

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
April 19, 2018  
7:00 p.m.

1. Call to Order
2. Introduction/Welcome New Board Member
3. Public Comments
4. Approval of Agenda
5. Consent Agenda Items

Approval of the Regular Meeting Minutes from February 15, 2018  
Approval of February 2018 Payroll in the amount of \$17,488.74  
Approval of February 2018 Vouchers in the amount of \$92,196.07  
Approval of March 2018 Payroll in the amount of \$25,935.03  
Approval of March 2018 Vouchers in the amount of \$240,249.55  
General Ledger Report for February and March 2018  
Balance Detail Reports/Balance Sheets

6. Conflict of Interest
7. Communications
8. Report of the Director
9. Unfinished Business
  - A. Election of Officers (D)
  - B. Board Retreat Agenda (May 19, 2019)
  - C. New Library Update (Information)
10. New Business
  - A. Reciprocal Borrowing
    1. Burlington Public Library (D)
    2. Reciprocity Update (Information)
  - B. Collections (E)
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

Central Skagit Rural Partial County Library District  
Regular Board Meeting Minutes  
Sedro-Woolley City Council Chambers  
February 15, 2018  
7:00 p.m.

1. Call to Order

Trustees Present: Mary Alice Grobins, Chair  
Mindy Coslor, Chair  
Chris Silves  
Lynn Torset  
Ahmik Hindman (via Skype then telephone)

Staff Present: Jeanne Williams, Director

2. Public Comments

3. Approval of Agenda

*Motion to approve the Agenda.*

Motion 1: Mindy Coslor  
Motion 2: Lynn Torset  
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from January 18, 2018  
Approval of January 2018 Payroll in the amount of \$17,489.28  
Approval of January 2018 Vouchers in the amount of \$45,419.17  
General Ledger Report for January 2018  
Balance Detail Reports/Balance Sheets

*Motion to approve the Consent Agenda.*

Motion 1: Chris Silves  
Motion 2: Mindy Coslor  
Unanimous

5. Conflict of Interest – None Reported

6. Communications

Mary Alice Grobins outlined visits that had been made to state legislators in January and February. The purpose of the visits was to discuss the \$2.5M budget appropriations request submitted to augment funds for the New

Library project. The second trip involved public testimony. Those who joined Mary Alice on the trips included Jeanne Williams, Eron Berg, and Julia Johnson.

7. Report of the Director attached to previous meeting minutes.

Jeanne Williams shared that the bulk of her time spent in February involved final preparations to consolidate the libraries. She shared an overview of the plans for the public space, storage, and addition of shelving.

8. Unfinished Business

A. Friends of the Central Skagit Library Memorandum of Understanding

The Board previously accepted and signed the Friends Memorandum of Understanding. However, due to a change in officers in the Friends group shortly thereafter, the Board sought to have a new agreement put in place that would be signed by the current Friends President.

*Motion to accept the Friends of the Central Skagit Library Memorandum of Understanding.*

Motion 1: Chris Silves

Motion 2: Lynn Torset

Unanimous

B. Annual Retreat (D)

The Board of Trustees set the date of the Board Retreat for Saturday, May 19, 2018. Details on timing and location will be shared closer to that date.

C. Internal Controls (E,N,D)

The Internal Controls manual contained previously created policies except for the cash-handling policy and the bank account policy. The policy was first introduced to the Board in 2017 as a first read.

*Motion to accept the Internal Controls Manual as written.*

Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Unanimous

10. Other Business

A. Resolution Approving The Opening Of A Bank Account With Skagit Bank And Approving Signatories On The Account (Appendix 1)

Appendix I

Appendix II Resolution 2018-1



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

Resolution No. 2018-1

**RESOLUTION APPROVING THE OPENING OF A BANK ACCOUNT WITH  
SKAGIT BANK  
AND  
APPROVING SIGNATORIES ON THE ACCOUNT**

WHEREAS, the Central Skagit Rural Pierce County Library District (the District) wishes to open a public funds bank account to conduct business efficiently by allowing for regular deposits of funds from service fees and fines; and,

WHEREAS, the District has chosen Skagit Bank to provide banking services; and,

WHEREAS, the Board of Trustees of the District finds and resolves that:

1. The District shall open a bank deposit account with Skagit Bank for regular funds transfer to the Skagit County Treasurer.
2. The following individuals shall be signatories on the bank account with Skagit Bank:
  - a. Jeanne Williams, Director
  - b. Mary Alice Grobins
  - c. Chris Silves
  - d. Lynn Torset

Adopted this 18<sup>th</sup> day of January, 2018.

  
Mary Alice Grobins, Chair

  
Mindy Coslor, Vice Chair

  
Ahmik Hindman, Trustee

  
Chris Silves, Trustee

  
Lynn Torset, Trustee

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

We the undersigned members of the Board of Trustees of the Central Skagit Rural  
 Partial County Library District, hereby approve the following vouchers submitted under the  
 signature of Library Director, Jeanne Williams.

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
2/6/2018	City of Sedro-Woolley	341	11/01/17	5014110	\$1,180.00
	Ed Bishop		12/14/17	5013515	\$5.00
	Hoopla	95787116	01/31/18	5014930	\$896.17
	WA HCA	43132	01/26/18	5012400	\$6,972.35
	Western Washington U	3357	01/16/18	5014920	\$230.00
	Midwest Tape	95766728	01/24/18	5013515	\$341.07
	Midwest Tape	95717257	01/05/18	5013515	\$273.52
	Midwest Tape	95758796	01/22/18	5013515	\$264.13
	Midwest Tape	95749130	01/17/18	5013515	\$107.93
	Midwest Tape	95749132	01/17/18	5013515	\$58.57
	Mary Alice Grobins		02/06/18	5014310	\$47.63
2/6/2018	VM Investments	18-Mar	02/06/18	5016210	\$1,200.00
2/8/2018	Baker & Taylor	4012115669	01/16/18	5013515	\$18.79
	Baker & Taylor	4012115670	01/16/18	5013515	\$179.74
	Baker & Taylor	4012115671	01/16/18	5013515	\$142.82
	Baker & Taylor	4012115672	01/16/18	5013515	\$45.46
	Baker & Taylor	4012117014	01/16/18	5013515	\$12.53
	Baker & Taylor	4012117015	01/16/18	5013515	\$18.27
	Baker & Taylor	4012119743	01/19/18	5013515	\$55.71
	Baker & Taylor	4012119744	01/19/18	5013515	\$70.04
	Baker & Taylor	4012119745	01/19/18	5013515	\$55.73
	Baker & Taylor	4012119746	01/19/18	5013515	\$134.80
	Baker & Taylor	4012126171	01/26/18	5013515	\$31.57
	Baker & Taylor	4012126114	01/26/18	5013515	\$106.71
	Baker & Taylor	4012126115	01/26/18	5013515	\$15.57
	Baker & Taylor	4012126116	01/26/18	5013515	\$155.98
	Baker & Taylor	4012126117	01/26/18	5013515	\$95.07
	Baker & Taylor	4012126118	01/26/18	5013515	\$72.61
	Baker & Taylor	4012132333	02/02/18	5013515	\$91.93
	Baker & Taylor	4012132334	02/02/18	5013515	\$18.41
	Baker & Taylor	4012132335	02/02/18	5013515	\$26.62
	Baker & Taylor	4012132336	02/02/18	5013515	\$41.72
2/9/2018	Labor Law Central	100490807	02/07/18	5013110	\$119.80
	Interpreting Technology	IT12288	02/07/18	5013512	\$6,841.78
	Interpreting Technology	IT12285	02/06/18	5013512	\$9,585.21
	Interpreting Technology	IT12287	02/07/18	5013512	\$6,415.39
	Interpreting Technology	IT12286	02/07/18	5014110	\$7,420.32
2/14/2018	FedEx		02/01/18	5014911	\$26.43

	Midwest Tape	95733101	02/10/18	5013515	\$143.02
	Midwest Tape	95724206	02/08/18	5013515	\$246.69
	Midwest Tape	95751545	02/17/18	5013515	\$30.31
	Midwest Tape	95751546	02/17/18	5013515	\$105.75
	Midwest Tape	95730726	02/09/18	5013515	\$192.01
	Hillis Clark Martin	223393	02/07/18	5014110	\$126.00
	OCLC	582574	01/31/17	5014930	\$109.83
	City of Sedro-Woolley	380	02/05/18	5014110	\$1,180.00
	City of Sedro-Woolley	381	02/06/18	5016210	\$17,700.00
	City of Sedro-Woolley	382	02/06/18	5016210	\$17,700.00
2/23/2018	SYNCB - Amazon credit	648654853853	12/18/2017	5013110	\$19.30
	SYNCB - Amazon credit	446953835467	01/10/2018	5013110	\$59.25
	SYNCB - Amazon credit	599787584573	01/10/2018	5013515	\$33.13
	SYNCB - Amazon credit	736979868735	01/11/2018	5013110	\$27.35
	SYNCB - Amazon credit	888657849339	01/11/18	5013180	\$48.81
	SYNCB - Amazon credit	448569479947	01/11/18	5013180	\$239.24
	SYNCB - Amazon credit	457456687565	01/11/18	5013180	\$266.38
	SYNCB - Amazon credit	457694455749	01/23/2018	5013515	\$11.05
	SYNCB - Amazon credit	665474478773	01/23/2018	5013515	\$13.98
	SYNCB - Amazon credit	993778466669	01/23/18	5013515	\$72.76
	SYNCB - Amazon credit	993334533967	01/23/18	5013515	\$36.87
	SYNCB - Amazon credit	467899478943	01/24/18	5013515	\$114.70
	SYNCB - Amazon credit	797977469676	01/24/18	5013515	\$12.90
	SYNCB - Amazon credit	638784464939	01/25/18	5013515	\$21.05
	SYNCB - Amazon credit	464383734466	01/27/18	5013180	\$27.00
	SYNCB - Amazon credit	687533848494	01/27/18	5013180	\$26.99
	SYNCB - Amazon credit	449594578499	01/27/18	5013515	\$57.71
	SYNCB - Amazon credit	439636648655	01/30/18	5013515	\$7.76
	SYNCB - Amazon credit	573795445478	01/30/18	5013110	\$24.94
	SYNCB - Amazon credit	835483939367	01/31/18	5013515	\$17.31
	SYNCB - Amazon credit	863444437485	01/31/18	5013110	\$18.45
	SYNCB - Amazon credit	868535487483	02/01/18	5013180	\$98.08
	SYNCB - Amazon credit	437733877764	02/06/18	5013110	\$62.94
	SYNCB - Amazon credit	838435996677	02/07/18	5013512	\$32.53
	SYNCB - Amazon credit	437473577775	02/07/18	5013512	\$76.99
	SYNCB - Amazon credit	438639644553	02/07/18	5013512	\$892.05
	SYNCB - Amazon credit	464693863867	02/07/18	5013512	\$1,010.10
	SYNCB - Amazon credit	468589346589	02/08/18	5013512	\$115.92
	SYNCB - Amazon credit	485369573663	02/08/18	5013512	\$116.59
	SYNCB - Amazon credit	539486944996	02/08/18	5013512	\$20.98
	SYNCB - Amazon credit	873476648665	02/08/18	5013110	\$14.88
	SYNCB - Amazon credit	435739755356	02/08/18	5013515	\$7.55
	SYNCB - Amazon credit	759678877568	02/08/18	5013515	\$6.24
	SYNCB - Amazon credit	463466464754	02/08/18	5013515	\$10.81
2/22/2018	Midwest Tape	95789816	02/02/18	5013515	\$236.47

Midwest Tape	95788584	02/02/18	5013515	\$161.56
Frontline Cleaning	17893	02/15/18	5014187	\$290.00
Presidio	16693	02/21/18	5014110	\$6,537.71
Central Moving	3721	02/16/18	5014110	\$438.75

**TOTAL \$92,196.07**

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

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

Admik Hindman, Trustee

*Darcy Rosetar*  
 \_\_\_\_\_  
 Darcy Rosetar, Trustee

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



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

We the undersigned members of the Board of Trustees of the Central Skagit Rural  
 Partial County Library District, hereby approve the following vouchers submitted under the  
 signature of Library Director, Jeanne Williams.

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
3/1/2018	Comcast	18-Feb	02/19/18	5014212	\$475.39
	Circuit Solutions	1137	02/23/18	5014110	\$393.31
	Reliance Barcode Sol	4226	02/20/18	5013110	\$740.11
	Swank Movie Licensing	2461742	01/23/18	5014930	\$543.00
	OCLC	582574	01/31/18	5014930	\$109.83
	Midwest Tape	95778104	01/30/18	5013515	\$104.12
	Midwest Tape	95850137	02/22/18	5013515	\$88.95
	Midwest Tape	95807930	02/07/18	5013515	\$214.60
3/1/2018	SEDRO WOOLLEY MINI STO 800-528-0		02/02/18	5016210	\$150.00
Visa	EIG*PowWeb 866-53928		02/05/18	5014930	\$60.00
	AMAZON MKTPLACE PMTS AMZN.COM/B		02/06/18	5013110	\$52.24
	COUNTY-SKAGIT-PUD-PMNT 360-424-7		02/06/18	5014700	\$104.95
	SUNSET PARK SELF STORA SEDRO WOO		02/07/18	5016210	\$100.00
	E AND E LUMBER SEDRO SEDRO WOOL		02/07/18	5013110	\$3.23
	AMAZON MKTPLACE PMTS AMZN.COM/B		02/07/18	5013180	\$175.34
	AMAZON MKTPLACE PMTS AMZN.COM/B		02/08/18	5013180	\$41.97
	MESTIZO FAMILY MEXICAN SEDRO WOO		02/12/18	5014310	\$18.41
	EIG*PowWeb 866-53928		02/13/18	5014930	\$17.40
	FRED-MEYER #0024 BURLINGTO		02/14/18	5013110	\$290.53
	ADOBE SYSTEMS INC. 800-833-6		02/14/18	5014930	\$27.11
	PARTY CITY BURLINGTO		02/15/18	5013180	\$43.39
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		02/15/18	5013180	\$21.40
	FREIGHTLINER NORTHWEST 877-84807		02/15/18	5014110	\$460.14
	FUEL EXPRESS SEDRO WOO SEDRO WOO		02/16/18	5014910	\$73.26
	DOLLAR TREE BURLINGTO		02/16/18	5013180	\$22.01
	LITTLE CAESARS 0400 00 SEDRO WOO		02/16/18	5013180	\$24.41
	LITTLE CAESARS 0400 00 SEDRO WOO		02/16/18	5013180	\$32.55
	EIG*PowWeb 866-53928		02/16/18	5014930	\$3.95
	TARGET 00006965 BURLINGTO		02/16/18	5013180	\$55.16
	SKAGIT FARMERS SUPPLY SEDRO WOOL		02/20/18	5013110	\$46.83
	SQ *RCN COMMUNICATI 877-417-4		02/20/18	5014212	\$196.87
	SKAGIT FARMERS SUPPLY SEDRO WOOL		02/20/18	5013110	\$60.09
	OFFICE DEPOT #980 800-463-3		02/20/18	5013511	\$217.38
	HAGGEN #3436 BURLINGTO		02/23/18	5013180	\$44.11
	CITY OF SEDRO-WOOLLEY 360-855-9		02/23/18	5014700	\$192.57
	AMAZON MKTPLACE PMTS AMZN.COM/B		02/26/18	5013515	\$65.09
	AMAZON.COM AMZN.COM/BI AMZN.COM/		02/26/18	5013515	\$34.17
	AMAZON MKTPLACE PMTS AMZN.COM/B		02/26/18	5013512	\$193.30

	FUEL EXPRESS SEDRO WOO SEDRO WOO		02/26/18	5014910	\$60.33
	FLUENTSTREAM TECHNOLOG 877-31264		02/27/18	5014210	\$76.03
	Amazon.com AMZN.COM/B		02/27/18	5013515	\$19.91
	USPS PO 5476600270 SEDRO WOOL		01/30/18	5014220	\$1.63
	ACT*MRSC 877-551-5		01/30/18	5014920	\$95.00
	VZWRLSS*APOCC VISB 800-922-0		01/30/18	5014212	\$135.09
	FLUENTSTREAM TECHNOLOG 877-31264		01/31/18	5013512	\$1,000.98
	SEDRO WOOLLEY 360-85511		01/31/18	5014310	\$15.00
	USPS PO 5476600270 SEDRO WOOL		01/31/18	5014220	\$2.68
	AMAZON MKTPLACE PMTS AMZN.COM/B		01/31/18	5013110	\$8.66
	FACEBK HZFT6FJZH2 650-54348		02/01/18	5014410	\$3.00
3/6/2018	Hoopla (Midwest Tape)	95871249	02/28/18	5014930	\$659.27
	Skagit Valley Signs	1171	03/05/18	5014110	\$194.00
	HCA	18-Mar	02/26/18	5012400	\$6,972.35
	Guardian Security	1/19/4083	03/01/18	5014110	\$165.00
	Leaf	8167778	02/27/18	5013512	\$292.95
	Great American Financial	22050211	01/29/18	5013512	\$255.69
3/6/2018	Dahl Electric	26213	03/06/18	5014110	\$6,371.75
	Ingram	33321275	02/22/18	5013515	\$294.58
	VM Investments	18-Apr	03/01/18	5014510	\$1,200.00
	Presidio Construction	16712	03/06/18	5014110	\$4,274.90
	Central Skagit Library	Petty Cash	03/06/18	5014910	\$200.00
	Central Skagit Library	Cash Drawer	03/06/18	5014910	\$100.00
3/6/2018	City of Sedro-Woolley	388	03/01/18	5016210	\$17,700.00
	City of Sedro-Woolley	387	03/01/18	5014110	\$1,180.00
	Michael Business Mach	AR20609	03/02/18	5014110	\$138.50
3/6/2018	Mary Alice Gobins, Board Chair			5014310	\$369.36
3/12/2018	Comcast	Due March 18,1018		5014212	\$475.39
	Manual Warrant			5014120	\$25.00
3/16/2018	Budget Blinds	1260000176	03/14/18	5013512	\$1,073.52
3/16/2018	Comcast		03/02/18	5014212	\$261.10
	City of Sedro-Woolley		03/01/18	5014700	\$192.57
3/16/2018	Demco	6328398	03/08/18	5013110	\$163.02
	Hillis, Clark, Martin & P	224774	03/13/18	5014110	\$154.00
3/16/2018	Midwest Tape	95893508	03/09/18	5013515	\$446.64
	Midwest Tape	95893690	03/08/18	5013515	\$116.31
	Midwest Tape	95816425	02/12/18	5013515	\$288.54
	Midwest Tape	95843114	02/20/18	5013515	\$182.78
	Ebsco		02/28/18	5014930	\$4.78
	Cascade Natural Gas		03/05/18	5014700	\$357.03
	Cascade Natural Gas		03/05/18	5014700	\$78.94
	City of Sedro-Woolley		02/01/18	5014700	\$99.20
	Interpreting Technology	IT12351	02/20/18	5014110	\$164.11
3/21/2018	SYNCB/Amazon	739778963358	02/10/18	5013515	\$194.56
	SYNCB/Amazon	489373687898	02/10/18	5013515	\$32.54


SYNCB/Amazon	976645745583	02/10/18	5013515	\$14.08
SYNCB/Amazon	498749585679	02/10/18	5013515	\$7.57
SYNCB/Amazon	449944356538	02/11/18	5013515	\$12.12
SYNCB/Amazon	458955386379	02/11/18	5013110	\$36.59
SYNCB/Amazon	894349986735	02/12/18	5013180	\$38.95
SYNCB/Amazon	859768836596	02/12/18	5013180	\$43.20
SYNCB/Amazon	443837733538	02/12/18	5013180	\$53.89
SYNCB/Amazon	899389538985	02/12/18	5013180	\$304.48
SYNCB/Amazon	446793538434	02/12/18	5013180	\$39.50
SYNCB/Amazon	574389945939	02/12/18	5013515	\$108.55
SYNCB/Amazon	899346583586	02/13/18	5013180	\$65.95
SYNCB/Amazon	758479766767	02/13/18	5013180	\$22.09
SYNCB/Amazon	856759396543	02/13/18	5013180	\$28.80
SYNCB/Amazon	887884365784	02/13/18	5013180	\$33.90
SYNCB/Amazon	447975477846	02/14/18	5013110	\$3.45
SYNCB/Amazon	465639453536	02/14/18	5013110	\$47.72
SYNCB/Amazon	459643493736	02/14/18	5013512	\$193.11
SYNCB/Amazon	457999486664	02/16/18	5013511	\$433.96
SYNCB/Amazon	868974958776	02/21/18	5013512	\$20.46
SYNCB/Amazon	454397847973	02/24/18	5013180	\$79.22
SYNCB/Amazon	437487646736	02/27/18	5013515	\$20.56
SYNCB/Amazon	747843739744	03/03/18	5013180	\$97.70
SYNCB/Amazon	Credit memo			-\$14.09
SYNCB/Amazon	Credit memo			-\$27.00
SYNCB/Amazon	Credit memo			-\$30.18
3/21/2018 Baker and Taylor	4012143120	02/14/18	5013515	\$92.57
Baker and Taylor	4012143121	02/14/18	5013515	\$17.88
Baker and Taylor	4012143122	02/14/18	5013515	\$45.03
Baker and Taylor	4012143212	02/15/18	5013515	\$12.26
Baker and Taylor	4012151893	02/27/18	5013515	\$70.93
Baker and Taylor	4012151894	02/27/18	5013515	\$28.27
Baker and Taylor	4012151895	02/27/18	5013515	\$27.05
Baker and Taylor	4012151924	02/27/18	5013515	\$13.32
Baker and Taylor	4012153333	02/28/18	5013515	\$17.88
Baker and Taylor	4012153334	02/28/18	5013515	\$908.97
Baker and Taylor	4012153335	02/28/18	5013515	\$37.05
Baker and Taylor	4012153336	02/28/18	5013515	\$6.89
Baker and Taylor	4012157383	03/05/18	5013515	\$106.08
Baker and Taylor	4012157384	03/05/18	5013515	\$69.04
Baker and Taylor	4012157385	03/05/18	5013515	\$619.24
Baker and Taylor	4012157386	03/05/18	5013515	\$374.13
Baker & Taylor	4012160931	03/08/18	5013515	\$195.21
Baker & Taylor	4012160962	03/08/18	5013515	\$17.88
Baker & Taylor	4012160963	03/08/18	5013515	\$16.61
Baker & Taylor	4012160964	03/08/18	5013515	\$178.53

	Baker & Taylor	4012163248	03/12/18	5013515	\$100.82
	Baker & Taylor	4012163249	03/12/18	5013515	\$352.13
	Baker & Taylor	4012163250	03/12/18	5013515	\$223.71
	Baker & Taylor	4012164196	03/13/18	5013515	\$60.77
	Baker & Taylor	4012167138	03/14/18	5013515	\$15.38
	Baker & Taylor	4012167139	03/14/18	5013515	\$17.23
	Baker & Taylor	4012167140	03/14/18	5013515	\$12.81
	Baker & Taylor	4012167141	03/14/18	5013515	\$78.28
3/21/2018	Midwest Tape	95869345	02/28/18	5013515	\$170.36
	Midwest Tape	95913632	03/14/18	5013515	\$61.36
	Midwest Tape	95906039	03/14/18	5013515	\$330.83
	Midwest Tape	95910335	03/14/18	5013515	\$88.95
	Midwest Tape	95897994	03/10/18	5013515	\$209.89
3/21/2018	OASYS	143524	03/12/18	5013512	\$202.06
	Recorded Books	75754978	03/12/18	5014930	\$1,000.00
	Recorded Books	75756062	03/12/18	5014930	\$1,480.00
	City of Sedro-Woolley	395	03/15/18	5016210	\$159,300.00
	Verizon	9803150558	03/09/18	5014212	\$135.09
	Frontline Cleaning	18109	03/15/18	5014187	\$365.00
	Skagit PUD	18-Mar	03/14/18	5014700	\$134.47
3/28/2018	IN *A-1 MOBILE LOCK & BURLINGTO		02/28/18	5013110	\$13.02
VISA	SUNSET PARK SELF STORA SEDRO WOO		02/28/18	5016210	\$105.00
	NAMETAGCOUNTRY.COM HTTPSNAMET		02/28/18	5013110	\$42.25
	AMAZON.COM AMZN.COM/BI AMZN.COM/		02/28/18	5013515	\$39.76
	CARNICERIA LOS COMPADR MOUNT VER		03/01/18	5013180	\$16.30
	Amazon.com AMZN.COM/B		03/01/18	5013110	\$7.70
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/01/18	5013110	\$10.83
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/01/18	5013110	\$10.83
	FACEBK W3UW3FE2J2 650-54348		03/01/18	5014410	\$5.57
	COMCAST CABLE COMM 800-COMCA		03/01/18	5014212	\$269.43
	AMAZON MKTPLACE PMTS W WWW.AMAZO		03/02/18	5013512	\$70.51
	SEDRO WOOLLEY MINI STO SEDRO WOL		03/02/18	5016210	\$150.00
	VZWRLSS*APOCC VISB 800-922-0		03/02/18	5014212	\$135.09
	EIG*PowWeb 866-53928		03/05/18	5014930	\$60.00
	FLUENTSTREAM TECHNOLOG 877-31264		03/06/18	5014210	\$199.27
	EIG*PowWeb 866-53928		03/07/18	5014930	\$20.00
	Amazon.com AMZN.COM/B		03/08/18	5013515	\$23.58
	SUNSET PARK SELF STORA SEDRO WOO		03/12/18	5016210	\$100.00
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/12/18	5013110	\$49.74
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/12/18	5013515	\$18.17
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/12/18	5013515	\$11.91
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/12/18	5013515	\$190.86
	USPS PO 5476600270 SEDRO WOOL		03/13/18	5014220	\$150.00
	PUGET SOUND ENERGY 888-225-5		03/13/18	5014700	\$251.32
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/13/18	5013515	\$24.00

	AMAZON MKTPLACE PMTS AMZN.COM/B		03/13/18	5013515	\$6.49
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/13/18	5013515	\$21.03
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/13/18	5013515	\$21.99
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/13/18	5013515	\$21.47
	SEDRO-WOLLEY FOOD SEDRO-WOOL		03/14/18	5014310	\$22.28
	USPS.COM POSTAL STORE 800-782-6		03/14/18	5014220	\$289.90
	Amazon.com AMZN.COM/B		03/14/18	5013512	\$418.70
	AMAZON MKTPLACE PMTS AMZN.COM/B		03/14/18	5013515	\$22.12
	ADOBE SYSTEMS INC. 800-833-6		03/14/18	5014930	\$27.11
	CNGC/SPEEDPAY 888-522-1		03/14/18	5014700	\$305.97
	FLUENTSTREAM TECHNOLOG 877-31264		03/15/18	5014210	\$202.30
	LOWES #00035* MOUNT VER		03/15/18	5013512	\$519.72
	RITE AID STORE - 5248 SEDRO WOOL		03/15/18	5013180	\$35.24
	FUEL EXPRESS SEDRO WOO SEDRO WOO		03/16/18	5014910	\$75.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		03/16/18	5014910	\$7.09
	HAGGEN #3436 BURLINGTO		03/16/18	5013180	\$17.98
	DOLLAR TREE BURLINGTO		03/16/18	5013180	\$13.02
	EIG*PowWeb 866-53928		03/16/18	5014930	\$3.95
	AMAZON MKTPLACE PMTS W WWW.AMAZO		03/16/18	5013110	\$109.34
	HAGGEN #3436 BURLINGTO		03/20/18	5013180	\$32.96
	DOLLAR TREE MOUNT VER		03/20/18	5013180	\$12.44
	CASH AND CARRY52105707 BURLINGTO		03/20/18	5013180	\$43.32
	SQ *RCN COMMUNICATI 877-417-4		03/20/18	5014212	\$113.23
	HOBBY-LOBBY #558 MOUNT VER		03/21/18	5013180	\$38.02
	THE WOOLLEY MARKET SEDRO WOOL		03/21/18	5013180	\$16.48
	CASH AND CARRY52105707 BURLINGTO		03/21/18	5013180	\$33.95
	RITE AID STORE - 5248 SEDRO WOOL		03/22/18	6013110	\$8.99
	G-BROS BURLINGTO		03/23/18	5013512	\$48.82
	DOLLAR TREE BURLINGTO		03/23/18	5013180	\$40.30
	TARGET 00006965 BURLINGTO		03/23/18	5013180	\$58.57
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/26/18	5013515	\$26.98
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/26/18	5013515	\$39.41
	SEDRO WOOLLEY 360-85511		03/26/18	5014310	\$15.00
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/26/18	5013515	\$6.50
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/26/18	5013515	\$330.90
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/26/18	5013515	\$122.53
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/27/18	5013515	\$18.03
	SUNSET PARK SELF STORA SEDRO WOO		03/28/18	5016210	\$105.00
	AMAZON.COM AMZN.COM/BI AMZN.COM/		03/28/18	5013515	\$16.03
3/31/2018	Rite Aid	Petty Cash	03/28/18	5013180	\$27.66
	Rite Aid	Petty Cash	03/23/18	5013180	\$25.00
3/30/2018	Midwest Tape	95927225	03/19/18	5013515	\$24.40
	Midwest Tape	95919755	03/17/18	5013515	\$69.42
	Midwest Tape	95919756	03/17/18	5013515	\$58.04
	Midwest Tape	95931445	03/20/18	5013515	\$47.19


Midwest Tape	95936081	03/21/18	5013515	\$49.80
Midwest Tape	95936082	03/21/18	5013515	\$149.58
Frontline Cleaning	18241	03/19/18	5014187	\$44.00
WA DRS	1274807	03/20/18	5012200	\$25.00
Puget Sound Energy		03/21/18	5014700	\$332.11
Leaf	8249099	03/27/18	5013512	\$322.25
EBSCO	1800069	02/13/18	5014930	\$4.78
VM Investments	18-May	03/30/18	5014510	\$1,200.00
WA HCA	18-Apr	03/26/18	5012400	\$11,758.40
Demco	6336586	03/21/18	5013512	\$446.22

**TOTAL \$240,249.55**

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

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

\_\_\_\_\_

Ahmik Hindman, Trustee  
  
 \_\_\_\_\_  
 Darcy Resetar, Trustee

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



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

### General Ledger Detail Report

For Date Range: 2/1/2018 To: 2/28/2018

#### L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

<b>Beginning Cash Balance</b>	<b>\$734,305.92</b>
Cash Receipts	\$80.00
Investments Interest	\$2,465.28
Taxes Collected	\$15,625.51
State Forest Funds	\$38,059.29
Timber Excise	\$15,333.58
Leasehold Excise Tax	\$81.44
<b>Subtotal Cash Increases</b>	<b>\$71,645.10</b>
Investments Purchased	-\$2,465.28
Other Cash Decreases	-\$290.02
District Accounts Payable	-\$81,040.11
District Payroll	-\$20,881.70
District IGT Decreases	-\$665.50
<b>Subtotal Cash Decreases</b>	<b>-\$105,342.61</b>
<b>Ending Cash Balance</b>	<b>\$700,608.41</b>
<b>Beginning Investments</b>	<b>\$2,076,033.04</b>
Investments Purchased	\$2,465.28
<b>Ending Investments</b>	<b>\$2,078,498.32</b>
<b>Beginning Taxes Receivable</b>	<b>\$868,779.49</b>
Taxes Receivable	-\$16,178.37
<b>Ending Taxes Receivable</b>	<b>\$852,601.12</b>



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

### General Ledger Detail Report

For Date Range: 3/1/2018 To: 3/31/2018

#### L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

<b>Beginning Cash Balance</b>	<b>\$700,608.41</b>
Cash Receipts	\$26,858.54
Investments Interest	\$2,297.34
Taxes Collected	\$38,028.46
State Forest Funds	\$43,314.31
<b>Subtotal Cash Increases</b>	<b>\$110,498.65</b>
Investments Purchased	-\$2,297.34
District Accounts Payable	-\$238,446.62
District Payroll	-\$30,157.19
District IGT Decreases	-\$1,058.23
<b>Subtotal Cash Decreases</b>	<b>-\$271,959.38</b>
<b>Ending Cash Balance</b>	<b>\$539,147.68</b>
<b>Beginning Investments</b>	<b>\$2,078,498.32</b>
Investments Purchased	\$2,297.34
<b>Ending Investments</b>	<b>\$2,080,795.66</b>
<b>Beginning Taxes Receivable</b>	<b>\$852,601.12</b>
Taxes Receivable	-\$38,170.10
<b>Ending Taxes Receivable</b>	<b>\$814,431.02</b>



## Update on Consolidation

- Over February 16-20, the CSLD staff and the SWPL staff worked very hard to rearrange the Ball Street location to prepare for the reopening on February 21<sup>st</sup>.
- The circulation desk was removed and the District's shelving in storage was set up in the area formerly taken up by the circulation desk. Shelving was also set up in the basement for storage organization. All shelving purchased from Bellevue college is now in use.
- A staff-meeting was held where policies and procedures were discussed, and all employees received the Personnel Manual and the Library Services Manual. Staff also spent time working in the library automation system since the web-based version was new to the SWPL staff.
- In the first weeks after reopening, the library averaged over 200 visitors per day, with some days serving over 300 visitors.
- Library administration functions and cataloging/processing is taking place at the Metcalf location.
- Children's and Young Adult programming have continued at the new location with some special programs added such as Teen Self-Defense, Cupcake Wars, and a screening of the Jane Goodall documentary.
- Sara Harlan, Supervisory Librarian, is working part-time and has reinstated the book club. She has also had special programs including a screening of the documentary Resilience and Slow Art, a program focused on visual thinking strategies. She also has several thematic units planned that will include speaking engagements with experts in the field.
- The staff have plans for a Garden Party where the planters in the patio area will be highlighted (May 26).
- The collection is currently being worked on where some books are being replaced, put in storage, or removed due to dis-repair. Most of these books are going to the Friends Book Sale located in the red building at 100 W State Street. Other books are being shipped to Better World Books for credit towards items ordered from the book vendor we work with.

- The vibe of the library is positive and energetic, with many visitors and many activities going on.
- Overall, the feedback from patrons visiting the reimagined space has been overwhelmingly positive. Patrons are enjoying the children and teen areas as well as the reading room and the small meeting room.

## **Bookmobile**

- Usage in the Big Lake area averages 23 visits per month.
- Usage in the Day Creek community averages 54 visits per month.
- Hickson area visits are very low.
- Plans have been in development for the bookmobile to take STEM programming to summer schools in the district as part of the summer reading program.
- Fall plans for the bookmobile will include stops in the city of Sedro-Woolley.

## **State Audit**

- The library's biannual audit is currently taking place.
- All files from 2016-2017 have been delivered to the SAO's office.
- An onsite visit took place on 4/12 where cash receipting and accounts receivable were the focus.
- Due to the current desk audit happening earlier than anticipated, the online annual report has been filed ahead of schedule.
- At the time of this report, I do not have a sense as to when the audit will conclude.

## **Looking Ahead**

- I plan to have the first draft of the Board of County Commissioners Annual Report will be ready for the May Board meeting. Since a great deal has changed since February, I plan to also include slides on the consolidation as I know that this is something the BOCC will want to hear about.
- I will be on extended sick leave from May 7 until released to return to work. I will work in a very limited capacity to see that vouchers and payroll are completed. I am currently training other staff to help me in these roles. I will also be working on the BOCC report from home unless I run into complications.

**Budget vs Actual  
as of March 31, 2018**

	2018 Projected Income	YTD 2018 Actual Income	2018 Projected Expenses	YTD 2018 Actual Expenses	Percentage of Projected Expenses
<b>INCOME</b>					
Tax Funds	\$838,000	\$56,500			
Timber Funds	\$308,000	\$130,132			
Leasehold Excise Tax		\$81			
Timber Excise		\$15,334			
Cash (Fees, Cards Purchased)		\$126			
Library Svs Contract		\$26,858			
IGT Increase		\$42			
Investment Earnings		\$6,971			
	<b>\$1,146,000</b>	<b>\$236,044</b>			
<b>ONGOING EXPENSES</b>					
Personnel Expense			\$647,278	\$88,311	13.64%
Bookmobile			\$9,000	\$516	5.73%
Building Costs (Lease and Utilities)			\$26,400	\$11,113	42.10%
Software and Licensing 5014930			\$34,000	\$17,205	50.60%
Furniture, Fixtures, Equipment			\$4,000		0.00%
General Expenses*			\$83,000	\$28,078	33.83%
Library Materials (5013515 Books, DVDs, Audio)			\$94,000	\$19,192	20.42%
<b>ONGOING EXPENSE TOTALS</b>			<b>\$897,678</b>	<b>\$204,120</b>	<b>22.74%</b>
<b>ONE-TIME EXPENDITURES</b>					
Construction Account Shared with Sedro-Woolley			\$177,000	\$212,400	
Library Vehicle			\$25,000		
Consolidated Library Start-Up					
Library Equipment 5013512			\$8,000	\$8,647	
Lib Computer Equip 5013511			\$30,000	\$30,914	
Professional Services 5014110			\$10,000	\$17,184	
<b>Total One Time Expenditures</b>			<b>\$250,000</b>	<b>\$269,145</b>	<b>107.66%</b>

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 JANUARY 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	755,772.23	53,900.74	75,367.05-	734,305.92
Obj 118 TEMPORARY INVESTMENTS	2,073,824.58	2,208.46		2,076,033.04
Obj 121 TAXES RECEIVABLE (NET)	30,042.41	841,582.71	2,845.63-	868,779.49
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	32,520.85-	52,950.45	20,429.60-	
Obj 231 OTHER ACCRUED LIABILITIES	9,745.45-	9,745.45	9,010.28-	9,010.28-
Obj 257 DEFERRED REVENUE	30,042.41-	2,845.63	841,582.71-	868,779.49-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 JANAUARY 2018

Fnd L03 SEDRO-WOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2017 BUDGET
Sub 001 SEDRO-WOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES			2,845.63-	2,845.63-	
Obj 330 INTERGOVERNMENTAL REVENUES			48,717.58-	48,717.58-	
Obj 360 MISCELLANEOUS REVENUES			2,295.71-	2,295.71-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES		17,488.74		17,488.74	
Obj 520 PERSONNEL BENEFITS		1,920.66	41.82-	1,878.84	
Obj 530 SUPPLIES		9,089.67		9,089.67	
Obj 540 OTHER SERVICES AND CHARGES		10,072.42		10,072.42	
Obj 560 CAPITAL OUTLAYS		1,331.08		1,331.08	
Obj 599 BUDGET EXPENDITURES					1,252,678.00
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY D		39,902.57	53,900.74-	13,998.17-	1,252,678.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
JANUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL PRF	86403	20226?	01/15/18 WILLIAMS, JEANNE M	3,833.06	
	PRL PRF	86441	20319?	01/15/18 SANCHEZ-DAVILA, SANDRA I	1,654.40	
	PRL PRF	86441	20357?	01/15/18 CARMONA AVILA, RICARDO	1,232.00	
	PRL PRF	86441	20362?	01/15/18 HUNTER, CHRISTINE M	450.00	
	PRL PRF	86441	20363?	01/15/18 ALLEN, ALLIA E	1,309.00	
	PRL PRF	86551	20226?	01/31/18 WILLIAMS, JEANNE M	3,833.06	
	PRL PRF	86634	20319?	01/31/18 SANCHEZ-DAVILA, SANDRA I	1,858.56	
	PRL PRF	86634	20357?	01/31/18 CARMONA AVILA, RICARDO	1,384.32	
	PRL PRF	86634	20362?	01/31/18 HUNTER, CHRISTINE M	463.50	
	PRL PRF	86634	20363?	01/31/18 ALLEN, ALLIA E	1,470.84	
					-----	
L03 5011100	SALARIES AND WAGES					17,488.74
	PRL PRF	86506	?	01/25/18 SOCIAL SECURITY	648.60	
					-----	
L03 5012100	SOCIAL SECURITY					648.60
	PRL PRF	86506	?	01/25/18 RETIREMENT	1,019.61	
					-----	
L03 5012200	RETIREMENT					1,019.61
	PRL PRF	86506	?	01/25/18 LABOR AND INDUSTRIES	130.43	
	IGT PRF	77216	772161	01/29/18 L & I 4th per adj 2017	41.82-	
					-----	
L03 5012300	LABOR AND INDUSTRIES					88.61
	ACH PRF	77132	771321	01/29/18 4TH QTR 2017 ESD L03	122.02	
					-----	
L03 5012900	UNEMPLOYMENT COMPENSATION					122.02
	A/P PRF	122215	475037	01/23/18 AMAZON.COM ACC#604578781041989	382.25	
	A/P PRF	122217	475037	01/23/18 AMAZON.COM ACC#604578781041989	89.16	
					-----	
L03 5013110	OFFICE SUPPLIES					471.41
	A/P PRF	122215	475037	01/23/18 AMAZON.COM ACC#604578781041989	987.73	
					-----	
L03 5013180	LIBRARY PROGRAM COSTS					987.73

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
JANUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P PRF	122215	475037	01/23/18	AMAZON.COM ACC#604578781041989	133.08	
					-----	
L03 5013512	LIBRARY EQUIPMENT < \$5000					133.08
A/P PRF	122191	475180	01/19/18	MIDWESTTAPE ACC#2000014338	110.64	
A/P PRF	122191	475180	01/19/18	MIDWESTTAPE ACC#2000014338	174.65	
A/P PRF	122191	475180	01/19/18	MIDWESTTAPE ACC#2000014338	176.26	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	15.66	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	26.28	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	75.49	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	19.40	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	8.68	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	21.40	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L435161	1,659.70	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	53.22	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	52.60	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	17.50	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	17.53	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	18.79	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	2,790.93	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	55.73	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	17.50	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	70.75	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	204.62	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	49.33	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L435161	20.59	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L435161	35.21	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	38.81	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	18.79	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	140.87	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	88.88	
A/P PRF	122194	475043	01/19/18	BAKER&TAYLOR ACC#420693L424992	57.47	
A/P PRF	122215	475037	01/23/18	AMAZON.COM ACC#604578781041989	1,260.78	
A/P PRF	122217	475037	01/23/18	AMAZON.COM ACC#604578781041989	199.39	
					-----	
L03 5013515	LIBRARY BOOKS < \$5,000					7,497.45
A/P PRF	122191	475234	01/19/18	INTERPR TECH CSRPC LIBRARY	589.43	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
JANUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P PRF	122191	475074	01/19/18	SEDRO CITY ACC#16828	1,180.00	
A/P PRF	122214	475127	01/23/18	HCMP PS CSRPC LIBRARY	588.00	
A/P PRF	122214	475234	01/23/18	INTERPR TECH CSRPC LIBRARY	160.58	
A/P PRF	122218	475264	01/23/18	SKAGITLAWLLC CSRPC LIBRARY	675.00	
A/P PRF	122218	475264	01/23/18	SKAGITLAWLLC CSRPC LIBRARY	5,600.00	
					-----	
L03 5014110	PROFESSIONAL SERVICES					8,793.01
A/P PRF	122191	475109	01/19/18	FEDEX OFFICE ACC#32760001	26.43	
					-----	
L03 5014911	PRINTING					26.43
A/P PRF	122191	475196	01/19/18	OCLC INC CSRPC LIBRARY	109.83	
A/P PRF	122191	475300	01/19/18	ACC#217086	1,079.58	
ACH PRF	77131	77131	01/24/18	DEC 2017 DOR USE TAX	63.57	
					-----	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI					1,252.98
A/P PRF	122214	475321	01/23/18	MORGANJRVIRG CSRPC LIBRARY	1,331.08	
					-----	
L03 5016210	BUILDINGS AND STRUCTURES					1,331.08



SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 FEBRUARY 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	734,305.92	71,645.10	105,342.61-	700,608.41
Obj 118 TEMPORARY INVESTMENTS	2,076,033.04	2,465.28		2,078,498.32
Obj 121 TAXES RECEIVABLE (NET)	868,779.49		16,178.37-	852,601.12
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		81,040.11	129,887.23-	48,847.12-
Obj 231 OTHER ACCRUED LIABILITIES	9,010.28-	9,010.28	11,949.08-	11,949.08-
Obj 257 DEFERRED REVENUE	868,779.49-	16,178.37		852,601.12-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 FEBRUARY 2018

Fnd L03 SEDRO-WOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2017 BUDGET
Sub 001 SEDRO-WOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	2,845.63-		31,040.53-	33,886.16-	
Obj 330 INTERGOVERNMENTAL REVENUES	48,717.58-		38,025.38-	86,742.96-	
Obj 360 MISCELLANEOUS REVENUES	2,295.71-		2,579.19-	4,874.90-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	17,488.74	20,148.89		37,637.63	
Obj 520 PERSONNEL BENEFITS	1,878.84	10,643.96		12,522.80	
Obj 530 SUPPLIES	9,089.67	61,462.02	12.95-	70,538.74	
Obj 540 OTHER SERVICES AND CHARGES	10,072.42	25,466.33		35,538.75	
Obj 560 CAPITAL OUTLAYS	1,331.08	36,955.00		38,286.08	
Obj 599 BUDGET EXPENDITURES					1,252,678.00
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY D	13,998.17-	154,676.20	71,658.05-	69,019.98	1,252,678.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
FEBRUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL PRF	86696	20226?	02/15/18 WILLIAMS, JEANNE M	3,833.06	
	PRL PRF	86762	20319?	02/15/18 SANCHEZ-DAVILA, SANDRA I	1,703.68	
	PRL PRF	86762	20357?	02/15/18 CARMONA AVILA, RICARDO	1,268.96	
	PRL PRF	86762	20362?	02/15/18 HUNTER, CHRISTINE M	115.88	
	PRL PRF	86762	20363?	02/15/18 ALLEN, ALLIA E	1,278.23	
	PRL PRF	86851	20226?	02/28/18 WILLIAMS, JEANNE M	3,833.06	
	PRL PRF	86922	20319?	02/28/18 SANCHEZ-DAVILA, SANDRA I	1,829.52	
	PRL PRF	86922	20357?	02/28/18 CARMONA AVILA, RICARDO	1,369.90	
	PRL PRF	86922	20362?	02/28/18 HUNTER, CHRISTINE M	332.18	
	PRL PRF	86922	20363?	02/28/18 ALLEN, ALLIA E	1,505.86	
	PRL PRF	86922	20417?	02/28/18 ANDERSSON, MARY S	621.00	
	PRL PRF	86922	20420?	02/28/18 BOHMBACH, CAROL F	729.00	
	PRL PRF	86922	20419?	02/28/18 JACOBSON, ROBERTA R	256.25	
	PRL PRF	86922	20418?	02/28/18 JOHNSON, TERESA J	1,472.31	
L03 5011100	SALARIES AND WAGES				17,488.74	37,637.63
	PRL PRF	86649	?	02/09/18 SOCIAL SECURITY	689.29	
	PRL PRF	86810	?	02/23/18 SOCIAL SECURITY	627.28	
L03 5012100	SOCIAL SECURITY				648.60	1,965.17
	PRL PRF	86649	?	02/09/18 RETIREMENT	1,085.45	
	PRL PRF	86810	?	02/23/18 RETIREMENT	1,026.67	
L03 5012200	RETIREMENT				1,019.61	3,131.73
	PRL PRF	86649	?	02/09/18 LABOR AND INDUSTRIES	137.27	
	PRL PRF	86810	?	02/23/18 LABOR AND INDUSTRIES	105.65	
L03 5012300	LABOR AND INDUSTRIES				88.61	331.53
	A/P PRF	122475	476446	02/09/18 WASTHEALTH SKAG CO RURAL LIBRA	6,972.35	
L03 5012400	MEDICAL					6,972.35
L03 5012900	UNEMPLOYMENT COMPENSATION				122.02	122.02

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
FEBRUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF	122402	475686	02/06/18 VISA ACC#4798510055285114	59.53	
	A/P PRF	122646	476959	02/26/18 AMAZON.COM SKAG CO RURAL LIBRA	227.11	
	ACH PRF	77595	775951	02/26/18 DEC 2017 DOR USE TAX	1.27	
					-----	
L03 5013110	OFFICE SUPPLIES				471.41	759.32
	A/P PRF	122396	476371	02/06/18 SARVEYWILDLI CSRPC LIBRARY	400.00	
	A/P PRF	122402	475686	02/06/18 VISA ACC#4798510055285114	334.63	
	A/P PRF	122646	476959	02/26/18 AMAZON.COM SKAG CO RURAL LIBRA	706.50	
					-----	
L03 5013180	LIBRARY PROGRAM COSTS				987.73	2,428.86
	A/P PRF	122628	476473	02/22/18 INTERPR TECH CSRPC LIBRARY	30,262.70	
					-----	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50					30,262.70
	A/P PRF	122487	476370	02/12/18 INTERPR TECH SKAG CO RURAL LIB	6,841.78	
	A/P PRF	122487	476370	02/12/18 INTERPR TECH SKAG CO RURAL LIB	9,585.21	
	A/P PRF	122487	476370	02/12/18 INTERPR TECH SKAG CO RURAL LIB	6,415.39	
	A/P PRF	122646	476959	02/26/18 AMAZON.COM SKAG CO RURAL LIBRA	2,265.16	
					-----	
L03 5013512	LIBRARY EQUIPMENT < \$5000				133.08	25,240.62
	A/P PRF	122396	476299	02/06/18 MIDWESTTAPE ACC#2000014338	327.70	
	A/P PRF	122396	476299	02/06/18 MIDWESTTAPE ACC#2000014338	41.76	
	A/P PRF	122402	475686	02/06/18 VISA ACC#4798510055285114	12.95	
	A/P PRF	122475	476299	02/09/18 MIDWESTTAPE SKAG CO RURAL LIBR	341.07	
	A/P PRF	122475	476299	02/09/18 MIDWESTTAPE SKAG CO RURAL LIBR	273.52	
	A/P PRF	122475	476299	02/09/18 MIDWESTTAPE SKAG CO RURAL LIBR	264.13	
	A/P PRF	122475	476299	02/09/18 MIDWESTTAPE SKAG CO RURAL LIBR	107.93	
	A/P PRF	122475	476299	02/09/18 MIDWESTTAPE SKAG CO RURAL LIBR	58.57	
	A/P PRF	122475	476174	02/09/18 EDBISHOP SKAG CO RURAL LIBRARY	5.00	
	A/P PRF	122476	476090	02/09/18 BAKER&TAYLOR SKAG CO RURAL LIB	18.79	
	A/P PRF	122476	476090	02/09/18 BAKER&TAYLOR SKAG CO RURAL LIB	179.74	
	A/P PRF	122476	476090	02/09/18 BAKER&TAYLOR SKAG CO RURAL LIB	142.82	
	A/P PRF	122476	476090	02/09/18 BAKER&TAYLOR SKAG CO RURAL LIB	45.46	
	A/P PRF	122476	476090	02/09/18 BAKER&TAYLOR SKAG CO RURAL LIB	12.53	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
FEBRUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	18.27	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	55.71	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	70.04	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	55.73	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	134.80	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	31.57	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	106.71	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	15.57	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	155.98	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	95.07	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	72.61	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	91.93	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	18.41	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	26.62	
A/P PRF	122476	476090	02/09/18	BAKER&TAYLOR SKAG CO RURAL LIB	41.72	
A/P PRF	122643	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	143.02	
A/P PRF	122643	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	246.69	
A/P PRF	122643	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	30.31	
A/P PRF	122643	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	105.75	
A/P PRF	122643	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	192.01	
A/P PRF	122645	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	236.47	
A/P PRF	122645	477147	02/23/18	MIDWESTTAPE SKAG CO RURAL LIBR	161.56	
A/P PRF	122646	476959	02/26/18	AMAZON.COM SKAG CO RURAL LIBRA	423.82	
ACH PRF	77595	775951	02/26/18	DEC 2017 DOR USE TAX	13.35	
					-----	
L03 5013515	LIBRARY BOOKS < \$5,000				7,497.45	11,847.24
A/P PRF	122475	476129	02/09/18	SEDRO CITY SKAG CO RURAL LIBRA	1,180.00	
A/P PRF	122487	476370	02/12/18	INTERPR TECH SKAG CO RURAL LIB	7,420.32	
A/P PRF	122643	477080	02/23/18	HCMP PS SKAG CO RURAL LIBRARY	126.00	
A/P PRF	122643	477011	02/23/18	SEDRO CITY SKAG CO RURAL LIBRA	1,180.00	
A/P PRF	122645	477186	02/23/18	PRESIDIO INC SKAG CO RURAL LIB	6,537.71	
A/P PRF	122645	477002	02/23/18	CENTRAL MOVE SKAG CO RURAL LIB	438.75	
					-----	
L03 5014110	PROFESSIONAL SERVICES				8,793.01	25,675.79
A/P PRF	122396	476197	02/06/18	FRONTLINELLC CSRPC LIBRARY	295.00	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
FEBRUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P PRF 122645	477060	02/23/18	FRONTLINE LLC SKAG CO RURAL LIB	290.00	
L03 5014187	JANITORIAL					859.14
	A/P PRF 122402	475686	02/06/18	VISA ACC#4798510055285114	859.14	
L03 5014212	TELEPHONE INTERNET					859.14
	A/P PRF 122402	475686	02/06/18	VISA ACC#4798510055285114	1.61	
L03 5014220	POSTAGE					1.61
	A/P PRF 122402	475678	02/06/18	WILLIAMSJEAN CSRPC LIBRARY	139.48	
	A/P PRF 122402	475686	02/06/18	VISA ACC#4798510055285114	112.26	
	A/P PRF 122475	476288	02/09/18	MARYGROBINS SKAG CO RURAL LIBR	47.63	
L03 5014310	TRAVEL					299.37
	IGT PRF 77604	776041	02/27/18	A20170128 MARCH 18	665.50	
L03 5014510	RENTALS					665.50
	A/P PRF 122402	475686	02/06/18	VISA ACC#4798510055285114	1,154.04	
L03 5014700	UTILITIES					1,154.04
	A/P PRF 122402	475686	02/06/18	VISA ACC#4798510055285114	150.00	
L03 5014910	MISCELLANEOUS					150.00
	A/P PRF 122643	477051	02/23/18	FEDERALEXPRES SKAG CO RURAL LIB	26.43	
L03 5014911	PRINTING				26.43	52.86
	A/P PRF 122475	476456	02/09/18	WESTERNWAUNI SKAG CO RURAL LIB	230.00	
L03 5014920	EDUCATION/TRAINING					230.00

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 FEBRUARY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P PRF	122396	476311	02/06/18	NEWSBANKINC ACC#RN877916	3,240.00	
A/P PRF	122402	475686	02/06/18	VISA ACC#4798510055285114	91.06	
A/P PRF	122475	476299	02/09/18	MIDWESTTAPE SKAG CO RURAL LIBR	896.17	
A/P PRF	122643	477164	02/23/18	OCLC INC SKAG CO RURAL LIBRARY	109.83	
ACH PRF	77595	775951	02/26/18	DEC 2017 DOR USE TAX	275.40	
					-----	-----
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				1,252.98	5,865.44
A/P PRF	122402	475686	02/06/18	VISA ACC#4798510055285114	355.00	
A/P PRF	122472	476437	02/09/18	MORGANJRVIRG CENTRAL SKAGIT LI	1,200.00	
A/P PRF	122643	477011	02/23/18	SEDRO CITY SKAG CO RURAL LIBRA	17,700.00	
A/P PRF	122643	477011	02/23/18	SEDRO CITY SKAG CO RURAL LIBRA	17,700.00	
					-----	-----
L03 5016210	BUILDINGS AND STRUCTURES				1,331.08	38,286.08

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 MARCH 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	700,608.41	141,061.35	302,222.08-	539,447.68
Obj 118 TEMPORARY INVESTMENTS	2,078,498.32	2,297.34		2,080,795.66
Obj 121 TAXES RECEIVABLE (NET)	852,601.12		38,170.10-	814,431.02
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	48,847.12-	298,972.02	250,124.90-	
Obj 231 OTHER ACCRUED LIABILITIES	11,949.08-	11,949.08	12,969.65-	12,969.65-
Obj 257 DEFERRED REVENUE	852,601.12-	38,170.10		814,431.02-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-



SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 MARCH 2018

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2017 BUDGET
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	33,886.16-		38,028.46-	71,914.62-	
Obj 330 INTERGOVERNMENTAL REVENUES	86,742.96-		43,291.19-	130,034.15-	
Obj 340 CHARGES FOR GOODS AND SERV			26,858.54-	26,858.54-	
Obj 360 MISCELLANEOUS REVENUES	4,874.90-		2,320.46-	7,195.36-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	37,637.63	25,935.03		63,572.66	
Obj 520 PERSONNEL BENEFITS	12,522.80	12,215.08		24,737.88	
Obj 530 SUPPLIES	70,538.74	13,291.02	22,842.38-	60,987.38	
Obj 540 OTHER SERVICES AND CHARGES	35,538.75	23,178.33	7,491.59-	51,225.49	
Obj 560 CAPITAL OUTLAYS	38,286.08	177,250.00		215,536.08	
Obj 599 BUDGET EXPENDITURES					1,252,678.00
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	69,019.98	251,869.46	140,832.62-	180,056.82	1,252,678.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	PRL APP	86999	20226?	03/15/18 WILLIAMS, JEANNE M	3,833.06	
	PRL APP	87066	20417?	03/15/18 ANDERSSON, MARY S	911.25	
	PRL APP	87066	20420?	03/15/18 BOHMBACH, CAROL F	884.25	
	PRL APP	87066	20419?	03/15/18 JACOBSON, ROBERTA R	300.00	
	PRL APP	87066	20418?	03/15/18 JOHNSON, TERESA J	1,963.08	
	PRL APP	87066	20422?	03/15/18 HARLAN, SARA E	291.90	
	PRL APP	87066	20319?	03/15/18 SANCHEZ-DAVILA, SANDRA I	1,703.68	
	PRL APP	87066	20357?	03/15/18 CARMONA AVILA, RICARDO	1,268.96	
	PRL APP	87066	20362?	03/15/18 HUNTER, CHRISTINE M	548.48	
	PRL APP	87066	20363?	03/15/18 ALLEN, ALLIA E	1,260.72	
	PRL APP	87139	20226?	03/31/18 WILLIAMS, JEANNE M	3,833.06	
	PRL APP	87196	20319?	03/31/18 SANCHEZ-DAVILA, SANDRA I	1,703.68	
	PRL APP	87196	20357?	03/31/18 CARMONA AVILA, RICARDO	1,268.96	
	PRL APP	87196	20362?	03/31/18 HUNTER, CHRISTINE M	463.50	
	PRL APP	87196	20363?	03/31/18 ALLEN, ALLIA E	1,155.66	
	PRL APP	87196	20417?	03/31/18 ANDERSSON, MARY S	1,066.50	
	PRL APP	87196	20420?	03/31/18 BOHMBACH, CAROL F	648.00	
	PRL APP	87196	20419?	03/31/18 JACOBSON, ROBERTA R	309.38	
	PRL APP	87196	20418?	03/31/18 JOHNSON, TERESA J	2,173.41	
	PRL APP	87196	20422?	03/31/18 HARLAN, SARA E	347.50	
L03 5011100	SALARIES AND WAGES				37,637.63	63,572.66
	PRL APP	86954	?	03/09/18 SOCIAL SECURITY	914.10	
	PRL APP	87096	?	03/23/18 SOCIAL SECURITY	991.84	
L03 5012100	SOCIAL SECURITY				1,965.17	3,871.11
	PRL APP	86954	?	03/09/18 RETIREMENT	1,442.80	
	PRL APP	87096	?	03/23/18 RETIREMENT	1,501.78	
L03 5012200	RETIREMENT				3,131.73	6,076.31
	PRL APP	86954	?	03/09/18 LABOR AND INDUSTRIES	182.75	
	PRL APP	87096	?	03/23/18 LABOR AND INDUSTRIES	209.46	
L03 5012300	LABOR AND INDUSTRIES				331.53	723.74

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P APP 122814	478089	03/09/18	WASTHEALTH ACC#900 D15	6,972.35	
					-----	-----
L03 5012400	MEDICAL				6,972.35	13,944.70
					-----	-----
L03 5012900	UNEMPLOYMENT COMPENSATION				122.02	122.02
	A/P APP 122758	477573	03/06/18	RELIANCEBARC SKAG CO RURAL LIB	740.11	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	52.24	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	3.23	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	290.53	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	46.83	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	60.09	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	8.66	
	A/P APP 122929	478348	03/20/18	LABORLAW SKAG CO LIBRARY DISTR	119.80	
	A/P APP 122932	478218	03/20/18	DEMCO SKAG CO LIBRARY DIST 3	163.02	
	A/P APP 123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	87.76	
					-----	-----
L03 5013110	OFFICE SUPPLIES				759.32	2,331.59
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	175.34	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	41.97	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	43.39	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	21.40	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	22.01	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	24.41	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	32.55	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	55.16	
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	44.11	
	A/P APP 123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	807.68	
					-----	-----
L03 5013180	LIBRARY PROGRAM COSTS				2,428.86	3,696.88
	A/P APP 122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	217.38	
	A/P APP 123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	433.96	
					-----	-----
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				30,262.70	30,914.04
	A/P APP 122732	476370	03/05/18	INTERPR TECH SKAG CO RURAL LIB	9,585.21-	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

						Opening	Closing
						Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI						
A/P APP	122732	476370	03/05/18	INTERPR TECH SKAG CO RURAL LIB	6,415.39-		
A/P APP	122732	476370	03/05/18	INTERPR TECH SKAG CO RURAL LIB	6,841.78-		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	193.30		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	1,000.98		
A/P APP	122814	477928	03/09/18	LEAF ACC#1004081279001	292.95		
A/P APP	123032	478789	03/26/18	OASYS CENTRAL SKAGIT RURAL LIB	202.06		
A/P APP	123041	478656	03/27/18	BUDGETBLINDS CENTRAL SKAGIT RU	1,073.52		
A/P APP	123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	213.57		
						-----	
L03 5013512	LIBRARY EQUIPMENT < \$5000					25,240.62	5,374.62
A/P APP	122758	477519	03/06/18	MIDWESTTAPE SKAG CO RURAL LIBR	104.12		
A/P APP	122758	477519	03/06/18	MIDWESTTAPE SKAG CO RURAL LIBR	88.95		
A/P APP	122758	477519	03/06/18	MIDWESTTAPE SKAG CO RURAL LIBR	214.60		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	65.09		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	34.17		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	19.91		
A/P APP	122814	477881	03/09/18	INGRAM SVC ACC#2002014	294.58		
A/P APP	122937	478384	03/20/18	MIDWESTTAPE SKAG CO LIBRARY DI	446.64		
A/P APP	122937	478384	03/20/18	MIDWESTTAPE SKAG CO LIBRARY DI	116.31		
A/P APP	122937	478384	03/20/18	MIDWESTTAPE SKAG CO LIBRARY DI	288.54		
A/P APP	122937	478384	03/20/18	MIDWESTTAPE SKAG CO LIBRARY DI	182.78		
A/P APP	123031	478770	03/26/18	MIDWESTTAPE CENTRAL SKAGIT RUR	170.36		
A/P APP	123031	478770	03/26/18	MIDWESTTAPE CENTRAL SKAGIT RUR	61.36		
A/P APP	123031	478770	03/26/18	MIDWESTTAPE CENTRAL SKAGIT RUR	330.83		
A/P APP	123031	478770	03/26/18	MIDWESTTAPE CENTRAL SKAGIT RUR	88.95		
A/P APP	123031	478770	03/26/18	MIDWESTTAPE CENTRAL SKAGIT RUR	209.89		
A/P APP	123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	389.98		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	92.57		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	17.88		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	45.03		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	12.26		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	70.93		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	28.27		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	27.05		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	13.32		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	17.88		

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

						Opening	Closing
						Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI						
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	908.97		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	37.05		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	6.89		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	106.08		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	69.04		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	619.24		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	374.13		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	195.21		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	17.88		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	16.61		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	178.53		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	100.82		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	352.13		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	223.71		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	60.77		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	15.38		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	17.23		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	12.81		
A/P APP	123056	478639	03/27/18	BAKER&TAYLOR CENTRAL SKAGIT RU	78.28		
						-----	-----
L03 5013515	LIBRARY BOOKS < \$5,000					11,847.24	18,670.25
A/P APP	122732	476370	03/05/18	INTERPR TECH SKAG CO RURAL LIB	7,420.32		
A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	460.14		
A/P APP	122814	478048	03/09/18	SKAGITVALLEY CSRPC LIBRARY	194.00		
A/P APP	122814	477867	03/09/18	GUARDIAN SEC ACC#101794	165.00		
A/P APP	122814	477818	03/09/18	DAHLS ELEC ACC#6883	6,371.75		
A/P APP	122814	477999	03/09/18	PRESIDIO INC CSRPC LIBRARY	4,274.90		
A/P APP	122814	477796	03/09/18	SEDRO CITY ACC#16828	1,180.00		
A/P APP	122814	477949	03/09/18	MICH BUS MAC ACC#CS01	138.50		
A/P APP	122922	478313	03/20/18	CIRCUITSOLUT CSRPC LIBRARY	393.31		
A/P APP	122932	478290	03/20/18	HCMP PS SKAG CO LIBRARY DIST 3	154.00		
A/P APP	122937	478473	03/20/18	INTERPR TECH SKAG CO LIBRARY D	164.11		
						-----	-----
L03 5014110	PROFESSIONAL SERVICES					25,675.79	31,751.18
IGT APP	77979	779791	03/27/18	1ST QTR AUD SVCS	1,058.23		

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

						Opening	Closing
						Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI						
L03 5014120	ACCOUNTING SERVICES						1,058.23
	A/P APP	123032	478710	03/26/18	FRONTLINELLC CENTRAL SKAGIT RU	365.00	
L03 5014187	JANITORIAL					585.00	950.00
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	76.03	
L03 5014210	TELEPHONE						76.03
	A/P APP	122758	477380	03/06/18	COMCAST SKAG RURAL LIBRARY	475.39	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	196.87	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	135.09	
	A/P APP	122844	477709	03/13/18	COMCAST ACC#8498300160691420	475.39	
	A/P APP	123032	478869	03/26/18	VERIZONWIREL CENTRAL SKAGIT RU	135.09	
	A/P APP	123039	478676	03/27/18	COMCAST CENTRAL SKAGIT RURAL L	238.97	
L03 5014212	TELEPHONE INTERNET					859.14	2,515.94
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	1.63	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	2.68	
L03 5014220	POSTAGE					1.61	5.92
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	18.41	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	15.00	
L03 5014310	TRAVEL					299.37	332.78
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	3.00	
L03 5014410	ADVERTISING						3.00
	A/P APP	122814	478083	03/09/18	MORGANJRVIRG CSRPC LIBRARY	1,200.00	
L03 5014510	RENTALS					665.50	1,865.50

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

						Opening	Closing
						Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI						
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	104.95	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	192.57	
	A/P APP	122937	478174	03/20/18	CASCADE GAS SKAG CO LIBRARY DI	353.99	
	A/P APP	122937	478174	03/20/18	CASCADE GAS SKAG CO LIBRARY DI	78.94	
	A/P APP	122937	478191	03/20/18	SEDRO CITY SKAG CO LIBRARY DIS	99.20	
	A/P APP	123032	478808	03/26/18	PUD #1 CENTRAL SKAGIT RURAL LI	134.47	
	A/P APP	123039	478672	03/27/18	SEDRO CITY CENTRAL SKAGIT RURA	192.57	
						-----	-----
L03 5014700	UTILITIES					1,154.04	2,310.73
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	73.26	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	60.33	
	A/P APP	123055	478630	03/27/18	AMAZON.COM CENTRAL SKAGIT RURA	71.27-	
						-----	-----
L03 5014910	MISCELLANEOUS					150.00	212.32
						-----	-----
L03 5014911	PRINTING					52.86	52.86
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	95.00	
						-----	-----
L03 5014920	EDUCATION/TRAINING					230.00	325.00
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	60.00	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	17.40	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	27.11	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	3.95	
	A/P APP	122814	477955	03/09/18	MIDWESTTAPE ACC#2000014367	659.27	
	A/P APP	122922	478534	03/20/18	SWANKMOVIE ACC#202664001	543.00	
	A/P APP	122937	478413	03/20/18	OCLC INC SKAG CO LIBRARY DIST	109.83	
	A/P APP	123032	478812	03/26/18	RECORDED BKS CENTRAL SKAGIT RU	1,000.00	
	A/P APP	123032	478812	03/26/18	RECORDED BKS CENTRAL SKAGIT RU	1,480.00	
						-----	-----
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI					5,865.44	9,766.00
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	150.00	
	A/P APP	122761	477301	03/06/18	VISA SKAG CO RURAL LIBRARY	100.00	
	A/P APP	122814	477796	03/09/18	SEDRO CITY ACC#16828	17,700.00	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
MARCH 2018

					Opening Balance	Closing Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	A/P APP 123032	478672	03/26/18	SEDRO CITY CENTRAL SKAGIT RURA	159,300.00	
L03 5016210	BUILDINGS AND STRUCTURES				38,286.08	215,536.08



Central Skagit Rural Partial County Library District

Board Retreat Agenda

702 Metcalf Street, Sedro-Woolley

Saturday, May 19, 2018

9:00am

1. Overview: Review Agenda & Meeting Ground Rules
2. Introductions & New Member Welcome
3. Purpose, Roles, Ground Rules: Review
4. Board Self-Assessment (based against Purpose, Roles, Ground Rules)
5. Working Lunch: Review 2017 Accomplishments & 2018 Strategic Focus
6. 2019 Strategic Focus Discussion
7. Bylaws Review & Discussion
8. Director Evaluation Process & Timing
9. Summarize action items and next steps; meeting debrief
10. Adjourn 3:00pm

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

**This Interlocal agreement is made this 22<sup>nd</sup> day of February, 2018, between the Central Skagit Rural Partial County Library District hereinafter referred to as CSLD, and the City of Burlington, hereinafter referred to as Burlington.**

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

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

**Whereas,** the CSLD Board of Trustees, and the Burlington City Council and the Board of Trustees of the Burlington Public Library (hereinafter referred to as BPL) 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 January 1, 2018 and extend until terminated.

**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 boundaries of the Central Skagit Rural Partial County Library District or the City of Burlington, 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.

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

(c.) A cardholder of CSLD, except non-resident library cardholders, shall be entitled to all of the privileges of a Resident Cardholder of BPL; likewise, a cardholder of BPL, except non-resident library cardholders, shall be entitled to all the privileges of a Resident Cardholder of CSLD.

(d.) 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 by giving ninety (90) days written notice to the other Party, provided that termination shall not affect or impair this Agreement of the Parties that are agreed to 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 Library*  
Attn: Library Director  
720 Metcalf St.  
Sedro-Woolley, WA 98284

*To the Burlington Public Library*  
Attn: Library Director  
820 E. Washington Ave.  
Burlington, WA 98233

**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.

**CITY OF BURLINGTON**



By: **Steve Sexton, Mayor**

Date: 2/23/18

**CENTRAL SKAGIT LIBRARY DISTRICT**



By: **Board of Trustees**

Date: 1/19/2018

**APPROVED AS TO FORM:**



By: **City Attorney**

**ATTEST:**



By: **Board of Trustees**

**ATTEST:**



By: **Finance Director**

**Approve:**



By: **Board of Trustees**

**Approve:**



By: **, President Burlington Library Board**