

AGENDA
Regular Meeting of the Pierce County Library System Board of Trustees
December 9, 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 November 18, 2015, Regular Meeting 2. Approval of November 2015 Payroll, Benefits and Vouchers 3. 2015-2016 Insurance Renewal 4. Resolution 2015-11: To Declare Surplus Equipment 	
3:40 pm	05 min.	Board Member Reports	
3:45 pm	10 min.	Routine Reports	
		<ol style="list-style-type: none"> 1. Dashboard, Georgia Lomax 2. November 2015 Financial Report, Dale Hough 3. Executive Director Activities, Georgia Lomax 	
3:55 pm	05 min.	Unfinished Business	Action
	15 min.	<ol style="list-style-type: none"> 1. Strategic Planning Process - Consultant Contract Approval, Georgia Lomax 2. 2016 Budget: Second Reading and Discussion, <i>Georgia Lomax and Clifford Jo</i> 	
		Public Hearing: 2016 Draft Budget of Estimated Revenue and Expenditures:	
		<ol style="list-style-type: none"> 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 84.55.120) 	
4:15 pm	15 min.	Unfinished Business (continued)	
		<ol style="list-style-type: none"> 3. 2016 Budget, Clifford Jo <ol style="list-style-type: none"> a. Resolution 2015-12: Year-End Capital Improvement Fund Transfer b. Resolution 2015-13: To Adopt The 2016 General Fund Budget c. Resolution 2015-14: To Adopt The 2016 Capital Improvement Fund Budget d. Resolution 2015-15: To Adopt Special Purpose Fund Budget 	Action Action Action Action
4:30 pm		New Business	
	15 min.	1. Pierce County Library Foundation Annual Report, Lynne Hoffman	
	02 min.	2. Resolution 2015-16: To Set Wages and Benefits For Non-Represented Employees for 2016, Clifford Jo	Action
	02 min.	3. 2016 Election of Officers, Georgia Lomax	Action
	02 min.	4. Public Works Procurement Policy, Clifford Jo	Action
	02 min.	5. Food Purchase Policy, Clifford Jo	Action
	02 min.	6. Communications Department High-Speed Printer Purchase, Clifford Jo	Action
4:55 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. 2013-14 Audit Update, Clifford Jo 2. DIY Fest, Jaime Prothro 3. Local 3787 Election Results, Chereé Green 	
5:05 pm	30 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, personnel and Executive Director evaluation.</i>	
5:35 pm	05 min.	New Business (continued)	Action
		1. 2016 Executive Director Salary Agreement, Georgia Lomax	
5:40 pm	01 min.	Announcements	
5:41 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 3:30 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 October 21, 2015, Regular Meeting
2. October 2015 Payroll, Benefits and Vouchers
 - Payroll Warrants 3642-3647, dated 10/01/15 - 10/31/15 in the amount of \$2095.52
 - Payroll Disbursement Voucher dated 10/06/15 in the amount of \$604,342.20
 - Payroll Disbursement Voucher dated 10/21/15 in the amount of \$603,559.32
 - Accounts Payable Warrants 624854-625080 dated 10/01/15 – 10/31/15 in the amount of \$1,208,245.65

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

BOARD REPORTS

Ms. Ishem, Ms. Albers, Ms. Butler and Chair Allen reported they enjoyed attending the Regional Trustee Meeting held at the Renton Library.

Ms. Albers thanked Ms. Lomax for assisting and coordinating the event. Ms. Lomax thanked the Board for submitting their feedback and said she anticipates the event would be held again next year.

Ms. Ishem reported she was contacted by Bev Isenson, President of the Steilacoom Friends group about the Library's response to her request to have the Library purchasing a DVD entitled *American Denial*. Melinda Chesbro, Deputy Director, said the Library plans to purchase the DVD in 2016 next year.

Discussion ensued on how the Library handles its collection when there are emergent issues. Ms. Lomax said as the Library sees emerging issues, existing resources are evaluated and new items added. There is also a partnership between selectors and branch staff in assisting the customer in finding material that will meet their needs.

ROUTINE REPORTS

October 2015 Financial Report - Dale Hough, Finance Manager, reported the Library received the second allotment of property tax revenue of approximately \$9.2 Million.

2013-14 Audit - Mr. Hough reported the audit is going well. The Auditor is taking a close look at transactions between customers using credit cards and the banks and whether the credit card companies are holding funds longer than they should before disbursing them to the Library. The auditor is also examining procurement procedures to ensure the Library is bidding properly and being competitive with small and public works contracts. The exit interview will be scheduled shortly.

UNFINISHED BUSINESS

Strategic Planning Process Update - Ms. Lomax said she and members of the administrative team interviewed and contracted with BERK Consulting. Completion of the scope of work and the contract agreement are underway.

Fiscal Management Policy: Second Reading - Ms. Butler moved to approve the Fiscal Management Policy as amended. Ms. Ishem seconded the motion and it was passed.

Special Purpose Fund - Ms. McCament moved to approve the Special Revenue Fund. Ms. Butler seconded the motion and it was passed.

UNFINISHED BUSINESS

2016 Budget Review - Mr. Jo said he will present the budget narrative in January but will only be sharing the financials until then.

General Fund, 2016-20 Capital Improvement Plan and Special Purpose Fund - Mr. Jo reviewed changes since October. He reported the \$360,000 set aside for the election is currently in the Cash fund and would be transferred into the Special Purpose Fund. The \$200,000 balance will come from the General Fund to fund Pierce County Reads and digital literacy.

Chair Allen asked if any funds were set aside to account for recurring costs related to PC purchases. Mr. Jo said the Library would be looking at the strategic process to help guide technology purchases and how to fund them. He noted there were several things to take into consideration such as staff PC configurations changes and complexity in the servers.

There was discussion about the high-speed printer. Mr. Jo said the existing printer's operating system cannot be upgraded and is no longer supported. Linda Farmer, Communications Director, said production time would be cut in half with the new machine. She noted a savings of approximately \$150,000 would be realized by working with city of Renton in a cooperative agreement, allowing the Library to purchase the printer for \$170,000.

Levy Resolution and IPD Override - Mr. Jo said the override would affect increases by as much as \$2.2 Million over next 10 years. He noted the Spokane and Fort Vancouver Regional Libraries have also approved the resolution to override the IPD.

PUBLIC HEARING

There were no public comments.

UNFINISHED BUSINESS (CONTINUED)

2016 Budget

Resolution 2015-07: Requesting Highest Lawful Levy and Levy Certification - Ms. Albers moved to approve Resolution 2015-07. Ms. McCament seconded the motion and it was passed.

Resolution 2015-08: Declaration of Substantial Need to Override IPD - Ms. Albers moved to approve Resolution 2015-08. Ms. Butler seconded the motion and it was passed.

OFFICER REPORTS

Employee Communications - Ms. Farmer reported that the fourth issue of the newsletter has been published and feedback from staff has been positive.

EXECUTIVE SESSION

At 4:25 pm, Ms. McCament moved to recess to Executive Session, per RCW 42.30.110, to discuss personnel issues for ten minutes. Ms. Ishem seconded the motion and it was passed. The Session ended at 4:36 pm.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 4:40 pm on motion by Ms. McCament, seconded by Ms. Ishem.

Georgia Lomax, Secretary

Rob Allen, Chair

November 2015 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3648-3656	11/1/15-11/30/15	\$19,132.22
Electronic Payments - Payroll & Acct Payable		11/06/15	\$601,991.53
Electronic Payments - Payroll & Acct Payable		11/21/15	\$592,145.61
Accounts Payable Warrants	625081-625197	11/1/15-11/30/31/15	\$1,417,824.17
Total:			<u><u>\$2,631,093.53</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3648	pr	11/06/2015	EMMERICH, THECLA			10/16/15 - 10/31/15	0.00	344.94
3649	pr	11/06/2015	ROMANOVA, TAMARA			10/16/15 - 10/31/15	0.00	735.31
3650	pr	11/06/2015	DEVITA, JOHN			10/16/15 - 10/31/15	0.00	1,379.50
3651	pr	11/06/2015	NANAKUL, ROBBI			10/16/15 - 10/31/15	0.00	921.06
3652	pr	11/06/2015	HEWITT, DANNY			10/16/15 - 10/31/15	0.00	315.40
3653	pr	11/20/2015	PAYSENO, KAREN			11/01/15 - 11/15/15	0.00	297.60
3654	pr	11/20/2015	MAIER, DAVID			11/01/15 - 11/15/15	0.00	151.21
3655	pr	11/20/2015	ADIB, KARIM			11/01/15 - 11/15/15	0.00	5,750.90
3656	pr	11/23/2015	SMITH, SALLY			11/01/15 - 11/15/15	0.00	9,236.30
Total:							0.00	19,132.22

Checks in report: 9

Grand Total: 0.00 19,132.22

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 11/06/2015

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	64,172.62
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	46,049.00
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	46,049.00
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	428,985.12
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,694.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	2,522.00
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	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	
	FIT EE and EIC/adjustment	237100	CC_Library_District	697-01	5100000	
Total Deposit						\$ 601,991.53

Certification: _____

Christy Telling
 Signature (Department Designee)

11/5/15
 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 11/20/2015

Withdrawal Date: 11/20/15

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	64,881.52
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	44,127.45
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	44,127.45
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	418,547.59
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,694.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	2,872.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,444.29
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	3,157.06
	FIT EE and EIC/supp payroll	237100	CC_Library_District	697-01	5100000	90.20
Total Deposit						\$ 592,145.61

Certification:

Christy Telling
Signature (Department Designee)

11/20/15
Date

Comments:

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625081	11/02/2015	000830 BAKER & TAYLOR		22,089.89
625082	11/02/2015	000189 BAKER & TAYLOR ENTERTAINMENT		92.89
625083	11/02/2015	000847 CENTER POINT PUBLISHING		1,594.35
625084	11/02/2015	000093 PAYMENT PROCESSING CENTER EBSCO		3.62
625085	11/02/2015	004293 HENDRICKSON ASSOCIATES LLC		25.16
625086	11/02/2015	001643 IMPACT		45.65
625087	11/02/2015	000243 INGRAM LIBRARY SERVICES		16,199.15
625088	11/02/2015	004625 JOY KIM		255.00
625089	11/02/2015	000352 MIDWEST TAPE	V	0.00
625090	11/02/2015	000352 MIDWEST TAPE		35,076.35
625091	11/02/2015	000377 PUGET SOUND ENERGY		3,799.46
625092	11/02/2015	000406 RECORDED BOOKS LLC		3,665.95
625093	11/02/2015	000451 SEATTLE TIMES SEATTLE PI		405.26
625094	11/02/2015	003596 SENTIMENTAL PRODUCTIONS		95.00
625095	11/03/2015	006206 SAMANTHA KEEHAN		53.99
625096	11/06/2015	000830 BAKER & TAYLOR		16,844.53
625097	11/06/2015	000830 BAKER & TAYLOR		1,665.25
625098	11/06/2015	000189 BAKER & TAYLOR ENTERTAINMENT		104.96
625099	11/06/2015	000242 BUCKLEY CITY OF		248.27
625100	11/06/2015	000161 CENGAGE LEARNING		76.35
625101	11/06/2015	003803 KAREN DALE		104.53
625102	11/06/2015	000195 FIRGROVE MUTUAL WATER CO		556.60
625103	11/06/2015	000243 INGRAM LIBRARY SERVICES		31,059.40
625104	11/06/2015	000352 MIDWEST TAPE	V	0.00
625105	11/06/2015	000352 MIDWEST TAPE		35,711.58
625106	11/06/2015	000377 PUGET SOUND ENERGY		686.86
625107	11/06/2015	006341 SMALL CHANGES		211.82
625108	11/06/2015	000535 WESTON WOODS STUDIOS		892.04
625109	11/06/2015	000828 AFSCME AFL-CIO		5,698.32
625110	11/06/2015	000175 ASSOCIATION OF WASHINGTON CITI		176,497.47
625111	11/06/2015	003985 PACIFICSOURCE ADMINISTRATORS		1,675.21
625112	11/06/2015	001181 PIERCE CTY LIBRARY FOUNDATION		360.18
625113	11/06/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
625114	11/06/2015	000823 UNITED WAY		82.58
625115	11/06/2015	004782 US DEPARTMENT OF EDUCATION		194.35
625116	11/06/2015	000827 WA STATE- DEPT OF RETIREMENT S		102,418.41
625117	11/06/2015	000895 COLUMBIA BANK		289.23
625118	11/06/2015	000895 COLUMBIA BANK		50.00

Check History Listing
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625119	11/06/2015	006317 CUNNINGHAM ELECTRIC CO INC		39,224.02
625120	11/06/2015	005283 E-RATE EXPERTISE INC		2,925.00
625121	11/06/2015	001958 SHARRON GRAHAM		15.00
625122	11/06/2015	005272 GREEN EFFECTS INC		6,005.62
625123	11/06/2015	006342 JENNIFER KURILLA		14.38
625124	11/06/2015	005979 METCO ELECTRIC		3,144.75
625125	11/06/2015	002065 TRISHA MUSCHETT		37.95
625126	11/06/2015	001586 NORTHWEST DOOR INC		2,193.48
625127	11/06/2015	001948 CATHY O'DONNELL		17.55
625128	11/06/2015	001290 REGIONAL BUILDING SVCS CORP		507.25
625129	11/06/2015	006079 LISA TAYLOR		300.00
625130	11/06/2015	000497 TILlicum COMMUNITY SERVICE CEN		2,136.41
625131	11/06/2015	001767 WALTER E NELSON OF WESTERN WAS		4,730.81
625132	11/09/2015	005609 LEMAY TRANSPORTATION SERVICES		400.16
625133	11/09/2015	000377 PUGET SOUND ENERGY		878.66
625134	11/09/2015	000460 STEILACOOM TOWN OF		660.58
625135	11/13/2015	003379 GENEVIEVE DETTMER		61.86
625136	11/13/2015	001624 ENCYCLOPEDIA BRITANNICA INC		14,999.46
625137	11/13/2015	006359 KASSANDRA MIX		215.00
625138	11/16/2015	003719 UNIQUE MANAGEMENT SERVICES		1,624.45
625139	11/16/2015	001780 UNIVERSITY PLACE CITY OF		120,000.00
625140	11/16/2015	004022 US BANK		79,165.78
625141	11/17/2015	006365 LESLIE ANDERSON		88.93
625142	11/17/2015	006363 ALYSSA BROUGHTON		6.00
625143	11/17/2015	006362 MARGARET CORBIN		16.99
625144	11/17/2015	006361 SHANNON JONES		18.99
625145	11/17/2015	006364 MARILYN LEONARD		9.98
625146	11/17/2015	006344 DAWNICA MCINTIRE		11.70
625147	11/17/2015	006343 MARILYN MOLGARD		18.24
625148	11/17/2015	006367 RAMONA SMITH		13.95
625149	11/17/2015	000463 SUMMIT WATER & SUPPLY CO		312.98
625150	11/17/2015	000541 STATE OF WASHINGTON		360.52
625151	11/18/2015	003938 BINW		2,076.66
625152	11/18/2015	006346 VIRGINIA CARTER		50.00
625153	11/18/2015	006345 CLEAN BITE CATERING		50.00
625154	11/18/2015	000895 COLUMBIA BANK		1,615.00
625155	11/18/2015	003311 DEPARTMENT OF LABOR & INDUSTRI		399.60
625156	11/18/2015	000254 KING COUNTY LIBRARY		66.50
625157	11/18/2015	006376 KIM MOSE		16.41

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625158	11/18/2015	003985 PACIFCSOURCE ADMINISTRATORS		207.50
625159	11/18/2015	000370 PIERCE COUNTY		120.00
625160	11/18/2015	006352 SHAUNDRA ROBINSON		50.00
625161	11/18/2015	006338 MARTHA MARIA SUAREZ		50.00
625162	11/18/2015	005603 TEGCO FENCE		8,600.00
625163	11/18/2015	004022 US BANK		103,230.99
625164	11/18/2015	000541 STATE OF WASHINGTON		9,806.35
625165	11/20/2015	003778 AFLAC		5,933.46
625166	11/20/2015	000828 AFSCME AFL-CIO		5,512.30
625167	11/20/2015	000175 ASSOCIATION OF WASHINGTON CITI		1,631.53
625168	11/20/2015	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
625169	11/20/2015	003985 PACIFCSOURCE ADMINISTRATORS		1,675.21
625170	11/20/2015	001181 PIERCE CTY LIBRARY FOUNDATION		316.38
625171	11/20/2015	004276 STATE CENTRAL COLLECTION UNIT		151.67
625172	11/20/2015	000823 UNITED WAY		82.58
625173	11/20/2015	004782 US DEPARTMENT OF EDUCATION		170.87
625174	11/20/2015	001355 VOLUNTARY EMPLOYEES' BENEFICIA		817.59
625175	11/20/2015	000827 WA STATE- DEPT OF RETIREMENT S		98,943.11
625176	11/20/2015	001355 VOLUNTARY EMPLOYEES' BENEFICIA		774.17
625177	11/23/2015	001554 ANDREW'S FIXTURE CO INC		820.50
625178	11/23/2015	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		18.41
625179	11/23/2015	005862 ELITE PROPERTY INVESTMENTS LLC		329.80
625180	11/23/2015	005642 HILLIS CLARK MARTIN & PETERSON		126.80
625181	11/23/2015	005882 LAUREN LINDSKOG		57.63
625182	11/23/2015	002062 GEORGIA LOMAX		209.00
625183	11/23/2015	004674 MCHUGH MANAGEMENT CONSULTING		8,265.00
625184	11/23/2015	001581 SNAPTEX NORTHWEST INC		3,418.75
625185	11/23/2015	004022 US BANK		342,488.71
625186	11/24/2015	001355 VOLUNTARY EMPLOYEES' BENEFICIA		7,360.00
625187	11/24/2015	000830 BAKER & TAYLOR		27,493.15
625188	11/24/2015	000189 BAKER & TAYLOR ENTERTAINMENT		23.23
625189	11/24/2015	005300 DANGER ROOM COMICS LLC		705.30
625190	11/24/2015	000243 INGRAM LIBRARY SERVICES		22,102.48
625191	11/24/2015	004625 JOY KIM		206.20
625192	11/24/2015	001011 LIVE OAK MEDIA		63.67
625193	11/24/2015	000352 MIDWEST TAPE	V	0.00
625194	11/24/2015	000352 MIDWEST TAPE		21,147.59
625195	11/24/2015	000367 PARTNERS WEST DISTRIBUTING		812.75
625196	11/24/2015	000406 RECORDED BOOKS LLC		21.88

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625197	11/24/2015	003374 JAMI SCHWARZWALDER		145.42

boa Total: 1,417,824.17

117 checks in this report

Total Checks: 1,417,824.17

MEMO

Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2015-16 Insurance Renewal

We are nearly done with the process of reviewing and renewing our insurance policy for 2015-16. Our renewal premium remained mostly flat, with a nominal increase estimated to be between \$1,500 and \$6,000, a marginal increase over 2015's premium (\$224,493.73).

All terms and limits remain the same.

Next year we will go to market with our policies, a practice we conduct every three years. I anticipate there will be interested insurance carriers in competitively bidding for our business. We will also evaluate what levels of excess coverage and earthquake coverage we need, as the cost for these two policies are expensive and we may not need as much.

The Board has consistently rejected terrorism coverage for board members, which costs over \$21,000 per year. Unless the Board directs me otherwise, I will continue to reject terrorism coverage automatically.

I ask the Board to pass a motion to approve payment of the Library's renewal of the 2015-16 insurance policy, not to exceed \$230,000. If by the Board meeting we are notified that the final renewal is more than \$230,000, I will inform the Board and recommend a revision to the motion for approval.

Motion: Move to approve the insurance renewal policy for 2015-16, not to exceed \$230,000.

RESOLUTION NO. 2015-11

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE FURNISHINGS AND EQUIPMENT
SURPLUS TO PUBLIC SERVICE NEEDS**

WHEREAS, the Pierce County Library District has identified items of furnishings and equipment surplus to public service needs of the Library District, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$1000, now, therefore,

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

The item(s) on the attached list be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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	_____

AM Multi 1250 Offset Printing Press

- 10 x 15 print size
- Single color
- Asset tag no. 1367
- Good condition and working
- Value - \$500-\$1000

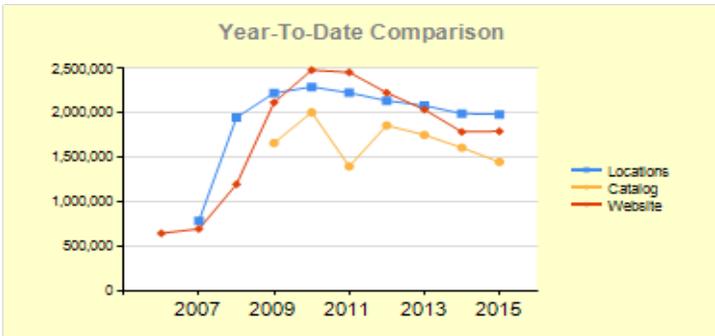
XEROX DocuColor 5000AP Digital Press (for the new Xerox Versant 2100)

- Asset tag nos. 15-1365 and 15-1353
- Good condition and working
- Value - \$6500 (trade-in)

Routine Reports

CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - OCTOBER

VISITS



	October		
	2014	2015	% Change
Door Count	184,344	164,784	-10.61%
Catalog	144,898	141,583	-2.29%
Website	176,367	186,914	5.98%
Job & Business Portal	2,303	2,769	20.23%
Military Portal	56	75	33.93%
Total	507,968	496,125	-2.33%

CHECKOUTS



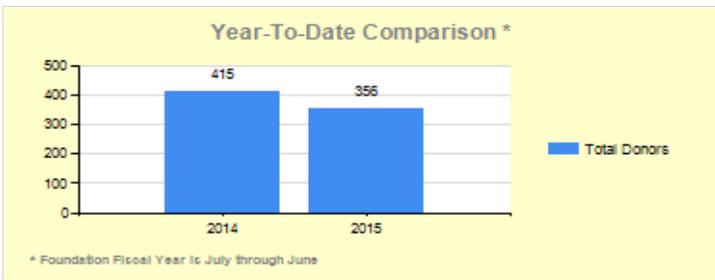
	October		
	2014	2015	% Change
Checkouts	478,049	438,808	-8.21%
Downloadables	53,448	71,200	33.21%
Total	531,497	510,008	-4.04%

CUSTOMERS



	October		
	2014	2015	% Change
Active Cardholders	275,498	317,493	15.24%
New Cards	9,205	3,724	-59.54%
Checkout Transactions	90,614	85,744	-5.37%
Unique Users	39,390	37,680	-4.34%

PHILANTHROPY



	October		
	2014	2015	% Change
FoundationDonors	258	146	-43.41%
NewFoundationDonors	33	3	-90.91%
\$ Raised by Foundation	\$42,303.00	\$162,899.00	285.08%
\$ Provided by Friends	\$875.00	\$18,400.00	2002.86%

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

November 30, 2015

General Fund

- County revenue data not received. We estimate an additional \$2.3 million by the end of the year.
- Through 11/30 we received 91% of budgeted “tax” revenue. After posting November Tax revenue in early December, we should be at or near our budgeted amount.
- We expect to be at or near our “Other Revenue”, budgeted amount.
- Expenditures are at 89% of budget and continue to be right on target.
- Year to date net balance (2015 revenue minus 2015 expenditures) = \$499,092

Capital Improvement Projects Fund

- Received 100% of budgeted revenue.
- Spent 90% of budgeted expenditures
- Budget balance of just over \$291,000
- Year to date net balance (2015 revenue minus 2015 expenditures) = \$299,677.

**Pierce County Library System
Statement of Financial Position - Interim
November 30, 2015
All Funds**

	General Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets			
Current Assets - Cash			
Cash	\$ 2,091,937	\$ 1	\$ 506,891
Investments	\$ 6,700,000	\$ 83,702	\$ 400,000
Total Cash	\$ 8,791,937	\$ 83,703	\$ 906,891
Total Current Assets	\$ 8,791,937	\$ 83,703	\$ 906,891
Liabilities and Fund Balance			
Current Liabilities			
Warrants Payable	\$ 50,465	\$ -	\$ -
Sales Tax Payable	\$ 7,159	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 20,965	\$ -	\$ -
Total Current Liabilities	\$ 78,588	\$ -	\$ -
Fund Balance			
Reserve for Encumbrances	\$ 409,740	\$ -	\$ 215,288
Net Excess (Deficit)	\$ 499,092	\$ 54	\$ 299,677
Unreserved Fund Balance	\$ 7,804,517	\$ 83,649	\$ 391,927
Total Fund Balance	\$ 8,713,349	\$ 83,703	\$ 906,891
Total Liabilities and Fund Balance	\$ 8,791,937	\$ 83,703	\$ 906,891
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>CURRENT</i>	<i>CURRENT</i>	<i>CURRENT</i>
	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	11/30/2015
Assets													
Current Assets - Cash													
Cash	\$ 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	\$ 1,849,322	\$ 2,279,894	\$ 10,928,777	\$ 2,091,937
Investments	\$ 8,255,000	\$ -	\$ 5,100,000	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000
Total Cash	\$ 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	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 8,791,937
Total Current Assets	\$ 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	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 8,791,937
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 454,093	\$ 729,888	\$ 549,239	\$ 368,284	\$ 345,727	\$ 302,297	\$ 262,350	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 406,686	\$ 50,465
Sales Tax Payable	\$ 5,293	\$ 2,082	\$ 3,879	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 7,159
Payroll Taxes and Benefits Payable	\$ 24,239	\$ 17,190	\$ 25,256	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,290	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965
Total Current Liabilities	\$ 483,624	\$ 749,161	\$ 578,374	\$ 414,453	\$ 401,064	\$ 317,487	\$ 294,978	\$ 382,810	\$ 439,384	\$ 484,979	\$ 389,934	\$ 420,478	\$ 78,588
Fund Balance													
Reserve for Encumbrances	\$ 155,364	\$ -	\$ 480,435	\$ 438,268	\$ 397,093	\$ 454,484	\$ 401,208	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 375,946	\$ 409,740
Net Excess (Deficit)	\$ 2,404,334	\$ -	\$ (2,517,988)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,101,973	\$ 3,591,475	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,327,836	\$ 499,092
Unreserved Fund Balance	\$ 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	\$ 7,804,517
Total Fund Balance	\$ 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	\$ 4,927,125	\$ 3,389,961	\$ 10,508,299	\$ 8,713,349
Total Liabilities and Fund Balance	\$ 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	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 8,791,937
Anticipated Property Tax Revenue	\$ 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	\$ 3,197,451

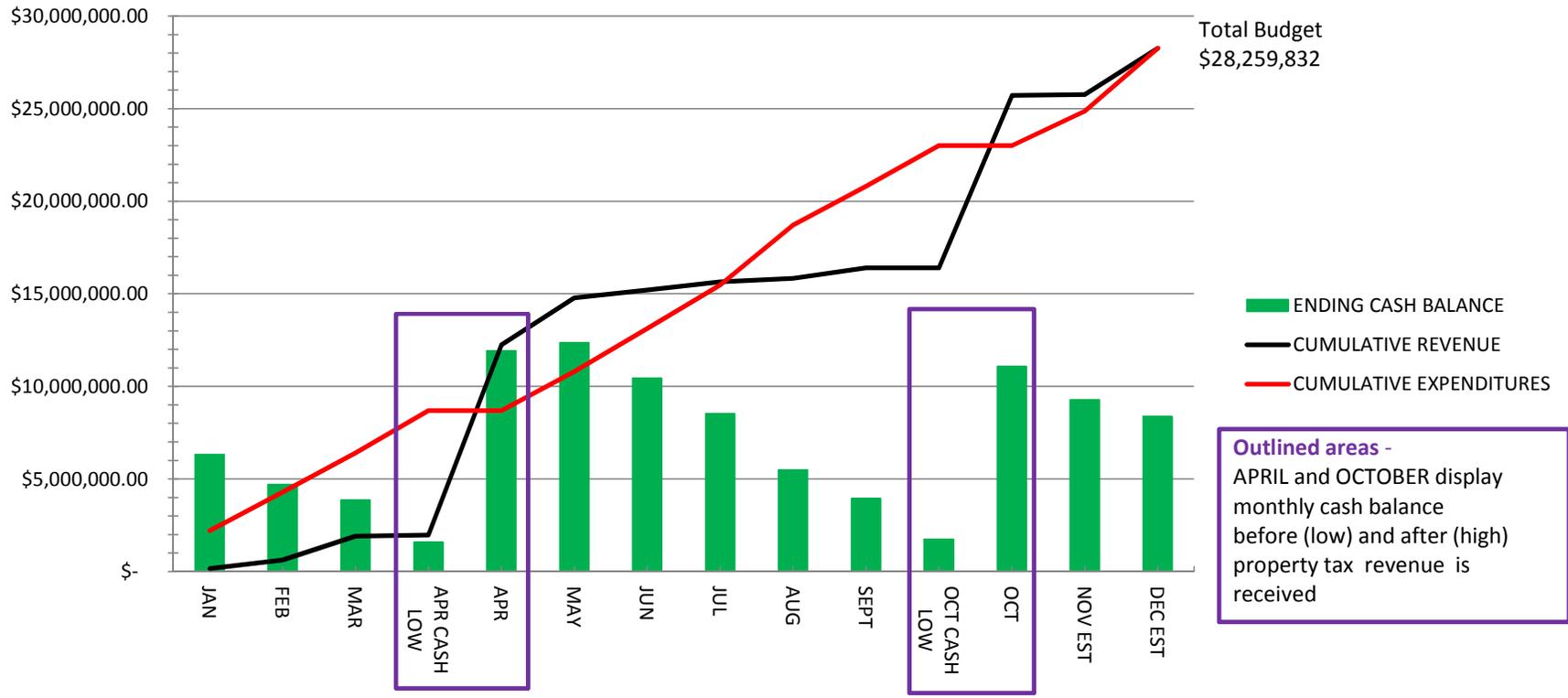
PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures - INTERIM
Year to Date November 30, 2015
no pre-encumbrances

<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	\$ 1,343,626	\$ -	\$ 156,274	90%
Total Revenue	\$ 28,259,832	\$ 25,766,240	\$ -	\$ 2,493,592	91%
Expenditures					
Personnel/Taxes and Benefits	\$ 19,580,996	\$ 17,606,778	\$ -	\$ 1,974,218	90%
Materials	\$ 3,544,378	\$ 3,188,079	\$ -	\$ 356,299	90%
Maintenance and Operations	\$ 3,997,240	\$ 2,925,332	\$ 409,740	\$ 662,168	83%
Transfers Out	\$ 1,137,218	\$ 1,137,218	\$ -	\$ -	100%
Total Expenditures	\$ 28,259,832	\$ 24,857,408	\$ 409,740	\$ 2,992,684	89%
Excess/(Deficit)		\$ 908,832			
(less encumbrances)		(409,740)			
Net Excess (Deficit)		\$ 499,092			

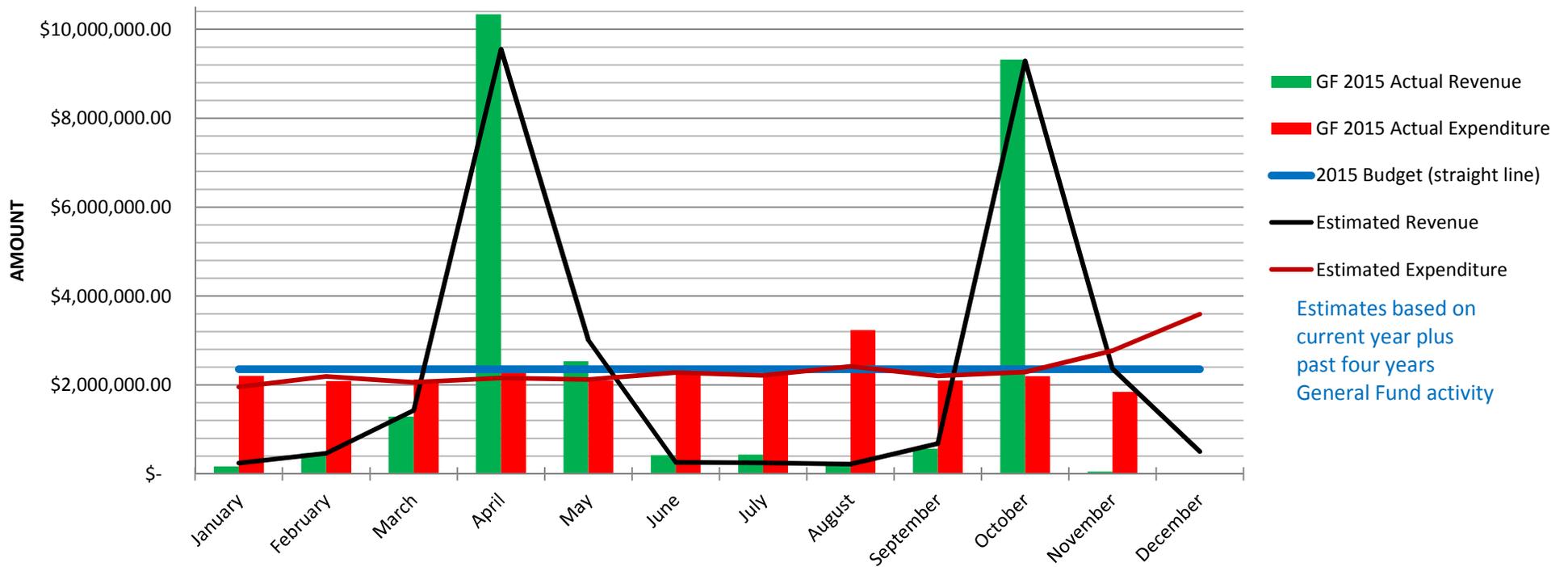
<u>Debt Service Fund</u>	<u>2015 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 54	\$ -	\$ (54)	0%
Other Revenue	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ -	\$ 54	\$ -	\$ (54)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	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	\$ 1,642,688	\$ -	\$ -	100%
Other Revenue	\$ 201,290	\$ 209,713	\$ -	\$ (8,423)	0%
Transfers In	\$ 1,137,218	\$ 1,137,218	\$ -	\$ -	100%
Total Revenue	\$ 2,981,196	\$ 2,989,619	\$ -	\$ (8,423)	100%
Expenditures					
Maintenance and Operations	\$ 2,981,196	\$ 2,474,655	\$ 215,288	\$ 291,254	90%
Total Expenditures	\$ 2,981,196	\$ 2,474,655	\$ 215,288	\$ 291,254	90%
Excess/(Deficit)		\$ 514,964			
(less encumbrances)		(215,288)			
Net Excess (Deficit)		\$ 299,677			

CUMULATIVE GENERAL FUND REVENUE AND EXPENDITURE Including Cash Flow Projection 2015



RESOURCE FLOW - INTERIM General Fund - 2015



Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	November Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	25,839,740.00	0.00	23,768,757.62	0.00	2,070,982.38	91.99
31112 PROPERTY TAXES DELINQUENT	775,192.00	0.00	549,967.92	0.00	225,224.08	70.95
31130 SALE OF TAX TITLE PROPERTY	15,000.00	0.00	12,013.59	0.00	2,986.41	80.09
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	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	0.00	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	810.00	3,240.00	0.00	(40.00)	101.25
33890 GOVERNMENTAL GRANTS	123,000.00	0.00	79,500.00	0.00	43,500.00	64.63
34160 COPIER FEES	32,000.00	2,172.74	28,824.57	0.00	3,175.43	90.08
34161 GRAPHICS SERVICES CHARGES	4,200.00	2,065.71	6,349.57	0.00	(2,149.57)	151.18
34162 PRINTER FEES	130,000.00	8,698.08	118,057.90	0.00	11,942.10	90.81
34163 FAX FEES	21,000.00	1,605.53	21,097.81	0.00	(97.81)	100.47
34730 INTERLIBRARY LOAN FEES	0.00	0.00	63.88	0.00	(63.88)	0.00
35970 LIBRARY FINES	570,000.00	35,904.14	472,697.36	0.00	97,302.64	82.93
36110 INVESTMENT INCOME	5,000.00	0.00	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	0.00	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	0.00	30,473.71	0.00	(22,273.71)	371.63
36725 DONATIONS - OTHER	2,000.00	12.25	6,066.10	0.00	(4,066.10)	303.31
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	9,411.15	0.00	(9,411.15)	0.00
36920 BOOK SALE REVENUE	10,000.00	4.00	4,772.97	0.00	5,227.03	47.73
36990 MISCELLANEOUS REVENUE	0.00	1.80	1,093.98	0.00	(1,093.98)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	507.03	10,794.58	0.00	1,205.42	89.95
36994 UNCLAIMED PROPERTY	0.00	14.39	2,128.81	0.00	(2,128.81)	0.00
36996 JURY DUTY REIMBURSEMENT	0.00	50.00	580.00	0.00	(580.00)	0.00
36997 PRIOR YEAR'S REFUNDS	4,300.00	442.98	6,580.00	0.00	(2,280.00)	153.02
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	0.00	57,424.38	0.00	(7,424.38)	114.85
CHARGES OTHER:	1,504,900.00	52,288.65	1,349,042.59	0.00	155,857.41	89.64
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	52,288.65	25,766,240.00	0.00	2,493,592.00	91.18
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,093,050.00	1,136,033.88	12,483,582.33	0.00	1,609,467.67	88.58
51105 ADDITIONAL HOURS	280,045.00	29,411.63	307,073.87	0.00	(27,028.87)	109.65
51106 SHIFT DIFFERENTIAL	145,146.00	15,061.93	133,740.73	0.00	11,405.27	92.14
51107 SUBSTITUTE HOURS	308,515.00	27,140.44	245,226.02	0.00	63,288.98	79.49
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	13,400.00	1,579.07	13,407.46	0.00	(7.46)	100.06
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	12,650.73	142,959.10	0.00	30,279.90	82.52
52002 MEDICAL INSURANCE	2,171,527.00	155,185.27	1,822,077.03	0.00	349,449.97	83.91
52003 F.I.C.A.	1,160,745.00	89,365.12	996,436.98	0.00	164,308.02	85.84

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	November Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52004 RETIREMENT	1,421,868.00	127,750.36	1,258,052.80	0.00	163,815.20	88.48
52005 DENTAL INSURANCE	209,759.00	16,274.18	180,730.59	0.00	29,028.41	86.16
52006 OTHER BENEFIT	10,540.00	940.00	9,880.00	0.00	660.00	93.74
52010 LIFE AND DISABILITY INSURANCE	20,318.00	1,175.48	13,569.88	0.00	6,748.12	66.79
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	1,612,568.09	17,606,778.42	0.00	1,974,217.58	89.92
53100 OFFICE/OPERATING SUPPLIES	227,558.00	18,481.20	208,071.75	23,495.85	(4,009.60)	101.76
53101 CUSTODIAL SUPPLIES	52,500.00	4,551.75	47,457.49	0.00	5,042.51	90.40
53102 MAINTENANCE SUPPLIES	60,200.00	6,914.33	31,729.24	0.00	28,470.76	52.71
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	5,343.79	16,185.19	0.00	3,814.81	80.93
53200 FUEL	47,000.00	20.00	26,129.96	14,670.09	6,199.95	86.81
53401 ADULT MATERIALS	806,000.00	39,727.81	662,856.66	0.00	143,143.34	82.24
53403 PERIODICALS	88,135.00	2,741.95	70,119.17	0.00	18,015.83	79.56
53405 JUVENILE BOOKS	556,514.00	11,261.62	428,649.24	0.00	127,864.76	77.02
53406 PROFESSIONAL COLLECTION	4,200.00	269.50	2,245.17	0.00	1,954.83	53.46
53407 INTERNATIONAL COLLECTION	60,000.00	3,508.46	18,044.88	0.00	41,955.12	30.07
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	15,099.96	908,165.12	0.00	(66,165.12)	107.86
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	3,320.69	82,263.08	0.00	11,736.92	87.51
53411 ELECTRONIC INFO SOURCES	379,068.00	14,999.46	290,983.63	0.00	88,084.37	76.76
53412 REFERENCE SERIALS	18,000.00	0.00	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	399,456.05	0.00	613.95	99.85
53464 VENDOR PROCESSING SERVICES	153,000.00	4,118.00	171,511.68	0.00	(18,511.68)	112.10
53499 GIFTS - MATERIALS	0.00	42.98	600.97	0.00	(600.97)	0.00
53500 MINOR EQUIPMENT	23,500.00	4,730.81	7,827.44	12,159.63	3,512.93	85.05
53501 FURNISHINGS	75,620.00	2,897.16	46,597.72	35,685.49	(6,663.21)	108.81
53502 IT HARDWARE	63,900.00	0.00	58,737.20	0.00	5,162.80	91.92
53505 SOFTWARE	13,500.00	358.24	10,359.89	0.00	3,140.11	76.74
54100 PROFESSIONAL SERVICES	527,202.00	2,750.57	270,378.74	26,172.33	230,650.93	56.25
54101 LEGAL SERVICES	55,000.00	7,409.06	30,238.81	0.00	24,761.19	54.98
54102 COLLECTION AGENCY	19,900.00	1,624.45	15,544.47	0.00	4,355.53	78.11
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	9,752.10	0.00	9,247.90	51.33
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	27,493.49	0.00	5,506.51	83.31
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	23.99	1,245.26	0.00	1,554.74	44.47
54200 POSTAGE AND SHIPPING	35,800.00	0.00	23,783.37	736.00	11,280.63	68.49
54201 TELECOM SERVICES	461,300.00	798.26	334,977.06	85,240.93	41,082.01	91.09
54300 TRAVEL	42,400.00	848.07	21,517.34	0.00	20,882.66	50.75
54301 MILEAGE REIMBURSEMENTS	33,000.00	1,810.42	26,820.23	0.00	6,179.77	81.27
54400 ADVERTISING	52,000.00	1,173.28	31,471.13	2,600.00	17,928.87	65.52
54501 RENTALS/LEASES - BUILDINGS	389,950.00	2,658.44	354,289.60	21,960.34	13,700.06	96.49
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	0.00	20,562.43	5,358.01	6,479.56	80.00
54600 INSURANCE	178,500.00	0.00	75,655.73	0.00	102,844.27	42.38
54700 ELECTRICITY	235,000.00	2,703.20	198,533.76	0.00	36,466.24	84.48

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 11/30/2015

FUND: GENERAL FUND (01)

Object	2015 Budget	November Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54701 NATURAL GAS	12,000.00	103.78	7,647.17	0.00	4,352.83	63.73
54702 WATER	20,000.00	1,804.12	22,120.81	0.00	(2,120.81)	110.60
54703 SEWER	25,000.00	1,807.59	24,512.13	0.00	487.87	98.05
54704 REFUSE	25,000.00	543.97	24,945.44	437.34	(382.78)	101.53
54800 GENERAL REPAIRS/MAINTENANCE	211,300.00	13,086.73	182,032.18	48,356.30	(19,088.48)	109.03
54801 CONTRACTED MAINTENANCE	799,600.00	21,240.72	579,620.88	132,040.02	87,939.10	89.00
54900 REGISTRATIONS	47,400.00	1,883.00	39,240.28	0.00	8,159.72	82.79
54901 DUES AND MEMBERSHIPS	35,170.00	3,534.00	35,930.00	5.00	(765.00)	102.18
54902 TAXES AND ASSESSMENTS	29,500.00	0.00	30,392.12	0.00	(892.12)	103.02
54903 LICENSES AND FEES	44,950.00	20,673.40	56,239.24	0.00	(11,289.24)	125.12
54904 MISCELLANEOUS	790.00	0.00	20.34	0.00	769.66	2.57
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	2,558.72	0.00	(558.72)	127.94
55100 INTERGOVERNMENTAL	17,000.00	9,806.35	9,806.35	0.00	7,193.65	57.68
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	234,671.11	7,250,629.41	409,739.97	1,018,466.62	88.26
TOTAL FOR EXPENSE ACCOUNTS	28,259,832.00	1,847,239.20	24,857,407.83	409,739.97	2,992,684.20	89.41
NET SURPLUS / DEFICIT	0.00	(1,794,950.55)	908,832.17	(409,739.97)	(499,092.20)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2015 Budget	November 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	0.00	53.97	0.00	(53.97)	0.00
CHARGES OTHER:	0.00	0.00	53.97	0.00	(53.97)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	54.07	0.00	(54.07)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	54.07	0.00	(54.07)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2015 Budget	November Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	1,642,688.00	615,100.00	1,642,688.00	0.00	0.00	100.00
36110 INVESTMENT INCOME	0.00	0.00	868.43	0.00	(868.43)	0.00
36200 KEY PENINSULA SHARED COSTS	17,500.00	1,500.00	25,003.81	0.00	(7,503.81)	142.88
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	616,600.00	1,852,400.84	0.00	(8,422.84)	100.46
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	616,600.00	2,989,618.84	0.00	(8,422.84)	100.28
EXPENSE ACCOUNTS						
53100 OFFICE/OPERATING SUPPLIES	0.00	0.00	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	3,418.75	109,357.98	38,241.91	(97,599.89)	295.20
53502 IT HARDWARE	683,000.00	261,188.62	786,234.10	0.00	(103,234.10)	115.11
53505 SOFTWARE	0.00	0.00	18,360.06	0.00	(18,360.06)	0.00
54100 PROFESSIONAL SERVICES	138,900.00	0.00	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	10,046.29	(2,239.52)	122.40
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	120,000.00	272,006.33	109,526.03	(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	1,615.00	35,336.20	5,234.07	(40,570.27)	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	0.00	50,392.97	656.41	36,950.62	58.01
56400 MACHINERY & EQUIPMENT	869,000.00	0.00	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	386,222.37	2,474,654.58	215,287.71	291,253.71	90.23
NET SURPLUS / DEFICIT	0.00	230,377.63	514,964.26	(215,287.71)	(299,676.55)	0.00

MEMO

Date: December 1, 2015

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Activities - November

In November, I attended the TCH Finance Committee meeting. I also attended a United Way Community Impact Cabinet meeting and a WIOA Core Leadership meeting.

I met with Peter Ansara, Executive Director of the Korean Women's Association; Stephanie Stebich, Executive Director of the Tacoma Art Museum; Anne Sprute, Founder and CEO, and Kylee Durante, COO, of Rally Point/6.

I spoke at the UP Friends Connection meeting, gave a presentation on library budgets to an iSchool class and spoke to the Workforce Development Council about the Pierce County Library and how it supports their mission.

I once again had the pleasure of attending the Prime Time Family Reading program and participated in the graduation festivities.

I also attended Parkland Regional staff meeting and the Custodian staff meeting, where I presented service awards to staff and shared a draft of the 2016 Work Plan. I also visited with staff at the Summit branch and met with a new librarian from the Lakewood branch.

Finally, I attended the South Sound Military Partnership 4th Annual Public Forum held at Joint Base Lewis McChord.

Unfinished Business

MEMO



Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: Strategic Planning Process – Consultant (BERK) Contract Approval

Upon selecting BERK as our contractor to help us conduct the Strategic Planning process, we have been working with BERK personnel on a scope of work and contract.

During the Board meeting, we will review with you the scope of work and the contract.

Attached is a contract for your approval. The contract has been modified to include standard Library provisions related to Open Public Records, confidentiality, and indemnification.

We are asking you to pass a motion to approve a base contract not to exceed \$84,275 plus applicable taxes. BERK may invoice other costs associated with the contract, depending on our needs. We will be paying 30% of the base contract by the end of this year, and then BERK will invoice us in monthly terms.

CONSULTING SERVICES AGREEMENT

BETWEEN

PIERCE COUNTY LIBRARY SYSTEM

3005 112th St. E.
Tacoma, WA 98446

BERK CONSULTING, INC.

2025 First Avenue, Suite 800
Seattle WA 98121

AGREEMENT SUMMARY

Project: Pierce County Library System Strategic Plan

This agreement is made between Pierce County Library System (“*CLIENT*”) and BERK CONSULTING, INC. (“*BERK*”). BERK will provide professional consulting services for the CLIENT. The scope of work and project are described in the Scope of Work attached hereto as Exhibit A (the “*SOW*”).

Performance

Services provided under this agreement will be performed by BERK from December 2015 through October 2016, unless modified by a written agreement of the parties.

Compensation and Payment

The CLIENT shall pay BERK on a time and materials basis, not to exceed \$84,275 in accordance with the Budget set forth below. BERK will invoice the CLIENT on a monthly basis at CLIENT’s address set forth above. Invoices will include the hourly rate(s) for services performed, the hours worked, additional expenses and costs incurred, and the date concluded. CLIENT shall pay the invoice within thirty (30) days of receipt.

Budget and Timeline

BERK will invoice CLIENT on a time and materials basis, with a total not to exceed \$84,275, which includes travel and other reasonable expenses and costs. Our estimated time and cost per deliverable is shown in the SOW. The actual time and cost may vary from this estimate depending on factors outside of our control, *however*, the total spend will not exceed the maximum stated above without CLIENT’s prior written consent, or unless the actual amounts of third-party expenses and costs incurred by us substantially exceed our estimates, in our sole discretion.

The timeline for this project is approximately 11 months, with a final project schedule to be determined collaboratively between the CLIENT and the BERK project team. Adherence to the project schedule will depend upon timely availability of data, feedback on draft deliverables, and other material from the CLIENT project team.

Changes

BERK will accommodate CLIENT's material changes to, or requests for work outside of, the SOW attached hereto as Exhibit A, *provided that* such material changes or requests, and the compensation payable to BERK therefor, are agreed to in writing pursuant to the Amendment in substantially the form attached to this Agreement Summary as Exhibit C.

Terms and Conditions

This agreement incorporates by reference the SOW attached hereto as Exhibit A, the Standard Terms and Conditions attached hereto as Exhibit B (together, and with all exhibits, attachments and schedules hereto, the "*Agreement*"). The Agreement constitutes a binding contract between CLIENT and BERK.

Acceptance

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Agreement effective as of the last date of signature below (the "*Effective Date*"), and each signatory represents that it has the full authority to accept this Agreement, and to bind her/his respective party to all of the terms and conditions herein.

Pierce County Library System

By: _____

Title: _____

Date: _____

BERK CONSULTING, INC.

By: _____

Title: _____

Date: _____

EXHIBIT A

SCOPE OF WORK & PROJECT BUDGET

APPROACH

In addition to the PCLS Project Manager, who will serve as our primary point of contact, we envision working with two related groups over the course of the project:

- **Core Project Team:** a few select members of the PCLS Administrative Team. This group will help anchor the project, raising and responding to questions and issues as necessary. We envision regular scheduled “check in” calls that can easily be canceled if they are not needed.
- **Strategic Planning Team:** approximately 8-10 staff members selected to represent the organization. This group will meet at key points during the process to help shape the community engagement approach, to review input received from the community, and to help shape the Strategic Plan and implementation tools. BERK would design and facilitate these meetings to ensure they are productive and efficient. BERK will develop draft meeting agendas and supporting materials and finalize them based on feedback from the Core Project Team.

SCOPE OF WORK

Phase 1: Project Team Coordination and Community and Stakeholder Engagement

Task 1: Project Team Coordination (December 2015 - project completion)

Task 1A: Facilitate a Kickoff Meeting

BERK will participate in a project kickoff meeting with the PCLS core project team. We will discuss desired outcomes for the effort, a detailed project schedule, parameters for engaging community members and key stakeholders, “about the project” materials, and how we will communicate and collaborate effectively through completion of the effort.

Task 1B: Develop “About the Project” Materials

BERK will develop concise, communication-ready materials to introduce PCLS staff and community members to the strategic planning process. These materials will outline the project’s intent and timeline and highlighting opportunities staff and community members will have to share their input.

These materials may include: a project brand (look and feel for subsequent materials); a one- or two-page PDF to post on the Library’s website; and several Power Point slides for communicating to staff.

Task 1C: Provide Ongoing Coordination and Project Management

Berk will maintain regular and as-needed communication with the PCLS Project Manager. We will share progress, identify concerns, and anticipate next steps. Our aim is to be responsive to challenges or

concerns that arise, and to ensure there are no “surprises” over the course of the project.

Task 1 Deliverables

- Kick off meeting design and facilitation.
- “About the Project” materials.
- Ongoing communication with the designated PCLS Project Manager.

Task 2: Facilitate Planning Team Meetings (December 2015 - March 2016)

Meeting 1. The topics for the first Planning Team meeting will include an overview of the project purpose and the role of the Planning Team. We will review the project work plan, discussing ambitions and options for public engagement in particular. We will guide the Planning Team in exploring outreach goals, target audiences, desired types of feedback, and available resources. This input will be necessary for BERK staff to develop a draft Public Engagement Plan following this meeting, for refinement and finalization during Meeting 2.

Meeting 2. This meeting will focus on reviewing and revising the draft Public Engagement Plan, with a portion of the meeting spent working through the logistics of implementation, including schedule, staffing, and the production of meeting materials.

Meeting 3. We will share results and insights from outreach activities with the Planning Team in Meeting 3. We will present preliminary findings and provide a dynamic opportunity for Planning Team members to explore the data in detail and discuss implications. This direct engagement with the input will help build a common understanding of community perspectives, needs, and priorities to lay the foundation for developing the right strategic response.

Task 2 Deliverables

- Meeting design and facilitation.

Task 3: Engage Stakeholder: Interviews (January - February)

BERK will conduct interviews with 20 stakeholders chosen to represent diverse perspectives across the County. These stakeholders may include representatives of host cities, specific populations, community-based organizations, and others. These interviews will be conducted by phone, at times that are convenient for the interviewee, with results aggregated by theme. These conversations will be used to identify potential roles and strategies for us to test and explore in the remainder of the planning process. They will also inform the structure and content of the Public Engagement Plan, which will be in development concurrently.

Task 4: Engage the Community (January - March)

Our goal is to engage with library users and non-users to think broadly and creatively about the role of PCLS in their community. We will collaborate closely with PCLS to design a tailored outreach program that creates thoughtful and meaningful ways for the community to give input. Our approach is guided by two general principles:

1. **We want to hear from “more than the usual suspects.”** For this engagement effort to be successful, we need to hear from more than the core group of library users who will undoubtedly share their

views. This means:

- We need to give people multiple opportunities to give input, including both in-person and online mechanisms.
- We need to make participation easy, going to people where they are and ensuring each engagement instrument allows anyone to share their ideas, even if their English skills are rudimentary or they prefer not to speak during a public meeting. We design meetings and other engagement tools to be engaging and non-threatening, inviting input.

2. **We need to engage people in meaningful conversations that will inform the Strategic Plan and the Library's future services.** Potential topics to explore with participants will move beyond questions on current and traditional roles and services that the library provides to really understand current and future needs of the community. We envision asking participants to share insights about their real-world challenges, aspirations, and joys, creating an opportunity to explore how the Library can contribute in a meaningful way to issues such as education, skill and career development, business development, environmental sustainability, acculturation and language acquisition, and many other life challenges.

Our approach follows three sequential steps: planning for, implementing, and analyzing community engagement.

Task 4A: Develop Public Engagement Plan

Based on the outreach discussion at the kickoff meeting and Planning Team Meeting 1, BERK will write a draft Public Engagement Plan that identifies key audiences to reach and specific tools, activities and key dates to obtain feedback. This draft will be refined and finalized during Planning Team Meeting 2.

Task 4B: Implement Public Engagement Plan

After crafting a clear Engagement Plan, we will begin to prepare for, design and implement outreach activities. We carefully select tools and activities that are accessible, engaging, and best fit the needs and characteristics of the audiences that we want to reach, as well as the project goals and resources available.

The following illustrate a variety of outreach tools we could implement:

- **Community Conversations.** In-person engagement provides not only a meaningful opportunity to provide input, it is also a great way to build connections and relationships within the community. BERK will conduct 6 meetings, using them as opportunities to train library staff to conduct additional meetings. If desired, a contract amendment may be issued to have BERK participate in additional meetings. These face-to-face meetings can take place in a variety of formats:
 - **Library Open House Meetings.** We believe it will be important to host open houses in each of PCLS's 20 branch libraries. For such meetings, we typically use interactive stations and provocative questions to engage participants. We find this format convenient for participants (they can show up at any point in the evening when their schedule allows) and non-threatening (they can provide input in writing or in conversation with staff at each station, rather than having to speak in front of the whole audience). BERK would design the meeting flow and materials. BERK will lead several meetings, using them as opportunities to train library staff so they could hold meetings in the remaining branches. BERK would share recruitment ideas and materials (posters and text) to promote the meetings, with PCLS staff leading this effort.

- **“Go-to-the-Community” Activities.** While open house meetings capture a share of the community, due to various constraints not everyone in the community may be to attend. Tabling at a community event or an intercept-style survey broadens outreach to populations that may be harder to reach and reduces barriers that many community members face, such as language, literacy, transportation, or lack of awareness of PCLS services. Techniques may include tabling at community-based events, or intercept-style surveying using web-enabled tablets, spot polling, or interactive outreach activities. BERK staff will design a modular discussion or activity that could be easily deployed around the county.
- **Engage Online.** The Internet and social media create excellent ways to get interactive and creative input from a portion of the community. Online engagement allows respondents to provide feedback at their own convenience, anywhere and anytime. It can also be used to promote the in-person community conversations and activities. Techniques may include building a project webpage that provides information about the strategic planning process, including timeline, updates, and additional information. It can also link to other online engagement tools, such as a simple online survey or poll or the Library’s social media tools.

Task 4C: Analyze Input and Share Results

After the conclusion of outreach activities, our role will shift from facilitating and collecting feedback to analyzing and summarizing what we’ve heard. In this work it is critical to weave together quantitative and qualitative input, understanding the richness of the input, as well as the limits of the conclusions that can reasonably be made. BERK would be responsible for synthesizing all input received into a digestible summary for discussion at Planning Team Meeting 3 and posting to the Library’s website.

Task 4 Deliverables

- Draft and Final Public Engagement Plan.
- Direct participation in 6 community conversation or library open house meetings.
- Meeting design and materials for community conversation meetings.
- Meeting design and materials for library open houses.
- Guidance and supporting content for PCLS staff developing online material, potential including a project website and simple polls.
- Synthesis of input gathered into a single, readable summary suitable for posting to the Library’s website.

Phase 2: Strategic Plan Development, Testing, and Finalization

Task 5: Hold Planning Team Meetings 4, 5, and 6 (April - June)

Meetings 4, 5, and 6. These meetings will focus on iterative plan development, building on the takeaways from the Phase 1 community engagement process and the stakeholder engagement discussed in Task 4. The plan development process will be anchored by an evolving draft plan, with the Planning Team seeing its concrete evolution between and during these discussions.

Conversations will focus on “big ideas” and library roles in an effort to streamline all of the Library’s

options into three or four actionable paths. BERK will facilitate the Planning Team in a discussion of the “right role” for the Library relative to roles filled by community partners. The Strategic Plan will address both long-standing PCLS roles and emerging roles PCLS may embrace to better meet its community’s needs.

During Meeting 6, we will finalize the Recommended Draft Plan and prepare to present it to the Board.

Task 5 Deliverables

- Meeting design and facilitation.
- Presentation to the Board, with BERK playing a presenting or supporting role as directed.

Task 6: Leadership Workshop (April)

BERK will work with the Strategic Planning Team to design a planning workshop that will involve the Library’s leadership. This workshop will include a summary of the input gathered to date and focus conversation on the Library’s right role and key strategies to be articulated in the Strategic Plan. This will be an important and energizing opportunity to involve Library staff beyond the Planning Team.

Task 6 Deliverables

- Leadership workshop design and facilitation.

Task 7: Engage Stakeholders: Summit (May)

As the Planning Team absorbs community input and begins to craft its strategy, it will be important to gain input from key stakeholders, including key partners in the community, as well as elected officials and other leaders in the region. This input will be helpful in identifying the “right role” for the Library vis-à-vis other government and not-for-profit agencies that work in the public good. If, for example, community engagement points to a need in the workforce development arena, the Library should hear from other organizations working in that space to determine whether and how it can best contribute in this area.

BERK will design a “Partner Summit” which PCLS will host. The Summit will feature a roundtable discussion with invited key stakeholders to share findings and explore roles for meeting the identified needs.

Task 7 Deliverables

- Summit design and facilitation.

Task 8: Develop Draft Strategic Plan (April - June)

Between meetings of the Planning Team, BERK staff will continue to advance the Draft Plan, helping the Planning Team see concrete progress at each step along the way.

Task 8 Deliverables

- Iterative drafts of the Strategic Plan.
- Recommended Draft Plan.

Task 9: Engage Staff and Community Members in Review of Draft Plan (June)

Once a solid Draft Plan is in place, we recommend again engaging with interested community and staff members to test ideas and receive feedback. This testing can be done efficiently by posting a synopsis of the draft on the Library's website, using an online survey, and tapping into interested parties who participated in prior engagements. Printed boards and input stations can be used in branch libraries and staff rooms to solicit input as well. If desired, BERK can help Library managers host sessions to gain input from staff about the Draft Plan or ways in which it can be implemented.

Task 9 Deliverables

- Support for PLCS staff in developing online and in-branch materials.
- Synthesis of input received in a concise summary.

Task 10: Develop and Present Final Strategic Plan (June - July)

BERK will collaborate with the Project Team and Planning Team members to create a Recommended Draft Strategic Plan for presentation to the Board of Trustees. Depending on the Library's preference, BERK can participate in this presentation, or support the Library's team in bringing the document forward for consideration by the Board.

The Strategic Plan should be concise, clear and accessible to members of the public, and inspirational. We foresee a short document that uses plain English to describe the Library's role, intentions, and ambitions for the coming years. Implementation details will not be contained in the Strategic Plan, but in separate implementation materials to be developed in Phase 3.

The final Strategic Plan will contain:

- The Library's Mission, Vision, and Values. These foundational statements may be revised from their current wording, but we don't anticipate this being a significant focus of the planning process.
- Inspiring and motivating ideas that describe significant areas of focus for the Library, describing near a phased approach to implementation by identifying short-, medium-, and long-term priorities. These items will link to more detailed action steps in implementation planning materials.
- A description of key metrics that can be used to determine the Library's progress and success in implementing the plan. These metrics are important to share with partners and members of the public so all have a clear understanding of what success will look like.
- A very succinct summary of the planning process, engagement activities, and nature of input received.

Task 10 Deliverables

- Final Strategic Plan.

Phase 3: Implementation Launch

We view development of the Strategic Plan itself as a critical but not sufficient step in moving the Library forward. To affect real change, the Strategic Plan must link to how the Library makes decisions and directs investments and actions. In this phase of work, we will work with Library staff to make connections

between the Strategic Plan and the Library's budgeting, policy setting, and decision making processes.

Task 11: Hold Planning Team Meeting 7 (July)

This last meeting of the Planning Team will focus on the transition from planning to implementation and communication. We will focus on how the organization will manage from the newly drafted plan, what systems will be used for tracking and reporting processes, and how to share the finalized plan and implementation steps with library users and staff.

We will also use some of the meeting time to celebrate the Planning Team's hard work and great accomplishment.

Task 11 Deliverables

- Meeting design and facilitation.

Task 12: Develop Implementation Framework and Tools (July - August)

The final Implementation Framework will demonstrate how PCLS will manage from the Strategic Plan during the five-year planning period. PCLS will use the process, tools, and timeline of the durable strategic framework and the strategies established in the Plan to guide short- and medium-term decision making through the Library's budget process, work plans, and other mechanisms. This will enable the Library to make steady progress towards its Goals while maintaining the ability to embrace emergent opportunities and unforeseen challenges.

Our experience with other organizations tells us that the following features may be useful to incorporate in the Library's Implementation Framework:

- A formal, regular annual implementation planning cycle focused on reviewing progress to date and establishing action steps for the coming year. This should link directly to budgeting and workplanning processes.
- Clearly defined roles and responsibilities.
- Co-chair assignments to champion and manage implementation of individual goals or strategic initiatives.
- Regular progress reporting to staff, community members, and partners.
- Linkages to Board and leadership team meeting agendas.
- Mechanisms to recognize (and celebrate!) successes and learn from challenges.

Task 12 Deliverables

- Draft and final Implementation Framework that describes at a conceptual level how PCLS will manage from and fund implementation of the Strategic Plan.
- Support for PCLS staff in developing related tools and processes.

BUDGET

BERK will invoice PCLS monthly on a time and materials basis. The table below reflects our anticipated level of effort by person and by task. While actual effort may vary from this planned distribution, BERK will not invoice beyond the agreed-upon contract amount.

	Brian Murphy, Project Manager	Claire Miccio, Co-Facilitator and Strategist	Jennifer Tippins, Engagement Lead	Estimated Cost
2016 Hourly Rate	\$250	\$125	\$125	Base
Phase 1: Project Launch and Community Stakeholder Engagement				
Project Launch and Ongoing Project Management				
Kickoff meeting	5	5	2	\$2,125
"About the Planning Process" - for staff and community	2	10	10	\$3,000
Ongoing Coordination and Project Management	5	10		\$2,500
Steering Committee Meetings 1 - 3				
Meeting 1	5	6	5	\$2,625
Meeting 2	5	6	5	\$2,625
Meeting 3	5	6	5	\$2,625
Engage Stakeholders: Interviews (20)	10	15	15	\$6,250
Engage the Community				
Plan for Meaningful Engagement	2	5	10	\$2,375
Develop Engagement Materials	2	5	20	\$3,625
Implement Engagement Activities (6 meetings)	5	30	30	\$8,750
Analyze Input and Share Results	2	5	20	\$3,625
Subtotal	48	103	122	\$40,125
Phase 2: Strategic Plan Development, Testing, and Finalization				
Steering Committee Meetings 4 - 6				
Meeting 4	5	6		\$2,000
Meeting 5	5	6		\$2,000
Meeting 6	5	6		\$2,000
Leadership Workshop (for 25-30 participants)	10	12	12	\$5,500
Develop Draft Strategic Plan	15	25	5	\$7,500
Engage Stakeholders: Summit	6	20	20	\$6,500
Engage Staff and Community Members in Review of Draft Plan				
Solicit Community Review: feedback on Draft Plan	2	5	15	\$3,000
Solicit Staff Review: focused on implementation	2	5	10	\$2,375
Develop and Present Final Strategic Plan	10	20	5	\$5,625
Subtotal	60	105	67	\$36,500
Phase 3: Implementation Launch				
Steering Committee Meeting 7	5	6		\$2,000
Develop Implementation Framework and Tools	10	20		\$5,000
Subtotal	15	26	0	\$7,000
Travel Expenses @ ~1% (printing for engagement meetings would be additional)				\$650
Total Estimated Hours (all items per above)	123	234	189	
Total Cost: Base				\$84,275
Additional Community Engagement Meetings (up to 4 at \$1,300 each)				\$5,200
Maximum Cost, with Additional Community Engagement Meetings				\$89,475

EXHIBIT B

BERK Consulting, Inc.

STANDARD TERMS AND CONDITIONS

1. DEFINITIONS. As used herein and throughout this Agreement:

1.1. *Agreement* means the entire content of these Standard Terms and Conditions, the Agreement Summary to which these Standard Terms and Conditions are attached (the “*Agreement Summary*”) and the SOW, together with any exhibits, schedules or attachments hereto.

1.2. *CLIENT Content* means all materials, information, photography, writings, data and other content provided by CLIENT for use in the preparation of and/or incorporation in the Deliverables.

1.3. *Copyrights* means the property rights in original works of authorship, expressed in a tangible medium of expression, as defined and enforceable under U.S. Copyright Law.

1.4. *Deliverables* means the services and content to be delivered by BERK to CLIENT as specified in the SOW and attached to the Agreement Summary as Exhibit A.

1.5. *BERK Fees* means all fees, costs and expenses payable to BERK by CLIENT in the amounts and according to the payment schedule set forth in the SOW, and all applicable sales, use or value added taxes, even if calculated or assessed subsequent to the payment schedule set forth in the SOW.

1.6. *BERK Tools* means all tools developed and/or utilized by BERK in performing the Services, including without limitation pre-existing and newly developed software including source code, excel files, word documents, cartography, InDesign schematics, database designs, models in any medium, and application tools, together with any other software, or other inventions whether or not patentable, and general non-copyrightable concepts such as website design, architecture, layout, models, concepts, ideas, navigational and functional elements (collectively, “*Works*”).

1.7. *Final Work* means all content developed or

created by BERK, or commissioned by BERK, exclusively for the Project and incorporated into and delivered as part of the Final Deliverables, including and by way of example, not limitation, any and all Works, modifications to CLIENT Content, and BERK’s selection, arrangement and coordination of such elements together with CLIENT Content and/or Third Party Materials.

1.8. *Final Deliverables* means the final versions of Deliverables provided by BERK and accepted by CLIENT.

1.9. *Preliminary Works* means all works including, but not limited to, Works developed by BERK and which may or may not be shown and or delivered to CLIENT for consideration but do not form part of the Final Work.

1.10. *Project* means the scope and purpose of the CLIENT’s identified usage of the services as described in the SOW.

1.11. *Services* means all services to be provided to CLIENT by BERK as described and otherwise further defined in the SOW.

1.12. *SOW* means the Scope of Work attached as Exhibit A to the Agreement Summary, as amended or modified in accordance with this Agreement.

1.13. *Third Party Materials* means proprietary third party materials which are incorporated into the Final Deliverables, including without limitation stock photography, illustrations, data, fonts or models.

1.14. *Trademarks* means trade names, words, symbols, designs, logos or other devices or designs used in the Final Deliverables.

2. APPLICATION OF TERMS. Unless otherwise agreed in writing, these Terms and Conditions will apply to all work performed for CLIENT by BERK, whether pursuant to the SOW or not.

3. FEES, EXPENSES, COSTS; INVOICES.

3.1. *Fees.* In consideration of the Services to be

performed by BERK, CLIENT shall pay to BERK the BERK Fees in the amounts and according to the payment schedule set forth in the SOW.

3.2. Additional Expenses and Costs. Unless otherwise specified in the SOW, the Project pricing includes the BERK Fees and any and all additional costs and expenses incurred by BERK in connection with this Agreement, including, without limitation (a) incidental and out-of-pocket expenses including but not limited to costs for telephone calls, postage, shipping, overnight courier, service bureaus, Third Party Materials, printing or typesetting, blueprints, models, presentation materials, photocopies, computer expenses, parking fees and tolls, and taxis at cost plus, if applicable, a mileage reimbursement at the current federal reimbursable rate; and (b) travel expenses including transportation, meals, and lodging; *provided however*, that if any such costs and expenses substantially exceed BERK's reasonable estimates as part of the BERK Fees in BERK's sole discretion, CLIENT shall be responsible for all such costs and expenses, including fees for all services provided to the CLIENT by BERK that are outside the scope of the services as set forth in the SOW (collectively, the "Excess Costs"). Such Excess Costs, if any, will be billed to CLIENT separately and CLIENT shall pay BERK for any such Excess Costs in accordance with Section 3.3 below.

3.3. Invoices. All invoices are payable within thirty (30) days of receipt. A monthly service charge of 1.5% (or the greatest amount allowed by state law) is payable on all overdue balances. Payments will be credited first to late payment charges and next to the unpaid balance. CLIENT shall be responsible for all collection or legal fees necessitated by lateness or default in payment. BERK reserves the right to withhold delivery and any transfer of ownership of any current work if accounts are not current or overdue invoices are not paid in full. All grants of any license to use or transfer of ownership of any intellectual property rights under this Agreement are conditioned upon receipt of payment in full which shall be inclusive of any and all outstanding BERK Fees, Excess Costs (if any), and the costs of Changes (if any).

4. CHANGES.

4.1. General Changes. Unless otherwise provided in the SOW, and except as otherwise provided for herein,

CLIENT shall pay additional charges for changes ("Changes") requested by CLIENT which are outside the scope of the Services on a time and materials basis, as set forth in an Amendment in substantially the form attached to the Agreement as Exhibit C (an "Amendment"). Such charges shall be in addition to the BERK Fees, despite any maximum budget, contract price or final price identified therein. BERK may extend or modify any delivery schedule or deadlines in the SOW and Deliverables as may be required by such Changes.

4.2. Substantive Changes. If CLIENT requests or instructs Changes that amount to a revision in or near excess of 15% of the time required to produce the Deliverables, and or the value or scope of the Services, BERK shall be entitled to submit an Amendment in the form attached to the Agreement as Exhibit C to CLIENT for written approval. Work shall not begin on the revised services until a fully signed Amendment and, if required, any additional retainer fees are received by BERK.

4.3. Timing. BERK will prioritize performance of the Services as may be necessary or as identified in the SOW, and will undertake commercially reasonable efforts to perform the Services within the time(s) identified in the SOW. CLIENT agrees to review Deliverables within the time identified for such reviews and to promptly either, (i) approve the Deliverables in writing or (ii) provide written comments and/or corrections sufficient to identify the CLIENT's concerns, objections or corrections to BERK. BERK shall be entitled to request written clarification of any concern, objection or correction. CLIENT acknowledges and agrees that BERK's ability to meet any and all schedules is entirely dependent upon CLIENT's prompt performance of its obligations to provide materials and written approvals and/or instructions pursuant to the SOW and that any delays in CLIENT's performance or Changes in the Services or Deliverables requested by CLIENT may delay delivery of the Deliverables. Any such delay caused by CLIENT shall not constitute a breach of any term, condition or BERK's obligations under this Agreement.

4.4. Quality Assurance and Acceptance. BERK will exercise commercially reasonable efforts to ensure the quality of the Deliverables requiring such quality assurance to the best of BERK's ability and knowledge, in BERK's sole discretion, and to make all necessary corrections prior to

providing Deliverables to CLIENT. CLIENT, within five (5) business days of receipt of each Deliverable, shall notify BERK, in writing, of any failure of such Deliverable to comply with the specifications set forth in the SOW, or of any other objections, corrections, changes or amendments CLIENT wishes made to such Deliverable. Any such written notice shall be sufficient to identify with clarity any objection, correction or change or amendment, and BERK will undertake to make the same in a commercially timely manner. Any and all objections, corrections, changes or amendments shall be subject to the terms and conditions of this Agreement. In the absence of such notice from CLIENT, the Deliverable shall be deemed accepted.

5. INTELLECTUAL PROPERTY.

5.1. Rights to Deliverables other than Final Work.

a. *CLIENT Content.* CLIENT Content, including all pre-existing Trademarks, shall remain the sole property of CLIENT or its respective suppliers, and CLIENT or its suppliers shall be the sole owner of all rights in connection therewith. CLIENT hereby grants to BERK a nonexclusive, nontransferable license to use, reproduce, modify, display and publish the CLIENT Content solely in connection with BERK's performance of the Services, preparation of the Deliverables and limited promotional uses of the Deliverables as authorized in this Agreement.

b. *Third Party Materials.* All Third Party Materials are the exclusive property of their respective owners. BERK shall inform CLIENT of all Third Party Materials that may be required to perform the Services or otherwise integrated into the Final Work. Under such circumstances BERK shall inform CLIENT of any need to license, at CLIENT's expense, and unless otherwise provided for by CLIENT, CLIENT shall obtain the license(s) necessary to permit CLIENT's use of the Third Party Materials consistent with the usage rights granted herein. In the event CLIENT fails to properly secure or otherwise arrange for any necessary licenses or instructs the use of Third Party Materials, CLIENT hereby indemnifies, saves and holds harmless BERK from any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by a third party arising out of CLIENT's failure to obtain copyright,

trademark, publicity, privacy, defamation or other releases or permissions with respect to materials included in the Final Work.

- c. *Preliminary Works.* BERK retains all rights in and to all Preliminary Works. CLIENT shall return all Preliminary Works to BERK within thirty (30) days of completion of the Services and all rights in and to any Preliminary Works shall remain the exclusive property of BERK.
- d. *Original Works.* BERK retains all right and title in and to any original Works comprising Final Work, including all rights to display, license or sell such Works. CLIENT shall return all original works to BERK within thirty (30) days of completion of the Services.
- e. *Trademarks.* Upon completion of the Services, subject to Sections 5.1(c), 5.1(d) and 5.2, and expressly conditioned upon full payment of all fees, costs and out-of-pocket expenses due, BERK assigns to CLIENT all ownership rights, including any copyrights, in and to any artworks or designs comprising the Works created by BERK for use by CLIENT as a Trademark. BERK shall cooperate with CLIENT and shall execute any additional documents reasonably requested by CLIENT to evidence such assignment. CLIENT shall have sole responsibility for ensuring that any proposed trademarks or Final Deliverables intended to be a Trademark are available for use in commerce and federal registration and do not otherwise infringe the rights of any third party. CLIENT hereby indemnifies, saves and holds harmless BERK from any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by any third party alleging any infringement arising out of CLIENT's use and/or failure to obtain rights to use or use of the Trademark.
- f. *BERK Tools.* All BERK Tools are and shall remain the exclusive property of BERK. CLIENT may not directly or indirectly, in any form or manner, decompile, reverse engineer, create derivative works or otherwise disassemble or modify any BERK Tools comprising any software, works of authorship, models or technology of BERK.

5.2. *Rights to Final Work.* Upon completion of the

Services, and expressly subject to full payment of all fees, costs and expenses due, BERK hereby assigns to CLIENT all right, title and interest, including without limitation copyright and other intellectual property rights, in and to the Final Work. For the avoidance of doubt, CLIENT has no rights, or interest in or to the Final Work unless and until BERK receives full payment of all fees, costs and expenses due. BERK agrees to reasonably cooperate with CLIENT and shall execute any additional documents reasonably necessary to evidence such assignment.

6. **CLIENT RESPONSIBILITIES.** CLIENT acknowledges that it shall be responsible for performing the following in a reasonable and timely manner: (a) coordination of any decision-making with parties other than BERK; (b) provision of CLIENT Content in a form suitable for reproduction or incorporation into the Deliverables without further preparation, unless otherwise expressly provided in the SOW; and (c) final proofreading and in the event that CLIENT has approved Deliverables but errors, such as, by way of example, not limitation, typographic errors or misspellings, remain in the finished product, CLIENT shall incur the cost of correcting such errors.
7. **ACCREDITATION/PROMOTIONS.** All displays or publications of the Deliverables shall bear accreditation and/or copyright notice in BERK's name in the form, size and location as incorporated by BERK in the Deliverables, or as otherwise directed by BERK. BERK retains the right to reproduce, publish and display the Deliverables in BERK's portfolios and websites, and in periodicals and other media or exhibits for the purposes of marketing, recognition of professional excellence or advancement, and to be credited with authorship of the Deliverables in connection with such uses. Either party, subject to the other's reasonable approval, may describe its role in relation to the Project and, if applicable, the services provided to the other party on its website and in other promotional materials, and, if not expressly objected to, include a link to the other party's website.
8. **CONFIDENTIAL INFORMATION.** Each party acknowledges that in connection with this Agreement it may receive certain confidential or proprietary technical and business information and materials of the other party, including without limitation CLIENT Content, Works, BERK Tools, Third Party Materials and Preliminary Works ("Confidential

Information"). Each party, its agents and employees shall hold and maintain in strict confidence all Confidential Information, shall not disclose Confidential Information to any third party, and shall not use any Confidential Information except as may be necessary to perform its obligations under the SOW and this Agreement, except as may be required by a court or governmental authority. Notwithstanding the foregoing, Confidential Information shall not include any information that is in the public domain or becomes publicly known through no fault of the receiving party, or is otherwise properly received from a third party without an obligation of confidentiality.

8.1. Public Records Act/Confidentiality.

Notwithstanding any other provision herein, BERK recognizes that CLIENT is a public agency subject the state Public Records Act, RCW 42.56. Upon receipt of a public record request for any material which is the subject of this agreement, CLIENT will promptly notify BERK of the request and BERK will promptly elect whether it will at its own expense commence court action to protect the material from disclosure. If BERK does elect to seek such protection, BERK will fully defend and indemnify CLIENT from any liability, including attorney fees and statutory penalties, which may arise under the Public Records Act in connection with the request.

9. RELATIONSHIP OF THE PARTIES.

9.1. Independent Contractor. BERK is an independent contractor, not an employee of CLIENT or any company affiliated with CLIENT. BERK shall provide the Services under the general direction of CLIENT, but BERK shall determine, in BERK's sole discretion, the manner and means by which the Services are accomplished. This Agreement does not create a partnership or joint venture and neither party is authorized to act as agent or bind the other party except as expressly stated in this Agreement. BERK and the work product or Deliverables prepared by BERK shall not be deemed a work for hire as that term is defined under Copyright Law. All rights, if any, granted to CLIENT are contractual in nature and are wholly defined by the express written agreement of the parties and the various terms and conditions of this Agreement.

9.2. No Exclusivity. The parties expressly acknowledge that this Agreement does not create an exclusive relationship between the parties. CLIENT is free to

engage others to perform services of the same or similar nature to those provided by BERK, and BERK shall be entitled to offer and provide services to others, solicit other clients and otherwise advertise the services offered by BERK.

9.3. BERK Agents. BERK shall be permitted to engage and/or use third party service providers as independent contractors in connection with the Services (“*Work Agents*”). Notwithstanding the foregoing, BERK shall remain fully responsible for such Work Agents’ compliance with the various terms and conditions of this Agreement vis a vis CLIENT, even though BERK’s liability vis a vis any Work Agent may be limited by an agreement between BERK and such Work Agent.

9.4. No Solicitation. During the term of this Agreement, and for a period of twelve (12) months after expiration or termination of this Agreement, CLIENT agrees not to solicit, recruit, engage or otherwise employ or retain, on a full-time, part-time, consulting, work-for-hire or any other kind of basis, any BERK, employee or Work Agent of BERK, whether or not said person has been assigned to perform tasks under this Agreement. In the event such employment, consultation or work-for-hire event occurs, CLIENT agrees that BERK shall be entitled to an agency commission to be the greater of, either (a) 25% of said person’s starting salary with CLIENT, or (b) 25% of fees paid to said person in the first twelve (12) month period if engaged by CLIENT as an independent contractor. In the event of (a) above, payment of the commission will be due within 30 days of the employment starting date. In the event of (b) above, payment will be due at the end of any month during which the independent contractor performed services for CLIENT. BERK, in the event of nonpayment and in connection with this section, shall be entitled to seek all remedies under law and equity.

9.5. Non-Discrimination and Workplace Safety. BERK agrees to abide by all federal, state, and local laws, rules and regulations prohibiting discrimination in employment and the controlling of workplace safety.

10. WARRANTIES AND REPRESENTATIONS.

10.1. By CLIENT. CLIENT represents, warrants and covenants to BERK that (a) CLIENT owns all right, title, and interest in, or otherwise has full right and authority to permit the use of the CLIENT Content, (b) to the best of

CLIENT’s knowledge, the CLIENT Content does not infringe the rights of any third party, and use of the CLIENT Content as well as any Trademarks in connection with the Project does not and will not violate the rights of any third parties, (c) CLIENT shall comply with the terms and conditions of any licensing agreements which govern the use of Third Party Materials, and (d) CLIENT shall comply with all laws and regulations as they relate to the Services and Deliverables.

10.2. By BERK. (a) BERK hereby represents, warrants and covenants to CLIENT that BERK will provide the Services identified in the Agreement in a professional and workmanlike manner and in accordance with all reasonable professional standards for such services, (b) BERK further represents, warrants and covenants to CLIENT that (i) except for Third Party Materials and CLIENT Content, the Final Deliverables shall be the original work of BERK and/or its independent contractors, (ii) in the event that the Final Deliverables include the work of independent contractors commissioned for the Project by BERK, BERK shall have secure agreements from such contractors granting all necessary rights, title, and interest in and to the Final Deliverables sufficient for BERK to grant the intellectual property rights provided in this Agreement, and (c) EXCEPT FOR THE EXPRESS REPRESENTATIONS AND WARRANTIES STATED IN THIS AGREEMENT, BERK MAKES NO WARRANTIES WHATSOEVER. BERK EXPLICITLY DISCLAIMS ANY OTHER WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR COMPLIANCE WITH LAWS OR GOVERNMENT RULES OR REGULATIONS APPLICABLE TO THE PROJECT.

11. INDEMNIFICATION/LIABILITY.

11.1. By CLIENT. CLIENT agrees to indemnify, save and hold harmless BERK from any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by a third party arising out of any breach of CLIENT’s responsibilities or obligations, representations or warranties under this Agreement. Under such circumstances BERK shall promptly notify CLIENT in writing of any claim or suit; (a) CLIENT has sole control of the defense and all related settlement negotiations; and (b) BERK provides CLIENT with commercially reasonable assistance, information and authority necessary to perform

CLIENT's obligations under this section. CLIENT will reimburse the reasonable out-of-pocket expenses incurred by BERK in providing such assistance.

11.2. *By BERK.* BERK shall protect, defend, indemnify, and hold CLIENT, its officers, directors, trustees, employees, agents and representatives (collectively, the "CLIENT Indemnitees") harmless from, and shall protect and defend, at its own expense, CLIENT Indemnitees from any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against CLIENT Indemnitees arising out of or related to the BERK's execution of, performance of, or failure to perform this contract; provided, however, that if such claims are caused by or the result from the concurrent negligence of BERK, its agents, employees, and/or officers and CLIENT Indemnitees, this paragraph shall be valid and enforceable only to the extent of negligence of BERK, its agents, employees, and/or officers; and provided further, that nothing in this paragraph shall require BERK to indemnify, hold harmless, or defend CLIENT Indemnitees from any claims caused by or resulting from the sole negligence of CLIENT Indemnitees.

11.3. *Limitation of Liability.* THE SERVICES AND THE WORK PRODUCT OF BERK ARE SOLD "AS IS." NOT WITHSTANDING OTHER PROVISIONS CONTAINED HEREIN THIS AGREEMENT, IN ALL CIRCUMSTANCES, THE MAXIMUM LIABILITY OF BERK, ITS DIRECTORS, OFFICERS, EMPLOYEES, WORK AGENTS AND AFFILIATES ("*BERK PARTIES*"), TO CLIENT FOR DAMAGES FOR ANY AND ALL CAUSES WHATSOEVER, AND CLIENT'S MAXIMUM REMEDY, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE, SHALL BE LIMITED TO THE FULL AMOUNT OF THE BERK FEES. IN NO EVENT SHALL BERK BE LIABLE FOR ANY LOST DATA OR CONTENT, LOST PROFITS, BUSINESS INTERRUPTION OR FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES ARISING OUT OF OR RELATING TO THE MATERIALS OR THE SERVICES PROVIDED BY BERK, EVEN IF BERK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.

12. TERM AND TERMINATION.

12.1. This Agreement shall commence upon the Effective Date and shall remain effective until the Services

are completed and delivered.

12.2. This Agreement may be terminated at any time by either party effective immediately upon 10 days' written notice, or the mutual agreement of the parties, or if any party: (a) becomes insolvent, files a petition in bankruptcy, makes an assignment for the benefit of its creditors; or (b) breaches any of its material responsibilities or obligations under this Agreement, which breach is not remedied within ten (10) days from receipt of written notice of such breach.

12.3. In the event of termination, BERK shall be compensated for the Services performed through the date of termination in the amount of (a) any advance payment, (b) a prorated portion of the BERK Fees due, or (c) hourly fees, if any are specified on the SOW, for work performed by BERK or BERK's agents as of the date of termination, whichever is greater; and CLIENT shall pay all Berk Fees and Excess Costs (if any), and the costs of Changes (if any) incurred through and up to, the date of cancellation.

12.4. In the event of termination by CLIENT and upon full payment of compensation as provided herein, BERK grants to CLIENT such right and title with respect to those Deliverables provided to, and accepted by CLIENT as of the date of termination, *provided, however,* that such Deliverables are indicated to CLIENT by BERK in writing.

12.5. Upon expiration or termination of this Agreement: (a) each party shall return or, at the disclosing party's request, excepting CLIENT's obligation to Washington State Public Records Act, as provided in Section 8.1, destroy the Confidential Information of the other party, and (b) other than as provided herein, all rights and obligations of each party under this Agreement, exclusive of the Services, shall survive.

13. GENERAL.

13.1. *Modification/Waiver.* This Agreement may be modified by the parties. Any modification of this Agreement must be in writing, except that BERK's invoices may include, and CLIENT shall pay, expenses or costs that CLIENT authorizes by electronic mail in cases of extreme time sensitivity. Failure by either party to enforce any right or seek to remedy any breach under this Agreement shall not be construed as a waiver of such rights nor shall a waiver by either party of default in one or more instances be

construed as constituting a continuing waiver or as a waiver of any other breach.

13.2. Notices. All notices to be given hereunder shall be transmitted in writing either by facsimile or electronic mail with return confirmation of receipt or by certified or registered mail, return receipt requested, and shall be sent to the addresses identified in the Agreement Summary, unless notification of change of address is given in writing. Notice shall be effective upon receipt or in the case of fax or email, upon confirmation of receipt.

13.3. No Assignment. Neither party may assign, whether in writing or orally, or encumber its rights or obligations under this Agreement or permit the same to be transferred, assigned or encumbered by operation of law or otherwise, without the prior written consent of the other party.

13.4. Force Majeure. BERK shall not be deemed in breach of this Agreement if BERK is unable to complete the Services or any portion thereof by reason of fire, earthquake, terrorism, labor dispute, act of God or public enemy, death, illness or incapacity of BERK or any local, state, federal, national or international law, governmental order or regulation or any other event beyond BERK's control (collectively, "*Force Majeure Event*"). Upon occurrence of any Force Majeure Event, BERK shall give notice to CLIENT of its inability to perform or of delay in completing the Services and shall propose revisions to the schedule for completion of the Services.

13.5. Governing Law and Dispute Resolution. The formation, construction, performance and enforcement of this Agreement shall be in accordance with the laws of the United States and the state of Washington without regard to its conflict of law provisions or the conflict of law provisions of any other jurisdiction. In the event of a dispute arising out of this Agreement, the parties agree to attempt to resolve any dispute by negotiation between the parties. If they are unable to resolve the dispute, either party may commence mediation and/or binding arbitration through the American Arbitration Association, or other forum mutually agreed to by the parties. The prevailing party in any dispute resolved by binding arbitration or litigation shall be entitled to recover its attorneys' fees and

costs. In all other circumstances, the parties specifically consent to the local, state and federal courts located in King County, State of Washington. The parties hereby waive any jurisdictional or venue defenses available to them and further consent to service of process by mail. CLIENT acknowledges that BERK will have no adequate remedy at law in the event CLIENT uses the Deliverables in any way not permitted hereunder, and hereby agrees that BERK shall be entitled to equitable relief by way of temporary and permanent injunction, and such other and further relief at law or equity as any arbitrator or court of competent jurisdiction may deem just and proper, in addition to any and all other remedies provided for herein.

13.6. Severability. Whenever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall nevertheless remain in full force and effect and the invalid or unenforceable provision shall be replaced by a valid or enforceable provision.

13.7. Headings. The numbering and captions of the various sections are solely for convenience and reference only and shall not affect the scope, meaning, intent or interpretation of the provisions of this Agreement nor shall such headings otherwise be given any legal effect.

13.8. Integration. This Agreement comprises the entire understanding of the parties hereto on the subject matter herein contained, and supersedes and merges all prior and contemporaneous agreements, understandings and discussions between the parties relating to the subject matter of this Agreement. In the event of a conflict between the Agreement Summary or the SOW and these Standard Terms and Conditions, the terms of the Agreement Summary or the SOW, as applicable, shall control. Supplemental, additional or complementary terms shall not be deemed to conflict for purposes of this Section 13.8. This Agreement comprises the Agreement Summary, the Standard Terms and Conditions, the SOW, and all attachments and exhibits thereto.

EXHIBIT C

FORM OF AMENDMENT

PROJECT: Name/Number

Amendment Number:

Amendment Effective Date:

This Amendment (this "Amendment") is incorporated by reference into and made a part of the Consulting Services Agreement dated as of by and between ("CLIENT") and BERK Consulting, Inc. ("BERK") including the attachments, schedules and exhibits attached thereto (the "Agreement"). Capitalized terms used but not defined herein have the meanings assigned to them under the Agreement.

The parties to the Agreement agree to make the following additions or modifications to the SOW as follows:

[Describe changes]

Except as modified by this and any previously issued Amendment, all other terms and conditions of the Agreement remain in full force and effect. This Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitutes one and the same agreement. Delivery of an executed counterpart of this Amendment electronically or by facsimile shall be as effective as delivery of an original signed counterpart of this Amendment.

By their execution below, the parties hereto have agreed to all of the terms and conditions of this Amendment effective as of the Amendment Effective Date listed above, and each signatory represents that it has the full authority to accept this Amendment, and to bind her/his respective party to all of the terms and conditions herein.

CLIENT

BERK CONSULTING, INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

MEMO

Date: December 2, 2015
To: Chair Rob Allen and Members of the Board of Trustees
From: Clifford Jo, Finance & Business Director
Subject: 2016 Budget—2nd Public Reading and Final Passage

GENERAL FUND

The principle differences from what was presented in November are:

- Reduced personnel costs from 71.79% of the budget to 70.32%. Some personnel costs were transferred to the Special Purpose Fund for the WorkForce grant.
- Increased the Capital Improvement Fund transfer from 3% to 4%.
- The Maintenance/Operations increased slightly to account for additional identified professional services and several other line item adjustments and corrections for 2016.

No changes were made to the bottom line of Revenues and Materials budget.

CAPITAL IMPROVEMENT FUND

2016's Capital Improvement Plan is focused largely on safety, needed facility maintenance, critical service improvements, and selected technology service improvements. We have created a category for building up funds to pay for future computer replacements; this will need to be studied and adjusted in 2016, so as to create a new process that does not duplicate the intent of the Special Purpose Fund.

To fund projects between 2017 and 2020, and meet our revised strategy to maintain an average ending fund balance at about \$1,200,000, we will need to 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. The strategic plan will identify priorities in addition to major maintenance and replacement projects, which continue to be necessary for serving customers.

SPECIAL PURPOSE FUND

The Special Purpose Fund budget contains: PC READS, Digital Literacy/WorkForce project for 2016, and the Election Set-Aside, for a total initial budget of \$667,000. Note that \$360,000 would not be spent, but is reserved as a set aside for future election costs. Thus expenditures are budgeted at \$267,000, and the anticipated ending fund balance for future projects, programs, and set asides is \$160,000.

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

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 2ND PUBLIC READING -**

GENERAL FUND ANNUAL BUDGET 2ND READING AS OF 12/9/2015	2015 Final (12/10/14)	2015 Mid-Year	2016 2nd Reading	% Change 2015 Final to 2016 2ndR	2016 2ND 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 2ND PUBLIC READING -**

GENERAL FUND ANNUAL BUDGET 2ND READING AS OF 12/9/2015	2015 Final (12/10/14)	2015 Mid-Year	2016 2nd Reading	% Change 2015 Final to 2016 2ndR	2016 2ND READING Notes
----- EXPENDITURES -----					
PERSONNEL					
51100 Salaries & Wages	14,345,866	14,093,050	14,984,682	4.45%	Added positions, compensation study, and contract negotiations
51105 Additional Hours	259,045	280,045	273,883	5.73%	Shifted some funds from Substitute hours
51106 Shift Differential	151,607	145,146	159,882	5.46%	Follows Salaries & Wages
51107 Substitute Hours	315,515	308,515	295,500	-6.34%	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	196,629	1.56%	Follows Salaries & Wages
52002 Medical Insurance	2,191,477	2,171,527	2,289,031	4.45%	Includes health care insurance Memo of Understanding for 2016 only
52003 FICA	1,153,581	1,160,745	1,202,711	4.26%	Follows Salaries & Wages
52004 Retirement	1,508,392	1,421,868	1,727,914	14.55%	Includes projected increases
52005 Dental Insurance	212,859	209,759	219,387	3.07%	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	29,086	7.78%	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	21,428,745	5.00%	
Reduction in salaries planning budget to match projections (:	(510,187)	(459,256)	(535,719)	-5.00%	Accounted for vacancies and new hires at lower steps
Net Personnel	19,897,279	19,580,996	20,893,026	5.00%	
MAINTENANCE & OPERATIONS					
53100 Office/Operating Supplies	164,400	227,558	236,100	43.61%	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	457,750	4.54%	Includes Strategic Planning contractor
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	36,600	4.57%	Adjusted for anticipated costs
54201 Telephone/Data Lines	461,300	461,300	461,300		Offset by nearly 90% through ERate reimbursements
54300 * Travel	42,100	42,400	47,200	12.11%	Includes travel costs for upcoming management recruitments
54301 Mileage Reimbursements	31,150	33,000	30,350	-2.57%	Adjusted for anticipated costs

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 2ND PUBLIC READING -**

GENERAL FUND ANNUAL BUDGET 2ND READING AS OF 12/9/2015	2015 Final (12/10/14)	2015 Mid-Year	2016 2nd Reading	% Change 2015 Final to 2016 2ndR	2016 2ND READING Notes
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
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	43,950	13.01%	Includes database licensing
54904 Miscellaneous	790	790	790		
54905 Event Registration	2,000	2,000	2,000		
55100 Intergovernmental	17,000	17,000	0	-100.00%	Audit ended in December 2015
Total Maintenance & Operations	3,769,484	3,997,240	3,895,960	3.36%	
* 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	1,188,382	41.15%	4% transfer
597XX TRANSFERS TO SPF	0	0	200,000	new	Transfer to fund the Special Purpose Fund
Total Transfers	841,912	1,137,218	1,388,382	64.91%	
TOTAL EXPENDITURES	\$28,063,748	\$28,259,832	\$29,709,541	5.86%	
REVENUES LESS EXPENDITURES	\$0	\$0	\$0		Balanced budget

**PIERCE COUNTY LIBRARY SYSTEM
- 2016 2ND PUBLIC READING -**

GENERAL FUND ANNUAL BUDGET 2ND READING AS OF 12/9/2015	2015 Final (12/10/14)	2015 Mid-Year	2016 2nd Reading	% Change 2015 Final to 2016 2ndR	2016 2ND 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	20,893,026	5.00%	70.32% of expenditures
Maintenance & Operations	3,769,484	3,997,240	3,895,960	3.36%	13.11% 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	28,321,159	4.04%	95.33% of expenditures
Increase/decrease over previous year		-99,222 (-.36%)	1,099,323 (4.04%)		
CONTINGENCY	0	0	0		0.00% of expenditures
TRANSFERS TO CIP	841,912	1,137,218	1,188,382	41.15%	4.00% of expenditures
TRANSFERS TO SPF	0	0	200,000	new	0.67% of expenditures
Subtotal	841,912	1,137,218	1,388,382	64.91%	4.67% 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		

2016-17 CAPITAL IMPROVEMENT PLAN

2ND READING DECEMBER 9, 2015

2016

2017

BEGINNING FUND BALANCE (1/1 EST)	900,000	983,382
4% Transfer from General Fund	1,188,382	1,216,435
Erate Reimbursement from Prior Year purchases	300,000	0
Other Transfers	0	TBD
TOTAL FUNDS AVAILABLE	2,388,382	2,199,817
COMMITMENTS		
UP 5,000 sq ft Expansion (10 years--2012-21)	120,000	120,000
SUBTOTAL	120,000	120,000
SERVICE IMPROVEMENT PROJECTS		
Restroom Maintenance	50,000	100,000
Replace Aging Furnishings	100,000	50,000
Workroom Improvements (GIG)		60,000
Helpdesk Upgrades (UP)	65,000	
Wayfinding (GIG & PKS in 2015)	20,000	20,000
SUBTOTAL	235,000	230,000
MAJOR MAINTENANCE		
Carpet Replacement (TIL in 2016)	17,000	
Carpet & Other Repairs (ACL)	40,000	
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	99,000	66,000
Kitchen Cabinetry Replacement (KC)	10,000	
Lighting Upgrades in Parking Lots	100,000	
Seal Coating of Parking Lots (final year)	65,000	
Interior Painting (TIL in 2016)	7,500	45,000
Trash Compactor	16,000	
Systemwide Rekey	60,000	
Unanticipated Future Needs (past experience)		67,000
SUBTOTAL	477,000	178,000
VEHICLES		
Vehicle Replacements		45,000
Vehicle Repair Contingency	10,000	10,000
SUBTOTAL	10,000	55,000
TECHNOLOGY PLAN IMPLEMENTATION		
Public PCs & Tablets		250,000
AWE Children's PCs		90,000
Laptops		90,000
Mobile App	30,000	
EMV Credit Card Systems	80,000	
Wireless Network (Gb Wifi)	250,000	
SUBTOTAL	360,000	430,000
OTHER CAPITAL PROJECTS		
Finance/HR System Improvement/Replacements		100,000
Communications High Speed Printer	175,000	
SUBTOTAL	175,000	100,000
SUBTOTAL CIP	1,377,000	1,113,000
Contingency (2% with \$25,000 minimum)	28,000	25,000
GRAND TOTAL CIP	1,405,000	1,138,000
ENDING FUND BALANCE (12/31 EST)	983,382	1,061,817
Goal per Fiscal Management Policy: 4% of revenue	1,188,000	1,216,000
Difference	(204,618)	(154,183)
SETASIDES IN FUND BALANCE		
IT PC Setaside (Staff--5 year cycle beginning 2016)	50,000	100,000
IT PC Setaside (Public--5 year cycle beginning 2019)	0	0
Setaside Balance	50,000	100,000
ENDING FUND BALANCE (12/31 EST) less setasides	933,382	961,817

2016 SPECIAL PURPOSE FUND

2ND READING DECEMBER 9, 2015

2016

BEGINNING FUND BALANCE (1/1 EST)	0
Initial Transfer from General Fund	200,000
Setaside Transfer from General Fund Cash Reserves	360,000
Grant Reimbursements	227,000
Other	TBD
TOTAL FUNDS AVAILABLE	787,000
PROGRAMS	
PC READS	40,000
SUBTOTAL PROGRAMS	40,000
PROJECTS	
Digital Literacy (WorkForce 2016 Project)	227,000
SUBTOTAL PROJECTS	227,000
GRAND TOTAL SPF	267,000
ENDING FUND BALANCE (12/31 EST)	520,000
SETASIDES IN FUND BALANCE (COMMITTED/RESERVED)	
Future Election Costs	360,000
Setaside Balance	360,000
ENDING FUND BALANCE (12/31 EST) less setasides	160,000

2016 BUDGET PUBLIC HEARING

Opening the Public Hearing:

“I move that in accordance with RCW 84.55.120, the public hearing be opened for consideration of increases in property tax revenues, regarding 2015 property tax levies for collection in 2016.” (The motion is seconded and passed.)

Public Comment:

After presentation of the 2016 budget, the chair must ask if there was anyone in the audience who would like to comment on the budget. If there is no response, or when public comments have ended, the public hearing is then closed.

Closing the Public Hearing:

“I move to close the public hearing on the 2016 budget of estimated revenue and expenditures.” (The motion is seconded and passed.)

Unfinished Business (continued)

RESOLUTION NO. 2015-12

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

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

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

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

WHEREAS, in August 2015, as part of the mid-year budget adjustment, the Board of Trustees approved a revised set-aside transfer from \$841,912.00 to \$1,137,218.00 for the Capital Improvements Fund, and

WHEREAS, the Library is declaring a critical need to fund committed Capital Improvement projects between 2016 and 2020, and

WHEREAS, the Library conducted an analysis of General Fund Balance needs for operating the Library in 2016 and determined that \$500,000.00 is available for transfer from the General Fund to the Capital Improvement Fund, now, therefore

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

\$500,000.00 be transferred from the General Fund to the Capital Improvement Fund for current and future capital projects.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER 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	_____

RESOLUTION NO. 2015-13

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2016 GENERAL FUND BUDGET**

WHEREAS, the Pierce County Assessor’s Office has provided the Pierce County Rural Library District with a preliminary estimate of assessed valuation of \$56,277,730,948 for the real property located within District boundaries, and

WHEREAS, the assessed valuation, new construction, annexations, and administrative refunds will result in estimated property tax collections of \$28,827,893.20 certified in the levy certificate as passed by the Board of Trustees during the November 18, 2015 meeting, and

WHEREAS, the Board of Trustees declared a “Substantial Need” resolution that accompanies the levy certificate as passed by the Board of Trustees during the November 18, 2015 meeting, and

WHEREAS, due to significantly reduced assessed property values, the Pierce County Assessor’s Office has determined that the Library’s mill rate must be limited to the statutory maximum of 50 cents per \$1,000 assessed property values as allowed in RCW 27.12.050, and

WHEREAS, the Library calculates 99.91% of property tax revenues as collectible in 2016, and therefore estimated revenue of property taxes is budgeted at \$28,113,540, and

WHEREAS, the Library estimates additional revenue of \$1,546,000 from other sources, and

WHEREAS, all available new revenue is necessary for the continued operation and maintenance of the Library District and services to its customers in 2016, and

WHEREAS, by Fiscal Management Policy the Library has created a balanced budget having expenditures match revenues, now therefore,

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

The 2016 General Fund budget for the Pierce County Rural Library District in the amount of \$29,709,541 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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	_____

RESOLUTION NO. 2015-14

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2016 CAPITAL IMPROVEMENTS FUND BUDGET**

WHEREAS, the Pierce County Rural Library District has developed a Capital Improvement Plan which describes significant projects to be accomplished in the years 2016 through 2017, and

WHEREAS, the Pierce County Rural Library District has established a Capital Improvements Fund to pay for approved projects included in the Capital Improvements Plan, and

WHEREAS, the Capital Improvement Fund receives financial support from transfers from the General Fund, the Capital Fund balance, the Foundation, rebates and reimbursements, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Capital Improvement Plan for 2016 and has determined that twenty-three (23) projects amounting to \$1,377,000 and a \$28,000 contingency should be funded through the Capital Improvement Fund, now therefore,

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

The 2016 Capital Improvement Fund budget for the Pierce County Library District in the amount of \$1,405,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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	_____

RESOLUTION NO. 2015-15

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO ADOPT THE 2016 SPECIAL PURPOSE FUND BUDGET**

WHEREAS, during the November 18, 2015 Board meeting, the Board approved the creation of a Special Purpose Fund, and

WHEREAS, the Pierce County Rural Library District has developed a list of projects, programs, and set-asides to be managed in the Special Purpose Fund beginning with fiscal year 2016, and

WHEREAS, the Special Purpose Fund receives financial support from transfers from the General Fund budget, transfers from the General Fund balance, Foundation funds, and other identified sources of revenue, and

WHEREAS, the Library has reviewed the Special Purpose Fund for 2016 and has determined that three (3) funded entries amounting to \$667,000 should be committed or restricted in its use through funding in the Special Purpose Fund, now therefore,

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

The 2016 Special Purpose Fund budget for the Pierce County Library District in the amount of \$667,000 is hereby adopted in its final form and content.

PASSED AND APPROVED THIS 9TH DAY OF DECEMBER, 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

New Business



Memorandum

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

From: Lynne Hoffman, Foundation Director

Date: October 30, 2015

Re: Annual Foundation Report for fiscal year ending June 30, 2015

In fiscal year 2014-15, the Pierce County Library Foundation gratefully received \$379,263 in gifts and made total distributions to the Library of \$481,716 (127% of) in program support. The award represents distributions and distributions payable, gifts in kind, pledge payments and outright payment of program materials.

Over the past five years, the Foundation's donor base has increased by 346 donors (36%). During that time period, the Foundation raised more than \$2,115,000 million and distributed \$1,983,000 million for library programs from this generous community.

As planned, the Foundation continued to make Early Learning and Senior Outreach its funding priorities for 2014-15. After a record-breaking year in grant funding in 2013-14, the library set about the work of establishing Block Play, purchasing and equipping three new vans which made expanding the number of outreach sites possible, added large print, audio and downloadable books for seniors and introduced a whole new program, Science To Go.

The subsequent result was curbing the Foundation's grant-seeking efforts until the already-funded projects had been initiated. Consequently, you seek a drop in grant revenue. However, what was lacking in the submission of new grants was made up in grant reporting, and in putting into practice what we learned as we worked with the Customer Experience Team to prepare our 2015-16 funding priorities.

The funding from 2014-15 was put to good use to strengthen the priority programs, particularly youth programs. The library added event more Block Play partnerships with ECEAPs in community libraries, expanded the number of sites for the BEES program and the "On the Road with Summer Reading." The "Pay It Forward" Annual Giving Campaign purchased 1,500 books with gifts from individuals to give away to the children in these programs.

These programs for low-income families have yielded inspiring results for Pierce County's most vulnerable children in school districts where reading scores are the lowest. The Foundation board is proud to have made a significant contribution by directing more than \$133,860 to Programs for Young Readers.

The Foundation continued to support Senior Outreach to adult care facilities and Pierce County READS with distributions totaling \$98,270 in the Programs for Adult Learners category. The Foundation also finalized its involvement in the South Hill Library Project, capped by a \$100,000 pledge. We also received a \$15,000 gift and bequest from the estate of Kenneth B. DeRoche for University Place Library.

Although a decrease in the number of new donors resulted in a net loss of 25 donors, we saw an increase in the average annual giving gift from \$121.30 to \$147.46, and an 18% increase in Annual Giving revenue overall. Neel's retirement inspired many donors to increase their individual gifts and designate \$22,645 to Early Learning. Leadership Giving (gifts \$500 or greater) also increased by 40%. It's interesting to note that only seven of last year's Leadership donors did not give this year.

In 2014-15, the Foundation welcomed 4 new board members: Patrick Adrian, Tacoma; Tim Rhee, Puyallup; Thalia Soliman, Bonney Lake; Linda Tieman, University Place. Also, two members returned after serving their full three three-year terms, as adopted in the by-laws last year. They are Doug Whitton, Tacoma; and Mary Ann Woodruff, University Place.

In partnership with the library, the Foundation strives to reach the next level as a \$1 million organization. The Foundation is positioned for growth and poised to play a larger and stronger role in the Library's future.

As outlined in the Library/Foundation Agreement, attached is the statement of financial position and statement of expenses and revenue for the year ending June 30, 2015. The Foundation's Development Plan for 2015-16 is also included.

Pierce County Library Foundation
Statement of Financial Position
June 30, 2015

ASSETS

Current Assets

Petty Cash	\$	100.00	
Checking - Key Bank		94,152.24	
Checking - Union Bank		100.00	
Money Market -Union Bank		127,965.43	
Savings -America Credit Union		<u>30.04</u>	
			222,347.71
Sarah Dickson Endowment		8,170.31	
GTCF Rideout /Steilacoom Endmt		32,672.59	
GTCF Ethel McIntyre Outreach		13,685.15	
GTCF Carolyn Else Collection		13,611.82	
GTCF Ellis Endmt.- Key Center		9,457.58	
GTCF Margaret Ellis Endowment		<u>25,448.06</u>	
			<u>103,045.51</u>
Total Assets			<u>\$ 325,393.22</u>

LIABILITIES AND NET ASSETS

Current Liabilities

PCLF Distributions Payable	\$	<u>123,900.71</u>	
Total Current Liabilities			<u>123,900.71</u>
Total Liabilities			123,900.71

Net Assets

Unrestricted Net Assets		47,383.21	
Board Des. Net Assets -Reserve		50,000.00	
Board Des. Net Assets -Program		130,000.00	
Temp. Restricted Net Assets		10,501.97	
Perm. Restricted Net Assets		110,810.91	
Net Income		<u>(147,203.58)</u>	
Total Net Assets			<u>201,492.51</u>
Total Liabilities & Net Assets			<u>\$ 325,393.22</u>

Pierce County Library Foundation
Statement of Revenue and Expenses
For Twelve Months Ending June 30, 2015

	Current Month	Year to Date	2014-15 Budget	Last Year to Date
<i>Unrestricted Revenues</i>	9,387.70	145,566.23	149,000.00	191,914.51
<i>Temporarily Restricted Revenues</i>				
Books and Resources	700.00	1,571.33	6,500.00	7,015.50
Programs for Young Readers	3,355.00	156,321.07	247,000.00	282,110.00
Programs for Adult Learners	5,625.00	19,895.00	15,000.00	120,646.00
Special Projects	1,371.40	55,377.34	57,500.00	105,716.57
Funds Managed by Foundation	4,750.00	5,775.00	3,500.00	1,620.00
<i>Permanently Restricted Revenues</i>	(7,765.06)	(7,765.06)		10,183.09
<i>In-Kind</i>	2,522.00	2,522.00		1,940.00
Total Revenues	19,946.04	379,262.91	478,500.00	721,145.67
<i>Operating Expenses</i>				
Fundraising Expenses	265.17	28,900.10	26,500.00	33,368.82
Administrative Expenses	494.50	12,529.15	14,300.00	12,160.44
Marketing Expenses	-	3,321.26	4,500.00	3,555.91
Total Operating Expenses	759.67	44,750.51	45,300.00	49,085.17
<i>Program Distributions **</i>				
Books and Resources	250.00	1,571.33	6,500.00	7,687.31
Programs for Young Readers	133,860.17	238,900.77	292,000.00	289,968.82
Programs for Adult Learners	85,000.00	98,269.54	70,000.00	122,175.84
Special Projects	5,750.60	80,377.34	57,500.00	107,158.32
Funds Managed by Foundation	37,597.00	62,597.00	5,000.00	3,825.00
Total Distributions	262,457.77	481,715.98	431,000.00	530,815.29
Total Expenses & Distributions	263,217.44	526,466.49	476,300.00	579,900.46
Net Revenues Over Expenditures	(243,271.40)	(147,203.58)	2,200.00	141,245.21

** Combines temporarily restricted and unrestricted distributions approved by the board.

Pierce County Library Foundation
 Net Asset Balances at 6-30-2015

Unrestricted Net Assets

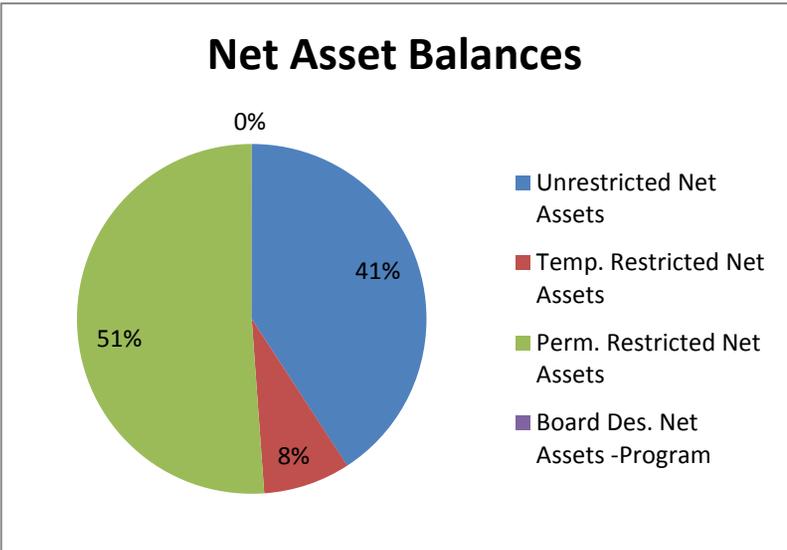
Beginning Balance	\$ 47,383.55
Unrestricted Revenue	145,566.23
Operating Expenses	(44,750.51)
Board Designations	(60,954.02)
Cover Negative Balances	(5,000.22)
Ending Unrestricted Balance	<u><u>\$ 82,245.03</u></u>

Board Des. Net Assets -Program

Beginning Balance	\$ 130,000.00
Allocated to Distributions	(130,000.00)
Ending Board Designated Balance	<u><u>\$ -</u></u>

Temp. Restricted Net Assets

Beginning Balance	\$ 10,501.97
Restricted Revenue	238,939.74
Program Distributions	(429,193.98)
Covered with Unrestricted Funds	195,954.24
Ending Temp. Restricted Balance	<u><u>\$ 16,201.97</u></u>



Perm. Restricted Net Assets

Beginning Balance	\$ 110,810.57
Sarah Dickson Interest	4.08
GTCF Distributions	(4,000.00)
Gain/Loss on Investments	(3,769.14)
Ending Perm. Restricted Balance	<u><u>\$ 103,045.51</u></u>



PIERCE COUNTY LIBRARY FOUNDATION

Grants Report

Grants 2014-2015

Total # of Grants Written	23
Total # of Summer Reading Proposals	14
Total # of Grants Reports Filed	37

Grantors 2014-2015

<i>Bank of America</i>	<i>MultiCare Community Partnership Fund</i>
<i>BNSF Railways Foundation</i>	<i>Norcliffe Foundation</i>
<i>Boeing</i>	<i>PACCAR Foundation</i>
<i>Costo Foundation</i>	<i>Puyallup Tribe of Indians</i>
<i>D.V. & Ida McEachern Foundation</i>	<i>Safeco Foundation</i>
<i>Franciscan Foundation</i>	<i>Sequoia Foundation</i>
<i>Georgia Pacific</i>	<i>Tacoma Rotary # 8</i>
<i>Gig Harbor Garden Tour Association</i>	<i>Target</i>
<i>Gordon Thomas Honeywell, LLC</i>	<i>The Baker Foundation</i>
<i>Greater Tacoma Community Foundation</i>	<i>The Dimmer Foundation</i>
<i>Group Health Community Foundation</i>	<i>The Discuren Charitable Foundation</i>
<i>Harborstone Credit Union</i>	<i>Toyota USA Foundation</i>
<i>Humanities of Washington</i>	<i>Umpqua Bank</i>
<i>Korum for Kids</i>	<i>Walmart Foundation</i>
<i>L.T. Murray Family Foundation</i>	<i>Walmart State Giving Program</i>
<i>Macy's Foundation</i>	<i>Washington State Libraries</i>
<i>Milgard Foundation</i>	<i>Wells Fargo Bank</i>
<i>Muckelshoot Charitable Trust</i>	

Invest in Families 2015-2016 Grantor List 2016-2017

Categories - "Ready to Learn" and Proficient Readers - Confident in STEM

<i>Amazon</i>	<i>Jean E Thompson Foundation</i>
<i>Bank of America</i>	<i>JP Morgan Chase</i>
<i>Ben B. Cheney Foundation</i>	<i>Kroger Co. Foundation</i>
<i>Bezos Family Foundation</i>	<i>L.T. Murray Family Foundation</i>
<i>Blanke Foundation</i>	<i>Lockheed Martin</i>
<i>Boeing</i>	<i>Manke Lumber</i>
<i>BNSF Railway Foundation</i>	<i>Medina Foundation</i>
<i>Caplan Foundation for Early Learning</i>	<i>Muckelshoot Charitable Trust</i>
<i>Chase Bank</i>	<i>Multicare Communtly Partnership Foundation</i>
<i>Columbia Bank</i>	<i>Norcliffe Foundation</i>
<i>Dale and Leslie Chihuly Foundation</i>	<i>Paul G. Allen Family Foundation</i>
<i>Dan & Pat Nelson Foundation</i>	<i>Puyallup Tribe of Indians</i>
<i>Dimmer Family Foundation</i>	<i>Rotary of Lakewood</i>
<i>Discuren Charitable Foundation</i>	<i>Rotary of Parkland</i>
<i>Florence Kilworth Foundation</i>	<i>Rotary Club of Tacoma #8</i>
<i>Gary E. Milgard Family Foundation</i>	<i>Safeco Insurance</i>
<i>Glaser Foundation</i>	<i>Sequoia Foundation</i>
<i>Gordon Thomas Honeywell, LLP</i>	<i>Sound Credit Union</i>
<i>Gottfried and Mary Fuchs Foundation</i>	<i>Toray Composites</i>
<i>Greater Tacoma Community Foundation</i>	<i>Tulalip Tribe of Indians</i>
<i>Hogan Family</i>	<i>Umpqua Bank</i>
<i>Korum Kids</i>	
<i>Korum Nissan</i>	

Ready to Learn	Proficient Readers-Confident in STEM
Project Budget \$ 406,000*	Project Budget \$ 395,000*

*Two year project budget totals

Submitted by: Johanna Chestnutt
 Foundation Development Associate
 11/30/2015



DEVELOPMENT PLAN

FY 2015-16

Our Mission: To raise, manage and allocate funds to support and enhance the programs and services of the Pierce County Library System that are not funded by taxes or traditional revenue sources.

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BOARD OF DIRECTORS

Board of Directors

OFFICERS

Michael Gordon, President
Linda Tieman, Vice President
Janice Ludwig, Secretary
Kari Kennard, Treasurer
Tim Rhee, Member-at-Large
Craig Richmond, Member-at-Large

Kitsap Bank
Washington Center for Nursing
Community Volunteer
Sterling Wealth Management
Key Private Bank
Interfor Corporation

DIRECTORS

Patrick Adrian
Jack Conway
Joan Cooley
Larry Faulk
Kathryn O. Galbraith
Caireen Gordon
Kim Heggerness
Reji Kumar
Travis Mahugh
Kathryn McCarthy
Barbara Nelson
Tim Sherry
Thalia Soliman
Molly Stuen
Karen Triplett
Doug Whitton
Mary Ann Woodruff

Monea Investment, LLC
Retired University Administrator/Professor
Community Volunteer
Washington State Senator, retired
Children's Author
Rainierview Christian
St. Charles Borromeo School
Intel
Gordon, Thomas, Honeywell
Tacoma Public Schools
Intel
Educator, retired
On Q Financial
Mostly Books
Gig Harbor Marina and Boat Yard
Dwyer Pemberton & Coulson P.C.
Pediatrics Northwest P.S.

COMMITTEE CHAIRS

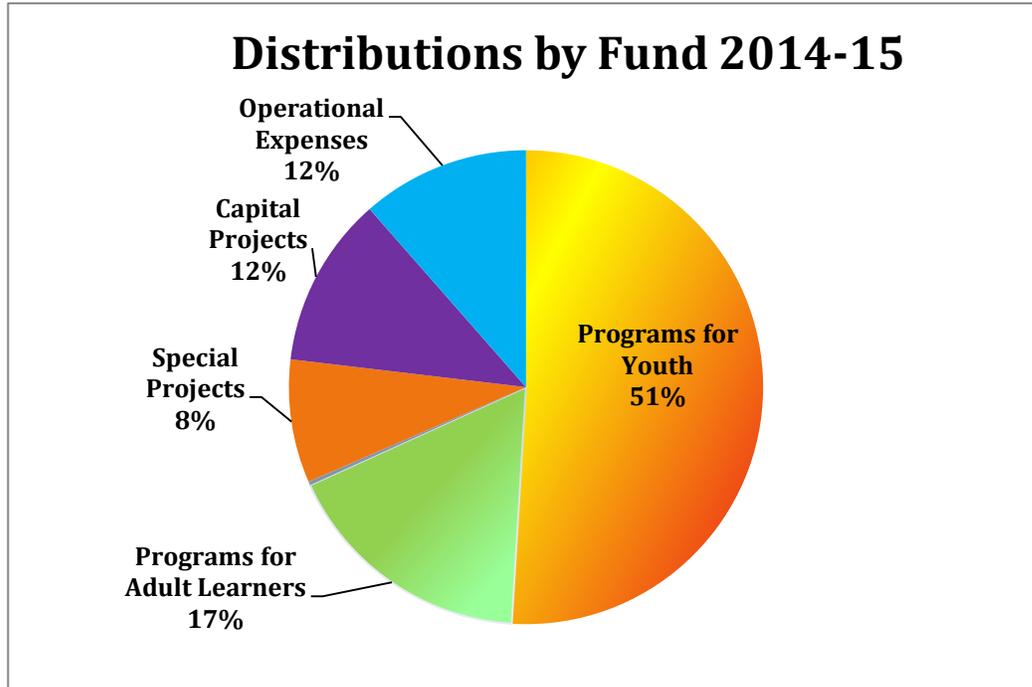
Finance Committee – Kari Kennard
Board Development – Tim Sherry
Annual Giving – Jack Conway
Corporate Giving – Craig Richmond
Leadership Giving – Janice Ludwig

2014-15 PROGRAM IMPACT

2014-15 Program Impact

DISTRIBUTIONS

The Foundation transferred a total of \$475,582 to the Library in 2014-15.



- The Foundation awarded \$198,901 from revenues received in 2014-15 for Programs for Young Readers resulting in ~
 - ❖ Summer Reading - 27,122 children reached.
 - ❖ On the Road with Summer Reading – 10 more neighborhoods, schools, child cares serving low-income youth in 2015.
 - ❖ Block Play – 9 more ECEAP classrooms serving a total of 420 children.
 - ❖ Early Learning – 13,450 books delivered to 125 childcares.
 - ❖ BEES and after school outreach – two new vans delivered the service to 225 children in 16 locations.
 - ❖ Science to Go – 79 STEM-related programs attracted 1,615 children and teens.
 - ❖ Our Own Expressions – 60 judges reviewed 940 entries.
 - ❖ Pay It Forward Book Give-Away – 1,500 children received free books
- The Foundation awarded \$67,359 from revenues received in 2014-15 for Programs for Adult Learners resulting in ~
 - ❖ Senior Outreach – a new van delivered service to 30 adult care facilities for 320 seniors
 - ❖ Pierce County READS attracted 1,170 readers to hear Daniel Brown talk about the making of *The Boys in the Boat*. 132 donors attended the pre-event reception.

2014-15 PROGRAM IMPACT

- The Foundation received \$15,000 to name the Kenneth B. DeRoche Reading Corner in the University Place Library.
- South Hill Library fundraising effort received gifts and pledges totaling \$120,179.
- 75 donors made gifts totaling \$22,645 in honor of Neel Parikh's retirement designated for Early Learning.

2014-15 ACCOMPLISHMENTS

2014-15 Accomplishments

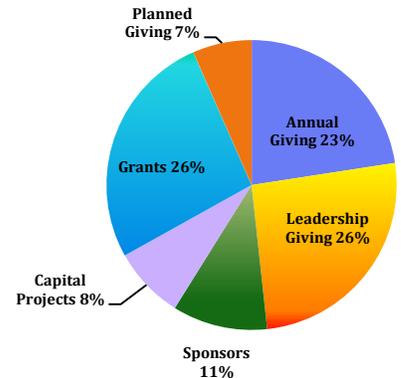
METRICS

- The Foundation ended the year with 1,308 donors – 98% of last year’s total and 87% of goal.
- The Foundation welcomed 379 new donors compared to 445 last year - 67% of goal - 36% 5-year increase.
- The Foundation raised \$379,263 in gifts, grants, sponsorships and bequests – 53% of last year and 79% of goal.

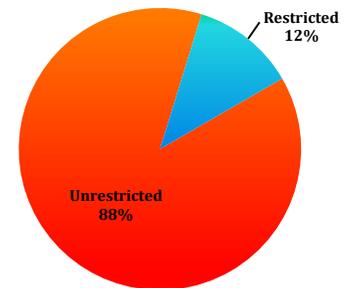
GOALS AND OBJECTIVES

- The Foundation raised \$134,400 in unrestricted annual giving donations compared to \$140,641 last year – 4% decrease.
- The Foundation increased total Annual Giving by 18% (gifts not including sponsorships, grants, capital projects, endowments) totaling \$183,147 compared to \$155,515 last year.
- Total Leadership giving increased by 40% compared to last year – 28% over goal. Restricted Leadership giving increased from \$550 to \$38,549 – 70% increase.
- The average Annual Giving gift increased from \$121 to \$147.
- 679 Annual Giving donors renewed their gifts – 55% compared to 649 donors (51%) last year. 360 individuals made their first gifts to the Foundation.
- The Foundation received \$97,553 from 73 Leadership Gift donors (gifts over \$500). 55 donors renewed – 75% compared to 59 donors (71%) from last year. Only 7 Leadership donors did not give at all this year.
- The Foundation was awarded \$100,500 in grants – 20% of last year and 45% of goal.
- The Foundation recognized 23 sponsors with contributions totaling \$40,188 compared to 21 sponsors contributing \$45,750 last year – 73% of goal.

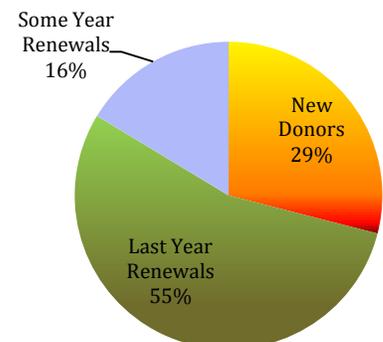
Total Giving 2014-15



Annual Giving 2014-15



New and Renewing Donors 2014-15



2015-16 FUNDING PRIORITIES

2015-16 Funding Priorities



Short Project Description: *How do you describe the program to others?*

80% of Pierce County's population is comprised of families with children – and, for children, 80% of learning takes place outside of school. That's why Pierce County Library's Invest in Families Initiative focuses on making learning opportunities available for children and families outside of the classroom and engages families to read and learn together.

With Foundation funding, the Pierce County Library will expand programs that reach children, particularly in low-income neighborhoods and in school districts where reading scores are the lowest. Delivering the library experience to child care centers, classrooms and after-school programs supports working parents who cannot always bring their children to a library. Working with schools to put a library card in every hand, children and families can take advantage of free, fun, high quality, intergenerational STEM and reading programs.

Compelling Need: *Why should we be concerned about this? What facts demonstrate that this program is needed?*

The world economy demands a more educated workforce and grade-level reading proficiency is the key. Yet, more than one third of children in the Pierce County schools are not reading at grade level and the majority of children who are poor readers in third grade will still be poor readers in high school. Children who don't read at grade level by age 10 are six times more likely to drop out of school.

Every child starts out with promise and hope for the future. Yet 2 out of 5 children in Pierce County start their first day in kindergarten without being ready to learn. That's the readiness gap.

These children soon fall behind. Because they can't keep up, they decide they don't like school. They drop out. When they find jobs, they can earn 50% less than a college-educated student.

Many jobs now and in the future will rely on the workforce to be proficient in STEM skills. Currently, Washington's schools are not producing enough students who go on to achieve in technology, science, or engineering related fields. Students, who develop interests at a young age, are more likely to learn and become adept in STEM fields whether pursuing a college degree or other educational avenues.

Program Goals: *What do we hope to achieve?*

Pierce County Library has made a long-term commitment to joining with schools and other mission-driven organizations to help children achieve greater mastery of language, literacy and math scores as

2015-16 FUNDING PRIORITIES

demonstrated by WaKIDS and K-12 test results. Pierce County Library can foster learning by supporting parents and professionals to engage children and families in achieving these results.

We can do this by 1) encouraging family participation in summer reading challenges and story times for little ones, 2) making STEM fun with Block Play and finding ways for parents to nurture children's interest and skills, 3) instructing early learning, child care professionals, to provide high-quality literacy and STEM activities in their centers.

Indicators of Success: How will we know we have accomplished what we set out to do? What will we quantify?

We are expecting an increase in identified indicators over time. Some of our indicators would include data measurements of the number of children and youth with library cards, number of minutes children report that they read during the summer, number of families participating in literacy and STEM activities, increased circulation of children's non-fiction books, the number of child care providers on the waiting list for STARS trainings. We may also conduct survey measurements that would include the frequency of parents/providers reading to children. These measurements have been determined as best practices for children to succeed.

Why is additional funding needed? How much do you need? What will it buy? How will it benefit those served?

In order to increase service levels to reach more children, funding is needed to increase staff hours for positions to include the Science Librarian, storytellers, youth service librarians, and driver(s) on the Explorer bookmobile for Summer Reading "On the Road". Funding is also needed to purchase additional STEM-related non-fiction children's books, transportation reimbursements for ECEAPs attending Block Play, costs of operating Books on the Move vans, training child care providers and programming costs.

People Served: How many different people does this program benefit in a specific time period.

Our goal is to increase Summer Reading participation from 44% to 50% and to increase our current reach by 10% for most other programs. A baseline per program is in the process of being determined.

Additional questions from the Foundation Board:

Foundation members attempt to answer the question, why should people support this program. How would you answer the question --Why give?

You can be part of a community movement where lives are enriched by experiencing the joy of exploration and learning at every age – from cradle to college. Your gifts help the library nurture an environment where children and families read and tell stories alone or together and explore their world. This is what the library does best. Your gift helps the library stretch its budget to reach out into the community to touch the lives of children at risk who cannot get to a library. Pierce County Library helps children succeed in school and in life.

2015-16 GOALS, OBJECTIVES, STRATEGIES

2015-16 Goals, Objectives, Strategies

ANNUAL GIVING (GIFTS UNDER \$500)		GOAL: \$85,000
OBJECTIVES	TY	LY ACTUAL
Increase donors 3%	1,204	1,169
Increase giving 3%	\$89,000	\$85,595
Strategies	<ul style="list-style-type: none"> • 2 acquisition mailings • Target letters • Newsletter mailing to 15,000 patrons • Monthly Donor Club • Companion email with each direct mail appeal 	
LEADERSHIP GIVING		GOAL: \$95,000
OBJECTIVES	TY	LY ACTUAL
Increase donors 3%	75	73
Increase giving 3%	\$100,500	\$97,553
Strategies	<ul style="list-style-type: none"> • EOY Thank You letter • Acquire 3 \$10,000 donors 	
CORPORATE GIVING		GOAL: \$50,000
OBJECTIVES	TY	LY ACTUAL
Increase Summer Reading sponsorships	\$25,000	\$20,000
Increase Pierce County READS sponsorship	\$15,000	\$10,000
Secure StoryTime sponsorships	\$10,000	N/A
Strategies	<ul style="list-style-type: none"> • Find new Pierce County READS sponsor • Add StoryTime Sponsorships • Begin solicitation in Sept 	

2015-16 GOALS, OBJECTIVES, STRATEGIES

GRANTS

GOAL: \$830,000

OBJECTIVES

TY

LY ACTUAL

Achieve stretch goal

\$830,000

\$100,500

Strategies

- Develop case for Invest in Families
- Seek national funders

2015-16 FUNDRAISING TIMELINE

2015-16 Fundraising Timeline

Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Direct Mailing												
BookEnds									Envel. + Card-holders			
AG Direct Mail			Kick Off	Follow Up		Holi-day	EOY Statement	Rec. Gift				YE (Tent)
★ Leadership Giving Mailing		Ann Rpt					EOY Statement					
★ Target Letters												
Acquisition												
Email												
Annual Report												
BookEnds												
Sharing Our Story Email												LG
EOY Email												
Branch Displays												
						Big Display						
Personal Contacts												
★ Summer Reading Sponsorships												
★ Storytime Sponsorships												
Grants												
★ Leadership Cards												
★ Phone Calls	TY			ALE			EOY				PCR	
★ Cultivation Events Invitations												
				ALE				PG (tent.)			PCR	

★ Board Involvement

2015-16 BOARD INFORMATION

2015-16 Board Information

Board Roster

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2015-16 BOARD INFORMATION

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Johanna Chestnutt

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jchestnutt@piercecountylibrary.org

Pierce County Library Foundation

(253) 548-3541 main number

2015-16 BOARD INFORMATION

2015-16 Board Meeting Schedule

All board meetings are from 7:30 a.m. to 9:00 a.m. in the PAC boardroom.

Tuesday, September 22

Tuesday, October 27

November – No Meeting

Tuesday, December 1

Tuesday, January 26

Tuesday, February 23

Tuesday, March 22

Tuesday, April 26

Tuesday, May 24

Tuesday, June 28

July – No Meeting

August – No Meeting

2015-16 BOARD INFORMATION

2015-16 Board Activity Calendar

Meeting Dates	Sept 22	October 27	November	December 1	January 26
Business Meeting 7:30 – 8:00 am	Minutes Treasurer’s Rpt. Develop Rpt.	Minutes Treasurer’s Rpt. Develop Rpt.		Minutes Treasurer’s Rpt. Develop Rpt.	Minutes Treasurer’s Rpt. Develop Rpt.
Goals and Objectives 8:00 – 8:30 am	2015 – 16 Dev. Plan 2014 – 15 Distributions	Summer Reading, Story Time Sponsorships	No Meeting		
Education 8:30-9:00 am	Library Director’s Report	Library Director’s Report Library Budget Report		Library Director’s Report	Library Director’s Report
Events	A Literary Eve. Sept. 30				

Meeting Dates	February 23	March 22	April 26	May 24	June 28
Business Meeting 7:30 – 8:00 am	Minutes Treasurer’s Rpt Develop Rpt	Minutes Treasurer’s Rpt Develop Rpt		Minutes Treasurer’s Rpt Develop Rpt	Minutes Treasurer’s Rpt Develop Rpt
Goals and Objectives 8:00 – 8:30 am	2015 – 16 Dev. Plan 2014 – 15 Distributions	Summer Reading, Story Time Sponsorships	No Meeting		
Education 8:30-9:00 am	Library Director’s Report Library Final Budget Report	Library Director’s Report Library Budget Report		Library Director’s Report	Library Director’s Report Library Final Budget Report
Events			Pierce County READS	Our Own Expressions	

Meeting Dates	July – August
Goals and Objectives	Executive Committee Meets Committee Chairs Meet

FINANCIAL INFORMATION

Financial Information

Budget Worksheet 2015-2016

Revenues/Fundraising Targets	Total	Unrestricted	Restricted	2014-15
Annual Giving	\$ 89,000.00	\$ 85,000.00	\$ 4,000.00	\$ 85,595.00
Leadership Giving	\$ 100,500.00	\$ 70,500.00	\$ 30,000.00	\$ 97,552.00
Corporate Giving/Sponsorships	\$ 50,000.00		\$ 50,000.00	\$ 40,189.00
Grants	\$ 830,000.00		\$ 830,000.00	\$ 100,500.00
Capital Projects				\$ 30,507.00
Planned Giving				\$ 25,000.00
Interest				\$ 1,166.00
Total	\$ 1,069,500.00	\$ 155,500.00	\$ 914,000.00	\$ 380,509.00
Expenses/Operations				
Fundraising	\$ 25,000.00	\$ 25,000.00		\$ 23,014.00
Recognition	\$ 5,000.00	\$ 5,000.00		\$ 5,886.00
Administration	\$ 13,500.00	\$ 13,500.00		\$ 12,517.00
Marketing	\$ 4,000.00	\$ 4,000.00		\$ 3,321.00
Total	\$ 47,500.00	\$ 47,500.00		\$ 44,738.00
Admin ratio to Programs	5%			
Expenses/Projected Distributions				
Funding for Books and Resources				
Restricted Collection				
Total Funding for Collections				\$ 971
Funding for Programs for Youth				
Gen'l Programs for Young Readers	\$ 410,000.00	\$ 70,000	\$ 340,000	
STEM	\$ 300,000.00		\$ 300,000	
Summer Reading & On the Road	\$ 70,000.00		\$ 70,000	
Early Learning	\$ 160,000.00		\$ 160,000	
Our Own Expressions	\$ 5,000.00	\$ 5,000		
Total Funding for Prog. for Youth	\$ 945,000.00	\$ 75,000	\$ 870,000	\$ 198,901
Funding for Prog. for Adult Learners				
Gen'l Programs for Adult Learners				
Senior Programs				
Pierce County READS	\$ 15,000.00	\$ 5,000	\$ 10,000	
Total Funding for Adult Learners	\$ 15,000.00	\$ 5,000	\$ 10,000	\$ 67,359
Special Projects				
Innovator Fund	\$ 25,000.00	\$ 25,000.00		
South Hill Library Project	\$ 20,000.00		\$ 20,000	\$ 43,272
UP Library Readers Corner				\$ 15,000
Tuition Assistance Program	\$ 10,000.00	\$ 5,000	\$ 5,000	\$ 9,075
Other Branch Projects	\$ 5,000.00		\$ 5,000	\$ 11,005
Total Funding for Special Projects	\$ 60,000.00	\$ 30,000	\$ 30,000	\$ 78,352
Total Programs	\$ 1,020,000.00	\$ 110,000	\$ 910,000	\$ 345,582
Total Operation Costs	\$ 47,500.00	\$ 47,500		\$ 44,738
Total Operation and Programs	\$ 1,067,500.00	\$ 157,500	\$ 910,000	\$ 390,320
Revenue over Distributions	\$ 2,000.00	\$ (2,000)	\$ 4,000	

FINANCIAL INFORMATION

Statement of Financial Position: (aka the Balance Sheet) A snapshot of the financial health of the organization at one point in time.

Pierce County Library Foundation
Statement of Financial Position
June 30, 2015

ASSETS

Current Assets

Petty Cash	\$	100.00	
Checking - Key Bank		94,152.24	
Checking - Union Bank		100.00	
Money Market -Union Bank		127,965.43	
Savings -America Credit Union		30.04	
			222,347.71

GTCF: Endowments established by the Foundation and held by the Greater Tacoma Community Foundation. They are Permanently Restricted Assets.

Sarah Dickson Endowment		8,170.31	
GTCF Rideout /Steilacoom Endmt		32,672.59	
GTCF Ethel McIntyre Outreach		13,685.15	
GTCF Carolyn Else Collection		13,611.82	
GTCF Ellis Endmt.- Key Center		9,457.58	
GTCF Margaret Ellis Endowment		25,448.06	
			103,045.51
Total Assets	\$		<u>325,393.22</u>

LIABILITIES AND NET ASSETS

Current Liabilities

PCLF Distributions Payable	\$	123,900.71	
Total Current Liabilities			123,900.71
Total Liabilities			123,900.71

Distributions Payable: Funds raised in the current year that are committed to be spent in the following year on library programs. The Foundation holds selected funds until the library can incorporate the specific dollars into their budget process.

Net Assets

Unrestricted Net Assets		47,383.21	
Board Des. Net Assets -Reserve		50,000.00	
Board Des. Net Assets -Program		130,000.00	
Temp. Restricted Net Assets		10,501.97	
Perm. Restricted Net Assets		110,810.91	
Net Income		(147,203.58)	
Total Net Assets			201,492.51
Total Liabilities & Net Assets	\$		<u>325,393.22</u>

FINANCIAL INFORMATION

Statement of Revenue and Expenses: A statement of financial activity within the fiscal year.

Unrestricted Revenues: Donations to be used where the need is the greatest.

Temporarily Restricted Revenues: Gifts that will be used for their charitable purpose in the near future, usually in a year.

In Kind: Non-cash donations of goods or services

Program Distributions: Funds expended for their charitable purposes, which are library programs. Distributions may combine unrestricted and restricted revenues as approved by the board. Funds consist of cash expenditures, transfers to the library system or gift in kind.

Pierce County Library Foundation
Statement of Revenue and Expenses
For Twelve Months Ending June 30, 2015

	Current Month	Year to Date	2014-15 Budget	Last Year to Date
Unrestricted Revenues	9,387.70	145,566.23	149,000.00	191,914.51
Temporarily Restricted Revenues				
Books and Resources	700.00	1,571.33	6,500.00	7,015.50
Programs for Young Readers	3,355.00	156,321.07	247,000.00	282,110.00
Programs for Adult Learners	5,625.00	19,895.00	15,000.00	120,646.00
Special Projects	1,371.40	55,377.34	57,500.00	105,716.57
Funds Managed by Foundation	4,750.00	5,775.00		
Permanently Restricted Revenues	(7,765.06)	(7,765.06)		
In-Kind	2,522.00	2,522.00		
Total Revenues	19,946.04	379,262.91		
Operating Expenses				
Fundraising Expenses	265.17	28,900.10		
Administrative Expenses	494.50	12,529.15		
Marketing Expenses	-	3,321.26		
Total Operating Expenses	759.67	44,750.51	45,300.00	49,085.17
Program Distributions **				
Books and Resources	250.00	1,571.33	6,500.00	7,687.31
Programs for Young Readers	133,860.17	238,900.77	292,000.00	289,968.82
Programs for Adult Learners	85,000.00	98,269.54	70,000.00	122,175.84
Special Projects	5,750.60	80,377.34	57,500.00	107,158.32
Funds Managed by Foundation	37,597.00	62,597.00	5,000.00	3,825.00
Total Distributions	262,457.77	481,715.98	431,000.00	530,815.29
Total Expenses & Distributions	263,217.44	526,466.49	476,300.00	579,900.46
Net Revenues Over Expenditures	(243,271.40)	(147,203.58)	2,200.00	141,245.21

Permanently Restricted Revenues: Gifts held in endowment funds in which the proceeds will always be designated to a particular program.

Operating Expenses: Costs associated with running the Foundation which consists of Fundraising/Recognition, Administration and Marketing.

** Combines temporarily restricted and unrestricted distributions approved by the board.

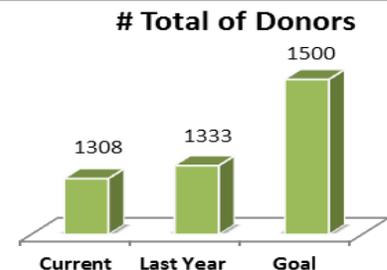
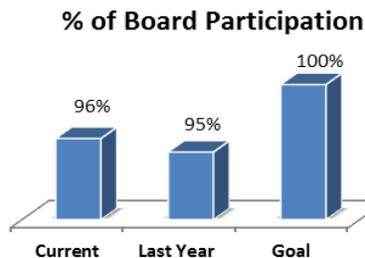
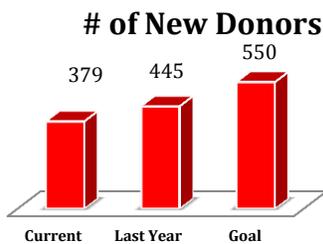
FINANCIAL INFORMATION

Development Report

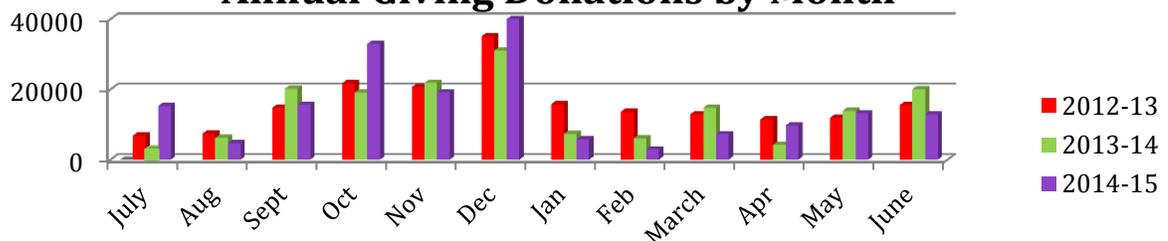
July 1, 2014 to June 30, 2015

Annual Giving	Fiscal YTD 2014-2015		Fiscal YTD 2013-2014		# Donors Goal	\$ Goal	% of Goal
	Donors	\$	Donors	\$			
2500+	6	\$ 40,942	3	\$ 13,383	3	\$ 15,000	273%
\$1000-2499	34	\$ 37,801	33	\$ 36,187	40	\$ 40,000	95%
\$500-999	33	\$ 18,810	37	\$ 20,192	42	\$ 21,000	90%
\$250-499	73	\$ 21,284	64	\$ 18,406	75	\$ 18,750	114%
\$100-249	277	\$ 33,371	285	\$ 35,072	375	\$ 37,500	89%
Under \$100	819	\$ 30,940	860	\$ 32,275	965	\$ 15,950	194%
Total	1242	\$ 183,147	1,282	\$ 155,515	1,500	\$ 148,200	124%
Special Giving							
Sponsorships	23	\$ 40,188	21	\$ 45,750	23	\$ 55,000	73%
Grants	7	\$ 100,500	20	\$ 493,271	11	\$ 225,000	45%
Capital Projects	33	\$ 30,507	10	\$ 15,201	17	\$ 50,000	61%
Total	63	\$ 171,196	51	\$ 554,222	51	\$ 330,000	52%
Planned Giving							
Bequests	3	\$ 25,000	-	\$ -		\$ -	
Total	3	\$ 25,000	-	\$ -		\$ -	
Total Giving	1308	\$ 379,343	1333	\$ 709,737		\$ 478,200	79%

Executive Dashboard



Annual Giving Donations by Month



5-YEAR HISTORY

5-year History

Total Giving

	2010-11	2011-12	2012-13	2013-14	2014-15
Total Giving	\$458,388	\$252,347	\$379,283	\$709,736	\$380,509
Total Donors	960	1,437	1,362	1,333	1,308
Distribution to PCLS	\$411,385	\$238,442	\$320,055	\$531,357	\$481,716

Unrestricted vs. Restricted

	2010-11	2011-12	2012-13	2013-14	2014-15
Unrestricted	\$146,591	\$122,880	\$128,165	\$189,556	\$145,570
Restricted	311,797	129,467	\$251,118	520,180	\$234,939

Operation Costs as a percentage of Total Revenue

	2010-11	%	2011-12	%	2012-13	%	2013-14	%	2014-15	%
Operational Costs	\$ 33,970	7%	\$ 59,462	24%	\$ 45,129	11.9%	\$49,085	6.8%	\$44,738	12%

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Pierce County Library Foundation

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Tacoma WA 98446

Tel 253 548-3541

www.piercecounylibrary.org/foundation

MEMO



Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: Non-represented employee wages and benefits for 2016

During every December Board meeting the Board sets the wages and benefits for the following fiscal year for those employees of the Library System who are not represented by a union.

We are using the Singer compensation study recommendations as a method to setting non-represented employee wages and benefits, and will bring a resolution to you during the Board meeting.

MEMO



Date: December 1, 2015

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

From: Georgia Lomax, Executive Director

Subject: Election of 2016 Board of Trustee Officers

At this time each year, the Board elects new officers. You will be electing a Board Chair and Vice-Chair. The Chair and Vice-Chair will take office at the January meeting.

MEMO

Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: Public Works Procurement Policy—Modification

During our 2013-14 fiscal and accountability audit, our auditor Chris Ruiz that our Public Works Procurement Policy does not match our process (see policy on the next page). The policy was approved by the Board in April 2010 and allows for the Library to utilize a *limited public works process* or a *small works roster policy*. With few exceptions, the Library has utilized the competitive bidding process offered in limited public works projects in lieu of the small works roster, and we have been in compliance with bidding criteria and requirements.

The policy, however, is confusing because it cites RCW 39.04,155, which is entirely about the small works roster, as our process without citing other RCW sections related to limited public works. It therefore reads as if the only process we will follow is the small works roster. The amendment to the policy simply strikes the cited clause, which then allows for the preceding clause to stand as selection between the two processes.

A Board motion is necessary to approve the amended policy.

Public Works Procurement Policy

POLICY STATEMENT

~~It is the policy of~~ Pierce County Library System ~~to use~~ a competitive ~~selection~~ process ~~of~~ to select vendors to perform public works related projects.

POLICY

When undertaking public works projects as defined in RCW 39.04.010, the Pierce County Library System will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library System, including, but not limited to, cost, but may use a bid process (lowest responsible bidder) if it is in the best interest of the Library System.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law.

In the alternative, the Library System may undertake public works projects using a limited public works process or a small works roster process, ~~in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.~~

The Library System will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.

References

Revised Code of Washington, sections 39.04.010 and 39.04.155.

Board Policy 3.18

Adopted by the Board of Trustees of the Pierce County Library System, April 14, 2010.

MEMO



Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: Food Purchase Policy

During a review of our policies, we noted a need for a policy related to purchasing food using Library funds. Attached is a brief policy, to which I will discuss during the Board meeting.

Food Purchase Policy

POLICY STATEMENT

Pierce County Library System offers activities, events, and meetings to support its mission. On occasion, the Library may provide food and beverages, and purchase these out of Library funds.

POLICY

At the Executive Director's discretion (or designee), the Library may purchase food and beverages and serve them in connection with Library-sponsored activities, events, and meetings.

Purchases shall be inexpensive and the effort necessary to purchase, prepare, and present shall be minimum in nature.

Purchases will abide by the Library's purchasing policies and procedures.

Purchase of alcoholic beverages with Library funds is not allowed.

MEMO

Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: Communications Department High-Speed Printer

Included in the 2016 Capital Improvement Plan is a project to replace the Communications Department's high-speed printer, which was briefly mentioned during the last Board meeting.

The Library's current Xerox DocuColor 5000 printer is at life end, mostly due to its inability to upgrade past the 13-year old Microsoft Windows XP operating system. This limitation makes it significantly difficult to maintain and support on our network. This system was purchased in late 2008 and has been in successful use during the past seven years. At the time, compared to leasing, the return-on-investment was calculated as six years, and the Communications Department committed to using it for at least six years.

This summer, Communications staff researched comparable equipment, configurations, and cost, and recommended purchasing a Xerox Versant 2100 printer. We went out to bid in early October and received two bids. The winning bidder was QBSI, who submitted a bid for \$171,272.69, which included a turn-in value of \$6,500 for the current printer. Normally, the Xerox Versant 2100 printer costs nearly \$300,000, but QBSI extended the cost that it submitted for City of Renton via an Interlocal Agreement.

In terms of benefits, the Xerox/QBSI structured the usage contracts based on actual items printed instead of a set monthly number. This is of benefit to the Library because we don't always have the print job quantity to match the contract (either too little or too much), and have sometimes had to pay more due to overage. Also, the amount of time spent operating the printer is substantially less, and we anticipate saving approximately a day per week of print technician time.

We are asking the Board to approve purchase for the printer, not to exceed \$175,000 (while we anticipate the cost will be as bid, there may be ancillary vendor costs related to delivering/installing the printer, new power and cabling requirements, and other unanticipated needs). The printer will be charged to the 2016 fiscal year for capital improvements.

Officers Reports

MEMO



Date: November 30, 2015

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

From: Clifford Jo, Finance & Business Director

Subject: 2013-14 Audit Update

Chris Ruiz, our assigned auditor, has nearly completed our 2013-14 fiscal audit. At this time, we are not anticipating any findings or management letters, but Chris indicated he will bring some recommendations to present during the exit interview. We will be scheduling the exit interview to occur during the second week of December; if it occurs before the Board meeting we will brief the Board on the results.

MEMO

Date: November 30, 2015

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

From: Jaime Prothro, Customer Experience Managers

Subject: DIY Fest

Pierce County Library System hosted its second annual DIY Fest at Sprinker Recreation Center in Parkland/Spanaway on Saturday, November 7 from 10am-3pm. This year's event brought together community members to learn about all things DIY from experts in over thirty topics that were selected to help save money, time, and explore a creative side. Attendance at the event was outstanding – 1000 people came throughout the day, a 100% increase over 2014.

Based on customer feedback, the library chose to move locations from the Fruitland Grange in order to provide more space for exhibitors and easier parking. Pierce County Parks & Recreation were outstanding partners, providing the space, setup, and advertising at no cost.

Exhibitors provided hands-on and free activities to help teach and expose attendees to skills of interest on the following topics:

- 17th Century DIY
- Balloon Creations
- Beekeeping
- Berry Ink
- Bike Repair
- Pierce Conservation District
- Crochet
- DIY Health
- Fermentation
- Fiber Prep & Spinning
- Food Preservation
- Ham Radio
- Home Repair
- Hoop Houses
- Kids Crafts
- Knitting
- Local, Healthy Food
- Mushrooms & Woodwork
- Native Plants
- Permaculture Design
- Quilting
- Rain Barrels
- Raising Rabbits
- Science
- Sewing Machine Repairs
- Tools
- Tree Planting
- Ukuleles
- Upcycled Gifts

Local food trucks provided great eats at the event!

Participants had opportunity to spend more in depth time talking with local authors and practitioners who presented on urban farming, beekeeping, and raising rabbits. Kitchen demonstrations provided

instruction on making homemade healthy dog food, tamales, fermented foods, homemade cleaning products, and Indian food. A local group's barter faire was held at DIY Fest to introduce people to ways to share homemade items without spending money.

The library showcased its programs like Science to Go and the many DIY collections and resources available, resulting in an enriching day where the library's main role was to serve as a connector to local experts and enthusiasts. Overall customer feedback was positive and will be helpful in planning the 2016 event.





MEMO

Date: December 2, 2015

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

From: Chereé Green, Staff Experience Director

Subject: Local 3787 Election Results

Elections were recently held to fill three open Executive Board officer positions and a Trustee position in the Library's Union. The following staff members have been elected to serve during the next term:

President—**Dianne Ellis**, Assistant Branch Supervisor, South Hill

Vice President—**Aisha Womack**, Senior Branch Assistant, Sumner

Secretary—**Barbie Swayze**, Senior IT Technician, Administrative Center and Library

Chief Shop Steward—**Yuri Button**, Senior Branch Assistant, Lakewood

Treasurer— **Michelle Angell**, Librarian, Lakewood

Trustee –**John Bornicke**, Facilities Operation Lead, Administrative Center and Library

Trustee – **Danielle Marlin**, Library Page, Summit

Trustee – **Irene Poshtkouhi**, Senior Branch Assistant, Tillicum

Executive Session

At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss contract negotiations, personnel and the Executive Director evaluation.

New Business (continued)

MEMO



Date: December 1, 2015

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

From: Georgia Lomax, Executive Director

Subject: 2016 Executive Director Salary Agreement

In order to set the 2016 wage for the Executive Director, the Board needs to pass the following motion to authorize the agreement.

Move to authorize (a representative of the Board) to implement a salary agreement with the Executive Director for 2016.

Pierce County Library FYI Packet
Link List
December 9, 2015

Pierce County Library in the News

- [Need a Media Mentor? Head to the Library!](#) (ParentMap)—Judy Nelson is mentioned
- [When the Subject Is Death: Forums to discuss mortality come to libraries](#) (Gig Harbor Library mentioned) American Libraries Magazine
- [Open Lab provides free IT certification exams for veterans](#) (The Seattle Times)
- [Around the Sound: Comparing PC Library with Library of Congress](#) (The Suburban Times)
- [WorkForce Central CEO interview](#) (mentions PCLS), ResCare Workforce Services Network, video, 11 minutes

Other Libraries

Seattle Public Library Rebrand Issue

- [Seattle Public Library rejects new name, logo](#) (KOMO 4 News)
- [Board votes down new Seattle Public Library name, logo](#) (KING 5 News)
- Op-ed: [How do donors feel after Seattle library vaporizes \\$365K on rebranding](#) (MyNorthwest.com)
- [The Seattle Public Library Rebrand: What went wrong? And what can we learn?](#) (Claxon Marketing)
- [King County Library System book-sorting crew reclaims 'national' title](#), Seattle Times

2015 BOARD OF TRUSTEES CALENDAR OF WORK

Date	Strategic/Policy	Routine
January 14	<ul style="list-style-type: none"> • 2015 Board of Trustees Calendar of Work • Board Code of Conduct/Ethics • Leadership Academy • Employee Communication Survey • Compensation Study • E-Rate Program 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2015 Legislative Day • STAR Libraries • Executive Director Activities
<i>Jan 30-Feb 3 American Library Association (ALA) Mid-Winter Conference, Chicago IL</i>		
February 11	<ul style="list-style-type: none"> • US Open at the Library Preview • Open Hours • Annual Branch Service Plans- 2014 Evaluation • 2015 Library Legislative Day • Trustee Policy on Ethics, Conduct and Responsibilities • Strategic Action Plan 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • 2015 Legislation Related to Libraries • 2015 Pierce County Library Foundation Agreement • PC Reads Preview • Executive Director Activities • Introduce New R&M Director
March 11	<ul style="list-style-type: none"> • Fife Library Update - Surrounding Development • Trustee Vacancy Process (Al Rose's term exp. 7/20/15) • Meaningful Metrics • 2015 Work Plan/Strategic Planning Process • Employee Engagement Survey • Employee Communications Work Plan • Leadership Competencies/Development • Compensation Study 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Statement • PC Reads Update • Executive Director Activities • WLA Presentations • Library Legislation
April 8	<ul style="list-style-type: none"> • 2014 Reciprocal Borrowing Report • Strategic Planning Process • Fife Library Update - Surrounding Development • E-Rate Program • 2015 Laptop Labs • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Executive Director Activities
<i>April 15 - 17 Oregon Library Association/Washington Library Association (OLA/WLA) Conference, Marysville WA</i>		
May 13	<ul style="list-style-type: none"> • 2014 Year-End Financial Review • Repositioning Card Drive Resources • Trustee Branch Visits • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • ULC Innovations Initiative • IRS Tax Form 990 • Summer Reading Program • Executive Director Activities • PC Reads Results
June 10	<ul style="list-style-type: none"> • 2014 Capital Projects – Year End Report • 2015 Mid-Year Budget Process • Legal Counsel • Trustee Vacancy Process 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Our Own Expressions • Executive Director Activities • Regional Trustees' Gathering • Evaluate Electronic FYI Packet
<i>June 25 -30 American Library Association (ALA) Annual Conference, San Francisco CA</i>		
July 8	<ul style="list-style-type: none"> • 2015 Mid-Year Accountability Budget Process • Deputy Director Hiring Update • Fife Library Frontage, Access and Connection Project • ACL Evaluation of Pilot/Next Steps • L&I Update • 18 Month Work Plan 	<ul style="list-style-type: none"> • Monthly Dashboard • Monthly Financial Report • Executive Director Activities • 2015 Property Values for 2016 Tax Levy

Date	Strategic/Policy	Routine
July 8 cont.	<ul style="list-style-type: none"> New Trustee Appointment 	
August 12	<ul style="list-style-type: none"> 2015 Mid-year Accountability Budget (Operating & Capital) 2016 Budget: Budget Process and Calendar Fiscal Management Policy 2016 Contract Negotiations Deputy Director Hiring Update Fixed Function PCs 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report IRS Tax Form 990 Final Review Executive Director Activities
September 9	<ul style="list-style-type: none"> 2016 Budget: Estimated Revenue and Expenditures 2016 Contract Negotiations Fiscal Management Policy Deputy Director Hiring Update 2016 Work Plan Compensation Study 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report Executive Director Activities Our Own Expressions WIOA Core Partnership
October 21	<ul style="list-style-type: none"> 2016 Revenue and Expenditures Draft 2016 Materials Budget Summary 2016 Preliminary Levy Certification and IPD 2016 – 2019 Cash Flow Special Purpose Fund Project Fiscal Management Policy Strategic Planning Process 2016 Work Plan 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Statement 2016 Board Meeting Schedule Executive Director Activities Summer Reading Program Report
November 18	<ul style="list-style-type: none"> First Public Hearing Regarding 2016 Budget Review of Draft 2016 Budget and Capital Improvement Plan Review And Approval To Certify Property Taxes To Be Levied For Collection in 2016 Review Of Regular 2015 Capital Improvement Budget and 2016 Capital Improvement Plan Special Purpose Fund Project 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report <i>Resolution</i>: Schedule of Recurring Meetings Executive Director Activities Resolution: Cancellation of unredeemed warrants 2013-14 Audit
December 9	<ul style="list-style-type: none"> Second Public Hearing Regarding 2016 budget Resolution to transfer a portion of the fund balance of the general fund to the capital improvement fund Resolution to Adopt 2016 Budget Resolution to Adopt 2016 Capital Improvement Fund Budget Motion to certify property taxes to be levied for collection in 2016 (if needed) Resolution to set 2016 wages for non-represented staff 2016 Election of Officers Negotiate 2016 Executive Director agreement Resolution to Adopt Special Purpose Fund Project Food Policy Public Works Procurement Policy Communications High-Speed Printer Purchase 	<ul style="list-style-type: none"> Monthly Dashboard Monthly Financial Report 2016 Insurance Renewal Staff Professional Development Executive Director Activities Pierce County Library Foundation Annual Report DIY Fest Local 3787 Election Results