

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
June 13, 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 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

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

A. Negotiations with City of Sedro-Woolley

1. Update from May 31, 2012 meeting with City representatives
2. Phase I of Library Facility Project – Add Team Member

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

C. Executive Session - Temporary Location

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.

## F. Director Evaluation

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.

## 9. New Business

### A Independent analysis of library facilities costs:

1. Library District capital fiscal capacity
2. Analysis of similar completed/underway library projects relevant to our District **(Set for 8:00pm. Agenda may be adjusted to accommodate arrival of consultant.)**

### B. Loggerodeo Discussion

## 10. Other Business

## 11. Adjournment

Central Skagit Rural Partial County Library District  
Special Board Meeting Minutes  
Sedro-Woolley City Council Chambers  
May 19, 2016  
7:00 p.m.

1. Call to Order Time: 6:07pm

Board members present: Mary Alice Grobins, Chair  
Mindy Coslor, Vice Chair (via SKYPE)  
Chris Silves  
Lynn Torset

Staff present: Jeanne Williams, Director

2. Board Training on Valuation

Skagit Assessor Dave Thomas and Deputy Assessor Annette DeVoe trained the Board of Trustees on how valuation in the county is calculated and discussed the issues that could cause a district to lose income. They shared that, during the economic downturn, the county saw a 13% drop in valuation.

3. Adjournment time 6:45pm

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

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

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

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

Central Skagit Rural Partial County Library District  
Regular Board Meeting Minutes  
Sedro-Woolley City Council Chambers  
May 19, 2016  
7:00 p.m.

1. Call to Order Time: 7:02pm

Board members present: Mary Alice Grobins, Chair  
Mindy Coslor, Vice Chair (via SKYPE)  
Chris Silves  
Lynn Torset

Staff present: Jeanne Williams, Director

2. Public Comments

Carol Torset stated that she found out that the summer reading programs were all being held in Sedro-Woolley and wanted to know why there were none scheduled in the rural areas.

Prior to the Executive Session, Helge Anderson sought to make a comment. He told the Board that he felt it would be much simpler if the Board put pressure on Mayor Wagoner to put the combined library services issue to a vote for annexation. He encouraged the Board to consider this avenue to combined library services rather than the current negotiations.

3. Approval of Agenda

Motion 1: Lynn Torset  
Motion 2: Chris Silves  
Approved: Unanimous  
Opposed: None

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from April 21, 2016  
Approval of April Payroll in the amount of \$10,245.24  
Approval of April Vouchers in the amount of \$10,260.58  
General Ledger Report for April 2016  
March 2016 Balance Sheet  
March 2016 Revenue/Expenditures Report  
Ongoing Statistics

Motion 1: Lynn Torset  
Motion 2: Mindy Coslor  
Approved: Unanimous  
Opposed: None



5. Conflict of Interest - NONE

6. Communications

Facilitator Catherine McHugh would like to work with CLSD Board on boardsmanship and visioning. Chris suggested that, with all of the decisions facing the Board, we try to schedule an all-day retreat so that both boardsmanship and vision could be worked on in one day. The Director will send out new dates through Doodle Poll.

7. Report of the Director is attached to May 19 Board meeting materials. In response to Carol Torset's question in public comment, the Director stated that last year the programs held in the parks were problematic. In one situation there was a group of men playing horseshoes near the library group and they were smoking marijuana and one of the parents complained. The performer at this particular program also told the Director that he would not do any further programs in park venues. In another situation, a program in another park led us to have to ask a homeless person who had set up camp to move his camp. There was also some discussion among some parents about the traffic and lack of security in the park location. Schools will be contacted to find out if they will be willing to host programs.

8. Unfinished Business

A. Negotiations with City of Sedro-Woolley

The Board Chair outlined the discussions from the meeting with City team. The teams talked about being able to do more together than each could do alone without costing city or district residents more than it does now; each could leverage public resources to provide a larger facility and better services to more people and be more inclusive; provide a library that would be a source of civic pride; better meet emergent growth needs; and help the CSLD reserve funding capacity to serve residents in outlying areas of the District. Mary Alice pointed out that the City signed a contract with the architectural firm that was jointly selected. They are also seeking a capital appropriation from the legislature to augment the funds for a facility.

Based on the letter to the Mayor from the Board dated April 5, the team worked through each bullet. The points where there was agreement, or agreement with some more robust language, included:

Point 2 – the City will issue bonds to build or renovate a facility

Point 3 – the new library facility will be dependent on the needs of the community served and cost. The CSLD will need to be part of this process and will be discussed later on the Agenda.

Point 4 – parity in economic commitment based upon the CSLD millage rate. Mary Alice feels this point needs to be reworded so as not to be so confusing and will be discussed later in the meeting.

Point 5 – the CSLD will maintain the major repair fund.

Point 7 – existing City Library staff will be retained at existing wage and benefits.

Point 8 – viable furniture, fixtures and collection will be transferred to the CSLD. Language addition suggestions included maintaining the local history collection and estimates on the funding the CSLD will contribute to furniture, fixtures and collection.

Point 10 – CSLD amended bylaws to include citizens from municipalities but that this is ultimately a Commissioner decision. The City is interested in some type of formula to define the number of seats on the Board.

Point 11 – CSLD will meet annually to report, review and talk about future.

The teams also discussed points where there was not agreement which included:

Point 1 – the City is not willing to work with a contract of less than twenty years due to the twenty year bond.

Point 6 – the City is not willing to pay for routine maintenance, but is open to short-term contracts with CSLD to provide this.

Point 9 - the name of the library will need to be discussed.

Point 12 involving detailed provisions was agreed upon by both parties, but it was pointed out that this simply involves a great deal more work.

Mary Alice pointed out that the language involving parity in economic commitment has been very confusing. She talked about how, in essence, the City would be paying us the same millage as our residents and that we would take that money and provide library service to the residents. The District could then pay the City the debt service from the District budget. She feels this language needs to be better stated so as not to be a deduction from a payment to us, but to be a payment to us in which we then defray the costs of the bond by making a payment to the City. The facility will have ultimately been paid for by CSLD money just as it would have been if the City annexed in.

The Board then discussed the length of the contract. Chris stated that twenty years was a long contract. Mary Alice reported that Ahmik Hindman had sent an email prior to the meeting to Board meeting expressing that his concerns about a long contract are focused on breach of contract.

Dan Gottlieb talked about enforcement of contracts and the mechanisms involved. In reality, breach of contract for the City would be a very painful situation because they will have transferred the collection and issued bonds in order to build a facility. He pointed out that this is a tremendous disincentive to breach of contract and has more power than any language built into a contract. Further, the vision is the cooperation for the benefit of all the patrons, both City and District and all parties should have the incentive to make this happen. This should ultimately end in annexation for the benefit of all so that the City can focus on other services while the Library District focuses purely on providing library services. The desire for a better facility is what makes this situation



difference, so the issuance of debt for twenty years justifies a contract of twenty years. Chris pointed out that the term limits of the Trustees would mean that future generations would have to deal with this decision. Dan pointed out that all Boards are posited with making long-term decisions that will affect future generations on that Board. He furthered that the District does not have to act on the opportunity to provide a library facility through the City's much higher bond capacity, but this is an opportunity that the District will not have access to alone. Chris stated that she didn't feel that the Board has the right to make the decision to do this without hearing from the people they serve. Mindy pointed out that the Trustees were appointed to create and administer a library district and that a Trustee's job is to dream big; to provide vision and leadership; and to make the decisions that need to be made. Mindy further stated that this is a good opportunity that the Board should consider and that a Board should not be expected to put every decision to a large-scale vote. Chris stated that she feels the Board needs more information than is currently before them to make those decisions, especially with regard to location of the facility. Mary Alice pointed out that later in the Agenda, the Board would be making a decision about continuing to participate in Phase I with the architectural firm in which she and the Director participated in selecting with the City. The City has held off on moving forward with Phase I because the CSLD should be participating. Both parties understand that this does not mean there has been a commitment from either party to combine. Chris stated that she still feels we need more information.

Lynn Torset shared that Ahmik Hindman sent an email prior to the meeting expressing concern over the lack of information and comparisons the Trustees have to get an understanding of what the CSLD can afford with regard to branch development on its own and how that compares to what the CSLD could afford to do with the City of Sedro-Woolley. Mary Alice stated that the Board can bracket the information as what we could do alone and compare that to the maximum of what can be spent on a facility with the City that would still allow branch development outside of the City. The Trustees discussed that these costs need to be examined by an architect rather than a CPA. Mindy shared that she was having a hard time understanding the concerns here, that it seems fairly clear that the CSLD would have more capacity with the City. After more discussion, a motion was made.

*Motion for the Central Skagit Library District to retain an unbiased, independent, qualified third party to evaluate alternatives and cost feasibility of what the CSLD could afford to do within its own financing resources.*

Motion 1: Lynn Torset  
Motion 2: Chris Silves  
Approved: Lynn Torset Yae  
Chris Silves Yae  
Opposed: Mindy Coslor Nay

Further discussion: Mary Alice pointed out that the Board still needs to direct the team on the twenty year contract notion. She pointed out that many



agencies enter into long-term contracts and she worked with long-term contracts herself. Mary Alice shared that Ahmik's email about his concerns around a twenty year contract also included him expressing that, if proper language is put into a contract to protect the interests of the CSLD, he would be more comfortable agreeing to a twenty year term. Mindy agreed on the importance of a twenty-year contract. Lynn stated that he does not have a problem with a twenty-year contract. Chris said no to a twenty year contract. Mary Alice stated for the record that this is a directive rather than a motion.

With regard to maintenance on the facility, it was discussed that the CSLD asked for the City to pay for routine maintenance. The City team was not opposed to being part of short-term contracts for routine maintenance, but that they would want the CSLD to pay for those services. This is something that can be worked out in the future.

The Board also discussed naming conventions for libraries. Dan pointed out that many libraries are named for their locations, regardless of who owns the library facility. Ultimately the name of the facility will have to be agreed upon at a later time. The naming convention that is established will need to be carried on to the other branches in the future and should reflect the communities in which they are located.

#### A2. Participation in Phase I of Library Facility Project

As part of discussions at the City meeting, the CSLD was asked to continue to participate with the facility project. Mary Alice pointed out that the Board had authorized participation with the City in selecting an architect. At the May 9<sup>th</sup> meeting with the City team, the CSLD was asked to continue participation in Phase I of the facility project. This involves needs assessments and site assessments. CSLD should be part of this endeavor if it moves ahead with combined library services with the City. The CSLD would also benefit from the learning experience should it choose to move on without engaging in combined library services with the City. The Board will also need to choose who will continue on the committee. Lynn stated that he feels that Mary Alice and Jeanne continue.

*Motion to continue to be represented on Phase I of the work with the City of Sedro-Woolley library building project.*

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Approved: Unanimous

Opposed: None

*Motion to authorize the Board Chair and the Director to continue as the team representing the District during Phase I.*

Abstention: Chris Silves

Motion 1: Mindy Coslor



Motion 2: Lynn Torset  
Approved: Lynn Torset Yea  
                  Mindy Coslor Yea  
Opposed: None

## B. Employee Benefits

### B1. Change in rules for inclusion in the AWC

The Director pointed out that there must be an inter-local agreement in place for a city to sponsor us. Since we don't have anything in place with Sedro-Woolley, they would not be able to sponsor the CSLD. Even though Anacortes has an inter-local agreement with the CSLD, the relationship may not meet all of the criteria set forth by the AWC.

### B2. Committee Update

Chris and Lynn put together comparisons of library income and expenses from Skagit County libraries. They also put together spreadsheets with comparisons of AWC benefits and those of PEBB benefits (attached). From Lynn and Chris' understanding, the CSLD should be able to apply to the PEBB Board for inclusion into their benefits plan since it has two employees. The plans are similar to that of the AWC plans, but appear to combine medical, dental and vision rather than separating them out. The costs of the plans were discussed as well based on the spreadsheet. Mary Alice pointed out that the stipend is currently \$750 a month. Lynn stated this seems to be inadequate based on the data they reviewed. Chris pointed out that in the beginning the Board set the salary at the current level to offset the low stipend amount. Mary Alice stated that this information would be very helpful as the Board moves forward considering benefits.

## C. Executive Session to Discuss Interim Location Lease

Time Session Began: 8:44pm

Time Session Ended: 8:50pm

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. New Business

### A. Director Evaluation Process

An evaluation form was reviewed for the Director's upcoming one year review. Chris pointed out that, without having provided specific goals for the Director, it would be very hard to grade on some of the topics in the form. She also pointed

out that the format of "degree to which observed" scale of never to always is a strange scale. The other Board members agreed. The Director will change the format to a more common scale of unsatisfactory, needs improvement, meets expectations, exceeds expectations.

10. Other Business

The June 16<sup>th</sup> meeting date conflicts with commencement ceremonies at the Skagit Valley College. Mindy would like to see the June meeting rescheduled.

*Motion to change the Board meeting date to another date in the same week of June 13<sup>th</sup> through a Doodle Poll and noticed appropriately.*

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Approved: Unanimous

11. Adjournment Time: 9:02pm

Motion 1: Lynn Torset

Motion 2: Mindy Coslor

Approved: Unanimous

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

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

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


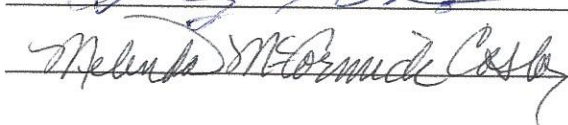
  
\_\_\_\_\_  
Chris Silves, Trustee

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
5/17/2016	Layla Frey		05/17/16	5013180	\$100.24
	Midwest Tape	93943080	05/06/16	5013515	\$40.46
	Midwest Tape	93940142	05/05/16	5013515	\$112.32
	Midwest Tape	93917536	04/28/16	5013515	\$38.86
	Midwest Tape	93895379	04/21/16	5013515	\$265.94
	Midwest Tape	93948911	05/09/16	5013515	\$121.36
	Hillis, Clark, Martin, P	195475	05/12/16	5014110	\$429.27
	Learned Commercial		05/02/16	5014110	\$277.50
	Jeanne Williams		05/17/16	5014310	\$108.31
	OCLC	462486	04/30/16	5014930	\$103.53
	David Moore	843830	05/10/16	5016210	\$750.00

**TOTAL \$2,347.79**

 Marilyn Swoboda  
 Chris Libras

Amount by GL Code	3180	\$100.24
	3515	\$578.94
	4110	\$706.77
	4310	\$108.31
	4930	\$103.53
	6210	\$750.00
		<u>\$2,347.79</u>



2016 Central Skagit Library Districts Statistics

	Library 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																	
July																	
August																	
September																	
October																	
November																	
December																	
<b>2015 Totals</b>	<b>88</b>	<b>33</b>	<b>1766</b>	<b>7</b>	<b>31</b>	<b>2687</b>	<b>978</b>	<b>92</b>	<b>5</b>	<b>14</b>	<b>50</b>	<b>32</b>	<b>472</b>	<b>14</b>	<b>362</b>	<b>13000</b>	<b>1581</b>



Search reports & help

# Audience Overview

May 1, 2016 - May 31, 2016

Email Export Add to Dashboard Shortcut

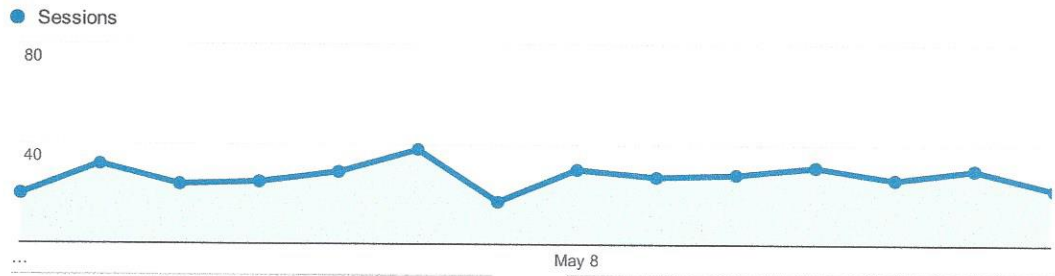
All Users  
100.00% Sessions

+ Add Segment

## Overview

Sessions VS. Select a metric

Hourly Day Week Month



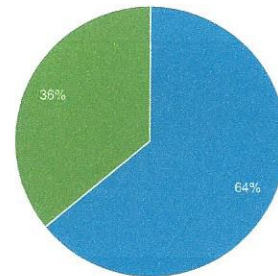
Sessions  
**905**

Users  
**642**

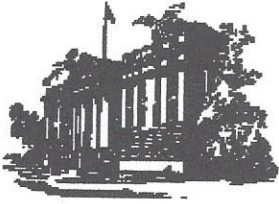
Pageviews  
**2,641**

Pages / Session  
**2.92**

New Visitor Returning Visitor



- Dashboards
- Shortcuts
- Intelligence Events
- Real-Time
- Audience
  - Overview
  - Active Users
  - Cohort Analysis BETA
  - User Explorer
  - Demographics
  - Interests
  - Geo
  - Behavior
  - Technology
  - Mobile
  - Custom
  - Benchmarking
  - Users Flow
- Acquisition
- Behavior
- Conversions



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: 5/1/2016 To: 5/31/2016

### L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

<b>Beginning Cash Balance</b>	<b>\$480,758.70</b>
Cash Receipts	\$40.00
Investments Interest	\$444.46
Taxes Collected	\$55,642.68
State Forest Funds	\$39,542.68
Timber Excise	\$9,411.08
<b>Subtotal Cash Increases</b>	<b>\$105,080.90</b>
Investments Purchased	-\$444.46
Other Cash Decreases	-\$72.31
Refund of State DNR Funds	-\$8.74
District Accounts Payable	-\$11,020.29
District Payroll	-\$11,881.11
<b>Subtotal Cash Decreases</b>	<b>-\$23,426.91</b>
<b>Ending Cash Balance</b>	<b>\$562,412.69</b>
<b>Beginning Investments</b>	<b>\$1,551,539.94</b>
Investments Purchased	\$444.46
<b>Ending Investments</b>	<b>\$1,551,984.40</b>
<b>Beginning Taxes Receivable</b>	<b>\$466,974.53</b>
Taxes Receivable	-\$56,090.92
<b>Ending Taxes Receivable</b>	<b>\$410,883.61</b>

SKAGIT COUNTY JR DISTRICTS

BALANCE SHEET

~~MARCH~~ 2016

*April*

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	563,631.37	335,036.29	417,908.96-	480,758.70
Obj 118 TEMPORARY INVESTMENTS	1,156,657.78	394,882.16		1,551,539.94
Obj 121 TAXES RECEIVABLE (NET)	784,414.53		317,440.00-	466,974.53
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	4,164.02-	10,531.79	12,929.56-	6,561.79-
Obj 231 OTHER ACCRUED LIABILITIES	5,040.12-	5,040.12	4,974.12-	4,974.12-
Obj 257 DEFERRED REVENUE	784,414.53-	317,440.00		466,974.53-
Obj 287 UNRESERVED FUND BALANCE	1,607,071.19-			1,607,071.19-

SKAGIT COUNTY JR DISTRICTS  
REVENUE/EXPENDITURE

~~MARCH~~ 2016

*April*

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	68,944.72-		317,127.28-	386,072.00-	
Obj 330 INTERGOVERNMENTAL REVENUES	95,302.85-		17,509.85-	112,812.70-	
Obj 360 MISCELLANEOUS REVENUES	1,138.04-		391.42-	1,529.46-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	25,963.47	8,745.24		34,708.71	
Obj 520 PERSONNEL BENEFITS	9,431.33	3,683.77	7.74-	13,107.36	
Obj 530 SUPPLIES	3,689.78	4,154.82	18.88-	7,825.72	
Obj 540 OTHER SERVICES AND CHARGES	18,637.21	6,743.62		25,380.83	
Obj 560 CAPITAL OUTLAYS	3,650.00	2,050.00		5,700.00	
Obj 599 BUDGET EXPENDITURES					1,923,144.00
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	104,013.82-	25,377.45	335,055.17-	413,691.54-	1,923,144.00



SKAGIT COUNTY JR DISTRICTS

TRANSACTION DETAIL

MARCH 2016

*April*

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	PRL APP	80552	20226?	04/15/16 WILLIAMS, JEANNE M	3,333.12	
	PRL APP	80598	20234?	04/15/16 FREY, LAYLA C	1,188.00	
	PRL APP	80674	20226?	04/30/16 WILLIAMS, JEANNE M	3,333.12	
	PRL APP	80740	20234?	04/30/16 FREY, LAYLA C	891.00	
					-----	
L03 5011100	SALARIES AND WAGES				25,963.47	34,708.71
	PRL APP	80516	?	04/08/16 SOCIAL SECURITY	385.56	
	PRL APP	80653	?	04/25/16 SOCIAL SECURITY	403.24	
					-----	
L03 5012100	SOCIAL SECURITY				1,944.88	2,733.68
	PRL APP	80516	?	04/08/16 RETIREMENT	479.63	
	PRL APP	80653	?	04/25/16 RETIREMENT	505.46	
					-----	
L03 5012200	RETIREMENT				2,448.06	3,433.15
	PRL APP	80516	?	04/08/16 LABOR AND INDUSTRIES	40.63	
	PRL APP	80653	?	04/25/16 LABOR AND INDUSTRIES	44.29	
	IGT APP	69802	698021	04/27/16 L&I 1ST QTR ADJ 2016	7.74-	
					-----	
L03 5012300	LABOR AND INDUSTRIES				205.55	282.73
	PRL APP	80553	20226?	04/15/16 WILLIAMS, JEANNE M	375.00	
	PRL APP	80598	20234?	04/15/16 FREY, LAYLA C	375.00	
	PRL APP	80675	20226?	04/30/16 WILLIAMS, JEANNE M	375.00	
	PRL APP	80740	20234?	04/30/16 FREY, LAYLA C	375.00	
					-----	
L03 5012400	MEDICAL				4,500.00	6,000.00
	ACH APP	69744	697441	04/27/16 1ST QTR 2016 ESD L03	324.96	
					-----	
L03 5012900	UNEMPLOYMENT COMPENSATION				332.84	657.80
	A/P APP	114259	441485	04/29/16 AMAZON.COM ACC#604578781041989	221.00	
					-----	
L03 5013110	OFFICE SUPPLIES				509.90	730.90

SKAGIT COUNTY JR DISTRICTS

TRANSACTION DETAIL

~~March~~ 2016

*April*

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5013180	LIBRARY PROGRAM COSTS				1.25	1.25
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				411.62	411.62
A/P APP	114259	441485	04/29/16	AMAZON.COM ACC#604578781041989	118.96	
L03 5013512	LIBRARY EQUIPMENT < \$5000				353.22	472.18
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	376.41	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	33.49	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	525.86	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	40.98	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	23.49	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	548.37	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	56.94	
A/P APP	113904	440040	04/04/16	MIDWESTTAPE ACC#2000014338	92.94	
A/P APP	113910	440175	04/04/16	VISA ACC#4798510055285114	17.35	
A/P APP	114115	440819	04/19/16	MIDWESTTAPE ACC#2000014338	352.23	
A/P APP	114115	440819	04/19/16	MIDWESTTAPE ACC#2000014338	25.49	
A/P APP	114115	440819	04/19/16	MIDWESTTAPE ACC#2000014338	233.94	
A/P APP	114115	440819	04/19/16	MIDWESTTAPE ACC#2000014338	24.98	
A/P APP	114115	440668	04/19/16	BAKER&TAYLOR ACC#L4249924	6.09	
A/P APP	114259	441485	04/29/16	AMAZON.COM ACC#604578781041989	605.60	
A/P APP	114259	441485	04/29/16	AMAZON.COM ACC#604578781041989	18.88-	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	369.41	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	99.96	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	34.47	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	246.94	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	56.94	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	16.49	
A/P APP	114260	441676	04/29/16	MIDWESTTAPE ACC#2000014338	26.49	
L03 5013515	LIBRARY BOOKS < \$5,000				2,413.79	6,209.77
A/P APP	113909	440009	04/04/16	LEARNEDCOMM CSRPC LIBRARY	637.50	
A/P APP	114260	441595	04/29/16	HCMP PS CSRPC LIBRARY	1,746.71	

SKAGIT COUNTY JR DISTRICTS

TRANSACTION DETAIL

~~MARCH~~ 2016

*April*

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5014110	PROFESSIONAL SERVICES				4,112.78	6,496.99
L03 5014120	ACCOUNTING SERVICES				389.66	389.66
L03 5014130	STATE EXAMINER				5,937.90	5,937.90
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	283.19	
L03 5014212	TELEPHONE INTERNET				566.22	849.41
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	2.96	
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	4.26	
L03 5014220	POSTAGE				53.16	60.38
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	1,047.61	
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	181.20	
	A/P APP	114115	440772	04/19/16 WILLIAMSJEAN CSRPC LIBRARY	91.80	
L03 5014310	TRAVEL				275.55	1,596.16
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	10.33	
L03 5014410	ADVERTISING				7.15	17.48
L03 5014910	MISCELLANEOUS				6.90	6.90
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	14.48	
L03 5014911	PRINTING					14.48
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	545.00	
L03 5014920	EDUCATION/TRAINING				172.00	717.00
	A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	237.35	

SKAGIT COUNTY JR DISTRICTS

TRANSACTION DETAIL

~~MARCH~~ 2016

*April*

				Opening	Closing
				Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI				
A/P APP	114115	440834	04/19/16 OCLC INC CSRPC LIBRARY	103.53	
A/P APP	114260	441750	04/29/16 SIRSIDYNIX CSRPC LIBRARY	1,837.70	
				-----	-----
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI			7,115.89	9,294.47
A/P APP	113910	440175	04/04/16 VISA ACC#4798510055285114	100.00	
A/P APP	114115	440718	04/19/16 MOOREDAVID CSRPC LIBRARY	750.00	
A/P APP	114260	441520	04/29/16 CENTRAL MOVE CSRPC LIBRARY	1,200.00	
				-----	-----
L03 5016210	BUILDINGS AND STRUCTURES			3,650.00	5,700.00





# Secretary of State

*Kim Wyman*

**News**

FOR IMMEDIATE RELEASE

June 13, 2016

Contact:

David Ammons

OSOS Communications Director

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## **Washington State Library has a new director: Cindy Aden**

Secretary of State Kim Wyman today announced appointment of Cindy Altick Aden as director of the Washington State Library.

Aden will take the helm next month of the state's oldest cultural institutions, dating back more than 160 years when it was created by the state's first territorial governor, Isaac Stevens, with a \$5,000 congressional appropriation for a collection of books he purchased and sent around the Horn.

Aden has an extensive background in public libraries and the private sector, including stints at Amazon, Corbis, and community newspapers. She is a graduate of Stanford University and the University of Washington School of Library and Information Science.

"I am delighted to appoint Cindy to provide new leadership at one of the library community's most important jobs," Wyman said. "I am excited about the creativity and passion she brings to the table. She has the skills and the vision to help pivot the Library to new levels of relevance, technology advances and user-friendliness in this challenging and exciting new century."

Aden said she is "honored and excited" to take the new post and eager to join a staff of experienced professionals. She praised the Legislature and Secretary Wyman for working hard to put the Library on a solid financial footing.

"It will be rewarding to once again put the State Library squarely in everyone's line of sight," she said. "I look forward to reaching out to all of the libraries in the state for dialogue on what we can do together to make to make library services stronger for everyone in Washington."

Wyman said the selection of the new State Librarian reflects her vision for a Library that responds to the public's need for solid information across platforms that are convenient and easy to use.


"Libraries are no longer just brick-and-mortar facilities," Wyman said. "More and more people, including my own son and daughter, access information online. We also want to partner closely with the State Archives to provide documents, books, images, maps, records and other materials in a way that is convenient to our thousands of in-person and online customers."

The Washington State Library offers a wide variety of services, including print and digital collections, genealogy resources, photo collections, historic newspapers, help for researchers, assistance to the Legislature and other policy-makers, and crucial assistance and resources for the state's community, college and tribal libraries.

The Library, a service of the Office of Secretary of State, operates the Washington Talking Book & Braille Library in Seattle and libraries in the state prisons and mental hospitals. Partnering with Microsoft, the Library and over 400 community libraries offer hundreds of free online computer and IT courses through the Imagine Academy.

"The Washington State Library has amazing resources for school kids, businesses and regular folks who want to expand their literacy and job skills," Wyman said. "It's very hands-on."

"The Library also is the official conduit of federal library dollars that are a real lifeline to our community libraries. So literally the reach of the Washington State Library extends to every community and legislative district."

Aden is a seasoned professional with background in management, strategic leadership, librarianship, metadata, project management and more. She has worked at the Library of Congress, the University of Washington Libraries, and Kitsap Regional Library. She was the first professional librarian hired by Amazon and also worked with Corbis and OCLC. 

###



## **Update on Summer Library Program:**

As of June 6<sup>th</sup>, flyers and posters have been delivered to the schools during the promos being conducted by our contract youth services specialist. Reading logs are ready and materials have been received for registration packets. Sign-up begins June 13<sup>th</sup>.

I contacted outlying schools to ask about having summer library programs onsite. Big Lake Elementary Principal told us that the school would be closed for construction. Samish Elementary Principal told me that the school would be closed and would not be available. I tried to contact the Lyman Elementary Principal but he has not responded to my messages. Clear Lake Elementary sent me paperwork to fill out to request to use the gym, but had few dates available. The facilities coordinator said that the school maintenance department has scheduled several maintenance projects so this limits access. She told me that she would let me know if our request is accepted or denied as soon as administration responds. As of June 6<sup>th</sup> we have not been accepted.

## **Activities:**

- May 13 – Attended Skagit Directors' Meeting - included discussions about summer library programs, reports from those who attended conferences, gifting of public funds vs. customer service, Skagit Reads plans.
- May 16 – talked with Catherine McHugh about facilitating a retreat with the Board.
- May 18 – conference call with Dan, Mary Alice and Lynn to debrief regarding the May 9<sup>th</sup> meeting with City representatives
- May 24 – meeting with Mary Alice to work on budget for comparison
- May 24 – first story time with Allia Allen. I was very impressed with her program and organizational skills. She is great with children.
- May 25 – meeting with Verizon representative to discuss a work cell phone and ideas about future lending of wi-fi hotspots and tablets with mobile data.



- May 31 – 2<sup>nd</sup> negotiation meeting with City of Sedro-Woolley representatives.
- June 3 – meeting with Julie Blazek from HKP Architects to discuss cost estimate work per the May Board meeting motion.
- June 6 – 3<sup>rd</sup> negotiation meeting with City of Sedro-Woolley representatives.

### **Upcoming Activities:**

- June 7 – Skagit Directors' presentation to the Skagit County Commissioners concerning Summer Reading Program and early brain development
- June 13 – Summer reading program sign-ups begin.
- June 16 – meeting with SHKS Architect firm involving Phase I of the library facility study.
- June 30 – initial meeting with Catherine McHugh about retreat goals
- July 7 & 8 – Statewide Directors' Meeting
- July 16 – Board Retreat (all day)



# District Capital Funding Capacity

June 13, 2016

Board of Trustees Meeting

# Purpose of Presentation

- The following estimates have been prepared in order to assist the Board in its deliberations regarding future facility development
- This presentation analyses District capacity to fund a future facility on its own
- A future presentation will analyze District capacity for future expansion if it were to develop a facility in conjunction with the City of Sedro Woolley



# General Assumptions

- This analysis is based upon a series of assumptions that the Board can modify
- The District continues to build fund balances in 2016, 2017 and 2018, with facility development envisioned in 2018
- Fund balances will be used to augment financing capacity in addition to \$1.6 million bond
- First bond payment in 2018, plus one year of debt service set aside in 2018

# Assumptions – District Income Flows

- Taxes receivable increase by \$5,000 annually
- State Forest Funds and Timber Excise Tax remain stable at current average levels (average receipts from 2014 and 2015)
- State Forest Funds and Timber Excise funds are not used to support ongoing operations costs – they are reserved for one-time uses

# Assumptions – District Expenditure Flows

- Staffing is increased commensurate with larger library facility – same as draft budget developed last fall when Board was considering a new facility
- Unchanged health stipend level (currently \$750/month/eligible employee)
- Increased temporary facility rent through 2018



# Capital Capacity Assumptions

- Issue \$1.6 million bond, assume annual debt service payments of \$296,000
- Reserve \$300,000 from fund balance as a “rainy day fund”
- Set aside \$450,000 for opening day collection
- Estimated fund balances available in 2018 for facility development = \$2 million
- Total estimated capacity - \$3.6 million

# Other Assumptions

- District will need to build major maintenance and repair reserve over life of bond
- \$3.6 million will need to cover all costs – acquisition, site development, renovation/construction, design, taxes, furniture, fixtures and equipment etc.

# District funding during life of bond

- Since the 2018 budget includes the required one year reserve and the first bond payment, that leaves four more years of bond payments for district to cover (six year bond)
- District budgets for 2019, 2020, 2021 and 2022 will include annual debt service
- Estimated operating expenditures are approximately \$100,000 per year less than tax revenues in 2018



# Future Expansion

- Forest funds and timber excise tax go into reserves for future expansion
- Starting In 2023, because bond is retired, estimated annual expenditures would be approximately \$400,000 less than tax revenues.
- This would position district for further facility expansion by 2023/2024.

**Central Skagit Rural Partial County Library District**  
**Hypothetical Budget ending 12/31/2017 and 2018**  
**FOR COMPARISON DISCUSSIONS ONLY**

	Estimated Carry Forward Cash as of 12/31/2016	2017 WITH BOND	2017 NO BOND	2018 W Bond
Current Cash Balance 5/31/2016	\$562,413			
Taxes Receivable May-December 2016	\$410,884	\$820,000	820,000	825,000
Current Investment Balance as of 5/31/2016	\$1,551,984			
Estimated vouchers through 12/31/2016	\$85,000			
Estimated payroll through 12/31/2016	\$81,000			
<b>Total Estimated Fund Balance as of 12/31/2016</b>	<b>\$2,359,281</b>			
<b>Total Expected Tax Income</b>		<b>\$820,000</b>	<b>\$820,000</b>	<b>\$825,000</b>
Estimated State Forest Funds through 12/2016(windfall)	\$150,000	\$213,000	\$213,000	\$213,000
Timber Excise through 12/2016 (windfall)	\$15,000	\$15,000	\$15,000	\$15,000
<b>Projected Windfall Funds as of 12/31/2016</b>	<b>\$165,000</b>	<b>\$228,000</b>	<b>\$228,000</b>	<b>\$228,000</b>
<b><u>CAPITAL AND ONE-TIME EXPENDITURES</u> (to be applied to banked funds Line 7)</b>				
<b>New Facility Acquisition</b>				
Required Reserve 1 year debt service (major repair fund with City)		\$296,000		296,000
<b>Capital Outlay for Future Facility/Property</b>		<b>\$296,000</b>		<b>296,000</b>
<b>Furniture and Fixtures</b>				
Computer/Network Expenses		\$71,400		71,400
Opening Day Collection including Processing (approximately 20,000 items)		\$450,000		450,000
<b>One-Time Expenditures for Future Facility</b>		<b>\$521,400</b>		<b>521,400</b>
<b>Total Estimated Fund Balance less Capital Outlay/One-Time Expenditures</b>		<b>\$1,541,881</b>	<b>\$2,359,281</b>	<b>\$2,062,793</b>
<b><u>OPERATIONAL COSTS</u></b>				
Salaries and Benefits		\$289,654	\$289,654	\$289,654
Training		\$4,000	\$4,000	\$4,000
Travel Expense		\$2,500	\$2,500	\$2,500
Dues and Subscriptions		\$1,300	\$1,300	\$1,300
Labor and Industries Worker's Compensation		\$2,200	\$2,200	\$2,200
Unemployment Insurance		\$2,200	\$2,200	\$2,200
<b>Personnel Expense</b>		<b>\$301,854</b>	<b>\$301,854</b>	<b>\$301,854</b>
<b>Bond Repayments</b>		<b>\$296,000</b>	<b>\$0</b>	<b>\$296,000</b>
<b>Lease (temporary location)</b>		<b>\$13,200</b>	<b>\$13,200</b>	
<b>Software and Licensing</b>		<b>\$29,434</b>	<b>\$29,434</b>	<b>\$29,434</b>
<b>General and Administration Expenses</b>		<b>\$61,100</b>	<b>\$61,100</b>	<b>\$61,100</b>
<b>Library Materials Ongoing</b>		<b>\$44,500</b>	<b>\$44,500</b>	<b>\$44,500</b>
<b>Total Operational Costs</b>		<b>\$746,088</b>	<b>450,088</b>	<b>732,888</b>
<b>Total 2017 Tax Revenue less Operational Costs</b>		<b>\$73,912</b>	<b>\$369,912</b>	<b>\$92,112</b>
<b>TOTAL CAPITAL/ONE TIME EXPENDITURES AND OPERATIONAL COSTS</b>		<b>\$1,563,488</b>	<b>\$450,088</b>	<b>\$1,550,288</b>
<b>ASSUMED RAINY DAY FUND</b>		<b>\$300,000</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>UNALLOCATED FUNDS FROM TAX REVENUES</b>		<b>\$1,315,793</b>	<b>\$2,429,193</b>	<b>\$92,112</b>
<b>UNALLOCATED TIMBER FUNDS</b>		<b>\$393,000</b>	<b>\$451,000</b>	

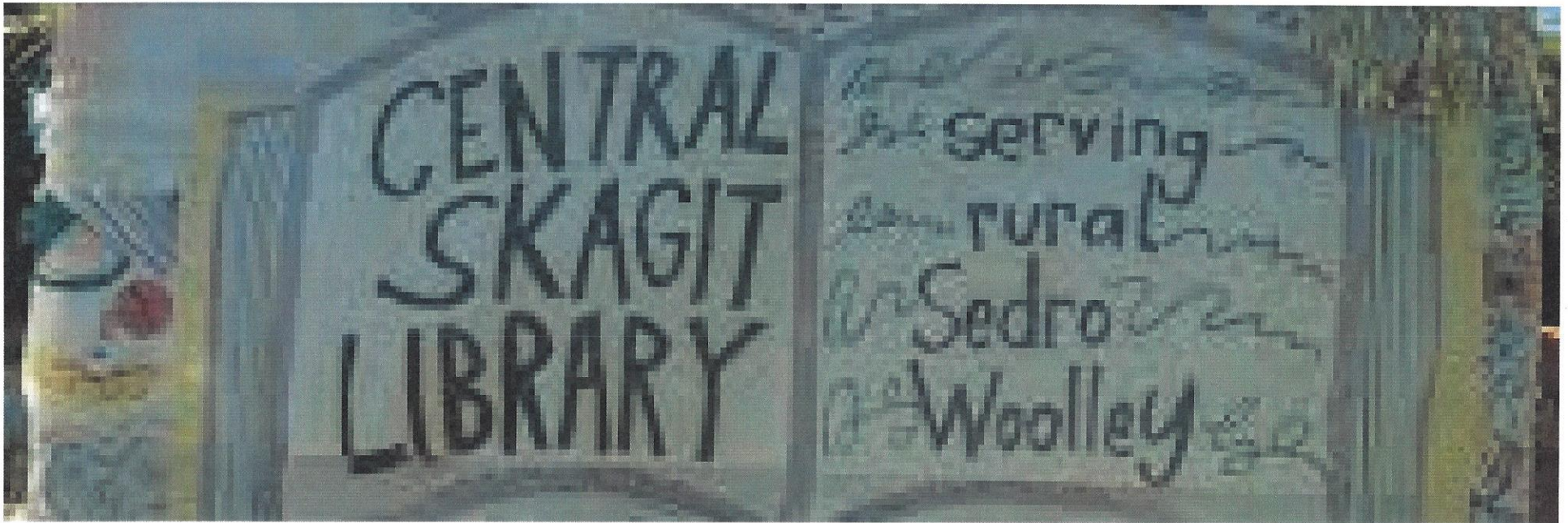
**BOND CAPACITY: \$1.6M to be paid back in 6 years**

Central Skagit Regional Library  
Board of Directors Board Meeting

June 13, 2016







## Costs and Escalation

Construction Estimate	\$ 1,614,726
Escalation per year (4%)	\$ 64,589

Berk/SHKS Architects





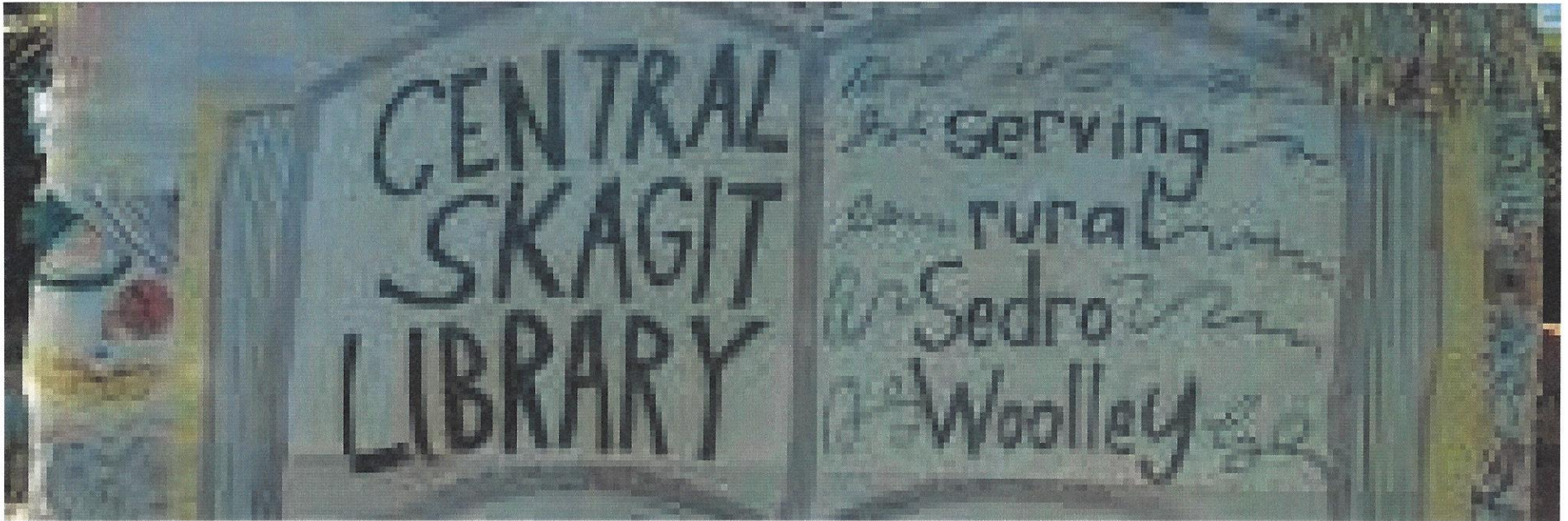
### General Project Scenarios - \$3.6 Million Project (2018)

Renovation on Developed Site	\$486/SF	= 7,407 SF
New on Developed Site	\$675/SF	= 5,333 SF
New on Undeveloped Site	\$810/SF	= 4,444 SF

Note: Depends solely on the individual property conditions.

Berk/SHKS Architects





## Overall Range

\$289/SF - \$762/SF

## Recommended Estimate (2018 Dollars)

Renovation on Developed Site	$\$450/\text{SF} \times 1.08\% = \$486/\text{SF}$
New on Developed Site	$\$625/\text{SF} \times 1.08\% = \$675/\text{SF}$
New on Undeveloped Site	$\$750/\text{SF} \times 1.08\% = \$810/\text{SF}$



## Ferndale Public Library

- 15,500 SF New Facility
- Developed Site (City-Owned)
- New Construction



SHKS Architects

Construction Est:	\$3,985,000 (\$257/sf)
Soft Cost Est:	<u>\$ 642,000</u> (16%)
Total Project Est:	\$4,627,000

Cost/SF: \$298/SF

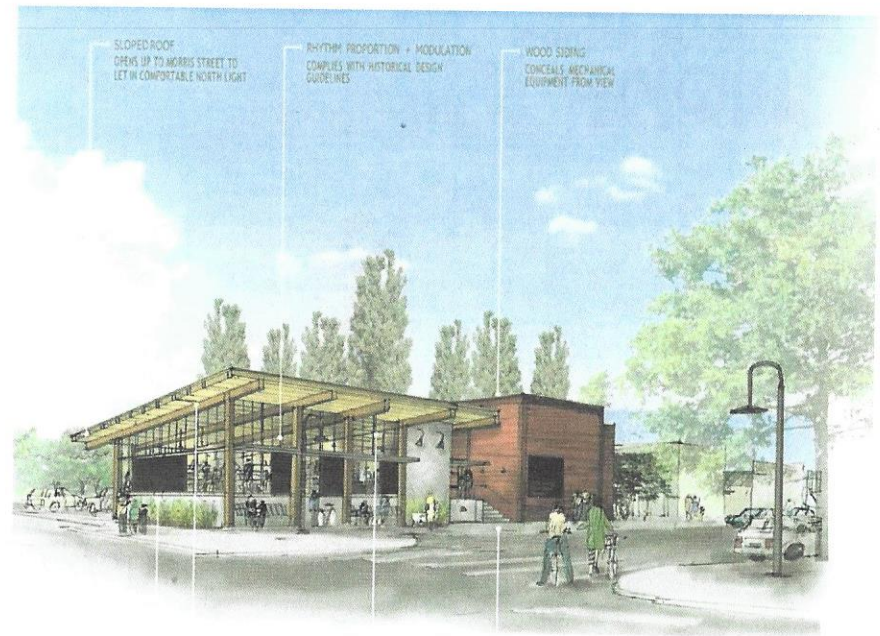
## La Conner Library Planning

- 4,700 SF New Facility
- Developed Site (Owned)
- New Construction

Construction Est: \$2,409,514 (\$512/sf)  
 Soft Cost Est: \$ 515,599 (18%)  
 Total Project Est: \$2,925,113

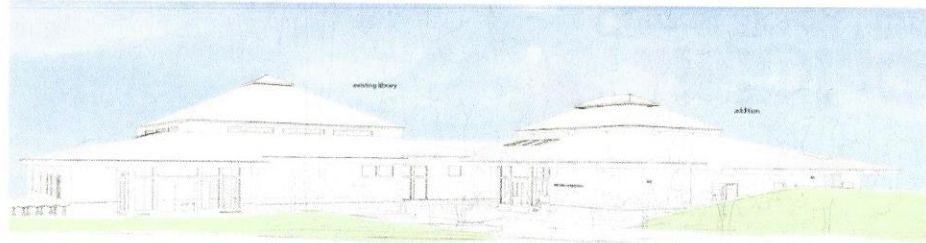
Escalated to 2018 \$3,224,937

Cost/SF: \$622/SF / \$686/SF (esc.)



Miller Hull Architects





## Orcas Island Library

- 6,000 SF Expansion
- Existing Site (Owned)
- New Construction

Construction Cost: \$2,767,000 (\$461/sf)  
 Soft Costs: \$1,040,983 (37.6%)  
 Total Project Cost: \$3,767,983

Cost/SF: \$628/SF







## Presentation Overview:

Case Studies of Recent Library Projects

Anticipated Project Cost for CSRL

Escalation Factors

Renovation Scenario