

## AGENDA

### Regular Meeting of the Pierce County Library System Board of Trustees March 9, 2016 3:30 pm

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3:30 pm	01 min.	<b>Call to Order:</b> Rob Allen, Chair	
3:31 pm	05 min.	<b>Public Comment:</b> <i>This is time set aside for members of the public to speak to the Board of Trustees. Unless the item you wish to discuss is of an emergency nature, the Board ordinarily takes matters under advisement before taking action. Please sign up at the time of the meeting to speak during the Public Comment period, and limit your comments to three minutes.</i>	
3:36 pm	04 min.	<b>Consent Agenda</b>	<b>ACTION</b>
		1. Approval of Minutes of the February 9, 2016, Regular Meeting	
		2. Approval of February 2016 Payroll, Benefits and Vouchers	
3:40 pm	05 min.	<b>Board Member Reports</b>	
3:45 pm	10 min.	<b>Routine Reports</b>	
		1. Dashboard, Georgia Lomax	
		2. February 2016 Financial Report, Dale Hough	
		3. Executive Director Report, Georgia Lomax	
3:55 pm	15 min.	<b>New Business</b>	
		1. 2015 Pierce County Library Foundation Agreement, Clifford Jo & Lynne Hoffman	<b>ACTION</b>
4:10 pm	10 min	<b>Executive Session:</b> <i>At this time on the agenda, the Board of Trustees will recess to Executive Session, per RCW 42.30.110, to discuss contractual issues.</i>	
4:20 pm	15 min.	<b>New Business (cont.)</b>	
		2. Ratification of 2016-2018 Collective Bargaining Agreement, Chereé Green	<b>ACTION</b>
4:35 pm	20 min.	<b>Board Education and Service Reports</b>	
		1. Strategic Planning Update, Georgia Lomax	
4:55 pm	20 min.	<b>Officers Reports</b>	
		1. Kati Irons Perez - Public Library Award, Melinda Chesbro	
		2. ULC Forum Update, Georgia Lomax	
		3. Security Patrols, Melinda Chesbro	
		4. PC Reads Update, Linda Farmer	
		5. Vacancy Updates, Melinda Chesbro	
5:15 pm	01 min.	<b>Announcements</b>	
5:16 pm		<b>Adjournment</b>	

# Consent Agenda

**CALL TO ORDER**

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

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. Approval of Minutes of the January 13, 2016, Regular Meeting
2. January 2016 Payroll, Benefits and Vouchers
  - Payroll Warrants 3663-3672, dated 01/01/16-01/31/16 in the amount of \$6170.48
  - Payroll Disbursement Voucher dated 01/06/16 in the amount of \$668,425.19
  - Payroll Disbursement Voucher dated 01/21/16 in the amount of \$594,137.65
  - Accounts Payable Warrants 625344-625530 dated 01/01/16-01/31/16 in the amount of \$1,811,103.56
3. Approval of Purchase for Additional Dell Server Disk Drives

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

**BOARD REPORTS**

There were no Board Reports.

**ROUTINE REPORTS**

**Dashboard** - Ms. Lomax said development of new reports is underway for the future.

**January 2016 Financial Report** - Dale Hough, Finance Manager, directed the Board's attention to the addition of a more detailed summary page that will now be included with his monthly financial report.

**Executive Director Activities** - Ms. Lomax reviewed her activities for January. She invited the Board to join her at the Tacoma Community House Annual Luncheon being held April 1, 2016.

**UNFINISHED BUSINESS**

**2016 Work Plan** – Ms. Chesbro reviewed the process the Library will undertake for future planning, implementation and evaluation. She shared the timeline developed to ensure planning takes place early enough in the year to inform the following year's budget. Periodic check-ins with both the leadership team and the Board are built into the timeline. The planning process for the 2017 budget year will begin in July 2016.

Ms. Chesbro said a large part of the planning process includes setting goals and determining how to measure achievement of those goals. Measurable outcomes will be developed as projects are planned. She said the process will align well with the strategic plan since the analysis and feedback from BERK Consulting will be complete when the Library begins planning for 2017.

Ms. Lomax said as the Library leads up to the 2017 budget hearings, this new planning process will identify budget items well in advance and provide context for the Board.

## NEW BUSINESS

**Purchasing and Procurement Policy** – Ms. Chesbro said the current purchasing policy is an administrative policy. The Library felt it would be helpful to have a Board policy as well.

Chair Allen asked the Library to bring additional information to the Board for further discussion.

## BOARD EDUCATION AND SERVICE REPORTS

**Pierce County READS Preview** – Jaime Prothro, Customer Experience Manager, gave an overview of the five books by prolific Native American author Sherman Alexie featured in this year's event. They include War Dances, Flight, The Absolutely True Diary of a Part-Time Indian, The Lone Ranger and Tonto Fist Fight in Heaven and Reservation Blues.

This year's programs include 16 book discussions, six film discussions, comedy contests, poetry readings, and museum displays and guided tours. Linda Farmer, Communications Director said program details are being announced March 6, 2016, to give people an opportunity to read the book first. The News Tribune, the Library's co-presenter, will include a full feature article on that date to highlight the various programs taking place throughout the community.

The Library is once again promoting the Read and Release aspect of the program this year. There are opportunities to share comments online and in the back of the book prior to releasing it into the community.

Ms. Farmer gave special thanks to the Pierce County Library Foundation and donors for support. Lynne Hoffman, Foundation Director, noted a staff member made a generous \$15,000 donation to the Pierce County Reads budget for the 10<sup>th</sup> Anniversary of the event next year.

Ms. Lomax announced the Puyallup Tribe as a new partner this year.

**Strategic Planning Update** - Ms. Lomax shared an overview of the informational presentation provided to staff outlining the process. The official launch is February 12, 2016. During the first phase, the planning team and BERK Consultants will gather information from the community and its key stakeholders. Ms. Lomax thanked the Board for their recommendations of stakeholders to be interviewed.

Ms. Lomax said during this phase the Board is being asked to bring awareness to the open house events and online survey. She invited the Board to attend an open house event and asked them to circulate informational flyers among their network.

Ms. Lomax said as trends emerge from this phase of the process, they will be shared with the Board. She said the Library would be looking to the Board for increased input during the analysis phase of the process.

Ms. Lomax said the work plan and strategic plan will be aligned and will provide the Library the guidance to continue to meet the needs of the community.

## OFFICER REPORTS

Ms. Lomax announced the departure of Jennifer Patterson, Customer Experience Manager and Interim Customer Experience Director, and thanked her for her years of dedication and service to the Library.

**Legislative Day** – Ms. Lomax reported the Library was well received by the legislators.

**Staff Engagement Survey Opportunity Teams** – Ms. Lomax said the process was successful and both the Administrative team and the Opportunity teams worked well to identify how to improve staff engagement and workplace culture.

**Library Legislation** – Ms. Lomax said House Bills 2426 and 2532 are still in the Rules Committee.

**2016 Revised Levy Certification** - Ms. Lomax noted the Library has received additional revenue property tax from King County for portions of Pacific and Auburn that are in Pierce County.

**EXECUTIVE SESSION**

At 5:25 pm Ms. Albers moved to recess to Executive Session, per RCW 42.30.110, to discuss contractual issues for twenty minutes. Ms. Ishem seconded the motion and it was passed. The Session ended at 5:47 pm.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

The meeting was adjourned at 5:48 pm on motion by Ms. Albers, seconded by Ms. Butler.

\_\_\_\_\_  
Georgia Lomax, Secretary

\_\_\_\_\_  
Rob Allen, Chair

## February 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3673--3675	2/1/16-2/29/16	\$1,869.77
Electronic Payments - Payroll & Acct Payable		02/05/16	\$579,144.38
Electronic Payments - Payroll & Acct Payable		02/26/16	\$591,316.29
Accounts Payable Warrants	625531-625650	2/1/16-2/29/16	<u>\$1,134,375.57</u>
<b>Total:</b>			<b><u><u>\$2,306,706.01</u></u></b>

**Check History Listing**  
Pierce County Library System

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<u>Check #</u>	<u>Bank</u>	<u>Date</u>	<u>Paid to</u>	<u>Status</u>	<u>Can/Vd Date</u>	<u>Pay Period Dates</u>	<u>Dir Dep</u>	<u>Amount</u>
3673	pr	02/05/2016	MAURINS, ANALISE			01/16/16 - 01/31/16	0.00	307.97
3674	pr	02/22/2016	MAURINS, ANALISE			02/01/16 - 02/15/16	0.00	406.27
3675	pr	02/22/2016	HOOVER, ARTHUR			02/01/16 - 02/15/16	0.00	1,155.53
<b>Total:</b>							<b>0.00</b>	<b>1,869.77</b>

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Checks in report: 3

**Grand Total:** 0.00 1,869.77

# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan  
 Contact Phone: 253-548-3449  
 Contact e-mail: rnguessan@piercecountylibrary.org  
 Comments: payday 2/05/2016

Withdrawal Date: 02/05/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	59,760.44
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	44,276.57
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	44,276.57
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	412,887.82
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-01	5100000	12,119.50
PCL_Company	VOYA	237100	CC_Library_District	697-01	5100000	3,647.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,551.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-01	5100000	625.00
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	-
	<b>FICA adjustment (SPS)</b>	237100	CC_Library_District	697-01	5100000	
Total Deposit						\$ 579,144.38

Certification:

Rosalind Nguessan  
 Signature ( Department Designee)

2/4/16  
 Date

Comments:



# Ad-hoc bank transaction (Withdrawal)

## PCL\_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name: Rosalind Nguessan  
 Contact Phone: 253-548-3449  
 Contact e-mail: rnguessan@piercecountylibrary.org  
 Comments: payday 2/22/2016

Withdrawal Date: 02/19/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-01	5100000	62,478.75
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-01	5100000	45,291.91
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-01	5100000	45,291.91
PCL_Company	DIR DEP	237100	CC_Library_District	697-01	5100000	418,492.33
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	3,647.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-01	5100000	1,560.48
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	209.45
PCL_Company	Department of Revenue	237100	CC_Library_District	697-01	5100000	1,649.96
	<b>FICA adjustment (SPS)</b>	237100	CC_Library_District	697-01	5100000	
Total Deposit						\$ 591,316.29

Certification:

Rosalind Nguessan  
 Signature ( Department Designee)

2/19/16  
 Date

Comments:

**Check History Listing**  
Pierce County Library System

Bank code: boa

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
625531	02/04/2016	000363 OVERALL LAUNDRY SERV. DBAARAMARI		36.82
625532	02/04/2016	000175 ASSOCIATION OF WASHINGTON CITI		14,624.72
625533	02/04/2016	006410 C2		2,560.00
625534	02/04/2016	000895 COLUMBIA BANK		50.00
625535	02/04/2016	005272 GREEN EFFECTS INC		551.37
625536	02/04/2016	006336 GRIT CITY PHOTOGRAPHY		453.80
625537	02/04/2016	005157 LOVSTED WORTHINGTON LLC		720.00
625538	02/04/2016	001345 MICHAEL'S CUSTOM UPHOLSTERY		1,341.24
625539	02/04/2016	003985 PACIFICSOURCE ADMINISTRATORS		500.00
625540	02/04/2016	001005 PETTY CASH CUSTODIAN		140.37
625541	02/04/2016	000370 PIERCE COUNTY		1,368.00
625542	02/04/2016	005734 PRIME MEDIA ACQUISITION CORP		910.00
625543	02/04/2016	001290 REGIONAL BUILDING SVCS CORP		507.25
625544	02/04/2016	006331 SURPRISE LAKE SQUARE LLC		8,189.18
625545	02/04/2016	000497 TILlicum COMMUNITY SERVICE CEN		1,823.62
625546	02/04/2016	001821 TYLER TECHNOLOGIES INC		916.74
625547	02/04/2016	000635 WAYNES ROOFING INC		3,087.53
625548	02/04/2016	000534 WCP SOLUTIONS		1,728.01
625549	02/05/2016	003778 AFLAC		2,977.76
625550	02/05/2016	000828 AFSCME AFL-CIO		5,932.04
625551	02/05/2016	000175 ASSOCIATION OF WASHINGTON CITI		187,535.49
625552	02/05/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		281.12
625553	02/05/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
625554	02/05/2016	001181 PIERCE CTY LIBRARY FOUNDATION		375.55
625555	02/05/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
625556	02/05/2016	000823 UNITED WAY		171.00
625557	02/05/2016	004782 US DEPARTMENT OF EDUCATION		171.67
625558	02/05/2016	000827 WA STATE- DEPT OF RETIREMENT S		97,501.31
625559	02/05/2016	000830 BAKER & TAYLOR		5,585.19
625560	02/05/2016	000242 BUCKLEY CITY OF		227.52
625561	02/05/2016	000093 PAYMENT PROCESSING CENTER EBSCO		372.69
625562	02/05/2016	001643 IMPACT		30.34
625563	02/05/2016	000243 INGRAM LIBRARY SERVICES		8,330.19
625564	02/05/2016	000352 MIDWEST TAPE		2,200.75
625565	02/05/2016	000377 PUGET SOUND ENERGY		3,797.09
625566	02/05/2016	001761 READ THE BOOKS		2,910.00
625567	02/05/2016	000406 RECORDED BOOKS LLC		1,357.92
625568	02/05/2016	000460 STEILACOOM TOWN OF		839.96

**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>
625569	02/08/2016	000371 PIERCE COUNTY LIBRARY SYSTEM		16,784.82
625570	02/11/2016	004022 US BANK		4,572.24
625571	02/11/2016	004022 US BANK		52,488.77
625572	02/11/2016	004022 US BANK		26,056.29
625573	02/12/2016	004022 US BANK		153,730.11
625574	02/12/2016	003938 BINW		1,010.10
625575	02/12/2016	000895 COLUMBIA BANK		289.23
625576	02/12/2016	005272 GREEN EFFECTS INC		6,005.62
625577	02/12/2016	005979 METCO ELECTRIC		399.76
625578	02/12/2016	001941 JUDY T NELSON		66.35
625579	02/12/2016	001586 NORTHWEST DOOR INC		853.97
625580	02/12/2016	004036 NORTHWEST PRINTERS SUPPLY		24,984.77
625581	02/12/2016	006398 NWCW LLC		1,904.93
625582	02/12/2016	000857 PIERCE COUNTY RECYCLING		202.76
625583	02/12/2016	004018 STAPLES INC		906.36
625584	02/12/2016	003719 UNIQUE MANAGEMENT SERVICES		1,951.10
625585	02/12/2016	002085 CINDY DARGAN		29.99
625586	02/12/2016	000020 ELISE DEGUISEPPI		478.92
625587	02/12/2016	006423 SOK DUONG HOY		6.99
625588	02/12/2016	006425 JANA JONES		7.99
625589	02/12/2016	005444 MERGENT INC		21,000.00
625590	02/12/2016	006426 ALONNA PACK		41.94
625591	02/12/2016	000377 PUGET SOUND ENERGY		1,006.49
625592	02/12/2016	006424 CORINNE REISNOUER		12.80
625593	02/12/2016	000541 STATE OF WASHINGTON		359.55
625594	02/12/2016	006422 JESSICA ZELLER		12.30
625595	02/22/2016	003778 AFLAC		5,754.70
625596	02/22/2016	000828 AFSCME AFL-CIO		5,968.17
625597	02/22/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		562.24
625598	02/22/2016	006414 GC SERVICES, LP		171.80
625599	02/22/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
625600	02/22/2016	001181 PIERCE CTY LIBRARY FOUNDATION		375.55
625601	02/22/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
625602	02/22/2016	000823 UNITED WAY		171.00
625603	02/22/2016	004782 US DEPARTMENT OF EDUCATION		187.86
625604	02/22/2016	001355 VOLUNTARY EMPLOYEES' BENEFICIA		1,447.85
625605	02/22/2016	000827 WA STATE- DEPT OF RETIREMENT S		100,750.19
625606	02/22/2016	004022 US BANK		58,881.95
625607	02/22/2016	000830 BAKER & TAYLOR		31,028.22

**Check History Listing**  
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
625608	02/22/2016	000087 BLACKSTONE AUDIO BOOKS INC		120.00
625609	02/22/2016	005652 CAVENDISH SQUARE		1,557.24
625610	02/22/2016	000847 CENTER POINT PUBLISHING		1,173.12
625611	02/22/2016	000093 PAYMENT PROCESSING CENTER EBSCO		7.23
625612	02/22/2016	000243 INGRAM LIBRARY SERVICES		20,557.57
625613	02/22/2016	000352 MIDWEST TAPE	V	0.00
625614	02/22/2016	000352 MIDWEST TAPE		102,140.78
625615	02/22/2016	001419 PENGUIN RANDOM HOUSE LLC		98.46
625616	02/22/2016	000406 RECORDED BOOKS LLC		828.77
625617	02/22/2016	001060 SCHOLASTIC LIBRARY PUBLISHING		1,493.61
625618	02/22/2016	000451 SEATTLE TIMES SEATTLE PI		420.95
625619	02/22/2016	000463 SUMMIT WATER & SUPPLY CO		306.28
625620	02/22/2016	004724 TUMBLEWEED PRESS INC		4,500.00
625621	02/22/2016	000535 WESTON WOODS STUDIOS		525.16
625622	02/23/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		18.41
625623	02/23/2016	006410 C2		3,660.00
625624	02/23/2016	006390 ECKART COMMUNICATIONS		262.50
625625	02/23/2016	005862 ELITE PROPERTY INVESTMENTS LLC		9,399.18
625626	02/23/2016	005283 E-RATE EXPERTISE INC		1,400.00
625627	02/23/2016	001875 LINDA ESKESEN		71.88
625628	02/23/2016	001560 GRAHAM BUSINESS ASSOCIATION		150.00
625629	02/23/2016	004933 NORTHWEST HEALTH & SAFETY INC		142.17
625630	02/23/2016	000370 PIERCE COUNTY		500.00
625631	02/23/2016	001821 TYLER TECHNOLOGIES INC		825.00
625632	02/24/2016	005813 MY HERITAGE USA INC		8,240.00
625633	02/24/2016	000362 ORTING CITY OF		1,875.41
625634	02/26/2016	003938 BINW		1,642.49
625635	02/26/2016	004585 COOS BAY PUBLIC LIBRARY		12.00
625636	02/26/2016	006310 INTRACOMMUNICATION NETWORK SYS		619.20
625637	02/26/2016	000254 KING COUNTY LIBRARY		102.87
625638	02/26/2016	003985 PACIFICSOURCE ADMINISTRATORS		169.75
625639	02/26/2016	000370 PIERCE COUNTY		377.00
625640	02/26/2016	006331 SURPRISE LAKE SQUARE LLC		8,188.57
625641	02/26/2016	000635 WAYNES ROOFING INC		1,950.06
625642	02/26/2016	000534 WCP SOLUTIONS		174.37
625643	02/26/2016	006434 TAMARA BOHNER		731.16
625644	02/26/2016	000830 BAKER & TAYLOR		16,698.48
625645	02/26/2016	000189 BAKER & TAYLOR ENTERTAINMENT		232.78
625646	02/26/2016	000243 INGRAM LIBRARY SERVICES		12,030.82

**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>
625647	02/26/2016	000352 MIDWEST TAPE	V	0.00
625648	02/26/2016	000352 MIDWEST TAPE		47,262.96
625649	02/26/2016	000323 NEWS TRIBUNE		374.40
625650	02/26/2016	000406 RECORDED BOOKS LLC		162.46

**boa Total:** 1,134,375.57

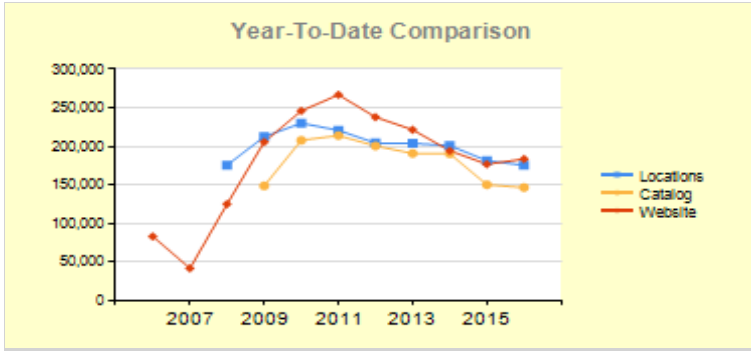
120 checks in this report

**Total Checks:** 1,134,375.57

# Routine Reports

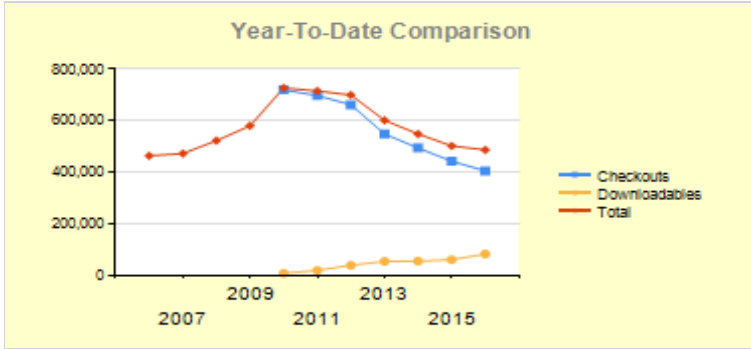
# CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JANUARY

## VISITS



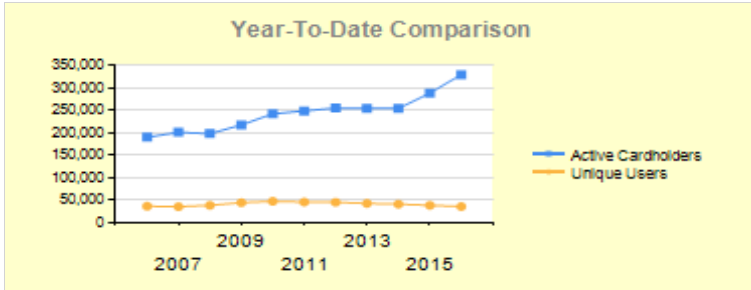
	January		
	2015	2016	% Change
Door Count	136,504	125,635	-7.96%
Catalog	150,065	146,527	-2.36%
Website	176,756	183,524	3.83%
Job & Business Portal	2,263	2,962	30.89%
Military Portal	66	134	103.03%
<b>Total</b>	<b>465,654</b>	<b>458,782</b>	<b>-1.48%</b>

## CHECKOUTS



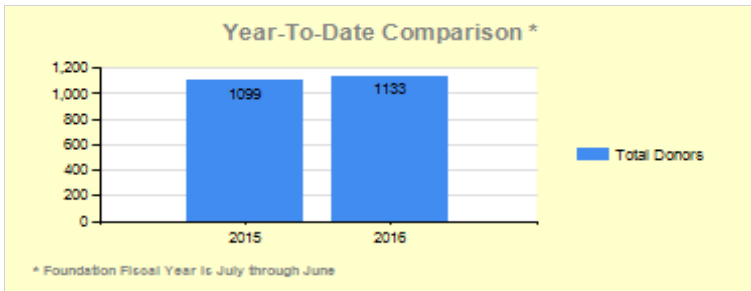
	January		
	2015	2016	% Change
Checkouts	445,325	409,493	-8.05%
Downloadables	59,571	81,707	37.16%
<b>Total</b>	<b>504,896</b>	<b>491,200</b>	<b>-2.71%</b>

## CUSTOMERS



	January		
	2015	2016	% Change
Active Cardholders	288,639	329,878	14.29%
New Cards	3,602	3,160	-12.27%
Checkout Transactions	87,078	78,824	-9.48%
Unique Users	37,561	34,949	-6.95%

## PHILANTHROPY



	January		
	2015	2016	% Change
FoundationDonors	84	133	58.33%
NewFoundationDonors	20	14	-30.00%
\$ Raised by Foundation	\$11,199.00	\$23,332.76	108.35%
\$ Provided by Friends	\$257.00	\$1,818.00	607.39%

## BRANCH CLOSURES

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

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

2015		
Location	Dates	Duration (days)
Gig Harbor	11/9-11/22	13

# Monthly Interim Financial Reports

## February 29, 2016

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### General Fund

- County Property Tax data not received – historically we receive around \$300,000 in taxes.
- Overtime is up due to unfilled positions being filled by other full-time staff, who are working extra.
- Many annual service agreements, leases and insurance are paid and/or encumbered in January for the entire year. These are usually one time per year events or a large encumbrance for a multi-month project. They impact percent expended of budget significantly. Examples include but are not limited to general fund accounts 54100 Professional Services (Strategic Plan), 54201 telecom services, 54501 and 54502 Leases, 54600 Insurance, 54901 Dues and Memberships and 54903 Licenses and Fees.
- Work on closing/finalizing all 2015 transactions continues.

### Debt Service Fund

- Minimal activity

### Special Purpose Fund

- Work with our software (Eden) vendor to properly create and format new fund continues.

### Capital Improvement Projects Fund

- Please refer to comment above regarding annual service agreements and one time payments. In the CIP account 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion. Vehicle Repair 54805, we had to remove/replace the ADA lift on one of the Sprinter vans.
- 56400 Machinery and equipment include the purchase of our new paper cutter totaling \$25k and the replacement of our compactor \$14k and a new WatchGuard Firewall appliance \$38k for our IT department.



**Pierce County Library System  
Statement of Financial Position - Interim  
February 29, 2016  
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
<b>Assets</b>				
<b>Current Assets - Cash</b>				
Cash	\$ 3,975,365	\$ -	\$ 83,738	\$ 742,858
Investments	\$ -	\$ -	\$ -	\$ -
<b>Total Cash</b>	<b>\$ 3,975,365</b>	<b>\$ -</b>	<b>\$ 83,738</b>	<b>\$ 742,858</b>
<b>Total Current Assets</b>	<b>\$ 3,975,365</b>	<b>\$ -</b>	<b>\$ 83,738</b>	<b>\$ 742,858</b>
<b>Liabilities and Fund Balance</b>				
<b>Current Liabilities</b>				
Warrants Payable	\$ 52,228	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,815	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 26,104	\$ -	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 83,148</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>				
Reserve for Encumbrances	\$ 869,782	\$ -	\$ -	\$ 186,539
Net Excess (Deficit)	\$ (4,755,466)	\$ -	\$ 13	\$ (204,516)
Unreserved Fund Balance	\$ 7,777,900	\$ -	\$ 83,725	\$ 760,834
<b>Total Fund Balance</b>	<b>\$ 3,892,217</b>	<b>\$ -</b>	<b>\$ 83,738</b>	<b>\$ 742,858</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 3,975,365</b>	<b>\$ -</b>	<b>\$ 83,738</b>	<b>\$ 742,858</b>
Anticipated Property Tax Revenue	\$ 28,999,932	N/A	\$ 12	N/A

<b>Pierce County Library System</b>													
<b>Comparative Statement of Financial Position - Interim</b>													
<b>General Fund - Rolling Comparison</b>													
<i>(as of the listed date of the reported month)</i>													
	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>HISTORICAL</i>	<i>CURRENT</i>
	<b>2/28/2015</b>	<b>3/30/2015</b>	<b>4/30/2015</b>	<b>5/31/2015</b>	<b>6/30/2015</b>	<b>7/31/2015</b>	<b>8/31/2015</b>	<b>9/30/2015</b>	<b>10/31/2015</b>	<b>11/30/2015</b>	<b>12/31/2015</b>	<b>1/31/2016</b>	<b>2/29/2016</b>
<b>Assets</b>													
<b>Current Assets - Cash</b>													
Cash	\$ 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	\$ 4,365,526	\$ 8,370,208	\$ 6,168,632	\$ 3,975,365
Investments	\$ 2,500,000	\$ -	\$ -	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -	\$ -	\$ -
<b>Total Cash</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,461</b>	<b>\$ 12,092,177</b>	<b>\$ 10,268,084</b>	<b>\$ 8,410,091</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,370,208</b>	<b>\$ 6,168,632</b>	<b>\$ 3,975,365</b>
<b>Total Current Assets</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,461</b>	<b>\$ 12,092,177</b>	<b>\$ 10,268,084</b>	<b>\$ 8,410,091</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,370,208</b>	<b>\$ 6,168,632</b>	<b>\$ 3,975,365</b>
<b>Liabilities and Fund Balance</b>													
<b>Current Liabilities</b>													
Warrants Payable	\$ 368,284	\$ 345,727	\$ 302,297	\$ 262,350	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 361,035	\$ 333,374	\$ 52,228
Sales Tax Payable	\$ 4,383	\$ 11,936	\$ 4,523	\$ 4,337	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 5,565	\$ 3,668	\$ 4,815
Payroll Taxes and Benefits Payable	\$ 41,786	\$ 43,400	\$ 10,667	\$ 28,290	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,161	\$ 13,391	\$ 26,104
<b>Total Current Liabilities</b>	<b>\$ 414,453</b>	<b>\$ 401,064</b>	<b>\$ 317,487</b>	<b>\$ 294,978</b>	<b>\$ 382,810</b>	<b>\$ 439,384</b>	<b>\$ 484,979</b>	<b>\$ 389,934</b>	<b>\$ 492,288</b>	<b>\$ 548,066</b>	<b>\$ 414,761</b>	<b>\$ 350,434</b>	<b>\$ 83,148</b>
<b>Fund Balance</b>													
Reserve for Encumbrances	\$ 438,268	\$ 397,093	\$ 454,484	\$ 401,208	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ 154,855	\$ 969,704	\$ 869,782
Net Excess (Deficit)	\$ (4,105,162)	\$ (4,895,451)	\$ 3,101,973	\$ 3,591,475	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ 496,075	\$ (2,929,405)	\$ (4,755,466)
Unreserved Fund Balance	\$ 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	\$ 7,304,517	\$ 7,777,900	\$ 7,777,900
<b>Total Fund Balance</b>	<b>\$ 4,121,757</b>	<b>\$ 3,306,158</b>	<b>\$ 11,360,974</b>	<b>\$ 11,797,199</b>	<b>\$ 9,885,274</b>	<b>\$ 7,970,707</b>	<b>\$ 4,927,125</b>	<b>\$ 3,389,961</b>	<b>\$ 10,436,489</b>	<b>\$ 10,517,460</b>	<b>\$ 7,955,447</b>	<b>\$ 5,818,199</b>	<b>\$ 3,892,217</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 4,536,210</b>	<b>\$ 3,707,222</b>	<b>\$ 11,678,461</b>	<b>\$ 12,092,177</b>	<b>\$ 10,268,084</b>	<b>\$ 8,410,091</b>	<b>\$ 5,412,104</b>	<b>\$ 3,779,894</b>	<b>\$ 10,928,777</b>	<b>\$ 11,065,526</b>	<b>\$ 8,370,208</b>	<b>\$ 6,168,632</b>	<b>\$ 3,975,365</b>
<b>Anticipated Property Tax Revenue</b>	<b>\$ 27,079,256</b>	<b>\$ 25,938,795</b>	<b>\$ 15,656,184</b>	<b>\$ 13,299,906</b>	<b>\$ 13,113,114</b>	<b>\$ 12,988,144</b>	<b>\$ 12,867,362</b>	<b>\$ 12,414,655</b>	<b>\$ 3,197,451</b>	<b>\$ 943,271</b>	<b>\$ -</b>	<b>\$ 28,999,932</b>	<b>\$ 28,999,932</b>

**PIERCE COUNTY LIBRARY SYSTEM**  
Statement of Revenue and Expenditures  
Year to Date February 29, 2016  
no pre-encumbrances

<b>General Fund</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 28,201,541	\$ 58,068	\$ -	\$ 28,143,473	0%
Other Revenue	\$ 1,508,000	\$ 372,702	\$ -	\$ 1,135,298	25%
<b>Total Revenue</b>	<b>\$ 29,709,541</b>	<b>\$ 430,770</b>	<b>\$ -</b>	<b>\$ 29,278,771</b>	<b>1%</b>
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 3,299,988	\$ -	\$ 17,593,038	16%
Materials	\$ 3,532,173	\$ 490,828	\$ -	\$ 3,041,345	14%
Maintenance and Operations	\$ 3,895,960	\$ 525,638	\$ 869,782	\$ 2,500,539	36%
Transfers Out - CIP	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
<b>Total Expenditures</b>	<b>\$ 29,709,541</b>	<b>\$ 4,316,454</b>	<b>\$ 869,782</b>	<b>\$ 24,523,305</b>	<b>17%</b>
Excess/(Deficit)		\$ (3,885,684)			
(less encumbrances)		(869,782)			
<b>Net Excess (Deficit)</b>		<b>\$ (4,755,466)</b>	<b>\$ (2,201,505)</b>	<b>\$ 2,553,960.97</b>	

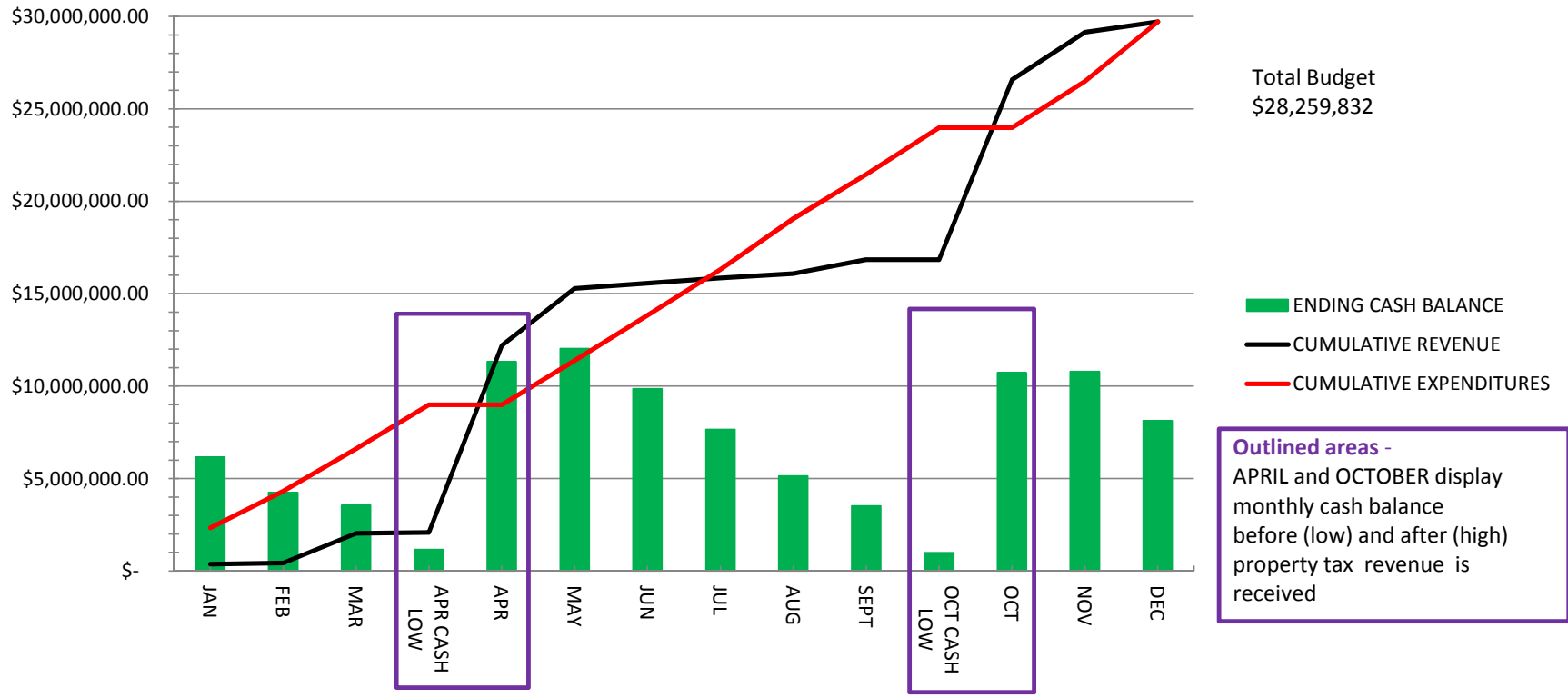
<b>Special Purpose Fund</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Programs	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
<b>Total Revenue</b>	<b>\$ 267,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267,000</b>	<b>0%</b>
Expenditures					
Programs	\$ 40,000	\$ -	\$ -	\$ 40,000	0%
Projects	\$ 227,000	\$ -	\$ -	\$ 227,000	0%
<b>Total Expenditures</b>	<b>\$ 267,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 267,000</b>	
Excess/(Deficit)		\$ -			
(less encumbrances)		-			
<b>Net Excess (Deficit)</b>		<b>\$ -</b>			

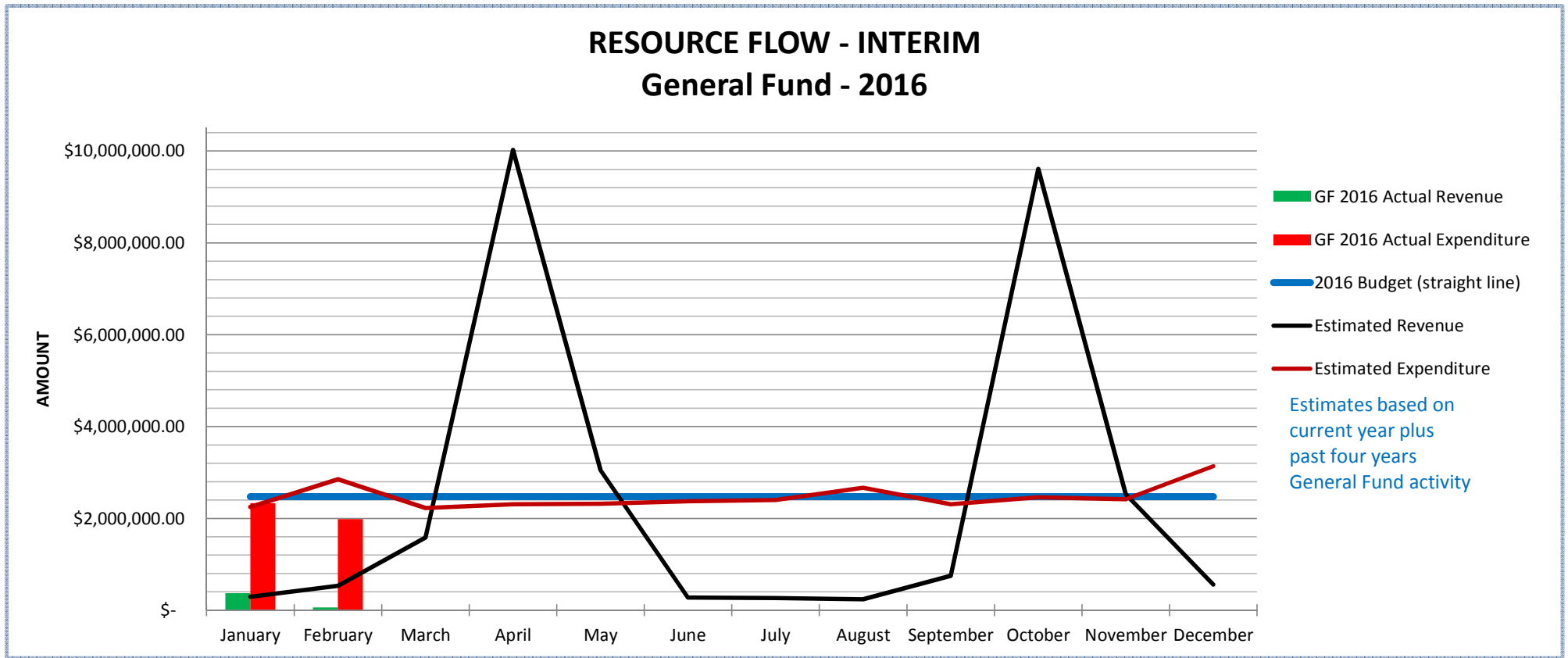
<b>Debt Service Fund</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 0	\$ -	\$ (0)	0%
Other Revenue	\$ -	\$ 13	\$ -	\$ (13)	0%
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 13</b>	<b>\$ -</b>	<b>\$ (13)</b>	<b>0%</b>
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Net Excess (Deficit)</b>		<b>\$ 13</b>			

**Capital Improvement Projects**

<b>Fund</b>	<b>2016 Budget</b>	<b>Year To Date</b>	<b>Encumbrances</b>	<b>Budget Balance</b>	<b>% of Budget</b>
Revenue					
Other Revenue	\$ 300,000	\$ 130	\$ -	\$ 299,870	0%
Transfers In	\$ 1,188,382	\$ 5,840	\$ -	\$ 1,182,542	0%
<b>Total Revenue</b>	<b>\$ 1,488,382</b>	<b>\$ 5,970</b>	<b>\$ -</b>	<b>\$ 1,482,412</b>	<b>0%</b>
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 23,947	\$ 186,539	\$ 1,277,896	14%
<b>Total Expenditures</b>	<b>\$ 1,488,382</b>	<b>\$ 23,947</b>	<b>\$ 186,539</b>	<b>\$ 1,277,896</b>	<b>14%</b>
Excess/(Deficit)		\$ (17,977)			
(less encumbrances)		(186,539)			
<b>Net Excess (Deficit)</b>		<b>\$ (204,516)</b>			

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





Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/29/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31111 PROPERTY TAXES CURRENT	27,294,700.00	0.00	2,500.04	0.00	27,292,199.96	0.01
31112 PROPERTY TAXES DELINQUENT	818,841.00	0.00	53,650.87	0.00	765,190.13	6.55
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,182.43	0.00	1,817.57	39.41
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	0.00	0.00	20,000.00	0.00
31740 TIMBER EXCISE TAX	50,000.00	0.00	0.00	0.00	50,000.00	0.00
<b>TAXES:</b>	<b>28,186,541.00</b>	<b>0.00</b>	<b>57,333.34</b>	<b>0.00</b>	<b>28,129,207.66</b>	<b>0.20</b>
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	34,407.84	0.00	(34,407.84)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	0.00	0.00	15,000.00	0.00
34160 COPIER FEES	30,000.00	2,619.11	4,988.74	0.00	25,011.26	16.63
34161 GRAPHICS SERVICES CHARGES	0.00	6.00	6.00	0.00	(6.00)	0.00
34162 PRINTER FEES	125,000.00	10,173.22	20,148.59	0.00	104,851.41	16.12
34163 FAX FEES	21,000.00	1,363.84	3,611.19	0.00	17,388.81	17.20
34193 ORTING - SERVICE FEES	0.00	810.00	810.00	0.00	(810.00)	0.00
35970 LIBRARY FINES	550,000.00	39,763.50	89,299.56	0.00	460,700.44	16.24
36110 INVESTMENT INCOME	5,000.00	0.00	734.61	0.00	4,265.39	14.69
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	312.63	312.63	0.00	(312.63)	0.00
36290 BOOK SALES	20,000.00	714.90	1,424.26	0.00	18,575.74	7.12
36700 FOUNDATION DONATIONS	300,000.00	0.00	106,462.57	0.00	193,537.43	35.49
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	2,228.71	0.00	(2,228.71)	0.00
36725 DONATIONS - OTHER	0.00	155.37	164.22	0.00	(164.22)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	400.00	0.00	(400.00)	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	0.00	2,887.88	3,027.48	0.00	(3,027.48)	0.00
36990 MISCELLANEOUS REVENUE	0.00	42.64	84.60	0.00	(84.60)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	1,025.67	2,109.41	0.00	9,890.59	17.58
36996 JURY DUTY REIMBURSEMENT	0.00	30.00	50.00	0.00	(50.00)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	1,478.02	101,702.08	0.00	313,297.92	24.51
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	0.00	0.00	30,000.00	0.00
<b>CHARGES OTHER:</b>	<b>1,523,000.00</b>	<b>61,382.78</b>	<b>371,972.49</b>	<b>0.00</b>	<b>1,151,027.51</b>	<b>24.42</b>
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>61,382.78</b>	<b>430,769.95</b>	<b>0.00</b>	<b>29,278,771.05</b>	<b>1.45</b>
<b>EXPENSE ACCOUNTS</b>						
51100 SALARIES AND WAGES	14,984,682.00	1,120,592.58	2,291,532.66	0.00	12,693,149.34	15.29
51105 ADDITIONAL HOURS	273,883.00	23,294.44	51,829.16	0.00	222,053.84	18.92
51106 SHIFT DIFFERENTIAL	159,882.00	14,574.78	26,555.75	0.00	133,326.25	16.61
51107 SUBSTITUTE HOURS	295,500.00	22,681.39	44,634.71	0.00	250,865.29	15.10
51109 TUITION ASSISTANCE PROGRAM	300.00	0.00	0.00	0.00	300.00	0.00
51200 OVERTIME WAGES	7,400.00	2,609.00	5,610.11	0.00	1,789.89	75.81
51999 ADJ WAGE/SALARY TO MATCH PLAN	(396,342.00)	0.00	0.00	0.00	(396,342.00)	0.00
52001 INDUSTRIAL INSURANCE	196,629.00	10,235.60	21,336.34	0.00	175,292.66	10.85
52002 MEDICAL INSURANCE	2,289,031.00	164,580.53	379,099.02	0.00	1,909,931.98	16.56
52003 F.I.C.A.	1,202,711.00	89,568.48	183,193.22	0.00	1,019,517.78	15.23
52004 RETIREMENT	1,727,914.00	125,740.16	257,510.09	0.00	1,470,403.91	14.90
52005 DENTAL INSURANCE	219,387.00	16,856.62	33,535.52	0.00	185,851.48	15.29
52006 OTHER BENEFIT	10,540.00	920.00	1,840.00	0.00	8,700.00	17.46
52010 LIFE AND DISABILITY INSURANCE	29,086.00	1,636.89	3,311.17	0.00	25,774.83	11.38
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/29/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
52200 UNIFORMS	1,300.00	0.00	0.00	0.00	1,300.00	0.00
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
<b>PERSONNEL</b>	<b>20,893,026.00</b>	<b>1,593,290.47</b>	<b>3,299,987.75</b>	<b>0.00</b>	<b>17,593,038.25</b>	<b>15.79</b>
53100 OFFICE/OPERATING SUPPLIES	236,100.00	24,204.36	29,507.84	19,892.06	186,700.10	20.92
53101 CUSTODIAL SUPPLIES	52,500.00	6,434.71	7,723.73	0.00	44,776.27	14.71
53102 MAINTENANCE SUPPLIES	60,200.00	5,998.91	6,191.95	536.06	53,471.99	11.18
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	0.00	0.00	0.00	25,000.00	0.00
53104 BOOK PROCESSING SUPPLIES	20,000.00	1,534.23	1,534.23	0.00	18,465.77	7.67
53200 FUEL	47,000.00	0.00	0.00	0.00	47,000.00	0.00
53401 ADULT MATERIALS	806,000.00	35,400.70	68,958.82	0.00	737,041.18	8.56
53403 PERIODICALS	88,135.00	1,242.82	1,281.24	0.00	86,853.76	1.45
53405 JUVENILE BOOKS	544,279.00	31,007.35	65,473.02	0.00	478,805.98	12.03
53406 PROFESSIONAL COLLECTION	4,200.00	0.00	447.12	0.00	3,752.88	10.65
53407 INTERNATIONAL COLLECTION	60,000.00	511.21	2,276.37	0.00	57,723.63	3.79
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	77,249.22	107,409.54	0.00	734,590.46	12.76
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	2,896.91	4,335.01	0.00	89,664.99	4.61
53411 ELECTRONIC INFO SOURCES	379,068.00	4,500.00	149,276.84	0.00	229,791.16	39.38
53412 REFERENCE SERIALS	18,000.00	0.00	579.21	0.00	17,420.79	3.22
53413 ELECTRONIC SERVICES	143,391.00	50,000.00	50,000.00	0.00	93,391.00	34.87
53414 ELECTRONIC COLLECTION	400,100.00	0.00	23,132.66	0.00	376,967.34	5.78
53464 VENDOR PROCESSING SERVICES	153,000.00	11,187.62	17,657.79	0.00	135,342.21	11.54
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	8,413.15	11,558.80	2,240.40	21,200.80	39.43
53502 IT HARDWARE	50,000.00	1,086.64	1,086.64	0.00	48,913.36	2.17
53505 SOFTWARE	12,100.00	472.27	472.27	2,773.28	8,854.45	26.82
54100 PROFESSIONAL SERVICES	457,750.00	8,518.65	14,132.43	98,326.31	345,291.26	24.57
54101 LEGAL SERVICES	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54102 COLLECTION AGENCY	17,000.00	1,951.10	1,951.10	0.00	15,048.90	11.48
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	0.00	0.00	19,000.00	0.00
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	0.00	0.00	33,000.00	0.00
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	153.22	163.22	0.00	2,636.78	5.83
54200 POSTAGE AND SHIPPING	36,600.00	66.35	17.35	0.00	36,582.65	0.05
54201 TELECOM SERVICES	461,300.00	39,923.30	78,832.19	308,964.28	73,503.53	84.07
54300 TRAVEL	47,200.00	1,928.64	2,929.30	0.00	44,270.70	6.21
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,524.63	4,930.81	0.00	25,419.19	16.25
54400 ADVERTISING	69,500.00	505.83	692.92	6,896.00	61,911.08	10.92
54501 RENTALS/LEASES - BUILDINGS	404,000.00	27,971.44	100,155.74	142,711.82	161,132.44	60.12
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	0.00	2,335.31	16,073.38	13,991.31	56.82
54600 INSURANCE	200,000.00	0.00	149,089.00	0.00	50,911.00	74.54
54700 ELECTRICITY	235,000.00	11,947.35	19,502.40	0.00	215,497.60	8.30
54701 NATURAL GAS	15,000.00	402.44	1,791.29	0.00	13,208.71	11.94
54702 WATER	21,000.00	1,636.48	1,830.11	0.00	19,169.89	8.71
54703 SEWER	25,000.00	940.31	940.31	0.00	24,059.69	3.76
54704 REFUSE	26,000.00	373.46	1,038.25	0.00	24,961.75	3.99
54800 GENERAL REPAIRS/MAINTENANCE	231,300.00	12,319.14	23,044.26	34,858.49	173,397.25	25.03
54801 CONTRACTED MAINTENANCE	779,600.00	5,345.98	30,310.05	224,971.28	524,318.67	32.75

Pierce County Library System  
 Board Report - Budget to Actual by Object  
 Report as of: 2/29/2016

**FUND: GENERAL FUND (01)**

Object	2016 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>EXPENSE ACCOUNTS</b>						
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	0.00	0.00	31,000.00	0.00
54900 REGISTRATIONS	41,850.00	1,835.00	1,934.00	0.00	39,916.00	4.62
54901 DUES AND MEMBERSHIPS	30,170.00	626.63	16,596.35	11,539.00	2,034.65	93.26
54902 TAXES AND ASSESSMENTS	29,500.00	63.75	63.75	0.00	29,436.25	0.22
54903 LICENSES AND FEES	43,950.00	12,900.64	15,282.55	0.00	28,667.45	34.77
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	0.00	0.00	2,000.00	0.00
59700 TRANSFERS OUT	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
59702 TRANSFERS OUT - SPF	200,000.00	0.00	0.00	0.00	200,000.00	0.00
<b>ALL OTHER EXPENSES</b>	<b>8,816,515.00</b>	<b>394,074.44</b>	<b>1,016,465.77</b>	<b>869,782.36</b>	<b>6,930,266.87</b>	<b>21.39</b>
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>29,709,541.00</b>	<b>1,987,364.91</b>	<b>4,316,453.52</b>	<b>869,782.36</b>	<b>24,523,305.12</b>	<b>17.46</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(1,925,982.13)</b>	<b>(3,885,683.57)</b>	<b>(869,782.36)</b>	<b>4,755,465.93</b>	<b>0.00</b>





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

Object	2016 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.02	0.00	(0.02)	0.00
<b>TAXES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.02</b>	<b>0.00</b>	<b>(0.02)</b>	<b>0.00</b>
36110 INVESTMENT INCOME	0.00	0.00	12.58	0.00	(12.58)	0.00
<b>CHARGES OTHER:</b>	<b>0.00</b>	<b>0.00</b>	<b>12.58</b>	<b>0.00</b>	<b>(12.58)</b>	<b>0.00</b>
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>0.00</b>	<b>0.00</b>	<b>12.60</b>	<b>0.00</b>	<b>(12.60)</b>	<b>0.00</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>0.00</b>	<b>12.60</b>	<b>0.00</b>	<b>(12.60)</b>	<b>0.00</b>

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

Object	2016 Budget	February Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
<b>REVENUE ACCOUNTS</b>						
36110 INVESTMENT INCOME	0.00	0.00	130.00	0.00	(130.00)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	814.67	2,314.67	0.00	(2,314.67)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	251.40	0.00	(251.40)	0.00
36899 ENERGY REBATES	0.00	0.00	3,274.00	0.00	(3,274.00)	0.00
36998 E-RATE REIMBURSEMENT	300,000.00	0.00	0.00	0.00	300,000.00	0.00
<b>CHARGES OTHER:</b>	<b>300,000.00</b>	<b>814.67</b>	<b>5,970.07</b>	<b>0.00</b>	<b>294,029.93</b>	<b>1.99</b>
39700 TRANSFERS IN	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
<b>TOTAL FOR REVENUE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>814.67</b>	<b>5,970.07</b>	<b>0.00</b>	<b>1,482,411.93</b>	<b>0.40</b>
<b>EXPENSE ACCOUNTS</b>						
53501 FURNISHINGS	100,000.00	0.00	519.65	0.00	99,480.35	0.52
53502 IT HARDWARE	330,000.00	(2,267.77)	(2,267.77)	0.00	332,267.77	(0.69)
53505 SOFTWARE	30,000.00	0.00	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	0.00	0.00	0.00	3,251.00	(3,251.00)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	166,000.00	0.00	0.00	0.00	166,000.00	0.00
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	9,035.37	964.63	90.35
54900 REGISTRATIONS	0.00	0.00	710.00	0.00	(710.00)	0.00
54912 CONTINGENCY/RESERVE	28,000.00	0.00	0.00	0.00	28,000.00	0.00
54915 PLANNED SAVINGS	83,382.00	0.00	0.00	0.00	83,382.00	0.00
56200 BUILDINGS & BLDG IMPROVEMENTS	135,000.00	0.00	0.00	120,001.00	14,999.00	88.89
56201 CONSTRUCTION	65,000.00	0.00	0.00	0.00	65,000.00	0.00
56203 FLOORING	57,000.00	0.00	0.00	1,765.45	55,234.55	3.10
56204 PAINTING AND WALL TREATMENTS	7,500.00	0.00	0.00	0.00	7,500.00	0.00
56301 PARKING LOT REPAIR & IMPROVEMENT	165,000.00	0.00	0.00	0.00	165,000.00	0.00
56400 MACHINERY & EQUIPMENT	191,000.00	24,984.77	24,984.77	52,486.44	113,528.79	40.56
56402 HVAC	120,500.00	0.00	0.00	0.00	120,500.00	0.00
<b>TOTAL FOR EXPENSE ACCOUNTS</b>	<b>1,488,382.00</b>	<b>22,717.00</b>	<b>23,946.65</b>	<b>186,539.26</b>	<b>1,277,896.09</b>	<b>14.14</b>
<b>NET SURPLUS / DEFICIT</b>	<b>0.00</b>	<b>(21,902.33)</b>	<b>(17,976.58)</b>	<b>(186,539.26)</b>	<b>204,515.84</b>	<b>0.00</b>

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# MEMO



Date: March 1, 2016

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report

## Operations

Work Plan progress of note in February:

- 2016-18 Collective Bargaining Agreement – Tentative agreement by negotiating teams. Union voting process underway.
- 2017 Work Plan and Budget Development – process and timeline finalized (Implementation – Q3)
- Conflict Resolution Training – Supervisory and Management staff attended training to build skills and to evaluate as a possible offering to all staff.
- Gigabit Wi-Fi – Request for Proposal (RFP) issued (proposals due mid-March)
- Customer Communications/Activity Calendar Project – Key Center, Gig Harbor, Graham implemented
- Mental Health Training for Direct Service Staff – final training, to be evaluated as possible ongoing training.
- Our Own Expression – entries currently being judged
- Foundation Bookends Newsletter – design refreshed, testing new mailing method and expanded mailing list for ROI.
- Parking Lot Security Patrols – pilot launched at Parkland, Lakewood, Summit and South Hill
- PC Reads – media launched
- Performance Evaluations – review committee formed
- Polaris (Library catalog) – upgrade to version 5.0 complete
- Sumer Reading Program – planning complete, materials being created
- System Trespass – guidelines finalized
- Collection Weeding Training – three trainings offered to staff

In addition, we experienced a failure of the Outlook system, which resulted in corruption of the email database and loss of access to services supported by it. The IT department has repaired the database and is working to restore full service. This work is still underway.

## External Community Activities

I attended the Pierce County Regional Council (PCRC) Annual General Assembly. This was a good opportunity to network with political leaders and key stakeholders and share information about the Library's strategic plan as elected officials and staff of all our cities and towns attend this event.

## Internal Community Activities

I attended the Pierce County Library Foundation Board meeting and participated in Conflict Resolution Training.

## Library Community Activities

I visited the Lakewood and Summit Libraries during their strategic plan open houses. I also spent time at the Orting branch visiting with staff and the public and to learn about the work they do in their community.

# New Business

# MEMO

Date: March 1, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: 2016 Foundation/Library Agreement and Addendum

Please find attached the proposed agreement and addendum between the Foundation and Library Boards. The Library and Foundation sign an annual agreement in the February/March timeframe every year.

## 2015 Results

A year ago the Library and the Foundation renewed the annual agreement. It stated that the Library would provide \$219,000 in value of support by funding the Fund Development Office, space, and equipment, and that the Foundation would provide benefits to the Library through its fund-raising efforts and other promotional activities. \$219,000 is a prorate of actual library funds supporting the Fund Development Office, which totaled \$252,982 overall. For 2015, the Library benefited from Foundation distributions totaling \$438,771. The net difference is calculated at \$438,771 - \$219,000 = \$219,771, which is an overall positive performance for the year. During the Board meeting, Lynne and I will be available to answer questions of the expiring agreement.

Provided below is a historical table of actual distributions compared to supporting costs identified in the agreement, which is based on an auditor-approved formula that accounts for a proportion of staff time on Foundation work, along with prorated technology costs and facility uses.

### Actual Distributions Compared to Agreement for Supporting Costs

Library Fiscal Year	Actual Distributions	Agreement for Supporting Costs	Difference From Distributions
2016	(est) \$ 300,000 <sup>1</sup>	\$ 228,000	(est) +\$ 72,000
<b>2015</b>	<b>438,771</b>	<b>219,000</b>	<b>+219,771</b>
2014	537,093	216,000	+321,093
2013	266,982	185,000	+81,982
*2012	252,257	208,000	+44,257
2011	229,300	163,000	+66,300
2010	587,333	163,000	+424,333 <sup>2</sup>
2009	187,721	163,000	+24,721

\* First year of Addendum.

<sup>1</sup> Does not include Digital Literacy Grant and other grants opportunities currently being pursued.

<sup>2</sup> UP Capital Campaign distribution was \$382,017. Excluding this, the difference was \$42,316.

The overall performance based on complete Library investment in the Fund Development Office is \$438,771 - \$252,982 = \$185,789.

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### 2016 Agreement and Addendum

For 2016 we updated the Agreement and Addendum. The purpose of the Addendum is to show that the Foundation contributes more than just the money that it raises. The Addendum also provides more transparency for the Board so that it can review the full range of activities the Foundation will undertake. The items in the Addendum were based on the Foundations 2015-16 Annual Development Plan, which Lynne Hoffman and the Foundation Chair presents to the Board of Trustees every year.

In 2016, the value of staffing, services, space, and equipment which the Library provides for the Fund Development Office working on the Foundation's Annual Development Plan is estimated at \$228,000, which reflects a \$9,000 increase, mostly due to personnel cost increases.

Attached are the Agreement and Addendum. The Agreement and Addendum may have different amendment needs and are considered separate documents. Therefore each needs to be approved by the Board. We recommend that the Board pass two motions:

1. A motion to authorize Georgia to sign the Foundation Agreement as presented.
2. A motion to authorize Georgia to sign the Addendum as presented.

**AGREEMENT**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ by and between the Pierce County Rural Library District, a municipal corporation herein after referred to as “Library”, and the Pierce County Library Foundation, a non-profit corporation designed to provided assistance and aid in the development, maintenance and promotion of growth and preservation of the Library and its staff, herein after referred to as “Foundation”.

WHEREAS, pursuant to RCW 27.12.210(5), the Library Board of Trustees is authorized to control the finances of the Library; and

WHEREAS, pursuant to RCW 27.12.210(6), the Library Board of Trustees is authorized to accept gifts of money or property for Library purposes; and

WHEREAS, pursuant to RCW 27.12.210(10), the Library Board of Trustees is authorized to all acts necessary for the orderly and efficient management and control of the Library; and

WHEREAS, the Library Board of Trustees desires to have a Foundation as a tax-exempt non-profit corporation organized and operated exclusively to receive and administer property for the benefit of the Library and to make contributions, grants, gifts, bequests, trusts, and property to the Library; and

WHEREAS, the Foundation is empowered to provide services to the Library related to the solicitation of contributions, grants, gifts, bequests, trusts, and property for the benefit of the Library and other fundraising activities; and

WHEREAS, the purpose of the Foundation is to support the mission of the Library; and

WHEREAS, the Foundation desires to provide certain financial services for the Library as described in this Agreement in furtherance of its corporate purpose;

NOW, THEREFORE, in consideration of the mutual exchange of services and the other covenants and agreements hereinafter mentioned, the parties hereto covenant and agree as follows:

**A. THE FOUNDATION AGREES TO:**

1. Encourage continuous and special philanthropic support, benefactions and relationships for the benefit of the Library.

2. Establish rules, regulations and procedures for the necessary management of all affairs of the Foundation in consonance with the laws and regulations described in section 501(c)(3) of the Internal Revenue Code as now enacted or hereafter amended or supplemented.



3. Accept, hold, administer, invest and disperse such funds and properties in accordance with its purpose as established within the Foundation Articles of Incorporation and Bylaws.

4. Use all assets and earnings of the Foundation exclusively for Library purposes.

5. Engage in and disperse all parts of its funds for any and all lawful activities permitted by the laws and regulations governing tax exempt charitable corporations at the time of dispersal, and which may be necessary or incidental to the furtherance of the purposes of the Foundation.

6. Use reasonable portions of its funds and income to pay the administrative expenses of the Foundation.

7. Pursuant to RCW 27.12.300, tender immediately to the Library all donations and instruments deemed gifts it may receive for which the donor names the Library as the recipient.

8. Be responsible for and account for, in its own records, all donations and instruments deemed gifts where the donor names the Foundation as the recipient.

9. Maintain its stated purposes of existence as set forth herein and in its Articles and Bylaws during the lifetime of this Agreement.

10. Provide such other services and undertake such other activities for the benefit of the Library as the Foundation and the Library shall identify from time to time by written addenda to this Agreement.

**B. THE LIBRARY AGREES TO:**

1. Provide professional staff and services to Foundation, consistent with the Library Board-approved Library budget, including without limiting the generality of the foregoing a Fund Development Director, including necessary office space, clerical support, utilities, equipment and furniture, consumable office supplies, telephone service, office equipment including but not limited to photocopiers and facsimile machines, computer hardware, software, productivity tools, network connectivity, printers, and other computer peripherals, all in partial payment for Library services as described herein. The Library further agrees to maintain proper accounting records of the costs of such services.

2. Establish the value of the aforementioned services, space, and equipment which the Library provides to the Foundation, not to exceed the total amount of \$228,000 during the Library fiscal year 2016. The Library, pursuant to its budgeting and fiscal policies, shall review the costs to assure that the amount of services agreed upon is not exceeded. Such reports and information shall be made available to the Foundation.

C. ANNUAL EVALUATION AND REVIEW

The Foundation and the Library shall annually identify the specific services that the Foundation will provide and the specific activities that the Foundation will undertake for the benefit of the Library, which shall be described in addenda to this Agreement signed by the parties. The Foundation shall provide the Library with a written report annually, which shall confirm that it has fully complied with its obligation to expend its best efforts to seek to accrue gifts, grants, donations, endowments for the benefit of the Library, and set forth its progress in furtherance of the identified activities and services, and list its other accomplishments for the preceding year. For this purpose, the Foundation will share with the Library its revenue and expense statements for the preceding year and its end-of-year balance sheet.

D. TERM OF AGREEMENT

The initial term of this Agreement shall be one year, but such term shall be automatically extended on each anniversary date hereof for an additional one year period unless either party shall have given written notice to the other, at least 30 days prior to the next anniversary date hereof, of its desire not to extend this Agreement.

E. MODIFICATION

No alteration or modification of any terms of this Agreement shall be valid unless made in writing and signed by the parties.

E. TERMINATION

Notwithstanding the provisions of Term of Agreement, either party may terminate this Agreement effective at the end of any Library fiscal year, with or without cause, upon 30 days written notice to the other party.

F. ASSIGNMENT

Neither party may assign or transfer this Agreement.

G. GOVERNING LAW AND DISPUTES

This agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by the laws of the State of Washington. Venue for all litigation arising out of this Agreement shall be Pierce County, Washington.

Pierce County Library Foundation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Pierce County Rural Library District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ADDENDUM NO. 1 (2016) TO FOUNDATION AGREEMENT  
BETWEEN PIERCE COUNTY RURAL LIBRARY DISTRICT  
AND PIERCE COUNTY LIBRARY FOUNDATION**

**Purpose**

The purpose of this Addendum is to identify the specific services that the Pierce County Library Foundation (the “Foundation”) will provide and the specific activities that the Foundation will undertake for the benefit of the Pierce County Rural Library District (the “Library”) during the Library’s fiscal year, 2016, including, but not limited to, the estimated distributions that the Foundation will forward to the Library. The effective date of this addendum is: February 23, 2016.

**Estimated Distributions**

The Foundation will make estimated distributions to the Library from gifts, grants, donations, endowments solicited by the Foundation for the benefit of the Library as described in the Foundation’s 2015-2016 Development Plan.

**Services and Activities**

The Library’s Mission is “*to bring the world of information and imagination to all people of our community*”, and its Vision is “*We are the community’s choice for the discovery and exchange of information and ideas.*”

The Foundation’s Case for Support is that “*The Foundation can impact a diverse and growing population by extending essential library programs to targeted underserved sectors of our community.*”

The Library’s Mission and Vision benefit from the Foundation’s Case for Support. In addition to its fundraising purpose, the Foundation

- Attracts people and resources to build upon and leverage taxpayer support to strengthen and supplement, not supplant, public funding for the Library.
- Engages and stewards a community of Library supporters who understand and effectively advocate for the Library’s purpose, goals and services to be the community’s choice.
- Communicates community awareness of the Library’s value as the largest provider of free books and information in Pierce County. Educates and informs the community of Library services in 20 locations and online.
- Encourages and promotes opportunities for children and adults to learn and enrich their lives through library programs and services.
- Builds community by connecting people from diverse communities to resources that are relevant to their lives.

To those ends, the Foundation will undertake the following additional services and activities for the benefit of the Library:

***Communicating the Library to constituents***

The Foundation will communicate with people and constituents in the community and update them about what's happening in the Library. Includes:

- Newsletters three times a year
- Mailings to major donors and patrons
- Fall, Winter, and Spring appeals
- Email communications and solicitations
- Acknowledgement of gifts and personal thank you cards
- Invitations for PC READS donor reception, A Literary Evening donor reception, Planned Giving Luncheon
- Stewardship calls to donors

***Bringing awareness of the Library to local businesses and foundations***

The Foundation will contact businesses to secure sponsorships for the Library's Summer Reading program, Pierce County READS and other programs upon approval by the Library's Executive Director. The Foundation will also submit proposals to charitable foundations on behalf of the library for selected projects.

- The Foundation will research, apply and report on Library programs and their benefits to the community
- Sponsorships will be offered to local businesses to support Pierce County READS and Summer Reading.
- Grant proposals will be submitted for programs for Young Readers and Adult Learners, particularly focused on Early Learning, Senior and Youth Outreach.
- Grantors and sponsors are updated with project reports which include outcomes and expense, and are submitted in a timely manner.

***Promoting the Library through events***

The Foundation will organize and hold donor receptions for a number of events, including:

- "A Literary Evening": the Foundation will host an annual reception for high level donors to solidify ties to the Library, its purpose and programs.
- Pierce County READS: the Foundation will secure one or more sponsors to help underwrite the Pierce County READS program. The Foundation hosts a donor reception prior to the public author event.

- Our Own Expressions: the Foundation will host an awards ceremony for students to present their winning entries, reward the finalists with cash prizes, print a commemorative chapbook and organize a reception for parents, teachers, students and Library staff.
- Commemorative naming ceremonies, if appropriate.

***Attracting a cadre of loyal library supporters***

- Board of Directors: the Foundation will recruit and involve up to 25 active volunteer board members who are passionate ambassadors of the Pierce County Library System.
- Donors: the Foundation will seek to engage 1500 donors through the end of the Foundation’s previous fiscal year who make gifts to support the library.
- Grantors and Sponsors: the Foundation will research and submit proposals researches for awards from charitable foundations, local businesses and corporations.

**Pierce County Library Foundation**

**Pierce County Rural Library District**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Executive Session

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# MEMO



Date: February 26, 2016

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

From: Cheree Green, SPHR Staff Experience Director

Subject: Contract Negotiations Update and Summary

As you know, on February 1, 2016, the Library's negotiating team reached a verbal agreement with the Union on our Collective Bargaining Agreement, pending ratification. The union's voting process is from February 26, 2016 through March 4, 2016. If the Union notifies us that their membership has ratified the 2016-2018 Contract, the Library's negotiating team will provide you with an overview of the key terms and recommend that you vote to ratify it.



# **Board Education and Service Reports**

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# MEMO



Date: February 29, 2016

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

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Update

The strategic planning process is fully underway. The community engagement phase will run through April 30, 2016. We are actively promoting the engagement opportunities. To date, I've been interviewed by Steve Dunkelberger, from the Tacoma Weekly, Fife Signal and UP Press and Angela Russell from Pierce County Television <http://www.piercecountytv.org>. Heather DeRosa, from the Puyallup Herald, will be interviewing me March 2, 2016.

Joy Kim, Customer Experience Manager for Outreach and Community Engagement, has done a great job organizing and leading the community engagement process.

## **Open Houses**

Approximately 40 people attended our first open house at Lakewood on February 22, 2016. You can find a schedule of open houses at <http://www.piercecountylibrary.org/future>.

## **Survey**

As of the date of this memo, we have received 539 responses to the online survey.

## **Pop-Ups**

Pop-ups will begin March 7, 2016. Some of the locations will include Pierce College, Sprinker Recreation Center, Chief Leschi Family Night, RallyPoint 6 and Niagara Bottling Company.

## **Self-Directed Participation**

The website, flyers, social media all include an email option for those who want to tell us what they think without using one of the formal methods.

## **Next Steps**

In the next month, we will:

- Continue community engagement activities
- Prepare and launch stakeholder engagement
- Promote participation

During the Board meeting, you will participate in an open house with the other Board meeting attendees. You will provide us with your feedback and will have the opportunity to experience an open house first hand.

# Officers Reports

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# MEMO



Date: February 29, 2016

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

From: Melinda Chesbro, Deputy Director

Subject: Kati Irons Perez Award-winning Article

The Public Library Association (PLA) recently announced two awards for feature articles contributed to PLA's bimonthly journal, Public Libraries. This year's first place winner is Kati Irons Perez, Collection Management Librarian. She won first prize and \$500 for her feature article "Low-Hanging Fruit: Learning How to Improve Customer Service, Staff Communication, and Job Satisfaction with Process Improvement" in the January/February 2015 issue.

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# MEMO



Date: February 24, 2016

To: Rob Allen and Members of the Board of Trustees

From: Georgia Lomax, Executive Director

Subject: Urban Libraries Council (ULC) Annual Forum – Save the Date

The ULC Annual Forum has traditionally been held in conjunction with the American Library Association Annual Conference. This year it is scheduled for October 5-7 in Kansas City. I will share more details about the program as information is released.

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# MEMO

Date: February 29, 2016  
To: Chair Rob Allen and Members of the Board of Trustees  
From: Melinda Chesbro, Deputy Director  
Subject: Security Patrols

On February 16, 2016, we started after-hours security patrols at four branches: Parkland/Spanaway, Lakewood, Summit and South Hill. Additionally, we started late afternoon and evening patrols at Parkland/Spanaway. The initial contract for patrols is for 4 months. The patrols include both parking lot drive-throughs and walking patrols around the properties. These patrols should help discourage overnight sleepers and make the lots less attractive for camping.

In conjunction with the patrols we are adding trespass signs to the parking lots and have updated our trespass guidelines in order to respond more consistently to issues. The signs allow law enforcement to more easily enforce our no camping or unauthorized overnight use policies.

Finally, we will be testing turning off Wi-Fi access overnight. At the moment we encounter people parked overnight but cannot move them along because they say they are using Wi-Fi. This test will help us determine the extent to which Wi-Fi is contributing to parking lot issues after hours. Later this year we will examine the role of after-hours Wi-Fi in our service delivery.

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# MEMO



Date: March 1, 2016

To: Chair Allen and Members of the Board of Trustees

From: Linda Farmer, Director of Communications & Jaime Prothro, Customer Experience Manager

Subject: Pierce County READS 2016

Pierce County READS successfully launched in February. On the 7<sup>th</sup>, our longtime co-presenter The News Tribune ran a section-front feature story announcing the author, detailing the five chosen books and talking about updates to the overall program. The TNT followed up on the 28<sup>th</sup> with a section-front story on all the PC Reads events. This is the first year we've had multiple stories from the newspaper.

Library staff will present updates on the following at your March meeting:

- Circulation stats
- Blog, web and social media efforts
- Proclamations
- Read & Release books

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# MEMO



Date: February 29, 2016  
To: Chair Rob Allen and Members of the Board of Trustees  
From: Melinda Chesbro, Deputy Director  
Subject: Update on Vacancies

We currently have several vacancies in leadership positions and I want to give you an update on the status.

Tracey Thompson, Gig Harbor Branch Manager has accepted the Collection Management Manager position and will start March 16.

Karen Brooks has accepted the Gig Harbor Branch Manager position and will start at the beginning of April. Karen was previously the Senior Librarian at Summit and is a participant in Leadership Academy. Karen's Senior Librarian position at Summit has been posted.

Lynne Zeiher has retired as University Place Branch Manager and Steve Carmody, currently West Branch Senior Manager at the Aurora (Illinois) Public Library, will join PCLS as the University Place Branch Manager in mid-April.

IT Manager interviews were held February 26 and 29.

Customer Experience Director phone screen interviews were held March 1 and 3. I'll know the date of any in-person interviews by the time of the Board Meeting.

Jennifer Patterson, Customer Experience Manager and Interim Customer Experience Director, has accepted a position at UW, Bothell. We are reviewing her position and intend to post it in early March. In the meantime I will be working with the remaining Customer Experience Managers, who will take on additional branch assignments.



**Pierce County Library FYI Packet**  
**Link List**  
**March 9, 2016**

**Pierce County Library in the News**

**Strategic Plan**

- [Library wants your thoughts about future plans](#)—University Place Press
- [Pierce County Library wants to know you better to serve you better](#) —The Bonney Lake/Sumner Courier-Herald

**Pierce County READS**

- [Films, art, music and more are on the Pierce County READS program schedule](#)—The News Tribune
- [Myriad of events surrounding Pierce County READS with Sherman Alexie](#)—Bonnie Lake/Sumner Courier-Herald
- [Author Sherman Alexie chosen for 9th annual Pierce County READS](#)—Gateway
- [Sherman Alexie chosen author for the 2016 Pierce County Reads program](#) —The News Tribune

**Miscellaneous**

- Letter & certificate of appreciation from WA DSHS on behalf of Oakgrove Elementary and Firwood Secondary Schools (attached)
- [Milton-Edgewood Library celebrates five-year anniversary](#)—The Milton-Edgewood Signal
- [The potential of a diet full of bugs](#)—Key Peninsula News
- [Read with a Daffodil Princess](#)—Sounds Fun Mom Blog
- [Our Own Expressions Writing and Art Contest for Teens from the Pierce County Library! Great prizes and opportunities](#) —Sounds Fun Mom Blog
- Jaime Prothro, adult services manager, is interviewed about books that changed her life. [Listen](#). <http://www.spreaker.com/user/8437835/jaime-prothro-pierce-county-libraries>—It's Never Too Late, Dorothy Wilhelm's radio show

Washington State Department of Social and Health Services

*Behavioral Health Administration*

Transforming  
Lives

**Georgia Lomax, Executive Director**  
Pierce County Library System  
3005 112<sup>th</sup> Street East  
Tacoma, Washington

Dear Ms Lomax:

On behalf of the students and staff at Oakgrove Elementary and Firwood Secondary Schools on our campus I would like to express our appreciation of the Outreach Services which you have been providing to our children. Most of the residents at Child Study & Treatment Center cannot leave campus so are not able to visit the local libraries.

Every other Monday your librarians are on campus to brighten the lives of our kids by offering them a true library experience to browse, explore, check-out, and request materials that pique their interests. Lauren Lindskog highlights books that are appealing to kids and is very knowledgeable about youth literature's "hot topics."

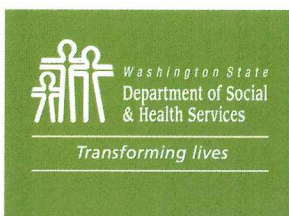
Whenever possible we try to normalize the environment for our residents and the library services are a significant enrichment to this endeavor. Thank you very much for all your valuable contributions to our program.

Sincerely,



**Rick Mehlman, Ph.D.**  
*Chief Executive Officer*  
Child Study & Treatment Center  
*Behavioral Health Administration*  
Department of Social & Health Services

*Cc: Lisa Heyerdahl, Outreach Services Supervisor*  
*Lauren Lindskog, Science To Go/Youth Librarian, Lakewood Branch*



**FRIENDS OF CSTC**

## Certificate of Appreciation

In recognition of outstanding excellence, superior performance and accomplishment while assisting

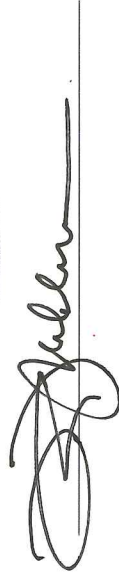
Child Study and Treatment Center, we have proudly conferred upon the

# Pierce County Library

In recognition of the invaluable contributions and outstanding dedication to service which has resulted in  
this expression of sincere appreciation.

With the pride, honor, and privilege thereunto appertaining

Dated this twenty seventh of February, Two Thousand and Sixteen



Rick Mehlman, PhD  
CEO, Child Study and Treatment Center