

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
December 21, 2017
7:00 p.m.

1. Call to Order
2. Resolution to Recognize Staff
3. Public Comments
4. Approval of Agenda
5. Consent Agenda Items

Approval of the Regular Meeting Minutes from November 16, 2017
Approval of November 2017 Payroll in the amount of \$19,923.55
Approval of November 2017 Vouchers in the amount of \$34,338.82
General Ledger Report for November 2017
Balance Detail Reports/Balance Sheets (if available)

6. Conflict of Interest
7. Communications
8. Report of the Director
9. Unfinished Business
 - A. Pre-Design Committee Report (D)
 - B. Trustee Appointment Recommendation Process (E)
 - C. Policy and Personnel Manual (D) (if available)
 - D. 2018 Meeting Dates (including Annual Retreat) (D)
9. New Business
 - A. Library Services Policy First Read
 - B. 2017 Budget Amendment

10. Other Business

11. Executive Session - None scheduled at the date on which the agenda was transmitted (12/16/2017)

There may be an Executive Session immediately preceding, during or following the meeting.

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Information = informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District
Regular Board Minutes
Sedro-Woolley City Council Chambers
November 16, 2017
7:00 p.m.

1. Call to Order 7:00pm

Trustees Present: Mary Alice Grobins, Chair
Mindy Coslor, Chair
Chris Silves
Lynn Torset

Trustees Absent: Ahmik Hindman

Staff Present: Jeanne Williams, Director

2. Public Comments

No one from the public wished to speak.

3. Approval of Agenda

Motion 1: Chris Silves
Motion 2: Lynn Torset
Unanimous

4. Consent Agenda Items

Motion to approve the consent agenda.

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

Approval of the Regular Meeting Minutes from October 27, 2017
Approval of the Budget Hearing Minutes from October 27, 2017
Approval of October 2017 Payroll in the amount of \$19,855.96
Approval of October 2017 Vouchers in the amount of \$53,412.65
General Ledger Report for October 2017
Balance Detail Reports/Balance Sheets (if available)
Ongoing Statistics

5. Conflict of Interest

No Trustee indicated a conflict of interest.

6. Communications

Chris Silves indicated that she attended the first meeting of the Friends of the Library to thank them for their interest in creating the group and supporting the library.

7. Report of the Director

Report attached to previous meeting materials.

Jeanne Williams reported that the Dia De Los Muertos program had been a great success and was impressed by Sandra Davila's organizational skills with regard to planning such a large event.

She further reported on the staff participation at the Washington Library Association conference. Some highlights including attending two sessions to learn about partnering with school districts to get all students library cards through a direct and secure sharing of basic student directory information.

The conference also provided the staff with many other tools for strategic planning, programming, and project management. A major theme throughout the conference involved leadership in libraries as they transform from repositories of information to community activity centers.

Mary Alice Grobins asked what might be the best way to invite the Friends to a meeting for introductions. The Director will talk with the Friends about this and the timing, once they get past the basic charter activities.

8. Unfinished Business

A. Pre-Design Committee Report (E)

Chris Silves shared that the committee had pursued many sites at the beginning and pared them down to six, and then two, based on the criteria for site selection. The two sites remaining are 100 West State Street and a city parking lot on Metcalf next to the Masons, with the W State Street site requiring a demolition prior to building. The architects will provide concept drawings, with financing of \$5 M determining the size of the building. There is request for a legislative appropriation of \$2M, but the senator we'd hoped would help in that request has left the senate.

She went on to share that the Open House will be on November 29th anytime between 6:00pm and 8:00pm and it will be similar in format to the first Open House back in September.

Jeanne Williams included that the Open House will also share needs assessment results. She furthered that, with information on the sites coming

in daily, where the committee is in terms of the pre-design project is still quite fluid.

Jeanne Williams went on to say that, as part of this process, there would need to be lead and asbestos testing to help determine the costs of demolition on the W State Street building. Upon speaking with Eron Berg earlier, it was shared that the asbestos testing estimates were coming in higher in cost than expected. In order to move forward, Jeanne requested that the Board consider increasing the pre-design budget by \$2950, or 59% of \$5000.

Mary Alice Grobins explained that the demolition costs would be dependent upon whether asbestos or lead abatement would be needed at 100 W State Street. At the city parking lot on Metcalf, there would be no need for demolition, but parking development would add to project costs. She furthered that there was no preference being expressed at this point towards either site, but that both are feasible sites for a library.

Mary Alice Grobins outlined the pre-design committee's original charge to produce a recommendation for location, design and budget of a new library facility. At the point of decision, the Board will not be approving a detailed report with schematics as those details don't come until further along in the project.

Mary Alice Grobins then stated that the action item at had is to authorize to commit a \$2950 increase to the predesign budget, but, to provide flexibility, the Board could authorize a larger increase.

She also shared that there were talks with the railroad representatives about the tracks near the State Street property. She furthered that State Street will be improved in 2018. Because the site is near railroad property, a special survey may also be needed to confirm boundaries. In relation to the Metcalf location, the Masons own a nearby vacant lot that might be available for purchase to provide parking, but the Masons had taken no action involving this lot.

Mary Alice Grobins concluded that either site could accommodate a 13,000 square foot, at grade building if funds were available to build that size.

Motion to increase the district's portion of the predesign budget up to \$5000.

Motion 1: Lynn Torset
Motion 2: Mindy Coslor
Unanimous

B. 2018 Budget Proposal (D)

1. 2018 Budget (appended to this set of minutes)

Motion to adopt the 2018 budget as presented for a total operational costs of \$897,687 and total capital and one-time expenditures of \$355,000.

Motion 1: Chris Silves

Motion 2: Lynn Torset

Mindy Coslor asked for a clarification of the personnel cost line item. The Director shared that that line item included a 3% cost of living adjustment for all employees except the Director. The Director was excluded due to a recent salary adjustment.

Vote unanimous.

2. Resolution 2017-1 Reading and Adoption (Levy) (appended to this set of minutes)

Jeanne Williams shared that the figures being used in the budget assumptions for income are based on the preliminary assessed values and could change when the final assessments are in. She furthered that the Board has previously voiced that it was time to begin taking the 1% increase based on the implicit price deflator.

Mary Alice Grobins reminded the Board that the 1% increase has not been taken since the district's creation.

Motion to adopt Resolution 2017-1.

Motion 1: Mindy Coslor

Motion 2: Lynn Torset

Unanimous

3. Resolution 2017-2 Reading and Adoption (Auditor) (appended to this set of minutes)

Motion to adopt Resolution 2017-2 authorizing the Skagit Auditor's Office to serve as the district's auditing officer.

Motion 1: Chris Silves

Motion 2: Lynn Torset

C. Policy and Personnel Manual (E)

Jeanne Williams discussed with the Board how the personnel manual came about as an expansion of the current policy manual. She noted that the human resources consultant had already had one round of editing on the document. The consultant recommended that the current and expanded policies be broken into three different documents: 1) personnel manual; 2) library policy manual; and 3) internal controls manual.

The personnel manual serves as the Director's statement on expectations of employee conduct as well as the Board's policies around benefits and employment. It contains a great deal of typical language around at-will status, accommodation, harassment, and so on.

Some points that were highlighted because they were new additions or existing policies that had changed:

- Employee conduct statement of expectations
- Gender neutral dress code
- Change in breaks and lunches to align with state guidelines
- 2018 change in sick leave accrual for all employees, including those working less than 20 hours per week
- Change in sick leave accrual to hours worked basis rather than straight monthly accrual
- Social media and electronic communications language
- Statement of confidentiality
- Any statements in the appendices with regard to library codes of ethics which conflict with state or federal law, state or federal law will prevail

With regard to sick leave, the Director asked what amount the Board would like to cap it, reminding them that there is no payout of sick leave.

Mindy Coslor asked why the district chose not to pay sick leave upon separation.

Mary Alice Grobins said that separations payouts are related to how much risk the Board is comfortable with for this type of liability.

The Trustees asked the Director to find out what basis current limits of 1000 or 1440 for sick leave in other agencies are based upon and to find out what local libraries use as a sick leave cap.

Mary Alice Grobins shared her concern about language in the social media policy which suggests that the library would attempt to control statements made by employees on his/her personal social media accounts, even if those comments do not reference the library, such as political views.

Chris Silves shared that, as a school teacher, she experienced policies where personal conduct on personal social media sites was commented upon.

Mindy Coslor pointed out that, taken out of context, some of the language in the policy does seem to express that any conduct could be an issue.

The Director will seek clarification on the social media policy.

The Director shared that she would like to see the policy manual in place by the January 2018 meeting if possible.

D. Board to Board Advocacy (E)

Jeanne Williams shared that, since her arrival at the library district, discussions involving reciprocal borrowing with the libraries in Skagit County had been ongoing. The library directors in Skagit County have been working towards that goal from those early days. In discussions with the Mount Vernon City Library (MVCL) Director, Isaac Huffman, it has been indicated that Sedro-Woolley city residents would not lose reciprocal privileges with MVCL, but that there had been no headway made on reciprocal privileges for district residents.

Jeanne Williams went on to say that there would need to be preparation for both MVCL and Burlington Public Library (BPL) for the loss of revenue from district patrons purchasing library cards.

Jeanne Williams shared that it might now be time for advocacy for reciprocal privileges to move to the Board level, with the district Board working directly with the Library Boards of MVCL and BPL to advocate to their respective city councils.

There was discussion about the rationale behind excluding the Central Skagit Library District from reciprocal contracts when the other partial county districts were included. It was forwarded that one issue might be the close proximity of district patrons to the MVCL and BPL. Related to this, it is highly likely that a large portion of the purchased cards at these two libraries are district residents.

Chris Silves pointed out that, in the early days of the district, when considering contracting with one library to serve district residents, they found that the distribution of paid cards to MVCL, BPL, and Sedro-Woolley Public Library suggested that choosing one library to contract with would have been unacceptable to large numbers of district residents.

The idea of reciprocal borrowing being based on the district getting at least 10,000 items into its catalog was also discussed. No one was sure where that threshold amount came from and it was likely no longer valid.

The Board members discussed beginning with informal conversations with Trustees from the MVCL and BPL before going a more formal route of requesting a meeting.

9. New Business

A. 2018 Board Meeting and Retreat Dates

Mary Alice Grobins asked that Trustees check personal calendars to see if the proposed 2018 regular meeting dates would have any major conflicts. She furthered that the Board should discuss establishing a time frame for the Board retreat earlier than the month of June so that the strategic planning for the year could better inform the budget priorities of the following year. These things will all be discussed in the December meeting.

9. Other Business

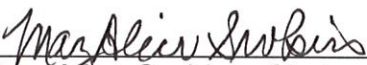
Mary Alice Grobins suggested that the Director come to the December meeting with a recommendation to move funds from the cash balance to the Local Government Investment Pool since the cash balance was quite large.

Mary Alice Grobins also asked the Board members how they would feel about recognizing the hard work of the staff by having them attend a short reception immediately preceding the December regular meeting. Everyone in attendance felt it would be a good idea.

Mary Alice Grobins also reminded everyone about the Trustee Training Session at the Anacortes Library scheduled for November 18th.

10. Adjournment 8:11pm

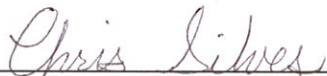
Motion 1: Mindy Coslor
Motion 2: Chris Silves
Unanimous



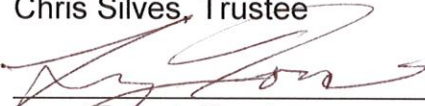
Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Chris Silves, Trustee



Lynn Torsset, Trustee

Appendix I 2018 Approved Budget

	Estimated Cash as of 12/31/2017	Estimated 2018 Receipts and Expenses	2018 % of Operations	Estimated 2019 Receipts and Expenses ⁴	2019 % of Operations
Estimated Cash Balance Less Expenses	\$2,520,000				
Projected Timber Funds 2017	\$190,000				
Estimated Unreserved Fund Balance	\$2,710,000			\$2,773,322	
Use of Unreserved Fund Balance for Operations				\$75,000	
				\$2,698,322	
Use of Unreserved Fund Balance for Operations				\$75,000	
Estimated Tax Receipts CSLD		\$838,000		\$846,000	
Estimated Receipts Sedro-Woolley		\$308,000		\$8,000	
Total Estimated Receipts		\$1,146,000		\$929,000	
Operational Expenditures					
Personnel Expense		\$647,278	72.11%	\$663,505	71.82%
Utilities		\$12,000	1.34%	\$16,000	1.73%
Lease		\$14,400	1.60%	\$14,400	1.56%
Software and Licensing		\$34,000	3.79%	\$36,000	3.90%
Computers and Networking		\$4,000	0.45%	\$4,000	0.43%
General and Administration Expenses		\$83,000	9.25%	\$86,000	9.31%
Bookmobile		\$9,000	1.00%	\$10,000	1.08%
Library Materials Ongoing		\$94,000	10.47%	\$94,000	10.17%
Total Operational Costs		\$897,678	100.00%	\$923,905	100.00%
Total Estimated Receipts Less Total Estimated Operational Expenses		\$248,322		\$5,095	
Use of Unrestricted Fund Balance for Capital and One-Time Expenditures					
Director's Contingency Fund		\$50,000		\$50,000	
Furniture and Fixtures		\$38,000		\$900,000	
Library Vehicle		\$25,000		\$0	
Major Repair Fund		\$0		\$200,000	
Opening Day Collection		\$0		\$625,000	
Moving Fees/Utility Start-up		\$10,000		\$10,000	
SirsiDynix Migration Out		\$30,000		\$0	
Construction Account Shared with Sedro-Woolley ³		\$177,000		\$0	
Central Skagit Portion of the Pre-Design Budget		\$25,000		\$0	
Total Capital and One-Time Expenditures		\$355,000		\$1,785,000	
Total Estimated Unreserved Fund Balance less Capital and One-Time Expenditures		\$2,355,000		\$913,322	
Estimated Timber Funds Receipts		\$170,000		\$170,000	
Total Unreserved Funds Year-End		\$2,773,322		\$1,088,417	

Green represents Income and Unreserved Funds
 Peach represents One-Time Expenditures
 Aqua represents Operational Expenditures

Appendix 2 Resolution 2017-1



720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2017-1
RCW 84.55.120

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2018; and,

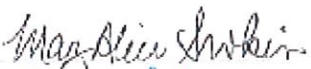


WHEREAS, the district's actual levy amount from the previous year was \$825,162; and,

WHEREAS, the population of the district is more than 10,000; and now, therefore,

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

The dollar amount of the increase over the actual levy amount from the previous year shall be \$8,252, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and annexations that have occurred and refunds made.

Adopted this 16th day of November, 2017.



Appendix 3 Resolution 2017-2

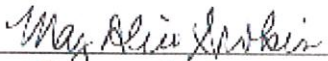



720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org


Resolution No. 2017-2

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 16, 2017, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2018 at a cost of \$4232.92. It is further resolved that payment for services will be by Intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted this 16th day of November, 2017.











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: 11/1/2017 To: 11/30/2017

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$691,993.26
Investments Interest	\$1,952.11
Taxes Collected	\$59,511.22
State Forest Funds	\$55,683.95
Timber Excise	\$12,821.22
Subtotal Cash Increases	\$129,968.50
Investments Purchased	-\$1,952.11
District Accounts Payable	-\$37,409.60
District Payroll	-\$25,140.39
Subtotal Cash Decreases	-\$64,502.10
Ending Cash Balance	\$757,459.66
Beginning Investments	\$2,069,959.59
Investments Purchased	\$1,952.11
Ending Investments	\$2,071,911.70
Beginning Taxes Receivable	\$94,600.20
Taxes Receivable	-\$60,134.94
Ending Taxes Receivable	\$34,465.26

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
11/8/2017	VM Investments	17-Dec	11/08/17	5016210	\$1,200.00
	Midwest Tape - Hoopla	95533559	10/31/17	5014930	\$923.43
	Ebsco	662608	11/03/17	5014930	\$940.00
	OCLC	566485	10/31/17	5014930	\$109.83
	Skagit Law Group	27390	10/31/17	5014110	\$1,300.00
	WA HCA	17-Nov	10/26/17	5012400	\$7,440.33
	City of Sedro-Woolley	16828	11/01/17	5014110	\$575.00
	Midwest Tape	95522970	10/27/17	5013515	\$1,226.39
11/8/2017	Baker and Taylor	4012010484	09/15/17	5013515	\$93.04
		4012010485	09/15/17	5013515	\$20.03
		4012010486	09/15/17	5013515	\$308.12
		4012010487	09/15/17	5013515	\$489.35
		4012010488	09/15/17	5013515	\$17.66
		4012016663	09/22/17	5013515	\$101.79
		4012016664	09/22/17	5013515	\$39.25
		4012016665	09/22/17	5013515	\$303.74
		4012016666	09/22/17	5013515	\$279.89
		4012016667	09/22/17	5013515	\$12.26
		4012016668	09/22/17	5013515	\$24.82
		4012016669	09/22/17	5013515	\$34.34
		4012016670	09/22/17	5013515	\$28.64
		4012021601	09/27/17	5013515	\$171.01
		4012021621	09/28/17	5013515	\$21.61
		4012011622	09/28/17	5013515	\$21.61
11/8/2017	Baker and Taylor	4012021623	09/28/17	5013515	\$35.64
		4012021624	09/28/17	5013515	\$19.33
		4012021625	09/28/17	5013515	\$18.12

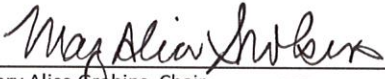
		4012021626	09/28/17	5013515	\$19.38
		4012021627	09/28/17	5013515	\$102.76
		4012022683	09/28/17	5013515	\$86.42
		4012022684	09/28/17	5013515	\$26.27
		4012022685	09/28/17	5013515	\$313.69
		4012022686	09/28/17	5013515	\$20.03
		4012022687	09/28/17	5013515	\$3.87
		4012022688	09/28/17	5013515	\$18.77
		4012029201	10/06/17	5013515	\$74.22
		4012029202	10/06/17	5013515	\$23.15
		4012029203	10/06/17	5013515	\$18.47
		4012029204	10/06/17	5013515	\$268.05
		4012029205	10/06/17	5013515	\$14.32
11/8/2017	Baker and Taylor	4012030339	10/09/17	5013515	\$171.06
		4012035574	10/13/17	5013515	\$73.27
		4012035575	10/13/17	5013515	\$9.97
		4012035576	10/13/17	5013515	\$34.04
		4012035577	10/13/17	5013515	\$205.96
		4012035578	10/13/17	5013515	\$23.36
		4012035579	10/13/17	5013515	\$51.99
		4012038824	10/18/17	5013515	\$276.52
		4012038825	10/18/17	5013515	\$640.74
		4012038846	10/18/17	5013515	\$19.40
		4012038847	10/18/17	5013515	\$107.57
		4012038848	10/18/17	5013515	\$4,002.47
		4012041664	10/20/17	5013515	\$139.93
		4012041665	10/20/17	5013515	\$26.28
		4012041666	10/20/17	5013515	\$104.56
		4012041667	10/20/17	5013515	\$16.01
11/8/2017	Baker and Taylor	4012041668	10/20/17	5013515	\$36.95
		4012041669	10/20/17	5013515	\$93.31
		4012041670	10/20/17	5013515	\$91.54
		4012046074	10/26/17	5013515	\$7.16
		4012046075	10/26/17	5013515	\$37.60

		4012047075	10/27/17	5013515	\$93.67
		4012047076	10/27/17	5013515	\$202.27
		4012047077	10/27/17	5013515	\$19.40
		4012047078	10/27/17	5013515	\$63.19
		4012053312	11/06/17	5013515	\$140.94
11/8/2017	En Pointe Technologies	93215903	09/30/17	5013130	\$366.35
11/8/2017	Jeanne Williams		11/08/17	5014310	\$178.42
11/17/2017	Ebsco	1000065211-1	10/03/17	5014930	\$2,784.00
	City of Sedro-Woolley	348	11/20/17	5014110	\$4,495.80
	Sandra Davila		11/16/17	5013180	\$51.67
	Allia Allen		11/16/17	5014310	\$206.43
	Allia Allen		11/16/17	5013180	\$20.72
	Sandra Davila		11/17/17	5014310	\$140.52
11/23/2017	Baker and Taylor	4012055567	11/07/17	5013515	\$83.61
		4012055568	11/07/17	5013515	\$12.53
		4012055618	11/07/17	5013515	\$18.77
		4012055619	11/07/17	5013515	\$51.32
		4012055620	11/07/17	5013515	\$16.91
		4012055621	11/07/17	5013515	\$78.71
		4012060620	11/13/17	5013515	\$139.72
		4012060621	11/13/17	5013515	\$10.95
		4012060622	11/13/17	5013515	\$249.30
		4012060623	11/13/17	5013515	\$38.38
		4012060624	11/13/17	5013515	\$110.81
		4012060625	11/13/17	5013515	\$18.77
		4012060626	11/13/17	5013515	\$39.74
		4012060627	11/13/17	5013515	\$93.15
		4012064407	11/15/17	5013515	\$34.25
11/23/2017	Midwest Tape	95561555	11/09/17	5013515	\$74.31
		95558172	11/08/17	5013515	\$227.79
		95535096	11/07/17	5013515	\$593.64

11/22/2017

Jeanne Williams		11/22/17	5014910	\$75.00
Frontline Cleaning	17182	11/15/17	5014187	\$295.00
Midwest Tape	95572928	11/14/17	5013515	\$398.46


TOTAL \$34,338.82




Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Torset, Trustee

Activities and Information

1. TLC Migration – much of the last month I have focused on the details and tasks involving the migration, training and implementation of the library's new automation system – LS2 by the Library Corporation. The migration was successful with very few minor issues. The staff and I are very happy with the speed and functionality of the system.
2. SirsiDynix Workflows – I will continue this service for about two more months to allow for the gathering of usage statistics before losing access to the system.
3. Pre-Design Committee meetings were also a focus over the last month and have culminated in a recommendation, which will be addressed later in this meeting.
4. December 1st - Frozen Storytime was a great success and delighted 140 attendees.
5. December 8th – I spent an afternoon with staff at Sedro-Woolley Public Library to observe the method of client-based cataloging. The Assistant Director, Teresa Johnson, also gave me a tour as we discussed the challenges of adding the CSLD materials to the SWPL collection space.
6. December 21st – I met with Bill Chambers, the city IT specialist to discuss the network diagram of the Sedro-Woolley Public Library. This included discussion of issues with Internet connectivity, VoIP (voice over IP) phone services, software licensing and condition of existing technology in the building.
7. December 22nd – I will be meeting with representatives from Interpreting Technology to do a walk-through at the Sedro-Woolley Public Library to assess the technology needs and challenges of moving the library off the city's network.

General Information

1. Audit -- I contacted the State Auditor's Office to get an idea of the timing of our next audit. In the fall of 2018, probably in September, the SAO will begin the audit for 2016-2017, with it likely being finished

before the year end. Our past audit was done at an off time of the year and so the Board's annual calendar may need to be revised to reflect this. The SAO representatives would be happy to have a pre-audit meeting with the Board (possibly attending a Board meeting to address the Board) as well as the post-audit debrief.

2. Annual Report to the Board of Commissioners – the timing of this report and the presentation may need to be revised due to the timing of the final reports provided by the Skagit Auditor and the Treasury.

Appendix 3 Resolution 2017-2



720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2017-2

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 16, 2017, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2018 at a cost of \$4232.92. It is further resolved that payment for services will be by Intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted this 16th day of November, 2017.

May Alice Sporkin
Chris Silver
[Signature]

Melinda McConville

Resolution No. 2017-3

WHEREAS during 2017, the Central Skagit Rural Library District staff has provided excellent patron service; and

WHEREAS the library staff commissioned and operated the district's bookmobile in its inaugural year, allowing patrons across the district open and easy access to library materials; and


WHEREAS during 2017 the staff successfully re-located the district library to a larger, modern facility with an expanded collection and services; and

WHEREAS the library staff conducted a highly successful summer reading program and well-attended special events throughout the year; and


WHEREAS the library staff participated in the planning and pre-design of the New Library;

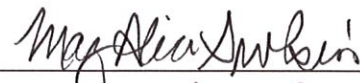
NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the Central Skagit Rural Library sincerely thank the library staff and commend them for their dedication and hard work during the past year.


Adopted this 21st day of December, 2017.



Chris Silver





Magalia Swbin


Melinda McCormick Coslor

Resolution No. 2017-4

WHEREAS, Paragraph 7 of the Library Partnership Agreement executed on July 20, 2017 created a Joint Pre-Design Committee charged with working the community members and consultants to bring forth a recommendation for a New Library regarding site, conceptual design, and budget;

AND

WHEREAS, Approval by both the Central Skagit Rural Partial County Library District Board of Trustees and the Sedro-Woolley City Council and will trigger Part II of the Partnership Agreement and the Library Services Agreement which includes joint operations sixty days from the effective date as well as full design and construction of the new library under the Building Joint Development and Ownership Agreement;

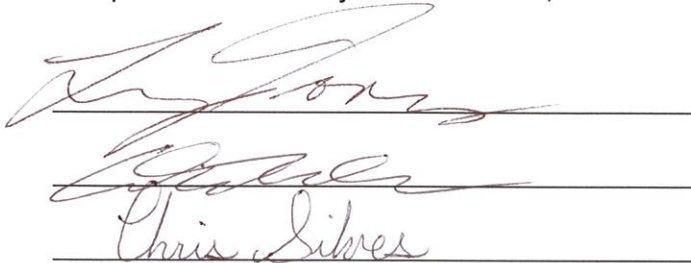
AND

WHEREAS, The Joint Pre-Design Committee's unanimous recommendation regarding site, conceptual design and budget is as follows:

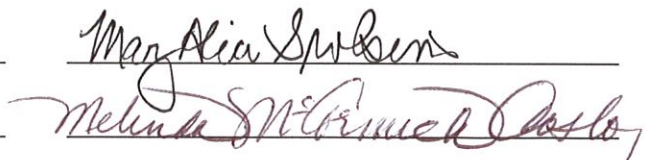
Location:	100 W. State Street
Conceptual Design:	As described in the SHKS report dated November 30, 2017, attached, and presented at the community open house on November 29, 2017.
Budget:	The total project budget is estimated at a minimum of \$5.3 million (\$5 million from sale of bonds, \$0.3 million from funds deposited into the Library Construction Fund), not including an additional \$1.525 million earmarked by the district for furniture, fixtures, equipment, opening day collection and other owner costs related to New Library construction. In addition, a \$2 million capital request to the 2018 Legislature is pending.

Be it resolved that the Board of Trustees of the Central Skagit Rural Partial County Library District approves the proposed location, concept design, and budget for the New Library.

Adopted this 21st day of December, 2017.



Chris Sibers



Magalia Spinks
Melinda McGinnis Paslo

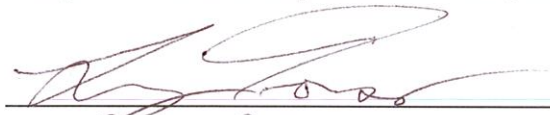


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Resolution No. 2017-5

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on December 21, 2017, that we amend the 2017 Budget to add \$76,500 in additional funds for operational expenses to 1) correct a clerical error on the 2017 Budget/Levy Request Form submitted to the Skagit County Auditor and 2) provide for one-time expenses related to tenant improvements of which total costs were not available at the time of budget approval.

Adopted this 21st day of December, 2017.



Chris Silves

