

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

1. Call to Order
2. Public Comments
3. Approval of Agenda
4. Executive Session – Review of performance of a public employee per RCW 42.30.110(g). Approximate session length: 45 minutes. Possible action to be taken when regular session is resumed.
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

6. Conflict of Interest
7. Communications
8. Report of the Director
9. Unfinished Business
  - A. Committee Report on City Negotiations (E, N or D depending on information available at time of meeting)
  - B. Mayor Wagoner – Address to the Board Regarding Negotiations
  - C. PEBB Application Update
  - D. Update on Bookmobile Proposal
10. New Business
  - A. Director's 2016-2017 Contract

B. Formation of New Subcommittees

i. Communication Strategy (E, N, possible D)

ii. Health Benefits (D)

iii. Facility Development if applicable (E, N, possible D)

C. Strategic Priorities for 2016-2017 (E)

D. Budget Planning for 2017 (E)

11. Executive Session

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

12. Adjournment

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District  
Special Meeting Minutes – Board Retreat  
Burlington Public Library  
July 16, 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


Consultant: Catherine McHugh


The purpose of this Board Retreat was to articulate the Board's purpose and Trustee roles as well as establish Board operating ground rules.

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Mary Alice Grobins, Chair

  
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Ahmik Hindman, Trustee

  
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Mindy Coslor, Vice Chair

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

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

Central Skagit Rural Partial County Library District  
Regular Board Minutes  
Sedro-Woolley City Council Chambers  
August 2, 2016  
7:00 p.m.

1. Call to Order: 7:09pm

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

Staff Present: Jeanne Williams, Director

2. Public Comments

3. Approval of Agenda

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

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from June 13, 2016  
Approval of June Payroll in the amount of \$11,640.74  
Approval of June Vouchers in the amount of \$15,660.74  
General Ledger Report for June and July 2016  
May and June 2016 Balance Sheet/Transaction Detail  
Ongoing Statistics

Motion 1: Mindy Coslor  
Motion 2: Chris Silves  
Vote Unanimous

5. Conflict of Interest: NONE

6. Communications

Mary Alice Grobins shared with the Board that she and the Director met with Commissioner Dahlstedt (July 30, 2016) to update him on the CSLD with regard to city negotiations as well as to discuss some ideas for a future secondary location to a central branch located in Sedro-Woolley. She also talked about scheduling a presentation to the Commissioners

later in the year.

7. Report of the Director

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

The Director talked about the Creating Music program that librarian Layla Frey conducted. It was a very fun, engaging program and she did a great job organizing and executing it.

8. Unfinished Business

A. Update – SHKS Architects Meeting on June 15

The Trustees explored this topic. The city architect subcommittee reported that, in this meeting, representatives from SHKS shared concerns that future public meetings about community needs and desires involving a new library may get side-tracked by those who oppose the mayor's proposal. It was suggested that the city schedule a question-and-answer open house to address the concerns of the citizens about the mayor's proposal before scheduling design meetings.

B. Employee Benefits – PEBB

*Motion to adopt Resolution 2016-2 (attached) in order to proceed with application for membership in PEBB.*

Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Vote Unanimous

C. Executive Session - Temporary Location

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

Executive Session Began: 7:43pm

Executive Session Concluded: 8:30pm

9. Other Business

A. August Board Meeting

*Motion to forgo the regular meeting scheduled for August 18, 2016.*

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Vote Unanimous

10. Adjournment

Motion 1: Lynn Torset

Motion 2: Ahmik Hindman

Vote Unanimous

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Mary Alice Grobins, Chair



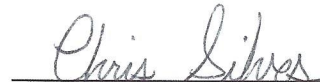
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Ahmik Hindman, Trustee



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Mindy Coslor, Vice Chair



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Chris Silves, Trustee



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Lynn Torset, Trustee

Central Skagit Rural Partial County Library District  
Special Meeting Minutes – Board Retreat  
Burlington Public Library  
August 12, 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

Consultant: Catherine McHugh

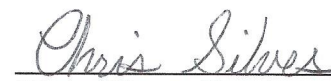
The purpose of this Board Retreat was to complete the work of the first retreat. The final drafts of the Board Purpose & Roles and the Board Operating Ground Rules are attached. The board discussed its vision for library facility development. The Trustees discussed interests and positions involving negotiations with the city of Sedro-Woolley. The following direction was given to the negotiation subcommittee to share at the next meeting:


- The CSLD will have more robust involvement in the site selection and design of the facility it will be operating, ultimately having final word on the project.
- The CSLD will gain title to the facility when the debt service is retired since it will be purchased with the funds that would otherwise be paid to the CSLD for library services as parity in economic commitment.
- The CSLD will not ask the Board of County Commissioners to apply a formulaic approach to Trustee appointment.
- The current CSLD personnel policy manual includes a probationary period which applies to all newly-hired employees.

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

  
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Ahmik Hindman, Trustee

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

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

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

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
7/5/2016	Sno-Isle Libraries Foundation		06/10/16	5014310	\$174.00
7/21/2016	Jeanne Williams		07/21/16	5014310	\$131.18
	Allia Allen		07/21/16	5014110	\$142.38
7/28/2016	David Moore	843849	08/10/16	5016210	\$750.00
	Catherine McHugh	782	07/27/16	5014110	\$7,675.00
	STARBUCKS		06/28/16	5014310	\$4.29
	DEMCO INC		06/29/16	5013180	\$292.21
	LOWES		06/29/16	5013512	\$41.63
	DEMCO INC		06/30/16	5013180	\$17.08
	FACEBOOK		07/01/16	5014410	\$16.00
	EIG*PowWeb		07/05/16	5014930	\$10.00
	EIG*PowWeb		07/06/16	5014930	\$35.00
	SUNSET PARK SELF STORA		07/07/16	5016210	\$100.00
	Dropbox		07/13/16	5014930	\$107.41
	NAMETAGCOUNTRY		07/13/16	5013110	\$10.50
	ADOBE *ACROPRO		07/14/16	5014930	\$27.11
	CDW GOVERNMENT		07/15/16	5013511	\$1,062.33
	SEDRO-WOOLLEY FOOD PAV		07/18/16	5014920	\$32.27
	PANERA BREAD		07/18/16	5014920	\$134.51
	EIG*PowWeb		07/18/16	5014930	\$3.95
	FRED-MEYER		07/18/16	5014920	\$93.18
	Verizon Wireless		07/21/16	5014212	\$163.47
	MY CHOICE SOFTWA		07/25/16	5013130	\$108.96
	COMCAST CABLE		07/25/16	5014212	\$293.18
	DEMCO INC		07/27/16	5013110	\$70.37
	Verizon Wireless		07/21/16	5014212	\$163.47
	MY CHOICE SOFTWA		07/25/16	5013130	\$108.96
	COMCAST CABLE		07/25/16	5014212	\$293.18
	DEMCO INC		07/27/16	5013110	\$70.37
8/2/2016	SirsiDynix	INVMT029317	05/05/16	5014930	\$7,259.15
	Learned Commercial		08/01/16	5014110	\$412.50
	Enduris	R17589	07/25/16	5014610	\$2,691.00
	WAFD Insurance	1647	07/29/16	5014610	\$269.00



8/15/2016	Tumbleweed Press	74867	08/01/16	5014930	\$1,957.20
	OCLC	481210	07/31/16	5014930	\$106.63
	Midwest Tape	94199854	08/03/16	5013515	\$30.93
	Allia Allen		08/15/16	5014110	\$134.00
8/19/2016	Midwest Tape	94109110	06/30/16	5013515	\$27.15
	Midwest Tape	94114486	07/05/16	5013515	\$56.97
	Midwest Tape	94130237	07/11/16	5013515	\$37.84
	Midwest Tape	94136147	07/11/16	5013515	\$48.97
	Midwest Tape	94231239	08/16/16	5013515	\$49.51
	Midwest Tape	94232438	08/15/16	5013515	\$21.82
	Catherine McHugh	785	08/16/16	5014110	\$2,812.50
	Clay Learned		08/16/16	5014110	\$262.50
	Sandra Sanchez Davila		08/18/16	5014310	\$37.65
8/23/2016	AMAZON	86147997836	06/11/16	5013110	\$7.49
		182512035398	06/03/16	5013110	\$14.08
		300567653113	06/13/16	5013515	\$24.94
		211955222894	06/17/16	5013515	\$56.40
		140966414856	06/18/16	5013515	\$17.23
		284741605142	06/18/16	5013515	\$15.99
		284740645704	06/18/16	5013515	\$21.61
		284742721545	06/18/16	5013515	\$42.57
		86144713271	06/18/16	5013515	\$66.28
		262874236722	06/20/16	5013180	\$18.90
		134443414117	06/20/16	5013180	\$23.98
		99144981911	06/20/16	5013180	\$36.97
		99147665897	06/20/16	5013512	\$116.51
		301196273697	06/21/16	5013515	\$18.77
		99142309847	06/21/16	5013180	\$27.99
		134445439958	06/21/16	5013180	\$70.53
	AMAZON	3153812097	06/23/16	5013515	\$104.46
		3155173740	06/25/16	5013515	\$13.24
		60830230244	06/28/16	5013110	\$44.35
		60839227536	06/28/16	5013511	\$59.51
		277485266156	06/29/16	5013515	\$24.12
		58686238674	06/29/16	5013180	\$9.95
		232753947630	06/29/16	5013180	\$26.98
		58683107760	06/29/16	5013515	\$20.85
		58681356199	06/29/16	5013180	\$140.69
		124722129023	07/01/16	5013511	\$34.95

	217011533735	07/01/16	5013110	\$14.48
	32411372685	07/02/16	5013515	\$18.39
	124726287467	07/02/16	5013110	\$19.40
	124720482554	07/02/16	5013110	\$48.59
	192510709962	07/07/16	5013110	\$14.95
	192519996306	07/07/16	5013515	\$15.20
AMAZON	192516131092	07/07/16	5013180	\$72.91
	58113878768	07/12/16	5013110	\$12.95
	141862125189	07/12/16	5013515	\$19.28
	60580499200	07/12/16	5013515	\$19.88
	141863867567	07/12/16	5013515	\$28.10
	60582357869	07/12/16	5013180	\$36.53
	60584018165	07/12/16	5013180	\$52.06
	60587554028	07/12/16	5013110	\$58.82
	57617677914	07/12/16	5013512	\$96.98
	60581304919	07/12/16	5013515	\$111.86
	174522732749	07/12/16	5013515	\$6.44
	57619586708	07/12/16	5013512	\$112.93
	141869541739	07/12/16	5013110	\$18.99
	60582907707	07/17/16	5013180	\$43.39
	248463998615	07/19/16	5013180	\$19.98
	248190808682	07/21/16	5013110	\$12.98
AMAZON	248783554895	07/21/16	5013515	\$7.39
	35000596064	07/23/16	5013110	\$14.99
	230427631408	07/26/16	5013515	\$67.06
	230425471299	07/26/16	5013515	\$108.90
	233284882037	07/27/16	5013110	\$22.21
	240601484239	07/27/16	5013110	\$22.23
	230429781861	07/29/16	5013515	\$7.10
	91322490613	08/02/16	5013515	\$27.10
	180881765491	08/08/16	5013180	\$8.09
	245987810378	08/08/16	5013515	\$131.75
	42720794027	08/09/16	5013515	\$43.29
	245989569137	08/09/16	5013515	\$10.51
	245984440685	08/09/16	5013515	\$69.84
	245985050845	08/09/16	5013515	\$110.69
	112963345493	05/10/16	5013515	\$9.26
	40611381394	05/11/16	5013515	\$9.74
AMAZON	246975083220	05/12/16	5013180	\$48.76

	122741212778	05/12/16	5013180	\$25.23
	246970466543	05/13/16	5013180	\$71.63
	151615890955	05/20/16	5013180	\$121.91
	151612530336	05/21/16	5013180	\$61.34
	23910970317	05/28/16	5013515	\$11.60
	92428269985	06/09/16	5013110	\$113.20
8/29/2016	FACEBK FMAK4AA9X2 650-61877	08/01/16	5014410	\$7.00
	THE IRON SKILLET SEDRO WOOL	08/02/16	5014310	\$18.41
	USPS 54766002735109800 SEDRO WOO	08/04/16	5014220	\$1.36
	AMAZON.COM AMZN.COM/BI AMZN.COM/	08/04/16	5013515	\$52.08
	EIG*PowWeb 866-53928	08/05/16	5014930	\$10.00
	NAMETAGCOUNTRY COM 423-87042	08/05/16	5013110	\$18.00
	WSFERRIES-COUPEVILLE SEATTLE	08/08/16	5014310	\$19.00
	WSFERRIES-PORT TOWNSEN SEATTLE	08/08/16	5014310	\$19.00
	EIG*PowWeb 866-53928	08/08/16	5014930	\$35.00
	SUNSET PARK SELF STORA SEDRO WOO	08/08/16	5016210	\$100.00
	FRED-MEYER #0024 BURLINGTO	08/12/16	5014920	\$58.47
	LJL*HOTLINE&PATRON PRF 800-588-1	08/12/16	5013515	\$54.99
	7-ELEVEN 19203 BURLINGTO	08/15/16	5014920	\$2.29
	ADOBE *ACROPRO SUBS 800-833-6	08/15/16	5014930	\$27.11
	FEDEXOFFICE 00000828 800-46333	08/15/16	5014911	\$39.06
	EIG*PowWeb 866-53928	08/16/16	5014930	\$3.95
	WAL-MART #2596 MOUNT VER	08/17/16	5013110	\$7.56
	RITE AID STORE - 5245 MT. VERNO	08/17/16	5013512	\$32.54
	USPS 54766002735109800 SEDRO WOO	08/17/16	5014220	\$0.68
	AmazonPrime Membership amzn.com/	08/22/16	5014930	\$107.42
	MSFT * E03002K3TK 800-642-7	08/22/16	5014930	\$107.42
	USPS 54766002735109800 SEDRO WOO	08/22/16	5014220	\$1.36
	CASCADE PIZZA - SW SEDRO WOOL	08/24/16	5014310	\$35.29
	AUDIO EDITIONS audioediti	08/24/16	5013515	\$202.37
	COMCAST CABLE COMM 800-COMCA	08/24/16	5014212	\$293.14

**TOTAL \$32,639.06**

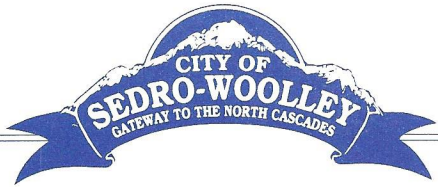
*[Handwritten Signature]*  
 \_\_\_\_\_  
*Melinda McBurnick Costello*  
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*Chris Silver*  
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*[Handwritten Signature]*

Amount by GL Code

5013110	\$616.51
5013130	\$217.92
5013180	\$1,227.11
5013511	\$1,156.79
5013512	\$400.59
5013515	\$1,842.47
5014110	\$11,438.88
5014212	\$1,206.44
5014220	\$3.40
5014310	\$438.82
5014410	\$23.00
5014610	\$2,960.00
5014911	\$39.06
5014920	\$320.72
5014930	\$9,797.35
5016210	\$950.00

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**\$32,639.06**



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.

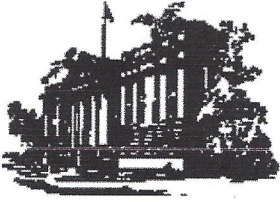
I look forward to your response.

Sincerely,

CITY OF SEDRO-WOOLLEY

  
Keith L. Wagoner, Mayor

cc: City Council  
Debra Peterson, City Librarian



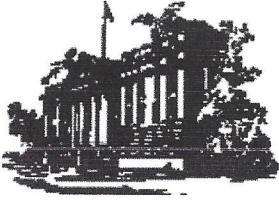
Skagit County Office Of The Treasurer  
Katie Jungquist, Treasurer  
P.O. Box 518  
Mount Vernon, Washington 98273  
Phone (360)416-1750

### General Ledger Detail Report

For Date Range: 7/1/2016 To: 7/31/2016

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

<b>Beginning Cash Balance</b>	<b>\$612,024.35</b>
Cash Receipts	\$267.73
Investments Interest	\$601.58
Taxes Collected	\$2,682.03
State Forest Funds	\$24,783.31
District IGT Increases	\$3.77
<b>Subtotal Cash Increases</b>	<b>\$28,338.42</b>
Investments Purchased	-\$601.58
Other Cash Decreases	-\$337.97
District Accounts Payable	-\$18,721.68
District Payroll	-\$15,715.73
<b>Subtotal Cash Decreases</b>	<b>-\$35,376.96</b>
<b>Ending Cash Balance</b>	<b>\$604,985.81</b>
<b>Beginning Investments</b>	<b>\$1,552,515.61</b>
Investments Purchased	\$601.58
<b>Ending Investments</b>	<b>\$1,553,117.19</b>
<b>Beginning Taxes Receivable</b>	<b>\$407,535.55</b>
Taxes Receivable	-\$2,224.46
<b>Ending Taxes Receivable</b>	<b>\$405,311.09</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: 8/1/2016 To: 8/31/2016

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

<b>Beginning Cash Balance</b>	<b>\$604,985.81</b>
Investments Interest	\$613.14
Taxes Collected	\$4,752.71
State Forest Funds	\$45,771.97
Timber Excise	\$4,519.99
Leasehold Excise Tax	\$56.92
<b>Subtotal Cash Increases</b>	<b>\$55,714.73</b>
Investments Purchased	-\$613.14
District Accounts Payable	-\$22,846.53
District Payroll	-\$16,909.05
<b>Subtotal Cash Decreases</b>	<b>-\$40,368.72</b>
<b>Ending Cash Balance</b>	<b>\$620,331.82</b>
<b>Beginning Investments</b>	<b>\$1,553,117.19</b>
Investments Purchased	\$613.14
<b>Ending Investments</b>	<b>\$1,553,730.33</b>
<b>Beginning Taxes Receivable</b>	<b>\$405,311.09</b>
Taxes Receivable	-\$4,806.89
<b>Ending Taxes Receivable</b>	<b>\$400,504.20</b>



SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 JULY 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	612,024.35	28,338.42	35,376.96-	604,985.81
Obj 118 TEMPORARY INVESTMENTS	1,552,515.61	601.58		1,553,117.19
Obj 121 TAXES RECEIVABLE (NET)	407,535.55	457.57	2,682.03-	405,311.09
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	11,925.86-	18,721.68	6,795.82-	
Obj 231 OTHER ACCRUED LIABILITIES	6,435.62-	6,435.62	7,051.12-	7,051.12-
Obj 257 DEFERRED REVENUE	407,535.55-	2,682.03	457.57-	405,311.09-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 JULY 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	454,469.88-		2,682.03-	457,151.91-	
Obj 330 INTERGOVERNMENTAL REVENUES	214,647.44-		24,257.55-	238,904.99-	
Obj 360 MISCELLANEOUS REVENUES	2,587.83-		1,395.07-	3,982.90-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	53,310.44	11,705.12		65,015.56	
Obj 520 PERSONNEL BENEFITS	20,177.08	4,955.19	3.77-	25,128.50	
Obj 530 SUPPLIES	13,597.94	3,403.90		17,001.84	
Obj 540 OTHER SERVICES AND CHARGES	38,012.40	1,450.81		39,463.21	
Obj 560 CAPITAL OUTLAYS	7,500.00	1,950.00		9,450.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY D	539,107.29-	23,465.02	28,338.42-	543,980.69-	1,923,144.00

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 JULY 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL APP	81340	20226?	07/15/16 WILLIAMS, JEANNE M	3,333.12 ✓	
	PRL APP	81378	20319?	07/15/16 SANCHEZ-DAVILA, SANDRA I	1,158.88 ✓	
	PRL APP	81378	20234?	07/15/16 FREY, LAYLA C	1,287.00 ✓	
	PRL APP	81455	20226?	07/31/16 WILLIAMS, JEANNE M	3,333.12 ✓	
	PRL APP	81514	20319?	07/31/16 SANCHEZ-DAVILA, SANDRA I	1,460.00 ✓	
	PRL APP	81514	20234?	07/31/16 FREY, LAYLA C	1,133.00 ✓	
					-----	
L03 5011100	SALARIES AND WAGES				53,310.44	65,015.56
	PRL APP	81307	?	07/08/16 SOCIAL SECURITY	492.32 ✓	
	PRL APP	81430	?	07/25/16 SOCIAL SECURITY	528.15 ✓	
					-----	
L03 5012100	SOCIAL SECURITY				4,303.09	5,323.56
	PRL APP	81307	?	07/08/16 RETIREMENT	510.07 ✓	
	PRL APP	81430	?	07/25/16 RETIREMENT	729.74 ✓	
					-----	
L03 5012200	RETIREMENT				5,391.34	6,631.15
	PRL APP	81307	?	07/08/16 LABOR AND INDUSTRIES	56.97 ✓	
	PRL APP	81430	?	07/25/16 LABOR AND INDUSTRIES	58.86 ✓	
	IGT APP	70785	707851	07/28/16 L&I 2ND QTR ADJ 2016	3.77- ✓	
					-----	
L03 5012300	LABOR AND INDUSTRIES				449.85	561.91
	PRL APP	81342	20226?	07/15/16 WILLIAMS, JEANNE M	375.00 ✓	
	PRL APP	81378	20319?	07/15/16 SANCHEZ-DAVILA, SANDRA I	375.00 ✓	
	PRL APP	81378	20234?	07/15/16 FREY, LAYLA C	375.00 ✓	
	PRL APP	81456	20226?	07/31/16 WILLIAMS, JEANNE M	375.00 ✓	
	PRL APP	81514	20319?	07/31/16 SANCHEZ-DAVILA, SANDRA I	375.00 ✓	
	PRL APP	81514	20234?	07/31/16 FREY, LAYLA C	375.00 ✓	
					-----	
L03 5012400	MEDICAL				9,375.00	11,625.00
	ACH APP	70705	707051	07/27/16 2ND QTR 2016 ESD L03	329.08 ✓	
					-----	
L03 5012900	UNEMPLOYMENT COMPENSATION				657.80	986.88

SKAGIT COUNTY JR DISTRICTS

TRANSACTION DETAIL

JULY 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	ACH APP 70733	707332	07/11/16	JUNE 2016 DOR USE TAX	8.89 ✓	
-----						
L03 5013110	OFFICE SUPPLIES				1,306.43	1,315.32
	A/P APP 115074	444752	07/05/16	RICHARD ALEX JULY 20, 2016 12:	400.00 ✓	
	A/P APP 115242	445344	07/18/16	ZAMBINI CSRPC LIBRARY	300.00 ✓	
-----						
L03 5013180	LIBRARY PROGRAM COSTS				1,212.67	1,912.67
-----						
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				497.28	497.28
-----						
L03 5013512	LIBRARY EQUIPMENT < \$5000				2,272.15	2,272.15
	A/P APP 115242	445540	07/18/16	MIDWESTTAPE ACC#2000014338	28.21 ✓	
	A/P APP 115242	445540	07/18/16	MIDWESTTAPE ACC#2000014338	1,344.16 ✓	
	A/P APP 115242	445540	07/18/16	MIDWESTTAPE ACC#2000014338	121.81 ✓	
	A/P APP 115242	445540	07/18/16	MIDWESTTAPE ACC#2000014338	1,200.83 ✓	
-----						
L03 5013515	LIBRARY BOOKS < \$5,000				8,309.41	11,004.42
	A/P APP 115242	445473	07/18/16	HCMP PS CSRPC LIBRARY	899.72 ✓	
	A/P APP 115332	445757	07/25/16	ALLEN ALLIA CSRPC LIBRARY	142.38 ✓	
-----						
L03 5014110	PROFESSIONAL SERVICES				13,631.19	14,673.29
-----						
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
-----						
L03 5014212	TELEPHONE INTERNET				1,698.96	1,698.96
-----						
L03 5014220	POSTAGE				64.57	64.57
	A/P APP 115138	445278	07/08/16	SNOISL LIB 2016 DIRECTORS SUMM	174.00 ✓	
	A/P APP 115332	445876	07/25/16	WILLIAMSJEAN CSRPC LIBRARY	131.18 ✓	

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 JULY 2016

				Opening Balance	Closing Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI				
L03 5014310	TRAVEL			3,082.44	3,387.62
L03 5014410	ADVERTISING			360.48	360.48
L03 5014910	MISCELLANEOUS			6.90	6.90
L03 5014911	PRINTING			1,785.48	1,785.48
L03 5014920	EDUCATION/TRAINING			717.00	717.00
A/P APP 115242	445557	07/18/16	OCLC INC CSRPC LIBRARY	103.53 ✓	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI			9,676.92	9,780.45
A/P APP 115242	445422	07/18/16	MOOREDAVID CSRPC LIBRARY	750.00 ✓	
A/P APP 115242	445394	07/18/16	CENTRAL MOVE CSRPC LIBRARY	1,200.00 ✓	
L03 5016210	BUILDINGS AND STRUCTURES			7,500.00	9,450.00

2016 Central Skagit Library Districts Statistics

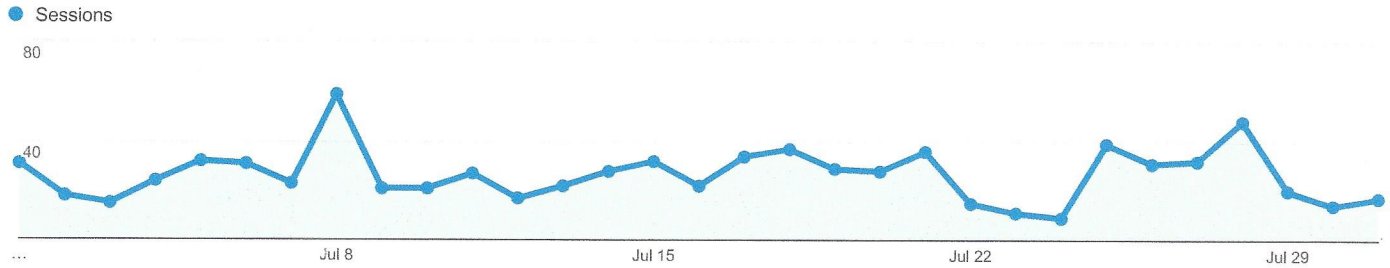
	Library Cards	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	Total Physical Materials Circulation	Children's Physical Materials Circulated	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming	Website Pageviews	Patron Visits
January	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
April	11	6	352	1	14	623	208	43	0	3	18	8	142	1	192	2434	305
May	12	3	399	1	1	619	234	7	0	10	2	4	118	8	96	2641	369
June	23	6	435	0	1	1020	543	7	0	11	1	6	149	27	570	2364	541
July	18	6	428	0	0	1136	559	9	0	9	0	4	227	19	434	2531	506
August	28	4	389	0	0	1287	462	12	0	11	3	7	201	18	124	3478	649
September																	
October																	
November																	
December																	
<b>2016 Totals</b>	<b>157</b>	<b>49</b>	<b>3018</b>	<b>7</b>	<b>32</b>	<b>6130</b>	<b>2542</b>	<b>120</b>	<b>5</b>	<b>45</b>	<b>54</b>	<b>49</b>	<b>1049</b>	<b>78</b>	<b>1490</b>	<b>21373</b>	<b>3277</b>

## Audience Overview

Jul 1, 2016 - Jul 31, 2016

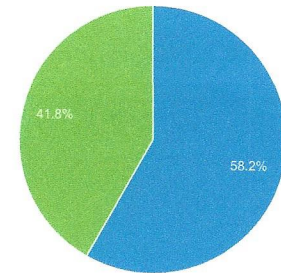
All Users  
100.00% Sessions

### Overview



<b>Sessions</b> 823	<b>Users</b> 546	<b>Pageviews</b> 2,531
<b>Pages / Session</b> 3.08	<b>Avg. Session Duration</b> 00:01:43	<b>Bounce Rate</b> 38.27%
<b>% New Sessions</b> 58.20%		

■ New Visitor ■ Returning Visitor



Language	Sessions	% Sessions
1. en-us	518	62.94%
2. ru	187	22.72%
3. (not set)	44	5.35%
4. ru-ru	35	4.25%
5. en	15	1.82%
6. pt-br	15	1.82%
7. c	4	0.49%
8. en-gb	2	0.24%
9. en-in	1	0.12%
10. it-it	1	0.12%

Search reports & help

## Audience Overview

Aug 1, 2016 - Aug 31, 2016

Email Export Add to Dashboard Shortcut

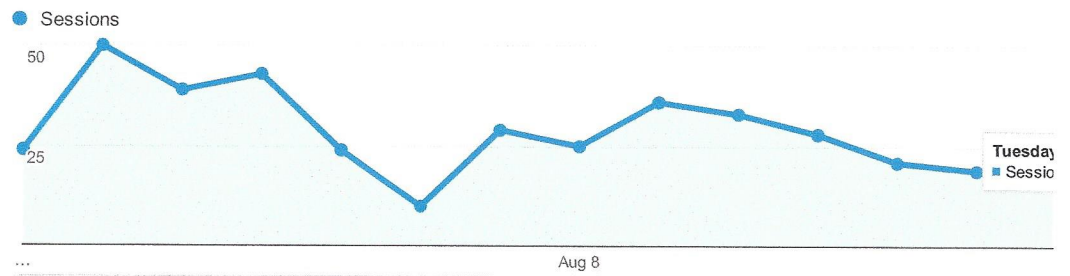
All Users  
100.00% Sessions

+ Add Segment

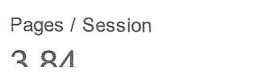
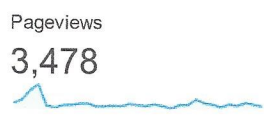
### Overview

Sessions vs. Select a metric

Hourly Day Week Month



- Dashboards
- Shortcuts
- Intelligence Events
- Real-Time
- Audience
  - Overview
  - Active Users
  - Cohort Analysis **BETA**
  - User Explorer
  - Demographics
  - Interests
  - Geo
  - Behavior
  - Technology
  - Mobile
  - Custom
  - Benchmarking
  - Users Flow
- Acquisition
- Behavior
- Conversions



New Visitor Returning Visitor

