

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
February 25, 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 January 21, 2016
Approval of January Payroll in the amount of \$10,154.49
Approval of January Vouchers in the amount of \$10,806.92
Revised General Ledger Report for December 2015
General Ledger Report for January 2015
Final 2015 Budget
Ongoing Statistics

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Concept Proposal from Mayor Wagoner
 - Observations and Comments, presented by Dan Gottlieb from Hills Clark Martin and Peterson Law Offices
 - Next Steps
 - B. City Request for Library Representation on Architect Selection Committee
 - C. Annual Report to Skagit County Commissioners – Final Draft
 - D. Bylaws - Amendments Discussion
9. New Business
 - A. Recommendation to Reappoint Mary Alice Grobins to Board
 - B. Discussion of Board Meeting Structure

- C. Board Meeting Location Options
- D. Meal Reimbursement Policy – Align with State and Federal Per Diem Rates

Add the following to existing Continuing Education and Travel Policy:

Meals will be reimbursed at the rate established under the Washington State Office of Financial Management per diem rates. For out-of-state per diem rates, refer to the U.S. General Services Administration.

- E. Skagit Reads Contribution
- F. Reciprocal Agreement – Anacortes
- G. Executive Session - Interim Location – Clay Learned

The Board will 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. Adjournment

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
January 21, 2016
7:00 p.m.

1. Call to order 7:00 p.m.

Trustees present: Mindy Coslor, Chair
Chris Silves, Vice Chair
Lynn Torset, Treasurer
Mary Alice Grobins

Staff present: Jeanne Williams, Director
Layla Frey, Library Associate

2. Public Comments:

- Susan Trout stated that she was grateful for the current library and staff. She is excited about the new ideas for the future of the library and the professionalism that has been exhibited thus far. Susan addressed a community scenario like that of the “city and country mice” which involved high school students belonging to the same school district. If these students need to work together on a school project, one student would have more resources and technology than the other. Susan feels that there has to be a way to keep the community together, and not divided.
- Beth Vaith stood up next to agree with Susan Trout. Beth is a teacher and does not believe that two libraries in the same small space makes sense. One entity would offer more opportunities for the community as a whole.
- Elinor Nakis, an individual who gathered signatures for CSRPLD to be placed on the ballot in 2012, explained that a major intention of creating a rural district library was to eventually partner with the Sedro-Woolley City Library.
- Wayne Carlson requested that CSRPLD be concerned with setting up a temporary facility to allow for more services for the rural patrons. Wayne commented that he has been a frequent attendee of CSRPLD Board meetings since the beginning of the library and that the city was not interested in a merger in the past. Wayne is more concerned for the rural library to establish itself while saving money for functional means.
- Marge Swint, from Big Lake, explained that she would support a merger with the city library if a fair contract was in place and the city patrons would pay the same rate as the rural district taxpayers.

3. Approval of Agenda

Motion to postpone the Report of the Director until later in the meeting to allow Sedro Woolley Mayor Keith Wagoner to speak at an earlier point in the meeting.

Motion 1: Mary Alice Grobins
Motion 2: Lynn Torset
Vote Unanimous

4. Consent of Agenda Items:

Motion to approve Consent Agenda items as listed.

Motion 1: Lynn Torset
Motion 2: Chris Silves
Vote unanimous

5. Conflict of Interest: none

6. Communications: none.

7. Committee or other Reports: none.

8. Unfinished Business:

A. Sedro-Woolley Mayor Keith Wagoner presented a Library Partnership Concept Proposal (attached). During the discussion he also addressed rumors and fears surrounding a partnership between the two entities.

Motion for Director to engage an attorney to evaluate and provide counsel on the Mayor's proposal.

Motion 1: Lynn Torset
Motion 2: Chris Silves
Vote unanimous

B. Strategic Planning and Needs Assessment Discussion

The Board discussed the possible need for a needs assessment and the development of a strategic plan. Mary Alice Grobins pointed out that the scope for a needs assessment would need to be clear. With the proposal of the Sedro-Woolley Mayor to consider, the scope could change. Mary Alice suggested that we might put out a request for proposals.

C. Annual Report to Skagit County Commissioners

The Director and the Trustees discussed the development of an annual report to the Board of Commissioners based on the informational document developed to include specific points such as:

- Year-end Financial Statement

- Audit Document
- Year-end Statistics
- 2015 Summer Reading Program
- Discussion of physical collection and ability to physically check out items
- Digital Services
- Reciprocal Agreements in place
- Goals for the upcoming year

9. New Business:

A. Commissioner/Land Trust Meeting Debrief

On January 15 the Director met with Commissioner Dahlstedt, Moly Doran of the Skagit Land Trust and a representative from the Planning Commission. Ideas for collaborating on creating a trail head with parking and a branch library were discussed. Several locations were considered but each would involve issues with wetland mitigation and safe access from the road. The representative from the planning commission said that they would explore what size facility would fit on the various properties to find out if any of the ideas would be feasible.

B. Audit Debriefing

Mindy Coslor, Lynn Torset, Chris Silves and Jeanne Williams attended a meeting with the team from the Washington State Auditor's office. The team conducted a three year audit (document attached) on the library district and made no findings. The team told the group that they had done a good job getting the district set up.

C. Review of Bylaws

The Trustees the discussed the need to amend the bylaws to reflect the evolution of procedures and Trustee roles. Mindy also discussed the need for Trustee development and a succession plan. She emphasized the need for identifying the skill sets that would best serve the library district as new board members are considered in the future. The Director will research the process for amending bylaws and draft some of the possible changes for review at future meetings.

D. Election of Officers:

- Mary Alice Grobins was nominated for Board Chair by Chris Silves and seconded by Lynn Torset.
- Mindy Coslor was nominated for Vice Chair by Mary Alice Grobins, second by Lynn Torset.
- Board Secretary had no change in position, remains Ahmik Hindman, motioned by Lynn Torset and seconded by Mary Alice Grobins
- Treasurer would have no change in position, remains Lynn Torset, motioned by Chris Silves and seconded by Mary Alice Grobins.

Vote unanimous.

E. Meeting Date Change to February 25, 2016

10. **Director's Report: Attached**

11. **Adjournment: 8:23pm**

Motion 1: Mary Alice Grobins

Motion 2: Chris Silves

Vote unanimous.

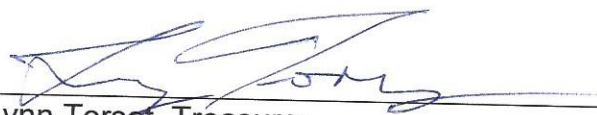
January 21, 2016 Minutes Approved:




Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Lynn Torset, Treasurer



Chris Silves, Trustee

**INTERLOCAL SERVICES AGREEMENT BETWEEN
THE CITY OF ANACORTES AND THE
CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
FOR RECIPROCAL LIBRARY BORROWING**

This Interlocal agreement is made this 25th day of February, 2016, between the City of Anacortes and the Central Skagit Rural Partial County Library District, pursuant to RCW 39.34.

Whereas, the City of Anacortes maintains a public library, and also desires to expand the opportunities for its library patrons to utilize library services when they are outside of the City of Anacortes boundaries; and

Whereas, the Central Skagit Rural Partial Library District also maintains a public library, which desires to expand the opportunities for its library patrons to utilize library services when they are outside of the Central Skagit Rural Partial County Library District boundaries; and

Whereas, the Anacortes City Council and the Board of Trustees of the Anacortes City Library (hereinafter referred to as APL) and the Central Skagit Rural Partial County Library District Board of Trustees (hereinafter referred to as CSRPLD) find that it is in the best interests of their respective libraries to explore the creation of a reciprocal borrowing process that would allow their respective patrons to borrow library materials in-person from the other library under the same conditions that apply to resident patrons (excluding non-resident charges for library services); and

Whereas, all Parties understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide,

IT IS NOW THEREFORE AGREED BY THE PARTIES AS FOLLOWS:

1. Purpose. The purpose of this Agreement is to facilitate the use of neighboring libraries by Resident Cardholders.

2. Term: This Agreement shall commence on February 2, 2016 and continue until terminated by either party.

3. Definitions: For the purposes of this Agreement, the following terms shall have the following meanings:

(a) "Resident Cardholder" shall refer to a library cardholder who resides within the district boundaries of the APL or the CSRPLD, as well as those entitled by the library policies of each library to resident library cards. For the purposes of this Agreement, a non-resident who must pay a fee to either library to receive a library card shall not be characterized as a Resident Cardholder.

(b) "Owning Library" refers to the library that owns the item to be checked out.

4. Specific Provisions. The Resident Cardholders of one library's service area may obtain a library card permitting the use of the other library's facilities and services, without payment of a non-resident fee, under the following conditions:

(a.) The current policies and procedures for the provision of library services of each library shall remain in effect, with no coordination or standardization required, and specifically including the following provisions:

1. Library materials placed on hold must be picked up by the library cardholder at the Owning Library.
2. Library materials must be returned to the Owning Library. The patron remains responsible for materials returned to the incorrect library, including any overdue charges. The receiving library agrees to contact the Owning Library to notify them of improperly returned items and to notify the patron of the improper return. The receiving library will not, however, assume responsibility for returning materials to the Owning Library.

(b.) The Reciprocal Use Agreement does not extend to each library's non-resident cardholders, only to eligible residents living within their respective district boundaries and those entitled by each library's policies to resident status.

(c.) A cardholder of APL, except non-resident library cardholders, shall be entitled to all the privileges of a Resident Cardholder of CSRPLD; likewise, a cardholder of CSRPLD, except non-resident library cardholders, shall be entitled to all of the privileges of a Resident Cardholder of APL.

(d.) Each system shall establish tracking codes to provide information, on an annual basis, on the number of cards issued and the number of items checked out from their respective libraries.

5. Review. The Directors of both libraries will review the effectiveness of this Agreement annually and will submit an annual report to their governance bodies.

6. Termination. This Agreement may be terminated by either Party by giving ninety (90) days written notice to the other Party, provided that termination shall not affect or impair this Agreement of the Parties that are agreed to on or before the termination.

7. Financing. Each Party will bear its own cost of performing under this Agreement.

8. Notices. Any notices or other contacts required under the terms of this Agreement must be directed to the following:

*To the Central Skagit Rural
Partial County Library District:*
Attn: Library Director
100 W State St Suite C
Sedro Woolley, WA 98284

To the Anacortes Public Library:
Attn: Library Director
1220 10th St
Anacortes, WA 98221

9. Amendment. This Agreement may be modified only by further agreement in writing as mutually agreed to by both Parties.

10. Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the Parties or through JAMS. Following mediation, or upon written agreement of the Parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the Parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

11. Applicable Law-Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a dispute, such dispute shall be litigated in the Superior Court of Skagit County, Washington.

12. Waiver. No waiver of any right under this Agreement shall be effective unless made in writing by the authorized representative of the Party to be bound thereby.

13. Concurrent Originals. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Ratification and Confirmation. Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

15. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competitive jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

16. Entire Agreement. This Agreement constitutes the entire understanding of the Parties. It supersedes any oral representations that are inconsistent with or modify its terms and conditions.

**CENTRAL SKAGIT RURAL PARTIAL
COUNTY LIBRARY
DISTRICT**

Mary Alice Grobins
By: Mary Alice Grobins
Board Chair

Date: 2.25.16

Chairpersons:

Liz Torg

Melinda M. Brumby

Chris Libves

Chris Libves

CITY OF ANACORTES

Laurie Gere
By: Laurie Gere
Mayor

Date: 2.2.16

APPROVED AS TO FORM:

Darcy Swetnam
By: Darcy Swetnam
City Attorney

ATTEST:

Steve Hoglund
By: Steve Hoglund
Finance Director

Approve:




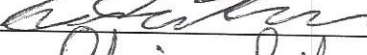

Dave Duck
By: Dave Duck
Anacortes Library Board
President

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
1/12/2016	Learned Commercial	Dec2015 Fees	01/04/16	5014110	\$525.00
end of year	OCLC, Inc.	0000439612	12/31/15	5014930	\$103.53
2015 pmts	Skagit Marketing	00000618	12/29/15	5014110	\$600.00
	Ingram	91067404	12/31/15	5013515	\$26.95
1/12/2016	WA Secretary of State	00006002	12/21/15	5014930	\$6,600.93
	Washington Library Assoc.	1126550	11/01/15	5014930	\$100.00
1/19/2016	Washington State Auditor	L112453	01/13/16	5014210	\$1,320.14
1/25/2015	Carletti Architects	9405	12/31/15	5014110	\$223.45
	Central Moving	14083	01/01/16	5016210	\$1,200.00
1/26/2016	Jeanne Williams		01/26/16	5014310	\$106.92

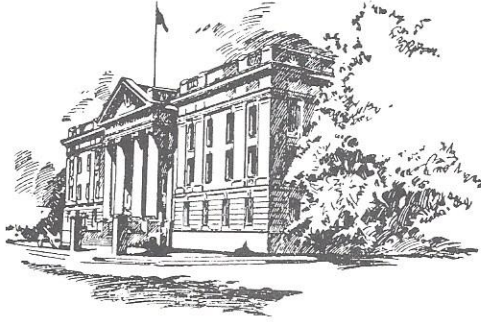
TOTAL \$10,806.92

Katie Jungquist
Treasurer

Mike Urban
Assistant Treasurer

Clyde Williams
Tax Administrator



SKAGIT COUNTY

Office of the Treasurer

MEMO

TO: Junior Districts
FROM: Angie Aiumu
DATE: February 2, 2016
RE: Revised December 2015 GL Report

Enclosed please find a revised December 2015 general ledger detail report. This is due to the Auditor's accounts payable and payroll entries for 2015 entered during the month of January after we completed December balancing.

Angie Aiumu
Support Accountant



Skagit County Office Of The Treasurer

Katie Jungquist, Treasurer

P.O. Box 518

Mount Vernon, Washington 98273

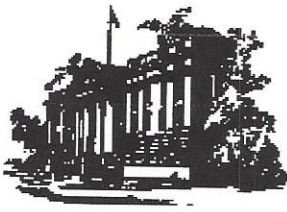
Phone (360) 416-1750

General Ledger Detail Report

For Date Range: 12/01/2015 To: 12/31/2015

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$605,338.34
Investments Interest	\$131.01
Taxes Collected	\$4,898.16
State Forest Funds	\$23,019.06
Leasehold Excise Tax	\$3.83
District Journal Debits	\$5,985.76
Subtotal Cash Increases	\$34,037.82
Investments Purchased	-\$131.01
Other Cash Decreases	-\$14.48
District Accounts Payable	-\$4,568.27
District Payroll	-\$18,276.97
District IGT Decreases	-\$571.90
Subtotal Cash Decreases	-\$23,562.63
Ending Cash Balance	\$615,813.53
Beginning Investments	\$1,000,693.93
Investments Purchased	\$131.01
Ending Investments	\$1,000,824.94
Beginning Taxes Receivable	\$31,036.55
Taxes Receivable	-\$4,685.38
Ending Taxes Receivable	\$26,351.17



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: 1/1/2016 To: 1/31/2016

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$615,813.53
Investments Interest	\$202.93
Taxes Collected	\$1,565.04
State Forest Funds	\$25,033.92
District IGT Increases	\$1.66
Subtotal Cash Increases	\$26,803.55
Investments Purchased	-\$202.93
Other Cash Decreases	-\$358.73
District Accounts Payable	-\$11,748.70
District Payroll	-\$5,906.15
District Journal Credits	-\$5,985.76
Subtotal Cash Decreases	-\$24,202.27
Ending Cash Balance	\$618,414.81
Beginning Investments	\$1,000,824.94
Investments Purchased	\$202.93
Ending Investments	\$1,001,027.87

Beginning Taxes Receivable	\$26,351.17
Taxes Receivable	\$813,821.10
Ending Taxes Receivable	\$840,172.27

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 2015 YEAR END

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	789,827.40	1,114,299.50	1,288,313.37-	615,813.53
Obj 118 TEMPORARY INVESTMENTS		1,000,824.94		1,000,824.94
Obj 121 TAXES RECEIVABLE (NET)	20,120.47	805,441.75	799,211.05-	26,351.17
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	1,134.20-	163,841.36	166,262.79-	3,555.63-
Obj 229 DUE TO OTHER GOVT UNITS			25.89-	25.89-
Obj 231 OTHER ACCRUED LIABILITIES	4,322.67-	52,255.02	53,918.11-	5,985.76-
Obj 257 DEFERRED REVENUE	20,120.47-	799,211.05	805,441.75-	26,351.17-
Obj 287 UNRESERVED FUND BALANCE	784,370.53-			784,370.53-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 2016 YEAR END

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			840,144.17-	840,144.17-	
Obj 330 INTERGOVERNMENTAL REVENUES		484.42	263,673.04-	263,188.62-	
Obj 360 MISCELLANEOUS REVENUES			2,117.31-	2,117.31-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES		92,692.74	2,700.00-	89,992.74	
Obj 520 PERSONNEL BENEFITS		25,754.50	54.22-	25,700.28	
Obj 530 SUPPLIES		93,126.21		93,126.21	
Obj 540 OTHER SERVICES AND CHARGES		59,126.45	11.24-	59,115.21	
Obj 560 CAPITAL OUTLAYS		14,815.00		14,815.00	
Obj 599 BUDGET EXPENDITURES					801,678.00
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Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D		285,999.32	1,108,699.98-	822,700.66-	801,678.00

Central Skagit Library Budget, Final 2015

A	Payroll	Annual Allotment	Year End	Balance	% Spent
A1			lastmoYTD + thismoSPENT		thismoYTD /allotted
A1-1	Library Director 2015 Salary - #1100	\$80,000.00	\$65,459.24	\$14,540.76	82%
A1-2	Asst. Director -#1100	\$50,000.00	\$19,037.50	\$30,962.50	38%
A1-3	Library Staff - #1100	\$50,000.00	\$7,821.00	\$42,179.00	16%
A1-4					
A1-5	Audit End of Year Credits/Adjustment		-\$2,325.00	-\$2,325.00	
A1-6					
A1-7					
A1-8					
	<i>Subtotal Assistants</i>	\$100,000.00	\$24,533.50	\$75,466.50	25%
	<i>Subtotal Salary & Wages</i>	\$180,000.00	\$89,992.74	\$90,007.26	50%
A2	Payroll Benefits - 26 pay periods				
A2-1	Health Insurance - #2400	\$30,000.00	\$8,610.00	\$21,390.00	29%
A2-2	Staff Benefits (14.5% of Salary & Wages): PERS Retirement - #2200 (7.5%); Medicare - #2100 (1.45%); FICA - #2100 (6.2%); L&I & Unemployment - #2300 (.22%).	\$27,000.00	\$17,090.08	\$9,909.92	63%
	<i>Subtotal Benefits</i>	\$57,000.00	\$25,700.08	\$31,299.92	45%
	Total Payroll	\$237,000.00	\$115,692.82	\$121,307.18	49%
B	Maintenance & Operations	Annual Allotment	Year End	Balance	% Spent
	<i>Total Maintenance & Operations</i>	\$148,150.00	\$84,424.09	\$63,725.91	57%
	M.O. % Total Budget	57%			
C	Library Materials	Annual Allotment	Year End	Balance	% Spent
C1	Books				
	<i>Subtotal books</i>	\$75,000.00	\$56,625.86	\$18,374.14	76%
C2	Subscriptions				
	<i>Total Library Materials</i>	\$90,300.00	\$82,632.33	\$7,667.67	92%
ABC	Total Budget Allotment, sections A,B,C - 100%	\$475,450.00	\$282,749.24	\$192,700.76	59%
	Rotary Grant for Databases -- \$1,940.16				
	Insurance payment -- \$3,249.03				
D	Investments, Cash, Reserve & Endowments (Treasurer's Report)	Dec Report			
D1	Investments				
D1-1	LGIP:Local Government Investment Pool	\$1,000,824.94			
D1-2					
D1-3					
D1-4					
D1-5					
D1-6					
	<i>Total Investments</i>	\$1,000,824.94			
D2	Cash Balance				
D2-1	Skagit County	\$615,813.53			
D2-2					
	<i>Subtotal cash</i>	\$615,813.53			
	Total Investments, Cash, Reserve & Endowments	\$1,616,638.47			
E	Revenues 2015 (Audit Officer's Report)	Estimated 2015			
E1	Tax Revenue				
E1-1	Property Tax Revenue -- 2015 rate .49774	\$801,678.00			
E1-2		\$0.00			
	<i>Subtotal tax revenue</i>	\$801,678.00			
E2	Donations/Grants				
		\$0.00			
	<i>Subtotal Donations/grants</i>	\$0.00			

Central Skagit Library Budget, Final 2015

E3	Reserves	\$0.00			
	<i>Total Revenue</i>	\$801,678.00			
F	Outstanding Debt 2015				
F1					
F2					
F2					

Search reports & help

+ Add Segment

Dashboards

Shortcuts

Intelligence Events

Real-Time

Audience

Overview

Active Users

Cohort Analysis BETA

Demographics

Interests

Geo

Behavior

Technology

Mobile

Custom

Benchmarking

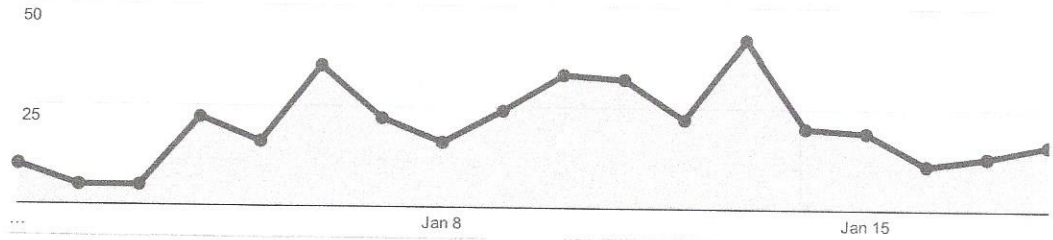
Users Flow

Overview

Sessions VS. Select a metric

Hourly Day Week Month

Sessions



Sessions

653



Users

368



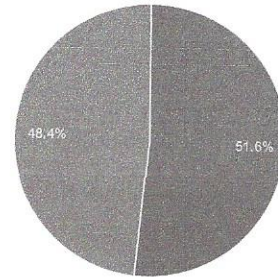
Pageviews

2,865



Pages / Session

Returning Visitor New Visitor



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 Hits	Patron Visits
January	24	11	345	4	3	429	161	13	0	1	8	9	61	2	0	2865	275
February																	
March																	
April																	
May																	
June																	
July																	
August																	
September																	
October																	
November																	
December																	
2015 Totals	24	11	345	4	3	429	161	13	0	1	8	9	61	2	0	2865	275

Activities:

- Met with Clay Learned to view possible facility for interim location on January 29th. Subsequently met with each Trustee (Lynn Torset was out of town) to show the facility and discuss possibilities for the space.
- Joined Mary Alice Grobins and Dan Gottlieb to discuss the Sedro-Woolley Mayor's proposal on February 1st.
- Layla Frey attended the Friends of the Skagit Libraries (FoSL) meeting on February 2nd to take part in planning for the Summer Library Program.
- Met with Debra Peterson, Sedro-Woolley Library Director, to plan the Summer Library Program events that we will be doing together.
- Met with Melissa Macober, cataloger at Burlington Public Library, on February 10th to discuss some tactics for cataloging and processing to help streamline our process and plan for future acquisitions modules.
- Attended the Sedro-Woolley City Council Meeting on February 10th to hear public comments concerning the Mayor's proposal for library partnership. Subsequently emailed links to the audio and video recordings out to Board of Trustees.
- Throughout the month I have spoken with Dan Gottlieb to get clarification on some points in his work product as well as to submit specific questions. Also spoke with him about bylaws.
- Spoke with Eron Berg on the phone concerning timeframes for possible Board action and the invitation to serve on the architect selection committee.

Upcoming Activities:

Conferences – I would like to consider attending the conferences below. However, the opportunity to do so will depend on the timeframe in which we might be moving our location:

- Public Library Association Conference in Denver on some of the dates between April 5-9.

- Washington Library Association Conference in Spokane April 27-29. Will talk with other Skagit Directors about ride-sharing.
- March 1st I will be attending an Annual Report Filing Workshop hosted by the Washington State Auditor's Office at the Burlington Public Library
- The Director of the Anacortes Public Library has asked that I attend one of her staff training days to demonstrate some of the digital services that we have including Hoopla and Freegal.