

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
June 15, 2017
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 May 18, 2017
Approval of May 2017 Payroll in the amount of \$16,798.59
Approval of May 2017 Vouchers in the amount of \$35,734.80
General Ledger Report for May 2017
Balance Detail Reports/Balance Sheets
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. First Read of Interlocal Agreements – Library Partnership Concept
 - B. Policy Additions and Revisions (D)
 1. Internal Controls (Cash Handling Policy)
 2. Friends Memorandum of Agreement (D)
 - C. Board Retreat – June 22, 2017 at Burlington Public Library
9. Parking Lot Review
10. Other Business
11. Adjournment

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Information = informational items and updates on projects

Parking Lot = Items tabled for a later discussion

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
5/5/2017	WA HCA	P201705	04/26/17	5012400	\$8,707.35
	Baker & Taylor	4011857611	03/16/17	5013515	\$286.99
		4011857612	03/16/17	5013515	\$94.49
		4011857613	03/16/17	5013515	\$21.74
		4011587614	03/16/17	5013515	\$50.07
		4011867042	03/28/17	5013515	\$113.54
		4011867043	03/28/17	5013515	\$10.99
		4011867044	03/28/17	5013515	\$44.01
		4011867045	03/28/17	5013515	\$53.89
		4011876502	04/05/17	5013515	\$17.53
		4011876503	04/05/17	5013515	\$23.99
		4011876504	04/05/17	5013515	\$25.02
		4011885877	04/18/17	5013515	\$15.71
		4011885878	04/18/17	5013515	\$22.60
		4011885879	04/18/17	5013515	\$18.16
	Midwest Tape	95007102	04/25/17	5013515	\$27.66
5/5/2017	David Moore	543924	05/10/17	5016210	\$750.00
	VM Investments	17-Jun		5016210	\$6,070.69
	Rainbow Printing	153332	05/02/17	5013110	\$640.00
	OCLC	530780	04/30/17	5014930	\$155.71
	Midwest Tape	95015373	04/27/17	5013515	\$59.10
	Midwest Tape	95015374	04/27/17	5013515	\$27.66
	Midwest Tape	95014604	04/27/17	5013515	\$211.21
	Midwest Tape	95031790	05/03/17	5013515	\$40.65
	Midwest Tape	95031559	05/03/17	5013515	\$25.49
	Midwest Tape	95034216	05/04/17	5013515	\$347.86
	Baker & Taylor	4011903861	05/08/17	5013515	\$1,665.21
	Baker & Taylor	4011895145	04/27/17	5013515	\$18.16
	Baker & Taylor	4011885879	04/18/17	5013515	\$18.16
	Baker & Taylor	4011885877	04/18/17	5013515	\$15.71
	Baker & Taylor	4011885878	04/18/17	5013515	\$22.60
	Baker & Taylor	4011876502	04/05/17	5013515	\$17.53
	Baker & Taylor	4011876503	04/05/17	5013515	\$23.99

5/16/2017

Baker & Taylor	4011876504	04/05/17	5013515	\$25.02
Baker & Taylor	4011867042	03/28/17	5013515	\$113.54
Baker & Taylor	4011867043	03/28/17	5013515	\$10.99
Baker & Taylor	4011867044	03/28/17	5013515	\$44.01
Baker & Taylor	4011867045	03/28/17	5013515	\$53.89
Baker & Taylor	4011857611	03/16/17	5013515	\$286.99
Baker & Taylor	4011857612	03/16/17	5013515	\$94.49
Baker & Taylor	4011857613	03/16/17	5013515	\$21.74
Baker & Taylor	4011857614	03/16/17	5013515	\$50.07
FEDEXOFFICE 00014332 BURLINGTO		03/29/17	5014911	\$251.06
TARGET 00006965 BURLINGTO		03/30/17	5013110	\$15.15
PUBLIC BROADCASTING SV 800-531-4		03/30/17	5013515	\$17.36
VZWRLSS*APOCC VISB 800-922-0		03/30/17	5014210	\$87.29
DOLLAR TREE MOUNT VER		03/31/17	5013180	\$23.87
WALGREENS #10994 SEDRO WOOL		03/31/17	5013110	\$11.14
WM SUPERCENTER #2596 MOUNT VER		04/03/17	5013180	\$61.76
FACEBK WXNJ6CS9X2 650-61877		04/03/17	5014410	\$2.00
SEDRO WOOLLEY MINI STO SEDRO WOL		04/04/17	5016210	\$150.00
EIG*PowWeb 866-53928		04/05/17	5014930	\$45.00
EIG*PowWeb 866-53928		04/06/17	5014930	\$10.00
SUNSET PARK SELF STORA SEDRO WOO		04/06/17	5016210	\$100.00
PUGET SOUND ENERGY 866-39811		04/10/17	5014700	\$20.37
USPS KIOSK 5456989550 MOUNT VER		04/10/17	5014220	\$1.19
FUEL EXPRESS SEDRO WOO SEDRO WOO		04/12/17	5014910	\$73.83
ADOBE *ACROPRO SUBS 800-833-6		04/14/17	5014930	\$27.11
CARNICERIA LOS COMPADR MOUNT VER		04/14/17	5013180	\$21.99
TARGET 00006965 BURLINGTO		04/14/17	5013110	\$56.11
EIG*PowWeb 866-53928		04/17/17	5014930	\$3.95
EIG*PowWeb 866-53928		04/19/17	5014930	\$3.67
SQ *RCN COMMUNICATI 877-417-4		04/19/17	5014212	\$168.99
SEDRO-WOOLLEY FOOD SEDRO-WOOL		04/20/17	5013110	\$11.49
MODULAR ROBOTICS 303-656-9		04/21/17	5013511	\$899.85
COMCAST CABLE COMM 800-COMCA		04/24/17	5014212	\$297.13
LATE FEE - PAYMENT DUE ON 04/24		04/24/17	5014910	\$39.00
WALGREENS #10994 SEDRO WOOL		04/25/17	5013110	\$2.48
NAMETAGCOUNTRY COM 423-87042		04/26/17	5013110	\$33.00
CITY OF SEDRO-WOOLLEY 360-855-9		04/27/17	5014700	\$71.19
INTEREST CHARGE ON PURCHASES		04/27/17	5014910	\$22.14
5/19/2017 Amazon	171259566713	03/06/17	5013515	\$32.20

Amazon	136533887281	03/11/17	5013515	\$28.19
Amazon	62287974638	03/12/17	5013515	\$148.15
Amazon	62288532652	03/12/17	5013515	\$46.24
Amazon	136539802492	03/13/17	5013515	\$9.01
Amazon	113279263239	03/15/17	5013110	\$106.62
Amazon	62289511847	03/19/17	5013515	\$19.49
Amazon	21340017659	03/22/17	5013515	\$87.09
Amazon	206601063028	03/23/17	5013515	\$113.63
Amazon	192987216528	03/23/17	5013110	\$47.05
Amazon	192984123085	03/24/17	5013110	\$71.99
Amazon	140900137124	03/25/17	5013511	\$55.91
Amazon	32093690223	03/25/17	5013110	\$32.98
Amazon	27560347079	03/25/17	5013110	\$5.48
Amazon	17119665049	03/25/17	5013110	\$70.04
Amazon	225518313529	03/26/17	5013110	\$61.38
Amazon	046519719213	03/29/17	5013110	\$13.78
Amazon	243269578547	03/29/17	5013515	\$46.65
Amazon	054355793190	03/30/17	5013110	\$41.80
Amazon	015552554377	04/05/17	5013515	\$22.88
Amazon	105169414103	04/05/17	5013515	\$13.63
Amazon	170615177406	04/05/17	5013511	\$595.15
Amazon	158303526579	04/08/17	5013515	\$16.94
Amazon	019698484374	04/08/17	5013110	\$28.16
Amazon	118341082077	04/08/17	5013110	\$7.99
Amazon	257130619058	04/08/17	5013515	\$17.21
Amazon	257138918469	04/08/17	5013515	\$121.46
Amazon	213757319337	04/10/17	5013180	\$42.62
Amazon	237978674541	04/10/17	5013515	\$13.32
Amazon	036849195438	04/10/17	5013180	\$17.98
Amazon	122868624854	04/12/17	5013512	\$35.70
Amazon	231259798664	04/12/17	5013110	\$33.75
Amazon	123440564604	04/12/17	5013110	\$5.85
Amazon	43458913314	04/12/17	5013110	\$16.00
Amazon	122484446090	04/12/17	5013512	\$30.38
Amazon	209536784515	04/13/17	5013180	\$32.74
Amazon	231251412474	04/15/17	5013110	\$9.43
Amazon	53256415709	04/19/17	5013512	\$82.25
Amazon	208167894979	04/19/17	5013110	\$29.99
Amazon	160342224311	04/20/17	5013515	\$62.99


	Amazon	122307310487	04/25/17	5013180	\$9.90
	Amazon	253418564036	04/27/17	5013110	\$16.04
	Amazon	165249349969	04/27/17	5013110	\$18.33
	Amazon	33055633502	04/28/17	5013515	\$33.65
	Amazon	105196850536	04/08/17	5013515	\$39.99
5/19/2017	Hillis, Clark, Martin & Pe	211859	05/16/17	5014110	\$2,338.00
	Midwest Tape	95050434	05/10/17	5013515	\$605.86
	Midwest Tape	95034901	05/08/17	5013515	\$82.98
	Midwest Tape	95034902	05/08/17	5013515	\$599.94
	Midwest Tape	95048165	05/12/17	5013515	\$158.93
5/26/2017	VM Investments Sedro	42903	06/01/17	5016210	\$1,200.00
	Midwest Tape	95075223	05/19/17	5013515	\$709.46
	Midwest Tape	95072060	05/18/17	5013515	\$154.55
	Midwest Tape	95066232	05/16/17	5013515	\$662.34
	Midwest Tape	95066234	05/16/17	5013515	\$27.66
	Midwest Tape	95071376	05/17/17	5013515	\$219.53
	FedEX Office	1433-00L72-1	05/26/17	5013515	\$3,711.21


TOTAL \$35,734.80


 Mary Alike Grobins, Chair

 Mindy Coslor, Vice Chair

 Ahmik Hindman, Trustee


 Chris Silves, Trustee


 Lynn Torset, Trustee

Central Skagit Rural Partial County Library District
Regular Board Meeting
Sedro-Woolley City Council Chambers
April 20, 2017
7:00 p.m.

1. Call to Order: 7:05pm

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

2. Public Comments

Tim Howland encouraged the Board to support reciprocity.

3. Approval of Agenda

Motion 1: Ahmik Hindman
Motion 2: Chris Silves
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from March 16, 2017
Approval of March 2017 Payroll in the amount of \$13,618.59
Approval of March 2017 Vouchers in the amount of \$54,085.35
General Ledger Report for March 2017
Balance Detail Reports/Balance Sheets
Ongoing Statistics – Pulled from Consent Agenda due to system issues

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

5. Conflict of Interest: NA

6. Communications

Mary Alice Grobins reported on a positive appearance before the Board of County Commissioners on April 4, 2017.

7. Report of the Director (Attached to previous meeting materials)

The Director discussed activities for the month. She shared that Red Rook Consulting is interested in managing a marketing strategy for the CSLD. They specialize in the online aspects of marketing but also do other aspects. Mary Alice pointed out that it would be premature to work on separate aspects of marketing without an overall communications plan in place.

The Director, Lynn and Chris took part in a community pot luck event at the Day Creek Fire Department. Though there was not an opportunity to speak, those attending learned a great deal about the community to inform future services that may be successful in that community.

Mindy voiced her concern about the shelving being properly installed.

Mary Alice reminded the Board that the shelving installation is a contract between Central Skagit Library and Presidio, so the Director is in control of that work.

Mindy Coslor asked about the user interface of the TLC system. She clarified that she is interested in the user interface. The Director shared that she feels it is much more user-friendly and intuitive. Mindy asked if it could be inserted to our website and the Director said that the catalog could be put in as a widget rather than clicking through several tabs to reach the catalog.

8. Unfinished Business

A. Partnership Concept Discussion on Timing/Steps

Mary Alice Grobins shared that updates from our attorney Dan Gottlieb reflect that things are moving along smoothly and there are no disagreements among the attorneys working on the drafts. The teams are exploring language for the financing that conform with state law in a way that won't trigger the bond requirements of the library district. She pointed out that the review CSLD review team has hopes of reviewing documents in mid-May, after which a review meeting would take place with the city review team. After these meetings, there would be draft documents to bring back to the Board. The timing is such that there may not be documents for the Board until the June meeting.

Mary Alice Grobins discussed the document she drafted listing the process sequence for the library partnership concept (attached). In closing the discussion of the process, she pointed out that the legislature did not appropriate the requested \$2M to the building project, so the current budget is \$5M.

9. New Business

A. Policy Additions and Revisions

1. Registration for Minors

The Director discussed the idea of providing cards to children without parental consent. She shared that Dan Gottlieb feels that libraries should do anything to get library cards into the hands of children. He also stated that he has never had to deal with a library legal issue relating to this subject. There are also libraries that will give cards to minors but will send a postcard home to the parents. As the library moves forward this might be a policy to adopt. In the interim, the Director would like to implement a summer reading program card that would allow any child to get a limited-use library card (2 items at a time) that would expire at the end of the summer.

Mary Alice pointed out that we discussed this before the idea of a reciprocal agreement with Sedro-Woolley, the Board discussed the bookmobile going to schools where the children might not be eligible for cards but wanted to find a way not to turn children away. This summer reading card eligibility could be extended to any child from anywhere to get a summer library program card (Lyman, Hamilton, etc.) since it is limited and it does expire. Mary Alice pointed out that this would be a pilot program.

2. Circulation Policy (draft attached)

The Director requested that the DVD limit be moved to 10 items per check-out. She also requested that all items circulate for the same amount of time of two weeks rather than one format circulating for one week and other formats checking out at three weeks.

Mindy Coslor asked that the language for the maximum number of items checked out be cleared up so as not to be confusing.

Mary Alice Grobins asked about the policy for minors. Since the summer library card will be implemented as a pilot program this summer through the circulation policy, the Director suggested that the Board revisit issues with minor registration at the end of the summer. Mary Alice clarified that this summer children from anywhere would be able to get a library card from age 8 years and up and that the Director would determine whether or not contacting parents by mail would be part of that procedure.

3. Internal Controls (Cash Handling Policy)

The Director shared an internal control policy implemented by the Upper Skagit Library for cash handling (attached). The library has reached the point that these types of activities need to be implemented to provide to recoup the costs for patron printing. The staff are currently taking checks For damaged or lost items. Upon speaking with the Skagit Treasury, she recommended the Upper Skagit Library's Internal Controls Policy. The Treasurer confirmed that the Trustees would not have to be listed in the policy as having access to library cash. The Treasurer also shared that the CSLD could set up a SWEEP account at a local bank and the Treasurer would do an electronic sweep the account weekly. This account may require Board Board signatures, but there would be no checks to deal with if it is a SWEEP account.

Mary Alice shared her concern involving separation of duties where staff dealing with cash would be direct reports of the Director. She wants to be sure that this is acceptable to the auditor.

Ahmik Hindman asked about credit card options for patrons. There was Discussion about the fees and regulations involved with taking credit cards. There was also discussion of the use of the Square card as an option.

B. June Board Retreat

Mary Alice Grobins reminded the Board that a Board Retreat is scheduled for June 22nd at 9am at the Burlington Public Library meeting room. She pointed out that one item for discussion is for the Board to gauge where it is on achievement of strategic goals set up in January. In addition, the Board will review the mission statement for possible updating or revision. There may or may not be an update on the library partnership concept. Mary Alice Grobins also suggested that the Board look at the parking lot items.

Chris Silves asked if we would discuss communications, and Mary Alice Grobins said that this would be part of the strategic goals discussion.

Mindy Coslor shared that she did not think there should be an update on the library partnership concept at the retreat. Rather, all partnership concept discussions should be held during regular meetings.

C. Reciprocal Borrowing – Sedro-Woolley Public Library

Mary Alice Grobins explained that this reciprocal borrowing agreement is identical to those with the libraries that the CSLD currently has agreements with in Skagit County.

Motion to approve the reciprocal agreement with the City of Sedro-Woolley.

Motion 1: Mindy Coslor
Motion 2: Chris Silves
Unanimous

Chris Silves stated that she thought this was a great idea.

Lynn Torset stated that it was good to mend some fences and this is a good way to start providing more together.

Chris Silves stated that this will be a real plus for citizens of both jurisdictions.

Ahmik Hindman agreed with these statements.

Mary Alice Grobins expressed her appreciation to the Sedro-Woolley City Library Advisory Board for moving this agreement forward and recommending it to the Sedro-Woolley City Council for approval. She furthered that it is a wonderful gesture and hopes that it is a step towards reciprocity with those libraries with which we don't yet have agreements.

10. Other Business

Mary Alice Grobins reminded the Board that she will not be here for the May 2017 meeting.

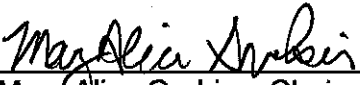
Ahmik stated that he will be attending remotely for the June 2017 meeting.

Mary Alice Grobins said that she could attend remotely if there is a critical decision in May.

11. Parking Lot Review postponed until Board Retreat.

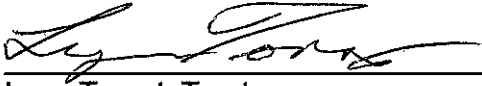
12. Adjournment: 7:37pm

Motion 1: Mindy Coslor
Motion 2: Chris Silves
Unanimous



Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair



Lynn Torset, Trustee



Chris Silves, Trustee

Ahmik Hindman, Trustee

Updates:

- Bookmobile is up and serving at stops in Hickson, Samish, Clear Lake and Big Lake. No mechanical or technical issues have arisen.
- Presidio Construction estimates that the new location will be ready in mid-June. Shelving has been transferred to the old Marketplace building so that it could be evaluated for installation in a location close to 716 Metcalf. Clay Learned facilitated this and thank-you cards were sent to both Clay and the owner, Gerry Christensen.
- Allia Allen has begun providing multiple children's programs per week and all have been well-attended.
- Allia Allen and Sandra Davila have the Summer Library Program mapped out for programs in the new location, on the bookmobile, and in partnership with the Sedro-Woolley Library at the community center.

Activities:

- Attended the State Auditor's Office workshop for online filing, which allowed for one-on-one questions about specific issues.
- Attended webinar involving the Beanstack portal that we will be using for registration and learning tracks for the Summer Library Program.
- Met with Carolyn Peterson from the State Library to update her on the library partnership concept and to get information about upcoming grant possibilities and training opportunities.
- Attended the Skagit Director's Meeting at the Anacortes Public Library where we all met the new Mt. Vernon Library Director.
- Meeting with consultants from Red Rokk to explore options for marketing of the library district. Their initial recommendations: 1) hold off on any major marketing campaign until the name of the consolidated library is settled upon and 2) settle upon that name before the architect's public process so that branding is clear during that process rather than the process getting bogged down over naming issues.
- Attended the Community Action Latina/o Advisory Committee's Public Policy Listening Session. Members of the community and local agencies listed to stories about the fear in the Latina/o community

involving law enforcement. Elected officials addressed concerns about this fear and talked about ways they are reaching out to those communities and how they are working to raise awareness about how important migrant workers are to the Skagit economy.

Upcoming Activities

- Participating in a demonstration of the TLC automated library system to see how it compares to our current SirsiDynix system. The Sedro-Woolley Library is currently using TLC. If the partnership continues to move forward, it will likely be more economical to migrate to this system rather than migrating the SWL records into our system. So far those who have used both systems have shared that the TLC system is much more intuitive.
- Presenting an overview of CSLD library services to the Day Creek Book Club at their monthly meeting on April 13th.
- Speaking engagement with the Sorptomist group on April 25th.
- If scheduling allows, attending a labor relations symposium sponsored by Enduris in early May.

Circulation Policy

- A. **Registration** Residents, age 5 and up, of the Sedro Woolley School District (outside the city limits of Sedro Woolley, Lyman and Hamilton) are eligible to register for free library cards. Valid identification required includes a driver's license, student ID, passport or other official ID plus a recent billing showing current address.

Applicants under 14 years of age must have a parent or guardian sign consent on the application form.

Summer Library Program: during the months of June, July and August, children ages 8 years and above may get a temporary Summer Library Program Card, provided the child can provide an address and phone number for their household. This card shall be limited to two items per check-out and will expire August 31st.

Formatted: Superscript

Non-residents will be required to pay \$40 for a library card.

- B. **Lost or forgotten cards** If a patron loses his/her library card there is a replacement fee of \$1. Patrons are expected to have the cards with them in order to check out items.

C. Loan periods

- 1) Books, DVDs, audiobooks, periodicals: ~~three~~ two weeks with one renewal possible.
- 2) ~~DVDs: 1 week with one renewal. Limit 103~~ DVDs per card.
- 3) Interlibrary loans: loan period determined by the lending library. \$3 charge per item for postage.
- 4) Maximum number of items allowed per card is 30.

The Director may establish loan periods for special collections and materials temporarily in great demand.

- D. **Reserves** Holds on items may be placed by patrons in person, online, or over the phone. Patrons will be notified by email, mail, or phone when the item(s) become available.

E. Fines and charges

- 1) Overdue notices will be sent when item(s) are 3 weeks overdue.
- 2) Bills will be sent when item(s) are 6 weeks overdue.

No fines will be charged for overdue materials or for minimal damage to items.

Patrons are expected to reimburse the library, or to replace, all lost or badly damaged items.

Adopted: February 19, 2015

Revised: ~~October 14, 2015~~ May 18, 2017

Internal Controls Policy

The following policies and procedures will be followed in handling all public monies received by the library, in accordance with applicable sections of the Revised Code of Washington (RCW).

Petty Cash

The Central Skagit Library District shall maintain a Petty Cash fund for the purchase of postage, materials, supplies or services under conditions requiring immediate payment.

The amount of such fund will not exceed \$200.00. The Library Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guideline shall be followed: receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.

1. The original receipts for such purchases must be retained for reimbursement purposes. The receipts will be coded by fund use and turned into the county auditor's office for reimbursement monthly.
2. The petty cash fund shall be locked in a secure location at all times. Only staff shall have access.
3. The Library Director is considered the custodian of the fund.
4. An additional staff member, who is not the custodian of the Petty Cash fund, will review and verify the monthly reconciliation.

Cash Register

The cash register shall be used to accurately track monies paid to the library for copies/prints, damaged/lost items, library cards, and other fees or miscellaneous donations.

1. Any monies taken in shall be recorded on a reconciliation sheet at day's end. Reconciliation sheets shall be reconciled with daily cash register report/journal tape and monies deposited weekly in the bank account.
2. The weekly deposit is reconciled to the daily reports and verified by an additional library staff member.
3. A check in the weekly total amount is then mailed to the county treasurer's office for deposit into the library's general fund. If a treasury sweep account is available, the sweep will occur rather than mailing a check.
4. The daily starting balance is \$23.50 (\$20 in currency, \$2 in quarters, \$1.50 in dimes and nickels).
5. The cash drawer shall be locked in a secure location during closed hours.
6. The Library Director is considered the custodian of the cash drawer.

Change Fund

A change fund of \$30.00 will be maintained for convenience in conducting Central Skagit Library District cash transactions:

1. The cash balance will remain constant.
2. The change fund will be locked in a secure location at all times. Only staff will have access.
3. The Library Director is considered the custodian of the change fund.

Bank Account

The bank account is used primarily to move monies received at the library to the county treasurer's office for deposit into the library's general fund.

1. Deposits made to the bank weekly, whereupon a check will be mailed immediately to the county treasurer unless treasury sweep is available.
2. The balance is to be kept to the minimum to keep the account open and to pay monthly bank fees.
3. Only the Library Director and Trustees shall have signing privileges on the bank account.
4. The checkbook shall be kept at the library in a secure location if applicable.
5. The Library Director and the Trustees are jointly responsible for the bank account.

**INTERLOCAL SERVICES AGREEMENT BETWEEN
THE CITY OF SEDRO WOOLLEY AND THE
CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
FOR RECIPROCAL LIBRARY BORROWING**

This Interlocal agreement is made this 12th day of April, 2017, between the City of Sedro Woolley and the Central Skagit Rural Partial County Library District.

Whereas, the City of Sedro Woolley maintains a public library, and also desires to expand the opportunities for its library patrons to utilize library services when they are outside of the City of Sedro Woolley boundaries; and

Whereas, the Central Skagit Rural Partial Library District also maintains a public library, which desires to expand the opportunities for its library patrons to utilize library services when they are outside of the Central Skagit Rural Partial County Library District boundaries; and

Whereas, the Sedro Woolley City Council and the Board of Trustees of the Sedro Woolley City Library (hereinafter referred to as SWPL) and the Central Skagit Rural Partial County Library District Board of Trustees (hereinafter referred to as CSRPLD) find that it is in the best interests of their respective libraries to explore the creation of a reciprocal borrowing process that would allow their respective patrons to borrow library materials in-person from the other library under the same conditions that apply to resident patrons (excluding non-resident charges for library services); and

Whereas, all Parties understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide,

IT IS NOW THEREFORE AGREED BY THE PARTIES AS FOLLOWS:

1. Purpose. The purpose of this Agreement is to facilitate the use of neighboring libraries by Resident Cardholders.

2. Term: This Agreement shall commence on June 1, 2017 and extend until terminated.

3. Definitions: For the purposes of this Agreement, the following terms shall have the following meanings:

(a) "Resident Cardholder" shall refer to a library cardholder who resides within the district boundaries of the SWPL or the CSRPLD, as well as those entitled by the library policies of each library to resident library cards. For the purposes of this Agreement, a non-resident who must pay a fee to either library to receive a library card shall not be characterized as a Resident Cardholder.

(b) "Owning Library" refers to the library that owns the item to be checked out.

4. Specific Provisions. The Resident Cardholders of one library's service area may obtain a library card permitting the use of the other library's facilities and services, without payment of a non-resident fee, under the following conditions:

(a.) The current policies and procedures for the provision of library services of each library shall remain in effect, with no coordination or standardization required, and specifically including the following provisions:

1. Library materials placed on hold must be picked up by the library cardholder at the Owning Library.
2. Library materials must be returned to the Owning Library; if the library materials owned by one system are returned to the other system, the patron is responsible for pick-up of materials and return to owning library, and any overdue charges will continue to accrue under the terms of the Owning Library's policies. Receiving Library will contact Owning Library about the materials, and the Owning Library will contact the patron.

(b.) The Reciprocal Use Agreement does not extend to each library's non-resident cardholders, only to eligible residents living within their respective district boundaries and those entitled by each library's policies to resident status.

(c.) A cardholder of SWPL, except non-resident library cardholders, shall be entitled to all the privileges of a Resident Cardholder of CSRPLD; likewise, a cardholder of CSRPLD, except non-resident library cardholders, shall be entitled to all of the privileges of a Resident Cardholder of SWPL.

(d.) Each system shall establish tracking codes to provide information, on an annual basis, on the number of cards issued and the number of items checked out from their respective libraries.

5. Review. The Directors of both libraries will review the effectiveness of this Agreement annually and will submit an annual report to their governance bodies.

6. Termination. This Agreement may be terminated by either Party by giving ninety (90) days written notice to the other Party, provided that termination shall not affect or impair this Agreement of the Parties that are agreed to on or before the termination.

7. Financing. Each Party will bear its own cost of performing under this Agreement.

8. Notices. Any notices or other contacts required under the terms of this Agreement must be directed to the following:

*To the Central Skagit Rural
Partial County Library District:*
Attn: Library Director
100 W State St Suite C
Sedro Woolley, WA 98284

To the Sedro Woolley Public Library:
Attn: Library Director
802 Ball St
Sedro Woolley, WA 98284

9. Amendment. This Agreement may be modified only by further agreement in writing as mutually agreed to by both Parties.

10. Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the Parties or through JAMS. Following mediation, or upon written agreement of the Parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the Parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

11. Applicable Law-Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a dispute, such dispute shall be litigated in the Superior Court of Skagit County, Washington.

12. Waiver. No waiver of any right under this Agreement shall be effective unless made in writing by the authorized representative of the Party to be bound thereby.

13. Concurrent Originals. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Ratification and Confirmation. Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

15. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competitive jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

16. **Entire Agreement.** This Agreement constitutes the entire understanding of the Parties. It supersedes any oral representations that are inconsistent with or modify its terms and conditions.

**CENTRAL SKAGIT RURAL PARTIAL
COUNTY LIBRARY
DISTRICT**

Mary Alice Grobins
By: **Mary Alice Grobins**
Board Chair

Date: 4-20-17

Chairpersons:

Nelanda M. Cornwell

[Signature]

[Signature]

Chris Silver

CITY OF SEDRO WOOLLEY

Keith L. Wayover
By:
Mayor

Date: 4-12-2017

APPROVED AS TO FORM:

[Signature]
By:
City Attorney

ATTEST:

Stacy K. Nelson
By:
Finance Director

Approve:

By:
Sedro Woolley Library Board
President

Central Skagit Rural Partial County Library District
Regular Board Meeting
Sedro-Woolley City Council Chambers
May 18, 2017
7:00 p.m.

1. Call to Order: 7:05pm

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

Excused Absence: Mary Alice Grobins

2. Public Comments: None

3. Approval of Agenda

Motion 1: Lynn Torset
Motion 2: Chris Silves
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from April 20, 2017 with corrections
Approval of April 2017 Payroll in the amount of \$16,444.34
Approval of March 2017 Vouchers in the amount of \$15,739.94
General Ledger Report for April 2017
Balance Detail Reports/Balance Sheets
Ongoing Statistics

Motion 1: Ahmik Hindman
Motion 2: Chris Silves
Unanimous

5. Conflict of Interest: NA

6. Communications: Mindy Coslor will not attend June Meeting
Ahmik Hindman will attend remotely in June and be absent in
July
Lynn Torset may not be attending in August

7. Report of the Director (Attached)

New location construction is on schedule. Director discussed the layout of the library. A structural engineer was called in to make sure the shelving is safely bolted and braced.

The Director also shared that she gave a presentation for the Soroptimist group of Sedro-Woolley and received positive feedback. Chris Silves stated that she also had members share with her that the presentation was very nice.

The Skagit Directors' meeting included discussions about Friends groups and patron privacy. Debra Peterson voiced concern about patron privacy with regard to sharing access to patron records with regard to reciprocal borrowing or sharing automation databases. Jeanne Williams submitted this question to the Municipal Research Services Center. The reply from the MRSC is attached and states that this type of resource and database sharing among libraries would not violate state law.

Ahmik Hindman asked how things were going with the bookmobile. The Director pointed out that the school rotation has not yet started. At the current stops visits are increasing at Clear Lake and Samish. Hickson is fairly busy and Big Lake is by far the busiest stop.

Mindy Coslor asked if other stops were being requested. Day Creek and stops east on HWY 20 are being considered.

8. Unfinished Business

A. Partnership Concept Discussion

Jeanne Williams reported that the joint review committees had met to go over drafts of the interlocal agreements. While there were some minor Language changes, the committees agreed that the spirit of the Library Partnership Concept was captured in the interlocal agreements and would Not need to meet to review any further. The expectation was shared that Final drafts of the interlocal agreements would be distributed to the Trustees and Council in early June for first readings at each body's subsequent meeting.

There was some discussion as to whether Dan Gottlieb would be available questions.

B. Policy Additions and Revisions

1. Circulation Policy

One change was recommended in the first read involving the language concerning the maximum number of items checked out per card at any given time. This clarification was added to the second reading.

Another change for the second reading involved how lost cards are handled. The original policy only discussed payment for replacement cards. However, language was added that would impress upon patrons the importance of reporting lost or stolen cards because it is understood by staff that, if someone is in possession of a library card, the person has permission from the cardholder to use it.

Chris Silves voiced her concern that the CSLD fee to buy a library card is much less than other libraries in the area. The Director pointed out that this does need to be looked at as the district grows, but that those who buy library cards do not get the privilege of reciprocal borrowing. So, there would not be an issue of outside residents buying the cheapest card to gain access to other libraries.

The Director further stated that the fees are loosely based on the library tax levy of the median property value in a jurisdiction. For the Sedro-Woolley School District, this value would be closer to a range of \$80-\$120.

Chris Silves shared that her main concern was the reciprocal privilege, which is not an issue.

Motion to accept the circulation policy as written.

Motion 1: Ahmik Hindman
Motion 2: Lynn Torset
Unanimous

3. Internal Controls (Cash Handling Policy)

The Director asked that the Board table this item until the next meeting because the Skagit Treasurer had shared some thoughts on the policy that had not been incorporated into the policy.

The State Auditor let the Director know that they could not have any input on cash policies, but did share that there would not be a control issue if the other employees handling cash were all direct reports to the Director.

Motion to table the Internal Controls policy to the June meeting.

Motion 1: Chris Silves
Motion 2: Ahmik Hindman
Unanimous

9. New Business

A. Friends Memorandum of Agreement

First read of this agreement.

The Director stated that Carolyn Peterson from the State Library recommended that a Memorandum of Agreement be put in place early in the process to clearly outline the roles of the Friends and their relationship to the Library. This first step could then inform the Friends of the Library bylaws. The language is standard among the examples provided by other library districts in the state.

Ahmik Hindman suggested that the term "library administration" be clear as to whether it means the library board or the Director. In most cases this term generally refers to the Director, so that will be clearer in the next reading.

Mindy Coslor suggested that the item involving space in the library could be changed to include "as space allows."

B. Integrated Library System Options

The Director shared that there have been ongoing, unresolved problems with the library's current ILS (SirsiDynix Symphony). In preparing for a future reciprocal borrowing and a consolidated library, the Director has been gathering quotes concerning migrating from Symphony to the TLC system used by the Sedro-Woolley Library and the costs to migrate Sedro-Woolley Library into Symphony. The CSLD would have a significant settlement fee to end the SirsiDynix contract, but would have the same fee or higher to migrate the Sedro-Woolley Library records into Symphony.

The Director also pointed out the costs that are not as evident are the staff costs to deal with an inefficient system.

Since there have been many issues, the Director provided Dan Gottlieb with records to get an opinion on the settlement fee. His advice was that it would be costly and a waste of time to fight the settlement fee in court.

After working with the representatives at TLC, it was found that it would be more cost effective to join a consortium where the CLSD would migrate to the Sedro-Woolley Library's TLC database server rather than do a stand-alone migration. A consortium situation would also make reciprocal borrowing more efficient.

The Director's recommendation was to migrate to TLC and pursue a consortium with the city of Sedro-Woolley if the city is amenable to this. The Director is also working on extracting the data without SirsiDynix.

The Director stated that, since the original contract was executed by the Board, Dan Gottlieb suggested that the Board talk about this in a regular meeting. Before leaving, Mary Alice Grobins left the Director a message stating that this type of operational issue that should be handled at the staff level now rather than at the Board level. If this impacts the budget, it could be amended or handled at a later time.

Mindy Coslor recommended that the Board delegate the authority to deal with this issue to the Director.

Chris Silves stated that they went with SirsiDynix because the previous director recommended it. She feels strongly that the library should have the system that the current Director recommends.

Ahmik Hindman and Lynn Torset agreed that the Board made the decision based on the early director's recommendation.

Lynn Torset stated that the Board members are not librarians, save one, and that the staff are the ones who will have to live with the system.

Motion to delegate the decision on the integrated library system to the Director.

Motion 1: Chris Silves
Motion 2: Lynn Torset
Unanimous

Motion to authorize the Director to work with Sedro-Woolley to create a consortium around the integrated library system.

Motion 1: Lynn Torset
Motion 2: Ahmik Hindman
Unanimous

Discussion:

Mindy Coslor asked if the understanding here was that this would be delegated to the Director and the Trustees agreed with this statement.

Chris Silves clarified that the city would have to agree with this before it could move forward.

10. Parking Lot Items will be discussed at the June retreat.

11. Other Business

Mindy Coslor wanted to point out that there were two minor changes that needed to be made to the April 20, 2017 Regular Meeting Minutes: 1) Tim Holland should be corrected to Tim Howland and 2) clarification that Mindy Coslor shared that an update on the library partnership should not be discussed at the June retreat but rather should be discussed in regular meetings only.

The Director went over the expense report. This report comes from a request from the Chair to look at expenses against the budget in high level categories. The Director asked whether or not the Board wanted to see this in the Director's report or have it added to the consent agenda. The Trustees agreed that it should be kept in the Director's report.

Mindy Coslor asked that percentages be added to the report.


Chris Silves asked if it would replace the Board Payables. The Director explained that the Board Payables would continue in the Consent Agenda.


12. Adjournment: 7:55pm

Motion 1: Chris Silves
Motion 2: Lynn Torset
Unanimous


Mindy Coslor, Vice Chair


Anmik Hindman, Trustee


Chris Silves, Trustee


Lynn Torset, Trustee

Updates:

- Presidio Construction let me know that construction is still on schedule for mid-June. Carpet will go in over the weekend of May 13 and I will meet with the crew for the shelving installation on Tuesday May 16. A structural engineer was brought in to assess the shelving for seismic stability so installation will be based on those guidelines.
- Aimee Hirschel will be helping us out occasionally as an on-call librarian for staff absences and to help with the Saturday rotation.

Activities:

- April 24, 2017 - Sat in on attorney conference call involving the library partnership concept on April 24th.
- April 25, 2017 - Presented an overview of library services to the Sedro-Woolley Soroptimist group. There were some very good questions asked and I received very positive feedback from members of the group about the presentation and our library.
- May 4, 2017 – Successful Cinco De Mayo STEM program where participants made piñatas and maracas. 12 children and 5 adults attended.
- May 8, 2017 – Attended Skagit Directors' meeting where we discussed Friends groups, reciprocal borrowing and building projects. These discussions are what generated two of the discussion items on the Board Agenda for May.
- May 9, 2017 – Allia Allen, Sandra Davila and I met with Phil Brockman to make sure that we are all on the same page with regard to the summer reading programs that will be part of the bookmobile schedule. Everything is on track.

Upcoming Activities

- May 15, 2017 – Review committee meeting (Library Partnership Concept ILA drafts).
- May 16, 2017 – meeting with Construction team for shelving layout

Circulation Policy

- A. Registration** Residents, age 5 and up, of the Sedro Woolley School District (outside the city limits of Sedro Woolley, Lyman and Hamilton) are eligible to register for free library cards. Valid identification required includes a driver's license, student ID, passport or other official ID plus a recent billing showing current address. Applicants under 14 years of age must have a parent or guardian sign consent on the application form.

Summer Library Program: during the months of June, July and August, children ages 8 years and above may get a temporary Summer Library Program Card, provided the child can provide an address and phone number for their household. This card shall be limited to two items per check-out and will expire August 31st.

Non-residents will be required to pay \$40 for a library card.

B. Lost or forgotten cards

If a patron loses his/her library card there is a replacement fee of \$1. Patrons are expected to have the cards with them in order to check out items. If the patron is not known to the library staff-person, some form of identification may be used for verification.

NOTE: Staff are not responsible for verifying identity of a person using a library card. It is understood that, if a person has control of a library card, they have permission to use it unless that card has been reported lost or stolen.

C. Loan periods

- 1) Books, DVDs, audiobooks, periodicals: two weeks with one renewal possible.
- 2) Limit 10 DVDs per card.
- 3) The Director may establish loan periods for special collections and materials temporarily in great demand.
- 4) Interlibrary loans: loan period determined by the lending library. \$3 charge per item for postage.
- 5) Maximum number of items allowed at a time per card is 30.

D. Reserves

Holds on items may be placed by patrons in person, online, or over the phone. Patrons will be notified by email, mail, or phone when the item(s) become available.

E. Fines and charges

- 1) Overdue notices will be sent when item(s) are 3 weeks overdue.
- 2) Bills will be sent when item(s) are 6 weeks overdue.
- 3) No fines will be charged for overdue materials or for minimal damage to items.
- 4) Patrons are expected to reimburse the library, or to replace, all lost or badly damaged items.

Memorandum of Understanding

Central Skagit Library District and Friends of the Library

The following will constitute an operating agreement between the Friends of the Central Skagit Library (Friends) and the Central Skagit Library District (Library). It will stand until and unless it is modified by agreement of the Friends executive board and the Central Skagit Library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with the Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with donated and discarded library items.

The Library agrees to provide the Friends space in the future library facility for book storage and sorting, book sales, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report if applicable.

The Friends agree that all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree to expend no less than 80% of the Friends' annual revenue for Library programs, services and other defined needs unless otherwise agreed to by both parties.

The Friends agree that the library administration has the final say in accepting or declining all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library Director and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.



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: 4/1/2017 To: 4/30/2017

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$376,527.22
Cash Receipts	\$17.00
Investments Interest	\$1,176.68
Taxes Collected	\$319,242.08
State Forest Funds	\$17,242.61
Leasehold Excise Tax	\$82.59
District IGT Increases	\$12.25
Subtotal Cash Increases	\$337,773.21
Investments Purchased	-\$1,176.68
Other Cash Decreases	-\$201.27
District Accounts Payable	-\$28,888.56
District Payroll	-\$18,551.71
Subtotal Cash Decreases	-\$48,818.22
Ending Cash Balance	\$665,482.21
Beginning Investments	\$2,058,746.55
Investments Purchased	\$1,176.68
Ending Investments	\$2,059,923.23
Beginning Taxes Receivable	\$795,079.42
Taxes Receivable	-\$319,384.63
Ending Taxes Receivable	\$475,694.79



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: 5/1/2017 To: 5/31/2017

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$665,482.21
Investments Interest	\$1,354.56
Taxes Collected	\$61,533.18
State Forest Funds	\$17.05
Timber Excise	\$11,597.47
Subtotal Cash Increases	\$74,502.26
Investments Purchased	-\$1,354.56
District Accounts Payable	-\$28,957.07
District Payroll	-\$19,442.62
Subtotal Cash Decreases	-\$49,754.25
Ending Cash Balance	\$690,230.22
Beginning Investments	\$2,059,923.23
Investments Purchased	\$1,354.56
Ending Investments	\$2,061,277.79

Beginning Taxes Receivable	\$475,694.79
Taxes Receivable	-\$60,662.93
Ending Taxes Receivable	\$415,031.86

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
FEBRUARY 2017

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	397,095.08	36,486.53	40,897.42-	392,684.19
Obj 118 TEMPORARY INVESTMENTS	2,056,763.09	1,038.03		2,057,801.12
Obj 121 TAXES RECEIVABLE (NET)	852,873.08		16,103.82-	836,769.26
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		23,391.04	35,406.29-	12,015.25-
Obj 231 OTHER ACCRUED LIABILITIES	6,672.42-	6,672.42	6,298.67-	6,298.67-
Obj 257 DEFERRED REVENUE	852,873.08-	16,103.82		836,769.26-
Obj 287 UNRESERVED FUND BALANCE	2,466,288.79-			2,466,288.79-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 FEBRUARY 2017

Fnd L03 SEDRO-WOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2017 BUDGET
Sub 001 SEDRO-WOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	2,528.70-		26,608.36-	29,137.06-	
Obj 330 INTERGOVERNMENTAL REVENUES	7,287.70-	1.43	8,677.28-	15,963.55-	
Obj 360 MISCELLANEOUS REVENUES	778.32-		1,200.89-	1,979.21-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	12,850.84	13,215.34		26,066.18	
Obj 520 PERSONNEL BENEFITS	6,315.27	11,871.05		18,186.32	
Obj 530 SUPPLIES	43.44	1,179.88		1,223.32	
Obj 540 OTHER SERVICES AND CHARGES	8,538.21	24,113.19		32,651.40	
Obj 560 CAPITAL OUTLAYS	1,950.00	1,120.00		3,070.00	
Obj 599 BUDGET EXPENDITURES					833,350.00
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY D	19,103.04	51,500.89	36,486.53-	34,117.40	833,350.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
FEBRUARY 2017

				Opening Balance	Closing Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI				
PRL APP	83203	20226?	02/15/17 WILLIAMS, JEANNE M	3,486.42 ✓	
PRL APP	83258	20234?	02/15/17 FREY, LAYLA C	1,485.00 ✓	
PRL APP	83258	20319?	02/15/17 SANCHEZ-DAVILA, SANDRA I	1,606.00 ✓	
PRL APP	83288	20357?	02/15/17 CARMONA AVILA, RICARDO	339.25 ✓	
PRL APP	83337	20226?	02/28/17 WILLIAMS, JEANNE M	3,486.42 ✓	
PRL APP	83396	20234?	02/28/17 FREY, LAYLA C	1,100.00 ✓	
PRL APP	83396	20319?	02/28/17 SANCHEZ-DAVILA, SANDRA I	1,314.00 ✓	
PRL APP	83396	20357?	02/28/17 CARMONA AVILA, RICARDO	398.25 ✓	

L03 5011100	SALARIES AND WAGES			12,850.84	26,066.18
PRL APP	83172	?	02/10/17 SOCIAL SECURITY	510.44 ✓	
PRL APP	83304	?	02/24/17 SOCIAL SECURITY	529.12 ✓	

L03 5012100	SOCIAL SECURITY			472.64	1,512.20
PRL APP	83172	?	02/10/17 RETIREMENT	745.97 ✓	
PRL APP	83304	?	02/24/17 RETIREMENT	735.35 ✓	

L03 5012200	RETIREMENT			690.75	2,172.07
PRL APP	83172	?	02/10/17 LABOR AND INDUSTRIES	71.13 ✓	
PRL APP	83304	?	02/24/17 LABOR AND INDUSTRIES	76.46 ✓	

L03 5012300	LABOR AND INDUSTRIES			57.08	204.67
A/P APP	117799	456276	02/06/17 WASTHEALTHCA ACC#900 D15	9,202.58 ✓	

L03 5012400	MEDICAL			4,601.29	13,803.87

L03 5012900	UNEMPLOYMENT COMPENSATION			493.51	493.51
ACH APP	73180	731801	02/09/17 JAN 2017 DOR USE TAX	22.34 ✓	
A/P APP	117894	456317	02/13/17 VISA ACC#4798510055285114	115.49 ✓	

L03 5013110	OFFICE SUPPLIES				137.83
ACH APP	73180	731801	02/09/17 JAN 2017 DOR USE TAX	19.53 ✓	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
FEBRUARY 2017

					Opening Balance	Closing Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5013180	LIBRARY PROGRAM COSTS					19.53
	ACH APP	73180	731801	02/09/17 JAN 2017 DOR USE TAX	11.05 ✓	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50					11.05
	A/P APP	117894	456317	02/13/17 VISA ACC#4798510055285114	37.53 ✓	
L03 5013512	LIBRARY EQUIPMENT < \$5000					37.53
	A/P APP	117799	456114	02/06/17 MIDWESTTAPE ACC#2000014338	168.33 ✓	
	A/P APP	117799	456114	02/06/17 MIDWESTTAPE ACC#2000014338	28.74 ✓	
	A/P APP	117799	456114	02/06/17 MIDWESTTAPE ACC#2000014338	27.66 ✓	
	A/P APP	117799	456114	02/06/17 MIDWESTTAPE ACC#2000014338	57.62 ✓	
	A/P APP	117799	456114	02/06/17 MIDWESTTAPE ACC#2000014338	28.81 ✓	
	ACH APP	73180	731801	02/09/17 JAN 2017 DOR USE TAX	71.44	
	A/P APP	117894	456317	02/13/17 VISA ACC#4798510055285114	352.71 ✓	
	A/P APP	118067	457537	02/27/17 MIDWESTTAPE ACC#2000014338	27.66 ✓	
	A/P APP	118067	457537	02/27/17 MIDWESTTAPE ACC#2000014338	9.51 ✓	
	A/P APP	118067	457537	02/27/17 MIDWESTTAPE ACC#2000014338	28.81 ✓	
	A/P APP	118067	457537	02/27/17 MIDWESTTAPE ACC#2000014338	85.27 ✓	
	A/P APP	118067	457537	02/27/17 MIDWESTTAPE ACC#2000014338	87.38 ✓	
L03 5013515	LIBRARY BOOKS < \$5,000				43.44	1,017.38
	A/P APP	117799	456227	02/06/17 FORYSTACONSU CSRPC LIBRARY	2,000.00 ✓	
	A/P APP	117799	455970	02/06/17 BACHYCOACHIN CSRPC LIBRARY	2,000.00 ✓	
	A/P APP	117799	455938	02/06/17 ALLEN ALLIA CSRPC LIBRARY	226.13 ✓	
	A/P APP	117799	455979	02/06/17 HUNTERCHRIS CSRPC LIBRARY	60.00 ✓	
	A/P APP	117894	456317	02/13/17 VISA ACC#4798510055285114	155.40 ✓	
	A/P APP	118067	457406	02/27/17 BACHYCOACHIN CSRPC LIBRARY	2,000.00 ✓	
	A/P APP	118067	457405	02/27/17 MCHUGH CATHE CSRPC LIBRARY	4,062.50 ✓	
	A/P APP	118067	457625	02/27/17 FORYSTACONSU CSRPC LIBRARY	2,420.12 ✓	
	A/P APP	118067	457514	02/27/17 LEARNEDCOMM CSRPC LIBRARY	3,024.00 ✓	
L03 5014110	PROFESSIONAL SERVICES					15,948.15

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
FEBRUARY 2017

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	87.35 ✓	

L03 5014210	TELEPHONE					87.35
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	293.09 ✓	

L03 5014212	TELEPHONE INTERNET					293.09
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	38.29 ✓	

L03 5014310	TRAVEL					38.29
	A/P APP 117799	456206	02/06/17	SV HERALD ACC#330359	3,781.88 ✓	
	A/P APP 117799	456204	02/06/17	SVPUBLISHING ACC#330359	1,215.00 ✓	
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	90.00 ✓	

L03 5014410	ADVERTISING					5,086.88

L03 5014810	REPAIRS AND MAINTENANCE				1,598.75	1,598.75
	A/P APP 117799	456114	02/06/17	MIDWESTTAPE ACC#2000014367	427.07 ✓	
	A/P APP 117799	456132	02/06/17	OCLC INC CSRPC LIBRARY	155.71 ✓	
	ACH APP 73180	731801	02/09/17	JAN 2017 DOR USE TAX	85.00 ✓	
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	81.85 ✓	
	A/P APP 117980	456832	02/21/17	MANGOLANGUAG CSRPC LIBRARY	1,909.80 ✓	

L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				6,939.46	9,598.89
	A/P APP 117799	456000	02/06/17	MOOREDAVID CSRPC LIBRARY	750.00 ✓	
	A/P APP 117894	456317	02/13/17	VISA ACC#4798510055285114	100.00 ✓	
	A/P APP 118067	457590	02/27/17	SW DIST 101 CSRPC LIBRARY	90.00 ✓	
	A/P APP 118067	457590	02/27/17	SW DIST 101 CSRPC LIBRARY	90.00 ✓	
	A/P APP 118067	457590	02/27/17	SW DIST 101 CSRPC LIBRARY	90.00 ✓	

L03 5016210	BUILDINGS AND STRUCTURES				1,950.00	3,070.00

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 MARCH 2017



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	392,684.19	53,471.01	69,627.98-	376,527.22
Obj 118 TEMPORARY INVESTMENTS	2,057,801.12	945.43		2,058,746.55
Obj 121 TAXES RECEIVABLE (NET)	836,769.26		41,689.84-	795,079.42
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	12,015.25-	52,239.39	40,224.14-	
Obj 231 OTHER ACCRUED LIABILITIES	6,298.67-	6,298.67	7,319.92-	7,319.92-
Obj 257 DEFERRED REVENUE	836,769.26-	41,689.84		795,079.42-
Obj 287 UNRESERVED FUND BALANCE	2,466,288.79-			2,466,288.79-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 MARCH 2017

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2017 BUDGET
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	29,137.06-		41,246.44-	70,383.50-	
Obj 330 INTERGOVERNMENTAL REVENUES	15,963.55-		11,260.97-	27,224.52-	
Obj 360 MISCELLANEOUS REVENUES	1,979.21-		963.60-	2,942.81-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	26,066.18	14,101.09		40,167.27	
Obj 520 PERSONNEL BENEFITS	18,186.32	2,519.76		20,706.08	
Obj 530 SUPPLIES	1,223.32	28,646.32		29,869.64	
Obj 540 OTHER SERVICES AND CHARGES	32,651.40	6,175.69	90.00-	38,737.09	
Obj 560 CAPITAL OUTLAYS	3,070.00	6,335.69		9,405.69	
Obj 599 BUDGET EXPENDITURES					833,350.00
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Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	34,117.40	57,778.55	53,561.01-	38,334.94	833,350.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MARCH 2017

				Opening Balance	Closing Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI				
PRL APP	83477	20226?	03/15/17 WILLIAMS, JEANNE M	3,486.42 ✓	
PRL APP	83550	20234?	03/15/17 FREY, LAYLA C	1,320.00 ✓	
PRL APP	83550	20319?	03/15/17 SANCHEZ-DAVILA, SANDRA I	1,606.00 ✓	
PRL APP	83550	20357?	03/15/17 CARMONA AVILA, RICARDO	368.75 ✓	
PRL APP	83627	20226?	03/31/17 WILLIAMS, JEANNE M	3,486.42 ✓	
PRL APP	83680	20234?	03/31/17 FREY, LAYLA C	1,639.00 ✓	
PRL APP	83680	20319?	03/31/17 SANCHEZ-DAVILA, SANDRA I	1,752.00 ✓	
PRL APP	83680	20357?	03/31/17 CARMONA AVILA, RICARDO	442.50 ✓	

L03 5011100	SALARIES AND WAGES			26,066.18	40,167.27
PRL APP	83449	?	03/10/17 SOCIAL SECURITY	481.84 ✓	
PRL APP	83596	?	03/24/17 SOCIAL SECURITY	518.76 ✓	

L03 5012100	SOCIAL SECURITY			1,512.20	2,512.80
PRL APP	83449	?	03/10/17 RETIREMENT	659.67 ✓	
PRL APP	83596	?	03/24/17 RETIREMENT	716.91 ✓	

L03 5012200	RETIREMENT			2,172.07	3,548.65
PRL APP	83449	?	03/10/17 LABOR AND INDUSTRIES	67.74 ✓	
PRL APP	83596	?	03/24/17 LABOR AND INDUSTRIES	74.84 ✓	

L03 5012300	LABOR AND INDUSTRIES			204.67	347.25

L03 5012400	MEDICAL			13,803.87	13,803.87

L03 5012900	UNEMPLOYMENT COMPENSATION			493.51	493.51
A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	142.36 ✓	
A/P APP	118258	458067	03/14/17 AMAZON.COM ACC#604578781041989	451.02 ✓	
A/P APP	118322	459045	03/20/17 RELIANCEBARC ACC#082225	370.30 ✓	

L03 5013110	OFFICE SUPPLIES			137.83	1,101.51

L03 5013180	LIBRARY PROGRAM COSTS			19.53	19.53

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MARCH 2017

					Opening Balance	Closing Balance
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY DI						
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				11.05	11.05
A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	966.86	✓	
A/P APP	118258	458067	03/14/17 AMAZON.COM ACC#604578781041989	981.45	✓	
L03 5013512	LIBRARY EQUIPMENT < \$5000			37.53		1,985.84
ACH APP	73605	736051	03/10/17 FEB 2017 DOR USE TAX	1.72		
A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	453.21	✓	
A/P APP	118258	458067	03/14/17 AMAZON.COM ACC#604578781041989	898.64	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	431.70	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	28.81	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	28.81	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	28.81	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	27.66	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	28.81	✓	
A/P APP	118322	458996	03/20/17 MIDWESTTAPE ACC#2000014338	441.03	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	188.40	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	2,162.50	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	709.56	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	5.13	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	120.44	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	86.93	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	14.93	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	30.07	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	12.42	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	5,201.80	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	7,528.41	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	2,836.32	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	3,076.98	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	57.53	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	883.81	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	29.32	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	43.64	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	17.54	✓	
A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	11.91	✓	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MARCH 2017

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	142.56 ✓	
	A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	28.36 ✓	
	A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	63.19 ✓	
	A/P APP	118323	458840	03/20/17 BAKER&TAYLOR ACC#420693L424992	113.38 ✓	

L03 5013515	LIBRARY BOOKS < \$5,000				1,017.38	26,751.71
	A/P APP	118255	458062	03/14/17 ALLEN ALLIA CSRPC LIBRARY	301.50 ✓	
	A/P APP	118255	458679	03/14/17 SKAGITLAWLLC CSRPC LIBRARY	1,416.00 ✓	
	A/P APP	118322	458867	03/20/17 HUNTERCHRIS CSRPC LIBRARY	198.75 ✓	

L03 5014110	PROFESSIONAL SERVICES				15,948.15	17,864.40
	IGT APP	73756	737561	03/21/17 MANUAL WARRANT FEE	25.00 ✓	
	IGT APP	73757	737571	03/21/17 1ST QTR AUD SVCS	816.84 ✓	

L03 5014120	ACCOUNTING SERVICES					841.84
	A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	87.29 ✓	

L03 5014210	TELEPHONE				87.35	174.64
	A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	297.13 ✓	

L03 5014212	TELEPHONE INTERNET				293.09	590.22
	A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	49.00 ✓	

L03 5014220	POSTAGE					49.00
	A/P APP	118255	458350	03/14/17 WILLIAMSJEAN CSRPC LIBRARY	125.19 ✓	

L03 5014310	TRAVEL				38.29	163.48
	A/P APP	118254	458757	03/14/17 VISA ACC#4798510055285114	2.00 ✓	
	A/P APP	118322	459092	03/20/17 SKAGITVALLEY CSRPC LIBRARY	1,311.70 ✓	

L03 5014410	ADVERTISING				5,086.88	6,400.58

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MARCH 2017

				Opening	Closing
				Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI				
	A/P APP 118230	458008	03/13/17 GORDON TRUCK ACC#104801	470.27 ✓	
	A/P APP 118254	458757	03/14/17 VISA ACC#4798510055285114	991.39 ✓	
				-----	-----
L03 5014810	REPAIRS AND MAINTENANCE			1,598.75	3,060.41
	A/P APP 118254	458757	03/14/17 VISA ACC#4798510055285114	90.00- ✓	
L03 5014910	MISCELLANEOUS				90.00-
	A/P APP 118254	458757	03/14/17 VISA ACC#4798510055285114	83.63 ✓	
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L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI			9,598.89	9,682.52
	A/P APP 118254	458757	03/14/17 VISA ACC#4798510055285114	265.00	
	A/P APP 118255	458756	03/14/17 MORGANJR VIRG CSRPC LIBRARY	6,070.69 ✓	
				-----	-----
L03 5016210	BUILDINGS AND STRUCTURES			3,070.00	9,405.69