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**SAN JUAN ISLAND LIBRARY DISTRICT**

**RESOLUTION #3-2017**

**WHEREAS**, the San Juan Island Library District Board of Trustees held a public hearing on November 14, 2017 to discuss the adoption of its 2018 budget, and

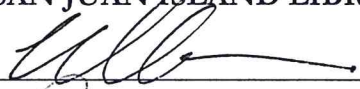
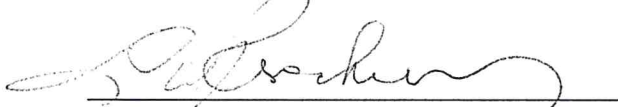
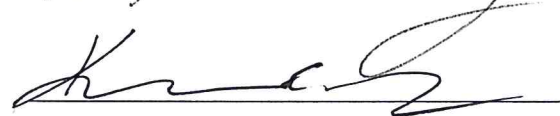
**WHEREAS**, the Board has determined the anticipated cash on hand plus all anticipated revenues and did fix the appropriate amount for each expenditure line item,

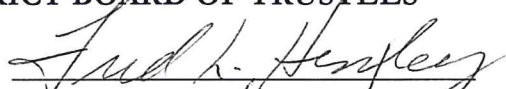

**NOW THEREFORE BE IT RESOLVED**, that the Board sets the final budget for the year 2018 as attached to this resolution and incorporated as if fully set forth herein.

**DATED**, this 14<sup>th</sup> day of November 2017.

2018 GENERAL OPERATING	\$1,800,302.00
2018 GENERAL RESERVE	\$878,865.00
2018 DEDICATED FUND	\$80,554.00
2018 FACILITIES RESERVE	\$0
2018 TECHNOLOGY RESERVE	\$0

**SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

**ATTESTED BY:**



## Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Laurie Orton,  
(Name)

Library Director, for San Juan Island Library District, do hereby certify to  
(Title) (District Name)

the San Juan County legislative authority that the Board of Trustees  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2018 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 11/14/17:  
(Date of Public Hearing)

Regular Levy: \$1,352,000.00  
(State the **total** dollar amount to be levied)

Excess Levy: \$0.00  
(State the **total** dollar amount to be levied)

Refund Levy: \$2,600.00  
(State the **total** dollar amount to be levied)

Signature: 

Date: 11/14/17

**Ordinance / Resolution No.** 2-2017  
**RCW 84.55.120**

**WHEREAS**, the Board of Trustees of San Juan Island Library has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2018; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 1,322,930.09; and,  
(Previous year's levy amount)

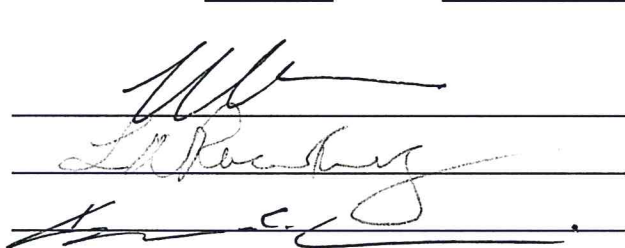
**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

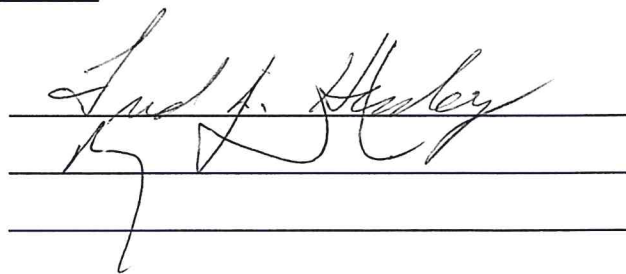
**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2018 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 13,229.30  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations  
that have occurred and refunds made.

Adopted this 14 day of November, 2017.

  
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**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

6313            SJI Library Dedicated Fund

Account Number		2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget
508.80.00.0000	Budgeted Cash Balance	0.00	80,554.00	0.00	80,554.00
597.00.00.0000	Transfer Out	7,450.00	0.00	0.00	0.00
<b>Totals</b>		<b>7,450.00</b>	<b>80,554.00</b>	<b>0.00</b>	<b>80,554.00</b>

6311	SJI Library District				
Account Number		2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget
508.80.00.0000	Ending Net Cash and Investments	0.00	300,401.00	0.00	300,000.00
508.80.00.0001	Ending Change Account	0.00	0.00	0.00	152.00
508.80.00.0038	Ending Petty Cash Revolving Fund	0.00	0.00	0.00	250.00
508.80.00.0125	Ending Section 125 Revolving Fund	0.00	1,500.00	0.00	1,500.00
572.10.10.0001	Library Director	92,149.00	95,400.00	55,586.00	99,200.00
572.10.20.0001	Library Admin - FICA	7,141.00	7,300.00	4,295.00	7,950.00
572.10.20.0002	Library Admin - L & I	483.00	650.00	312.00	700.00
572.10.20.0003	Library Admin - Retirement	10,456.00	13,000.00	6,336.00	13,000.00
572.10.20.0006	Library Admin-Insurance-Health, Life,LTD	8,576.00	9,500.00	5,573.00	9,800.00
572.10.20.0008	Library Admin-Insurance-Life, SD	512.00	680.00	299.00	700.00
572.10.20.0009	Library Admin - Unemployment Insurance	0.00	0.00	0.00	0.00
572.10.20.0010	Library Admin - Deferred Comp.	2,765.00	2,900.00	1,668.00	3,000.00
572.10.20.0022	Medical Flight Insurance-Director	0.00	80.00	79.00	80.00
Air Ambulance Insurance					55.00
572.10.20.0125	Library Admin - Section 125 Fees	0.00	0.00	0.00	0.00
572.10.31.0002	Operating Supplies	15,694.00	19,000.00	7,977.00	18,000.00
572.10.31.0004	Long Range Planning	12.00	4,000.00	0.00	4,000.00
572.10.41.0001	Consulting Services	10,886.00	45,000.00	1,688.00	20,000.00
572.10.41.0002	Auditor Services	3,946.00	10,600.00	8,079.00	4,800.00
572.10.41.0003	Professional Memberships and Training	3,871.00	5,000.00	3,540.00	5,000.00
572.10.41.0009	Special Projects	0.00	0.00	0.00	0.00
572.10.41.0011	Long Range Planning	0.00	0.00	0.00	0.00
572.10.41.0012	Paid Advertising and Legals	804.00	1,500.00	0.00	1,500.00
572.10.46.0001	Insurance - Liability	2,151.00	2,350.00	0.00	2,300.00
572.10.49.0001	Contingency	62.00	0.00	0.00	0.00
572.10.49.0008	Licenses and Fees	1,358.00	1,250.00	215.00	1,100.00
572.10.49.0009	Indirect Grant Costs	0.00	0.00	0.00	0.00
572.10.49.0010	Direct Federal Grants Exp.	0.00	0.00	0.00	0.00
572.20.10.0002	Library Associate II	46,518.00	47,930.00	27,932.00	49,900.00
572.20.10.0003	Library Associate II	50,235.00	51,800.00	30,153.00	53,900.00
572.20.10.0004	Library Associate II	57,039.00	58,770.00	34,214.00	61,100.00
572.20.10.0005	Library Associate II	13,814.00	18,210.00	9,985.00	19,760.00
572.20.10.0006	Youth Services Manager	50,980.00	51,500.00	29,953.00	54,100.00
572.20.10.0007	Library Associate II	21,169.00	21,990.00	12,763.00	22,250.00
572.20.10.0008	Assistant Direct/Adult Services Manager	45,878.00	59,410.00	34,661.00	64,750.00
572.20.10.0009	Substitute	37,608.00	46,000.00	23,804.00	46,000.00
572.20.10.0011	Library Associate II	45,790.00	47,180.00	27,497.00	49,100.00
572.20.10.0012	Summer Assistants	2,604.00	2,500.00	1,440.00	3,120.00
572.20.10.0014	Library Associate II	45,638.00	47,070.00	27,342.00	48,950.00
572.20.10.0015	Circulation Manager	37,923.00	53,100.00	30,400.00	57,600.00
572.20.10.0016	Reference Assistant	0.00	0.00	0.00	0.00



572.20.10.0017	Circulation Assistant	3,604.00	0.00	0.00	0.00
572.20.10.0018	Circulation Assistant	10,090.00	11,750.00	7,110.00	0.00
572.20.10.0019	Circulation Page	0.00	0.00	0.00	0.00
572.20.10.0020	Special Projects	0.00	0.00	0.00	0.00
Circulation Associate I					15,750.00
572.20.20.0001	FICA	35,116.00	41,000.00	22,116.00	44,860.00
572.20.20.0002	Labor & Industries	4,804.00	5,200.00	3,011.00	5,620.00
572.20.20.0003	Retirement	45,583.00	66,000.00	27,825.00	70,000.00
572.20.20.0006	Insurance - Health, Life, LTD	71,841.00	83,200.00	48,756.00	85,900.00
572.20.20.0008	Insurance - Life, SD	3,539.00	4,500.00	2,182.00	5,000.00
572.20.20.0009	Unemployment Insurance	819.00	2,800.00	435.00	3,090.00
572.20.20.0010	Deferred Compensation	8,546.00	14,000.00	5,454.00	16,350.00
572.20.20.0022	Medical Flight Insurance	869.00	640.00	316.00	640.00
Air Ambulance Insurance					440.00
572.20.20.0125	Section 125 Fees	476.00	500.00	28.00	500.00
572.20.31.0003	Processing Supplies	6,071.00	7,500.00	2,642.00	7,000.00
572.20.31.0005	Children's Program Supplies	8,116.00	7,370.00	4,871.00	7,390.00
572.20.31.0006	Adult Program Supplies	1,777.00	2,100.00	1,106.00	2,300.00
572.20.31.0007	Outreach Supplies	1,418.00	3,200.00	634.00	2,300.00
572.20.31.0008	Safety Program Supplies	339.00	500.00	0.00	500.00
572.20.31.0044	Use Tax	0.00	0.00	0.00	0.00
572.20.34.0001	Childrens Books	16,218.00	18,000.00	6,840.00	18,000.00
572.20.34.0002	Periodicals	8,546.00	9,000.00	761.00	9,000.00
572.20.34.0003	Adult Video	12,870.00	13,000.00	5,131.00	13,000.00
572.20.34.0004	Reference - Non Print Materials	22,242.00	27,400.00	14,068.00	27,400.00
572.20.34.0005	Adult Reference - Print	2,198.00	3,000.00	1,418.00	3,000.00
572.20.34.0007	Childrens Reference	895.00	1,150.00	17.00	1,350.00
572.20.34.0008	Adult Audio	6,883.00	7,500.00	2,457.00	7,500.00
572.20.34.0010	Adult Books	37,517.00	36,000.00	19,193.00	36,000.00
572.20.34.0011	Childrens Video	2,120.00	3,900.00	1,554.00	3,900.00
572.20.34.0012	Childrens Audio	2,123.00	4,100.00	1,272.00	4,100.00
572.20.34.0013	Children's Audio Music	73.00	300.00	122.00	300.00
572.20.34.0016	CD Roms	0.00	0.00	0.00	0.00
572.20.34.0017	Special Collection	1,711.00	1,000.00	1,124.00	1,000.00
572.20.34.0018	Duplicates	532.00	600.00	188.00	600.00
572.20.34.0019	Replacements	6,921.00	7,000.00	4,040.00	7,500.00
572.20.34.0020	Large Print	1,685.00	1,750.00	1,401.00	1,850.00
572.20.34.0021	Spanish	720.00	1,000.00	406.00	1,000.00
572.20.34.0022	Bindery	626.00	1,000.00	0.00	0.00
572.20.34.0023	Graphic Novels	0.00	1,000.00	22.00	1,200.00
572.20.41.0001	Public Relations	11,304.00	13,400.00	5,659.00	13,400.00
572.20.41.0005	Childrens Programs - Services	3,665.00	6,220.00	3,348.00	6,200.00
572.20.41.0006	Adult Programs - Services	3,785.00	4,400.00	2,908.00	4,400.00
572.20.41.0010	Outreach Services	11,144.00	13,500.00	5,146.00	8,900.00
572.20.42.0001	Telephone	4,430.00	6,000.00	2,667.00	4,200.00
572.20.42.0002	Postage	10,369.00	11,800.00	5,152.00	11,000.00
572.20.42.0003	Postage Meter Rental	1,143.00	1,200.00	572.00	1,200.00
572.20.42.0004	Online Telephone	7,373.00	7,180.00	3,734.00	3,500.00

572.20.49.0002	Inter Library Loan	43.00	200.00	50.00	200.00
572.20.49.0003	Online Computer Library Center (OCLC)	14,386.00	14,500.00	7,184.00	14,700.00
572.20.49.0006	Online Library Catalog (ILS)	16,154.00	17,000.00	14,801.00	13,500.00
572.20.49.0007	Discounts For Early Payment	-27.00	0.00	-104.00	0.00
572.40.43.0000	Travel	4,160.00	8,500.00	488.00	7,000.00
572.50.10.0010	IT Administrator	70,282.00	72,400.00	42,133.00	75,330.00
572.50.20.0001	Facilities - FICA	5,007.00	5,700.00	2,914.00	6,030.00
572.50.20.0002	Facilities - L & I	496.00	600.00	306.00	700.00
572.50.20.0003	Facilities - Retirement	7,891.00	9,200.00	4,802.00	10,000.00
572.50.20.0004	Facilities-Insurance-Health, Life, LTD	0.00	0.00	0.00	0.00
572.50.20.0006	Facilities -Insurance- Health, Life, LTD	10,271.00	11,500.00	6,701.00	11,900.00
572.50.20.0008	Facilities - Insurance, Life, S/T/D	578.00	670.00	337.00	700.00
572.50.20.0009	Facilities - Unemployment Insurance	0.00	0.00	0.00	0.00
572.50.20.0010	Facilities - Deferred Compensation	600.00	700.00	350.00	700.00
572.50.20.0022	Medical Flight Insurance	0.00	80.00	0.00	80.00
Air Ambulance Insurance					55.00
572.50.20.0125	Facilities - Section 125 Fees	0.00	0.00	0.00	0.00
572.50.35.0001	Miscellaneous Equipment	4,440.00	7,600.00	2,923.00	6,000.00
572.50.41.0004	Janitor	16,470.00	18,000.00	9,635.00	18,000.00
572.50.45.0001	Operating Rental & Leases	825.00	1,000.00	525.00	900.00
572.50.46.0001	Insurance - Property	8,164.00	8,500.00	0.00	8,950.00
572.50.47.0001	Water/Sewer/Trash	6,272.00	6,500.00	3,059.00	6,900.00
572.50.47.0002	Recycling	1,062.00	1,600.00	507.00	1,600.00
572.50.47.0003	Electricity	14,446.00	16,200.00	9,759.00	17,000.00
572.50.47.0004	Propane	975.00	2,000.00	719.00	2,000.00
572.50.48.0001	R & M - Equipment	5,666.00	11,500.00	3,854.00	10,500.00
572.50.48.0002	R & M - Building/Grounds-Parts/Supplies	3,184.00	5,000.00	997.00	5,000.00
572.50.48.0003	R & M - Landscaping	5,092.00	10,000.00	2,300.00	12,500.00
572.50.48.0004	R & M Building Services Contractors	19,144.00	25,000.00	9,321.00	25,000.00
588.10.00.0000	Prior Year Adjustments	-77.00	0.00	0.00	0.00
588.10.00.0001	Prior Year Refund - USE 588.10.00.0000	0.00	0.00	0.00	0.00
592.72.80.0000	Statutory Interest (Tax Refund)	0.00	0.00	0.00	0.00
594.72.63.0001	Improvements	161,748.00	68,300.00	30,293.00	20,000.00
594.72.64.0001	Computer Equipment	32,526.00	34,430.00	6,297.00	20,500.00
594.72.64.0002	Computer Software	10,862.00	16,000.00	4,125.00	16,700.00
594.72.64.0003	Furniture	2,401.00	23,810.00	6,016.00	7,100.00
597.00.00.0041	Transfer to General Reserve Fund	0.00	0.00	0.00	0.00
597.00.00.0042	Transfer to Dedicated Fund	25,000.00	32,804.00	32,804.00	0.00
<b>Totals</b>		<b>1,444,204.00</b>	<b>1,905,525.00</b>	<b>804,573.00</b>	<b>1,800,302.00</b>

6318      SJI Library General Reserve Fund

Account Number		2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget
508.80.00.0000	Budgeted Cash Balance	0.00	80,554.00	0.00	767,725.00
597.00.00.0000	Transfer Out	7,450.00	0.00	0.00	111,140.00
<b>Totals</b>		<b>7,450.00</b>	<b>80,554.00</b>	<b>0.00</b>	<b>878,865.00</b>



Account Number	2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget	
308.80.00.0000	Beginning Cash	0.00	528,305.00	0.00	300,000.00
308.80.00.0001	Beginning Change Account	0.00	0.00	0.00	152.00
308.80.00.0038	Beginning Petty Cash Revolving Fund	0.00	0.00	0.00	250.00
308.80.00.0125	Beginning Section 125 Revolving Fund	0.00	1,500.00	0.00	1,500.00
310.00.01.0000	Estimated Property Tax Delinquency (3%)	0.00	0.00	0.00	0.00
311.10.00.0000	Property Tax Revenue	1,298,178.00	1,324,700.00	811,635.00	1,352,000.00
331.00.00.0000	Direct Federal Grants	0.00	0.00	0.00	0.00
333.00.00.0000	Indirect Federal Grants	0.00	0.00	0.00	0.00
334.05.72.0001	WA State Library: Continuing Education	0.00	0.00	0.00	0.00
336.02.31.0000	Payment In-Lieu of Property Tax (DNR)	477.00	0.00	0.00	0.00
337.20.00.0000	Leasehold Tax - San Juan Library	7,627.00	0.00	3,832.00	0.00
337.40.00.0000	Timber Harvest Tax - Private Land	293.00	0.00	136.00	0.00
341.70.00.0000	Sales To Library Patrons	291.00	200.00	111.00	200.00
341.81.00.0000	Photocopies	5,983.00	4,000.00	3,819.00	4,500.00
347.20.00.0000	Inter Library Loan	127.00	80.00	55.00	80.00
347.20.00.0002	Non Resident Fee	340.00	350.00	230.00	350.00
347.20.00.0003	Library Card	127.00	80.00	41.00	80.00
359.00.00.0000	Fines - Lost/Damaged Item	2,788.00	2,000.00	1,842.00	2,000.00
361.11.00.0000	Investment Interest - LGIP	465.00	200.00	476.00	400.00
362.40.00.0000	Rental of Meeting Room	460.00	0.00	420.00	0.00
367.00.00.0001	Donations - General	38,893.00	17,460.00	15,352.00	1,000.00
367.00.00.0002	Donations - Conscience Jar	870.00	850.00	466.00	850.00
367.00.00.0003	Donations - Periodicals	847.00	1,800.00	1,309.00	1,800.00
367.00.00.0004	Donations - Author Sponsor	691.00	500.00	439.00	500.00
367.00.00.0005	Friends of the Library Gift	30,234.00	23,400.00	20,550.00	23,400.00
367.00.00.0006	Grants - Private Sources	2,566.00	0.00	0.00	0.00
367.00.00.0007	Memorials	4,822.00	0.00	930.00	0.00
369.10.00.0000	Sale of Surplus/Scrap	240.00	100.00	240.00	100.00
369.80.00.0000	Overage and Shortage	97.00	0.00	4.00	0.00
369.90.00.0001	E-Rate Refund-Libraries	1,356.00	0.00	0.00	0.00
369.90.00.0002	Misc Revenues	0.00	0.00	0.00	0.00
369.90.00.0003	Postage Reimbursement	0.00	0.00	0.00	0.00
369.90.00.0004	Small Refund From Vendor	730.00	0.00	397.00	0.00
369.91.00.0125	Section 125 Forfeitures	3,527.00	0.00	0.00	0.00
369.93.00.0000	OPALCO Capital Refunds	665.00	0.00	0.00	0.00
388.10.00.0000	Prior Year Adjustments	0.00	0.00	462.00	0.00
397.00.00.0001	Transfers-in	7,450.00	0.00	0.00	0.00
397.00.00.0002	Transfers-in from Capital Reserve	0.00	0.00	0.00	111,140.00
398.00.00.0000	Insurance Premiums & Recoveries	0.00	0.00	0.00	0.00
Totals		1,410,144.00	1,905,525.00	862,746.00	1,800,302.00

6313            SJI Library Dedicated Fund

Account Number		2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget
308.80.00.0000	Beginning Net Cash and Investments	0.00	47,750.00	0.00	80,554.00
367.00.00.0001	Donations - General	0.00	0.00	0.00	0.00
397.00.00.0000	Transfers-in	25,000.00	32,804.00	32,804.00	0.00
<b>Totals</b>		<b>25,000.00</b>	<b>80,554.00</b>	<b>32,804.00</b>	<b>80,554.00</b>

6318            SJI Library General Reserve Fund

Account Number		2016 Actuals	2017 Budget	2017 Actuals	2018 JRD Budget
308.80.00.0000	Beginning Cash	0.00	878,265.00	0.00	878,465.00
361.11.00.0000	Investment Interest - LGIP	1,067.00	200.00	1,092.00	400.00
397.00.00.0000	Transfer in from General Fund	0.00	0.00	0.00	0.00
397.00.00.0041	Transfers-in	7,450.00	0.00	0.00	0.00
<b>Totals</b>		<b>8,517.00</b>	<b>878,465.00</b>	<b>1,092.00</b>	<b>878,865.00</b>