustees

From: Dale E. Hough, Finance Manager

Re: IRS tax form 990 for 2014

Pierce County Library System is a nonprofit 501(c)3 organization. We file an IRS form 990 (for nonprofits) each year. Our tax return has been compiled by PCLS staff and Doug Whitton, CPA from the firm, Dwyer, Pemberton and Coulson, Accountants. It is complete and has been proofed for accuracy. Please review the attached 2014 form 990.

Please complete and sign a certification form signifying that you have reviewed the tax return.

All statements will become integral public documents in the final tax return.

If you have any questions concerning our nonprofit tax return, always feel free to contact Dale Hough, Finance Manager, (253) 548-3452, dhough@piercecountylibrary.org or Clifford Jo, Director of Finance and IT, (253) 548-3453, cjo@piercecountylibrary.org.

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2014

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2014 calendar year, or tax year beginning _____ and ending _____

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
PIERCE COUNTY RURAL LIBRARY DISTRICT
 Doing business as _____
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
3005 112TH ST E
 City or town, state or province, country, and ZIP or foreign postal code
TACOMA, WA 98446-2215

D Employer identification number
91-1098071

E Telephone number
253-536-6500

G Gross receipts \$ **26,499,903.**

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
 If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **WWW.PIERCECOUNTYLIBRARY.ORG**

K Form of organization: Corporation Trust Association Other

L Year of formation: **1946** **M** State of legal domicile: **WA**

H(c) Group exemption number

Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	5
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5	Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	430
	6	Total number of volunteers (estimate if necessary)	6	309
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 312,646.	Current Year 564,996.
	9	Program service revenue (Part VIII, line 2g)	24,919,735.	25,927,998.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	12,601.	6,909.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	25,244,982.	26,499,903.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.
14		Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	18,101,967.	18,555,630.
16a		Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
		b Total fundraising expenses (Part IX, column (D), line 25)	242,093.	
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	9,413,056.	8,952,795.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	27,515,023.	27,508,425.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	-2,270,041.	-1,008,522.
	20	Total assets (Part X, line 16)	Beginning of Current Year 21,217,397.	End of Year 19,869,642.
	21	Total liabilities (Part X, line 26)	1,120,521.	781,288.
	22	Net assets or fund balances. Subtract line 21 from line 20	20,096,876.	19,088,354.

Part II Signature Block

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

Sign Here
 Signature of officer: **GEORGIA LOMAX, LIBRARY DIRECTOR**
 Date: _____
 Type or print name and title

Paid Preparer Use Only
 Print/Type preparer's name: **DOUGLAS E. WHITTON, CPA**
 Preparer's signature: *Douglas E. Whitton*
 Date: **7/23/14**
 Check if self-employed: PTIN: **P00094019**
 Firm's name: **DP&C**
 Firm's EIN: **91-1503183**
 Firm's address: **P.O. BOX 1614 TACOMA, WA 98401-1614**
 Phone no.: **253.572.9922**

Part III Statement of Program Service Accomplishments

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

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

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

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

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

4a (Code:) (Expenses \$ 24,468,007. including grants of \$) (Revenue \$ 25,927,998.) IN 2014, PEOPLE MADE 2,325,547 VISITS TO PIERCE COUNTY LIBRARY SYSTEM'S 19 LOCATIONS AND CHECKED OUT 6,906,394 BOOKS, DVDS AND OTHER MATERIALS. THE LIBRARY FOCUSED ON IMPROVING SERVICES AND CONNECTING WITH THE COMMUNITY WHILE PRACTICING FISCAL RESPONSIBILITY.

AFTER A NATIONAL SEARCH, GEORGIA LOMAX BECAME THE LIBRARY'S FOURTH EXECUTIVE DIRECTOR IN NOVEMBER. LOMAX HAD SERVED AS THE LIBRARY'S DEPUTY DIRECTOR SINCE 2006. FORMER EXECUTIVE DIRECTOR NEEL PARIKH RETIRED EARLIER IN THE YEAR AFTER 20 YEARS OF SERVICE.

THE LIBRARY RECEIVED THE SILVER SPOON AWARD FROM THE EMERGENCY FOOD NETWORK FOR ITS LONGTIME PARTNERSHIP IN GETTING FOOD TO THOSE WHO NEED

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

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

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

4e Total program service expenses 24,468,007.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	X	
b Did the organization report an amount for investments - other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		X
c Did the organization report an amount for investments - program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		X
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		

Part IV Checklist of Required Schedules (continued)

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

Part V Statements Regarding Other IRS Filings and Tax Compliance

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

		Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable		
	1a 37		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable		
	1b 0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
	2a 430		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? Note. If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3a	Did the organization have unrelated business gross income of \$1,000 or more during the year?		X
b	If "Yes," has it filed a Form 990-T for this year? If "No," to line 3b, provide an explanation in Schedule O		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
b	If "Yes," enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?		
6a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		X
d	If "Yes," indicate the number of Forms 8282 filed during the year		
	7d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966?		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12	10a	
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders	11a	
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? Note. See the instructions for additional information the organization must report on Schedule O.	13a	
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c	Enter the amount of reserves on hand	13c	
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b	If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	14b	

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

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

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1a	5		
b	Enter the number of voting members included in line 1a, above, who are independent		
1b	5		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a	The governing body?	X	
8a		X	
b	Each committee with authority to act on behalf of the governing body?	X	
8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X
9			X

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

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10a			X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
10b			
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11a		X	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12a		X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12b		X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
12c		X	
13	Did the organization have a written whistleblower policy?	X	
13		X	
14	Did the organization have a written document retention and destruction policy?	X	
14		X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a	The organization's CEO, Executive Director, or top management official	X	
15a		X	
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	X	
15b		X	
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16a			X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		
16b			

Section C. Disclosure

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

Part VIII Statement of Revenue

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

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	10,506.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	554,490.				
	g Noncash contributions included in lines 1a-1f: \$						
	h Total. Add lines 1a-1f		564,996.				
	Program Service Revenue	Business Code					
2 a TAXES		900099	24,791,798.	24,791,798.			
b OVERDUE FINES		519100	558,972.	558,972.			
c REFUNDS		900099	373,368.	373,368.			
d GOODS & SERVICES		900099	169,945.	169,945.			
e SURPLUS BOOK SALES		453310	16,382.	16,382.			
f All other program service revenue		900099	17,533.	17,533.			
g Total. Add lines 2a-2f			25,927,998.				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)		6,909.			6,909.	
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	(i) Real					
		(ii) Personal					
		b Less: rental expenses					
		c Rental income or (loss)					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	(i) Securities					
		(ii) Other					
		b Less: cost or other basis and sales expenses					
		c Gain or (loss)					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a					
		b Less: direct expenses	b				
		c Net income or (loss) from fundraising events					
	9 a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses		b					
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	a						
	b Less: cost of goods sold	b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
11 a							
b							
c							
d All other revenue							
e Total. Add lines 11a-11d							
12 Total revenue. See instructions.			26,499,903.	25,927,998.	0.	6,909.	

Part IX Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	523,708.	118,564.	405,144.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	13,408,191.	12,384,982.	837,238.	185,971.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,209,584.	1,082,316.	110,288.	16,980.
9 Other employee benefits	251,103.	113,323.	115,138.	22,642.
10 Payroll taxes	3,163,044.	3,020,365.	127,233.	15,446.
11 Fees for services (non-employees):				
a Management	1,279,134.	1,059,871.	219,263.	
b Legal	33,189.		33,189.	
c Accounting	20,824.		20,824.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	39,389.	35,518.	3,871.	
12 Advertising and promotion	796,599.	780,025.	16,291.	283.
13 Office expenses	279,758.	279,305.	453.	
14 Information technology				
15 Royalties				
16 Occupancy	1,696,661.	1,696,661.		
17 Travel	121,218.	70,984.	49,937.	297.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	23,838.	1,248.	22,491.	99.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	562,735.		562,735.	
23 Insurance	172,760.		172,760.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a LIBRARY MATERIALS	3,402,715.	3,402,715.		
b EQUIPMENT	411,367.	411,367.		
c LICENSES AND FEES	68,617.	7,494.	61,123.	
d DUES & MEMBERSHIPS	38,372.	645.	37,352.	375.
e All other expenses	5,619.	2,624.	2,995.	
25 Total functional expenses. Add lines 1 through 24e	27,508,425.	24,468,007.	2,798,325.	242,093.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

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

Part X Balance Sheet

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

		(A) Beginning of year		(B) End of year		
Assets	1	Cash - non-interest-bearing	11,473,222.	1	10,688,202.	
	2	Savings and temporary cash investments		2		
	3	Pledges and grants receivable, net		3		
	4	Accounts receivable, net		4		
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5		
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L		6		
	7	Notes and loans receivable, net		7		
	8	Inventories for sale or use		8		
	9	Prepaid expenses and deferred charges		9		
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	22,250,262.			
		10a				
	b	Less: accumulated depreciation	13,068,822.	9,744,175.	10c	9,181,440.
		10b				
	11	Investments - publicly traded securities		11		
	12	Investments - other securities. See Part IV, line 11		12		
	13	Investments - program-related. See Part IV, line 11		13		
14	Intangible assets		14			
15	Other assets. See Part IV, line 11		15			
16	Total assets. Add lines 1 through 15 (must equal line 34)	21,217,397.	16	19,869,642.		
Liabilities	17	Accounts payable and accrued expenses	1,120,521.	17	781,288.	
	18	Grants payable		18		
	19	Deferred revenue		19		
	20	Tax-exempt bond liabilities		20		
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21		
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22		
	23	Secured mortgages and notes payable to unrelated third parties		23		
	24	Unsecured notes and loans payable to unrelated third parties		24		
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25		
	26	Total liabilities. Add lines 17 through 25	1,120,521.	26	781,288.	
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.					
	27	Unrestricted net assets		27		
	28	Temporarily restricted net assets		28		
	29	Permanently restricted net assets		29		
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.					
	30	Capital stock or trust principal, or current funds	10,352,701.	30	9,906,914.	
	31	Paid-in or capital surplus, or land, building, or equipment fund	9,744,175.	31	9,181,440.	
	32	Retained earnings, endowment, accumulated income, or other funds	0.	32	0.	
33	Total net assets or fund balances	20,096,876.	33	19,088,354.		
34	Total liabilities and net assets/fund balances	21,217,397.	34	19,869,642.		

Part XI Reconciliation of Net Assets

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	26,499,903.
2	Total expenses (must equal Part IX, column (A), line 25)	2	27,508,425.
3	Revenue less expenses. Subtract line 2 from line 1	3	-1,008,522.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	20,096,876.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	19,088,354.

Part XII Financial Statements and Reporting

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

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

Form 990 (2014)

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	831,536.	354,829.	507,160.	312,646.	554,490.	2,560,661.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	27,723,009.	27,966,616.	26,282,216.	24,069,192.	24,791,798.	130,832,831.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3	28,554,545.	28,321,445.	26,789,376.	24,381,838.	25,346,288.	133,393,492.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						133,393,492.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
7 Amounts from line 4	28,554,545.	28,321,445.	26,789,376.	24,381,838.	25,346,288.	133,393,492.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	36,096.	20,351.	11,975.	12,601.	6,909.	87,932.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)			15,574.	5,372.	16,382.	37,328.
11 Total support. Add lines 7 through 10						133,518,752.
12 Gross receipts from related activities, etc. (see instructions)					12	1,868,119.
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2014 (line 6, column (f) divided by line 11, column (f))	14	99.91	%
15 Public support percentage from 2013 Schedule A, Part II, line 14	15	99.89	%
16a 33 1/3% support test - 2014. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input checked="" type="checkbox"/>		
b 33 1/3% support test - 2013. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
17a 10% -facts-and-circumstances test - 2014. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
b 10% -facts-and-circumstances test - 2013. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization	<input type="checkbox"/>		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>		

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

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2010	(b) 2011	(c) 2012	(d) 2013	(e) 2014	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

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

Section C. Computation of Public Support Percentage

15 Public support percentage for 2014 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2013 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2014 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2013 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2014. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests - 2013. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

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

Part IV Supporting Organizations

(Complete only if you checked a box on line 11 of Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No" describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes" and if you checked 11a or 11b in Part I, answer (b) and (c) below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed, (ii) the reasons for each such action, (iii) the authority under the organization's organizing document authorizing such action, and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (a) its supported organizations; (b) individuals that are part of the charitable class benefited by one or more of its supported organizations; or (c) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in IRC 4958(c)(3)(C)), a family member of a substantial contributor, or a 35-percent controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b Did one or more disqualified persons (as defined in line 9(a)) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c Did a disqualified person (as defined in line 9(a)) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a Was the organization subject to the excess business holdings rules of IRC 4943 because of IRC 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer (b) below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. Type III Supporting Organizations

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

Section E. Type III Functionally-Integrated Supporting Organizations

1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year(see instructions):		
a <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.		
b <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.		
c <input type="checkbox"/> The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

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

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

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

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

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount . Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	

7 Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).

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

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2014 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2014	(iii) Distributable Amount for 2014
1 Distributable amount for 2014 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2014 (reasonable cause required-see instructions)			
3 Excess distributions carryover, if any, to 2014:			
a			
b			
c			
d			
e From 2013			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2014 distributable amount			
i Carryover from 2009 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2014 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2014 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2014, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions).			
6 Remaining underdistributions for 2014. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions).			
7 Excess distributions carryover to 2015. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a			
b			
c			
d Excess from 2013			
e Excess from 2014			

Schedule A (Form 990 or 990-EZ) 2014

Schedule B

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

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2014

Name of the organization

Employer identification number

PIERCE COUNTY RURAL LIBRARY DISTRICT

91-1098071

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

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

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

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

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

501(c)(3) taxable private foundation

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

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

General Rule

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

Special Rules

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

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

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

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

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990, 990-EZ, or 990-PF. Schedule B (Form 990, 990-EZ, or 990-PF) (2014)

Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number 91-1098071
---	---

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	PIERCE COUNTY LIBRARY FOUNDATION 3005 112TH AVE SE TACOMA, WA 98446	\$ 537,093.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
	_____ _____ _____	\$ _____	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number 91-1098071
---	---

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

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

Name of organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number 91-1098071
--	--

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this info. once.) ▶ \$ _____
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift	
Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Supplemental Financial Statements

OMB No. 1545-0047

2014

Open to Public Inspection

Department of the Treasury Internal Revenue Service

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

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

91-1098071

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

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?, 6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?

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

Table with 2 columns: Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization (check all that apply), 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year, 3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year, 4 Number of states where property subject to conservation easement is located, 5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?, 6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year, 7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year, 8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?, 9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

Table with 2 columns: Revenue included in Form 990, Part VIII, line 1, Assets included in Form 990, Part X. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items., 1b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:, 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

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

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

(check all that apply):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (i) unrelated organizations
- (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?

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

Part VI Land, Buildings, and Equipment.

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3,774,094.		3,774,094.
b Buildings		18,476,168.	13,068,822.	5,407,346.
c Leasehold improvements				
d Equipment				
e Other				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) 9,181,440.

Part VII Investments - Other Securities.

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

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

Part VIII Investments - Program Related.

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

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

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

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

**SCHEDULE J
(Form 990)**

Compensation Information

OMB No. 1545-0047

2014

Open to Public Inspection

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

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

▶ Attach to Form 990.

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

Department of the Treasury
Internal Revenue Service

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

91-1098071

Part I Questions Regarding Compensation

		Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed in Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items. <input type="checkbox"/> First-class or charter travel <input type="checkbox"/> Travel for companions <input type="checkbox"/> Tax indemnification and gross-up payments <input type="checkbox"/> Discretionary spending account <input type="checkbox"/> Housing allowance or residence for personal use <input type="checkbox"/> Payments for business use of personal residence <input type="checkbox"/> Health or social club dues or initiation fees <input type="checkbox"/> Personal services (e.g., maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b	
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked in line 1a?	2	
3	Indicate which, if any, of the following the filing organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III. <input type="checkbox"/> Compensation committee <input type="checkbox"/> Independent compensation consultant <input type="checkbox"/> Form 990 of other organizations <input type="checkbox"/> Written employment contract <input checked="" type="checkbox"/> Compensation survey or study <input checked="" type="checkbox"/> Approval by the board or compensation committee		
4	During the year, did any person listed in Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:		
a	Receive a severance payment or change-of-control payment?	4a	X
b	Participate in, or receive payment from, a supplemental nonqualified retirement plan?	4b	X
c	Participate in, or receive payment from, an equity-based compensation arrangement?	4c	X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.		
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.		
5	For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:		
a	The organization?	5a	X
b	Any related organization?	5b	X
	If "Yes" to line 5a or 5b, describe in Part III.		
6	For persons listed in Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:		
a	The organization?	6a	X
b	Any related organization?	6b	X
	If "Yes" to line 6a or 6b, describe in Part III.		
7	For persons listed in Form 990, Part VII, Section A, line 1a, did the organization provide any non-fixed payments not described in lines 5 and 6? If "Yes," describe in Part III	7	X
8	Were any amounts reported in Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8	X
9	If "Yes" to line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9	

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

Schedule J (Form 990) 2014

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

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

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

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred in prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) GEOGRIA LOMAX	(i)	134,002.	0.	0.	12,303.	8,004.	154,309.	0.
LIBRARY DIRECTOR, EFFECTIVE 11/10/14	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) NEEL PARIKH	(i)	149,239.	0.	0.	12,877.	3,385.	165,501.	0.
LIBRARY DIRECTOR, RETIRED 11/01/14	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

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

▶ Attach to Form 990 or 990-EZ.

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

OMB No. 1545-0047

2014

Open to Public
Inspection

Name of the organization

PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number

91-1098071

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

IT MOST IN PIERCE COUNTY. THE LIBRARY ALSO RECEIVED THE TACOMA
COMMUNITY HOUSE PARTNERSHIP AWARD FOR PROVIDING SERVICES AND EDUCATION
TO IMMIGRANTS, INCLUDING CITIZENSHIP CLASSES.

THE LIBRARY LAUNCHED A NUMBER OF NEW SERVICES AND PROGRAMS:

A ONE-DAY DIYFEST WITH LOCAL AUTHORS, HANDS-ON ACTIVITIES, KITCHEN
DEMOS, FOOD TRUCKS AND MORE

SCIENCE TO GO LEARNING PROGRAM FEATURING COLORFUL BACKPACKS,
STEM-RELATED BOOKS AND ACTIVITIES
FOR AGES 5-9

SCOUT, AN INTERACTIVE ONLINE LIBRARY EXPERIENCE FOR ADULTS

NEW DOWNLOAD SERVICES: ZINIA FOR MAGAZINES AND HOOPLA FOR MUSIC,
MOVIES, TV SHOWS AND
AUDIOBOOKS

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

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

Name of the organization PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number 91-1098071
--	--

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

IF A POSSIBLE CONFLICT OF INTEREST OCCURS, EACH BOARD MEMBER IS REQUIRED TO DISCLOSE THE POSSIBLE CONFLICT AT THE NEXT MEETING OF THE BOARD OF DIRECTORS. THE BOARD OF DIRECTORS WILL THEN DISCUSS THE BEST RESOLUTION OF THE CONFLICT.

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

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

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

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

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

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

Related Organizations and Unrelated Partnerships

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

2014
Open to Public
Inspection

Department of the Treasury
Internal Revenue Service

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

Name of the organization **PIERCE COUNTY RURAL LIBRARY DISTRICT** Employer identification number **91-1098071**

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

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

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

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

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

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

1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)		X
c Gift, grant, or capital contribution from related organization(s)	X	
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)		X
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	X	
o Sharing of paid employees with related organization(s)	X	
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

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

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

Application for Extension of Time To File an Exempt Organization Return

Department of the Treasury
Internal Revenue Service

▶ File a separate application for each return.

▶ Information about Form 8868 and its instructions is at www.irs.gov/form8868.

- If you are filing for an **Automatic 3-Month Extension**, complete only **Part I** and check this box **X**
- If you are filing for an **Additional (Not Automatic) 3-Month Extension**, complete only **Part II** (on page 2 of this form).

Do not complete Part II unless you have already been granted an automatic 3-month extension on a previously filed Form 8868.

Electronic filing (e-file). You can electronically file Form 8868 if you need a 3-month automatic extension of time to file (6 months for a corporation required to file Form 990-T), or an additional (not automatic) 3-month extension of time. You can electronically file Form 8868 to request an extension of time to file any of the forms listed in Part I or Part II with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, which must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/efile and click on *e-file for Charities & Nonprofits*.

Part I Automatic 3-Month Extension of Time. Only submit original (no copies needed).

A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete

Part I only

All other corporations (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print	Name of exempt organization or other filer, see instructions.	Enter filer's identifying number
	PIERCE COUNTY RURAL LIBRARY DISTRICT	Employer identification number (EIN) or 91-1098071
File by the due date for filing your return. See instructions.	Number, street, and room or suite no. If a P.O. box, see instructions.	Social security number (SSN)
	3005 112TH ST E	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions.	
	TACOMA, WA 98446-2215	

Enter the Return code for the return that this application is for (file a separate application for each return)

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

GEORGIA LOMAX

• The books are in the care of ▶ **3005 112TH ST E - TACOMA, WA 98446**
Telephone No. ▶ **253-536-6500** Fax No. ▶ _____

- If the organization does not have an office or place of business in the United States, check this box
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box . If it is for part of the group, check this box and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until **AUGUST 17, 2015**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
▶ calendar year **2014** or
▶ tax year beginning _____, and ending _____.

2 If the tax year entered in line 1 is for less than 12 months, check reason: Initial return Final return
 Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution. If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

MEMO

Date: July 29, 2015

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Activities - July

In July, I spoke at the Key Peninsula Business Association meeting. I also attended the Washington State Public Library Directors meeting and participated in the Workforce Innovation and Opportunity Act Transition planning meeting as one of the six core workforce partners.

I met with several community leaders, including Senator Bruce Dammeier; Bill Robertson, CEO of MultiCare; Dan Sadowitz, Director of the JBLM Library; Bennish Brown, President and CEO of the Tacoma Regional Convention & Visitor Bureau and Brian Boyd Executive Director of Grantmaker Consultants, Inc./Sequoia Foundation.

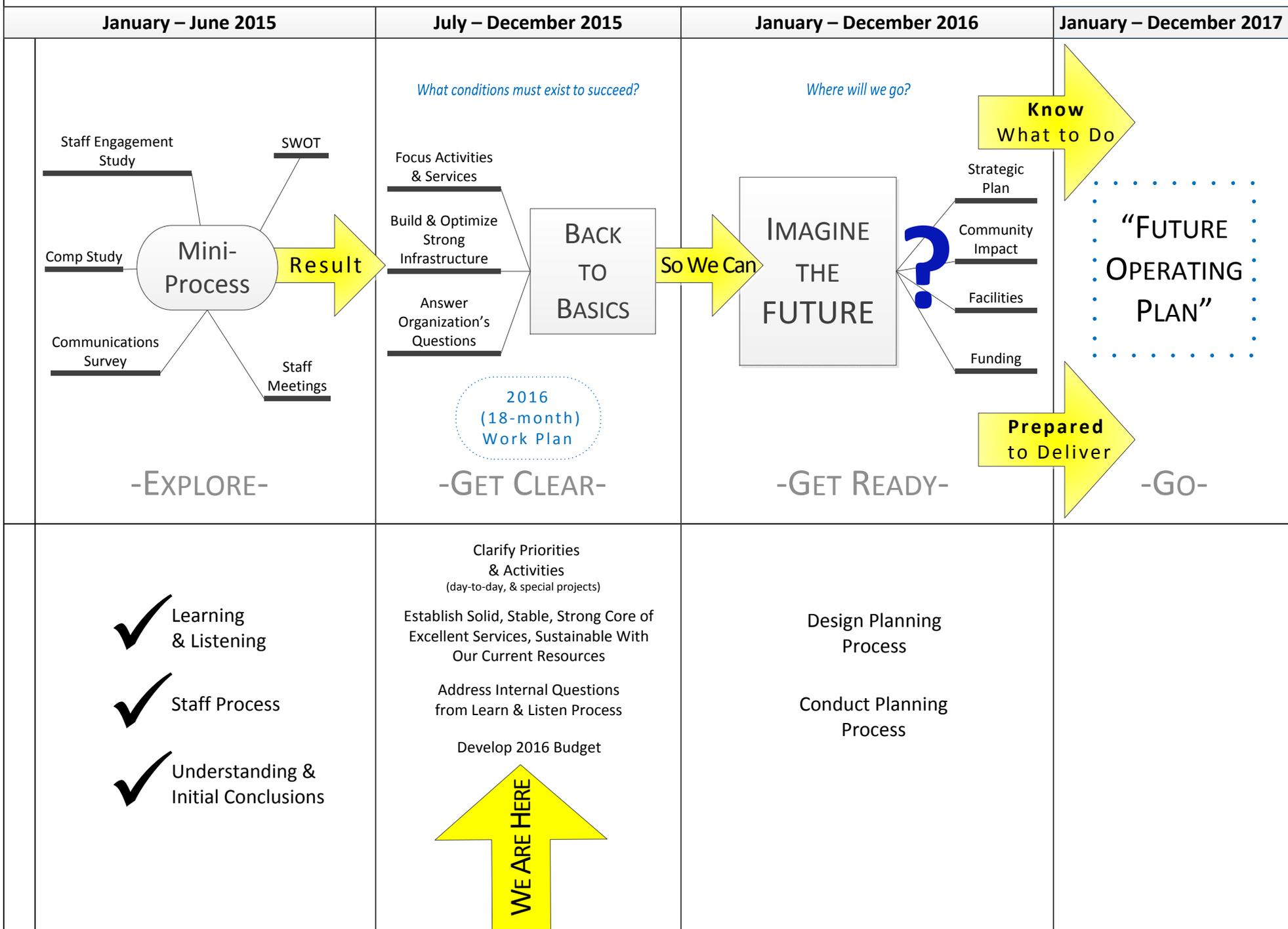
I spent time at the DuPont Library working the desk with staff and getting to know some customers. I also joined staff on the Explorer bookmobile during a visit to a local day camp. Additionally, I spent time with the Staff Experience (HR) department where I learned about the work involved in maintaining employee records and helped our Library Trainer with some video editing.

I also met with new Trustee, Monica Butler, for an orientation into her new role.

Finally, I attended the Kenneth B. DeRoche Reading Corner dedication at the University Place Library to thank friends and family for their generous support.

This month we closed out the staff “mini planning” process to provide input into my decisions on our priorities and focus through 2016. The Administrative Team, after consulting with the Leadership Team and Site/Department Supervisors, is creating the clear work plan that will inform budget development and activities next year. Attached is an updated 18-month summary.

2015/2016 – 18-MONTH SUMMARY



Unfinished Business

M E M O

Date: August 5, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Chereé Green, SPHR, Staff Experience Director
Subject: Staff Engagement Survey Update

Over the last few months we have been working diligently on our Staff Engagement Survey. In our partnership with National Business Research Institute, since my last update to you, we have completed the following:

- Finalized our survey questions
- Finalized project/implementation plan
- Launched and closed the survey
- Finalized the results of the survey
- Received recommendations from National Business Research Institute on areas of focus/opportunities
- Presented results and next steps to leaders, staff and the Union
- Communicated ongoing communications with staff

Next steps for the project include:

- Recognizing the staff for helping exceed our response rate goal by serving them root beer floats in the branches and departments
- Solicit staff volunteers for the action planning teams
- Gather the action planning teams to bring forward solutions
- Administrative team consider the action planning team's solutions for approval
- Implementation of the action planning team's solutions
- Check in on solutions at the mid-point of implementation
- Continue ongoing communications with staff as we progress
- Complete another Staff Engagement Survey in the fall of 2016

The detailed results of the staff engagement survey are outlined in the enclosed Power Point presentation.



Staff Engagement Survey Results
Board of Trustees
August 12, 2015



YOUR CLEAR PATH TO PROFIT IMPROVEMENT

National Business Research Institute, Inc.
2701 Dallas Parkway; Suite 650
Plano, TX 75093
(800) 756-6168
www.NBRII.com

Celebrating over 30 Years of Applied Business Research!

Agenda



- **NBRI**
- **PCLS' Results**
- **Next Steps**



National Business Research Institute



Pierce County Library's Research Team:

- **Executive Sponsor**
Dr. Jan G. West, Ph.D.
- **Organizational Psychologist**
Dr. Monique Ziebro, Ph.D.
- **Project Manager**
Diane Wilkinson
- **Research Consultant**
Melissa Barba



National Business Research Institute, Inc.



- **Founded 1982**
- **Privately Owned**
- **Headquartered in
Plano, Texas**
- **Core Competency:
Organizational
Psychology**
- **Over 7,000 Clients**



National Business Research Institute, Inc.



NBRI is a leading, full service Survey Research Firm providing:

- ✓ scientific, psychological research
- ✓ robust benchmarking
- ✓ advanced analytics
- ✓ consulting by Organizational Psychologists
- ✓ excellent customer service

*Our mission is to provide
applied psychological research and business consulting
so that each client realizes continuous performance improvement.*

A Few of our Valued Clients ...



Nutrisystem®



Los Alamos
NATIONAL LABORATORY
EST. 1943

ACUSHNET COMPANY
Titleist® FJ FOOTJOY



SIEMENS

Midway
USA



INCHARGE®
DEBT SOLUTIONS

FOCUS
BRANDS



TXU
energy



SUNTRUST®



JOHN DEERE



Carvel
CINNABON



PVH

TOMMY HILFIFIGER

MORTGAGE



SCHLOTZKY'S DELI

solarwinds



Guidance
SOFTWARE



FIFTH THIRD BANK

CROWLEY®



FritoLay
Good fun!



Brickstreet
INSURANCE

Turner

TigerDirect.com and COMPUSA.com

Pierce County Library Research Results



- **Online Deployment**
 - April 27th to May 8th, 2015
- **The Survey:**
 - 5 Topics
 - 21 Questions
 - 20 Scaled/Benchmarked
 - 1 Open-ended



Pierce County Library Research Results



Response Rate

Method	Number Possible	Number Submitted	Response Rate
Online	393	308	78%



Pierce County Library Research Results



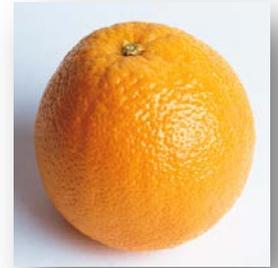
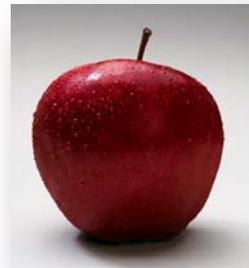
Pierce County Library achieved valid data at the
Total Company level

Confidence Level = 99.9%

The probability that the data represents the thinking of all possible participants.

Sampling Error = 5%

The probability that there are irregularities in the data.



Pierce County Library Research Results



NAICS 519120 – Libraries and Archives

50th Percentile = Industry Average
75th Percentile = Stretch Performance
90th Percentile = Best in Class Performance

Benchmarks = Normal, Normative Scores



Pierce County Library Research Results



SWOT Analysis

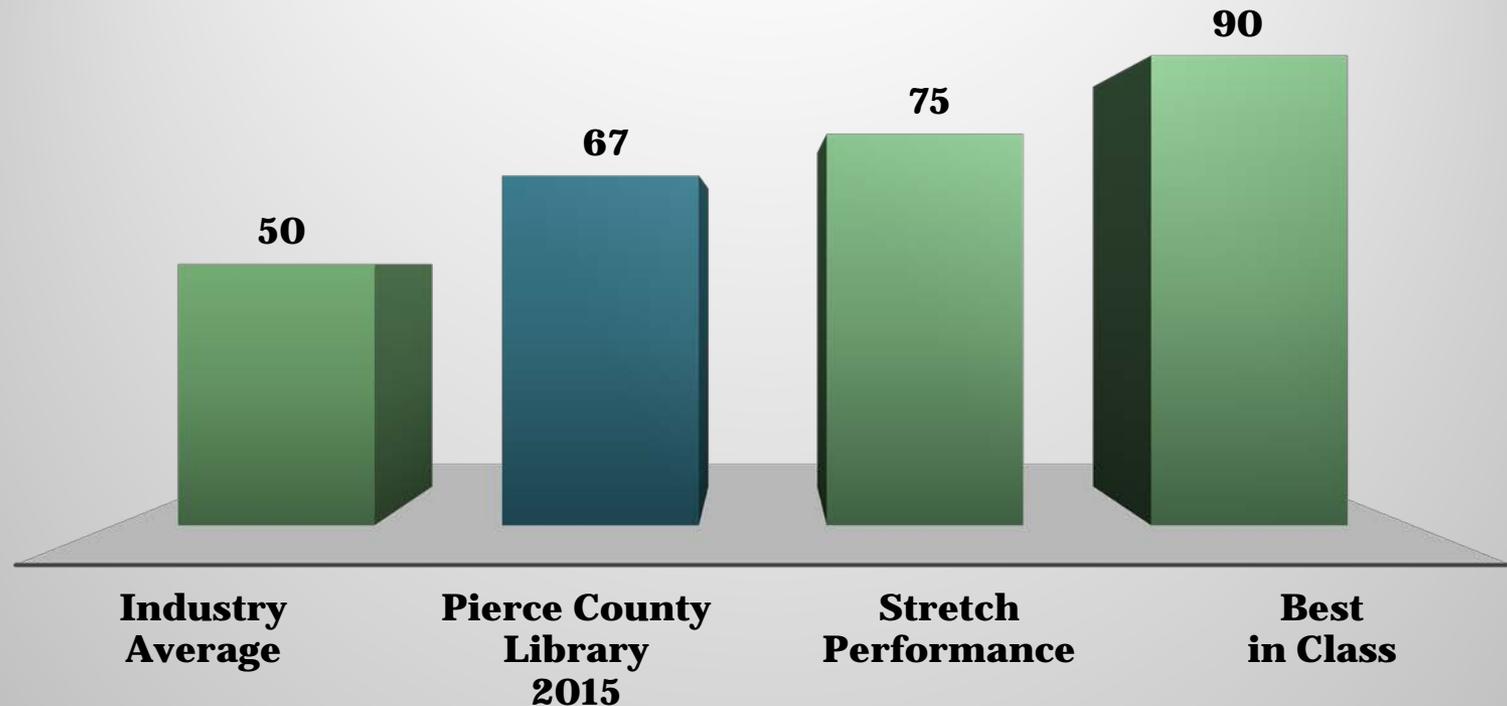
<u>Category</u>	<u>Normative Range</u>
<u>S</u> trength	75 th to 100 th Percentile
<u>O</u> ppportunity	50 th to 74 th Percentile
<u>W</u> eakness	25 th to 49 th Percentile
<u>T</u> hreat	1 st to 24 th Percentile



Pierce County Library Research Results



Pierce County Library Overall Performance



Pierce County Library Research Results



Pierce County Library System - Staff Engagement Survey - Total Company

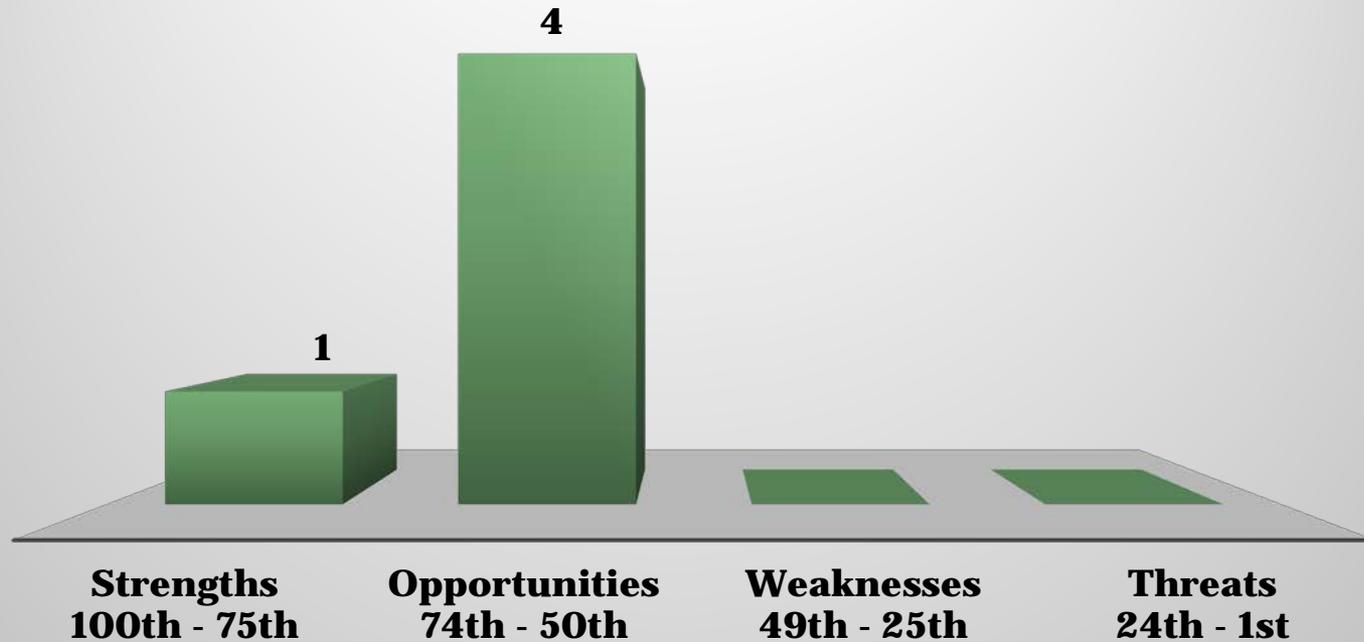
Section II: Comparative Topic Analysis

Topics		Average Number Responding	Mean	Benchmark Percentile Mean	Benchmark Percentile Mean Graph	Strongly Disagree	Moderately Disagree	Slightly Disagree	Slightly Agree	Moderately Agree	Strongly Agree
ALL TOPICS					0 20 40 60 80 100						
	Total Company	307	4.93	67		3%	4%	5%	15%	33%	41%
	Less than 1 year	24	5.39	79		0%	2%	1%	9%	29%	58%
	1 to 3 years	49	4.99	68		2%	3%	5%	17%	34%	40%
	3 to 5 years	32	5.00	70		2%	2%	5%	15%	36%	40%
	5 to 10 years	84	4.80	63		5%	5%	6%	15%	30%	40%
	10 to 20 years	67	4.77	62		5%	5%	6%	15%	34%	36%
	20 to 30 years	38	5.01	70		2%	2%	4%	16%	36%	40%
	30+ years	13	5.13	72		0%	3%	5%	14%	33%	45%
	Female	257	4.94	67		3%	3%	5%	15%	33%	41%
	Male	50	4.87	66		4%	4%	5%	15%	30%	42%

Pierce County Library Research Results



Topic SWOT Analysis



Pierce County Library Research Results



Strength Category (75th to 100th Percentile: 1 topic)

- Employee Engagement (82nd)



Pierce County Library Research Results



Opportunity Category (50th to 74th Percentile: 4 topics)

- Management (68th)
- Supervision (67th)
- Job Performance (63rd)
- Culture (56th)

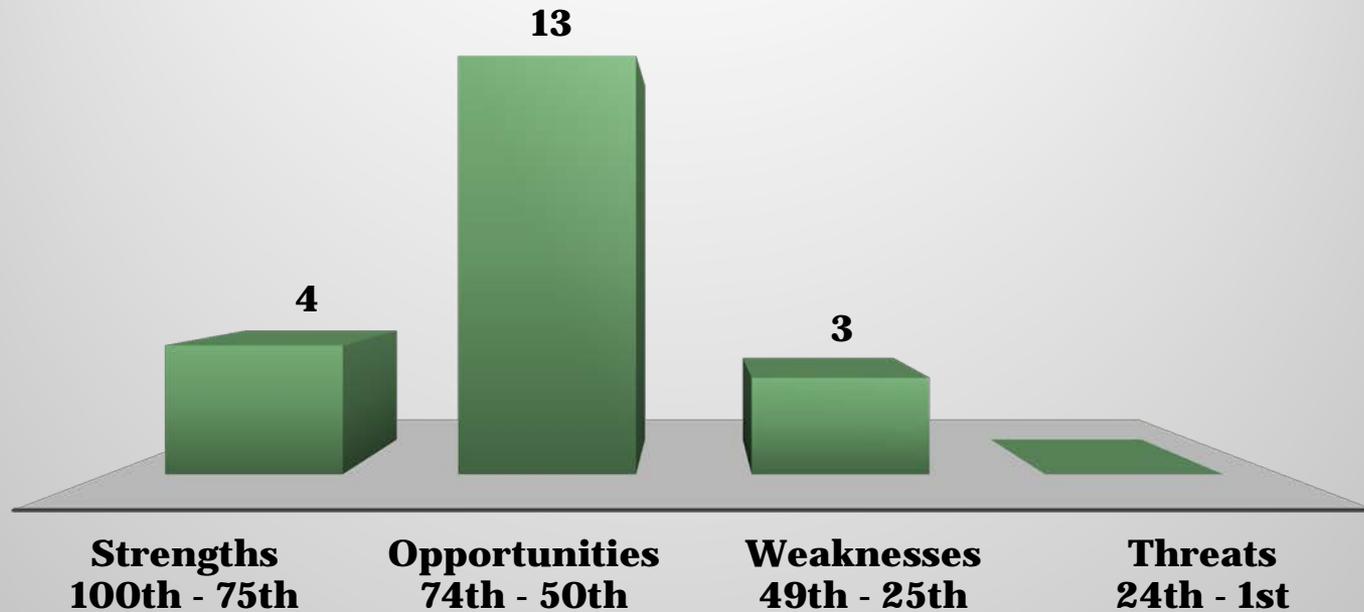
Weakness Category (25th to 49th Percentile: no topics)

Threats Category (1st to 24th Percentile: no topics)

Pierce County Library Research Results



Item SWOT Analysis



Pierce County Library Research Results



Strength Category (75th to 100th Percentile: 4 items)

- I assume personal responsibility for improving my performance on the job. (94th)
- What I do is important to the overall success of Pierce County Library System. (88th)
- Overall, I like my job. (85th)
- My job gives me a sense of personal accomplishment. (81st)

Pierce County Library Research Results



Opportunity Category (50th to 74th Percentile: 13 items)

- I trust my supervisor. (73rd)
- I would recommend Pierce County Library to others as a good place to work. (73rd)
- My supervisor recognizes me for good performance on the job. (72nd)
- I have confidence in the management of Pierce County Library System. (70th)
- My supervisor seems to care about me as a person. (69th)
- My work group (branch or department) has clear performance and work standards. (67th)
- My supervisor handles conflict before it escalates. (66th)
- Leadership regularly models our core skills and qualities. (65th)
- There is a spirit of cooperation within the Library. (64th)
- My supervisor tells me when my work needs improvement. (62nd)
- Leadership has communicated a clear direction and plan for the Library. (61st)
- I can talk to my supervisor about any job-related concerns I have. (60th)
- Pierce County Library uses customer feedback to improve the organization. (52nd)

Pierce County Library Research Results



Weakness Category (25th to 49th Percentile: 3 items)

- Employees are held accountable for their work performance. (46th)
- Morale at the library is good. (46th)
- The Library provides the training needed to improve job skills. (45th)

Threats Category (1st to 24th Percentile: no items)

Pierce County Library Research Results



NBRI's Analysis

Pierce County Library's Root Causes

The primary psychological perceptions of employees or customers that drive their behavior.

Pierce County Library Research Results



Pierce County Library
Engagement Metric
67th

Job Satisfaction
Overall, I like my job. (85th)

My job gives me a sense of personal accomplishment. (81st)

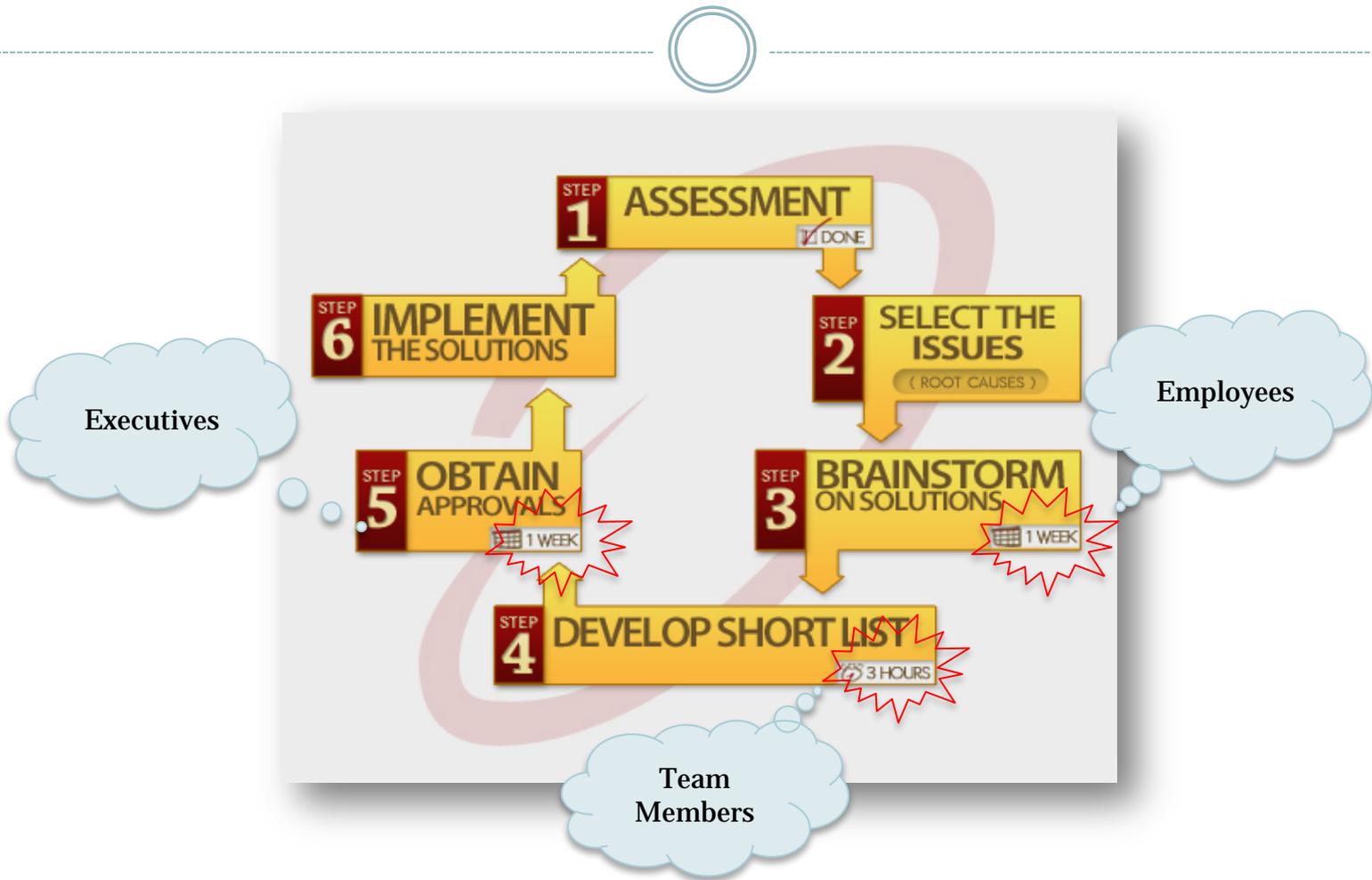
Management Style
I have confidence in the management of Pierce County Library System. (70th)

Leadership has communicated a clear direction and plan for the Library. (61st)
Leadership regularly models our core skills and qualities. (65th)

Culture
Morale at the library is good. (46th)

Employees are held accountable for their work performance. (46th)

The process for turning results into action



The Continuous Improvement Process



THANK YOU!

QUESTIONS?



YOUR CLEAR PATH TO PROFIT IMPROVEMENT

National Business Research Institute, Inc.
2701 Dallas Parkway; Suite 650
Plano, TX 75093
(800) 756-6168
www.NBRII.com

Celebrating over 30 Years of Applied Business Research!

New Business

M E M O



Date: July 28, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Mid-Year Budget

OPERATING BUDGET

Attached is the mid-year budget chart that summarizes the budget for the remainder of the year. The primary goal of the mid-year budget was a review of accountability, to ensure that spending was on track for the remainder of the year, make corrections and adjustments as needed, and begin planning for 2016.

New Revenues

The Library received \$67,184 in a revised property tax certificate in late December 2014, and is incorporated into the mid-year budget. Net of other revenue increases and decreases is \$128,900. Overall increase of new revenue is recorded at \$196,084 for the remainder of 2015. Note that the budget for Foundation revenue was adjusted for transferring \$140,000 to the capital fund for capital purchases.

Expenditures

Excluding the capital fund transfer, the net of all expenditures decreases by -\$99,222. Savings due to unfilled positions were offset by increases to maintenance and operations. The majority of the maintenance and operations increase reflects contracting a consultant to create the Strategic Plan, adjustments to reflect Foundation-funded expenditures, and purchases of equipment and furnishings to improve services to customers.

CIP Transfer

The CIP transfer is increased from 3% to additionally include the savings reflected in this mid-year budget (\$289,423), to offset costs for improvements at the Fife Library and other capital needs. Please see the other memo on the midyear budget for the capital improvement fund.

Bottom Line

The Library is proposing a balanced budget. During the Board meeting, we will talk more about the budget process and answer any questions you have.

Attached is the revised budget of revenues and expenditures, needing a motion from the Board.

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/28/2015	2015 Final (12/10/14)	2015 As of 7/21	2015 Mid-Year	% Change 2015 Final to 2015 MY	Projected Year End	2015 MID-YEAR Notes
----- REVENUES -----						
31110 Property Taxes Refunded						
31111 Property Taxes Current	25,674,805	13,953,459.01	25,839,740	0.64%	93.17%	0.64% AV change (165k) compared to 12/20/13 levy certif.
31112 Property Taxes Delinquent	872,943	464,159.97	775,192	-11.20%	91.15%	-11.20% AV change (-98k) compared to 12/20/13 levy certif.
31130 Sale of Tax Title Property	3,000	11,980.17	15,000	400.00%	684.58%	Increased to projected actuals
31210 Private Harvest Tax	50,000	0.00	0	-100.00%	0.00%	Moved to Timber Excise Tax line item
31720 Leasehold Excise Tax	20,000	12,446.32	20,000		106.68%	
31740 Timber Excise Tax		69,865.28	90,000	new		Moved from Private Harvest Tax and adjusted to projected actuals
33533 State Forest Funds		728.98				
33872 Contract Fees-Cities		1,620.00	3,200	new		
33890 Governmental Grants		23,000.00	123,000	new		Includes Workforce & Digital Literacy Grant reimbursements
34160 Copier Fees	30,000	17,438.67	32,000	6.67%	99.65%	Increased to projected actuals
34161 Graphics Services Charges		4,169.86	4,200	new		
34162 Printer Fees	105,000	72,458.11	130,000	23.81%	118.30%	Increased to projected actuals
34163 Fax Fees	21,000	12,760.58	21,000		104.17%	
34730 Interlibrary Loan Fees		46.93				
35970 Library Fines	600,000	296,487.76	570,000	-5.00%	84.71%	Decreased to projected actuals (follows circulation decrease)
36110 Investment Income	10,000	2,173.45	5,000	-50.00%	37.26%	Decreased to projected actuals (interest rates remain very low)
36111 Interest - State Forest Fund		1.97				
36190 Other Interest Earnings		0.28				
36200 Key Pen Hlth Dept Facility Rev		676.14				
36700 Foundation Donations	350,000	246,558.28	290,000	-17.14%	120.76%	Moved \$140,000 of the distributions to CIP
36710 Friends' Donations		257.01				
36720 Friends' Reimbursements		8,199.83	8,200	new		
36725 Donations-Other		1,934.23	2,000	new		
36920 Book Sale Revenue	20,000	3,344.60	10,000	-50.00%	28.67%	Decreased to projected actuals
36990 Miscellaneous Revenue		453.94				
36991 Payment for Lost Materials	12,000	6,571.74	12,000		93.88%	
36994 Unclaimed Property		105.09				
36996 Jury Duty Reimbursement		430.00				
36997 Prior Year's Refunds		4,207.36	4,300	new		
36998 E Rate Reimbursement	250,000	5,644.07	240,000	-4.00%	3.87%	Slight decrease to projected actuals
36999 Rebates - Procurement Card	30,000	37,620.05	50,000	66.67%	214.97%	More contracts & payments made via purchase cards
TOTAL REVENUES	\$28,063,748	\$15,258,799.68	\$28,259,832	0.70%	93.21%	Compared to 2015 Original budget (passed 12/10/2014)
Increase/decrease over previous		-12,804,948 (-45.63%)	196,084 (.70%)			

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/28/2015	2015 Final (12/10/14)	2015 As of 7/21	2015 Mid-Year	% Change 2015 Final to 2015 MY	Projected Year End	2015 MID-YEAR Notes
----- EXPENDITURES -----						
PERSONNEL						
51100 Salaries & Wages	14,345,866	7,901,927.88	14,093,050	-1.76%	94.43%	Adjusted to account for unfilled vacancies
51105 Additional Hours	259,045	184,212.79	280,045	8.11%	121.91%	Adjusted to account for unfilled vacancies
51106 Shift Differential	151,607	81,722.59	145,146	-4.26%	92.41%	Adjusted to year end projections
51107 Substitute Hours	315,515	141,258.86	308,515	-2.22%	76.75%	Shifted some funds to Additional Hours
51109 Tuition Assistance Program	300	0.00	300		0.00%	
51200 Overtime Wages	5,400	7,472.89	13,400	148.15%	237.23%	Adjusted to account for unfilled vacancies
52001 Industrial Insurance	193,617	89,767.98	173,239	-10.52%	79.48%	Adjusted to account for unfilled vacancies
52002 Medical Insurance	2,191,477	1,196,193.85	2,171,527	-0.91%	93.57%	Adjusted to account for unfilled vacancies
52003 FICA	1,153,581	629,914.77	1,160,745	0.62%	93.61%	Increase due to additional hours
52004 Retirement	1,508,392	742,747.75	1,421,868	-5.74%	84.41%	Adjusted to account for unfilled vacancies
52005 Dental Insurance	212,859	115,048.09	209,759	-1.46%	92.66%	Adjusted to account for unfilled vacancies
52006 Other Benefit (Cell Phone Allowance)	11,020	6,240.00	10,540	-4.36%	97.07%	
52010 Life and Disability Insurance	26,987	8,774.75	20,318	-24.71%	55.74%	Adjusted to account for unfilled vacancies
52020 Unemployment Compensation	30,500	0.00	30,500		0.00%	
52200 Uniforms	1,300	41.63	1,300		5.49%	
Total Personnel	20,407,466	11,105,323.83	20,040,252	-1.80%	93.29%	
Reduction in salaries planning budget to match projections	(510,187)	0.00	(459,256)	9.98%	0.00%	Adjusted for year end projections
Net Personnel	19,897,279	11,105,323.83	19,580,996	-1.59%	95.68%	
MAINTENANCE & OPERATIONS						
53100 Office/Operating Supplies	164,400	138,764.29	227,558	38.42%	144.70%	Includes summer reading supplies (paid for by Foundation)
53101 Custodial Supplies	52,500	28,519.69	52,500		93.13%	
53102 Maintenance Supplies	60,200	17,728.20	60,200		50.48%	
53103 A/V Processing Supplies	25,000	14,379.54	25,000		98.60%	
53104 Book Processing Supplies	20,000	5,890.94	20,000		50.49%	
53200 Fuel	47,000	40,760.05	47,000		148.67%	
53500 Minor Equipment	3,500	731.23	23,500	571.43%	35.82%	Includes replacement of significantly old cleaning equipment
53501 * Furnishings	35,000	37,560.87	75,620	116.06%	183.97%	Added furnishings to support mobile technology users
53502 * PC Hardware	20,000	61,838.59	63,900	219.50%	530.05%	Includes laptop labs, chromebooks, and supporting equipment
53503 Printers	10,000	0.00	0	-100.00%	0.00%	Moved to PC Hardware line item
53505 Software	13,500	8,148.49	13,500		103.47%	
54100 * Professional Services	437,884	194,870.15	527,202	20.40%	76.29%	Added consulting cost for Strategic Action Plan
54101 Legal Services	30,000	10,082.36	55,000	83.33%	57.61%	Increased for contract negotiations and impact bargaining
54102 Collection Agency	22,000	9,267.58	19,900	-9.55%	72.21%	Adjusted for year end projections
54161 Resource Sharing Services	19,000	5,351.05	19,000		48.28%	
54162 Bibliographics Services	33,000	16,938.05	33,000		87.99%	
54163 Printing and Binding	1,500	0.00	1,500		0.00%	
54165 Inter Library Loan Lost Item Charges	2,800	873.44	2,800		53.48%	
54200 Postage	35,000	2,832.45	35,800	2.29%	13.87%	
54201 Telephone/Data Lines	461,300	388,478.10	461,300		144.37%	
54300 * Travel	42,100	13,920.00	42,400	0.71%	56.68%	
54301 Mileage Reimbursements	31,150	17,463.40	33,000	5.94%	96.11%	Adjusted for year end projections
54400 * Advertising	43,000	22,738.30	52,000	20.93%	90.65%	Includes summer reading advertisements (paid for by Foundation)
54501 * Rentals/Leases - Buildings	389,950	318,830.29	389,950		140.16%	
54502 * Rentals/Leases - Equipment	32,300	24,054.70	32,400	0.31%	127.67%	
54600 Insurance	189,500	75,655.73	178,500	-5.80%	68.44%	Adjusting payments for renewal to happen in January 2016
54700 Electricity	235,000	119,096.13	235,000		86.88%	

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/28/2015	2015 Final (12/10/14)	2015 As of 7/21	2015 Mid-Year	% Change 2015 Final to 2015 MY	Projected Year End	2015 MID-YEAR Notes
54701 Natural Gas	15,000	5,560.35	12,000	-20.00%	63.55%	Adjusted for year end projections
54702 Water	20,000	10,288.08	20,000		88.18%	
54703 Sewer	36,000	12,572.94	25,000	-30.56%	59.87%	Adjusted for year end projections
54704 Refuse	27,500	14,332.92	25,000	-9.09%	89.35%	Adjusted for year end projections
54800 * General Repairs/Maintenance	229,300	133,499.28	211,300	-7.85%	99.81%	Adjusted for year end projections
54801 * Contracted Maintenance	788,000	604,524.28	799,600	1.47%	131.51%	
54803 Maint. Telecomm Equipment	31,000	0.00	0	-100.00%	0.00%	No longer needed
54900 * Registrations	42,750	29,990.48	47,400	10.88%	120.26%	Includes additional training for support staff
54901 * Dues and Memberships	35,170	20,240.00	35,170		98.66%	
54902 Taxes and Assessments	29,500	15,327.87	29,500		89.07%	
54903 Licenses and Fees	38,890	26,157.07	44,950	15.58%	115.30%	Includes movie licensing (moved from Materials budget)
54904 Miscellaneous	790	20.34	790		4.41%	
54905 Event Registration	2,000	1,964.72	2,000		168.40%	
55100 Intergovernmental	17,000	0.00	17,000		0.00%	
Total Maintenance & Operations	3,769,484	2,449,251.95	3,997,240	6.04%	111.39%	
* Items that are asterisked required department heads to list specific costs						
MATERIALS						
534xx Materials	3,555,073	1,938,790.74	3,544,378	-0.30%	93.49%	Slight adjustments for electronic collection and movie licensing
53499 Gifts - Materials	-	246.60	0			
Total Materials	3,555,073	1,939,037.34	3,544,378	-0.30%	93.50%	= 12.54% of revenues
59700 TRANSFERS TO CIP	841,912	0.00	1,137,218	35.08%	0.00%	Adds to the 3% transfer \$289,423 from additional revenue and savings
Total Transfers	841,912	0.00	1,137,218	35.08%	0.00%	
TOTAL EXPENDITURES	\$28,063,748	15,493,613.12	\$28,259,832	0.70%	94.64%	
REVENUES LESS EXPENDITURES	\$0	(\$234,813.44)	\$0			Balanced budget

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 BALANCED -**

GENERAL FUND MID-YEAR BUDGET PROPOSED AS OF 7/28/2015	2015 Final (12/10/14)	2015 As of 7/21	2015 Mid-Year	% Change 2015 Final to 2015 MY	Projected Year End	2015 MID-YEAR Notes
----- BUDGET SUMMARY -----						
Use of Fund Balance/Cash Reserves	0	0.00	0			
REVENUES						
Taxes	26,620,748	14,511,910.75	26,739,932	0.45%	93.45%	94.62% of revenues
Intergovernmental	0	25,348.98	126,200	new		0.45% of revenues
Charges for Services	156,000	106,874.15	187,200	20.00%	117.44%	0.66% of revenues
Fines	600,000	296,487.76	570,000	-5.00%	84.71%	2.02% of revenues
Miscellaneous	687,000	318,178.04	636,500	-7.35%	79.40%	2.25% of revenues
TOTAL REVENUES	28,063,748	15,258,799.68	28,259,832	0.70%	93.21%	100.00% of revenues
Increase/decrease over previous year		-12,804,948 (-45.63%)	196,084 (.7%)			
EXPENDITURES						
Personnel	19,897,279	11,105,323.83	19,580,996	-1.59%	95.68%	69.29% of expenditures
Maintenance & Operations	3,769,484	2,449,251.95	3,997,240	6.04%	111.39%	14.14% of expenditures
Materials	3,555,073	1,939,037.34	3,544,378	-0.30%	93.50%	12.54% of expenditures
Subtotal	27,221,836	15,493,613.12	27,122,614	-0.36%	97.57%	95.98% of expenditures
Increase/decrease over previous year		-11,728,223 (-43.08%)	-99,222 (-.36%)			
TRANSFERS TO CIP	841,912	0.00	1,137,218	35.08%	0.00%	4.02% of expenditures
Subtotal	841,912	0.00	1,137,218	35.08%	0.00%	4.02% of expenditures
TOTAL EXPENDITURES	28,063,748	15,493,613.12	28,259,832	0.70%	94.64%	100.00% of expenditures
Increase/decrease over previous year		-12,570,135 (-44.79%)	196,084 (.7%)			
NET OF REVS & EXPS	\$0	(\$234,813.44)	\$0			

M E M O



Date: July 28, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Clifford Jo, Director of Finance & IT
Subject: 2015 Mid-Year Capital Improvement Plan

As part of the mid-year adjustment, the Capital Improvement Plan was reviewed and revised. Several changes are recommended on the attachment. Major changes are noted below.

- The agreement with the City of Fife calls for moving the entry/exit from 20nd to 66th. Significant work has already been conducted; remaining work includes actual closure on 20nd, connecting the entryway to the southeast roundabout, and adding 11 parking stalls.
- Creating the Administrative Center Library is fully funded (through Foundation funds).
- Youth Service vans are fully funded (through Foundation funds).
- Technology Plan Implementation include additional purchases to modernize significantly outdated equipment that fall short of serving the public and staff. ERate reimbursements are anticipated to be approximately \$300,000 which will be recognized in 2016.
- Remodeling the Staff Experience offices to improve confidentiality.

We are requesting the Board to increase the budget from \$1,869,500 to \$2,969,200. To pay for a majority of the increase, \$490,000 is in the form of new revenues (Foundation funding and general fund transfer increase) and \$300,000 is projected Erate reimbursement in 2016.

A resolution is required to approve the change to the capital improvement budget (attached).

2016 projects will be fully developed beginning in August and proposed in November as part of the fiscal year budgeting. Further refinements will be made to 2017-2020 projects. Our goal remains to have approximately \$1,000,000 in capital fund balance for the next 5 years.

**PIERCE COUNTY LIBRARY SYSTEM
2015 MIDYEAR**

PROPOSED JULY 28, 2015

2015

	Final Budget	Midyear Budget	
BEGINNING FUND BALANCE (1/1 EST)	2,000,000	2,066,743	Mid-year reflects 2014 fiscal year results
3% Transfer from General Fund	841,912	846,176	3% of revised general fund revenue
Foundation Donations		183,790	Includes SH project, UP furnishings, youth vans, PAC lobby
Other Revenue		17,500	Key Peninsula Health Center reimbursements (per agreement)
Other Transfer:	TBD	289,423	Additional transfer due to midyear savings in the general fund
TOTAL FUNDS AVAILABLE	2,841,912	3,403,632	
COMMITMENTS			
UP 5,000 sq ft Expansion (10 year)	120,000	120,000	No change; on budget
<i>Fife streetwork and parking</i>	-	<i>387,000</i>	<i>Required streetfront work per agreement with City of Fife</i>
SUBTOTAL	120,000	507,000	
SERVICE IMPROVEMENT PROJECTS			
Restroom Maintenance (GHM, BLK, SMT, EAT)	30,000	-	Postponed project; funds covered BLK HVAC additional cost
Replace Aging Furnishings	50,000	50,000	No change; on budget
Helpdesk Upgrades (UP)	58,000	58,000	No change; on budget
<i>PAC/ACL Service Lobby</i>	-	<i>50,000</i>	<i>Convert PAC to offer branch services (Foundation funded)</i>
Wayfinding (GIG & PKS in 2015)	20,000	20,000	No change; on budget
SUBTOTAL	158,000	178,000	
MAJOR MAINTENANCE			
Carpet Extractor	16,000	16,000	No change; on budget
Carpet Replacement (GIG in 2015)	114,500	114,500	No change; on budget
Gutter Replacement (PAC, GIG)	43,000	44,300	Bids came in slightly higher
HVAC Replacement (BLK in 2015)	155,000	176,000	Increased to cover cost of ATS controls
Lighting Upgrades in Parking Lots (KC, SH, BUC)	37,000	37,000	No change; on budget
Seal Coating of Parking Lots	60,000	51,000	Bids came in lower
<i>Staff Experience Remodel</i>		<i>50,000</i>	<i>Confidentiality needs require a remodel to HR offices</i>
<i>PAC Service Door replacement</i>	-	<i>7,000</i>	<i>Rear PAC door needs to be replaced to increase security</i>
<i>Stellacoom & Lakewood Fence Replacements</i>	-	<i>20,000</i>	<i>Fences need replacing at two libraries</i>
SUBTOTAL	425,500	515,800	
VEHICLES			
<i>Youth Services vans (2)</i>	-	<i>96,400</i>	<i>100% Foundation funded</i>
Vehicle Repair Contingency	10,000	10,000	No change; on budget
SUBTOTAL	10,000	106,400	
TECHNOLOGY PLAN IMPLEMENTATION			
Public PCs (Very Old PCs, eg., Express Check)	157,000	157,000	No change; on budget
Staff PCs	219,000	328,000	Increased to create uniformity across all staff PCs (future savings)
Servers + Storage	450,000	315,000	Shifted funds to offset part of network equipment costs
Network Switches (>50% Erate reimb)	260,000	595,000	Board approved increases; > 50% will be Erate reimbursed
<i>ITG Towers</i>		<i>69,000</i>	<i>Replaced Media Banks with ITG Towers</i>
<i>UPS Replacement & Electrical work</i>		<i>54,000</i>	<i>Critical electrical needs necessitated replacing UPS</i>
<i>Printers</i>		<i>65,000</i>	<i>Replace copiers with less expensive printers</i>
Network Appliances	33,000	33,000	No change; on budget
SUBTOTAL	1,119,000	1,616,000	
SUBTOTAL CIP	1,832,500	2,923,200	
Contingency (2% with \$25,000 minimum)	37,000	46,000	Increased for contingency needs
<i>Gig Harbor Library Feasibility/Arch. analysis</i>		<i>12,000</i>	<i>Fees for SHKS Architects to provide future design ideas</i>
GRAND TOTAL CIP	1,869,500	2,969,200	
ENDING FUND BALANCE (12/31 EST)	972,412	434,432	

RESOLUTION NO. 2015-03

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO REVISE THE CAPITAL IMPROVEMENTS FUND BUDGET OF
ESTIMATED EXPENDITURES FOR 2015**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District on December 10, 2014 approved a Capital Improvements Budget of \$1,869,500.00, and

WHEREAS, in July 2015, the Pierce County Rural Library District conducted a midyear budget analysis to determine if any adjustments were warranted, including to account for payments made in 2015 towards 2014 projects, and

WHEREAS, in the year 2015 several unscheduled capital improvement projects needed immediate attention and adjustments needed to be made to existing or new projects, now, therefore

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

The 2015 Capital Improvements Budget of Estimated Expenditures be revised this date to the total amount of \$2,969,200.00 an increase of \$1,099,700.00 from the December 10, 2014 budget, to reflect the additions to, deletions from, modifications to, and/or the rescheduling of projects outlined in the overall Capital Improvements Plan.

PASSED AND APPROVED THIS 12TH DAY OF AUGUST, 2015.

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

M E M O



Date: July 28, 2015

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

From: Clifford Jo, Director of Finance & IT

Subject: 2015 Mid-Year Capital Improvement Fund Transfer

The Library has traditionally transferred in December a portion of its operating budget into the capital improvement fund. Beginning this year, we will recommend transferring these funds over sooner so as to provide cash flow for substantial project payments that occur earlier in the fiscal year. This is necessary to avoid using funds from the general fund in order to pay for capital fund costs. For 2016, the logical month to make the transfer is during the April Board meeting, which will time the transfer with receiving the first (of two) major property tax receipts in the year.

This year, we are recommending transferring 3% of all revenues (\$847,795.00) amended during the mid-year process, plus all mid-year savings identified in the general fund (\$289,423.00), for a total of \$1,137,218.00.

Attached is a resolution for the Board to pass.

RESOLUTION NO. 2015-04

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

WHEREAS, the beginning fund balance of the General Fund in 2015 was \$8,510,835.46, and

WHEREAS, \$841,912.00 was set-aside in the 2015 operating budget for transfer to the Capital Improvements Fund for proposed capital projects, and

WHEREAS, the Library's Fiscal Management Policy allows the Board of Trustees to transfer unanticipated revenues and savings to the Capital Fund, and

WHEREAS, in July 2015, as part of the mid-year budget adjustment, Library management recommended to the Board of Trustees a revised set-aside transfer from \$841,912.00 to \$1,137,218.00, which accounted for three percent (3.00%) of revised revenues calculated at \$847,795.00 and an additional \$289,423.00 in savings, for the Capital Improvements Fund, now, therefore

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

\$1,137,218.00 be transferred from the General Fund to the Capital Improvements Fund for current and future capital projects.

PASSED AND APPROVED THIS 12TH DAY OF AUGUST 2015.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Donna Albers, Vice-Chair

Melanie Butler, Member

Linda Ishem, Member

J. J. McCament, Member

M E M O



Date: July 31, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Budget Process & Calendar

Following is the process and key calendar dates for the 2016 budget.

Date	2016 Budget Activities
Early August	<i>Budget Process Begins:</i> <ul style="list-style-type: none"> ▸ Georgia creates budget instructions ▸ Budget packets sent to managers ▸ Managers begin creating 2016 budget proposals
August 12	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> ▸ Review 2016 budget calendar/process
August – Sept	Library management reviews managers’ proposals
September 9	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> ▸ Follow up discussion from previous Board Meeting ▸ Review of 2016 projected revenues and expenditures
Mid-September	Preliminary certification of property tax received from the County
Mid-October	IPD furnished by Department of Revenue and County Assessor/Treasurer (Because we are not at the highest statutory limit, IPD will not be a factor.)
October 21	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> ▸ Review of 2016 draft revenue and expenditure (balanced budget) ▸ Review of 2016-2020 Capital Improvement Plan projects and budget
November 11	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> ▸ First public hearing regarding the 2016 budget ▸ Review of draft 2016 budget & Capital Improvement Plan ▸ Review and approve motion to certify property taxes to be levied for collection in 2016 ▸ Decision for IPD/tax increase considerations (likely not necessary)
November 13	<ul style="list-style-type: none"> ▸ Deadline to file tax levy resolutions/budget certification with County Assessor/Treasurer ▸ Deadline for IPD override resolution filing (likely not necessary)
December 9	<i>Board of Trustees meeting:</i> <ul style="list-style-type: none"> ▸ Second public hearing regarding the 2016 budget ▸ Resolution to transfer funds to the Capital Improvement Fund (if necessary) ▸ Resolution to adopt 2016 budget ▸ Resolution to adopt 2016 Capital Improvement Fund budget
December 11	Submit updated budget resolution to the County
December 31	Submit updated property tax certificate(s), if needed

MEMO



Date: July 28, 2015

To: Rob Allen, Chair and Members of the Board

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy Amendment

From time to time we bring revisions to the Fiscal Management Policy to the Board of Trustees. These revisions tended to reflect fiscal realities, reflected major fiscal strategies, or included language that guided the implementation of financial management. The last revision was approved by the Board in late 2009, during which the Library faced significant budget pressures due to the recession and housing crisis.

We would like some feedback from you regarding any changes you would like to see, so please share with us your ideas. We also carry some ideas, too, which we will incorporate into the draft. At minimum, we will need to amend the policy to reflect the creation and purpose of a fund (tentatively called, Special Purpose Fund) that will enable us to manage grant-related or special purpose projects and set asides (for example, the Levy Lid-Lift set aside of \$360,000 that resides in the general fund balance).

We will then provide you a draft for review during the September Board meeting.

Attached is the existing policy.

**PIERCE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES POLICY 3.15: FISCAL MANAGEMENT**

It is the policy of the Pierce County Library System (“Library”) Board of Trustees to implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission. In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent.

Policy

The Library Board of Trustees establishes the following fiscal management policy, which requires Board Action to enforce, make decisions, make exceptions, or otherwise implement to the extent law allows:

1. Current year operations are funded from current year revenues. Permitted exceptions include, but are not limited to, transferring funds between fund accounts or the incurring of debt.
2. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves will not be used as a substitute for budget reductions to meet economic challenges.
3. Cash reserves (fund balance) may be used to plan or pay for current or future operations. Cash reserves shall not fall below twenty percent (20%) of the following year’s anticipated revenues.
4. Fiscal year carryovers of funds within the General Fund are limited in nature, and are used for special purposes that are related to grants, gifts/donations, and collection materials.
5. To pay for qualified capital projects, a Capital Improvement Fund is established and funded appropriately by and through the General Fund.
6. For purposes of managing the Library’s finances, additional fund types may be implemented.
7. Capital Improvement Fund revenues may be supplemented by unanticipated revenues or unanticipated savings in expenditures in the General Fund.
8. The Board approves a budget for revenues and expenditures in each fund, annually or any substantial modifications throughout the year.
9. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.

Library Responsibilities

The Board expects the Library to carry out the following responsibilities:

1. Establish a budget system and administer the budget process.
2. Establish and maintain financial procedures for managing the Library’s cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.
3. Establish and maintain a ten-year cash reserve strategy to sustain operations that best funds services to the Library’s communities.

4. Set solvency goals to achieve and implement a perpetual positive fund balance that ensures short-term debt, excluding inter-fund loans, is not used to pay for operations. This may require cash of at least three to four months of operations available in the fund balance during certain times in a fiscal year.
5. Develop and manage fiscal practices and strategies so that cash reserves do not fall below twenty percent (20%) of the following year's anticipated revenues.
6. Administer a cash-flow system as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.
7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).
8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

The Board of Trustees or Library Director shall review this fiscal management policy periodically and amend it as deemed appropriate.

MEMO

Date: July 29, 2015

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

From: Karim Adib, Digital Experience Director

Subject: Replacing Fixed Function PCs

The Library uses All-in-one PCs to provide patrons fixed-function services such as Express Self Check, One-Stop print release and DVD selection and checkout. The current inventory is as much as seven years old. In some cases the age of the PC is directly effecting quality and consistency of in-branch services.

The Information Technology department is requesting Board authorization to acquire the necessary technology to upgrade the Library's All-in-one fixed-function PCs:

We are requesting a **motion to authorize the Information Technology department to expend an amount not to exceed \$112,000 with Dell Inc., for products and services listed under Attachment A – All-in-one PCs.** The agreement will provide 84 Dell OptiPlex 3030 AIO PCs to be used for Express Self Check, One-Stop print release stations and DVD selection and checkout stations.



QUOTATION

Quote #: 712465317
Customer #: 8888851
Contract #: WN32ACA
Customer Agreement #: T10-MST-296/B27160
Quote Date: 07/31/2015
Date: 7/31/2015
Customer Name: PIERCE COUNTY LIBRARY SYSTEM

Thanks for choosing Dell! Your quote is detailed below; please review the quote for product and informational accuracy. If you find errors or desire certain changes please contact your sales professional as soon as possible.

Sales Professional Information

SALES REP: ELIZABETH D MCCANN **PHONE:** 1800 - 4563355
Email Address: Ana.Pullen@Dell.com **Phone Ext:** 80000

GROUP: 1 QUANTITY: 84 SYSTEM PRICE: \$1,171.24 GROUP TOTAL: \$98,384.16

Description	Quantity
OptiPlex 3030 AIO CTO (210-ACEZ)	84
8GB Dual Channel DDR3L 1600MHz (4GBx2) (370-AAPE)	84
Dell Smartcard Keyboard KB813, English (580-AAWY)	84
AMD Radeon Graphics (no adapters), Dell OptiPlex AIO (490-BBGP)	84
Intel Wireless 7260 Software (555-BBSV)	84
500GB (5,400 Rpm) 2.5 inch Solid State Hybrid Hard Drive with 8GB Flash (400-AAMI)	84
Windows 7 Professional English 64bit (Includes Windows 8.1 Pro license) (536-BBBL)	84
US Order (332-1286)	84
Up to 90% efficient PSU Base 49.5cm (19.5 INCH) Touch with Camera, Discrete (321-BBGW)	84
Dell USB Laser 6-Button Mouse (570-AACP)	84
ENERGY STAR Version 6.0 (387-BBEZ)	84
8x Slimline DVD+/-RW Drive (429-AAMY)	84
Intel Dual Band Wireless-N 7260 2x2 AGN (555-BBSU)	84
System Power Cord (Philipine/TH/US) (450-AAOJ)	84
Windows 8.1 DVD OS Recovery(English) (620-AASU)	84
No Dell Backup and Recovery software (637-AAAM)	84
Desktop BTO Standard shipment (800-BBIO)	84
Not Selected in this Configuration (817-BBBC)	84
Safety/Environment and Regulatory Guide (English/French/Dutch) (340-AGIK)	84
Software for Integrated Camera (319-BBBL)	84
Dell Limited Hardware Warranty Plus Service (803-8584)	84
Onsite Service After Remote Diagnosis 3 Years (803-8604)	84
No UPC Label (389-BCGW)	84
1-Watt BIOS (340-ABMZ)	84
OptiPlex 3030 Resource DVD (340-AIQP)	84
No Quick Reference Guide (340-ABKW)	84
Intel Core i5-4590S Processor (Quad Core, 6MB, 3.00GHz w/HD4600 Graphics) (338-BEEB)	84

No DDPE Encryption Software (954-3465)	84
Heat Sink for Discrete Graphics (412-AADD)	84
Shipping Material, Direct (340-AINQ)	84
Shipping Label for DAO (389-BBUU)	84
AIO Stand OptiPlex 3030 (575-BBCG)	84
PowerDVD Software not included (632-BBBJ)	84
Regulatory Label OptiPlex 3030, Touch (389-BECQ)	84
No Intel Responsive (551-BBBJ)	84
Intel Core I5 Label (389-BBWP)	84
Dell Touch Liquid Crystal Display (391-BBDN)	84
Microsoft Office Trial, MUI, OptiPlex, Precision, Latitude (630-AABP)	84
TPM Enabled (329-BBJL)	84
Dell Data Protection System Tools Digital Delivery/DT (422-0008)	84
Visit www.dell.com/encryption (632-BBBZ)	84
Thank you for buying Dell (632-BBCB)	84
Adobe Reader 11 (640-BBDF)	84
Dell Data Protection Protected Workspace (640-BBEV)	84
ODM Info (640-BBJB)	84
Dell(TM) Digital Delivery Cirrus Client (640-BBLW)	84
Enable Low Power Mode (658-BBMQ)	84
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps),OptiPlex (658-BBMR)	84
Waves Maxx Audio Royalty (658-BBNF)	84
MY DELL (658-BBVM)	84
No Anti-Virus software (650-AAHJ)	84

*Total Purchase Price:	\$107,632.27
Product Subtotal:	\$98,384.16
Tax:	\$9,248.11
Shipping & Handling:	\$0.00
State Environmental Fee:	\$0.00
Shipping Method:	LTL 5 DAY OR LESS
	(* Amount denoted in \$)

Order this quote easily online through your [Premier page](#), or if you do not have Premier, using [Quote to Order](#)

Statement of Conditions

The information in this document is believed to be accurate. However, Dell assumes no responsibility for inaccuracies, errors, or omissions, and shall not be liable for direct, indirect, special, incidental, or consequential damages resulting from any such error or omission. Dell is not responsible for pricing or other errors, and reserves the right to cancel orders arising from such errors.

Dell may make changes to this proposal including changes or updates to the products and services described, including pricing, without notice or obligation.

Terms of Sale

This quote is valid for 30 days unless otherwise stated. Unless you have a separate written agreement

that specifically applies to this order, your order will be subject to and governed by the following agreements, each of which are incorporated herein by reference and available in hardcopy from Dell at your request:

If this purchase is for your internal use only: Dell's Commercial Terms of Sale (www.dell.com/CTS), which incorporate Dell's U.S. Return Policy (www.dell.com/returnpolicy) and Warranty (www.dell.com/warrantyterms).

If this purchase is intended for resale: Dell's Reseller Terms of Sale (www.dell.com/resellerterms).

If this purchase includes services: in addition to the foregoing applicable terms, Dell's Service Terms (www.dell.com/servicecontracts/global).

If this purchase includes software: in addition to the foregoing applicable terms, your use of the software is subject to the license terms accompanying the software, and in the absence of such terms, then use of the Dell-branded application software is subject to the Dell End User License Agreement - Type A (www.dell.com/AEULA) and use of the Dell-branded system software is subject to the Dell End User License Agreement - Type S (www.dell.com/SEULA).

You acknowledge having read and agree to be bound by the foregoing applicable terms in their entirety. Any terms and conditions set forth in your purchase order or any other correspondence that are in addition to, inconsistent or in conflict with, the foregoing applicable online terms will be of no force or effect unless specifically agreed to in a writing signed by Dell that expressly references such terms.

Additional Terms for Public Customers

If you are a department, agency, division, or office of any district, state, county or municipal government within the United States ("Public Customer"), the following terms ("Public Customer Terms") apply in addition to the foregoing terms: A. If any portion of the foregoing terms and conditions (or any terms referenced therein) is prohibited by law, such portion shall not apply to you. Notwithstanding anything to the contrary, the End User License Agreements shall take precedence in all conflicts relevant to your use of any software. B. By placing your order, you confirm that (1) you are a contracting officer or other authorized representative of Public Customer with authority to bind the Public Customer to these terms and conditions, and (2) you have read and agree to be bound by these terms and conditions.

Pricing, Taxes, and Additional Information

All product, pricing, and other information is valid for U.S. customers and U.S. addresses only, and is based on the latest information available and may be subject to change. Dell reserves the right to cancel quotes and orders arising from pricing or other errors. Sales tax on products shipped is based on your "Ship To" address, and for software downloads is based on your "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, including your Customer Number, to the Dell Tax Department at 800-433-9023. Please ensure that your tax-exemption certificate reflects the correct Dell entity name: Dell Marketing L.P. Note: All tax quoted above is an estimate; final taxes will be listed on the invoice. If you have any questions regarding tax please send an e-mail to Tax_Department@dell.com.

For certain products shipped to end-users in California, a State Environmental Fee will be applied to your invoice. Dell encourages customers to dispose of electronic equipment properly.

All information supplied to PIERCE COUNTY LIBRARY SYSTEM for the purpose of this proposal is to be considered confidential information belonging to Dell.

About Dell

Dell Inc. listens to customers and delivers innovative technology and services they trust and value. Uniquely enabled by its direct business model, Dell is a leading global systems and services company and No. 34 on the Fortune 500. For more information, visit www.dell.com.

Privacy Policy

Dell respects your privacy. Across our business, around the world, Dell will collect, store, and use customer information only to support and enhance our relationship with your organization, for example, to process your purchase, provide service and support, and share product, service, and company news and offerings with you. Dell does not sell your personal information. For a complete statement of our Global Privacy Policy, please visit dell.com/privacy.

Officers Reports

M E M O



Date: July 28, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Property Values for 2016 Tax Levy

On July 3, the Pierce County Assessor-Treasurers Office released their annual report on property valuations in Pierce County. County-wide, residential properties increased by 6.62% and commercial property values have increased by 1.73%. We are calculating what this impact will be on 2016 revenues, and will be developing a budget strategy in August. We will update the Board next month, as we head into the fiscal year budget process.

My preliminary estimate at this time is that the Library's taxing district increased in value between 6% and 7%. Recall that our original estimate was around 5%-7%, so this remains positive news for the Library that the recovery is continuing.

We still are anticipating considerable work on the budget and much of the increase will be applied to restore the set-asides, which were greatly reduced to offset further impacts to services and staffing. As we exit the economic downturn we are faced with needing to address concerns especially to the capital improvement fund and planning for cash reserves. Through this year, we had been spending more than our revenues so we had been using cash reserves to pay for shortfalls.

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

We will keep the Board apprised.

Pierce County Assessor-Treasurer 2015 Residential Revaluation Report

2015 Residential Average Assessed Value Change by City

City	2014 Avg Assd Value	2015 Avg Assd Value	Dollar Change in Avg Assd Value	Percent Change
AUBURN	\$257,139	\$275,964	\$18,825	7.321%
BONNEY LAKE	\$237,170	\$257,441	\$20,271	8.547%
BUCKLEY	\$181,283	\$201,744	\$20,460	11.286%
CARBONADO	\$118,401	\$139,769	\$21,367	18.047%
DUPONT	\$262,380	\$266,074	\$3,694	1.408%
EATONVILLE	\$140,917	\$149,903	\$8,985	6.376%
EDGEWOOD	\$261,730	\$273,663	\$11,934	4.560%
FIFE	\$188,164	\$205,515	\$17,352	9.222%
FIRCREST	\$235,536	\$246,912	\$11,377	4.830%
GIG HARBOR	\$305,820	\$324,270	\$18,450	6.033%
LAKEWOOD	\$212,747	\$223,093	\$10,346	4.863%
MILTON	\$195,985	\$210,133	\$14,148	7.219%
ORTING	\$174,325	\$187,849	\$13,524	7.758%
PACIFIC	\$167,750	\$172,850	\$5,100	3.040%
PUYALLUP	\$219,942	\$232,585	\$12,644	5.749%
ROY	\$152,042	\$158,988	\$6,946	4.569%
RUSTON	\$239,312	\$253,423	\$14,111	5.896%
SOUTH PRAIRIE	\$117,621	\$126,109	\$8,488	7.216%
STEILACOOM	\$264,743	\$285,313	\$20,570	7.770%
SUMNER	\$202,963	\$218,530	\$15,567	7.670%
TACOMA	\$184,601	\$197,694	\$13,093	7.092%
UNIVERSITY PLACE	\$269,448	\$283,806	\$14,357	5.328%
WILKESON	\$107,113	\$118,130	\$11,018	10.286%
UNINCORPORATED	\$218,017	\$232,599	\$14,583	6.689%
Averages	\$204,798	\$218,432	\$13,634	7.032%

Pierce County Assessor-Treasurer 2015 Commercial Revaluation Report

Assessed Value Change by City

City	Count	2014 Wtd Avg	2015 Wtd Avg	Difference	%-Change Wtd Avg
Auburn	29	\$5,546,877	\$7,169,265	\$1,622,389	29.2%
Bonney Lake	226	\$2,279,173	\$2,278,698	-\$475	0.0%
Buckley	140	\$1,063,139	\$1,063,950	\$811	0.1%
Carbonado	1	\$141,700	\$148,800	\$7,100	5.0%
Dupont	124	\$4,899,977	\$5,116,406	\$216,429	4.4%
Eatonville	137	\$388,183	\$437,483	\$49,299	12.7%
Edgewood	147	\$752,627	\$755,481	\$2,854	0.4%
Fife	630	\$2,154,798	\$2,195,215	\$40,417	1.9%
Fircrest	72	\$1,595,265	\$1,720,391	\$125,126	7.8%
Gig Harbor	614	\$2,044,402	\$2,052,041	\$7,639	0.4%
Lakewood	1,657	\$1,793,816	\$1,815,352	\$21,536	1.2%
Milton	143	\$1,700,722	\$1,706,131	\$5,409	0.3%
Orting	70	\$669,453	\$670,152	\$699	0.1%
Pacific	192	\$831,526	\$833,405	\$1,879	0.2%
Puyallup	1,174	\$3,025,335	\$3,073,672	\$48,337	1.6%
Roy	28	\$273,979	\$258,083	-\$15,895	-5.8%
Ruston	61	\$259,684	\$270,765	\$11,081	4.3%
South Prairie	38	\$296,300	\$300,867	\$4,567	1.5%
Steilacoom	115	\$1,240,116	\$1,245,653	\$5,536	0.4%
Sumner	680	\$2,621,529	\$2,661,232	\$39,703	1.5%
Tacoma	5,721	\$2,413,762	\$2,692,825	\$279,063	11.6%
University Place	561	\$1,358,486	\$1,364,537	\$6,051	0.4%
Wilkeson	17	\$117,270	\$118,320	\$1,050	0.9%
City Summary	12,577	\$1,866,682	\$1,947,741	\$81,059	4.3%

MEMO

Date: August 3, 2015

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

From: Lorie Erickson, Facilities Director

Subject: Fife Library Site Work Update

PCLS received two bids for the Fife Library site work project. Both bids came in under the budgeted amount of \$250,000. The project will be awarded to Gritton Building Inc. for the base bid amount of \$154,152. This does not include tax or contingency.

MEMO

Date: August 4, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Georgia Lomax, Executive Director
Subject: Deputy Director Hiring Update

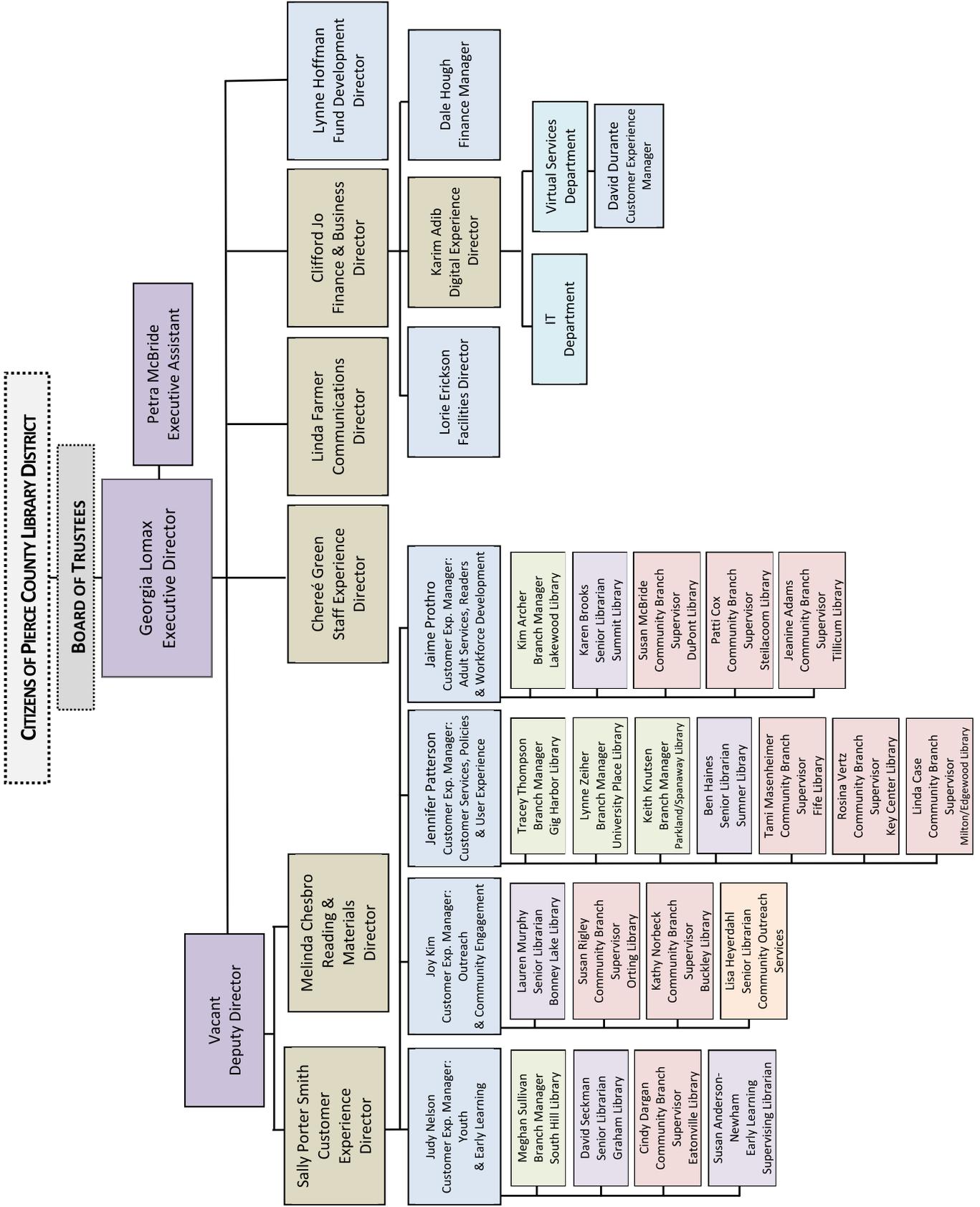
Phone interviews have been conducted with 10 Deputy Director candidates. The candidate pool included both local and national applicants from within the Library industry, government and private business.

The interview team narrowed the group to four semi-finalists who have been invited to participate in in-person interviews to determine two finalists.

The final interview will include panel interviews with Administrative Team and Leadership Team, an open reception for staff to meet and interact with candidates, and an assessment exercise with a panel of staff. Despite the added interview, we will still be on target to make an offer by the end of August.

Attached is the Library's organization chart and accountability diagram that shows direct supervisory responsibility as well as the broader organizational authority of this position.

PIERCE COUNTY LIBRARY SYSTEM | 2015 ORGANIZATIONAL CHART



Organization Accountability

Customers & Community		M A N A G E M E N T				S T A F F		Customers & Community	
		<i>Leadership</i>		<i>Supervision</i>					
		EXECUTIVE MNGT	SR. MNGT	MNGT	SITE & DEPT SUPERVISORS				
Citizen Oversight		Executive Director	Business Operations Director	Finance Manager	Executive Assistant		Finance Group Senior Finance Specialist Finance Specialist Finance Assistant Payroll Administrator		
			Digital Experience Director	Customer Experience Manager	Library Systems Administrator Network Systems Administrator		Information Technology Group Senior IT Technicians IT Technicians IT Specialists Systems & Database Administrator Software Engineers		
BOARD OF TRUSTEES		Deputy Director	Staff Experience Director	Fund Development Director	Facilities Operations Lead Custodian Lead Custodial Supervisor Maintenance Supervisor		Facilities Group Custodial Maintenance Specialist Maintenance Technicians Custodians		
			Communications Director	Communications Manager	Graphic Production Supervisor		Staff Experience Group Human Resources Generalists Library Trainer		
			Customer Experience Director	Customer Experience Managers	Senior Librarians Community Branch Supervisors Assistant Branch Supervisors		Fund Development Development Associate Development Assistant		
		Deputy Director	Reading & Materials Director	Branch Managers	Early Learning Supervising Librarian		Communications Group Content Writer Graphic Designer Print Technician Communications Specialist Volunteer Services Coordinator		
				Youth Services Admin Asst.	Senior Librarians Community Branch Supervisors Assistant Branch Supervisors		Branch Operations Group Librarians - Adult & Youth Senior Branch Assistants Reference Associates Digital Literacy Associates Digital Literacy Coordinators Storytellers Pages		
		Deputy Director	Reading & Materials Director	Branch Managers	Youth Services Admin Asst.		Diverse Communities Coord. Diverse Communities Assistant Bookmobile Operators		
					Library Materials Supervisor Library Services Supervisor Delivery Supervisor		Reading & Materials Group Cataloging Librarians Virtual Experience Librarian Collection Management Librarians Acquisitions Specialists Cataloging Specialists Senior Library Technicians Library Technicians Library Assistants Drivers		
		Deputy Director	Reading & Materials Director	Branch Managers	Library Materials Supervisor Library Services Supervisor Delivery Supervisor		Office Support Group Senior Admin. Assistant Administrative Assistant Office Assistant		

MEMO

Date: July 29, 2015

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

From: Georgia Lomax, Executive Director

Subject: 2015 Legislative Session

The Washington Library Association's Legislative Planning Committee recently released its "2015 End of Session" report.

The final budget appropriation includes continued funding of Microsoft IT Academy so that Washington public libraries can continue to offer free access to the full range of its training materials. It also backfills \$2.4 million to maintain services at the State Library.

SSB 5721 adds a public library representative to the state-wide Early Learning Opportunities Council, which was established in 2014 to advise the Governor on programs that "extend learning and enrichment for students beyond the traditional school day ..." This is a critical correction as public libraries are key resources for early learning outside the formal education system.

MEMO



Date: July 31, 2015

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

From: Jaime Prothro, Customer Experience Manager

Subject: Washington State Library Digital Literacy Grant / Microsoft IT Academy Open Lab

Pierce County Library System has received its second award of the Washington State Library Digital Literacy Grant. The grant provides \$7500 to the Microsoft IT Academy Open Lab project that has been underway at JBLM and Rally Point 6/RP6 since March 16, 2015. The original grant funding ended June 18, 2015 and different grant funding through WorkForce Central has allowed PCLS to continue providing services. The additional Washington State Library grant will extend these services into 2016.

The Microsoft IT Academy Open Lab was introduced as a service to provide free Microsoft Certification to transitioning service members, as well as to provide access to free Microsoft courses to Washington residents as part of a state-wide partnership with Microsoft. The Open Lab audience has expanded to include transitioning soldiers, active duty soldiers, veterans, and family members as the program has gained in popularity.

Currently, the Open Lab is available 20 hours per week, both on base and in the community at RP6, where PCLS staff help with accessing the training, testing candidates and issuing MOS (Microsoft Office Specialist) and MTA (Microsoft Technology Associate) certifications, significant outreach and promotions, and trouble-shooting technical issues.

At the end of July 2015, the Microsoft IT Academy Open Lab had enrolled 434 soldiers, veterans, and family members and 179 participants have been certified. The original grant outcome was to certify 50 participants.

11.9% of participants are transitioning soldiers, 40.1% are active duty, 8.8% are retired military, 11.9% are military reserved. 23.1% are unemployed, 9.5% have part-time employment, and 19% have full-time employment. Of these participants, 15.9% are military dependents and only 3.7% were previously certified in Microsoft products.

The Open Lab helps provide industry-recognized credentials that demonstrates that participants have skills employers are looking for. PCLS is pleased to be able to continue to connect our military population with this training.

MEMO

Date: August 3, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Georgia Lomax, Executive Director
Subject: Regional Trustee Meeting

The 2nd Annual Regional Trustee meeting will be held October 24, 2015 from 9:30 am - 2:00 pm. This year's meeting will take place at the new Renton Library.

Topics include Becoming an Outcomes-Based Organization and Board Development (training, engagement and growth).

I will update the Board as further details are finalized.