

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
December 15, 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 November 18, 2016  
Approval of November 2016 Payroll in the amount of \$11,152.44  
Approval of November 2016 Vouchers in the amount of \$15,162.66  
General Ledger Report for November 2016  
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. Committee Report - City Negotiations
  - B. 2017 Regular Board Meeting Dates (D)
  - C. Executive Session (if update is available) to consider real estate per RCW 42.30.110b
9. New Business
  - A. Authorization to Transfer Funds to Government Investment Pool (D)
10. Other Business (if applicable)
11. 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 Agenda  
Sedro-Woolley City Council Chambers  
November 18, 2016  
8:00 a.m.

1. Call to Order: 8:08 a.m.
2. Public Comments

Carol Torset – commented on meeting dates being erratic versus the original third Thursday schedule. She shared that she was concerned that this makes it difficult for working people to attend.

Carol Bishop – commented that, when trying to read the minutes on the Website, all she could see were the agendas. Mindy opened the minutes and found that they were complete. Carol said that maybe she wasn't scrolling far enough down the packet to see everything.

3. Approval of Agenda

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Unanimous

4. Consent Agenda Items

Motion 1: Ahmik Hindman  
Motion 2: Lynn Torset  
Unanimous

Approval of the Regular Meeting Minutes from October 27, 2016  
Approval of Budget Hearing Minutes from November 8, 2016  
Approval of October 2016 Payroll in the amount of \$14,906.66  
Approval of October 2016 Vouchers in the amount of \$6,015.68  
General Ledger Report for October 2016  
Ongoing Statistics

5. Conflict of Interest: NA
6. Communications: NA
7. Report of the Director
8. Unfinished Business

A. Executive Session to consider real estate per RCW 42.30.110b

Executive Session began: 8:25 a.m.  
Executive Session ended: 8:35 a.m.

#### B. Adoption of 2017 Budget (D)

*Motion to adopt the 2017 budget proposal which reflects the assumption of a new temporary lease space.*

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Discussion: there was a clarification that the budget, as presented, included employee health benefits covered at 100% for employee and family. Mary Alice stated that, if the Board wishes to fund PEBB benefits at 100%, voting in this budget would do so. If the Board wishes to fund at a different level, this budget would need to be voted down and the numbers adjusted. Chris suggested that, since the state and school districts cover only a percentage of the employees' health benefits, the district should pay 80% of benefit premiums. The Director asked for clarification on whether this percentage covered the employee only or if it included family. Chris' intention was for it to include employee and family. Lynn commented that employees who have to pay a percentage of their premium will only use necessary services, which would keep premiums low. There was further discussion on how utilization affects premiums versus how utilization affects copays and deductibles. Lynn stated that more utilization would lead to higher premiums. Mary Alice pointed out that the PEBB is a large pool and if all the participants overused medical services, then costs would rise. However, we are a very small part of the PEBB pool. Ahmik stated that it seems to be a very small difference in the budget overall whether the Board covers at 100% versus 80% and that this should be kept in mind.

VOTE:

Mindy Coslor: Aye

Ahmik Hindman: Aye

Lynn Torset: Nay

Chris Silves: Nay

Tie-breaker: Mary Alice Grobins: Yay

Motion carried.

#### B. Committee Report - City Negotiations

Mary Alice reported that the negotiating teams have made significant progress towards a draft concept. A second meeting has been

scheduled for November 28. The team's recommendation is that the Board allow time for next meeting before making any decisions regarding the Mayor's proposal.

9. New Business

A. 2017 Meeting Dates (D)

Tabled until next meeting.

B. Board of County Commissioners Presentation Draft Outline

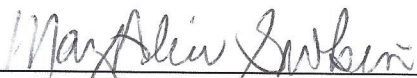
The Board and the Director went through an outline of a presentation for the Board of County Commissioners. There was much discussion about the early work done by the Trustees and how to convey this succinctly. There were also recommendations from the Trustees concerning key points, programs and financial capacity. Mary Alice asked for input from the public: Carol Torset recommended that the presentation emphasize reaching out to district patrons. Final presentation draft located on library website.

12. Adjournment: 10:05 a.m.

Motion 1: Ahmik Hindman

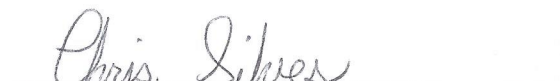
Motion 2: Lynn Torset

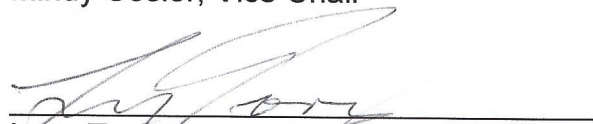
Unanimous

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

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

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

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

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

**Central Skagit Rural Partial County Library District  
2017 Approved Budget**

	Income and Expenses thru 12/31/2016	2016 Budget	2016 Estimated	2017 Assuming New Temporary Lease Space
Current Cash Balance 9/30/2016	\$638,784			
Taxes Receivable through December 2016	\$400,504			
Current Investment Balance as of 9/30/2016	\$1,553,730			
Estimated vouchers through 12/31/2016	\$44,000			
Estimated payroll through 12/31/2016	\$40,000			
<b>Total Estimated TAX Fund Balance as of 12/31/2016</b>	<b>\$2,509,018</b>			
Estimated State Forest Funds through 12/31/2016 (windfall)	\$48,000			
Timber Excise through 12/31/2016 (windfall)	\$10,000			
<b>Projected Timber Windfall Funds as of 12/31/2016</b>	<b>\$58,000</b>			
<b>Total Projected Banked Funds 12/31/2016</b>	<b>\$2,567,018</b>			
<b>Rainy Day Fund</b>	<b>\$300,000</b>			
<b>Projected Unrestricted Funds 12/31/16</b>	<b>\$2,267,018</b>			
Projected Tax Revenue 2017				<b>\$830,000</b>
Projected Timber Windfall Revenue 2017				<b>\$190,000</b>
<b><u>CAPITAL AND ONE-TIME EXPENDITURES</u></b>				
Facility Renovation	\$300,000			TBD
Furniture and Fixtures	\$101,500			\$30,000
Reserve 1 Year of Debt Service	\$296,000			\$0
Opening Day Collection	\$450,000			\$100,000
Moving Fees/Utility Start-up	\$0			\$2,500
Computer/Network Expenses	\$71,400			\$6,000
<b>Total Capital and One-Time Expenditures</b>	<b>\$1,218,900</b>			<b>\$138,500</b>
<b>Total Estimated Banked Fund Balance less Capital Outlay/One-Time Expenditures</b>				<b>\$2,128,518</b>
<b><u>OPERATIONAL COSTS</u></b>				
Personnel Expense	\$270,510	\$165,466		\$319,819
Bond/Longterm Lease Repayments	\$296,000	\$0		\$0
Utilities	\$0	\$0		\$6,000
Lease	\$0	\$9,000		\$42,000
Software and Licensing	\$29,034	\$22,700		\$34,384
Computers and Networking	\$0	\$3,800		\$25,650
General and Administration Expenses	\$64,200	\$67,094		\$75,600
Bookmobile	\$0	\$15,800		\$11,150
Library Materials Ongoing	\$44,500	\$24,000		\$55,000
<b>Total Operational Costs</b>	<b>\$704,244</b>	<b>\$307,860</b>		<b>\$569,603</b>
<b>Total 2017 Tax Funds Less 2017 Operational Expenses</b>				<b>\$260,397</b>
<b>Total Projected Banked Funds 12/31/17</b>				<b>\$2,578,915</b>
<b>Operating Contingency Fund 10% of Budget</b>				<b>\$56,960</b>
<b>Rainy Day Fund</b>				<b>\$300,000</b>
<b>Projected Unrestricted Funds 12/31/2017</b>				<b>\$2,521,955</b>

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
11/2/2016	Library Ideas	53038	11/04/16	5014930	\$750.00
	Library Ideas	53039	11/04/16	5014930	\$255.00
	FoSL	1608	04/18/16	5013180	\$365.00
11/2/2016	COSTCO WHSE #0662 BURLINGTO		10/25/16	5014930	\$55.00
	WORLD MARKET MOUNT VER		10/25/16	5013180	\$362.50
	COMCAST CABLE COMM 800-COMCA		10/24/16	5014212	\$293.14
	FEDEXOFFICE 00014332 BURLINGTO		10/18/16	5014911	\$125.17
	EIG*PowWeb 866-53928		10/17/16	5014930	\$3.95
	OTC BRANDS INC. 800-22804		10/14/16	5013180	\$99.35
	ADOBE *ACROPRO SUBS 800-833-6		10/14/16	5014930	\$27.11
	WAL-MART #2596 MOUNT VER		10/11/16	5013110	\$33.64
	DISCOUNTMAGS.COM 800-673-8		10/11/16	5013515	\$170.97
	SUNSET PARK SELF STORA SEDRO WOO		10/07/16	5016210	\$100.00
	FRED-MEYER #0024 BURLINGTO		10/07/16	5013110	\$67.17
	HOBBY-LOBBY #558 MOUNT VER		10/06/16	5013180	\$29.23
	HOBBY-LOBBY #558 MOUNT VER		10/05/16	5013180	\$29.23
	TARGET 00006965 BURLINGTO		10/05/16	5013180	\$38.60
	EIG*PowWeb 866-53928		10/05/16	5014930	\$45.00
	OTC BRANDS INC. 800-22804		10/04/16	5013180	\$121.93
	DOLLAR TREE MOUNT VER		10/04/16	5013180	\$91.14
	MICHAELS STORES 2753 BURLINGTO		10/04/16	5013180	\$88.82
	FACEBK VAD93B2AX2 650-61877		10/03/16	5014410	\$4.01
	MAX DALES STEAK AND CH MOUNT VER		09/29/16	5014310	\$48.32
	WA DOL LIC & REG 23179 MOUNT VER		09/28/16	5014910	\$47.25
	WA DOL23179*SERVICEFEE 866255185		09/28/16	5014910	\$2.00
	CASCADE PIZZA - SW SEDRO WOOL		10/26/16	5014310	\$63.25
	WM SUPERCENTER #2596 MOUNT VER		10/26/16	5013110	\$46.43
	DICKS SPORTING GOODS BURLINGTO		10/26/16	5013512	\$32.54
	Allia Allen		11/09/16	5014410	\$259.63
	David Moore	696902	11/10/16	5016210	\$750.00
	Midwest Tape	94465713	10/31/16	5013515	\$10.89
	Midwest Tape	94410142	10/13/16	5013515	\$27.15
	Midwest Tape	94417116	10/14/16	5013515	\$146.94
	Midwest Tape	94429487	10/22/16	5013515	\$27.15
	Midwest Tape	94454156	10/27/16	5013515	\$18.63
	Midwest Tape	94451470	10/27/16	5013515	\$71.34
	AWE	CSLD16001-1	11/07/16	5013515	\$3,072.29

Amazon	083200516834	08/15/2016	5013515	\$16.87
Amazon	039741867727	08/18/2016	5013515	\$17.30
Amazon	169480474270	08/18/2016	5013515	\$57.43
Amazon	169487379208	08/18/2016	5013515	\$120.99
Amazon	158586093211	08/18/2016	5013180	\$22.17
Amazon	169483182833	08/19/2016	5013515	\$10.84
Amazon	169481931030	08/20/2016	5013515	\$22.76
Amazon	224243244214	08/22/2016	5013515	\$18.43
Amazon	031386378112	08/23/2016	5013515	\$16.41
Amazon	031387889232	08/23/2016	5013515	\$22.62
Amazon	072376978412	08/23/2016	5013515	\$11.53
Amazon	072375453520	08/23/2016	5013515	\$32.90
Amazon	072373780787	08/23/2016	5013515	\$109.38
Amazon	072379674801	08/23/2016	5013515	\$8.67
Amazon	247391653519	08/23/2016	5013515	\$13.18
Amazon	066471490597	08/25/2016	5013515	\$8.56
Amazon	178428088120	08/26/2016	5013512	\$44.99
Amazon	098878499383	08/26/2016	5013512	\$48.51
Amazon	206641502635	08/26/2016	5013515	\$35.94
Amazon	224247828962	08/27/2016	5013515	\$28.36
Amazon	013363358336	08/28/2016	5013515	\$11.51
Amazon	176684921117	08/29/2016	5013515	\$18.48
Amazon	159025444547	09/01/2016	5013515	\$43.31
Amazon	159021910074	09/03/2016	5013515	\$7.15
Amazon	159029826749	09/03/2016	5013515	\$13.01
Amazon	159027874751	09/04/2016	5013515	\$31.02
Amazon	013365892461	09/04/2016	5013515	\$12.20
Amazon	159026430202	09/04/2016	5013180	\$31.09
Amazon	159027337374	09/04/2016	5013515	\$44.74
Amazon	072374075846	09/05/2016	5013515	\$12.16
Amazon	098035880773	09/13/2016	5013110	\$30.85
Amazon	245844616322	09/15/2016	5013110	\$56.95
Amazon	215981967688	09/15/2016	5013515	\$10.33
Amazon	003547667455	09/16/2016	5013110	\$58.49
Amazon	221202328460	09/20/2016	5013515	\$10.16
Amazon	221205368291	09/21/2016	5013515	\$31.12
Amazon	214128119762	09/21/2016	5013110	\$22.94
Amazon	101785514963	09/23/2016	5013515	\$53.40
Amazon	245842515743	09/24/2016	5013110	\$36.50
Amazon	221203428739	09/26/2016	5013515	\$11.37
Amazon	072370416835	09/26/2016	5013515	\$13.39
Amazon	096786385869	09/29/2016	5013515	\$13.93
Amazon	064780022332	10/01/2016	5013515	\$20.72




Amazon	259178378548	10/06/2016	5013515	\$8.97
Amazon	270033615407	10/06/2016	5013515	\$27.90
Amazon	296894757093	10/06/2016	5013515	\$11.49
Amazon	093095355120	10/06/2016	5013515	\$49.13
Amazon	265080736980	10/06/2016	5013511	\$688.46
Amazon	281146321374	10/08/2016	5013515	\$20.13
Amazon	281148927346	10/08/2016	5013515	\$15.25
Amazon	072373719214	10/09/2016	5013515	\$12.20
Amazon	097800572655	10/11/2016	5013180	\$47.76
Amazon	092578790367	10/11/2016	5013110	\$12.99
Amazon	097801440164	10/11/2016	5013110	\$42.32
Amazon	097805271208	10/11/2016	5013180	\$17.90
Amazon	071787419575	10/19/2016	5013110	\$71.82
Amazon	071787419575	10/19/2016	5013515	\$15.46
Amazon	071787419575	10/20/2016	5013512	\$129.98
Amazon	071787419575	10/20/2016	5013515	\$28.87
Amazon	071787419575	10/20/2016	5013511	\$37.94
Amazon	071787419575	10/26/2016	5013110	\$9.99
Amazon	071787419575	11/05/2016	5013110	\$30.10
11/23/2016 Jeanne Williams		11/23/16	5013180	\$16.20
Midwest Tape	94517523	11/15/16	5013515	\$124.21
Midwest Tape	94511275	11/14/16	5013515	\$16.81
Midwest Tape	94481163	11/04/16	5013515	\$75.93
Hillis, Clark, Martin & Pe	203030	11/17/16	5014110	\$598.20


**TOTAL \$11,152.44**

  
 Mary Alice Grobins, Chair

  
 Mindy Coslor, Vice Chair

  
 Ahmik Hindman, Trustee

  
 Chris Silves, Trustee

  
 Lynn Torset, Trustee

Amount by GL Code		
	3110	\$520.19
	3180	\$1,360.92
	3511	\$726.40
	3512	\$256.02
	3515	\$4,861.88
	4110	\$598.20
	4212	\$293.14
	4310	\$111.57
	4410	\$263.64
	4910	\$49.25
	4911	\$125.17
	4930	\$1,136.06
	6210	\$850.00
		<hr/>
		\$11,152.44

## Director Activities:

- November 23—met with PEBB representatives to learn about plans offered and how to manage our account with PEBB.
- November 28 – participated in negotiation session with city team
- November 29 – BOCC presentation
- November 30 – attended a Northwest Corner Directors' meeting to discuss ongoing building projects, problems and policies concerning safety of public bathrooms, privacy policies for minors, and levy lid lift efforts.
- December 1 – SirsiDynix upgraded our online catalog and our staff clients in an effort to fix some ongoing problems. Unfortunately, this upgrade did not help. Some of these problems have been going on for a year now so I am no longer happy with the system or the service SirsiDynix is providing. I am exploring our options under the original contract with the SD team.
- December 3 – the Snow Celebration was a great success. We provided 4 crafts and sensory activities for the families that spent their evenings with us. A bilingual story event was held by Sandra and Allia and Layla read a story about a hedgehog in the snow and she brought her hedgehog for the children to see. We decorated with an enchanted forest theme. In the 2 ½ hours of the program, approximately 264 passed through. We received a great deal of positive feedback from even-goers.
- ONGOING – building the collection for the bookmobile with the help of Baker and Taylor

## Upcoming Activities:

- Board Retreat – January 27<sup>th</sup> at the Burlington Public Library from 9am to 3:30pm



100 W State Street Suite C  
Sedro-Woolley, WA 98284  
360.755.3985  
www.centralskagitlibrary.org

Resolution #4 – 2016

Resolution to Transfer Funds to the Local Government Investment Pool

WHEREAS there is no immediate need for the following funds of \$500,000,

NOW THEREFORE, we hereby authorize the Skagit County Treasurer to transfer these Funds from the Central Skagit Library General Fund Cash Account to the Local Government Investment Pool.

Dated this 15<sup>th</sup> day of December, 2016.

Maxine Jenkins  
Trustee

[Signature]  
Trustee

[Signature]  
Trustee

Chris Silver  
Trustee

[Signature]  
Trustee



## 2017 Meeting Dates

January 19

February 16

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 19

November 16

December 21

## 2016 Central Skagit Library Districts Statistics

	<b>Library Cards</b>	<b>Total Physical Materials Circulation</b>	<b>Children's Physical Materials Circulated</b>	<b>Website Pageviews</b>	<b>Patron Visits</b>	<b>Computer Uses</b>
<b>January</b>	24	429	161	2865	275	
<b>February</b>	20	500	157	2433	276	
<b>March</b>	21	516	218	2627	356	21
<b>April</b>	11	623	208	2434	305	17
<b>May</b>	12	619	234	2641	369	16
<b>June</b>	23	1020	543	2364	541	12
<b>July</b>	18	1136	559	2531	506	11
<b>August</b>	28	1287	462	3478	649	8
<b>September</b>	14	892	346	2654	425	14
<b>October</b>	28	1003	379	2884	459	12
<b>November</b>	15	981	367	2869	449	19
<b>December</b>						
<b>2016 Totals</b>	<b>214</b>	<b>9006</b>	<b>3634</b>	<b>29780</b>	<b>4610</b>	<b>130</b>

Central Skagit Library District Digital Circulation Statistics

2016	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming
January	11	345	4	3	13	0	1	8	9	61	2	0
February	5	308	1	0	19	5	0	4	4	52	3	11
March	8	362	0	13	10	0	0	18	7	99	0	63
April	6	352	1	14	43	0	3	18	8	142	1	192
May	3	399	1	1	7	0	10	2	4	118	8	96
June	6	435	0	1	7	0	11	1	6	149	27	570
July	6	428	0	0	9	0	9	0	4	227	19	434
August	4	389	0	0	12	0	11	3	7	201	18	124
September	2	360	0	0	7	0	0	7	5	252	27	482
October	7	336	NA	NA	17	7	0	1	2	243	20	778
November	4	371	NA	NA	11	0	18	27	14	269	55	636
December												
<b>2016 Totals</b>	<b>62</b>	<b>4085</b>	<b>7</b>	<b>32</b>	<b>155</b>	<b>12</b>	<b>63</b>	<b>89</b>	<b>70</b>	<b>1813</b>	<b>180</b>	<b>3386</b>