

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
August 16, 2018
7:00 p.m.

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

Approval of the Regular Meeting Minutes from July 19, 2018
Approval of July 2018 Payroll in the amount of \$33,213.52
Approval of July 2018 Vouchers in the amount of \$46,323.52
General Ledger Report for July 2018
Balance Sheets for July 2018

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Update and Upcoming Joint Meetings (Information)
 - B. Committee Update on Director Evaluation (E,N)
10. New Business
 - A. 2019 Budget Assumptions (E)
 - B. Food Policy (D)
11. Other Business
12. Executive Session (if needed)

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

Legend:

E = Explore Topic
N = Narrow Options
D = Decision

Information = Informational items and updates on projects
Parking Lot = Items tabled for a later discussion

Current Parking Lot Items:

Foundation Development involving Friends of the Library

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

1. Call to Order 7:00pm

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

Staff Present: Jeanne Williams, Director

2. Public Comments

Bob Abrams – shared that he was disappointed in the book culling process as a series that he was reading (The Borrowers) was removed from the collection before he was finished reading it. He said he hoped staff would make sure that patrons aren't reading a series that is being removed. He also said that he was shocked to learn that the architect was telling the public that 20,000 to 30,000 items would be removed.

Wayne Carlson – shared that he had attended the public meeting about the new library design and thought it would be great if the library could work with Skagit Transit to have the library as a stop for Dial-a-Ride and transit, particularly for those in wheelchairs and walkers. He also shared that he had forgotten to look to see if the staff would have lines of sight to the bathroom entrances. He stated that he had a friend who had walked in on illegal activities in a bathroom at Burlington Library and he was hoping that staff would be able to see the bathroom entrances to help limit illegal or inappropriate bathroom usage.

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Ahmik Hindman
Motion 2: Mindy Coslor
Unanimous

4. Consent Agenda Items

Motion to approve the Consent Agenda.

Motion 1: Mindy Coslor
Motion 2: Darcy Resetar

Unanimous

Approval of the Retreat Minutes from May 19, 2018

Approval of the Regular Meeting Minutes from May 24, 2018

Approval of May 2018 Payroll in the amount of \$29,298.65

Approval of May 2018 Vouchers in the amount of \$44,936.85

General Ledger Report for May 2018

Balance Sheets for May 2018

5. Conflict of Interest – None Reported
6. Communications – None Reported
7. Report of the Director (attached to previous meeting materials)

Jeanne Williams spent a great deal of time over the last month looking at the collection statistics for age and circulation. Over the last three months no more than 6-7% of the collection is checked out at any given time. The goal is to get the collection up to 20% or more checked out at any given time. 12% of the collection has not checked out at all in 5 years or more. 66% of the nonfiction was published in 2007 or earlier. Older legal and medical materials are dangerous due to outdated information and should not be given away or sold. Non-fiction will be updated.

Circulation statistics show that since March, as a consolidated library, there has been a 21% increase in circulation compared to that of each of the libraries separately.

Technology updates of staff computers, firewall, server and security cameras have been completed. Security cameras are not accessible to any other entity or person outside of the library. A recent major power outage damaged the patron computers, so those will be replaced.

Friends of the Library are being overwhelmed with discarded books and donations. They have reached out to local schools, churches and civic organizations to offer free books. Thus far there has not been much interest. Better World Books also has limitations on what they will accept in used books. The reality is that some books will need to be recycled.

Two new databases will be up and running in the following weeks. One is an up to date travel guide (like Frommer's) as well as a world food guide.

Over the last few months, several patrons and groups have contacted me to find out if they could use the Metcalf location for meetings, studying, etc. because the Ball Street location is so busy and so small that it cannot accommodate. This indicates a need for these types of spaces.

Ahmik Hindman asked if the recent payment to SirsiDynix was the penalty fee and Jeanne Williams stated that he was correct.

Darcy Resetar shared that she and her family have really enjoyed using the library this summer, especially all of the activities and events for all ages. She has enjoyed the adult summer reading bingo.

Mary Alice Grobins shared that she toured the garden area and was impressed with the work being done by patrons, staff and volunteers and hopes that the new library facility can have a similar garden area.

8. Unfinished Business

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

The 30% design meeting took place, but no boards from that meeting are on display because of the changes being made to internal spaces and exterior look. There is a great deal of work going on with the site design with the city of Sedro-Woolley (water lines, power poles, fire/EMS access, etc.) The next joint meeting will be on October 3rd for 60% design. Architectural drawings and schematics will follow that with the hope to bid the project in early 2019.

Mary Alice Grobins shared that there have been questions about collection size in the new building, appropriate collection for the population, and collection space for growth in the future.

Jeanne Williams shared that one cannot equate floor space with the number of volumes that will fit in a building. What was not apparent in the design drawings is that there would be 200 feet more in linear feet of shelving. Current population is approximately 26,000 and at a 2 per capita formula, an appropriate collection size would be approximately 52,000. Libraries serving this size population in this state have materials per capita numbers ranging from 1.6 to 2.5 per capita. The current shelving plan in the new library design will accommodate 61,000-63,000 items, which will allow for growth over 20 years. Another factor that will affect collection space needs is the rising circulation of electronic materials. While Central Skagit Library is in a growth phase and is seeing rising physical materials circulation, most surrounding libraries and libraries throughout the state are seeing declining physical materials circulation. Libraries are beginning to shift spending away from physical materials and towards electronic materials and this library may one day see that same shift. Finally, with a more updated collection, it is likely that a higher percentage of items will be checked out at any given time, which frees up shelving space.

Mary Alice Grobins asked if her understanding that the current collection of about 61,000 items could be picked up and moved into the new library based on current linear feet plans is correct. Jeanne Williams stated that this understanding is correct. Mary Alice Grobins furthered that, if the newer collection reached the higher percentage checked out, such as 20%, then this would also require less shelving overall.

B. Committee Update on Director Evaluation

Darcy Resetar shared the work that she and Mindy Coslor had done regarding the Director Evaluation. They met with Catherine McHugh by phone to discuss the timing and the evaluation tool. Catherine shared several tools with them to aid them in creating one for the library district. Darcy further shared that she would be sending out a survey to get input from the Trustees and the director on the competencies to include in the tool.

C. Recommendation of State Holiday Pay

Jeanne Williams provided a memo (Appendix 1) with a recommendation on state holiday pay for those who may work on a state holiday. The recommendation included allowing double-time pay for those who do regular library work, such as checking book drops and otherwise checking on the library, on a state holiday. However, those who wish to participate in civic events on state holidays will do so only on a volunteer basis and not in as an employee on library time.

Motion to accept the recommendation for state holiday pay for employees working on a state holiday.

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Unanimous

10. New Business

A. 2018 Budget Amendment Resolution (Appendix 2)

Jeanne Williams explained the reason there would need to be a budget amendment. The addition of \$35,400 to the 2018 budget would reflect the actual amount paid to the shared construction account with the city of Sedro-Woolley. Originally it was misunderstood that the payments would begin with the consolidation date of February 19th. However, the payments began immediately following the effective date of the Library Partnership Interlocal Agreements in December of 2017. The addition of \$316,563 would cover the purchase of the Iron Skillet property for the new library facility project.

Motion to accept Resolution 2018-5 to amend the 2018 Budget.

Motion 1: Mindy Coslor

Motion 2: Darcy Resetar

Unanimous

11. Other Business

Mary Alice Grobins stated that she would be asking library staff to research grant options for photovoltaic cells, water re-use systems, and other resource-saving options for the new library project.

Mary Alice Grobins also stated that she would not be attending the September 2018 regular Board Meeting.

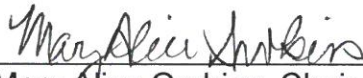
12. Adjournment 7:35pm

Motion to adjourn the meeting.

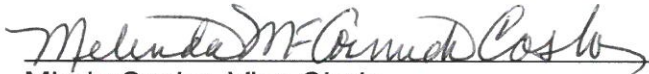
Motion 1: Ahmik Hindman

Motion 2: Darcy Resetar

Unanimous



Mary Alice Grobins, Chair

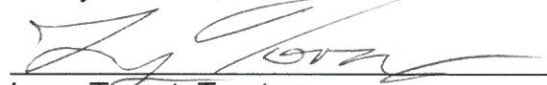


Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee



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

July 13, 2017

MEMO TO THE BOARD OF TRUSTEES

RE: Recommendation on State Holiday Pay

On June 21, 2018, the Board of Trustees discussed options for paying out Holiday Pay when staff work on state holidays. There were two issues addressed with regard to working in this capacity:

1. Working onsite to handle library business
2. Participating in civic events on paid state holidays

In reviewing the practices of other public entities in Skagit County, it was found that some Boards (or union contracts) specified that employees working on a paid state holiday doing normal work duties would be paid double time their rate of pay only if the work was authorized by a supervisor.

However, activities in civic events representing those organizations was not specifically covered. In the discussions on June 21, 2018, the issue of liability for the library district was a concern. After the July 4, 2017 Loggerodeo Parade, I had a meeting with our local Enduris Insurance representative and he shared that parades are inherently risky and that very specific policies would need to be put in place to limit that risk. Further in the discussion, some examples of other organizations were shared where employees could volunteer to take part in civic events for promotion, but those activities often took place with the work of other volunteer organizations related to the organization for which they worked.

In my view, staff should be allowed to take the state holiday without feeling as though they must participate in civic events. State holidays allow for staff to spend time with family and friends. I am also concerned about the liability the library district takes on when staff participate in civic activities while on paid time.

My recommendation to the Board is to allow for double-time pay to those employees who do work on a state holiday for regular library business, only if authorized by the Director. The types of activities that this would entail include checking book drops so that they do not overflow and otherwise checking on the library if the alarm is triggered. These activities would be very minimal, infrequent, and generally take an hour or less to complete.

My recommendation to the Board with regard to civic events on state holidays is not to allow paid time work for promotional activities on these holidays. This does not rule out the opportunity for employees to volunteer to work with a Friends of the Library group to do promotional activities, but this would be done only with Friends of the Library sponsorship if the Friends of the Library choose to do so.

Respectfully,

Jeanne Williams

My recommendation to the Board with regard to civic events on state holidays is not to allow paid time work for promotional activities on these holidays. This does not rule out the opportunity for employees to volunteer to work with a Friends of the Library group to do promotional activities, but this would be done only with Friends of the Library sponsorship if the Friends of the Library choose to do so.

Respectfully,

Jeanne Williams

Appendix 2



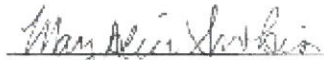
720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2018-5

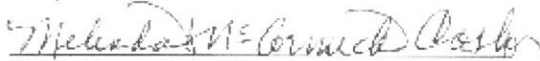
Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on July 19, 2018, that we amend the 2018 Budget to:

1. Add \$35,400 in additional funds to correctly reflect the amount paid into the shared construction account with the City of Sedro Woolley (59% of \$30,000 per month for 12 months).
2. Add \$316,563 in additional funds for one-time expenses to reflect the purchase of property for the New Library project.


Adopted this 19th Day of July, 2018.



Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

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
7/1/2018	EIG*PowWeb 866-53928		05/30/18	5014930	\$1.94
	AMAZON MKTPLACE PMTS W WWW.AMAZO		05/30/18	5013180	\$15.18
	THE HOME DEPOT #8561 BURLINGTO		06/01/18	5013512	\$245.19
	NAMETAGCOUNTRY.COM HTTPSNAMET		06/04/18	5013110	\$49.21
	PUGET SOUND ENERGY 888-225-5		06/04/18	5014700	\$63.51
	SEDRO WOOLLEY MINI STO SEDRO WOL		06/04/18	5016210	\$150.00
	EIG*PowWeb 866-53928		06/05/18	5014930	\$60.00
	FLUENTSTREAM TECHNOLOG 877-31264		06/06/18	5014212	\$198.69
	OFFICE DEPOT #1078 800-463-3		06/06/18	5013110	\$56.50
	EIG*PowWeb 866-53928		06/06/18	5014930	\$25.00
	SUNSET PARK SELF STORA SEDRO WOO		06/06/18	5016210	\$100.00
	PARTY CITY BURLINGTO		06/07/18	5013180	\$75.81
	FUEL EXPRESS SEDRO WOO SEDRO WOO		06/11/18	5014910	\$75.00
	ADOBE *ACROPRO SUBS 800-833-6		06/14/18	5014930	\$27.11
	TARGET 00006965 BURLINGTO		06/15/18	5013180	\$17.16
	Amazon.com AMZN.COM/B		06/18/18	5013515	\$11.27
	EIG*PowWeb 866-53928		06/18/18	5014930	\$3.95
	COSTCO WHSE #0662 BURLINGTO		06/19/18	5013180	\$77.16
	DOLLAR TREE MOUNT VER		06/19/18	5013180	\$29.35
	SMART FOODSVC 52105707 BURLINGTO		06/19/18	5013512	\$106.62
	FRED-MEYER #0024 BURLINGTO		06/19/18	5013180	\$11.67
	AMAZON.COM AMZN.COM/BI AMZN.COM/		06/21/18	5013515	\$89.92
	TARGET 00006965 BURLINGTO		06/21/18	5013180	\$25.77
	SQ *RCN COMMUNICATI 877-417-4		06/21/18	5014212	\$113.23
	AMAZON MKTPLACE PMTS AMZN.COM/B		06/22/18	5013515	\$17.32
	WILSON PICTURE FRAMING MOUNT VER		06/25/18	5013512	\$618.64
	AMAZON.COM AMZN.COM/BI AMZN.COM/		06/25/18	5013515	\$12.71
7/6/2018	Sara Harlan	6336	07/13/18	5013180	\$65.15
	City of Sedro-Woolley		07/01/18	5014700	\$17.29
	City of Sedro-Woolley		07/02/18	5014700	\$16.27

	VM Investments	43313	07/01/18	5014510	\$1,260.00
	Interpreting Technology	IT21500	07/03/18	5013512	\$5,928.37
	WLA	1133748	04/20/18	5014930	\$100.00
	Harry von Stark	251	06/15/18	5013515	\$58.59
	Proquest	70527863	07/01/18	5014930	\$522.54
	Interpreting Technology	IT21457	06/30/18	5014110	\$23.65
	WA HCA	43282	06/26/18	5012400	\$9,320.33
	Blackburn Office Equip.	65934	06/29/18	5013512	\$3,485.53
	Hoopla	96235249	06/30/18	5014930	\$1,073.50
	Midwest Tape	96211355	06/22/18	5013515	\$689.33
	Midwest Tape	96211356	06/22/18	5013515	\$47.19
7/13/2018	OCLC	609160	06/30/18	5014930	\$109.83
	Great America Financial	22943550	07/02/18	5013512	\$151.69
	Uline	99079712	07/05/18	5013110	\$195.78
7/13/2018	Cascade Gas	43284	07/03/18	5014700	\$18.73
	Cascade Gas	43284	07/03/18	5014700	\$13.10
	Skagit PUD	43285	07/04/18	5014700	\$69.17
	Comcast	43283	07/02/18	5014212	\$282.93
	World Trade Press	INV668987	07/01/18	5014930	\$680.00
	Dahl Electric	26423	05/09/18	5014110	\$163.03
	Midwest Tape	96228689	06/29/18	5013515	\$108.06
	Midwest Tape	96237446	07/02/18	5013515	\$299.64
	Midwest Tape	96237447	07/02/18	5013515	\$72.68
	Midwest Tape	96224085	06/27/18	5013515	\$342.79
	Midwest Tape	96224087	6/27/208	5013515	\$79.74
	Midwest Tape	96244194	07/03/18	5013515	\$41.47
	Midwest Tape	96242009	07/03/18	5013515	\$363.96
	Midwest Tape	96192051	06/15/18	5013515	\$121.75
	Midwest Tape	96192052	06/15/18	5013515	\$125.29
	Midwest Tape	96249192	07/06/18	5013515	\$1,408.64
7/20/2018	SYNCB/AMAZON	634335964463	6/4/018	5013110	\$36.79
	SYNCB/AMAZON	759398474664	06/14/18	5013515	\$8.24
	SYNCB/AMAZON	438395688676	06/15/18	5013110	\$11.88
	SYNCB/AMAZON	447547358897	06/15/18	5013110	\$33.28
	SYNCB/AMAZON	476839487978	06/15/18	5013180	\$20.34
	SYNCB/AMAZON	695349369473	06/15/18	5013110	\$40.57

SYNCB/AMAZON	463387656877	06/16/18	5013110	\$26.03	
SYNCB/AMAZON	996464463869	06/17/18	5013515	\$11.91	
SYNCB/AMAZON	454679966357	06/19/18	5013515	\$6.59	
SYNCB/AMAZON	438998949793	06/19/18	5013515	\$239.14	
SYNCB/AMAZON	993456599768	06/19/18	5013515	\$169.69	
SYNCB/AMAZON	736357467977	06/19/18	5013515	\$16.80	
SYNCB/AMAZON	995367587357	06/22/18	5013515	\$19.42	
SYNCB/AMAZON	446489343358	06/24/18	5013515	\$11.85	
SYNCB/AMAZON	876738494489	06/26/18	5013515	\$10.14	
SYNCB/AMAZON	548639379564	06/27/18	5013515	\$193.73	
SYNCB/AMAZON	444469875678	06/27/18	5013515	\$4.71	
SYNCB/AMAZON	449477988955	06/27/18	5013180	\$18.39	
SYNCB/AMAZON	885887648373	06/27/18	5013180	\$28.53	
SYNCB/AMAZON	434694955585	06/27/18	5014930	\$2.12	
SYNCB/AMAZON	795858698538	06/28/18	5013512	\$207.22	
SYNCB/AMAZON	888937746759	06/29/18	5013515	\$25.98	
SYNCB/AMAZON	463434895978	06/30/18	5013110	\$18.98	
SYNCB/AMAZON	455864656397	06/30/18	5013180	\$14.09	
SYNCB/AMAZON	583449793837	06/30/18	5013515	\$14.81	
SYNCB/AMAZON	494488698889	06/30/18	5013110	\$55.26	
SYNCB/AMAZON	469977889377	06/30/18	5013180	\$103.04	
SYNCB/AMAZON	655937563497	06/30/18	5013515	\$297.50	
SYNCB/AMAZON	796735745583	07/01/18	5013515	\$19.52	
SYNCB/AMAZON	563858363555	07/02/18	5013515	\$5.67	
SYNCB/AMAZON	458675695657	07/02/18	5013515	\$17.31	
SYNCB/AMAZON	953598898676	06/27/18	5013512	\$1,123.66	
SYNCB/AMAZON	796936378889	07/02/18	5013180	\$18.39	
SYNCB/AMAZON	455987887883	07/03/18	5013515	\$81.96	
SYNCB/AMAZON	438984588984	07/03/18	5013515	\$111.93	
SYNCB/AMAZON	473449585579	07/04/18	5013110	\$54.24	
SYNCB/AMAZON	438837364985	07/04/18	5013110	\$72.14	
SYNCB/AMAZON	445994793593	07/04/18	5013110	\$6.28	
SYNCB/AMAZON	553367349497	07/04/18	5013515	\$202.61	
SYNCB/AMAZON	753935766395	07/06/18	5013110	\$18.45	
SYNCB/AMAZON	448557663365	07/07/18	5013512	\$156.01	
SYNCB/AMAZON	457774533968	07/09/18	5013110	\$23.86	
SYNCB/AMAZON	899484983674	07/09/18	5013515	\$285.72	
7/20/2018	Interpreting Technology	IT21773	07/19/18	5013130	\$292.94
	Interpreting Technology	IT21672	07/17/18	5014110	\$82.79

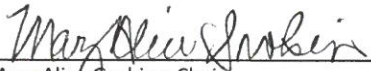
7/27/2018

Frontline Cleaning Services	19143	07/16/18	5014187	\$570.00
Skagit PUD		07/11/18	5014700	\$70.52
Demco	6408893	07/10/18	5013110	\$19.74
Verizon	9810556296	07/09/18	5014212	\$92.95
Mid-West Tapes	96249194	07/16/18	5013515	\$47.19
Mid-West Tapes	96262036	07/11/18	5013515	\$712.59
Mid-West Tapes	96262038	07/11/18	5013515	\$46.10
Baker & Taylor	4012241224	06/04/18	5013515	\$34.48
Baker & Taylor	4012241225	06/04/18	5013515	\$20.02
Baker & Taylor	4012241226	06/04/18	5013515	\$12.10
Baker & Taylor	4012244962	06/07/18	5013515	\$19.14
Baker & Taylor	4012244963	06/07/18	5013515	\$16.74
Baker & Taylor	4012244964	06/07/18	5013515	\$23.65
Baker & Taylor	4012244965	06/07/18	5013515	\$20.17
Baker & Taylor	4012249671	06/13/18	5013515	\$62.92
Baker & Taylor	4012249672	06/13/18	5013515	\$13.49
Baker & Taylor	4012250529	06/15/18	5013515	\$194.33
Baker & Taylor	4012250530	06/15/18	5013515	\$50.00
Baker & Taylor	4012250531	06/15/18	5013515	\$65.24
Baker & Taylor	4012250532	06/15/18	5013515	\$22.14
Baker & Taylor	4012250533	06/15/18	5013515	\$3.59
Baker & Taylor	4012256216	06/22/18	5013515	\$30.62
Baker & Taylor	4012256217	06/22/18	5013515	\$333.55
Baker & Taylor	4012257115	06/25/18	5013515	\$25.29
Baker & Taylor	4012257116	06/25/18	5013515	\$8.87
Baker & Taylor	4012257117	06/25/18	5013515	\$23.90
Baker & Taylor	4012257118	06/25/18	5013515	\$915.22
Baker & Taylor	4012260356	06/27/18	5013515	\$33.23
Baker & Taylor	4012260357	06/27/18	5013515	\$33.97
Baker & Taylor	4012261322	06/29/18	5013515	\$157.88
Baker & Taylor	4012261323	06/29/18	5013515	\$1,571.88
Baker & Taylor	4012261324	06/29/18	5013515	\$40.66
Baker & Taylor	4012261325	06/29/18	5013515	\$30.77
Baker & Taylor	4012261326	06/29/18	5013515	\$99.06
Baker & Taylor	4012261327	06/29/18	5013515	\$19.20
Baker & Taylor	4012261328	06/29/18	5013515	\$20.67
Baker & Taylor	4012263895	07/05/18	5013515	\$87.56
Baker & Taylor	4012263896	07/05/18	5013515	\$219.26
Baker & Taylor	4012263897	07/05/18	5013515	\$57.12

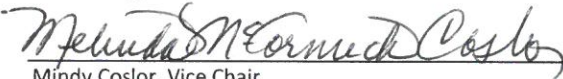
Baker & Taylor	4012263898	07/05/18	5013515	\$5.57
Baker & Taylor	4012263899	07/05/18	5013515	\$25.95
Baker & Taylor	4012267050	07/09/18	5013515	\$371.81
Baker & Taylor	4012267051	07/09/18	5013515	\$19.81
Baker & Taylor	4012267052	07/09/18	5013515	\$102.44
Baker & Taylor	4012267053	07/09/18	5013515	\$14.44
Baker & Taylor	4012267098	07/09/18	5013515	\$107.94
Baker & Taylor	4012267099	07/09/18	5013515	\$181.27
Baker & Taylor	4012267100	07/09/18	5013515	\$219.11
Baker & Taylor	4012267101	07/09/18	5013515	\$20.24
Baker & Taylor	4012267102	07/09/18	5013515	\$19.84
Baker & Taylor	4012267103	07/09/18	5013515	\$10.18
Baker & Taylor	4012271514	07/17/18	5013515	\$31.19
Baker & Taylor	4012271515	07/17/18	5013515	\$1,159.84
Baker & Taylor	4012271516	07/17/18	5013515	\$13.12
Baker & Taylor	4012271517	07/17/18	5013515	\$13.47
Baker & Taylor	4012273294	07/19/18	5013515	\$167.85
Baker & Taylor	4012273295	07/19/18	5013515	\$100.09
Baker & Taylor	4012273296	07/19/18	5013515	\$15.97
Baker & Taylor	4012273297	07/19/18	5013515	\$36.82
Baker & Taylor	4012273298	07/19/18	5013515	\$51.46
Baker & Taylor	4012273299	07/19/18	5013515	\$6.89
Baker & Taylor	4012273300	07/19/18	5013515	\$10.18
Baker & Taylor	4012273301	07/19/18	5013515	\$8.87
Baker & Taylor	4012274183	07/20/18	5013515	\$72.16
Baker & Taylor	4012274184	07/20/18	5013515	\$19.14
Baker & Taylor	4012274185	07/20/18	5013515	\$58.48
Baker & Taylor	4012275008	07/23/18	5013515	\$331.01
Baker & Taylor	4012275009	07/23/18	5013515	\$26.26
Baker & Taylor	4012277789	07/25/18	5013515	\$57.63
Baker & Taylor	4012277790	07/25/18	5013515	\$77.62
Baker & Taylor	4012277791	07/25/18	5013515	\$5.57
Baker & Taylor	4012277792	07/25/18	5013515	\$34.49
Baker & Taylor	4012277793	07/25/18	5013515	\$8.72
7/27/2018 Comcast Business		07/14/18	5014212	\$341.87
Puget Sound Energy		07/19/18	5014700	\$448.95
Alive Inside, LLC	AILLC2181	07/05/18	5013180	\$151.00
Midwest Tape	96266999	07/13/18	5013515	\$253.36
Midwest Tape	96269595	07/13/18	5013515	\$817.83

	Midwest Tape	96279101	07/17/18	5013515	\$218.20
	Midwest Tape	96279102	07/17/18	5013515	\$161.63
7/27/2018	ZooBean	1418	11/09/18	5014930	\$945.00

TOTAL \$46,323.52




 Mary Alice Grobins, Chair

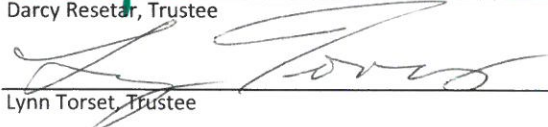


 Mindy Coslor, Vice Chair

Anmik Hindman, Trustee



 Darcy Resetar, Trustee



 Lynn Torset, Trustee

Activities

- Skagit Reads discussions have been going on among Directors and the staff people involved. It will take place in the Fall (September/October). The book has been chosen and activities are being planned. Central Skagit will be contributing to an author visit that will take place in La Conner and will be giving out copies of the book *The Soul of an Octopus* by Sy Montgomery. The book club will be reading the book in the fall. In the past we have contributed \$200-\$300.
- July 23rd – Met with Sergeant Paul Eaton of the Sedro-Woolley Police Department to discuss the challenges libraries face serving a diverse public. There has been particular concern over people sleeping or using the patio area at night and we agreed to turn off WiFi during the late night and early morning hours. It is understood that using the library WiFi late at night could be dangerous for patrons who might not be aware of surroundings. If we find that patrons complain that they need the services outside of the hours, we will revisit. The WiFi at Metcalf will remain on 24 hours and we are letting patrons know.
- July 31st – Met with Isaac Huffman (Mt. Vernon Library Director) to discuss ways that our libraries could collaborate on programming, particularly with Skagit Reads. A first draft of an interlocal agreement for reciprocal borrowing has been submitted to the Mt. Vernon city attorney for advisement. We hope to see reciprocal borrowing in place by the end of this year. We also discussed a timeline for creating a consortium to bring Mt. Vernon Library into our ILS database to facilitate lending between the two libraries. We will begin the process in mid-2019 for an early 2020 migration.
- August 2nd – Met with Ruth Barefoot (Anacortes Library Director) and Sarah Ward (Burlington Library Director) to discuss training opportunities for front-line staff and to discuss ways to organize around a shared set of goals for all of the library directors. We also discussed the possibilities that could facilitate the movement of materials among the libraries: shared ILS, staff courier of items, use of OCLC if shared ILS is not possible.

Donations

- A patron who did not wish to be named donated \$4800 and asked that we spend it on materials such as best sellers and other popular items. She shared that she had been using the library for over 30 years and was very happy with the changes we'd made to the library and the reading room.

- The Friends of the Library donated \$1300 to help pay for Summer Reading Program supplies, food and incentives.

Expense Report Overages - Operational

- Software and Licensing - Since we have gained about 10,000+ in population served, all of the licensing for digital services increased in price. For example, Washington Anytime Library increased by \$4800, up from \$6800. Also, we are seeing very high usage on the Hoopla service-which is a pay per use service. I believe this is worth it because this is easing the pressure on our collection-- particularly the DVDs and audiobooks. Moving forward this line item will be will be approximately double what we have paid annually thus far.
- Furniture and Equipment – overage here was expected when we consolidated the libraries and had to replace aged and broken furniture and shelving to maintain the library's functional use and welcoming environment that we had achieved prior to the move.
- Professional Services – the overage in this one-time expenditures category is primarily due to the electrical upgrade and the labor to move and build the shelving that was in storage.
- Library Materials – by the end of the year, this line item amount may be exceeded due to the replacement costs involved with updating the non-fiction collection.

Ongoing and Upcoming Activities

- Summer Reading Program statistics will be ready for the September meeting.
- Skagit Directors will be meeting at the end of August to talk about formalizing the group and developing clear goals for collaboration and resource-sharing.
- I will be working on the 2019 Budget for a first look in September. I will sharing some of the assumptions I will be working under later in the meeting.
- I will be attending an Enduris workshop on sexual harassment policy on August 15th.
- Currently have a job announcement out for a full-time circulation and technology person and will be reviewing applications and interviewing at the end of the month. I am looking for someone who will be able to help patrons on the computers and with apps and mobile devices and to help Ricardo with future technology workshops for patrons. This will free up some of our other employees to work on major projects such as collection maintenance, inventory and labeling/re-labeling.



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: 7/1/2018 To: 7/31/2018

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$537,215.09
Cash Receipts	\$6,079.43
Investments Interest	\$3,190.91
Taxes Collected	\$10,118.65
State Forest Funds	\$9,454.79
District IGT Increases	\$106.27
Subtotal Cash Increases	\$28,950.05
Investments Purchased	-\$3,190.91
Other Cash Decreases	-\$170.63
District Accounts Payable	-\$37,661.46
District Payroll	-\$37,602.06
District IGT Decreases	-\$1,058.23
Subtotal Cash Decreases	-\$79,683.29
Ending Cash Balance	\$486,481.85
Beginning Investments	\$2,089,548.53
Investments Purchased	\$3,190.91
Ending Investments	\$2,092,739.44
Beginning Taxes Receivable	\$421,590.18
Taxes Receivable	-\$3,456.51
Ending Taxes Receivable	\$418,133.67

	2018 Projected Income	YTD 2018 Actual Income	2018 Projected Expenses	YTD 2018 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$838,000.00	\$449,007			
Timber Funds	\$190,000.00	\$242,463			
Leasehold Excise Tax		\$206			
Timber Excise		\$26,906			
Library Svs Contract	\$308,000.00	\$85,273			
IGT Increase		\$42			
Donations		\$0			
Cash (Fees, Cards Purchased)		\$717			
Investment Earnings		\$15,724			
	\$1,146,000	\$820,337			

ONGOING EXPENSES

Personnel Expense			\$647,278	\$263,169	40.66%
Bookmobile			\$9,000	\$2,006	22.29%
Building Costs (Lease and Utilities)			\$26,400	\$20,579	77.95%
Buildings/Structures 5016210				\$0	
Utilities 5014700				\$7,773	
Rent 5014510				\$12,806	
Software and Licensing 5014930			\$34,000	\$47,351	139.27%
Furniture, Fixtures, Equipment			\$4,000	\$23,240	581.00%
Library Equipment 5013512				\$22,806	
Lib Computer Equip 5013511				\$434	
General Expenses			\$83,000	\$64,773	78.04%
Office Supplies 5013110				\$6,004	
Software Supplies 5013130				\$293	
Programming Supplies 5013180				\$12,155	
Professional Services 5014110				\$23,293	
Accounting Services 5014120				\$50	
State Examiner 5014130				\$6,904	
Janitorial 5014187				\$3,229	
Internet /Telephone 5014210/4212				\$8,500	
Postage 5014220				\$498	
Travel 5014310				\$1,607	
Advertising 5014410				\$40	
Insurance 5014610				\$1,522	
Repairs/Maint 5014810				\$0	
Misc 5014910				\$300	
Printing 5014911				\$53	
Edu/Training 5014920				\$325	
Library Materials (5013515 Books, DVDs, Audio)			\$94,000	\$79,306	84.37%
ONGOING EXPENSE TOTALS			\$897,678	\$500,264	55.73%

ONE-TIME EXPENDITURES

Construction Account Shared with Sedro-Woolley			\$212,400	\$212,400	100.00%
Design Costs			\$25,000	\$0	0.00%
Director's Contingency fund			\$50,000	\$0	0.00%
SirsiDynix Migration Out			\$30,000	\$23,765	79.22%
Library Vehicle			\$25,000	\$0	0.00%
Consolidated Library Start-Up					
Library Equipment 5013512			\$8,000	\$10,167	127.08%
Lib Computer Equip 5013511			\$30,000	\$22,842	76.14%
Professional Services 5014110			\$10,000	\$24,605	246.05%
New Library Project Expenses					
Real Estate Purchase (Iron Skillet)			\$316,563	\$316,563	
Total One Time Expenditures			\$706,963	\$610,341	86.33%

Total Expenditures YTD

\$1,604,641

\$1,110,605

69.21%

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
JULY 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY DI				
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	537,515.09	28,950.05	79,683.29-	486,781.85
Obj 118 TEMPORARY INVESTMENTS	2,089,548.53	3,190.91		2,092,739.44
Obj 121 TAXES RECEIVABLE (NET)	421,590.18	6,662.14	10,118.65-	418,133.67
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		37,661.46	48,520.45-	10,858.99-
Obj 231 OTHER ACCRUED LIABILITIES	15,675.75-	15,675.75	17,720.63-	17,720.63-
Obj 257 DEFERRED REVENUE	421,590.18-	10,118.65	6,662.14-	418,133.67-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 JULY 2018

Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2018 BUDGET
Sub 001 SEDRO-WOOLLEY RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	476,118.63-		10,118.65-	486,237.28-	
Obj 330 INTERGOVERNMENTAL REVENUES	242,243.94-		9,415.43-	251,659.37-	
Obj 340 CHARGES FOR GOODS AND SERV	85,273.54-			85,273.54-	
Obj 360 MISCELLANEOUS REVENUES	16,632.79-		9,309.70-	25,942.49-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	148,824.96	33,469.17		182,294.13	
Obj 520 PERSONNEL BENEFITS	72,142.70	15,663.19	106.27-	87,699.62	
Obj 530 SUPPLIES	121,767.31	30,725.51		152,492.82	
Obj 540 OTHER SERVICES AND CHARGES	120,407.62	9,412.14	123.76-	129,696.00	
Obj 560 CAPITAL OUTLAYS	533,068.95	250.00		533,318.95	
Obj 599 BUDGET EXPENDITURES					909,850.00
	-----	-----	-----	-----	-----
Fnd L03 SEDRO-WOOLLEY RURAL LIBRARY D	175,942.64	89,520.01	29,073.81-	236,388.84	909,850.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
PRL APP	88094	20226?	07/15/18	WILLIAMS, JEANNE M	3,833.06	
PRL APP	88094	20422?	07/15/18	HARLAN, SARA E	2,408.80	
PRL APP	88144	20319?	07/15/18	SANCHEZ-DAVILA, SANDRA I	1,548.80	
PRL APP	88144	20357?	07/15/18	CARMONA AVILA, RICARDO	1,360.00	
PRL APP	88144	20362?	07/15/18	HUNTER, CHRISTINE M	440.33	
PRL APP	88144	20363?	07/15/18	ALLEN, ALLIA E	1,260.72	
PRL APP	88144	20417?	07/15/18	ANDERSSON, MARY S	864.00	
PRL APP	88144	20420?	07/15/18	BOHMBACH, CAROL F	634.50	
PRL APP	88144	20419?	07/15/18	JACOBSON, ROBERTA R	528.13	
PRL APP	88144	20418?	07/15/18	JOHNSON, TERESA J	1,869.60	
PRL APP	88144	20430?	07/15/18	MCCONNELL, HARLEY R	744.00	
PRL APP	88144	20319?	07/15/18	SANCHEZ-DAVILA, SANDRA I	73.00	
PRL APP	88144	20319?	07/15/18	SANCHEZ-DAVILA, SANDRA I	146.00	
PRL APP	88144	20319?	07/15/18	SANCHEZ-DAVILA, SANDRA I	37.60	
PRL APP	88223	20226?	07/31/18	WILLIAMS, JEANNE M	3,833.06	
PRL APP	88223	20422?	07/31/18	HARLAN, SARA E	2,408.80	
PRL APP	88265	20319?	07/31/18	SANCHEZ-DAVILA, SANDRA I	1,877.92	
PRL APP	88265	20357?	07/31/18	CARMONA AVILA, RICARDO	1,632.00	
PRL APP	88265	20362?	07/31/18	HUNTER, CHRISTINE M	432.60	
PRL APP	88265	20363?	07/31/18	ALLEN, ALLIA E	1,654.70	
PRL APP	88265	20363?	07/31/18	ALLEN, ALLIA E	52.53	
PRL APP	88265	20417?	07/31/18	ANDERSSON, MARY S	1,120.50	
PRL APP	88265	20420?	07/31/18	BOHMBACH, CAROL F	756.00	
PRL APP	88265	20419?	07/31/18	JACOBSON, ROBERTA R	678.13	
PRL APP	88265	20418?	07/31/18	JOHNSON, TERESA J	2,266.89	
PRL APP	88265	20430?	07/31/18	MCCONNELL, HARLEY R	1,007.50	
					-----	-----
L03 5011100	SALARIES AND WAGES				148,824.96	182,294.13
PRL APP	88055	?	07/10/18	SOCIAL SECURITY	1,199.20	
PRL APP	88184	?	07/25/18	SOCIAL SECURITY	1,204.77	
					-----	-----
L03 5012100	SOCIAL SECURITY				10,185.97	12,589.94
PRL APP	88055	?	07/10/18	RETIREMENT	1,515.63	
PRL APP	88184	?	07/25/18	RETIREMENT	1,782.59	
					-----	-----
L03 5012200	RETIREMENT				15,411.99	18,710.21

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
	PRL APP	88055	?	07/10/18 LABOR AND INDUSTRIES	239.42	
	PRL APP	88184	?	07/25/18 LABOR AND INDUSTRIES	236.16	
	IGT APP	79288	792881	07/27/18 L&I 2ND QTR ADJ 2018	106.27-	
					-----	-----
L03 5012300	LABOR AND INDUSTRIES				1,988.87	2,358.18
	A/P APP	124398	484473	07/09/18 WASTHEALTHCA CENTRAL SKAGIT LI	9,320.33	
					-----	-----
L03 5012400	MEDICAL				44,433.85	53,754.18
	ACH APP	79355	793551	07/26/18 2ND QTR 2018 ESD L03	165.09	
					-----	-----
L03 5012900	UNEMPLOYMENT COMPENSATION				122.02	287.11
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	105.71	
	A/P APP	124487	484842	07/16/18 ULINE INC CENTRAL SKAGIT LIBRA	195.78	
	A/P APP	124562	485015	07/23/18 DEMCO ACC# 710475350	19.74	
	A/P APP	124576	484956	07/23/18 AMAZON.COM CENTRAL SKAGIT LIBR	397.76	
					-----	-----
L03 5013110	OFFICE SUPPLIES				4,829.78	5,548.77
	A/P APP	124562	485145	07/23/18 INTERPR TECH CENTRAL SKAGIT LI	292.94	
					-----	-----
L03 5013130	SOFTWARE SUPPLIES					292.94
	A/P APP	124316	484155	07/03/18 HORNYAKWILLI CENTRAL SKAGIT LI	800.00	
	A/P APP	124338	484081	07/03/18 SARAHARLAN SKAGIT CO CENTRAL L	242.60	
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	252.10	
	A/P APP	124398	484412	07/09/18 SARAHARLAN CENTRAL SKAGIT LIBR	65.15	
	A/P APP	124576	484956	07/23/18 AMAZON.COM CENTRAL SKAGIT LIBR	202.78	
	ACH APP	79336	793361	07/24/18 JUNE 2018 DOR USE TAX	5.54	
					-----	-----
L03 5013180	LIBRARY PROGRAM COSTS				8,191.96	9,760.13
					-----	-----
L03 5013200	FUEL				75.00	75.00
					-----	-----
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				30,914.04	30,914.04

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P APP	124316	484042	07/03/18	OASYS CENTRAL SKAGIT LIBRARY	140.52	
A/P APP	124316	483999	07/03/18	LEAF CENTRAL SKAGIT LIBRARY	292.95	
A/P APP	124391	484205	07/09/18	VISA ACC# 4798-5100-5528-5114	970.45	
A/P APP	124398	484411	07/09/18	INTERPR TECH CENTRAL SKAGIT LI	5,928.37	
A/P APP	124398	484226	07/09/18	BLACKBURN CENTRAL SKAGIT LIBRA	3,485.53	
A/P APP	124487	484612	07/16/18	GREATAMERICA CENTRAL SKAGIT LI	151.69	
A/P APP	124576	484956	07/23/18	AMAZON.COM CENTRAL SKAGIT LIBR	1,486.89	

L03 5013512	LIBRARY EQUIPMENT < \$5000				18,097.74	30,554.14
A/P APP	124316	484028	07/03/18	MIDWESTTAPE CENTRAL SKAGIT LIB	23.29	
A/P APP	124316	484028	07/03/18	MIDWESTTAPE CENTRAL SKAGIT LIB	49.33	
A/P APP	124316	484028	07/03/18	MIDWESTTAPE CENTRAL SKAGIT LIB	41.76	
A/P APP	124391	484205	07/09/18	VISA ACC# 4798-5100-5528-5114	131.22	
A/P APP	124398	484304	07/09/18	STARKHARRY CENTRAL SKAGIT LIBR	58.59	
A/P APP	124398	484358	07/09/18	MIDWESTTAPE CENTRAL SKAGIT LIB	689.33	
A/P APP	124398	484358	07/09/18	MIDWESTTAPE CENTRAL SKAGIT LIB	47.19	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	108.06	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	299.64	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	72.68	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	342.79	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	79.74	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	41.47	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	363.96	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	121.75	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	125.29	
A/P APP	124488	484699	07/16/18	MIDWESTTAPE CENTRAL SKAGIT LIB	1,408.64	
A/P APP	124562	485097	07/23/18	MIDWESTTAPE ACC# 2000014338	47.19	
A/P APP	124562	485097	07/23/18	MIDWESTTAPE ACC# 2000014338	712.59	
A/P APP	124562	485097	07/23/18	MIDWESTTAPE ACC# 2000014338	46.10	
A/P APP	124576	484956	07/23/18	AMAZON.COM CENTRAL SKAGIT LIBR	1,755.23	
A/P APP	124653	485394	07/30/18	MIDWESTTAPE CENTRAL SKAGIT LIB	253.36	
A/P APP	124653	485394	07/30/18	MIDWESTTAPE CENTRAL SKAGIT LIB	817.83	
A/P APP	124653	485394	07/30/18	MIDWESTTAPE CENTRAL SKAGIT LIB	218.20	
A/P APP	124653	485394	07/30/18	MIDWESTTAPE CENTRAL SKAGIT LIB	161.63	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC# 420693L43516	34.48	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	20.02	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

						Opening	Closing
						Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI						
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	12.10	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	19.14	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	16.74	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	23.65	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	20.17	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	62.92	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	13.49	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	194.33	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	50.00	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	65.24	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	22.14	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	3.59	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	30.62	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	333.55	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	25.29	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	8.87	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	23.90	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	915.22	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	33.23	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	33.97	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	157.88	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	1,571.88	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	40.66	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	30.77	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	99.06	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	19.20	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	20.67	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	87.56	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	219.26	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	57.12	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	5.57	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	25.95	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	371.81	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	19.81	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	102.44	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L435161	14.44	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR	ACC#420693L424992	107.94	

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	181.27	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	219.11	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	20.24	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	19.84	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	10.18	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	31.19	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	1,159.84	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	13.12	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	13.47	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	167.85	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	100.09	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	15.97	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	36.82	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	51.46	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	6.89	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	8.87	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	72.16	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	19.14	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	58.48	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	331.01	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	26.26	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	57.63	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	77.62	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	5.57	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	34.49	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L435161	8.72	
A/P APP	124656	485285	07/30/18	BAKER&TAYLOR ACC#420693L424992	10.18	
L03 5013515 LIBRARY BOOKS < \$5,000					59,658.79	75,347.80
A/P APP	124316	484080	07/03/18	INTERPR TECH CENTRAL SKAGIT LI	35.13	
A/P APP	124398	484411	07/09/18	INTERPR TECH CENTRAL SKAGIT LI	23.65	
A/P APP	124488	484571	07/16/18	DAHL ELEC CENTRAL SKAGIT LIBRA	163.03	
A/P APP	124562	485145	07/23/18	INTERPR TECH CENTRAL SKAGIT LI	82.79	
L03 5014110 PROFESSIONAL SERVICES					40,227.76	40,532.36
IGT APP	79244	792441	07/16/18	2ND QTR AUD SVCS	1,058.23	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOLLEY RURAL LIBRARY DI					
L03 5014120	ACCOUNTING SERVICES				1,058.23	2,116.46
L03 5014130	STATE EXAMINER				6,476.37	6,476.37
	A/P APP	124562	485043	07/23/18 FRONTLINELLC CENTRAL SKAGIT LI	570.00	
L03 5014187	JANITORIAL				2,294.00	2,864.00
L03 5014210	TELEPHONE				1,010.55	1,010.55
	A/P APP	124316	483905	07/03/18 COMCAST CENTRAL SKAGIT LIBRARY	218.41	
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	311.92	
	A/P APP	124488	484561	07/16/18 COMCAST CENTRAL SKAGIT LIBRARY	260.80	
	A/P APP	124562	485207	07/23/18 VERIZONWIREL ACC# 242099243-00	92.95	
	A/P APP	124653	485312	07/30/18 COMCAST CENTRAL SKAGIT LIBRARY	341.87	
L03 5014212	TELEPHONE INTERNET				4,964.60	6,190.55
L03 5014220	POSTAGE				445.82	445.82
L03 5014310	TRAVEL				1,416.27	1,416.27
L03 5014410	ADVERTISING				28.57	28.57
	A/P APP	124398	484466	07/09/18 MORGANJRVIRG CENTRAL SKAGIT LI	1,260.00	
L03 5014510	RENTALS				5,585.50	6,845.50
L03 5014610	INSURANCE				1,522.00	1,522.00
	A/P APP	124316	484066	07/03/18 PUGET ENERGY CENTRAL SKAGIT LI	413.76	
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	63.51	
	A/P APP	124398	484245	07/09/18 SEDRO CITY CENTRAL SKAGIT LIBR	116.49	
	A/P APP	124398	484245	07/09/18 SEDRO CITY CENTRAL SKAGIT LIBR	156.27	
	A/P APP	124488	484548	07/16/18 CASCADE GAS CENTRAL SKAGIT LIB	15.60	
	A/P APP	124488	484548	07/16/18 CASCADE GAS CENTRAL SKAGIT LIB	13.10	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JULY 2018

					Opening	Closing
					Balance	Balance
Fnd L03	SEDRO-WOOLLEY RURAL LIBRARY DI					
	A/P APP	124488	484752	07/16/18 PUD #1 CENTRAL SKAGIT LIBRARY	69.17	
	A/P APP	124562	485132	07/23/18 PUD #1 ACC# 26256-03 ENCL	70.52	
	A/P APP	124653	485417	07/30/18 PUGET ENERGY CENTRAL SKAGIT LI	448.95	
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L03 5014700	UTILITIES				5,637.64	7,005.01
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	75.00	
	A/P APP	124576	484956	07/23/18 AMAZON.COM CENTRAL SKAGIT LIBR	123.76-	
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L03 5014910	MISCELLANEOUS				208.20	159.44
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L03 5014911	PRINTING				26.43	26.43
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L03 5014920	EDUCATION/TRAINING				325.00	325.00
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	118.00	
	A/P APP	124392	484276	07/09/18 WORLDTRADE CENTRAL SKAGIT LIBR	680.00	
	A/P APP	124398	484476	07/09/18 WASHINGTONLI CENTRAL SKAGIT LI	100.00	
	A/P APP	124398	484393	07/09/18 PROQUEST CENTRAL SKAGIT LIBRAR	522.54	
	A/P APP	124398	484358	07/09/18 MIDWESTTAPE CENTRAL SKAGIT LIB	1,073.50	
	A/P APP	124487	484721	07/16/18 OCLC INC CENTRAL SKAGIT LIBRAR	109.83	
	A/P APP	124576	484956	07/23/18 AMAZON.COM CENTRAL SKAGIT LIBR	2.12	
	A/P APP	124654	485482	07/30/18 ZOOBEANINC CENTRAL SKAGIT LIBR	945.00	
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L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				49,180.68	52,731.67
	A/P APP	124391	484205	07/09/18 VISA ACC# 4798-5100-5528-5114	250.00	
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L03 5016210	BUILDINGS AND STRUCTURES				533,068.95	533,318.95