

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
May 18, 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 April 20, 2017
Approval of April 2017 Payroll in the amount of \$16,444.34
Approval of April 2017 Vouchers in the amount of \$15,739.94
General Ledger Report for April 2017
Balance Detail Reports/Balance Sheets
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Partnership Concept Process Update or First Read of Contracts? (Discussion)
 - B. Policy Additions and Revisions (D)
 1. Circulation Policy
 2. Internal Controls (Cash Handling Policy)
9. New Business
 - A. Friends Memorandum of Agreement
 - B. Integrated Library System options
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
4/6/2017	WA HCA		03/27/17	5012400	\$4,601.29
	hoopla!	94913997	03/31/17	5014930	\$577.25
4/14/2017	Midwest Tape	94917356	04/03/17	5013515	\$57.62
	Midwest Tape	94917354	04/03/17	5013515	\$55.32
	Midwest Tape	94917047	04/01/17	5013515	\$497.90
	VM Investments	May 2017 Payment	04/15/17	5016210	\$6,070.69
	OCLC	525284	03/31/17	5014930	\$155.71
	Midwest Tape	94909252	03/30/17	5013515	\$320.00
	Midwest Tape	94906519	03/30/17	5013515	\$36.34
	Midwest Tape	94927840	04/05/17	5013515	\$29.94
4/14/2017	PUBLIC BROADCASTING SV 800-531-4		03/02/17	5013515	\$17.35
VISA	AMAZON MKTPLACE PMTS AMZN.COM/B		03/02/17	5013515	\$43.40
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/02/17	5013515	\$9.05
	VZWRLSS*APOCC VISB 800-922-0		03/02/17	5014210	\$87.29
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/02/17	5013515	\$199.14
	SEDRO WOOLLEY MINI STO SEDRO WOL		03/03/17	5016210	\$150.00
	EIG*PowWeb 866-53928		03/06/17	5014930	\$45.00
	SUNSET PARK SELF STORA SEDRO WOO		03/06/17	5016210	\$100.00
	SKAGIT VALLEY SUBSCRIP 800-68333		03/07/17	5013515	\$166.40
	EIG*PowWeb 866-53928		03/07/17	5014930	\$10.00
	Amazon.com AMZN.COM/B		03/08/17	5013515	\$18.43
	ADOBE *ACROPRO SUBS 800-833-6		03/14/17	5014930	\$27.11
	SHELL OIL 63652220284 BURLINGTO		03/15/17	5013120	\$85.00
	EIG*PowWeb 866-53928		03/16/17	5014930	\$3.95
	WALGREENS #10994 SEDRO WOOL		03/17/17	5013110	\$16.25
	SQ *RCN COMMUNICATIONS gosq.com		03/22/17	5014212	\$168.99
	COMCAST CABLE COMM 800-COMCA		03/24/17	5014212	\$297.13
	SUNSET PARK SELF STORA SEDRO WOO		03/27/17	5016210	\$105.00
4/20/2017	David Moore	543923	04/20/17	5016210	\$750.00
	Central Moving and Storag	3380	04/12/17	5016210	\$350.80
4/27/2017	Jeanne Williams		04/27/17	5014310	\$95.79
	Hillis, Clark, Martin....	210292	04/19/17	5014110	\$224.00
	Midwest Tape	94899329	03/28/17	5013515	\$189.29

Midwest Tape	94938754	04/10/17	5013515	\$74.85
Midwest Tape	94963299	04/18/17	5013515	\$28.81
Midwest Tape	94963297	04/19/17	5013515	\$74.85

TOTAL \$15,739.94

Mary Alice Grobins, Chair


Mindy Coslor, Vice Chair



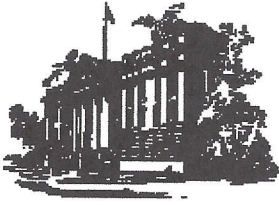
Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Forset, Trustee



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 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 Balance	Closing 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-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	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
	-----	-----	-----	-----	-----
Fnd L03 SEDRO-WOLLEY 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	Closing
				Balance	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	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY 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-WOOLLEY 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-WOOLLEY 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 ✓	

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 MORGANJRVIRG CSRPC LIBRARY	6,070.69 ✓	

L03 5016210	BUILDINGS AND STRUCTURES			3,070.00	9,405.69

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.

C. **Loan periods**

- 1) Books, DVDs, audiobooks, periodicals: two weeks with one renewal possible.
- 2) Limit 10 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 at a time 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: May 18, 2017

Director's Report

05/18/2017

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.
- 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 – Sandra hosted a 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

Income and Expenses
2017

As of April 30, 2017

INCOME

	2017 Projected Income	YTD 2017 Actual Income	2017 Projected Expenses	YTD 2017 Actual Expenses
Tax Funds	\$830,000	\$378,616		
Timber Funds	\$190,000	\$209		
Leasehold Excise Tax		\$18,315		
Timber Excise		\$37,349		
Investment Earnings		\$3,795		

ONGOING EXPENSES

Personnel Expense			\$319,819	\$86,280
Bookmobile			\$11,150	\$5,041
Building Costs (Lease and Utilities)			\$48,000	\$13,796
Software and Licensing			\$34,384	\$9,995
Computers and Networking Equipment			\$25,650	\$11
General Expenses*			\$75,600	\$34,953
Library Materials (Books, DVDs, Audio)			\$55,000	\$9,769

\$1,020,000	\$438,283.02	\$569,603	\$159,845
-------------	--------------	-----------	-----------

CAPITAL EXPENSES (Metcalf Location)

Capital Expenses Opening Day			\$100,000	\$30,367
Capital Expense (Metcalf Location)			\$202,552	\$12,141
			\$302,552	\$42,509

TOTALS

\$872,155 \$202,353.12

*Includes office supplies; consumables; program costs; professional services; print and advertising services; equipment; travel and training.

2017 Central Skagit Library District Digital Circulation Statistics

2017	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming
January	6	454	2	7	3	0	6	20	8	223	33	232
February	6	391	2	15	2	56	1	2	16	217	29	182
March	11	377	2	9	5	2	3	0	9	325	34	238
April	3	417	1	5	5	2	5	20	9	310	32	196
May												
June												
July												
August												
September												
October												
November												
December												
2016 Totals	26	1639	7	36	15	60	15	42	42	1075	128	848

2017 Central Skagit Library District Statistics

	Library Cards	Total Physical Materials Circulation	Children's Physical Materials Circulated	Website Pageviews	Patron Visits	Computer Uses
2016						
January	32	1033	~	3038	510	25
February	41	1063	~	2581	871	23
March	51	1393	364	2635	653	30
April	45	1409	416	2827	613	38
May						
June						
July						
August						
September						
October						
November						
December						
2016 Totals	169	4898	780	11081	2647	116

~ data not available

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.

Mary Alice Grobins, Chair

Melinda Coslor, Vice-Chair

Trustee

Trustee

Trustee, Secretary

Adopted: _____

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 > if space allows. @

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 ^{Director} 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 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.

DRAFT

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.

→ think about for later

- 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.