

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees
June 8, 2016
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 May 11, 2016, Regular Meeting 2. Approval of May 2016 Payroll, Benefits and Vouchers 3. Resolution 2016-02 To Amend the 2016 Schedule of Recurring Meetings 	
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. May 2016 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax 	
3:55 pm	30 min.	New Business	
		<ol style="list-style-type: none"> 1. Mid-Year Fiscal Review, Georgia Lomax 2. 2015 Year-end Financial Review, Clifford Jo 3. Proposed 2016 Budget Adjustments, Clifford Jo 	
4:25 pm		Board Education and Service Reports	
	10 min.	1. Strategic Planning Update, Georgia Lomax & Melinda Chesbro	
	30 min.	a. Benchmarking	
	15 min.	2. Follow Up from May Board Discussion: IT Activities, Melinda Chesbro & Clifford Jo	
5:20 pm	10 min.	Officers Reports	
		<ol style="list-style-type: none"> 1. Our Own Expressions 2. Pierce County Makerfest 3. A Literary Evening – Save the Date 	
5:30 pm	01 min.	Announcements	
5:31 pm		Adjournment	

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 Donna Albers, Monica Butler, Linda Ishem and J.J. McCament.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

1. Approval of Minutes of the April 9, 2016, Regular Meeting
2. April 2016 Payroll, Benefits and Vouchers
 - Payroll Warrants 3695-3697, dated 4/1/16-4/30/16 in the amount of \$3,596.88
 - Payroll Disbursement Voucher dated 4/6/16 in the amount of \$688,426.44
 - Payroll Disbursement Voucher dated 4/21/16 in the amount of \$612,171.43
 - Accounts Payable Warrants 625769-625937 dated 4/1/16-4/30/16 in the amount of \$1,227,763.17

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

BOARD REPORTS

Ms. McCament, Ms. Albers, Ms. Butler and Chair Allen attended the PC Reads event and enjoyed hearing author Sherman Alexie.

Approximately \$1400.00 in donations was received during the event.

The Board praised Executive Director Lomax for her presentation. Ms. Lomax credited her staff for the successful event. She said Pierce County Library System has established this event as an opportunity for fellow readers in the community to come together. Approximately 1100 people attended the event, with another 250 attending via live-streaming at satellite locations.

ROUTINE REPORTS

April 2016 Financial Report – Dale Hough, Finance Manager, reviewed the summary report and reported the Library received the property tax allocation of approximately \$1 million dollars.

Executive Director Report – Chair Allen asked what work will now be done to Modernize IT. Ms. Chesbro said the Library has purchased the hardware and the new IT Manager is laying out the core elements and sequencing the work. Ms. Lomax added that the general technology infrastructure needs to be up to date before other systems are updated.

UNFINISHED BUSINESS

Traveling Trustee Meetings –The first meeting will be in the Milton/Edgewood Library in September.

NEW BUSINESS

Trustee Reappointment – Robert Allen – The Board directed Ms. Lomax to submit a request for Chair Allen's reappointment to County Executive Pat McCarthy.

Ms. Lomax said she would be sending a survey out to the Board to gather profile information in anticipation of filling Ms. McCament's vacancy in 2017.

Lakewood Library Elevator Repair – Finance and Business Operations Director Clifford Jo and Facilities Director Lorie Erickson reported there is a clause in the original contract requiring the Library to use the existing contractor to make repairs and updates to the elevator. The Library extended the contract for an additional year in order for the vendor to perform any warranty work after the repair.

Ms. Albers moved to authorize the Library to issue a purchase order in the amount of \$117,842 plus tax, not to exceed \$129,000. Ms. McCament seconded the motion and it was passed.

BOARD EDUCATION AND SERVICE REPORTS

Strategic Planning Update – Ms. Lomax reported that community leaders and stakeholders were invited to the Partner Summit, which will be held May 24, 2016, at the Environmental Services Building in University Place. She said participants will be asked to provide feedback and help prioritize what the Library learned from stakeholder interviews and the community engagement phase of the process.

Ms. Lomax said the community engagement phase was based on the idea of understanding what is important in people's lives and in their communities, using this information to understand where to focus the Library's efforts. She shared an infographic summarizing community engagement responses and a summary of the responses from key stakeholder interviews.

The Partner Summit is the last of information gathering phase and the beginning of the narrowing process.

Discussion ensued about participation in the surveying and listening process, the importance of education as a library role, service delivery options, not providing services others should provide, and making choices.

Ms. McCament noted technology forces the Library to remain relevant. Ms. Albers said the Library needs to be practical and cannot serve everyone.

Benchmarking – It was agreed that due to time constraints, this topic would be carried to the June 8, 2016, meeting.

Staffing Overview – Demographics – Staff Experience Director Cheree Green said this information is used for EEOC reporting, succession planning, training and other needs. Ms. Lomax said anytime a position is vacant, the Library evaluates changes to job descriptions and staffing needs and makes necessary adjustments.

Ms. Green said the Library is working toward getting to a stable part time population that is consistent with the market.

OFFICER REPORTS

Introduction of New Leadership Staff – Ms. Chesbro introduced new staff to the Board.

Steve Carmody, University Place Branch Manager. Mr. Carmody comes from Illinois. He said he is happy to work with an excellent group of customer-oriented staff at a branch that welcomes approximately 25,000 people through its doors each month.

Neil Derksen, Summit Senior Librarian, previously Adult Services Librarian at Sumner Library. Mr. Derksen complimented staff on their comradery and the level of esteem held by their communities. He said his motivated staff are always looking for ways to reach out into the community.

Anna Shelton, Senior Librarian for Outreach Services. Ms. Shelton has a background in nonprofit human services and previously worked with OCLC WebJunction, where she helped public library leaders in underdeveloped countries. She is a 2013 graduate of the University of Washington iSchool.

Stephanie Ratko, IT Manager. Ms. Ratko previously worked for Washington State. She said she is excited to move to more modern technology solutions to support customers and is interested to see how the Library's customers interact with electronic media.

Chair Allen asked Ms. Ratko for an assessment of the state of the Library's IT and what needs to happen next. Ms. Ratko said the Library System has grown over the past seven years and technology has exploded. She said the Library has a lot of opportunity but the infrastructure needs attention to ensure stability. She explained that the active directory issues are a top priority. She said she would be providing additional information in the next several months showing the pathway to modernization.

Summer Reading Preview – Jamie Prothro, Customer Experience Manager, shared a packet of programs being offered this summer.

ULC Annual Forum – Ms. Lomax asked the Board to let her know if they have an interest in attending.

ANNOUNCEMENTS

Ms. Albers will not be at the June 8, 2016, meeting.

Foundation Director Lynne Hoffman will be retiring this year.

ADJOURNMENT

The meeting was adjourned at 5:45 pm on motion by Ms. McCament, seconded by Ms. Albers.

Georgia Lomax, Secretary

Rob Allen, Chair

May 2016 Payroll, Benefits and Vouchers

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Payroll Warrants	3698-3708	5/1/16-5/31/16	\$9,976.71
Electronic Payments - Payroll & Acct Payable		05/06/16	\$593,042.34
Electronic Payments - Payroll & Acct Payable		05/21/16	\$694,822.50
Accounts Payable Warrants	625938-626060	5/1/16-5/31/16	\$1,026,042.78
Total:			<u><u>\$2,323,884.33</u></u>

Check History Listing
Pierce County Library System

Check #	Bank	Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3698	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	169.48
3699	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	120.96
3700	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	294.12
3701	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	1,575.26
3702	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	448.50
3703	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	1,625.52
3704	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	1,784.63
3705	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	1,575.63
3706	pr	05/06/2016	BANK OF AMERICA			04/16/16 - 04/30/16	0.00	1,943.36
3707	pr	05/20/2016	BANK OF AMERICA			05/01/16 - 05/15/16	0.00	380.40
3708	pr	05/23/2016	BANK OF AMERICA			01/01/16 - 02/29/16	0.00	58.85
Total:							0.00	9,976.71

Checks in report: 11

Grand Total: 0.00 9,976.71

Ad-hoc bank transaction (Withdrawal)

PCL_Company

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

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: skarabotsos@piercecountylibrary.org
 Comments: 05/06/2016 Payroll

Withdrawal Date: 05/06/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	62,443.42
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	46,025.34
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	46,025.34
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	420,801.26
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,869.50
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,287.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,590.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	-
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
					Total Deposit	\$ 593,042.34

Certification:

Stacy Karabotsos
 Signature (Department Designee)

5/5/16
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

Wire Template Number in Cash-Pro :WAPC014

Description: Pierce County Rural Library

Contact Name:

Stacy Karabotsos

Contact Phone:

253-548-3451

Contact e-mail:

skarabotsos@piercecountylibrary.org

Comments:

05/20/2016 Payroll

Withdrawal Date: 05/20/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	61,613.87
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	45,403.75
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	45,403.75
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	421,367.62
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	11,919.50
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	37,074.06
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	64,067.91
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,287.00
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	1,590.48
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	-
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	212.40
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	1,882.16
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
					Total Deposit	\$ 694,822.50

Certification:

Stacy Karabotsos

Signature (Department Designee)

5/19/16

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>
625938	05/02/2016	006410 C2		2,260.00
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625940	05/02/2016	002023 KATHERINE NORBECK		21.00
625941	05/02/2016	006331 SURPRISE LAKE SQUARE LLC		7,452.01
625942	05/04/2016	000830 BAKER & TAYLOR		12,539.77
625943	05/04/2016	000189 BAKER & TAYLOR ENTERTAINMENT		32.77
625944	05/04/2016	000242 BUCKLEY CITY OF		229.62
625945	05/04/2016	000161 CENGAGE LEARNING		466.84
625946	05/04/2016	000847 CENTER POINT PUBLISHING		1,204.29
625947	05/04/2016	000195 FIRGROVE MUTUAL WATER CO		281.18
625948	05/04/2016	000325 HF GROUP LLC		230.39
625949	05/04/2016	001643 IMPACT		48.03
625950	05/04/2016	000243 INGRAM LIBRARY SERVICES		16,531.55
625951	05/04/2016	001011 LIVE OAK MEDIA		119.80
625952	05/04/2016	000352 MIDWEST TAPE	V	0.00
625953	05/04/2016	000352 MIDWEST TAPE		15,009.69
625954	05/04/2016	000377 PUGET SOUND ENERGY		1,846.14
625955	05/04/2016	000406 RECORDED BOOKS LLC		170.01
625956	05/04/2016	000460 STEILACOOM TOWN OF		677.87
625957	05/04/2016	000895 COLUMBIA BANK		289.23
625958	05/04/2016	005272 GREEN EFFECTS INC		7,054.99
625959	05/04/2016	005157 LOVSTED WORTHINGTON LLC		75.00
625960	05/04/2016	006421 MARKHAM INVESTIGATION - (MIP)		10,881.00
625961	05/04/2016	001290 REGIONAL BUILDING SVCS CORP		507.25
625962	05/06/2016	000828 AFSCME AFL-CIO		6,031.85
625963	05/06/2016	000175 ASSOCIATION OF WASHINGTON CITI		198,102.50
625964	05/06/2016	006414 GC SERVICES, LP		175.93
625965	05/06/2016	003985 PACIFCSOURCE ADMINISTRATORS		1,249.61
625966	05/06/2016	000821 PIERCE COUNTY SUPERIOR COURT		132.62
625967	05/06/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
625968	05/06/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
625969	05/06/2016	000823 UNITED WAY		171.00
625970	05/06/2016	004782 US DEPARTMENT OF EDUCATION		198.93
625971	05/06/2016	000827 WA STATE- DEPT OF RETIREMENT S		101,261.11
625972	05/11/2016	005689 CHRISTI BACH		28.10
625973	05/11/2016	006496 JAMES BIESTERFELD		20.00
625974	05/11/2016	003379 GENEVIEVE DETTMER		42.00
625975	05/11/2016	006310 INTRACOMMUNICATION NETWORK SYS		168.64

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>
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625977	05/11/2016	000235 KCDA PURCHASING COOPERATIVE		177.25
625978	05/11/2016	005940 SUSAN MCBRIDE		16.98
625979	05/11/2016	000352 MIDWEST TAPE		789.82
625980	05/11/2016	004056 MIKE'S DIGITAL PRODUCTIONS		2,293.79
625981	05/11/2016	002065 TRISHA MUSCHETT		146.84
625982	05/11/2016	000497 TILLICUM COMMUNITY SERVICE CEN		1,872.76
625983	05/11/2016	003719 UNIQUE MANAGEMENT SERVICES		1,017.19
625984	05/11/2016	004022 US BANK		68,629.49
625985	05/11/2016	000534 WCP SOLUTIONS		136.63
625986	05/12/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		18.41
625987	05/12/2016	005453 DANA BROWNFIELD		24.09
625988	05/12/2016	006336 GRIT CITY PHOTOGRAPHY		656.40
625989	05/12/2016	006291 INNOVATIVE INTERFACES INC		137,371.22
625990	05/12/2016	006291 INNOVATIVE INTERFACES INC		6,954.65
625991	05/12/2016	005712 STEVE LUKASIAK		25.00
625992	05/12/2016	004022 US BANK		132,623.83
625993	05/13/2016	000830 BAKER & TAYLOR		14,611.88
625994	05/13/2016	006501 BRIDGEPORT NATIONAL BINDERY		2,283.77
625995	05/13/2016	000161 CENGAGE LEARNING		254.82
625996	05/13/2016	006494 LISA CIPOLLA		628.09
625997	05/13/2016	005300 DANGER ROOM COMICS LLC		1,486.64
625998	05/13/2016	002082 DALE HOUGH		433.35
625999	05/13/2016	000243 INGRAM LIBRARY SERVICES		659.70
626000	05/13/2016	005940 SUSAN MCBRIDE		143.00
626001	05/13/2016	000377 PUGET SOUND ENERGY		830.44
626002	05/13/2016	000541 STATE OF WASHINGTON		359.48
626003	05/18/2016	006484 ANDREW ANGELL		75.00
626004	05/18/2016	006391 BERK CONSULTING INC		10,352.69
626005	05/18/2016	003938 BINW		437.60
626006	05/18/2016	006482 BRICKS 4 KIDZ		75.00
626007	05/18/2016	002073 LINDA CASE		27.00
626008	05/18/2016	005862 ELITE PROPERTY INVESTMENTS LLC		10,016.57
626009	05/18/2016	005283 E-RATE EXPERTISE INC		1,400.00
626010	05/18/2016	005272 GREEN EFFECTS INC		1,272.17
626011	05/18/2016	006498 ANASTASSIA HUNTE FAGBOHUN		34.04
626012	05/18/2016	006500 MEGAN KELSO		250.00
626013	05/18/2016	006492 LOGIC INTEGRITY INC		2,520.00
626014	05/18/2016	005940 SUSAN MCBRIDE		19.46

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
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626016	05/18/2016	006376 KIM MOSE		30.00
626017	05/18/2016	002023 KATHERINE NORBECK		19.28
626018	05/18/2016	003985 PACIFICSOURCE ADMINISTRATORS		180.75
626019	05/18/2016	005498 JAIME PROTHRO		12.19
626020	05/18/2016	006231 DAVID SECKMAN		38.69
626021	05/18/2016	003956 MELANIE TOBIN		15.98
626022	05/18/2016	000534 WCP SOLUTIONS		60.33
626023	05/18/2016	006497 KENDALL BROOKHART		42.00
626024	05/18/2016	006028 CHEREE GREEN		356.31
626025	05/18/2016	006506 BETH LUCE		72.05
626026	05/18/2016	000463 SUMMIT WATER & SUPPLY CO		318.34
626027	05/20/2016	003778 AFLAC		5,989.86
626028	05/20/2016	000828 AFSCME AFL-CIO		5,981.23
626029	05/20/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		667.92
626030	05/20/2016	006414 GC SERVICES, LP		201.71
626031	05/20/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626032	05/20/2016	000821 PIERCE COUNTY SUPERIOR COURT		151.14
626033	05/20/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626034	05/20/2016	004276 STATE CENTRAL COLLECTION UNIT		151.67
626035	05/20/2016	000823 UNITED WAY		171.00
626036	05/20/2016	004782 US DEPARTMENT OF EDUCATION		185.93
626037	05/20/2016	000496 THYSSEN SOUND ELEVATOR		64,459.57
626038	05/20/2016	005750 WAXIE SANITARY SUPPLY		1,479.58
626039	05/25/2016	006410 C2		1,120.00
626040	05/25/2016	006184 MONKEYHOUSE MEDIA		1,200.00
626041	05/25/2016	000079 SUPERIOR SAW		16.77
626042	05/25/2016	006278 UNIVERSITY OF PUGET SOUND		90.00
626043	05/25/2016	004022 US BANK		53,161.87
626044	05/25/2016	005750 WAXIE SANITARY SUPPLY		1,479.58
626045	05/25/2016	000534 WCP SOLUTIONS		269.12
626046	05/27/2016	000830 BAKER & TAYLOR		9,320.76
626047	05/27/2016	000161 CENGAGE LEARNING		1,582.74
626048	05/27/2016	000243 INGRAM LIBRARY SERVICES		14,168.43
626049	05/27/2016	000352 MIDWEST TAPE	V	0.00
626050	05/27/2016	000352 MIDWEST TAPE	V	0.00
626051	05/27/2016	000352 MIDWEST TAPE		43,133.96
626052	05/27/2016	001911 LAUREN MURPHY		253.32
626053	05/27/2016	000323 NEWS TRIBUNE		764.40

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<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Status</u>	<u>Check Total</u>
626054	05/27/2016	000041 EMPLOYMENT SECURITY DEPARTMENT		22,852.20
626055	05/27/2016	001586 NORTHWEST DOOR INC		3,879.84
626056	05/27/2016	000370 PIERCE COUNTY		190.00
626057	05/27/2016	006488 TORI BISHOP		18.99
626058	05/27/2016	006515 MICHAEL CARTER		55.75
626059	05/27/2016	006486 FUMIKA FUKUDA		28.00
626060	05/27/2016	000377 PUGET SOUND ENERGY		1,767.35
boa Total:				1,026,042.78
Total Checks:				1,026,042.78

123 checks in this report

RESOLUTION NO. 2016-02

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

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

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

BE IT RESOLVED that in 2016, the Board of Trustees of the Pierce County Library System will meet on the second Wednesday of each month at 3:30 p.m.; with the exception of the month of October when the meetings will be held on the third Wednesday. The meetings will take place in the Board Room of the Administrative Center & Library, 3005 112 Street East, Tacoma, Washington, 98446; with the **exception of the meeting on September 14, 2016, which will be held at Milton/Edgewood Pierce County Library, 900 Meridian E, Suite 29, Milton WA 98354.**

DATED THIS 8th DAY OF JUNE, 2016

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT

Robert Allen, Chair

Donna Albers, Vice-Chair

Linda Ishem, Member

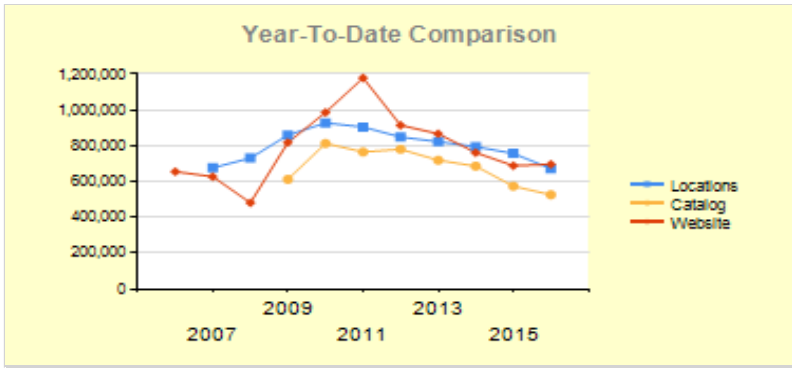
Monica Butler, Member

J. J. McCament, Member

Routine Reports

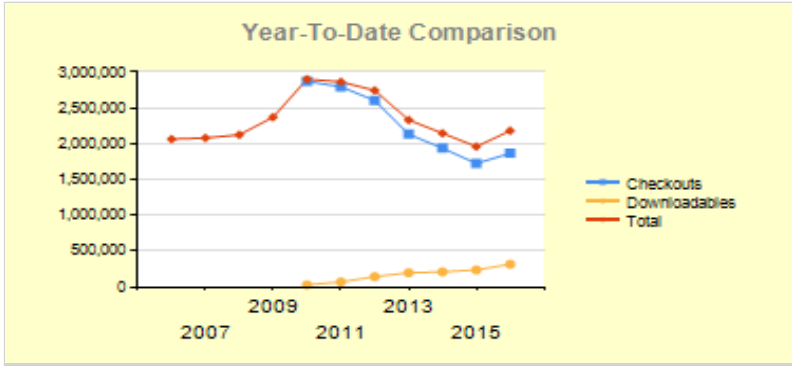
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - APRIL

VISITS



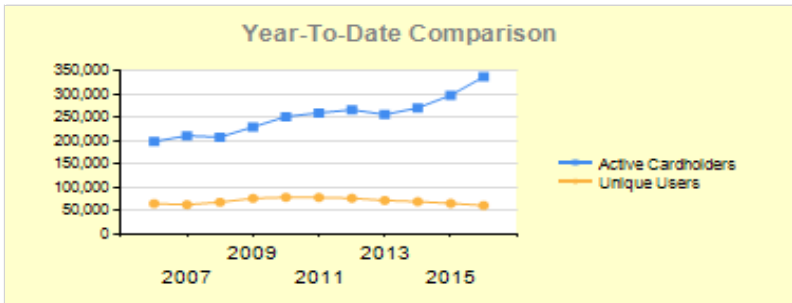
	April		% Change
	2015	2016	
Door Count	132,989	123,139	-7.41%
Catalog	139,818	121,162	-13.34%
Website	173,175	153,545	-11.34%
Job & Business Portal	2,569	2,980	16.00%
Military Portal	140	77	-45.00%
Total	448,691	400,903	-10.65%

CHECKOUTS



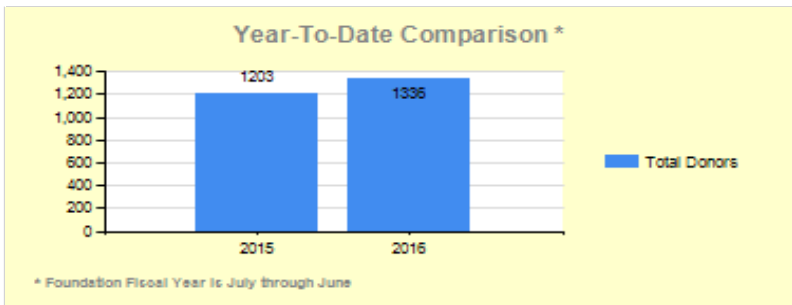
	April		% Change
	2015	2016	
Checkouts	427,976	476,464	11.33%
Downloadables	59,206	78,945	33.34%
Total	487,182	555,409	14.00%

CUSTOMERS



	April		% Change
	2015	2016	
Active Cardholders	297,862	337,366	13.26%
New Cards	3,163	2,708	-14.39%
Checkout Transactions	83,456	73,982	-11.35%
Unique Users	37,335	39,411	5.56%

PHILANTHROPY



	April		% Change
	2015	2016	
FoundationDonors	117	173	47.86%
NewFoundationDonors	3	14	366.67%
\$ Raised by Foundation	\$11,589.35	\$41,506.68	258.15%
\$ Provided by Friends	\$0.00	\$0.00	0.00%

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

May 26, 2016

Notes for May activity

General Fund - 01

- County Property Tax revenue was received and posted for May.
- Tuition assistance program, account 51109, paid out more than budgeted. Staff Experience has secured a Foundation grant to cover this overage.
- 51200 Overtime continues to be as a result of IT labor demands.
- Due to failing active directory system, additional purchases continue to be required in the software line item 53505.
- Annual database access and subscription purchases for patron use inflate accounts 53411 Electronic Info Services and 53413 Electronic Services.
- 54163 Special unplanned for laminating services required by specialty vendor.
- 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 54201 telecom services, 54501 and 54502 Leases, 54600 Insurance, 54801 Contracted Maintenance and 54903 Licenses and Fees.
- 54902 Taxes and Assessments reflect our twice yearly payment of our property related assessments and fees (surface water charges, noxious weed charges, fire benefit, and PC conservation district).

Special Purpose Fund - 15

- We entered budget data for PC Reads program and our Workforce project. Roll out and training to staff is anticipated to occur in May/June.

Debt Service Fund - 20

- Minimal activity

Capital Improvement Projects Fund - 30

- Account 56200 Building/Building Improvements reflects an annual one-time payment for our UP library expansion.
- 56400 Machinery and equipment include the purchase of our new paper cutter totaling \$25k and the replacement of our compactor \$14k, a new WatchGuard Firewall appliance \$38k and just over \$50k in the board approved purchase of a new Dell Compellent server array.
- 56402 HVAC repair and/replacement has been scheduled and funds encumbered for several branches.

**Pierce County Library System
Statement of Financial Position - Interim
May 26, 2016
All Funds**

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	\$ 4,424,032	\$ -	\$ 0	\$ 170,934
Investments	\$ 7,823,000	\$ -	\$ 83,789	\$ 416,000
Total Cash	\$ 12,247,032	\$ -	\$ 83,789	\$ 586,934
Total Current Assets	\$ 12,247,032	\$ -	\$ 83,789	\$ 586,934
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	\$ 49,168	\$ -	\$ -	\$ -
Sales Tax Payable	\$ 4,295	\$ -	\$ -	\$ -
Payroll Taxes and Benefits Payable	\$ 32,097	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 85,560	\$ -	\$ -	\$ -
Fund Balance				
Reserve for Encumbrances	\$ 760,138	\$ -	\$ -	\$ 355,851
Net Excess (Deficit)	\$ 3,639,717	\$ -	\$ 64	\$ (717,306)
Unreserved Fund Balance	\$ 7,761,618	\$ -	\$ 83,725	\$ 948,389
Total Fund Balance	\$ 12,161,472	\$ -	\$ 83,789	\$ 586,934
Total Liabilities and Fund Balance	\$ 12,247,032	\$ -	\$ 83,789	\$ 586,934
Anticipated Property Tax Revenue	\$ 16,615,179	N/A	\$ 12	N/A

Pierce County Library System													
Comparative Statement of Financial Position - Interim													
General Fund - Rolling Comparison													
<i>(as of the listed date of the reported month)</i>													
	HISTORICAL 5/31/2015	HISTORICAL 6/30/2015	HISTORICAL 7/31/2015	HISTORICAL 8/31/2015	HISTORICAL 9/30/2015	HISTORICAL 10/31/2015	HISTORICAL 11/30/2015	HISTORICAL 12/31/2015	HISTORICAL 1/31/2016	HISTORICAL 2/29/2016	HISTORICAL 3/31/2016	HISTORICAL 4/30/2016	CRRENT 5/26/2016
Assets													
Current Assets - Cash													
Cash	\$ 3,966,177	\$ 2,018,084	\$ 1,910,091	\$ 1,849,322	\$ 2,279,894	\$ 10,928,777	\$ 4,365,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 4,424,032
Investments	\$ 8,126,000	\$ 8,250,000	\$ 6,500,000	\$ 3,562,782	\$ 1,500,000	\$ -	\$ 6,700,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,823,000
Total Cash	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,247,032
Total Current Assets	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,247,032
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	\$ 262,350	\$ 333,402	\$ 425,157	\$ 453,310	\$ 338,977	\$ 478,495	\$ 523,012	\$ 560,730	\$ 359,697	\$ 396,377	\$ 428,198	\$ 295,440	\$ 49,168
Sales Tax Payable	\$ 4,337	\$ 4,070	\$ 4,561	\$ 3,891	\$ 4,544	\$ 5,152	\$ 4,089	\$ 2,082	\$ 3,668	\$ 4,880	\$ 4,804	\$ 3,899	\$ 4,295
Payroll Taxes and Benefits Payable	\$ 28,290	\$ 45,337	\$ 9,666	\$ 27,778	\$ 46,413	\$ 8,641	\$ 20,965	\$ 48,189	\$ 13,391	\$ 29,363	\$ 44,222	\$ 14,631	\$ 32,097
Total Current Liabilities	\$ 294,978	\$ 382,810	\$ 439,384	\$ 484,979	\$ 389,934	\$ 492,288	\$ 548,066	\$ 611,001	\$ 376,756	\$ 430,620	\$ 477,224	\$ 313,970	\$ 85,560
Fund Balance													
Reserve for Encumbrances	\$ 401,208	\$ 401,736	\$ 524,749	\$ 431,352	\$ 360,731	\$ 373,933	\$ 266,619	\$ -	\$ 966,089	\$ 835,433	\$ 786,954	\$ 735,482	\$ 760,138
Net Excess (Deficit)	\$ 3,591,475	\$ 1,679,022	\$ (358,559)	\$ (3,308,743)	\$ (4,775,287)	\$ 2,258,040	\$ 2,446,324	\$ -	\$ (2,952,113)	\$ (4,767,644)	\$ (5,586,365)	\$ 2,948,320	\$ 3,639,717
Unreserved Fund Balance	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,804,517	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618	\$ 7,761,618
Total Fund Balance	\$ 11,797,199	\$ 9,885,274	\$ 7,970,707	\$ 4,927,125	\$ 3,389,961	\$ 10,436,489	\$ 10,517,460	\$ 7,761,618	\$ 5,775,593	\$ 3,829,407	\$ 2,962,207	\$ 11,445,420	\$ 12,161,472
Total Liabilities and Fund Balance	\$ 12,092,177	\$ 10,268,084	\$ 8,410,091	\$ 5,412,104	\$ 3,779,894	\$ 10,928,777	\$ 11,065,526	\$ 8,372,619	\$ 6,152,350	\$ 4,260,027	\$ 3,439,431	\$ 11,759,390	\$ 12,247,032
Anticipated Property Tax Revenue	\$ 13,299,906	\$ 13,113,114	\$ 12,988,144	\$ 12,867,362	\$ 12,414,655	\$ 3,197,451	\$ 943,271	\$ -	\$ 28,999,932	\$ 28,704,238	\$ 27,380,677	\$ 16,615,179	\$ 16,615,179

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date May 26, 2016
no pre-encumbrances

General Fund - 01

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ 28,201,541	\$ 14,958,276	\$ -	\$ 13,243,265	53%
Other Revenue	\$ 1,508,000	\$ 693,715	\$ -	\$ 814,285	46%
Total Revenue	\$ 29,709,541	\$ 15,651,991	\$ -	\$ 14,057,550	53%
Expenditures					
Personnel/Taxes and Benefits	\$ 20,893,026	\$ 8,328,708	\$ 1,275	\$ 12,563,043	40%
Materials	\$ 3,532,173	\$ 1,367,903	\$ -	\$ 2,164,270	39%
Maintenance and Operations	\$ 3,895,960	\$ 1,555,525	\$ 758,863	\$ 1,581,571	59%
Transfers Out - CIP	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Transfers Out - SPF	\$ 200,000	\$ -	\$ -	\$ 200,000	0%
Total Expenditures	\$ 29,709,541	\$ 11,252,136	\$ 760,138	\$ 17,697,266	40%
Excess/(Deficit)		\$ 4,399,855			
(less encumbrances)		(760,138)			
Net Excess (Deficit)		\$ 3,639,717			

Special Purpose Fund - 15

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

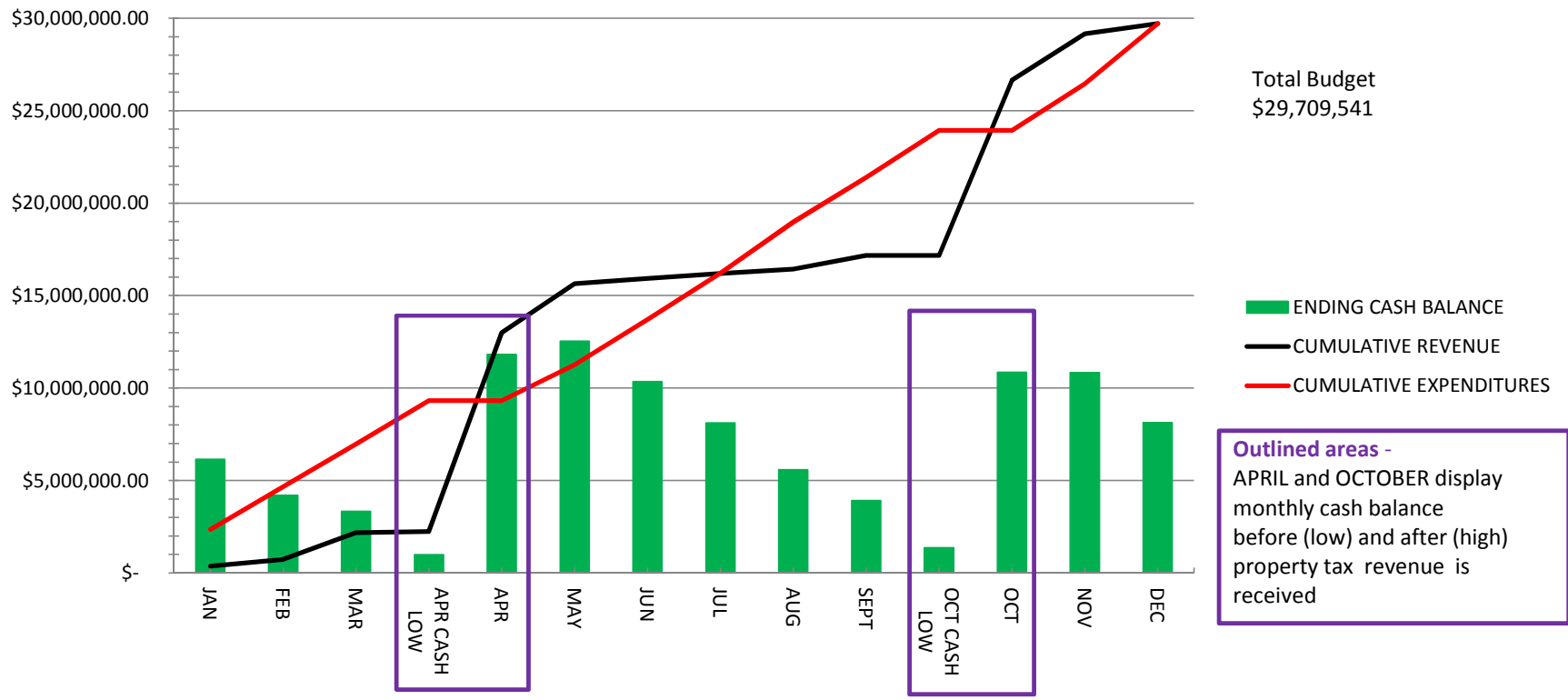
Debt Service Fund - 20

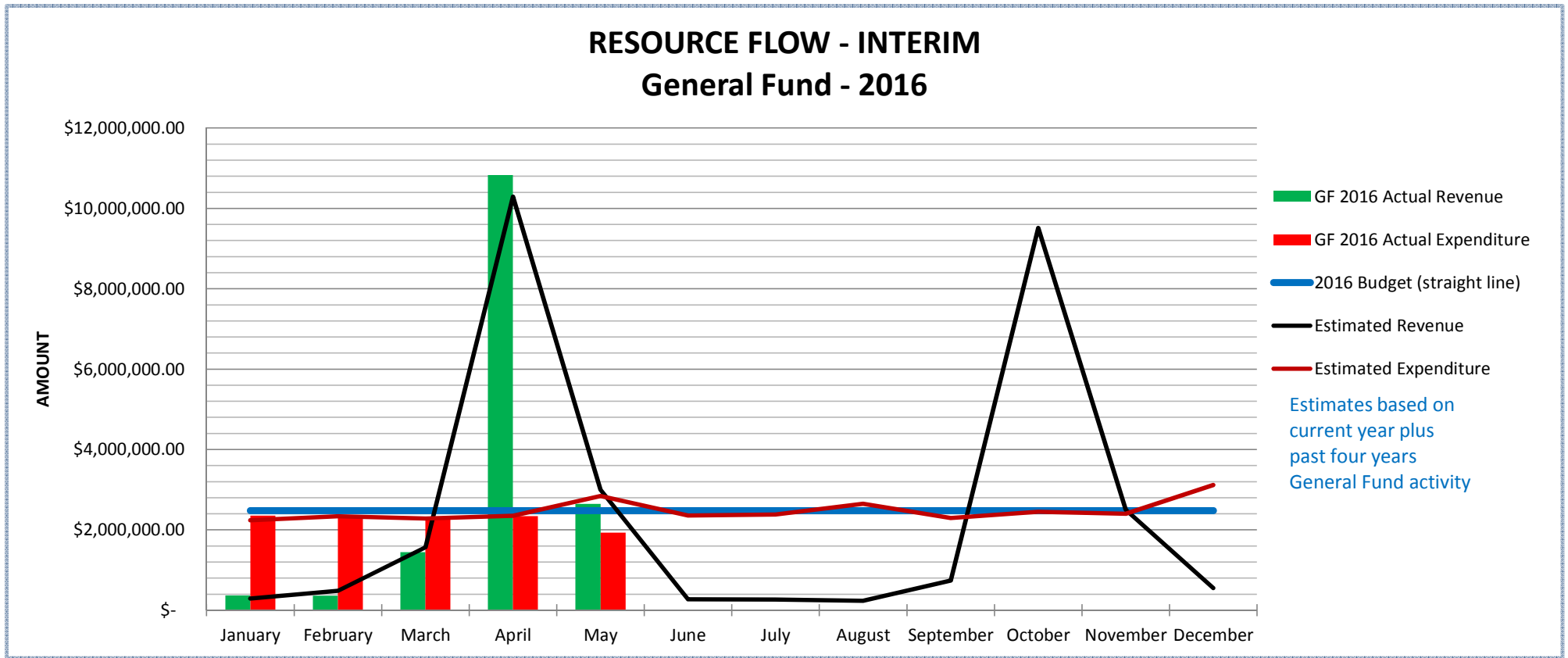
	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Property Tax/Investment Income & Other PC Revenue	\$ -	\$ 0	\$ -	\$ (0)	0%
Other Revenue	\$ -	\$ 64	\$ -	\$ (64)	0%
Total Revenue	\$ -	\$ 64	\$ -	\$ (64)	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%
Net Excess (Deficit)		\$ 64			

Capital Improvement Projects**Fund - 30**

	<u>2016 Budget</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Budget Balance</u>	<u>% of Budget</u>
Revenue					
Other Revenue	\$ 300,000	\$ 34,676	\$ -	\$ 265,324	0%
Transfers In	\$ 1,188,382	\$ -	\$ -	\$ 1,188,382	0%
Total Revenue	\$ 1,488,382	\$ 34,676	\$ -	\$ 1,453,706	2%
Expenditures					
Maintenance and Operations	\$ 1,488,382	\$ 396,131	\$ 355,851	\$ 736,400	51%
Total Expenditures	\$ 1,488,382	\$ 396,131	\$ 355,851	\$ 736,400	51%
Excess/(Deficit)		\$ (361,455)			
(less encumbrances)		(355,851)			
Net Excess (Deficit)		\$ (717,306)			

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: 5/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	27,294,700.00	2,503,259.84	14,658,876.98	0.00	12,635,823.02	53.71
31112 PROPERTY TAXES DELINQUENT	818,841.00	12,993.75	265,633.14	0.00	553,207.86	32.44
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,199.03	0.00	1,800.97	39.97
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	10,537.38	0.00	9,462.62	52.69
31740 TIMBER EXCISE TAX	50,000.00	0.00	14,056.19	0.00	35,943.81	28.11
TAXES:	28,186,541.00	2,516,253.59	14,950,302.72	0.00	13,236,238.28	53.04
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	71,181.61	0.00	(71,181.61)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRU	0.00	0.00	104.48	0.00	(104.48)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	5,642.97	0.00	9,357.03	37.62
34160 COPIER FEES	30,000.00	2,515.55	13,300.75	0.00	16,699.25	44.34
34161 GRAPHICS SERVICES CHARGES	0.00	55.00	3,676.27	0.00	(3,676.27)	0.00
34162 PRINTER FEES	125,000.00	9,964.05	54,194.29	0.00	70,805.71	43.36
34163 FAX FEES	21,000.00	1,810.42	9,824.90	0.00	11,175.10	46.79
34193 ORTING - SERVICE FEES	0.00	0.00	810.00	0.00	(810.00)	0.00
35970 LIBRARY FINES	550,000.00	21,640.89	171,323.32	0.00	378,676.68	31.15
36110 INVESTMENT INCOME	5,000.00	0.00	2,225.20	0.00	2,774.80	44.50
36140 OTHER INTEREST EARNED - COUNTY	0.00	0.00	0.24	0.00	(0.24)	0.00
36200 KEY PEN HLTH DEPT FACILITY REV	0.00	0.00	636.79	0.00	(636.79)	0.00
36290 BOOK SALES	20,000.00	689.85	2,664.11	0.00	17,335.89	13.32
36700 FOUNDATION DONATIONS	300,000.00	85,039.86	195,913.87	0.00	104,086.13	65.30
36710 FRIENDS' DONATIONS	0.00	6,853.76	6,853.76	0.00	(6,853.76)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	0.00	8,899.87	0.00	(8,899.87)	0.00
36725 DONATIONS - OTHER	0.00	9.80	1,067.38	0.00	(1,067.38)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	635.00	4,386.60	0.00	(4,386.60)	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	0.00	39.66	3,148.84	0.00	(3,148.84)	0.00
36990 MISCELLANEOUS REVENUE	0.00	113.32	248.46	0.00	(248.46)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	452.85	4,451.56	0.00	7,548.44	37.10
36996 JURY DUTY REIMBURSEMENT	0.00	10.00	80.00	0.00	(80.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	199.13	199.13	0.00	(199.13)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	0.00	101,702.08	0.00	313,297.92	24.51
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	37,687.78	0.00	(7,687.78)	125.63
CHARGES OTHER:	1,523,000.00	130,029.14	700,224.26	0.00	822,775.74	45.98
39520 INSURANCE RECOVERIES - ASSETS	0.00	0.00	1,464.12	0.00	(1,464.12)	0.00
TOTAL FOR REVENUE ACCOUNTS	29,709,541.00	2,646,282.73	15,651,991.10	0.00	14,057,549.90	52.68
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,984,682.00	1,128,497.42	5,783,457.45	0.00	9,201,224.55	38.60
51105 ADDITIONAL HOURS	273,883.00	26,269.50	128,650.15	0.00	145,232.85	46.97
51106 SHIFT DIFFERENTIAL	159,882.00	16,424.44	65,314.25	0.00	94,567.75	40.85
51107 SUBSTITUTE HOURS	295,500.00	30,329.15	130,213.47	0.00	165,286.53	44.07
51109 TUITION ASSISTANCE PROGRAM	300.00	437.20	2,222.03	0.00	(1,922.03)	740.68
51200 OVERTIME WAGES	7,400.00	3,375.00	15,896.03	0.00	(8,496.03)	214.81
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	10,976.47	55,838.99	0.00	140,790.01	28.40
52002 MEDICAL INSURANCE	2,289,031.00	171,092.01	932,219.27	0.00	1,356,811.73	40.73
52003 F.I.C.A.	1,202,711.00	91,263.29	462,580.49	0.00	740,130.51	38.46
52004 RETIREMENT	1,727,914.00	128,235.68	648,748.93	0.00	1,079,165.07	37.55

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
52005 DENTAL INSURANCE	219,387.00	17,698.06	85,002.84	0.00	134,384.16	38.75
52006 OTHER BENEFIT	10,540.00	840.00	4,280.00	0.00	6,260.00	40.61
52010 LIFE AND DISABILITY INSURANCE	29,086.00	5,086.50	14,284.02	0.00	14,801.98	49.11
52020 UNEMPLOYMENT COMPENSATION	30,500.00	0.00	0.00	0.00	30,500.00	0.00
52200 UNIFORMS	1,300.00	0.00	0.00	1,274.78	25.22	98.06
52999 ADJ BENEFITS TO MATCH PLAN	(139,377.00)	0.00	0.00	0.00	(139,377.00)	0.00
PERSONNEL	20,893,026.00	1,630,524.72	8,328,707.92	1,274.78	12,563,043.30	39.87
53100 OFFICE/OPERATING SUPPLIES	236,100.00	9,848.92	87,026.79	14,137.89	134,935.32	42.85
53101 CUSTODIAL SUPPLIES	52,500.00	7,439.34	24,790.11	0.00	27,709.89	47.22
53102 MAINTENANCE SUPPLIES	60,200.00	5,689.22	20,017.91	0.00	40,182.09	33.25
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	799.72	1,771.02	0.00	23,228.98	7.08
53104 BOOK PROCESSING SUPPLIES	20,000.00	0.00	1,897.83	0.00	18,102.17	9.49
53200 FUEL	47,000.00	0.00	5,116.94	0.00	41,883.06	10.89
53401 ADULT MATERIALS	806,000.00	5,910.74	212,512.37	0.00	593,487.63	26.37
53403 PERIODICALS	88,135.00	296.41	5,396.35	0.00	82,738.65	6.12
53405 JUVENILE BOOKS	544,279.00	11,364.65	174,244.55	0.00	370,034.45	32.01
53406 PROFESSIONAL COLLECTION	4,200.00	0.00	932.35	0.00	3,267.65	22.20
53407 INTERNATIONAL COLLECTION	60,000.00	99.22	6,074.32	0.00	53,925.68	10.12
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	974.32	284,646.51	0.00	557,353.49	33.81
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	0.00	15,185.92	0.00	78,814.08	16.16
53411 ELECTRONIC INFO SOURCES	379,068.00	0.00	275,057.38	0.00	104,010.62	72.56
53412 REFERENCE SERIALS	18,000.00	0.00	780.98	0.00	17,219.02	4.34
53413 ELECTRONIC SERVICES	143,391.00	0.00	122,415.72	0.00	20,975.28	85.37
53414 ELECTRONIC COLLECTION	400,100.00	0.00	218,989.82	0.00	181,110.18	54.73
53464 VENDOR PROCESSING SERVICES	153,000.00	444.19	51,666.89	0.00	101,333.11	33.77
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	0.00	15,382.09	18,411.37	1,206.54	96.55
53502 TECHNOLOGY HARDWARE	50,000.00	3,885.15	8,804.45	0.00	41,195.55	17.61
53505 SOFTWARE	12,100.00	2,314.74	21,510.91	0.00	(9,410.91)	177.78
54100 PROFESSIONAL SERVICES	457,750.00	41,585.88	197,226.76	132,686.28	127,836.96	72.07
54101 LEGAL SERVICES	30,000.00	0.00	10,430.00	0.00	19,570.00	34.77
54102 COLLECTION AGENCY	17,000.00	1,017.19	5,546.24	0.00	11,453.76	32.62
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	3,350.10	0.00	15,649.90	17.63
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	12,343.58	0.00	20,656.42	37.40
54163 PRINTING AND BINDING	1,500.00	2,514.16	2,514.16	0.00	(1,014.16)	167.61
54165 ILL LOST ITEM CHARGE	2,800.00	0.00	323.80	0.00	2,476.20	11.56
54200 POSTAGE AND SHIPPING	36,600.00	(49.00)	353.96	735.00	35,511.04	2.98
54201 TELECOM SERVICES	461,300.00	4,285.89	174,304.93	238,102.80	48,892.27	89.40
54300 TRAVEL	47,200.00	8,005.76	14,654.50	0.00	32,545.50	31.05
54301 MILEAGE REIMBURSEMENTS	30,350.00	3,475.85	15,682.77	0.00	14,667.23	51.67
54400 ADVERTISING	69,500.00	1,903.54	12,696.41	16,396.00	40,407.59	41.86
54501 RENTALS/LEASES - BUILDINGS	404,000.00	12,694.02	150,568.62	119,676.32	133,755.06	66.89
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	50.00	7,799.87	11,259.43	13,340.70	58.83
54600 INSURANCE	200,000.00	75.00	149,164.00	0.00	50,836.00	74.58
54700 ELECTRICITY	235,000.00	4,141.36	85,178.37	0.00	149,821.63	36.25
54701 NATURAL GAS	15,000.00	138.84	4,626.40	0.00	10,373.60	30.84
54702 WATER	21,000.00	1,492.09	6,409.31	0.00	14,590.69	30.52

Pierce County Library System
 Board Report - Budget to Actual by Object
 Report as of: 5/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
EXPENSE ACCOUNTS						
54703 SEWER	25,000.00	2,073.63	9,513.50	0.00	15,486.50	38.05
54704 REFUSE	26,000.00	129.97	10,465.04	0.00	15,534.96	40.25
54800 GENERAL REPAIRS/MAINTENANCE	231,300.00	3,223.61	108,073.72	32,349.43	90,876.85	60.71
54801 CONTRACTED MAINTENANCE	779,600.00	153,124.63	307,801.31	175,108.86	296,689.83	61.94
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	2,585.00	0.00	28,415.00	8.34
54805 VEHICLE REPAIR - MAJOR	0.00	3,220.60	3,220.60	0.00	(3,220.60)	0.00
54900 REGISTRATIONS	41,850.00	2,987.99	11,241.19	0.00	30,608.81	26.86
54901 DUES AND MEMBERSHIPS	30,170.00	395.00	14,890.63	0.00	15,279.37	49.36
54902 TAXES AND ASSESSMENTS	29,500.00	65.00	16,027.80	0.00	13,472.20	54.33
54903 LICENSES AND FEES	43,950.00	4,031.57	32,079.12	0.00	11,870.88	72.99
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	56.61	135.61	0.00	1,864.39	6.78
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
ALL OTHER EXPENSES	8,816,515.00	299,705.81	2,923,428.51	758,863.38	5,134,223.11	41.77
TOTAL FOR EXPENSE ACCOUNTS	29,709,541.00	1,930,230.53	11,252,136.43	760,138.16	17,697,266.41	40.43
NET SURPLUS / DEFICIT	0.00	716,052.20	4,399,854.67	(760,138.16)	(3,639,716.51)	0.00

FUND: DEBT SERVICE FUND (20)

Object	2016 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.08	0.00	(0.08)	0.00
TAXES:	0.00	0.00	0.08	0.00	(0.08)	0.00
36110 INVESTMENT INCOME	0.00	0.00	63.71	0.00	(63.71)	0.00
CHARGES OTHER:	0.00	0.00	63.71	0.00	(63.71)	0.00
TOTAL FOR REVENUE ACCOUNTS	0.00	0.00	63.79	0.00	(63.79)	0.00
NET SURPLUS / DEFICIT	0.00	0.00	63.79	0.00	(63.79)	0.00

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2016 Budget	May Actual	Year-To-Date Actual	Encumbrance s	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT INCOME	0.00	0.00	471.00	0.00	(471.00)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	5,697.12	8,011.79	0.00	(8,011.79)	0.00
36700 FOUNDATION DONATIONS	0.00	22,667.53	22,918.93	0.00	(22,918.93)	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
CHARGES OTHER:	300,000.00	28,364.65	34,675.72	0.00	265,324.28	11.56
39700 TRANSFERS IN	1,188,382.00	0.00	0.00	0.00	1,188,382.00	0.00
TOTAL FOR REVENUE ACCOUNTS	1,488,382.00	28,364.65	34,675.72	0.00	1,453,706.28	2.33
EXPENSE ACCOUNTS						
53501 FURNISHINGS	100,000.00	0.00	2,770.53	3,601.23	93,628.24	6.37
53502 TECHNOLOGY HARDWARE	330,000.00	0.00	(2,267.77)	0.00	332,267.77	(0.69)
53505 SOFTWARE	30,000.00	0.00	4,060.64	0.00	25,939.36	13.54
54100 PROFESSIONAL SERVICES	0.00	0.00	639.29	3,251.00	(3,890.29)	0.00
54400 ADVERTISING	0.00	0.00	81.40	0.00	(81.40)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	166,000.00	0.00	0.00	13,070.34	152,929.66	7.87
54805 VEHICLE REPAIR - MAJOR	10,000.00	0.00	0.00	0.00	10,000.00	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	1,765.45	0.00	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	48,724.57	116,275.43	29.53
56400 MACHINERY & EQUIPMENT	191,000.00	64,459.57	283,886.58	64,459.58	(157,346.16)	182.38
56402 HVAC	120,500.00	0.00	14,242.80	102,743.01	3,514.19	97.08
56403 TECHNOLOGY EQUIPMENT	0.00	0.00	90,952.26	0.00	(90,952.26)	0.00
TOTAL FOR EXPENSE ACCOUNTS	1,488,382.00	64,459.57	396,131.18	355,850.73	736,400.09	50.52
NET SURPLUS / DEFICIT	0.00	(36,094.92)	(361,455.46)	(355,850.73)	717,306.19	0.00

MEMO



Date: May 31, 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 May:

People:

- Employee Communication Survey– Results compiled and analyzed.
- Leadership Academy – Completed. Graduation of first cohort will be July 18, 2016.

Projects:

- Strategic Planning Process – Partner Summit held May 24. Input being analyzed.
- 2015 Budget – Review of Year-end (see New Business)
- 2016 Budget – Evaluated mid-year variances (see New Business)

Major System-wide programs:

- Our Own Expressions – Awards ceremony held May 25.
- Pierce County MakerFest – Held May 21 (see Officers Reports)

Capital Projects:

- Fife entryway (non-skid) treatment completed

Technology:

- IT Governance Committee established
- 30-day IT Stabilization – Critical and high risk issues addressed

External Community Activities

- Attended First 5 FUNdamentals Annual Breakfast
- Attended Mid County Leadership Meeting
- Marilee Hill-Anderson and Jerry Vandenberg, Rotary Club of Sumner –Conducted stakeholder interview with me

Internal Community Activities

- Pierce County MakerFest
- Our Own Expressions
- Gig Harbor, Key Center Regional Meeting
- Tillicum Site Visit

Library Community Activities

- MLIS Advisory Board Meeting

-
- iSchool Dean's Club Dinner
 - Marcellus Turner, Executive Director, Seattle Public Library

Partnership Meetings

- John Caulfield, City Manager, Lakewood – Update on Lakewood community priorities
- John Munn, Director, Lakewood Playhouse – Update on Lakewood community priorities
- Holly Wyrwich, Program Manager, Thrive WA – Overview of work supporting Early Learning Public Library Partnership
- Michael Courts, Mayor, DuPont – Introductory meeting and discussion of City of DuPont plans and priorities
- Ted Danek, City Administrator, DuPont– Introductory meeting and discussion of City of DuPont plans and priorities
- Marilee Hill-Anderson and Jerry Vandeberg, Rotary Club of Sumner – Discussed Sumner and Bonney Lake Library needs

New Business

MEMO



Date: May 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: Mid-Year Fiscal Review

The Library's 2016 focus is to ensure the Library has strong, modern infrastructure that will allow it to deliver the services needed in coming years.

A key piece of the Administrative Team's work this year is to build a clear, simple and transparent planning and budgeting process that supports thoughtful, focused use of resources to accomplish planned projects and day-to-day service within our existing capacity – time, money and resources.

To date, the Team has led work to develop a work planning process and calendar that we have shared with you, clarified budget roles, streamlined and clarified the budget process and set internal budget management goals.

This has changed our approach at mid-year from a budgeting process to a fiscal and work review. Department Heads are expected to work within their original budgets, evaluate progress on their planned work, and assist in identifying unanticipated impacts to the budget or work.

This year's mid-year review process included:

- Closeout of the 2015 budget by Finance
- Review of 2015 budget finals and analysis of significant variances by Administrative Team
- Reports of any significant 2016 budget variances from 50% expended by Department Heads
- Review of overall 2016 revenue and expenditures to date by Administrative Team
- Identification and evaluation of significant unanticipated impacts to 2016 budget, including:
 - Items greatly over or under budget, such as the Wi-Fi project (under) or Dell disk drives (over), or,
 - Items we did not plan for (Lakewood elevator repair, decrease in fine revenue resulting from Polaris automatic renewals)

This month we are bringing you the 2015 year-end budget closeout and a packaged solution for unanticipated 2016 impacts and 2015 unexpended funds. You will find details in the memos that follow from Finance and Business Director Clifford Jo.

MEMO



Date: June 1, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: 2015 Yearend Financial Review

Attached are the following 2015 year-end statements:

- Yearend Actuals—General Fund
- Yearend Actuals—Capital Improvement Fund

Below are major aspects of the yearend statements for each fund.

- GENERAL FUND NOTES -

Revenues

Actual new revenues came in at \$155,082.16 (0.55%) more than the midyear budget, most of which came from property taxes (about \$132,000). The net of all other revenues added nearly \$32,000, which factors in decreasing revenues from fines collections.

Expenditures

Total expenditures came in under budget by \$286,529.88 (-1.06%). Personnel costs were less (\$378,438.30) due mostly to unfilled management and some IT positions. Collection expenditures were over budget by \$325,626.51 (9.19%), which includes a late December purchase of nearly \$266,000 to address the continually growing demand for electronic books. The total expended on materials translated to 13.62% of the budget. For maintenance and operations, the Library was under budget by -\$233,718.09 (-5.85%). The attached table in the following pages show the line item results, with significant items of interest noted.

2015 Yearend Cash Balance (General Fund)

The net effect for the cash balance is recorded as follows:

Beginning Cash Balance (Jan 1).....	\$8,510,835.46
Add: Net of revenues less expenditures.....	441,612.04
Less: Additional general fund transfer to Capital fund (Dec. 2015)	500,000.00
Adjustment for warrants & taxes payable, benefit accruals, and other adj. (<u>122,293.47</u>)	
Ending Cash Balance (Dec 31).....	<u>\$8,330,154.03</u>

It's important to note that the \$441,612 is only *onetime* in nature, which will recommend as part of packaged solution following this discussion.

- CAPITAL IMPROVEMENT FUND NOTES -

Revenues and Transfers

Total new revenues were recorded at \$211,375.84, the majority of which were Foundation donations. Transfers to the Capital Improvement Fund to pay for capital projects included the transfer of 3% of revenues (\$847,795) and additional funds (\$789,423) to pay for current and future projects, which helped pay for critical technology infrastructure needs identified during the 2015 midyear process. The total transferred was recorded at \$1,637,218.00, which is \$795,306.00 more than originally budgeted.

Expenditures

The attached 2015 Capital Improvement yearend results table records all activity for capital projects in 2015. Projects of significant interest are noted in the table. The original budget for capital improvement projects was \$1,869,500.00, which was amended at midyear to be \$2,969,200.00. Total actual expenditures amounted to \$2,934,819.35.

Purchases for technology (servers and networking equipment) were necessary to address critical infrastructure needs. All networking equipment is installed as of early 2016 and the Dell servers have been up and running since February; migration of applications and older servers have already begun and will take on more throughout the IT Modernization project beginning in mid-June.

Also of note was our commitment to move the entryway of Fife, per the agreement with City of Fife. Significant planning and estimating was conducted in early 2015, and a budget was established at midyear. The end result was coming in under budget while adding more parking spaces.

2015 Yearend Cash Balance (Capital Improvement Fund)

The Capital Improvement Fund balance is therefore recorded as follows:

Beginning Cash Balance (Jan 1).....	\$2,066,742.81
Less: Actual use of fund balance	1,086,225.51
Add: Net of revenues and budgeted transfer less expenditures	30,507.53
Add: Other transfers (December 2015)	<u>500,000.00</u>
Ending Cash Balance (Dec 31).....	<u>\$1,450,009.77*</u>

* Actual yearend fund balance is recorded at \$948,389.47, due to warrants payable and other adjustments that haven't yet occurred as of December 31, 2015.

- DEBT SERVICE FUND NOTES -

The Debt Service Fund is used to pay debt owed, for example bond payments. The Library has been debt-free since 2002. Any financial activity since then in this fund is due to unanticipated revenues and fees. The Debt Service Fund balance is recorded as follows:

Beginning Cash Balance (Jan 1).....	\$83,648.57
Add: Net of revenue less expenditures	<u>76.76</u>
Ending Cash Balance (Dec 31).....	<u>\$83,725.33</u>

- TOTAL CASH BALANCES IN ALL FUNDS -

DECEMBER 31, 2015

The Library's total cash balance in all funds is as follows:

General Fund	\$8,330,154.03
Capital Improvement Fund	1,450,009.77
Debt Services	<u>83,725.33</u>
Total Combined Cash Balance	<u>\$9,863,889.13*</u>

* Cash balance is different from fund balance. Due to the Library being a cash basis entity (versus modified accrual), these numbers show how much cash was recorded in our bank as of 12/31/2015. Warrants payables and other factors reduce cash to a more accurate fund balance. For the general and capital funds, warrants payable and other liabilities reduced their fund balances by nearly \$568,536.50 and \$501,620.30 respectively. Thus the fund balance available for use and planning is \$8,793,732.33.

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 YEAR END -**

GENERAL FUND					\$ Change	% Change	
2015 YEAR-END AS OF 12/31/2015		2015 Final (12/10/14)	2015 Mid-Year	2015 YE (12/2015)	2015 Midyear to 2015 YE	2015 Midyear to 2015 YE	2015 FISCAL YEAR Notes
Use of Fund Balance/Cash Reserves		0	0	0.00	-		No cash reserves were used
REVENUES							
31110	Property Taxes Refunded			26,144,599.04	304,859.04	1.18%	More on-time payments received
31111	Property Taxes Current	25,674,805	25,839,740	26,144,599.04	304,859.04	1.18%	More on-time payments received
31112	Property Taxes Delinquent	872,943	775,192	602,576.03	(172,615.97)	-22.27%	Delinquent payments were less, but offset by ontime payments
31130	Sale of Tax Title Property	3,000	15,000	16,024.23	1,024.23	6.83%	Received more than anticipated
31210	Private Harvest Tax	50,000	0	0.00	-		Line item moved to 21740 Timber Excise Tax per BARS
31720	Leasehold Excise Tax	20,000	20,000	19,770.52	(229.48)	-1.15%	
31740	Timber Excise Tax		90,000	69,865.28	(20,134.72)	-22.37%	
33145	LSTA Federal Direct (IMLS)			23,000.00	23,000.00	new	
33301	Workforce Central		123,000	137,068.39	14,068.39	11.44%	
33345	LSTA Indirect (Federal IMLS)			7,500.00	7,500.00	new	
33403	State LSTA Direct			49,000.00	49,000.00	new	
33533	State Forest Funds/DNR Timber Trust			764.39	764.39	new	Moved from Sale of Fixed Assets
33710	Shared Fixed Assets - Timber			1,281.22	1,281.22	new	Moved from Sale of Fixed Assets
34160	Copier Fees	30,000	32,000	31,058.39	(941.61)	-2.94%	
34161	Graphics Services Charges		4,200	9,787.36	5,587.36	133.03%	
34162	Printer Fees	105,000	130,000	125,714.39	(4,285.61)	-3.30%	
34163	Fax Fees	21,000	21,000	22,821.61	1,821.61	8.67%	
34193	City Fees - Janitorial - Orting		3,200	3,240.00	40.00	1.25%	
34730	Interlibrary Loan Fees			63.88	63.88	new	
35970	Library Fines	600,000	570,000	505,401.53	(64,598.47)	-11.33%	Considerably less due to less physical materials checked out
36110	Investment Income	10,000	5,000	6,679.26	1,679.26	33.59%	Investment rates continue to be at historic low
36111	Interest - State Forest Fund			1.97	1.97	new	
36190	Other Interest Earnings			0.28	0.28	new	
36200	Key Pen Hlth Dept Facility Rev			3,294.29	3,294.29	new	
36290	Book Sales	20,000	10,000	5,790.57	(4,209.43)	-42.09%	
36700	Foundation Donations	350,000	290,000	254,980.44	(35,019.56)	-12.08%	Original budget included CIP funded projects, which were moved
36710	Friends' Donations			257.01	257.01	new	
36720	Friends' Reimbursements		8,200	30,473.71	22,273.71	271.63%	
36725	Donations-Other		2,000	7,249.17	5,249.17	262.46%	
36910	Sale of Scrap and Salvage			9,411.15	9,411.15	new	
36920	Unclaimed Prop - Found Money			149.64	149.64	new	
36990	Miscellaneous Revenue			1,119.29	1,119.29	new	
36991	Payment for Lost Materials	12,000	12,000	11,468.67	(531.33)	-4.43%	
36996	Jury Duty Reimbursement			580.00	580.00	new	
36997	Prior Year's Refunds		4,300	8,646.36	4,346.36	101.08%	
36998	E Rate Reimbursement	250,000	240,000	233,920.58	(6,079.42)	-2.53%	eRate reimbursements offset Telecom/Data charges
36999	Rebates - Procurement Card	30,000	50,000	71,355.51	21,355.51	42.71%	Considerably higher due to moving more expenses to Purchase card
39510	Sale of Fixed Assets	15,000	15,000	0.00	(15,000.00)	-100.00%	Moved to State Forest Funds & Shared Fixed Assets per BARS
TOTAL REVENUES		\$28,063,748	\$28,259,832	\$28,414,914.16	\$155,082.16	0.55%	

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 YEAR END -**

GENERAL FUND				\$ Change	% Change	
2015 YEAR-END AS OF 12/31/2015	2015 Final (12/10/14)	2015 Mid-Year	2015 YE (12/2015)	2015 Midyear to 2015 YE	2015 Midyear to 2015 YE	2015 FISCAL YEAR Notes
EXPENDITURES						
PERSONNEL						
51100 Salaries & Wages	14,345,866	14,093,050	13,610,105.23	(482,944.77)	-3.43%	Less spend due to vacancies and turnover, particularly mgmt & IT
51105 Additional Hours	259,045	280,045	334,825.10	54,780.10	19.56%	More spent to cover staffing needs
51106 Shift Differential	151,607	145,146	145,693.82	547.82	0.38%	
51107 Substitute Hours	315,515	308,515	266,072.04	(42,442.96)	-13.76%	Less spent to cover staffing needs
51109 Tuition Assistance Program	300	300	0.00	(300.00)	-100.00%	
51200 Overtime Wages	5,400	13,400	16,473.98	3,073.98	22.94%	More spent to cover vacancies & emergency needs in Facilities
52001 Industrial Insurance	193,617	173,239	155,806.39	(17,432.61)	-10.06%	Savings due to vacancies
52002 Medical Insurance	2,191,477	2,171,527	1,980,561.39	(190,965.61)	-8.79%	Savings due to vacancies
52003 FICA	1,153,581	1,160,745	1,085,307.62	(75,437.38)	-6.50%	Savings due to vacancies
52004 Retirement	1,508,392	1,421,868	1,384,557.50	(37,310.50)	-2.62%	Savings due to vacancies
52005 Dental Insurance	212,859	209,759	197,075.49	(12,683.51)	-6.05%	Savings due to vacancies
52006 Other Benefit (Cell Phone Allowance)	11,020	10,540	10,800.00	260.00	2.47%	
52010 Life and Disability Insurance	26,987	20,318	15,237.51	(5,080.49)	-25.00%	Savings due to vacancies
52020 Unemployment Compensation	30,500	30,500	0.00	(30,500.00)	-100.00%	
52200 Uniforms	1,300	1,300	41.63	(1,258.37)	-96.80%	
Total Personnel	20,407,466	20,040,252	19,202,557.70	(837,694.30)	-4.18%	
Reduction in salaries planning budget to match projections ((510,187)	(459,256)	0.00	459,256.00	100.00%	Adjustment is reflected in line item actuals
Net Personnel	19,897,279	19,580,996	19,202,557.70	(378,438.30)	-1.93%	
MAINTENANCE & OPERATIONS						
53100 Office/Operating Supplies	164,400	227,558	243,437.96	15,879.96	6.98%	Supplies are offseet by grant revenues
53101 Custodial Supplies	52,500	52,500	54,892.67	2,392.67	4.56%	
53102 Maintenance Supplies	60,200	60,200	36,030.98	(24,169.02)	-40.15%	
53103 A/V Processing Supplies	25,000	25,000	16,279.96	(8,720.04)	-34.88%	
53104 Book Processing Supplies	20,000	20,000	20,104.36	104.36	0.52%	
53200 Fuel	47,000	47,000	34,448.82	(12,551.18)	-26.70%	
53500 Minor Equipment	3,500	23,500	19,812.95	(3,687.05)	-15.69%	
53501 * Furnishings	35,000	75,620	91,138.79	15,518.79	20.52%	More spent to cover furnishing needs for staff and public
53502 * Technology Hardware	20,000	63,900	71,860.79	7,960.79	12.46%	More spent to pay for technology for public services
53503 Printers	10,000	0	0.00	-		Moved into 53502 Technology Hardware
53505 Software	13,500	13,500	22,677.00	9,177.00	67.98%	Includes needed software for critical needs
54100 * Professional Services	437,884	527,202	378,685.13	(148,516.87)	-28.17%	Significantly less spent on Strategic Plan & other consulting
54101 Legal Services	30,000	55,000	53,278.61	(1,721.39)	-3.13%	
54102 Collection Agency	22,000	19,900	18,774.08	(1,125.92)	-5.66%	
54161 Resource Sharing Services	19,000	19,000	13,021.20	(5,978.80)	-31.47%	
54162 Bibliographics Services	33,000	33,000	34,987.07	1,987.07	6.02%	
54163 Printing and Binding	1,500	1,500	0.00	(1,500.00)	-100.00%	
54165 Inter Library Loan Lost Item Charges	2,800	2,800	1,646.69	(1,153.31)	-41.19%	
54200 Postage	35,000	35,800	25,101.47	(10,698.53)	-29.88%	
54201 Telephone/Data Lines	461,300	461,300	441,719.46	(19,580.54)	-4.24%	Offset by Erate reimbursements (which occur this and next year)
54300 * Travel	42,100	42,400	23,457.11	(18,942.89)	-44.68%	
54301 Mileage Reimbursements	31,150	33,000	30,103.86	(2,896.14)	-8.78%	
54400 * Advertising	43,000	52,000	38,237.67	(13,762.33)	-26.47%	
54501 * Rentals/Leases - Buildings	389,950	389,950	374,286.48	(15,663.52)	-4.02%	
54502 * Rentals/Leases - Equipment	32,300	32,400	25,144.33	(7,255.67)	-22.39%	

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 YEAR END -**

GENERAL FUND					\$ Change	% Change		
2015 YEAR-END AS OF 12/31/2015		2015	2015	2015	2015 Midyear	2015 Midyear	2015 FISCAL YEAR	
		Final (12/10/14)	Mid-Year	YE (12/2015)	to 2015 YE	to 2015 YE	Notes	
54600	Insurance	189,500	178,500	149,313.66	(29,186.34)	-16.35%	Shifted some of the costs into 2016 to align with calendar year	
54700	Electricity	235,000	235,000	256,973.67	21,973.67	9.35%		
54701	Natural Gas	15,000	12,000	10,448.47	(1,551.53)	-12.93%		
54702	Water	20,000	20,000	27,390.71	7,390.71	36.95%		
54703	Sewer	36,000	25,000	31,421.60	6,421.60	25.69%		
54704	Refuse	27,500	25,000	32,328.33	7,328.33	29.31%		
54800	* General Repairs/Maintenance	229,300	211,300	262,579.82	51,279.82	24.27%		
54801	* Contracted Maintenance	788,000	799,600	728,744.93	(70,855.07)	-8.86%		Includes savings from proactive reductions in Facilities contracts Line item was eliminated
54803	Maint. Telecomm Equipment	31,000	0	0.00	-			
54805	Vehicle Repair - Major			1,000.00	1,000.00	new		
54900	* Registrations	42,750	47,400	42,267.88	(5,132.12)	-10.83%		
54901	* Dues and Memberships	35,170	35,170	37,153.00	1,983.00	5.64%		
54902	Taxes and Assessments	29,500	29,500	30,608.77	1,108.77	3.76%		
54903	Licenses and Fees	38,890	44,950	65,135.75	20,185.75	44.91%		
54904	Miscellaneous	790	790	43.71	(746.29)	-94.47%		
54905	Event Registration	2,000	2,000	2,558.72	558.72	27.94%		
55100	Intergovernmental	17,000	17,000	16,425.45	(574.55)	-3.38%		
Total Maintenance & Operations		3,769,484	3,997,240	3,763,521.91	(233,718.09)	-5.85%		
* Items that are asterisked required department heads to list specific costs								
MATERIALS								
534xx	Materials	3,555,073	3,544,378	3,869,233.98	324,855.98	9.17%	= 13.62% of revenues	
53401	Adult Materials	806,000	806,000	763,486.54	(42,513.46)	-5.27%		
53403	Periodicals	88,135	88,135	77,175.23	(10,959.77)	-12.44%		
53405	Juvenile Books	544,279	556,514	515,958.44	(40,555.56)	-7.29%		
53406	Professional Collection	4,200	4,200	3,915.97	(284.03)	-6.76%		
53407	International Collection	60,000	60,000	21,345.44	(38,654.56)	-64.42%		
53408	Audiovisual Materials - Adult	842,000	842,000	996,767.46	154,767.46	18.38%		
53409	Audiovisual Materials - Juvenile	94,000	94,000	87,052.96	(6,947.04)	-7.39%		
53410	Reference Materials	0	0	0.00	-			
53411	Electronic Info Sources	379,068	379,068	369,817.51	(9,250.49)	-2.44%		
53412	Reference Serials	18,000	18,000	12,127.73	(5,872.27)	-32.62%		
53413	Electronic Services	149,391	143,391	151,135.78	7,744.78	5.40%		
53414	Electronic Collection	417,000	400,070	682,616.97	282,546.97	70.62%		
53464	Vendor Processing Services	153,000	153,000	187,833.95	34,833.95	22.77%		
53499	Gifts - Materials	-	-	770.53	770.53	new		
Total Materials		3,555,073	3,544,378	3,870,004.51	325,626.51	9.19%		
54912	CONTINGENCY	0	0	0.00	-		Cash reserves are adequate	
59700	TRANSFERS TO CIP	841,912	1,137,218	1,137,218.00	-		Set at approximately 4% of revenues	
Total Transfers		841,912	1,137,218	1,137,218.00	0.00			
TOTAL EXPENDITURES		\$28,063,748	\$28,259,832	\$27,973,302.12	(\$286,529.88)	-1.01%	Overall expenditures were within the mid-year budget	
REVENUES LESS EXPENDITURES		\$0	\$0	\$441,612.04	\$441,612.04	new		

**PIERCE COUNTY LIBRARY SYSTEM
- 2015 YEAR END -**

GENERAL FUND 2015 YEAR-END AS OF 12/31/2015	2015 Final (12/10/14)	2015 Mid-Year	2015 YE (12/2015)	\$ Change 2015 Midyear to 2015 YE	% Change 2015 Midyear to 2015 YE	2015 FISCAL YEAR Notes
BUDGET SUMMARY						
Use of Fund Balance/Cash Reserves	0	0	0.00			0.00% of use of fund balance
REVENUES						
Taxes	26,620,748	26,739,932	26,852,835.10	112,903.10	0.42%	94.50% of new revenues
Intergovernmental	0	123,000	218,614.00	95,614.00	77.73%	0.77% of new revenues
Charges for Services	156,000	190,400	192,685.63	2,285.63	1.20%	0.68% of new revenues
Fines	600,000	570,000	505,401.53	(64,598.47)	-11.33%	1.78% of new revenues
Miscellaneous	687,000	636,500	645,377.90	8,877.90	1.39%	2.27% of new revenues
TOTAL REVENUES	28,063,748	28,259,832	28,414,914.16	155,082.16	0.55%	100.00% of new revenues
EXPENDITURES						
Personnel	19,897,279	19,580,996	19,202,557.70	(378,438.30)	-1.93%	68.65% of expenditures
Maintenance & Operations	3,769,484	3,997,240	3,763,521.91	(233,718.09)	-5.85%	13.45% of expenditures
Materials	3,555,073	3,544,378	3,870,004.51	325,626.51	9.19%	13.83% of expenditures
Subtotal	27,221,836	27,122,614	26,836,084.12	(286,529.88)	-1.06%	95.93% of expenditures
CONTINGENCY	0	0	0.00	-		0.00% of expenditures
TRANSFERS TO CIP	841,912	1,137,218	1,137,218.00	-		4.07% of expenditures
Subtotal	841,912	1,137,218	1,137,218.00	0.00		4.07% of expenditures
TOTAL EXPENDITURES	28,063,748	28,259,832	27,973,302.12	(286,529.88)	-1.01%	100.00% of expenditures
NET OF REVS & EXPS	\$0	\$0	\$441,612.04	\$441,612.04	new	1.57% of original budget

**PIERCE COUNTY LIBRARY SYSTEM
2015 CAPITAL IMPROVEMENT YEAREND RESULTS**

	Primary <u>Funding Source(s)</u>	Original <u>Budget</u>	Midyear <u>Adjustment</u>	Yearend <u>Actuals</u>	Diff. between Act. & Midyr.		<u>Notes</u>
					<u>\$ Change</u>	<u>% Change</u>	
BEGINNING CAPITAL FUND BALANCE (1/1 EST)	Library	\$ 2,000,000	\$ 2,066,743	\$ 2,034,614.98	\$ (32,127.83)	-1.55%	
REVENUES & INFLOWS							
Anticipated use of fund balance	Library	1,027,588	1,642,688	1,086,225.51	(556,462.49)	-33.88%	
3% Transfer from General Fund	Library	841,912	847,795	847,795.00	-	0.00%	
Other Transfer from General Fund (Dec. 2015)	Library			500,000.00	500,000.00	-	Additional transfer for future project needs
Foundation Donations	Foundation		183,790	183,790.60	0.60	0.00%	Includes SH project, UP furnishings, youth vans, ACL lobby, et al
Other Revenue	Key Pen. Health Ctr, et al		17,500	27,585.24	10,085.24	57.63%	KPHC = \$26,503.81; Interest = \$1,031.43; Donations = \$50
Other Transfers	Library		289,423	289,423.00	-	0.00%	Additional transfer due to midyear savings in the general fund
TOTAL FUNDS AVAILABLE		1,869,500	2,981,196	2,934,819.35	(46,376.65)	-1.56%	
EXPENDITURES							
COMMITMENTS							
UP 5,000 sq ft Expansion (10 year)	Library	120,000	120,000	120,000.00	-	0.00%	Fourth year out of ten year agreement; six payments remaining
Fife streetwork and parking	Library		387,000	307,148.47	(79,851.53)	-20.63%	Bids and overall costs came in considerably less than projected
SUBTOTAL		120,000	507,000	427,148.47	(79,851.53)	-15.75%	
SERVICE IMPROVEMENT PROJECTS							
Restroom Maintenance (GHM, BLK, SMT, EAT)	Library	30,000	-	997.79	997.79	-	Postponed pending further review
Replace Aging Furnishings	Library & Foundation	50,000	50,000	59,905.99	9,905.99	19.81%	Foundation = \$15,000 for UP Reading Area
Helpdesk Upgrades (UP)	Library	58,000	58,000	-	(58,000.00)	-100.00%	Postponed to 2016
PAC/ACL Service Lobby	Library & Foundation		50,000	27,310.46	(22,689.54)	-45.38%	Created library services in ACL lobby; Foundation = \$50,000
South Hill Furnishings Project	Library & Foundation			91,471.90	91,471.90	-	2014 carryover project; Foundation = \$30.8k in 2015, \$22.6k in 2016
Wayfinding	Library	20,000	20,000	-	(20,000.00)	-100.00%	SH was done as part of the furnishing project; PKS was out of Gen Fnd
SUBTOTAL		158,000	178,000	179,686.14	1,686.14	0.95%	
MAJOR MAINTENANCE							
Carpet Extractor	Library	16,000	16,000	13,646.19	(2,353.81)	-14.71%	
Carpet Replacement (GIG)	Library	114,500	114,500	110,526.74	(3,973.26)	-3.47%	
Gutter Replacement (PAC, GIG)	Library	43,000	44,300	43,771.37	(528.63)	-1.19%	
HVAC Replacement (BLK)	Library	155,000	176,000	175,953.00	(47.00)	-0.03%	
Lighting Upgrades in Parking Lots (KC, SH, BUC)	Library	37,000	37,000	35,336.20	(1,663.80)	-4.50%	
Seal Coating of Parking Lots	Library	60,000	51,000	49,323.04	(1,676.96)	-3.29%	
Staff Experience Remodel	Library		50,000	37,773.27	(12,226.73)	-24.45%	Costs came in under midyear adj. due to competitive bidding
ACL Rear Service Door replacement	Library		7,000	-	(7,000.00)	-100.00%	Paid out of General Fund as general repairs/maintenance
Steilacoom & Lakewood Fence Replacements	Library		20,000	-	(20,000.00)	-100.00%	Paid out of General Fund as general repairs/maintenance
SUBTOTAL		425,500	515,800	466,329.81	(49,470.19)	-9.59%	

**PIERCE COUNTY LIBRARY SYSTEM
2015 CAPITAL IMPROVEMENT YEAREND RESULTS**

	Primary <u>Funding Source(s)</u>	Original <u>Budget</u>	Midyear <u>Adjustment</u>	Yearend <u>Actuals</u>	Diff. between Act. & Midyr.		<u>Notes</u>
					<u>\$ Change</u>	<u>% Change</u>	
VEHICLES							
Youth Services vans (2)	Library & Foundation		96,400	91,445.62	(4,954.38)	-5.14%	2014 purchase moved to early 2015; Foundation = \$86,500
Vehicle Repair Contingency	Library	10,000	10,000	11,907.52	1,907.52	19.08%	Included emergency underground fuel tank cleaning (\$9,955)
SUBTOTAL		10,000	106,400	103,353.14	(3,046.86)	-2.86%	
TECHNOLOGY PLAN IMPLEMENTATION							
Public PCs (Very Old PCs, eg., Express Check)	Library	157,000	157,000	137,664.82	(19,335.18)	-12.32%	
Staff PCs	Library	219,000	328,000	335,079.26	7,079.26	2.16%	
Servers + Storage	Library	450,000	315,000	447,451.90	132,451.90	42.05%	Included final system software necessary for new equipment
Network Switches (>50% Erate reimb)	Library & Erate	260,000	595,000	613,293.34	18,293.34	3.07%	Erate reimbursements (est. \$350k) will be received in late 2016
ITG Towers	Library		69,000	68,511.75	(488.25)	-0.71%	
UPS Replacement & Electrical work	Library		54,000	58,171.40	4,171.40	7.72%	
Printers	Library		65,000	46,767.84	(18,232.16)	-28.05%	
Network Appliances	Library	33,000	33,000	39,860.00	6,860.00	20.79%	
SUBTOTAL		1,119,000	1,616,000	1,746,800.31	130,800.31	8.09%	
SUBTOTAL CIP		1,832,500	2,923,200	2,923,317.87	117.87	0.00%	
<u>Contingency (2% with \$25,000 minimum)</u>	<u>Library</u>	37,000	46,000	11,501.48	(34,498.52)	-75.00%	
Gig Harbor Library Feasibility/Arch. analysis	Library		12,000	11,501.48	(498.52)	-4.15%	Fees paid to SHKS Architects for future design ideas
GRAND TOTAL CIP		1,869,500	2,969,200	2,934,819.35	(34,380.65)	-1.16%	
ENDING CAPITAL FUND BALANCE (12/31 EST)	Library	\$ 972,412	\$ 424,055	\$ 948,389.47	\$ 512,338.66	120.82%	

MEMO

Date: June 1, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: Proposed Budget Adjustments

In the previous memo regarding 2015 year-end results, we have identified one-time unexpended funds of \$441,612 in the general fund. We had some unanticipated impacts in 2016 in both the general and capital improvement funds. These are noted below.

- GENERAL FUND -

Major 2016 unanticipated impacts include:

Polaris automatic renewal of checked out materials (less revenue rcvd.) ..	\$300,000
Parking lot patrols	107,500
Unemployment insurance payment	22,000
Less than 20 hour position conversions to become benefited (estimated) ...	<u>150,000</u>
Net overall impact.....	<u>\$579,500</u>

In our review of the general fund, we have concluded that no midyear adjustment is necessary. We anticipate that additional 2016 revenues and one-time expenditure savings will offset identified budget pressures in the operating budget.

- CAPITAL IMPROVEMENT FUND -

Major unanticipated 2016 impacts include:

Wi-Fi project cost savings from original budget	-\$185,000
Additional Dell disk drives	200,000
Lakewood Library elevator.....	129,000
Paper cutter	25,000
Parkland fence	<u>20,000</u>
Net overall impact.....	<u>\$189,000</u>

Therefore the net overall impact to the CIP is \$189,000. The nature of the \$441,602 in savings is one-time only, therefore we recommend that these funds be used for one-time only or future project needs. We recommend that the \$441,602 be transferred to the Capital Improvement Fund to:

- PACKAGED SOLUTION -

1. Pay for the unanticipated variances as noted (\$189,000).
2. Set aside a larger contingency to factor major repairs that may incur (\$150,000), such as the Lakewood Library elevator. This will be a perpetual contingency in future budgets; if it isn't used, it returns to the fund balance for the following year or it is replenished to \$150,000. We may from time to time recommend a different level of funding this contingency, based on experience.
3. The remaining balance be set aside for future land, property, and facility needs (\$102,602).

We will bring you resolutions next month to transfer the one-time savings and create set-asides in the CIP.

Board Education and Service Reports

MEMO



Date: May 31, 2016

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

From: Georgia Lomax, Executive Director

Subject: Strategic Planning Progress

On May 24, 2016, the Partner Summit was held. This concluded the information gathering phase of the strategic planning process.

Community stakeholders spent their morning providing input on possible roles the Library might play in our community and then prioritizing them. We added some purposeful fun – writing 6-word biographies of the Library, participating in online polls – both to gather information and to demonstrate use of current technology. Participants worked in small groups at three topics of their choosing and then had “free” time to review and add to the remaining topics. Staff, working in pairs as facilitators and note takers, led each discussion and captured key takeaways and impressions.

BERK Consulting is compiling the results of the gathering, which we will receive later this week.

Next Steps

On June 14, 2016, members of our Leadership Team and the Leadership Academy cohort will participate in a Strategy Summit. This planning session begins to narrow our focus. The group will discuss where the Library should play a role, what that role might be, and strategies that we might use to advance these roles. Their work will be used to determine our focus and strategy for the next three to five years. Their participation will help prepare them to lead the next level of conversation with staff and move us from strategies to the implementation plan.

During the Board meeting, I would like to hear your takeaway from the discussions you participated in and where you observed strong interest or energy around the Library’s involvement (It’s okay if it’s around work we currently do.)

MEMO



Date: June 1, 2016

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

From: Melinda Chesbro, Deputy Director

Subject: Public Library Benchmark Statistics

Part of the strategic planning process is identifying how we will measure our efforts in response to what we've heard. I will be providing an overview of a variety of public library measurement efforts and discuss the assumptions in each about what to measure and how. This discussion and your feedback will assist us in establishing effective measures as we plan for 2017 projects.

Statistics & Benchmarking

5/11/2016

Types of measures/assessments

- input – what resources were applied?
- output – what volume of things happened?
- input/output ratios
- impact – what changed?
- demographic or environmental – what factors exist in our environment (population, income, etc.)

Who gathers public library measures?

1. Washington State Library

WSL collects annual input and output measures plus ratios from Washington public libraries and is useful to see regional trends in public libraries. The 2014 report is available at <https://www.sos.wa.gov/library/libraries/libDev/publications.aspx#WASStats>.

Sample input measures:

- Public Service Hours
- Operating Expenditures
- Collection Expenditures
- Programs Offered

Sample output measures

- Library Attendance
- Circulation
- Program Attendance
- Registered Borrowers

Sample ratios

- Attendance Per Capita
- Expenditure Per Capita
- Collection Expenditures as a % of Operating Expenditures
- Circulation Per Capita
- Turnover Rate (circulation divided by collection size)

Sample demographic

- Population
- Service Area

2. PLA metrics/Public Library Data Service

PLDS collects annual input and output measures plus ratios from public libraries throughout the U.S. and Canada. This report collects similar information as the Washington State Library and is useful for identifying overall trends in public libraries. The 2015 report (reflecting 2014 activity) is available at https://storage.googleapis.com/co_drive/Documents/PLDS/2015PLDSAnnualReportFinal.pdf.

3. PLA Performance Measures Initiative – Project Outcome (www.projectoutcome.org)

Goal is to help public libraries understand and share the true impact of essential library services and programs with simple survey instruments and an easy-to-use process for measuring and analyzing outcomes in the following areas:

- civic/community engagement – Services to inform, enrich, preserve, and promote community engagement, ranging from government issues to recreational activities. Examples include: Cultural Activities, Government Services, or Civic Engagement services and programs.
- early childhood literacy – Services to improve early literacy and learning skills to prepare children ages 0-5 for school. Examples include: Storytime, Parenting/Child Development, or Every Child Ready to Read services and programs.
- education/lifelong learning – Services to gain and impart new knowledge and skills, improve academic performance, and engage in a variety of lifelong learning activities. Examples include: Book Club Reviews, Author Discussions, Education Classes or Labs, or Bookmobile services and programs.
- job skills – Services to improve the skills needed to find and apply for jobs and advance careers. Examples include: resume help, job fairs, or job search services and programs.
- summer reading – Services to provide continuous reading opportunities between school breaks to limit learning gaps.
- economic development – Services to improve business start-up and development skills. Examples include: Business Development or Starting Your Own Business services and programs.
- digital inclusion – Services to access technology, build technology-related skills and confidence, and make beneficial use of digital resources and services to meet patron needs. Examples include: Computer & Technology Usage Skills, Internet Education, or Computer Education services and programs.

Sample outcome survey for Summer Reading

- You learned something new that is helpful
- Your and/or your children's overall confidence improved
- You and/or your children will increase use of the newly learned skills
- You and/or your children are more aware of applicable resources and services provided by the library
- What did you like most about the program?
- What could the library do to improve your and/or your children's learning?

Sample outcome survey for Digital Inclusion

- You feel more knowledgeable about using digital resources
- You feel more confident when using digital resources
- You intend to apply what you just learned
- You are more aware of applicable resources and services provided by the library
- What did you like most about the program?
- What could the library do to improve your learning?

4. Urban Libraries Council Edge Collaborative (<http://www.libraryedge.org/>)
Framework for assessing library technology services and developing a long-term digital strategy for
 - workforce development
 - access to legal and e-government resources
 - education and lifelong learning
 - health and wellnessusing benchmarks in these strategic areas
 1. Community value – Libraries provide programs and services that enable people to get value from their use of technology. Includes assessments of
 - Digital Literacy
 - Digital Tools & Resources
 - Meeting Key Community Needs
 2. Engaging the community – Libraries are a valuable community resource and a strategic partner in helping people and communities improve their quality of life. Includes assessments of
 - Strategy & Evaluation
 - Strategic Partnerships
 - Sharing Best Practices
 3. Organizational management – Libraries manage resources so that members of the community who need or want access can get it regardless of ability, skill, personal technology, or available time. Includes assessments of
 - Planning & Policies
 - Staff Expertise
 - Devices & Bandwidth
 - Technology Management
 - Technology Inclusiveness

Sample assessment for Technology Management

The library actively manages Internet connectivity.

- The library knows the maximum available bandwidth speed available at each location
- Speed tests are performed on public computers to compare advertised and actual bandwidth speed
- Alerts about connectivity problems are received in real time
- Connectivity (up/down/ping) is continuously monitored at the network level for all locations
- Network traffic is monitored by packet type and volume
- Library allocates bandwidth for library staff functions and public Internet access through separate data circuits or through hardware/software mechanisms to prioritize network traffic
- Network bandwidth is shaped for quality of service

The library minimizes out-of-service devices.

- Library staff have access to a troubleshooting guide for network devices and peripherals, including call numbers and service provider information

- A lockdown software program (e.g. Deepfreeze) is installed on public computers
- The library uses a master image deployment and recovery (e.g. Clonezilla, Ghost) system for public computers
- Cold spares are available to switch out downed devices with fresh hardware within a business day
- The library has access to personnel with sufficient IT expertise to maintain the library's network and public technology systems
- The library has at least one staff member located onsite with sufficient IT expertise to maintain the library's network and public technology systems

The library tracks key measures about public technology services for planning purposes. The following metrics are tracked on an on-going basis:

- Number of hours public devices are in use by patrons
- Number of attendees in technology classes
- Average wait times for public devices
- Number of wireless sessions
- Number of requests for one-on-one technology help

Sample assessment for Digital Literacy

The library has curricula for and provides regularly scheduled digital literacy training. Curricula and in-person classes are available in at least one library location in the following topics:

- Basic computer skills
- Office productivity software
- Internet searching
- Privacy and security
- Library resources
- Social media
- Multi-media (e.g., photo, video, audio)
- In-person training classes are available for patron-owned devices (e.g., eReaders, iPods, tablets, smartphones) in at least one library location
- In-person technology classes are available in languages other than English in at least one library location

The library provides individual assistance for digital literacy at all locations.

- One-on-one technology help for patrons is available on-demand for at least 10 minute sessions at all library locations
- One-on-one technology help is available for patrons on-demand or by appointment for at least 30 minute sessions at all library locations
- One-on-one help is available on-demand or by appointment for patron-owned devices (e.g., eReaders, tablets, iPods, smartphones) in at least one library location
- One-on-one help is available in languages other than English in at least one library location

5. Library Journal STAR Libraries

Annual rankings of public libraries based on four ratios. There is some time lag since they are based on IMLS data. 2015 rankings are based on 2013 data. The most recent report is at <http://lj.libraryjournal.com/2015/11/managing-libraries/lj-index/class-of-2015/americas-star-libraries-2015-top-rated-libraries/>

- Checkouts per capita
- Branch visits per capita
- Program attendance per capita
- Computer use per capita

Sample Star ranking of libraries in the \$10M to \$29.9M Expenditure category

Library	Circ per capita	visits per capita	Program attendance per capita	Public internet use per capita	LJ Star Ranking
Pierce County Library System	13.48	4.37	0.217	1.29	490 0 Stars
Timberland Regional Library	9.02	5.83	0.270	1.06	480 0 Stars
Fort Vancouver Regional Library District	8.75	4.63	0.341	1.05	463 0 Stars
Kitsap Regional Library	9.96	4.56	0.371	0.71	461 0 Stars
Tacoma Public Library	8.04	4.24	0.065	0.92	311 0 Stars
Spokane County Library District	10.55	5.33	0.269	0.89	461 0 Stars
Springfield-Greene County Library District, MO	13.26	7.29	0.545	1.90	796 3 Stars
Arapahoe Library District, Englewood, CO	17.45	8.27	0.514	1.30	797 3 Stars
San Mateo County Library, CA	13.04	8.66	0.767	1.78	918 4 Stars
Topeka & Shawnee County Public Library, KS	13.09	4.53	0.486	5.25	1069 4 Stars
Ann Arbor District Library, MI	54.32	10.18	0.498	1.42	1326 5 Stars
Howard County Library System, Columbia, MD	25.93	11.12	0.876	5.61	1658 5 Stars

MEMO

Date: June 1, 2016

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

From: Melinda Chesbro, Deputy Director and Clifford Jo, Finance & Business Director

Subject: Follow Up from May Board Discussion: IT Activities

This memo follows up on questions that arose last month about IT activities. The Library's new IT Manager, Stephanie Ratko, has been assessing technology management and aligning IT priorities to ensure that the needs of staff and customers are met.

The focus of Stephanie's work is mainly on key infrastructure issues:

- **30-day stabilization project.** All IT staff work has been reprioritized in order to stabilize critical resources. This project brings in Microsoft Premier Support and an independent consultant. Work concludes by mid-June.
- **IT Modernization plan.** The IT Modernization plan will fully utilize the Dell equipment already purchased. The plan also includes changes to the way technology is managed with new policies and practices for Library staff. Work will continue into 2017.
- **Standing IT Governance Committee.** A new standing committee of cross-departmental managers was formed to make Library decisions related to technology, and to manage competing pressures for technology projects, resources and priorities. This decision-making body will meet weekly for the next two months and then settle into a biweekly schedule.
- **WAVE redundant network.** The Library is partnering with WAVE to install and implement redundant network lines to most of our library locations. Work is scheduled to conclude in early of 2017.
- **Phase I Wi-Fi project.** IT staff is actively stabilizing issues related to our heavily-used Wi-Fi service at branch locations in preparation for a planned Wi-Fi upgrade later this year.

Officers Reports



Memorandum

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

From: Lynne Hoffman, Foundation Director
Elise Doney, Teen Librarian

Date: May 27, 2016

Re: 20th Annual Our Own Expressions Awards Ceremony

I tried to find my melody
Inside these hallowed keys,
The dissonance still echoes strong
From wrecks of harmonies.

Excerpt from *Tuning to Eternity*
by Rachel Quick, Covenant High School

36 young poets, writers, artists and photographers shared their melodies with an audience of parents, teachers and friends at the 20th Annual Our Own Expressions Teen Writing and Art Awards Ceremony, Wednesday, May 25th. The event was held at Lagerquist Hall on the campus of Pacific Lutheran University, hosted by the Pierce County Library Foundation.

The winning entries demonstrated technical precision, creative exploration, artistic vision, self-reflection, and personal growth. Our Own Expressions honors the voices, experiences, and artistic accomplishments of Pierce County teens, and the Awards Ceremony provides a unique opportunity for the community to celebrate their talent and show support for the arts in the lives of young people.

This year, Pierce County Library received 1,071 entries from 84 schools across Pierce County. More than 60 volunteer readers consisting of librarians, library staff and Foundation board members choose the finalists in each category through a double blind process. Entries are then sent to the final judges who have the unenviable task of deciding the first, second and third award winners in each grade level.

This year the judges were Travis Prothro (poetry), Kathryn O. Galbraith (stories), Ken Murphy (drawing) and Dane Gregory Meyer (photography). Tacoma's poet laureate Cathy

Memo to the Trustees
May 27, 2016
Page 2

Nguyen served as emcee of this year's program. Foundation Vice-President Linda Tieman presented the awards on behalf of the Foundation.

Lauren Murphy Bonney Lake Senior Librarian who initially introduced the contest in 1997 was on hand to read comments from past winners, including Ian Beck, a five-time winner from Sumner High School and Stephanie Dering, a four-time winner from Rogers High School in Puyallup. Lauren credited the teachers who encouraged their students to submit their works. A teacher from Covenant High School in attendance was a three-time winner in the contest as a student.

Over the past 20 years, 192 winners submitted 13,700 entries. Our Own Expressions has earned an honored place in the history of the Pierce County Library System.



MEMO

Date: May 24, 2016

To: Chair Rob Allen, and members of the board

From: Jaime Prothro, Customer Experience Manager

Subject: 4th Annual Pierce County MakerFest

The 4th Annual Pierce County MakerFest was held on Saturday, May 21, 2016 from 12-5pm in the Rainier Building on the Pierce College Fort Steilacoom campus. This event is a collaborative partnership with Pierce County Library System, Pierce College, the Lakewood Computer Clubhouse, and Brown Paper Tickets. The Library's goal for this event is to connect the community to experts and hobbyists who can learn from one another.

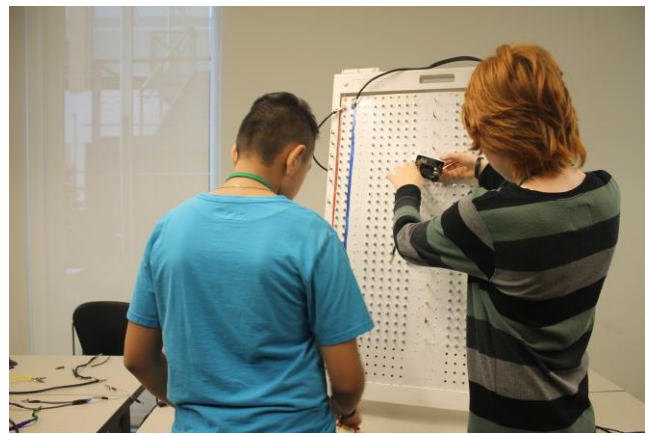
Fifty-two makers and presenters displayed and showcased their inventions, talents, and ideas. Topics ranged from 3D printing and CNC/laser cutting, LEGO/building activities, sewing, cosplay, virtual reality, boat building, robotics, circuitry and electronics, pottery, zines, games and more.

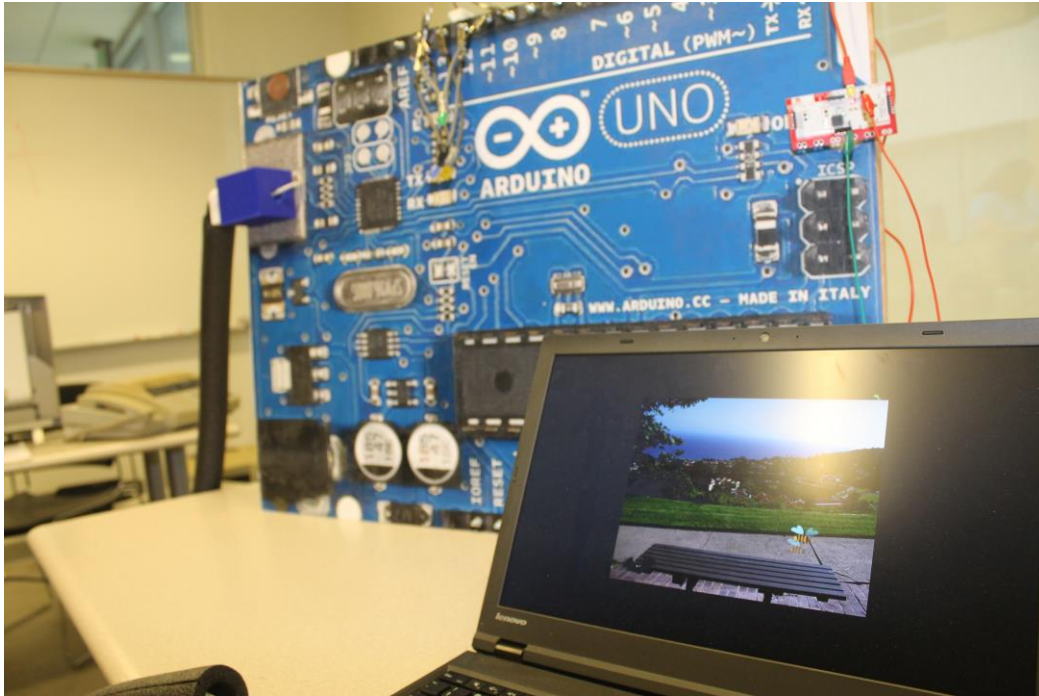
Several programs were offered throughout the day and brought in 119 attendees. [Meghan Kelso](#), a [Humanities Washington speaker](#), discussed the importance of place in comics and led a hands-on comic drawing workshop. [Andrew Angell](#) shared his expertise about electronic music and instruments. [Tacoma Spaceworks](#) discussed the many resources and support in the area for local makers. [Bricks 4 Kids](#) held a hands-on LEGO Technics workshop and the [Tacoma FabLab](#) demonstrated 3D printing. Free films in the [Pierce College Science Dome](#), a unique digital planetarium, played throughout the day.

Attendance at the event totaled 454 individuals of all ages. From the 48 evaluations received, 98% of attendees learned something new and the primary ways attendees found out about the event included flyers, Library staff, social media and the PCLS website.

Many thanks to the Pierce County MakerFest planning team who coordinated the event: Michelle Angell, Dana Brownfield, Elise Doney, Terri May, and Jaime Prothro.

Below are some photos from the event.







Memorandum

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

From: Lynne Hoffman, Foundation Director

Date: May 26, 2016

Re: 2016 A Literary Evening - Save the Date

The 2016 A Literary Evening donor reception is scheduled for **Monday, October 10, 7 p.m.** in the beautiful waterfront community room at Point Ruston.

Donors contributing \$500 or more in the previous fiscal year will be invited to join library supporters for an exclusive presentation by a popular author. This year, we will welcome Colleen Frakes, a Xeric and Ignatz Award-winning comics artist. Colleen is excited about joining us.

Colleen will speak about the creation of *Prison Island*, which chronicles her story growing up on McNeil Island. As residents of Pierce County, we know McNeil Island as the home of the last prison island in the United States, accessible only by air or sea. Did you know, it was also home to about fifty families? Colleen's parents—like nearly everyone else on the island—both worked in the prison, where her father was the prison's captain and her mother worked in security. In this engaging graphic memoir, Colleen tells her story of a typical girl growing up in atypical circumstances.

A Literary Evening is a stewardship event for past year's VIP donors. It is designed to give the Foundation's board of directors an opportunity get to know individual donors and foster a community of library supporters. It's a pleasant two-hour reception with wine and appetizers, social time, thank you from Georgia on behalf of the library, and an engaging discussion with an interesting author in an intimate setting. Our VIP donors will receive a copy of the author's books for signing.

70% of last fiscal year's \$500+ donors have renewed their gifts through April 30 (at \$500 or above).

Pierce County Library FYI Packet
Link List
June 8, 2016

Pierce County Library in the News

- [University Place teens express creativity in writing and art contest](#) (Our Own Expressions with picture)--Suburban Times
- [Gig Harbor teens win awards at library art and writing contest](#) (Our Own Expressions winners with picture)--Gig Harbor Gateway/The News Tribune