

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
January 19, 2017
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 December 15, 2016
Approval of December 2016 Payroll in the amount of \$
Approval of December 2016 Vouchers in the amount of \$
General Ledger Report for December 2016
Ongoing Statistics

5. Conflict of Interest

6. Communications

7. Report of the Director

8. Unfinished Business

- A. City Negotiations (E, N)

1. Public Process Timelines
2. Format of Workshops
3. Concept Budget for Discussion of Affordability

9. New Business

- A. Election of Officers (D)

- B. Bylaws Review Process (E)

1. Call for Review Committee (D)

- C. Recommendation of Upcoming Trustee Term Expiration (D)

- D. Discussion of Upcoming BOCC Annual Report (E)

E. Report from Communications Committee (E)

F. 1/27/17 Board Retreat (E, N)

10. Other Business (if applicable)

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

11. Adjournment

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District
Regular Board Minutes
Sedro-Woolley City Council Chambers
December 15, 2016
7:00 p.m.

1. Call to Order: 7:02 p.m. All Trustees in Attendance
2. Public Comments

Wayne Carlson – Asked if Executive Sessions could be held in another room so that the audience would not have to stand outside.

Sylvia Matterand – Excited at the progress towards one great library as shown in the draft concept. She encouraged the Board to listen to those who are positive about the partnership instead of listening to the negative. She shared that she feels that even though the negative group is very loud, they are a minority.

3. Approval of Agenda

Motion 1: Lynn Torset
Motion 2: Mindy Coslor
Unanimous

4. Consent Agenda Items

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

Approval of the Regular Meeting Minutes from November 18, 2016
Approval of November 2016 Payroll in the amount of \$11,152.44
Approval of November 2016 Vouchers in the amount of \$15,162.66
General Ledger Report for November 2016
October Balance Sheet
Ongoing Statistics

5. Conflict of Interest: NA
6. Communications: NA
7. Report of the Director – Attached
8. Unfinished Business
 - A. Committee Report – City Negotiations

Mary Alice Grobins provided a presentation (attached) outlining the Library Partnership Concept (attached) developed by the negotiation teams from Central Skagit Library District and the City of Sedro-Woolley. It included key elements of the partnership concept, update on city action, and next steps including a public process if the Board chooses to move forward.

The action before the Board would involve the Board deciding to consider The draft concept under consideration, which would also include the development of a public process to provide the district residents with the opportunity provide testimony and ask questions.

Mindy Coslor – wanted clarification that the action tonight would only be to move forward on a public process and the concept could be changed in the future. With that being the case, she commended the negotiation team on the tremendous amount of work represented in the draft concept.

Chris Silves – would like to see a newsletter mailed out with the information and background. She doesn't feel that the Board can take public comment from people who don't even realize CSLD exists. Chris furthered that she felt that the amount that the city would be paying in would not cover the cost of the city library employees' salary and benefits and provide services.

Mary Alice Grobins – The Director will need to show the Board budget work for what a combined library concept would cost. She pointed out that the negotiation teams discussed the issue of ownership and the need for both parties to show something tangible for the money spent rather than all city payments going strictly to consumable goods and services. This conversation led to the development of a payment structure for the facility that would provide the residents of both the district and the city ownership of their library.

Lynn Torset – Lynn pointed out that the city has been budgeting approximately \$350,000 towards their library and that this is what they should pay. He furthered that this concept would not take away from district residents but would allow the district a better opportunity to provide a modern library.

Ahmik Hindman – Agrees that the CSLD needs to get the word out about CSLD library services and feels that reaching out into the district for this process could run parallel with a large communications campaign.

Chris Silves – Chris pointed out that the Board has really only heard from a small portion of district residents.

Mary Alice Grobins – suggested that a committee convene to develop the message that would be used in the communications campaign.

Motion to take the library partnership concept forward and begin the process of soliciting public input.

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Aye: Lynn Torset, Mindy Coslor, Ahmik Hindman

Abstention: Chris Silves

Motion Carried

There was further discussion about the city of Sedro-Woolley's public process timeline and how the Board would reach out to the school district to set up dates for public meetings at Big Lake, Samish and Lyman. Chris stated that the meetings need to come after the mailing of a newsletter.

B. 2017 Regular Board Meeting Dates

Motion to set the 2017 regular meeting dates for the proposed meeting dates which will be the third Thursday of every month at 7:00pm in the Sedro-Woolley City Council Chambers.

Discussion: Every effort is made to avoid rescheduling regular meetings. However, when critical decisions are before the Board it is important to have all five members present.

Noted Upcoming Absences:

April 20: Chris Silves (tentative)

May 18: Mary Alice Grobins

June 15: Ahmik Hindman

Motion 1: Ahmik Hindman

Motion 2: Chris Silves

Unanimous

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

Moved to end of the meeting

Session Began: 7:55pm

Session Ended: 8:01pm

No action was taken.

9. New Business

A. Authorization to Transfer Funds to Government Investment Pool


*WHEREAS there is no immediate need for the following funds of \$500,000, NOW THEREFORE, we hereby authorize the Skagit County Treasurer to transfer these Funds from the Central Skagit Library General Fund Cash Account to the Local Government Investment Pool.
Dated this 15th day of December, 2016.*

(Signed Resolution #4 – 2016 attached)

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

10. Adjournment: 8:10 p.m.

Motion 1: Ahmik Hindman
Motion 2: Lynn Torset
Unanimous




Mary Alice Grobins, Chair




Ahmik Hindman, Trustee



Mindy Coslor, Vice Chair



Chris Silves, Trustee



Lynn Torset, Trustee



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

Resolution #4 – 2016

Resolution to Transfer Funds to the Local Government Investment Pool

WHEREAS there is no immediate need for the following funds of 9500,000,

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

Dated this 15th day of December, 2016.

Magdalena Siskens
Trustee

[Signature]
Trustee

[Signature]
Trustee

Chris Silves
Trustee

Melinda M. Brundt
Trustee

Presentation Outline

- Background
- Key elements of the concept
- Update on City action
- Next steps
- Public process
- Board action today

Background

- District negotiation committee:
 - Mary Alice Grobins
 - Lynn Torset
 - Jeanne Williams
- Concept finalized and approved by joint committee November 28, 2016
- Parallel review processes for City and District, including public involvement

Summary

Three components:

1. City-District Partnership Interlocal Agreement
2. Building Joint Development and Ownership Interlocal Agreement
3. Library Services Interlocal Agreement

City-District Partnership ILA

- Pre-design process and cost sharing
- City historical collection
- City collection/District FF&E and opening day collection
- City employees
- Annexation to voters
- Representation
- Timing/joint operations

Building Joint Development and Ownership ILA

- Shared ownership based upon population
- Maximum \$5 million budget, exclusive of potential legislative funding
- City-issued 20-year bonds
- Debt service shared between City and District based on population
- Joint design and construction admin, based upon each party's strengths, experience and legal capacity

Building Joint Development and Ownership ILA (cont'd)

- Reserve funds for future expansion, major repairs etc.
- Property insurance costs to be shared
- District responsible for maintenance, repair and liability insurance as part of the Library Services ILA
- If annexation occurs, property ownership transfers to District

Building Joint Development and Ownership ILA (cont'd)

- If District is dissolved, property ownership transfers to City
- No separation allowed during Library Services ILA. If either party subsequently wishes to separate, process to notify and mediate.

Library Services ILA

- City residents will receive library access on same basis as District residents
- City will pay District an amount equivalent to District's millage rate for services, minus the amount of the City's building debt service payment
- Renewal to be discussed at least 3 years prior to ILA expiration
- Agreement becomes effective 30 days following approval of location and conceptual design

Next Steps

- District Board decision on whether to consider and to proceed to public process (to be developed)
- City Council discussion December 14
- If City decision to proceed, then City implements Mayor's public process (City Resolution 943-16)
- If Board decision to proceed, then publish public process and take steps to inform District residents

District Public Process Ideas

- At regular January Board meeting, set aside time for workshop format, Q&A, dialogue
- Consider second workshop conducted in location outside of Sedro Woolley
- Take public comment at regular February Board meeting
- Consider newspaper advertisements of workshops
- Other ideas?

Decision Today

- Whether to take this concept under Board consideration, to take and consider public comment, in preparation for a future Board action on whether to agree to the concept.


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
	OCLC	497979	10/31/16	5014930	\$106.63
	Midwest Tape-Hoopla	94559369	11/30/16	5014930	\$525.51
	Camping World - Bookmobile		11/30/16	5014810	\$6,397.41
	Jeanne Williams		11/30/16	5014310	\$76.43
12/2/2016	OTC BRANDS INC. 800-22804		11/28/16	5013180	\$23.96
Visa	CHEVRON 0210349 ANACORTES		11/25/16	5013515	\$19.51
	COMCAST CABLE COMM 800-COMCA		11/25/16	5014212	\$293.09
	PAYPAL *TAMINGWILD 402-935-7		11/23/16	5013515	\$20.00
	WM SUPERCENTER #2596 MOUNT VER		11/23/16	5013515	\$25.76
	USPS PO 5476600270 SEDRO WOOL		11/22/16	5014220	\$13.41
	EIG*PowWeb 866-53928		11/16/16	5014930	\$3.95
	ADOBE *ACROPRO SUBS 800-833-6		11/14/16	5014930	\$27.11
	CASCADE PIZZA - SW SEDRO WOOL		11/14/16	5014310	\$50.99
	SEDRO WOOLLEY TRUE VAL SEDRO WOO		11/08/16	5013110	\$24.94
	VZWRLSS*MY VZ VB P 800-92202		11/08/16	5014210	\$87.35
	SUNSET PARK SELF STORA SEDRO WOO		11/07/16	5016210	\$100.00
	EIG*PowWeb 866-53928		11/07/16	5014930	\$45.00
	FRED-MEYER #0024 BURLINGTO		11/03/16	5013110	\$123.48
	FACEBK LHFEZAW9X2 650-61877		11/01/16	5014410	\$1.26
	FACEBK NBCBSAJZH2 650-61877		11/01/16	5014410	\$1.57
	WALGREENS #10994 SEDRO WOOL		10/31/16	5013110	\$4.75
	FACEBK ZCLQWANZH2 650-61877		10/31/16	5014110	\$25.15
	OFFICE DEPOT #980 MOUNT VER		10/31/16	5013110	\$91.12
	WAL-MART #2596 MOUNT VER		10/31/16	5013180	\$88.94
	WSFERRIES-COUEVILLE SEATTLE		10/28/16	5014310	\$29.20
	WSFERRIES-PORT TOWNSEN SEATTLE		10/28/16	5014310	\$37.80
	WATERFRONT PIZZA INC PORT TOWN		10/27/16	5014310	\$39.07
	TPC ONLINE FOOD CARDS 253-798-2		10/27/16	5014920	\$10.00
12/9/2016	EBSCO	1000045346-1	11/04/16	5014930	\$2,868.74
	David Moore	696944	12/10/16	5016210	\$750.00
	Zoobean	1151	12/05/16	5016210	\$945.00

12/14/2016	Allia Allen		12/14/16	5014110	\$301.50
	Recorded Books	75448311	12/01/16	5014930	\$1,480.00
	OCLC	503390	11/30/16	5014930	\$106.63
	Midwest Tape	94576845	12/06/16	5013515	\$196.88
	Midwest Tape	94569944	12/05/16	5013515	\$644.87
	Midwest Tape	94573296	12/06/16	5013515	\$18.98
	Catherine McHugh	802	12/15/16	5014110	\$687.50
	Midwest Tape	94593134	12/12/16	5013515	\$217.43

TOTAL \$16,510.92



 Mary Alice Gobins, Chair



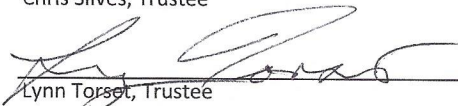
 Mindy Coslor, Vice Chair



 Ahmik Hindman, Trustee



 Chris Silves, Trustee



 Lynn Torset, Trustee

Amount by GL Code

5013110	\$244.29
5013180	\$112.90
5013515	\$1,143.43
5014110	\$1,014.15
5014210	\$87.35
5014212	\$293.09
5014220	\$13.41
5014310	\$233.49
5014410	\$2.83
5014810	\$6,397.41
5014920	\$10.00
5014930	\$5,163.57
5016210	\$1,795.00
	\$16,510.92

2016 Central Skagit Library Districts Statistics

	Library Cards	Total Physical Materials Circulation	Children's Physical Materials Circulated	Website Pageviews	Patron Visits	Computer Uses
2016						
January	24	429	161	2865	275	
February	20	500	157	2433	276	
March	21	516	218	2627	356	21
April	11	623	208	2434	305	17
May	12	619	234	2641	369	16
June	23	1020	543	2364	541	12
July	18	1136	559	2531	506	11
August	28	1287	462	3478	649	8
September	14	892	346	2654	425	14
October	28	1003	379	2884	459	12
November	15	981	367	2869	449	19
December	9	876		2217	388	11
2016 Totals	223	9882	3634	31997	4998	141

Central Skagit Library District Digital Circulation Statistics

2016	Overdrive Patron	Overdrive Circ	OneClick Patron	OneClick Circ	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming
January	11	345	4	3	13	0	1	8	9	61	2	0
February	5	308	1	0	19	5	0	4	4	52	3	11
March	8	362	0	13	10	0	0	18	7	99	0	63
April	6	352	1	14	43	0	3	18	8	142	1	192
May	3	399	1	1	7	0	10	2	4	118	8	96
June	6	435	0	1	7	0	11	1	6	149	27	570
July	6	428	0	0	9	0	9	0	4	227	19	434
August	4	389	0	0	12	0	11	3	7	201	18	124
September	2	360	0	0	7	0	0	7	5	252	27	482
October	7	336	NA	NA	17	7	0	1	2	243	20	778
November	4	371	NA	NA	11	0	18	27	14	269	55	636
December	2	403	NA	NA	7	1	6	7	5	265	30	357
2016 Totals	64	4488	7	32	162	13	69	96	75	2078	210	3743

Director Updates and Activities:

- The Bookmobile is has had the repairs needed and will be picked up next week to go to Skagit Valley Signs for the logo application.
- Bookmobile stops and schedule have not been finalized but we have arranged for probable stops at the Hickson Community Center, the Samish Grange, the First Baptist Church of Clear Lake and the Big Rock Café parking lot. We are still working on locations in the Lyman/Hamilton areas.
- 01/09/2017 – met with architect and construction team to discuss tenant improvements needed for the temporary location.
- 01/17/17 – phone meeting with Catherine McHugh to plan for Board Retreat
- 01/18/2017 – Sandra and I took part in a kick-off meeting to get our Beanstack portal set up. Beanstack is an online portal for library program registration, logging of reading time, incentives, learning tracks, patron book reviews and recommendations.

}

Upcoming Activities:

- Board Retreat – January 27th at the Burlington Public Library from 9am to 3:30pm
- Public Workshops involving the Library Partnership Concept in February

**Central Skagit Library District
Partnership Concept Public Workshops**

Draft Workshop Format*

Welcome and introduction of Board members	Chair or Vice-Chair
Purpose and structure of workshop	Chair or Vice-Chair
Powerpoint presentation – district basics and Partnership concept	Library Director
Public comments, questions	Facilitator (TBD)
Board member comments	Members present
Wrap-up	Chair or Vice- Chair

*Finalization of workshop agenda, board member roles etc. to be discussed and finalized at January 27 Board retreat. This provided as starting point for Board thinking.

Joint Library Concept Budget Narrative on Assumptions

General Assumptions

This concept budget was created to help the Board understand the affordability of the following:

1. Capital and one-time expenditures for a temporary lease space including tenant Improvements in 2017
2. Capital and one-time expenditures for a new, joint library facility with Sedro-Woolley in 2019
3. Operation of a facility of approximately 15,000* square feet in 2019 with the combined staff of both entities

*In a memo dated July 26, 2016, SHKS Architects estimated that construction costs for a 16,000 square foot building would total \$5,610,600. The Library Partnership Concept, dated November 28, 2016, lists a principal face amount of debt for the project of \$5,000,000. While additional funds will be sought from other sources, these funds are not known at this time and cannot be factored in here. For discussion purposes, the square footage has been adjusted to reflect the size facility attainable at the principal face amount of debt.

Facility Project Funds and Expenditures

Projected Fund Balances

Balances here reflect the assumption that the Library Partnership Concept moves forward and that joint operations would begin at the end of the design process approximately 8 months into 2017 and continue throughout 2018. It is assumed here that operations would move to the new facility in 2019.

The fund balances represented in this section reflect the current investment balance that has been set aside for capital and one-time expenditures plus the estimated cash balance that would be added to the investment balance by the end of 2017 and 2018 since the CSLD would be operating below its income in those years.

Capital and One-Time Expenditures for Temporary Lease Space

This assumes that capital and one-time expenses for the temporary lease space currently under consideration would be applied to the investment balance set aside for capital projects.

Capital and One-Time Expenditures for New Facility

This assumes that capital and one-time expenses for the new facility would be applied to the investment balance set aside for capital projects. The expenses used here reflect those listed in the Library Partnership Concept dated November 28, 2016 as well as other costs that would be associated with moving library operations to the new facility.

Operational Funds and Expenditures

Income/Receipts in a Typical Year of Joint Operations (2019)

This section assumes some escalation of income due to valuation increases and construction in both the district and Sedro-Woolley. It also assumes that there will be some income to recoup costs of print and copy services.

Operational Expenditures

This section assumes the cost to operate the new facility in a typical full year (2019) with current CSLD employees, current SWPL staff, and one additional staff person specializing in technology.

Special Note on Forest and Timber Funds

Future estimated forest and timber excise funds will not be factored into operating expenditures or one-time capital expenditures due to the fluctuating nature of the funds. These funds will be considered windfall funds. The Department of Natural Resources is currently considering five new conservation strategies involving Marbled Murrelet nesting areas. If the most conservative strategy is adopted, 1,000,000 acres in Skagit County will be added to the current protected areas. This strategy could lead to a significant decrease in timber income in the future.

**Joint Library Concept Budget
For Discussion of Affordability Only**

Capital and One-Time Funds and Expenditures

Current Investment Balance (as of 01/19/2017)	\$2,056,000
Estimated funds to be added to Investment Balance in 2017 and 2018	\$836,000
Total Investment Balance as of 2019	\$2,892,000

CAPITAL AND ONE-TIME EXPENDITURES TEMPORARY LEASE (2017)

Furniture and Fixtures	\$30,000
Opening Day Collection	\$25,000
Moving Fees/Utility Start-up	\$2,000
Tenant Improvements Temporary Lease	TBD
Computer/Network Expenses	\$19,000
	<hr/>
	\$76,000

CAPITAL AND ONE-TIME EXPENDITURES NEW FACILITY (2019)

Furniture and Fixtures	\$900,000
Major Repair Fund	\$200,000
Opening Day Collection	\$625,000
Moving Fees/Utility Start-up	\$10,000
Computer/Network Expenses	\$85,000
	<hr/>
	\$1,820,000

Total Capital and One-Time Expenditures **\$1,896,000**

Remaining Investment Balance Less Capital Expenditures **\$996,000**

**Joint Library Concept Budget
For Discussion of Affordability Only**

Operational Funds and Expenditures - Joint Facility (2019)

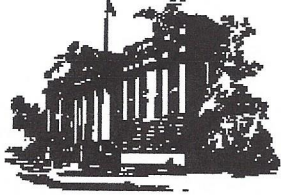
Estimated Receipts for Copy, Print, Misc. Services	\$7,500
Estimated Tax Receipts	\$835,000
Sedro-Woolley Payments for Services	\$213,000
Total Estimated Receipts	\$1,055,500

Estimated Forest and Timber Excise Reciepts (Windfall) \$125,000

OPERATIONAL EXPENDITURES

Personnel Expense	\$550,000
Bond Payment	\$206,500
Utilities	\$30,000
Software and Licensing	\$34,000
Computers and Networking	\$6,000
General and Administration Expenses	\$68,000
Bookmobile	\$15,000
Library Materials Ongoing	\$85,000
Total Operational Costs	\$994,500

Estimated Tax and Fee Reciepts Less Operational Funds \$61,000



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: 12/1/2016 To: 12/31/2016

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$956,225.65
Investments Interest	\$567.23
Taxes Collected	\$4,692.52
State Forest Funds	\$1,302.49
Leasehold Excise Tax	\$62.37
Subtotal Cash Increases	\$6,624.61
Investments Purchased	-\$567.23
Other Cash Decreases	-\$141.68
Refund of State DNR Funds	-\$1.83
District Accounts Payable	-\$17,842.27
District Payroll	-\$25,973.05
District IGT Decreases	-\$389.66
Subtotal Cash Decreases	-\$44,915.72
Ending Cash Balance	\$917,934.54
Beginning Investments	\$1,555,560.61
Investments Purchased	\$567.23
Ending Investments	\$1,556,127.84
Beginning Taxes Receivable	\$34,703.13
Taxes Receivable	-\$4,459.49
Ending Taxes Receivable	\$30,243.64