

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
November 18, 2015
3:30 pm

| | | | |
|---------|---------|--|---------------|
| 3:30 pm | 01 min. | Call to Order: Rob Allen, Chair | |
| 3:31 pm | 05 min. | Public Comment: <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i> | |
| 3:36 pm | 04 min. | Consent Agenda | Action |
| | | <ol style="list-style-type: none"> 1. Approval of Minutes of the October 21, 2015, Regular Meeting 2. Approval of October 2015 Payroll, Benefits and Vouchers 3. Resolution 2015-05: Appointing Agent to Receive Claims for Damages 4. Resolution 2015-09: Cancellation of Unredeemed Warrants 5. Resolution 2015-10: 2016 Schedule Of Recurring Meetings | |
| 3:40 pm | 05 min. | Board Member Reports | |
| 3:45 pm | 05 min. | Routine Reports | |
| | | <ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. October 2015 Financial Report, Dale Hough 3. 2013-14 Audit Update, Dale Hough 4. Executive Director Activities, Georgia Lomax | |
| 3:50 pm | | Unfinished Business | |
| | 05 min. | 1. Strategic Planning Process Update, Georgia Lomax | |
| | 05 min. | 2. Fiscal Management Policy: Second Reading, Clifford Jo | Action |
| | 05 min. | 3. Resolution 2015-06: Special Revenue Fund, Clifford Jo | Action |
| | 25 min. | 4. 2016 Budget Review, <i>Georgia Lomax and Clifford Jo</i> <ol style="list-style-type: none"> a. General Fund, 2016-20 Capital Improvement Plan and Special Purpose Fund b. Levy Certificate and IPD Override | |
| 4:30 pm | 05 min. | Public Hearing: 2016 Draft Budget of Estimated Revenue and Expenditures: | |
| | | 1. 2016 Revenue sources and 2016 Expense Budget: Consideration of increases in property tax revenues, regarding the 2015 property tax levies for collection in 2016 (per RCW 84.55.10) | |
| 4:35 pm | 05 min. | Unfinished Business (continued) | |
| | | 5. 2016 Budget, Georgia Lomax and Clifford Jo | |
| | | Resolution 2015-07: Requesting Highest Lawful Levy and Levy Certification | Action |
| | | Resolution 2015-08: Declaration of Substantial Need to Override IPD | Action |
| 4:40 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 contract negotiations and personnel.</i> | |
| 4:50 pm | 10 min. | Officers Reports | |
| | | 1. Employee Communications, Linda Farmer | |
| 5:00 pm | 01 min. | Announcements | |
| 5:01 pm | | Adjournment | |

Consent Agenda

CALL TO ORDER

Chair Rob Allen called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Linda Ishem, Donna Albers, Monica Butler and J.J. McCament.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. Approval of Minutes of the September 9, 2015, Regular Meeting
2. September 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3637-3641, dated 09/01/15 - 09/30/15 in the amount of \$7,045.84
 - Payroll Disbursement Voucher dated 09/06/15 in the amount of \$601,235.50
 - Payroll Disbursement Voucher dated 09/21/15 in the amount of \$599,912.45
 - Accounts Payable Warrants 624847-624953 dated 09/01/15 – 09/30/15 in the amount of \$1,254,470.75

Ms. Ishem moved for approval of the consent agenda as amended for clarity. Ms. Albers seconded the motion and it was passed.

BOARD REPORTS

Ms. Ishem reported she attended an author event featuring former Pierce County Reads author, Jamie Ford, who spoke about his new book, *Songs of Willow Frost*.

Ms. Albers and Chair Allen attended the Pierce County Library Foundation's annual donor event, A Literary Evening.

Ms. McCament was recently in Switzerland, where she visited the Abbey Library of Saint Gall.

ROUTINE REPORTS

Dashboard - Georgia Lomax, Executive Director, noted the decline in circulation is beginning to level off.

October 2015 Financial Report - Dale Hough, Finance Manager, noted all revenue through September 30, 2015, has been posted and is reflected on the report. The Library has received nearly 60% of budgeted revenue and expenditures are at 74% of the budget YTD.

UNFINISHED BUSINESS

Strategic Planning Process Update - Ms. Lomax reported the RFQ is posted. Proposals are due on October 26, 2015. The Library intends to award the contract by November 9, 2015.

Special Purpose Fund - Clifford Jo, Finance and Business Operations Director, led discussion about the addition of a Special Purpose Fund. A resolution will be brought to the Board in November and, if approved, the Library will use the fund in the 2016 budget.

Fiscal Management Policy - Mr. Jo presented the draft document, noting the policy must be approved next month. Ms. Lomax said they will continue to refine the document based on today's discussion and present it to the Board at the November meeting.

Ms. Lomax reported Mr. Hough received a Certificate of Appreciation for his work as Chair of the WFOA annual conference. The conference had 778 attendees and guests, which was the largest in history. The Board thanked Mr. Hough for representing the Library well.

NEW BUSINESS

2016 Budget

- a. **2016 Levy Certificates and Implicit Price Deflator (IPD)**- Mr. Jo provided background on the IPD and its purpose. He said the Board must determine what "substantial need" is defined as. Ms. Lomax said the Board will need to decide whether or not to override it. Chair Allen said he would like to see rationale stated in the Resolution as to why the Library wants to override the IPD since the Library anticipates costs beyond what the IPD shows.
- b. **2016 Revenue and Expenditures Draft** - Mr. Jo said budget is not balanced yet. Approximately \$200,000 still needs to be allocated.
- c. **2016 Materials Budget Summary** - Melinda Chesbro, Deputy Director recommended leaving the budget the same as in 2015. She said as a result of the strategic planning process, the Library will have a good rationale for making changes. She said the Library wants to respond in a targeted way to the community as a result of the strategic plan.
- d. **2016-2020 Cash Flow** - Mr. Jo reviewed the projections.

2016 Board Meeting Schedule - Ms. Lomax asked the Board to check their schedules and to be prepared to pass a Resolution to approve the calendar at the November meeting.

Friends and Foundation of Libraries Week - Joy Kim, Customer Experience Manager reported in 2014 contributions from Friends were over \$120,000 and the Foundation awarded \$475,000 toward library services. The contributions cover programming, furnishing, landscaping and special events. She asked the Board to issue the Proclamation.

Ms. Butler moved to approve the Proclamation. Ms. Ishem seconded the motion and it was passed.

The Board thanked the Friends and Foundation for their contribution to the Library.

BOARD EDUCATION AND SERVICE REPORTS

2016 Work Plan - Ms. Chesbro gave an overview of plan and pointed out the targeted major initiatives. Each member of the Administrative Team shared activities that are being undertaken as a part of the work plan. Ms. Chesbro reported staff training is planned to address safety and security and to build skills to respond to the environment.

Chair Allen said he was impressed at the thoughtful approach of the Library. Ms. Lomax said the work plan is a result of listening to staff during her initial meetings over the past year.

OFFICER REPORTS

2016 Library Conferences - Ms. Lomax encouraged the Board to let her know soon if they were interested in attending a conference.

Regional Trustees Meeting - Ms. Lomax reminded the Board of the upcoming meeting.

ERate Update - Mr. Adib provided an update on the rebate status. He noted there is an appeal underway pertaining to a small amount which was denied. He was pleased to report that the approximately \$800,000 is quadruple the amount in rebates the Library has been getting in the past.

Wave Broadband Contract Update - Mr. Adib stressed the importance of the Library's relationship with Wave as it this show the Library is more than a building in the neighborhood and is instrumental in bringing broadband to

communities. Linda Farmer, Communications Director, is in contact with Wave's marketing team and will direct a complete marketing plan, showing the benefits of the partnership to taxpayers.

2013/14 Library Audit - Ms. Lomax reported the audit entrance interview will be held on October 28, 2015.

2015-16 Foundation Board Meeting Schedule - Ms. Lomax invited the Board to attend Foundation Board meetings when their schedule allows.

2015 Summer Reading, - Ms. Lomax praised the Summer Reading staff and shared a card from the winner of the adult summer reading contest, thanking the Library for the gift.

Mr. Lomax announced the retirement of Sally Porter Smith, Customer Experience Director, thanking her for her service to the Library, its staff and customers. She said Ms. Porter Smith provided leadership to staff, her commitment to customer focus and metrics, and her ability to move things forward and do amazing work for the Library.

Ms. Lomax informed the Board that Mr. Adib has accepted a position elsewhere and would be leaving the Library effective October 22, 2015. She said during his time at the Library, Mr. Adib made a huge impact to help the Library envision what to do to be a modern system able to deliver what public expects from it.

Chair Allen said both Mr. Adib's and Ms. Porter Smith's fingerprints will be on Library a long time and that they both changed the DNA of the Library. Ms. McCament said their shoes will be hard to fill.

EXECUTIVE SESSION

At 6:02 pm, Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues for ten minutes. Ms. McCament seconded the motion and it was passed. The Session was extended five minutes. The Session ended at 6:15 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 6:15 pm on motion by Ms. McCament, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair

October 2015 Payroll, Benefits and Vouchers

| | <u>Warrant Numbers</u> | <u>Date(s)</u> | <u>Amount</u> |
|--|------------------------|------------------|------------------------------|
| Payroll Warrants | 3642-3647 | 10/1/15-10/31/15 | \$2,095.52 |
| Electronic Payments - Payroll & Acct Payable | | 10/06/15 | \$604,342.20 |
| Electronic Payments - Payroll & Acct Payable | | 10/21/15 | \$603,559.32 |
| Accounts Payable Warrants | 624954-625080 | 10/1/15-10/31/15 | \$1,208,245.65 |
| Total: | | | <u><u>\$2,418,242.69</u></u> |

Check History Listing
Pierce County Library System

| Check # | Bank | Date | Paid to | Status | Can/Vd Date | Pay Period Dates | Dir Dep | Amount |
|---------------|------|------------|-------------------|--------|-------------|---------------------|-------------|-----------------|
| 3642 | pr | 10/06/2015 | ALBERTSON, APRIL | C | 10/31/2015 | 09/16/15 - 09/30/15 | 0.00 | 389.05 |
| 3643 | pr | 10/13/2015 | SCHOOLEY, EMILY | C | 10/31/2015 | 03/01/15 - 03/15/15 | 0.00 | 371.00 |
| 3644 | pr | 10/21/2015 | HOOVER, ARTHUR | C | 10/31/2015 | 10/01/15 - 10/15/15 | 0.00 | 860.65 |
| 3645 | pr | 10/21/2015 | HILLDING, MARY | C | 10/31/2015 | 10/01/15 - 10/15/15 | 0.00 | 228.89 |
| 3646 | pr | 10/21/2015 | MINIKEN, PATRICIA | | | 10/01/15 - 10/15/15 | 0.00 | 53.90 |
| 3647 | pr | 10/21/2015 | DZYK, BOGDAN | C | 10/31/2015 | 10/01/15 - 10/15/15 | 0.00 | 192.43 |
| Total: | | | | | | | 0.00 | 2,095.92 |

Checks in report: 6

Grand Total: 0.00 2,095.92

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

| | |
|-----------------|---|
| Contact Name: | <u>Christy Telling</u> |
| Contact Phone: | <u>253-548-3451</u> |
| Contact e-mail: | <u>ctelling@piercecountylibrary.org</u> |
| Comments: | <u>payday 10/06/2015</u> |

Withdrawal Date: 10/06/15

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|----------------------|-----------------------------|------------------------|---------------------|--------|---------------|----------------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-00 | 5100000 | 63,317.52 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 46,366.30 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-00 | 5100000 | 46,366.30 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-00 | 5100000 | 431,181.59 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-00 | 5100000 | 12,369.20 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-00 | 5100000 | 2,722.00 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-00 | 5100000 | 1,519.29 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-00 | 5100000 | 500.00 |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-00 | 5100000 | - |
| PCL_Company | Department of Revenue | 237101 | CC_Library_District | 697-00 | 5100000 | - |
| Total Deposit | | | | | | \$ 604,342.20 |

Certification: _____

Christy Telling
Signature (Department Designee)

10/5/15
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 10/21/2015

Withdrawal Date: 10/21/15

| Company | Description | Revenue/Spend Category | Cost Center | Fund | Business Unit | Total |
|---------------|----------------------------------|------------------------|---------------------|--------|---------------|---------------|
| PCL_Company | FIT EE and EIC | 237100 | CC_Library_District | 697-01 | 5100000 | 63,933.59 |
| PCL_Company | FICA EE and Medicare | 237100 | CC_Library_District | 697-01 | 5100000 | 45,944.48 |
| PCL_Company | FICA ER and Medicare | 237100 | CC_Library_District | 697-01 | 5100000 | 45,944.48 |
| PCL_Company | DIR DEP | 237100 | CC_Library_District | 697-01 | 5100000 | 426,613.83 |
| PCL_Company | Deferred Comp. Plan | 237100 | CC_Library_District | 697-01 | 5100000 | 12,744.80 |
| PCL_Company | VOYA | 237100 | CC_Library_District | 697-01 | 5100000 | 2,722.00 |
| PCL_Company | H.S.A Employee Deductions | 237100 | CC_Library_District | 697-01 | 5100000 | 1,519.29 |
| PCL_Company | H.S.A Employer Contribution | 237100 | CC_Library_District | 697-01 | 5100000 | - |
| PCL_Company | H.S.A Employee Fee | 237100 | CC_Library_District | 697-01 | 5100000 | 203.55 |
| PCL_Company | Department of Revenue | 237100 | CC_Library_District | 697-01 | 5100000 | 2,517.08 |
| | FIT EE and EIC/adjustment | 237100 | CC_Library_District | 697-01 | 5100000 | 1,416.22 |
| Total Deposit | | | | | | \$ 603,559.32 |

Certification:

Christy Telling
Signature (Department Designee)

10/20/15

Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

| Check # | Date | Vendor | Status | Check Total |
|---------|------------|--|--------|-------------|
| 624954 | 10/06/2015 | 005586 DUPONT BUSINESS ASSOCIATION | | 50.00 |
| 624955 | 10/06/2015 | 001345 MICHAEL'S CUSTOM UPHOLSTERY | C | 637.85 |
| 624956 | 10/06/2015 | 003985 PACIFCSOURCE ADMINISTRATORS | C | 207.50 |
| 624957 | 10/06/2015 | 005338 PHOENIX MECHANICAL INC | C | 157,776.00 |
| 624958 | 10/06/2015 | 005080 QUIPU GROUP LLC | C | 1,275.00 |
| 624959 | 10/06/2015 | 001290 REGIONAL BUILDING SVCS CORP | C | 507.25 |
| 624960 | 10/06/2015 | 005706 SCHROEDERS AUTOBODY | C | 1,952.12 |
| 624961 | 10/06/2015 | 004901 SUE WALSTON | C | 192.65 |
| 624962 | 10/06/2015 | 000534 WCP SOLUTIONS | C | 80.44 |
| 624963 | 10/07/2015 | 000828 AFSCME AFL-CIO | C | 5,709.80 |
| 624964 | 10/07/2015 | 000175 ASSOCIATION OF WASHINGTON CITI | C | 178,678.68 |
| 624965 | 10/07/2015 | 003311 DEPARTMENT OF LABOR & INDUSTRI | C | 55,354.22 |
| 624966 | 10/07/2015 | 003985 PACIFCSOURCE ADMINISTRATORS | C | 1,675.21 |
| 624967 | 10/07/2015 | 001181 PIERCE CTY LIBRARY FOUNDATION | C | 360.27 |
| 624968 | 10/07/2015 | 004276 STATE CENTRAL COLLECTION UNIT | C | 151.67 |
| 624969 | 10/07/2015 | 000823 UNITED WAY | C | 82.58 |
| 624970 | 10/07/2015 | 004782 US DEPARTMENT OF EDUCATION | C | 185.26 |
| 624971 | 10/07/2015 | 000827 WA STATE- DEPT OF RETIREMENT S | C | 101,815.98 |
| 624972 | 10/07/2015 | 000242 BUCKLEY CITY OF | C | 325.41 |
| 624973 | 10/07/2015 | 001643 IMPACT | C | 50.14 |
| 624974 | 10/07/2015 | 000377 PUGET SOUND ENERGY | C | 3,212.50 |
| 624975 | 10/07/2015 | 000460 STEILACOOM TOWN OF | C | 755.64 |
| 624976 | 10/07/2015 | 000541 STATE OF WASHINGTON | C | 228.20 |
| 624977 | 10/09/2015 | 004022 US BANK | C | 62,223.69 |
| 624978 | 10/09/2015 | 000830 BAKER & TAYLOR | C | 27,581.47 |
| 624979 | 10/09/2015 | 000830 BAKER & TAYLOR | C | 4,604.53 |
| 624980 | 10/09/2015 | 000189 BAKER & TAYLOR ENTERTAINMENT | C | 23.28 |
| 624981 | 10/09/2015 | 000211 BONNEY LAKE CITY OF | C | 246.16 |
| 624982 | 10/09/2015 | 000211 BONNEY LAKE CITY OF | C | 49.20 |
| 624983 | 10/09/2015 | 005652 CAVENDISH SQUARE | C | 1,557.24 |
| 624984 | 10/09/2015 | 000847 CENTER POINT PUBLISHING | C | 1,373.85 |
| 624985 | 10/09/2015 | 000093 PAYMENT PROCESSING CENTER EBSCO | C | 7.21 |
| 624986 | 10/09/2015 | 000243 INGRAM LIBRARY SERVICES | C | 22,910.93 |
| 624987 | 10/09/2015 | 000352 MIDWEST TAPE | V | 0.00 |
| 624988 | 10/09/2015 | 000352 MIDWEST TAPE | V | 0.00 |
| 624989 | 10/09/2015 | 000352 MIDWEST TAPE | C | 44,586.27 |
| 624990 | 10/09/2015 | 000323 NEWS TRIBUNE | C | 327.60 |
| 624991 | 10/09/2015 | 000327 PENINSULA GATEWAY INC | C | 70.00 |

Check History Listing
Pierce County Library System

Bank code: boa

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| 624992 | 10/09/2015 | 001060 SCHOLASTIC LIBRARY PUBLISHING | C | 1,493.61 |
| 624993 | 10/12/2015 | 001554 ANDREW'S FIXTURE CO INC | C | 710.66 |
| 624994 | 10/12/2015 | 000363 OVERALL LAUNDRY SERV. DBAARAMARI | C | 18.41 |
| 624995 | 10/12/2015 | 000176 ATS AUTOMATION INC | C | 5,237.53 |
| 624996 | 10/12/2015 | 000895 COLUMBIA BANK | C | 289.23 |
| 624997 | 10/12/2015 | 000895 COLUMBIA BANK | C | 50.00 |
| 624998 | 10/12/2015 | 001512 DAILY JOURNAL OF COMMERCE | C | 74.80 |
| 624999 | 10/12/2015 | 005283 E-RATE EXPERTISE INC | C | 1,650.00 |
| 625000 | 10/12/2015 | 001875 LINDA ESKESEN | C | 75.00 |
| 625001 | 10/12/2015 | 005272 GREEN EFFECTS INC | C | 6,005.62 |
| 625002 | 10/12/2015 | 005235 KEY PENINSULA BUSINESS ASSOC | | 75.00 |
| 625003 | 10/12/2015 | 005882 LAUREN LINDSKOG | | 163.07 |
| 625004 | 10/12/2015 | 004674 MCHUGH MANAGEMENT CONSULTING | C | 8,312.50 |
| 625005 | 10/12/2015 | 001586 NORTHWEST DOOR INC | C | 284.44 |
| 625006 | 10/12/2015 | 000857 PIERCE COUNTY RECYCLING | C | 67.59 |
| 625007 | 10/12/2015 | 000497 TILlicum COMMUNITY SERVICE CEN | C | 1,834.29 |
| 625008 | 10/12/2015 | 004022 US BANK | C | 672.67 |
| 625009 | 10/15/2015 | 005815 4G APPAREL & PROMOTIONS | C | 150.00 |
| 625010 | 10/15/2015 | 005272 GREEN EFFECTS INC | C | 1,033.69 |
| 625011 | 10/15/2015 | 005428 GRITTON BUILDING CO INC | C | 4,594.80 |
| 625012 | 10/15/2015 | 006041 PERMACARD | C | 5,804.87 |
| 625013 | 10/15/2015 | 003811 PIERCE CO COMMUNITY NEWSPAPER | C | 462.00 |
| 625014 | 10/15/2015 | 000370 PIERCE COUNTY | C | 14,812.94 |
| 625015 | 10/15/2015 | 001681 PITNEY BOWES | C | 20,000.00 |
| 625016 | 10/15/2015 | 006277 SOURCE RITE LLC | C | 167.60 |
| 625017 | 10/15/2015 | 003719 UNIQUE MANAGEMENT SERVICES | C | 1,536.44 |
| 625018 | 10/15/2015 | 005679 CIVIC BUILDING UNIVERSITY PLACE | | 46,813.66 |
| 625019 | 10/15/2015 | 000534 WCP SOLUTIONS | C | 256.57 |
| 625020 | 10/16/2015 | 004022 US BANK | C | 76,551.75 |
| 625021 | 10/20/2015 | 000830 BAKER & TAYLOR | C | 25,623.95 |
| 625022 | 10/20/2015 | 000087 BLACKSTONE AUDIO BOOKS INC | C | 1,063.00 |
| 625023 | 10/20/2015 | 000044 COURIER HERALD PUBLISHING CO | C | 39.00 |
| 625024 | 10/20/2015 | 005300 DANGER ROOM COMICS LLC | | 1,508.24 |
| 625025 | 10/20/2015 | 000269 HW WILSON CO | | 216.00 |
| 625026 | 10/20/2015 | 000243 INGRAM LIBRARY SERVICES | C | 22,891.87 |
| 625027 | 10/20/2015 | 003909 MCCALLS QUICK QUILTS | V | 19.00 |
| 625028 | 10/20/2015 | 000352 MIDWEST TAPE | V | 0.00 |
| 625029 | 10/20/2015 | 000352 MIDWEST TAPE | | 32,454.81 |
| 625030 | 10/20/2015 | 000406 RECORDED BOOKS LLC | | 162.61 |

Check History Listing
Pierce County Library System

Bank code: boa

| Check # | Date | Vendor | Status | Check Total |
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| 625031 | 10/20/2015 | 000451 SEATTLE TIMES SEATTLE PI | C | 374.00 |
| 625032 | 10/20/2015 | 000463 SUMMIT WATER & SUPPLY CO | C | 444.81 |
| 625033 | 10/20/2015 | 000541 STATE OF WASHINGTON | | 361.18 |
| 625034 | 10/20/2015 | 000535 WESTON WOODS STUDIOS | C | 390.26 |
| 625035 | 10/21/2015 | 001554 ANDREW'S FIXTURE CO INC | C | 1,487.84 |
| 625036 | 10/21/2015 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | C | 18.41 |
| 625037 | 10/21/2015 | 000895 COLUMBIA BANK | C | 1,011.04 |
| 625038 | 10/21/2015 | 001512 DAILY JOURNAL OF COMMERCE | C | 237.90 |
| 625039 | 10/21/2015 | 003311 DEPARTMENT OF LABOR & INDUSTRI | C | 390.85 |
| 625040 | 10/21/2015 | 005979 METCO ELECTRIC | C | 3,489.86 |
| 625041 | 10/21/2015 | 002065 TRISHA MUSCHETT | C | 113.47 |
| 625042 | 10/21/2015 | 003985 PACIFICSOURCE ADMINISTRATORS | C | 207.50 |
| 625043 | 10/21/2015 | 001258 PTM DOCUMENT SYSTEMS INC | C | 93.25 |
| 625044 | 10/21/2015 | 004397 SHKS ARCHITECTS PS INC | C | 3,330.63 |
| 625045 | 10/21/2015 | 004022 US BANK | C | 66,626.87 |
| 625046 | 10/22/2015 | 003778 AFLAC | | 5,933.46 |
| 625047 | 10/22/2015 | 000828 AFSCME AFL-CIO | C | 5,695.82 |
| 625048 | 10/22/2015 | 000175 ASSOCIATION OF WASHINGTON CITI | | 1,632.15 |
| 625049 | 10/22/2015 | 001578 COLONIAL SUPPLEMENTAL INSURANC | | 562.24 |
| 625050 | 10/22/2015 | 003985 PACIFICSOURCE ADMINISTRATORS | C | 1,675.21 |
| 625051 | 10/22/2015 | 001181 PIERCE CTY LIBRARY FOUNDATION | C | 360.27 |
| 625052 | 10/22/2015 | 004276 STATE CENTRAL COLLECTION UNIT | C | 151.67 |
| 625053 | 10/22/2015 | 000823 UNITED WAY | C | 82.58 |
| 625054 | 10/22/2015 | 004782 US DEPARTMENT OF EDUCATION | C | 185.16 |
| 625055 | 10/22/2015 | 000827 WA STATE- DEPT OF RETIREMENT S | | 101,296.11 |
| 625056 | 10/26/2015 | 005862 ELITE PROPERTY INVESTMENTS LLC | | 9,338.78 |
| 625057 | 10/26/2015 | 005272 GREEN EFFECTS INC | | 2,170.00 |
| 625058 | 10/26/2015 | 005428 GRITTON BUILDING CO INC | | 1,069.93 |
| 625059 | 10/26/2015 | 005979 METCO ELECTRIC | | 5,940.42 |
| 625060 | 10/26/2015 | 000079 SUPERIOR SAW | C | 16.75 |
| 625061 | 10/26/2015 | 005883 SYSTEMS SOURCE INC | C | 2,184.30 |
| 625062 | 10/26/2015 | 000534 WCP SOLUTIONS | C | 197.24 |
| 625063 | 10/27/2015 | 000830 BAKER & TAYLOR | C | 10,687.05 |
| 625064 | 10/27/2015 | 001947 JILL HENRIKSEN | C | 14.00 |
| 625065 | 10/27/2015 | 002065 TRISHA MUSCHETT | C | 290.26 |
| 625066 | 10/27/2015 | 001941 JUDY T NELSON | C | 393.20 |
| 625067 | 10/27/2015 | 000377 PUGET SOUND ENERGY | C | 750.36 |
| 625068 | 10/27/2015 | 004901 SUE WALSTON | | 580.53 |
| 625069 | 10/30/2015 | 000363 OVERALL LAUNDRY SERV. DBA ARAMARI | | 18.41 |

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Pierce County Library System

Bank code: boa

| <u>Check #</u> | <u>Date</u> | <u>Vendor</u> | <u>Status</u> | <u>Check Total</u> |
|----------------------|-------------|---------------------------------------|---------------|---------------------|
| 625070 | 10/30/2015 | 005582 IMWRF | | 14.99 |
| 625071 | 10/30/2015 | 006310 INTRACOMMUNICATION NETWORK SYS | | 4,727.29 |
| 625072 | 10/30/2015 | 005344 MT HOOD COMMUNITY COLLEGE | | 55.00 |
| 625073 | 10/30/2015 | 001942 LISA OLDOSKI | | 169.95 |
| 625074 | 10/30/2015 | 006313 PARMAN PHOTOGRAPHY LLC | | 820.50 |
| 625075 | 10/30/2015 | 002282 SEATTLE PUBLIC LIBRARY | | 14.95 |
| 625076 | 10/30/2015 | 006331 SURPRISE LAKE SQUARE LLC | | 8,188.57 |
| 625077 | 10/30/2015 | 001767 WALTER E NELSON OF WESTERN WAS | | 2,365.40 |
| 625078 | 10/30/2015 | 000534 WCP SOLUTIONS | | 2,053.70 |
| 625079 | 10/30/2015 | 001369 WHATCOM COUNTY LIBRARY SYSTEM | | 9.99 |
| 625080 | 10/30/2015 | 001932 LYNNE ZEIHNER | | 18.52 |
| boa Total: | | | | 1,208,245.65 |
| Total Checks: | | | | 1,208,245.65 |

127 checks in this report

RESOLUTION NO. 2015-05

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY LIBRARY SYSTEM APPOINTING THE
AGENT TO RECEIVE CLAIMS FOR DAMAGES
PURSUANT TO RCW 4.96.020**

WHEREAS, RCW 4.96.020 requires that “The governing body of each local government entity shall appoint an agent to receive any claim for damages made under this chapter” and record the designation with the county auditor “where the entity is located”; and

WHEREAS, The Board of Trustees wishes to appoint an agent to receive claims for damages pursuant to RCW 4.96.020, now therefore,

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

1. Neel Parikh, former Executive Director, is hereby removed as the Pierce County Library System’s Damage Claim Agent, and
2. Georgia Lomax, Executive Director, is hereby designated as the Pierce County Library System’s Damage Claim Agent and as such is authorized to receive, on behalf of the Pierce County Library System claims for damages. The Damage Claim Agent may be reached during normal business hours at Processing and Administrative Center, 3005 112th Street E., Tacoma, WA 98446-2215, and
3. This designation shall be recorded with the Pierce County Auditors’ office.

PASSED AND APPROVED THIS 18th DAY OF NOVEMBER, 2015.

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

RESOLUTION NO. 2015-09

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO CANCEL WARRANTS WHICH HAVE REMAINED UNPROCESSED
FOR OVER ONE (1) YEAR**

WHEREAS, R.C.W. 39.56.040 requires cancellation of outstanding warrants which have been lost, destroyed, or otherwise gone unredeemed in excess of one (1) year, and

WHEREAS, the warrants on Attachment A were issued by the Pierce County Rural Library District over one (1) year ago, but have not yet been redeemed by the payees, and

WHEREAS, Pierce County Rural Library District administrative staff has sent notices to payees informing them of their rights to make application for duplicate warrant if they certify within thirty (30) days of receipt of notice that the original was lost or destroyed and has not been paid, now, therefore,

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

The Pierce County Budget and Finance be authorized to cancel the warrants on Attachment A, dated September 30, 2015.

PASSED AND APPROVED THIS 18th DAY OF November, 2015.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair _____

Donna Albers, Vice-Chair _____

J.J. McCament, Member _____

Linda Ishem, Member _____

Monica Butler, Member _____

Attachment A

Pierce County Library System

Warrants Outstanding for Twelve or more Months
09/30/2015

| Date of Issuance | Warrant # | Payee | Amount | Mo's Outstanding |
|------------------|-----------|------------------|--------|------------------|
| 02/05/13 | 619740 | Manibusan, James | 4.99 | 32 |
| 03/22/13 | 620064 | Loper, Sandi | 19.99 | 31 |
| 07/23/13 | 630863 | Adsit, Bryan | 10.00 | 26 |

- All payees were contacted.
- Warrants “stale date” or become not valid six months after issuance per Pierce County Budget and Finance.
- PCLS turns these unclaimed payments over to State of Washington as Unclaimed Property. Currently, we batch and send payments to Unclaimed Property once per year after a payment is outstanding for two or more years per State law.

| | |
|--|----------------|
| Total Dollar Amount of Warrants Cancelled | \$34.98 |
| Total Number of Warrants Cancelled | 3 |

Submitted by Dale E. Hough, Finance Manager

RESOLUTION NO. 2015-10

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO SET THE 2016 SCHEDULE OF RECURRING MEETINGS**

WHEREAS, the Board of Trustees of the Pierce County Rural Library District must adopt a schedule of recurring meetings in compliance with Chapter 42.30 of the Revised Code of Washington, and

WHEREAS, the Board of Trustees intends to hold recurring meetings in the year 2016, now, therefore,

BE IT RESOLVED that in 2016, the Board of Trustees of the Pierce County Library System will meet in the Board Room of the Processing and Administrative Center, 3005 112th Street East, Tacoma, Washington, on the second Wednesday of each month at 3:30 p.m., with the exceptions of the month of October when the meeting will be held on the third Wednesday.

DATED THIS 18th DAY OF NOVEMBER, 2015

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Donna Albers, Vice-Chair

Linda Ishem, Member

Monica Butler, Member

J. J. McCament, Member

PIERCE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

2016 Meeting Schedule

Meetings are regularly scheduled at 3:30 pm on the second Wednesday of the month, with the exception of the October meeting, to be held on the third Wednesday of the month. The dates of the 2016 Board of Trustee meetings are as follows:

January 13
 February 10
 March 9
 April 13
 May 11
 June 8
 July 13
 August 10
 September 14
 October 19¹
 November 9
 December 14

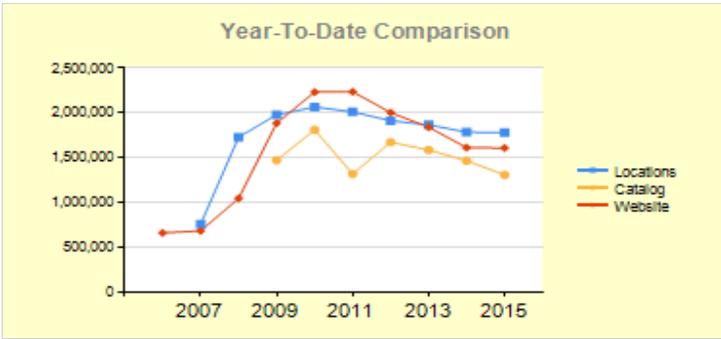
| 2016 Conferences | |
|-------------------------|---|
| January 8-12 | American Library Association (ALA) Midwinter, Boston MA |
| April 5-9 | Public Library Association (PLA), Denver CO |
| April 27-29 | Washington Library Association (WLA), Spokane WA |
| June 23-28 | American Library Association (ALA) Annual, Orlando FL |

¹ 3rd week of the month due to budget development

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - SEPTEMBER

VISITS



| | September | | |
|-----------------------|----------------|----------------|---------------|
| | 2014 | 2015 | % Change |
| Door Count | 172,074 | 160,414 | -6.78% |
| Catalog | 144,433 | 142,948 | -1.03% |
| Website | 167,959 | 178,799 | 6.45% |
| Job & Business Portal | 2,341 | 3,017 | 28.88% |
| Military Portal | 61 | 98 | 60.66% |
| Total | 486,868 | 485,276 | -0.33% |

CHECKOUTS



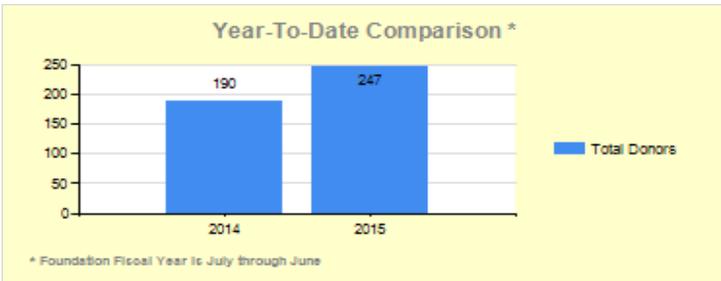
| | September | | |
|---------------|----------------|----------------|---------------|
| | 2014 | 2015 | % Change |
| Checkouts | 449,978 | 430,835 | -4.25% |
| Downloadables | 52,039 | 68,483 | 31.60% |
| Total | 502,017 | 499,318 | -0.54% |

CUSTOMERS



| | September | | |
|-----------------------|-----------|---------|----------|
| | 2014 | 2015 | % Change |
| Active Cardholders | 266,496 | 313,949 | 17.81% |
| New Cards | 4,005 | 3,627 | -9.44% |
| Checkout Transactions | 84,244 | 82,848 | -1.66% |
| Unique Users | 38,283 | 37,516 | -2.00% |

PHILANTHROPY



| | September | | |
|-------------------------|-------------|-------------|----------|
| | 2014 | 2015 | % Change |
| FoundationDonors | 122 | 158 | 29.51% |
| NewFoundationDonors | 8 | 3 | -62.50% |
| \$ Raised by Foundation | \$94,429.73 | \$24,954.00 | -73.57% |
| \$ Provided by Friends | \$0.00 | \$0.00 | 0.00% |

BRANCH CLOSURES

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

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

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

Monthly Financial Reports

October 31, 2015

General Fund

- County and all other revenue posted - up to date through 10/31/15
- Through 10/31 we received 91% of budgeted revenue (equals our projection)
 - Expect approximately \$2,300,000 in property tax and other revenue types in November
- Expenditures are at 83% of budget – continue to be right on target

Capital Improvement Projects Fund

- Received 79% of budgeted revenue - will catch up this month
- Spent 81% of budgeted expenditures
- Budget balance of just over \$564,000

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

| | General Fund | Debt Service Fund | Capital Improvement Projects Fund |
|---|----------------------|-------------------|--------------------------------------|
| Assets | | | |
| Current Assets - Cash | | | |
| Cash | \$ 10,928,777 | \$ 83,703 | \$ 1,325,335 |
| Investments | \$ - | \$ - | \$ - |
| Total Cash | \$ 10,928,777 | \$ 83,703 | \$ 1,325,335 |
| Total Current Assets | \$ 10,928,777 | \$ 83,703 | \$ 1,325,335 |
| Liabilities and Fund Balance | | | |
| Current Liabilities | | | |
| Warrants Payable | \$ 133,281 | \$ - | \$ - |
| Sales Tax Payable | \$ 5,152 | \$ - | \$ - |
| Payroll Taxes and Benefits Payable | \$ 8,641 | \$ - | \$ - |
| Total Current Liabilities | \$ 147,073 | \$ - | \$ - |
| Fund Balance | | | |
| Reserve for Encumbrances | \$ 449,143 | \$ - | \$ 362,320 |
| Net Excess (Deficit) | \$ 2,528,044 | \$ 54 | \$ (44,013) |
| Unreserved Fund Balance | \$ 7,804,517 | \$ 83,649 | \$ 1,007,027 |
| Total Fund Balance | \$ 10,781,704 | \$ 83,703 | \$ 1,325,335 |
| Total Liabilities and Fund Balance | \$ 10,928,777 | \$ 83,703 | \$ 1,325,335 |
| Anticipated Property Tax Revenue | \$ 3,197,451 | \$ 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> | | | | | | | | | | | | | |
| | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>HISTORICAL</i> | <i>CURRENT</i> | <i>CURRENT</i> |
| | 10/31/2014 | 11/30/2014 | 12/31/2014 | 1/31/2015 | 2/28/2015 | 3/30/2015 | 4/30/2015 | 5/31/2015 | 6/30/2015 | 7/31/2015 | 8/31/2015 | 9/30/2015 | 10/31/2015 |
| Assets | | | | | | | | | | | | | |
| Current Assets - Cash | | | | | | | | | | | | | |
| Cash | \$ 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 | \$ 1,910,091 | \$ 1,857,511 | \$ 2,296,272 | \$ 10,928,777 |
| Investments | \$ 1,800,000 | \$ 8,255,000 | \$ - | \$ 5,100,000 | \$ 2,500,000 | \$ - | \$ - | \$ 8,126,000 | \$ 8,250,000 | \$ 6,500,000 | \$ 3,562,782 | \$ 1,500,000 | \$ - |
| Total Cash | \$ 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 | \$ 8,410,091 | \$ 5,420,293 | \$ 3,796,272 | \$ 10,928,777 |
| Total Current Assets | \$ 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 | \$ 8,410,091 | \$ 5,420,293 | \$ 3,796,272 | \$ 10,928,777 |
| Liabilities and Fund Balance | | | | | | | | | | | | | |
| Current Liabilities | | | | | | | | | | | | | |
| Warrants Payable | \$ 450,616 | \$ 454,093 | \$ 729,888 | \$ 549,239 | \$ 368,284 | \$ 345,727 | \$ 302,297 | \$ 262,350 | \$ 333,402 | \$ 425,157 | \$ 421,568 | \$ 52,958 | \$ 133,281 |
| Sales Tax Payable | \$ 4,930 | \$ 5,293 | \$ 2,082 | \$ 3,879 | \$ 4,383 | \$ 11,936 | \$ 4,523 | \$ 4,337 | \$ 4,070 | \$ 4,561 | \$ 3,891 | \$ 4,371 | \$ 5,152 |
| Payroll Taxes and Benefits Payable | \$ 14,507 | \$ 24,239 | \$ 17,190 | \$ 25,256 | \$ 41,786 | \$ 43,400 | \$ 10,667 | \$ 28,290 | \$ 45,337 | \$ 9,666 | \$ 27,778 | \$ 46,413 | \$ 8,641 |
| Total Current Liabilities | \$ 470,053 | \$ 483,624 | \$ 749,161 | \$ 578,374 | \$ 414,453 | \$ 401,064 | \$ 317,487 | \$ 294,978 | \$ 382,810 | \$ 439,384 | \$ 453,237 | \$ 103,742 | \$ 147,073 |
| Fund Balance | | | | | | | | | | | | | |
| Reserve for Encumbrances | \$ 208,720 | \$ 155,364 | \$ - | \$ 480,435 | \$ 438,268 | \$ 397,093 | \$ 454,484 | \$ 401,208 | \$ 401,736 | \$ 524,749 | \$ 443,775 | \$ 453,429 | \$ 449,143 |
| Net Excess (Deficit) | \$ 2,673,728 | \$ 2,404,334 | \$ - | \$ (2,517,988) | \$ (4,105,162) | \$ (4,895,451) | \$ 3,101,973 | \$ 3,591,475 | \$ 1,679,022 | \$ (358,559) | \$ (3,281,236) | \$ (4,565,416) | \$ 2,528,044 |
| Unreserved Fund Balance | \$ 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 | \$ 7,804,517 | \$ 7,804,517 | \$ 7,804,517 |
| Total Fund Balance | \$ 11,915,375 | \$ 11,592,625 | \$ 7,788,650 | \$ 5,751,097 | \$ 4,121,757 | \$ 3,306,158 | \$ 11,360,974 | \$ 11,797,199 | \$ 9,885,274 | \$ 7,970,707 | \$ 4,967,056 | \$ 3,692,530 | \$ 10,781,704 |
| Total Liabilities and Fund Balance | \$ 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 | \$ 8,410,091 | \$ 5,420,293 | \$ 3,796,272 | \$ 10,928,777 |
| Anticipated Property Tax Revenue | \$ 2,850,524 | \$ 1,098,207 | \$ - | \$ 27,468,688 | \$ 27,079,256 | \$ 25,938,795 | \$ 15,656,184 | \$ 13,299,906 | \$ 13,113,114 | \$ 12,988,144 | \$ 12,867,362 | \$ 12,414,655 | \$ 3,197,451 |

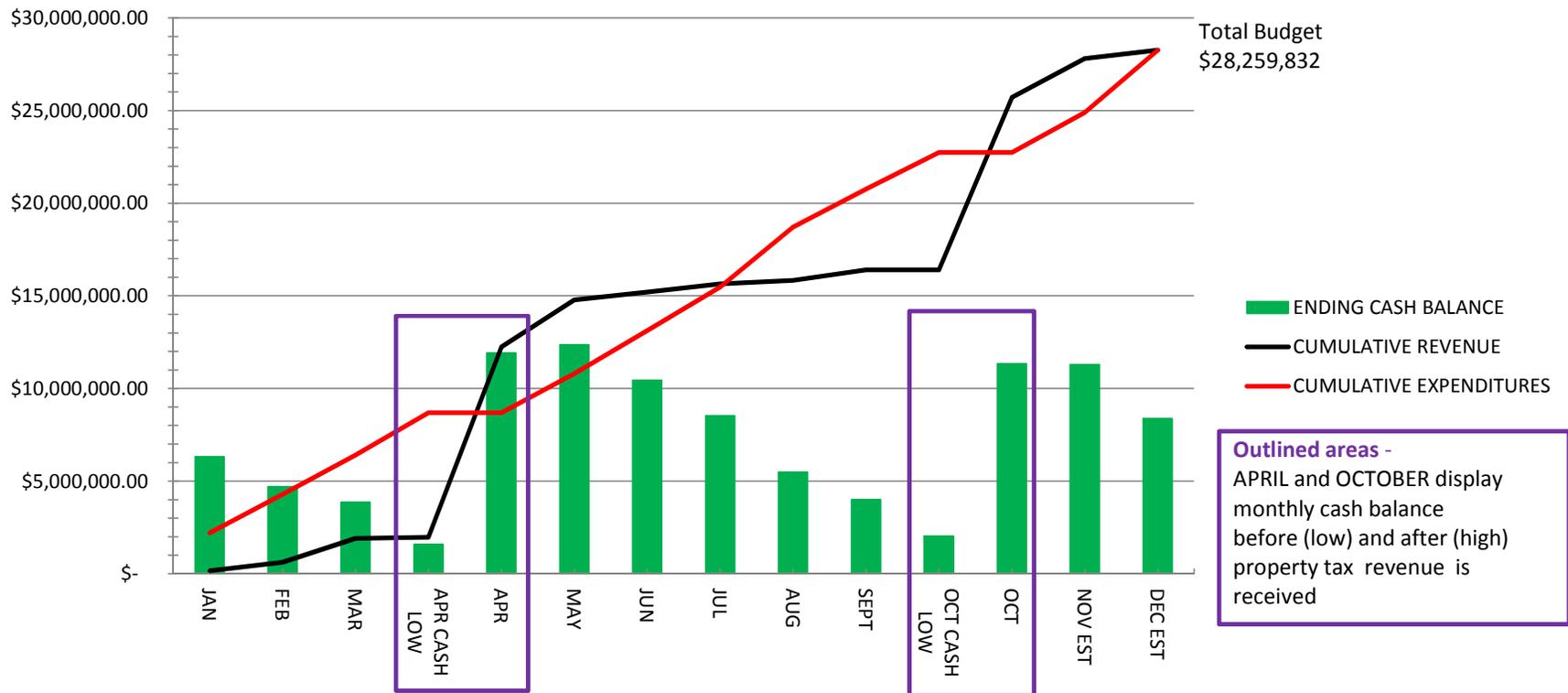
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures - INTERIM
Year to Date October 31, 2015
no pre-encumbrances

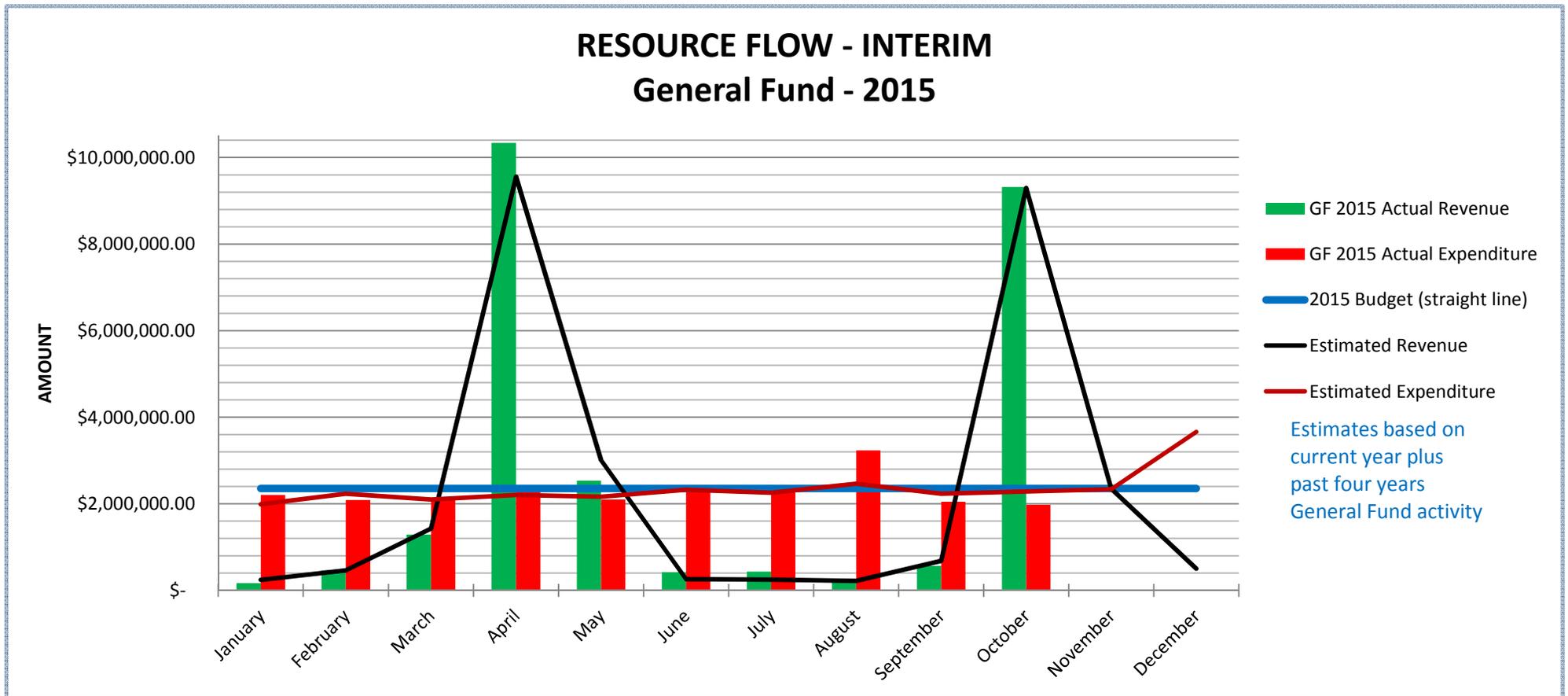
| <u>General Fund</u> | <u>2015 Budget</u> | <u>Year To Date</u> | <u>Encumbrances</u> | <u>Budget Balance</u> | <u>% of Budget</u> |
|---|----------------------|----------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Property Tax/Investment Income & Other PC Revenue | \$ 26,759,932 | \$ 24,422,614 | \$ - | \$ 2,337,318 | 91% |
| Other Revenue | \$ 1,499,900 | \$ 1,291,338 | \$ - | \$ 208,562 | 86% |
| Total Revenue | \$ 28,259,832 | \$ 25,713,951 | \$ - | \$ 2,545,881 | 91% |
| Expenditures | | | | | |
| Personnel/Taxes and Benefits | \$ 19,580,996 | \$ 15,994,210 | \$ - | \$ 3,586,786 | 82% |
| Materials | \$ 3,544,378 | \$ 2,942,036 | \$ - | \$ 602,342 | 83% |
| Maintenance and Operations | \$ 3,997,240 | \$ 2,663,300 | \$ 449,143 | \$ 884,797 | 78% |
| Transfers Out | \$ 1,137,218 | \$ 1,137,218 | \$ - | \$ - | 100% |
| Total Expenditures | \$ 28,259,832 | \$ 22,736,764 | \$ 449,143 | \$ 5,073,925 | 82% |
| Excess/(Deficit) | | \$ 2,977,187 | | | |
| (less encumbrances) | | (449,143) | | | |
| Net Excess (Deficit) | | \$ 2,528,044 | | | |

| <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 | \$ - | \$ 54 | \$ - | \$ (54) | 0% |
| Other Revenue | \$ - | \$ - | \$ - | \$ - | 0% |
| Total Revenue | \$ - | \$ 54 | \$ - | \$ (54) | 0% |
| Total Expenditures | \$ - | \$ - | \$ - | \$ - | 0% |
| Net Excess (Deficit) | | \$ 54 | | | |

| <u>Capital Improvement Projects</u> | <u>2015 Budget</u> | <u>Year To Date</u> | <u>Encumbrances</u> | <u>Budget Balance</u> | <u>% of Budget</u> |
|-------------------------------------|---------------------|---------------------|---------------------|-----------------------|--------------------|
| Revenue | | | | | |
| Use of Fund Balance | \$ 1,642,688 | \$ 1,027,588 | \$ - | \$ 615,100 | 63% |
| Other Revenue | \$ 201,290 | \$ 208,213 | \$ - | \$ (6,923) | 0% |
| Transfers In | \$ 1,137,218 | \$ 1,137,218 | \$ - | \$ - | 100% |
| Total Revenue | \$ 2,981,196 | \$ 2,373,019 | \$ - | \$ 608,177 | 80% |
| Expenditures | | | | | |
| Maintenance and Operations | \$ 2,981,196 | \$ 2,054,711 | \$ 362,320 | \$ 564,165 | 81% |
| Total Expenditures | \$ 2,981,196 | \$ 2,054,711 | \$ 362,320 | \$ 564,165 | 81% |
| Excess/(Deficit) | | \$ 318,308 | | | |
| (less encumbrances) | | (362,320) | | | |
| Net Excess (Deficit) | | \$ (44,013) | | | |

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: 10/31/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | October Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|---|----------------------|---------------------|------------------------|--------------|---------------------|--------------|
| REVENUE ACCOUNTS | | | | | | |
| 31111 PROPERTY TAXES CURRENT | 25,839,740.00 | 9,185,765.78 | 23,768,757.62 | 0.00 | 2,070,982.38 | 91.99 |
| 31112 PROPERTY TAXES DELINQUENT | 775,192.00 | 27,558.67 | 549,967.92 | 0.00 | 225,224.08 | 70.95 |
| 31130 SALE OF TAX TITLE PROPERTY | 15,000.00 | 24.48 | 12,013.59 | 0.00 | 2,986.41 | 80.09 |
| 31720 LEASEHOLD EXCISE TAX | 20,000.00 | 1,888.09 | 15,585.36 | 0.00 | 4,414.64 | 77.93 |
| 31740 TIMBER EXCISE TAX | 90,000.00 | 0.00 | 69,865.28 | 0.00 | 20,134.72 | 77.63 |
| TAXES: | 26,739,932.00 | 9,215,237.02 | 24,416,189.77 | 0.00 | 2,323,742.23 | 91.31 |
| 33533 STATE FOREST FUNDS/DNR TIMBER TRU | 0.00 | 0.00 | 728.98 | 0.00 | (728.98) | 0.00 |
| 33872 CONTRACTS FEES - CITIES | 3,200.00 | 0.00 | 2,430.00 | 0.00 | 770.00 | 75.94 |
| 33890 GOVERNMENTAL GRANTS | 123,000.00 | 0.00 | 79,500.00 | 0.00 | 43,500.00 | 64.63 |
| 34160 COPIER FEES | 32,000.00 | 3,176.51 | 26,651.83 | 0.00 | 5,348.17 | 83.29 |
| 34161 GRAPHICS SERVICES CHARGES | 4,200.00 | 20.00 | 4,283.86 | 0.00 | (83.86) | 102.00 |
| 34162 PRINTER FEES | 130,000.00 | 13,198.77 | 109,359.82 | 0.00 | 20,640.18 | 84.12 |
| 34163 FAX FEES | 21,000.00 | 2,130.71 | 19,492.28 | 0.00 | 1,507.72 | 92.82 |
| 34730 INTERLIBRARY LOAN FEES | 0.00 | 0.00 | 63.88 | 0.00 | (63.88) | 0.00 |
| 35970 LIBRARY FINES | 570,000.00 | 50,691.43 | 436,793.22 | 0.00 | 133,206.78 | 76.63 |
| 36110 INVESTMENT INCOME | 5,000.00 | 150.00 | 4,685.27 | 0.00 | 314.73 | 93.71 |
| 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 | 2,298.95 | 3,294.29 | 0.00 | (3,294.29) | 0.00 |
| 36700 FOUNDATION DONATIONS | 290,000.00 | 0.00 | 246,997.44 | 0.00 | 43,002.56 | 85.17 |
| 36710 FRIENDS' DONATIONS | 0.00 | 0.00 | 257.01 | 0.00 | (257.01) | 0.00 |
| 36720 FRIENDS' REIMBURSEMENTS | 8,200.00 | 18,400.03 | 30,473.71 | 0.00 | (22,273.71) | 371.63 |
| 36725 DONATIONS - OTHER | 2,000.00 | 4,021.64 | 6,053.85 | 0.00 | (4,053.85) | 302.69 |
| 36910 SALE OF SCRAP AND SALVAGE | 0.00 | 4,071.15 | 9,411.15 | 0.00 | (9,411.15) | 0.00 |
| 36920 BOOK SALE REVENUE | 10,000.00 | 418.00 | 4,768.97 | 0.00 | 5,231.03 | 47.69 |
| 36990 MISCELLANEOUS REVENUE | 0.00 | 540.30 | 1,092.18 | 0.00 | (1,092.18) | 0.00 |
| 36991 PAYMENT FOR LOST MATERIALS | 12,000.00 | 1,330.71 | 10,287.55 | 0.00 | 1,712.45 | 85.73 |
| 36994 UNCLAIMED PROPERTY | 0.00 | 1,950.23 | 2,114.42 | 0.00 | (2,114.42) | 0.00 |
| 36996 JURY DUTY REIMBURSEMENT | 0.00 | 0.00 | 530.00 | 0.00 | (530.00) | 0.00 |
| 36997 PRIOR YEAR'S REFUNDS | 4,300.00 | 26.12 | 6,137.02 | 0.00 | (1,837.02) | 142.72 |
| 36998 E RATE REIMBURSEMENT | 240,000.00 | 0.00 | 233,920.58 | 0.00 | 6,079.42 | 97.47 |
| 36999 REBATES - PROCUREMENT CARD | 50,000.00 | 27.70 | 57,424.38 | 0.00 | (7,424.38) | 114.85 |
| CHARGES OTHER: | 1,504,900.00 | 102,452.25 | 1,296,753.94 | 0.00 | 208,146.06 | 86.17 |
| 39510 SALE OF FIXED ASSETS/TIMBER (GOV) | 15,000.00 | 0.00 | 1,007.64 | 0.00 | 13,992.36 | 6.72 |
| TOTAL FOR REVENUE ACCOUNTS | 28,259,832.00 | 9,317,689.27 | 25,713,951.35 | 0.00 | 2,545,880.65 | 90.99 |
| EXPENSE ACCOUNTS | | | | | | |
| 51100 SALARIES AND WAGES | 14,093,050.00 | 1,153,630.42 | 11,347,548.45 | 0.00 | 2,745,501.55 | 80.52 |
| 51102 ADDITIONAL HOURS | 17,500.00 | 0.00 | 0.00 | 0.00 | 17,500.00 | 0.00 |
| 51105 ADDITIONAL HOURS | 262,545.00 | 29,115.19 | 277,662.24 | 0.00 | (15,117.24) | 105.76 |
| 51106 SHIFT DIFFERENTIAL | 145,146.00 | 12,131.86 | 118,678.80 | 0.00 | 26,467.20 | 81.77 |
| 51107 SUBSTITUTE HOURS | 308,515.00 | 23,060.11 | 218,085.58 | 0.00 | 90,429.42 | 70.69 |
| 51109 TUITION ASSISTANCE PROGRAM | 300.00 | 0.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 51200 OVERTIME WAGES | 13,400.00 | 379.92 | 11,828.39 | 0.00 | 1,571.61 | 88.27 |
| 51999 ADJ WAGE/SALARY TO MATCH PLAN | (339,849.00) | 0.00 | 0.00 | 0.00 | (339,849.00) | 0.00 |
| 52001 INDUSTRIAL INSURANCE | 173,239.00 | 13,675.21 | 130,308.37 | 0.00 | 42,930.63 | 75.22 |
| 52002 MEDICAL INSURANCE | 2,171,527.00 | 157,362.08 | 1,666,891.76 | 0.00 | 504,635.24 | 76.76 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | October Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|-------------------------------------|----------------------|---------------------|------------------------|--------------|---------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 52003 F.I.C.A. | 1,160,745.00 | 92,310.78 | 907,071.86 | 0.00 | 253,673.14 | 78.15 |
| 52004 RETIREMENT | 1,421,868.00 | 128,863.94 | 1,130,302.44 | 0.00 | 291,565.56 | 79.49 |
| 52005 DENTAL INSURANCE | 209,759.00 | 16,529.75 | 164,456.41 | 0.00 | 45,302.59 | 78.40 |
| 52006 OTHER BENEFIT | 10,540.00 | 960.00 | 8,940.00 | 0.00 | 1,600.00 | 84.82 |
| 52010 LIFE AND DISABILITY INSURANCE | 20,318.00 | 1,184.14 | 12,394.40 | 0.00 | 7,923.60 | 61.00 |
| 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 | (119,407.00) | 0.00 | 0.00 | 0.00 | (119,407.00) | 0.00 |
| PERSONNEL | 19,580,996.00 | 1,629,203.40 | 15,994,210.33 | 0.00 | 3,586,785.67 | 81.68 |
| 53100 OFFICE/OPERATING SUPPLIES | 227,558.00 | 12,762.85 | 183,810.20 | 11,594.28 | 32,153.52 | 85.87 |
| 53101 CUSTODIAL SUPPLIES | 52,500.00 | 3,629.09 | 42,905.74 | 0.00 | 9,594.26 | 81.73 |
| 53102 MAINTENANCE SUPPLIES | 60,200.00 | 2,340.32 | 24,760.32 | 0.00 | 35,439.68 | 41.13 |
| 53103 AUDIOVISUAL PROCESSING SUP | 25,000.00 | 0.00 | 14,907.33 | 822.64 | 9,270.03 | 62.92 |
| 53104 BOOK PROCESSING SUPPLIES | 20,000.00 | 1,232.53 | 10,841.40 | 0.00 | 9,158.60 | 54.21 |
| 53200 FUEL | 47,000.00 | 0.00 | 26,109.96 | 14,670.09 | 6,219.95 | 86.77 |
| 53401 ADULT MATERIALS | 806,000.00 | 44,644.39 | 587,329.81 | 0.00 | 218,670.19 | 72.87 |
| 53403 PERIODICALS | 88,135.00 | 4,464.60 | 67,377.22 | 0.00 | 20,757.78 | 76.45 |
| 53405 JUVENILE BOOKS | 556,514.00 | 37,805.59 | 402,870.63 | 0.00 | 153,643.37 | 72.39 |
| 53406 PROFESSIONAL COLLECTION | 4,200.00 | 382.69 | 1,975.67 | 0.00 | 2,224.33 | 47.04 |
| 53407 INTERNATIONAL COLLECTION | 60,000.00 | 1,844.82 | 11,795.15 | 0.00 | 48,204.85 | 19.66 |
| 53408 AUDIOVISUAL MATERIALS - ADULT | 842,000.00 | 56,305.04 | 863,272.27 | 0.00 | (21,272.27) | 102.53 |
| 53409 AUDIOVISUAL MATERIALS - JUV | 94,000.00 | 4,610.30 | 74,969.82 | 0.00 | 19,030.18 | 79.76 |
| 53411 ELECTRONIC INFO SOURCES | 379,068.00 | 0.00 | 275,984.17 | 0.00 | 103,083.83 | 72.81 |
| 53412 REFERENCE SERIALS | 18,000.00 | 1,169.81 | 6,283.59 | 0.00 | 11,716.41 | 34.91 |
| 53413 ELECTRONIC SERVICES | 143,391.00 | 0.00 | 146,899.78 | 0.00 | (3,508.78) | 102.45 |
| 53414 ELECTRONIC COLLECTION | 400,070.00 | 0.00 | 341,615.57 | 0.00 | 58,454.43 | 85.39 |
| 53464 VENDOR PROCESSING SERVICES | 153,000.00 | 12,208.02 | 161,104.38 | 0.00 | (8,104.38) | 105.30 |
| 53499 GIFTS - MATERIALS | 0.00 | 161.58 | 557.99 | 0.00 | (557.99) | 0.00 |
| 53500 MINOR EQUIPMENT | 23,500.00 | 2,365.40 | 3,096.63 | 16,890.44 | 3,512.93 | 85.05 |
| 53501 FURNISHINGS | 75,620.00 | 2,894.96 | 43,700.56 | 37,149.51 | (5,230.07) | 106.92 |
| 53502 IT HARDWARE | 63,900.00 | (8,847.57) | 58,737.20 | 0.00 | 5,162.80 | 91.92 |
| 53505 SOFTWARE | 13,500.00 | 208.65 | 10,001.65 | 0.00 | 3,498.35 | 74.09 |
| 54100 PROFESSIONAL SERVICES | 527,202.00 | 19,312.59 | 267,335.12 | 12,141.49 | 247,725.39 | 53.01 |
| 54101 LEGAL SERVICES | 55,000.00 | 0.00 | 15,448.36 | 0.00 | 39,551.64 | 28.09 |
| 54102 COLLECTION AGENCY | 19,900.00 | 1,536.44 | 13,920.02 | 0.00 | 5,979.98 | 69.95 |
| 54161 RESOURCE SHARING SERVICES | 19,000.00 | 0.00 | 7,547.86 | 0.00 | 11,452.14 | 39.73 |
| 54162 BIBLIOGRAPHICS SERVICES | 33,000.00 | 0.00 | 22,495.19 | 0.00 | 10,504.81 | 68.17 |
| 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 | 126.25 | 1,221.27 | 0.00 | 1,578.73 | 43.62 |
| 54200 POSTAGE AND SHIPPING | 35,800.00 | 20,000.00 | 23,636.15 | 735.00 | 11,428.85 | 68.08 |
| 54201 TELECOM SERVICES | 461,300.00 | 406.83 | 320,789.02 | 91,436.47 | 49,074.51 | 89.36 |
| 54300 TRAVEL | 42,400.00 | 2,472.39 | 20,669.27 | 0.00 | 21,730.73 | 48.75 |
| 54301 MILEAGE REIMBURSEMENTS | 33,000.00 | 2,406.30 | 25,009.81 | 0.00 | 7,990.19 | 75.79 |
| 54400 ADVERTISING | 52,000.00 | 2,354.63 | 27,847.85 | 5,050.00 | 19,102.15 | 63.27 |
| 54501 RENTALS/LEASES - BUILDINGS | 389,950.00 | 50,618.78 | 351,631.16 | 55,221.14 | (16,902.30) | 104.33 |
| 54502 RENTALS/LEASES - EQUIPMENT | 32,400.00 | 646.98 | 18,578.60 | 7,290.72 | 6,530.68 | 79.84 |
| 54600 INSURANCE | 178,500.00 | 0.00 | 75,655.73 | 0.00 | 102,844.27 | 42.38 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2015

FUND: GENERAL FUND (01)

| Object | 2015 Budget | October Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|------------------------------------|----------------------|---------------------|------------------------|---------------------|-----------------------|--------------|
| EXPENSE ACCOUNTS | | | | | | |
| 54700 ELECTRICITY | 235,000.00 | 6,150.69 | 179,337.10 | 0.00 | 55,662.90 | 76.31 |
| 54701 NATURAL GAS | 12,000.00 | 695.41 | 7,543.39 | 0.00 | 4,456.61 | 62.86 |
| 54702 WATER | 20,000.00 | 706.26 | 19,101.83 | 0.00 | 898.17 | 95.51 |
| 54703 SEWER | 25,000.00 | 348.37 | 21,358.80 | 0.00 | 3,641.20 | 85.44 |
| 54704 REFUSE | 25,000.00 | 181.86 | 21,882.18 | 437.34 | 2,680.48 | 89.28 |
| 54800 GENERAL REPAIRS/MAINTENANCE | 211,300.00 | 20,293.22 | 141,931.93 | 50,296.02 | 19,072.05 | 90.97 |
| 54801 CONTRACTED MAINTENANCE | 799,600.00 | 22,306.28 | 523,197.66 | 145,403.20 | 130,999.14 | 83.62 |
| 54900 REGISTRATIONS | 47,400.00 | 844.80 | 37,357.28 | 0.00 | 10,042.72 | 78.81 |
| 54901 DUES AND MEMBERSHIPS | 35,170.00 | 1,275.00 | 32,396.00 | 5.00 | 2,769.00 | 92.13 |
| 54902 TAXES AND ASSESSMENTS | 29,500.00 | 14,867.89 | 30,392.12 | 0.00 | (892.12) | 103.02 |
| 54903 LICENSES AND FEES | 44,950.00 | 3,297.41 | 35,565.84 | 0.00 | 9,384.16 | 79.12 |
| 54904 MISCELLANEOUS | 790.00 | 0.00 | 20.34 | 0.00 | 769.66 | 2.57 |
| 54905 WELLNESS EVENTS/REGISTRATION | 2,000.00 | 594.00 | 2,558.72 | 0.00 | (558.72) | 127.94 |
| 55100 INTERGOVERNMENTAL | 17,000.00 | 0.00 | 0.00 | 0.00 | 17,000.00 | 0.00 |
| 59700 TRANSFERS OUT | 1,137,218.00 | 0.00 | 1,137,218.00 | 0.00 | 0.00 | 100.00 |
| ALL OTHER EXPENSES | 8,678,836.00 | 351,625.45 | 6,742,553.64 | 449,143.34 | 1,487,139.02 | 82.86 |
| TOTAL FOR EXPENSE ACCOUNTS | 28,259,832.00 | 1,980,828.85 | 22,736,763.97 | 449,143.34 | 5,073,924.69 | 82.05 |
| NET SURPLUS / DEFICIT | 0.00 | 7,336,860.42 | 2,977,187.38 | (449,143.34) | (2,528,044.04) | 0.00 |

FUND: DEBT SERVICE FUND (20)

| Object | 2015 Budget | October Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|-----------------------------------|----------------|-------------------|------------------------|--------------|----------------|-------------|
| REVENUE ACCOUNTS | | | | | | |
| 31112 PROPERTY TAXES DELINQUENT | 0.00 | 0.00 | 0.10 | 0.00 | (0.10) | 0.00 |
| TAXES: | 0.00 | 0.00 | 0.10 | 0.00 | (0.10) | 0.00 |
| 36110 INVESTMENT INCOME | 0.00 | 9.83 | 53.97 | 0.00 | (53.97) | 0.00 |
| CHARGES OTHER: | 0.00 | 9.83 | 53.97 | 0.00 | (53.97) | 0.00 |
| TOTAL FOR REVENUE ACCOUNTS | 0.00 | 9.83 | 54.07 | 0.00 | (54.07) | 0.00 |
| NET SURPLUS / DEFICIT | 0.00 | 9.83 | 54.07 | 0.00 | (54.07) | 0.00 |

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 10/31/2015

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

| Object | 2015 Budget | October Actual | Year-To-Date Actual | Encumbrances | Balance | Expend % |
|--|---------------------|--------------------|------------------------|---------------------|-------------------|--------------|
| REVENUE ACCOUNTS | | | | | | |
| 29150 USE OF FUND BALANCE-BUDGET | 1,642,688.00 | 0.00 | 1,027,588.00 | 0.00 | 615,100.00 | 62.56 |
| 36110 INVESTMENT INCOME | 0.00 | 99.32 | 868.43 | 0.00 | (868.43) | 0.00 |
| 36200 KEY PENINSULA SHARED COSTS | 17,500.00 | 3,003.81 | 23,503.81 | 0.00 | (6,003.81) | 134.31 |
| 36700 FOUNDATION DONATIONS | 183,790.00 | 0.00 | 183,790.60 | 0.00 | (0.60) | 100.00 |
| 36725 DONATIONS - OTHER | 0.00 | 0.00 | 50.00 | 0.00 | (50.00) | 0.00 |
| CHARGES OTHER: | 1,843,978.00 | 3,103.13 | 1,235,800.84 | 0.00 | 608,177.16 | 67.02 |
| 39700 TRANSFERS IN | 1,137,218.00 | 0.00 | 1,137,218.00 | 0.00 | 0.00 | 100.00 |
| TOTAL FOR REVENUE ACCOUNTS | 2,981,196.00 | 3,103.13 | 2,373,018.84 | 0.00 | 608,177.16 | 79.60 |
| EXPENSE ACCOUNTS | | | | | | |
| 53100 OFFICE/OPERATING SUPPLIES | 0.00 | 1,599.42 | 16,431.19 | 0.00 | (16,431.19) | 0.00 |
| 53102 MAINTENANCE SUPPLIES | 0.00 | 0.00 | 5,620.83 | 0.00 | (5,620.83) | 0.00 |
| 53501 FURNISHINGS | 50,000.00 | 1,487.84 | 105,939.23 | 41,660.66 | (97,599.89) | 295.20 |
| 53502 IT HARDWARE | 683,000.00 | 0.00 | 525,045.48 | 0.00 | 157,954.52 | 76.87 |
| 53505 SOFTWARE | 0.00 | 0.00 | 18,360.06 | 0.00 | (18,360.06) | 0.00 |
| 54100 PROFESSIONAL SERVICES | 138,900.00 | 3,330.63 | 145,886.76 | 22,225.65 | (29,212.41) | 121.03 |
| 54400 ADVERTISING | 170.00 | 0.00 | 145.20 | 0.00 | 24.80 | 85.41 |
| 54502 RENTALS/LEASES - EQUIPMENT | 0.00 | 0.00 | 284.09 | 0.00 | (284.09) | 0.00 |
| 54800 GENERAL REPAIRS/MAINTENANCE | 10,000.00 | 0.00 | 2,193.23 | 90.89 | 7,715.88 | 22.84 |
| 54805 VEHICLE REPAIR - MAJOR | 0.00 | 0.00 | 1,952.12 | 63.63 | (2,015.75) | 0.00 |
| 54903 LICENSES AND FEES | 1,500.00 | 0.00 | 8,049.75 | 0.00 | (6,549.75) | 536.65 |
| 54912 CONTINGENCY/RESERVE | 46,000.00 | 0.00 | 0.00 | 0.00 | 46,000.00 | 0.00 |
| 56200 BUILDINGS & BLDG IMPROVEMENTS | 361,700.00 | 4,727.52 | 152,006.33 | 229,526.03 | (19,832.36) | 105.48 |
| 56201 CONSTRUCTION | 366,926.00 | 0.00 | 276,623.06 | 1,974.58 | 88,328.36 | 75.93 |
| 56202 ELECTRICAL | 0.00 | 0.00 | 0.00 | 38,803.46 | (38,803.46) | 0.00 |
| 56203 FLOORING | 114,500.00 | 0.00 | 0.00 | 0.00 | 114,500.00 | 0.00 |
| 56301 PARKING LOT REPAIR & IMPROVEMENT | 88,000.00 | 1,069.93 | 50,392.97 | 656.41 | 36,950.62 | 58.01 |
| 56400 MACHINERY & EQUIPMENT | 869,000.00 | 35,666.64 | 494,740.07 | 14,611.94 | 359,647.99 | 58.61 |
| 56401 VEHICLES | 86,000.00 | 0.00 | 85,664.64 | 0.00 | 335.36 | 99.61 |
| 56402 HVAC | 165,500.00 | 0.00 | 165,376.00 | 12,707.20 | (12,583.20) | 107.60 |
| TOTAL FOR EXPENSE ACCOUNTS | 2,981,196.00 | 47,881.98 | 2,054,711.01 | 362,320.45 | 564,164.54 | 81.08 |
| NET SURPLUS / DEFICIT | 0.00 | (44,778.85) | 318,307.83 | (362,320.45) | 44,012.62 | 0.00 |



Date: November 4, 2015

To: Pierce County Library System Board of Trustees

From: Dale E. Hough, Finance Manager

Re: Audit – 2013-2014

Every two years, the Washington State Auditor's Office (SAO) sends an auditor(s) to perform a Financial and Accountability audit of the Pierce County Library System. The audit of 2013 and 2014 commenced October 7, 2015. The auditor is expected to be on-site approximately one month, then another month for review and report preparation. The goal of the SAO is to have the audit report completed ready for publication by the end of this year. We will have an exit conference in December reviewing the report. We anticipate no audit findings.

On October 28, 2015 the SAO Audit Manager, Joanne Klein, met with Board President Rob Allen, Executive Director Georgia Lomax, Finance and Business Director Cliff Jo and I for the entrance conference. Klein reviewed the summary of activities (attached). In brief this is their scope for our audit.

(From the entrance conference document)

- **Accountability audit for the fiscal years 2013-2014**

We (SAO) will assess for the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- *Third party cash receipting* [detailed review of credit card payments from patrons to PCLS – specifically looking for float time between initial transaction and deposit into PCLS bank]
- *Disbursements including purchase card* [detailed review of P card transactions and process]
- *Procurement including bid law* [detailed review of most contracts for facility improvements requiring the bid process]

- **Financial statement audit for the fiscal years 2013-2014**

The purpose of our financial statement audit will be to provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.



Washington State Auditor's Office

Independence • Respect • Integrity

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Entrance Conference: Pierce County Rural Library District

About our Office

The Washington State Auditor's Office's vision is government that works for citizens. Our goal is for government that works better, costs less and earns greater public trust.

The purpose of this meeting is to share our planned audit scope so that we are focused in the most significant areas. We value and appreciate your input.

Audit Scope

Based on our preliminary planning, we will perform the following audits:

- **Accountability audit** for the fiscal years 2013-2014

We will assess for the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas:

- Third party cash receipting
- Disbursements including purchase card
- Procurement including bid law

- **Financial statement audit** for the fiscal years 2013-2014

The purpose of our financial statement audit will be to provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Engagement Letter

We have provided an engagement letter which documents both of our responsibilities for conducting and performing the audit. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance or abuse with a less-than-material effect on the financial statements or other issues with significance to the audit objectives. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies or non-compliance with laws or regulations that have an insignificant or immaterial effect, or errors with an immaterial effect on the financial statements. These issues are informally communicated to management.

Other Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$19,200, plus travel expenses.

Expected Communications

During the course of the audit, we will communicate with Dale Hough, Finance Manager, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Dale to keep us informed of any such matters.

Dispute Resolution

Please contact the Audit Manager or Deputy Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit

and their resolution.

Customer service survey

When your report is released you will receive a customer service survey from us. We value your opinions on our audit services and hope you provide us feedback.

Loss Reporting

Local governments are required to immediately notify our Office in the event of a known or suspected loss of public resources or other illegal activity. These notifications can be made on our website at <http://portal.sao.wa.gov/saoportal/public.aspx/LossReport>.

Emerging Issues

Some of the emerging issues affecting local governments are the following:

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*

- Effective for the year ended December 31, 2015
- Establishes standards of financial reporting for governments that provide pension benefits including those provided through the State's plans
- Replaces statement 27
- Net pension liability moves from a note disclosure to being reporting in the financial statements (Schedule 9 for cash basis reporters)
- Department of Retirement Systems is working to provide member employers in the State's plans with the information they will need
- BARS manual will be updated to include guidance and suggested disclosures

Available Resources

The Washington State Auditor's Office also has many resources available throughout the year.

Local Government Support Team

This team provides support services to local governments through technical assistance, comparative statistics, training, and tools to help prevent and detect a loss of public funds. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions. Additionally this team assists with the online filing of your financial statements.

Local Government Performance Center

The Performance Center is a resource for local governments that need to solve problems, reduce costs, and improve the value of their services to citizens. The Center offers training and tools to help local governments improve performance and effectiveness. One tool provided by the Center is the Financial Intelligence Tool or FIT. It is available to the majority of governments that report their financial statements using the BARS cash basis of accounting. You can download FIT through the online Client Portal where you sign in to file your annual report.

FIT is designed to provide understandable information to financial decision makers of any experience level. The financial data that you file online is clearly presented using widely accepted financial guidelines. To learn more about FIT and how to use it, please read a one-page explanation, which can be found at:

Audit Team Qualifications

Jan Jutte, CPA, Acting State Auditor – Jan has more than 40 years of accounting and auditing experience, and has been with the Washington State Auditor’s Office since 1985. She has managed or been the deputy director over virtually every state agency and local government audit within the Office.

Kelly Collins, CPA, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role she oversees the audit teams which perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee.

Mark Rapozo, CPA, Deputy Director of Local Audit – Mark has been with the Washington State Auditor’s Office since 1983. In his role as Deputy Director he assists with the statewide oversight and management of all the audits for local government. He also served as the chairman of the Local Records Committee of the Washington State Archives for 10 years.

Joanne Klein, Acting Audit Manager – In her role as Manager, Joanne manages Tacoma Team, which performs financial, single and accountability audit work for local governments in the Pierce and South King County areas. Joanne has been with the State Auditor's Office since 1999. She served as an Assistant Audit Manager for ten years before becoming the Acting Audit Manager in 2015. She also serves as the office's school specialist and provides training with Washington Association of School Business Officials.

Trang Nguyen, CPA, Assistant Audit Manager – Trang has been with the State Auditor’s Office since 2001. She has led and supervised a variety of different audits including counties, cities, school districts, ports, water district, fire districts and housing authorities. She also serves as the IT specialist on the team.

Christopher Ruiz, Audit Lead – Chris has been with the Washington State Auditor’s Office since 2012. During his employment with the Office, Chris has participated and led a variety of different audits including cities, fire districts, school districts, housing authorities and library districts. Currently, Chris is part of our subject matter specialist and staff recruiter teams while also pursuing his MBA at the University of Washington. Prior to working at SAO, Chris’s work experience includes a background in banking and business management.

MEMO

Date: November 6, 2015

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Activities - October

In October, I attended the Foundation Board Meeting and the TCH Finance Committee meeting. I also attended the annual TCH Board of Directors retreat.

I met with Tanya Andrews, Executive Director of the Children's Museum, participated in the Washington State Auditor's Entrance Interview and met with semi-finalist firms who submitted proposals for our strategic plan.

I had the pleasure of attending the Prime Time Family Reading program at Parkland Library to observe families engaging in reading and discussion of in this school/library partnership funded by Humanities Washington.

I also attended Regional staff meetings for the Sumner, South Hill, Gig Harbor and ACL branches, where I presented service awards to staff and shared a draft of the 2016 Work Plan with them.

Finally, I was invited by the Board of Directors of United Way of Pierce County to serve as a member of the Community Impact Cabinet. This committee will act as the organization's impact policy advisory group and is responsible for advising, framing, and strategizing United Way's impact strategy and policies in Strong Families, Successful Kids and Connected Communities.

Unfinished Business

MEMO

Date: November 9, 2015

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

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Process Update

Seven proposals were submitted in response to our Request for Qualifications (RFQ) for consulting services for the Library's strategic plan. The proposals were evaluated by Deputy Director Melinda Chesbro, Director of Finance and Business, Cliff Jo, and myself. Two finalists were selected for consideration.

Interim Customer Experience Director Jennifer Patterson and Communications Director, Linda Farmer joined the screening team and interviewed BERK Consultants of Seattle and Coraggio Group of Portland, OR.

Following further evaluation and reference checking, the team selected BERK Consulting to provide their services for the Strategic Plan.

BERK Consulting works primarily with public and non-profit agencies and has experience with a wide range of organizations, including libraries. They have done work with many organizations in Pierce County and are familiar with many of our partners and with our communities.

MEMO



Date: November 3, 2015

To: Rob Allen, Chair and Members of the Board

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy—Second Proposed Draft

Please find attached a second reading of the proposed fiscal management policy, incorporating discussions and ideas from the past two months' meetings. I incorporated the suggested revisions, and offer it for a motion to approve. (The marked up version was getting difficult to read so it is presented as a "clean" unmarked version.) Note that we will bring it back to you next August for review and revision.

Based on your feedback, we will plan the amount in the Capital Improvement Fund end of year cash balance to be approximately 4% of general fund revenues, beginning with 2016, which would be about \$1,190,000.

A motion is necessary to approve this board policy.

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

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall 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 general fund operations are funded from current year revenues.
2. Cash may be transferred between funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. 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.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.
7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library’s finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.
10. To pay for special purpose projects, a Special Revenue Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.
11. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to the Capital Improvement Fund or to the Special Revenue Fund, or both.

12. The Board approves a budget for revenues and expenditures in each fund, annually or any substantial modifications throughout the year.
13. The annual budget process anticipates the need for future system expansion and improvement, and allocates revenue accordingly, recognizing that in the absence of annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly from reducing operational costs rather than from new revenue sources.

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 General fund balance that ensures short-term debt, excluding inter-fund loans, is not used to pay for operations. Cash of at least four months of operating costs shall be available in the fund balance as of January 1 of each fiscal year.
5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.
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.
9. Incorporate into the annual budget process efforts to reduce operational costs which anticipate future service expansion without significant future revenue increases.
10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten year period.

The Board of Trustees shall review this fiscal management policy prior to or in conjunction with considerations of the annual fiscal year budget process, and amend it as deemed appropriate.

MEMO



Date: November 3, 2015

To: Rob Allen, Chair and Members of the Board

From: Clifford Jo, Finance & Business Director

Subject: Special Revenue Fund Resolution

During the past two months, we presented to the Board information about Special Revenue Funds and the need for it.

We recommend approval of the attached resolution that creates the fund. (The working name of the fund will be: *Special Purpose Fund*.)

If approved, we will bring you two resolutions in December, similar to the Capital Improvement Fund: (1) to create the budgets for the projects established in the Special Purpose Fund, and (2) to transfer associated cash from the General Fund balance into the Special Purpose Fund.

RESOLUTION NO. 2015-06

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
CREATING A SPECIAL REVENUE FUND**

WHEREAS, the PIERCE COUNTY RURAL LIBRARY DISTRICT (Library) currently has established and actively manages two funds to conduct library business: the General Fund and Capital Improvement Fund; and,

WHEREAS, the Board of Trustees of the Library has met and discussed the need for another fund to manage activities related to special purposes funded by a variety of revenue sources, such as grants, donations, and library funds; and,

WHEREAS, Washington State governmental accounting guidelines stipulate that revenues entering into the Special Revenue Fund will be either of a "Restricted" or "Committed" nature in terms of associated uses, as approved by the Board of Trustees; and now, therefore,

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

A Special Revenue Fund be created and managed in accordance to the policies and procedures established by the Library, and the working name of such fund will be the Special Purpose Fund.

PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2015.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair _____

Donna Albers, Vice-chair _____

Monica Butler, Member _____

Linda Ishem, Member _____

J. J. McCament, Member _____

MEMO

Date: November 5, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Budget—1st Public Reading

Contained herein are the budgets for

- General Fund (Second Draft)
- Capital Improvement Fund (First Draft)
- Special Purpose Fund (Basic Draft)

GENERAL FUND

The principle differences from what was presented in October are:

- Reduced personnel costs from 72.07% of the budget to 71.79%. The strategic plan will help us determine what services and staffing are needed beginning in 2017.
- Tentatively added \$236,000 to the 3% Capital Improvement Fund transfer. We will finalize the transfer amount in December.
- Created a \$200,000 initial transfer to the Special Purpose Fund (SPF). We will finalize this transfer in December, once we finalize the budget for those funded items in the SPF.

No changes were made to Revenues, Maintenance/Operations, and Materials.

CAPITAL IMPROVEMENT FUND

For 2016, the Capital Improvement Plan is focused largely on safety, needed facility maintenance, and selected technology service improvements. In order to fund projects between 2017 and 2020, and meet our recently revised strategy to maintain an average ending fund balance at about \$1,200,000, we will need to transfer anticipated savings next month and consider further transfers next May. While we have included 2017, the strategic plan will help address capital improvements from 2017 – 2020; thus a comprehensive list of improvements is not identified until strategic priorities are established.

SPECIAL PURPOSE FUND

For 2016, our approach is to ease in the new fund so that processes and practices can grow into fuller use over the next two to three years.

The three items that will be in the Special Purpose Fund are:

1. Election Set-Aside of \$360,000 (Board stated “Committed” fund allocated from General Fund cash balance). This will be placed entirely into Professional Services until such time we are ready to conduct an election.
2. PC READS of \$40,000 (combination of Board stated “Committed” fund and Foundation stated “Restricted” fund allocated from a transfer of General Fund operating budget). Specific line items will include Professional Services (\$15,000) for the author contract, and advertising and office supplies (\$25,000). This will be finalized in December. Any unused portion will be retained in the fund for future PC READS programs.
3. Digital Literacy of \$125,000 (combination of Board state “Committed” fund and Grant stated “Restricted” fund allocated from a transfer of General Fund operating budget). We are working on allocating budgeted expenditures to line items, including assigned personnel.

Other projects, programs, and set-asides will be added next year and thereon out.

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 1ST PUBLIC READING -**

| GENERAL FUND ANNUAL BUDGET 1ST READING AS OF 11/5/2015 | 2015 Final (12/10/14) | 2015 Mid-Year | 2016 1st Reading | % Change 2015 Final to 2016 1stR | 2016 1ST READING Notes |
|--|--------------------------|---------------------|---------------------|--|--|
| REVENUES | | | | | |
| 31111 Property Taxes Current | 25,674,805 | 25,839,740 | 27,294,700 | 6.31% | 6.31% AV change (1620k) compared to 12/20/13 levy certif. |
| 31112 Property Taxes Delinquent | 872,943 | 775,192 | 818,841 | -6.20% | -6.20% AV change (-54k) compared to 12/20/13 levy certif. |
| 31130 Sale of Tax Title Property | 3,000 | 15,000 | 3,000 | | |
| 31210 Private Harvest Tax | 50,000 | 0 | 0 | -100.00% | Moved to Timber Excise Tax line item |
| 31720 Leasehold Excise Tax | 20,000 | 20,000 | 20,000 | | |
| 31740 Timber Excise Tax | | 90,000 | 50,000 | | new Moved from Private Harvest Tax |
| 33872 Contract Fees-Cities | | 3,200 | | | |
| 33890 Governmental Grants | | 123,000 | | | |
| 34160 Copier Fees | 30,000 | 32,000 | 30,000 | | |
| 34161 Graphics Services Charges | | 4,200 | | | |
| 34162 Printer Fees | 105,000 | 130,000 | 125,000 | 19.05% | Increased to projected actuals |
| 34163 Fax Fees | 21,000 | 21,000 | 21,000 | | |
| 35970 Library Fines | 600,000 | 570,000 | 550,000 | -8.33% | Decreased to projected actuals (follows circulation decrease) |
| 36110 Investment Income | 10,000 | 5,000 | 5,000 | -50.00% | Decreased to projected actuals (interest rates remain very low) |
| 36700 Foundation Donations | 350,000 | 290,000 | 300,000 | -14.29% | Will move substantial revenues (and expenditures) to SPF in Nov. |
| 36720 Friends' Reimbursements | | 8,200 | | | |
| 36725 Donations-Other | | 2,000 | | | |
| 36920 Book Sale Revenue | 20,000 | 10,000 | 20,000 | | |
| 36991 Payment for Lost Materials | 12,000 | 12,000 | 12,000 | | |
| 36997 Prior Year's Refunds | | 4,300 | | | |
| 36998 E Rate Reimbursement | 250,000 | 240,000 | 415,000 | 66.00% | Erate reimbursements offset most network connectivity charges |
| 36999 Rebates - Procurement Card | 30,000 | 50,000 | 30,000 | | |
| 39510 Sale of Fixed Assets | 15,000 | 15,000 | 15,000 | | |
| TOTAL REVENUES | \$28,063,748 | \$28,259,832 | \$29,709,541 | 5.86% | |
| Increase/decrease over previous | | 196,084 (.7%) | 1,645,793 (5.86%) | | Compared to 2015 Original budget (passed 12/10/2014) |
| TOTAL FUNDING SOURCES | \$28,063,748 | \$28,259,832 | \$29,709,541 | 5.86% | |
| Increase/decrease over previous | | 196,084 (.7%) | 1,645,793 (5.86%) | | Compared to 2015 Original budget (passed 12/10/2014) |

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 1ST PUBLIC READING -**

| GENERAL FUND ANNUAL BUDGET 1ST READING AS OF 11/5/2015 | 2015 Final (12/10/14) | 2015 Mid-Year | 2016 1st Reading | % Change 2015 Final to 2016 1stR | 2016 1ST READING Notes |
|--|--------------------------|-------------------|---------------------|--|--|
| EXPENDITURES | | | | | |
| PERSONNEL | | | | | |
| 51100 Salaries & Wages | 14,345,866 | 14,093,050 | 15,093,425 | 5.21% | Added positions, compensation study, and contract negotiations |
| 51105 Additional Hours | 259,045 | 280,045 | 273,850 | 5.72% | Shifted some funds from Substitute hours |
| 51106 Shift Differential | 151,607 | 145,146 | 162,375 | 7.10% | Follows Salaries & Wages |
| 51107 Substitute Hours | 315,515 | 308,515 | 290,500 | -7.93% | Shifted some funds to Additional hours |
| 51109 Tuition Assistance Program | 300 | 300 | 300 | | |
| 51200 Overtime Wages | 5,400 | 13,400 | 7,400 | 37.04% | Increased due to vacancies |
| 52001 Industrial Insurance | 193,617 | 173,239 | 197,409 | 1.96% | Follows Salaries & Wages |
| 52002 Medical Insurance | 2,191,477 | 2,171,527 | 2,303,245 | 5.10% | Includes health care insurance Memo of Understanding for 2016 only |
| 52003 FICA | 1,153,581 | 1,160,745 | 1,210,840 | 4.96% | Follows Salaries & Wages |
| 52004 Retirement | 1,508,392 | 1,421,868 | 1,740,293 | 15.37% | Includes projected increases |
| 52005 Dental Insurance | 212,859 | 209,759 | 220,750 | 3.71% | Includes dental insurance Memo of Understanding for 2016 only |
| 52006 Other Benefit (Cell Phone Allowance) | 11,020 | 10,540 | 10,540 | -4.36% | Reduced need |
| 52010 Life and Disability Insurance | 26,987 | 20,318 | 29,141 | 7.98% | Follows Salaries & Wages |
| 52020 Unemployment Compensation | 30,500 | 30,500 | 30,500 | | |
| 52200 Uniforms | 1,300 | 1,300 | 1,300 | | |
| Total Personnel | 20,407,466 | 20,040,252 | 21,571,868 | 5.71% | |
| Reduction in salaries planning budget to match projections | (510,187) | (459,256) | (539,297) | -5.71% | Applied 2.5% to account for vacancies and new hires at lower steps |
| Net Personnel | 19,897,279 | 19,580,996 | 21,032,571 | 5.71% | |
| MAINTENANCE & OPERATIONS | | | | | |
| 53100 Office/Operating Supplies | 164,400 | 227,558 | 208,100 | 26.58% | Offset by Foundation & grant funds; part will move to SPF |
| 53101 Custodial Supplies | 52,500 | 52,500 | 52,500 | | |
| 53102 Maintenance Supplies | 60,200 | 60,200 | 60,200 | | |
| 53103 A/V Processing Supplies | 25,000 | 25,000 | 25,000 | | |
| 53104 Book Processing Supplies | 20,000 | 20,000 | 20,000 | | |
| 53200 Fuel | 47,000 | 47,000 | 47,000 | | |
| 53500 Minor Equipment | 3,500 | 23,500 | 3,500 | | |
| 53501 * Furnishings | 35,000 | 75,620 | 35,000 | | |
| 53502 * PC Hardware | 20,000 | 63,900 | 50,000 | 150.00% | Includes Printers from 53503 and anticipated equipment needs |
| 53503 Printers | 10,000 | 0 | 0 | -100.00% | Moved to PC Hardware line item |
| 53505 Software | 13,500 | 13,500 | 12,100 | -10.37% | Eliminated some software needs |
| 54100 * Professional Services | 437,884 | 527,202 | 409,950 | -6.38% | Includes Strategic Planning consultant |
| 54101 Legal Services | 30,000 | 55,000 | 30,000 | | |
| 54102 Collection Agency | 22,000 | 19,900 | 17,000 | -22.73% | Adjusted for anticipated costs |
| 54161 Resource Sharing Services | 19,000 | 19,000 | 19,000 | | |
| 54162 Bibliographics Services | 33,000 | 33,000 | 33,000 | | |
| 54163 Printing and Binding | 1,500 | 1,500 | 1,500 | | |
| 54165 Inter Library Loan Lost Item Charges | 2,800 | 2,800 | 2,800 | | |
| 54200 Postage | 35,000 | 35,800 | 35,800 | 2.29% | Adjusted for anticipated costs |
| 54201 Telephone/Data Lines | 461,300 | 461,300 | 461,300 | | Offset by nearly 90% thorough ERate reimbursements |
| 54300 * Travel | 42,100 | 42,400 | 48,800 | 15.91% | Includes travel costs for upcoming management recruitments |
| 54301 Mileage Reimbursements | 31,150 | 33,000 | 31,350 | 0.64% | Adjusted for anticipated costs |
| 54400 * Advertising | 43,000 | 52,000 | 69,500 | 61.63% | Includes additional advertising; part will move to SPF |
| 54501 * Rentals/Leases - Buildings | 389,950 | 389,950 | 404,000 | 3.60% | Adjusted for increased contractual lease costs |
| 54502 * Rentals/Leases - Equipment | 32,300 | 32,400 | 32,400 | 0.31% | Adjusted for anticipated costs |
| 54600 Insurance | 189,500 | 178,500 | 200,000 | 5.54% | November renewal will inform final costs for 2016 |

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 1ST PUBLIC READING -**

| GENERAL FUND ANNUAL BUDGET 1ST READING AS OF 11/5/2015 | 2015 Final (12/10/14) | 2015 Mid-Year | 2016 1st Reading | % Change 2015 Final to 2016 1stR | 2016 1ST READING Notes |
|--|----------------------------|----------------------------|----------------------------|--|---|
| 54700 Electricity | 235,000 | 235,000 | 235,000 | | |
| 54701 Natural Gas | 15,000 | 12,000 | 15,000 | | |
| 54702 Water | 20,000 | 20,000 | 21,000 | 5.00% | Adjusted for anticipated costs |
| 54703 Sewer | 36,000 | 25,000 | 25,000 | -30.56% | Adjusted for anticipated costs |
| 54704 Refuse | 27,500 | 25,000 | 26,000 | -5.45% | Adjusted for anticipated costs |
| 54800 * General Repairs/Maintenance | 229,300 | 211,300 | 231,300 | 0.87% | Adjusted for anticipated costs |
| 54801 * Contracted Maintenance | 788,000 | 799,600 | 779,600 | -1.07% | The Library is beginning to work on reducing this cost |
| 54803 Maint. Telecomm Equipment | 31,000 | 0 | 31,000 | | |
| 54900 * Registrations | 42,750 | 47,400 | 41,850 | -2.11% | Adjusted for anticipated costs |
| 54901 * Dues and Memberships | 35,170 | 35,170 | 30,170 | -14.22% | Adjusted for anticipated costs |
| 54902 Taxes and Assessments | 29,500 | 29,500 | 29,500 | | |
| 54903 Licenses and Fees | 38,890 | 44,950 | 38,950 | 0.15% | Adjusted for anticipated costs |
| 54904 Miscellaneous | 790 | 790 | 790 | | |
| 54905 Event Registration | 2,000 | 2,000 | 2,000 | | |
| 55100 Intergovernmental | 17,000 | 17,000 | 1,000 | -94.12% | Includes final remaining payments (if needed) |
| Total Maintenance & Operations | 3,769,484 | 3,997,240 | 3,817,960 | 1.29% | |
| * Items that are asterisked required department heads to list specific costs | | | | | |
| MATERIALS | | | | | |
| 534xx Materials | 3,555,073 | 3,544,378 | 3,532,173 | -0.64% | Slight adjustments for electronic collection and movie licensing |
| Total Materials | 3,555,073 | 3,544,378 | 3,532,173 | -0.64% | = 11.89% of revenues |
| 54912 CONTINGENCY | 0 | 0 | 0 | | No cash reserve set aside needed for 2016 |
| 59700 TRANSFERS TO CIP | 841,912 | 1,137,218 | 1,126,837 | 33.84% | 3% transfer + ~\$236,000 (tentative) |
| 597XX TRANSFERS TO SPF | 0 | 0 | 200,000 | new | Initial transfer to fund the Special Purpose Fund; final budget created in Dec. |
| Total Transfers | 841,912 | 1,137,218 | 1,326,837 | 57.60% | |
| TOTAL EXPENDITURES | <u>\$28,063,748</u> | <u>\$28,259,832</u> | <u>\$29,709,541</u> | <u>5.86%</u> | |
| REVENUES LESS EXPENDITURES | <u>\$0</u> | <u>\$0</u> | <u>\$0</u> | | Balanced budget |

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 1ST PUBLIC READING -**

| GENERAL FUND ANNUAL BUDGET 1ST READING AS OF 11/5/2015 | 2015 Final (12/10/14) | 2015 Mid-Year | 2016 1st Reading | % Change 2015 Final to 2016 1stR | 2016 1ST READING Notes |
|--|--------------------------|-------------------|----------------------|--|---------------------------|
| BUDGET SUMMARY | | | | | |
| Use of Fund Balance/Cash Reserves | 0 | 0 | 0 | | |
| REVENUES | | | | | |
| Taxes | 26,620,748 | 26,739,932 | 28,186,541 | 5.88% | 94.87% of revenues |
| Intergovernmental | 0 | 126,200 | 0 | | 0.00% of revenues |
| Charges for Services | 156,000 | 187,200 | 176,000 | 12.82% | 0.59% of revenues |
| Fines | 600,000 | 570,000 | 550,000 | -8.33% | 1.85% of revenues |
| Miscellaneous | 687,000 | 636,500 | 797,000 | 16.01% | 2.68% of revenues |
| TOTAL REVENUES | 28,063,748 | 28,259,832 | 29,709,541 | 5.86% | 100.00% of revenues |
| Increase/decrease over previous year | | 196,084 (.7%) | 1,645,793 (5.86%) | | |
| TOTAL AVAILABLE FUNDING SOURCES | 28,063,748 | 28,259,832 | 29,709,541.00 | 5.86% | |
| Increase/decrease over previous year | | 196,084 (.7%) | 1,645,793 (5.86%) | | |
| EXPENDITURES | | | | | |
| Personnel | 19,897,279 | 19,580,996 | 21,032,571 | 5.71% | 70.79% of expenditures |
| Maintenance & Operations | 3,769,484 | 3,997,240 | 3,817,960 | 1.29% | 12.85% of expenditures |
| Materials | 3,555,073 | 3,544,378 | 3,532,173 | -0.64% | 11.89% of expenditures |
| Subtotal | 27,221,836 | 27,122,614 | 28,382,704 | 4.26% | 95.53% of expenditures |
| Increase/decrease over previous year | | -99,222 (-.36%) | 1,160,868 (4.26%) | | |
| CONTINGENCY | 0 | 0 | 0 | | 0.00% of expenditures |
| TRANSFERS TO CIP | 841,912 | 1,137,218 | 1,126,837 | 33.84% | 3.79% of expenditures |
| TRANSFERS TO SPF | 0 | 0 | 200,000 | new | 0.67% of expenditures |
| Subtotal | 841,912 | 1,137,218 | 1,326,837 | 57.60% | 4.47% of expenditures |
| TOTAL EXPENDITURES | 28,063,748 | 28,259,832 | 29,709,541 | 5.86% | 100.00% of expenditures |
| Increase/decrease over previous year | | 196,084 (.7%) | 1,645,793 (5.86%) | | |
| NET OF REVS & EXPS | \$0 | \$0 | \$0 | | |

DRAFT

| 1ST READING NOVEMBER 18, 2015 | <u>2016</u> | <u>2017</u> |
|---|------------------|------------------|
| BEGINNING FUND BALANCE (1/1 EST) | 900,000 | 831,837 |
| 3% Transfer from General Fund | 891,286 | 912,326 |
| Erate Reimbursement from Prior Yr purchases | 300,000 | |
| Other Transfers | 235,551 | TBD |
| TOTAL FUNDS AVAILABLE | 2,326,837 | 1,744,163 |
| COMMITMENTS | | |
| UP 5,000 sq ft Expansion (10 year) | 120,000 | 120,000 |
| SUBTOTAL | 120,000 | 120,000 |
| SERVICE IMPROVEMENT PROJECTS | | |
| Restroom Maintenance | 50,000 | 50,000 |
| Replace Aging Furnishings | 50,000 | 50,000 |
| Workroom Improvements (GIG) | | |
| Helpdesk Upgrades (UP) | 65,000 | |
| Wayfinding (GIG & PKS in 2015) | 20,000 | 20,000 |
| SUBTOTAL | 185,000 | 120,000 |
| MAJOR MAINTENANCE | | |
| Carpet Replacement (TIL in 2016) | 17,000 | |
| Carpet Replacement (ACL 1st floor in 2016) | | |
| Office Acoustical & Privacy Work (ACL) | 68,000 | |
| Elevator Upgrades (LWD & ACL) | 15,000 | |
| Entry Non-Skid Treatment (FIF) | 11,000 | |
| Entry Tile Replacement (BUC) | 15,000 | |
| HVAC Replacement (KC in 2016) | 21,500 | |
| IBEX to BACtalk HVAC Control Replacements | 165,000 | |
| Kitchen Cabinetry Replacement (KC) | 10,000 | |
| Lighting Upgrades in Parking Lots | 100,000 | |
| Seal Coating of Parking Lots | 65,000 | |
| Interior Painting (TIL in 2016) | 7,500 | 45,000 |
| Trash Compactor | 16,000 | |
| Underground Fuel Tank Decommissioning | | |
| Systemwide Rekey | 60,000 | |
| Unanticipated Future Needs (past experience) | - | 67,000 |
| SUBTOTAL | 571,000 | 112,000 |
| VEHICLES | | |
| Vehicle Replacements | 45,000 | |
| Vehicle Repair Contingency | 10,000 | 10,000 |
| SUBTOTAL | 55,000 | 10,000 |
| TECHNOLOGY PLAN IMPLEMENTATION | | |
| Public PCs (Very Old PCs, eg., Express Check) | | |
| Public PCs & Tablets | | 250,000 |
| Staff PCs | | |
| AWE Children's PCs | | 90,000 |
| Servers + Storage | | |
| Laptops | | 90,000 |
| Mobile App | 30,000 | |
| EMV Credit Card Systems | 80,000 | |
| Wireless Network (Gb Wifi) | 250,000 | |
| Network Appliances | | |
| SUBTOTAL | 360,000 | 430,000 |
| OTHER CAPITAL PROJECTS | | |
| Finance/HR System Improvement/Replacements | | 100,000 |
| Communications Printer | 175,000 | |
| SUBTOTAL | 175,000 | 100,000 |
| SUBTOTAL CIP | 1,466,000 | 892,000 |
| Contingency (2% with \$25,000 minimum) | 29,000 | 25,000 |
| GRAND TOTAL CIP | 1,495,000 | 917,000 |
| ENDING FUND BALANCE (12/31 EST) | 831,837 | 827,163 |

MEMO

Date: November 3, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Levy Resolution and Implicit Price Deflator Override Resolution

Last month we informed the Board that the Implicit Price Deflator (IPD) would be less than 1.00%, which means that in order to levy the full 1.00% as “banked capacity,” the Board would need to take additional action.

While overriding the IPD does not change the increase to revenues in 2016 as we are still recovering from the recession to our maximum tax levy, it will affect future increases by as much as \$2.2 million over the next 10 years.

Attached are two resolutions. The first resolution sets the Library’s increase to property taxes, and is necessary whether or not the IPD is overridden. A simple majority is needed for approval. The second resolution would override the IPD and requires a supermajority of at least 4 out of 5 board votes for approval.

We reviewed our current and future service needs and have determined a substantial need to override the IPD. During the recession, we delayed investments in programs and services—including technology and books—until the economic outlook improved and in order to maintain open hours and core services.

The Library’s retirement contribution rates, set by the Legislature, greatly increased even while we were cutting budgets. The budgeted increase between 2012 and 2016 is \$596,000. The increase from 2015 to 2016 is \$259,000, which will be carried forward into future years. (In 2017, overriding the IPD will provide approximately \$209,000 in revenue.)

We recommend the passage of both resolutions, in the following order:

1. Resolution requesting the highest lawful levy
2. Resolution declaring a “substantial need” to override the IPD

2016
BUDGET
PUBLIC
HEARING

RESOLUTION NO. 2015-07

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
REQUESTING HIGHEST LAWFUL LEVY**

WHEREAS, the Board of Trustees of PIERCE COUNTY RURAL LIBRARY DISTRICT (Library) has met and considered its budget for the calendar year 2016; and,

WHEREAS, the district's actual levy amount from previous year (2015) was \$26,594,773.15; and,

WHEREAS, the population of the Library district is MORE THAN 10,000; and,

WHEREAS, Washington State law limits property tax collection to the lesser of either (1) the sum of regular property tax limit increases, additions due to new construction and improvements, the value of state assessed property, and refunds, or (2) 50 cents per \$1,000 of the Library district's assessed property value; and,

WHEREAS, the 2016 Preliminary Levy Certificate limits 2016 property tax collection to 50 cents per \$1,000 of the Library district's assessed property value; and,

WHEREAS, the Board of Trustees of the Library, after duly considering all relevant evidence and testimony presented, determined that the Library requires an increase in property tax revenue from the previous year, in addition to that resulting from the addition of new construction and improvements to property, any increase in the value of state-assessed property, any annexations that have occurred, and refunds made; and now, therefore,

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

An increase in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and refunds is hereby authorized for the Library levy in the amount of \$1,544,092.32 which is a percentage increase of 5.8060 percent from the previous year (2015).

PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2015.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair _____

Donna Albers, Vice-chair _____

Monica Butler, Member _____

Linda Ishem, Member _____

J. J. McCament, Member _____



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Robert Allen,
(Name)

Chair, Board of Trustees, for Pierce County Rural Library, do hereby certify to
(Title) (District Name)

the Pierce County legislative authority that the Board of Trustees
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2016 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on Nov 18, 2015:
(Date of Public Hearing)

Regular Levy: 28,138,865.47
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: _____

Date: _____

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

RESOLUTION NO. 2015-08

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
DECLARING A “SUBSTANTIAL NEED” TO OVERRIDE THE IPD**

WHEREAS, the Board of Trustees of PIERCE COUNTY RURAL LIBRARY DISTRICT (Library) has met and considered its budget for the calendar year 2016; and,

WHEREAS, the population of the Library district is MORE THAN 10,000; and,

WHEREAS, the September 2015 Implicit Price Deflator is recorded at 0.251% which is less than the 1.00% increase to the regular property tax levy allowed by Washington State law; and,

WHEREAS, Washington State law permits the Board of Trustees as the Library’s governing body to override the Implicit Price Deflator by stating a “substantial need” to establish a maximum lawful levy up to a 1.00% increase; and,

WHEREAS, the Board of Trustees of the Library has determined that, due to the substantial need to invest in services, including technology and books, that were delayed during the 5-year recession, and due to current and future impact of substantial increases to required retirement contribution rates set by the Legislature (substantial need), the Board of Trustees finds that there is a substantial need to increase the regular property tax limit factor above the rate of inflation as established by the Implicit Price Deflator; and now, therefore,

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

The limit factor for the tax year 2016 shall be 1.00 percent.

PASSED AND APPROVED THIS 18TH DAY OF NOVEMBER, 2015.

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

Officers Reports

MEMO

Date: November 4, 2015

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

From: Linda Farmer, Director of Communications

Subject: Employee Communications Update

Cover to Cover: Weekly staff e-news launches Oct. 28

Library employees received their first-ever staff e-newsletter on Oct. 28, 2015. Staff brainstormed names for the e-newsletter and then chose a winner from the top five submissions: *Cover to Cover*. The e-newsletter covers (pun intended) everything from pay and benefits to what's going on at the branches. Serious news as well as tips and tricks and other fun stuff. *Cover to Cover* comes out every Wednesday and, judging from the story ideas we're getting from branches and departments, there won't be trouble keeping up with a weekly schedule. Last week's issue is attached.

Redesigned StaffWeb home page debuts Nov. 1

We also redesigned the StaffWeb (Intranet) home page. We increased space for general announcements—which we have a lot of—and streamlined the space used for system outages—which we don't have a lot of. We also changed the names of those two sections because they were easy to get mixed up. We made the search box bigger, added a nifty comment feature, and added a photo in the background for visual interest. We are currently running a contest to pick a new background photo, and the contest has sparked a spirited online discussion. And, we couldn't resist—we brought back Ira, the Virtual Services Unicorn. You never know what this snarky little fellow will have to say. Overall, the StaffWeb home page is easier to read, more visually inviting and encourages more interactivity. Before and after pictures are attached.

All-staff email guidelines coming in November

Concentrating employee news into a weekly missive, and redesigning StaffWeb so things can be found more easily also has the added benefit of reducing the amount of library-generated email that employees receive. Too much email was one of the number one issues that staff raised in the employee communications survey. We are in the process of formalizing the rules for all-staff emails (we can't get rid of them entirely) and those will be rolled out by the end of the month.

A shout out to the Employee Communications Team made up of Jennifer Patterson, David Seckman, Judy Ip, Dianne Ellis, Agnes Wicak, Steve Campion, David Durante, Bonnie Valens and Beth Luce. Kudos also to the Virtual Services Team of Patrick McVicker and Alice Knox who had great ideas and made all the cool stuff happen behind the scenes.

Cover to Cover

News of note for PCLS staff

Nov. 4, 2015



Drop by Sprinker Rec Center this Saturday for DIYfest.

Learn something new at DIYfest

This year's DIYfest is packed with exhibitors, kitchen demos and speakers. You won't want to miss the presentations on homemade pet food, taco kraut, homemade cleaning products, cooking Indian food and tamales, knitting, spinning, urban farming, raising rabbits, beekeeping, and spiders and worms.

Sponsored by PCLS and Pierce County Parks and Rec, DIYfest is 10 a.m. to 3 p.m., Nov. 7, at Sprinker Recreation Center. Bring two cans of food for the food bank, plus something homemade (including food) to trade at the barter faire from 2-3 p.m. Details at the [DIYfest webpage](#).

PAY & BENEFITS

News about paychecks, insurance, holidays and bennies

Open enrollment begins Monday—Health care plans roll over as-is for 2016

A joint message from Cheree Green, Staff Experience director, and Elise DeGuisseppi, president, Pierce County Library System Local 3787, AFSCME

In a joint effort to move expeditiously, and with the staff in mind, Union and Management signed an agreement this week that allows 2016 open enrollment to begin Monday, Nov. 9.

This means that current health care plans will roll over as-is for 2016. Health care for 2017 and 2018 continue to be bargained. All 2016 increases fall under the Collective Bargaining Agreement's 10 percent

threshold, which means that the library will continue to pay the full cost of monthly premiums for eligible employees. Trisha Muschett will share open enrollment details soon.

We continue to make good progress in our negotiations, applying principles of collaborative bargaining. Contact [Cheree](#) or [Elise](#) with questions.

TRAINING

Upcoming opportunities

IT Academy certification for staff. PCLS has 180 vouchers for staff who would like to earn certification in specific skills provided by Microsoft IT Academy this fall and winter. Take the certification exam at no cost. See the [Microsoft IT Academy certification Q&A page](#) for details.

NEWS

Things you need to know

Strategic plan update. Executive Director Georgia Lomax and a small team yesterday interviewed two finalist firms competing for the chance to conduct the library's strategic plan. Seven companies responded to the request for qualifications. "A clear candidate rose to the top," Georgia reported. She is checking references, and the winning firm will be posted to StaffWeb most likely this week.



The Olympia Timberland Library hosted a zine scene for librarians.

Report from the field: Zine Librarian (un)Conference

By Lisa Oldoski, Collection Management librarian, Tech Services

Recently I attended the Zine Librarians (un)Conference, held at Timberland Library in Olympia. Zines are self-published magazines of all shapes, sizes and subjects. The conference was part of the first-ever Olympia Zine Festival, which included a concert, film, workshops and 70 tables of zine selling. I purchased 112 zines, and they will be catalogued shortly.

The conference was attended by librarians from public, university and nonprofit libraries. Some have large, highly cataloged collections with a focus on historical archives and research, and some, like us, have relatively new collections focused on serving folks that may not see themselves reflected in other library collections.

We discussed promoting zines, digitization, cataloging and processing, deposit collections, ethics and privacy, supporting marginalized and underserved communities, hyper-local collections (Olympia-Timberland has a great collection of records and CDs by local bands), circulation and readers advisory.

Everyone was dedicated and passionate, and I felt very lucky to be there.



Get well card for injured firefighter. Graham SBA Michael Scarfo's cousin is Daniel Lyon, the 25-year-old firefighter who survived the Twisp wildfire this summer, but was badly burned. Michael and some friends at the Graham Library made this card to send to Lyon.

You'll notice some changes on StaffWeb. What was previously called "Bulletins" has been relabeled "Critical System Alerts" to make it more clear. Both "Critical System Alerts" and "General Announcements" are in a headline format now to make them easier to scan. That symbol with the numbers in it next to the headline tells you how many comments have been made.

And this is a good time for a reminder: Everyone can post comments, questions and links in ["General Announcements."](#)



Many hands make light work. IT staff unpacked 325 new computers on Thursday and Friday at ACL, With other staff pitching in on Friday. The new PCs will replace old ones throughout the system.

THE SCREENING ROOM

Things to watch while you're waiting

By Kati Irons, Collection Management librarian, Reading and Materials

The Screening Room is a monthly column focusing on movies related to popular titles.



“The Martian,” directed by Ridley Scott and starring Matt Damon and Jessica Chastain, is currently PCLS’s most in-demand title. Ridley Scott has visited space before as director of “Alien” and the recent spin off “Prometheus.” Jessica Chastain also took to the stars in last year’s big outer-space hit, “Interstellar.” “The Martian” was based on Andy Weir’s book “The Martian” and was adapted for the screen by writer/director/producer Drew Goddard. Goddard started his career as a writer for the TV shows “Buffy the Vampire Slayer”, “Alias” and “Lost.” Goddard has penned screenplays for many hit films, including “Cloverfield,” “World War Z” and “The Cabin in the Woods.”

WELLNESS

Healthy workplace, healthy you



At our "Gratitude Stops," both staff and customers are encouraged to write something they are grateful for on a window, library card, bulletin board, or sidewalk.



At University Place, customers were invited to record their gratitude on this autumn-leaved tree.

Find everything you need for your gratitude journey on the [Gratitude Graffiti webpage](#).

Tales from the Stacks

Copy and steal these ideas



Owl puppet from It's an Owl Party, Summit.



The South Hill resident mummy displays Halloween books.

TRENDING

Newsy bits about the library industry



Vancouver Library architecture award. The Vancouver Community Library was one of six to win a 2015 Library Building Award. The building, opened in 2011, has 83,000 square feet, a reading room with a fireplace and a fifth-floor terrace with a great view.

My own personal librarian. [Initiative provides personalized recommendations—from librarians with personality.](#) Library Journal, Oct 2015

Good problem to have. [Long Line at the Library? It's Story Time Again,](#) New York Times

Seattle Library's branding controversy. [An open letter to the Seattle Public Library Board of Trustees about SPL's "anti-book" agenda,](#) Seattle Review of Books

OPEN JOBS AT PCLS

[Storyteller - Fife](#)

[Reading & Materials Director](#)

[Network Systems Administrator](#)

THIS WEEK AT PCLS

Selected programs in the libraries, Nov. 4-11

Thursday: [Meet “YUM” Author Theresa Nicassio](#), University Place

Friday: [Meet “Two Boys Kissing” Author David Levithan](#), Rainbow Center/Oasis Youth Center

Saturday: [DIYfest](#), Sprinker Rec Center

Next Wednesday: Library closed for Veterans Day

PCLS IN THE NEWS

[When the Subject Is Death: Forums to discuss mortality come to libraries](#), (Gig Harbor mentioned)
American Libraries Magazine

[New branch manager excited to take Gig Harbor library to new heights](#), (Tracey Thompson, Gig Harbor branch manager, mentioned) The News Tribune

[Remember your local library for career tools](#), (PCLS’s Get Hired and Get Smart mentioned) Seattle Times

[Need a Media Mentor? Head to the Library!](#), (Judy Nelson, customer experience manager, mentioned)
Parent Map

IT’S YOUR NEWSLETTER

Cover to Cover is published by the Communications Department for all PCLS staff. It comes out weekly on Wednesday mornings via email.

Submissions. Send news and photos to covertocover@piercecountylibrary.org.

Deadline. The deadline for submissions is noon each Monday.

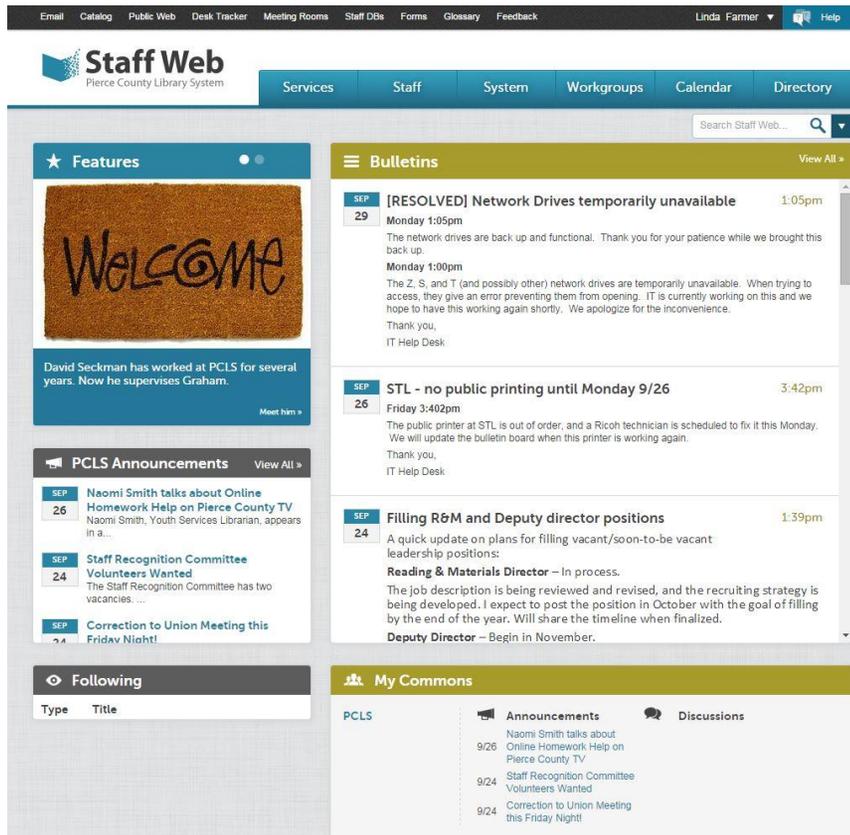
Content comments. Please post comments on [StaffWeb Announcements](#) so all staff can join the discussion.

Corrections. Send corrections to covertocover@piercecountylibrary.org.

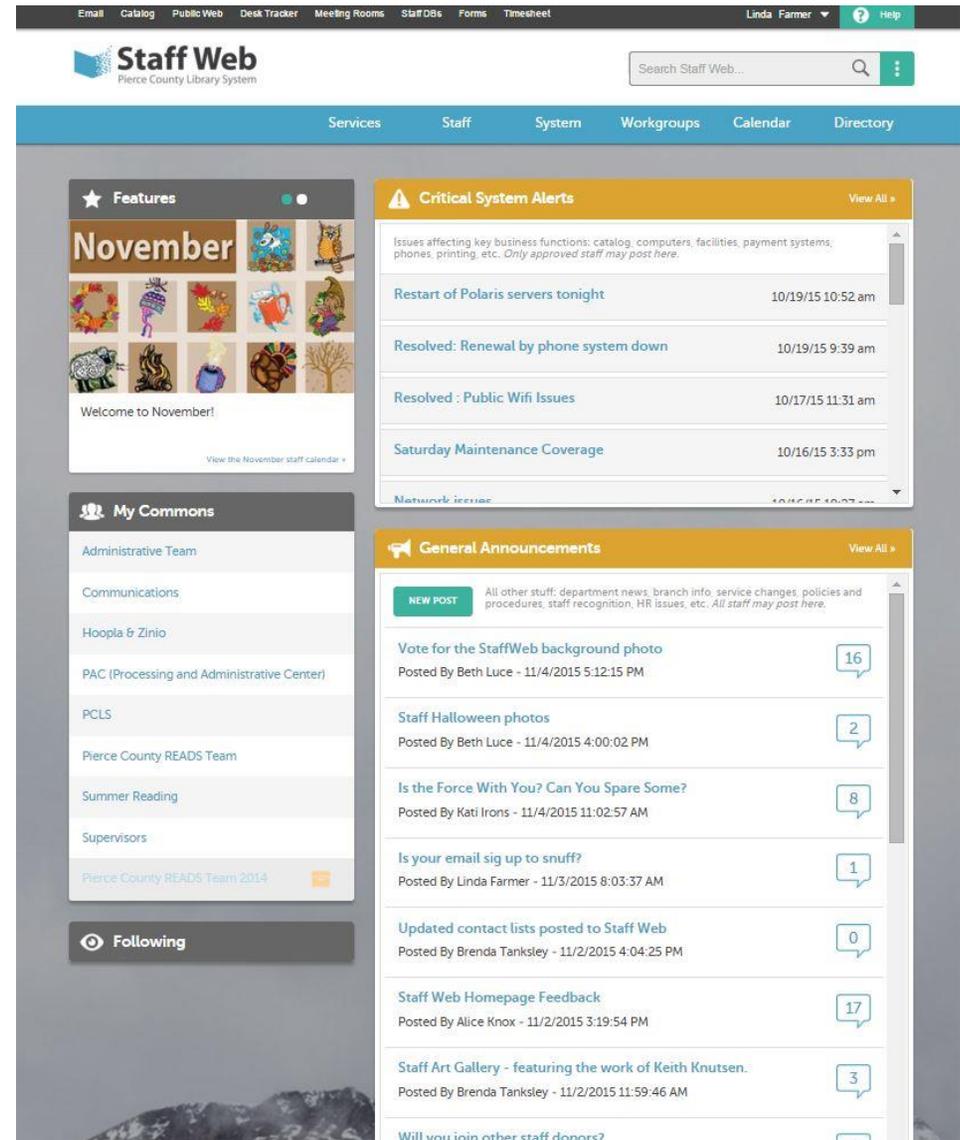
Archive. [Cover to Cover archive](#).

StaffWeb Home Page Redesign

Before



After



Ira, the Virtual Services Unicorn

Hmm... someone's been cleaning up around here. Dressed things up a bit for company. And hey, look at that... the homepage is a little more useful now.

I guess I should mention that "morgued" is no longer a thing. We're just calling it "archived" now. Makes sense. A little less grim too.

Got questions? Virtual Services (_virtualsevicesteam@pcls.us) has answers.

Alright, back to work...

- *Ira, the Virtual Services Unicorn*



Pierce County Library FYI Packet
Link List
November 18, 2015

Pierce County Library in the News

- [Library incorporates high-tech changes to meet community needs](#) (The Key Peninsula News)
- Get Out: Computer Classes (The News Tribune, attached)
- [New branch manager excited to take Gig Harbor library to new heights](#) (The News Tribune)

What's Happening

- [School district asks for feedback on levy with forums, survey](#) (The News Tribune)
- [Slightly fewer Americans are reading print books, Pew survey finds](#)

PACETTWO

GET OUT

THINGS TO DO TODAY & THE REST OF THE WEEK

>>> Check out calendar.thenevtribune.com for more events.



The Associated Press file, 2011

Pierce County Libraries offer a variety of free computer classes.

MONDAY (OCT. 19)

Free computer classes offered at local libraries

Brush up on your computer skills or learn something new at free classes offered by the Pierce County Libraries. Most require registration, call the local branch for more information.

Excel Charts Learn all about charts, including how to view data, formatting and the different chart options, 2 p.m. Oct. 19, Lakewood Library, 6300 Wildaire Road SW, Lakewood, 253-548-3302; 2 p.m. Oct. 20, University Place Library, 3609 Market Place W., University Place, 253-548-3302; 6-7 p.m. Oct. 22, South Hill Library, 15420 Meridian E., Puyallup, 253-548-3303; 11 a.m.-12:30 p.m. Oct. 24, Graham Library, 9202 224th St. E., Graham, 253-548-3322. piercecountylibrary.org

Introduction to Word

Get started in Word and learn how to open, save, edit, format and print documents, 7-8:20 p.m. Oct. 19, Graham Library,

9202 224th St. E., Graham, 253-548-3322, piercecountylibrary.org

Excel Formulas Learn all about formulas, including math functions, how to update results automatically and calculate monthly payments, 6 p.m. Oct. 20, Buckley Library, 123 S. River Ave., Buckley, 360-829-0300; 6-7:30 p.m. Oct. 20, Bonney Lake Library, 18501 90th St. E., Bonney Lake, 253-548-3308, piercecountylibrary.org

Word Beyond the Basics Learn how to create a customized brochure using skills developed in Word: Intro and Word: Formatting, 11 a.m. Oct. 20, Parkland/Spanaway Library, 13718 Pacific Ave. S., Tacoma, 253-548-3304

Computers for Beginners Cover basic computer skills and concepts, including identifying the parts of a computer, understanding basic computer terminology and navigating a window using a mouse and keyboard., 9-10 a.m. Oct. 21, South Hill

Library, 15420 Meridian E., Puyallup, 253-548-3303, piercecountylibrary.org

Introduction to 3-D Printing Learn about 3-D printing and see a demonstration, 2-4 p.m. Oct. 20, Gig Harbor Library, 4424 Point Fosdick Drive W., 253-548-3305

Internet for Beginners Learn the basics of the Internet, navigating a Web page, using a search engine and more, 3-4:30 p.m. Oct. 20, Summit Library, 5107 112th St. E., Tacoma, 253-548-3321

E-Books and E-Readers discover e-readers compatible with the library e-book resources and how to download software, 1-2:30 p.m. Summit Library, 5107 112th St. E., Tacoma, 253-548-3321