

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
April 18, 2019
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 March 21, 2019
Approval of March 2019 Payroll in the amount of \$35,133.55
Approval of March 2019 Vouchers in the amount of \$36,271.21
General Ledger Report for March 2019
Balance Sheets for March 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Project Update
 - B. Amendment to Library Partnership ILA with the City of Sedro-Woolley
 - C. Resolution 2019-1 Budget Amendment for Construction Fund (D)
 - D. Revisions to Internal Controls Manual (D)
 1. Remove Petty Cash
 2. Change daily register balance to \$50.00
 3. Add "the daily change balance is \$50.00"
 4. Change credit card limit to \$10,000
 - E. Logo/Branding Options for Future Community Input (E,N,D due to past logo and update to current logo)

9. New Business

A. Election of Officers (D)

B. 2019 Director's Contract (D)

C. Recommendation for Resolution to move \$250,000 to the LGIP (D)

D. Open Public Meetings Act Reminder

11. Other Business

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
March 21, 2019
7:00 p.m.

1. Call to Order at 7:00pm

Trustees Present: Mary Alice Grobins, Chair
Darcy Resetar
Ahmik Hindman (via telephone)

Trustees Absent: Mindy Coslor, Vice Chair
Lynn Torset

Staff Present: Jeanne Williams, Director
Sandra Sanchez-Davila, Administrative Assistant

2. Public Comments - None

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Darcy Resetar
Motion 2: Ahmik Hindman
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from February 21, 2019
Approval of February 2019 Payroll in the amount of \$33,369.91
Approval of February 2019 Vouchers in the amount of \$240,863.08
General Ledger Report for February 2019
Balance Sheets for February 2019

Motion to approve Consent Agenda as presented.

Motion 1: Ahmik Hindman
Motion 2: Darcy Resetar
Unanimous

5. Conflict of Interest – None Reported

6. Communications – None Reported

7. Report of the Director (attached to previous meeting materials)

Jeanne Williams reported that there had been an issue with the credit card through Skagit Bank. When the bank changed to Banner Bank, the credit card servicer changed. The Skagit Auditor's Office requires a W9 tax form from every vendor in order to process a payment. It took over a month of calling the credit card vendor to finally get a W9. In the end, she had to go to the parent company, which happens to be US Bank, to get it resolved. In the interim, the payment was late, and any services connected to that card were declined. The issues have all been resolved, but it took an unbelievable amount of time to work this out.

The Library will be closed for an all-day staff training and meeting session on March 29th.

Several staff members will be traveling to the joint Oregon Library Association and Washington Library Association Conference in mid-April.

Jeanne Williams will be attending a one-day conference in mid-April to learn more about the Evergreen library automation system (the system Burlington, Upper Skagit, and La Conner Libraries currently use in consortia).

I expect to have the State Auditor's Office audit report filed by the end of March and those financials will be inserted into the 2019 Annual Report to the Skagit Board of County Commissioners.

Update on the first year of consolidated library services to the Sedro-Woolley City Council will be on March 27th with the meeting starting at 7pm.

Mary Alice Grobins stated that she will attend the meeting to support Jeanne and recommends that other board members attend if possible.

8. Unfinished Business

A. Board Vacancy Recommendation Update

Jeanne Williams reported that she had delivered the recommendation letter to the Board of County Commissioner's office on March 22nd. At the time of the meeting, there was no information on the BOCC appointment timing.

B. New Library Project Update

The New Library Project is at 95% completion. The project is still expected to go to bid in April with construction to start in June. A groundbreaking event will be planned for sometime before construction begins.

Mary Alice Grobins explained the history of the bond financing as outlined in the Library Partnership ILA. At the time the ILA was written, the timing of the bond payment was not known. The city has now secured more specific information on these payments, which will begin in December of 2019. Because the construction fund payments were linked to the timing of the bond payment, there will need to be an amendment to the ILA to reflect this specific language and the ending of the construction fund payments in September

rather than through the whole year. Monies have already been paid to the city, so the city will work out how to refund the fund overage.

Mary Alice Grobins shared further that the Sedro-Woolley City Council would be voting on this at their next meeting and that the Board could take action now or follow normal protocol and wait until the second reading to take action.

The Trustees decided that it will be voted on in the April meeting.

Mary Alice Grobins further shared that there is optimism that some funds will be appropriated by the legislature to further support the project.

C. Mount Vernon Public Library Reciprocal Borrowing Update (Appendix 1)

Reciprocal borrowing began when the contract was signed after the February meeting.

Ahmik ask what the process involved to the reciprocal card.

Jeanne Williams shared that in order to get a library card at a reciprocal library, one must have a Central Skagit Library card (or Sedro-Woolley card) with the current year sticker applied. In addition, one will need the documents required by that library to apply for a library card there. In most cases, the documentation needed includes photo ID and proof of address.

D. New Logo and Branding for the New Library

Jeanne Williams shared that, when discussing the logo, branding and fonts for the library, Kevin Kane shared that his team felt that the current library logo was strong. He suggested that it could generate excitement in the community to put the new design and the current design out for community input or voting. Jeanne Williams shared that she thought this could be a fun way to involve the community in the new look of the library.

Jeanne Williams shared that the designer, Aaron Logue, recommended finishing the new branding project and then opening the tune-up of the current logo as a separate project.

Darcy Resetar shared that she would hate to lose the words “enrich, empower, engage” from the library’s tagline.

The Board agreed to authorize Jeanne Williams to pursue a tune-up of the current logo to put out with the new design in the future for the community to vote on for the branding of the new library.

9. New Business

A. Resolution 2019-1 Budget Amendment for Construction Fund

Postponed until the April meeting since the budget amendment amount is related to the amendment to the Library Partnership ILA.

B. Remote Locker System

The locker system was discussed as an option for providing service to outlying areas of the district. It would be similar to a vending machine where patrons could browse and check out books as well as pick up holds. This could, over time, be a more efficient way of serving these communities than providing bookmobile services.

The challenge will be finding a location to host the units that would be covered and have access to power and an Internet connection.

Mary Alice Grobins shared that she had spoken to a fire commissioner about locating one in the Big Lake Firehouse. He shared that the expensive equipment inside the buildings would make access and security an issue, but that there may be a way to arrange to locate a unit outside.

Jeanne Williams will continue to explore the option. Board members were asked to share any ideas for locations or contacts related to locations with Jeanne Williams.

C. Revisions to Internal Controls Manual

Jeanne Williams shared that, at the time of the last full audit, the representative who worked with us recommended that, as the library staff worked within the new internal controls, policies be revised to reflect the actual practices as the staff found what worked best. Since the internal controls and cash handling were new to the staff, the representative expected that there would be changes.

1. Remove Petty Cash

Jeanne Williams shared that working with petty cash did not work for the staff, so the petty cash had been spent down and never replenished.

2. Change daily register balance to \$50.00

3. Add "the daily change balance is \$50.00"

4. Change credit card limit to \$10,000

This change reflects the fact that the new credit card acquired through US Bank has an \$10,000 limit.

Action will be taken in the April meeting.

10. First Draft of the 2018 Annual Report to the Skagit Board of County Commissioners

Jeanne asked for advice on the Annual Report to the Skagit Board of County Commissioners. Ahmik Hindman stated that it looked very nice and professional and Darcy Resetar agreed. Mary Alice Grobins stated that there were some minor edits, but that, overall, it looked great.

Jeanne Williams will make the edits and fill in the financials once the audit report is completed. At this point, she will submit it to the Board of County Commissioners.

11. Other Business

Mary Alice Grobins pointed out that this was Ahmik Hindman's last meeting as a Board Member and she would like to have him come back at some point to celebrate.

She also reminded everyone that elections for officers would be taking place in April and that Trustees should think about this and reach out to each other if there are any questions or thoughts to share about Board leadership.


12. Adjournment at 7:39 pm

Motion to Adjourn.

Motion 1: Ahmik Hindman

Motion 2: Darcy Resetar

Unanimous

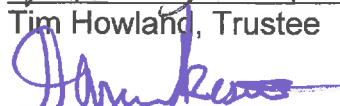


Mary Alice Grobins, Chair


Mindy Coslor, Vice Chair



Tim Howland, Trustee



Darcy Resetar, Trustee



Lynn Terset, Trustee

**INTERLOCAL SERVICES AGREEMENT BETWEEN
THE CITY OF MOUNT VERNON AND THE
CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
FOR RECIPROCAL LIBRARY BORROWING**

This Interlocal agreement is made this 14th day of February, 2019, between the City of Mount Vernon and the Central Skagit Rural Partial County Library District.

Whereas, the City of Mount Vernon maintains a public library, and also desires to expand the opportunities for its library patrons to utilize library services when they are outside of the City of Mount Vernon boundaries; and

Whereas, the Central Skagit Rural Partial Library District also maintains a public library, which desires to expand the opportunities for its library patrons to utilize library services when they are outside of the Central Skagit Rural Partial County Library District boundaries; and

Whereas, the Mount Vernon City Council and the Board of Trustees of the Mount Vernon City Library (hereinafter referred to as MVCL) and the Central Skagit Rural Partial County Library District Board of Trustees (hereinafter referred to as CSRPCLD) find that it is in the best interests of their respective libraries to explore the creation of a reciprocal borrowing process that would allow their respective patrons to borrow library materials in-person from the other library under the same conditions that apply to resident patrons (excluding non-resident charges for library services); and

Whereas, all Parties understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide,

IT IS NOW THEREFORE AGREED BY THE PARTIES AS FOLLOWS:

1. Purpose. The purpose of this Agreement is to facilitate the use of neighboring libraries by Resident Cardholders.

2. Term: This Agreement shall commence on February 6th, 2019 and continue to remain in effect until terminated pursuant to the provisions of this Agreement.

3. Definitions: For the purposes of this Agreement, the following terms shall have the following meanings:

(a) "Resident Cardholder" shall refer to a library cardholder who resides within the district boundaries of the MVCL or the CSRPCLD, as well as those entitled by the library policies of each library to resident library cards. For the purposes of this Agreement, a non-resident who must pay a fee to either library to receive a library card shall not be characterized as a Resident Cardholder.

(b) "Owning Library" refers to the library that owns the item to be checked out.

(c) "LMS" refers to the Library Management System

4. Specific Provisions. The Resident Cardholders of one library's service area may obtain a library card permitting the use of the other library's facilities and services, without payment of a non-resident fee, under the following conditions:

(a) The current policies and procedures for the provision of library services of each library shall remain in effect, with no coordination or standardization required, and specifically including the following provisions:

1. Library materials placed on hold must be picked up by the library cardholder at the Owning Library.
2. Library materials must be returned to the Owning Library; if the library materials owned by one system are returned to the other system, the materials will be routed back to the Owning Library, but any overdue charges will continue to accrue under the terms of the Owning Library's policies

(b) The following provisions will be evaluated for the 2020 service year:

1. **Joint Library Catalog and Library Management System.** Both libraries will explore the possibility of creating a joint library catalog (public facing resource) and library management system (staff facing resource) so that users from both libraries can more freely find each other's resources and potential save on contract costs.
2. **Standardized Electronic Resources.** Both libraries will explore the possibility of collecting electronic resources for a unified service offering.
3. **Standardized Barcodes and patron identification.** Both libraries will explore the possibility of creating standard patron identification and barcodes so both libraries can be used by cardholders of the respective library service area.
4. **Courier Services** both libraries will explore the possibility of transporting resources between facilities to ease in patron access of materials.

(c) The Reciprocal Use Agreement does not extend to each library's non-resident cardholders, only to eligible residents living within their respective district boundaries and those entitled by each library's policies to resident status.

(d) A cardholder of MVCL, except non-resident library cardholders, shall be entitled to all the privileges of a Resident Cardholder of CSRPCLD; likewise, a

cardholder of CSRPCLD, except non-resident library cardholders, shall be entitled to all of the privileges of a Resident Cardholder of MVCL.

- (e) Each system shall establish tracking codes to provide information, on an annual basis, on the number of cards issued and the number of items checked out from their respective libraries.

5. Review. The Directors of both libraries will review the effectiveness of this Agreement annually and will submit an annual report to their governance bodies.

6. Termination. This Agreement may be terminated by either Party without cause by giving ninety (90) days written notice to the other Party or immediately upon written notice in the event of material breach. Termination shall not affect or impair enforcement of any parties' rights or obligation as a result of this Agreement for the return of library materials exchanged on or before the termination.

7. Financing. Each Party will bear its own cost of performing under this Agreement.

8. Notices. Any notices or other contacts required under the terms of this Agreement must be directed to the following:

*To the Central Skagit Rural
Partial County Library District:*
Attn: Library Director
100 W State St Suite C
Sedro Woolley, WA 98284

To the Mount Vernon City Library:
Attn: Library Director
315 Snoqualmie St
Mount Vernon, WA 98273

9. Amendment. This Agreement may be modified only by further agreement in writing as mutually agreed to by both Parties.

10. Mediation/Arbitration Clause. If a dispute arises from or relates to this Agreement or the breach thereof and if the dispute cannot be resolved through direct discussions, the Parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by a mediator under JAMS Alternative Dispute Resolution service rules or policies before resorting to arbitration. The mediator may be selected by agreement of the Parties or through JAMS. Following mediation, or upon written agreement of the Parties to waive mediation, any unresolved controversy or claim arising from or relating to the Agreement or breach thereof shall be settled through arbitration which shall be conducted under JAMS rules or policies. The arbitrator may be selected by agreement of the Parties or through JAMS. All fees and expenses for mediation or arbitration shall be borne by the Parties equally. However, each Party shall bear the expense of its own counsel, experts, witnesses, and preparation and presentation of evidence.

11. Applicable Law-Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a dispute, such dispute shall be litigated in the Superior Court of Skagit County, Washington.

12. Waiver. No waiver of any right under this Agreement shall be effective unless made in writing by the authorized representative of the Party to be bound thereby.

13. Concurrent Originals. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

14. Ratification and Confirmation. Any acts consistent with the authority and prior to the effective date of this Agreement are hereby ratified and confirmed.

15. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competitive jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be affected, impaired, or invalidated as a result of such decision.

16. Entire Agreement. This Agreement constitutes the entire understanding of the Parties. It supersedes any oral representations that are inconsistent with or modify its terms and conditions.

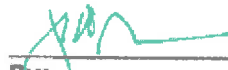
**CENTRAL SKAGIT RURAL PARTIAL
COUNTY LIBRARY
DISTRICT**



By: ~~Mindy Coslor~~ *Mary Alice Grobins*
Board Chair

Date: 3-1-19

CITY OF MOUNT VERNON


By: _____
Mayor

Date: 2/20/19

Chairpersons:





APPROVED AS TO FORM:


By: _____
City Attorney

ATTEST:


By: _____



Skagit County Office Of The Treasurer
Jackie Brunson, Treasurer
P.O. Box 518
Mount Vernon, Washington 98273
Phone (360) 416-1750

General Ledger Detail Report

For Date Range: 3/1/2019 To: 3/31/2019

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$494,394.60
Cash Receipts	\$296.85
Investments Interest	\$4,036.45
Taxes Collected	\$38,566.11
State Forest Funds	\$31,594.10
District IGT Increases	\$73.67
Subtotal Cash Increases	\$74,567.18
Investments Purchased	-\$4,036.45
Other Cash Decreases	-\$1,401.17
District Accounts Payable	-\$45,346.59
District Payroll	-\$40,486.56
Subtotal Cash Decreases	-\$91,270.77
Ending Cash Balance	\$477,691.01
Beginning Investments	\$2,119,733.89
Investments Purchased	\$4,036.45
Ending Investments	\$2,123,770.34
Beginning Taxes Receivable	\$871,992.15
Taxes Receivable	-\$38,022.59
Ending Taxes Receivable	\$833,969.56

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
3/1/2019	Puget Sound Energy	802 Ball Street	02/19/19	5014700	\$254.25
	Leaf	9220540	02/24/19	5013511	\$585.90
	Midwest Tape	97012874	02/20/19	5013515	\$231.57
	Midwest Tape	97014746	02/20/19	5013515	\$115.79
3/8/2019	VM Investments	43556	03/08/19	5014510	\$1,260.00
	MPLC	504187192	12/01/18	5014930	\$74.04
	Hoopla	97059307	02/28/19	5014930	\$1,157.00
	Cybrarian Corp.	03-41051	03/01/19	5014930	\$683.85
	City of Sedro-Woolley	802 Ball Street	03/01/19	5014700	\$115.65
	City of Sedro-Woolley	720 Metcalf Street	03/01/19	5014700	\$174.67
	WA HCA		02/26/19	5012400	\$11,474.97
	Washington Library Associ	1136809	03/06/19	5014920	\$180.00
	Washington Library Associ	1136805	03/06/19	5014920	\$365.00
	Washington Library Associ	1136794	03/06/19	5014920	\$365.00
	Washington Library Associ	1136790	03/06/19	5014920	\$365.00
	Midwest Tapes	97020746	02/22/19	5013515	\$260.82
	Midwest Tapes	97036970	02/25/19	5013515	\$136.66
	Midwest Tapes	97048234	02/27/19	5013515	\$46.68
	Midwest Tapes	97050009	02/28/19	5013515	\$238.36
	3/15/2019	Baker & Taylor	4012468411	02/20/19	5013515
Baker & Taylor		4012472926	02/25/19	5013515	\$122.62
Baker & Taylor		4012472927	02/25/19	5013515	\$28.31
Baker & Taylor		4012472928	02/25/19	5013515	\$16.99
Baker & Taylor		4012472929	02/25/19	5013515	\$17.59
Baker & Taylor		4012472930	02/25/19	5013515	\$34.60
Baker & Taylor		4012472931	02/25/19	5013515	\$37.07
Baker & Taylor		4012472932	02/25/19	5013515	\$26.91
Baker & Taylor		4012472933	02/25/19	5013515	\$50.90
Baker & Taylor		4012472934	02/25/19	5013515	\$36.55
Baker & Taylor		4012472935	02/25/19	5013515	\$9.85
Baker & Taylor		4012472936	02/25/19	5013515	\$10.49
Baker & Taylor		4012472937	02/25/19	5013515	\$9.83
Baker & Taylor		4012472938	02/25/19	5013515	\$11.23

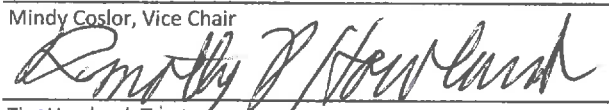
Baker & Taylor	4012472939	02/25/19	5013515	\$43.89
Baker & Taylor	4012472940	02/25/19	5013515	\$16.64
Baker & Taylor	4012476992	02/26/19	5013515	\$10.51
Baker & Taylor	4012475029	02/26/19	5013515	\$17.59
Baker & Taylor	4012475030	02/26/19	5013515	\$104.94
Baker & Taylor	4012477602	02/28/19	5013515	\$127.00
Baker & Taylor	4012477603	02/28/19	5013515	\$16.35
Baker & Taylor	4012477604	02/28/19	5013515	\$16.36
Baker & Taylor	4012477605	02/28/19	5013515	\$48.47
Baker & Taylor	4012477606	02/28/19	5013515	\$6.56
Baker & Taylor	4012477607	02/28/19	5013515	\$10.61
Baker & Taylor	4012477608	02/28/19	5013515	\$24.58
Baker & Taylor	4012477609	02/28/19	5013515	\$7.23
Baker & Taylor	4012477610	02/28/19	5013515	\$7.88
Baker & Taylor	4012477611	02/28/19	5013515	\$36.47
Baker & Taylor	4012477612	02/28/19	5013515	\$131.47
Baker & Taylor	4012477613	02/28/19	5013515	\$14.45
Baker & Taylor	4012477614	02/28/19	5013515	\$16.96
Baker & Taylor	4012477615	02/28/19	5013515	\$46.40
Baker & Taylor	4012479248	03/01/19	5013515	\$16.99
Baker & Taylor	4012479249	03/01/19	5013515	\$6.56
Baker & Taylor	4012479250	03/01/19	5013515	\$76.41
Baker & Taylor	4012478742	03/04/19	5013515	\$33.33
Baker & Taylor	4012478743	03/04/19	5013515	\$11.98
Baker & Taylor	4012478744	03/04/19	5013515	\$13.17
Baker & Taylor	4012478745	03/04/19	5013515	\$33.91
Baker & Taylor	4012478746	03/04/19	5013515	\$19.66
Baker & Taylor	4012478747	03/04/19	5013515	\$17.59
Baker & Taylor	4012484255	03/07/19	5013515	\$88.68
Baker & Taylor	4012484256	03/07/19	5013515	\$19.70
Baker & Taylor	4012484257	03/07/19	5013515	\$18.02
Baker & Taylor	4012484258	03/07/19	5013515	\$36.14
Baker & Taylor	4012484259	03/07/19	5013515	\$89.16
Baker & Taylor	4012484260	03/07/19	5013515	\$19.67
Baker & Taylor	4012484261	03/07/19	5013515	\$38.55
Baker & Taylor	4012484262	03/07/19	5013515	\$17.59
Baker & Taylor	4012484263	03/07/19	5013515	\$18.24
Baker & Taylor	4012487754	03/12/19	5013515	\$124.33
3/15/2019 Midwest Tape	Credit Memo	03/13/19	5013515	-\$6.50


	Midwest Tape	97074448	03/05/19	5013515	\$167.82
	Midwest Tape	97083786	03/07/19	5013515	\$53.69
	Skagit PUD	802 Ball Street	03/06/19	5014700	\$48.43
	Comcast Business		03/02/19	5014212	\$279.13
	Cascade Natural Gas	720 Metcalf Street	03/04/19	5014700	\$236.58
	Cascade Natural Gas	802 S Ball Street	03/04/19	5014700	\$138.88
	Great America Financial	24360252	02/28/19	5013512	\$125.69
	The Library Store	393278	03/01/19	5013110	\$122.52
	The Association for Rural & Small Libraries		03/11/19	5014930	\$49.00
	Mary Alice Grobins		03/11/19	5014310	\$147.32
	OASYS	158653	03/11/19	5014810	\$152.33
	Great America Financial	1351067	03/12/19	5013512	\$992.53
3/15/2019	Jeanne Williams		03/08/19	5014220	\$25.50
3/21/2019	SYNCB/Amazon	536853363868	02/09/2019	5013515	\$39.13
	SYNCB/Amazon	648778689348	02/09/2019	5013515	\$12.54
	SYNCB/Amazon	947835457598	02/09/2019	5013515	\$2.71
	SYNCB/Amazon	467869893576	02/10/2019	5013515	\$27.48
	SYNCB/Amazon	664896384464	02/10/2019	5013515	\$39.13
	SYNCB/Amazon	444698447885	02/11/2019	5013515	\$22.54
	SYNCB/Amazon	445867687645	02/12/2019	5013515	\$23.54
	SYNCB/Amazon	467856993988	02/12/2019	5013110	\$30.88
	SYNCB/Amazon	778484546396	02/12/2019	5013515	\$92.28
	SYNCB/Amazon	857879794939	02/14/2019	5013180	\$48.81
	SYNCB/Amazon	978545839983	02/14/2019	5013180	\$43.35
	SYNCB/Amazon	773983385383	02/15/2019	5013515	\$15.34
	SYNCB/Amazon	553989988456	02/16/2019	5013515	\$8.67
	SYNCB/Amazon	733734769937	02/16/2019	5013180	\$69.12
	SYNCB/Amazon	773689478534	02/17/2019	5013515	\$24.23
	SYNCB/Amazon	886546735838	02/17/2019	5013110	\$29.49
	SYNCB/Amazon	445845545365	02/19/2019	5013515	\$19.84
	SYNCB/Amazon	458388356735	02/19/2019	5013515	\$17.64
	SYNCB/Amazon	459938953533	02/19/2019	5013515	\$7.60
	SYNCB/Amazon	466466983635	02/19/2019	5013515	\$16.86
	SYNCB/Amazon	575658996759	02/19/2019	5013110	\$81.79
	SYNCB/Amazon	964445867739	02/19/2019	5013515	\$16.99
	SYNCB/Amazon	966344875489	02/19/2019	5013515	\$178.21
	SYNCB/Amazon	773937589443	02/20/2019	5013110	\$119.30
	SYNCB/Amazon	444569536477	02/23/2019	5013515	\$72.75
	SYNCB/Amazon	436458777583	02/24/2019	5013515	\$19.92


SYNCB/Amazon	453888648484	02/26/2019	5013110	\$53.15
SYNCB/Amazon	467477933353	02/26/2019	5013515	\$20.34
SYNCB/Amazon	954965737476	02/26/2019	5013515	\$6.90
SYNCB/Amazon	874365687744	02/27/2019	5013515	\$24.44
SYNCB/Amazon	949357744698	02/27/2019	5013515	\$11.92
SYNCB/Amazon	473387565594	02/28/2019	5013511	\$292.92
SYNCB/Amazon	939983766373	02/28/2019	5013515	\$29.87
SYNCB/Amazon	643635758788	03/01/2019	5013110	\$71.01
SYNCB/Amazon	467975539355	03/02/2019	5013180	\$165.71
SYNCB/Amazon	468498547834	03/02/2019	5013515	\$14.05
SYNCB/Amazon	469965958547	03/02/2019	5013180	\$23.85
SYNCB/Amazon	473356946338	03/02/2019	5013515	\$11.79
SYNCB/Amazon	555378895358	03/02/2019	5013180	\$28.20
SYNCB/Amazon	756998399838	03/02/2019	5013515	\$31.49
SYNCB/Amazon	933847489774	03/02/2019	5013180	\$13.01
SYNCB/Amazon	967373995687	03/02/2019	5013515	\$21.68
SYNCB/Amazon	456746844858	03/03/2019	5013180	\$65.41
SYNCB/Amazon	789839777576	03/03/2019	5013180	\$36.22
SYNCB/Amazon	449948584493	03/04/2019	5013180	\$45.54
SYNCB/Amazon	473834579784	03/04/2019	5013180	\$16.96
SYNCB/Amazon	477866978477	03/04/2019	5013180	\$64.42
SYNCB/Amazon	678746395675	03/04/2019	5013515	\$7.59
SYNCB/Amazon	839664876734	03/04/2019	5013180	\$7.45
SYNCB/Amazon	695855486585	03/04/19	5013180	\$7.59
SYNCB/Amazon	436699689959	03/05/2019	5013180	\$34.63
SYNCB/Amazon	445464644393	03/05/2019	5013180	\$356.37
SYNCB/Amazon	449754585797	03/05/2019	5013515	\$127.30
SYNCB/Amazon	453767675488	03/05/2019	5013180	\$60.00
SYNCB/Amazon	646368588757	03/05/2019	5013180	\$20.60
SYNCB/Amazon	963956347357	03/05/2019	5013515	\$24.38
SYNCB/Amazon	449458935974	03/06/2019	5013515	\$69.12
SYNCB/Amazon	747767584779	03/06/2019	5013180	\$111.64
SYNCB/Amazon	753774594769	03/06/2019	5013515	\$5.74
SYNCB/Amazon	834846583573	03/06/2019	5013110	\$38.17
SYNCB/Amazon	459883675665	03/07/2019	5013180	\$28.95
SYNCB/Amazon	463379648454	03/07/2019	5013180	\$39.51
SYNCB/Amazon	585839648874	03/07/2019	5013180	\$12.95
SYNCB/Amazon	673847456643	03/07/2019	5013180	\$9.22
SYNCB/Amazon	455588435834	03/08/2019	5013110	\$44.57

	SYNCB/Amazon	745875853379	03/08/2019	5013180	\$281.15
	SYNCB/Amazon	433358367555	03/09/2019	5013515	\$16.70
	SYNCB/Amazon	459794349999	03/09/2019	5013515	\$41.20
	SYNCB/Amazon	597583474436	03/09/2019	5013515	\$93.25
3/22/2019	Midwest Tape	97101887	03/11/19	5013515	\$165.18
	Midwest Tape	97052727	03/01/19	5013515	\$170.72
	Midwest Tape	97119350	03/16/19	5013515	\$148.31
	VM Investments	720 Metcalf Street	03/22/19	5014510	\$2,757.29
	William Kenower	76	03/20/19	5013180	\$250.00
	Comcast Business		03/14/19	5014212	\$344.28
	Hillis, Clark, Martin, & Pete	237148	03/18/19	5014110	\$588.00
	Reliance Barcode Solutions	6559	03/21/19	5013110	\$612.61
	Interpreting Technology	IT25582	03/15/19	5014110	\$118.27
	Bintec	1900145	03/15/19	5014930	\$2,152.00
	Guardian Security	889898	03/01/19	5014110	\$165.00
	Verizon	9825768742	03/09/19	5014212	\$166.10
	Skagit PUD	720 Metcalf Street	03/13/19	5014700	\$65.54
	Frontline Cleaning Services	21040	03/15/19	5014187	\$657.75
	Deborah Moskowitz		02/28/19	5013180	\$230.27
3/29/2019	Mary Andersson		03/27/19	5013180	\$422.51
	VM Investments	720 Metcalf Street	03/28/19	5014510	\$514.99
	Puget Sound Energy	802 Ball Street	03/20/19	5014700	\$290.71
	Puget Sound Energy	720 Metcalf Street	03/20/19	5014700	\$115.06
	Midwest Tape	97142076	03/20/19	5013515	\$125.00
TOTAL					\$36,271.21


 Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair

 Tim Howland, Trustee


 Darcy Resetar, Trustee


 Lynn Torset, Trustee

March and April Activities

- March 22 – Skagit Director's meeting to discuss and put in place a structure for future planning of Skagit Reads so that committees don't get bogged down in choosing the title. All library staff in the county have been asked to forward two book choices for a future vote on the selections (by the end of April). The committee will then select the 2019 and 2020 choices from the top titles.
- March 26 – programming staff and I attended a Non-Profit Meet and Greet hosted by the Helping Hands Food Bank. The purpose was to pull together groups with the mission of helping people and families to make connections and develop a resource guide. Future activities include a resource fair at the food bank with booths from all those organizations represented.
- March 29 – Staff meeting and training event involving discussions to upcoming changes to scheduling in preparation for managing a larger building. Library hours will increase in May, including longer hours on Saturdays.
- In early April the library launched a self-check system called MeeScan. This system also includes a smartphone app that allows patrons to check out materials by scanning them with their phones when their GPS recognizes that they are in the building.
- Multiple times over the month I have had to tweak settings in our public computers and update some software that has been giving us issues.
- I spent a great deal of time going over construction drawings and noting questions involving those drawings.
- I worked with Adrian Santangelo from Interpreting Technology to finalize the security camera locations for the new buildings. This has been challenging due to the overhangs and beam positions in the building. Balancing aesthetics and security has been very important, particularly with the plan for the building to be accessible after hours for meetings and holds pick-ups.
- I am continuing to work on the Audit Report for 2018. I have some questions for the support team but have had to step away from the report to work out some technical issues with our computers and workstations.
- I am also pulling together all of the financials and statistics for the Washington State Library's Annual Statistics due at the end of April.
- April 12th – met with David Fehman, a former transit driver, to discuss a temporary schedule to take the Bookmobile out to the Overlook Golf Course in Big Lake for the spring and summer months. Services will begin May 1st and usage will be evaluated in late summer. If usage warrants, we will continue the service through October before closing for the winter months.

Ongoing and Upcoming Activities

- Several staff members will be traveling to the joint Oregon Library Association and Washington Library Association Conference in mid-April.
- I will be attending a one-day conference in mid-April to learn more about the Evergreen library automation system (the system Burlington, Upper Skagit, and La Conner Libraries currently use in consortia).
- Update on the first year of consolidated library services to the Sedro-Woolley City Council has been rescheduled for May 8th with the meeting starting at 7pm.

As of March 31, 2019

	2019 Projected	YTD 2019 Actual	2019 Projected	YTD 2019 Actual	Percentage
INCOME					
Tax Funds	\$856,000.00	\$58,165.68			
Timber Funds	\$295,000.00	\$95,305.98			
Leasehold Excise Tax					
Timber Excise		\$11,708.16			
Cash (Fees, Cards Purchased)		\$745.07			
Library Svs Contract	\$380,000.00				
IGT Increase		\$104.10			
Donations					
Investment Earnings		\$12,664.25			
	\$1,236,000	\$178,693.24			

ONGOING EXPENSES

Personnel Expense			\$664,701	\$124,981	18.80%
Bookmobile			\$9,000	\$553	6.15%
Building Costs (Lease and Utilities)			\$34,000	\$11,062	32.54%
Software and Licensing 5014930			\$66,750	\$29,102	43.60%
Furniture, Fixtures, Equipment			\$15,000	\$4,783	31.88%
General Expenses			\$78,810	\$21,452	27.22%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$95,000	\$21,963	23.12%
ONGOING EXPENSE TOTALS			\$1,042,261	\$213,895	20.52%

ONE-TIME EXPENDITURES

Construction Account Shared with Sedro-Woolley			\$212,400.00	\$212,400	100.00%
Furniture, Fixtures and Equipment			\$700,000		0.00%
Opening Day Collection			\$250,000		0.00%
IT/AV Design SHKS			\$3,000		0.00%
IT/AV Design Local Consultant			\$5,000		0.00%
FF&E Design			\$10,000		0.00%
IT/AV Acquisitions			\$145,000		0.00%
Total One Time Expenditures			\$1,325,400	\$212,400	16.03%

Total Expenditures YTD

\$2,367,661 **\$426,295** **18.00%**

MEMO TO: District Board & City Council
FROM: Eron Berg & Jeanne Williams
RE: Library project update
DATE: April 17, 2019

STATUS OF PROJECT:

SITE: PSE's relocation of electric utility poles from the north side of State to the south side of State is underway and scheduled to be complete April 19th. The pre-load material will be removed as part of the general contractor's contract so will remain until the project begins in June.

DESIGN: SHKS is at 100% construction documents (design and specifications) and the project advertised on April 15th.

SCHEDULE: Bids will be opened on May 10, 2019 at 2:00 P.M. (Room 202 of City Hall, if you are interested in attending). The ground breaking is scheduled for June 5th, 2019 at 2:00 P.M. The project will take approximately 10 months to construct.

FIXTURES, FURNITURE & EQUIPMENT: The locations for security cameras and key card readers have been finalized. Since the building will be available for afterhours use, security cameras are going to be very important. It was important to strike a balance between security for staff and patrons and the aesthetics of the building and I believe that the team found this balance.

STATUS OF BUDGET: Attached is the latest project funding model prepared by Dr. Merriman. City Council saw a 1st reading of the bond ordinance on April 10, 2019 with the second reading scheduled for April 23, 2019. On the legislative front, the house capital budget includes this project for \$1.0M and the senate has us in for \$500K. A final amount will be known prior to April 28, 2019.

PENDING ISSUES:

RECOMMENDED ACTION:

CONTRACTS SIGNED UNDER CITY SUPERVISOR'S
DELEGATED AUTHORITY (RESOLUTION 989-18)

<u>DATE</u>	<u>CONTRACTOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6-4-2018	Widener & Assoc.	Environmental Consulting	According to Fee Schedule
6-14-2018	Skagit Surveyors	Survey work on site	\$ 11,565.00 ¹
6-21-2018	Geotest, Inc.	Geotechnical Consulting	According to Fee Schedule
9-24-2018	Environmental Abatement Services	Asbestos abatement	\$ 7,491.93
10-5-2018	PSE	Utility extension/relocation	\$ 10,462.45
10-9-2019	SHKS Architects	Amendment to agreement (add property)	\$ 18,953.00
10-30-2018	Lisser & Associates	Survey work on site	\$ 7,500.00 ²
11-28-2018	PSE	Street lighting (Schedule 53)	\$ 2,475.64
12-7-2018	SRV Construction	Pre-load site	\$117,424.13 ³
1-30-2019	PFM Financial	Professional assistance related to debt	According to Fee Schedule
3-5-2019	SHKS Architects	Amendment to agreement (staff entrance)	\$ 1,500.00
3-5-2019	SHKS Architects	Amendment to agreement (add alternate)	\$ 68,032.00 ⁴
3-7-2019	SRV Construction	Change Order 1 (quantities for pre-load)	\$ 42,988.76
4-__-2019	SHKS Architects	Amendment to agreement (misc.)	\$ 11,800.00

¹ Not to Exceed

² Not to Exceed

³ Bid amount; actual costs will exceed due to force account & unit price work

⁴ Not to Exceed

**FIRST AMENDMENT TO THE BUILDING JOINT DEVELOPMENT
AND OWNERSHIP AGREEMENT**

This First Amendment to the Building Joint Development and Ownership Agreement ("**Agreement**") is by and between the City of Sedro-Woolley ("**City**") and the Central Skagit Rural Partial County Library District ("**District**"), pursuant to RCW Chapters 27.12 and 39.34.

RECITALS

- A. The City and the District are parties to a series of interlocal agreements addressing the construction, ownership and provisioning of services at the New Library;
- B. The Building Joint Development and Ownership Agreement dated July 20, 2017 includes a provision in Paragraph 7 that references general timeframes and that Paragraph is now ready to be refined with specific dates.

NOW, THEREFORE, in consideration of the foregoing, the parties agree and contract as follows:

AMENDMENT AGREEMENT

- A. Paragraph 7 of the Agreement is amended to read as follows:

LIBRARY CONSTRUCTION FUND. For the period of time between the Effective Date of this Agreement and ~~the December prior to the year in which the first debt service payment is due on the Bonds~~ September 30, 2019, the City and the District agree to place \$30,000 per month into an account held within the Library Construction Fund in the same proportions as identified above in Section 3 of this Agreement (City \$12,300.00/District \$17,700.00). Such funds shall be used for the purpose of acquisition, designing, and constructing the New Library.

- B. All other provisions in the Agreement remain unchanged.

[remainder of page left intentionally blank]

DATED this ____ day of _____, 2019.

**CENTRAL SKAGIT RURAL PARTIAL
COUNTY LIBRARY DISTRICT**

Mary Alice Grobins, Chair

DATED this 27th day of March 2019.

CITY OF SEDRO-WOOLLEY




Mayor Julia Johnson

Attest:



Doug Merriman, Ph.D, Finance Director

Approved as to form:



Eron Berg, City Attorney



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

Resolution No. 2019-1

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on April 18, 2019 that we amend the 2019 Budget to:

1. Add \$159,300 to reflect the 2019 contribution to the shared construction account with the city of Sedro-Woolley, which constitutes a payment of 59% of \$30,000 per month, or \$17,700 per month, for 9 months.

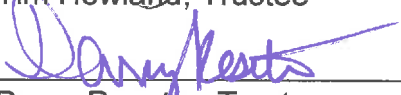
Adopted this 18th Day of April, 2019.



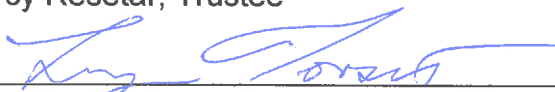
Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair

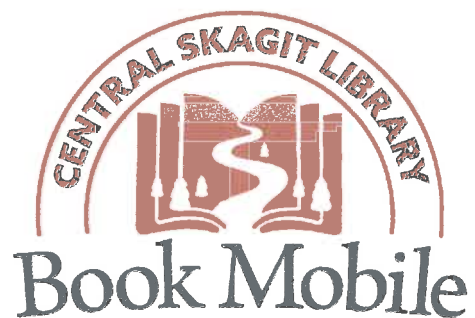
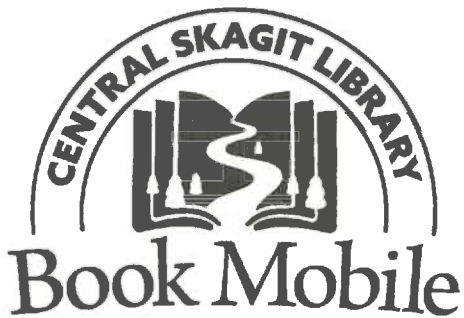
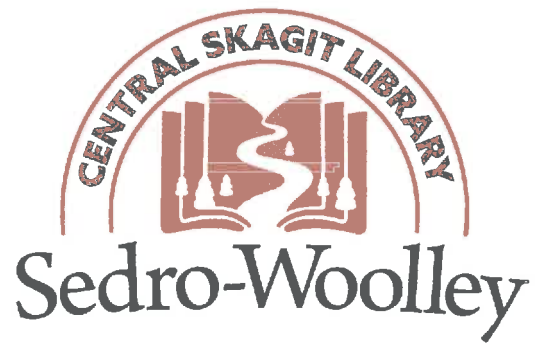
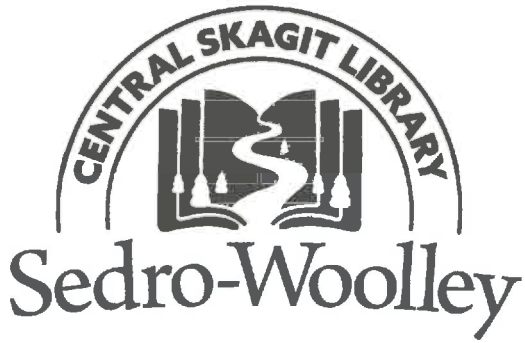

Tim Howland, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee



CENTRAL SKAGIT LIBRARY

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Sedro-Woolley

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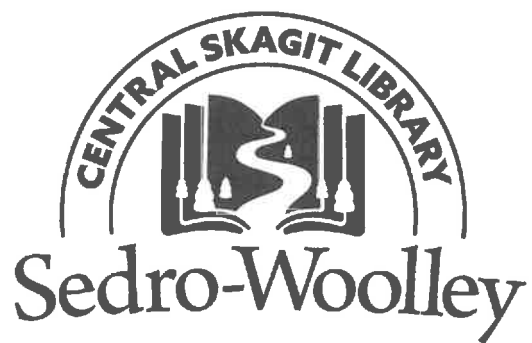


J





**CENTRAL
SKAGIT
LIBRARY**
SEDRO-WOOLLEY



Central Skagit Rural Partial County Library District
100 West State Street, Suite C
Sedro-Woolley, WA 98284

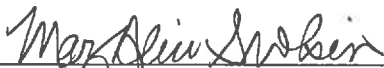
Contract of Employment: Library Director

An agreement made this day January 1, 2019, between the Board of Trustees of the Central Skagit Rural Partial County Library District, hereinafter known as the "Library Board," and Jeanne Williams, hereinafter known as the "Library Director."

The parties agree to the following terms:

1. The contract is effective for a one-year term beginning January 1, 2019 through December 31, 2019.
2. The Library Board will employ the Library Director as an exempt, full-time employee per the District Personnel Guidelines.
3. The Library Director will perform the duties of Library Director as provided in the Job Description. These duties may be modified as necessary and agreed upon by the Library Director and the Library Board.
4. The Library Board will conduct an annual performance review at the end of each contract term.
5. The Library Director will be compensated with an annual salary of \$94,760, effective January 1, 2019.
6. All other conditions of employment apply as outlined in the District Personnel Guidelines.

Signed:



Board Member



Director

Board Member



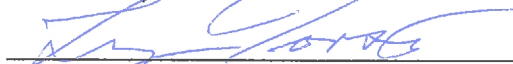
Board Member



Board Member



Board Member



Board Member

Board Member



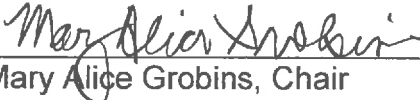
720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2019-2

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on April 18, 2019 that we:

1. Transfer \$250,000 from the library district's cash balance to the Local Government Investment Pool.

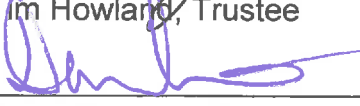
Adopted this 18th Day of April, 2019.



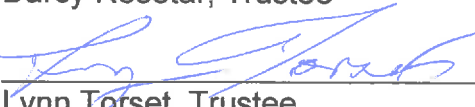
Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair


Tim Howland, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee



Skagit County Board of Commissioners

Ron Wesen, First District

Kenneth A. Dahlstedt, Second District

Lisa Janicki, Third District

April 2, 2019

Dr. Timothy Howland
c/o Mary Grobin
Central Skagit Library
100 W State Street Suite C
Sedro-Woolley, WA 98284

Re: Central Skagit Rural Partial-County Library Board

Dear Mr. Howland:

We would like to take this opportunity to thank you for your willingness to serve on the Central Skagit Rural Partial-County Library District Board of Trustees. Your five-year term begins March 26, 2019 and expires on March 25, 2024.


We wish you the best in your work on the Board of Trustees.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**


Lisa Janicki, Chair


Ron Wesen, Commissioner


Kenneth A. Dahlstedt, Commissioner

RESOLUTION NO.

**APPOINTMENT OF TRUSTEE TO THE CENTRAL SKAGIT
RURAL PARTIAL-COUNTY LIBRARY DISTRICT BOARD**

WHEREAS, on February 25, 2013, the Board of Commissioners signed Resolution No. R20130036 establishing the boundaries of the Sedro-Woolley School District Rural Partial-County Library District, pursuant to RCW 27.12.470;

WHEREAS, it is the responsibility of the Board of Commissioners to make appointments for individuals to serve as Trustees on the Sedro-Woolley School District Rural Partial-County Library District Board, pursuant to RCW 27.12.190, for initial terms of one, two, three, four, and five years, and thereafter trustees shall be appointed to five-year terms;

WHEREAS, on June 17, 2013, the Board of Commissioners signed Resolution No. R20130155 renaming the Sedro-Woolley School District Rural Partial-County Library District to the Central Skagit Rural Partial-County Library District;

WHEREAS, Ahmik Hindman, will complete his second year term expiring March 25, 2019.

WHEREAS, On February 21, 2019 the Board of Trustees of the Central Skagit Rural Partial County Library District voted to recommend Dr. Timothy Howland.

NOW, THEREFORE, BE IT RESOLVED AND IT IS HEREBY ORDERED, that Dr. Timothy Howland be appointed as Trustee to serve on the Central Skagit Rural Partial-County Library District Board for a five year term beginning March 26, 2019 and expiring March 25, 2024.

PASSED this 2 day of April, 2019.



BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Lisa Janicki

Lisa Janicki, Chair

Ron Wesen

Ron Wesen, Commissioner

Kenneth A. Dahlstedt

Kenneth A. Dahlstedt, Commissioner

Attest:

Linda Hammer

Clerk of the Board

Approved as to form:

M. [Signature] (3/29/2019)

Civil Deputy Prosecuting Attorney