

# ***Sedro-Woolley Public Library***

## **Library Board Meeting**

***July 27<sup>th</sup>, 2016***

- 1. Minutes for the June 29<sup>th</sup> meeting:**
- 2. Bills for end of July due – Tuesday, August 2<sup>nd</sup>:**
- 3. Discussion of July 25<sup>th</sup> Library Forum:**
  
- 4. Book & Movie Night for August is on Thursday,  
August 18<sup>th</sup> – The movie is: “Murder, She Baked: A Chocolate  
Chip Murder Mystery” – book series by Joanne Fluke  
Potluck begins @ 5:30 pm with movie after:**
- 5. Summer Reading 2016:**
- 6. Upcoming Grant Possibility:**
- 7. WA State Library Trustee Training – in Everett, Tuesday,  
September 20<sup>th</sup>:**
- 8. News from the Skagit & WA Library Director’s Meetings:**
- 9. Misc???:**

**Next Library Board Meeting – Wednesday, August 31<sup>st</sup> @ 5:00 pm:**

**Board Members Present:**

## 2016 BUDGET POSITION

City Of Sedro-Woolley  
MCAG #: 0647

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### 105 Library Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
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#### 308 Beginning Balances

308 80 00 105 Beg Cash & Investments	29,436.00	0.00	29,439.37	(3.37)	100.0%
308 Beginning Balances	29,436.00	0.00	29,439.37	(3.37)	100.0%

#### 310 Taxes

311 10 00 105 Real & Psnl Property Taxes	298,200.00	1,117.04	145,484.99	152,715.01	48.8%
310 Taxes	298,200.00	1,117.04	145,484.99	152,715.01	48.8%

#### 330 Intergovernmental Revenues

330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
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#### 340 Charges For Goods & Services

341 81 00 105 Photocopying	1,400.00	78.90	738.05	661.95	52.7%
347 20 00 000 Library Use Fees	4,200.00	366.00	1,836.00	2,364.00	43.7%
340 Charges For Goods & Services	5,600.00	444.90	2,574.05	3,025.95	46.0%

#### 350 Fines & Penalties

359 70 00 000 Library Fines	4,000.00	278.55	1,059.41	2,940.59	26.5%
350 Fines & Penalties	4,000.00	278.55	1,059.41	2,940.59	26.5%

#### 360 Interest & Other Earnings

361 11 00 105 Investment Interest	30.00	45.63	56.74	(26.74)	189.1%
367 00 00 105 Contribution/Donation-Private	125.00	0.00	3,175.00	(3,050.00)	*****%
360 Interest & Other Earnings	155.00	45.63	3,231.74	(3,076.74)	*****%

#### 380 Non Revenues

381 10 30 105 Loan Received-Fund 302 CWE Reserve	0.00	0.00	24,500.00	(24,500.00)	0.0%
380 Non Revenues	0.00	0.00	24,500.00	(24,500.00)	0.0%

<b>Fund Revenues:</b>	<b>337,391.00</b>	<b>1,886.12</b>	<b>206,289.56</b>	<b>131,101.44</b>	<b>61.1%</b>
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Expenditures	Amt Budgeted	June	YTD	Remaining	
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#### 572 Libraries

572 20 11 000 Salaries	189,725.00	16,021.50	90,142.75	99,582.25	47.5%
572 20 21 001 Industrial Insurance	2,190.00	0.00	681.80	1,508.20	31.1%
572 20 22 001 Social Security	14,525.00	1,214.18	6,827.34	7,697.66	47.0%
572 20 23 001 PERS Retirement	19,085.00	1,618.13	9,139.26	9,945.74	47.9%
572 20 24 001 Unemployment	380.00	0.00	176.43	203.57	46.4%
572 20 25 001 Medical/Dental/Vision	17,370.00	1,446.92	8,681.52	8,688.48	50.0%
010 Library Services	243,275.00	20,300.73	115,649.10	127,625.90	47.5%
572 20 31 000 Operating Supplies	0.00	78.32	78.32	(78.32)	0.0%

## 2016 BUDGET POSITION

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105 Library Fund

Expenditures	Amt Budgeted	June	YTD	Remaining	
<b>572 Libraries</b>					
572 20 31 010 Supplies	4,200.00	511.11	1,706.48	2,493.52	40.6%
572 20 34 000 Summer Reading Program	2,300.00	500.00	506.45	1,793.55	22.0%
572 20 34 001 Early Literacy Program	1,000.00	0.00	437.63	562.37	43.8%
030 Supplies	7,500.00	1,089.43	2,728.88	4,771.12	36.4%
572 20 41 000 Professional Services	600.00	0.00	489.80	110.20	81.6%
572 20 41 001 Catalogue Subscriptions	12,000.00	7,988.86	7,988.86	4,011.14	66.6%
572 20 42 010 Postage	600.00	0.00	95.77	504.23	16.0%
572 20 42 020 Telephone	2,200.00	150.92	806.58	1,393.42	36.7%
572 20 42 025 Internet	2,400.00	0.00	0.00	2,400.00	0.0%
572 20 43 000 Travel	1,200.00	48.00	107.00	1,093.00	8.9%
572 20 44 010 Taxes & Assessments	150.00	13.47	217.53	(67.53)	145.0%
572 20 46 000 Insurance	10,125.00	0.00	0.00	10,125.00	0.0%
572 20 47 000 Public Utilities	5,800.00	396.44	2,504.90	3,295.10	43.2%
572 20 48 010 Repair/Maint-Computer	1,000.00	0.00	0.00	1,000.00	0.0%
572 20 48 020 Repair/Maintenance-Equip	3,000.00	125.69	1,006.35	1,993.65	33.5%
572 20 49 000 Subscriptions	450.00	0.00	295.00	155.00	65.6%
572 20 49 010 Tuition/registration	1,100.00	228.00	308.25	791.75	28.0%
572 20 51 000 WA Library System	3,200.00	0.00	1,960.00	1,240.00	61.3%
572 20 51 001 Library Info Databases	500.00	0.00	0.00	500.00	0.0%
040 Services & Charges	44,325.00	8,951.38	15,780.04	28,544.96	35.6%
581 20 00 105 Loan Repayment Fund 302	0.00	0.00	24,500.00	(24,500.00)	0.0%
592 72 80 105 Interest On Interfund Loan	0.00	0.00	16.35	(16.35)	0.0%
800 Debt Service	0.00	0.00	24,516.35	(24,516.35)	0.0%
594 72 64 000 Books & Materials	15,250.00	3,907.18	10,364.58	4,885.42	68.0%
594 72 64 001 Books - Skagit County	0.00	0.00	149.00	(149.00)	0.0%
900 Capital Expenditures	15,250.00	3,907.18	10,513.58	4,736.42	68.9%
572 Libraries	310,350.00	34,248.72	169,187.95	141,162.05	54.5%
<b>999 Ending Balance</b>					
508 80 00 105 Ending Cash & Investments	27,041.00	0.00	0.00	27,041.00	0.0%
999 Ending Balance	27,041.00	0.00	0.00	27,041.00	0.0%
<b>Fund Expenditures:</b>	<b>337,391.00</b>	<b>34,248.72</b>	<b>169,187.95</b>	<b>168,203.05</b>	<b>50.1%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(32,362.60)</b>	<b>37,101.61</b>		

## 2016 BUDGET POSITION TOTALS

City Of Sedro-Woolley  
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Fund	Revenue	June	Received		Expenditures	June	Spent	
105 Library Fund	337,391.00	1,886.12	206,289.56	61.1%	337,391.00	34,248.72	169,187.95	50.1%
	337,391.00	1,886.12	206,289.56	61.1%	337,391.00	34,248.72	169,187.95	50.1%

## 1) WASHINGTON PUBLIC LIBRARY TRUSTEE TRAINING WORKSHOPS

All Washington public library trustees and library directors are invited to trustee training workshops sponsored by the Washington State Library. These workshops will delve into the roles of trustees and the board's relationship with the library director. Attendees will be more informed and confident about their working relationships, communicating with each other and their library director.

Ruth Metz of [Ruth Metz Associates](#) will be the workshop trainer. Ruth has extensive experience working with libraries on leadership and organizational development.

Public library advisory board members are welcome, but the program is geared for governing boards.

Dates and places:

- Tuesday, August 16 – Ramada at Spokane Airport, Spokane
- Thursday, August 18 – Hampton Inn, Richland

**For the August workshops, registration deadline is Wednesday, August 3, 2016.**

- Tuesday, September 20 – location to be determined, Everett
- Thursday, September 22 – location to be determined, Kelso

**For the September workshops, registration deadline is Wednesday, September 7, 2016.**

Space is limited, so please register as soon as possible.

To register, visit the WSL Training Calendar at [sos.wa.gov/q/training](http://sos.wa.gov/q/training).

You may register for sessions A, B, C, or D or any combination. Please note, to sign up for Session B - Lunch, you must attend either the morning or afternoon session or both.

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The workshop schedule:

8:00 – 9:00 a.m. – Gathering, morning coffee - Refreshments for gathering and breaks provided by Washington State Library.

**A. Morning session – 9:00 – 12:00 p.m. (three hours including break)**

- Welcome and a brief overview of public library service in Washington – 9:00 – 9:30 a.m.
- Roles of trustees & working together as a board – 9:30 a.m. – 12:00 p.m. with a break

**B. Lunch & Networking – 12:00 – 1:00 p.m.** Lunch provided by the Washington State Library. Please note, to sign up for lunch, you must attend either the morning or afternoon session or both.

**C. Afternoon session – 1:00 – 4:00 p.m. with a break**

- How to evaluate director
- Board self-evaluation

Dinner is on your own.

**D. Evening session – 6:30 – 8:30 p.m.**

Repeat of these topics:

- Working together as a board/ Board self-evaluation
- Working with the director/Evaluating the director

Questions about these workshops? Please email Shirley Lewis at [shirley.lewis@sos.gov.wa](mailto:shirley.lewis@sos.gov.wa).