

Central Skagit Rural Partial County Library District  
Regular Board Meeting Agenda  
Sedro-Woolley City Council Chambers  
March 17, 2016  
7:00 p.m.

1. Call to Order
2. Public Comments
3. Approval of Agenda
4. Consent Agenda Items

Approval of the Regular Meeting Minutes from March 17, 2016  
Approval of February Payroll in the amount of \$10,129.74  
Approval of February Vouchers in the amount of \$10,634.62  
General Ledger Report for February 2016  
January 2016 Balance Sheet  
January 2016 Revenue/Expenditures Report  
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business

A. Concept Proposal from Mayor Wagoner

- Report on exploratory inquiry with City of Sedro-Woolley presented by Dan Gottlieb from Hills Clark Martin and Peterson Law Offices
- Board action on response to City of Sedro Woolley proposal
- Next Steps

B. Bylaws - Amendments Discussion

C. Executive Session - Clay Learned

The Board may go into executive session per RCW 42.30.110 (b): To consider the selection of a site or the acquisition of real estate by lease or purchase. The session will take approximately 30 minutes. Final action shall be taken in open meeting immediately following executive session.

9. New Business

A. Employee Benefits

B. Transfer of funds to Investment Account

10. Adjournment

Central Skagit Rural Partial County Library District  
Regular Board Meeting Minutes  
February 25, 2016  
7:00 p.m.

1. Call to Order: 7:00pm

Trustees Present: Mary Alice Grobins, Chair  
Miny Coslor, Vice Chair  
Lynn Torset, Treasurer  
Ahmik Hindman, Secretary  
Chris Silves, Trustee

Staff Present: Jeanne Williams, Director  
Layla Frey, Library Associate

2. Public Comments

- Marge Swint, a resident of the library rural district, shared her concern that Mayor Wagoner's proposal seems one-sided. She stated that she is fearful that the city residents would not be paying the same amount as the rural residents if the libraries combine. She also expressed concern that the proposed facility location (Sedro-Woolley) is not very convenient for those who reside in the Big Lake area. She would like the Board to please consider a bookmobile and to conduct more public hearings throughout the district.
- Don Pollock explained that he visited the Sedro-Woolley city library and was "turned off" by their many restrictions and limitations. Mr. Pollock expressed that he felt the staff attitudes and policies of the Burlington, Central Skagit and Mount Vernon libraries are better models to emulate. He would also like to see magazines and newspapers at the Central Skagit Library. Mr. Pollock understands that our current facility has space limitations and would like to see us renovate the old marketplace that has been vacant for several years. He offered his expertise as a retired city planner to help the Central Skagit Library in the process of realizing a new facility.
- Chris Anderson asked that the Board consider passing a resolution to withdraw the Big Lake Precinct 110 from the rural library district (CSL). He stated that he was not against libraries and enjoys reading, however, he believes that the taxes are too high for Big Lake residents and the proposed location of a facility in Sedro-Woolley is not a convenient location for Big Lake residents.
- Sharon Howe urged the Board to "please be careful" in regards to contracts with the city of Sedro-Woolley. She mentioned failings in history of SW city officials to uphold their agreement with the Carnegie Library that was

demolished in 1962. Mrs. Howe is in favor of a merger, but feels the district should be careful.

- Wayne Carlson stated that if the Board is favorable towards the proposal of the Mayor, he would like to see the idea of the historic facade to be implemented. Mr. Carlson also asked the Board if it were possible to consider a “question and answer” form of communication during the “Public Comment” part of the regular meetings.

3. Approval of Agenda

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Vote Unanimous

4. Consent Agenda Items

Motion 1: Lynn Torset

Motion 2: Chris Silves

Vote Unanimous

Approval of the Regular Meeting Minutes from January 21, 2016

Approval of January Payroll in the amount of \$10,154.49

Approval of January Vouchers in the amount of \$10,806.92

Revised General Ledger Report for December 2015

General Ledger Report for January 2015

Final 2015 Budget

Ongoing Statistics

5. Conflict of Interest - NONE

6. Communications

From City of Sedro-Woolley

- City Ordinance 1841-16 ends moratorium on applications or licenses for businesses, buildings or land use activities related to public uses in the mixed commercial zone
- City Ordinance 1840-16 Amends § 17.20.010 making public uses in the mixed commercial zone conditional

7. Report of the Director (attached)

8. Unfinished Business

A. Concept Proposal from Mayor Wagoner



- Observations and Comments, presented by Dan Gottlieb from Hills Clark Martin and Peterson Law Offices (memo attached)

Mr. Gottlieb discussed his memo, which included his observations on the Sedro-Woolley Mayor's proposal. He pointed out some of the things in common with other contracts that he has worked with as well as the unique points to this proposal. He also fielded questions from the Trustees and staff.

*Motion to authorize Dan Gottlieb to conduct an exploratory inquiry with the City of Sedro-Woolley and report back to the Board.*

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Vote Unanimous

B. City Request for Library Representation on Architect Selection Committee

*Motion to authorize Mary Alice Grobins and Jeanne Williams to serve on the City of Sedro-Woolley's architect selection committee with clarification that the Board has not yet made a commitment regarding the Mayor's proposal.*

Motion 1: Ahmik Hindman  
Motion 2: Chris Silves  
Vote Unanimous

C. Annual Report to Skagit County Commissioners – Final Draft

*Motion to accept the final draft of the Annual Report to the Board of Commissioners.*

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Vote Unanimous

D. Bylaws - Amendments Discussion

*Motion to table the bylaws amendments until the March Board Meeting.*

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Vote Unanimous

9. New Business

A. Recommendation to Reappoint Mary Alice Grobins to Board

*Motion to recommend to the Skagit County Board of Commissioners that Mary Alice Grobins be reappointed to the Board of Trustees.*

Motion 1: Chris Silves

Motion 2: Mindy Coslor

Vote Unanimous

B. Board Meeting Location Options

*Motion to authorize Jeanne Williams to make arrangements to relocate future Board Meetings to the Sedro-Woolley City Council Chambers.*

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Vote Unanimous

D. Meal Reimbursement Policy – Align with State and Federal Per Diem Rates

Add the following to existing Continuing Education and Travel Policy:

Meals will be reimbursed at the rate established under the Washington State Office of Financial Management per diem rates. For out-of-state per diem rates, refer to the U.S. General Services Administration.

*Motion to align the existing Continuing Education and Travel Policy with state and federal per diem rates by adding the language as stated.*

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Vote Unanimous

E. Skagit Reads Contribution

*Motion to contribute \$365 to the 2016 Skagit Reads program.*

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Vote Unanimous

F. Reciprocal Agreement – Anacortes

*Motion to enter into a reciprocal agreement with Anacortes Public Library.*

Motion 1: Chris Silves  
Motion 2: Lynn Torset  
Vote Unanimous

- G. Executive Session Interim Location – Clay Learned per RCW 42.30.110 (b): To consider the selection of a site or the acquisition of real estate by lease or purchase. The session will take approximately 30 minutes. Final action shall be taken in open meeting immediately following executive session.

Executive Session called to order: 8:23pm  
Executive Session concluded: 8:42pm


Reconvene Regular Session

*Motion to authorize Clay Learned to advance a letter of intent for lease of a temporary location per the discussion in executive session.*

Motion 1: Mindy Coslor  
Motion 2: Ahmik Hindman  
Vote Unanimous

9. Adjournment: 8:44pm

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Vote Unanimous

  
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Mary Alice Grobins, Chair

  
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Ahmik Hindman, Secretary

  
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Mindy Coslor, Vice Chair

  
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Chris Silves, Trustee

  
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Lynn Torset, Treasurer



**MEMORANDUM***Confidential; Attorney-Client Privileged*

**Date:** February 9, 2016

**To:** Jeanne Williams, Library Director, Central Skagit Rural Partial County Library District

**From:** Dan Gottlieb, Hillis Clark Martin & Peterson P.S.

**Subject:** Library Partnership Concept Proposal by City of Sedro-Woolley Mayor Keith Wagoner

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This memo responds to your request for our observations and comments on the Library Partnership Concept proposal, dated January 21, 2016, made to the Central Skagit Rural Partial County Library District (the "Library District") by Mayor Keith Wagoner of the City of Sedro-Woolley (the "City").

**BACKGROUND**

The Library District was formed in 2012 and serves the residents of the unincorporated areas of Skagit County within the same boundaries as the Sedro-Woolley School District. To date, none of the City or the Towns of Hamilton or Lyman have chosen to annex into the Library District. All three incorporated entities are authorized by Washington state law to establish and operate their own public libraries, but only the City has done so to date; neither Hamilton nor Lyman has a public library. State law also permits any of those entities to contract to receive library services from another library, such as the Library District. Such library service contracts are common around the State.

The typical parties to a library service contract are, as provider, a governmental entity that only provides library services, such as a rural partial county library district, a rural county library district, an intercounty rural library district or a regional library (each, a "library district"), and as recipient, an incorporated city or town. By law, existing incorporated municipalities are left out of library districts when they are established, but most may subsequently annex into a contiguous library district with the approval of the city's voters (among other things). Some of these library service contracts are intended to bring library services to residents of such omitted municipalities, particularly those cities that never chose to establish their own public libraries. Other such contracts involve the delivery of library services to cities that have decided for one reason or another to cease operating their own libraries. Mayor Wagoner's proposal seems to be of this ilk. Such arrangements are often precursors to an effort to annex into the library district.



For purposes of this memo, we reviewed a number of such library service contracts between other Washington library districts and various cities and towns. The following observations and comments are based on such review.

#### THE MAYOR'S PROPOSAL

Mayor Wagoner proposes a 20 year agreement pursuant to which the City would provide the Library District with a building within the City to serve as a library facility, which the Library District would operate for the benefit of both its own residents and residents of the City. The City would close the current City library, cease providing library services, and transfer its existing collection and, to the extent it would be useful, equipment and furnishings, to the new library. The Mayor also proposes that the Library District hire the city's existing library staff, presumably to help operate the new facility.

Under the Mayor's proposal, the City would provide an annual "economic commitment" to the new library equal to the amount that the Library District could have collected in the City if the City had annexed into the Library District (i.e., an amount in each year equal to the Library District's actual millage rate for that year multiplied by the City's assessed valuation). The City has estimated that amount would have been \$360,005 for 2015. However, before paying such amount to the Library District, the City would first deduct annually the amount necessary to pay debt service on councilmanic debt incurred by the City to acquire and remodel the new library building. The City has estimated annual debt service to be \$207,000, close to 60% of the total. The City has further proposed that the remainder of such funds be specifically used for maintenance, a building major repair reserve fund and other operating costs, in that order.

While the Library District would operate the proposed new library, which would be branded as part of the Library District, the Mayor proposes that the parties form a joint advisory committee to consider library operations and make recommendations to the Library District Board of Trustees (the "Library District Board"). He also suggests that the Library District Board report annually to the City Council regarding the prior year's operations and the plans for the future year.

The Mayor also proposes a transitional co-location arrangement while the new library is being readied for service, and unwind provisions allowing the City to reestablish a library if the Library District fails, closes, relocates or terminates the agreement. (The Mayor does not specify what should happen if the City chooses to terminate the agreement or fails to honor its obligations thereunder.)

#### OBSERVATIONS AND COMMENTS

From afar, the Mayor's proposal looks like a typical library services contract between a city and a library district: city provides a building and the library district operates it as a library for the benefit of residents of both entities for a fee equivalent to the amount the library district might have collected if the city were annexed into the library district. A closer look, however, reveals some unique features:

- Term. The proposed 20 year term, which appears to be tied to the term of City councilmanic debt to be incurred to acquire and remodel the new library facility, is considerably longer than most other library services contracts. The term of such agreements is typically one—five years, with wide variation among renewal options, ranging from no renewal provisions to “one or more years “evergreen provisions,” unless cancelled by either party. The Library District Board should consider carefully the future effects on service throughout the Library District of such a proposed long term arrangement with the City, especially in the absence of any sort of cancellation or opt-out provision.
- Use of contract fees. Most other library services contracts do not attempt to delineate how the fees to be paid by the city to the library district will be used. The Mayor's proposal is very specific with respect to the uses of those funds in ways that might limit the choices that the Library District Board might otherwise make in operating the library.

In particular, the requirement that a majority of the contract fee be used to pay the City's debt service related to the new library facility is unique. Considering how significant this amount is, the Library District might wish to negotiate with the City for title to the facility once the debt is repaid.

- Partnership. Most library services agreements are just that, contracts for services. No partnership of any sort is intended.

The Mayor's proposal is denominated as a “library partnership concept,” and the Mayor references “partnership” or “partner” at least four times. The proposed partnership is best evidenced by the joint advisory committee which would make recommendations to the Library District Board regarding library operations. While the committee is denominated as advisory, the strong implication is that the Library District Board is expected to pay attention to what it has to say. Such an arrangement is uncommon in other library service contracts.

If the parties desire to form something like a partnership, an interlocal agreement, which is also permitted by state law, might be a better vehicle than a library service

Jeanne Williams  
February 9, 2016  
Page 4 of 4

contract. Under such an agreement, two (or more) public agencies may jointly exercise any power that each is authorized to exercise alone, such as providing library services. The structure of such agreements is intended to promote cooperative action. Alternatively, the parties could work to organize a “regional library,” which is a specific form of contractual arrangement permitted under state law for two or more governmental units authorized to establish, maintain and operate libraries.

#### CHALLENGES

The biggest challenge that the Library District will face in responding to the Mayor’s proposal is overcoming the past. The City’s response to the Library District’s recent efforts to develop a library in Sedro-Woolley may make negotiating any agreement with the City—even one that makes a lot of sense—a difficult proposition in the near term.

ND: 21936.001 4845-2867-3069v1



**RESOLUTION NO.**

**RE-APPOINTMENT OF TRUSTEE TO THE CENTRAL SKAGIT  
RURAL PARTIAL-COUNTY LIBRARY DISTRICT BOARD**

**WHEREAS**, on February 25, 2013, the Board of Commissioners signed Resolution No. R20130036 establishing the boundaries of the Sedro-Woolley School District Rural Partial-County Library District, pursuant to RCW 27.12.470;

**WHEREAS**, it is the responsibility of the Board of Commissioners to make appointments for individuals to serve as Trustees on the Sedro-Woolley School District Rural Partial-County Library District Board, pursuant to RCW 27.12.190, for initial terms of one, two, three, four, and five years, and thereafter trustees shall be appointed to five-year terms;

**WHEREAS**, on June 17, 2013, the Board of Commissioners signed Resolution No. R20130155 renaming the Sedro-Woolley School District Rural Partial-County Library District to the Central Skagit Rural Partial-County Library District;

**WHEREAS**, on April 27, 2015, Mary Alice Grobins, was appointed to complete Rich Weyrich's term on the Central Skagit Rural Partial-County Library District Board ending March 25, 2016;

**WHEREAS**, Mary Alice Grobins, has expressed an interest in serving another term on Central Skagit Rural Partial-County Library District Board;

**NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED**, that Mary Alice Grobins be re-appointed as Trustee to serve on the Central Valley Rural Partial-County Library District Board for a five year term expiring March 25, 2021.

PASSED this 14 day of March, 2016.



Attest:

Linda Hanna  
Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki  
Lisa Janicki, Chair

Ron Wesen  
Ron Wesen, Commissioner

ABSENT  
Kenneth A. Dahlstedt, Commissioner

Approved as to form:

M. [Signature] (3/6/2016)  
Skagit County Deputy Prosecuting Attorney



## **Report on Exploratory Inquiry – Dan Gottlieb**

**City timing:** We asked the city for clarification on their timing, since they are proceeding with an architect selection prior to Central Skagit Library decision or negotiations. Eron responded that if CSL decides to negotiate, they will slow down the architect.

**Location:** We asked if the city had any flexibility on their desire to locate in city core. The city is reluctant to consider locations outside of downtown, their interests being revitalization and pedestrian access.

**Size/expense of proposed library:** We asked if the city would consider a smaller facility in terms of the CSL's interests in preserving fiscal capacity to provide services in other parts of the district. They are flexible on this but want to be sure it is large enough to provide adequate service. Dan indicates that 15,000-17,000 sq. ft. would work.

**Ownership:** We expressed interest in ownership at some point. City is not opposed to CSL ownership after debt is paid off.

**Major repair fund:** CSL interested in holding the major repair fund vs. the city holding it - city is amenable to that.

**Staffing:** City believes that during a transition period, some current part-time employees may not choose to continue working. Employees should be empowered to obtain technical training if needed. Continued employment would be subject to performance reviews, necessary skills etc.

**Governance:** CSL not interested in advisory board, instead asked if City would consider a city resident representative on Board. They are amenable, with future potential to increase to 2 residents dependent on population trends.

**Contract vs. partnership:** The City proposal mentions both of these, but CSL would be interested in contract, with the City contracting with the CSL. City agrees.

**In closing,** Dan suggested that if CSL decides to proceed with negotiations, we should take action to authorize an outline of a "counterproposal" (which Dan would suggest calling a "refinement of the City proposal").

## Activities:

- February 29, 2016 – discussion with Dan Gottlieb concerning exploratory inquiry with the City of Sedro-Woolley
- March 1, 2016 - attended annual report filing workshop hosted by the State Auditor's Office
- March 3, 2016 – attended meeting of City of Sedro-Woolley selection committee to choose architects for interviews
- Talked with Clay Learned on several occasions concerning interim location
- On the advice of State Auditor trainer, created a spreadsheet based on the template required for the annual report to track and reconcile vouchers
- Collected information concerning employee benefits options for CSLD employees
- Working with Glenn Ash to field questions from Enduris for renewal – since our budget is based on a project that has been put on hold indefinitely, we are trying work out how we should file our renewal for insurance
- In the process of having Hoopla content connected to our catalog in the same way that Washington Anytime Library and OneclickDigital items are discoverable in our catalog
- Working with State Library and Overdrive (WAL) to get SIP authentication of patrons using WAL

## Upcoming Activities:

- Risk Management Workshop March 23
- Public Library Association Conference in Denver April 6-9
- Onsite visit from SirsiDynix representatives April 11

\*\* I would like to set up a finance workshop for the Board of Trustees for the hour before one of our future Board meetings. I would like to have someone from the Treasury come in and discuss valuation and pro-ration (where the district loses money). I would also like to have someone from the Department of Natural Resources come in to explain how the timber sales trust fund works in relation to our income. We may even want to have Dan discuss some of his observations on public finance and funding.

## Annual Calendar – Central Skagit Library

### January 2016

- 18 – Martin Luther King, Jr State Holiday
- Statewide Directors' Meeting
- Trustee Term Expiration Consideration – Call for Applications if 2<sup>nd</sup> term ending
- Annual Meeting - Election of Officers
- Annual Report to Skagit BOCC

### February 2016

- 15 – President's Day State Holiday
- Trustee Recommendation to Skagit BOCC

### March 2016

- State Auditor's Office Training – Annual Reporting
- 17 – Board Meeting
- 25 – Trustee Term Expires

### April 2016

- Public Library Association Conference
- 21 – Board Meeting
- Washington Library Association Conference

### May 2016

- 19 – Board Meeting
- 30 – State Auditor Annual Report Due
- 30 – Memorial Day State Holiday

### June 2016 (Summer Library Program)

- 16 – Board Meeting

### July 2016 (Summer Library Program)

- 4 – Independence Day State Holiday
- 7-8 – Statewide Directors' Meeting
- 21 – Board Meeting

### August 2016

- 18 – Board Meeting

### September 2016

- 5 – Labor Day State Holiday
- 15 – Board Meeting
- Association for Rural and Small Libraries Conference

### October 2016

- 20 – Board Meeting

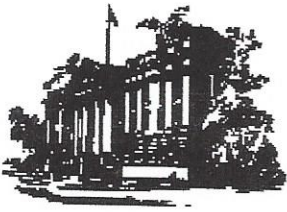
November 2016

- 11 – Veterans' Day State Holiday
- 17 - Budget Hearing at Board Meeting
- 24-25 – Thanksgiving State Holiday
- 30 - Tax Levy Certification due

December 2016

- 8 – Audit Documents due to SAO on Audit years
- 15 – Board Meeting
- 26 - Christmas State Holiday





**Skagit County Office Of The Treasurer**

**Katie Jungquist, Treasurer**

**P.O. Box 518**

**Mount Vernon, Washington 98273**

**Phone (360)416-1750**

**General Ledger Detail Report**

For Date Range: 2/1/2016 To: 2/29/2016

**L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT**

<b>Beginning Cash Balance</b>	<b>\$618,414.81</b>
Investments Interest	\$312.34
Taxes Collected	\$18,426.71
State Forest Funds	\$34,806.47
Timber Excise	\$12,698.49
<b>Subtotal Cash Increases</b>	<b>\$66,244.01</b>
Investments Purchased	-\$312.34
Other Cash Decreases	-\$2.67
District Accounts Payable	-\$5,390.98
District Payroll	-\$12,220.35
<b>Subtotal Cash Decreases</b>	<b>-\$17,926.34</b>
<b>Ending Cash Balance</b>	<b>\$666,732.48</b>
<b>Beginning Investments</b>	<b>\$1,001,027.87</b>
Investments Purchased	\$312.34
<b>Ending Investments</b>	<b>\$1,001,340.21</b>
<b>Beginning Taxes Receivable</b>	<b>\$840,172.27</b>
Taxes Receivable	-\$18,806.03
<b>Ending Taxes Receivable</b>	<b>\$821,366.24</b>

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 JANUARY 2016

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	616,188.53	51,316.63	41,250.21-	626,254.95
Obj 118 TEMPORARY INVESTMENTS	1,000,824.94	515.27		1,001,340.21
Obj 121 TAXES RECEIVABLE (NET)	26,351.17	815,386.14	1,565.04-	840,172.27
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	3,555.63-	16,261.28	13,584.05-	878.40-
Obj 229 DUE TO OTHER GOVT UNITS	25.89-	25.89		
Obj 231 OTHER ACCRUED LIABILITIES	5,985.76-	11,133.13	5,147.37-	
Obj 257 DEFERRED REVENUE	26,351.17-	1,565.04	815,386.14-	840,172.27-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 JANUARY 2016

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2016 BUDGET
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES			1,565.04-	1,565.04-	
Obj 330 INTERGOVERNMENTAL REVENUES			24,776.25-	24,776.25-	
Obj 360 MISCELLANEOUS REVENUES			460.60-	460.60-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES		8,654.49		8,654.49	
Obj 520 PERSONNEL BENEFITS		2,731.87	1.66-	2,730.21	
Obj 540 OTHER SERVICES AND CHARGES		8,523.44		8,523.44	
Obj 560 CAPITAL OUTLAYS		1,200.00		1,200.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
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Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D		21,109.80	26,803.55-	5,693.75-	1,923,144.00

Central Skagit Rural Partial County Library District  
 100 West State St, Suite C  
 Sedro Woolley, WA 98284

We the undersigned members of the Board of Trustees of the Central Skagit Rural  
 Partial County Library District, hereby approve the following vouchers submitted under the  
 signature of Library Director, Jeanne Williams.


VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
2/2/2016	David Moore	843802	02/01/16	5016210	\$750.00
2/2/2016	Learned Commercial		02/02/16	5014110	\$525.00
2/2/2016	USPS 54766002735109800 SEDRO WOO		1/13/2016	5014220	\$50.42
	KYOTO KITCHEN MT. VERNO		1/19/2016	5014310	\$53.11
	OUTBACK 4613 FEDERAL W		1/21/2016	5014310	\$45.29
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/25/2016	5013515	\$83.93
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/25/2016	5013110	\$12.60
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$76.00
	EIG*PowWeb 866-53928		1/26/2016	5014930	\$10.00
	SUNSET PARK SELF STORA SEDRO WOO		1/26/2016	5016210	\$100.00
	EIG*PowWeb 866-53928		1/26/2016	5014930	\$30.00
	LOWES #00035* MOUNT VER		1/26/2016	5013512	\$67.12
	Amazon.com AMZN.COM/B		1/26/2016	5013515	\$23.09
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$23.43
	WASHINGTON LIBRARY ASS 425-96707		1/26/2016	5014930	\$120.00
	AMAZON.COM AMZN.COM/BI AMZN.COM/		1/26/2016	5013515	\$14.41
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$31.91
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$37.67
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013512	\$75.15
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$15.03
	Amazon.com AMZN.COM/B		1/26/2016	5013515	\$16.13
	Amazon.com AMZN.COM/B		1/26/2016	5013110	\$9.49
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013110	\$44.51
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013110	\$8.59
	EIG*PowWeb 866-53928		1/26/2016	5014930	\$3.95
	USPS 54766002735109800 SEDRO WOO		1/26/2016	5014220	\$2.74
	AMAZON.COM AMZN.COM/BI AMZN.COM/		1/26/2016	5013110	\$30.28
	DUMAS BAY CENTRE 253-83520		1/26/2016	5014310	\$66.60
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$124.36
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$38.49
	AMERLIBASSOC-BRIGHTKEY 866-746-7		1/26/2016	5013110	\$36.00
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$82.35
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/26/2016	5013515	\$56.39
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/27/2016	5013110	\$9.17
	AMAZON MKTPLACE PMTS AMZN.COM/B		1/27/2016	5013110	\$25.97
	COMCAST CABLE COMM		1/27/2016	5014212	\$283.03



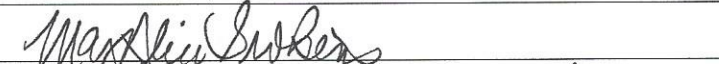
2/11/2016	David Moore	843803	2/10/2016	5016210	\$750.00
	OCLC	445407	1/31/2016	5014930	\$103.53
	Ingram	91356182	02/14/16	5013515	\$24.87
2/22/2016	State Auditor	L112873	02/09/16	5014110	\$4,617.76
2/29/2016	AMAZON MKTPLACE PMTS		01/28/16	5013110	\$8.59
	AMAZON MKTPLACE PMTS		01/29/16	5013515	\$4.24
	AMAZON.COM AMZN.COM		02/01/16	5013511	\$100.89
	AMAZON.COM AMZN.COM		02/01/16	5013515	\$69.37
	AMAZON MKTPLACE PMTS		02/01/16	5013110	\$27.52
	AMAZON MKTPLACE PMTS		02/01/16	5013110	\$11.56
	FACEBOOK		02/01/16	5014410	\$7.15
	FRED-MEYER		02/01/16	5013110	\$32.29
	Amazon.com AMZN.COM/B		02/01/16	5013515	\$29.04
	LOWES #00035* MOUNT VER		02/01/16	5013512	\$173.51
	AMAZON.COM AMZN.		02/01/16	5013515	\$112.58
	STARBUCKS		02/02/16	5014310	\$3.63
	Amazon.com AMZN.COM/B		02/03/16	5013515	\$12.00
	CREDIT MEMO		02/01/16	CREDIT	-\$11.28
	AMAZON MKTPLACE PMTS		02/04/16	5013515	\$39.35
	AMAZON MKTPLACE PMTS		02/04/16	5013515	\$10.94
	Amazon.com AMZN.COM/B		02/04/16	5013511	\$310.73
	AMAZON MKTPLACE		02/04/16	5013515	\$5.41
	AMAZON MKTPLACE		02/04/16	5013515	\$244.16
	AMAZON MKTPLACE		02/04/16	5013512	\$37.44
	Amazon.com AMZN.COM/B		02/04/16	5013515	\$45.07
	AMAZON MKTPLACE		02/04/16	5013515	\$31.18
	AMAZON MKTPLACE		02/05/16	5013515	\$39.33
	AMAZON MKTPLACE		02/05/16	5013515	\$10.48
	SUNSET PARK SELF		02/08/16	5016210	\$100.00
	AMAZON MKTPLACE		02/08/16	5013515	\$8.25
	EIG*PowWeb 866-53928		02/08/16	5014930	\$40.00
	AMAZON.COM AMZN.COM		02/08/16	5013515	\$7.54
	Amazon.com AMZN.COM/B		02/08/16	5013515	\$46.12
	Amazon.com AMZN.COM/B		02/08/16	5013515	\$43.05
	AMAZON MKTPLACE PMTS		02/09/16	5013515	\$23.43
	Food Pavillion SW		02/10/16	5014910	\$6.90
	AMAZON.COM		02/12/16	5013110	\$23.86
	AMAZON.COM		02/12/16	5013110	\$23.32
	Amazon.com		02/12/16	5013515	\$47.58
	EIG*PowWeb		02/16/16	5014930	\$3.95
	AMAZON		02/16/16	5013110	\$27.39
	AMAZON.COM		02/18/16	5013515	\$11.24
	Amazon.com		02/22/16	5013515	\$66.25
	COMCAST CABLE		02/23/16	5014212	\$283.19

DEMCO INC		02/24/16	5013110	\$35.70
AMAZON.COM		02/24/16	5013515	\$19.56
CREDIT MEMO		02/16/16	CREDIT	-\$16.26
			<b>TOTAL</b>	<b>\$10,634.62</b>

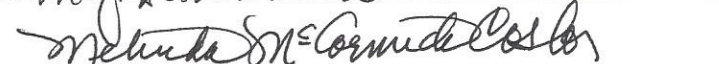
<b>Code Totals</b>	Office Supplies	5013110	\$366.84
	Library Equipment	5013512	\$764.84
	Library Books	5013515	\$1,574.23
	Professional Svs	5014110	\$525.00
	State Auditor	5014130	\$4,617.76
	Telephone/Internet	5014212	\$566.22
	Postage	5014220	\$53.16
	Travel	5014310	\$168.63
	Advertising	5014410	\$7.15
	Misc	5014910	\$6.90
	Dues/Subscr/Memb	5014930	\$311.43
	Buildings/Storage	5016210	\$1,700.00
	Credit to 5013515		-\$27.54
			<b>\$10,634.62</b>

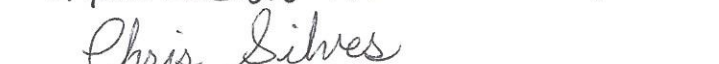

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Search reports & help

Overview

Sessions VS. Select a metric

Hourly Day Week Month

Dashboards

Shortcuts

Intelligence Events

Real-Time

Audience

Overview

Active Users

Cohort Analysis BETA

Demographics

Interests

Geo

Behavior

Technology

Mobile

Custom

Benchmarking

Users Flow

Acquisition

Behavior

Sessions

500

250

Sessions

490

Users

262

Pageviews

2,433

Pages / Session

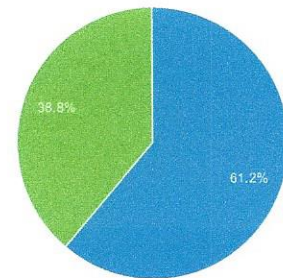
4.97

Avg. Session Duration

00:02:44

Bounce Rate

Returning Visitor New Visitor



Central Skagit Library Districts Statistics

	Library 2016 Cards	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	Total Physical Materials Circulation	Children's Physical Materials Circulated	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming	Website Hits	Patron Visits
January	24	11	345	4	3	429	161	13	0	1	8	9	61	2	0	2865	275
February	20	5	308	1	0	500	157	19	5	0	4	4	52	3	11	2433	276
March																	
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	
<b>2015 Totals</b>	<b>44</b>	<b>16</b>	<b>653</b>	<b>5</b>	<b>3</b>	<b>929</b>	<b>318</b>	<b>32</b>	<b>5</b>	<b>1</b>	<b>12</b>	<b>13</b>	<b>113</b>	<b>5</b>	<b>11</b>	<b>5298</b>	<b>551</b>