

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
August 2, 2016  
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 June 13, 2016  
Approval of June Payroll in the amount of \$11,640.74  
Approval of June Vouchers in the amount of \$15,660.74  
General Ledger Report for June and July 2016  
May and June 2016 Balance Sheet/Transaction Detail  
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. Update – SHKS Architects Meeting on June 15 (E)
  - B. Employee Benefits – PEBB (D)
  - C. Executive Session - Temporary Location (D)

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

9. Other Business
  - A. August Board Meeting (D)
10. Adjournment

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District  
Regular Board Meeting  
Sedro-Woolley City Council Chambers  
June 13, 2016  
7:00 p.m.

1. Call to Order Time: 7:10pm

Board members present: Mary Alice Grobins, Chair                     Chris Silves  
                                    Mindy Coslor, Vice Chair                 Lynn Torset  
                                    Ahmik Hindman

Staff present:                     Jeanne Williams, Director

2. Public Comments

Dorothy DeFremery – spoke about the City of Sedro-Woolley not having the approval of the voters to negotiate and questioned about the contract with the City and the location of the library sites. She stated that \$25,000 for an architect is not enough to review more than two sites. She stated that there was a great deal of misinformation out in the community. She would like to see a county library but does not feel that this collaboration would come close to that.

Sylvia Matterand – spoke about the confusion and talking to the Mayor of Sedro-Woolley about a question and answer session. She stated that she is still in favor of collaboration and is saddened by the misinformation being spread. She spoke about the bylaws and attendance, pointing out that one Trustee had missed two consecutive meetings but was unsure if that Trustee had been given an approved leave of absence. She stated that, with such important decisions to be made, if all members can't commit to attend meetings a resignation might be in order.

George Maxfield – Clear Lake resident who feels he has not seen anything for his tax money other than controversy between the Board and the Sedro-Woolley Library. He said that he never received any mailers or correspondence to show tax payers what the Board is doing. He stated that he originally opposed the vote and preferred that he had a choice in buying a card rather than paying taxes. He suggested that the CSLD send a mailer to let residents know what is going on and keep tax-payers abreast of goals and activities.

3. Approval of Agenda

Motion 1:                     Mindy Coslor  
Motion 2:                     Lynn Torset  
Approved: Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from May 19, 2016  
Approval of April Payroll in the amount of \$10,335.99  
Approval of April Vouchers in the amount of \$2,347.79  
General Ledger Report for May 2016  
April 2016 Balance Sheet/Transaction Detail  
Ongoing Statistics

Motion 1: Lynn Torset  
Motion 2: Mindy Coslor  
Approved: Unanimous

Removal of "school district" from the minutes as part of Carol Torset's comment.

5. Conflict of Interest: NONE
6. Communications: Director pointed out that a state librarian has been hired.
7. Report of the Director – Attached to June minutes packet. Director pointed out that Clear Lake Elementary has reserved use of the gym for a program. It was pointed out that the Verizon meeting involved getting a business cell phone owned by the CSLD rather than the Director's personal cell phone. The Director and the Verizon representative also talked about the possibility of checking out wi-fi hotspots to patrons and tablets with cellular wi-fi built in since these types of services are beginning to be offered by libraries. To provide a site, the CSLD would have to own property or arrange with a business owner to house a wi-fi site.

8. Unfinished Business

A. Negotiations with City of Sedro-Woolley

1. Update from May 31, 2012 meeting with City representatives

Report on ongoing discussions with Sedro-Woolley also includes June 6<sup>th</sup> meeting. Mary Alice led the discussion. In May, the Board discussed issues with 20-year contract could be mitigated by protections written into the contract. The city wants an agreement that matches the term of the bond for the new facility. The negotiating teams discussed how the agreement could end. Annexation (city would have to do) would end the agreement earlier than 20 years so language has to be written in for this. If there is no annexation, at the end of 20 years, decisions will have to be made. If there is no agreement to renew, the city is interested in language that would commit the city to placing annexation on a ballot. If this annexation does not pass, the city has an interest in maintaining a library. The city is interested in contract language that would outline what each party brought to the project so that each party would have equity share in the facility and the collection. At the end of 20 years, if there is no renewal, the city would want first priority in buying out the district and take over ownership of the library. The CSLD could buy out the city if necessary. Lynn stated that he is of the opinion that we need to have a joint library and that the attitude needs to be that all parties want to make it work. Mary Alice stated that the Board doesn't need to react at this point. Ahmik asked for clarification on what would happen if annexation occurred. Annexation would null and void the equity share and if there were still

bond payments due the CSLD would make those payments from the taxes that the CSLD would be receiving directly from the City.

The second part of the discussion at the negotiation revolved around representation of city residents on the Board of the CSLD. The Mayor expressed interest in a formulaic approach to seats on the Board. The CSLD team expressed concern over the large size of the district and that there may need to be a more geographically-based approach. There was some discussion between the teams about going to the County Commissioners with a request based on what is ultimately decided for Board representation.

The third part of the discussion revolved around service hours in the combined library. The Mayor wants to see that there is a minimum level of service to see to it that the combined library offers more rather than less. Mary Alice pointed out that everyone involved wants to see elevated services. However, there needs to be more discussion about what this entails because if there were to be a major economic downturn, levels of service may have to be adjusted due to lower operational income.

## 2. Phase I of Library Facility Project – Add Team Member

Mary Alice stated that the city has hired an architect and that the CSLD is not paying for this work and had no involvement with the scope of work. However, the CSLD has been invited to take part in this project. Mary Alice pointed out that, without more information on the costs involved with the facility, the CSLD Board cannot make decisions on how to proceed. She feels that this process with SHKS should be given time so that all parties have more information to make decisions. There are currently no negotiation meetings scheduled because we have gotten as far as we can with the information we have until SHKS gets further along in their process. Mary Alice stated that the tone of the meetings has been positive.

*Motion to add Chris Silves to team working with city of Sedro-Woolley and SHKS Architects on Phase I of facility project.*

Motion 1: Lynn Torset  
Motion 2: Mindy Coslor  
Approved: Unanimous

Discussion: Mindy asked for clarification as to whether Chris would be added to the negotiation team and Lynn clarified that he meant that he wanted Chris to be added to the architect team.

## B. Employee Benefits Update – Process to apply to join PEBB

Starting in July, the PEBB board would no longer be able deny inclusion based on census data from agencies. The second step to joining PEBB would be to execute a resolution and an attestation. Once this is done, the CSLD would submit a census. The PEBB Board could still deny inclusion.

There was also discussion of costs for joining of \$10 per employee and a surcharge, which is a new charge and the representative did not what this surcharge would be. If the CSLD were to be included in the PEBB benefits pool, PEBB would simply send a bill to the CSLD. It is at the discretion of the Board as to how that bill is paid and what percentages the CSLD pays of the healthcare costs. The CSLD would not be getting a subsidy to help cover those costs. The coverage amounts that Lynn and Chris presented in an earlier meeting represent the costs that the CSLD would pay.

First reading – tabled for future discussion

C. Executive Session - Temporary Location – **MOVED TO END OF MEETING**

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

Time Session Started: 8:33pm

Time Session Ended: 8:55pm

D. Director Evaluation – **MOVED TO END OF MEETING**

The Board will go into executive session per RCW 42.30.110(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

No action will be taken from this executive session.

Time Session Started: 8:55pm

Time Session Ended: 9:15pm

9. New Business

A Independent analysis of library facilities costs:

1. Library District capital fiscal capacity – presentation attached

Mary Alice outlined the presentation. The estimates here are based on reasonable assumptions about income and operational costs. Funds are based on the assumption that a project would begin in 2018. All assumptions can be modified as the Board moves forward to consider different scenarios.

2. Analysis of similar completed/underway library projects relevant to District (**AGENDA ADJUSTED TO ACCOMMODATE ARRIVAL OF CONSULTANT**)

At the last meeting, the Board decided to engage an architect to help the Board understand what it would cost the CSLD to develop facilities on its own in order to compare that to what it would cost to develop a facility with the City of Sedro-Woolley when their architect completes their study. HKP Architects were engaged for this project. Julie Blazek of HKP Architects provided a presentation and discussion of library facility project costs using comparisons from northwest Washington library projects that are in design phase, are underway or have been completed. She escalated these figures to 2018 costs and provided the Board with estimates of how much square footage the CSLD could afford in three different scenarios based on reserve fund plus bond capacity. Presentation attached.

B. Loggerodeo Discussion

The Board discussed last year's Loggerodeo float and the exposure it gave the library and brought in new patrons. Chris stated that she didn't want to do it again this year. The Director thought there might be an opportunity to be open on that date and will look into it. If feasible, will get a write-up about it to Lynn.

10. Other Business

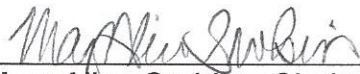
Chris stated that last year, she and Linda Allen did the promotion to the schools and set-up of the summer reading program. She talked about using the parks in Clear Lake and Lyman as well as an elementary school and Boys and Girls Club. Chris felt that the record needed to be corrected concerning the summer reading issues at the parks and that my statements would give the parks a bad name. She said that no one asked a homeless person to move camp. Lynn stated that he may have moved of his own accord because of the activities. The Director pointed out that Linda Allen had actually gone over and talked with man about the program that was going to be taking place. The Director stated that she did not want to give any park a bad name, but that the report simply stated what happened. After further discussion, Chris stated that she had not

been aware of those problems. Chris further stated that children she spoke with said the librarian from the Sedro-Woolley Library who was contracted to also do promotion for CSLD did not mention the CSLD. She also said that she thought it was unethical if both libraries counted the total number of children who attended the programs on their statistics. She said that the students she talked to had not received any flyers because they were not cleared with the school district. The Director pointed out that the flyers were cleared by the Superintendent but it was made clear that they could not get them out to every child, but would be placed in the cafeterias and libraries. Posters were also placed at every school.

The Board discussed the date of the July Regular Board meeting. There were some scheduling conflicts and the Trustees felt that, with such major decisions facing the Board, all Trustees would need to be present. The Board rescheduled the meeting for Tuesday, August 2<sup>nd</sup> at 7pm in the Sedro-Woolley City Council Chambers.

11. Adjournment Time: 9:15pm

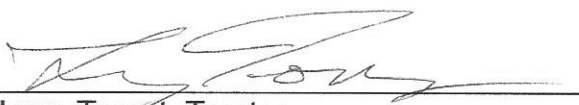
Motion 1: Chris Silves  
Motion 2: Mindy Coslor  
Approved: Unanimous

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

  
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Ahmik Hindman, Trustee

  
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Mindy Coslor, Vice Chair

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

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



## Resolution 2016-2

### A RESOLUTION OF THE CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT REQUESTING REVIEW BY THE HEALTH CARE AUTHORITY TO PARTICIPATE IN THE WASHINGTON STATE INSURANCE PLANS

WHEREAS, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the state of Washington, as set forth in chapter 41.05 RCW; and,

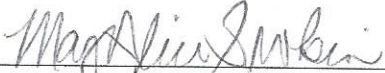
WHEREAS, the Central Skagit Rural Partial County Library District has reviewed the state insurance plans, chapter 41.05 RCW, RCW 41.04.205, chapter 182-08 WAC, and chapter 182-12 WAC; and,

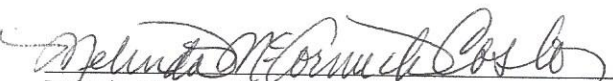
WHEREAS, we deem the state insurance plans as providing desirable insurance coverage for the employees; and,

WHEREAS, we certify that all employees enrolled are eligible to participate in the state insurance plans;

BE IT RESOLVED, that the Central Skagit Rural Partial County Library District requests approval by the Health Care Authority to participate in the state insurance plans for the employees, subject to the requirement of RCW 41.04.205 and the rules adopted thereunder.

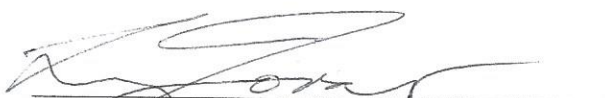
DATED this 2nd day of August, 2016.

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

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

  
\_\_\_\_\_  
Ahmik Hindman, Trustee

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

  
\_\_\_\_\_  
Lynn Forset, Trustee

Central Skagit Rural Partial County Library District  
 100 West State St, Suite C  
 Sedro Woolley, WA 98284

We the undersigned members of the Board of Trustees of the Central Skagit Rural Partial County Library District, hereby approve the following vouchers submitted under the signature of Library Director, Jeanne Williams.

VOUCHER					
DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
6/1/2016	Allia Allen		06/01/16	5014110	\$92.13
6/1/2016	Midwest Tape	93967750	05/16/16	5013515	\$202.43
		93980315	05/19/16	5013515	\$91.11
		93996925	05/25/16	5013515	\$29.50
		93927500	05/02/16	5013515	\$27.15
6/1/2016	Skagit Law Group	23382	04/30/16	5014110	\$767.00
6/1/2016	UPSTART/EDUPRESS 866-89053		05/19/16	5013180	\$301.09
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		05/18/16	5013180	\$34.19
	COMCAST CABLE COMM 800-COMCA		05/24/16	5014212	\$283.18
	ADOBE *ACROPRO SUBS 800-833-6		05/16/16	5014310	\$27.11
	CASCADE PIZZA - SW SEDRO WOOL		05/11/16	5014310	\$37.51
	COPPER HORSE RESTAURAN BELGRADE		05/09/16	5014310	\$18.54
	EXXONMOBIL 45907581 BOZEMAN		05/09/16	5014310	\$9.00
	PANDA CHINESE BUFFET BOZEMAN		05/09/16	5014310	\$11.75
	BOZEMAN PARKING GARAGE BOZEMAN		05/09/16	5014310	\$5.00
	DAVES SUSHI BOZEMAN		05/09/16	5014310	\$28.75
	STIA PUBLIC PARKING SEATAC		05/09/16	5014310	\$84.00
	ALAMO RENT-A-CAR BELGRADE		05/09/16	5014310	\$68.85
	Starky's Authentic Ame Bozeman		05/06/16	5014310	\$21.00
	EIG*PowWeb 866-53928		05/16/16	5014930	\$3.95
	EIG*PowWeb 866-53928		05/09/16	5014930	\$30.00
	SUNSET PARK SELF STORA SEDRO WOO		05/09/16	5016210	\$100.00
	WALGREENS #10994 SEDRO WOOL		05/04/16	5013110	\$12.16
	SCHOLASTIC BOOK FAIRS 888-412-9		05/05/16	5013180	\$306.90
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		04/28/16	5013180	\$14.44
	USPS 54766002735109800 SEDRO WOO		05/02/16	5014220	\$1.99
	PDX LAURELWOOD A1 PORTLAND		05/06/16	5014310	\$2.99
	MCDONALD'S F7508 BOZEMAN		05/05/16	5014310	\$9.28
	EIG*PowWeb 866-53928		05/05/16	5014930	\$10.00
6/14/2016	Midwest Tape	94035726	06/07/16	5013515	\$32.99
	Midwest Tape	94028674	06/03/16	5013515	\$106.48
	OCLC	467951	05/31/16	5014930	\$103.53
6/16/2016	Allia Allen		06/16/16	5014110	\$50.25
	Sandra Sanchez Davila		06/16/16	5014110	\$410.63

6/23/2016	Alex Zerbe Entertainment		06/23/16	5014110	\$400.00
	Ian Dobson		06/23/16	5014110	\$323.00
	Midwest Tape	94065168	06/16/16	5013515	\$96.84
	Midwest Tape	94064803	06/16/16	5013515	\$67.62
	Midwest Tape	94054969	06/13/16	5013515	\$243.62
	Layla Frey		06/21/16	5013180	\$60.46
6/24/2016	David Moore	843273	06/10/16	5016210	\$750.00
6/29/2016	Allia Allen		06/29/16	5014110	\$97.50
	Midwest Tape	93960371	05/12/16	5013515	\$46.32
	Midwest Tape	94042834	06/09/16	5013515	\$92.64
6/29/2016	Amazon	46438857292	04/11/16	5013515	\$4.34
		250213357048	04/13/16	5013515	\$19.28
		128444889760	04/13/16	5013110	\$29.60
		226613650194	04/13/16	5013515	\$54.75
		19492242992	04/13/16	5013512	\$20.69
		194925175811	04/13/16	5013512	\$20.69
		194929223168	04/13/16	5013512	\$20.69
		19492678691	04/13/16	5013512	\$62.07
		194921338611	04/14/16	5013512	\$41.38
		194925488135	04/14/16	5013512	\$41.38
		245070226028	04/21/16	5013515	\$87.88
		184669829994	04/22/16	5013515	\$21.43
		245074721292	04/22/16	5013515	\$90.02
		194921474022	04/22/16	5013512	\$41.38
		245078398103	04/26/16	5013515	\$26.45
		300046117858	04/27/16	5013515	\$11.67
	Amazon	59722380954	04/27/16	5013515	\$16.22
		65029095178	04/27/16	5013110	\$22.70
		1.95707E+11	04/27/16	5013515	\$19.99
		2.40071E+11	05/03/16	5013110	\$23.89
		57343355365	05/03/16	5013110	\$104.60
		2.20247E+11	05/04/16	5013515	\$10.16
6/29/2016	Skagit Law Group	23699	05/31/16	5014110	\$354.00
	HKP Architects	1	06/23/16	5014110	\$1,400.00
	Hillis, Clark, Martin....	197187	06/23/16	5014110	\$2,932.92
6/29/2016	WA DOR BUSINESS LICENSE		06/27/16	5014930	\$11.00
	OPC WA DOR BUS LICENSE		06/27/16	5014930	\$0.28
	DUMAS BAY CENTRE		06/27/16	5014310	\$66.60

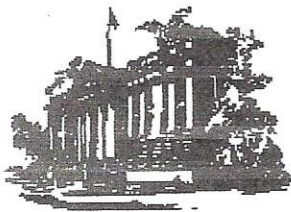
	COMCAST CABLE		06/24/16	5014212	\$283.18
	CDW GOVERNMENT		06/21/16	5013512	\$413.43
	OOSHIRTS.COM		06/21/16	5014410	\$176.67
	CDW GOVERNMENT		06/21/16	5013512	\$1,062.33
	WAL-MART		06/20/16	5013110	\$39.50
	OFFICE DEPOT		06/20/16	5013511	\$58.55
	LOWES		06/20/16	5013512	\$75.93
	WM SUPERCENTER		06/20/16	5013110	\$267.47
	TRUE VAL SEDRO WOO		06/17/16	5013110	\$4.32
	OFFICE DEPOT		06/16/16	5013110	\$16.41
	JOY'S SW BAKERY		06/16/16	5014310	\$9.32
	EIG*PowWeb 866-53928		06/16/16	5014930	\$3.95
	VERIZON WRLS		06/15/16	5014210	\$271.24
	UPSTART/EDUPRESS		06/15/16	5013180	\$44.76
	DOLLAR TREE		06/14/16	5013180	\$32.55
	ADOBE *ACROPRO		06/14/16	5014930	\$27.11
	AMAZON MKTPLACE		06/14/16	5013515	\$11.97
	FEDEX OFFICE		06/13/16	5014911	\$162.75
	AMAZON MKTPLACE		06/13/16	5013515	\$6.36
	OFFICE DEPOT		06/13/16	5013110	\$49.52
	FEDEX OFFICE		06/13/16	5014911	\$40.69
	EIG*PowWeb		06/13/16	5014930	\$5.00
	EIG*PowWeb		06/10/16	5014930	\$0.15
	CASCADE PIZZA		06/08/16	5014310	\$29.38
	EIG*PowWeb 866-53928		06/06/16	5014930	\$10.00
	EIG*PowWeb 866-53928		06/06/16	5014930	\$30.00
	SUNSET PARK SELF		06/06/16	5016210	\$100.00
	FEDEXOFFICE		06/03/16	5014911	\$1,314.23
	CASCADE PIZZA		06/02/16	5014310	\$35.11
	FACEBOOK		06/01/16	5014410	\$6.92
	FACEBOOK		06/01/16	5014410	\$3.00

**TOTAL \$15,660.74**

*MAG*  
*Melinda Morando Costello*  
*Chris Sikora*

GL CODE TOTALS:

3110	570.17
3180	794.39
3511	58.55
3512	1,799.97
3515	1,417.22
4110	6,827.43
4210	271.24
4212	566.36
4220	1.99
4310	464.19
4410	186.59
4911	1,517.67
4930	234.97
<u>6210</u>	<u>950.00</u>
	15,660.74



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: 6/1/2016 To: 6/30/2016

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

<b>Beginning Cash Balance</b>	<b>\$562,412.69</b>
Investments Interest	\$531.21
Taxes Collected	\$3,233.17
State Forest Funds	\$62,343.50
Leasehold Excise Tax	\$110.95
<b>Subtotal Cash Increases</b>	<b>\$66,218.83</b>
Investments Purchased	-\$531.21
Other Cash Decreases	-\$22.58
District Accounts Payable	-\$3,334.88
District Payroll	-\$12,328.84
District IGT Decreases	-\$389.66
<b>Subtotal Cash Decreases</b>	<b>-\$16,607.17</b>
<b>Ending Cash Balance</b>	<b>\$612,024.35</b>
<b>Beginning Investments</b>	<b>\$1,551,984.40</b>
Investments Purchased	\$531.21
<b>Ending Investments</b>	<b>\$1,552,515.61</b>
<b>Beginning Taxes Receivable</b>	<b>\$410,883.61</b>
Taxes Receivable	-\$3,348.06
<b>Ending Taxes Receivable</b>	<b>\$407,535.55</b>

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 JUNE 2016

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	562,412.69	66,218.83	16,607.17-	612,024.35
Obj 118 TEMPORARY INVESTMENTS	1,551,984.40	531.21		1,552,515.61
Obj 121 TAXES RECEIVABLE (NET)	410,883.61		3,348.06-	407,535.55
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		3,334.88	15,260.74-	11,925.86-
Obj 231 OTHER ACCRUED LIABILITIES	5,238.12-	5,238.12	6,435.62-	6,435.62-
Obj 257 DEFERRED REVENUE	410,883.61-	3,348.06		407,535.55-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 JUNE 2016

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2016 BUDGET
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	451,125.76-		3,344.12-	454,469.88-	
Obj 330 INTERGOVERNMENTAL REVENUES	152,336.63-		62,310.81-	214,647.44-	
Obj 360 MISCELLANEOUS REVENUES	2,023.93-		563.90-	2,587.83-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	43,544.70	9,765.74		53,310.44	
Obj 520 PERSONNEL BENEFITS	16,416.48	3,760.60		20,177.08	
Obj 530 SUPPLIES	8,935.06	4,662.88		13,597.94	
Obj 540 OTHER SERVICES AND CHARGES	27,952.30	10,060.10		38,012.40	
Obj 560 CAPITAL OUTLAYS	6,550.00	950.00		7,500.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
	-----	-----	-----	-----	-----
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	502,087.78-	29,199.32	66,218.83-	539,107.29-	1,923,144.00



SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
JUNE 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	PRL PRF	81073	20226?	06/15/16 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	81131	20234?	06/15/16 FREY, LAYLA C	1,122.00	
	PRL PRF	81202	20226?	06/30/16 WILLIAMS, JEANNE M	3,333.12	
	PRL PRF	81287	20319?	06/30/16 SANCHEZ-DAVILA, SANDRA I	748.25	
	PRL PRF	81287	20234?	06/30/16 FREY, LAYLA C	1,229.25	
					-----	-----
L03 5011100	SALARIES AND WAGES				43,544.70	53,310.44
	PRL PRF	81042	?	06/10/16 SOCIAL SECURITY	400.72	
	PRL PRF	81168	?	06/24/16 SOCIAL SECURITY	398.19	
					-----	-----
L03 5012100	SOCIAL SECURITY				3,504.18	4,303.09
	PRL PRF	81042	?	06/10/16 RETIREMENT	501.77	
	PRL PRF	81168	?	06/24/16 RETIREMENT	498.08	
					-----	-----
L03 5012200	RETIREMENT				4,391.49	5,391.34
	PRL PRF	81042	?	06/10/16 LABOR AND INDUSTRIES	43.71	
	PRL PRF	81168	?	06/24/16 LABOR AND INDUSTRIES	43.13	
					-----	-----
L03 5012300	LABOR AND INDUSTRIES				363.01	449.85
	PRL PRF	81074	20226?	06/15/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	81131	20234?	06/15/16 FREY, LAYLA C	375.00	
	PRL PRF	81203	20226?	06/30/16 WILLIAMS, JEANNE M	375.00	
	PRL PRF	81287	20319?	06/30/16 SANCHEZ-DAVILA, SANDRA I	375.00	
	PRL PRF	81287	20234?	06/30/16 FREY, LAYLA C	375.00	
					-----	-----
L03 5012400	MEDICAL				7,500.00	9,375.00
					-----	-----
L03 5012900	UNEMPLOYMENT COMPENSATION				657.80	657.80
	A/P PRF	114706	443490	06/06/16 VISA ACC#4798510055285114	12.16	
	A/P PRF	115050	444772	06/30/16 AMAZON.COM ACC#604578781041989	180.79	
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	377.22	
					-----	-----
L03 5013110	OFFICE SUPPLIES				736.26	1,306.43

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 JUNE 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF	114706	443490	06/06/16 VISA ACC#4798510055285114	656.62	
	A/P PRF	115021	444869	06/29/16 FREY L CSRPC LIBRARY	60.46	
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	77.31	
					-----	
L03 5013180	LIBRARY PROGRAM COSTS				418.28	1,212.67
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	58.55	
					-----	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				438.73	497.28
	A/P PRF	115050	444772	06/30/16 AMAZON.COM ACC#604578781041989	248.28	
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	1,551.69	
					-----	
L03 5013512	LIBRARY EQUIPMENT < \$5000				472.18	2,272.15
	A/P PRF	114707	443379	06/06/16 MIDWESTTAPE ACC#2000014338	202.43	
	A/P PRF	114707	443379	06/06/16 MIDWESTTAPE ACC#2000014338	91.11	
	A/P PRF	114707	443379	06/06/16 MIDWESTTAPE ACC#2000014338	29.50	
	A/P PRF	114707	443379	06/06/16 MIDWESTTAPE ACC#2000014338	27.15	
	ACH PRF	70382	703821	06/07/16 MAY 2016 DOR USE TAX	22.58	
	A/P PRF	114905	444043	06/20/16 MIDWESTTAPE ACC#2000014338	106.48	
	A/P PRF	114905	444043	06/20/16 MIDWESTTAPE ACC#2000014338	32.99	
	A/P PRF	115021	444885	06/29/16 MIDWESTTAPE ACC#2000014338	67.62	
	A/P PRF	115021	444885	06/29/16 MIDWESTTAPE ACC#2000014338	96.84	
	A/P PRF	115021	444885	06/29/16 MIDWESTTAPE ACC#2000014338	243.62	
	A/P PRF	115049	444885	06/30/16 MIDWESTTAPE ACC#2000014338	46.32	
	A/P PRF	115049	444885	06/30/16 MIDWESTTAPE ACC#2000014338	92.64	
	A/P PRF	115050	444772	06/30/16 AMAZON.COM ACC#604578781041989	362.19	
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	18.33	
					-----	
L03 5013515	LIBRARY BOOKS < \$5,000				6,869.61	8,309.41
	A/P PRF	114707	443252	06/06/16 ALLEN ALLIA CSRPC LIBRARY	92.13	
	A/P PRF	114707	443449	06/06/16 SKAGITLAWLLC CSRPC LIBRARY	767.00	
	A/P PRF	114904	443877	06/20/16 ALLEN ALLIA CENTRAL SKAGIT LIB	50.25	
	A/P PRF	114904	444111	06/20/16 DAVILA S CSRPC LIBRARY	410.63	
	A/P PRF	115021	444742	06/29/16 DOBSON IAN CSRPC LIBRARY	323.00	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
JUNE 2016

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	A/P PRF	115049	444771	06/30/16 ALLEN ALLIA CSRPC LIBRARY	97.50	
	A/P PRF	115049	444941	06/30/16 SKAGITLAWLLC CSRPC LIBRARY	354.00	
	A/P PRF	115049	444841	06/30/16 HKPARCHITECT CSRPC LIBRARY	1,400.00	
	A/P PRF	115049	444840	06/30/16 HCMP PS CSRPC LIBRARY	2,932.92	
					-----	-----
L03 5014110	PROFESSIONAL SERVICES				7,203.76	13,631.19
	IGT PRF	70628	706281	06/29/16 2ND QTR AUD SVCS	389.66	
					-----	-----
L03 5014120	ACCOUNTING SERVICES				389.66	779.32
					-----	-----
L03 5014130	STATE EXAMINER				5,937.90	5,937.90
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	271.24	
					-----	-----
L03 5014210	TELEPHONE					271.24
	A/P PRF	114706	443490	06/06/16 VISA ACC#4798510055285114	283.18	
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	283.18	
					-----	-----
L03 5014212	TELEPHONE INTERNET				1,132.60	1,698.96
	A/P PRF	114706	443490	06/06/16 VISA ACC#4798510055285114	1.99	
					-----	-----
L03 5014220	POSTAGE				62.58	64.57
	A/P PRF	114706	443490	06/06/16 VISA ACC#4798510055285114	323.78	
					-----	-----
L03 5014310	TRAVEL				2,758.66	3,082.44
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	327.00	
					-----	-----
L03 5014410	ADVERTISING				33.48	360.48
					-----	-----
L03 5014910	MISCELLANEOUS				6.90	6.90
	A/P PRF	115054	444759	06/30/16 VISA ACC#4798510055285114	1,517.67	

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 JUNE 2016

					Opening Balance	Closing Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
L03 5014911	PRINTING				267.81	1,785.48
L03 5014920	EDUCATION/TRAINING				717.00	717.00
A/P PRF 114706	443490	06/06/16	VISA ACC#4798510055285114	43.95		
A/P PRF 114905	444068	06/20/16	OCLC INC CSRPC LIBRARY	103.53		
A/P PRF 115054	444759	06/30/16	VISA ACC#4798510055285114	87.49		
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				9,441.95	9,676.92
A/P PRF 114706	443490	06/06/16	VISA ACC#4798510055285114	100.00		
A/P PRF 115027	444808	06/29/16	MOOREDAVID CSRPC LIBRARY	750.00		
A/P PRF 115054	444759	06/30/16	VISA ACC#4798510055285114	100.00		
L03 5016210	BUILDINGS AND STRUCTURES				6,550.00	7,500.00

**Memo**

To Eron Berg, Jana Hanson  
 From David Strauss  
 Copies Kevin Kane, file  
 Date July 26, 2016  
 Project Sedro-Woolley Library  
 Re: Construction Costs  
 Attachments none

Jana and Eron:

We understand your interest in developing a budget range for a library building in Sedro-Woolley. Below is an analysis based on our experience at the WCLS Ferndale Library at Ferndale provides a useful, relevant baseline example; similar in scale to the project anticipated in Sedro-Woolley and reflecting a known level of construction quality. Construction market conditions for Sedro-Woolley are similar to those in Ferndale for both general contractors and sub-contractors.

Unit costs (costs per square foot) were derived from actual contractor costs (including change orders and sales tax) divided by area. These unit costs would apply to libraries ranging between 12,000 square feet to 20,000 square feet. They have been escalated to September 2017.

Site costs assume a relatively flat site with street access, access to adequately sized utilities in the street and conventional spread footings. Costs related to site acquisition, structure demolition, hazardous materials abatement, soil remediation or extensive grading have not been included.

Adaptive reuse of an existing long-span building could result in some cost and schedule savings. The building shell - foundations, floor slab, vertical and roof structure – generally represents approximately 30% of the total building cost. A building conditions assessment would be required to confirm the feasibility of renovation/reuse and to more accurately estimate construction costs. Using unit costs from the Ferndale Library escalated to 2017, (\$312.46/sf), a potential savings of \$53.70 to \$58.70 / square foot could be achievable through the reuse of an existing building.  $\$312.46/\text{sf} \times 30\% = \$93.70/\text{sf}$  minus \$35 to \$40/sf for seismic and structural upgrades, repairs and modifications to integrate mechanical, electrical and plumbing systems.

Using the more conservative figure, savings of \$53.70 per square foot for an 18,000 square foot building could save \$966,600. Additional cost savings could be realized from reduced demolition and disposal fees (approximately \$60,000) and lowered general conditions for a 2 month reduction in a 12 month construction schedule (approximately \$50,000).

In addition to construction costs there are occupancy costs for FFE, new books/collection materials, moving, computer and security equipment and signage.

Project soft costs including contingency (10%), survey, geotechnical report, permits, architectural and engineering design fees, interior design, and landscape architecture can total 30%-40% of construction costs.

**FERNDALE LIBRARY – FINAL CONTRACT COST**

	Area (SF)	2011		2017 Escalated	
		Cost / SF	Extended	Cost / SF	Extended
Site	40,000	\$11.00	\$440,000	\$14.80	\$592,000
Building	15,500	\$232.00	\$3,596,000	\$312.46	\$4,843,130
<b>TOTAL</b>			<b>\$4,036,000</b>		<b>\$5,435,130</b>

**SEDRO-WOOLLEY LIBRARY : 16,000 SF BUILDING – PROJECTED COST**

	Area (SF)	2017 Escalated	
		Cost / SF	Extended
Site	41,300	\$14.80	\$611,240
Building	16,000	\$312.46	\$4,999,360
<b>TOTAL</b>			<b>\$5,610,600</b>

**SEDRO-WOOLLEY LIBRARY : 18,000 SF BUILDING – PROJECTED COST**

	Area (SF)	2017 Escalated	
		Cost / SF	Extended
Site	46,400	\$14.80	\$686,720
Building	18,000	\$312.46	\$5,624,280
<b>TOTAL</b>			<b>\$6,311,000</b>

**SEDRO-WOOLLEY LIBRARY : 20,000 SF BUILDING – PROJECTED COST**

	Area (SF)	2017 Escalated	
		Cost / SF	Extended
Site	51,600	\$14.80	\$763,680
Building	20,000	\$312.46	\$6,249,200
<b>TOTAL</b>			<b>\$7,012,880</b>

We are looking into final FFE costs at Ferndale Library and parking count provided under the general contract. When we have those numbers, we'll forward them to you. In the meantime, if you have any questions at all, please let us know.

2016 Central Skagit Library Districts Statistics

	Library 2016 Cards	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	Total Physical Materials Circulation	Children's Physical Materials Circulated	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming	Website Pageviews	Patron Visits
January	24	11	345	4	3	429	161	13	0	1	8	9	61	2	0	2865	275
February	20	5	308	1	0	500	157	19	5	0	4	4	52	3	11	2433	276
March	21	8	362	0	13	516	218	10	0	0	18	7	99	0	63	2627	356
April	11	6	352	1	14	623	208	43	0	3	18	8	142	1	192	2434	305
May	12	3	399	1	1	619	234	7	0	10	2	4	118	8	96	2641	369
June	23	6	435	0	1	1020	543	7	0	11	1	6	149	27	570	2364	541
July																	
August																	
September																	
October																	
November																	
December																	
<b>2015 Totals</b>	<b>111</b>	<b>39</b>	<b>2201</b>	<b>7</b>	<b>32</b>	<b>3707</b>	<b>1521</b>	<b>99</b>	<b>5</b>	<b>25</b>	<b>51</b>	<b>38</b>	<b>621</b>	<b>41</b>	<b>932</b>	<b>15364</b>	<b>2122</b>

All Users  
100.00% Sessions

+ Add Segment

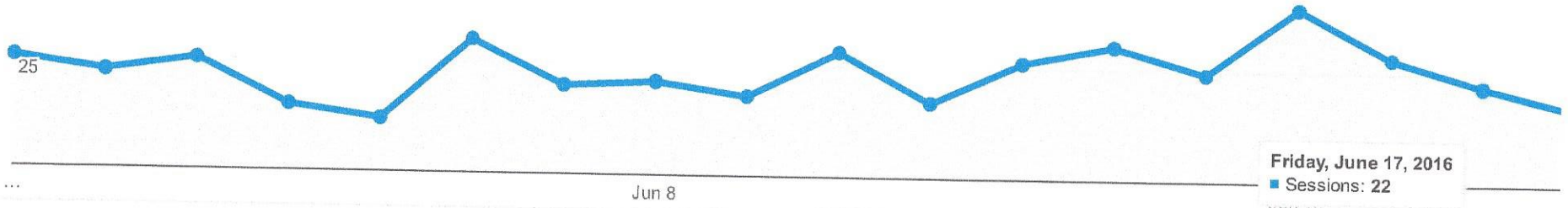
Overview

Sessions VS. Select a metric

Hourly Day Week Month

Sessions

50



Sessions

778

Users

515

Pageviews

2,364

Pages / Session

3.04

Avg. Session Duration

00:01:49

Bounce Rate

34.58%

% New Sessions

57.58%

New Visitor Returning Visitor

