

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
October 27, 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 September 15, 2016  
Approval of Special Meeting Minutes from September 29, 2016  
Approval of September 2016 Payroll in the amount of \$15185.45  
Approval of September 2016 Vouchers in the amount of \$7,547.32  
General Ledger Report for September 2016  
August and September 2016 Balance Sheet/Transaction Detail  
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. Committee Report and Recommendation on Mayor Wagoner's September 15 Letter (D)
  - B. PEBB Cost Options (D)
9. New Business
  - A. Agenda-setting Process (D)
  - B. Development of procedure to implement Board Bylaw (excused absences) (D)
  - C. Budget Planning for 2017 (E)
11. Executive Session

There will be an Executive Session to consider real estate per RCW 42.30.110(b).

There may be a need for action in the public session at the conclusion of the executive session.

## 12. Adjournment

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Parking Lot = Items tabled for a later discussion

## **Future Board Discussion Topics**

- Selection, evaluation, and representation criteria for recommending new Board members.
- Discuss Board networking & Board-to-Board advocacy.
- Formalize Trustee Board meeting attendance process for missed meetings, including process / criteria for excusing & announcing absences.
- Create Board meeting agenda-setting process.
- Determine process / procedure to directly acknowledge Public Comments (at Board meetings) and close the loop.
- Schedule a Board Effectiveness / Evaluation debrief meeting for January, 2017.

Central Skagit Rural Partial County Library District  
Regular Board Minutes  
Sedro-Woolley City Council Chambers  
September 15, 2016  
7:00 p.m.

1. Call to Order: 7:00pm

Trustees Present: Mindy Coslor, Vice Chair  
Ahmik Hindman  
Chris Silves  
Lynn Torset

Mary Alice Grobins - leave of absence for this meeting

Motion 1: Chris Silves  
Motion 2: Lynn Torset  
Unanimous

Staff Present: Jeanne Williams, Director

2. Public Comments

Sylvia Matterand – encouraged the Board to continue working on collaboration with Sedro-Woolley even though the situation is difficult.

Helge Andersson – feels that the library district is a mess after three years and that the issues with collaboration are more than a library issue because the people in Sedro-Woolley do not support the effort. All the district has to show is a bank account.

Katy Janicki – appreciates the time that the Board has taken to make decisions rather than making rash decisions.

3. Executive Session to discuss performance of a public employee per RCW 42.30.110(g).

Session began at 7:10pm.  
Session ended at 7:50pm.

4. Approval of Agenda

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



5. Consent Agenda Items

Approval of the Regular Meeting Minutes from August 2, 2016  
Approval of Special Meeting Minutes from Board Retreats (July 16 & August 12)  
Approval of July 2016 Payroll in the amount of \$13,955.12  
Approval of July and August Vouchers in the amount of \$32,639.06  
Approval of August 2016 Payroll in the amount of \$14,879.87  
General Ledger Report for July and August 2016  
July and 2016 Balance Sheet/Transaction Detail  
Ongoing Statistics

Motion 1: Lynn Torset  
Motion 2: Ahmik Hindman  
Vote Unanimous

6. Conflict of Interest: NONE

7. Communications

8. Report of the Director

Reports are attached to the materials for the meetings in which they are discussed.

The Director talked about the presentation to the Board of County Commissioners on Project Homeless Connect that Sandra Sanchez Davila participated in with other Skagit County libraries. Sandra did a great job.

9. Unfinished Business

A. Committee Report on City Negotiations

The Director shared with the Board the discussions that took place in the August 22<sup>nd</sup> meeting with the city team. The Board had given the team direction on three main points to share with the city:

- The CSLD will own the central library facility at the end of the 20-year bond since district funds will be used to pay the debt service.
- The CSLD will be the final voice on design and location decisions on the facility that will be purchased with district funds.
- The CSLD will not recommend a formulaic approach to Trustee seats on the Board based on population to the Skagit County Board of Commissioners.

The Director reported on surveying similar arrangements where cities contract for library service from library districts. In most cases, a city holds equity position or retains ownership of library facility only if that city acquired the library facility with city funds. This means that the facility acquisition was in addition to the millage rate being paid to the library district to support the added expense of providing library services to that city's population.

With regard to representation on library governing boards, the Director was cautioned against using any type of formula for Trustee selection so as not to limit participation by population, geography or other factors. One example given of how this could be problematic is that future population shifts could result in changes in governance that could lead to disproportionate representation for district residents who represent a larger tax base due to the large geographic area of the district.

B. Mayor Wagoner – Address to the Board Regarding Negotiations

Mayor Wagoner addressed the Board to share his hope that the Board will continue to work towards a combined library. He pointed out that the talks began with a long list of interests and that through negotiations the list had been reduced to only a few points. He outlined his letter (attached).

C. PEBB Application Update

No information available at time of meeting.

D. Update on Bookmobile Proposal

The Central Skagit Library District was awarded a bookmobile from the Jefferson County Library District to help elevate library services.

Motion to accept the bookmobile transfer from Jefferson County Library District.

Motion 1: Chris Silves

Motion 2: Ahmik Hindman

Unanimous

2. New Business

A. Director's Contract 2016-2017

Final Draft will be completed and adopted in a future meeting.

B. Formation of New Subcommittees

- i. Communication Strategy – tabled until strategic planning and vision developed
- ii. Health Benefits – tabled until PEBB decision received
- iii. Facility Development if applicable – tabled

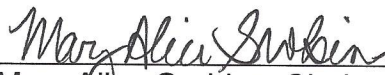
C. Strategic Priorities for 2016-2017

Director will send out a Doodle Poll to set up a retreat for strategic priorities.

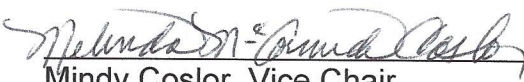
D. Budget Planning for 2017 – tabled until next meeting with understanding that budgeting is directly tied to strategic planning.

10. Adjournment Time: 8:15pm


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

  
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Mary Alice Grobins, Chair

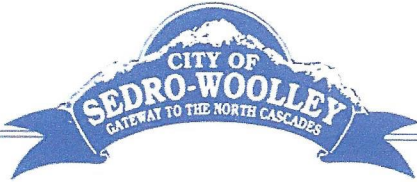
  
\_\_\_\_\_  
Ahmik Hindman, Trustee

  
\_\_\_\_\_  
Mindy Coslor, Vice Chair

  
\_\_\_\_\_  
Chris Silves, Trustee

  
\_\_\_\_\_  
Lynn Torset, Trustee





CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Keith L. Wagoner  
Mayor

September 15, 2016

Central Skagit Rural Partial County Library District  
Mary Alice Grobins, Chair  
100 State Street  
Sedro-Woolley, WA 98284

RE: Partnership Negotiations

Dear Mary Alice:

I am writing to more formally follow up on our meeting from August 22<sup>nd</sup>. At that meeting, your team outlined several concerns and the City's team provided some immediate and fairly negative feedback. The purpose of this letter is to encourage your board to continue talking about partnership opportunities and to more formally respond to the issues raised. Specifically, you raised four issues of contention at that meeting: (1) Ownership of the real estate, (2) Location of the library, (3) Design decision-making process, and (4) Representation on the board.

- (1) Ownership: The City will not accept an agreement where the assets of the partnership library are wholly owned by the district. I believe the fair solution to both parties will recognize the value each brings to the partnership, and address asset disposition differently based upon different situations. If the City annexes to the district, the assets would become District assets. If the agreement is breached or fails to continue at the end of its term, then each party would own a proportionate share of the library's assets based upon the proportion contributed to the partnership (e.g., if at the end of a 20 year term, the city provided \$500,000 in materials and \$8,000,000 in annual payments and the district provided \$1,000,000 in FF&E and opening day collection along with \$15,000,000 in annual expenditures, then each party's ownership of the city location library would be: 35% City and 65% District. Additionally, the City must have the first right of refusal to buy the District out of the City location library. If the district is dissolved, then all of the assets of the city location library would be transferred to the City. To be clear, there is no path forward for the City that potentially leaves our community without a library under future scenarios.
- (2) Location: The City supports a public process to determine the best location in or near the City's central business district. This does not preclude possible satellite locations in the future but it does require a robust, fully functioning "Main Library" that markedly exceeds our current libraries' services in all

areas. Our process should include a committee of City and District representatives (similar to the committee convened to select our architect) to review recommendations from the public process and recommend a final location to be ratified by both the City Council and your Board of Trustees. I have made no secret of the fact that economic revitalization of the central business district is one our City Council's objectives. This is a critical decision and the city expects to work with the District as an equal partner on this decision-making process.

- (3) Design: The City also expects to be an equal partner in the design process. Design, location, and budget are inextricably linked making this an even more important issue for the City Council and District Board to address as partners. I see a public process, a joint committee recommendation and final decision made by both entities as the most logical and fair process to decide both location and design.
- (4) Board representation: The five member board should be comprised of rural and City representatives in proportion to the Federal Census. For example, if the combined District/City population is 26,000 with 11,000 City and 15,000 District, then the board should have two City representatives and three rural representatives. Again, this respects our partnership and allows flexibility for change in an uncertain future.

On behalf of the City, I encourage your board to continue to work toward a cooperative approach to providing library services in our region. There is no question in my mind that if we do this correctly, both the city and the rural residents will have more access to better facilities and materials than if we proceed independently.

I look forward to your response.

Sincerely,

CITY OF SEDRO-WOOLLEY

*Keith L. Wagoner*  
Keith L. Wagoner, Mayor

cc: City Council  
Debra Peterson, City Librarian

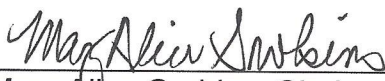
Central Skagit Rural Partial County Library District  
Special Meeting Minutes – Board Retreat  
Burlington Public Library  
September 29, 2016  
9:00 a.m

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

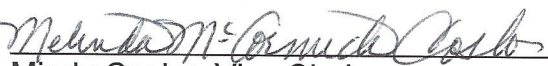
Staff Present: Jeanne Williams, Director

*Motion to execute contract with Director Jeanne Williams for July 1, 2016-June 30, 2017  
(document attached).*

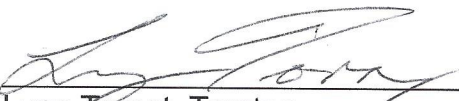
Motion 1: Mindy Coslor  
Motion 2: Ahmik Hindman  
Unanimous

  
\_\_\_\_\_  
Mary Alice Grobins, Chair

  
\_\_\_\_\_  
Ahmik Hindman, Trustee

  
\_\_\_\_\_  
Mindy Coslor, Vice Chair

  
\_\_\_\_\_  
Chris Silves, Trustee

  
\_\_\_\_\_  
Lynn Torset, Trustee



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

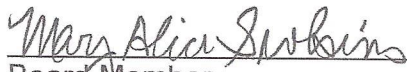
**Contract of Employment: Library Director**


An agreement made this day September 15, 2016, between the Board of Trustees of the Central Skagit Rural Partial County Library District, hereinafter known as the "Library Board," and Jeanne Williams, hereinafter known as the "Library Director."


Inasmuch as the Library Board has tendered an offer of employment and the Library Director has accepted, the parties agree to the following terms:

1. The contract is effective for a one-year term beginning July 1, 2016 through June 30, 2017.
2. The Library Board will employ the Library Director as an exempt, full-time employee per the District Personnel Guidelines.
3. The Library Director will perform the duties of Library Director as provided in the Job Description. These duties may be modified as necessary and agreed upon by the Library Director and the Library Board.
4. The Library Board will conduct an annual performance review at the end of each contract term.
5. The Library Director will be compensated with an annual salary of \$83,680, reflecting a 1.6% cost-of-living increase and a 3% merit increase retroactive to July 1, 2016.
6. The Library District will provide a monthly stipend of \$750 toward health insurance with an annual review of the amount with the understanding that pending a response from the Public Employees Benefits Board, the board will modify the benefits package to accommodate the PEBB offerings.
7. Because the Library District paid the Library Director's moving expenses in the amount of \$3,461.15, the parties agree that should the Library Director choose to leave District employment within three years of the original hire date of July 1, 2015, the Library Director will refund the District a prorated amount of the moving expenses based on days left in the three-year period.
8. All other conditions of employment apply as outlined in the District Personnel Guidelines.

Signed:

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member



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
9/7/2016	Allia Allen		09/07/16	5014110	\$167.50
	Jeanne Williams		09/07/16	5014310	\$370.44
9/13/2016	David Moore	843850	09/10/16	5016210	\$750.00
	Midwest Tape	94238605	08/17/16	5013515	\$285.88
	Midwest Tape	94247861	08/17/16	5013515	\$96.35
	Midwest Tape	94264720	08/25/16	5013515	\$39.38
	Midwest Tape	94263480	08/25/16	5013515	\$130.91
	Midwest Tape	94275472	08/29/16	5013515	\$302.92
	Midwest Tape	94282167	08/31/16	5013515	\$684.54
	Midwest Tape	94289535	09/02/16	5013515	\$243.83
	OCLC	486988	08/31/16	5014930	\$106.63
9/21/2016	Proquest	70416447	07/30/16	5014930	\$297.39
	Midwest Tape	94306676	09/09/16	5013515	\$141.13
	Midwest Tape	94302338	09/07/16	5013515	\$27.15
	Midwest Tape	94314976	09/12/16	5013515	\$490.19
	Hillis, Clark, Martin & P	200661	09/14/16	5014110	\$1,107.26
9/30/2016	BIG ROCK ROADHOUSE & P MOUNT VER		09/26/16	5014310	\$32.02
	COMCAST CABLE COMM 800-COMCA		09/26/16	5014212	\$293.14
	DEMCO INC 800-96244		09/22/16	5013110	\$187.45
	VZWRLSS*MY VZ VB P 800-92202		09/21/16	5014212	\$24.78
	WALGREENS #10994 SEDRO WOOL		09/21/16	5013110	\$7.37
	LORENZO'S MEXICAN MOUNT VER		09/16/16	5014310	\$29.92
	EIG*PowWeb 866-53928		09/16/16	5014930	\$3.95
	ADOBE *ACROPRO SUBS 800-833-6		09/14/16	5014930	\$27.11
	FEDEXOFFICE 00014332 BURLINGTO		09/09/16	5014911	\$695.15
	SEDRO WOOLLEY TRUE VAL SEDRO WOO		09/09/16	5013110	\$16.25
	AUDIO EDITIONS AUBURN		09/08/16	5013515	\$615.93
	SUNSET PARK SELF STORA SEDRO WOO		09/07/16	5016210	\$100.00
	EIG*PowWeb 866-53928		09/06/16	5014930	\$45.00
	LA QUINTA INN & SUITES KENNEWICK		09/06/16	5014310	\$111.21
	BOBS BURGERS & BREW - KENNEWICK		09/02/16	5014310	\$29.35
	FEDEXOFFICE 00000828 DALLAS		08/29/16	5014911	\$6.50
	DEMCO INC 800-96244		08/29/16	5013110	\$60.69

ECONOMIC DEVELOPMENT A 360-336-6	08/29/16	5014920	\$20.00

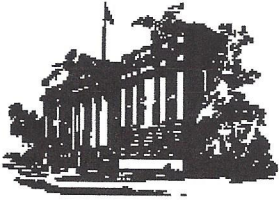
**TOTAL \$7,547.32**

*[Signature]*  
 \_\_\_\_\_  
*Marshall Williams*  
 \_\_\_\_\_  
*Michelle McCormick Casby*  
 \_\_\_\_\_  
*[Signature]*  
 \_\_\_\_\_  
*Chris Livers*

Amount by GL Code	5013110	\$271.76
	5013515	\$3,058.21
	5014110	\$1,274.76
	4014212	\$317.92
	5014310	\$572.94
	5014911	\$701.65
	5014920	\$20.00
	5014930	\$408.08
	5016210	\$850.00
		<b>\$7,475.32</b>

2016 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 Pageviews	Patron Visits	Computer Uses
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	21	8	362	0	13	516	218	10	0	0	18	7	99	0	63	2627	356	21
April	11	6	352	1	14	623	208	43	0	3	18	8	142	1	192	2434	305	17
May	12	3	399	1	1	619	234	7	0	10	2	4	118	8	96	2641	369	16
June	23	6	435	0	1	1020	543	7	0	11	1	6	149	27	570	2364	541	12
July	18	6	428	0	0	1136	559	9	0	9	0	4	227	19	434	2531	506	11
August	28	4	389	0	0	1287	462	12	0	11	3	7	201	18	124	3478	649	8
September	14	2	360	0	0	892	346	7	0	0	7	5	252	27	482	2654	425	14
October																		
November																		
December																		
<b>2016 Totals</b>	<b>171</b>	<b>51</b>	<b>3378</b>	<b>7</b>	<b>32</b>	<b>7022</b>	<b>2888</b>	<b>127</b>	<b>5</b>	<b>45</b>	<b>61</b>	<b>54</b>	<b>1301</b>	<b>105</b>	<b>1972</b>	<b>24027</b>	<b>3702</b>	<b>99</b>



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: 9/1/2016 To: 9/30/2016

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

<b>Beginning Cash Balance</b>	<b>\$620,331.82</b>
Investments Interest	\$608.76
Taxes Collected	\$22,844.69
State Forest Funds	\$26,576.37
<b>Subtotal Cash Increases</b>	<b>\$50,029.82</b>
Investments Purchased	-\$608.76
Other Cash Decreases	-\$222.95
Refund of State DNR Funds	-\$66.22
District Accounts Payable	-\$12,835.43
District Payroll	-\$17,844.10
<b>Subtotal Cash Decreases</b>	<b>-\$31,577.46</b>
<b>Ending Cash Balance</b>	<b>\$638,784.18</b>
<b>Beginning Investments</b>	<b>\$1,553,730.33</b>
Investments Purchased	\$608.76
<b>Ending Investments</b>	<b>\$1,554,339.09</b>
<b>Beginning Taxes Receivable</b>	<b>\$400,504.20</b>
Taxes Receivable	-\$20,845.16
<b>Ending Taxes Receivable</b>	<b>\$379,659.04</b>



## Director Activities:

- September 21 – phone call with Dan Gottlieb concerning Mayor Wagoner's response delivered on September 15<sup>th</sup>.
- September 30 – participated in Sedro-Woolley Highschool Power Hour where I set up a booth to talk to students about library services. Three of the students who stopped by to talk with me have come in and gotten cards.
- October 6 – attended meeting with Mary Alice Grobins and Mindy Coslor to discuss combined library services and bookmobile services with Sylvia Matterand, Susan Trout and Katy Janicki.
- October 14 – attended an Enduris-sponsored workshop on Conflict Resolution Training.
- October 24 – meeting with city team regarding combined library services
- October 26 – picked up bookmobile from Jefferson County Library and dropped it off at Camping World to have door and window seals checked and back-up camera installed.

## Informational Items:

- All planning and preparation for the Dia de los Muertos program has been completed.
- Bookmobile planning is in full swing. I have been exploring possible stops. I have made arrangements for the vehicle decals and mobile wi-fi. The staff are working with me to prepare materials for placement on the bookmobile.
- Recorded Books – I have been working with our contact to change how we access OneClickDigital. Because usage was low because of very high hold ratios in the state consortium, we decided to pull our library out of that consortium and set it up so that we have access to a core group of 5000 simultaneous-use titles as well as access to Zinio, a magazine service offering access to new and backlist titles.

## **Upcoming Activities:**

- October 29<sup>th</sup> - Dia de los Muertos program at the Sedro-Woolley Community Center from 1pm-4pm
- October 31<sup>st</sup> – bring Trick-or-Treaters by the library for Halloween
- Levy Certification due by November 30 ahead of budget hearing and adoption of budget.

Central Skagit Rural Partial County Library District  
2017 Draft Budget Proposal  
FOR COMPARISON DISCUSSIONS ONLY

	Income and Expenses thru 12/31/2016	2016 Budget	2016 Estimated	2017 Assuming Current Facility	2017 Assuming New Temporary Lease Space
Current Cash Balance 9/30/2016	\$638,784				
Taxes Receivable through December 2016	\$400,504				
Current Investment Balance as of 9/30/2016	\$1,553,730				
Estimated vouchers through 12/31/2016	\$44,000				
Estimated payroll through 12/31/2016	\$40,000				
<b>Total Estimated TAX Fund Balance as of 12/31/2016</b>	<b>\$2,509,018</b>				
Estimated State Forest Funds through 12/31/2016 (windfall)	\$48,000				
Timber Excise through 12/31/2016 (windfall)	\$10,000				
Projected Timber Windfall Funds as of 12/31/2016	\$58,000				
<b>Total Projected Banked Funds 12/31/2016</b>	<b>\$2,567,018</b>				
Rainy Day Fund	\$300,000				
Projected Unrestricted Funds 12/31/16	\$2,267,018				
Projected Tax Revenue 2017				\$830,000	\$830,000
Projected Timber Windfall Revenue 2017				\$190,000	\$190,000
<b><u>CAPITAL AND ONE-TIME EXPENDITURES</u></b>					
Facility Renovation	\$300,000			\$0	TBD
Furniture and Fixtures	\$101,500			\$0	\$30,000
Reserve 1 Year of Debt Service	\$296,000			\$0	\$0
Opening Day Collection	\$450,000			\$0	\$100,000
Moving Fees/Utility Start-up	\$0			\$0	\$2,500
Computer/Network Expenses	\$71,400			\$0	\$6,000
<b>Total Capital and One-Time Expenditures</b>	<b>\$1,218,900</b>			<b>\$0</b>	<b>\$138,500</b>
<b>Total Estimated Banked Fund Balance less Capital Outlay/One-Time Expenditures</b>				<b>\$2,267,018</b>	<b>\$2,128,518</b>
<b><u>OPERATIONAL COSTS</u></b>					
Personnel Expense	\$270,510	\$165,466		\$281,506	\$308,854
Bond/Longterm Lease Repayments	\$296,000	\$0		\$0	\$0
Utilities	\$0	\$0		\$0	\$6,000
Lease	\$0	\$9,000		\$9,000	\$42,000
Software and Licensing	\$29,034	\$22,700		\$29,088	\$34,384
Computers and Networking	\$0	\$3,800		\$1,000	\$25,650
General and Administration Expenses	\$64,200	\$67,094		\$69,600	\$73,600
Bookmobile	\$0	\$15,800		\$11,150	\$11,150
Library Materials Ongoing	\$44,500	\$24,000		\$23,000	\$55,000
<b>Total Operational Costs</b>	<b>\$704,244</b>	<b>\$307,860</b>		<b>\$424,344</b>	<b>\$556,638</b>
<b>Total 2017 Tax Funds Less 2017 Operational Expenses</b>				<b>\$405,656</b>	<b>\$273,362</b>
<b>Total Projected Banked Funds 12/31/17</b>				<b>\$2,862,674</b>	<b>\$2,591,880</b>
Operating Contingency Fund 10% of Budget				\$42,434	\$55,664
Rainy Day Fund				\$300,000	\$300,000
Projected Unrestricted Funds 12/31/2017				\$2,820,240	\$2,536,217



## Board agenda setting process

Propose to document current process as follows:

- Board chair and Library Director meet to develop draft list of agenda topics
- Library Director sends draft list to all Board members for input, including reminders about items currently listed in “parking lot”, allowing at least two working days for Board members’ responses.
- Library Director prepares final agenda based upon input and sends to Board members one week prior to meeting

## SKAGIT COUNTY JR DISTRICTS

## BALANCE SHEET

AUGUST 2016

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	604,985.81	55,714.73	40,368.72-	620,331.82
Obj 118 TEMPORARY INVESTMENTS	1,553,117.19	613.14		1,553,730.33
Obj 121 TAXES RECEIVABLE (NET)	405,311.09		4,806.89-	400,504.20
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		22,846.53	29,186.96-	6,340.43-
Obj 231 OTHER ACCRUED LIABILITIES	7,051.12-	7,051.12	7,596.12-	7,596.12-
Obj 257 DEFERRED REVENUE	405,311.09-	4,806.89		400,504.20-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 AUGUST 2016

Fnd L03 SEDRO-WOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2016 BUDGET
Sub 001 SEDRO-WOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	457,151.91-		9,329.62-	466,481.53-	
Obj 330 INTERGOVERNMENTAL REVENUES	238,904.99-		45,763.01-	284,668.00-	
Obj 360 MISCELLANEOUS REVENUES	3,982.90-		622.10-	4,605.00-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	65,015.56	12,629.87		77,645.43	
Obj 520 PERSONNEL BENEFITS	25,128.50	4,824.18		29,952.68	
Obj 530 SUPPLIES	17,001.84	6,466.21	2,966.75-	20,501.30	
Obj 540 OTHER SERVICES AND CHARGES	39,463.21	24,837.50		64,300.71	
Obj 560 CAPITAL OUTLAYS	9,450.00	850.00		10,300.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY D	543,980.69-	49,607.76	58,681.48-	553,054.41-	1,923,144.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
AUGUST 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL PRF	81571	20226?	08/15/16 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	81646	20319?	08/15/16 SANCHEZ-DAVILA, SANDRA I	1,505.63	
	PRL PRF	81646	20234?	08/15/16 FREY, LAYLA C	1,320.00	
	PRL PRF	81716	20226?	08/31/16 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	81796	20319?	08/31/16 SANCHEZ-DAVILA, SANDRA I	1,752.00	
	PRL PRF	81796	20234?	08/31/16 FREY, LAYLA C	1,386.00	
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L03 5011100	SALARIES AND WAGES				65,015.56	77,645.43
	PRL PRF	81547	?	08/10/16 SOCIAL SECURITY	539.42	
	PRL PRF	81682	?	08/25/16 SOCIAL SECURITY	557.21	
-----						
L03 5012100	SOCIAL SECURITY				5,323.56	6,420.19
	PRL PRF	81547	?	08/10/16 RETIREMENT	662.54	
	PRL PRF	81682	?	08/25/16 RETIREMENT	688.55	
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L03 5012200	RETIREMENT				6,631.15	7,982.24
	PRL PRF	81547	?	08/10/16 LABOR AND INDUSTRIES	61.63	
	PRL PRF	81682	?	08/25/16 LABOR AND INDUSTRIES	64.83	
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L03 5012300	LABOR AND INDUSTRIES				561.91	688.37
	PRL PRF	81574	20226?	08/15/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	81646	20319?	08/15/16 SANCHEZ-DAVILA, SANDRA I	375.00	
	PRL PRF	81646	20234?	08/15/16 FREY, LAYLA C	375.00	
	PRL PRF	81721	20226?	08/31/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	81796	20319?	08/31/16 SANCHEZ-DAVILA, SANDRA I	375.00	
	PRL PRF	81796	20234?	08/31/16 FREY, LAYLA C	375.00	
-----						
L03 5012400	MEDICAL				11,625.00	13,875.00
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L03 5012900	UNEMPLOYMENT COMPENSATION				986.88	986.88
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	80.87	
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	1,062.33-	

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 AUGUST 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	439.71	
L03 5013110	OFFICE SUPPLIES					
					1,315.32	773.57
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	108.96	
L03 5013130	SOFTWARE SUPPLIES					
						108.96
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	309.29	
	JCR PRF	71074	710741	08/08/16 CORRECT ZAMBINI GL	300.00-	
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	917.82	
L03 5013180	LIBRARY PROGRAM COSTS					
					1,912.67	2,839.78
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	1,062.33	
	JDR PRF	71074	710741	08/08/16 CORRECT COMPUTER PURCHASE	1,551.69	
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	94.46	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50					
					497.28	3,205.76
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	41.63	
	JCR PRF	71074	710741	08/08/16 CORRECT COMPUTER PURCHASE	1,551.69-	
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	326.42	
L03 5013512	LIBRARY EQUIPMENT < \$5000					
					2,272.15	1,088.51
	A/P PRF	115629	447423	08/17/16 MIDWESTTAPE ACC#2000014338	30.93	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	27.15	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	56.97	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	37.84	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	48.97	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	49.51	
	A/P PRF	115738	447815	08/25/16 MIDWESTTAPE ACC#2000014338	21.82	
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	1,259.84	
	A/P PRF	115744	447631	08/26/16 AMAZON.COM ACC#604578781041989	52.73-	
L03 5013515	LIBRARY BOOKS < \$5,000					
					11,004.42	12,484.72

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
AUGUST 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF	115481	446637	08/05/16 LEARNEDCOMM CSRPC LIBRARY	412.50	
	JDR PRF	71074	710741	08/08/16 CORRECT ZAMBINI GL	300.00	
	A/P PRF	115600	446933	08/16/16 MCHUGH CATHE CSRPC LIBRARY	7,675.00	
	A/P PRF	115629	447151	08/17/16 ALLEN ALLIA CSRPC LIBRARY	134.00	
	A/P PRF	115738	447669	08/25/16 MCHUGH CATHE CSRPC LIBRARY	2,812.50	
	A/P PRF	115738	447785	08/25/16 LEARNEDCOMM CSRPC LIBRARY	262.50	
L03 5014110	PROFESSIONAL SERVICES				14,673.29	26,269.79
L03 5014120	ACCOUNTING SERVICES				779.32	779.32
L03 5014130	STATE EXAMINER				5,937.90	5,937.90
L03 5014210	TELEPHONE				271.24	271.24
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	456.65	
L03 5014212	TELEPHONE INTERNET				1,698.96	2,155.61
L03 5014220	POSTAGE				64.57	64.57
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	4.29	
	A/P PRF	115738	447875	08/25/16 DAVILA S CSRPC LIBRARY	37.65	
L03 5014310	TRAVEL				3,387.62	3,429.56
	A/P PRF	115416	446308	08/01/16 VISA ACC#4798510055285114	16.00	
L03 5014410	ADVERTISING				360.48	376.48
	A/P PRF	115481	446519	08/05/16 ENDURISWA ACC#589	2,691.00	
	A/P PRF	115481	446881	08/05/16 WAFD INSURAN ACC#CENTSKA01	269.00	
L03 5014610	INSURANCE					2,960.00
L03 5014910	MISCELLANEOUS				6.90	6.90
L03 5014911	PRINTING				1,785.48	1,785.48

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 AUGUST 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF 115416	446308	08/01/16	VISA ACC#4798510055285114	259.96	
L03 5014920	EDUCATION/TRAINING				717.00	976.96
	A/P PRF 115416	446308	08/01/16	VISA ACC#4798510055285114	183.47	
	A/P PRF 115481	446796	08/05/16	SIRSIDYNIX ACC#403233	7,259.15	
	A/P PRF 115629	447574	08/17/16	TUMBLEWEED CSRPC LIBRARY	1,957.20	
	A/P PRF 115629	447444	08/17/16	OCLC INC CSRPC LIBRARY	106.63	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				9,780.45	19,286.90
	A/P PRF 115415	446487	08/01/16	MOOREDAVID CSRPC LIBRARY	750.00	
	A/P PRF 115416	446308	08/01/16	VISA ACC#4798510055285114	100.00	
L03 5016210	BUILDINGS AND STRUCTURES				9,450.00	10,300.00



SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 SEPTEMBER 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	620,331.82	50,029.82	31,577.46-	638,784.18
Obj 118 TEMPORARY INVESTMENTS	1,553,730.33	608.76		1,554,339.09
Obj 121 TAXES RECEIVABLE (NET)	400,504.20	1,999.53	22,844.69-	379,659.04
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	6,340.43-	12,835.43	6,495.00-	
Obj 231 OTHER ACCRUED LIABILITIES	8,209.68-	7,596.12	7,822.81-	8,436.37-
Obj 257 DEFERRED REVENUE	400,504.20-	22,844.69	1,999.53-	379,659.04-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 SEPTEMBER 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	466,481.53-		22,844.69-	489,326.22-	
Obj 330 INTERGOVERNMENTAL REVENUES	284,668.00-	66.22	26,566.75-	311,168.53-	
Obj 360 MISCELLANEOUS REVENUES	4,605.00-		618.38-	5,223.38-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	78,258.99	13,088.93		91,347.92	
Obj 520 PERSONNEL BENEFITS	29,952.68	4,981.86		34,934.54	
Obj 530 SUPPLIES	20,501.30	2,883.09	16.68-	23,367.71	
Obj 540 OTHER SERVICES AND CHARGES	64,300.71	3,001.54		67,302.25	
Obj 560 CAPITAL OUTLAYS	10,300.00	850.00		11,150.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	552,440.85-	24,871.64	50,046.50-	577,615.71-	1,923,144.00

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 SEPTEMBER 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL PRF	81845	20226?	09/15/16 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	81896	20319?	09/15/16 SANCHEZ-DAVILA, SANDRA I	1,606.00	
	PRL PRF	81896	20234?	09/15/16 FREY, LAYLA C	1,452.00	
	PRL PRF	81973	20226?	09/30/16 WILLIAMS, JEANNE M	3,486.42	
	PRL PRF	82027	20226?	09/30/16 WILLIAMS, JEANNE M	153.39	
	PRL PRF	82027	20319?	09/30/16 SANCHEZ-DAVILA, SANDRA I	1,606.00	
	PRL PRF	82027	20234?	09/30/16 FREY, LAYLA C	1,452.00	
					-----	-----
L03 5011100	SALARIES AND WAGES				78,258.99	91,347.92
	PRL PRF	81812	?	09/09/16 SOCIAL SECURITY	581.09	
	PRL PRF	81936	?	09/23/16 SOCIAL SECURITY	574.97	
					-----	-----
L03 5012100	SOCIAL SECURITY				6,420.19	7,576.25
	PRL PRF	81812	?	09/09/16 RETIREMENT	723.46	
	PRL PRF	81936	?	09/23/16 RETIREMENT	714.52	
					-----	-----
L03 5012200	RETIREMENT				7,982.24	9,420.22
	PRL PRF	81812	?	09/09/16 LABOR AND INDUSTRIES	69.64	
	PRL PRF	81936	?	09/23/16 LABOR AND INDUSTRIES	68.18	
					-----	-----
L03 5012300	LABOR AND INDUSTRIES				688.37	826.19
	PRL PRF	81843	20226?	09/15/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	81896	20319?	09/15/16 SANCHEZ-DAVILA, SANDRA I	375.00	
	PRL PRF	81896	20234?	09/15/16 FREY, LAYLA C	375.00	
	PRL PRF	81975	20226?	09/30/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	82027	20319?	09/30/16 SANCHEZ-DAVILA, SANDRA I	375.00	
	PRL PRF	82027	20234?	09/30/16 FREY, LAYLA C	375.00	
					-----	-----
L03 5012400	MEDICAL				13,875.00	16,125.00
					-----	-----
L03 5012900	UNEMPLOYMENT COMPENSATION				986.88	986.88
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	25.56	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
SEPTEMBER 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	21.00	
L03 5013110	OFFICE SUPPLIES				773.57	820.13
L03 5013130	SOFTWARE SUPPLIES				108.96	108.96
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	25.20	
L03 5013180	LIBRARY PROGRAM COSTS				2,839.78	2,864.98
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	2.97	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				3,205.76	3,208.73
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	32.54	
L03 5013512	LIBRARY EQUIPMENT < \$5000				1,088.51	1,121.05
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	309.44	
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	24.10	
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	16.68-	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	285.88	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	96.35	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	39.38	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	130.91	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	302.92	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	684.54	
	A/P PRF	115939	448699	09/14/16 MIDWESTTAPE ACC#2000014338	243.83	
	A/P PRF	116071	449086	09/23/16 MIDWESTTAPE ACC#2000014338	141.13	
	A/P PRF	116071	449086	09/23/16 MIDWESTTAPE ACC#2000014338	27.15	
	A/P PRF	116071	449086	09/23/16 MIDWESTTAPE ACC#2000014338	490.19	
L03 5013515	LIBRARY BOOKS < \$5,000				12,484.72	15,243.86
	A/P PRF	115939	448555	09/14/16 ALLEN ALLIA CSRPC LIBRARY	167.50	
	A/P PRF	116071	449007	09/23/16 HCMP PS CSRPC LIBRARY	1,107.26	
L03 5014110	PROFESSIONAL SERVICES				26,269.79	27,544.55

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 SEPTEMBER 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
L03 5014120	ACCOUNTING SERVICES				779.32	779.32
L03 5014130	STATE EXAMINER				5,937.90	5,937.90
L03 5014210	TELEPHONE				271.24	271.24
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	293.14	
L03 5014212	TELEPHONE INTERNET				2,155.61	2,448.75
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	3.40	
L03 5014220	POSTAGE				64.57	67.97
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	91.70	
	A/P PRF	115939	448651	09/14/16 WILLIAMSJEAN CSRPC LIBRARY	370.44	
L03 5014310	TRAVEL				3,429.56	3,891.70
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	7.00	
L03 5014410	ADVERTISING				376.48	383.48
L03 5014610	INSURANCE				2,960.00	2,960.00
L03 5014910	MISCELLANEOUS				6.90	6.90
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	39.06	
L03 5014911	PRINTING				1,785.48	1,824.54
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	60.76	
L03 5014920	EDUCATION/TRAINING				976.96	1,037.72
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	290.90	

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 SEPTEMBER 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	ACH PRF	71482	714821	09/13/16 AUG 2016 DOR USE TAX	166.36	
	A/P PRF	115939	449110	09/14/16 OCLC INC CSRPC LIBRARY	106.63	
	A/P PRF	116071	449129	09/23/16 PROQUEST CSRPC LIBRARY	297.39	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				-----	-----
					19,286.90	20,148.18
	A/P PRF	115828	448199	09/06/16 VISA ACC#4798510055285114	100.00	
	A/P PRF	115939	448603	09/14/16 MOOREDAVID CSRPC LIBRARY	750.00	
L03 5016210	BUILDINGS AND STRUCTURES				-----	-----
					10,300.00	11,150.00