

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

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. Pre-Design Committee Report (E)
  - B. Public Comments Policy (D)
  - C. 2018 Budget Proposal (N)
  - D. Policy and Personnel Manual (first look)
9. Other Business
10. Adjournment

Legend:

E = Explore Topic  
N = Narrow Options  
D = Decision

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Information = informational items and updates on projects

Parking Lot = Items tabled for a later discussion

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

1. Call to Order -- 7:11pm

Trustees in Attendance: Mary Alice Grobins, Chair  
Mindy Coslor, Vice Chair  
Ahmik Hindman  
Chris Silves  
Lynn Torset

Staff in Attendance: Jeanne Williams, Director

2. Public Comments – No one from the public presented comments

3. Approval of Agenda

Motion 1: Mindy Coslor  
Motion 2: Chris Silves  
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from August 17, 2017  
Approval of August 2017 Payroll in the amount of \$20,081.04  
Approval of August 2017 Vouchers in the amount of \$48,266.82  
General Ledger Report for August 2017  
Balance Detail Reports/Balance Sheets (if available)  
Ongoing Statistics

Motion 1: Ahmik Hindman  
Motion 2: Mindy Coslor  
Unanimous

5. Conflict of Interest - NA

6. Communications

Library Ideas Inspired by Area Libraries (attached) – This communication was shared with the Board by Mindy Coslor. It originated Maryanne Ward and outlines some strengths of area libraries based on broad themes

such as: connection to community; navigation inside the library; general ambience; usability and flexibility; and displays. Ms. Ward also highly recommended that the Trustees visit the Darrington Library because it is well-designed.

#### 7. Report of the Director (attached)

Jeanne Williams shared the information in the report including the Summer Reading Program final statistics; the all-day Solar Eclipse Event; the Integrated Library System migration; and the Bookmobile schedule. Mary Alice Grobins asked if the tenant improvements had been paid in full and the payment was made on September 15<sup>th</sup> but won't be reflected in the expense report until next month.

#### 8. Unfinished Business

##### A. Pre-Design Committee Report (E)

Draft report attached. Chris Silves shared that there was a good turn-out at the Community Open House and that it was set up with stations that allowed for the collection of a great deal of data.

Mindy Coslor stated that she was impressed with the way the consultants inspired the participants to share their ideas, thoughts and concerns. C

Chris Silves said that she was impressed with Claire Miccio's ability to capture the participant's thoughts. She said that she did a great job in the staff meeting as well.

Mary Alice Grobins clarified that Claire Miccio is a consultant from Berk Consulting engaged to manage the public process.

Jeanne Williams handed out the draft report on the meetings. She also provided a copy of the Request For Proposals for real estate for the new library that the city of Sedro-Woolley put out on behalf of the Pre-Design Committee. She also provided the preliminary results of the survey and shared that the ideas and thoughts shared there show that the community feels that the library is important.

Mary Alice Grobins furthered that it is good to see that the age distribution is across the board rather than being skewed to a large number of one age group. She felt it was a good sample and representative of the community.

Jeanne Williams pointed out that there was a great deal of information gathered through the open-ended questions that had not been studied yet

but Claire Miccio did provide a list of the most-often used words, which were all very positive words.

Chris Silves pointed out that about 70% reported that they use the library every week or every few weeks and about 14% don't use the library at all. She is interested to see what the non-users shared in the open-ended questions.

Jeanne Williams went on to share the information provided in the draft report of the Joint Staff and Strategy meetings. She also shared that she was happy to see the level of engagement in these meetings. In closing, she felt that it was a very successful day of meetings and that those leaving the Community Open House had very positive things to say about the format of the meeting.

Mary Alice Grobins pointed out that the timeline is still preliminary and that locating a site will drive the rest of the process. She furthered that the Pre-Design Committee is a great group of people including Eron Berg, Tim Howland and Julia Johnson from the city. The consultants will take approximately two weeks to synthesize the data from the needs assessment process to create a full report.

Lynn Torset stated that he is getting a great deal of positive feedback in the community about the libraries getting together and moving forward.

#### B. Public Comments Policy (D)

Chris Silves shared that, since the Director is taking minutes and writing down public comments for the minutes, Trustees who feel strongly about a public comment should talk her about that comment. Chris Silves furthered that it could also be dealt with when the initial Board Packet goes out if not before.

Mary Alice Grobins pointed out that the draft policy contains references to suggestions, comments and questions. She felt that suggestions should be dealt with through a Trustee asking to add that issue to a future meeting agenda. She furthered that factual questions should be answered, but questions about why a decision was made will be difficult to handle. Finally, she shared that comments should be acknowledged and people should be thanked. However, the Trustees should not get into a back and forth with a member of the public making a comment.

Ahmik Hindman shared that the problem he has had in the past is that comments were made based on incorrect information and would like to be able to address those comments.

Mary Alice Grobins pointed out that the work involved in this process will have to be carried out by staff because Trustees will not be able to do so outside of public meetings. She suggested that the Board take more time to work on the wording of the policy but that it is going in a great direction.

Mindy Coslor said that she appreciated the idea of addressing comments, suggestions and questions differently.

#### C. Trustee Recommendation Procedure Committee Report (E, N)

Mary Alice Grobins and Mindy Coslor were assigned to this issue. Mindy Coslor has done research on the attributes that Board members should have and stated that the Trustees should assess the skill sets of current Board members to identify, based on the strategic plan, of needed attributes in the new Board member. So, new Board members would need the general community-minded attributes as well as specific skills to fill in the Board skills.

Mary Alice Grobins shared that she has been focusing on the process of soliciting applications and interviewing candidates. She suggested that the Trustee Training Session in November might provide an avenue for learning what other Boards do in the Skagit Valley to inform this process.

The timeline was discussed, and Mary Alice Grobins said that the summer Board Retreat would be a good time to talk about Trustee recommendations if an opening is coming up the following year.

#### D. Employment Contract – Library Director (D)

Mary Alice Grobins outlined that there had been an executive session to evaluate the Director. She passed out a contract. She stated that the Board discussed increasing the Director's compensation to \$92,000 based on a salary review of library directors in the area and the upcoming increases in the staffing, budget and workload. She furthered that the Board is very appreciative of the work the Director has been doing in a challenging environment.

### 9. New Business

#### A. Draft 2018 Budget Proposal (E,N)

Draft 2018 Budget is attached.

Jeanne Williams explained that she focused on income and expenses for 2018 rather than pulling in reserve funds and one-time expenses. She also shared that the Board should take the 1% increase this year. The assumption built into the income is that joint operations would begin in March of 2018, so revenues from the city are pro-rated. This assumption is built into the expenses where Sedro-Woolley Library employee personnel costs are for ten months rather than the full 12 months. She also provided the highest cost scenario for a cost of living adjustment for staff.

There was also a reminder that the financing structure for the new library would involve a deduct from the revenues from the city for the bond payment. It is assumed that the bond would not be issued by the city for construction in 2018, so no bond payment would be deducted from revenues in 2018.

Ahmik Hindman and Mary Alice Gobins pointed out that, once the bond payment is deducted in the future, the operational expenses would exceed revenues.

Jeanne Williams explained that several items categorized as general expenses could be moved to one-time costs that would be applied to reserve funds rather than operational funds. These one-time costs include payment over the year of \$177,000 into a construction account shared with the city. Once bonds are issued, payments into that account would cease. The library will likely have to use reserve funds for 2019 and 2020 for operations.

It was also pointed out that the millage will go up over the years for the library district and the city. Construction in both the city and district will drive these increases.

Mary Alice Grobins shared that the deficit spending will not persist over many years. The staffing structure and profile will change as employees retire or move on to other opportunities.

Mindy Coslor shared her concern about the millage rate going down and there may come a time that a levy lid lift is necessary. She furthered that we have not taken the 1% and should do so moving forward.

Mary Alice Grobins felt that the Board should not panic considering the reserves available and the fluidity of the situation moving forward.

Jeanne Williams pointed out that the percentages listed on the budget draft are percentages of the total operational expense, not the percentage of income.

Jeanne Williams also pointed out that so many of the general expenses will change in the future.

Mary Alice Grobins shared her concerns about operating two locations and the need for a site manager or some other higher level administrative position like a deputy or assistant director title. She furthered that the structure needs to be in place before joint operations begin.

Jeanne Williams agreed with this concern and feels that the time is coming for this position to be filled to support the administrative functions. Another important part of this administrative position would be that position having exempt status.

Chris Silves shared a concern about part-time staff having benefits. Jeanne Williams clarified that future part-time staff outside of the staff from Sedro-Woolley would not reach the hours that would make them eligible for benefits. There is also the option for some Sedro-Woolley staff to work more hours upon transfer to the library district.

Mindy Coslor asked if a business assistant would be helpful. Jeanne Williams shared that the bill-pay and payroll portions of her job are not time-consuming. Overseeing those processes also allows for a better understanding of where the library finances stand. A supervisor for the library-related portions of the job would be more helpful.

Mary Alice Grobins shared that she hoped that there could be some creativity in budgeting to bring in support to help make the upcoming changes successful. She further stated that the proposal should contain a closer cost of living adjustment and include estimates for 2019.

Ahmik Hindman also asked that some of the one-time costs be moved out of operations.

#### 10. Parking Lot – Committees Assigned at June 2017 Board Retreat

#### 11. Other Business

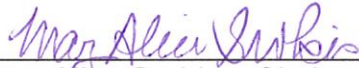
##### A. October Meeting/Budget Hearing

There will not be a quorum for a meeting on October 19, 2017. The regular meeting for October was rescheduled for October 27, 2017 with the budget hearing to precede at 6:00pm. The Regular Meeting will begin at the conclusion of the budget hearing.

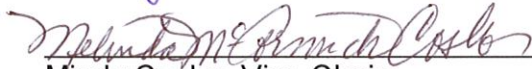


12. Adjournment -- 8:55pm

Motion 1: Ahmik Hindman  
Motion 2: Chris Silves  
Unanimous



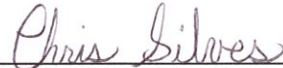
Mary Alice Grobins, Chair



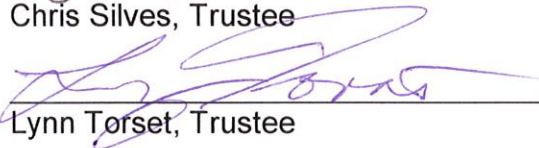
Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Chris Silves, Trustee



Lynn Torset, Trustee

## Library Ideas Inspired by Area Libraries

key: E=Everett, L=Lynden, F=Ferndale, M=Marysville  
A=Arlington, D=Darrington, O=Oak Harbor  
C=Concrete, S=Sedro-Woolley

2016 Library visits by Maryanne Ward and Katy Armagost. We didn't include Burlington or Anacortes because they are close enough to be familiar to everyone.

A question we asked in each visit was: *If you could change this library in some way, what would you most like to see changed?*

By far the most common response was: *We need more meeting rooms.*

A close second was: *We need a way to have more quiet while still accommodating the needs of all our younger patrons.*

### **A. Connection to Community**

1. Located on main street or right off main street. F,L,M,E
2. Exterior decoration showcases local culture. (i. e. Dutch for Lynden)
3. Large windows view outside vistas. F
4. Coffee shop, welcoming entry. E
5. Easy parking, covered entry from car to door. E
6. Entrance has bulletin boards with community announcements displayed. (Most)
7. Securable outside gathering areas for good weather i. e. rooftop or patio. E

### **B. Navigation inside Library**

8. Central reference desk offers 360 degree visibility, access. (Most)
9. Wide space between stacks to accommodate wheelchairs, etc.
10. Seating areas in small groups scattered among stacks. E
11. Restroom access in entry to allow after hours use by community. D,
12. Logical division of areas, open sight lines, especially Children's area.
13. Help desks (one per floor) near entry to direct patrons.
14. Dispersed computer stations for adults.
15. Children's area computers are together and require special library card to access. L
16. Clear, uncluttered directional signage to different library sections.

### **C. General Ambience**

17. Avoid long, narrow building with many high ceilings....noisy. L,F
18. Have most areas with low ceilings, but some high to use natural light.
19. Use artwork banners to hang in high ceiling areas for noise abatement. L
20. Soft wall colors to delineate areas and light colored natural wood stacks.F, L
21. Lower stacks, ideally not above sight line, to help promote open feeling, safety.
22. Additional down lights mounted under top board of stacks. F,L

#### **D. Usability/flexibility**

23. Lockable sliding glass wall between community room and library. D
24. Community room has own outside access and restrooms/kitchen area. D
25. Teen area has glass walls, interactive seating arrangements and noise control F,L,E.
26. Library has hearing loop (telecoil) installed under carpet in meeting rooms.
27. Plenty of meeting rooms, wired for easy use by outsiders' laptops, projectors.
28. Plug-ins scattered throughout the library under floor, to accommodate changing configuration of floor space in future. M
29. Low cabinets/bench seats along outside wall with storage inside. Lockable closets for children's area art supplies. F
30. Consider using Mp3 technology instead of Cds for books on tape. E

#### **E. Displays**

31. Tilted lower shelves on stacks allow reading spines without stooping. F, L, D
32. Pull-out shelves for CDs. D
33. Reserved books right by check-out area, shelved with spines inward for privacy, names viewable. L

## 9/20/17 New Library Meetings Report

The pre-design committee met on 9/20/17 prior to the series of staff, strategy and public input meetings to go over the meeting format and the roles of the committee members in those meetings. Subsequent meetings involved only one non-staff committee member as observer. The committee will meet in early October to review and discuss site location proposals and any preliminary information involving the public meetings and the survey. One over-arching take-away from all three of these meetings was that staff, public, and community interest representatives all hit on the same ideas and desires. In a very real sense, we all seem to want the same things in a New Library.

The Strategy meeting was well-attended with thirteen representatives from area organizations, the school district, business and manufacturing, and senior living. This group showed a high level of engagement and provided a great deal of input and insight into the needs of the community as well as the needs of the interests they represent. Some highlights include:

- strong interest in literacy and language skill support to provide a high-level workforce with skill in reading comprehension and oral and written communication.
- interest in seeing skill-building not only in technological devices, but the software programs that power those devices (CAD, video editing, Photoshop, etc.) but priority should be literacy, not maker/tech activities.
- the library as a place for learning and creative problem-solving to happen outside of school hours.
- library as a place where seniors with skills and education can connect and share knowledge with younger generations.
- desire to rebrand the library to be about literacy, learning, creativity and problem-solving, possibly forgoing the term library.
- desire to see a smaller, high quality, aesthetically pleasing facility rather than a large, sprawling facility of lower quality. Inviting entrance that leads to a unifying space for the community.
- building should reflect the community's history but also be forward-looking to the city's future in the high-tech industry.
- comfortable, welcoming atmosphere for multiple age groups so that whole families can enjoy the facility at the same time.
- flexible spaces for multiple uses, including a sound-proof area for activities such as music and video production, loud tool use, etc.
- study carrels and small group meeting areas.

- important to not provide services or business space in the library that would compete with local coffee, restaurant and other businesses (but important to allow visitors to bring in food and drink).
- desire for library pre-design committee and library administration to consider how it will handle social issues the community faces such as homelessness and the opioid crisis. Will the library want to provide hygiene areas for homeless families?
- desire to see the library provide business resource for entrepreneurs (presentation equipment, teleconference/Skype, print, FAX, etc.)
- desire to see citizenship support.
- desire to see the rehabilitation of an empty building – green, sustainable practices.

The Joint Staff meeting provided an opportunity for staff to interact with the architect and consultants and share their ideas and vision for the new library from an operational standpoint. There were many good ideas and overall goals shared for the future of library services and what assets or design functions would better support those activities. Some highlights include:

- more than one multi-purpose, flexible space that will support everything from messy children's science programs (tiled floor with drains) to formal business meetings.
- desire to see activity spaces separated (computers, meeting, study, children's, teens, adults and seniors) but not in a manner where everyone feels removed from the activities but also not in a way that everyone feels they are on display.
- adequate space for large library collection.
- abundance of electrical plugs and charging stations with the ability to support upgrades as technology changes.
- transformative space rather than static space.
- green, sustainable, use of recycled materials or rehabilitation of empty building.
- program/activity rooms with access to the outside for programs that involve nature (preferably an enclosed space such as a garden or play area).
- plenty of storage space.
- area for the bookmobile to park onsite or a place for the bookmobile to be easily accessible when it is onsite.
- less use of signs and flyers and more use of digital displays and smart boards both inside and outside to advertise the activities to the community.
- staff break area, restroom.
- space for processing materials and creating materials for displays and activities.
- drive-up book drops, and separate receiving and sorting area for returns.
- drive-up holds pick-up.
- laundry dish washing equipment to wash and sanitize children's manipulables, stuffed animals and other library reusable supplies.
- desire to see the incorporation of natural lighting and other things to create a comfortable and inspiring ambiance (including fireplace, private niches, etc.) that feel warm rather than institutional.

- desire for aesthetically pleasing interior and exterior that reflects the flavor of the community and the history of the community while also looking forward to the community's future.

The Community Open House was well-attended with over 70 attendees. Participants seemed to be highly engaged and took part in most of the stations. There was a feeling of high energy and the feedback I received as people exited was that the format of the event was well-received and participants enjoyed the interactive process. Many of the statements and the voting on priorities on the Boards were very similar to the input received at the staff and strategy meetings as well as the survey.

# Public Comment at Library Board Meetings Policy

Proposed September 14<sup>th</sup>, 2017

## Policy for Public Comment:

1. Time will be reserved at the beginning of each Library Board meeting for public comment. Public comment is limited to this period.
2. Members of the public who wish to speak are asked to sign up before the meeting begins, identifying themselves and providing their address and/or e-mail address and group affiliation (if any) to the Board before speaking. Anyone refusing to identify him or herself will be prohibited from speaking.
3. The sign-in sheet will include the Guideless for public comment listed in the section below.
4. Members of the public are limited to a maximum of three minutes of comments.
5. Public comments will be addressed to the entire Library Board, but normally there will not be a response from either Board members or the Library Director at that time. It is at the Chairman's discretion to allow any response or discussion of public comments.
6. During the public comment session, comments are welcome but additional agenda items will not be accepted.
7. Any member of the public wishing to have an item considered for addition to the agenda is asked to contact either the Library Director or the Chairman of the Library Board at least one week before the next Library Board meeting.
8. If at any time persons appearing before the Board exceed the time limitation set forth in this policy or become inappropriate in language or behavior, it shall be the responsibility of the Chairman to declare that person out of order and to refuse him or her permission to continue to address the Board.
9. Comments made become part of the meeting record.
10. There is no guarantee that suggestions brought forth by the public during the public comment session will be adopted by the Board at the current or a future meeting.
11. At the Chairman's discretion, additional public comments sessions or speaking time may be allowed.
12. If the number of people wishing to speak is large, the Chairman may rule that a separate special Library Board meeting be scheduled on the issue in question and ask that those wishing to comment do so at that meeting.
13. The suggestions / questions will be captured by the Library Director and sent out within 5 days to the members of the board via e-mail.
14. Each member of the Board will then respond independently to the Board Chair or nominated Correspondence Secretary who will then consolidate / summarize into a single unified response that will be sent out to each Board member for final sign off.
15. After signoff the Board Chair or nominated Correspondence Secretary will then send this to the Library Director for inclusion of all comments / questions and corresponding answers in the consent agenda and posted to the Library website.

### **Guidelines for Public Comment at Library Board Meetings**

1. Each person is allowed to comment only once. Each speaker will have three minutes total to comment. The speaker may be asked to respond to questions from the Board for clarification on specific items.
2. A spokesperson representing several other parties or organizations shall also have only three minutes to make public comment. The group being represented may stand in the audience to be recognized.
3. If possible, each speaker will be asked to make public comment from a standing position in front of the Library Board and others present.
4. Written comments will be accepted from anyone who does not have time to speak or anyone who wishes to supplement public remarks. Deadline for submitting written comments may be established. Comments may be submitted in either electronic or paper format. Send comments to: Library Board, c/o Library Director, 720 Metcalf Street, Sedro-Woolley, WA 98284 or [admin@centralskagitlibrary.org](mailto:admin@centralskagitlibrary.org).



2018 Draft Budget Proposal  
For Discussion Purposes Only

	Estimated 2018 Receipts and Expenses	2018 %
Estimated Tax Receipts CSLD*	\$838,000	
Estimated Receipts Sedro-Woolley**	\$308,000	
<b>Total Estimated Receipts</b>	<b>\$1,146,000</b>	
Projected Timber Windfall Revenue 2018***	\$170,000	
<b><i>Operational Expenditures</i></b>		
Personnel Expense	\$574,316	52.16%
Bond Payment	\$0	0.00%
Utilities	\$12,000	1.09%
Lease	\$14,400	1.31%
Software and Licensing	\$63,100	5.73%
Computers and Networking	\$3,800	0.35%
General and Administration Expenses****	\$316,400	28.73%
Bookmobile	\$23,100	2.10%
Library Materials Ongoing	\$94,000	8.54%
<b>Total Operational Costs</b>	<b>\$1,101,116</b>	
<b>Total Estimated Receipts Less Total Estimated Operational Expenses</b>	<b>\$44,884</b>	

\*Preliminary assessed values will not be available until late October 2017

\*\*Sedro-Woolley receipts pro-rated on assumption that services will not start until March 2018.

\*\*\*2018 Timber Revenue treated as windfall and is not added to operational budget.

\*\*\*\*Includes 10 months of paying \$17,700 per month into a construction fund shared equally with the city of Sedro-

## Personnel Expenses

Postion	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
<b>Full Year</b>							
Director	\$44.24	173	\$92,012.12	\$10,286.96	\$7,176.95	\$25,056.00	<b>\$134,532</b>
Public Services	\$22.00	120	\$31,680.00	\$3,541.82	\$2,471.04	\$10,068.00	<b>\$47,761</b>
Library Associate	\$18.80	160	\$27,072.00	\$3,026.65	\$2,111.62	\$25,056.00	<b>\$57,266</b>
Circulation Associate	\$14.75	160	\$21,240.00	\$2,374.63	\$1,656.72	\$25,056.00	<b>\$50,327</b>
Children's Specialist	\$17.25	160	\$24,840.00	\$2,777.11	\$1,937.52	\$25,056.00	<b>\$54,611</b>
SW Director	\$32.40	160	\$51,840.00	\$5,795.71	\$4,043.52	\$10,068.00	<b>\$71,747</b>
SW Assistant	\$22.90	160	\$36,640.00	\$4,096.35	\$2,857.92	\$10,068.00	<b>\$53,662</b>
SW Part Time	\$13.13	104	\$13,655.20	\$1,526.65	\$1,065.11	\$10,068.00	<b>\$26,315</b>
SW Part Time	\$13.13	96	\$12,604.80	\$1,409.22	\$983.17	\$10,068.00	<b>\$25,065</b>
SW Part Time	\$12.00	56	\$6,720.00		\$524.16		<b>\$7,244</b>
Bookmobile Specialist	\$15.00	60	\$8,100.00		\$631.80		<b>\$8,732</b>
Part Time	\$12.00	64	\$6,912.00		\$539.14		<b>\$7,451</b>
Part Time	\$12.00	64	\$6,912.00		\$539.14		<b>\$7,451</b>
Part Time	\$12.00	64	\$6,912.00		\$539.14		<b>\$7,451</b>
Unemployment Insurance							<b>\$3,200</b>
Training and Travel Expense							<b>\$8,500</b>
Labor and Industries Worker's Compensation							<b>\$3,000</b>
<b>Total Staffing 2017</b>			<b>\$347,140.12</b>	<b>\$34,835.10</b>	<b>\$27,076.93</b>	<b>\$150,564.00</b>	<b>\$574,316</b>
COLA 3%	\$17,229	\$591,546					

## Bookmobile

Large Vehicle Storage/Parking	\$1,800
Fuel (70 miles/week @ \$.89 per mile)	\$2,500
Maintenance (recommended every 5,000 miles)	\$2,800
Insurance	\$0 Included in Enduris Overall Insurance
Cellular	\$3,000
Staffing 1 Employee	\$13,000
<b>Total Ongoing</b>	<b>\$23,100</b>

## Software and Licensing

<b>Total</b>	<b>\$63,100</b>
NewsBank	\$2,200
Consumer Reports	\$1,200
Public Computer Session and Print Management	\$1,500
Tumbleweed Press Tumblebooks	\$3,500
Hoopla	\$7,200
Rocket Languages	\$400
SirsiDynix Migration Out	\$31,500
TLC (Integrated Library System	\$3,000
Ebsco	\$2,700
Proquest	\$300
Microsoft Office Licensing	\$1,000
Deep Freeze License plus maintence	\$1,000
Freegal Music	\$1,000
Washington Anytime Library	\$6,600

## General Administrative Expenses

<b>General and Administration Expenses</b>	<b>\$316,400</b>
Library Programming	\$10,000
Summer Library Program	\$6,000
Office Supplies	\$15,000
Public Relations and Promotional Materials	\$8,000
Professional Services HR	\$25,000
Professional Services Technology	\$50,000
Building Insurance	\$3,400
Telecommunications (Internet and Phone)	\$10,000
Utilities	\$12,000
Construction Account Shared with Sedro-Woolley	\$177,000



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
9/1/2017	Enduris WA	R18589	08/21/17	5014610	\$3,557.00
	Hillis, Clark, Martin....	217048	08/21/17	5014110	\$672.00
	Uline	89801795	08/22/17	5013110	\$99.90
	Demco	6193691	08/23/17	5013512	\$1,480.23
	Midwest Tape	95323543	08/21/17	5013515	\$96.24
	Midwest Tape	95298727	08/10/17	5013515	\$410.11
	Midwest Tape	95312139	08/15/17	5013515	\$232.12
	Midwest Tape	95315360	08/17/17	5013515	\$119.56
	Midwest Tape	95306667	08/14/17	5013515	\$386.72
9/1/2017	VM Investments	Pay-Off Promissory	09/01/17	5016210	\$171,728.27
	VM Investments	Per Diem thru 9/15/17		5016210	\$352.80
9/1/2017	Allia Allen		08/30/17	5013180	\$354.16
	Mango Languages	INV001723	08/10/17	5014930	\$2,005.29
9/1/2017	DOLLAR TREE BURLINGTO		08/24/17	5013110	\$4.34
Visa	AMAZON MKTPLACE PMTS AMZN.COM/B		08/18/17	5013110	\$81.75
	HOBBY-LOBBY #558 MOUNT VER		07/31/17	5013110	\$26.02
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		08/23/17	5013180	\$15.40
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		08/22/17	5013180	\$15.18
	DOLLAR TREE BURLINGTO		08/21/17	5013180	\$58.59
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/14/17	5013180	\$349.34
	SKAGIT VALLEY FOOD CO- MOUNT VER		07/31/17	5013180	\$38.24
	AMAZON.COM AMZN.COM/BI AMZN.COM/		08/02/17	5013512	\$32.43
	Discount School Supply 800-482-5		07/31/17	5013512	\$145.61
	Amazon.com AMZN.COM/B		08/24/17	5013515	\$42.67
	Amazon.com AMZN.COM/B		08/24/17	5013515	\$14.19
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/21/17	5013515	\$11.25
	Amazon.com AMZN.COM/B		08/17/17	5013515	\$91.60
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/17/17	5013515	\$14.70
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/15/17	5013515	\$29.64

	AMAZON MKTPLACE PMTS AMZN.COM/B		08/14/17	5013515	\$21.69
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/07/17	5013515	\$16.85
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/03/17	5013515	\$10.43
	AMAZON MKTPLACE PMTS AMZN.COM/B		08/03/17	5013515	\$88.63
	AMAZON MKTPLACE PMTS AMZN.COM/B		07/31/17	5013515	\$139.39
	SQ *RCN COMMUNICATI 877-417-4		08/23/17	5014212	\$196.87
	VZWRLSS*APOCC VISB 800-922-0		07/31/17	5014212	\$134.85
	COMCAST CABLE COMM 800-COMCA		07/31/17	5014212	\$400.51
	USPS PO 5476600270 SEDRO WOOL		08/04/17	5014220	\$0.70
	USPS PO 5476600270 SEDRO WOOL		08/03/17	5014220	\$1.89
	EXPEDIA 7288662106609 EXPEDIA.C		08/17/17	5014310	\$542.92
	MAX DALES STEAK AND CH MOUNT VER		08/07/17	5014310	\$52.75
	FACEBK LAZKYCAAX2 650-54348		08/01/17	5014410	\$12.00
	NNA SERVICES LLC 800-876-6		08/16/17	5014610	\$50.00
	CITY OF SEDRO-WOOLLEY 360-855-9		08/23/17	5014700	\$183.99
	COUNTY-SKAGIT-PUD-PMNT 360-424-7		08/01/17	5014700	\$65.31
	FUEL EXPRESS SEDRO WOO SEDRO WOO		08/14/17	5014910	\$74.18
	FUEL EXPRESS SEDRO WOO SEDRO WOO		07/28/17	5014910	\$73.09
	THE WOOLLEY MARKET SEDRO WOOL		08/25/17	5014920	\$9.95
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		08/24/17	5014920	\$32.45
	AmazonPrime Membership amzn.com/		08/21/17	5014930	\$107.42
	EIG*PowWeb 866-53928		08/16/17	5014930	\$3.95
	ADOBE *ACROPRO SUBS 800-833-6		08/14/17	5014930	\$27.11
	EIG*PowWeb 866-53928		08/07/17	5014930	\$15.00
	EIG*PowWeb 866-53928		08/07/17	5014930	\$45.00
	SUNSET PARK SELF STORA SEDRO WOO		08/28/17	5016210	\$105.00
	SUNSET PARK SELF STORA SEDRO WOO		08/07/17	5016210	\$100.00
	SEDRO WOOLLEY MINI STO SEDRO WOL		08/02/17	5016210	\$150.00
	SUNSET PARK SELF STORA SEDRO WOO		07/28/17	5016210	\$105.00
9/1/2017	Midwest Tape (Hoopla)	95357578	08/31/17	5014930	\$627.63
9/1/2017	Tumbleweed Press	81228	09/01/17	5014930	\$3,358.20
9/6/2017	OCLC	555249	08/31/17	5014930	\$109.83
	Midwest Tape	95332998	08/23/17	5013515	\$76.00
	LEAF	7678594	08/27/17	5013512	\$292.95
	WAFD Insurance	3679	08/28/17	5014610	\$356.00

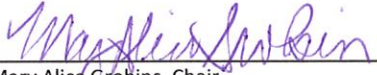
	The Library Store	285193	08/29/17	5013110	\$82.00
	WA Healthcare Auth	42979	09/01/17	5012400	\$8,226.34
9/15/2017	FEDEX Office	1.433E+11	09/08/17	5014911	\$987.48
	VM Investments	43009	09/15/17	5016210	\$1,200.00
10/22/2017	The Library Store	287604	09/11/17	5013110	\$21.50
	Frontline Cleaning Svs	16678	09/18/17	5014187	\$295.00
	City of Sedro-Woolley	16828	09/22/17	5014110	\$1,475.00
9/22/2017	Baker and Taylor	4011953052	07/03/17	5013515	\$119.36
	Baker and Taylor	4011984887	08/15/17	5013515	\$91.80
	Baker and Taylor	4011984888	08/15/17	5013515	\$24.69
	Baker and Taylor	4011984889	08/15/17	5013515	\$282.81
	Baker and Taylor	4011984890	08/15/17	5013515	\$18.77
	Baker and Taylor	4011984891	08/15/17	5013515	\$20.03
	Baker and Taylor	4011984892	08/15/17	5013515	\$29.47
	Baker and Taylor	4011984893	08/15/17	5013515	\$42.16
	Baker and Taylor	4011989437	08/21/17	5013515	\$72.00
	Baker and Taylor	4011989438	08/21/17	5013515	\$13.16
	Baker and Taylor	4011989439	08/21/17	5013515	\$217.28
	Baker and Taylor	4011989440	08/21/17	5013515	\$135.88
	Baker and Taylor	4011989441	08/21/17	5013515	\$36.98
	Baker and Taylor	4011989442	08/21/17	5013515	\$95.84
	Baker and Taylor	4011990408	08/22/17	5013515	\$14.98
	Baker and Taylor	4011990409	08/22/17	5013515	\$10.43
	Baker and Taylor	4011990410	08/22/17	5013515	\$18.13
	Baker and Taylor	4011990411	08/22/17	5013515	\$18.47
	Baker and Taylor	4011990412	08/22/17	5013515	\$54.48
	Baker and Taylor	4011994892	08/28/17	5013515	\$93.26
	Baker and Taylor	4011994893	08/28/17	5013515	\$18.16
	Baker and Taylor	4011994894	08/28/17	5013515	\$162.11
	Baker and Taylor	4011994895	08/28/17	5013515	\$212.86
	Baker and Taylor	4011994896	08/28/17	5013515	\$24.04
	Baker and Taylor	4011994897	08/28/17	5013515	\$68.42
	Baker and Taylor	4011994898	08/28/17	5013515	\$12.53
	Baker and Taylor	4011994899	08/28/17	5013515	\$72.67
	Baker and Taylor	4011998689	09/01/17	5013515	\$112.08

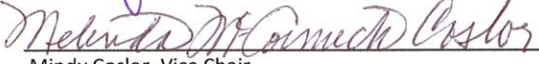



Baker and Taylor	4011998690	09/01/17	5013515	\$13.08
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Baker and Taylor	4011998692	09/01/17	5013515	\$11.55
Baker and Taylor	4011998693	09/01/17	5013515	\$388.69
Baker and Taylor	4011998694	09/01/17	5013515	\$79.19
Baker and Taylor	4011998695	09/01/17	5013515	\$36.47
Baker and Taylor	4012002139	09/07/17	5013515	\$15.66
Baker and Taylor	4012002140	09/07/17	5013515	\$18.16
Baker and Taylor	4012002141	09/07/17	5013515	\$22.50
Baker and Taylor	4012002142	09/07/17	5013515	\$27.99
Baker and Taylor	4012002143	09/07/17	5013515	\$32.95
Baker and Taylor	4012002144	09/07/17	5013515	\$27.28
Baker and Taylor	4012002145	09/07/17	5013515	\$1,110.76
Baker and Taylor	4012006362	09/12/17	5013515	\$80.49
Baker and Taylor	4012006363	09/12/17	5013515	\$314.36
Baker and Taylor	4012006364	09/12/17	5013515	\$59.95
Baker and Taylor	4012006365	09/12/17	5013515	\$297.98
Baker and Taylor	4012006366	09/12/17	5013515	\$9.33
Baker and Taylor	4012006367	09/12/17	5013515	\$14.83
Baker and Taylor	4012006368	09/12/17	5013515	\$79.82
Baker and Taylor	4012007674	09/12/17	5013515	\$22.35
Baker and Taylor	4012007675	09/12/17	5013515	\$63.31
Baker and Taylor	4011962685	07/17/17	5013515	\$204.55
Baker and Taylor	4011980696	08/08/17	5013515	\$64.54
Baker and Taylor	4011987540	08/16/17	5013515	\$12.53
Baker and Taylor	4011995792	08/29/17	5013515	\$34.59
Baker and Taylor	4011995793	08/29/17	5013515	\$78.00
Baker and Taylor	4012002089	09/06/17	5013515	\$5,337.96
Baker and Taylor	4012006357	09/12/17	5013515	\$511.06
Baker and Taylor	4012012526	09/19/17	5013515	\$28.65
Baker and Taylor	4012012527	09/19/17	5013515	\$268.76
9/15/2017 Midwest Tape	95372969	09/07/17	5013515	\$335.75
Midwest Tape	95364156	09/05/17	5013515	\$572.83
Midwest Tape	95373351	09/07/17	5013515	\$27.66
Midwest Tape	94600045	12/14/16	5013515	\$52.61

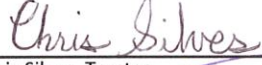
Midwest Tape	94501333	11/10/16	5013515	\$66.78
Midwest Tape	94489727	11/07/16	5013515	\$25.49
Demco	6205389	09/07/17	5013110	\$88.69
City of Sedro-Woolley	16828	09/20/17	5014110	\$2,292.15


**TOTAL \$217,682.14**

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

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

  
 \_\_\_\_\_  
 Ahmik Hindman, Trustee

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

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