

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
February 21, 2019
7:00 p.m.

1. Call to Order
2. Public Comments
3. Approval of Agenda
4. Consent Agenda Items

Approval of the Special Meeting Minutes from January 10, 2019
Approval of the Regular Meeting Minutes from January 17, 2019
Approval of January 2019 Payroll in the amount of \$36,018.01
Approval of January 2019 Vouchers in the amount of \$50,069.48
General Ledger Report for January 2019
Balance Sheets for January 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Board Vacancy Recommendation (D)
 - B. Patron Code of Conduct - Addition of Computer/Tablet Misuse Statement (D)
 - C. Director's Work Plan (N or D)
9. New Business
 - A. Discussion – Addition of Materials Discard List to Consent Agenda
 - B. Update on New Library Project
 - C. New Logo and Branding for the New Library
 - D. End of Year 2018 Reconciliation
 - E. Request to Change July Regular Meeting Date (E,N, possible D)
 - F. Reciprocal Borrowing – Mount Vernon Public Library (if contract is available)

10. Other Business

11. Executive Session pursuant to: RCW 42.30.110(1)(i): To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

There may be an Executive Session immediately preceding, during or following the meeting.

Legend:

E = Explore Topic

N = Narrow Options

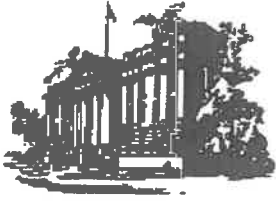
D = Decision

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



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: 12/01/2018 To: 12/31/2018

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$748,800.85
Cash Receipts	\$58,686.24
Investments Interest	\$3,902.55
Taxes Collected	\$5,685.01
State Forest Funds	\$36,708.32
Leasehold Excise Tax	\$3.87
District Journal Debits	\$20,279.64
Subtotal Cash Increases	\$125,265.63
Investments Purchased	-\$3,902.55
Other Cash Decreases	-\$300.02
District Accounts Payable	-\$43,809.94
District Payroll	-\$59,599.56
District IGT Decreases	-\$1,058.23
Subtotal Cash Decreases	-\$108,670.30
Ending Cash Balance	\$765,396.18
Beginning Investments	\$2,107,203.54
Investments Purchased	\$3,902.55
Ending Investments	\$2,111,106.09
Beginning Taxes Receivable	\$33,481.75
Taxes Receivable	-\$3,624.36
Ending Taxes Receivable	\$29,857.39



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Jackie Brunson, Treasurer
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General Ledger Detail Report

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

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$765,396.18
Cash Receipts	\$248.14
Investments Interest	\$4,200.78
Taxes Collected	\$3,039.21
State Forest Funds	\$19,744.53
District IGT Increases	\$30.43
Subtotal Cash Increases	\$27,263.09
Investments Purchased	-\$4,200.78
Other Cash Decreases	-\$403.37
District Accounts Payable	-\$44,978.32
District Payroll	-\$21,115.26
District Journal Credits	-\$20,279.64
Subtotal Cash Decreases	-\$90,977.37
Ending Cash Balance	\$701,681.90
Beginning Investments	\$2,111,106.09
Investments Purchased	\$4,200.78
Ending Investments	\$2,115,306.87
Beginning Taxes Receivable	\$29,857.39
Taxes Receivable	\$858,885.53
Ending Taxes Receivable	\$888,742.92

January and February Activities

- January 18th – Meeting with Skagit Directors. We discussed working with Kate Laughlin, Executive Director of WLA, to help us plan and execute a county-wide staff meeting and training day for spring 2020. The idea is to offer some front-line and customer service training (reader's advisory, reference). We also want to allow for networking and meetings among various departments to share and discuss procedures in certain areas that affect all of the libraries due to reciprocal borrowing.
- January 23rd – I worked with the Cybrarian engineer to get the PC management clients installed on the public computers and worked with Interpreting Technology to get a virtual machine set up on the server to allow both staff and patron computers to access a shared folder while protecting the security of both networks. So far we have had almost no issues with the service and patrons seem to have no problems with the change. In fact, patrons feel it is more secure because of the automatic restart upon logging out and the ability to lock the computer when they need to walk away to use the restroom or get staff help.
- January 24th-28th -- Sara Harlan and I attended the American Library Association Midwinter Conference in Seattle. It was a very valuable conference where I was able to connect with librarians and vendors who could provide insight and products for the new library. I am filing a separate document with my report from that conference. Of note, I attended a session where library directors and representatives from Biblioteca discussed the Open+ product. This product integrates with security systems and door locking systems to aid in providing after-hours access to certain areas of the building. This will be important in providing after-hours access to meeting rooms as well as access to the vestibule after hours for holds pick-up in the future. I hope to plan a tour of a library in the Timberland system using this product. This library was only open 17 hours per week, and is now open (unstaffed) for over 90 hours per week.
- January 31st-February 1st – Statewide Public Library Directors meeting. This meeting provided case studies on library departments using LEAN, Design Thinking and similar management systems to increase efficiency and productivity. The visiting director of the iSchool at University of Washington did a presentation on his home library, Dokk1. This library leads the way in providing unplanned spaces and after-hours access to services. He and his team use design thinking to stay ahead of the community's needs and he shared many great tips on design thinking for libraries. Fort Vancouver Library staff shared many ideas garnered from an exchange program with a library system in China, particularly, innovative ways to use technology and self-service options. We also

met with the lobbyist representing public libraries to discuss legislative day and bills that could potentially affect library operations statewide.

- February 7th – I met with Kevin Kane and Carolyn LeCompte from SHKS Architects to go over interior design elements, including cabinetry; use of color in the cabinetry and shelving; lighting fixtures; potential areas for artwork; consideration/preparation of areas for controlled access after-hours; and refinements to the circulation and staff areas.
- The Library was closed several days due to the winter storms that came through over the last two weeks.
- February 18th – Visit with legislators to discuss the Library Partnership's request for an additional \$1M to build the new library to a size that will better fit community needs.

Ongoing and Upcoming Activities

- Newsletter will be coming out later this month
- Sara and I are planning a staff meeting and training session in late March that will include some disaster preparedness/response training
- There will be a joint Oregon Library Association/Washington Library Association Conference in mid-April that I hope to send some of the front-line staff to (in Fort Vancouver). I would like to attend an Evergreen ILS event preceding the conference to get information on the service and what migration into the Burlington Evergreen Consortium to could look like.

As of January 31, 2019

	2019 Projected	YTD 2019	2019 Projected	YTD 2019 Actual	Percentage
INCOME					
Tax Funds	\$856,000.00	\$3,039.21			
Timber Funds	\$295,000.00				
Leasehold Excise Tax					
Timber Excise		\$19,744.53			
Cash (fees, Cards Purchased)		\$248.14			
Library Svs Contract	\$380,000.00				
IGT Increase		\$30.43			
Donations					
Cash (Fees, Cards Purchased)					
Investment Earnings		\$4,200.78			
	\$1,236,000	\$27,263.09			

ONGOING EXPENSES

Personnel Expense			\$664,701	\$51,211	7.70%
Bookmobile			\$9,000	\$214	2.38%
Building Costs (Lease and Utilities)			\$34,000	\$2,973	8.74%
Software and Licensing 5014930			\$66,750	\$21,971	32.92%
Furniture, Fixtures, Equipment			\$15,000	\$1,332	8.88%
General Expenses			\$78,810	\$5,234	6.64%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$95,000	\$6,673	7.02%
ONGOING EXPENSE TOTALS			\$1,042,261	\$89,608	8.60%

ONE-TIME EXPENDITURES

Construction Account Shared with Sedro-Woolley			\$212,400.00		0.00%
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	\$0	0.00%

Total Expenditures YTD

\$2,367,661 \$89,608 3.78%

Central Skagit Rural Partial County Library District
Special Meeting Minutes
Sedro-Woolley City Council Chambers
January 10, 2019
7:00 p.m.

I. Call to Order at 7:00 pm

Trustees Present: Mary Alice Grobins, Chair
Mindy Coslor, Vice Chair
Darcy Resetar
Lynn Torset
Ahmik Hindman

Staff Present: Jeanne Williams, Library Director
Sandra Davila, Administrative Assistant

II. Discussion of Interview Process

The primary purpose of this meeting is to interview three candidates for the upcoming Board vacancy and Board members will take turns asking questions. The interviews will be 30 minutes each, whether we get through the questions or not. We are asking the candidates to be aware of the time. We have nine questions, so each question could last about 3 minutes, but it's up to the candidate. We will ask all the candidates the same questions.

A. Interview 1: Robert Abrams (7:10 pm)

1. Please tell us about your experience with the Central Skagit library and why you are interested in serving on the board.

I was on the Sedro-Woolley Library Board. I am interested in serving on the board because I like libraries and have always had a library card. I believe that when someone is interested in something, they should get involved.

2. We are seeking to recommend the appointment of an individual who is a public library advocate and who is supportive of tax-supported public libraries. Could you please comment on how you would support and advocate for the CSL?

As a citizen of Sedro-Woolley, I would make sure that the community doesn't forget about their library. I think the Helping Hands Food Bank would be a good partnership and could be amplified by the library.

3. The board has spent considerable time and effort, including significant outreach to district residents, to develop a partnership with the City of

Sedro-Woolley that is currently benefiting both districts and city residents. Please comment on your view of this partnership effort and whether you would support it as a board member.

Yes, I would support it as a Board member. I feel like at the time it occurred it was going too quickly and Central Skagit Library had too much power. That's not the case anymore, we have to move on and make it a success and has been very much been successful. There are things that I very much like and dislike.

4. What role or roles do you think public libraries should play in the community?

For me a public library is a necessity, the library plays a big role in my life. I get to use the public computers, free WiFi, and books. The library is about literacy programs and getting children to read and not just to be on the computers. A library can have programs that impact the community. They also bring people together, like some of the adult programs there.

5. What do you think the Central Skagit Library strategic priorities should be over the next five years?

The first priority will be the new building. There is going to be a lot of work involved and it's very time-consuming. Finances are the second, ensuring funding is commensurate with the costs we're going to have. At the same time, I would like to see more services in other areas in our district that are underserved. Working with other libraries in the county would be a long-term goal.

6. Would you please explain your understanding of the role of a Trustee?

Trustees together provide strategic direction; keep cost in line with funding; plan ahead for problems (what ifs); take input from the director, staff, and patrons; and be available to hear concerns. In many ways, you're part of the public relations. it's our job to listen to people even though it's not always pleasurable.

7. What skills or experience would you bring to the CSL board?

The job of the Trustee is public relations and I have to admit I am not good at that. I have had experience working with the Sedro-Woolley Library and I have a passion for libraries. My skill is doing things and getting them done.

8. What do you hope to accomplish as a board member?

I would like to see the partnership flourish. There's a lot of people in the district that deserve consideration. I would like to bring the two together.

I believe that books and early childhood education are important. My major goal is to make the library a success.

9. Do you have any questions for us related to the board vacancy process or timing?

When would the decision be made and when is the start of the new trustee's term?

Mary Alice Grobins: Our process includes doing the interviews tonight. We have a regular board meeting next week. We have appointed a subcommittee of Darcy Resetar and Mindy Coslor and they have been working on this process. They are going to take away from this evening their take on the interviews and they are going to come back and we will have a board discussion next week around our recommendation. We will take action on the recommendation at our regular meeting in February. The expiration of Ahmik Hindman's term is March 25, 2019. Between our February meeting and our April meeting, it is our expectation that the Board of County Commissioners would put on their agenda and act upon the matter. They are not obliged to take the Board's recommendation, and while they generally do, they have also been known not to. Our hope is to have the new Board member in place in time for our regular meeting in April.

B. Interview 2: Tim Howland (7:45 pm)

1. Please tell us about your experiences with Central Skagit Library and why you are interested in serving.

While I was on the School Board, the library district was proposed. I thought it was a great idea and started supporting the library. I began being asked about the controversy, so I began attending the meetings. I also started using the library and liked the staff, liked the ideas, and I liked having more money and thought the city library could improve.

2. We are seeking to recommend the appointment of an individual who is a public library advocate and who is supportive of tax-supported public libraries. Could you please comment on how you would support and advocate for the CSL?

I support the partnership. I think a countywide partnership would be great. I have contact with the school district which is useful when creating programs. I listen and speak out when necessary. Making things available for educational purposes is valuable. I like to listen to and explore new ideas. I also like to work.

3. The board has spent a considerable amount of time and effort, including significant outreach to district residents, to develop a partnership with the

City of Sedro-Woolley that is currently benefiting both districts and city residents. Please comment on your view of this partnership effort and whether you would support it as a board member.

I definitely support the new partnership and a county system. The changes that have come with the new management of the library have been great and have made a much-improved library by the Board, Director and Staff. I have heard a lot of positive things about the new library. I have not heard anything negative. The staff is very helpful and excited.

4. What role or roles do you think public libraries should play in the community?

The library should be a community focal point with a network. It should become closely aligned with the city, school district, and county. It should provide services to various groups, it should bring people together in a politically divisive time. Education and continued lifelong learning is a main focal point for the library. All decisions won't please everyone, but the Board will do their best. The library should try to provide a wider viewpoint to individuals through programs. I also believe the adult programs at the library are fantastic.

5. What do you think the Central Skagit Library strategic priorities should be over the next five years?

The new building and the partnership with the city are the main priorities. Program development and getting more people in the new building is also important. Library trends should be monitored and new trends should be created for the public. The library should show people what they didn't know they needed. Fiscal responsibilities are also important as well as promotion of the new library.

6. Would you please explain your understanding of the role of a Trustee?

Spend the first year listening. Create a team atmosphere with the Board, observe, listen, and study information about the library. Keep creating the library so it doesn't deteriorate. Keep pushing for the Board Chair to do a good job.

7. What skill or experience would you bring to the CSL board?

I owned and managed a business for a number of years. I know how to budget and manage money. I was a school board member for a number of years. I know how to serve the public and their needs. I was a member of the Sedro-Woolley Public Library Board. I will be on the Rotary Board, too. I was a peacemaker for some Boards, it's a skill that has some value. I was part of the initial pre-design committee. I like to learn and I like to work.

8. What do you hope to accomplish as a board member?

I want to learn about the libraries and Board. There's a lot of learning when you're on a Board. Attend the meetings, network, and see an ever-improving and responsive community hub. I want to see education. I want to have the library and the school district grow in partnership. I want to help the library director have well-functioning staff.

9. Do you have any questions for us related to the board vacancy process or timing?

No questions.

C. Interview 3: Ian Larsen (8:20 pm)

1. Please tell us about your experience with Central Skagit library and why you are interested in serving?

I have limited experience working with the library. I have had a library card. I have more experience working with the staff and I have catered some library events. I feel like we have a challenging next couple of years and I want to help.

2. We are seeking to recommend the appointment of an individual who is a public library advocate and who is supportive of tax-supported public libraries. Could you please comment on how you would support an advocate of the CSL?

Some of my strengths include partnerships within the community. I see the library as the central focus for the next 50 years.

3. The Board has spent a considerable amount of time and effort, including significant outreach to district residents, to develop a partnership with the City of Sedro-Woolley that is currently benefiting both districts and city residents. Please comment on your view of this partnership effort and whether you would support it as a Board member.

I'm a big fan of partnerships and it's a benefit to the library, city, businesses, and citizens. There's a considerable amount of questions and comments and there needs to be a strong voice or even a spokesperson talking about the strategic plan

4. What role or roles do you think public libraries should play in the community?

Education is one. The high school kids need the new generation library to go to to learn. Seniors with time on their hands need the classes and are another target audience. These two groups will get the most impact.

5. What do you think the Central Skagit Library strategic priorities should be over the next five years?

Technology, from free WiFi to email accounts to resources that no one is going to get from Sedro-Woolley. Also, the students, they are the next group of Sedro-Woolley residents. Exciting projects that bring people in of all ages that get them excited about learning.

6. Would you please explain your understanding of the role of a Trustee?

I have no experience being a Trustee, but I have Downtown Association experience and am learning the red tape. A Trustee is the voice of the library as advocates and help make the right decisions.

7. What skill or experience would you bring to the CSL board?

The outreach component trying to get the buy-in. I am really good at planning events. I bring people together and read between the lines, willing to go out on a limb. I want to learn.

8. What do you hope to accomplish as a board member?

I want to push for educational and exciting programs for teens and veterans.

9. Do you have any questions for us related to the board vacancy process or timing?

Mary Alice Grobins: Since you came in later for your interview, I want to share what was shared with the other candidates. Our process includes doing the interviews tonight. We have a regular board meeting next week. We have appointed a subcommittee of Darcy Resetar and Mindy Coslor and they have been working on this process. They are going to take away from this evening their take on the interviews and they are going to come back and we will have a board discussion next week around our recommendation. We will take action on the recommendation at our regular meeting in February. The expiration of Ahmik Hindman's term is March 25, 2019. Between our February meeting and our April meeting, it is our expectation that the Board of County Commissioners would put on their agenda and act upon the matter. They are not obliged to take the Board's recommendation, and while they generally do, they have also been known not to. Our hope is to have the new Board member in place in time for our regular meeting in April.

Ian Larsen: what's the length of term?

Mary Alice Grobins: They are five-year terms and it's possible for a person to serve more than one term.

Ian Larsen: Can you give me an idea of what the Board member's role is? How much time do you put in? What's your typical commitment?

Mindy Coslor: As a subcommittee we ensured the applicants met the criteria and then we move forward in the process. We talked about questions, we had phone conversations. I don't really know how many hours we put in this process.

Darcy Resetar: There's the expectation to check your email regularly and if you're on a subcommittee, there's a little more time involved.

Ian Larsen: 8 hours a month?

Mary Alice Grobins: We said in the ad announcement that 8 hours a month would be typical, but some months it could be more, especially if you are on a subcommittee. If you are Chair it is significantly more time. We have been in development, so we had to create everything. We have been building the airplane as we've flown it, so to speak. There has been development of policies and procedures. Doing things for the first time is time-consuming, but this will change as we become more established. We do a once a year an all-day retreat.

D. Conclusion of Interviews

Mary Alice Grobins: I hope I can speak on behalf of my fellow Board members when I say that I think that the three candidates, the interest that the three of you have shown, illustrates the devotion this community has toward its citizenry, it's lifelong learning, and the importance of the library. We have a wonderful group of applicants. We really appreciate you coming and spending your time, expressing your interest, and putting up with a public interview. We thank you very, very much for this. We look forward to continuing the process and you are welcome to come and witness this as we go through this because everything we do is in public.

III. New Library Legislative Appropriation (Appendix 1)

Mary Alice Grobins:

Senator Keith Wagner, who is newly elected from the 39th district, was extremely instrumental in obtaining a \$1.5 Million appropriation of state funding to support the construction of the new library in the 2018 legislative session. He had requested \$2.5 Million for the library and got \$1.5 Million. He has encouraged us to go back to the legislature in the upcoming 2019 session to ask for the \$1 Million that we did not receive. The Design Team had a serious discussion about this. What we have attached to the agenda is the idea that we have been pursuing during the discussion. Originally we wanted additional space at the west end of the building where there would that would be a center bay. We could not afford the space, so it was removed back in the early part of design. With additional funding, this space

could be the quiet end reading room and the existing planned reading room; it could be stacks or it could be something else. The idea is that we could add about another 600 square feet to this 11,125 square foot library that is currently planned. We had hoped early on to construct 12,000 square foot at a minimum.

The Design Team wondered how the timing on this would work because we are almost done with design. The notion is, if we were to receive funding, we would know about it in April. We would have a good idea probably before April as to whether either chamber of the legislature was going to entertain this because the legislative budget will come out towards the end of March or beginning of April. So, we could conceivably have SHKS Architects design this as what is called an additive alternate to our bid. It would not be part of the base project, but this would be something that would be bid as a separate item and we would have the option of taking that item or not when the bids are open. Therefore, if we don't get the funding, it wouldn't put our whole bid in jeopardy. The commitment, however, is that we have to pay more for a little more design for the additive alternate. It is also going to take more time, because we are going to have to ask SHKS to design that additional space. This would push our bid opening back and what you're seeing on those drawings is what the design architect quickly sketched at the end of a meeting. None of these sketches have been gone over by Design Committee. He was just showing some possible options that would have to be significantly refined. It represents what would be within the realm of what we would expect to get if legislative funding comes through.

Some front-end risk involves the fact that we are currently scheduled to open bids towards the end of March and have a notice to proceed for construction at the very beginning of May. The idea was to try to get ahead of the busy construction season. This would push that schedule back by 6-8 weeks, so we could be starting construction at the beginning of July instead of the beginning of May. It means we would be bidding in what would typically be a more competitive time for bidders, so we are weighing this right now. The upfront risk is that we pay money for a design that maybe we are not actually able to construct and we don't know what this does to our bid position. On the other hand, we get maybe 600 or 800 more square feet in the library, which is a one-time chance to do it right now because tacking something on to the end of the library is going to be infinitely more complicated than doing it now. Senator Wagner, when we talked to him on the telephone, felt very strongly that we should go for this. We all think that we can possibly get some bipartisan support, possibly in the house with some new members in the 10th district. We have not talked to them yet.

That's one aspect of possibly getting more legislative money. The other aspect is that more money could really help to mitigate conditions we have encountered on our building site. The feed barn site has turned out to be very problematic. Underneath the feed barn many things have been disposed of over many years. We have tested like crazy around the Iron Skillet and the Feed Barn. When the Feed Barn went down and we started digging, things were found. Jeanne knows more about the status of this than I do, so I am going to ask Jeanne to brief you on that.

Jeanne Williams:

As the building has come down a tank was found early on that has been mitigated at this point. As we have scraped there has obviously dumping going on over many, many years. Every time something is found, more testing has to be done. We still have testing that has not come back yet, but we hope tomorrow we'll have some answers. One of the things that we are looking at with the site is that every time a new test is done, there seems to be something else we find. So, the engineer for the city would like to talk with the environmental group that's doing this testing to see if we can do more targeted testing on the site. There may also be some options for us if we do have contamination that can be mitigated by changing other parts of the project, such as the parking lot.

We had talked about having a permeable parking lot that would allow water to drain through. If there is contamination, we can't allow that to happen. So, it may be that we put in a traditional parking lot with a pumping station to help keep our water drained while not disrupting further any contaminants.

Mary Alice Grobins:

The upshot to this is that there is a cost exposure here that we don't yet fully understand. What is happening is that most of the testing that's been done comes in under the levels that require mitigation. Then there will be one test result that is slightly over, which causes more testing. The city is doing all this work, thank goodness, because if this were the contractor, we would be having a hard time with our construction contract.

What we are saying is that if we were to obtain more money from the legislator, it would provide us some relief on what could be a cost push on this because we have limited money and this could begin to impact our design at some point. Right now we are within the budget that we set up, but depending on the testing results we could go over budget.

The reason we brought this is up is first, you need to know what's going on and you need to know that Senator Wagner is interested in supporting more money for our project. He has checked with republican leadership and they have said they don't see any reason for us not to come back and ask for the rest of the money we said we needed. What we are asking tonight is if you're supportive for going for more money from the legislature. Should we pursue the 1 Million dollar request?

Ahmik Hindman: Is there any risk for going forward and asking for more money?

Mary Alice Grobins:

No, there isn't. We want to go for more money and the question for the Design Committee would be whether or not we pursue within the budget that we have this additional design work. We do have some design contingency, but we don't have a proposal from SHKS Architects at this time. If we go back and ask for more money, We need to tell the legislators what we are going to do with the money. So, we would be describing some scope of work and the way it's looking right now, it would

be more square footage and something else. The something else depends largely on the results of this site testing. There are many things that we had to dial out of the design because we didn't have the funds. If we can dial an emergency generator back in, we would love to do that. We really wanted to have some radio control bollards to control egress from the parking lot to the east so that only official vehicles could have access. Now, all we are going to have is a sign. There's quite a list of what we had to dial out of the design that extra funding would allow us to put back into the project. Between now and when we would go talk to the legislators, we would need to come up with a scope that is reasonable and that is congruent with what we talked to them about last year. Last night City Council heard the same presentation from Eron Berg and the City Council unanimously voted to support the legislative request.

Motion to go forward with \$1 Million request from the legislature.

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

IV. Adjournment at 8:36 pm

Motion to adjourn.

Motion 1: Ahmik Hindman
Motion 2: Lynn Torset
Unanimous




Mary Alice Grobins, Chair



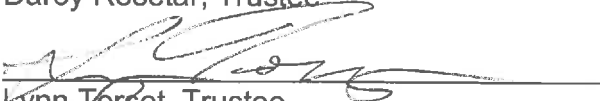
Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Appendix 1

RE: CS/S-W Library - 12/18 Meeting

Matt Lewis <mattl@shksarchitects.com>

Tue, Dec 18, 2018 at 5:36 PM

To: Eron Berg <eberg@ci.sedro-woolley.wa.us>, Julia Johnson <jjohnson@ci.sedro-woolley.wa.us>, Mary Alice Grobins <maryalice@centralskagitlibrary.org>, Jeanne Williams <jeanne@centralskagitlibrary.org>, Roger Howard <howard-consulting@comcast.net>, Doug Merriman <dmerriman@ci.sedro-woolley.wa.us>

Cc: Kevin Kane <kevink@shksarchitects.com>, David Strauss <davids@shksarchitects.com>, Carolyn LeCompte <carolynl@shksarchitects.com>

Committee-

Attached are the meeting notes and diagrammatic sketches of building addition options.

There is 18'-6" from the west wall (as designed) to the edge of sidewalk. A 16' addition would leave 2'-6" for planting or landscape between the building and sidewalk. From page 5 of the cost plan, construction costs with contingency and escalation are \$405/sf.

We can compare 3 options for additions to the west end of the library using the \$/sf. More accurate estimates will require detailed area take offs and unit costs.

Option A – Extend center bay/collections area 16'x28'=448 sf x \$405/sf = \$181.4k

Option B – Extend south/tall roof area 16'x48'=768 sf x \$405/sf = \$311 k

Option C – Extend full building 12'x64'=768 sf x \$405/sf = \$311 k

Soft costs for A/E Design, construction contingency, permit fees, sales tax will increase project costs.

With the holidays approaching I propose we follow up on the options at our next meeting. Please let us know if the committee is available to meet on January 1.

Thank you,

Matt Lewis, AIA

www.shksarchitects.com

From: Matt Lewis

Sent: Monday, December 17, 2018 3:05 PM

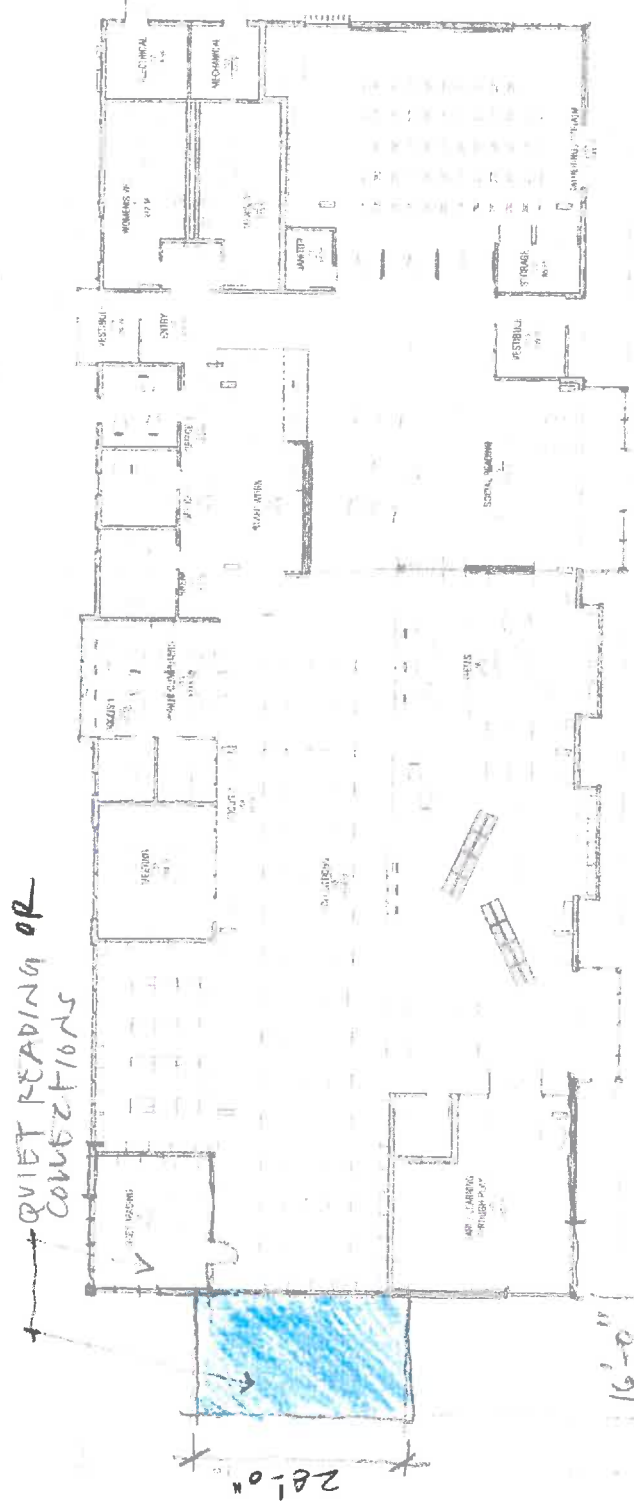
To: Eron Berg <eberg@ci.sedro-woolley.wa.us>; 'Julia Johnson' <jjohnson@ci.sedro-woolley.wa.us>; 'Mary Alice Grobins' <maryalice@centralskagitlibrary.org>; 'Jeanne Williams' <jeanne@centralskagitlibrary.org>; 'Roger Howard' <howard-consulting@comcast.net>; 'Doug Merriman' <dmerriman@ci.sedro-woolley.wa.us>

Cc: Kevin Kane <kevink@shksarchitects.com>

Subject: CS/S-W Library - 12/18 Meeting

THE COMPLETE LINE 885-9380

THE COMPLETE LINE 885-9380



QUIET READING OR CONVERSATIONS

16' x 28' = 448 SF

OPTION A

12.18.2018

SHELVING SCHEDULE

SHELVING FLOOR PLAN A2.6

CITY of Snohomish
CENTRAL SKAGIT |
SNOHOMO WOODLEY
LIBRARY

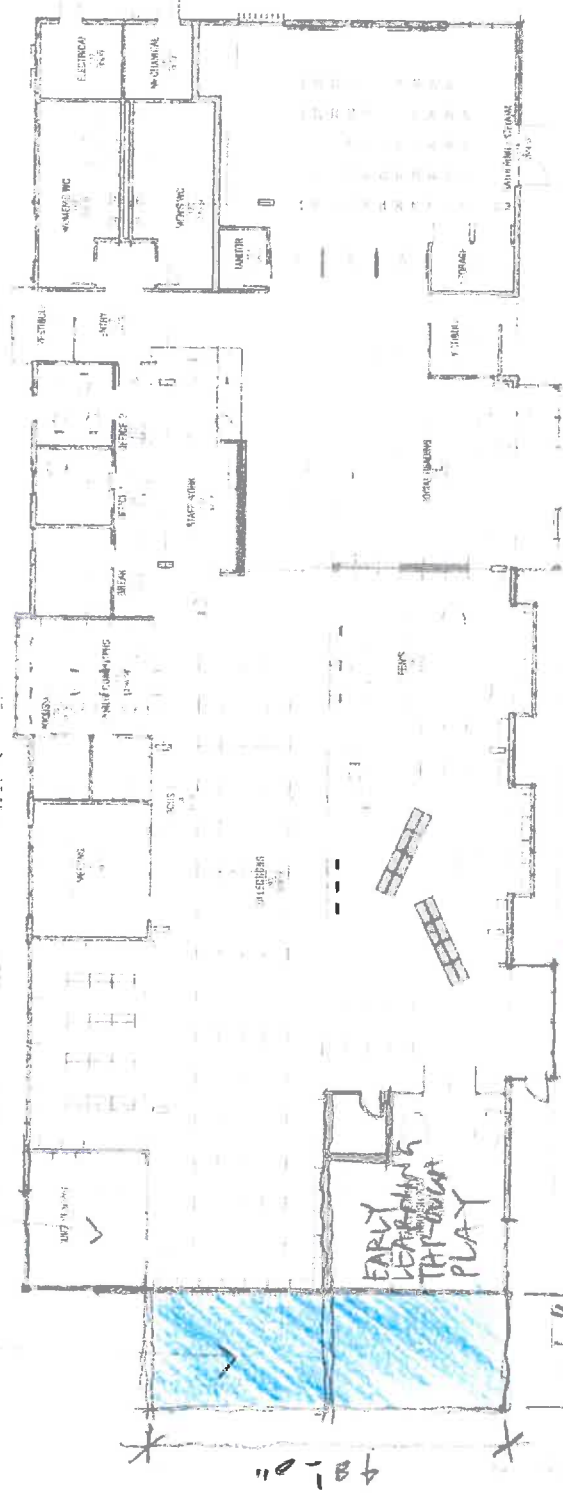
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THE COMPLETE LINE 855-9380

THE COMPLETE LINE 855-9380

QUIET READING OR CONVERSATION



16' x 48' = 768 SF

OPTION B
12.19.2018

SHELVING SCHEDULE

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City of
Saco-Woolley
CENTRAL SACOIT
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LIBRARY
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DATE: 12/19/2018
TIME: 10:00 AM
BY: J. WOOD
PROJECT: SACOIT LIBRARY
SHEET: 01 OF 01
SCALE: AS SHOWN
DRAWN BY: J. WOOD
CHECKED BY: J. WOOD
DATE: 12/19/2018
TIME: 10:00 AM
BY: J. WOOD
PROJECT: SACOIT LIBRARY
SHEET: 01 OF 01
SCALE: AS SHOWN
DRAWN BY: J. WOOD
CHECKED BY: J. WOOD

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THE COMPLETE LINE 885-6380

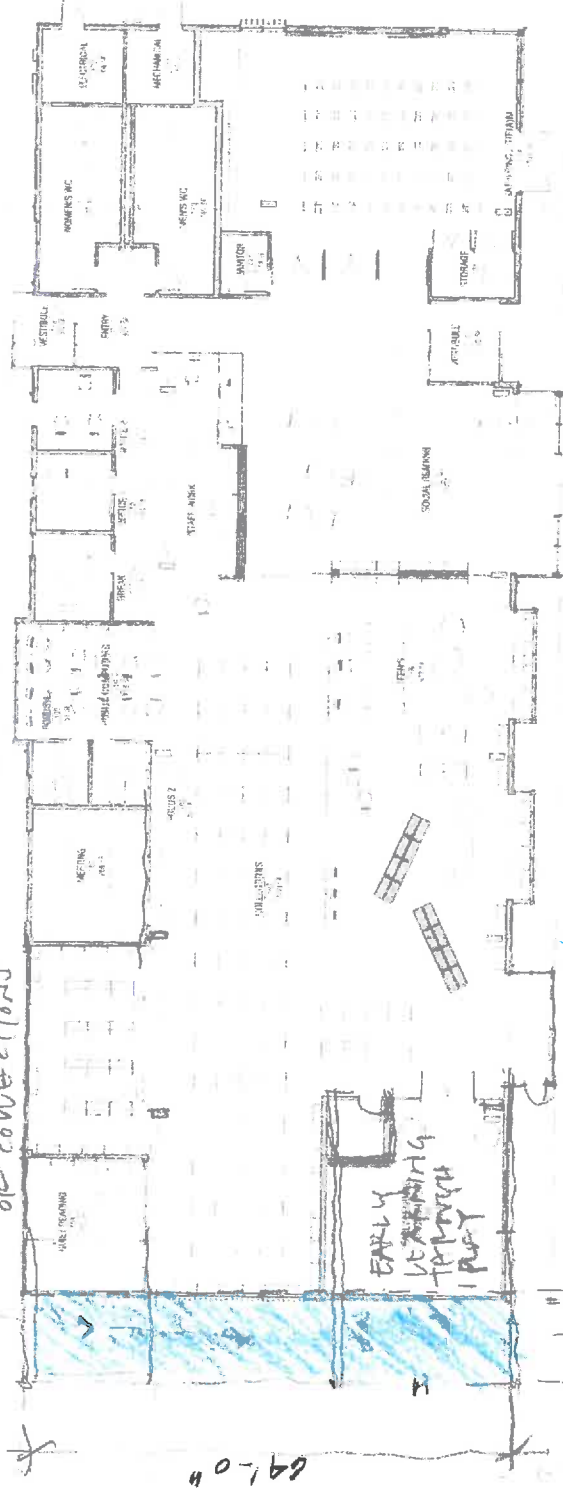
THE COMPLETE LINE 885-6380

QUIET READING OR CONVENTIONS

EARLY LEARNING THROUGH PLAY

12x64 = 768 SF Addition

12'-0" ADDITION OPTION C 12.10.2018



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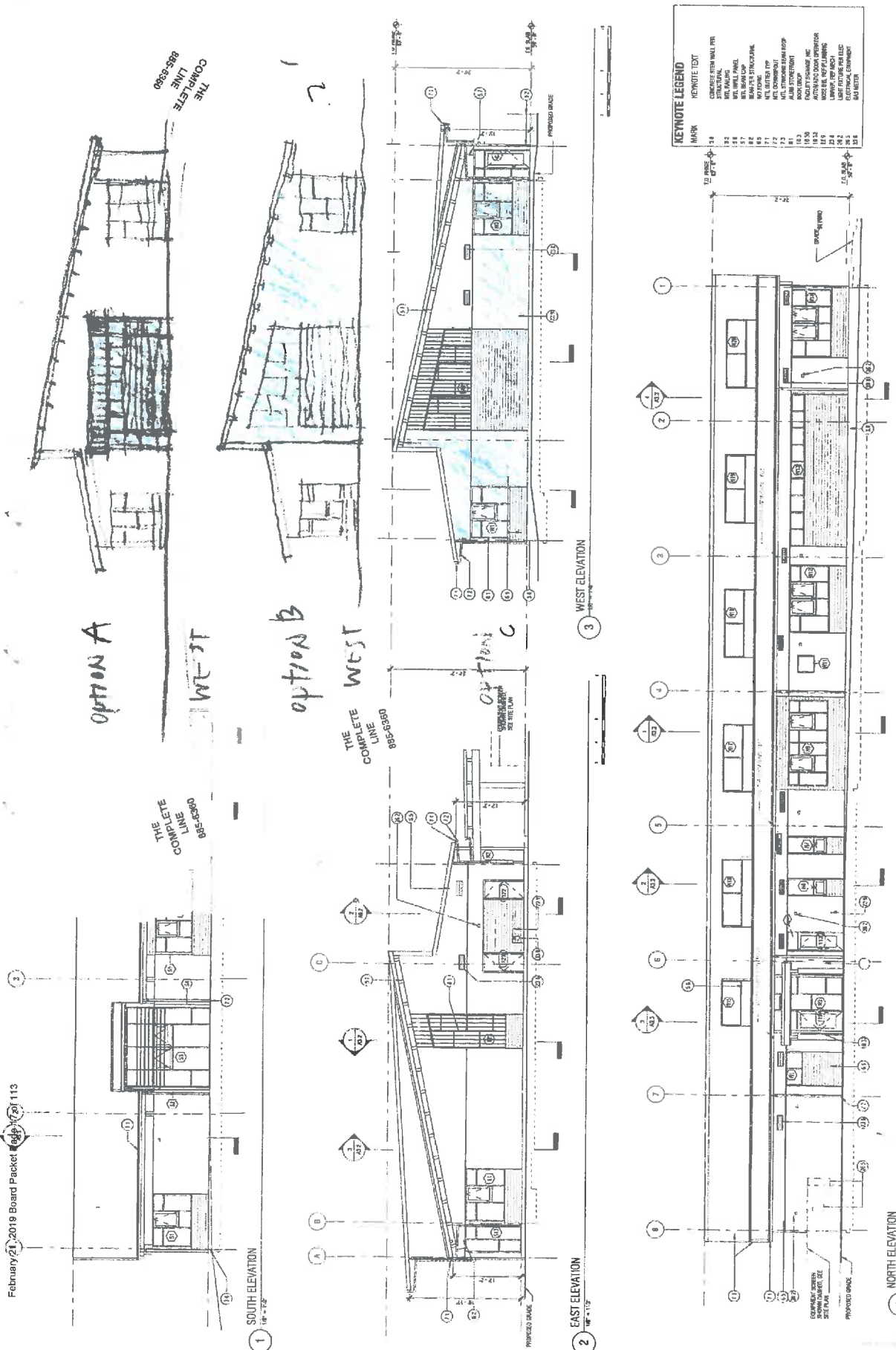
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Sedro-Woolley
CENTRAL (KARIT)
SEDRO-WOOLLEY
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SHELVING FLOOR PLAN A2.6

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SHELVING FLOOR PLAN



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City of
Sedro-Woolley
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LIBRARY

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Construction
Documents

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BUILDING
ELEVATIONS

A3.1

Central Skagit Rural Partial County Library District
Regular Board Minutes
Sedro-Woolley City Council Chambers
January 17, 2019
7:00 p.m.

1. Call to Order at 7:00 pm

Trustees Present: Mindy Coslor, Vice Chair
Ahmik Hindman
Darcy Restar
Lynn Torset

Trustees Absent: Mary Alice Grobins, Chair

Staff Present: Jeanne Williams, Library Director
Sandra Sanchez Davila, Admin Assistant/Outreach

2. Public Comments - None Reported

3. Approval of Agenda

Motion to approve the agenda as presented.

Motion 1: Ahmik Hindman

Motion 2: Lynn Torset

Unanimous

4. Consent Agenda Items

Approval of the Budget Hearing Minutes from October 18, 2018

Approval of the Regular Meeting Minutes from November 15, 2018

Approval of November 2018 Payroll in the amount of \$31,344.82

Approval of November 2018 Vouchers in the amount of \$28,305.71

General Ledger Report for November 2018

Balance Sheets for November 2018

Approval of December 2018 Payroll in the amount of: \$32,336.76

Approval of December 2018 Vouchers in the amount of: \$43,278.62

General Ledger Report for December 2018

Balance Sheets for December 2018

Motion to approve the Consent Agenda as presented.

Motion 1: Lynn Torset

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:

Over November and December, I focused my time on continuing to update the collection, I have several staff members who are helping me with this. We have been closing out the fiscal year, but there is still a little lag coming into January 2019, for those last December invoices. I've implemented Quickbooks to track, so we can do budget versus actual and other reports more efficiently. Sandra Davila is now helping me with some administrative duties and with the board meeting duties. Since Sandra Davila is no longer doing Young Adult services, Allia Allen will be doing both young adult and juvenile services. We have hired Hillary Huggins to work part-time primarily to help in young adult and juvenile services.

On November 30th we had a staff meeting and we talked about policies and some of our protocols and workflows. We also worked with Kevin Meenaghan again on the StrengthsFinder curriculum. His previous work with us involving communication styles really helped all of us understand how to communicate better with each other and to understand why miscommunication in the past has happened. He could potentially be a facilitator that could work with the Board in the future. We also did the Escape Room challenge in Anacortes and that was a great team building exercise as well.

We are in the process of setting up a public PC management system that will manage sessions and log-ins for patrons when they use our computers. It will give us a little more control over sessions by controlling time on the computers and sending messages and shutting down sessions when users become disruptive. It will also send messages and automatically shut down just prior to closing.

Upcoming activities include the statewide director's meeting and the American Library Association Midwinter Conference in late January. One item that is not in this report,

that I did want to talk about involves the design process for the new library. One of the things for the interior need consideration are the interior environmental and wayfinding signs to make sure they are all consistent and very nicely done with consistent fonts. The architect recommended that we find a local graphic designer to help. Aaron Logue was recommended and he came and met with me and went over the library's history and the current library design. We also discussed library goals and one of the things he suggested is that the Board may want to consider is moving to a new logo at the time that we move to the new library. After some discussion with Mary Alice, she said it would be great to see what the designer could create. He felt that there may be a better logo to convey what our goals are for the future. We've come a long way since that original logo was created, so I think it's worth looking at since all of the signage from the library would flow from that logo.

Mindy Coslor:

It would be nice, too, if you had on the same theme a logo and have it in different formats so that you could put it vertically or horizontally or it could be shrunk to fit a letterhead. So, it might be nice to have something freshly done that will give you that flexibility

Jeanne Williams:

The other option would have been to have SHKS Architects subcontract the work to someone local in Seattle. However, the design team agreed that it would make sense to have a relationship with someone local because going forward there will be marketing materials and other things that he would be able to help us with.

The Board packet included the expense report for November and December, so if you have any questions please let me know. These figures are as of December 31st, but as you know at the end of the fiscal year, there will be some invoices that cross over and some that don't. Our actual final totals may differ, but it wouldn't be by very much.

Ahmik Hindman:

I have one question on the year-to-date 2018 actual vs. the projected: What drove the expenses for the library to be higher than expected?

Jeanne Williams:

Several months back brought to the Board's attention that there was a great deal more updating of the current collection than we expected back before the merge of the

libraries. In a normal year that would be our material spending on a collection that had been maintained, but we encountered a collection that needed quite a bit of replacement materials, so that's why much more was spent on materials. In this case, it worked out because we had lower spending in several other categories.

8. Unfinished Business

A. Board Vacancy Subcommittee Recommendation

Mindy Coslor:

After we receive the report, the board may engage in discussion about the candidates that we interviewed, but we will not be taking any action on that tonight. Any voting would take place in our February meeting.

Darcy Resetar:

Just so you have some background on the process for recommending a new Board member: we met over the past few months to draft promotional materials, applications, as well as to start the process of recruitment for a new board member. We had three strong applicants which the subcommittee screened to ensure they met the minimum requirements. On January 10th the board conducted interviews with the three applicants and we would like to thank all the candidates for their interest and their time. Tonight the subcommittee would like to make a recommendation of a candidate to the Board for discussion. Based on the application materials and the interviews submitted by the applicants, we recommend Tim Holland for consideration by the County Commissioners.

Lynn Torset:

We had good candidates, I would like to thank all the people that applied.

B. 2019 Meeting Dates (Appendix 1)

The Board discussed possible meeting dates where more than two Trustees might be absent. Mindy Coslor will be absent on March 21, 2019, and possibly June 20, 2019. Ahmik Hindman said he might be absent on March 21, 2019.

Motion to approve the calendar as presented.

Motion 1: Ahmik Hindman

Motion 2: Darcy Resetar

Unanimous

9. New Business

A. 2019 Director's Work Plan (Appendix 2)

Jeanne Williams reported that quite a few of the items from the first work plan were very "nuts and bolts" items to getting the library district established. This work plan still continues to be focused on the creation and evolution of the library district. It includes a great deal of evaluation of protocols, especially with regards to the new library looking at the policies and procedures for the new meeting rooms and evaluation of software to manage some of the systems in the new library.

A large portion of my work plan related to the facilities is going to be the time that I put in through the rest of the design and construction process, so if you have any suggestions, please let me know. Also, let me know if you feel I have missed anything.

For public relations, I and the staff are still working quite a bit to reach those patrons outside of the city. Some of the things we need to do to get the support and encourage residents to come include fine tuning our services, our programs, and the collection. We are still creating partnerships around the district with other entities so that in the future when we have a larger library we can expand on our programs with those partners.

The library will continue to use the bookmobile as a marketing resource. I want to point out that the bookmobile was at the Winter Wonderland in December and Allia Allen had almost 1,000 people in that three-day period. This is much more usage than we've had in the last year on the regular route. I think it might be a better use of the bookmobile going to special events, so I am going to evaluate how to proceed.

I am continuing to work on more staff training opportunities. Training thus far has really helped with the cohesiveness of our staff.

With strategic partnerships, the library directors in Skagit County are still in talks about the process for somehow getting onto a shared ILS. I also want to reach out to Job Corps and the Downtown Association to work on shared programs. The library has started multi-generational programs with Country Meadows and the Senior Center. In the future, I want to use Survey Monkey to get input on library services. The reason I haven't done this yet is because we had the survey we did for the design and I want to give our partnership more time before I start sending surveys out again. The client

being install on the public computers will also allow for internal surveys for our public computer users.

Staff are also working on refining youth services and young adult programming so that during the summer programs are more related to each other and consistent with incentives. I'm going to be evaluating digital services usage as there may be some that may need to be discontinued next year.

As for internal and administrative goals, I want to make sure job duties and titles reflect how we actually work. I am looking at scheduling tools to schedule the staff at multiple desks. I expect that when we move into the new library we will have an increase in hours, so working with the scheduling tool now will help me identify future staffing needs. I am working with one of our newest staff members about working with digital services and marketing those and doing some workshops. I am in the process of training Sandra Davila and I am considering recreating our filing system to maintain records differently while also having a system to make audits efficient.

I would like to work with the Sedro-Woolley School District to batch load of all the students into the library database. There is a great deal that goes into this type of project, including memorandums of understanding and secure file sharing systems. I also have to make sure that our digital services are set up in a way to accept a student identification number instead of a library card number.

Ahmik Hindman:

Will the graphic designer also be making recommendations on the library website? He shared that he feels the first page on our website is too busy and finding information is hard.

Jeanne Williams:

Most of the website updates are handled by me and three other employees. However, there have been issues with Powweb and Weebly. I have considered outsourcing it to someone else, but I don't want it to have a time-lag when we need things changed. Currently I don't have time to learn some of the other web design tools, such as Wordpress, so this is something I have considered having the digital resources staff person get training in. I would like for someone to professionally produce a new website and turn it over to staff to maintain, but this likely would not be the graphic designer.

Ahmik Hindman:

Maybe having a video “how to” to help people learn how to use the online services would be a helpful addition to the website.

Jeanne Williams:

Most of the digital services have very good help tools within them, but maybe we should consider linking them right from the library website rather than having them only embedded in the vendor websites.

Jeanne Williams will continue to take suggestions for the work plan to present a second draft at the February meeting.

**B. Patron Code of Conduct - Addition of Computer/Tablet Misuse Statement
(Appendix 3)**

Jeanne Williams shared that the staff are having some issues with computer users and reminded everyone of the incident in October where the Board trespassed a young patron for the things he was doing online. She felt it would be a good idea to add a statement to the Patron Code of Conduct naming the misuse of library equipment, computers, or tablets computers as a disallowed behavior.

Mindy Coslor:

Does the library have a technology agreement?

Jeanne Williams:

The library district does have a statement on Internet usage. The new patron brochure states that the library will not act *en loco parentis* and is not responsible for children’s library usage, including computer and Internet use. There will also be an acceptable use agreement to accept upon logging in to library computers. Allia Allen also keeps a digital citizenship statement near the tablet computers.

Action on this item will be taken at the February meeting.

C. Discard List to be Declared Surplus

Jeanne Williams requested that this item be tabled until the next meeting so that she could confer with Teresa Johnson on the accuracy of the report. Teresa Johnson has been out on vacation.

Mindy Coslor:

Is it typical for the public library Board to approve a discard list?

Jeanne Williams;

I have seen it done in different ways. It can be done as it is currently being done, where the Board declares a list redundant frequently throughout the year. There may also be an option where the Board passes a resolution that states that the items that are removed through the discard process based on the library's s acquisitions and materials selection policy are automatically declared redundant. I will get input from Dan Gottlieb regarding options on this matter.

10. Other Business – None Reported

11. Adjournment at 7:41 pm

Motion to Adjourn.

Motion 1: Ahmik Hindman

Motion 2: Darcy Resetar

Unanimous




Mary Alice Grobins, Chair



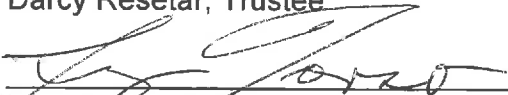
Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Appendix 1

2019 Regular and Special Meeting Dates

January 10 – Trustee Candidate Interviews

January 17

February 21

March 21

April 18

May 16

June 1 – Annual Retreat

June 20

July 18

August 15

September 19

October 17

November 21

December 19



2019 DIRECTOR'S WORK PLAN

Overarching Focus: Integrate ourselves into the community with relevant library services.

A. Facilities: Ensure our facilities enable the Central Skagit Library District to provide appropriate services.

1. Objective: Support the New Library project throughout design and construction by providing insight on usage expectations and by being available when issues arise to make decisions with the Sedro-Woolley City Manager.
2. Objective: Provide guidance throughout the process of acquiring furniture, fixtures, and equipment for the New Library.
3. Objective: Plan and make arrangements to move services to the New Library.

B. Public Relations: Gain support of our district residents and encourage library usage.

1. Objective: Develop, maintain and promote an up-to-date library collection that better serves area residents.
2. Objective: Maintain and promote digital services library as a community resource.
 - a. Provide training opportunities for patrons to learn how to best utilize the digital resources provided by the library.
 - b. Invite experts in genealogy to speak to, and provide guidance, on the use of library genealogy resources.
3. Objective: Seek opportunities to join, and to speak to, area civic groups about the library's physical and digital resources.
4. Objective: Seek opportunities to demonstrate library resources in area schools.
5. Objective: Host library card sign-up drives at area schools.
6. Objective: Use the Bookmobile as a marketing resource by having it park at area events and provide library card sign-up drives.
7. Objective: provide more in-house training days for staff to increase their skills in serving patrons.
8. Objective: Help organize, and take part in, county-wide staff training opportunities in order for staff to provide higher levels of service.
9. Objective: Create an interlibrary loan system including courier services within Skagit County to provide a better user experience to patrons requesting items owned by other Skagit libraries.

C. Strategic Partnerships: Expand our sphere of influence and explore how we can best serve residents.

1. Objective: Seek opportunities to partner with local Job Corps and promote library-provided workforce training resources to Job Corps participants.
2. Objective: Director and staff will reach out to, and join, civic clubs in the area.
3. Objective: Seek opportunities to work with the new Downtown Association in Sedro-Woolley.
4. Objective: Partner with, and provide, multi-generational programs at area senior living centers.
5. Objective: Work with the Sedro-Woolley Senior Center to provide programming and partner on specific projects.

D. Services: Develop library programs and services relevant to district residents.

1. Objective: Survey patrons about interests and ideas for programs and services.
2. Objective: Create technology-based workshops for patron instruction on use of mobile technology, computers, software and digital resources.
3. Objective: Refine youth services and young adult programming to streamline the summer reading program.
4. Objective: Evaluate digital services usage over the year and refine the digital services we offer to patrons.
5. Objective: Create policy and procedures for future check-out of laptop computers to patrons.
6. Objective: Create policy and procedures for future use of meeting room in the new library.
7. Objective: Evaluate reservation system options for future meeting room.

Internal Administrative Goals

1. Restructure job titles/duties to better reflect the specialization of duties and the needs of the library district post-consolidation.
2. Evaluate and implement a scheduling tool for scheduling staff at multiple service points.
3. Implement the use of Quickbooks to better track income and expenses and to have the ability to separately code and track New Library payments.
4. Train a staff-member to assist with library and digital services statistics.
5. Train administrative assistant to assist with vouchers, payroll, cash-handling, board packets and meeting minutes.
6. Create new filing system by vendor efficient enough to also maintain the records in the order the State Auditor requires (records kept by month rather than vendor).
7. Create a system to track smaller categories of materials spending (book, DVD, audiobook, etc.) while also tracking spending broken down by adult, juvenile and young adult for both materials and programming;

8. Create a small budget for each department (adult, juvenile, young adult, program supplies, office supplies) rather than working with one large number for each category.
9. Create a system to get Sedro-Woolley School District students efficiently into our library database.
10. Get inventory updated.



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

December 13, 2018

Memo to the Board of Trustees

RE: Addition of language to Patron Code of Conduct

The Library's current patron code of conduct reads as follows:

Everyone is welcome at the library. Library patrons, regardless of age, are required to comply with the Central Skagit Library District Patron Code of Conduct. In order to provide a pleasant environment, the following behaviors are prohibited:

- *Unruly behavior and/or disruption of library services*
- *Offensive language*
- *Unhygienic or offensive physical conditions*
- *Destroying or damaging library property*
- *Misuse of library bathrooms or other areas*
- *Hurting, harassing or threatening others*
- *Excessive public displays of affection*
- *Sexual misconduct*
- *Soliciting*
- *Illegal activities*

In recent months, the library staff have been dealing with issues involving patrons who have been misusing the library computers or tablets to access pornography websites and gaming websites that require file downloads. These file downloads have wreaked havoc on our computers. While we have put things in place to manage the damage of the downloads, we are still working with our technology consultants to find ways to filter and block these activities to the extent that they don't reasonably block other activities.

In November the Board of Trustees trespassed one juvenile patron for causing multiple disruptions in the the library over several months due to unruly behavior and displays of pornography on the public computers.

While our Patron Code of Conduct gives library staff and management latitude to deal with these types of behaviors because they do cause disruption and also involve harassment, offensive language and other listed prohibited behaviors, I would like to recommend that the Board of Trustees add the following to prohibited behaviors:

- Misuse of library equipment, computers or tablet computers

This Patron Code of Conduct is in the library policy manual and is displayed at several points within the library. I believe that this added language will aid patrons and staff in understanding the behaviors that will not be tolerated in the library.

Respectfully submitted,

Jeanne Williams
Director
Central Skagit Library District

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
1/18/2019	Baker & Taylor	4012411929	12/18/2018	5013515	\$17.07
	Baker & Taylor	4012409605	12/19/2018	5013515	\$15.11
	Baker & Taylor	4012409606	12/19/2018	5013515	\$42.46
	Baker & Taylor	4012409607	12/19/2018	5013515	\$104.80
	Baker & Taylor	4012419412	12/27/2018	5013515	\$111.90
	Baker & Taylor	4012419413	12/27/2018	5013515	\$9.85
	Baker & Taylor	4012419414	12/27/2018	5013515	\$26.25
	Baker & Taylor	4012419415	12/27/2018	5013515	\$5.25
	Baker & Taylor	4012419416	12/27/2018	5013515	\$23.34
	Baker & Taylor	4012419417	12/27/2018	5013515	\$16.99
	Baker & Taylor	4012422688	1/2/2019	5013515	\$34.18
	Baker & Taylor	4012422625	1/2/2019	5013515	\$21.86
	Baker & Taylor	4012422626	1/2/2019	5013515	\$9.85
	Baker & Taylor	4012422627	1/2/2019	5013515	\$34.21
	Baker & Taylor	4012422628	1/2/2019	5013515	\$11.98
	Baker & Taylor	4012422629	1/2/2019	5013515	\$173.80
	Baker & Taylor	4012422534	1/2/2019	5013515	\$19.69
	Baker & Taylor	4012422535	1/2/2019	5013515	\$23.13
	Baker & Taylor	4012425017	1/3/2019	5013515	\$72.30
	Baker & Taylor	4012425018	1/3/2019	5013515	\$21.86
	Baker & Taylor	4012425019	1/3/2019	5013515	\$21.67
	Baker & Taylor	4012425020	1/3/2019	5013515	\$9.87
	Baker & Taylor	4012425021	1/3/2019	5013515	\$6.23
	Baker & Taylor	4012425022	1/3/2019	5013515	\$6.56
	Baker & Taylor	4012425023	1/3/2019	5013515	\$16.99
	Baker & Taylor	4012425024	1/3/2019	5013515	\$19.48
	Baker & Taylor	4012424715	1/4/2019	5013515	\$17.59
	Baker & Taylor	4012424716	1/4/2019	5013515	\$56.87
	Baker & Taylor	4012428128	1/7/2019	5013515	\$51.58
	Baker & Taylor	4012428129	1/7/2019	5013515	\$17.59
	Baker & Taylor	4012428130	1/7/2019	5013515	\$32.82
	Baker & Taylor	4012428131	1/7/2019	5013515	\$11.36
	Baker & Taylor	4012428132	1/7/2019	5013515	\$17.59
	Baker & Taylor	4012428133	1/7/2019	5013515	\$6.51

	Baker & Taylor	4012431654	1/10/2019	5013515	\$36.06
	Baker & Taylor	4012432665	1/10/2019	5013515	\$49.08
	Baker & Taylor	4012432666	1/10/2019	5013515	\$49.81
	Baker & Taylor	4012432667	1/10/2019	5013515	\$16.98
	Baker & Taylor	4012432668	1/10/2019	5013515	\$17.61
	Baker & Taylor	4012434387	1/15/2019	5013515	\$17.59
	Baker & Taylor	4012434388	1/15/2019	5013515	\$12.86
	Baker & Taylor	4012434389	1/15/2019	5013515	\$1,125.10
	Baker & Taylor	4012434390	1/15/2019	5013515	\$118.14
	Baker & Taylor	4012434391	1/15/2019	5013515	\$158.88
	Baker & Taylor	4012434392	1/15/2019	5013515	\$38.10
	Baker & Taylor	4012434393	1/15/2019	5013515	\$6.56
	Baker & Taylor	4012434394	1/15/2019	5013515	\$7.23
1/19/2019	Midwest Tape	96778836	12/28/18	5013515	\$178.10
	Midwest Tape	96783043	12/31/18	5013515	\$199.64
	Midwest Tape	96803482	01/02/19	5013515	\$55.03
	Midwest Tape	96805362	01/02/19	5013515	\$47.19
	Midwest Tape	96811791	01/04/19	5013515	\$166.98
	Midwest Tape	96823614	01/07/19	5013515	\$314.04
	Midwest Tape	96832700	01/09/19	5013515	\$123.92
	Midwest Tape	96834974	01/10/19	5013515	\$162.33
	Verizon	9821857769	01/09/19	5014212	\$166.10
	Interpreting Tech	IT24630	01/15/19	5014110	\$508.64
	WA Secretary of State	9392	01/03/19	5014930	\$16,777.07
1/11/2019	Comcast		01/02/19	5014212	\$269.13
	City of Sedro-Woolley		01/02/19	5014700	\$90.90
	City of Sedro-Woolley		01/02/19	5014700	\$156.27
	Skagit County PUD		01/02/19	5014700	\$48.43
	Great American Financial		12/31/18	5013512	\$125.69
	Swank Movie Licensing	2617699	01/01/19	5014930	\$571.00
	Public Libraries of Washing	2019005	01/04/19	5014930	\$180.72
	Hoopla Midwest Tape	96799989	12/31/18	5014930	\$1,179.29
	Ting-Li Wang Photography	122718	01/10/19	5013180	\$200.00
	Cascade Gas		01/04/18	5014700	\$182.55
	Cascade Gas		01/04/18	5014700	\$123.25
1/25/2019	Midwest Tape	96854853	01/14/19	5013515	\$222.91
	Midwest Tape	96860520	01/16/19	5013515	\$84.85
	Midwest Tape	96863823	01/17/19	5013515	\$170.10
	Puget Sound Energy	720 Metcalf Street	01/17/19	5014700	\$309.10
	Skagit PUD	720 Metcalf Street	01/16/19	5014700	\$70.89

1/25/2019


Comcast		01/14/19	5014212	\$344.28
Frontline Cleaning Service	20708	01/16/19	5014187	\$560.00
Library Ideas	67226	01/22/19	5013515	\$34.95
SYNCB/Amazon	635887493457	12/06/18	5013180	\$21.59
SYNCB/Amazon	793454373676	12/08/18	5013515	\$7.57
SYNCB/Amazon	865677378777	12/11/18	5013515	\$18.65
SYNCB/Amazon	435758563974	12/12/18	5013515	\$133.84
SYNCB/Amazon	633875378339	12/13/18	5013515	\$21.09
SYNCB/Amazon	648745884476	12/13/18	5013515	\$12.18
SYNCB/Amazon	759356556339	12/13/18	5013515	\$17.11
SYNCB/Amazon	978568954997	12/13/18	5013515	\$34.22
SYNCB/Amazon	458546397769	12/14/18	5013515	\$10.84
SYNCB/Amazon	946935335684	12/15/18	5013515	\$8.98
SYNCB/Amazon	463994488636	12/15/18	5013110	\$63.33
SYNCB/Amazon	449748535539	12/15/18	5013515	\$48.44
SYNCB/Amazon	458855969745	12/16/18	5013110	\$28.62
SYNCB/Amazon	533665757556	12/16/18	5013511	\$309.20
SYNCB/Amazon	436364987986	12/17/18	5013110	\$219.45
SYNCB/Amazon	549474447894	12/17/18	5013512	\$54.30
SYNCB/Amazon	436863657353	12/18/18	5013110	\$84.58
SYNCB/Amazon	444986875639	12/18/18	5013515	\$16.81
SYNCB/Amazon	455737438989	12/18/18	5013110	\$43.62
SYNCB/Amazon	583538555555	12/18/18	5013515	\$14.09
SYNCB/Amazon	799367559899	12/18/18	5013110	\$88.86
SYNCB/Amazon	883363965886	12/18/18	5013110	\$81.88
SYNCB/Amazon	956353937573	12/18/18	5013511	\$49.89
SYNCB/Amazon	979896997597	12/18/18	5013110	\$124.78
SYNCB/Amazon	438884686746	12/19/18	5013515	\$34.87
SYNCB/Amazon	573667886837	12/19/18	5013515	\$9.73
SYNCB/Amazon	655593334589	12/19/18	5013515	\$91.01
SYNCB/Amazon	744649574743	12/19/18	5013515	\$6.12
SYNCB/Amazon	433356469686	12/21/18	5013515	\$9.75
SYNCB/Amazon	687835473497	12/28/18	5013110	\$13.97
SYNCB/Amazon	893843434664	12/28/18	5013180	\$32.22
SYNCB/Amazon	799669479689	12/28/18	5013110	\$43.61
SYNCB/Amazon	458566458399	12/31/18	5013515	\$20.21
SYNCB/Amazon	463983357433	12/31/18	5013515	\$43.71
SYNCB/Amazon	695758875356	12/31/18	5013515	\$15.92

SYNCB/Amazon	655474435995	01/02/19	5013515	\$11.94
SYNCB/Amazon	834698638676	01/02/19	5013515	\$33.62
SYNCB/Amazon	434763938555	01/03/19	5013515	\$57.31
SYNCB/Amazon	435589664586	01/03/19	5013180	\$91.82
SYNCB/Amazon	446685577935	01/03/19	5013515	\$63.59
SYNCB/Amazon	454366886698	01/03/19	5013515	\$33.80
SYNCB/Amazon	463733988554	01/03/19	5013180	\$14.09
SYNCB/Amazon	484698647554	01/03/19	5013180	\$9.14
SYNCB/Amazon	488684574767	01/03/19	5013180	\$8.14
SYNCB/Amazon	575938969676	01/03/19	5013180	\$8.59
SYNCB/Amazon	767745856444	01/03/19	5013515	\$11.87
SYNCB/Amazon	858358776477	01/03/19	5013515	\$9.75
SYNCB/Amazon	955546799647	01/03/19	5013515	\$8.21
SYNCB/Amazon	473634338387	01/03/19	5013180	\$47.40
SYNCB/Amazon	436678368474	01/04/19	5013110	\$18.75
SYNCB/Amazon	439486693774	01/04/19	5013180	\$81.60
SYNCB/Amazon	453933768793	01/04/19	5013110	\$84.58
SYNCB/Amazon	879649557466	01/04/19	5013110	\$87.22
SYNCB/Amazon	954697538453	01/04/19	5013512	\$91.35
SYNCB/Amazon	993468877839	01/04/19	5013515	\$7.58
SYNCB/Amazon	449935747466	01/05/19	5013512	\$186.52
SYNCB/Amazon	554398857488	01/05/19	5013515	\$13.01
SYNCB/Amazon	894754844698	01/05/19	5013110	\$301.66
SYNCB/Amazon	436454394466	01/07/19	5013515	\$6.49
SYNCB/Amazon	445467387777	01/07/19	5013515	\$31.40
SYNCB/Amazon	494457687854	01/07/19	5013511	\$194.60
SYNCB/Amazon	557986398375	01/07/19	5013110	\$101.71
SYNCB/Amazon	499743436436	01/08/19	5013110	\$67.20
SYNCB/Amazon	777846975665	01/08/19	5013515	\$46.15
SYNCB/Amazon	847867576787	01/08/19	5013512	\$37.96
SYNCB/Amazon	963593777996	01/08/19	5013515	\$39.03
1/4/2019	PAYPAL *LUSHOOTSEED 402-935-7	12/17/18	5013515	\$20.00
	ADOBE *ACROPRO SUBS 800-833-6	12/14/18	5014930	\$27.11
	CLOUDHQ CLOUDHQ.N	12/13/18	5014930	\$118.00
	SUNSET PARK SELF STORA SEDRO WOO	12/07/18	5014510	\$100.00

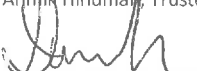
BURLINGTON C* BURLINGTO		12/07/18	5013200	\$63.85
FLUENTSTREAM TECHNOLOG 877-31264		12/06/18	5014210	\$201.87
MICHAELS STORES 2753 BURLINGTO		12/06/18	5013180	\$40.08
TARGET 00006965 BURLINGTO		12/06/18	5013180	\$117.25
EIG*PowWeb 866-53928		12/05/18	5014930	\$92.31
SEDRO WOOLLEY MINI STO SEDRO WOL		12/04/18	5014510	\$150.00
SQ *ESCAPE ANACORTES gosq.com		12/04/18	5014920	\$189.88
LIBERTY BISTRO SEDRO WOOL		12/03/18	5014310	\$123.50
SEDRO-WOOLLEY FOOD SEDRO-WOOL		11/30/18	5014310	\$71.89
ABCCLIO LLC 805-961-5		11/30/18	5013515	\$49.40
SEDRO-WOOLLEY FOOD SEDRO-WOOL		11/28/18	5013180	\$54.50
MICHAELS STORES 2753 BURLINGTO		11/28/18	5013180	\$5.78
SQ *RCN COMMUNICATI 877-417-4		12/21/18	5014212	\$43.53
RITE AID STORE - 5248 SEDRO WOOL		12/19/18	5013110	\$20.05
QGV*Community Action o 360-41675		12/19/18	5014920	\$125.00
EIG*PowWeb 866-53928		12/17/18	5014930	\$25.99
1/4/2019 Midwest Tapes	96746130	12/19/18	5013515	\$390.76
Midwest Tapes	96754185	12/21/18	5013515	\$207.60
Midwest Tapes	96769067	12/26/18	5013515	\$216.01
ProQuest	70548937	01/01/19	5014930	\$3,000.00
WA HCA		12/26/18	5012400	\$11,484.47
Library Ideas	66624	12/20/18	5013515	\$409.45
Kevin Meenaghan	19-01	12/10/18	5014110	\$500.00
Puget Sound Energy	720 Metcalf	12/18/18	5014700	\$631.89
Leaf	9035524	12/27/18	5013512	\$322.25
VM Investments	43515	01/02/18	5014510	\$1,260.00

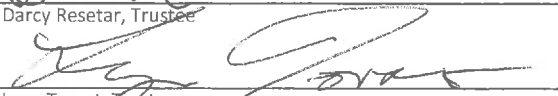
TOTAL \$50,069.48


 Mary Alice Grobins, Chair


 Mindy Coslor, Vice Chair


 Ahmik Hindman, Trustee


 Darcy Resetar, Trustee


 Lynn Torset, Trustee

Treasury Report 12/31/2018

Ending Cash Balance	\$765,396.18
Ending Investments	\$2,111,106.09
	<hr/>
	\$2,876,502.27

Skagit Auditor Balance Year End 2018

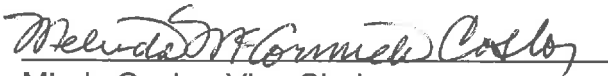
Cash and Cash Equivalents	\$765,696.18
Temporary Investments	\$2,111,106.09
	<hr/>
	\$2,876,802.27

Other Accrued Liabilities	\$20,279.64
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	\$20,279.64

Grand Total Cash/Invesements \$2,856,522.63



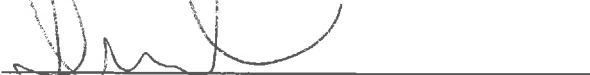
Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee



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

Skagit County Board of Commissioners
1800 Continental Place, Suite 100
Mount Vernon, WA 98273

February 21, 2019

RE: Recommendation for appointment of Timothy Howland to the Board of Trustees of the Central Skagit Rural Partial County Library District

Dear Commissioners Dahlstedt, Janicki, and Wesen,:

The Board of Trustees of the Central Skagit Rural Partial County Library District, in anticipation of the term expiration of Ahmik Hindman, conducted a Trustee recruitment and interview process in late 2018 and early 2019. A subcommittee was formed to guide this process. The call for interested persons to apply was publicized in the library and on the library's website and social media pages. It was also advertised in the Skagit Valley Herald. The Board then interviewed three strong candidates for this position.

On February 21, 2019, the Board voted to recommend Dr. Timothy Howland to the Skagit County Board of County Commissions for consideration for appointment to the Library Board. Dr. Howland is a very active member in local civic groups; the Friends of the Central Skagit Library; and has experience serving as a Sedro-Woolley School District Board member. We believe he would be a valuable member of the Board of Trustees.

The Board of Trustees of the Central Skagit Library District are pleased to make this recommendation you and hope that you will consider Dr. Timothy Howland for appointment to the Library Board.

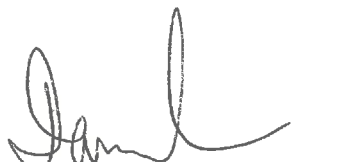
Respectfully,


Mary Alice Grobins, Chair


Mindy Coslor, Vice Chair


Ahmik Hindman, Trustee


Lynn Torset, Trustee


Darcy Resetar, Trustee