

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
November 16, 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 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
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Pre-Design Committee Report (E)
 - B. 2018 Budget Proposal (D)
 1. 2018 Budget
 2. Resolution 2017-1 Reading and Adoption (Levy)
 3. Resolution 2017-2 Reading and Adoption (Auditor)
 - C. Policy and Personnel Manual (E)
 - D. Board to Board Advocacy (E)
9. New Business
 - A. 2018 Board Meeting and Retreat Dates

10. Other Business

11. Adjournment

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
Record of Budget Hearing
Sedro-Woolley City Council Chambers
October 27, 2017
6:00pm

Mary Alice Grobins opened the Budget Hearing at 6:03pm.

All Trustees were present. Library Director was present.

The Library Director went over, in detail, the proposed 2018 Budget (attached).

Budget proposal assumptions are as follows.

Income from tax revenues for 2018 are based on the estimated revenues provided by the Skagit Assessor's office and include the 1% increase based on the implicit price deflator. It also assumes an increase based on new construction in the district.

The proposed budget for revenues and expenses assumes that the pre-design phase of the library partnership is approved in January 2018. Based on this assumption, joint operations would begin in March 2018 and personnel costs include all Sedro-Woolley Library employees. At this point, the CLSD would begin receiving funds from the city and would also begin paying \$17,700 into a construction fund with the city of Sedro-Woolley (\$30,000 per month with 59% from the CSLD and 41% from the city). The funds for this construction account have been treated as one-time costs rather than operational costs.

For discussion purposes, preliminary figures for 2019 are also included in this proposal but are not being considered for adoption with the 2018 budget process. For year 2019, the assumption is that bond payments will be deducted from the funds coming from the city of Sedro-Woolley due to bond issuance. These preliminary figures assume that facility construction and move-in will be complete by the end of 2019.

Public Comment:

Donald Pollock – Mr. Pollock shared that he happened to call the library about a book and to ask about the merger and he was referred to this meeting. He stated that the city of Sedro-Woolley's payments dropping from \$308,000 to \$8,000 did not seem fair.

Mary Alice Grobins asked the Board's permission to address the question in real time. She explained that the city of Sedro-Woolley has agreed to pay into the library district at the same rate as library district residents. The difference in the second year results from the anticipated sale of bonds to build a new library facility. At that point, the city of Sedro-Woolley will begin making full bond payments, which will be deducted from the payment to the district. In essence,

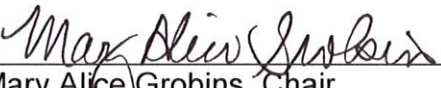
both entities are paying for the bond, but the mechanics are such that the bond payment will be deducted from the payment to the district for library services.

Mr. Pollock said that he is pleased to be a resident of the Hoogdal community and learned about the library district through a community get-together. He shared that he is interested in the concept of the libraries merging.

He also shared that he is a retired planner and is pleased to see a government entity that is not bankrupt. He furthered that more publication of the budget hearing might be appropriate.

No others signed up to speak.

Mary Alice Grobins closed the budget hearing at 6:25pm.

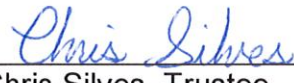


Mary Alice Grobins, Chair

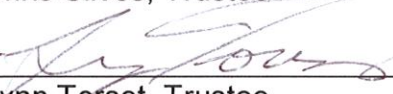


Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Torset, Trustee

Central Skagit Library District
2018 DRAFT Budget Proposal

	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 Windfall 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

Central Skagit Library District
2018 DRAFT Budget Proposal

Position	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Full Year NO COLA							
Director	\$44.24	173	\$92,012.12	\$11,685.54	\$7,176.95	\$23,950.00	\$134,825
Assistant Director	\$25.00	173	\$51,900.00	\$6,591.30	\$4,048.20	\$23,950.00	\$86,490
Public Services Librarian	\$22.00	120	\$31,680.00	\$4,023.36	\$2,471.04	\$9,821.00	\$47,995
Library Associate	\$18.80	173	\$29,271.60	\$3,717.49	\$2,283.18	\$23,950.00	\$59,222
Circulation Associate	\$14.75	173	\$22,965.75	\$2,916.65	\$1,791.33	\$9,821.00	\$37,495
Children's Specialist	\$17.25	160	\$24,840.00	\$3,154.68	\$1,937.52	\$25,948.00	\$55,880
SW Director	\$31.45	173	\$54,408.50	\$6,909.88	\$4,243.86	\$10,536.00	\$76,098
SW Assistant	\$22.24	173	\$38,475.20	\$4,886.35	\$3,001.07	\$10,536.00	\$56,899
SW Part Time	\$12.75	104	\$13,260.00	\$1,684.02	\$1,034.28	\$10,536.00	\$26,514
SW Part Time	\$12.75	96	\$12,240.00	\$1,554.48	\$954.72	\$10,536.00	\$25,285
SW Part Time	\$10.75	56	\$6,020.00	\$0.00	\$469.56		\$6,490
Bookmobile Specialist	\$15.00	60	\$8,100.00	\$0.00	\$631.80		\$8,732
Unemployment Insurance							\$3,200
Training and Travel Expense							\$10,000
Labor and Industries Worker's Compensation							\$3,000
Total Staffing 2018			\$385,173.17	\$47,123.75	\$30,043.51	\$159,584.00	\$638,124

2018 WITH COLA 3%							
Director			\$92,012	\$11,686	\$7,177	Not included in COLA	
Assistant Director			\$51,900	\$6,591	\$4,048	Not included in COLA	
Public Services Librarian			\$32,630	\$4,144	\$2,545		
Library Associate			\$30,150	\$3,829	\$2,352		
Circulation Associate			\$23,655	\$3,004	\$1,845		
Children's Specialist			\$25,585	\$3,249	\$1,996		
SW Director			\$56,041	\$7,117	\$4,371		
SW Assistant			\$39,629	\$5,033	\$3,091		
SW Part Time			\$13,658	\$1,735	\$1,065		
SW Part Time			\$12,607	\$1,601	\$983		
SW Part Time			\$6,201	\$0	\$484		
Bookmobile Specialist			\$8,343	\$0	\$651		
Unemployment Insurance							\$3,296
Training and Travel Expense							\$10,300
Labor and Industries Worker's Compensation							\$3,090
			\$392,411	\$47,989	\$30,608	\$159,584	\$16,686
							\$647,278
							\$9,154 increase for COLA

2019 Personnel Expense WITH COLA 3%							
Director			\$94,772.36	\$12,036	\$7,392	Included in COLA	
Assistant Director			\$53,457.00	\$6,789	\$4,170		
Public Services Librarian			\$33,609.31	\$4,268	\$2,622		
Library Associate			\$31,054.24	\$3,944	\$2,422		
Circulation Associate			\$24,364.36	\$3,094	\$1,900		
Children's Specialist			\$26,352.76	\$3,347	\$2,056		
SW Director			\$57,721.98	\$7,331	\$4,502		
SW Assistant			\$40,818.34	\$5,184	\$3,184		
SW Part Time			\$14,067.53	\$1,787	\$1,097		
SW Part Time			\$12,985.42	\$1,649	\$1,013		
SW Part Time			\$6,386.62	\$0	\$498		
Bookmobile Specialist			\$8,593.29	\$0	\$670		
Unemployment Insurance							\$3,395
Training and Travel Expense							\$10,609
Labor and Industries Worker's Compensation							\$3,183
			\$404,183	\$49,429	\$31,526	\$161,180	\$17,187
							\$663,504.74
							\$16,226.60 increase for COLA

Central Skagit Library District
2018 DRAFT Budget Proposal

Bookmobile TOTAL	\$9,000
Large Vehicle Storage/Parking	\$1,800
Fuel	\$2,500
Maintenance (recommended every 5,000 miles)	\$2,700
Cellular	\$2,000

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Central Skagit Library District
2018 DRAFT Budget Proposal

Software and Licensing Expenses TOTAL	\$34,000
NewsBank	\$2,000
Consumer Reports	\$1,000
Public Computer Session and Print Management	\$2,000
Tumbleweed Press Tumblebooks	\$4,000
Hoopla	\$7,000
Rocket Languages	\$1,000
TLC (Integrated Library System	\$3,000
Ebsco	\$3,000
Proquest	\$1,000
Microsoft Office Licensing	\$1,000
Deep Freeze License plus maintence	\$1,000
Freegal Music	\$1,000
Washington Anytime Library	\$7,000

DRAFT

Central Skagit Library District
2018 DRAFT Budget Proposal

General and Administration Expenses TOTAL	\$83,000
Library Programming	\$10,000
Summer Library Program	\$6,000
Office Supplies	\$15,000
Public Relations and Promotional Materials	\$8,000
Professional Services HR	\$10,000
Professional Services Technology	\$20,000
Building Insurance	\$4,000
Telecommunications (Internet and Phone)	\$10,000

DRAFT

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
Sedro-Woolley City Council Chambers
October 27, 2017

1. Call to Order: 6:25pm

All Trustees Present, Director Present

2. Public Comments

Donald Pollock – shared that he was disappointed with Sedro-Woolley Public Library, but when he heard about the Central Skagit Library he visited and it turned his frown into a smile. He furthered that he thought it was a good idea to merge the two libraries. His background is in planning for institutions and cities and he shared that he thought the grocery store building near the post office would be more than adequate for a new library. A Board member shared that the seller was not willing. Mr. Pollock stated that the advantage of eminent domain could be used by the city. He also stated that he didn't know most of the Board members. Each Trustee shared some background information about themselves and why they were interested in being on the Board.

3. Approval of Agenda

Motion 1: Chris Silves
Motion 2: Mindy Coslor
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from September 21, 2017
Approval of September 2017 Payroll in the amount of \$18,399.90
Approval of September 2017 Vouchers in the amount of \$217,682.14
General Ledger Report for September 2017
Balance Detail Reports/Balance Sheets (if available)
Ongoing Statistics

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

5. Conflict of Interest

None

6. Communications

None

7. Report of the Director

Attached to Previous Minutes

Jeanne Williams went over her Director's Report, highlighting that the library is hosting at least 5 programs per week for various age groups as well as a monthly book club. Layla Frey is also reviewing the book club books for the local radio station along with other librarians in the county. Jeanne Williams shared that she had met with a local technology group, Interpreting Technology, to discuss future library needs. She also met with Megan Masonholder, an attorney with Skagit Law Group, and will be working with her on the personnel manual. The Director also took part in a conference on the Washington Digital Library Consortium where members learned about the structure of the consortium and some challenges it faces. Members will be voting on those changes in the future and the Washington State Library staff wanted to be sure all members understood what would be on the upcoming ballot. She also reported that weekly meetings have begun involving the TLC database migration. The go-live date will be in mid-December and will likely involve some library closings. There have been two Directors' meetings involving the Trustee Training and library facilities project at Orcas Island Library. She also reminded the Board of the upcoming Dia de los Muertos program and the Washington Library Association Conference. Finally, she pointed out that the expense report included the tenant improvement payment for the Metcalf location.

Ahmik Hindman asked what software was being considered as referenced in the meeting with Interpreting Technology. Jeanne Williams shared that she was interested in software to manage the public access computers.

8. Unfinished Business

A. Pre-Design Committee Report (E)

Jeanne Williams shared that there were no formal proposals submitted for the library site. The former library site at 100 W State Street has been put under contract to explore the possibility of its feasibility. The committee is still working to identify a feasible site in an environment where options are emerging day by day. Mary Alice Grobins shared that the site selection process is very dynamic and that several sites are being discussed, but only the State Street site was under option.

The committee was presented with an initial draft report by SHKS Architects for comments and suggestions from the committee. This draft was drawn

from the public meetings and survey and provided a first look at the architect's approach to size of the various program areas in the library such as collection space, children's areas, circulation, meeting room space, and so on.

Mary Alice Grobins shared that the committee's lobbyist, Al Aldridge, senior vice president at Strategies 360 to help support the committee in its \$2 Million legislative appropriation request.

Mindy Coslor asked if the lobbyist retained by the Washington Library Association would be involved. Jeanne Williams shared that the lobbyists retained by the WLA and the Library Directors were involved in higher level lobbying for libraries rather than working with specific libraries on local needs.

Ahmik Hindman asked what Mr. Aldridge's optimism level was for this appropriation. Mary Alice Grobins shared that he felt that the approach of legislature in the upcoming year may be advantageous if the budget is passed. If the supplemental budget is kept separate, this would not be competing with the interests in the overall budget.

Mary Alice Grobins shared that the water rights policy issue is tied to the capital budget, which is unusual.

B. Public Comments Policy (D)

The public comments policy was discussed in the last regular Board meeting.

Motion to adopt the draft policy regarding public comments.

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

Discussion: Mary Alice Grobins pointed out that, at the last meeting, three types of public discourse could be separated into comments, suggestions, and questions. The Director could place the answers to questions of fact on the website. Suggestions could be brought forward as an agenda item. Comments are to be received and considered by the Board.

Chris Silves pointed out that the policy also seeks to thank speakers for their comments or suggestions.

C. 2018 Budget Proposal (N)

Comments and questions from the budget hearing overview were to be

heard in this part of the meeting. Mary Alice Grobins pointed out that the Board asked the Director to provide a 2019 projection for discussion purposes to see the impact the reduction in city funds would have on the operational budget once the bond payments begin. Mary Alice Grobins also pointed out that reserve funds will be needed to supplement operational funds in upcoming years until staffing profiles change due to regular attrition.

Ahmik Hindman questioned why the construction account was listed in 2018 but not 2019 projections. Mary Alice Grobins shared that the construction account deposits would cease once the bonds were sold. This account would supplement the cash available for the construction project and is a shared account where Central Skagit Library will contribute 59% of \$30,000 (\$17,700) and the city of Sedro-Woolley will contribute 41% of \$30,000 (\$12,300). These contribution is based on the population numbers used to defray the bonds. The sale of the bonds could happen later than expected, which would mean paying into the account for a longer period.

D. Policy and Personnel Manual (first look)

The personnel manual was still in review with the attorney and unavailable for the Board.

9. Other Business

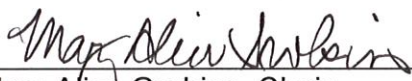
Ahmik Hindman will not be at the regular meeting in November.

10. Adjournment: 7:02pm

Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Unanimous



Mary Alice Grobins, Chair

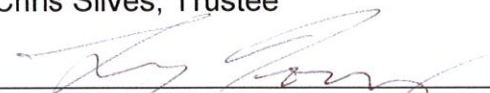


Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Torset, Trustee

DRAFT Policy/Procedure Regarding Public Comments

Board Policy 2017-3

Policy

It is the policy of the Board of Trustees of the Central Skagit Rural Library to encourage and welcome public comment at its meetings and to take public input into consideration as part of its decision-making processes. While the Board will not respond to suggestions or other comments as part of the meeting, Board members may place such items on future Board agendas for discussion. The Board intends to respond to questions of fact posed during public comment in order to be responsive to members of the public seeking information.

Procedure

Public Comment Protocol:

- Public comment time will be reserved on each Board meeting agenda and will be so noted on the agenda.
- Public comment will be received from persons who provide all requested written sign-in information.
- Comments are limited to a maximum of three minutes, whether provided by an individual or an individual representing a group, and are limited to once per person.
- Comments will be documented as part of the meeting record.
- The public comment period will be managed by the Board Chair who will enforce time limits and who may declare out of order any public comment that is inappropriate in behavior or language.
- Written comments may be provided in lieu of spoken comments, or as a supplement to spoken comments, and shall be sent to the Board of Trustees c/o the Library Director.

Responses to Questions of Fact:

- The Library Director shall draft responses to questions of fact posed during the public comment period and shall provide draft responses to Board members in a timely manner.
- Board members shall provide feedback to the Library Director on draft responses in a timely manner.
- The Library Director shall post questions of fact and final Board responses to the Board portion of the Library website.

Approved October 27, 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: 10/1/2017 To: 10/31/2017

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$440,481.37
Cash Receipts	\$12.00
Investments Interest	\$1,868.25
Taxes Collected	\$291,299.51
State Forest Funds	\$30,434.75
District IGT Increases	\$22.61
Subtotal Cash Increases	\$323,637.12
Investments Purchased	-\$1,868.25
Other Cash Decreases	-\$535.92
District Accounts Payable	-\$44,336.16
District Payroll	-\$25,272.42
District IGT Decreases	-\$112.48
Subtotal Cash Decreases	-\$72,125.23
Ending Cash Balance	\$691,993.26
Beginning Investments	\$2,068,091.34
Investments Purchased	\$1,868.25
Ending Investments	\$2,069,959.59
Beginning Taxes Receivable	\$385,767.19
Taxes Receivable	-\$291,166.99
Ending Taxes Receivable	\$94,600.20

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
10/2/2017	Amazon	160584180232	08/15/17	5013110	\$98.12
		248879256093	08/15/17	5013515	\$181.46
		262021719987	08/15/17	5013512	\$87.17
		025087523763	08/16/17	5013110	\$9.17
		159156122264	08/16/17	5013110	\$33.74
		025089436915	08/16/17	5013110	\$7.55
		154861822806	08/18/17	5013512	\$17.21
		278271007621	08/23/17	5013515	\$14.55
		278273488770	08/23/17	5013515	\$27.93
		235100320231	08/24/17	5013515	\$12.07
		247913127850	08/25/17	5013515	\$115.57
		168870605657	08/25/17	5013515	\$13.01
		198319960630	08/26/17	5013515	\$8.78
		151710665302	08/26/17	5013110	\$8.70
		093736961764	08/27/17	5013515	\$13.71
		005719862823	08/27/17	5013110	\$40.42
		CBDcOikKxYdw	08/29/17	5013515	\$12.58
		vWYexEQSfdol	08/29/17	5013515	\$7.54
		CEbvokHpKBdM	08/31/17	5013515	\$130.19
		BIHPjmgKcLch	09/07/17	5013180	\$5.93
		CrARTLFCpFhj	09/07/17	5013180	\$14.25
		BVnHdxjEAoff	09/07/17	5013180	\$23.76
		tztzGvdSfeeh	09/07/17	5013180	\$4.99
	CWkzSvNHlwFV	09/07/17	5013180	\$31.99	
	ZwWNdDUVlcp	09/07/17	5013180	\$457.26	
	CdrQhjvxACGd	09/07/17	5013180	\$19.97	
	BYgzPeARqFFc	09/08/17	5013512	\$15.06	
	SNcYfKzntxzA	09/08/17	5013515	\$17.95	
	CyVRPyqABvyK	09/08/17	5013515	\$209.72	
	Bv nubMiHEGYH	09/08/17	5013180	\$131.88	
10/3/2017	SCHOOLWIDE INC 631-218-3		09/26/17	5013515	\$75.00
	CITY OF SEDRO-WOOLLEY 360-855-9		09/25/17	5014700	\$183.99
	SW CHAMBER OF COMMERCE SEDRO WOO		09/22/17	5014930	\$150.00

	PACIFIC TIRE COMPANY 360-42886		09/22/17	5014810	\$529.28
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/21/17	5014310	\$18.40
	LIBERTY BISTRO SEDRO WOOL		09/20/17	5014310	\$151.05
	SQ *RCN COMMUNICATI 877-417-4		09/20/17	5014210	\$141.11
	FUEL EXPRESS SEDRO WOO SEDRO WOO		09/18/17	5014910	\$68.33
	EIG*PowWeb 866-53928		09/18/17	5014930	\$3.95
	ADOBE *ACROPRO SUBS 800-833-6		09/14/17	5014930	\$27.11
	PAYPAL *KID INSIDER 402-935-7		09/13/17	5014410	\$125.00
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/11/17	5013110	\$8.66
	FUEL EXPRESS SEDRO WOO SEDRO WOO		09/08/17	5014910	\$73.09
	SUNSET PARK SELF STORA SEDRO WOO		09/07/17	5016210	\$100.00
	CGI*GREAT BIG CANVAS 800-55725		09/07/17	5013512	\$214.94
	IN *A-1 MOBILE LOCK & 360-33629		09/07/17	5014810	\$70.53
	EIG*PowWeb 866-53928		09/05/17	5014930	\$60.00
	WM SUPERCENTER #2596 MOUNT VER		09/05/17	5013110	\$4.32
	FACEBK PM9DJDS9X2 650-54348		09/05/17	5014410	\$7.49
	SEDRO WOOLLEY MINI STO SEDRO WOL		09/05/17	5016210	\$150.00
	CNGC/SPEEDPAY 888-522-1		08/31/17	5014700	\$12.59
	VZWRLSS*APOCC VISB 800-922-0		08/30/17	5014212	\$134.85
	USPS PO 5476600270 SEDRO WOOL		08/29/17	5014220	\$1.82
	COMCAST CABLE COMM 800-COMCA		08/29/17	5014212	\$282.04
	Interest Charge		09/27/17	5014910	\$22.18
10/3/2017	Leaf	7759596	10/21/17	5013512	\$292.95
	Tumbleweed Press	81228	09/01/17	5014930	\$3,358.20
	City of Sedro-Woolley	16828	10/04/17	5014410	\$28.57
	The Library Corporation	62077PP	09/25/17	5014930	\$4,336.75
	Hillis, Clark, Martin, & P	217945	09/18/17	5014110	\$686.00
	Midwest Tape	995404789	09/18/17	5013515	\$391.05
	Midwest Tape	95412263	09/19/17	5013515	\$235.91
	Midwest Tape	95389604	09/12/17	5013515	\$182.52
	Midwest Tape	95378079	09/08/17	5013515	\$216.41
	Midwest Tape	95420467	09/22/17	5013515	\$326.52
10/4/2017	Washington HCA	17-Oct	09/26/17	5012400	\$7,440.33
10/13/2017	City of Sedro-Woolley	325	10/03/17	5014110	\$1,180.00
	VM Investments	17-Nov	10/01/17	5016210	\$1,200.00
	Demco	6222586	10/02/17	5013512	\$596.71
	Hoopla - Midwest Tape	95445755	09/30/17	5014930	\$746.84
	OCLC	560863	09/30/17	5014930	\$109.83
	Midwest Tape	95442854	09/29/30	5013515	\$442.04

	Midwest Tape	95438179	09/28/17	5013515	\$19.76
	Midwest Tape	95433714	09/27/17	5013515	\$101.33
10/13/2017	Skagit Law Group	27242	09/30/17	5014110	\$290.00
	Sandra Davila		10/13/17	5013180	\$40.60
10/13/2017	Esmael Lopez Ce Atl Tonalli		09/25/17	5013180	\$600.00
10/13/2017	SirsiDynix	INVMT031209	10/13/17	5014930	\$10,915.67
10/20/2017	Amazon	223144726453	08/27/17	5013110	\$23.86
	BfjWfUMgEDBH		09/07/17	5013110	\$43.98
	ZNgCCtPgVWlx		09/07/17	5013110	\$84.05
	lprfvHojfOrz		09/08/17	5013180	\$99.94
	BexHtszTerNe		09/08/17	5013180	\$99.91
	BwJDhxsLfNxv		09/08/17	5013180	\$261.11
	BAaHGFqBLvlo		09/09/17	5013512	\$64.95
	CfQWbLauKUaF		09/09/17	5013515	\$145.94
	yBRtcNUetQuU		09/09/17	5013110	\$38.34
	gZLxgOhaegIG		09/12/17	5013110	\$36.74
	BvvKCFhVwDOG		09/12/17	5013110	\$11.99
	BpxjhWKEJBEG		09/13/17	5013512	\$68.13
	cYMYNQuDpmxp		09/13/17	5013180	\$8.42
	CCrWusFscGGC		09/13/17	5013180	\$34.96
	npLAAgzfeDQS		09/13/17	5013180	\$208.52
	ChijYYAbfINn		09/13/17	5013180	\$77.83
	CTwzDbhICXuo		09/13/17	5013180	\$34.70
	CEVibYGPsmwT		09/13/17	5013180	\$43.04
	BORgJdBcGBvd		09/14/17	5013515	\$10.13
	CrLPRiCYMPe		09/14/17	5013515	\$28.79
	ixFdPyDlcyoy		09/14/17	5013515	\$195.50
	qsVNAMXzUPyH		09/14/17	5013110	\$10.99
	BWclvKLtbLtv		09/14/17	5013515	\$280.17
	SBNKedVHyYjv		09/14/17	5013515	\$30.30
	BjSyKbCSnMrM		09/14/17	5013515	\$8.13
	BNwgoYfYKEfZ		09/15/17	5013515	\$12.36
	CJMDaHmDqpP		09/15/17	5013180	\$16.66
	BmiRoixlyiOF		09/15/17	5013515	\$93.87
		23957016743	09/17/17	5013515	\$12.29
	CniJFGUUAiTo		09/19/17	5013110	\$25.97
	BCneuBVTRDrv		09/22/17	5013515	\$100.52
	QPMqmoomksFk		09/23/17	5013515	\$7.80
	BrlOBORmgsrV		09/23/17	5013515	\$82.31

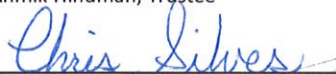
	BCDntjoETkbz	09/27/17	5013180	\$18.86	
	CoTofaVQnRky	09/28/17	5013180	\$22.12	
	BkSDOMatdRIC	09/28/17	5013180	\$27.00	
	yRZtVcghivEi	09/29/17	5013515	\$16.26	
	CpefwqSjucJg	09/30/17	5013515	\$82.83	
	CGdRLWtPYvel	10/02/17	5013110	\$31.00	
	CHexwZsTylTy	10/03/17	5013110	\$26.51	
	CwunGdDcqhhA	10/05/17	5013110	\$16.04	
	BpbPUvtcMMCK	10/04/17	5013110	\$32.78	
	qCLobOVpwVLb	10/05/17	5013180	\$17.28	
	BNmpXoHWvLnh	10/06/17	5013515	\$13.79	
	BThsSICOoFMq	10/06/17	5013515	\$8.97	
	BpBMduGabyDm	10/06/17	5013180	\$9.43	
	CZgQHVmhZjv	10/06/17	5013515	\$16.42	
	BddREjdgokFa	10/07/17	5013515	\$17.19	
	YmGRBUjxpyOm	10/08/17	5013515	\$35.49	
	BMonLalhpnln	10/08/17	5013515	\$16.29	
	BhJNFINJQnvE	10/09/17	5013515	\$45.43	
	CfaTIAGDQmqj	10/09/17	5013180	\$7.95	
10/20/2017	Midwest Tape	95473078	10/10/17	5013515	\$140.04
	Midwest Tape	95454807	10/04/17	5013515	\$146.99
	Midwest Tape	95466631	10/09/17	5013515	\$187.86
	Frontline Cleaning	16927	10/16/17	5014187	\$295.00
	City of Sedro-Woolley	328	10/23/17	5014110	\$6,011.36
10/30/2017	Demco	6233319	10/16/17	5013110	\$84.48
	Skagit Publishing	1076815	10/25/17	5014410	\$257.92
	Library Ideas	57885	11/04/17	5014930	\$1,005.00
10/30/2017	SUNSET PARK SELF STORA SEDRO WOO		09/28/17	5016210	\$105.00
VISA	COMCAST CABLE COMM 800-COMCA		09/29/17	5014212	\$282.04
	FACEBK 6NHVEDAAX2 650-54348		10/02/17	5014410	\$17.46
	VZWRLSS*APOCC VISB 800-922-0		10/02/17	5014210	\$134.85
	SEDRO WOOLLEY MINI STO SEDRO WOL		10/03/17	5016210	\$150.00
	SEDRO WOOLLEY 360-85511		10/03/17	5014930	\$15.00
	COUNTY-SKAGIT-PUD-PMNT 360-424-7		10/03/17	5014700	\$69.84
	LORENZO'S MEXICAN MOUNT VER		10/05/17	5014310	\$20.64
	EIG*PowWeb 866-53928		10/05/17	5014930	\$60.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		10/06/17	5014910	\$75.00
	SUNSET PARK SELF STORA SEDRO WOO		10/06/17	5016210	\$100.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		10/13/17	5014910	\$13.44

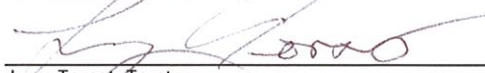
	FUEL EXPRESS SEDRO WOO SEDRO WOO	10/13/17	5014910	\$55.25	
	EIG*PowWeb 866-53928	10/16/17	5014930	\$3.95	
	ADOBE *ACROPRO SUBS 800-833-6	10/16/17	5014930	\$27.11	
	PUGET SOUND ENERGY 866-39811	10/19/17	5014700	\$248.51	
	SKAGIT FARMERS SUPPLY SEDRO WOOL	10/20/17	5013512	\$58.57	
	SQ *RCN COMMUNICATI 877-417-4	10/20/17	5014212	\$141.11	
	ARSL 248-457-5	10/20/17	5014930	\$49.00	
	CNGC/SPEEDPAY 888-522-1	10/20/17	5014700	\$31.77	
	CITY OF SEDRO-WOOLLEY 360-855-9	10/23/17	5014700	\$183.99	
	BURLINGTON HOME STYLE BURLINGTO	10/23/17	5013180	\$400.00	
	ECONOMIC DEVELOPMENT A 360-336-6	10/23/17	5014920	\$25.00	
	WSFERRIES-ANACORTES SEATTLE	10/25/17	5014310	\$13.50	
	WAL-MART #2596 MOUNT VER	10/27/17	5013110	\$54.30	
10/31/2017	Leaf	7840004	10/27/17	5013512	\$292.95
	The Library Store	295079	10/19/17	5013110	\$69.42
	Midwest Tape	95514860	10/25/17	5013515	\$382.33
	Midwest Tape	95495151	10/18/17	5013515	\$152.95
	Midwest Tape	95488858	10/16/17	5013515	\$265.90
	Midwest Tape	95503785	10/20/17	5013515	\$334.10
	Midwest Tape	94475383	11/02/16	5013515	\$27.66
	Midwest Tape	95338845	08/25/17	5013515	\$228.41
	Midwest Tape	95352694	08/30/17	5013515	\$305.16

TOTAL \$53,412.65


 Mary Alice Grobins, Chair


 Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee

 Chris Silves, Trustee


 Lynn Torset, Trustee

Activities and Information

- 10/28/17 -- Dia de los Muertos Event drew just over 300 attendees. The event was shared by Skagit Breaking News on Facebook twice before the event and the Skagit Valley Herald ran a story about the event in the Sunday 9/29 paper.
- 11/1/17 -- Allia Allen, Sandra Davila and I attended the Washington Library Association Conference November 1-4. This conference was valuable to me in several ways:
 - ◆ I learned from two different library districts about how to create a partnership with a school district and set up the data transfer for the student directory information. The presenters provided the language for the Memorandum of Understanding and the technical language to facilitate discussions with the school Information Technology staff. They also provided information on navigating some of the road blocks that may come up during the initial conversations. I will be reaching out to the presenters for copies of documents used.
 - ◆ I attended a Strategic Framework session presenting by Berk Consulting and Pierce County Library System. This session provided tips for defining library priorities based on community priorities. PCLS asked community members what they needed or wanted in their lives in general, rather than asking about what they wanted in a library. The workshop then focused on how to establish what the library's core services will be based on the data gathered about the community priorities. The idea is to focus energy so that the library's services are high quality rather than scattering resources to do many different mediocre activities and programs. Further, this workshop taught us how to use language that allows for flexibility and responsiveness to community priorities while defining durable core services,

semi-durable focus areas (change 3-5 years) and initiatives (near and mid-term projects). This workshop's principles could help guide how the Board gets at future strategic goals while also giving me a tool to help keep staff energy focused on core services as they relate to strategic goals. The workshop also provided practical advice for taking high-level goals and putting them into action at the service level. An interesting situation that libraries face is that some get negative backlash when enjoyment or entertainment is listed as a core service. PCLS found that they could justify this core goal because they received feedback from their community members that they had busy lives and high levels of stress and they needed the library to be convenient and fun to help alleviate stress.

- ◆ I attended two sessions focused on leadership in the library setting and the changing roles of libraries in their communities. There is a question as to what 20th century skills still matter, if any, in the library and information science field of today. American Library Association President Jim Neal posited that libraries as repositories are shifting because in the age of the Internet, many other portals are repositories now. He furthered that libraries will need to radicalize the way that they work together and share resources. He also put forth the importance of focusing on core values rather than attempting to tackle every issue in the community. One statement that I think applies to what we have been discussing in the pre-design of the new library: "libraries should be the convener of local conversations." In a panel discussion which included Jim Neal, WA State Librarian Cindy Aiden and Association of College & Research Libraries Lauren Pressley, conversations focused around sustaining the library profession and attracting more people from diverse backgrounds to the field.
- ◆ I also participated in a work session on Outcome Based Evaluation. This session was helpful in looking at how we

evaluate the success of library programs and initiatives to move beyond quantitative reporting to get at how our services impact our communities.

- 11/7/17 – A second Friends of the Library organizational meeting was held where officers were elected. More details will be available when discussed at the Board Meeting.

**Expense Report
As of 8/31/2017**

	2017 Projected Income	YTD 2017 Actual Income	2017 Projected Expenses	YTD 2017 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$830,000	\$765,942			
Timber Funds	\$190,000	\$239,266			
Leasehold Excise Tax		\$264			
Timber Excise		\$22,719			
Library Services Fees (Replacements, Cards Purchased)		\$102			
Special Items		\$56			
Investment Earnings		\$13,832			
	\$1,020,000	\$1,042,180			
ONGOING EXPENSES					
Personnel Expense			\$319,819	\$257,882	80.63%
Bookmobile			\$11,150	\$11,433	102.54%
Building Costs (Lease and Utilities)			\$48,000	\$23,688	49.35%
Software and Licensing			\$34,384	\$46,737	135.93%
Computers and Networking Equipment			\$25,650	\$8,579	33.45%
General Expenses*			\$75,600	\$97,458	128.91%
Library Materials (Books, DVDs, Audio)			\$55,000	\$44,031	80.06%
	\$1,020,000	\$1,042,180	\$569,603	\$489,808	85.99%
CAPITAL EXPENSES (Metcalf Location)					
Capital Expenses Opening Day Collection/FF&E			\$100,000	\$60,606	60.61%
Capital Expense (Tenant Improvements)			\$202,552	\$223,996	110.59%
			\$302,552	\$284,602	94.07%
TOTALS			\$872,155	\$774,410	88.79%

*Includes office supplies; consumables; program costs; professional services; print and advertising services; equipment; travel and training.

2017 Central Skagit Library District Statistics

	Library Cards	Total Main Library Circulation	Website Pageviews	Patron Visits	Computer Uses	Bookmobile Circulation	Bookmobile Visits	Children's Program Attendance
2017								
January	32	1033	3038	510	25	~	~	
February	41	1063	2581	871	23	~	~	
March	51	1393	2635	653	30	~	~	
April	45	1270	2827	613	38	139	68	62
May	41	1173	2709	654	41	189	87	79
June	169	2071	4478	1175	18	296	140	89
July	123	2248	4694	1483	33	418	111	1218
August	80	2468	4055	1728	40	421	149	169
September	318	1941	3599	1063	32	166	100	116
October	114	2264	4222	1383	48	203	89	557
November								
December								
2017 Totals	1014	16924	34838	10133	328	1832	744	2290

~ data not available

2017 Central Skagit Library District Digital Circulation Statistics

2017	Overdrive Patron	Overdrive Circ	EBSCO Sessions	Proquest	Mango	Tumble books	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming	Zinio Magazines
January	6	454	3	0	6	20	8	223	33	232	17
February	6	391	2	56	1	2	16	217	29	182	42
March	11	377	5	2	3	0	9	325	34	238	33
April	3	417	5	2	5	20	9	310	32	196	53
May	8	431	8	0	0	89	2	248	28	117	36
June	6	443	14	0	2	44	12	378	38	222	38
July	8	473	10	0	9	56	17	348	44	288	10
August	6	545	5	0	56	5	6	333	44	185	34
September	4	414	1	0	7	54	8	391	38	133	36
October	9	471	5	0	10	59	14	465	13	47	13
November											
December											
2017 Totals	67	4416	58	60	99	349	101	3238	333	1840	312

Central Skagit Library District
2018 DRAFT Budget Proposal

	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

**Central Skagit Library District
2018 DRAFT Budget Proposal**

Postion	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Full Year NO COLA							
Director	\$44.24	173	\$92,012.12	\$11,685.54	\$7,176.95	\$23,950.00	\$134,825
Supervisory Librarian	\$25.00	173	\$51,900.00	\$6,591.30	\$4,048.20	\$23,950.00	\$86,490
Librarian	\$22.00	120	\$31,680.00	\$4,023.36	\$2,471.04	\$9,821.00	\$47,995
Library Associate	\$18.80	173	\$29,271.60	\$3,717.49	\$2,283.18	\$23,950.00	\$59,222
Circulation Associate	\$14.75	173	\$22,965.75	\$2,916.65	\$1,791.33	\$9,821.00	\$37,495
Children's Specialist	\$17.25	160	\$24,840.00	\$3,154.68	\$1,937.52	\$25,948.00	\$55,880
SW Director	\$31.45	173	\$54,408.50	\$6,909.88	\$4,243.86	\$10,536.00	\$76,098
SW Assistant	\$22.24	173	\$38,475.20	\$4,886.35	\$3,001.07	\$10,536.00	\$56,899
SW Part Time	\$12.75	104	\$13,260.00	\$1,684.02	\$1,034.28	\$10,536.00	\$26,514
SW Part Time	\$12.75	96	\$12,240.00	\$1,554.48	\$954.72	\$10,536.00	\$25,285
SW Part Time	\$10.75	56	\$6,020.00	\$0.00	\$469.56		\$6,490
Bookmobile Specialist	\$15.00	60	\$8,100.00	\$0.00	\$631.80		\$8,732
Unemployment Insurance							\$3,200
Training and Travel Expense							\$10,000
Labor and Industries Worker's Compensation							\$3,000
Total Staffing 2018			\$385,173.17	\$47,123.75	\$30,043.51	\$159,584.00	\$638,124

2018 WITH COLA 3%

Director			\$92,012	\$11,686	\$7,177		Not included in COLA
Supervisory Librarian			\$51,900	\$6,591	\$4,048		Not included in COLA
Librarian			\$32,630	\$4,144	\$2,545		
Library Associate			\$30,150	\$3,829	\$2,352		
Circulation Associate			\$23,655	\$3,004	\$1,845		
Children's Specialist			\$25,585	\$3,249	\$1,996		
SW Director			\$56,041	\$7,117	\$4,371		
SW Assistant			\$39,629	\$5,033	\$3,091		
SW Part Time			\$13,658	\$1,735	\$1,065		
SW Part Time			\$12,607	\$1,601	\$983		
SW Part Time			\$6,201	\$0	\$484		
Bookmobile Specialist			\$8,343	\$0	\$651		
Unemployment Insurance							\$3,296
Training and Travel Expense							\$10,300
Labor and Industries Worker's Compensation							\$3,090
			\$392,411	\$47,989	\$30,608	\$159,584	\$16,686
							\$647,278
							\$9,154 increase for COLA

2019 Personnel Expense WITH COLA 3%

Director			\$94,772.36	\$12,036	\$7,392		Included in COLA
Supervisory Librarian			\$53,457.00	\$6,789	\$4,170		
Librarian			\$33,609.31	\$4,268	\$2,622		
Library Associate			\$31,054.24	\$3,944	\$2,422		
Circulation Associate			\$24,364.36	\$3,094	\$1,900		
Children's Specialist			\$26,352.76	\$3,347	\$2,056		
SW Director			\$57,721.98	\$7,331	\$4,502		
SW Assistant			\$40,818.34	\$5,184	\$3,184		
SW Part Time			\$14,067.53	\$1,787	\$1,097		
SW Part Time			\$12,985.42	\$1,649	\$1,013		
SW Part Time			\$6,386.62	\$0	\$498		
Bookmobile Specialist			\$8,593.29	\$0	\$670		
Unemployment Insurance							\$3,395
Training and Travel Expense							\$10,609
Labor and Industries Worker's Compensation							\$3,183
			\$404,183	\$49,429	\$31,526	\$161,180	\$17,187
							\$663,504.74
							\$16,226.60 increase for COLA

Central Skagit Library District
2018 DRAFT Budget Proposal

Bookmobile TOTAL	\$9,000
Large Vehicle Storage/Parking	\$1,800
Fuel	\$2,500
Maintenance (recommended every 5,000 miles)	\$2,700
Cellular	\$2,000

DRAFT

Central Skagit Library District
2018 DRAFT Budget Proposal

Software and Licensing Expenses TOTAL	\$34,000
NewsBank	\$2,000
Consumer Reports	\$1,000
Public Computer Session and Print Management	\$2,000
Tumbleweed Press Tumblebooks	\$4,000
Hoopla	\$7,000
Rocket Languages	\$1,000
TLC (Integrated Library System)	\$3,000
Ebsco	\$3,000
Proquest	\$1,000
Microsoft Office Licensing	\$1,000
Deep Freeze License plus maintenance	\$1,000
Freegal Music	\$1,000
Washington Anytime Library	\$7,000

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Central Skagit Library District
2018 DRAFT Budget Proposal

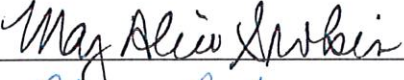
General and Administration Expenses TOTAL	\$83,000
Library Programming	\$10,000
Summer Library Program	\$6,000
Office Supplies	\$15,000
Public Relations and Promotional Materials	\$8,000
Professional Services HR	\$10,000
Professional Services Technology	\$20,000
Building Insurance	\$4,000
Telecommunications (Internet and Phone)	\$10,000


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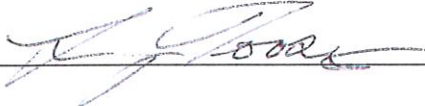
Resolution No. 2017-2

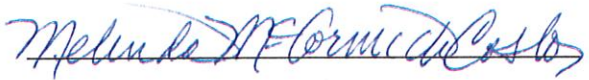
Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 16, 2017, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2018 at a cost of \$4232.92. It is further resolved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









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.

