Pierce County Library System
Information & Imagination

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees

August 10, 2016

3:30 pm

3:30 pm	01 min.	**Call to Order:** Rob Allen, Chair
3:31 pm	05 min.	**Public Comment**: *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.*
3:36 pm	04 min.	**Consent Agenda** **ACTION** 1. Approval of Minutes of the July 13, 2016, Regular Meeting 2. Approval of July 2016 Payroll, Benefits and Vouchers 3. IRS Form 990 Final Review
3:40 pm	05 min.	**Board Member Reports**
3:45 pm	10 min.	**Routine Reports** 1. Dashboard, Georgia Lomax 2. July 2016 Financial Report, Dale Hough 3. Executive Director Report, Georgia Lomax
3:55 pm		**New Business**
	10 min.	1. 2017 Budget Calendar, Clifford Jo
	05 min.	2. Fiscal Management Policy Review, Clifford Jo
	45 min.	3. Strategic Plan Concept Briefing, Georgia Lomax
4:55 pm		**Board Education and Service Reports**
	15 min.	1. 2016 Work Plan Progress, Melinda Chesbro
	10 min.	2. Introduction of New Leadership Staff
5:20 pm	10 min.	**Officers Reports** 1. Leadership Academy Cohort Graduation 2. Staff In-Service Day 3. ALA Annual Conference 4. Staffing Overview – Demographics Follow-up 5. Pokémon Go
5:30 pm	01 min.	**Announcements** September Board Meeting will be held at the Milton/Edgewood Library
5:31 pm		**Adjournment**

Consent Agenda

BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
REGULAR MEETING, JULY 13, 2016

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, Linda Ishem and J.J. McCament. Monica Butler was excused.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

1. Approval of Minutes of the June 8, 2016, Regular Meeting
2. June 2016 Payroll, Benefits and Vouchers
    - Payroll Warrants 3709-37110, dated 06/16-6/30/16 in the amount of $100.44
    - Payroll Disbursement Voucher dated 6/6/16 in the amount of $769,702.35
    - Payroll Disbursement Voucher dated 6/21/16 in the amount of $751,994.41
    - Accounts Payable Warrants 625961-626203 dated 6/1/16-6/30/16 in the amount of $917,603.47

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

BOARD REPORTS

Ms. McCament reported she passed by the local library located in the corner of a downtown urban commercial setting during her recent visit to Budapest.

Ms. Albers reported she visited the library in Ephesus, Turkey.

Chair Allen recently visited the Fife library. It was his first visit since the improvements to the parking lot and surrounding buildings were made.

There was discussion about the news of recent budget cuts at Tacoma Public Library.

ROUTINE REPORTS

Dashboard
Ms. Lomax said auto renewals are impacting checkouts and fine revenue.

June 2016 Financial Report
Ms. Lomax noted the summary items that are not new each month will now be italicized.

Executive Director Report
Ms. Lomax said the Library will be holding a staff in-service day on October 10, 2016. Activities will include launching implementation of the strategic plan. The Library will be closed during the event to allow all staff to attend. The Leadership Academy cohort is planning and producing the event.

UNFINISHED BUSINESS

2016 Budget Update
Finance and Business Director Clifford Jo reported the General and Capital funds will not be amended.

Resolution 2016-03: Capital Improvement Fund Transfer
Ms. McCament made a motion to transfer $1,188,382 from the 2016 General Fund budget to the Capital Improvement Fund for current and future capital projects and $441,612 be transferred from the 2015 General Fund fiscal year results to the Capital Improvement Fund. Ms. Ishem seconded the motion and it was passed.

NEW BUSINESS

Fund Development Director Recruitment
Ms. Lomax noted Fund Development Director Lynne Hoffman will retire in October. Trustees shared their thoughts on what traits the Library should be looking for in the next director.

Ms. Albers said this is an opportunity to elevate fund raising expectations and increase the Library's visibility in the community. Trustees noted the importance of balancing the grass roots level of building community support with the increased efforts to reach major donors.

Potential Reciprocal Borrowing with Bellingham/Whatcom Public Library
Deputy Director Melinda Chesbro reported Bellingham and Whatcom libraries have revised their policies to offer reciprocal borrowing throughout the state. She asked the Trustees if they would like Pierce County Library System to pursue this further, noting it would have minimal impact on the Library.

Ms. Chesbro will bring a sampling of agreements with other libraries to an upcoming meeting for review and further discussion.

BOARD EDUCATION AND SERVICE REPORTS

Strategic Planning Update
Ms. Lomax said the Leadership team and the Leadership Academy cohort have narrowed down feedback gathered from the Partner Summit and identified focus areas relating to infrastructure and community. Next steps include formulating the ideas into a public statement and identifying how the work of the Library will be different in the future.

Discussion ensued about the need to remain focused on the Library's mission. This would ensure the Library can leverage the expertise and skillset of staff and form effective partnership within its capacity. Through those partnerships, the Library serves both geographical and topical communities. The Library's strength is being the curator of information and providing a place to explore ideas freely.

Ms. Lomax shared her vision for the Library, which includes being true to the needs of the community; building positive connections with all, regardless of whether they use the Library; and sparking knowledge and curiosity about what matters to the community and individuals that lead them to success.

OFFICER REPORTS

Ms. Lomax provided Trustees with a copy of the recently published 2015 Annual Report.

Introduction of New Leadership Staff
Ms. Chesbro introduced new Customer Experience Manager Meghan Sullivan. Ms. Sullivan has been with Pierce County Library System for nine years, having worked as a Youth Services Librarian and most recently as branch manager at South Hill Library.

Trustee Reappointment – Rob Allen
Ms. Lomax congratulated Chair Allen on his reappointment.

Employee Communication Survey
Ms. Lomax noted significant improvements in the results. Communications Director Linda Farmer said plans are underway to implement some of the feedback received. The Trustees were pleased with the efforts of the Library to continue to build relationships and improve the culture.

E-Rate Financial Report
Mr. Jo shared the report on the financial implications of the Library's participation in the E-Rate program since 2002

TRAIN Supervisors' Conference
Ms. Lomax said this is a valuable training opportunity for staff each year.

2016 Property Values for 2017 Tax Levy
Ms. Lomax said the Library made good choices during recession, and needs to be just as thoughtful now as it shifts its strategy to an annual 1% revenue growth so it can sustain operations and respond to emerging community needs.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

The meeting was adjourned at 5:00 pm on motion by Ms. Ishem, seconded by Ms. McCament.

Georgia Lomax, Secretary	Rob Allen, Chair

July 2016 Payroll, Benefits and Vouchers

	Warrant Numbers	Date(s)	Amount
Payroll Warrants	3711-3715	7/1/16-7/31/16	$3,526.93
Electronic Payments - Payroll & Acct Payable		07/06/16	$720,412.90
Electronic Payments - Payroll & Acct Payable		07/21/16	$738,061.07
Accounts Payable Warrants	626204-626331	7/1/16-7/31/16	$916,652.48
Total:			**$2,378,653.38**

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: 07/06/2016 Payroll

Withdrawal Date: 07/06/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	65,011.89
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	47,123.87
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	47,123.87
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	439,029.52
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	10,757.00
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	38,324.83
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	66,464.44
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,237.00
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	750.00
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	$ 720,412.90

Certification:

Stacy Karabotsos
Signature (Department Designee)

7/5/16
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: 07/21/16 Payroll

Withdrawal Date: 07/21/16

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	64,779.40
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	48,164.14
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	48,164.14
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	440,749.69
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	23,483.93
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	38,181.73
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	66,243.48
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	4,237.00
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	206.50
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	2,260.58
PCL_Company	Payroll Adjustment(s)	237100	CC_Library_District	697-00	5100000	-
					Total Deposit	$ 738,061.07

Certification:

Stacy Karabotsos
Signature (Department Designee)

7/20/16
Date

Comments:

Check History Listing

Pierce County Library System

Check #	Bank		Date	Paid to	Status	Can/Vd Date	Pay Period Dates	Dir Dep	Amount
3711	pr	Bank of America	07/06/2016	GARDNER, ALEXANDRA			06/16/16 - 06/30/16	0.00	425.32
3712	pr	Bank of America	07/06/2016	KING, KELSEY			06/16/16 - 06/30/16	0.00	490.23
3713	pr	Bank of America	07/06/2016	REDFORD, BOBBIE			06/16/16 - 06/30/16	0.00	514.60
3714	pr	Bank of America	07/21/2016	FISHER, GABRIEL			07/01/16 - 07/15/16	0.00	348.07
3715	pr	Bank of America	07/21/2016	CRELEY, MATTHEW			07/01/16 - 07/15/16	0.00	1,748.71
							Total:	**0.00**	**3,526.93**

Checks in report: 5

Grand Total: **0.00** **3,526.93**

Bank code: boa

Check #	Date	Vendor	Status	Check Total
626204	07/06/2016	000828 AFSCME AFL-CIO		6,139.91
626205	07/06/2016	000175 ASSOCIATION OF WASHINGTON CITI		198,695.68
626206	07/06/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		47,923.26
626207	07/06/2016	006414 GC SERVICES, LP		190.23
626208	07/06/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626209	07/06/2016	000821 PIERCE COUNTY SUPERIOR COURT		167.96
626210	07/06/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626211	07/06/2016	000823 UNITED WAY		171.00
626212	07/06/2016	004782 US DEPARTMENT OF EDUCATION		211.36
626213	07/08/2016	000830 BAKER & TAYLOR		23,892.57
626214	07/08/2016	000242 BUCKLEY CITY OF		231.72
626215	07/08/2016	000161 CENGAGE LEARNING		50.95
626216	07/08/2016	000847 CENTER POINT PUBLISHING		582.39
626217	07/08/2016	001780 CITY OF UNIVERSITY PLACE		242.63
626218	07/08/2016	000195 FIRGROVE MUTUAL WATER CO		298.35
626219	07/08/2016	001643 IMPACT		26.41
626220	07/08/2016	000243 INGRAM LIBRARY SERVICES		17,445.71
626221	07/08/2016	000352 MIDWEST TAPE		14,339.96
626222	07/08/2016	006540 MICHELLE MILLER		29.95
626223	07/08/2016	001941 JUDY T NELSON		507.35
626224	07/08/2016	000377 PUGET SOUND ENERGY		884.02
626225	07/11/2016	003311 DEPARTMENT OF LABOR & INDUSTRI		294.52
626226	07/11/2016	002061 SUSAN ANDERSON-NEWHAM		67.18
626227	07/11/2016	000176 ATS AUTOMATION INC		5,237.53
626228	07/11/2016	006537 YEU-RU CHOU		44.11
626229	07/11/2016	005831 IAN CHOW-MILLER		200.00
626230	07/11/2016	006478 EVERGREEN MAINT LANDSCAPING		5,205.53
626231	07/11/2016	001058 EVERGREEN STATE COLLEGE		23.48
626232	07/11/2016	006492 LOGIC INTEGRITY INC		13,146.00
626233	07/11/2016	004674 MCHUGH MANAGEMENT CONSULTING		855.00
626234	07/11/2016	001586 NORTHWEST DOOR INC		2,423.59
626235	07/11/2016	000979 ORBIS CASCADE ALLIANCE		5,926.00
626236	07/11/2016	001822 PENINSULA SCHOOL DISTRICT		1,250.56
626237	07/11/2016	000857 PIERCE COUNTY RECYCLING		74.03
626238	07/11/2016	000374 POSTMASTER		170.00
626239	07/11/2016	004007 PUGET SOUND EDUCATIONAL		427.49
626240	07/11/2016	004007 PUGET SOUND EDUCATIONAL		304.57
626241	07/11/2016	001290 REGIONAL BUILDING SVCS CORP		507.25

08/01/2016 8:37AM

Check History Listing

Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
626242	07/11/2016	001794 SECRETARY OF STATE		50.00
626243	07/11/2016	003655 ANITA SHENEBERGER		100.00
626244	07/11/2016	002064 HOLLY L SMITH		348.73
626245	07/11/2016	000497 TILLICUM COMMUNITY SERVICE CEN		1,753.04
626246	07/11/2016	006541 WHITMAN COUNTY LIBRARY		17.00
626247	07/11/2016	004022 US BANK		50,457.78
626248	07/13/2016	005689 CHRISTI BACH		28.10
626249	07/13/2016	006517 CLOWNBUGGIE ENTERTAINMENT LLC		250.00
626250	07/13/2016	006516 RAINIER PUBLICATIONS		206.25
626251	07/13/2016	003719 UNIQUE MANAGEMENT SERVICES		762.94
626252	07/13/2016	004022 US BANK		33,215.43
626253	07/13/2016	000534 WCP SOLUTIONS		1,559.54
626254	07/13/2016	000153 ASSOCIATED PETROLEUM PRODUCTS		7,620.51
626255	07/13/2016	006517 CLOWNBUGGIE ENTERTAINMENT LLC		250.00
626256	07/13/2016	001463 LIEBERT SERVICES EMERSON NETWORI		5,604.56
626257	07/13/2016	001586 NORTHWEST DOOR INC		142.48
626258	07/13/2016	002100 ALISON PASCONE		15.74
626259	07/13/2016	001005 PETTY CASH CUSTODIAN		260.78
626260	07/15/2016	000830 BAKER & TAYLOR		500.00
626261	07/15/2016	000463 SUMMIT WATER & SUPPLY CO		315.66
626262	07/15/2016	000525 VERIZON WIRELESS		4,605.19
626263	07/15/2016	000541 STATE OF WASHINGTON		361.30
626264	07/15/2016	004022 US BANK		152,593.27
626265	07/19/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
626266	07/19/2016	000895 COLUMBIA BANK		1,077.29
626267	07/19/2016	005862 ELITE PROPERTY INVESTMENTS LLC		10,006.57
626268	07/19/2016	005283 E-RATE EXPERTISE INC		1,670.00
626269	07/19/2016	006336 GRIT CITY PHOTOGRAPHY		875.20
626270	07/19/2016	004128 LISA HEYERDAHL		20.45
626271	07/19/2016	004905 SIMONE LADRUMMA		2,100.00
626272	07/19/2016	006421 MARKHAM INVESTIGATION - (MIP)		11,029.50
626273	07/19/2016	006542 METRO OVERHEAD DOOR INC		2,650.77
626274	07/19/2016	003985 PACIFICSOURCE ADMINISTRATORS		180.75
626275	07/19/2016	005498 JAIME PROTHRO		12.19
626276	07/19/2016	001264 TACOMA COMMUNITY HOUSE		200.00
626277	07/19/2016	000541 STATE OF WASHINGTON		64.50
626278	07/19/2016	000534 WCP SOLUTIONS		1,480.30
626279	07/20/2016	000830 BAKER & TAYLOR		29,117.34
626280	07/20/2016	000161 CENGAGE LEARNING		7,053.74

08/01/2016 8:37AM

Check History Listing
Pierce County Library System

Bank code: boa

Check #	Date	Vendor	Status	Check Total
626281	07/20/2016	000051 DISNEY EDUCATIONAL PRODUCTIONS		3,299.99
626282	07/20/2016	000243 INGRAM LIBRARY SERVICES		12,071.28
626283	07/20/2016	000352 MIDWEST TAPE		14,039.50
626284	07/20/2016	000323 NEWS TRIBUNE		551.20
626285	07/20/2016	000406 RECORDED BOOKS LLC		134.89
626286	07/20/2016	001124 SUMMIT LAW GROUP PLLC		275.00
626287	07/21/2016	003778 AFLAC		5,916.23
626288	07/21/2016	000828 AFSCME AFL-CIO		6,110.35
626289	07/21/2016	001578 COLONIAL SUPPLEMENTAL INSURANC		648.28
626290	07/21/2016	006414 GC SERVICES, LP		173.46
626291	07/21/2016	003985 PACIFICSOURCE ADMINISTRATORS		1,249.61
626292	07/21/2016	000821 PIERCE COUNTY SUPERIOR COURT		146.32
626293	07/21/2016	001181 PIERCE CTY LIBRARY FOUNDATION		370.55
626294	07/21/2016	000823 UNITED WAY		171.00
626295	07/21/2016	004782 US DEPARTMENT OF EDUCATION		201.47
626296	07/21/2016	005915 KAREN BROOKS		287.97
626297	07/21/2016	006549 REBECCA BUCHERT		17.99
626298	07/21/2016	003423 ALEXANDER BYRNE		571.75
626299	07/21/2016	000020 ELISE DEGUISEPPI		1,038.46
626300	07/21/2016	006551 DANIEL ELLINGER		6.75
626301	07/21/2016	006550 REBECCA MASENHEIMER		34.99
626302	07/21/2016	000352 MIDWEST TAPE		13,968.65
626303	07/21/2016	003374 JAMI SCHWARZWALDER		33.00
626304	07/22/2016	000363 OVERALL LAUNDRY SERV. DBA ARAMARI		21.88
626305	07/22/2016	006391 BERK CONSULTING INC		7,714.26
626306	07/22/2016	000731 CUMMINS NORTHWEST LLC		1,087.98
626307	07/22/2016	001586 NORTHWEST DOOR INC		924.44
626308	07/22/2016	004022 US BANK		451.73
626309	07/22/2016	004022 US BANK		40,573.85
626310	07/22/2016	000534 WCP SOLUTIONS		799.18
626311	07/28/2016	000041 EMPLOYMENT SECURITY DEPARTMENT		1,438.85
626312	07/28/2016	004142 MEHNDI MADNESS INC		600.00
626313	07/28/2016	003384 MERIT EMERGENCY EDUCATION		2,065.47
626314	07/28/2016	006184 MONKEYHOUSE MEDIA		1,200.00
626315	07/28/2016	001586 NORTHWEST DOOR INC		212.17
626316	07/28/2016	000348 PUGET SOUND BUSINESS INTERIORS		880.19
626317	07/28/2016	006331 SURPRISE LAKE SQUARE LLC		7,590.53
626318	07/28/2016	000534 WCP SOLUTIONS		61.07
626319	07/28/2016	004547 SARA ANDERSON		799.64

Bank code: boa

Check #	Date	Vendor	Status	Check Total
626320	07/28/2016	000830 BAKER & TAYLOR		31,811.62
626321	07/28/2016	000087 BLACKSTONE AUDIO BOOKS INC		1,318.28
626322	07/28/2016	000161 CENGAGE LEARNING		1,871.34
626323	07/28/2016	005300 DANGER ROOM COMICS LLC		1,543.07
626324	07/28/2016	000093 EBSCO		3.59
626325	07/28/2016	000243 INGRAM LIBRARY SERVICES		19,137.69
626326	07/28/2016	001532 KEY PENINSULA NEWS		30.00
626327	07/28/2016	000352 MIDWEST TAPE	V	0.00
626328	07/28/2016	000352 MIDWEST TAPE		52,261.77
626329	07/28/2016	000907 NEW YORK TIMES		910.00
626330	07/28/2016	000323 NEWS TRIBUNE		738.40
626331	07/28/2016	000451 SEATTLE TIMES SEATTLE PI		899.60
			boa Total:	**916,652.48**

128 checks in this report

Total Checks: **916,652.48**

MEMO

Pierce County Library System
INFORMATION ▪ *IMAGINATION*

Date: July 28, 2016

To: Pierce County Library System Board of Trustees

From: Dale E. Hough, Finance Manager

Re: IRS tax form 990 for 2015

Pierce County Library System is a nonprofit 501(c)3 organization. We file an IRS form 990 (for nonprofits) each year. Our tax return has been compiled by PCLS staff and Doug Whitton, CPA from the firm, Dwyer, Pemberton and Coulson, Accountants. It is complete and has been proofed for accuracy. Please review the attached 2015 form 990.

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

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

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

EXTENSION GRANTED TO AUGUST 15, 2016

Form **990**

Return of Organization Exempt From Income Tax

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

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

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

Department of the Treasury
Internal Revenue Service

OMB No. 1545-0047

2015

Open to Public Inspection

A For the 2015 calendar year, or tax year beginning and ending

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

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

D Employer identification number
91-1098071

E Telephone number
253-536-6500

G Gross receipts $ 28,626,367.

F Name and address of principal officer: GEORGIA LOMAX
3005 112TH ST E, TACOMA, WA 98446

H(a) Is this a group return for subordinates? ☐ Yes ☒ No
H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. (see instructions)
H(c) Group exemption number ▶

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

J Website: ▶ WWW.PIERCECOUNTYLIBRARY.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶

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

Part I Summary

Activities & Governance

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

2 Check this box ▶ ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	5
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
5	Total number of individuals employed in calendar year 2015 (Part V, line 2a)	5	433
6	Total number of volunteers (estimate if necessary)	6	383
7 a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, line 34	7b	0.

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	564,996.	693,369.
	9	Program service revenue (Part VIII, line 2g)	25,927,998.	27,925,210.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	6,909.	7,788.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0.	0.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	26,499,903.	28,626,367.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	18,555,630.	19,202,554.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 252,981.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	8,952,795.	11,099,730.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	27,508,425.	30,302,284.
	19	Revenue less expenses. Subtract line 18 from line 12	-1,008,522.	-1,675,917.

			Beginning of Current Year	End of Year
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	19,869,642.	18,525,058.
	21	Total liabilities (Part X, line 26)	781,288.	1,112,621.
	22	Net assets or fund balances. Subtract line 21 from line 20	19,088,354.	17,412,437.

Part II Signature Block

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

Sign Here
▶ Signature of officer — Date
▶ GEORGIA LOMAX, LIBRARY DIRECTOR
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
DOUGLAS E. WHITTON, CPA				P00094019

Firm's name ▶ DP&C — Firm's EIN ▶ 91-1503183
Firm's address ▶ P.O. BOX 1614
TACOMA, WA 98401-1614 — Phone no. 253.572.9922

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

Part III Statement of Program Service Accomplishments

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

1 Briefly describe the organization's mission:

TO BRING THE WORLD OF INFORMATION AND IMAGINATION TO ALL PEOPLE OF OUR COMMUNITY

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

If "Yes," describe these new services on Schedule O.

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

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 27,390,381. including grants of $) (Revenue $ 27,925,210.)

IN 2015, PEOPLE MADE 2,325,785 VISITS TO PIERCE COUNTY LIBRARY SYSTEM'S 20 LOCATIONS AND CHECKED OUT 6,722,843 BOOKS, DVDS AND OTHER MATERIALS. THE LIBRARY FOCUSED ON IMPROVING SERVICES AND CONNECTING WITH THE COMMUNITY WHILE PRACTICING FISCAL RESPONSIBILITY.

LIBRARY SYSTEM DEBUTS NEW "GET HIRED" PROGRAM:

IN 2015, PIERCE COUNTY LIBRARY SYSTEM PARTNERED WITH WORK FORCE CENTRAL AND WORKSOURCE TO OFFER NEW RESOURCES FOR JOB SEEKERS. CLASSES, ONE-ON-ONE INSTRUCTION AND ONLINE RESOURCES FEATURED JOB-SEARCH TIPS, RESUME HELP, AND INTERVIEW COACHING. THE LIBRARY AND ITS PARTNERS PUT A HEAVY FOCUS ON BOOSTING TECHNOLOGY SKILLS-EVERYTHING FROM ESTABLISHING

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

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

4d Other program services (Describe in Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses ▶ 27,390,381.

SEE SCHEDULE O FOR CONTINUATION(S)

Part IV Checklist of Required Schedules

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

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No", go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28b		X
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29		X
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? **Note.** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

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

					Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	29			
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0			
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?			1c	X	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	433			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?			2b	X	
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)					
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?			3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No," to line 3b, provide an explanation in Schedule O*			3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?			4a		X
b	If "Yes," enter the name of the foreign country: ▶					
	See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).					
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?			5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?			5b		X
c	If "Yes," to line 5a or 5b, did the organization file Form 8886-T?			5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?			6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?			6b		
7	**Organizations that may receive deductible contributions under section 170(c).**					
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?			7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?			7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?			7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d				
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?			7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?			7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?			7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?			7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?			8		
9	**Sponsoring organizations maintaining donor advised funds.**					
a	Did the sponsoring organization make any taxable distributions under section 4966?			9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?			9b		
10	**Section 501(c)(7) organizations.** Enter:					
a	Initiation fees and capital contributions included on Part VIII, line 12	10a				
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b				
11	**Section 501(c)(12) organizations.** Enter:					
a	Gross income from members or shareholders	11a				
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b				
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?			12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b				
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**					
a	Is the organization licensed to issue qualified health plans in more than one state?			13a		
	Note. See the instructions for additional information the organization must report on Schedule O.					
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b				
c	Enter the amount of reserves on hand	13c				
14a	Did the organization receive any payments for indoor tanning services during the tax year?			14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*			14b		

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

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

Section A. Governing Body and Management

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

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

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

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶WA

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[ ] Own website [X] Another's website [X] Upon request [ ] Other *(explain in Schedule O)*

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records: ▶

GEORGIA LOMAX - 253-536-6500

3005 112TH ST E, TACOMA, WA 98446

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

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

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

[X] Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position: Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) J.J. MCCAMENT TRUSTEE/MEMBER	3.00	X		X				0.	0.	0.
(2) DONNA ALBERS TRUSTEE/MEMBER	3.00	X		X				0.	0.	0.
(3) ROBERT ALLEN TRUSTEE/MEMBER	3.00	X		X				0.	0.	0.
(4) LINDA ISHEM TRUSTEE/MEMBER	3.00	X		X				0.	0.	0.
(5) MONICA BUTLER TRUSTEE/MEMBER	3.00	X		X				0.	0.	0.
(6) GEORGIA LOMAX LIBRARY DIRECTOR,EFFECTIVE	40.00					X		142,894.	0.	24,392.
(7) CLIFFORD JO BUSINESS & FINANCE DIRECTO	40.00					X		127,583.	0.	14,107.
(8) CHEREE GREEN STAFF EXPERIENCE DIRECTOR	40.00					X		112,871.	0.	12,627.
(9) SALLY PORTER SMITH (FORMER) CUSTOMER EXPERIENCE DIRECT	40.00						X	121,881.	0.	21,071.
(10) KARIM ADIB (FORMER) INFORMATION TECHNOLOGY DIRECTOR	40.00						X	106,876.	0.	16,083.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Sub-total ▶								612,105.	0.	88,280.
c Total from continuation sheets to Part VII, Section A ▶								0.	0.	0.
d Total (add lines 1b and 1c) ▶								612,105.	0.	88,280.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶ 5

		Yes	No
3 Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3	X	
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
GRITTON BUILDING CO, INC 5215 KEATING RD NW, OLYMPIA, WA 98502	CONSTRUCTION	200,339.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ 1

Part VIII Statement of Revenue

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

Section	Line	Description			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a	Federated campaigns	1a					
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e	216,568.				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	476,801.				
	g	Noncash contributions included in lines 1a-1f: $						
	h	**Total.** Add lines 1a-1f			693,369.			
Program Service Revenue			Business Code					
	2 a	TAXES	900099		26,854,883.	26,854,883.		
	b	OVERDUE FINES	519100		505,465.	505,465.		
	c	REFUNDS	900099		305,276.	305,276.		
	d	GOODS & SERVICES	900099		189,382.	189,382.		
	e	SURPLUS BOOK SALES	453310		15,202.	15,202.		
	f	All other program service revenue	900099		55,002.	55,002.		
	g	**Total.** Add lines 2a-2f			27,925,210.			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)			7,788.			7,788.
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
			(i) Real	(ii) Personal				
	6 a	Gross rents						
	b	Less: rental expenses						
	c	Rental income or (loss)						
	d	Net rental income or (loss)						
	7 a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
	b	Less: cost or other basis and sales expenses						
	c	Gain or (loss)						
	d	Net gain or (loss)						
	8 a	Gross income from fundraising events (not including $ ______ of contributions reported on line 1c). See Part IV, line 18	a					
	b	Less: direct expenses	b					
	c	Net income or (loss) from fundraising events						
	9 a	Gross income from gaming activities. See Part IV, line 19	a					
	b	Less: direct expenses	b					
	c	Net income or (loss) from gaming activities						
	10 a	Gross sales of inventory, less returns and allowances	a					
	b	Less: cost of goods sold	b					
	c	Net income or (loss) from sales of inventory						
		Miscellaneous Revenue	Business Code					
	11 a							
	b							
	c							
	d	All other revenue						
	e	**Total.** Add lines 11a-11d						
	12	**Total revenue.** See instructions.			28,626,367.	27,925,210.	0.	7,788.

Part IX | Statement of Functional Expenses

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

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

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	924,127.	436,690.	487,437.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	13,449,041.	12,600,743.	655,002.	193,296.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	1,384,556.	1,249,379.	115,625.	19,552.
9 Other employee benefits	2,359,522.	2,214,766.	120,040.	24,716.
10 Payroll taxes	1,085,308.	986,534.	84,273.	14,501.
11 Fees for services (non-employees):				
a Management	1,302,972.	1,069,942.	233,030.	
b Legal	53,279.		53,279.	
c Accounting	35,200.		35,200.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)				
12 Advertising and promotion	38,383.	30,468.	7,915.	
13 Office expenses	873,583.	854,872.	18,199.	512.
14 Information technology	1,682,826.	1,681,313.	1,513.	
15 Royalties				
16 Occupancy	1,755,339.	1,755,339.		
17 Travel	88,010.	78,193.	9,663.	154.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	42,268.	21,881.	20,137.	250.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	562,735.		562,735.	
23 Insurance	149,314.		149,314.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a LIBRARY MATERIALS	3,870,005.	3,870,005.		
b EQUIPMENT	502,267.	502,267.		
c LICENSES AND FEES	103,794.	36,546.	67,248.	
d DUES & MEMBERSHIPS	37,153.	1,420.	35,733.	
e All other expenses	2,602.	23.	2,579.	
25 **Total functional expenses.** Add lines 1 through 24e	30,302,284.	27,390,381.	2,658,922.	252,981.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X | Balance Sheet

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

				(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing		10,688,202.	1	9,906,353.
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net			4	
	5	Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L			5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instr). Complete Part II of Sch L			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges			9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 22,250,262.			
	b	Less: accumulated depreciation	10b 13,631,557.	9,181,440.	10c	8,618,705.
	11	Investments - publicly traded securities			11	
	12	Investments - other securities. See Part IV, line 11			12	
	13	Investments - program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)		19,869,642.	16	18,525,058.
Liabilities	17	Accounts payable and accrued expenses		781,288.	17	1,112,621.
	18	Grants payable			18	
	19	Deferred revenue			19	
	20	Tax-exempt bond liabilities			20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D			21	
	22	Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L			22	
	23	Secured mortgages and notes payable to unrelated third parties			23	
	24	Unsecured notes and loans payable to unrelated third parties			24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D			25	
	26	**Total liabilities.** Add lines 17 through 25		781,288.	26	1,112,621.
Net Assets or Fund Balances		**Organizations that follow SFAS 117 (ASC 958), check here ▶ ☐ and complete lines 27 through 29, and lines 33 and 34.**				
	27	Unrestricted net assets			27	
	28	Temporarily restricted net assets			28	
	29	Permanently restricted net assets			29	
		Organizations that do not follow SFAS 117 (ASC 958), check here ▶ ☒ and complete lines 30 through 34.				
	30	Capital stock or trust principal, or current funds		9,906,914.	30	8,793,732.
	31	Paid-in or capital surplus, or land, building, or equipment fund		9,181,440.	31	8,618,705.
	32	Retained earnings, endowment, accumulated income, or other funds		0.	32	0.
	33	Total net assets or fund balances		19,088,354.	33	17,412,437.
	34	Total liabilities and net assets/fund balances		19,869,642.	34	18,525,058.

Part XI Reconciliation of Net Assets

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

1	Total revenue (must equal Part VIII, column (A), line 12)	1	28,626,367.
2	Total expenses (must equal Part IX, column (A), line 25)	2	30,302,284.
3	Revenue less expenses. Subtract line 2 from line 1	3	-1,675,917.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	19,088,354.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	17,412,437.

Part XII Financial Statements and Reporting

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

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

SCHEDULE A
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
▶ Attach to Form 990 or Form 990-EZ.
▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at *www.irs.gov/form990*.

OMB No. 1545-0047
2015
Open to Public Inspection

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

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990 or 990-EZ).)
3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: ____
5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
9 ☐ An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions - subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
10 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
11 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box in lines 11a through 11d that describes the type of supporting organization and complete lines 11e, 11f, and 11g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
f Enter the number of supported organizations ____
g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	354,829.	507,160.	312,646.	554,490.	476,801.	2,205,926.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	27,966,616.	26,282,216.	24,069,192.	24,791,798.	26,854,883.	129,964,705.
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	28,321,445.	26,789,376.	24,381,838.	25,346,288.	27,331,684.	132,170,631.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						132,170,631.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
7 Amounts from line 4	28,321,445.	26,789,376.	24,381,838.	25,346,288.	27,331,684.	132,170,631.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	20,351.	11,975.	12,601.	6,909.	7,788.	59,624.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)		15,574.	5,372.	16,382.	15,202.	52,530.
11 **Total support.** Add lines 7 through 10						132,282,785.

12 Gross receipts from related activities, etc. (see instructions) | 12 | 2,373,584.

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

Section C. Computation of Public Support Percentage

14 Public support percentage for 2015 (line 6, column (f) divided by line 11, column (f)) | 14 | 99.92 %

15 Public support percentage from 2014 Schedule A, Part II, line 14 | 15 | 99.91 %

16a **33 1/3% support test - 2015.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ [X]

b **33 1/3% support test - 2014.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

17a **10% -facts-and-circumstances test - 2015.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

b **10% -facts-and-circumstances test - 2014.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here.** Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶ ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶ ☐

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

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

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

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

Section C. Computation of Public Support Percentage

15	Public support percentage for 2015 (line 8, column (f) divided by line 13, column (f))	15	%
16	Public support percentage from 2014 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2015** (line 10c, column (f) divided by line 13, column (f))	17	%
18	Investment income percentage from **2014** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2015.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

b **33 1/3% support tests - 2014.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ▶ ☐

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

Part IV **Supporting Organizations**

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

Section A. All Supporting Organizations

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

Part IV Supporting Organizations *(continued)*

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally-Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea* ***(see instructions):***

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in Part VI how you supported a government entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer (a) and (b) below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. ***Answer (a) and (b) below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in ***Part VI.***	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in ***Part VI*** *the role played by the organization in this regard.*	3b		

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

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

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

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

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

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

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

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in **Part VI**). See instructions.	
7 **Total annual distributions.** Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in **Part VI**). See instructions.	
9 Distributable amount for 2015 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2015	(iii) Distributable Amount for 2015
1 Distributable amount for 2015 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2015 (reasonable cause required-see instructions)			
3 Excess distributions carryover, if any, to 2015:			
a			
b			
c			
d From 2013			
e From 2014			
f **Total** of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2015 distributable amount			
i Carryover from 2010 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2015 from Section D, line 7: $			
a Applied to underdistributions of prior years			
b Applied to 2015 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2015, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions).			
6 Remaining underdistributions for 2015. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions).			
7 **Excess distributions carryover to 2016.** Add lines 3j and 4c.			
8 Breakdown of line 7:			
a			
b			
c Excess from 2013			
d Excess from 2014			
e Excess from 2015			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990, 990-EZ, or 990-PF)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

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

OMB No. 1545-0047

2015

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

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note. Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

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

Special Rules

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

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

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

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

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

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

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	PIERCE COUNTY LIBRARY FOUNDATION 3005 112TH AVE SE TACOMA, WA 98446	$ 438,771.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

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

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

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

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

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

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

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

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

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

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

Use duplicate copies of Part III if additional space is needed.

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

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

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

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

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

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

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

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.
▶ Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047
2015
Open to Public Inspection

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

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

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

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

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (e.g., recreation or education)
- ☐ Protection of natural habitat
- ☐ Preservation of open space
- ☐ Preservation of a historically important land area
- ☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ $

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.
Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ $

(ii) Assets included in Form 990, Part X ▶ $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ $

b Assets included in Form 990, Part X ▶ $

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

		Yes	No
(i) unrelated organizations	3a(i)		
(ii) related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

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

Part VI **Land, Buildings, and Equipment.**

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

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		3,774,094.		3,774,094.
b Buildings		18,476,168.	13,631,557.	4,844,611.
c Leasehold improvements				
d Equipment				
e Other				
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)* ▶				8,618,705.

Part VII Investments - Other Securities.

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

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

Part VIII Investments - Program Related.

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

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

Part IX Other Assets.

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

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

Part X Other Liabilities.

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

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

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

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

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

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

▶ Attach to Form 990.

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

OMB No. 1545-0047

2015

Open to Public Inspection

Name of the organization: PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number: 91-1098071

Part I Questions Regarding Compensation

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

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

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

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

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC compensation (i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation	(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
(1) GEORGIA LOMAX	(i)	142,894.	0.	0.	14,403.	9,989.	167,286.	0.
LIBRARY DIRECTOR, EFFECTIVE	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) SALLY PORTER SMITH (FORMER)	(i)	121,881.	0.	0.	13,190.	7,881.	142,952.	0.
CUSTOMER EXPERIENCE DIRECT	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) KARIM ADIB (FORMER)	(i)	106,876.	0.	0.	9,823.	6,260.	122,959.	0.
INFORMATION TECHNOLOGY DIRECTOR	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
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	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE O (Form 990 or 990-EZ)

Department of the Treasury Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.
▶ Information about Schedule O (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2015

Open to Public Inspection

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

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

AN EMAIL ACCOUNT TO BUILDING A WEBSITE. EMPLOYERS LIST COMPUTER AND TECHNOLOGY SKILLS AS CRITICALLY IMPORTANT WHEN RECRUITING CANDIDATES. IN ADDITION, THE LIBRARY SYSTEM TEAMED WITH WORK FORCE CENTRAL TO OFFER A JOB FAIR ON DEC. 15 THAT DREW A CROWD OF NEARLY 300. AN ESTIMATED 93 PEOPLE WILL HAVE JOBS AS A RESULT OF THEIR PARTICIPATION IN THE FAIR.

SYSTEM HIGHLIGHTS:

ADMINISTRATIVE CENTER & LIBRARY. IN DECEMBER 2015, THE LIBRARY SYSTEM PROUDLY REMADE THE LOBBY OF ITS ADMINISTRATIVE CENTER INTO A SMALL LIBRARY BRANCH AND THEREBY ADDED ITS 20TH LOCATION TO THE ROSTER.

LAPTOPS FOR CHECKOUT. THE LIBRARY SYSTEM PILOTED A PROGRAM AT KEY CENTER, PARKLAND/SPANAWAY, SOUTH HILL AND TILLICUM LOCATIONS TO CHECK OUT LAPTOPS FOR USE WHILE IN THE LIBRARY. USE OF THE LAPTOPS CONTINUES TO GROW.

SCIENCE TO GO. THE LIBRARY SYSTEM ADDED THEMED BACKPACKS FOR PRESCHOOL AGE CHILDREN TO ITS ALREADY WILDLY POPULAR BACKPACKS FOR EARLY AND UPPER ELEMENTARY STUDENTS.

2015 BRIGHT IDEA AWARD. THE LIBRARY SYSTEM'S BLOCK PLAY PROGRAM EARNED AN AWARD FROM THE ASH CENTER/HARVARD KENNEDY SCHOOL.

FLORENCE DAVIS READING LOUNGE. THE SOUTH HILL PIERCE COUNTY LIBRARY

Name of the organization: PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number: 91-1098071

DEDICATED A READING LOUNGE IN HONOR OF LONGTIME DEDICATED VOLUNTEER FLORENCE DAVIS ON MARCH 25.

2015 GOVERNMENT FINANCIAL EXECUTIVE OF THE YEAR. PIERCE COUNTY LIBRARY SYSTEM CHIEF FINANCIAL OFFICER CLIFF JO EARNED THE 2015 GOVERNMENT FINANCIAL EXECUTIVE OF THE YEAR AWARD FROM THE BUSINESS EXAMINER MEDIA GROUP

KENNETH B. DEROCHE READING CORNER. THE UNIVERSITY PLACE PIERCE COUNTY LIBRARY DEDICATED A READING CORNER IN HONOR OF LIBRARY LOVER AND LONGTIME TEACHER KENNETH B. DEROCHE ON JULY 25

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

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

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

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

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

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

Name of the organization: PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number: 91-1098071

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

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

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

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

SCHEDULE R
(Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
▶ Attach to Form 990.
▶ Information about Schedule R (Form 990) and its instructions is at *www.irs.gov/form990.*

OMB No. 1545-0047
2015
Open to Public Inspection

Name of the organization: PIERCE COUNTY RURAL LIBRARY DISTRICT

Employer identification number: 91-1098071

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

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

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

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

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

Schedule R (Form 990) 2015

532161
09-08-15 LHA

Part III Identification of Related Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV Identification of Related Organizations Taxable as a Corporation or Trust Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

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

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

			Yes	No
1	During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a	Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b	Gift, grant, or capital contribution to related organization(s)	1b		X
c	Gift, grant, or capital contribution from related organization(s)	1c	X	
d	Loans or loan guarantees to or for related organization(s)	1d		X
e	Loans or loan guarantees by related organization(s)	1e		X
f	Dividends from related organization(s)	1f		X
g	Sale of assets to related organization(s)	1g		X
h	Purchase of assets from related organization(s)	1h		X
i	Exchange of assets with related organization(s)	1i		X
j	Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k	Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l	Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m	Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n	Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n	X	
o	Sharing of paid employees with related organization(s)	1o	X	
p	Reimbursement paid to related organization(s) for expenses	1p		X
q	Reimbursement paid by related organization(s) for expenses	1q		X
r	Other transfer of cash or property to related organization(s)	1r		X
s	Other transfer of cash or property from related organization(s)	1s		X

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

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

Part VI Unrelated Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor-tionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part VII **Supplemental Information**

Provide additional information for responses to questions on Schedule R (see instructions).

Form **8868**
(Rev. January 2014)

Department of the Treasury
Internal Revenue Service

Application for Extension of Time To File an Exempt Organization Return

▶ File a separate application for each return.
▶ Information about Form 8868 and its instructions is at *www.irs.gov/form8868* .

OMB No. 1545-1709

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

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

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

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

A corporation required to file Form 990-T and requesting an automatic 6-month extension - check this box and complete Part I only ▶ [ ]

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

Enter filer's identifying number

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

Enter the Return code for the return that this application is for (file a separate application for each return) [0][1]

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

- The books are in the care of ▶ GEORGIA LOMAX 3005 112TH ST E - TACOMA, WA 98446
  Telephone No. ▶ 253-536-6500 Fax No. ▶
- If the organization does not have an office or place of business in the United States, check this box ▶ [ ]
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) ________ . If this is for the whole group, check this box ▶ [ ] . If it is for part of the group, check this box ▶ [ ] and attach a list with the names and EINs of all members the extension is for.

1 I request an automatic 3-month (6 months for a corporation required to file Form 990-T) extension of time until AUGUST 15, 2016 , to file the exempt organization return for the organization named above. The extension is for the organization's return for:
▶ [X] calendar year 2015 or
▶ [ ] tax year beginning ____________ , and ending ____________ .

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

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

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

PIERCE COUNTY RURAL LIBRARY DISTRICT

BOARD OF DIRECTORS

2015 FORM 990 DOCUMENTATION PROCESS

I, ______________________________, have reviewed the 2015 Form 990 for the PIERCE COUNTY RURAL LIBRARY DISTRICT.

Date Reviewed:________________________

Describe the extent of the review:

All sections of the core Form 990 and all schedules were reviewed.

____

Signature

____

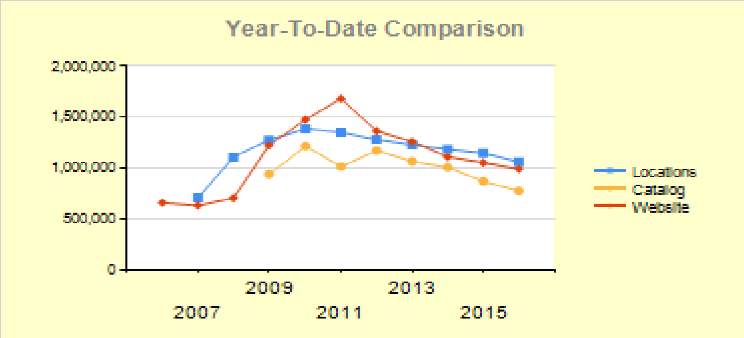
Board Title

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ **piercecountylibrary.org**

Routine Reports

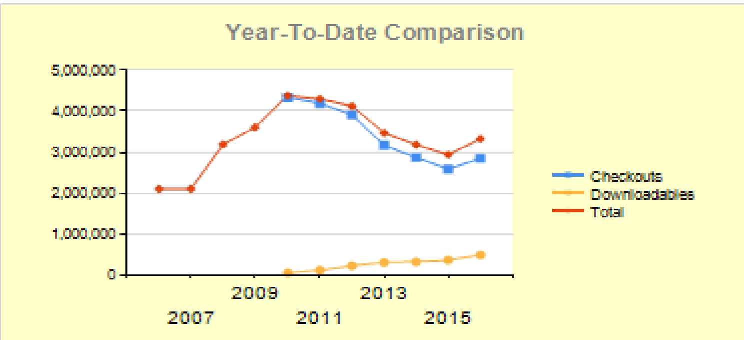
CUSTOMER SERVICE/PHILANTHROPY DASHBOARD - JUNE

VISITS



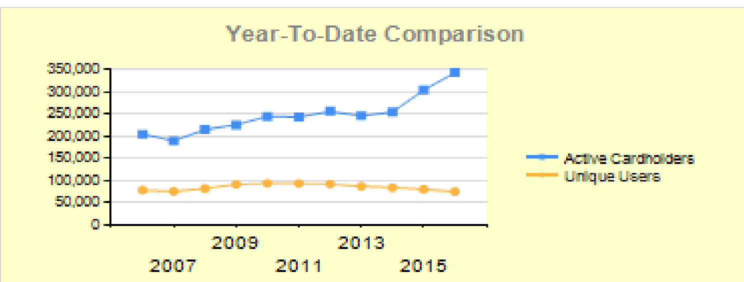
	June		
	2015	2016	% Change
Door Count	138,407	134,610	-2.74%
Catalog	141,680	124,367	-12.22%
Website	183,722	148,194	-19.34%
Job & Business Portal	3,228	3,445	6.72%
Military Portal	192	94	-51.04%
Total	467,229	410,710	-12.10%

CHECKOUTS



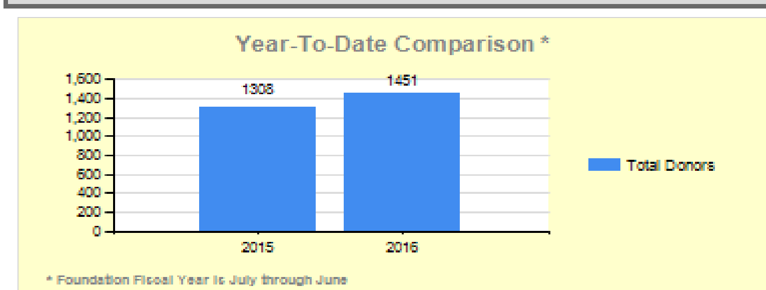
	June		
	2015	2016	% Change
Checkouts	455,974	513,852	12.69%
Downloadables	58,899	82,864	40.69%
Total	514,873	596,716	15.90%

CUSTOMERS



	June		
	2015	2016	% Change
Active Cardholders	304,503	343,559	12.83%
New Cards	4,226	3,735	-11.62%
Checkout Transactions	88,080	82,265	-6.60%
Unique Users	39,723	42,807	7.76%

PHILANTHROPY



	June		
	2015	2016	% Change
FoundationDonors	95	125	31.58%
NewFoundationDonors	6	8	33.33%
$ Raised by Foundation	$21,097.00	$38,524.00	82.60%
$ Provided by Friends	$1,139.00	$617.00	-45.83%

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
July 31, 2016

Notes for July activity not italicized

General Fund - 01

- **County** Property Tax revenue not received/posted at the time of report publication. Estimated revenue from County is $130,000.
- *51109 – Tuition Assistance is fully funded by the PCLF. We are in the process of setting up budget for this program.*
- *51200 - Unplanned overtime expenditures continue as a result of vacancies.*
- *53411 Electronic Info Services and 53413 Electronic Services - Some materials purchases are large one-time payments that occur at various times throughout the year. They impact "percent expended" of the budget significantly.*
- **53501** –Additional furniture purchases for Lakewood branch, funded entirely by Lakewood Friends group.
- *53505 - Incurred additional software purchases as a result of IT stabilization.*
- *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.*
- **59700** Transfers out – Board-approved transfer from the General Fund to the Capital Improvements Projects fund.

Special Purpose Fund - 15

- *Foundation donation to support the Workforce project.*

Debt Service Fund - 20

- *Minimal activity*

Capital Improvement Projects Fund - 30

- **39700** Transfers In – Board-approved transfer made from the General Fund to the Capital Improvements Projects fund.
- *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
Information & Imagination

Pierce County Library System
Statement of Financial Position - Interim
July 31, 2016
All Funds

	General Fund	Special Purpose Fund	Debt Service Fund	Capital Improvement Projects Fund
Assets				
Current Assets - Cash				
Cash	$ 1,854,271	$ 6,854	$ 0	$ 151,784
Investments	$ 4,685,900	$ -	$ 83,863	$ 1,974,200
Total Cash	**$ 6,540,171**	**$ 6,854**	**$ 83,863**	**$ 2,125,984**
Total Current Assets	**$ 6,540,171**	**$ 6,854**	**$ 83,863**	**$ 2,125,984**
Liabilities and Fund Balance				
Current Liabilities				
Warrants Payable	$ 49,228	$ -	$ -	$ -
Sales Tax Payable	$ 3,871	$ -	$ -	$ -
Payroll Taxes and Benefits Payable	$ 17,211	$ -	$ -	$ -
Total Current Liabilities	**$ 70,310**	**$ -**	**$ -**	**$ -**
Fund Balance				
Reserve for Encumbrances	$ 630,534	$ -	$ -	$ 362,845
Net Excess (Deficit)	$ (1,480,679)	$ -	$ 138	$ 373,138
Technology Set-aside	$ -	$ -	$ -	$ 50,000
Major Contingency Set-aside	$ -	$ -	$ -	$ 150,000
Land, Property and Facility Set-aside	$ -	$ -	$ -	$ 170,069
Unreserved Fund Balance	$ 7,320,006	$ 6,854	$ 83,725	$ 1,019,932
Total Fund Balance	**$ 6,469,861**	**$ 6,854**	**$ 83,863**	**$ 2,125,984**
Total Liabilities and Fund Balance	**$ 6,540,171**	**$ 6,854**	**$ 83,863**	**$ 2,125,984**
Anticipated Property Tax Revenue	**$ 13,765,971**	**N/A**	**$ 12**	**N/A**

Pierce County Library System
Information & Imagination

Pierce County Library System

Comparative Statement of Financial Position - Interim

General Fund - Rolling Comparison

(as of the listed date of the reported month)

	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* 5/31/2016	*CRRENT* 6/30/2016	*CRRENT* 7/31/2016
Assets													
Current Assets - Cash													
Cash	$ 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	$ 4,586,856	$ 1,984,811	$ 1,854,271
Investments	$ 6,500,000	$ 3,562,782	$ 1,500,000	$ -	$ 6,700,000	$ -	$ -	$ -	$ -	$ -	$ 7,823,000	$ 8,288,382	$ 4,685,900
Total Cash	**$ 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**	**$ 12,409,856**	**$ 10,273,193**	**$ 6,540,171**
Total Current Assets	**$ 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**	**$ 12,409,856**	**$ 10,273,193**	**$ 6,540,171**
Liabilities and Fund Balance													
Current Liabilities													
Warrants Payable	$ 425,157	$ 453,310	$ 338,977	$ 478,495	$ 523,012	$ 560,730	$ 359,697	$ 396,377	$ 428,198	$ 295,440	$ 339,657	$ 301,394	$ 49,228
Sales Tax Payable	$ 4,561	$ 3,891	$ 4,544	$ 5,152	$ 4,089	$ 2,082	$ 3,668	$ 4,880	$ 4,804	$ 3,899	$ 4,361	$ 4,262	$ 3,871
Payroll Taxes and Benefits Payable	$ 9,666	$ 27,778	$ 46,413	$ 8,641	$ 20,965	$ 48,189	$ 13,391	$ 29,363	$ 44,222	$ 14,631	$ 32,097	$ 49,896	$ 17,211
Total Current Liabilities	**$ 439,384**	**$ 484,979**	**$ 389,934**	**$ 492,288**	**$ 548,066**	**$ 611,001**	**$ 376,756**	**$ 430,620**	**$ 477,224**	**$ 313,970**	**$ 376,115**	**$ 355,552**	**$ 70,310**
Fund Balance													
Reserve for Encumbrances	$ 524,749	$ 431,352	$ 360,731	$ 373,933	$ 266,619	$ -	$ 966,089	$ 835,433	$ 786,954	$ 735,482	$ 718,214	$ 687,542	$ 630,534
Net Excess (Deficit)	$ (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	$ 3,553,910	$ 1,468,482	$ (1,480,679)
Unreserved Fund Balance	$ 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	$ 7,761,618	$ 7,320,006
Total Fund Balance	**$ 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**	**$ 12,033,741**	**$ 9,917,641**	**$ 6,469,861**
Total Liabilities and Fund Balance	**$ 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**	**$ 12,409,856**	**$ 10,273,193**	**$ 6,540,171**
Anticipated Property Tax Revenue	**$ 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**	**$ 13,922,327**	**$ 13,765,971**	**$ 13,765,971**

PIERCE COUNTY LIBRARY SYSTEM
Statement of Revenue and Expenditures
Year to Date July 31, 2016
no pre-encumbrances

General Fund - 01

	2016 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ 28,201,541	$ 15,355,244	$ -	$ 12,846,297	54%
Other Revenue	$ 1,508,000	$ 992,117	$ -	$ 515,883	66%
Total Revenue	**$ 29,709,541**	**$ 16,347,360**	**$ -**	**$ 13,362,181**	**55%**
Expenditures					
Personnel/Taxes and Benefits	$ 20,893,026	$ 11,815,360	$ -	$ 9,077,666	57%
Materials	$ 3,532,173	$ 2,110,818	$ -	$ 1,421,355	60%
Maintenance and Operations	$ 3,895,960	$ 2,082,945	$ 630,534	$ 1,182,481	70%
Transfers Out - CIP	$ 1,188,382	$ 1,188,382	$ -	$ -	100%
Transfers Out - SPF	$ 200,000	$ -	$ -	$ 200,000	0%
Total Expenditures	**$ 29,709,541**	**$ 17,197,505**	**$ 630,534**	**$ 11,881,502**	**60%**
Excess/(Deficit)		$ (850,145)			
(less encumbrances)		(630,534)			
Net Excess (Deficit)		**$ (1,480,679)**			

Special Purpose Fund - 15

	2016 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Programs - PC READS	$ 40,000	$ -	$ -	$ 40,000	0%
Projects - Workforce	$ 227,000	$ 6,854	$ -	$ 220,146	0%
Total Revenue	**$ 267,000**	**$ 6,854**	**$ -**	**$ 260,146**	**0%**
				$ -	
Programs - PC READS	$ 40,000	$ -	$ -	$ 40,000	0%
Projects - Workforce	$ 227,000	$ -	$ -	$ 227,000	0%
Total Expenditures	**$ 267,000**	**$ -**	**$ -**	**$ 267,000**	
Excess/(Deficit)		$ 6,854			
(less encumbrances)		-			
Net Excess (Deficit)		**$ 6,854**			

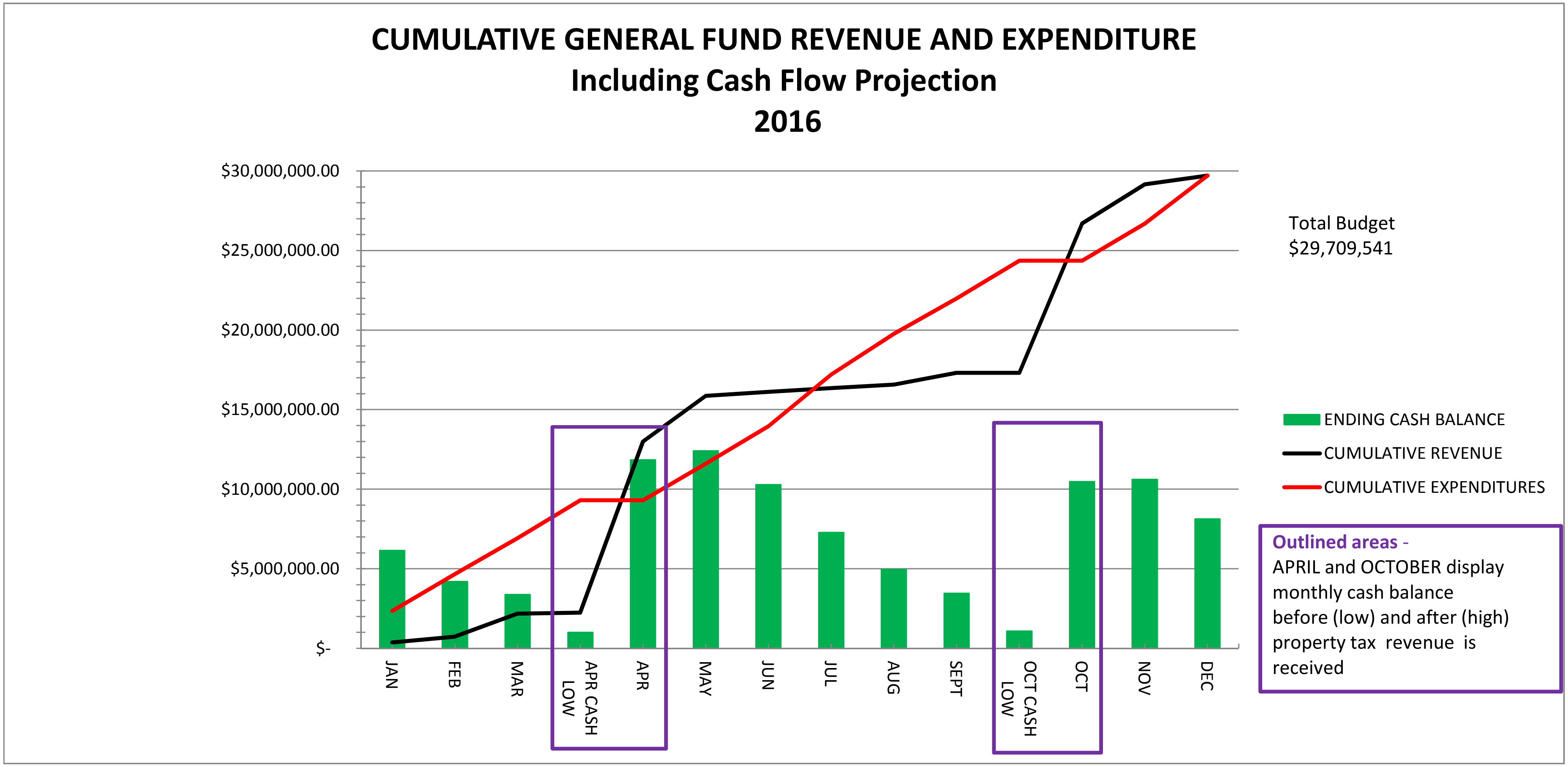
Debt Service Fund - 20

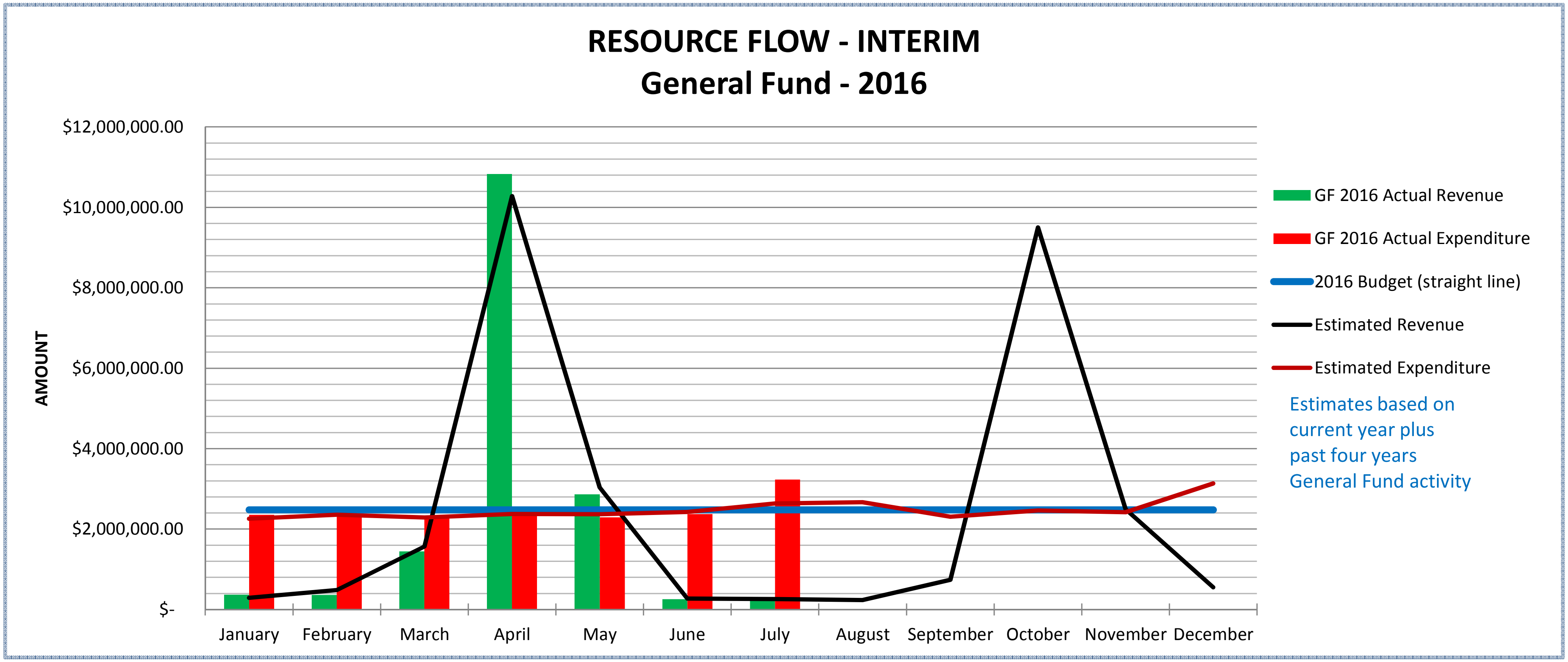
	2016 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Property Tax/Investment Income & Other PC Revenue	$ -	$ 138	$ -	$ (138)	0%
Other Revenue	$ -	$ -	$ -	$ -	0%
Total Revenue	**$ -**	**$ 138**	**$ -**	**$ (138)**	**0%**
Total Expenditures	$ -	$ -	$ -	$ -	0%
Net Excess (Deficit)		**$ 138**			

Capital Improvement Projects Fund - 30

	2016 Budget	Year To Date	Encumbrances	Budget Balance	% of Budget
Revenue					
Other Revenue	$ 300,000	$ 34,859	$ -	$ 265,141	0%
Transfers In	$ 1,188,382	$ 1,188,382	$ -	$ -	100%
Total Revenue	**$ 1,488,382**	**$ 1,223,241**	**$ -**	**$ 265,141**	**82%**
Expenditures					
Maintenance and Operations	$ 1,488,382	$ 487,258	$ 362,845	$ 638,279	57%
Total Expenditures	**$ 1,488,382**	**$ 487,258**	**$ 362,845**	**$ 638,279**	**57%**
Excess/(Deficit)		$ 735,983			
(less encumbrances)		(362,845)			
Net Excess (Deficit)		**$ 373,138**			

Pierce County Library System
Information & Imagination




RESOURCE FLOW - INTERIM
General Fund - 2016
$12,000,000.00
$10,000,000.00
$8,000,000.00
$6,000,000.00
$4,000,000.00
$2,000,000.00
$-
AMOUNT
January
February
March
April
May
June
July
August
September
October
November
December
GF 2016 Actual Revenue
GF 2016 Actual Expenditure
2016 Budget (straight line)
Estimated Revenue
Estimated Expenditure
Estimates based on current year plus past four years General Fund activity

Board Report - Budget to Actual by Object

Report as of: 7/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31111 PROPERTY TAXES CURRENT	27,294,700.00	0.00	14,884,780.06	0.00	12,409,919.94	54.53
31112 PROPERTY TAXES DELINQUENT	818,841.00	0.00	384,501.01	0.00	434,339.99	46.96
31130 SALE OF TAX TITLE PROPERTY	3,000.00	0.00	1,233.26	0.00	1,766.74	41.11
31720 LEASEHOLD EXCISE TAX	20,000.00	0.00	13,765.49	0.00	6,234.51	68.83
31740 TIMBER EXCISE TAX	50,000.00	0.00	62,717.78	0.00	(12,717.78)	125.44
TAXES:	**28,186,541.00**	**0.00**	**15,346,997.60**	**0.00**	**12,839,543.40**	**54.45**
33300 INDIRECT FEDERAL GRANTS	0.00	0.00	71,181.61	0.00	(71,181.61)	0.00
33533 STATE FOREST FUNDS/DNR TIMBER TRUS	0.00	0.00	149.06	0.00	(149.06)	0.00
33710 SHARED FIXED ASSETS - TIMBER	15,000.00	0.00	8,096.82	0.00	6,903.18	53.98
34160 COPIER FEES	30,000.00	2,555.62	19,029.82	0.00	10,970.18	63.43
34161 GRAPHICS SERVICES CHARGES	0.00	9.95	3,840.34	0.00	(3,840.34)	0.00
34162 PRINTER FEES	125,000.00	9,005.06	75,003.61	0.00	49,996.39	60.00
34163 FAX FEES	21,000.00	1,826.20	13,680.53	0.00	7,319.47	65.15
34193 ORTING - SERVICE FEES	0.00	0.00	1,620.00	0.00	(1,620.00)	0.00
34730 INTERLIBRARY LOAN FEES	0.00	15.00	15.00	0.00	(15.00)	0.00
35970 LIBRARY FINES	550,000.00	22,262.69	221,976.94	0.00	328,023.06	40.36
36110 INVESTMENT INCOME	5,000.00	0.00	8,155.48	0.00	(3,155.48)	163.11
36111 INTEREST - STATE FOREST FUND	0.00	0.00	0.08	0.00	(0.08)	0.00
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	286.19	922.98	0.00	(922.98)	0.00
36290 BOOK SALES	20,000.00	4.00	4,340.76	0.00	15,659.24	21.70
36700 FOUNDATION DONATIONS	300,000.00	0.00	197,923.87	0.00	102,076.13	65.97
36710 FRIENDS' DONATIONS	0.00	0.00	336.21	0.00	(336.21)	0.00
36720 FRIENDS' REIMBURSEMENTS	0.00	5,739.32	14,919.73	0.00	(14,919.73)	0.00
36725 DONATIONS - OTHER	0.00	1,603.90	2,673.23	0.00	(2,673.23)	0.00
36910 SALE OF SCRAP AND SALVAGE	0.00	0.00	4,386.60	0.00	(4,386.60)	0.00
36920 UNCLAIMED PROPERTY/FOUND MONEY	0.00	11.39	3,178.10	0.00	(3,178.10)	0.00
36990 MISCELLANEOUS REVENUE	0.00	37.92	293.65	0.00	(293.65)	0.00
36991 PAYMENT FOR LOST MATERIALS	12,000.00	601.60	5,557.99	0.00	6,442.01	46.32
36996 JURY DUTY REIMBURSEMENT	0.00	0.00	90.00	0.00	(90.00)	0.00
36997 PRIOR YEAR'S REFUNDS	0.00	0.00	199.13	0.00	(199.13)	0.00
36998 E RATE REIMBURSEMENT	415,000.00	181,032.20	284,219.47	0.00	130,780.53	68.49
36999 REBATES - PROCUREMENT CARD	30,000.00	0.00	57,107.36	0.00	(27,107.36)	190.36
CHARGES OTHER:	**1,523,000.00**	**224,991.04**	**998,898.61**	**0.00**	**524,101.39**	**65.59**
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**	**224,991.04**	**16,347,360.33**	**0.00**	**13,362,180.67**	**55.02**
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	14,984,682.00	1,192,993.41	8,227,784.96	0.00	6,756,897.04	54.91
51105 ADDITIONAL HOURS	273,883.00	24,064.30	176,496.72	0.00	97,386.28	64.44
51106 SHIFT DIFFERENTIAL	159,882.00	13,125.73	90,992.98	0.00	68,889.02	56.91
51107 SUBSTITUTE HOURS	295,500.00	24,352.37	184,988.65	0.00	110,511.35	62.60
51109 TUITION ASSISTANCE PROGRAM	300.00	4,221.78	6,443.81	0.00	(6,143.81)	2,147.94
51200 OVERTIME WAGES	7,400.00	1,792.94	19,834.39	0.00	(12,434.39)	268.03
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	10,849.41	78,317.30	0.00	118,311.70	39.83
52002 MEDICAL INSURANCE	2,289,031.00	171,660.85	1,278,020.78	0.00	1,011,010.22	55.83

FUND: GENERAL FUND (01)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
52003 F.I.C.A.	1,202,711.00	95,288.01	657,429.12	0.00	545,281.88	54.66
52004 RETIREMENT	1,727,914.00	132,707.92	918,661.85	0.00	809,252.15	53.17
52005 DENTAL INSURANCE	219,387.00	17,707.49	120,550.98	0.00	98,836.02	54.95
52006 OTHER BENEFIT	10,540.00	800.00	5,980.00	0.00	4,560.00	56.74
52010 LIFE AND DISABILITY INSURANCE	29,086.00	4,999.77	24,292.94	0.00	4,793.06	83.52
52020 UNEMPLOYMENT COMPENSATION	30,500.00	1,438.85	24,291.05	0.00	6,208.95	79.64
52200 UNIFORMS	1,300.00	0.00	1,274.78	0.00	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**	**1,696,002.83**	**11,815,360.31**	**0.00**	**9,077,665.69**	**56.55**
53100 OFFICE/OPERATING SUPPLIES	236,100.00	8,483.20	117,297.26	14,157.34	104,645.40	55.68
53101 CUSTODIAL SUPPLIES	52,500.00	5,289.11	35,648.06	0.00	16,851.94	67.90
53102 MAINTENANCE SUPPLIES	60,200.00	8,134.33	33,645.82	0.00	26,554.18	55.89
53103 AUDIOVISUAL PROCESSING SUP	25,000.00	1,591.61	3,848.28	0.00	21,151.72	15.39
53104 BOOK PROCESSING SUPPLIES	20,000.00	4,102.54	8,439.09	0.00	11,560.91	42.20
53200 FUEL	47,000.00	7,620.51	12,737.45	0.00	34,262.55	27.10
53401 ADULT MATERIALS	806,000.00	46,901.31	363,696.57	0.00	442,303.43	45.12
53403 PERIODICALS	88,135.00	2,501.94	64,007.54	0.00	24,127.46	72.62
53405 JUVENILE BOOKS	544,279.00	43,253.20	308,851.33	0.00	235,427.67	56.75
53406 PROFESSIONAL COLLECTION	4,200.00	44.37	1,652.37	0.00	2,547.63	39.34
53407 INTERNATIONAL COLLECTION	60,000.00	1,030.62	9,449.05	0.00	50,550.95	15.75
53408 AUDIOVISUAL MATERIALS - ADULT	842,000.00	54,264.10	449,168.11	0.00	392,831.89	53.35
53409 AUDIOVISUAL MATERIALS - JUV	94,000.00	5,676.04	36,791.26	0.00	57,208.74	39.14
53411 ELECTRONIC INFO SOURCES	379,068.00	275.00	284,836.38	0.00	94,231.62	75.14
53412 REFERENCE SERIALS	18,000.00	0.00	967.75	0.00	17,032.25	5.38
53413 ELECTRONIC SERVICES	143,391.00	15,005.95	166,582.11	0.00	(23,191.11)	116.17
53414 ELECTRONIC COLLECTION	400,100.00	12,032.12	336,779.70	0.00	63,320.30	84.17
53464 VENDOR PROCESSING SERVICES	153,000.00	10,700.62	85,420.34	0.00	67,579.66	55.83
53490 COLLECTION PROJECTS	0.00	0.00	1,881.31	0.00	(1,881.31)	0.00
53499 GIFTS - MATERIALS	0.00	243.49	733.79	0.00	(733.79)	0.00
53500 MINOR EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00	0.00
53501 FURNISHINGS	35,000.00	2,257.37	27,429.98	11,830.65	(4,260.63)	112.17
53502 TECHNOLOGY HARDWARE	50,000.00	499.19	9,620.98	0.00	40,379.02	19.24
53505 SOFTWARE	12,100.00	3,017.45	24,852.89	794.38	(13,547.27)	211.96
54100 PROFESSIONAL SERVICES	457,750.00	39,922.47	300,156.45	94,692.56	62,900.99	86.26
54101 LEGAL SERVICES	30,000.00	0.00	16,247.50	1,510.50	12,242.00	59.19
54102 COLLECTION AGENCY	17,000.00	762.94	6,926.73	0.00	10,073.27	40.75
54161 RESOURCE SHARING SERVICES	19,000.00	0.00	5,540.30	0.00	13,459.70	29.16
54162 BIBLIOGRAPHICS SERVICES	33,000.00	0.00	17,339.30	0.00	15,660.70	52.54
54163 PRINTING AND BINDING	1,500.00	0.00	2,514.16	0.00	(1,014.16)	167.61
54165 ILL LOST ITEM CHARGE	2,800.00	90.48	541.27	0.00	2,258.73	19.33
54200 POSTAGE AND SHIPPING	36,600.00	6,131.89	7,811.10	0.00	28,788.90	21.34
54201 TELECOM SERVICES	461,300.00	2,806.59	255,976.57	169,952.37	35,371.06	92.33
54300 TRAVEL	47,200.00	3,814.95	19,375.37	0.00	27,824.63	41.05
54301 MILEAGE REIMBURSEMENTS	30,350.00	2,598.07	20,779.19	0.00	9,570.81	68.47
54400 ADVERTISING	69,500.00	1,218.27	17,720.78	15,771.00	36,008.22	48.19
54501 RENTALS/LEASES - BUILDINGS	404,000.00	19,784.14	243,842.14	77,578.27	82,579.59	79.56
54502 RENTALS/LEASES - EQUIPMENT	32,400.00	0.00	11,288.49	8,097.99	13,013.52	59.83

Board Report - Budget to Actual by Object

Report as of: 7/31/2016

FUND: GENERAL FUND (01)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
EXPENSE ACCOUNTS						
54600 INSURANCE	200,000.00	0.00	149,164.00	0.00	50,836.00	74.58
54700 ELECTRICITY	235,000.00	1,116.54	120,415.16	0.00	114,584.84	51.24
54701 NATURAL GAS	15,000.00	35.49	5,268.37	0.00	9,731.63	35.12
54702 WATER	21,000.00	1,096.16	10,666.83	0.00	10,333.17	50.79
54703 SEWER	25,000.00	232.87	13,271.20	0.00	11,728.80	53.08
54704 REFUSE	26,000.00	426.83	16,811.06	0.00	9,188.94	64.66
54800 GENERAL REPAIRS/MAINTENANCE	208,000.00	4,510.54	139,706.93	27,532.29	40,760.78	80.40
54801 CONTRACTED MAINTENANCE	802,900.00	18,713.75	327,825.19	181,221.21	293,853.60	63.40
54803 MAINT. TELECOM EQUIPMENT	31,000.00	0.00	2,585.00	27,380.63	1,034.37	96.66
54805 VEHICLE REPAIR - MAJOR	0.00	4,871.20	8,091.80	0.00	(8,091.80)	0.00
54900 REGISTRATIONS	41,850.00	365.00	12,794.86	15.00	29,040.14	30.61
54901 DUES AND MEMBERSHIPS	30,170.00	200.00	16,211.63	0.00	13,958.37	53.73
54902 TAXES AND ASSESSMENTS	29,500.00	80.81	16,171.17	0.00	13,328.83	54.82
54903 LICENSES AND FEES	43,950.00	5,071.76	44,247.21	0.00	(297.21)	100.68
54904 MISCELLANEOUS	790.00	0.00	0.00	0.00	790.00	0.00
54905 WELLNESS EVENTS/REGISTRATION	2,000.00	0.00	135.61	0.00	1,864.39	6.78
59700 TRANSFERS OUT	1,188,382.00	1,188,382.00	1,188,382.00	0.00	0.00	100.00
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**	**1,535,156.82**	**5,382,144.79**	**630,534.19**	**2,803,836.02**	**68.20**
TOTAL FOR EXPENSE ACCOUNTS	**29,709,541.00**	**3,231,159.65**	**17,197,505.10**	**630,534.19**	**11,881,501.71**	**60.01**
NET SURPLUS / DEFICIT	**0.00**	**(3,006,168.61)**	**(850,144.77)**	**(630,534.19)**	**1,480,678.96**	**0.00**

Board Report - Budget to Actual by Object

Report as of: 7/31/2016

FUND: SPECIAL PURPOSE FUND (15)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
29150 USE OF FUND BALANCE-BUDGET	25,000.00	0.00	0.00	0.00	25,000.00	0.00
TAXES:	**25,000.00**	**0.00**	**0.00**	**0.00**	**25,000.00**	**0.00**
33300 INDIRECT FEDERAL GRANTS	227,000.00	0.00	0.00	0.00	227,000.00	0.00
36700 FOUNDATION DONATIONS	15,000.00	0.00	6,853.76	0.00	8,146.24	45.69
CHARGES OTHER:	**242,000.00**	**0.00**	**6,853.76**	**0.00**	**235,146.24**	**2.83**
TOTAL FOR REVENUE ACCOUNTS	**267,000.00**	**0.00**	**6,853.76**	**0.00**	**260,146.24**	**2.57**
EXPENSE ACCOUNTS						
51100 SALARIES AND WAGES	183,623.00	0.00	0.00	0.00	183,623.00	0.00
52001 INDUSTRIAL INSURANCE	795.00	0.00	0.00	0.00	795.00	0.00
52002 MEDICAL INSURANCE	11,463.00	0.00	0.00	0.00	11,463.00	0.00
52003 F.I.C.A.	6,189.00	0.00	0.00	0.00	6,189.00	0.00
52004 RETIREMENT	6,674.00	0.00	0.00	0.00	6,674.00	0.00
52005 DENTAL INSURANCE	1,220.00	0.00	0.00	0.00	1,220.00	0.00
52010 LIFE AND DISABILITY INSURANCE	36.00	0.00	0.00	0.00	36.00	0.00
PERSONNEL	**210,000.00**	**0.00**	**0.00**	**0.00**	**210,000.00**	**0.00**
53100 OFFICE/OPERATING SUPPLIES	7,000.00	0.00	0.00	0.00	7,000.00	0.00
53401 ADULT MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00	0.00
54100 PROFESSIONAL SERVICES	38,550.00	0.00	0.00	0.00	38,550.00	0.00
54400 ADVERTISING	5,450.00	0.00	0.00	0.00	5,450.00	0.00
54900 REGISTRATIONS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
ALL OTHER EXPENSES	**57,000.00**	**0.00**	**0.00**	**0.00**	**57,000.00**	**0.00**
TOTAL FOR EXPENSE ACCOUNTS	**267,000.00**	**0.00**	**0.00**	**0.00**	**267,000.00**	**0.00**
NET SURPLUS / DEFICIT	**0.00**	**0.00**	**6,853.76**	**0.00**	**(6,853.76)**	**0.00**

Board Report - Budget to Actual by Object

Report as of: 7/31/2016

FUND: DEBT SERVICE FUND (20)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
31112 PROPERTY TAXES DELINQUENT	0.00	0.00	0.12	0.00	(0.12)	0.00
TAXES:	**0.00**	**0.00**	**0.12**	**0.00**	**(0.12)**	**0.00**
36110 INVESTMENT INCOME	0.00	0.00	137.68	0.00	(137.68)	0.00
CHARGES OTHER:	**0.00**	**0.00**	**137.68**	**0.00**	**(137.68)**	**0.00**
TOTAL FOR REVENUE ACCOUNTS	**0.00**	**0.00**	**137.80**	**0.00**	**(137.80)**	**0.00**
NET SURPLUS / DEFICIT	**0.00**	**0.00**	**137.80**	**0.00**	**(137.80)**	**0.00**

FUND: CAPITAL IMPROVEMENT PROJECTS FUND (30)

Object	2016 Budget	July Actual	Year-To-Date Actual	Encumbrances	Balance	Expend %
REVENUE ACCOUNTS						
36110 INVESTMENT INCOME	0.00	0.00	654.00	0.00	(654.00)	0.00
36200 KEY PENINSULA SHARED COSTS	0.00	0.00	8,011.79	0.00	(8,011.79)	0.00
36700 FOUNDATION DONATIONS	0.00	0.00	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**	**0.00**	**34,858.72**	**0.00**	**265,141.28**	**11.62**
39700 TRANSFERS IN	1,188,382.00	1,188,382.00	1,188,382.00	0.00	0.00	100.00
TOTAL FOR REVENUE ACCOUNTS	**1,488,382.00**	**1,188,382.00**	**1,223,240.72**	**0.00**	**265,141.28**	**82.19**
EXPENSE ACCOUNTS						
53501 FURNISHINGS	100,000.00	299.51	6,366.90	52,816.32	40,816.78	59.18
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	0.00	0.00	30,000.00	0.00
54100 PROFESSIONAL SERVICES	20,000.00	0.00	639.29	3,251.00	16,109.71	19.45
54400 ADVERTISING	0.00	0.00	81.40	0.00	(81.40)	0.00
54800 GENERAL REPAIRS/MAINTENANCE	146,000.00	0.00	9,712.53	3,357.81	132,929.66	8.95
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	32,508.21	16,216.36	116,275.43	29.53
56400 MACHINERY & EQUIPMENT	191,000.00	0.00	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	140,322.35	0.00	(140,322.35)	0.00
TOTAL FOR EXPENSE ACCOUNTS	**1,488,382.00**	**299.51**	**487,257.74**	**362,845.08**	**638,279.18**	**57.12**
NET SURPLUS / DEFICIT	**0.00**	**1,188,082.49**	**735,982.98**	**(362,845.08)**	**(373,137.90)**	**0.00**

MEMO

Date: July 29, 2016

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

From: Georgia Lomax, Executive Director

Subject: Executive Director Report - July

Operations

Work Plan progress of note in July:

People:

- Staff In-Service Day – Keynote speaker and venue selected
- Performance Evaluation Process – Will be discussed during meeting
- Supervisor's Coaching Lab Series 6 – Launched

Projects:

- Strategic Planning Process – Refined plan ideas and components; concept documents
- VPN – Access active
- "Sammie" (IT work order and asset management system) – Launched
- Staff PC Replacement – Complete for Staff Experience department

***Major System-wide Programs**:*

- 2017 PC Reads – Venue and author confirmed

External Community Activities

- Spoke at Sci-Fi/Fantasy Book Club event

Internal Community Activities

- Attended Leadership Academy Graduation

Partnership Meetings

- WIOA Core Leadership meeting

Library Community Activities

- Attended Statewide Library Directors Retreat
- Hosted leadership training staff from Timberland Regional Library for a Q&A meeting

New Business

MEMO

Pierce County Library System
Information & Imagination

Date: July 27, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: 2017 Budget Calendar

Following is the process and key calendar dates for the 2017 budget process. The budget process will be project-based, which means that the balanced budgets for all funds will be delivered not only as the cost to conducting daily operations, but also including a portfolio of funded priority projects, which will be provided during the October Board meeting.

Board Meeting	2017 Budget Activities
August 10, 2016	• Review budget calendar • Review Fiscal Management Policy
September 14, 2016	• Review preliminary levy certificate and impact to budget • Review budget drivers (COLA, etc) • Approve amended Fiscal Management Policy (if necessary)
October 19, 2016	• Review final project proposals and impact to budget
November 9, 2016	FIRST PUBLIC HEARING • Review first comprehensive draft budget • Approve levy certificate • Implicit Price Deflator decision (if necessary)
December 14, 2016	SECOND PUBLIC HEARING AND FINAL APPROVAL • Review draft budget narrative • Approve General Fund budget • Approve Capital Improvement Fund budget • Approve Special Purpose Fund budget
January 11, 2017	• Budget narrative distributed • Review amended levy certificates (if any)

MEMO

Pierce County Library System

Information & Imagination

Date: July 27, 2016

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

From: Clifford Jo, Finance & Business Director

Subject: Fiscal Management Policy Review

Please find attached the latest version of the Board's Fiscal Management policy. We just revised this policy November last year, and at the time, the Board asked to review the policy as a beginning to each fiscal year's budget process. The review serves as a reminder of the Board's and Library's budgeting philosophies and also as an opportunity to consider any revisions. The Administrative Team has reviewed the policy and has no recommendations for changes.

Board Policy

Fiscal Management

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees shall implement and maintain sound financial management of the entrusted resources provided by the taxpayers and other sources of funding, consistent with the Library’s mission.

In accordance with state law, RCW 27.12.070, the Pierce County Office of the Assessor-Treasurer serves duly as the Library’s fiscal agent.

Policy

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

1. Current year general fund operations are funded from current year revenues.
2. Cash may be transferred between funds.
3. Debt may be incurred as a last resort.
4. Cash reserves is a fiscal resource to stabilize long-term library sustainability. Cash reserves may be used but not as a sole substitute for budget reductions to meet economic challenges.
5. Upon declaring a need for cash reserves to address a severe emergency having effects that cannot be addressed through the existing budget, the Board may pass a motion to release cash reserves for purposes of continuity of operations and services. Examples of emergencies are a natural disaster or a virulent pandemic.
6. Cash reserves in all funds shall maintain positive fund balances that plan and account for fiscal year patterns of revenues and expenses. The General Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for expenses until the first major property value receipt occurs on or around May 1. The Capital Improvement Fund shall have adequate cash reserves beginning January 1 of every fiscal year to pay for expenses until the General Fund transfer occurs during the fiscal year. Specific guidelines shall be managed under Library Responsibility below.
7. The Library Board of Trustees may set cash reserve balances for any Fund as circumstances require.
8. For purposes of managing the Library’s finances, additional fund types may be implemented.
9. To pay for capital improvement projects, a Capital Improvement Fund is established and funded appropriately by and through General Fund transfers and other multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, special set-asides, and other sources of revenue.
10. To pay for special purpose projects, a Special Revenue Fund is established and funded appropriately by and through multiple funding sources including but not limited to, grants, donations and distributions from external sources such as a Foundation, restricted or unrestricted revenues, General Fund transfers, special set-asides, and other sources of revenue.

11. When there are unanticipated revenues and savings, the Board will consider transferring all or some portion thereof to the Capital Improvement Fund or to the Special Revenue Fund, or both.

12. The Board approves an annual budget for revenues and expenditures in each fund, and any substantial modifications throughout the year.

13. The annual budget process anticipates the need for future system expansion and improvement, and allocates revenue accordingly, recognizing that in the absence of annexations, levy lid-lifts, or bonds, additional services from system growth will need to be funded mostly from reducing operational costs rather than from new revenue sources.

Library Responsibilities

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

1. Establish a budget system and administer the budget process.

2. Establish and maintain financial procedures for managing the Library's cash. Document, keep prudently current, and enforce such financial procedures as an implementation of this fiscal policy.

3. Establish and maintain a ten-year cash reserve strategy to sustain operations that best funds services to the Library's communities.

4. Set solvency goals to achieve and implement a perpetual positive General fund balance that ensures short-term debt, excluding inter-fund loans, is not used to pay for operations. Cash of at least four months of operating costs shall be available in the fund balance as of January 1 of each fiscal year.

5. Develop and manage fiscal practices and strategies so that cash reserves have at least two percent (2.00%) of the following year's anticipated revenues in addition to the amount set aside for General Fund solvency.

6. Administer a cash-flow system as an anticipatory approach to budget for and meet the Library's expenditure needs for future operations, including bill management.

7. Implement the State of Washington's Budget, Accounting, and Reporting System (BARS).

8. Furnish to the Board appropriate financial reports on a monthly basis, and deliver the annual report to the Board subsequent to filing it with the State of Washington.

9. Incorporate into the annual budget process efforts to reduce operational costs which anticipate future service expansion without significant future revenue increases.

10. Maintain a goal of 4% of average annual General Fund revenues in the year-end Capital Improvement Fund Balance over a ten year period.

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

Board Policy 3.15
Adopted by the Board of Trustees of the Pierce County Library System, August 3, 1995. Revised and approved on: June 13, 1996; July 23, 1998; June 9, 2004; August 8, 2007; October 14, 2009. Revised November 18, 2015.

MEMO

Date: August 2, 2016

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

From: Georgia Lomax, Executive Director

Subject: Strategic Plan Concept Briefing

In July, the Leadership Team and the Leadership Academy cohort clarified and developed strategic plan elements focused on the Library's services and roles; and worked to better understand the idea and implications of the "community" concept proposed by the public, our partners and stakeholders. Building on this work, the Strategic Planning Team has identified the key components of the plan's content and structure. In addition, they have identified the final products needed to communicate and implement the strategy. The plan is solidly based on the Library's mission of providing resources, space and access to information and ideas that supports learning and exploration, and ultimately, an informed and engaged citizenry.

We have identified three service areas:
- Learning
- Enrichment (entertainment and relaxation) and
- Community building (gathering, interaction and dialog)

In addition, three roles will focus our decisions regarding the level of commitment of resources and time, and how we participate in activities. They are leader, participant and host.

Other plan elements are a compelling vision about what we seek to achieve, guiding principles that tell us how we approach the work, and the internal supports needed to accomplish our work.

During the Board meeting, the Team will brief you on the concepts behind the emerging plan and then hear your discussion, input and ideas. During this discussion I'd like to ask you to focus on the concepts more than specific word choices. Your guidance will allow us to develop a draft plan for your review in September.

Next Steps:

September	• Present draft plan to Trustees • Share plan with staff, community and partners • Celebrate completion of planning project and strategic direction
October	• Launch implementation at Staff In-Service Day

Board Education and Service Reports

MEMO

Date: August 1, 2016

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

From: Melinda Chesbro, Deputy Director

Subject: 2016 Work Plan Update

Throughout the year we have been updating you on the status of notable projects from the work plan. In addition Georgia highlights work plan activity in her Director's Report each month. This month we'll provide brief presentations on:

1. Performance Evaluation process review
2. IT Modernization and WAVE Implementation
3. 2017 work plan and budget development

Other third quarter projects that are underway:

- Staff In-service day
- Coaching Lab for supervisors
- Planning for Help Desk replacement at UP
- System wide Re-key
- Polaris Review

MEMO

Pierce County Library System
Information & Imagination

Date: August 1, 2016

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

From: Melinda Chesbro

Subject: Introduction of New Pierce County Library System Manager

We are delighted to welcome new leadership staff to PCLS:

- Kayce Austin is a new Customer Experience Manager. Her previous position was Branch Manager at Timberland Regional Library.

Officers Reports

MEMO

Pierce County Library System
Information & Imagination

Date: August 1, 2016

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

From: Chereé Green, SHRM-SCP, Staff Experience Director

Subject: Leadership Academy

On July 18th, we officially graduated the library's first Leadership Academy cohort. Twelve leaders from across the system were chosen to participate. This nine-month, custom-designed program started in September 2015 and finished in June 2016. This program has helped to build the strong leadership skills the library needs to grow its future. The Leadership Academy is designed to:

- Develop the library's Leadership Competencies in current supervisors and managers
- Provide a process to develop emerging leaders
- Provide a ready pool of talent to facilitate succession planning and build capacity

The members and graduates of our first Leadership Academy cohort are:

Ben Haines, Sr. Librarian, Sumner	Miguel Colon, Asst. Branch Supervisor, Sumner
David Seckman, Sr. Librarian, Graham	Meghan Sullivan, Customer Experience Manager,
Dianne Ellis, Asst. Branch Supervisor, South Hill	Karen Brooks, Branch Manager, Gig Harbor
Kim Archer, Branch Manager, Lakewood	Kathy Norbeck, Community Branch Supervisor, Buckley
Lauren Murphy, Senior Librarian, Bonney Lake	Dale Hough, Finance Manager, ACL
Jaime Prothro, Customer Experience Manager	Joy Kim, Customer Experience Manager

Throughout the nine months, the group completed several courses/modules taught by Catherine McHugh, Ph.D., a Principle at McHugh Management Consulting. Within these, there were also tools/strategies that were learned. The comprehensive program included:

Living PCLS' Leadership Competencies	Cultivating Emotional Intelligence: Self-awareness, Self-management, Social Intelligence
Facilitating Change & Transitions	Facilitating Participative Meetings
Facilitating Productive Conversations	Transmuting Shame and Self-Doubt
Communicating with Impact	Deliver Constructive Feedback
Build Teamwork	Manage Relationships

The cohort applied the tools and coursework to their daily work and learn new strategies to achieve results. Initial feedback from the cohort has been extremely positive. Many participants have stated that this program has been transformative for them in their leadership journey and that they feel much more competent and confident in their role as a leader.

Next steps for this program includes:

- Formal assessment of Leadership Academy
- Sponsorship of their capstone project, planning our Staff In-service Day
- Recommendations of next leadership development priorities for PCLS
- Board of Trustees presentation from the cohort, this December

PCLS' first Leadership Academy cohort, July, 2016. Congratulations!

MEMO

Pierce County Library System
Information & Imagination

Date: July 27, 2016

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

From: Dale Hough, Finance Manager

Jaime Prothro, Customer Experience Manager

Subject: SPARK Success: 2016 Staff In-Service Day

PCLS will host an all-staff in-service day on Monday, October 10, 2016. The event, *SPARK Success*, is structured around two key components: 1) keynote speaker Shola Richards, founder of The Positivity Solution, will present about positivity in the workplace and how we can each "make work a more enjoyable and productive experience;" and 2) presentation of the new strategic plan by Executive Director Georgia Lomax. Staff will have additional break-out table sessions throughout the day that will support both components. All staff, both regular and substitute employees, are encouraged to attend.

Goals and outcomes for this event were established with the intent to get staff excited and engaged in the implementation of the strategic plan.

GOALS:

- PCLS staff fully understands the Library's new Strategic Plan and their role within the process.
- PCLS Staff acquire new skills, strategies and tools that will help them successfully implement the new Strategic Plan
- PCLS Staff celebrate their hard work and commitment.

OUTCOMES:

- Staff are excited about the new Strategic Plan.
- Staff are engaged in implementing the Strategic Plan.
- Staff are committed to providing community driven programs and services.
- Staff feels valued. Staff enjoys the day.

This project is sponsored by Staff Experience Director, Cheree Green and is being planned by Leadership Academy Cohort 1. The team is midway through the process of planning the day. Work that has been completed includes:

- Established a budget
- Established goals and outcomes for the project
- Reserved the event venue (McGavick Conference Center)
- Booked keynote speaker Shola Richards
- Made catering arrangements for the event.

The team will continue to work on planning logistics and developing content and feedback criteria.

MEMO

Pierce County Library System

Information & Imagination

Date: August 1, 2016

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

From: Melinda Chesbro, Deputy Director

Subject: ALA Conference Presentations

American Library Association (ALA) held this year's annual conference in Orlando, Florida June 23 to 28. This year six Pierce County Library staff members attended the conference. Two presented at workshops and four participated as members of ALA committees.

Jami Schwarzwalder, Teen Services Librarian was part of a panel: **Great Games and Gamification in Libraries**, which showcased a variety of unique ways games and gamification can be used.

Elise DeGuiseppi, Collection Management Librarian, attended as a member of the Robert F. Sibert Committee, which annually recognizes the most distinguished nonfiction children's book published in the previous year.

Judy Nelson, Customer Experience Manager, attended as Chair of Every Child Ready to Read, which hosted two programs. Judy also serves as a jury member of the ALA Scholastic Publishing award, which recognizes a librarian whose unusual contribution to the stimulation and guidance of reading by children and young people exemplifies outstanding achievement in the profession.

Karen Brooks, Gig Harbor Branch Manager, attended as a member of the Alex Award Committee. The Alex Awards are given to ten books written for adults that have special appeal to young adults.

Kati Irons Perez, Collection Management Librarian, attended as a member of the Video Round Table Notable Films Committee which annually selects the best fifteen educational, performance or how-to titles released during the previous and current calendar year. Kati also presented a program: **Further Down the Alphabet – Embracing B Movies!** Finally Kati was presented her award for First Place in the Public Libraries Feature Article Contest.

In addition to their presentations or committee work, PCLS attendees were able to take advantage of the multitude of programs, large exhibit hall and thousands of other librarians to learn, network and share.

Georgia Lomax, Executive Director ■ 3005 112th St. E., Tacoma, WA 98446-2215 ■ 253-548-3300 ■ FAX 253-537-4600 ■ piercecountylibrary.org

MEMO

Pierce County Library System
Information & Imagination

Date: July 26, 2016

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

From: Cheree Green, SHRM-SCP, Staff Experience Director

Subject: Staff Demographic Information, Census Comparison

Census data found United States Census Bureau (http://www.census.gov/)
PCLS percentages are based off 346 total employees.

Overall Ages	Census Range	# Employees	Census %	PCLS %
19-25	20-24	20	9 %	6 %
26-30	25-29	25	10 %	7 %
31-40	30-39	65	18 %	19 %
41-50	40-49	54	21 %	16 %
51-60	50-59	119	19 %	34 %
61-70+	60+	63	22 %	18 %

Note: Only included ages 20 and over from Pierce County Census information.

Ethnicity	# Employees	Census %	PCLS %
Asian	16	5%	5%
Black	15	5%	4%
Hispanic	15	9%	4%
American Indian	5	1%	1%
Caucasian	295	73%	85%

Gender	# Employees	Census %	PCLS %
Females	281	50%	81%
Male	65	50%	19%

MEMO

Pierce County Library System
Information & Imagination

Date: July 27, 2016

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

From: Judy T Nelson, Customer Experience Manager, Youth

Subject: Pokémon Go

As this cultural phenomena sweeps Pierce County and the country, PCLS Teen librarians and Youth Services Librarians are proactively including Pokémon Go activities at their sites with simple drop in programming and activities.

Pokemon Go is a game based on Pokemon, the tv show and game. It is played on mobile devices and encourages physical activity (walking around searching for Pokestops and Poke Gyms). Pokestops are usually community centers, libraries, historic sites or other public spaces identified by the game creator.

19 PCLS Library sites are designated as Pokestops or Poke gyms by the game itself. Players come to Poke sites to claim balls, other items and capture Pokemon. With simple signage, staff has declared they are aware of their status as a Pokestop and are paying attention to who controls their gym. This level of engagement is free, requires very little staff time but is powerful with regards to providing a meaningful connection with youth and adults engaged in the game.

Outcomes of engagement by staff include the following: branches have the opportunity to engage with players as they come to claim the Pokestop, or fight to take the gym, customers learn that the Library is aware of current cultural trends and is actively engaged in participating in them, and staff are able to hand sell summer reading activities and other services and resources to persons who may never have engaged with the Library prior to coming to claim this Pokestop or gym membership.

Youth Librarians have had a short tutoring session on the overall activities and strategies of the game as well as simple programming and engagement ideas they can use immediately at their site.

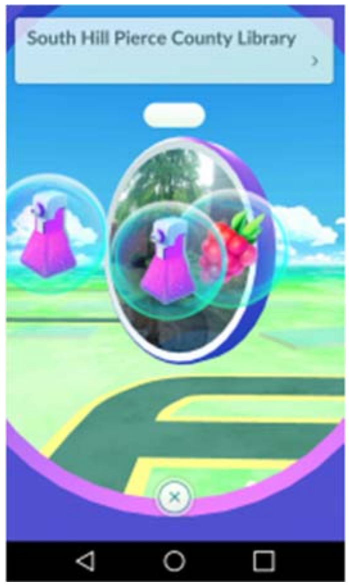
Here are the branches with pokestops/gyms:
Pokestops: Administrative Center & Library, Buckley, DuPont, Fife, Graham, Key Center, Milton, Lakewood, Orting, South Hill, Summit, Steilacoom, Sumner, Tillicum
Gyms: Bonney Lake, Gig Harbor, Parkland, Summit, University Place
Not on the Poke map: Eatonville

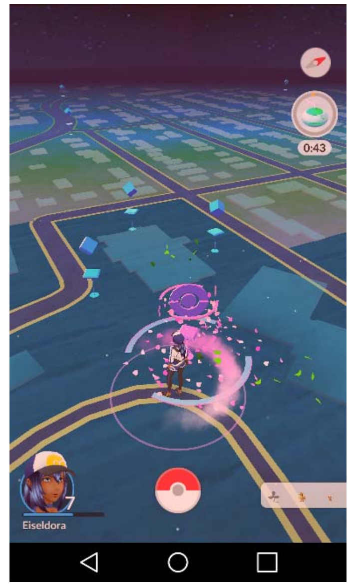
1) Players Use their phone to catch Pokémon.

When a player catches a Pokémon they get stardust and candy which can be used to level up Pokémon.

Often players will get several duplicates. Lower level Pokémon can be transferred to the professor which will give players 1 candy of that Pokémon type.

Players get Pokeballs, Health Potions, Berries, and Eggs from visiting Pokestops





Players can also purchase items with real money that help them attract more Pokémon, or get twice the amount of experience

Lucky Egg – Doubles XP for 30 minutes

Lure Module – Placed on Poke Stop and attracts Pokémon (and Pokémon Players) for 30 minutes

Incubator – Place an egg instead and then walk. After X kilometers the egg will hatch. This is based on GPS data.

2) With an egg incubator Players can hatch eggs by walking 2 km, 5 km, 10 km, or 20 km.

Walking is tracked with GPS, and requires Walking, Biking, or Skateboarding.

If players move faster than humanly possible it won't count for hatching an egg.

Eggs give new Pokémon lots of stardust, and more candy.

3) At level 5 Players can pick a team and participate at Gyms.

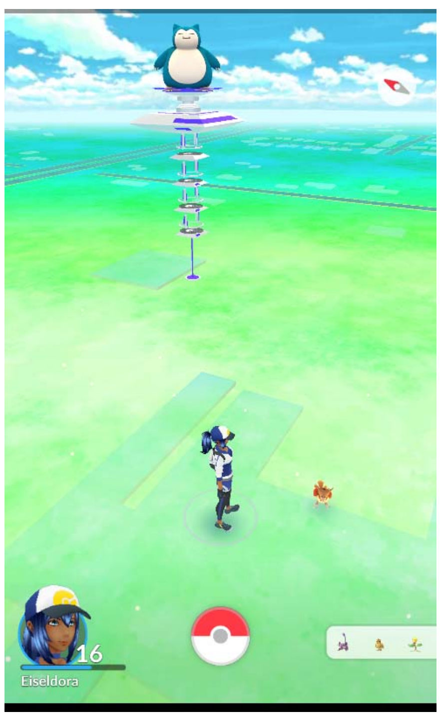
Team Yellow, Blue or Red can control the Gym.

Each level of the gym allows one player to leave a Pokémon to defend the gym. Players can only leave one Pokémon at each gym. Gray Gym's mean any color can claim that gym, otherwise you must be the same color as the gym to leave your Pokémon in an open spot. Players who have a Pokémon in a gym can collect a defender bonus every 20 hours.

If you are on the team that controls the gym you can train by selecting **one** of your Pokémon to fight against the weakest Pokémon present. Gym earns points each time a Player successfully defeats one of the defending Pokémon. This increases the Gym's rank.

If you are not on the team that controls the gym you select **6** of your Pokémon to take into the gym and battle one on one against the Pokémon that have been left by their trainers.

Some types of Pokémon are better against others (Super Effective) and often attacks from the type they are strong against will be weak against the players Pokémon (not very effective), but battles primarily focus on the Combat Power Number. This compares to how strong that Pokemon is.



Pierce County Library FYI Packet
Link List
August 10, 2016

Pierce County Library in the News

- Pokémon Go connects Pierce County Library System with its communities—Gateway/The News Tribune

Other Library News

- Carla D. Hayden Confirmed as 14th Librarian of Congress—Library Hotline, July 25, 2016, see attached pdf

LIBRARY HOTLINE
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NEWS IN BRIEF

On July 14 the **American Association of Geographers**, a nonprofit scientific and educational society founded in 1904, announced that it is donating its archive to the Library of Congress (LC), to be housed in LC's Geography and Map Division.

The **Institute of Museum and Library Services** (IMLS) on July 15 announced 21 grants totaling $972,000 to support museum services for Native Americans and Native Hawaiians, made through the IMLS Native American/Native Hawaiian Museum Services grant program.

A grant from the **State Library of North Carolina** will aid students at East Carolina University and the University of North Carolina at Greensboro by reducing costs for required textbooks. The grant is part of the Library Services and Technology Act (LSTA) and made possible by LSTA grant funding from IMLS. Including matching funds from both universities, the total cost of the two-year project is $184,332.

OCLC announced July 6 the acquisition of **IFNET**, the distributor of library automation software and services in Italy, through its subsidiary OCLC EMEA B.V.

INSIDE

Hayden Confirmed as 14th Librarian of Congress

In what is being widely celebrated as a historic decision, Dr. Carla D. Hayden was confirmed as the 14th Librarian of Congress July 13 by a Senate majority vote of 74–18. Hayden, currently CEO of the Enoch Pratt Free Library (EPFL) in Baltimore and *Library Journal*'s 1995 Librarian of the Year, will be the first woman and the first African American to lead the Library of Congress (LC). She will succeed former Librarian James H. Billington, who stepped down in September 2015 after 28 years. Hayden will serve at least one ten-year term, thanks to new term limit legislation passed last year.

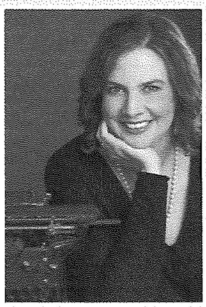
President Barack Obama announced his intent to nominate Hayden in February. At her testimony before the Senate Committee on Rules and Administration on April 20, Hayden received warm support from both sides of the aisle, as well as a letter signed by more than 140 library, publishing, educational, and academic organizations across the country, including every state library. At a brief hearing June 9, the Rules Committee voted unanimously that Hayden's nomination be reported to the full Senate with the recommendation that it be approved. While Hayden's confirmation hearing had been on the Senate Executive Calendar since then, there was some doubt as to whether the vote would take place before the body's summer recess, which started July 14 and extends through Labor Day.

Although Hayden's appointment seemed to have widespread approval, rumors of a possible derailment surfaced at the last minute. On July 12, *Politico* posted in its Morning Tech roundup that a Republican hold had been placed on Hayden's nomination, according to an anonymous source in the Senate. A *Washington Post* article the day of the hearing, headlined "Nomination of Carla Hayden to Library of Congress is stuck in Senate," had little more information, citing conservative criticism of

INTERVIEW

Eileen Cook

Prolific author Eileen Cook, a featured panelist at *School Library Journal*'s August 10 SLJTeen Live! (formerly SummerTeen) online conference highlighting upcoming YA books, recently published the thriller *With Malice* (Houghton Harcourt).



Thrillers have long been YA lit staples. What is it about that genre that gets teens reading, and why do you return to it again and again?

Teens are used to reading subtext. Parents often don't tell teens the full truth because they worry about how they'll cope.... People at school can have their own agenda. Teens are brilliant at sorting through what they hear and balancing it against what else they know. Also, they love drama and high stakes, and thrillers deliver plots that keep them turning pages. I enjoy writing them for the simple reason that I love reading them. Having a chance to write in the same genre of some of my favorite writers is really fun.

Do you outline every chapter before you begin? Do you always know the ending of the story before you start?

I usually spend two to three months in the start-up phase of a book. I research various things, work on an outline, write diary entries from various characters to get in their head, and...try to figure out the story. The truth is that writing a book is never easy. You either spend a lot of time in the outlining stage trying to get the story right, or you write a draft and then have to spend the same amount of time fixing all the wrong directions that you chose.

her stance on the Patriot Act and library Internet filtering when she was president of the American Library Association (ALA) from 2003 to 2004. In previous weeks some conservative and libertarian pundits had spoken out against the perceived "political correctness" of Hayden's nomination, calling for the appointment of a scholar or "man of letters." (Hayden holds a doctorate in library science from the University of Chicago and taught at the University of Pittsburgh.)

However, hours after the *Post* article appeared, Hayden's nomination was confirmed by a majority vote 18 minutes into the 30-minute session. Yea votes were split between parties, with 29 Republican senators and 44 Democrats voting in the affirmative (as well as Maine independent Angus King). The 18 nay ballots all came from the right, and eight senators, including independent Bernie Sanders of Vermont, did not vote.

Hayden's statement upon her confirmation reflected her affection for the library where she has served for more than two decades. "This is truly a great honor to be nominated by President Obama and confirmed by the U.S. Senate to lead the nation's library, the Library of Congress," said Hayden. "It has been my privilege to serve the citizens of Baltimore for 23 years and help restore the Enoch Pratt Free Library as a world-renowned institution."

Those who supported Hayden through the process eagerly praised the Senate's decision. Sen. Barbara Mikulski and Sen. Ben Cardin (both D-MD) wrote the White House in October 2015 to encourage President Obama to nominate Hayden, and the two issued statements of congratulations when the hearing was over.

The EPFL Board of Directors and Trustees will start a nationwide search for a permanent CEO, promising a seamless transition that will not affect services, programs, or projects.

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