

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
October 18, 2018
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 September 20, 2018
Approval of September 2018 Payroll in the amount of \$29,195.57
Approval of September 2018 Vouchers in the amount of \$49,103.57
General Ledger Report for September 2018
Balance Sheets for September 2018

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Comments
 - B. 2019 Budget Proposal (N)
10. New Business
 - A. Upcoming Board Vacancy (E,N,D)
 - B. Request for Christmas Eve to be declared a paid holiday (E,N)
11. Other Business
12. Executive Session (if needed)

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

Current Parking Lot Items:

Foundation Development involving Friends of the Library

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
September 20, 2018
7:00 p.m.

1. Call to Order 7:00pm

Trustees Present: Mindy Coslor (chairing meeting)
Ahmik Hindman
Darcy Resetar
Lynn Torset

Staff Present: Jeanne Williams, Director
Sara Harlan, Supervisory Librarian
Sandra Sanchez Davila, Young Adult/Outreach

2. 2018 Summer Reading Program Presentation (Sara Harlan, Sandra Davila)

Sara Harlan and Sandra Davila shared the successes and statistics from the 2018 Summer Reading Program. (Appendix 1)

3. Public Comments

4. Approval of Agenda

Motion to approve the Agenda as presented.

M1: Ahmik Hindman
M2: Darcy Resetar
Unanimous

5. Consent Agenda Items

Approval of the Regular Meeting Minutes from August 16, 2018
Approval of August 2018 Payroll in the amount of \$32,280.91
Approval of August 2018 Vouchers in the amount of \$63,065.73
General Ledger Report for August 2018
Balance Sheets for August 2018

Motion to approve the Consent Agenda as presented.

M1: Ahmik Hindman
M2: Lynn Torset
Unanimous

6. Conflict of Interest - None Reported

7. Communications - None Reported

8. Report of the Director (attached to previous meeting documents)

Jeanne Williams shared the discussion she had with other Skagit directors concerning formalizing the group in a way that would facilitate goal-setting and coordination of efforts. There is also work beginning on standardizing barcodes across the libraries.

Jeanne Williams reported that the selection committee had offered the open library associate position to a candidate (Marissa Malone) after interviewing five candidates. Her start date will be October 8th.

The resignation of the bookmobile driver will cause a re-shuffling of the schedule so that it can be managed between the Director and Sandra Davila until it is wintered in mid-November. During the winter months staff will consider a new bookmobile schedule and hiring a new driver as well as reaching out to hosts to get assurance for bathroom access.

The Dia De Los Muertos program will not be able to take place this year because the community center was double-booked with a wedding. Other venues were sought to no avail. The staff attempted to change the date, but the performers were booked on the other dates.

Jeanne Williams also shared that Chester Humbert, a new accountant working in the Skagit Auditor, has been providing expense reports that have been very helpful.

Jeanne Williams reminded everyone of the joint public meeting for the 90% Design of the New Library to be held on October 10, 2018 at 5pm in City Council Chambers. The meeting will follow a similar format to the 30% Design meeting in June.

Ahmik Hindman asked if there was anything the library could do to get more titles in Washington Anytime Library in order to lower usage of Hoopla. Jeanne Williams shared that the library district could purchase titles in the advantage plan, but the high cost of eBook titles would likely not lead to any savings.

Mindy Coslor asked if the Mount Vernon Library or the Skagit Libraries could use the advantage plan in a consortium or if we could contract with Mount Vernon Library to purchase the titles for us. The Director will look into this option.

Jeanne Williams furthered that she is considering adding Hoopla and Washington Anytime Library titles to the catalog to make them discoverable. However, sometimes digital titles in a catalog can be confusing to patrons only expecting to see physical titles.

Mindy Coslor said that there are some discovery products that could provide this connection.

9. Unfinished Business

A. New Library Update and Upcoming Joint Meeting (Information)

Jeanne Williams shared that the comments about the bookcase blocking views across the library had been conveyed to the design team and the architect. SHKS Architects has been making changes in response to the comments from the previous meetings and that of the design team and staff.

The city is auctioning the items in the Iron Skillet and is still likely to perform the demolition and soil work on the site. The team wants the site to be ready for the contractor when the project goes to bid. A finished site is more attractive to potential bidders. The probably time frame for the beginning of demolition and site preparation is middle to late October 2018.

There will likely be about 40 parking spaces not counting any spaces that may be added with the roadwork on State Street. The Burlington Northern Railroad will also likely be pulling tracks adjacent to the building that could allow for a nice grassy area east of the facility.

The architects will be providing a virtual tour of the building on a screen to give a sense of the look and layout of the new library.

Interpreting Technology has met with the architect to discuss information technology and audiovisual equipment. They have some creative ideas for presentation equipment. It has been made clear that we want functioning equipment that all staff get training to use and help patrons operate.

B. Committee Discussion on Director Evaluation (N, D)

Mindy Coslor shared that there were questions from Catherine McHugh about timing and her role in the process.

Jeanne Williams shared that the time frame was established in the Board Retreat to have a deliverable report in December and that Catherine McHugh would survey the staff and follow-up with staff. Jeanne Williams will provide her with a staff directory. Catherine McHugh recommended that a Trustee initially contact staff to let them know the process and that Catherine McHugh would be contacting them.

Jeanne Williams will get a scope and quote from Catherine McHugh.

Mindy Coslor asked if there was a rationale for only following up with some of the employees. Jeanne Williams surmised it may have been dependent upon the timeline. However, there is plenty of time for her to follow up with each staff member.

Mindy Coslor and Darcy Resetar will draft an email and get it out to the staff.

C. Food Policy (D) (Appendix 2)

The Food Policy was brought before the Board at the August regular meeting for discussion. There was no further discussion.

Motion to accept the Food Policy as presented.

M1: Ahmik Hindman

M2: Lynn Torset

Unanimous

10. New Business

A. 2019 Budget Proposal (E) (Appendix 3)

Jeanne Williams reminded the Board that the budget assumptions were discussed in the August meeting so that Trustees would understand the underpinnings of the Budget Proposal that would be coming before them.

Jeanne Williams started with the cash that would be available as of December 31, 2018. That cash was split into the categories of Library Partnership Commitment and Unallocated funds (\$1 M). She pointed out that the Library Partnership funds reflect the fact that the funds from the Iron Skillet purchase have already been expended.

Assessed values have not come in at this time, but the expectation is that the district would have \$856,000 and \$380,000 from Sedro-Woolley.

Jeanne Williams went on to operation expenditures. She pointed out that the personnel expenditure included a 3% cost of living adjustment.

Mindy Coslor shared that the state cost of living adjustments were not helpful in determining the library district's adjustment.

Jeanne Williams furthered that the library associate positions, rather than a cost of living adjustment, will have the base rate go to \$15 per hour. Merit raises were advised against by the library's human resources consultant.

Mindy Coslor asked if the wages were in line with other neighboring districts. Jeanne Williams shared that it is and that the other library directors are basing the cost of living adjustments on the same assumptions.

Jeanne Williams shared that the digital services will continue to inch up but the cost is well worth it as it takes pressure off of the physical collection. Technology upgrades recently took place so spending will be low. Equipment

purchases will be very limited in preparation for the new library. General administration will be very similar to this year. There is some uncertainty as to how the bookmobile will be used moving forward.

The contingency fund was moved to operational expenditures from one-time expenditures.

There will be some spending from the one-time use funds in preparation for the new library to order materials, equipment and furniture. The to-be-determined lines should be shored up in the coming weeks. There is currently no plan to use unallocated funds.

\$1.293 M is the estimated unallocated fund balance available at the end of the 2019 budget year. Timber funds are also left unallocated at this juncture, but in the future the Board will want to consider working some of those funds into the operational budget. While they fluctuate, it has averaged \$295,000 over the last four years. The marbled murrelet issue has not been resolved at this point, so there is no understanding as to how it will affect future timber revenue.

Ahmik Hindman shared that the proposal was well-laid out and he liked that the personnel sheet showed the overall cost of the cost of living adjustment.

Mindy Coslor asked if the state provision of Newsbank would affect the library's costs. Jeanne Williams replied that the subscription that the district has focuses on genealogy and does not provide the resources offered by the state. She furthered that she sent in the intent to participate to the state library.

11. Other Business – None Reported

12. Adjournment 8:00pm

Motion to adjourn the meeting.

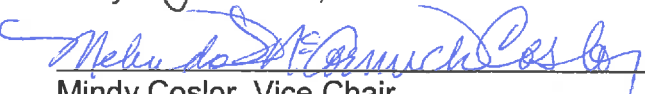
M1: Ahmik Hindman

M2: Lynn Torset

Unanimous



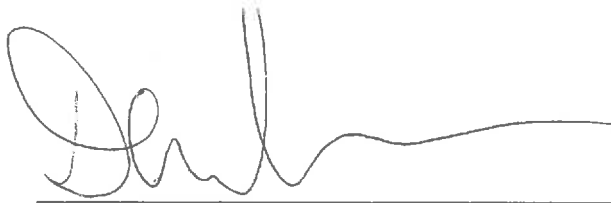
Mary Alice Grobins, Chair



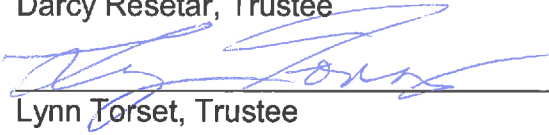
Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Current Parking Lot Items:

Foundation Development involving Friends of the Library



Kids Ages 0 - 12



60% of our participants
(480)

175,200 minutes read!
(2,920 hours)

769 participants in
programs & events



Teens Ages 13 - 18



19.3 % of our participants (153)

140 more sign-ups than last year!



275 teen participants in summer programs & events



Adults Ages 19 - 105



19.75% of our participants
(158)

First time for adult summer
reading!



82 adult participants in
summer programs & events.



Staff makes it possible



Yep, Libraries rock, and so do librarians.
136 reading tasks completed on adult summer bingo cards (9% of our participants were staff!)

- 329 new library cards issued during summer reading



FOOD AND BEVERAGE PURCHASE POLICY
Adopted __/__/2018

The Library offers activities, events, programs, and meetings that include courtesy refreshments such as cookies, coffee, tea, etc. The Library is authorized, at the Director's discretion, to provide light food and/or refreshments at minimal Library expense at programs, events, and meetings.

Purchases will abide by the Library's purchasing policy.

Purchase of alcoholic beverages with Library funds is not allowed.

Appendix 3

Central Skagit Library District
2019 Budget Proposal
August 28, 2018 Draft

	Estimated Cash as of 12/31/2018	Estimated 2019 Receipts and Expenses	2019 % of Operations
New Library Commitment	\$1,778,000		
Unallocated Cash	\$1,000,000		
2019 Estimated Tax Receipts CSLD		\$896,000	
2019 Estimated Receipts Sedro-Woolley		\$300,000	
2019 Total Estimated Receipts		\$1,236,000	

<i>Operational Expenditures</i>			
Personnel Expense		\$612,482	65.00%
Utilities		\$12,000	1.27%
Rent		\$22,000	2.33%
Software and Licensing		\$63,850	6.78%
Computers and Networking		\$10,000	1.06%
Library Equipment		\$5,000	0.53%
General and Administration Expenses		\$83,000	8.81%
Bookmobile		\$9,000	0.96%
Budget Contingency Fund		\$30,000	3.18%
Library Materials Ongoing		\$95,000	10.06%
Total Estimated Operational Expenditures		\$847,332	100.00%

Total Estimated Receipts Less Total Estimated Operational Expenditures		\$288,668	
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<i>Estimated Use of New Library Commitment Funds</i>			
Furniture, Fixtures and Fixtures			TBD
Opening Day Collection			TBD
IT/AV Design SHKS		\$3,000	
IT/AV Design Local Consultant		\$5,000	
FF&E Design		\$10,000	
IT/AV Acquisition		\$145,000	
Total Estimated Use of New Library Commitment Funds		\$163,000	

Total Estimated New Library Commitment Balance		\$1,612,000	
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<i>Estimated Use of Unallocated Funds</i>			
			TBD
			TBD
Total Use of Unallocated Cash		\$0	

Total Estimated Unallocated Cash Balance		\$1,234,000	
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Estimated Timber Funds Receipts		\$296,000	
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Green represents Income, New Library and Unallocated Funds
 Aqua represents Operational Expenditures
 Peach represents New Library Commitment Expenditures
 Purple represents Unallocated Fund Expenditures

**Central Skagit Library District
2019 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	\$11,805.16	\$7,176.95	\$23,950.00	\$134,944
Supervisory Librarian	\$27.80	173	\$57,712.80	\$7,404.55	\$4,501.60	\$23,950.00	\$93,569
Library Associate (Circulation)	\$16.00	173	\$33,216.00	\$4,261.61	\$2,590.85	\$9,821.00	\$49,889
Library Associate (Young Adult/Outreach)	\$19.36	173	\$30,143.52	\$3,867.41	\$2,351.19	\$23,950.00	\$80,312
Library Associate (Circulation Lead)	\$17.00	173	\$35,292.00	\$4,527.96	\$2,752.78	\$9,821.00	\$52,394
Library Associate (Youth Services Specialist)	\$17.51	160	\$25,214.40	\$3,235.01	\$1,966.72	\$25,948.00	\$55,364
Librarian (Cataloging)	\$22.24	173	\$38,475.20	\$4,936.37	\$3,001.07	\$10,536.00	\$56,949
Library Associate	\$15.00	104	\$15,600.00	\$2,001.48	\$1,216.80	\$10,536.00	\$29,354
Library Associate	\$15.00	96	\$14,400.00	\$1,847.52	\$1,123.20	\$10,536.00	\$27,907
Library Associate	\$15.00	56	\$8,400.00		\$655.20	\$0.00	\$9,055
Bookmobile Specialist	\$15.50	60	\$8,370.00		\$652.86	\$0.00	\$9,023
Page	\$11.50	0	\$0.00		\$0.00	\$0.00	\$0
Unemployment Insurance							\$3,200
Training and Travel Expense							\$10,000
Labor and Industries Worker's Compensation							\$3,000
Total Staffing 2018			\$358,836.04	\$43,887.07	\$27,989.21	\$149,048.00	\$585,900

2019 Personnel Expense WITH COLA 3%

Director	\$94,772.40	\$12,159	\$7,362				
Supervisory Librarian	\$59,444.18	\$7,627	\$4,637				
Library Associate (Circulation)	\$34,212.48	\$4,389	\$2,659				
Library Associate (Young Adult/Outreach)	\$31,047.83	\$3,963	\$2,422				
Library Associate (Circulation Lead)	\$36,350.76	\$4,664	\$2,836				
Library Associate (Youth Services Specialist)	\$25,970.83	\$3,332	\$2,026				
Cataloging Librarian	\$39,629.46	\$5,084	\$3,091				
SW Part Time	\$15,600.00	\$2,001	\$1,217				
SW Part Time	\$14,400.00	\$1,848	\$1,123				
SW Part Time	\$8,400.00	\$0	\$655				
Bookmobile Specialist	\$8,621.10	\$0	\$672				
Unemployment Insurance							\$3,296
Training and Travel Expense							\$10,300
Labor and Industries Worker's Compensation							\$3,090
			\$368,449	\$45,088	\$28,739	\$153,519	\$16,686
						\$612,482	
						\$16,521.48	increase for COLA

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

Software and Licensing Expenses TOTAL	\$63,850
NewsBank	\$2,000
Public Computer Session and Print Management	\$2,000
Scholastic	\$5,500
Hoopla	\$22,000
Rocket Languages/Freegal Music	\$2,000
TLC (Integrated Library System)	\$8,500
Ebsco	\$7,000
Proquest	\$550
Microsoft Office Licensing	\$500
Reboot and Restore License plus maintenance	\$100
AtoZ World Travel/Food	\$700
Beanstack	\$1,000
Washington Anytime Library	\$12,000

**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

**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

Central Skagit Rural Partial County Library District
 720 Metcalf Street
 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
9/7/2018	WLA	1134605	09/04/18	5014920	\$475.00
	WLA	1134604	09/04/18	5014920	\$575.00
	Guardian Security	838916	09/01/18	5014930	\$165.00
	WA HCA	18-Sep	08/27/18	5012400	\$12,062.06
	Interpreting Tech	IT22448	08/31/18	5014110	\$416.13
	Midwest Tape	96390784	08/29/18	5013515	\$330.33
	Midwest Tape	96380031	08/27/18	5013515	\$695.33
	Midwest Tape	96385142	08/28/18	5013515	\$572.67
	Ebsco	1000086921-1	09/04/18	5014930	\$6,775.00
	City of Sedro-Woolley		09/01/18	5014700	\$17.29
	City of Sedro-Woolley		09/01/18	5014700	\$156.27
9/7/2018	Hoopla (Midwest Tape)	96414520	09/07/18	5014930	\$1,213.06
	Jeanne Williams		09/07/18	5014310	\$175.53
9/14/2018	Hoopla Midwest Tape	96414520	09/04/18	5014930	\$1,213.06
	Skagit PUD		09/05/18	5014700	\$54.53
	Great America Financial	23274915	08/30/18	5013512	\$151.69
	The Library Store	353272	09/06/18	5013110	\$411.05
	Library Ideas	64378	09/07/18	5013515	\$2,876.00
	Library Ideas	64379	09/07/18	5013515	\$184.75
	WLA	1134586	09/02/18	5014930	\$45.00
	Enduris	R19-589-1	09/06/18	5014610	\$7,566.00
	WAFD Insurance Group	5653	09/11/18	5014610	\$756.00
	Midwest Tape	96406320	09/05/18	5013515	\$1,530.29
	Midwest Tape	96410779	09/06/18	5013515	\$350.30
9/21/2018	Midwest Tape	96416741	09/07/18	5013515	\$391.28
	VM Investments	18-Oct	09/14/18	5014510	\$1,260.00
	Amazon	467984965884	08/09/18	5013515	\$28.30
	Amazon	437587579457	08/10/2018	5013110	\$20.62
	Amazon	783848658768	08/10/2018	5013110	\$36.87
	Amazon	473554488368	08/10/2018	5013110	\$32.54
	Amazon	779339555545	08/11/2018	5013515	\$43.75
	Amazon	436335864678	08/11/2018	5013110	\$33.32
	Amazon	985595943999	08/13/2018	5013110	\$42.86

Amazon	858594954883	08/13/2018	5013110	\$23.84
Amazon	434457893383	08/13/2018	5013512	\$210.54
Amazon	477663789438	08/13/2018	5013110	\$29.80
Amazon	698388766367	08/13/2018	5013512	\$70.59
Amazon	778643853683	08/14/2018	5013110	\$21.09
Amazon	479874985476	08/14/2018	5013110	\$34.18
Amazon	953679865799	08/15/2018	5013515	\$23.97
Amazon	789375536864	08/15/2018	5013515	\$58.59
Amazon	438693583539	08/15/2018	5013515	\$9.44
Amazon	456398734993	08/15/2018	5013515	\$33.08
Amazon	898663943874	08/15/2018	5013515	\$8.32
Amazon	464983449837	08/16/2018	5013515	\$18.25
Amazon	443467985994	08/17/18	5013515	\$22.13
Amazon	433985878679	08/17/18	5013110	\$16.83
Amazon	536895849789	08/18/18	5013110	\$27.75
Amazon	456668356664	08/20/18	5013515	\$13.37
Amazon	455466568645	08/20/18	5013515	\$11.27
Amazon	879363369588	08/22/18	5013515	\$15.16
Amazon	448457543339	08/22/18	5013515	\$39.08
Amazon	758573453576	08/22/18	5013110	\$21.20
Amazon	467889743676	08/22/18	5013515	\$13.01
Amazon	457398686565	08/23/18	5013515	\$89.89
Amazon	497934859853	08/23/18	5013515	\$64.26
Amazon	464657638688	08/27/18	5013515	\$6.93
Amazon	947574593853	08/28/18	5013110	\$9.92
Amazon	533867934484	08/29/2018	5013110	\$9.73
Amazon	763877496958	08/29/2018	5013515	\$28.09
Amazon	458557434856	08/29/2018	5013110	\$253.76
Amazon	444358844539	08/30/2018	5013110	\$110.07
Amazon	853863858573	08/30/2018	5013515	\$18.66
Amazon	978534346755	08/30/2018	5013110	\$43.84
Amazon	574775954455	08/30/2018	5013180	\$27.63
Amazon	443855555499	09/01/2018	5013515	\$21.26
Amazon	755764395546	09/01/2018	5013515	\$22.81
Amazon	453364564458	09/01/2018	5013515	\$27.11
Amazon	467779854897	09/02/2018	5013110	\$45.99
Amazon	465399955648	09/02/2018	5013180	\$70.21
Amazon	563953397657	09/02/2018	5013515	\$130.69
Amazon	748449936743	09/02/2018	5013110	\$7.58

	Amazon	895747886867	09/04/2018	5013515	\$77.62
	Amazon	457395496775	09/04/2018	5013110	\$21.38
	Amazon	489379569569	09/04/2018	5013110	\$23.32
	Amazon	443674759568	09/04/18	5013180	\$323.87
	Amazon	874387687548	09/05/2018	5013110	\$51.97
	Amazon	467433968849	09/05/2018	5013110	\$9.53
	Amazon	897654948433	09/05/2018	5013110	\$15.19
	Amazon	648433737598	09/05/2018	5013110	\$14.09
	Amazon	435839864364	09/06/2018	5013515	\$45.52
	Amazon	596849655757	09/06/2018	5013515	\$139.29
	Amazon	734788486544	09/06/2018	5013515	\$9.28
	Amazon	458975989875	09/07/2018	5013515	\$100.79
	Amazon	469738843387	09/07/2018	5013110	\$52.42
9/21/2018	Interpreting Technology	IT22645	09/18/18	5014110	\$183.91
	Library Ideas	64493	09/19/18	5013515	\$39.95
	Skagit PUD		09/12/18	5014700	\$60.69
	Frontline Cleaning	19646	09/15/18	5014187	\$570.00
	Verizon		09/09/18	5014212	\$118.17
	Midwest Tape	96431967	09/13/18	5013515	\$276.23
	Midwest Tape	96426863	09/12/18	5013515	\$212.83
	Midwest Tape	96424515	09/11/18	5013515	\$479.20
	Comcast		09/14/18	5014212	\$341.87
	TLC	2018120065	09/17/18	5014930	\$3,569.65

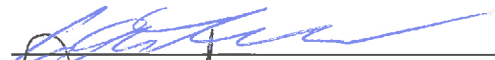
TOTAL \$49,103.57



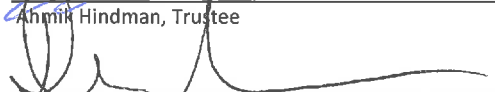
 Mary Alice Grobins, Chair



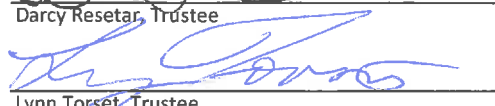
 Mindy Coslor, Vice Chair



 Annika Hindman, Trustee



 Darcy Resetar, Trustee



 Lynn Torset, Trustee



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: 9/1/2018 To: 9/30/2018

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$468,255.39
Cash Receipts	\$168.86
Investments Interest	\$3,536.65
Taxes Collected	\$15,084.65
State Forest Funds	\$7,291.02
Subtotal Cash Increases	\$26,081.18
Investments Purchased	-\$3,536.65
Other Cash Decreases	-\$308.61
District Accounts Payable	-\$66,325.92
District Payroll	-\$37,157.38
District IGT Decreases	-\$1,058.23
Subtotal Cash Decreases	-\$108,386.79
Ending Cash Balance	\$385,949.78
Beginning Investments	\$2,096,219.86
Investments Purchased	\$3,536.65
Ending Investments	\$2,099,756.51
Beginning Taxes Receivable	\$415,327.42
Taxes Receivable	-\$14,888.47
Ending Taxes Receivable	\$400,438.95

Activities

Much of the last month my activities have focused on reorganization of our website; staff performance evaluations; and hosting an all-staff day where we worked on some workflow issues. That staff-day also included training on basic technology troubleshooting; exploring the new layout of the website (tabs now reside on the left of the page to allow for a cleaner list); and exploration/discussion of the many digital services the library provides.

- October 4th – the Skagit Directors group met and worked on the mission and goals of the formal library directors group. We also discussed ways to better deal with reciprocal borrowing processes to save staff time—concluding that front-line staff would need to weigh in on those processes.
- October 8th – Marissa Malone started as our newest library associate. She comes having already worked with the automation system and digital services that we currently provide. She is a very capable and welcome addition to our team.
- October 8th – met with our Midwest Tape/Hoopla representative to discuss the products and services we are receiving. I have attached a report on our Hoopla usage. I want to point out some surprises:
 - Audiobook and eBook usage are the most used formats rather than movies, TV and music
 - Based on the number of titles accessed, if the library had had to purchase those titles for full price, the library district would have spent approximately \$110,000. The cost for Hoopla in that same time frame was \$11,544.

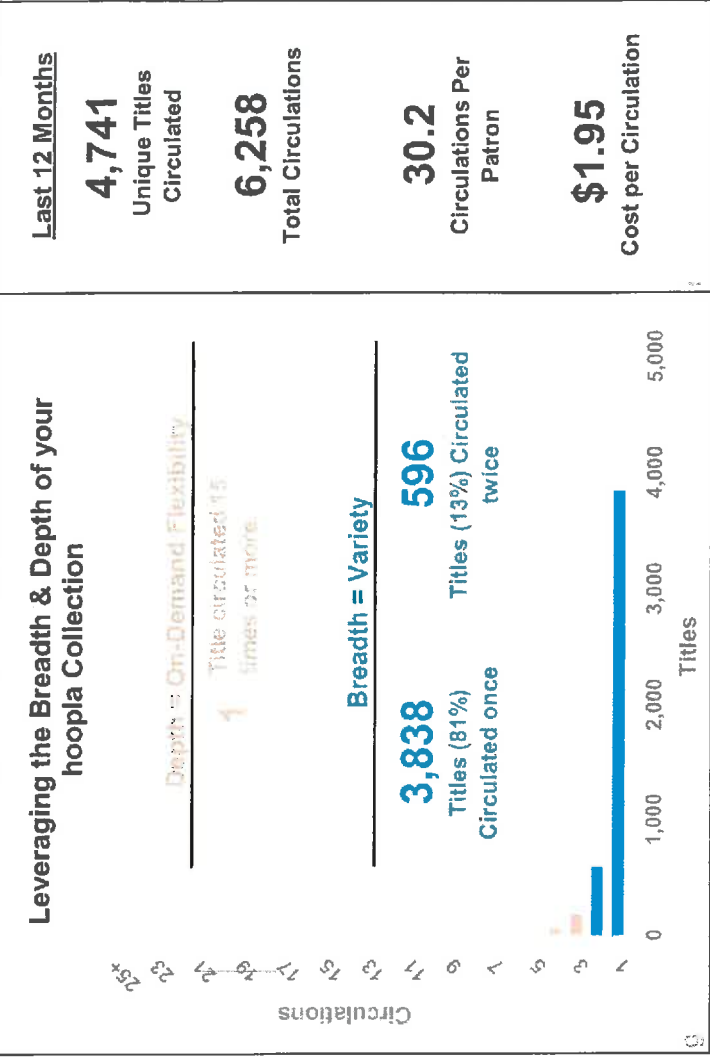
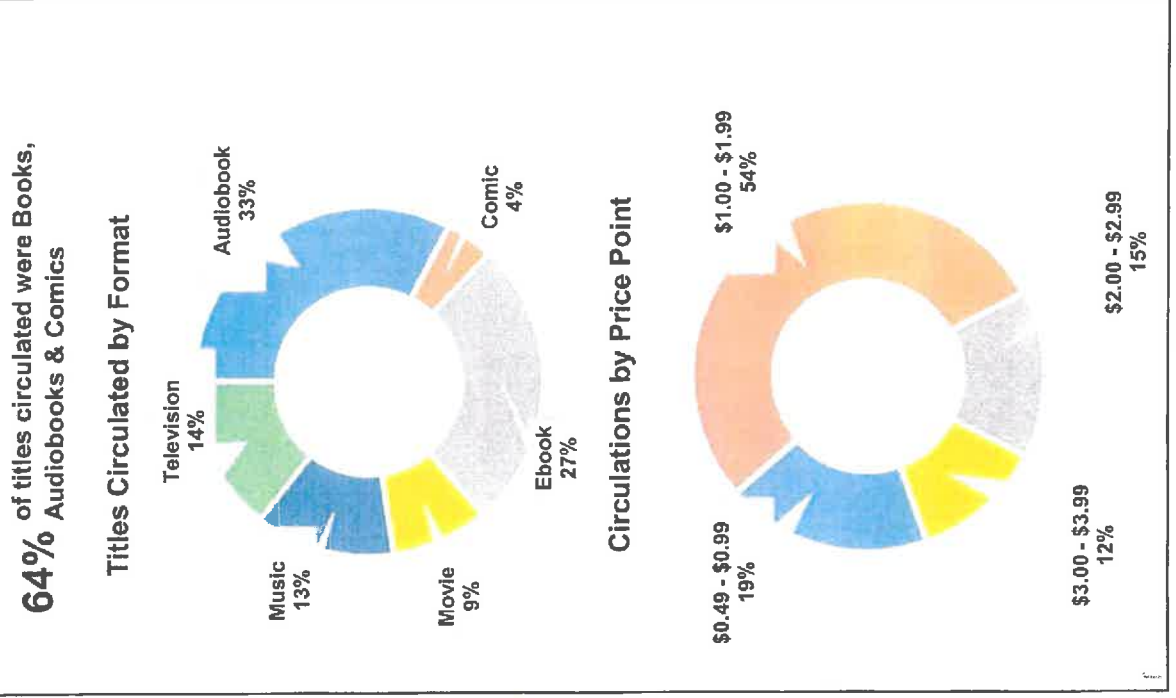
Ongoing and Upcoming Activities

- October 15th – meeting with Mount Vernon Library staff member Laura Schumacher to look at scheduling tools in preparation for scheduling staff at multiple service points in a library with more service hours.
- October 26th – Directors Meeting in Mount Vernon
- November 6th – City library directors will be presenting to the Board of County of Commissioners about ways in which the libraries collaborate. If I can be away from the design meeting, I will attend this meeting to support the group.

BARS Roundtable meetings will begin soon where representatives from public entities can meet with auditors from the State Auditor's Office to prepare for the coming audit reporting time.



Annual review prepared exclusively for Central Skagit Library District



Delivering Value to Your Community

hoopla enabled Central Skagit Library District patrons to access 5K titles worth \$122K in Content Value for \$12K

\$110K Saved

Format	Total Circs	Titles Circled	hoopla Total Cost	hoopla Cost per Title	Cost to Purchase (per title)	Total Cost to Purchase Titles Circled
Audiobook	2,147	1,549	\$5,483	\$3.54	\$43	\$66,607
Comic	258	204	\$434	\$2.13	\$13	\$2,652
eBook	1,484	1,266	\$2,039	\$1.61	\$24	\$30,384
Movie	689	425	\$1,588	\$3.74	\$16	\$6,800
Music	847	616	\$1,273	\$2.07	\$10	\$6,160
Television	833	681	\$1,405	\$2.06	\$14	\$9,534

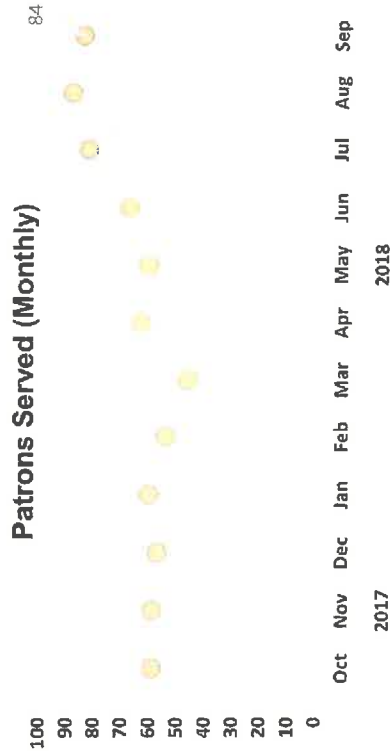


Annual review prepared exclusively for Central Skagit Library District

September, 2015
Central Skagit Library District
Launched hoopla!

291
Unique Patrons
Since Launch

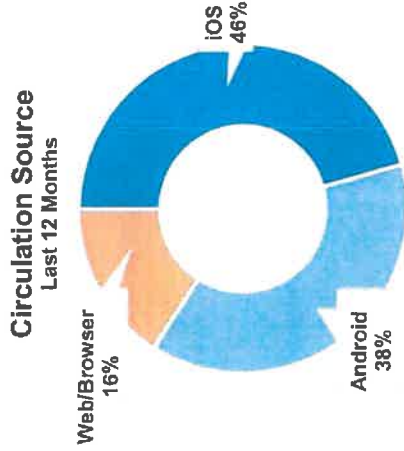
7,880
Unique Titles Borrowed
Since Launch



207
Patrons Reached
Last 12 Months

84
Patrons Reached
September 2018

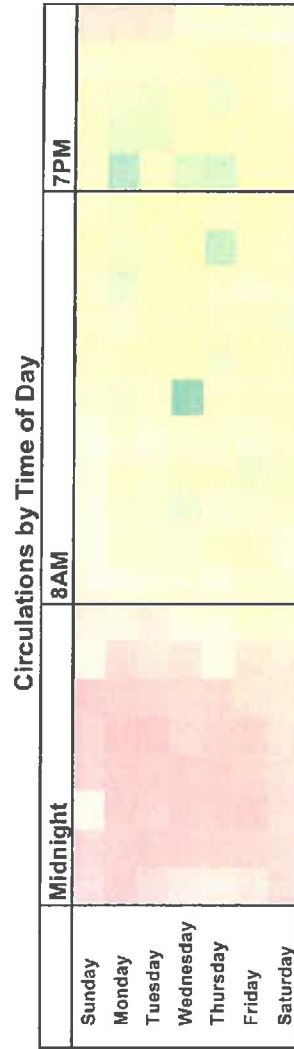
84%
of Circulations were on a Mobile Device over the past year



Prime Time: Central Skagit Library District patrons tend to borrow during the day

43%
Higher Activity
During the Day

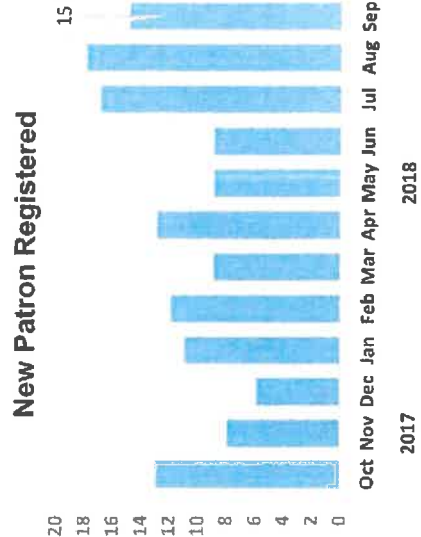
Most Popular
1PM on Wednesday
Time:



Patron Activity
Lower Higher

140 New Patrons

registered for hoopla by Central Skagit Library District in the last year!



SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 SEPTEMBER 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 NORTH CENTRAL RURAL LIBRARY DI				
Sub 001 NORTH CENTRAL RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	468,555.39	25,081.18	108,386.79-	366,249.78
Obj 118 TEMPORARY INVESTMENTS	2,096,219.86	3,536.65		2,099,756.51
Obj 121 TAXES RECEIVABLE (NET)	415,327.42	196.18	15,084.65-	400,438.55
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	1,747.59-	66,325.92	64,578.33-	
Obj 231 OTHER ACCRUED LIABILITIES	15,776.83-	15,776.82	14,227.26-	14,227.26-
Obj 257 DEFERRED REVENUE	415,327.42-	15,084.65	196.18-	400,438.95-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 SEPTEMBER 2018

Fnd L03 NORTH CENTRAL RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2018 BUDGET
Sub 001 NORTH CENTRAL RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	498,934.40-		15,084.65-	514,019.05-	
Obj 330 INTERGOVERNMENTAL REVENUES	259,207.78-		7,279.37-	266,487.15-	
Obj 340 CHARGES FOR GOODS AND SERV	143,688.54-			143,688.54-	
Obj 360 MISCELLANEOUS REVENUES	29,647.25-		3,717.16-	33,364.41-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	214,575.04	29,195.03		243,770.07	
Obj 520 PERSONNEL BENEFITS	104,034.93	18,474.79		122,509.72	
Obj 530 SUPPLIES	173,024.23	27,467.48		200,491.71	
Obj 540 OTHER SERVICES AND CHARGES	146,604.55	26,415.63		173,020.18	
Obj 560 CAPITAL OUTLAYS	533,318.95			533,318.95	
Obj 599 BUDGET EXPENDITURES					1,604,641.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	240,079.73	101,552.93	26,081.18-	315,551.48	1,604,641.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2018

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DE					
	PRL APP	88651	20226?	09/15/18 WILLIAMS, JEANNE M	3,833.06	
	PRL APP	88651	20422?	09/15/18 HARLAN, SARA E	2,408.80	
	PRL APP	88699	20319?	09/15/18 SANCHEZ-DAVILA, SANDRA I	1,548.80	
	PRL APP	88699	20319?	09/15/18 SANCHEZ-DAVILA, SANDRA I	116.16	
	PRL APP	88699	20357?	09/15/18 CARMONA AVILA, RICARDO	1,360.00	
	PRL APP	88699	20362?	09/15/18 HUNTER, CHRISTINE M	448.05	
	PRL APP	88699	20363?	09/15/18 ALLEN, ALLIA E	1,225.70	
	PRL APP	88699	20417?	09/15/18 ANDERSSON, MARY S	877.50	
	PRL APP	88699	20420?	09/15/18 BOHMBACH, CAROL F	769.50	
	PRL APP	88699	20419?	09/15/18 JACOBSON, ROBERTA R	393.75	
	PRL APP	88699	20418?	09/15/18 JOHNSON, TERESA J	1,986.45	
	PRL APP	88749	20226?	09/30/18 WILLIAMS, JEANNE M	3,833.06	
	PRL APP	88749	20422?	09/30/18 HARLAN, SARA E	2,408.80	
	PRL APP	88803	20417?	09/30/18 ANDERSSON, MARY S	918.00	
	PRL APP	88803	20420?	09/30/18 BOHMBACH, CAROL F	610.88	
	PRL APP	88803	20419?	09/30/18 JACOBSON, ROBERTA R	343.75	
	PRL APP	88803	20418?	09/30/18 JOHNSON, TERESA J	1,869.60	
	PRL APP	88803	20319?	09/30/18 SANCHEZ-DAVILA, SANDRA I	1,548.80	
	PRL APP	88803	20357?	09/30/18 CARMONA AVILA, RICARDO	1,360.00	
	PRL APP	88803	20362?	09/30/18 HUNTER, CHRISTINE M	432.60	
	PRL APP	88803	20363?	09/30/18 ALLEN, ALLIA E	901.77	
	3 5011100	SALARIES AND WAGES			214,575.04	243,770.07
	PRL APP	88591	?	09/10/18 SOCIAL SECURITY	1,206.53	
	PRL APP	88719	?	09/25/18 SOCIAL SECURITY	1,145.04	
L03 5012100	SOCIAL SECURITY				15,208.12	17,560.09
	PRL APP	88591	?	09/10/18 RETIREMENT	1,805.22	
	PRL APP	88719	?	09/25/18 RETIREMENT	1,812.36	
L03 5012200	RETIREMENT				22,525.94	26,143.52
	PRL APP	88591	?	09/10/18 LABOR AND INDUSTRIES	222.80	
	PRL APP	88719	?	09/25/18 LABOR AND INDUSTRIES	220.38	
L03 5012300	LABOR AND INDUSTRIES				2,879.19	3,322.37

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP	125153	487418	09/10/18 WASTHEALTH CENTRAL SKAGIT LIBR	12,062.06	
L03 5012400	MEDICAL				63,134.57	75,196.63
L03 5012900	UNEMPLOYMENT COMPENSATION				287.11	287.11
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	26.62	
	A/P APP	125283	487669	09/19/18 LIBRARY STOR CUST#471737	411.05	
	A/P APP	125357	487769	09/24/18 AMAZON.COM CENTRAL SKAGIT LIBR	1,009.69	
L03 5013110	OFFICE SUPPLIES				6,056.21	7,503.57
L03 5013130	SOFTWARE SUPPLIES				385.81	385.81
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	233.78	
	A/P APP	125357	487769	09/24/18 AMAZON.COM CENTRAL SKAGIT LIBR	421.71	
L03 5013160	LIBRARY PROGRAM COSTS				13,664.65	14,320.14
L03 5013200	FUEL				75.00	75.00
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				20,979.12	30,979.12
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	295.71	
	A/P APP	125283	487521	09/19/18 GREATAMERICA AGREEMENT #016-94	151.69	
	A/P APP	125357	487769	09/24/18 AMAZON.COM CENTRAL SKAGIT LIBR	281.13	
L03 5013512	LIBRARY EQUIPMENT < \$5000				34,474.93	35,203.46
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	7.55	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	30.95	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	32.65	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	16.71	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	9.69	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	1,037.74	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	36.36	
	A/P APP	125076	486877	09/04/18 BAKER&TAYLOR CENTRAL SKAGIT LI	368.21	

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2018

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	125076	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	469.64	
A/P APP	125076	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	454.05	
A/P APP	125076	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	2,889.46	
A/P APP	125076	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	1,290.24	
A/P APP	125076	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6,698.31	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	46.75	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.64	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	145.00	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.67	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.92	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.85	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	32.16	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	285.00	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	27.54	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	90.66	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	31.30	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	7.55	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.15	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	59.06	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	33.85	
A/P APP	125077	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.27	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	65.69	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	8.88	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	71.56	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	15.88	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.31	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	30.73	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	44.31	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.84	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	564.50	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.56	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.88	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.74	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	24.73	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.75	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	15.50	
A/P APP	125080	486877	09/04/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.89	

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	129.17	
	A/P APP	125153	487311	09/10/18 MIDWESTTAPE CENTRAL SKAGIT LIB	330.33	
	A/P APP	125153	487311	09/10/18 MIDWESTTAPE CENTRAL SKAGIT LIB	695.33	
	A/P APP	125153	487311	09/10/18 MIDWESTTAPE CENTRAL SKAGIT LIB	572.67	
	A/P APP	125283	487563	09/19/18 LIBRARYIDEAS CENTRAL SKAGIT LI	2,876.00	
	A/P APP	125283	487563	09/19/18 LIBRARYIDEAS CENTRAL SKAGIT LI	184.75	
	A/P APP	125283	487582	09/19/18 MIDWESTTAPE CUST#2000014338	1,530.29	
	A/P APP	125283	487582	09/19/18 MIDWESTTAPE CUST#2000014338	350.30	
	A/P APP	125283	487582	09/19/18 MIDWESTTAPE CUST#2000014338	391.28	
	A/P APP	125357	487769	09/24/18 AMAZON.COM CENTRAL SKAGIT LIBR	1,119.92	
	A/P APP	125358	487945	09/24/18 LIBRARYIDEAS CENTRAL SKAGIT LI	39.95	
	A/P APP	125358	487976	09/24/18 MIDWESTTAPE CENTRAL SKAGIT LIB	276.23	
	A/P APP	125358	487976	09/24/18 MIDWESTTAPE CENTRAL SKAGIT LIB	212.83	
	A/P APP	125358	487976	09/24/18 MIDWESTTAPE CENTRAL SKAGIT LIB	479.20	
	ACH APP	80040	800401	09/25/18 AUG 2018 DOR USE TAX	260.16	

L03 5013515	LIBRARY BOOKS < \$5,000				87,388.51	112,024.61
	A/P APP	125153	487359	09/10/18 INTERPR TECH CENTRAL SKAGIT LI	416.31	
	A/P APP	125358	488060	09/24/18 INTERPR TECH CENTRAL SKAGIT LI	183.91	

3 5014110	PROFESSIONAL SERVICES				45,123.86	45,724.08
	IGT APP	80043	800431	09/28/18 3RD QTR AUD SVCS	1,058.23	

L03 5014120	ACCOUNTING SERVICES				2,116.46	3,174.69

L03 5014130	STATE EXAMINER				6,476.37	6,476.37
	A/P APP	125358	487880	09/24/18 FRONTLINELLC CENTRAL SKAGIT LI	570.00	
	ACH APP	80040	800401	09/25/18 AUG 2018 DOR USE TAX	48.45	

L03 5014187	JANITORIAL				3,434.00	4,052.45

L03 5014210	TELEPHONE				1,010.55	1,010.55
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	311.57	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2018

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP 125358	468140	09/24/18	VERIZONWIREL CENTRAL SKAGIT LI	118.17	
	A/P APP 125358	487827	09/24/18	COMCAST CENTRAL SKAGIT LIBRARY	341.87	
L03 5014212	TELEPHONE INTERNET				6,839.91	7,611.52
L03 5014220	POSTAGE				445.82	445.82
	A/P APP 125157	487262	09/10/18	WILLIAMSJEAN MILEAGE REIMBURSE	175.53	
L03 5014310	TRAVEL				1,416.27	1,591.80
	A/P APP 125100	487105	09/05/18	VISA CENTRAL SKAGIT LIBRARY	3.00	
L03 5014410	ADVERTISING				508.38	511.38
	A/P APP 125100	487105	09/05/18	VISA CENTRAL SKAGIT LIBRARY	166.00	
	A/P APP 125283	487682	09/19/18	MORGANJRJVING CENTRAL RURAL SKA	1,260.00	
L03 5014510	RENTALS				6,355.50	9,781.50
	A/P APP 125283	487505	09/19/18	ENDURISWA CENTRAL SKAGIT RURAL	7,566.00	
	A/P APP 125283	487690	09/19/18	WAPD INSURAN CENTRAL SKAGIT RJ	756.00	
L03 5014610	INSURANCE				1,522.00	5,844.00
	A/P APP 125153	487195	09/10/18	SEDRO CITY CENTRAL SKAGIT LIBR	116.49	
	A/P APP 125153	487195	09/10/18	SEDRO CITY CENTRAL SKAGIT LIBR	156.27	
	A/P APP 125283	487613	09/19/18	PUD #1 ACC#2492-02 ENCL	54.53	
	A/P APP 125358	488028	09/24/18	PUD #1 CENTRAL SKAGIT LIBRARY	60.69	
L03 5014700	UTILITIES				7,857.47	8,245.45
	A/P APP 125100	487105	09/05/18	VISA CENTRAL SKAGIT LIBRARY	118.84	
L03 5014910	MISCELLANEOUS				46.75	165.59
L03 5014911	PRINTING				303.48	303.48

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP	125153	487421	09/10/18 WASHINGTONLI CENTRAL SKAGIT LI	575.00	
	A/P APP	125153	487421	09/10/18 WASHINGTONLI CENTRAL SKAGIT LI	475.00	
L03 5014920	EDUCATION/TRAINING				-----	-----
					325.00	1,375.00
	A/P APP	125100	487105	09/05/18 VISA CENTRAL SKAGIT LIBRARY	116.06	
	A/F APP	125153	487250	09/10/18 GUARDIAN SEC CENTRAL SKAGIT LI	165.00	
	A/P APP	125153	487220	09/10/18 EBSCOINDUSTR CENTRAL SKAGIT LI	6,775.00	
	A/P APP	125153	487311	09/10/18 MIDWESTIAFE CENTRAL SKAGIT LIB	1,213.06	
	A/P APP	125283	487694	09/19/18 WASHINGTONLI CENTRAL SKAGIT LI	45.00	
	A/P APP	125358	488120	09/24/18 CENTRAL SKAGIT LIBRARY	3,569.65	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				-----	-----
					60,822.73	72,706.50
L03 5016210	BUILDINGS AND STRUCTURES				-----	-----
					533,318.95	533,318.95

2018 Central Skagit Library District Statistics

2018	Library Cards	Total Main Library Circulation	Website Pageviews	Patron Visits	Computer Uses	Bookmobile Circulation	Bookmobile Visits	Youth Services Program Attendance	Young Adult Program Attendance	Adult Program Attendance
January	39	2058	3268	1293	43	206	93	92	26	6
February	41	2749	3891	1622	238	111	46	192	54	4
March	85	6857	6493	3717	337	225	107	234	73	5
April	88	7398	5180	3354	233	184	105	259	123	15
May	79	6967	5306	3490	325	284	144	233	58	15
June	147	8383	2725	4313	299	182	102	272	96	67
July	146	8568	2185	4823	273	396	195	245	140	56
August	107	8880	2356	5147	278	388	163	35	70	199
September	100	7755	1925	4266	225	176	80	break	56	56
October										
November										
December										
2018 Totals	832	59,615	33,329	32,025	2,251	2,152	1,035	1,562	696	423

2018 Central Skagit Library District Digital Circulation Statistics

2018	Overdrive Patron	Overdrive Circ	EBSCO Sessions	Proquest	Rocket Languages	Hoopla Users	Hoopla Circulation	Freegal Downloads	Freegal Streaming	RB Digital Magazines
January	11	490	8	4	4	16	453	20	53	4
February	12	569	109	3	3	12	358	22	84	12
March	16	1549	174	2	3	9	329	25	105	12
April	18	1083	3	0	0	13	413	24	51	13
May	16	1052	150	1	0	9	534	35	182	13
June	15	1052	360	6		9	550	42	93	26
July	16	1314	480	13		17	716	81	87	21
August	11	1312	198	0	3	18	963	67	121	62
September	17	1186	102	6	5	15	663	56	191	87
October										
November										
December										
Totals	132	9607	1584	35	18	118	4979	372	967	250