

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
November 19, 2015
7:00 p.m.

1. Call to Order of Public Hearing on 2016 Budget Proposal

- Introduction of Board and staff
- State the purpose of the hearing
- State ground rules and ask if everyone understands the rules
- Ask public for testimony
- Close the hearing and state that action will be taken in regular session

2. Call to Order of Regular Meeting

3. Public Comments excluding 2016 Budget Proposal

4. Approval of Agenda

5. Consent Agenda Items

Approval of the Minutes from October 14, 2015

Approval of the Special Meeting Minutes from October 28, 2015

Approval of September Payroll in the amount of \$10,608.74

Approval of September Vouchers in the amount of \$13,638.45

General Ledger Report for October 2015

Ongoing Budget

Ongoing Statistics

6. Conflict of Interest

7. Communications

A. Letter from City of Sedro Woolley concerning emergency ordinance

B. Engagement letter from Auditor with list of documents to provide

8. Report of the Director

9. Committee or other Reports

A. Meeting with Sedro-Woolley City Officials

10. Old Business

A. Real Estate

B. Logo/Brand

- C. Addition of Library Bill of Rights and Freedom to Read Statements to Policy Manual

11. New Business

- A. Consider allowing Sedro Woolley School District teachers to receive free library cards
- B. 2016 Budget Proposal
- C. Testimony to submit to City of Sedro Woolley

12. Adjournment

The next regular meeting will be held on December 17, 2015 at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284, 7 p.m.

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
October 14, 2015
7:00 p.m.

1. Call to Order Time 7:03pm

Trustees Present: Mindy Coslor, Chair
Chris Silves, Vice Chair
Mary Alice Grobins
Lynn Torset arrived at 7:50pm

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

2. Approval of the Agenda

Motion 1: Mary Alice Grobins

Motion 2: Chris Silves

All Approved

3. Consent Agenda Items

Approval of the Minutes from September 17, 2015
Approval of the Special Meeting Minutes from October 2, 2015
Approval of September Payroll in the amount of \$9,619.74
Approval of September Vouchers in the amount of \$20,745.24
General Ledger Report for September 2015
Ongoing Budget
Ongoing Statistics

Motion to approve and accept the Consent Agenda

Motion 1: Chris Silves

Motion 2: Mary Alice Grobins

All Approved

4. Conflict of Interest: None

5. Communications

Salish Coast Sciences declined to do the population/demographic study. The researchers felt that, because our boundaries do not coincide with Census blocks, the study would rely too much on interpolation to provide strong data.

6. Report of the Director inserted into Meeting Minutes.

7. Committee or Other Reports: NONE

8. Old Business

Patron Code of Conduct with Revisions

Collection Development Policy with Revisions

Motion to accept the Patron Code of Conduct as presented and the Collection Development Policy with gender identity and sexual orientation added to Section D.

Motion 1: Mary Alice Grobins

Motion 2: Chris Silves

All Approved

9. New Business

A. Bookmobile Recommendations

The full analysis was not yet ready from SVS. Mr. Swendrowski did share that the lowest bid he received was \$236,000 before taxes.

B. Addition of Freedom to Read Statement and the Library Bill of Rights to the Policy Manual

Tabled to next meeting

C. Buy It Now Program

Tabled to next meeting

D. Clarification of Circulation Policy

Motion to amend the circulation policy to set the minimum age for a library card at 5 years.

Motion 1: Chris Silves

Motion 2: Lynn Torset

All Approved

Motion to provide a limited use card provision for minors between the ages of 14-17 until his/her parent or legal guardian comes in to sign patron registration form.

Motion 1: Mary Alice Grobins

Motion 2: Lynn Torset

All Approved

E. Health Insurance Stipend

Tabled to next meeting

F. Upcoming Holidays

Discussion of upcoming Christmas Eve and New Year's Eve options for closing took place. Trustees felt that, as long as it is advertised well in advance, the library could be closed on Christmas Eve and close early on New Year's Eve. Staff shall use vacation or compensatory time.

Procedural, no motion necessary.

G. Budget

The Board will hold a special meeting to include a budget work session to be announced.

10. Discussion of Real Estate – Executive Session entered: 8:25pm

Regular session resumed at 8:45pm. No motions or decisions were made.

11. Public Comment Period

Katie Janicki asked for an explanation of what vouchers included and it was explained that vouchers are payments to vendors for materials, supplies, and rental costs. She also asked how many visits does the library receive per month and the Director shared that the library is consistently visited by over 200 patrons per month.

Sylvia Matterand shared that she did not believe that the Bookmobile was a good idea and not a good use of resources. She also asked that the Board reconsider putting restrictions on library cards for teens since many are at-risk youth whose parent/guardian may not come in to sign.

12. Adjournment

Motion 1: Chris Silves

Motion 2: Lynn Torset

All Approved

Mindy Coslor



Ahmik Hindman

Chris Silves



Lynn Torset



Mary Alice Grobins



Central Skagit Rural Partial County Library District
Special Board Meeting Minutes
October 28, 2015
7:00 p.m.

1. Call to Order Time: 7:03pm

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

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

2. Public Comments: None

3. Approval of Agenda

Motion to table Old Business: Logo discussion until the next regular meeting.

Motion 1: Mary Alice Grobins

Motion 2: Ahmik Hindman

All Approved

4. Conflict of Interest: None

5. New Business: 2016 Budget Proposal

The Director and the Trustees discussed the attached budget proposal. Some minor changes were suggested. The budget proposal will be finalized at the next regular meeting and public hearing.

Motion to reject all bids for the bookmobile and place this project on hold until the library district is further along in the process of purchasing property.

Motion 1: Chris Silves

Motion 2: Mary Alice Grobins

All Approved

6. Adjournment Time: 8:15pm

Motion 1: Lynn Torset

Motion 2: Chris Silves

All Approved

Mindy Coslor

Melinda McCormick Coslor

Ahmik Hindman

Chris Silves

Chris Silves

Lynn Torset

Lynn Torset

Mary Alice Grobins

Mary Alice Grobins

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.

VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
Recorded Books	75216793	09/30/15	5014930	\$2,475.00
David Moore	598017	10/10/15	5016210	\$750.00
Learned Commercial		09/30/15	5014110	\$412.50
Ingram	October Statement	10/01/15	5013515	\$666.94
Proquest	70355777	07/25/15	5014930	\$261.51
Skagit Law Group	22068	09/30/15	5014110	\$1,719.50
Central Moving	14033	10/01/15	5016210	\$1,200.00
Ingram	89662105	10/05/15	5013515	\$64.22
SirsiDynix	INVMT028457	10/14/15	5014930	\$5,037.46
Jeanne Williams		10/22/15	5014310	\$87.19
Visa Transactions				
AUDIO EDITIONS		09/25/15	5013515	\$189.60
AmazonPrime Membership		09/28/15	5014930	\$99.00
TRUE VALUE		09/29/15	5013110	\$11.92
CHRISTIANSON'S NURSERY		09/29/15	5013110	\$80.32
SEDRO-WOOLLEY FOOD		09/29/15	5013110	\$10.28
FACEBOOK G9LTV82AX2		09/30/15	5014410	\$12.14
USPS 54766002735109800		09/30/15	5014220	\$2.08
JO-ANN STORE #2199		09/30/15	5013110	\$24.16
WAL-MART #2596		09/30/15	5013110	\$36.10
SKAGIT FARMERS SUPPLY		09/30/15	5013110	\$41.72
TRUE VALUE		10/01/15	5013110	\$6.49
SEDRO-WOOLLEY FOOD		10/01/15	5013110	\$19.87
UPSTART/EDUPRESS		10/02/15	5013110	\$37.22
EIG*PowWeb		10/04/15	5014930	\$10.00
PAYPAL SIHRMA		10/05/15	5014920	\$50.00

SUNSET PARK SELF STORAGE		10/05/15	5013210	\$100.00
WSP BACKGROUND CHECKS		10/07/15	5014110	\$12.00
Amazon.com		10/09/15	5013515	\$47.56
FRED-MEYER #0024		10/10/15	5013110	\$8.67
DEMCO INC		10/15/15	5013110	\$40.63
THE IRON SKILLET		10/16/15	5014920	\$46.15
EIG*PowWeb		10/19/15	5014930	\$3.95
EIG*PowWeb		10/20/15	5014930	\$19.74
USPS 54766002735109800		10/21/15	5014220	\$1.20
SEDRO-WOOLLEY FOOD		10/21/15	5013110	\$36.48
Ingram	89781071	10/13/15	5013515	\$16.85

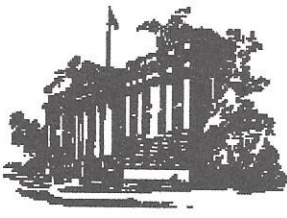
TOTAL \$13,638.45

Mary Alice Jenkins

Melinda M. Brunck Costello

[Signature]

Chris Silver



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: 10/1/2015 To: 10/31/2015

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$298,752.97
Investments Interest	\$99.28
Taxes Collected	\$294,341.48
State Forest Funds	\$13,502.21
Subtotal Cash Increases	\$307,942.97
Investments Purchased	-\$99.28
Other Cash Decreases	-\$277.24
District Accounts Payable	-\$26,035.71
District Payroll	-\$11,621.76
District IGT Decreases	-\$571.90
Subtotal Cash Decreases	-\$38,605.89
Ending Cash Balance	\$568,090.05
Beginning Investments	\$1,000,444.30
Investments Purchased	\$99.28
Ending Investments	\$1,000,543.58
Beginning Taxes Receivable	\$373,594.43
Taxes Receivable	-\$294,464.70
Ending Taxes Receivable	\$79,129.73

Central Skagit Library Budget, September 2015

A	Payroll	Annual Allotment	SEPT Spent	SEPT Spent YTD	SEPT Balance	% Spent SEPT YTD
A1				lastmoYTD + thismoSPENT	lastmoBAL - thismoSPENT	thismoYTD /allotted
A1-1	Library Director 2015 Salary - #1100	\$80,000.00	\$6,666.24	\$44,443.70	\$35,556.30	56%
A1-2	Asst. Director -#1100	\$50,000.00		\$16,825.00	\$33,175.00	34%
A1-3	Library Staff - #1100	\$50,000.00	\$2,203.50	\$2,203.50	\$47,796.50	4%
A1-4						
A1-5						
A1-6						
A1-7						
A1-8						
	<i>Subtotal Assistants</i>	\$100,000.00	\$2,203.50	\$19,028.50	\$80,971.50	19%
	<i>Subtotal Salary & Wages</i>	\$180,000.00	\$8,869.74	\$63,472.20	\$116,527.80	35%
A2	Payroll Benefits - 26 pay periods					
A2-1	Health Insurance - #2400	\$30,000.00	\$750.00	\$4,860.00	\$25,140.00	16%
A2-2	Staff Benefits (14.5% of Salary & Wages): PERS Retirement - #2200 (7.5%); Medicare - #2100 (1.45%); FICA - #2100 (6.2%); L&I & Unemployment - #2300 (.22%).	\$27,000.00	\$1,330.46	\$9,639.20	\$17,360.80	36%
	<i>Subtotal Benefits</i>	\$57,000.00	\$2,080.46	\$14,499.20	\$42,500.80	25%
	<i>Total Payroll</i>	\$237,000.00	\$10,950.20	\$77,971.40	\$159,028.60	33%
	<i>Payroll % Total Budget</i>	50%				
B	Maintenance & Operations	2015 Allotment	SEPT Spent	SEPT Spent YTD	SEPT Balance	% Spent SEPT YTD
B1	Programs					
B1-1	Adult programs - #3180	\$2,000.00		\$744.75	\$1,255.25	37%
B1-2	Children's programs - #3180	\$5,000.00	\$0.00	\$2,142.26	\$2,857.74	43%
	<i>Subtotal programs</i>	\$7,000.00	\$0.00	\$2,887.01	\$4,112.99	41%
B2	Continuing Education & Travel					
B2-1	Staff Education - #4920	\$3,000.00		\$799.71	\$2,200.29	27%
B2-2	Staff Travel - #4310	\$2,000.00	\$392.06	\$6,689.56	-\$4,689.56	334%
B2-3	Board Education - #4920 & travel - #4310	\$1,000.00	\$0.00	\$729.35	\$270.65	73%
	<i>Subtotal education & travel</i>	\$6,000.00	\$0.00	\$8,218.62	-\$2,218.62	137%
B3	Building costs					
B3-1	Office Rent - #6210	\$12,000.00	\$4,350.00	\$9,600.00	\$2,400.00	80%
B3-2	Facilities Maintenance (painting, repairs) - #4810	\$2,000.00		\$850.00	\$1,150.00	43%
B3-3	Building Insurance (WA Govt Entity Pool-WGEP) - #4610	\$3,200.00		\$2,905.00	\$295.00	91%
B3-4	Bookmobile Insurance - #4610	\$1,000.00		\$0.00	\$1,000.00	0%
B3-5	Fuel	\$5,800.00		\$0.00	\$5,800.00	0%
B3-6	Garage/ Storage Rent - #6210	\$1,200.00		\$615.00	\$585.00	51%
B3-7	License/Registration	\$500.00		\$0.00	\$500.00	0%
B3-8	Mortgage - #4800	\$0.00		\$0.00	\$0.00	
	<i>Subtotal building costs</i>	\$25,700.00	\$4,350.00	\$13,970.00	\$11,730.00	54%
B4	Equipment (Capital outlay)					
B4-1	Computer Equipment - #3511	\$5,000.00	\$126.97	\$1,244.49	\$3,755.51	25%
B4-2	Library Equipment - # 3512	\$10,000.00	\$608.57	\$16,211.31	-\$6,211.31	162%
B4-3	Bookmobile - #3511	\$55,000.00	\$662.80	\$662.80	\$54,337.20	1%
	<i>Subtotal equipment</i>	\$70,000.00	\$735.54	\$17,455.80	\$51,881.40	25%
B5	Software					
B5-1	Computer Software - #3130	\$2,000.00	\$1,729.60	\$2,791.90	-\$791.90	140%
	<i>Subtotal software</i>	\$2,000.00	\$1,729.60	\$2,791.90	-\$791.90	140%
B6	Services					
B6-1	Telephone/ Internet - #4210, #4212	\$3,500.00		\$1,764.31	\$1,735.69	50%
B6-2	Advertising - #4410	\$1,500.00		\$366.42	\$1,133.58	24%
B6-3	Professional Services (consultants) - #4110	\$5,000.00	\$825.00	\$11,330.63	-\$6,330.63	227%
B6-4	Dues & Memberships (ALA, WLA, Chamber) - #4930	\$1,000.00	\$9,201.70	\$9,421.98	-\$8,421.98	942%
B6-6	Accounting (Skagit County), paid quarterly - #4120	\$5,000.00		\$1,143.80	\$3,856.20	23%
B6-7	ILS maintenance - #3130	\$8,000.00	\$0.00	\$6,424.18	\$1,575.82	80%
B6-8	website maintenance - #4110	\$2,000.00	\$0.00	\$670.00	\$1,330.00	34%
B6-9	Misc charges - #4910	\$450.00	\$27.27	\$63.58	\$386.42	0%
	<i>Subtotal services</i>	\$26,450.00	\$10,053.97	\$31,184.90	-\$4,734.90	118%
B7	Supplies					
B7-1	Office supplies - #3110	\$4,000.00	\$336.26	\$4,412.17	-\$412.17	110%
B7-2	Postage - #4220	\$4,000.00		\$153.65	\$3,846.35	4%
B7-3	Printing - #4911	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0%
	<i>Subtotal supplies</i>	\$11,000.00	\$336.26	\$4,565.82	\$6,434.18	42%
	Total Maintenance & Operations	\$148,150.00	\$17,205.37	\$81,074.05	\$66,413.15	55%

Central Skagit Library Budget, September 2015

		M.O. % Total Budget	31%			
C	Library Materials	2015 Allotment	SEPT Spent	SEPT Spent YTD	SEPT Balance	% Spent SEPT YTD
C1	Books					
C1-1	Adult Books - #3515	\$45,000.00		\$38,662.39	\$6,337.61	86%
C1-2	Children's Books - #3515	\$30,000.00		\$14,091.23	\$15,908.77	47%
	<i>Subtotal books</i>	\$75,000.00	\$0.00	\$52,753.62	\$22,246.38	70%
C2	Subscriptions					
C2-1	Periodical subscriptions - #4930	\$300.00		\$0.00	\$300.00	
C2-2	Online subscriptions (eAudiobooks, Proquest, Auto Repair, etc) - #4930	\$15,000.00		\$7,712.87	\$7,287.13	51%
	<i>Subtotal subscriptions</i>	\$15,300.00	\$0.00	\$7,712.87	\$7,587.13	50%
	Total Library Materials	\$90,300.00	\$0.00	\$60,466.49	\$29,833.51	67%
	Materials % Total Budget	19%				
ABC	Total Budget Allotment, sections A,B,C - 100%	\$475,450.00	\$28,155.57	\$219,511.94	\$255,275.26	46%
D	Investments, Cash, Reserve & Endowments (Treasurer's Report)	AUG Report	SEPT Report			
D1	Investments					
D1-1	LGIP:Local Government Investment Pool	\$600,298.35	\$1,000,444.30			
D1-2						
D1-3						
D1-4						
D1-5						
D1-6						
	<i>Total Investments</i>	\$600,298.35	\$1,000,444.30			
D2	Cash Balance					
D2-1	Skagit County	\$702,113.94	\$298,752.97			
D2-2						
	<i>Subtotal cash</i>	\$702,113.94	\$298,752.97			
	Total Investments, Cash, Reserve & Endowments	\$1,302,412.29				
E	Revenues 2015 (Audit Officer's Report)	Estimated 2015				
E1	Tax Revenue					
E1-1	Property Tax Revenue -- 2015 rate .49774	\$801,678.00				
E1-2		\$0.00				
	<i>Subtotal tax revenue</i>	\$801,678.00				
E2	Donations/Grants					
		\$0.00				
		\$0.00				
	<i>Subtotal Donations/grants</i>	\$0.00				
E3	Reserves					
		\$0.00				
		\$0.00				
		\$0.00				
		\$0.00				
	Total Revenue	\$801,678.00				
F	Outstanding Debt 2015					
F1						
F2						
F2						

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 SEPTEMBER 2015

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	709,586.41	19,680.79	430,514.23-	298,752.97
Obj 118 TEMPORARY INVESTMENTS	600,368.42	400,075.88		1,000,444.30
Obj 121 TAXES RECEIVABLE (NET)	391,213.55		17,619.12-	373,594.43
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	11,947.82-	19,244.48	18,216.55-	10,919.89-
Obj 231 OTHER ACCRUED LIABILITIES	4,733.12-	4,733.12	4,759.37-	4,759.37-
Obj 257 DEFERRED REVENUE	391,213.55-	17,619.12		373,594.43-
Obj 287 UNRESERVED FUND BALANCE	784,370.53-			784,370.53-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 AUGUST 2015

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2015 BUDGET	BUDGET REMAINING
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY						
Typ 003 REVENUES						
Obj 310 TAXES	470,201.65-		17,330.79-	487,532.44-		487,532.44
Obj 330 INTERGOVERNMENTAL REVENUES	220,762.21-		2,205.24-	222,967.45-		222,967.45
Obj 360 MISCELLANEOUS REVENUES	1,481.68-		144.76-	1,626.44-		1,626.44
Typ 005 EXPENDITURES						
Obj 510 SALARIES AND WAGES	54,556.78	8,869.74		63,426.52		63,426.52-
Obj 520 PERSONNEL BENEFITS	12,236.37	2,306.70		14,543.07		14,543.07-
Obj 530 SUPPLIES	82,749.08	3,464.20		86,213.28		86,213.28-
Obj 540 OTHER SERVICES AND CHARGES	27,384.95	10,446.03		37,830.98		37,830.98-
Obj 560 CAPITAL OUTLAYS	6,615.00	4,350.00		10,965.00		10,965.00-
Obj 590 BUDGET EXPENDITURES					801,678.00	801,678.00
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	508,903.36-	29,436.67	19,680.79-	499,147.48-	801,678.00	1,300,825.48

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2015

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	PRL PRF	78708	20226?	09/15/15 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	78772	20198?	09/15/15 HIRSCHHEL, AIMEE	550.00	
	PRL PRF	78772	20234?	09/15/15 FREY, LAYLA C	602.25	
	PRL APP	78848	20226?	09/30/15 WILLIAMS, JEANNE M	3,333.12	
	PRL APP	78915	20198?	09/30/15 HIRSCHHEL, AIMEE	350.00	
	PRL APP	78915	20234?	09/30/15 FREY, LAYLA C	701.25	

L03 5011100	SALARIES AND WAGES				54,556.78	63,426.52
	PRL PRF	78684	?	09/10/15 SOCIAL SECURITY	362.08	
	PRL PRF	78813	?	09/25/15 SOCIAL SECURITY	371.82	

L03 5012100	SOCIAL SECURITY				3,926.29	4,660.19
	PRL PRF	78684	?	09/10/15 RETIREMENT	372.64	
	PRL PRF	78813	?	09/25/15 RETIREMENT	372.64	

L03 5012200	RETIREMENT				3,415.87	4,161.15
	PRL PRF	78684	?	09/10/15 LABOR AND INDUSTRIES	36.15	
	PRL PRF	78813	?	09/25/15 LABOR AND INDUSTRIES	41.37	

L03 5012300	LABOR AND INDUSTRIES				442.78	520.30
	PRL PRF	78709	20226?	09/15/15 WILLIAMS, JEANNE M	375.00	
	PRL APP	78852	20226?	09/30/15 WILLIAMS, JEANNE M	375.00	

L03 5012400	MEDICAL				3,360.00	4,110.00

L03 5012900	UNEMPLOYMENT COMPENSATION				1,091.43	1,091.43
	ACH PRF	67160	671601	09/08/15 AUG 2015 DOR USE TAX	5.02	
	A/P PRF	111548	428955	09/25/15 AMAZON.COM ACC#604578781041989	331.24	

L03 5013110	OFFICE SUPPLIES				3,686.66	4,022.92
	A/P PRF	111380	428499	09/14/15 SIRSIDYNIX ACC#403233	1,729.60	

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2015

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5013130	SOFTWARE SUPPLIES				7,486.48	9,216.08
L03 5013180	LIBRARY PROGRAM COSTS				2,887.01	2,887.01
	A/P PRF	111548	428955	09/25/15 AMAZON.COM ACC#604578781041989	126.97	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				1,117.52	1,244.49
	A/P PRF	111548	428955	09/25/15 AMAZON.COM ACC#604578781041989	608.57	
L03 5013512	LIBRARY EQUIPMENT < \$5000				15,621.81	16,230.38
	ACH PRF	67160	671601	09/08/15 AUG 2015 DOR USE TAX	38.66	
	A/P APP	111545	429410	09/25/15 INGRAM SVC ACC#20R7796	64.73	
	A/P APP	111545	429410	09/25/15 INGRAM SVC ACC#20R7796	41.17	
	A/P PRF	111548	428955	09/25/15 AMAZON.COM ACC#604578781041989	518.24	
L03 5013515	LIBRARY BOOKS < \$5,000				51,949.60	52,612.40
	A/P PRF	111380	428435	09/14/15 LEARNEDCOMM CSRPC LIBRARY	825.00	
L03 5014110	PROFESSIONAL SERVICES				6,576.13	7,401.13
L03 5014120	ACCOUNTING SERVICES				1,143.80	1,143.80
L03 5014210	TELEPHONE				262.02	262.02
L03 5014212	TELEPHONE INTERNET				1,764.31	1,764.31
L03 5014220	POSTAGE				103.25	103.25
	A/P PRF	111290	428090	09/08/15 WILLIAMSJEAN CSRPC LIBRARY	392.06	
L03 5014310	TRAVEL				5,471.76	5,863.82
L03 5014410	ADVERTISING				341.41	341.41

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2015

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5014610	INSURANCE				2,905.00	2,905.00
	A/P PRF	111548	428955	09/25/15 AMAZON.COM ACC#604578781041989	27.27	
L03 5014910	MISCELLANEOUS				36.31	63.58
L03 5014920	EDUCATION/TRAINING				1,617.81	1,617.81
	A/P APP	111545	429623	09/25/15 TUMBLEWEED CSRPC LIBRARY	1,757.70	
	A/P APP	111545	429359	09/25/15 EBSCOINDUSTR ACC#SF3305175	1,444.00	
	A/P APP	111545	429496	09/25/15 MIDWESTTAPE ACC#2000014367	6,000.00	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				7,163.15	16,364.85
	A/P PRF	111380	428354	09/14/15 CENTRAL MOVE CSRPC LIBRARY	3,600.00	
	A/P PRF	111380	428371	09/14/15 MOOREDAVID CSRPC LIBRARY	750.00	
L03 5016210	BUILDINGS AND STRUCTURES				6,615.00	10,965.00

Central Skagit Library Districts Statistics

2014	
Library Cards	239
Overdrive	
Patrons	87
Checkouts	586
OneClick	
Patrons	23
Checkouts	47

2015	Library Cards	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	Materials Circulation	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Website Hits	Patron Visits
January	21	16	211	2	8	0	356			7				
February	11	7	564	2	4	0	183			0				
March	12	3	244	2	7	0	413			0				
April	20	6	205	1	3	0	1090			0				
May	19	6	244	1	6	0	670			0				
June	20	3	232	2	3	138	905			21				
July	33	6	298	2	0	314	510			15			57	213
August	6	5	216	3	0	366	235	0	0	20			866	197
September	21	6	218	0	1	350	8	0	5	7	11	19	579	210
October	23	9	278	2	3	336	4	0	1	5	20	41	617	228
November														
December														
2015 Totals	186	67	2710	17	35	1504	4374	0	6	75	31	60	2119	848

Grand Totals* 425 154 3296 40 82 1504 4374 0 6 75 31 60 2119 848

*Includes 2014 to date

Find reports & more

1,500

Oct 1, 2015 - Oct 31, 2015
Pageviews: 2,634

Dashboards

Oct 1, 2015 - Oct 31, 2015

Shortcuts

Intelligence Events

Real-Time

Audience

Overview

Active Users **BETA**

Cohort Analysis **BETA**

Demographics

Interests

Sessions

617

Users

402

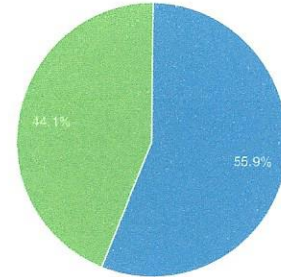
Pageviews

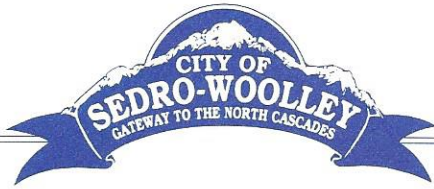
2,634

Pages / Session

4.27

New Visitor Returning Visitor





Eron M. Berg
City Supervisor/City Attorney

October 29, 2015

CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
100 W STATE STREET
SEDRO-WOOLLEY, WA 98284

NARWAL PARMINDER SINGH & NARWAL JASBIR
215 NORTH SAMISH WAY
BELLINGHAM, WA 98225

PACIFIC NORTHWEST PROPERTIES LLC
PO BOX 271
BURLINGTON, WA 98233

RE: Ordinance 1827-15

To Whom it May Concern:

Attached is a copy of the City of Sedro-Woolley's Ordinance 1827-15 which was adopted by the city council at its regular meeting yesterday and became effective at that time. This ordinance establishes a moratorium on the locating of any public uses in the city's mixed commercial zone and sets a public hearing on the ordinance for December 9, 2015 following 7:00 P.M. at which time public testimony will be taken regarding the moratorium.

I am providing you with copies of the ordinance because I understand that the Central Skagit Rural Partial County Library District is considering locating a new facility in the City of Sedro-Woolley and may be considering one or both of your properties which are located in the mixed commercial zone.

If you have any questions, please feel free to contact me.

Sincerely,

CITY OF SEDRO-WOOLLEY

Eron Berg

cc: Peter Carletti (via email)

ORDINANCE NO. 1827-15

AN INTERIM ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, ADOPTING A MORATORIUM ON THE PROCESSING OR ACCEPTING OF APPLICATIONS, PERMITS OR LICENSING AND ESTABLISHMENT FOR ANY BUILDING OR LAND USE ACTIVITY INVOLVING PUBLIC USES IN THE MIXED COMMERCIAL ZONE, PROVIDING FOR A PUBLIC HEARING, ESTABLISHING AN EFFECTIVE DATE AND PROVIDING THAT THE MORATORIUM, UNLESS EXTENDED, WILL SUNSET WITHIN SIX (6) MONTHS OF THE DATE OF ADOPTION.

WHEREAS, SWMC 17.20.010 A. includes permitted uses in the city's mixed commercial zone and those uses currently include non-tax generating uses such as "public uses" which are uses carried on by a government agency or its authorized representative, and

WHEREAS, the intent of the mixed commercial zone is to encourage a compatible mix of commercial and residential development with standards intended to present an attractive and welcoming appearance to visitors at the entrances to the city and at selected nodes along major roads; manage traffic impacts; encourage more non-motorized trips and reduce stormwater runoff; and

WHEREAS, the mixed commercial zones are generally located along the city's busiest streets and intersections which have been developed to support high intensity retail, and

WHEREAS, the city recently completed significant and expensive improvements to the SR 20/Moore Street corridor including center turn lanes, sidewalks, street frontage improvements, intersection improvements and the lowering of the highway under the BNSF trestle to support redevelopment in the mixed commercial zone, and

WHEREAS, the city council recently rezoned a number of parcels from residential zoning to mixed commercial to further support the redevelopment of those properties and create a vibrant retail corridor along SR 20/Moore Street; and

WHEREAS, all of these improvements were intended to increase business development and increase tax revenues to support vital services to the citizens of Sedro-Woolley, and

WHEREAS, public uses generally are exempt from property taxes and do not generate any retail sales tax; and

WHEREAS, some public uses offer no access or benefits to residents of the City of Sedro-Woolley; and

WHEREAS, public uses create a demand for services from the city such as law enforcement and fire department responses but do not contribute to the costs of those services; and

WHEREAS, the City Council finds that allowing for unfettered public uses in the mixed commercial zone would defeat the improvements, zoning and plans for the vibrant retail corridor, and

WHEREAS, the City's current zoning regulations do not address the impacts associated with public uses which may be detrimental to the community; and

WHEREAS, SWMC 17.20.050 requires design review for developments in the mixed commercial zone only in cases where the development is subject to environmental review; and

WHEREAS, said developments could have a significant impact on the appearance of the city's mixed commercial zone that could adversely impact the community; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize cities to adopt moratoria to preserve the status quo while new plans or regulations are considered and prepared and to hold a public hearing on the moratorium within 60 days of the commencement of the moratorium; and

WHEREAS, the City Council finds that the impacts associated with unplanned and uncoordinated public uses in the mixed commercial zone are deleterious to the health, safety and welfare of the city, and

WHEREAS, the citizens of Sedro-Woolley would be well served if the City more fully addressed and understood the potential effects of public uses in the mixed commercial zone as well as the limited design review currently required under SWMC 17.20.050; and

WHEREAS, the City needs time to review existing information on the effects of these potential uses and to evaluate where such activities should be permitted and to review the Sedro-Woolley Municipal Code in a comprehensive fashion to determine whether it sufficiently addresses the impacts of such uses, and if not, to adopt appropriate regulation; and

WHEREAS, the City Council finds that an emergency exists within the City, and that imposing a moratorium and barring the acceptance of all applications for and the issuance of business licenses or land use/development approvals/permits under the Sedro-Woolley Municipal Code for public uses in the mixed commercial zone is necessary for the immediate preservation of the public peace, health, safety and welfare and for the support of City government and its existing institutions until additional review has been completed and any necessary code revisions have been adopted by the City Council; and

WHEREAS, the City Council adopts this Ordinance for the express purpose of fostering its substantial government interest in ensuring that the City is in compliance with State laws and to allow adequate time for staff to review its development regulations; and

WHEREAS, the immediate enactment of a moratorium on the acceptance or processing of applications for building or land use activities involving public uses in the mixed commercial

zone, is necessary to protect the public health, safety, or welfare and is a legitimate exercise of the City's police power; and

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. That the City Council adopts the recitals set forth above as its findings of fact justifying adoption of this Ordinance and incorporates those recitals as if set forth fully herein.

SECTION 2. Pursuant to the provisions of RCW 36.70A.390 and RCW 35A.63.220, a moratorium is hereby imposed on the acceptance or processing of any applications or licenses for businesses, building or land use activities relating to public uses in the mixed commercial zone, unless the application was fully vested under Washington's vested rights doctrine prior to the adoption of this Ordinance.

SECTION 3. "Public use" means a use carried on by a government agency or its authorized representative as defined in SWMC 17.04.030.

SECTION 4. This moratorium shall remain in effect for six months from the date of its adoption unless earlier terminated or renewed if a subsequent public hearing is held and findings of fact are made prior to each renewal.

SECTION 5. It is the intent of the City Council to repeal the moratorium as soon as it adopts amended development regulations that address zoning and land use issues associated with public uses in the mixed commercial zone. However, if the City Council deems it necessary, the moratorium may be renewed for one or more six month periods if a subsequent public hearing is held and findings of fact are made prior to each renewal.

SECTION 6. Pursuant to RCW 36.70A.390 and/or RCW 35A.63.220, the City Council shall hold a public hearing on this moratorium within sixty (60) days of its adoption. The Council has scheduled a public hearing for December 9, 2015. Immediately after the public hearing, the City Council shall adopt findings of fact on the subject of this moratorium, and either justify its continued imposition or cancel the moratorium.

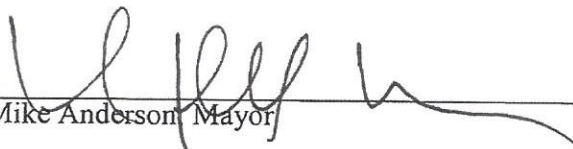
SECTION 7. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

SECTION 8. Effective Date and Declaration of Emergency. The City Council hereby declares that an emergency exists necessitating that this Ordinance take effect immediately upon passage by a majority plus one of the whole membership of the Council, and that the same is not subject to a referendum (RCW 35A.12.130). Without an immediate moratorium on the City's acceptance of business licenses, building applications, permits or other types of land use/development permits/approvals, such applications could become vested under regulations subject to change by the City in this comprehensive review and regulation amendment/adoption process. This Ordinance will not affect any existing rights, or any vested applications previously submitted to the City.

SECTION 9. Ordinance to be Transmitted to Department. Pursuant to RCW 36.70A.106, this Interim Ordinance shall be transmitted to the Washington State Department of Commerce as required by law.

PASSED AND ADOPTED by the City Council of the City of Sedro-Woolley at a regular meeting thereof this 28th day of October, 2015.

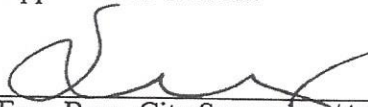
SIGNED AND APPROVED this 28th day of October, 2015.


Mike Anderson, Mayor

Attest:


Patsy Nelson, Finance Director

Approved as to form:



Eron Berg, City Supervisor/Attorney

Published _____



Jeanne Williams <jeanne@centralskagitlibrary.org>

SAO Audit Records Request

Palmer, Michelle (SAO) <palmerm@sao.wa.gov>
 To: "jeanne@centralskagitlibrary.org" <jeanne@centralskagitlibrary.org>
 Cc: "Hanson, Elaine (SAO)" <hansone@sao.wa.gov>

Wed, Nov 18, 2015 at 12:43 PM

Jeanne,

Central Skagit Library is scheduled for an accountability audit covering the period of the District's inception through December 31, 2015. **(*Note – we will tack on 2015, since it is almost to a close.)*** We intend to perform this audit in December. To best align with this schedule, **please provide records to us by December 10th.**

We are providing the following list of records we will need to have available to us for the upcoming audit. We have made every effort to make the list as complete as possible. However, during an audit we may find it necessary to request additional records. If there is information that is not on the list, but you think may be helpful for our audit, please include that as well.

We can accept any records electronically on discs, USB drives or through our secure file transfer system (contact our office for a link for secure file transfer). Please do not email documents. Hard copy records may be delivered to our office in Bellingham that is located at 11 Bellwether Way, Suite 211. Please call (360) 676-2165 ext. 100 to make delivery arrangements for these records.

Please confirm that you received this request and the due date.

General

- Minutes of meetings **during the audit period through current date** (if not already available online)
- Listing of Facilities and/or Departments
- Organization Chart
 1. Note any turnover during the audit period
 2. Phone and position listing of employees
- Names of members of Governing Board (that served during the audit period and current, if different)
 1. Email addresses/contact information
 2. Current positions/business interests (along with those of spouses)
- Resolutions passed during the audit period
- Listing of major capital additions
- Files on construction projects (over \$25,000), including bid documents, as applicable
- Insurance documents
- Fixed asset listing
- Supporting documentation for any debt incurred during the audit period

Revenues

- List of cash receipting locations
- Cash Receipt records
- Accounts receivable ledgers, as applicable
- Rental ledgers for all properties, as applicable
- Bank deposit receipts
- List of bank accounts and authorized signers
- Bank statements and reconciliations for all months of the audit period
- Copies of transmittals to the County Treasurer and County Treasurer's receipts, as applicable

Petty Cash and Advanced Travel

- List of authorized amounts for these accounts, including authorizing resolution(s) or ordinance(s)
- All bank reconciliations and receipts
- All bank statements during the audit period

Expenditures

- Warrant/check registers or other record of warrants/checks issued during the audit period
- Vouchers and supporting documentation for expenditures during the audit period
- Monthly payroll records including individual timesheets if applicable.

If you have any questions, please do not hesitate to call (360) 676-2165 ext. 100.

Thank you,

Michelle Palmer

Assistant Audit Manager

Washington State Auditor's Office

11 Bellwether Way, Suite 211

Bellingham, WA 98225

(360) 676-2165 ext. 100

michelle.palmer@sao.wa.gov

Activities:

- Layla and I took part in the Merchant Halloween event. We set up a booth in front of the Woolley market and gave out bookmarks, stickers and candy.
- Met with Clay Learned and Pete Carletti on November 2nd to discuss the emergency ordinance put in place by the city.
- Met with Eron Berg, City of Sedro-Woolley Supervisor, in late October to discuss models for collaboration
- Had subsequent meeting with Eron Berg and Debra Peterson, Director of the Sedro Woolley City Library, on November 5th to continue discussions and brainstorm possible models for cooperation
- Phone meeting with Terry Lajaunie on November 6th to set up reports for overdue notices, assumed lost notices, and reminder emails to patrons for upcoming due dates.
- Spoke with Lisa Anderson with the Department of Natural Resources about forestry funds and timber excise tax. I will be meeting with her next week to look at ways to development reasonable projections for this type of income.
- Participated in Webinar demonstration of Learning Express Library. I believe that this would be a wonderful resource for patrons and the costs involved would be offset next year with the cancellation of three low-usage services.
- Working on Central Skagit Library White Paper to provide to patrons and tax-payers who are confused about how our district was created and the timeline involved in its establishment.
- In the process of digitizing organizational documents such as vouchers, payroll and PERS submittals so that we have copies backed up in the event of a disaster.
- Layla and I have planned a Winter Party for December 5th to take place before the Tree Lighting Ceremony and Parade downtown. We will have stories, crafts and games along with refreshments.



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must

jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Central Skagit Rural Partial County Library District
2016 Budget Proposal

<u>REVENUE</u>	2016	2017
Current Cash Balance	\$298,753	
Taxes Receivable	\$373,594	
Current Investment Balance	\$1,000,444	
Estimated vouchers through 12/31/2015	\$32,000	
Estimated payroll through 12/31/2015	\$25,117	
Total Estimated Banked Fund Balance as of January 2016	\$1,615,674	
May 2016 Estimated Tax Revenue	\$400,000	
November 2016 Estimated Tax Revenue	\$400,000	
2016 Revenue	\$800,000	
Estimated State Forest Funds (windfall)	\$150,000	
Timber Excise (windfall)	\$18,771	
Projected Windfall Funds	\$168,771	
TOTAL EXPECTED REVENUE BY END OF YEAR 2016	\$2,415,674	
<u>CAPITAL AND ONE-TIME EXPENDITURES</u> (to be applied to banked funds)		
Building Renovation	\$300,000 *	
Required Reserve 1 year debt service	\$296,000 **	
Capital Outlay for Future Facility/Property	\$596,000	
Furniture and Fixtures	\$101,500 ***	
Computer/Network Expenses	\$71,400	
Opening Day Collection including Processing (approximately 20,000 items)	\$450,000	
One-Time Expenditures for Future Facility	\$622,900	
Total Banked Funds at End of Year 2016 less Capital Outlay/One-Time Expenditures	\$396,774	
<u>OPERATIONAL EXPENDITURES</u> (to be applied to 2016 revenue)		
Salaries and Benefits	\$258,310	\$268,433
Training	\$4,000	\$4,000
Travel Expense	\$2,500	\$2,500
Dues and Subscriptions	\$1,300	\$1,300
Labor and Industries Worker's Compensation	\$2,200	\$2,200
Unemployment Insurance	\$2,200	\$2,200
Projected Personnel Expenses (2 FTE @ 12 months, 2FTE + 2PTE @ 9 months)	\$270,510	\$280,633
Bond Repayments	\$296,000	\$293,333
Software and Licensing	\$29,034	\$29,905
General and Administration Expenses	\$64,200	\$66,126
Library Materials Ongoing	\$44,500	\$95,000
Total Operational Costs	\$704,244	\$764,997
Total 2016 Revenue less Operational Expenditures	\$95,756	
TOTAL EXPECTED EXPENSE BY END OF YEAR 2016	\$1,923,144	
Rainy Day/Reserve Funds by end of year 2016 (not including 1 yr debt service)	\$492,530	

* Renovation costs here are just a figure that seemed a good figure to start according to Clay Learned. This figure could change drastically.

**Based on amortization schedule from bank

*** Figure suggested by Demco Interiors was \$40 per square foot. Since we have a great deal of furniture in the building we can use, shelving in storage, etc. I anticipate it to be much lower than \$40 per sq ft, however, this figure may still be a bit low.

Personnel Expense

Postion	Hourly Hrs /month		Yearly	PERS	Payroll Tax Exp	Health	Total
Full Year							
Director	\$38.46	173	\$79,990.65	\$8,942.95	\$6,239.27	\$9,000.00	\$104,173
Library Associate	\$19.00	160	\$36,480.00	\$4,078.46	\$2,845.44	\$9,000.00	\$52,404
Totals Full Year Staff							\$156,577
Future Staff at 9 months salary							
Children's Librarian	\$18.00	160	\$25,920.00	\$2,897.86	\$2,021.76	\$9,000.00	\$39,840
Technology Librarian	\$20.00	160	\$28,800.00	\$3,219.84	\$2,246.40	\$9,000.00	\$43,266
Part Time 2	\$15.00	64	\$8,640.00		\$673.92		\$9,314
Part Time 3	\$15.00	64	\$8,640.00		\$673.92		\$9,314
Total Future Staffing							\$101,734
Total Staffing 2016			\$188,470.65	\$19,139.11	\$14,700.71	\$36,000.00	\$258,310

2017 Full Staff Expense@ 12 months

Position	Hourly Hrs /month		Yearly	PERS	Payroll Tax Exp	Health	Total
Director	\$38.46	173	\$79,990.65	\$8,942.95	\$6,239.27	\$9,000.00	\$104,173
Library Associate	\$19.00	120	\$27,360.00	\$3,058.85	\$2,134.08	\$9,000.00	\$41,553
Children's Librarian	\$17.50	160	\$33,600.00	\$3,756.48	\$2,620.80	\$9,000.00	\$48,977
Technology Librarian	\$20.00	160	\$38,400.00	\$4,293.12	\$2,995.20	\$9,000.00	\$54,688
Part Time 2	\$11.50	64	\$8,832.00		\$688.90		\$9,521
Part Time 3	\$11.50	64	\$8,832.00		\$688.90		\$9,521
Total Staffing 2017			\$107,350.65	\$12,001.80	\$8,373.35	\$18,000.00	\$268,433

Software and Licensing

Software and Licensing	\$29,034
Ancestry	\$2,200
Tumbleweed Press Tumblebooks	\$1,750
Hoopla	\$8,000
Rocket Languages	\$400
SirsiDynix (Integrated Library System)	\$5,000
Ebsco	\$1,444
Proquest	\$300
Microsoft Office Licensing	\$800
Deep Freeze License plus maintence	\$990
OCLC	\$2,400
Freegal Music	\$750
Washington Anytime Library	\$5,000

General Admin and Expenses

General and Administration Expenses	\$64,200
Library Programming	\$4,000
Summer Library Program	\$8,000
Office Supplies	\$10,000
Public Relations and Promotional Materials	\$6,000
Professional Services	\$4,000
Utilities	\$21,600
Building Insurance	\$3,400
Telecommunications (Internet and Phone)	\$7,200

Library Materials Ongoing

Library Materials Ongoing	\$44,500
Books, Audiobooks, DVD, eBooks, Serials, etc.	\$40,000
Library Materials Processing Costs	\$4,500

Computers and Computer Management

Computers and Computer Management	\$71,400
2 Service Desk Computers	\$1,600
12 Adult Public Computers	\$9,000
2 AWE Children's computers	\$6,000
2 Teen Space computers	\$1,600
Envisionware PC Management, print svcs, payments	\$26,000
2 Laptops for check-out to parents	\$1,200
Tablet computers? Teens, adults, kids	\$1,500
Printers	\$2,000
Domain Server	\$6,000
Copier	\$1,500
Installation and Networking Equipment	\$15,000

Furniture and Fixtures

Total Library Furniture	\$101,500
Children's Room	
Browser bins for Easy/Picture Books	\$11,000
Juvenile Fiction/Nonfiction Shelves	\$7,500
Sensory Wall Panels	\$2,500
Reading area seating	\$800
Duplo Table	\$500
2 Rugs	\$1,600
Adapta Benches and Chairs	\$820
Computer/Tablet table	\$600
Adult/Main Library	
Electric fire place	\$500
Porch furnishings	\$2,000
Soft Seating w/ power	\$18,000
Circulation/Service Desk	\$15,000
Message/Display/Signage	\$1,000
Miscellaneous	\$11,000
Computer Carrels	\$1,000
Teen Area	
Lounge set	\$4,200
Booth	\$2,000
Computer Tables and chairs	\$3,000
Stools	\$400
TV - Game System	\$1,200
Signage/lighting	\$500
Meeting Room	
Room Divider	\$2,400
Office/Workroom	
Book Trucks	\$1,750
Kick Stools	\$330
Work/fatigue mats	\$500
Work stations/cubicles	\$2,400
Outdoor Signage/Drops	
Book Drop	\$6,000
Signage	\$3,000

Bond Payment Options

		2017	2018	2019	2020	2021
0% Down on \$1,600,000 @ 2% Interest						
Down Payment	\$0					
1st Payment June	\$13,333					
2nd Payment December	\$282,667					
Reserve Fund of 1 Year Payments		\$296,000				
Reserve Fund of 1.5 Year Payments		\$444,000				
Total Outlay 2016	\$296,000	\$293,333	\$288,001	\$282,647	\$277,333	\$271,999
10% Down on \$1,600,000 (\$1,440,000)						
Down Payment	\$160,000					
1st Payment June	\$12,000					
2nd Payment December	\$254,400					
Reserve Fund of 1 Year Payments		\$266,400				
Reserve Fund of 1.5 Year Payments		\$399,600				
Total Outlay 2016	\$426,400	\$264,000	\$259,200	\$254,400	\$249,600	\$244,800
25% Down on \$1,600,000 (\$1,200,000)						
Down Payment	\$400,000					
1st Payment June	\$10,000					
2nd Payment December	\$212,000					
Reserve Fund of 1 Year Payments		222,000				
Reserve Fund of 1.5 Year Payments		232,000				
Total Outlay 2016	\$622,000	\$220,000	\$215,999	\$212,000	\$208,000	\$204,000