



FINANCE REPORT

King County Library System

January 25th, 2017

1. GENERAL FUND COMMENTARY

Expenditures in December 2016 were \$11.4M compared to the monthly budget average of \$9.6M, and represented 9.9% of the budget. This compares to December 2015 expenditures of \$10.6M which was 9.5% of the budget. Year-over-year growth in expenditures is 3.4%. These figures are preliminary as the fiscal year will not be finalized and closed until early February. We will present a final 2016 report at the February Board meeting.

2. GENERAL FUND HIGHLIGHTED EXPENDITURE ITEMS

Supplies

December expenditures of \$616k includes \$177k for computers and accessories; \$71k for printer toner and supplies; \$66k for office supplies; \$30k for two microfilm scanners.

Staff Development

December expenditures of \$45k includes \$15k for leadership development program design.

Professional Services

December expenditures of \$613k includes \$112k for strategic planning project consultants; \$76k for physical processing of print and digital materials; \$32k for Evergreen consulting; \$28k for Slalom Sharepoint support services; and \$25k for semi-annual benefits broker consulting fee.

Operating Leases

Property leases are paid one month in advance resulting in an extra payment expense recorded until December. \$54k December expenditure includes \$30k for two SeaTac Airport kiosks rental spaces.

Repairs and Maintenance

December expenditures of \$1,517k includes \$456k for janitorial services; \$115k for Covington Library roof and wall repairs; \$76k for furniture repairs and replacement; \$55k for electrical installation and repairs; \$54k for contracted landscape maintenance and irrigation repairs; \$54k for plumbing repairs and maintenance; \$50k for artwork maintenance and cleaning at multiple libraries; and \$25k carpet materials for multiple libraries.

Reserve

There were no reserve expenditures in December.

Miscellaneous

December expenditures of \$28k includes \$17k for annual Urban Libraries Council membership.

Intergovernmental

\$15k to State of Washington for KCLS annual financial and accountability audits.

Furniture and Equipment

December expenditures of \$56k includes \$31k for Chevy van assigned to Facilities buildings and grounds department; \$25k for Ford van assigned to ITS department.

3. GENERAL FUND REVENUE OVERVIEW

December revenues were \$1.1M with the largest item being \$612k in current year property tax payments. December YTD revenue received reflects 101.2% of the total 2016 budgeted amount. December 2016 YTD revenue received is 2.3% over prior year.

4. 307 FUND OVERVIEW

Expenditures in the 307 fund in December were \$589k which includes \$451k Valley View construction remodeling, furniture systems and shelving, display casework; \$51k Skyway construction close out change orders and window shades; and \$39k project management services.

Our total spending on the capital plan is now \$204.0M or 93.0% of the current approved total program budget of \$219.4M.

5. 302 FUND OVERVIEW

December expenditures of \$976k includes \$902k for Tukwila construction progress payments, design, and furniture; \$27k Southcenter design consulting and construction barricade; \$29k Renton architectural and project close out fees.

6. CASH POSITION OVERVIEW

The cash balance in the General Fund (#001) as of January 15, 2017 was \$58,121,425. The cash balance in the Construction Fund (#302) as of January 15, 2017 was \$2,765,761. The cash balance in the 2005 Project Fund (#307) as of January 15, 2017 was \$2,418,610.

7. INVESTMENT RETURN

The County Investment Pool's net rate of return for November 2016 was 0.85%. This was 0.52% higher than the 90-day T-Bill average rate of 0.33%.

A/P Vendor Payments > \$20,000

December 2016

Fund	Vendor	Amount	Description
Personnel			
001	Internal Revenue Service - EFT ONLY Total	\$ 1,051,593	Fed Inc Taxes Employee; FICA, Medicare
001	Public Employ Retire Sys(PERS)-EFT ONLY Total	\$ 673,478	PERS
001	Navia Benefit Solutions	\$ 273,305	Health Care Flexible Spending Account Plans
001	Empowerment Retirement-EFT Total	\$ 163,919	457 Retirement Plan
001	Group Health Cooperative Total	\$ 156,949	Medical premiums
001	Washington Dental Service Total	\$ 70,361	Dental premiums
001	WSCCCE, AFSCME, AFL-CIO Total	\$ 39,443	Union dues
001	Mercer Health & Benefits Total	\$ 25,000	Semi-annual health & benefits broker consulting fee
001	Standard Insurance Company Total	\$ 20,085	Life and AD&D insurance premiums
Buildings			
302	Edifice Construction Company Inc. Total	\$ 768,068	Tukwila contractor progress billings
001	National Maintenance Contractors LLC Total	\$ 455,756	Janitorial/Flooring/Pressure Washing Services
307	Gateway Construction Services Inc. Total	\$ 219,141	Valley View remodel
001	Biwell Construction Inc. Total	\$ 114,682	Covington library roof repairs
001	Puget Sound Energy (UTILITIES) Total	\$ 102,239	Electric and gas utilities
307	Technical Furniture Systems Total	\$ 101,448	Custom Shelving-Valley View, Kingsgate
001	MacDonald-Miller Facility Solutions/HVAC Total	\$ 82,362	HVAC maint/repairs/upgrades
001	Working Spaces Total	\$ 76,168	Custom furniture/replacement parts-Redmond, Federal Way, Kent
307	Elliott Bay Metal Fabricating Inc. Total	\$ 59,021	Display shelving/installation-Valley View
001	Prime Electric Inc. Total	\$ 54,676	Electrical installation/repairs/services
001	LandCare (Outside of contract) Total	\$ 54,090	Landscape work-multiple locations
001	Workpointe Inc./Diversification Inc. Total	\$ 52,089	Custom furniture-Redmond, Bellevue
001	Artech Fine Art Services Inc. Total	\$ 49,727	Artwork maint/repair/storage
001	Complete Office Total	\$ 44,253	Furniture/supplies-multiple libraries
307	Beisley Inc. Total	\$ 41,058	Skyway contractor progress billings
001	Lake Hills Investments-LK HILLS LEASE Total	\$ 39,708	Building Lease
307	URS Corporation/AECOM Total	\$ 39,220	Projects Management Consultants
001	Westfield America/Southcenter (LEASE) Total	\$ 38,703	Building Lease
302	Edifice Construction/KCLS Total	\$ 36,750	Contractor retainage-Tukwila project
302	Working Spaces Total	\$ 33,410	Custom furniture-Tukwila
001	Reef Preston LLC/Integrated Real Est Svc Total	\$ 30,657	Building Lease
001	Upholstery, Inc. Total	\$ 29,378	Furniture re-upholstery for multiple libraries
001	Gopher Construction, Plumbing & Sewer	\$ 27,769	Plumbing repairs/service calls
001	Day & Nite Plumbing Inc. Total	\$ 26,984	Plumbing repairs/service calls
302	Perkins & Will Inc. Total	\$ 26,429	Tukwila architects
302	Miller Hull Partnership, LLP Total	\$ 25,199	Renton architects
001	Milliken & Company Total	\$ 25,124	Carpet materials-Lake Forest Park, Bellevue, Enumclaw
001	LandCare-MONTHLY CONTRACT Total	\$ 24,105	Contracted landscape maintenance
Collections			
001	Baker & Taylor, Inc. Total	\$ 642,800	Print materials, audio books and physical processing
001	OverDrive, Inc. Total	\$ 502,656	Downloadable books, audio, video, and music
001	Ingram Library Services Total	\$ 336,545	Print materials and physical processing
001	Midwest Tape Total	\$ 163,157	Audiobooks, music CDs, DVDs, physical processing
001	Baker & Taylor Entertainment Total	\$ 125,522	Music CDs, DVDs and physical processing
001	Recorded Books, LLC Total	\$ 84,407	Audiobooks, downloadable audiobooks, DVDs and digital magazines
001	ProQuest LLC Total	\$ 66,143	Multiple electronic database renewals
001	Midwest Library Service Total	\$ 50,741	Print materials and physical processing
001	World Book Inc. Total	\$ 48,607	2017 World Book encyclopedia-46 sets
001	Infogroup Library Division Total	\$ 45,821	Electronic reference databases/licenses
001	EBSCO Total	\$ 41,104	Print magazines/newspaper subscriptions/database renewals
001	OCLC, Inc. Total	\$ 31,225	Collection services cataloging
001	Scholastic Library Publishing Total	\$ 23,999	Electronic databases
001	MultiCultural Books & Videos Total	\$ 23,384	Print materials, audio books, videos and physical processing

A/P Vendor Payments > \$20,000

December 2016

Fund	Vendor	Amount	Description
Other			
001	CDW Government, Inc. Total	\$ 187,183	Computer equip/parts/software
307	Micro Computer Systems Inc/MicroK12 Total	\$ 138,734	Computer equip/parts/software
001	Ideation Collaborative Total	\$ 111,896	Strategic Planning consulting services May-Nov
001	King County Finance (TELECOMM/I-NET) Total	\$ 108,138	I-Net billing KC wide area network
001	Staples Advantage Total	\$ 66,186	Office supplies
001	U.S. Bank VISA Total	\$ 62,062	VISA charges (supplies/training/advertising/subscrip/dues)
001	Lyngsoe Systems Inc. Total	\$ 36,898	Automated materials handling system service parts/maint renewal
001	Catalyst IT Services Inc. Total	\$ 31,637	Evergreen Consultant Services
001	Auburn Chevrolet/Universal Auto Group Total	\$ 30,612	2017 Chevy van-assigned to FMS B&G staff
001	Integra Information Technologies Inc. Total	\$ 30,165	Microfilm scanner equipment
001	Clear Channel Outdoor Total	\$ 30,000	Advertising-SeaTac Airport
001	Primex Wireless Total	\$ 28,689	Clock upgrade program-402 new wall clocks including prog/sppt
001	Slalom LLC Total	\$ 27,760	Consultant-ongoing Sharepoint Enhancements
001	Computer Supply People Total	\$ 25,680	Toner supplies
001	Ford-Hyundai of Kirkland Total	\$ 24,695	2016 Ford van-assigned to ITS PC services department
001	BTU Consultants LLC Total	\$ 24,600	E-rate consulting services
001	Amazon.com	\$ 23,265	Office supplies
001	RWC Group/RWC International Total	\$ 22,146	Fleet vehicles maint/repairs
001	WA State Dept of Revenue (USE TAX-EFT) Total	\$ 21,902	Monthly accrued use tax payment

001	General Fund
302	Construction Fund
307	Project Fund

GENERAL FUND EXPENDITURES

PRELIMINARY DECEMBER

	2016				2015		
DESCRIPTION	BUDGET 2016	DECEMBER EXPENDED	YTD EXPENDED	% Budget EXPEND	% Budget EXPEND	2015 YTD EXPENDED	% Growth Over 2015 YTD
Salaries	\$50,790,036	\$4,056,140	\$48,239,248	95.0%	97.0%	\$47,528,971	1.5%
Sub Salaries	1,570,406	130,532	1,321,348	84.1%	72.6%	1,212,885	8.9%
Benefits	19,416,053	1,809,935	19,069,365	98.2%	93.5%	17,322,017	10.1%
SUB-TOTALS	\$71,776,495	\$5,996,607	\$68,629,960	95.6%	95.5%	\$66,063,872	3.9%
Supplies	4,218,742	616,183	4,323,028	102.5%	100.2%	4,198,925	3.0%
Staff Development	969,745	45,112	741,080	76.4%	74.9%	762,478	(2.8%)
Prof. Services	5,315,005	613,306	4,116,398	77.4%	77.6%	3,994,907	3.0%
Communications	1,373,860	153,379	1,183,735	86.2%	85.4%	1,265,838	(6.5%)
Travel	196,750	42,815	197,615	100.4%	89.3%	182,302	8.4%
Advertising	346,100	16,196	366,814	106.0%	73.9%	189,310	93.8%
Operating Leases	2,126,090	54,290	2,027,691	95.4%	91.8%	1,995,674	1.6%
Insurance	740,550	(2,058)	699,748	94.5%	92.7%	696,263	0.5%
Utilities	1,981,996	197,306	1,770,139	89.3%	107.2%	2,102,628	(15.8%)
Repairs & Maint.	9,848,495	1,516,636	10,718,725	108.8%	99.3%	9,753,801	9.9%
Reserve	500,000	0	326,424	65.3%	0.0%	0	NA
Miscellaneous	355,082	28,132	387,160	109.0%	82.9%	264,606	46.3%
Intergovernmental	77,000	15,020	66,905	86.9%	149.3%	82,089	(18.5%)
Capital - FFE/Imprv/Soft	513,650	55,508	330,867	64.4%	280.9%	626,324	(47.2%)
Library Materials	14,391,806	2,025,086	14,091,352	97.9%	98.8%	14,191,878	(0.7%)
SUB-TOTALS	\$42,954,871	\$5,376,911	\$41,347,682	96.3%	94.9%	\$40,307,023	2.6%
TOTALS	\$114,731,366	\$11,373,518	\$109,977,642	95.9%	95.2%	\$106,370,896	3.4%

GENERAL FUND REVENUES

PRELIMINARY DECEMBER

	2016				2015		
Revenues Received:	Budget 2016	December Received	YTD Received	% Budget Received	% Budget Received	2015 YTD Received	% Growth Over 2015 YTD
Property Tax, Current Year	\$110,395,955	\$612,088	\$110,218,358	99.8%	100.0%	\$107,725,537	2.3%
Property Tax, Prior Years	1,350,000	34,999	1,347,029	99.8%	108.8%	1,468,357	(8.3%)
Other Taxes	225,000	80,743	300,944	133.8%	160.8%	321,581	(6.4%)
Timber Revenues	90,000	2,068	86,003	95.6%	94.4%	84,987	1.2%
Contracts	491,000	107,550	368,419	75.0%	110.5%	542,495	(32.1%)
Photocopies	80,000	6,703	90,299	112.9%	112.4%	89,891	0.5%
Fines	1,100,000	92,490	1,185,356	107.8%	99.2%	1,140,704	3.9%
Lost Materials	150,000	10,866	171,329	114.2%	146.2%	219,232	(21.9%)
Investment Interest	150,000	58,484	500,503	333.7%	174.3%	261,452	91.4%
Grants	0	655	655	NA	0.0%	0	NA
Miscellaneous Revenues	965,000	55,714	2,161,270	224.0%	299.7%	1,908,447	13.2%
TOTALS	\$114,996,955	\$1,062,358	\$116,430,164	101.2%	101.5%	\$113,762,682	2.3%

Credit Card Payments	December Received	% of Month's Payments	YTD Received	% of YTD Payments	% of YTD Payments	YTD Received	% Growth Over 2015 YTD
Fines	35,795	38.7%	464,852	39.2%	38.4%	437,825	6.2%
Lost Materials	6,179	56.9%	89,004	51.9%	41.6%	91,255	(2.5%)
TOTALS	\$41,974	40.6%	\$553,856	40.8%	38.9%	\$529,080	4.7%

307 PROJECT FUND EXPENDITURES

PRELIMINARY DECEMBER

2016

TOTAL

DESCRIPTION	BUDGET 2016	DECEMBER EXPENDED	YTD EXPENDED	% Budget EXPEND	Total Project EXPENDED	Total Project BUDGET
Boulevard Park	550,000	9,030	79,375	14.4%	79,375	400,000
East Hill Kent	2,005,000	0	0	0.0%	0	2,900,000
Kingsgate	1,625,866	273	1,355,855	83.4%	4,065,186	3,800,000
Mercer Island	889,080	22,956	1,509,258	169.8%	1,949,372	1,900,000
Skyway	785,000	50,669	747,502	95.2%	8,152,526	7,242,000
Valley View	550,000	450,605	646,172	117.5%	646,172	500,000
White Center	2,940,610	14,528	2,670,971	90.8%	8,367,923	8,800,000
Other Construction Projects	0	638	3,768	N/A	3,768	N/A
Outsourced Project Mgmt	150,000	39,220	212,308	141.5%	4,524,704	3,965,149
Opening Day Collections	200,000	0	62,130	31.1%	558,782	0
Artwork	300,000	1,457	155,099	51.7%	1,393,608	1,600,000
TOTALS	\$9,995,556	\$589,376	\$7,442,438	74.5%	\$29,741,416	\$31,107,149
Completed Projects					\$166,772,912	\$178,641,851
Total - 307 Fund					\$196,514,328	\$209,749,000
302 Fund Projects					\$7,530,521	\$9,661,437
Grand Total - Capital Plan					\$204,044,849	\$219,410,437

302 CONSTRUCTION FUND EXPENDITURES

PRELIMINARY DECEMBER

	2016				TOTAL	
DESCRIPTION	BUDGET 2016	DECEMBER EXPENDED	YTD EXPENDED	% Budget EXPEND	Total Project EXPENDED	Total Project BUDGET
Renton Highlands Land	0	0	0	N/A	12,260	12,260
Renton Highlands Building	0	0	832,251	N/A	8,474,196	8,512,480
Renton Highlands Owner's Costs	0	17,253	264,021	N/A	1,936,550	1,775,260
Renton Highlands Furn and Equip	0	273	340,318	N/A	848,728	1,400,000
Renton Highlands Offsite Development	0	0	0	N/A	0	0
Total Renton Highlands	0	17,525	1,436,589	N/A	11,271,733	11,700,000
Renton (Cedar River) Land	0	0	0	N/A	711	711
Renton (Cedar River) Building	0	0	475,699	N/A	6,433,217	6,525,346
Renton (Cedar River) Owner's Costs	0	28,569	55,800	N/A	2,061,271	1,966,943
Renton (Cedar River) Furn and Equip	0	0	4,030	N/A	1,266,036	1,400,000
Renton (Cedar River) Offsite Development	0	0	0	N/A	0	0
Total Renton	0	28,569	535,529	N/A	9,761,235	9,893,000
Southcenter Owner's Costs	0	13,549	66,217	N/A	66,217	0
Southcenter Building	0	13,809	13,809	N/A	13,809	0
Southcenter Furnishings and Equipment	0	0	83,328	N/A	83,328	0
Total Southcenter (1)	0	27,358	163,354	N/A	163,354	0
Tukwila Land	0	0	0	N/A	501,327	501,327
Tukwila Building	4,628,619	804,818	4,078,388	88.1%	5,659,753	6,758,619
Tukwila Owner's Cost	171,893	50,044	288,230	167.7%	1,073,329	1,353,484
Tukwila Furnishings and Equipment	722,971	47,616	100,527	13.9%	103,509	773,007
Tukwila Off Site Development	0	0	0	N/A	29,248	275,000
Total Tukwila	5,523,483	902,477	4,467,146	80.9%	7,367,167	9,661,437
Travel Library Cntr - Library to Go Materials	0	0	778	N/A	31,271	32,940
TOTAL	\$5,523,483	\$975,929	\$6,603,396	119.6%	\$28,594,760	\$31,287,377

	BUDGET 2016	DECEMBER	YTD	% Budget	Total Project	Total Project
Renton Reimbursements	\$0	\$31,189	\$1,480,427	N/A	\$18,463,406	\$18,493,000

(1) Southcenter not shown in 2016 budget. Projected cost at completion is \$500,000.