

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
November 15, 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 October 18, 2018
Approval of October 2018 Payroll in the amount of \$33,655.95
Approval of October 2018 Vouchers in the amount of \$41,879.97
General Ledger Report for October 2018
Balance Sheets for October 2018

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Board Vacancy Subcommittee Report
 - B. 2019 Budget Proposal and Related Resolutions (D)
9. New Business
 - A. Director's Work Plan Update (Information)
 - B. Draft Meeting Dates for 2019
 - C. Draft Presentation to the Skagit Board of County Commissioners
 - D. Trespass of Patron
10. Other Business
11. 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 Meeting Minutes
Sedro-Woolley City Council Chambers
October 18, 2018
7:00 p.m.

1. Call to Order at 7:00pm

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

Staff Present: Jeanne Williams, Library Director

2. Public Comments

None

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from September 20, 2018
Approval of September 2018 Payroll in the amount of \$29,195.57
Approval of September 2018 Vouchers in the amount of \$49,103.57
General Ledger Report for September 2018
Balance Sheets for September 2018

Motion to approve the Consent Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

5. Conflict of Interest

None Reported

6. Communications

Mary Alice Grobins reported that she had been in touch with Catherine McHugh concerning the director evaluation. Since they had not had an update on the work plan since May, this will be an item on the November meeting agenda. An email went out that let the Board know that one of the questions concerning the work plan would need to be answered after the November meeting.

Mary Alice Grobins also reported that arrangements are being made to give an update to the Skagit County Board of Commissioners in late November or early December. The Trustees will be polled when potential dates are worked out.

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

Jeanne Williams reported that part of her time in the month since the last Board meeting was spent reorganizing the library website. The website now contains a New Library tab with links to the 90% Design materials and the virtual tour.

The bookmobile had to be removed from service due to an electrical/generator problem where the generator will no longer crank. It is in for service and diagnostics.

Another project over the last month has been conducting performance evaluations for all staff. The library had an all staff day meeting, including technology training and digital resource exploration.

New employee Marissa Malone started at the beginning of October and has jumped right in. Having come from a library using the same ILS, very little training involving the system has been needed.

Jeanne Williams also met with the Hoopla representative to discuss the statistics for the year. Some things of note include: audiobook usage is the highest usage by format; based on titles checked out, the library would have spent approximately \$122,000 if it had had to purchase the physical versions of those items (compared to the \$12,000 spent). Hoopla is a valuable service to our patrons. Some options for limiting usage to save on costs are not desirable at this point.

Laura Schumaker from Mount Vernon Library met with us to work on tools she uses for scheduling a large library with multiple service points. One difference between the libraries is that MVPL is a downtown library with a high concentration of users living within a short distance. MVPL staff have security risks that our library has not yet had to deal with on a large scale.

Ahmik Hindman asked what was meant by security risks. Jeanne Williams shared that the MVPL has a high level of trespass incidents as well as issues with drug use and mental illness that many urban libraries face. Library bathrooms have had to be locked down with staff assistance to enter.

The Skagit Directors will be presenting to the Board of County Commissioners to share ways in which the libraries collaborate.

Time spent in the next few months will focus on wrapping up the fiscal year.

Mary Alice Grobins shared that it is unpredictable as to when some of the expenditures for the New Library Project will be made.

Ahmik Hindman asked about the difference in the Hoopla users in the Hoopla report versus the library statistics. The library stats show new users for each month. Mary Alice Grobins suggested that it be labeled differently to avoid confusion.

8. Unfinished Business

A. 2019 Budget Proposal (Appendix 1)

Having just had the budget hearing, Mary Alice Grobins commented that the vote would be at the November meeting. She asked if there was any direction to Jeanne Williams as to the acceptance of the cost of living adjustment in the proposed budget and Trustees agreed that it should be brought forward for the final draft.

10. New Business

A. Upcoming Board Vacancy (Appendix 2)

Mary Alice Grobins shared that the upcoming Board Vacancy from Ahmik Hindman's second term ending would require a process to make a recommendation. She went over the timing that would be required to have a recommendation in early 2019 (see Appendix 2).

Mary Alice Grobins went over the draft requirements for the candidates, to include: residency in the district or Sedro-Woolley; attendance at regular meeting preceding the interview; and to protect the integrity of the Board, immediate family members of staff should not be considered. A definition of immediate family members is forthcoming.

Draft qualifications were derived from the discussions at the May 19th Board Retreat: public library advocate and supportive of tax-supported public libraries; supportive of the library's mission and the library partnership/new

library; willing to commit the time; ability and willingness to participate in civic events; and political acumen.

Further qualifications used in the Sno-Isle Libraries could become desired qualities.

Mary Alice Grobins shared that some Boards appoint a subcommittee to manage the process while others conduct the process as the full Board.

Mary Alice Grobins suggested a hybrid model where a subcommittee worked on the logistical items such as drafting the advertisement and interview questions; review applications and possibly make a recommendation to the Board.

The Library Director would handle posting, advertising, receipt of applications and scheduling interviews.

Mindy Coslor shared she liked the idea of a hybrid because of the logistics and have the full Board be part of the interviews of the eligible candidates.

Ahmik Hindman agreed with Mindy Coslor and also felt the requirements and qualifications were appropriate.

Mary Alice Grobins shared that Mindy Coslor and Darcy Resetar had shared their interest in serving on the subcommittee. She further shared that she felt the process laid out helps to limit her own influence since her influence is already prominent in the new library design. She appreciates a subcommittee to get other views on the process.

The Trustees agreed on the five qualifications.

Mindy Coslor felt it would be useful to use some of the desired qualifications as only desired. Mindy further shared that she would not like to use the qualification of business, management, education, or law because it implies that someone who is not in a career field not be welcome. There may also be full-time parents who would be interested.

Mary Alice Grobins agreed. She shared that further qualifications seem to suggest tangential volunteer work with the library.

Mary Alice Grobins reiterated the schedule, suggesting that a special meeting would be best for the interviews of the candidates. Advertisements in November would allow opportunity for candidates to attend the November or December meeting.

The Director will need to poll the Board to establish a special meeting date for the interviews in January.

Mindy Coslor asked if the recruitment announcement would be like a job description.

Mary Alice Grobins shared that it would probably be best to provide a limited ad with a link to further information.

Motion to accept the board vacancy process document as presented with the elimination of the qualification of business, management, education or law experience and addition of the requirement of the attendance at a Board meeting.

Motion 1: Mindy Coslor

Motion 2: Ahmik Hindman

Unanimous

B. Request for Christmas Eve to be declared a paid holiday

Jeanne Williams shared that many libraries close as a paid holiday on Christmas Eve. After contacting several libraries, she found that, in some cases, the holiday was part of union contracts. She then looked at the Municipal Research and Services Center listed an article that stated that the governing bodies of special purpose districts have the authority to grant paid holidays. This was further supported in an inquiry to the human resources and labor consultant Megan Masonholder.

Jeanne Williams shared that she thought it would be good for staff morale to have an extra paid day off around the holiday already recognized.

Mary Alice Grobins asked if this day tended to be a busy day at the library. Jeanne Williams shared that usage tends to go down around the holidays. Mary Alice Grobins furthered that many offices work on a skeleton crew on Christmas Eve to allow staff to be off, often resulting in a mostly non-productive workday.

Motion to add Christmas Eve as a paid holiday off.

Motion 1: Mindy Coslor

Motion 2: Darcy Resetar

Unanimous

11. Other Business

Mary Alice Grobins shared that she is reading *The Library Book* about the major fire in 1986 at the Los Angeles Library. She highly recommends the book.

12. Adjournment at 7:35pm

Motion to adjourn.

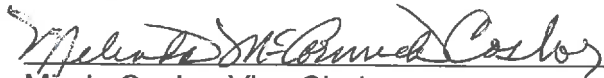
Motion 1: Ahmik Hindman

Motion 2: Mindy Coslor

Unanimous

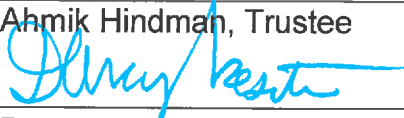


Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Appendix 1

**PRELIMINARY ASSESSED VALUE
FOR COMPUTATION OF PROPERTY
LEVY FOR DISTRICTS WITH
POPULATION MORE THAN 10,000
2018 LEVY FOR 2019 TAXES**

TAXING DISTRICT: Central Skagit Library District

Tax Base for Regular Levy	
1. Preliminary total district taxable value (excluding boats, timber assessed value and senior citizen exemptions from regular levy). Tax base for regular levy:	\$2,134,394,912
2. 2017 State Assessed Utility value:	\$80,793,960
Preliminary Total Tax Base for Regular Levy	<u>\$2,215,188,872</u>
Tax Base for Excess and Voted Bond Levies	
3. Less assessed value of the senior citizen/disability exempt property:	\$0
4. Plus 2017 Timber Assessed Value (TAV):	\$0
5. Tax Base for Excess and Voted Bond Levies (1+2-3+4):	<u>\$2,215,188,872</u>

**PRELIMINARY
LEVY LIMIT CALCULATION
2018 LEVY FOR 2019 TAXES**

A.	Highest regular tax which could have been lawfully levied beginning with the 1985 levy. Year: 2018 \$842,671 X 101% = \$851,098 (Actual levy taken: \$841,602., \$1069 banked)	
B.	Current year's assessed value of new construction and improvements in original district before the annexation occurred times last years levy rate. A.V. \$27,394,600 X 0.4306645121 / \$1,000 = \$11,788	
C.	Current year's assessed value of state assessed property in original district if annexed, less last years value of state assessed property. The remainder to be multiplied by last year's regular levy rate. \$ _____ - \$ _____ = \$ _____ Current Yr. A.V. Previous Yr. A.V. Remainder \$ _____ X \$ _____ / \$1,000 = Remainder Last Years Levy Rate	
D.	Refund Levy (Amount levied that was not collected in prior tax year)	\$ -
E.	Regular Property Tax Limit: A+B+C +D=	<u>\$862,896</u>

**PRELIMINARY LEVY RATE
COMPUTATION**

Regular Levy	
Type of Taxing District: Partial County Rural Library Dist	
Statutory maximum dollar rate for taxing district:	\$0.5000
The dollar amount of the certified levy divided by the assessed value	
\$862,896 / \$2,215,188,872 =	0.38954 *
For Regular Rate, enter the lesser of the statutory maximum dollar rate or the certified levy rate:	
	0.38954
<i>*Not to exceed the Statutory Maximum rate shown above!</i>	

Central Skagit Library District
 2019 Budget
 October 18, 2018 Hearing
 November 15, 2018 Adoption

	Estimated Cash as of 12/31/2018	Estimated 2019 Receipts and Expenses	2019 % of Operations	2019 Actual Expenses
New Library Commitment				
Unallocated Cash	\$1,175,000			
	\$1,000,000			
2019 Estimated Tax Receipts CSLD		\$856,000		
2019 Estimated Receipts Sedro-Woolley		\$380,000		
2019 Total Estimated Receipts		\$1,236,000		

Operational Expenditures			
Personnel Expense		\$664,701	66.92%
Utilities		\$12,000	1.21%
Rent		\$22,000	2.21%
Software and Licensing		\$66,750	6.72%
Computers and Networking		\$10,000	1.01%
Library Equipment		\$5,000	0.50%
General and Administration Expenses		\$78,810	7.93%
Bookmobile		\$9,000	0.91%
Budget Contingency Fund		\$30,000	3.02%
Library Materials Ongoing		\$95,000	9.56%
Total Estimated Operational Expenditures		\$993,261	100.00%
Total Estimated Receipts Less Total Estimated Operational Expenditures		\$242,739	
Estimated Use of New Library Commitment Funds			
Furniture, Fixtures and Fixtures		\$700,000	
Opening Day Collection		\$250,000	
IT/AV Design SHKS		\$3,000	
IT/AV Design Local Consultant		\$5,000	
FF&E Design		\$10,000	
IT/AV Acquisition		\$145,000	
Total Estimated Use of New Library Commitment Funds		\$1,113,000	
Total Estimated New Library Commitment Balance		\$62,000	
Estimated Use of Unallocated Funds			
		TBD	
		TBD	
Total Use of Unallocated Cash		\$0	
Total Expenditures		\$2,106,261	
Total Estimated Unallocated Cash Balance		\$1,242,739	
Estimated Timber Funds Receipts		\$295,000	

Green represents Income, New Library and Unallocated Funds
 Aqua represents Operational Expenditures
 Peach represents New Library Commitment Expenditures
 Purple represents Unallocated Fund Expenditures

Budget and Levy Summary

Total Operational Budget:	\$ 993,261
Total New Library Commitment:	\$1,113,000
Total Expense Request:	\$2,106,261
Levy Rate:	\$ 0.38954

Appendix 2

CSLD Board of Trustees Vacancy DRAFT for October 2018 Board discussion

Decisions for October meeting:

Recruitment process schedule
Requirements and Qualifications
Board subcommittee
Interview date (so it can be included in recruitment announcement)

Schedule

Recommendation to County Commissioners	February regular mtg
Subcommittee recommendation to board	January regular mtg
Interviews	Very early Jan. (special mtg)
Candidates' attendance at board meeting	?
Applications due	December 1
Recruitment period	November
Board approval of subcommittee, schedule, Qualifications and requirements	October regular mtg

Requirements:

Must be resident of CSLD or City of Sedro Woolley
Must attend at least one board meeting (prior to interview?)
In order to protect integrity of the Board, may not be an immediate family member of any current library employee

Qualifications sought

Per CSLD retreat:

Required:

- Public library advocate – commitment to the philosophy of tax-supported, public libraries
- Supportive of CSLD mission, including partnership with Sedro-Woolley and development of New Library
- Commitment to time necessary for meeting preparation, attendance, service on special assignments/subcommittees – minimum of 6-8 hours/month
- Ability and willingness to participate in board advocacy initiatives, including giving presentations, attendance at community/business/civic functions
- Political acumen

Possible additions to qualifications sought: (taken from Sno-Isle District)

Desired:

- Experience in civic involvement and participation
- Experience in business, management, education, or law
- Experience as member of local Friends group, library Foundation board, library board

Process:

Board actions:

- Determination of requirements and qualifications
- Schedule
- Subcommittee members
- Recruitment of applicants
- Interviews
- Final recommendation to County Commissioners

Subcommittee actions:

- Develop recruitment announcement
- Review applications to determine eligibility
- Develop interview questions
- Recommendation to board

Library Director actions:

- Facilitate public communication of advertisement
- Provide application packets to applicants
- Receive applications either electronically or in person at library
- Arrange interviews

October 2018 Board Payables

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
10/3/2018	Baker and Taylor	4012307880	08/31/18	5013515	\$17.69
	Baker and Taylor	4012307881	08/31/18	5013515	\$51.95
	Baker and Taylor	4012307882	08/31/18	5013515	\$41.44
	Baker and Taylor	4012307883	08/31/18	5013515	\$55.10
	Baker and Taylor	4012307884	08/31/18	5013515	\$181.34
	Baker and Taylor	4012307885	08/31/18	5013515	\$54.40
	Baker and Taylor	4012307886	08/31/18	5013515	\$5.41
	Baker and Taylor	4012307887	08/31/18	5013515	\$36.62
	Baker and Taylor	4012307888	08/31/18	5013515	\$11.73
	Baker and Taylor	4012307889	08/31/18	5013515	\$34.48
	Baker and Taylor	4012307890	08/31/18	5013515	\$17.25
	Baker and Taylor	4012307891	08/31/18	5013515	\$18.52
	Baker and Taylor	4012307892	08/31/18	5013515	\$33.84
	Baker and Taylor	4012307893	08/31/18	5013515	\$47.44
	Baker and Taylor	4012307894	08/31/18	5013515	\$97.43
	Baker and Taylor	4012307840	08/31/18	5013515	\$180.62
	Baker and Taylor	4012307841	08/31/18	5013515	\$35.22
	Baker and Taylor	4012307842	08/31/18	5013515	\$19.14
	Baker and Taylor	4012307843	08/31/18	5013515	\$24.14
	Baker and Taylor	4012307844	08/31/18	5013515	\$28.73
	Baker and Taylor	4012307845	08/31/18	5013515	\$11.64
	Baker and Taylor	4012307846	08/31/18	5013515	\$268.90
	Baker and Taylor	4012307847	08/31/18	5013515	\$294.99
	Baker and Taylor	4012307848	08/31/18	5013515	\$40.84
	Baker and Taylor	4012307849	08/31/18	5013515	\$12.64
	Baker and Taylor	4012307850	08/31/18	5013515	\$7.55
	Baker and Taylor	4012307851	08/31/18	5013515	\$16.74
	Baker and Taylor	4012312199	09/05/18	5013515	\$58.27
	Baker and Taylor	4012312200	09/05/18	5013515	\$6.89
	Baker and Taylor	4012312201	09/05/18	5013515	\$12.64
	Baker and Taylor	4012312202	09/05/18	5013515	\$13.78
	Baker and Taylor	4012312079	09/06/18	5013515	\$52.43
	Baker and Taylor	4012312080	09/06/18	5013515	\$11.64
	Baker and Taylor	4012312081	09/06/18	5013515	\$29.08
	Baker and Taylor	4012312082	09/06/18	5013515	\$6.89
	Baker and Taylor	4012312083	09/06/18	5013515	\$13.80
	Baker and Taylor	4012312084	09/06/18	5013515	\$3.43
	Baker and Taylor	4012312085	09/06/18	5013515	\$34.52
	Baker and Taylor	4012312086	09/06/18	5013515	\$19.75
	Baker and Taylor	4012312087	09/06/18	5013515	\$34.93

October 2018 Board Payables

Baker and Taylor	4012312088	09/06/18	5013515	\$56.82
Baker and Taylor	4012312089	09/06/18	5013515	\$21.34
Baker and Taylor	4012312090	09/06/18	5013515	\$7.55
Baker and Taylor	4012312091	09/06/18	5013515	\$113.15
Baker and Taylor	4012317095	09/12/18	5013515	\$37.67
Baker and Taylor	4012317096	09/12/18	5013515	\$35.16
Baker and Taylor	4012317097	09/12/18	5013515	\$5.41
Baker and Taylor	4012317098	09/12/18	5013515	\$24.08
Baker and Taylor	4012317099	09/12/18	5013515	\$17.27
Baker and Taylor	4012317100	09/12/18	5013515	\$48.55
Baker and Taylor	4012317101	09/12/18	5013515	\$6.89
Baker and Taylor	4012317102	09/12/18	5013515	\$36.39
Baker and Taylor	4012317103	09/12/18	5013515	\$129.56
Baker and Taylor	4012317104	09/12/18	5013515	\$16.61
Baker and Taylor	4012317105	09/12/18	5013515	\$153.16
Baker and Taylor	4012317106	09/12/18	5013515	\$33.73
Baker and Taylor	4012317107	09/12/18	5013515	\$199.30
Baker and Taylor	4012317108	09/12/18	5013515	\$25.17
Baker and Taylor	4012317109	09/12/18	5013515	\$9.79
Baker and Taylor	4012317110	09/12/18	5013515	\$72.49
Baker and Taylor	4012317111	09/12/18	5013515	\$134.99
Baker and Taylor	4012317112	09/12/18	5013515	\$20.34
Baker and Taylor	4012317189	09/12/18	5013515	\$13.33
Baker and Taylor	4012317190	09/12/18	5013515	\$227.41
Baker and Taylor	4012317191	09/12/18	5013515	\$125.89
Baker and Taylor	4012317192	09/12/18	5013515	\$79.77
Baker and Taylor	4012317193	09/12/18	5013515	\$69.68
Baker and Taylor	4012317194	09/12/18	5013515	\$19.76
Baker and Taylor	4012317195	09/12/18	5013515	\$130.96
Baker and Taylor	4012320049	09/14/18	5013515	\$196.18
Baker and Taylor	4012320050	09/14/18	5013515	\$18.52
Baker and Taylor	4012320051	09/14/18	5013515	\$10.99
Baker and Taylor	4012320052	09/14/18	5013515	\$61.37
Baker and Taylor	4012320053	09/14/18	5013515	\$25.92
Baker and Taylor	4012320054	09/14/18	5013515	\$36.83
Baker and Taylor	4012320055	09/14/18	5013515	\$14.37
Baker and Taylor	4012320056	09/14/18	5013515	\$53.65
Baker and Taylor	4012320057	09/14/18	5013515	\$247.53
Baker and Taylor	4012320058	09/14/18	5013515	\$24.27
Baker and Taylor	4012320059	09/14/18	5013515	\$30.03
Baker and Taylor	4012320060	09/14/18	5013515	\$78.30
Baker and Taylor	4012320061	09/14/18	5013515	\$9.06
Baker and Taylor	4012321328	09/17/18	5013515	\$163.21
Baker and Taylor	4012321329	09/17/18	5013515	\$15.59
Baker and Taylor	4012321330	09/17/18	5013515	\$31.18
Baker and Taylor	4012321331	09/17/18	5013515	\$8.72

October 2018 Board Payables

Baker and Taylor	4012321332	09/17/18	5013515	\$11.33
Baker and Taylor	4012325540	09/20/18	5013515	\$17.89
Baker and Taylor	4012325541	09/20/18	5013515	\$31.69
Baker and Taylor	4012325542	09/20/18	5013515	\$10.66
Baker and Taylor	4012325543	09/20/18	5013515	\$15.90
Baker and Taylor	4012325544	09/20/18	5013515	\$11.64
Baker and Taylor	4012325545	09/20/18	5013515	\$32.60
Baker and Taylor	4012325546	09/20/18	5013515	\$821.55
Baker and Taylor	4012325547	09/20/18	5013515	\$6.89
Baker and Taylor	4012325548	09/20/18	5013515	\$299.55
Baker and Taylor	4012326777	09/21/18	5013515	\$1,142.92
Baker and Taylor	4012328016	09/24/18	5013515	\$157.89
Baker and Taylor	4012328017	09/24/18	5013515	\$200.48
Baker and Taylor	4012328018	09/24/18	5013515	\$5.41
Baker and Taylor	4012328019	09/24/18	5013515	\$59.34
Baker and Taylor	4012328020	09/24/18	5013515	\$95.87
Baker and Taylor	4012328021	09/24/18	5013515	\$23.88
Baker and Taylor	4012328022	09/24/18	5013515	\$46.59
Baker and Taylor	4012328023	09/24/18	5013515	\$15.57
Baker and Taylor	4012328024	09/24/18	5013515	\$17.27
Baker and Taylor	4012328025	09/24/18	5013515	\$50.53
Baker and Taylor	4012328026	09/24/18	5013515	\$54.92
Baker and Taylor	4012328027	09/24/18	5013515	\$31.71
Baker and Taylor	4012328028	09/24/18	5013515	\$55.77
Baker and Taylor	4012328029	09/24/18	5013515	\$13.35
Baker and Taylor	4012332369	09/27/18	5013515	\$80.00
Baker and Taylor	4012332370	09/27/18	5013515	\$8.87
Baker and Taylor	4012332371	09/27/18	5013515	\$46.98
Baker and Taylor	4012332372	09/27/18	5013515	\$7.55
Baker and Taylor	4012332373	09/27/18	5013515	\$11.49
Baker and Taylor	4012336090	10/02/18	5013515	\$31.61
Baker and Taylor	4012336091	10/02/18	5013515	\$6.89
Baker and Taylor	4012336092	10/02/18	5013515	\$19.05
Baker and Taylor	4012336093	10/02/18	5013515	\$12.04
Baker and Taylor	4012336094	10/02/18	5013515	\$37.24
Baker and Taylor	4012336095	10/02/18	5013515	\$54.92
Baker and Taylor	4012336096	10/02/18	5013515	\$10.29
Baker and Taylor	4012336097	10/02/18	5013515	\$22.72
10/5/2018 Alpine Fire and Safety	17079	09/18/18	5014110	\$40.00
City of Sedro-Woolley		09/30/18	5014700	\$156.27
City of Sedro-Woolley		09/30/18	5014700	\$17.29
Ebsco	1000078825-1	05/31/18	5014930	\$631.47
Interpreting Technology	IT22907	09/30/18	5014110	\$376.39
Catherine McHugh	17	10/01/18	5014110	\$1,250.00
WA HCA	43374	09/26/18	5012400	\$10,154.26
Puget Sound Energy		09/26/18	5014700	\$258.93

October 2018 Board Payables

	Leaf	8753356	09/26/18	5013512	\$292.95
	Hoopla (Midwest Tape)	96483211	09/30/18	5014930	\$1,412.62
	Seattle Times		09/21/18	5014930	\$152.57
	Puget Sound Energy		09/19/18	5014700	\$356.42
	Demco	6453470	09/18/18	5013110	\$288.59
10/5/2018	OFFICE DEPOT #980 MOUNT VER		08/29/18	5013110	\$169.88
	SEDRO WOOLLEY MINI STO SEDRO WOL		09/04/18	5014510	\$150.00
	RITE AID STORE - 5248 SEDRO WOOL		09/04/18	5013110	\$8.02
	EIG*PowWeb 866-53928		09/05/18	5014930	\$85.00
	FLUENTSTREAM TECHNOLOG 877-31264		09/06/18	5014210	\$198.34
	MICHAELS STORES 2753 BURLINGTO		09/06/18	5013180	\$9.10
	FREIGHTLINER NORTHWEST 877-84807		09/06/18	5014910	\$479.19
	PAYPAL *GOOD DOCS 402-935-7		09/06/18	5013180	\$269.00
	SUNSET PARK SELF STORA SEDRO WOO		09/07/18	5014510	\$100.00
	USPS.COM POSTAL STORE 800-782-6		09/10/18	5014220	\$289.90
	PAYPAL *SKAGITISLAN 402-935-7		09/13/18	5014920	\$65.00
	THE UPS STORE INC 858-455-8		09/13/18	5013180	\$335.84
	AMERLIBASSOC ECOMMERCE 866-746-7		09/13/18	5014930	\$147.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		09/14/18	5013200	\$75.00
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/14/18	5014310	\$30.32
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/14/18	5014310	\$2.29
	LIBERTY BISTRO SEDRO WOOL		09/14/18	5014310	\$42.06
	ADOBE *ACROPRO SUBS 800-833-6		09/14/18	5014930	\$27.11
	EIG*PowWeb 866-53928		09/17/18	5014930	\$23.95
	COMCAST BELLINGH CS 1X 800-266-2		09/17/18	5014212	\$293.02
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/20/18	5013180	\$4.99
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		09/21/18	5013180	\$15.98
	RITE AID STORE - 5248 SEDRO WOOL		09/21/18	5013180	\$9.53
	SQ *RCN *COMMUNICATI 877-417-4		09/21/18	5014212	\$141.11
	CNGC/SPEEDPAY 888-522-1		09/24/18	5014700	\$18.96
	CNGC/SPEEDPAY 888-522-1		09/24/18	5014700	\$16.58
	RITE AID STORE - 5248 SEDRO WOOL		09/25/18	5013180	\$10.31
10/5/2018	Midwest Tape	96473039	09/28/18	5013515	\$17.35
	Midwest Tape	96469758	09/26/18	5013515	\$201.99
	Midwest Tape	96461172	09/24/18	5013515	\$380.37
	Midwest Tape	96452392	09/20/18	5013515	\$70.12
	Midwest Tape	96445245	09/20/18	5013515	\$331.16
	Midwest Tape	96434176	09/17/18	5013515	\$286.56
	FedEx Office	143300003277	09/27/18	5013110	\$123.44
	VM Investments	Nov 2018	10/01/18	5014510	\$1,260.00
10/11/2018	Skagit Law Group	30357	09/30/18	5014110	\$750.00
	Skagit PUD	43376	10/03/18	5014700	\$49.65
	Comcast Business	43375	10/02/18	5014212	\$261.26
	Great America Financial	23467858	10/01/18	5013512	\$125.69
	Midwest Tape	96495220	10/04/18	5013515	\$25.75
	Midwest Tape	96477645	09/29/18	5013515	\$286.08

October 2018 Board Payables

	Midwest Tape	96497134	10/04/18	5013515	\$685.61
	Demco	6468339	10/05/18	5013110	\$91.81
10/19/2018	SYNCB/Amazon	449969369639	09/10/18	5013515	\$6.79
	SYNCB/Amazon	466694478668	09/10/18	5013515	\$118.08
	SYNCB/Amazon	857679844898	09/11/18	5013180	\$91.48
	SYNCB/Amazon	436447667686	09/11/18	5013515	\$78.89
	SYNCB/Amazon	446797855753	09/11/18	5013180	\$14.01
	SYNCB/Amazon	479866666787	09/11/18	5013515	\$75.01
	SYNCB/Amazon	955439739694	09/11/18	5013180	\$83.09
	SYNCB/Amazon	933478637799	09/11/18	5013110	\$9.77
	SYNCB/Amazon	576353545966	09/12/18	5013515	\$76.94
	SYNCB/Amazon	458637977773	09/12/18	5013110	\$122.75
	SYNCB/Amazon	455799734785	09/12/18	5013110	\$25.66
	SYNCB/Amazon	573547934685	09/12/18	5013110	\$13.77
	SYNCB/Amazon	438635365848	09/13/18	5013110	\$97.06
	SYNCB/Amazon	999995455843	09/13/18	5013515	\$37.96
	SYNCB/Amazon	469454894348	09/14/18	5013515	\$24.82
	SYNCB/Amazon	533435935838	09/14/18	5013515	\$12.08
	SYNCB/Amazon	787768655993	09/14/18	5013515	\$6.23
	SYNCB/Amazon	864445786536	09/14/18	5013515	\$15.46
	SYNCB/Amazon	896833788743	09/15/18	5013515	\$29.27
	SYNCB/Amazon	689675378668	09/16/18	5013110	\$27.75
	SYNCB/Amazon	948397768497	09/18/18	5013515	\$84.75
	SYNCB/Amazon	445378366589	09/18/18	5013515	\$29.94
	SYNCB/Amazon	937553459974	09/18/18	5013110	\$43.67
	SYNCB/Amazon	466588777448	09/18/18	5013515	\$68.59
	SYNCB/Amazon	464354895968	09/18/18	5013515	\$5.70
	SYNCB/Amazon	435543356683	09/18/18	5013515	\$9.76
	SYNCB/Amazon	468776966567	09/18/18	5013515	\$6.43
	SYNCB/Amazon	469836896754	09/18/18	5013515	\$9.66
	SYNCB/Amazon	455335788837	09/18/18	5013110	\$8.55
	SYNCB/Amazon	685449379468	09/19/18	5013110	\$9.42
	SYNCB/Amazon	878695658977	09/19/18	5013110	\$148.08
	SYNCB/Amazon	466773756543	09/19/18	5013110	\$44.53
	SYNCB/Amazon	463954937799	09/19/18	5013110	\$119.30
	SYNCB/Amazon	478594796459	09/20/18	5013110	\$14.09
	SYNCB/Amazon	676598934885	09/20/18	5013110	\$52.75
	SYNCB/Amazon	959376654779	09/20/18	5013515	\$52.48
	SYNCB/Amazon	456488694787	09/23/18	5013515	\$13.83
	SYNCB/Amazon	469444687965	09/25/18	5013515	\$31.44
	SYNCB/Amazon	775499685979	09/25/18	5013515	\$173.72

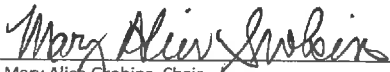
October 2018 Board Payables

SYNCB/Amazon	899766378577	09/25/18	5013515	\$26.58
SYNCB/Amazon	463695478938	09/25/18	5013515	\$6.80
SYNCB/Amazon	897438748365	09/25/18	5013515	\$22.25
SYNCB/Amazon	634364344356	09/26/18	5013515	\$7.69
SYNCB/Amazon	468569739597	09/26/18	5013110	\$54.55
SYNCB/Amazon	457555656657	09/27/18	5013515	\$17.91
SYNCB/Amazon	567746783754	09/29/18	5013512	\$26.94
SYNCB/Amazon	849537454845	09/29/18	5013512	\$93.45
SYNCB/Amazon	465475543958	09/30/18	5013515	\$18.39
SYNCB/Amazon	439575334494	10/01/18	5013512	\$74.87
SYNCB/Amazon	694453473536	10/02/18	5013180	\$41.94
SYNCB/Amazon	598769895578	10/02/18	5013180	\$17.07
SYNCB/Amazon	438857844685	10/03/18	5013515	\$136.18
SYNCB/Amazon	675868859995	10/03/18	5013515	\$10.84
SYNCB/Amazon	448584686768	10/03/18	5013515	\$7.55
SYNCB/Amazon	457583896754	10/03/18	5013515	\$6.29
SYNCB/Amazon	468996934559	10/03/18	5013515	\$10.84
SYNCB/Amazon	785856883858	10/03/18	5013515	\$8.12
SYNCB/Amazon	888469948458	10/03/18	5013512	\$62.06
SYNCB/Amazon	453365386436	10/03/18	5013515	\$6.38
SYNCB/Amazon	444396998397	10/03/18	5013180	\$70.45
SYNCB/Amazon	958494358854	10/03/18	5013515	\$17.13
SYNCB/Amazon	437594769954	10/03/18	5013515	\$12.64
SYNCB/Amazon	778639867744	10/03/18	5013515	\$8.13
SYNCB/Amazon	488796786669	10/04/18	5013515	\$24.63
SYNCB/Amazon	536455347934	10/04/18	5013515	\$10.81
SYNCB/Amazon	589948698369	10/04/18	5013515	\$14.09
SYNCB/Amazon	587985688573	10/04/18	5013515	\$6.50
SYNCB/Amazon	744784335979	10/04/18	5013515	\$8.44
SYNCB/Amazon	598745665668	10/05/18	5013512	\$58.56
SYNCB/Amazon	453593596374	10/07/18	5013515	\$41.95
SYNCB/Amazon	445584735946	10/08/18	5013515	\$11.88
SYNCB/Amazon	447697337587	10/08/18	5013515	\$24.10
SYNCB/Amazon	457433388359	10/08/18	5013515	\$5.41
SYNCB/Amazon	943984575766	10/08/18	5013515	\$39.99
SYNCB/Amazon	857399939698	10/08/18	5013515	\$30.96
SYNCB/Amazon	498599979548	10/08/18	5013515	\$16.11
SYNCB/Amazon	646489499737	10/09/18	5013180	\$44.01
SYNCB/Amazon	937948377355	10/09/18	5013515	\$133.23
SYNCB/Amazon	436583975354	10/09/18	5013512	\$85.70

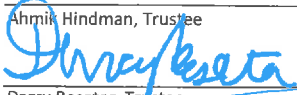
October 2018 Board Payables

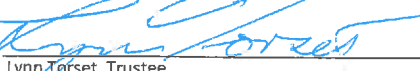
	SYNCB/Amazon	784399689785	10/09/18	5013515	\$12.68
	SYNCB/Amazon	853753944947	10/09/18	5013180	\$12.10
10/19/2018	Frontline Cleaning	19885	10/15/18	5014187	\$570.00
	Verizon		10/09/18	5014212	\$117.59
	FedEx Office	143300003309	10/16/18	5014911	\$51.92
	Midwest Tape	96513777	10/11/18	5013515	\$229.10
	Midwest Tape	96509403	10/09/18	5013515	\$353.60
	Midwest Tape	96522438	10/15/18	5013515	\$1,057.88
10/26/2018	PSE 802 Ball Street		10/18/18	5014700	\$301.62
	PSE 720 Metcalf Street		10/18/18	5014700	\$79.11
	Comcast		10/14/18	5014212	\$342.05
	Skagit Publishing		10/17/18	5014410	\$96.72
	American Library Associati	1198832	10/24/18	5014920	\$325.00
	American Library Associati	1198794	10/24/18	5014920	\$345.00
	Red Lion Hotels	209365	10/22/18	5014310	\$515.95
	Red Lion Hotels	209364	10/22/18	5014310	\$515.95
	Midwest Tape	96544777	10/20/18	5013515	\$158.03
	Midwest Tape	96540470	10/19/18	5013515	\$126.38
	Midwest Tape	96540933	10/19/18	5013515	\$485.52
	The Westin Seattle	232650020	10/25/18	5014310	\$1,194.08

TOTAL \$41,879.97


 Mary Alice Grobins, Chair


 Mindy Coslor, Vice Chair

Ahmir 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: 10/1/2018 To: 10/31/2018

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$385,949.78
Cash Receipts	\$254.40
Investments Interest	\$3,508.58
Taxes Collected	\$298,488.16
State Forest Funds	\$96,422.55
Leasehold Excise Tax	\$61.13
District IGT Increases	\$101.56
Subtotal Cash Increases	\$398,836.38
Investments Purchased	-\$3,508.58
Other Cash Decreases	-\$42.50
District Accounts Payable	-\$51,926.15
District Payroll	-\$36,566.64
District IGT Decreases	-\$82.35
Subtotal Cash Decreases	-\$92,126.22
Ending Cash Balance	\$692,659.94
Beginning Investments	\$2,099,756.51
Investments Purchased	\$3,508.58
Ending Investments	\$2,103,265.09
Beginning Taxes Receivable	\$400,438.95
Taxes Receivable	-\$298,488.16
Ending Taxes Receivable	\$101,950.79

Activities

A large portion of my time in this past month has been spent working directly on issues that have arisen in the library that have required my attention. These included technology issues; personnel issues; activities involving volunteers; collection maintenance; and issues with disruptive patrons.

Outside of activities involving public services, I have spent time preparing to close the budget year and begin preparations to manage finances differently for the upcoming budget cycle. I am re-implementing Quickbooks to track invoice payments and to allow me to split some of our spending categories into further categories. For example, I will be breaking down materials purchases into adult, juvenile and young adult categories, and within those categories breaking down into format. This will also aid in budgeting for these specific categories for operational materials spending based on circulation statistics for these categories. Up to this point, spending has been manageable as I was trained to do it in the beginning. However, spending for 2019 will be much more complicated with expenditure of funds for the new library.

I have had the staff wrap up spending for materials and supplies through the end of the fiscal year to limit the number of invoices that will have to be applied to the next fiscal year's funds.

Teresa Johnson and I have also been working database clean-up to eliminate some borrower types and remove users that have expired for more than three years (unless they have been charged to replace materials). We will also be evaluating our holdings codes for future growth, and this has required some analysis of current holdings codes and how they function in practice.

I want to make you aware that Allia Allen worked on, and received, a grant from Humanities Washington to work with families identified by the school district who need literacy help for the whole family. The event happens once a week for six weeks on Tuesday night, and the grant provides funding to purchase dinner for the attendees and a literacy speaker/expert to come in and work with the families and provide tips and materials to participants.

Ongoing and Upcoming Activities

- Please keep an eye out for all of the activities going on in the library, particularly the lecture series that Sara Harlan has implemented. We have a Coming Soon tab where upcoming programs are highlighted.

- The district is scheduled to provide a presentation to the Skagit County Board of County Commissioners on November 20th at 10:00am.
- The Friends of the Library will be hosting a book sale at the Library Administration office on November 30th (10am-6pm) and December 1st (10am-4pm).

As of October 31, 2018

	2018 Projected Income	YTD 2018 Actual Income	2018 Projected Expenses	YTD 2018 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$838,000.00	\$478,777			
Timber Funds	\$190,000.00	\$266,770			
Leasehold Excise Tax		\$209			
Timber Excise		\$35,032			
Library Svs Contract	\$308,000.00	\$143,688			
IGT Increase		\$148			
Cash (Fees, Cards Purchased)		\$7,176			
Investment Earnings		\$25,932			
	\$1,146,000	\$957,733			

ONGOING EXPENSES

Personnel Expense			\$647,278	\$409,362	63.24%
Bookmobile			\$9,000	\$3,473	38.59%
Building Costs (Lease and Utilities)			\$26,400	\$26,565	100.63%
Buildings/Structures 5016210				\$0	
Utilities 5014700				\$10,073	
Rent 5014510				\$16,492	
Software and Licensing 5014930			\$34,000	\$71,018	208.88%
Furniture, Fixtures, Equipment			\$4,000	\$28,656	716.41%
Library Equipment 5013512				\$28,157	
Lib Computer Equip 5013511				\$499	
General Expenses			\$83,000	\$97,605	117.60%
Office Supplies 5013110				\$9,432	
Software Supplies 5013130				\$386	
Programming Supplies 5013180				\$15,570	
Professional Services 5014110				\$30,901	
Accounting Services 5014120				\$50	
State Examiner 5014130				\$6,904	
Janitorial 5014187				\$4,939	
Internet /Telephone 5014210/4212				\$11,296	
Postage 5014220				\$788	
Travel 5014310				\$4,083	
Advertising 5014410				\$620	
Insurance 5014610				\$9,844	
Repairs/Maint 5014810				\$0	
Misc 5014910				\$300	
Printing 5014911				\$382	
Edu/Training 5014920				\$2,110	
Library Materials (5013515 Books, DVDs, Audio)			\$94,000	\$130,513	138.84%
ONGOING EXPENSE TOTALS			\$897,678	\$766,727	85.41%

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

\$1,377,068

85.82%

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
OCTOBER 2018

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd L03 NORTH CENTRAL RURAL LIBRARY DI				
Sub 001 NORTH CENTRAL RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	386,249.78	398,836.38	92,126.22-	692,959.94
Obj 118 TEMPORARY INVESTMENTS	2,099,756.51	3,508.58		2,103,265.09
Obj 121 TAXES RECEIVABLE (NET)	400,438.95		298,488.16-	101,950.79
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		51,926.15	55,741.56-	3,815.41-
Obj 231 OTHER ACCRUED LIABILITIES	14,227.26-	14,227.26	17,678.08-	17,678.08-
Obj 257 DEFERRED REVENUE	400,438.95-	298,488.16		101,950.79-
Obj 287 UNRESERVED FUND BALANCE	2,787,330.51-			2,787,330.51-

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
PRL APP	88890	20226?	10/15/18	WILLIAMS, JEANNE M	3,833.06	
PRL APP	88890	20422?	10/15/18	HARLAN, SARA E	2,408.80	
PRL APP	88939	20319?	10/15/18	SANCHEZ-DAVILA, SANDRA I	1,723.04	
PRL APP	88939	20357?	10/15/18	CARMONA AVILA, RICARDO	1,496.00	
PRL APP	88939	20448?	10/15/18	MALONE, MARISSA B	792.00	
PRL APP	88939	20363?	10/15/18	ALLEN, ALLIA E	1,523.37	
PRL APP	88939	20417?	10/15/18	ANDERSSON, MARY S	958.50	
PRL APP	88939	20420?	10/15/18	BOHMBACH, CAROL F	803.25	
PRL APP	88939	20419?	10/15/18	JACOBSON, ROBERTA R	359.38	
PRL APP	88939	20418?	10/15/18	JOHNSON, TERESA J	2,079.93	
PRL APP	89063	20226?	10/31/18	WILLIAMS, JEANNE M	3,833.06	
PRL APP	89063	20422?	10/31/18	HARLAN, SARA E	2,408.80	
PRL APP	89089	20417?	10/31/18	ANDERSSON, MARY S	972.00	
PRL APP	89089	20420?	10/31/18	BOHMBACH, CAROL F	762.75	
PRL APP	89089	20419?	10/31/18	JACOBSON, ROBERTA R	400.00	
PRL APP	89089	20418?	10/31/18	JOHNSON, TERESA J	2,313.63	
PRL APP	89089	20319?	10/31/18	SANCHEZ-DAVILA, SANDRA I	2,090.88	
PRL APP	89089	20357?	10/31/18	CARMONA AVILA, RICARDO	1,632.00	
PRL APP	89089	20448?	10/31/18	MALONE, MARISSA B	1,584.00	
PRL APP	89089	20363?	10/31/18	ALLEN, ALLIA E	1,680.96	
L03 5011100	SALARIES AND WAGES				243,770.07	277,425.48
PRL APP	88850	?	10/10/18	SOCIAL SECURITY	1,088.40	
PRL APP	88986	?	10/25/18	SOCIAL SECURITY	1,222.27	
L03 5012100	SOCIAL SECURITY				17,560.09	19,870.76
PRL APP	88850	?	10/10/18	RETIREMENT	1,725.76	
PRL APP	88986	?	10/25/18	RETIREMENT	1,902.19	
L03 5012200	RETIREMENT				26,143.52	29,771.47
IGT APP	80230	802301	10/10/18	L&I 3RD QTR ADJ	101.56-	
PRL APP	88850	?	10/10/18	LABOR AND INDUSTRIES	207.39	
PRL APP	88986	?	10/25/18	LABOR AND INDUSTRIES	216.04	
L03 5012300	LABOR AND INDUSTRIES				3,322.37	3,644.24

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP	125519	488864	10/08/18 WASTHEALTHCA CENTRAL SKAGIT LI	22,216.32	
L03 5012400	MEDICAL					
					75,196.63	97,412.95
	IGT APP	80228	802281	10/10/18 3RD QTR 2018 ESD L03	82.35	
L03 5012900	UNEMPLOYMENT COMPENSATION					
					287.11	369.46
	A/P APP	125515	488718	10/08/18 FEDEX OFFICE CENTRAL SKAGIT LI	123.44	
	A/P APP	125519	488697	10/08/18 DEMCO CENTRAL SKAGIT LIBRARY	288.59	
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	177.90	
	A/P APP	125618	488968	10/12/18 DEMCO CENTRAL SKAGIT LIBRARY	91.81	
	A/P APP	125714	489357	10/22/18 AMAZON.COM CENTRAL SKAGIT LIBR	791.70	
L03 5013110	OFFICE SUPPLIES					
					7,503.57	8,977.01
L03 5013130	SOFTWARE SUPPLIES					
					385.81	385.81
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	654.75	
	A/P APP	125714	489357	10/22/18 AMAZON.COM CENTRAL SKAGIT LIBR	374.15	
	ACH APP	80398	803981	10/25/18 SEPT 2018 DOR USE TAX	3.40	
L03 5013180	LIBRARY PROGRAM COSTS					
					14,320.14	15,352.44
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	75.00	
L03 5013200	FUEL					
					75.00	150.00
L03 5013511	LIBRARY COMPUTER EQUIP < \$50					
					30,979.12	30,979.12
	A/P APP	125519	488765	10/08/18 LEAF CENTRAL SKAGIT LIBRARY	292.95	
	A/P APP	125618	489005	10/12/18 GREATAMERICA CENTRAL SKAGIT LI	125.69	
	A/P APP	125714	489357	10/22/18 AMAZON.COM CENTRAL SKAGIT LIBR	401.58	
L03 5013512	LIBRARY EQUIPMENT < \$5000					
					35,203.46	36,023.68
	A/P APP	125518	488778	10/08/18 MIDWESTTAPE CENTRAL SKAGIT LIB	17.35	

SKAGIT COUNTY JR DISTRICTS
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OCTOBER 2018

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	125518	488778	10/08/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	201.99	
A/P APP	125518	488778	10/08/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	380.37	
A/P APP	125518	488778	10/08/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	70.12	
A/P APP	125518	488778	10/08/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	331.16	
A/P APP	125518	488778	10/08/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	286.56	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.69	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LIB	51.95	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	41.44	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	55.10	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	181.34	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	54.40	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	5.41	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.62	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.73	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	34.48	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.25	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.52	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	33.84	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	47.44	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	97.43	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	180.62	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	35.22	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	19.14	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	24.14	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	28.73	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.64	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	268.90	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	294.99	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	40.84	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.64	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	7.55	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.74	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	58.27	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.89	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.64	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	13.78	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	52.43	

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						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.64	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	29.08	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.89	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	13.80	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	3.43	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	34.52	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	19.75	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	34.93	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	56.82	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	21.34	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	7.55	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	113.15	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	37.67	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	35.16	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	5.41	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	24.08	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.27	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	48.55	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.89	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.39	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	129.56	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.61	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	153.16	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	33.73	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	199.30	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	25.17	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	9.79	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	72.49	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	134.99	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	20.34	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	13.33	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	227.41	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	125.89	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	79.77	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	69.68	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	19.76	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	130.96	

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						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	196.18		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	18.52		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	10.99		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	61.37		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	25.92		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	36.83		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	14.37		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	53.65		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	247.53		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	24.27		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	30.03		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	78.30		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	9.06		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	163.21		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	15.59		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	31.18		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	8.72		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	11.33		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	17.89		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	31.69		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	10.66		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	15.90		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	11.64		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	32.60		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	821.55		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	6.89		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	299.55		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	1,142.92		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	157.89		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	200.48		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	5.41		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	59.34		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	95.87		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	23.88		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	46.59		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	15.57		
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR CENTRAL SKAGIT LI	17.27		

SKAGIT COUNTY JR DISTRICTS
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						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	50.53	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	54.92	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	31.71	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	55.77	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	13.35	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	80.00	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	8.87	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	46.98	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	7.55	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	11.49	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	31.61	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.89	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	19.05	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.04	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	37.24	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	54.92	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.29	
A/P APP	125523	488671	10/08/18	BAKER&TAYLOR	CENTRAL SKAGIT LI	22.72	
A/P APP	125618	489116	10/12/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	25.75	
A/P APP	125618	489116	10/12/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	286.08	
A/P APP	125618	489116	10/12/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	685.61	
A/P APP	125711	489515	10/22/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	229.10	
A/P APP	125711	489515	10/22/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	353.60	
A/P APP	125711	489515	10/22/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	1,057.88	
A/P APP	125714	489357	10/22/18	AMAZON.COM	CENTRAL SKAGIT LIBR	1,672.33	
ACH APP	80398	803981	10/25/18	SEPT 2018 DOR USE TAX		39.10	
A/P APP	125786	489897	10/29/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	158.03	
A/P APP	125786	489897	10/29/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	126.38	
A/P APP	125786	489897	10/29/18	MIDWESTTAPE	CENTRAL SKAGIT LIB	485.52	
L03 5013515	LIBRARY BOOKS < \$5,000					112,024.61	126,854.17
A/P APP	125519	488663	10/08/18	ALPINE FIRE	CENTRAL SKAGIT LIB	43.40	
A/P APP	125519	488810	10/08/18	INTERPR TECH	CENTRAL SKAGIT LI	376.39	
A/P APP	125519	488578	10/08/18	MCHUGH CATHE	CENTRAL SKAGIT LI	1,250.00	
A/P APP	125618	489216	10/12/18	SKAGITLAWLLC	CENTRAL SKAGIT LI	750.00	
L03 5014110	PROFESSIONAL SERVICES					45,724.08	48,143.87

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
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					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
L03 5014120	ACCOUNTING SERVICES				3,174.69	3,174.69
L03 5014130	STATE EXAMINER				6,476.37	6,476.37
	A/P APP	125711	489450	10/22/18 FRONTLINE LLC CENTRAL SKAGIT LI	570.00	
L03 5014187	JANITORIAL				4,052.45	4,622.45
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	198.34	
L03 5014210	TELEPHONE				1,010.55	1,208.89
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	434.13	
	A/P APP	125618	488944	10/12/18 COMCAST CENTRAL SKAGIT LIBRARY	261.26	
	A/P APP	125711	489644	10/22/18 VERIZON WIRELESS CENTRAL SKAGIT LI	117.59	
	A/P APP	125786	489744	10/29/18 COMCAST CENTRAL SKAGIT LIBRARY	342.05	
L03 5014212	TELEPHONE INTERNET				7,611.52	8,766.55
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	289.90	
L03 5014220	POSTAGE				445.82	735.72
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	74.67	
	A/P APP	125795	489946	10/29/18 REDLION CENTRAL SKAGIT LIBRARY	515.95	
	A/P APP	125795	489946	10/29/18 REDLION CENTRAL SKAGIT LIBRARY	515.95	
	A/P APP	125795	489814	10/29/18 THE WESTIN CENTRAL SKAGIT LIBR	1,194.08	
L03 5014310	TRAVEL				1,591.80	3,892.45
	A/P APP	125786	489973	10/29/18 SV HERALD CENTRAL SKAGIT LIBRA	96.72	
L03 5014410	ADVERTISING				511.38	608.10
	A/P APP	125515	488857	10/08/18 MORGAN JR VIRG CENTRAL SKAGIT LI	1,260.00	
	A/P APP	125541	488653	10/09/18 VISA CENTRAL SKAGIT LIBRARY	250.00	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2018

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
L03 5014510	RENTALS				9,781.50	11,291.50
L03 5014610	INSURANCE				9,844.00	9,844.00
A/P APP	125519	488685	10/08/18	SEDRO CITY CENTRAL SKAGIT LIBR	116.49	
A/P APP	125519	488799	10/08/18	PUGET ENERGY CENTRAL SKAGIT LI	258.93	
A/P APP	125519	488799	10/08/18	PUGET ENERGY CENTRAL SKAGIT LI	356.42	
A/P APP	125519	488685	10/08/18	SEDRO CITY CENTRAL SKAGIT LIBR	156.27	
A/P APP	125541	488653	10/09/18	VISA CENTRAL SKAGIT LIBRARY	514.73	
A/P APP	125618	489164	10/12/18	PUD #1 CENTRAL SKAGIT LIBRARY	49.65	
A/P APP	125786	489929	10/29/18	PUGET ENERGY CENTRAL SKAGIT LI	301.62	
A/P APP	125786	489929	10/29/18	PUGET ENERGY CENTRAL SKAGIT LI	79.11	
L03 5014700	UTILITIES				8,245.45	10,078.67
L03 5014910	MISCELLANEOUS				165.59	165.59
A/P APP	125711	489442	10/22/18	FEDEX OFFICE CENTRAL SKAGIT LI	51.92	
L03 5014911	PRINTING				303.48	355.40
A/P APP	125541	488653	10/09/18	VISA CENTRAL SKAGIT LIBRARY	65.00	
L03 5014920	EDUCATION/TRAINING				1,375.00	1,440.00
A/P APP	125519	488705	10/08/18	EBSCOINDUSTR CENTRAL SKAGIT LI	2,526.97	
A/P APP	125519	488778	10/08/18	MIDWESTTAPE CENTRAL SKAGIT LIB	1,412.62	
A/P APP	125519	488812	10/08/18	SEATTLETIMES CENTRAL SKAGIT LI	624.00	
A/P APP	125541	488653	10/09/18	VISA CENTRAL SKAGIT LIBRARY	283.06	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				72,706.50	77,553.15
L03 5016210	BUILDINGS AND STRUCTURES				533,318.95	533,318.95

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 OCTOBER 2018

Fnd L03 NORTH CENTRAL RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2018 BUDGET
Sub 001 NORTH CENTRAL RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	514,019.05-		298,549.29-	812,568.34-	
Obj 330 INTERGOVERNMENTAL REVENUES	266,497.15-		96,392.16-	362,879.31-	
Obj 340 CHARGES FOR GOODS AND SERV	143,688.54-			143,688.54-	
Obj 360 MISCELLANEOUS REVENUES	33,364.41-		3,793.37-	37,157.78-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	243,770.07	33,655.41		277,425.48	
Obj 520 PERSONNEL BENEFITS	122,509.72	28,660.72	101.56-	151,068.88	
Obj 530 SUPPLIES	200,491.71	18,230.52		218,722.23	
Obj 540 OTHER SERVICES AND CHARGES	173,020.18	15,337.22		188,357.40	
Obj 560 CAPITAL OUTLAYS	533,318.95			533,318.95	
Obj 599 BUDGET EXPENDITURES					1,604,641.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	315,551.48	95,883.87	398,836.38-	12,598.97	1,604,641.00



720 Metcalf Street
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Resolution No. 2018-6
RCW 84.55.120

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2019; and,

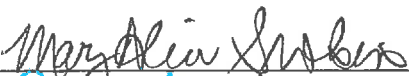
WHEREAS, the district's actual levy amount from the previous year was \$841,602 and,


WHEREAS, the population of the district is more than 10,000; and now, therefore,


BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

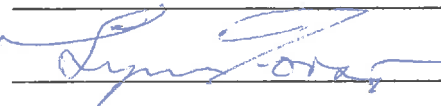
The dollar amount of the increase over the actual levy amount from the previous year shall be \$9,496, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and annexations that have occurred and refunds made.

Adopted this 15th day of November, 2018.











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**Resolution No. 2018-7
2019 Budget Expenditures**

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2019; and,

WHEREAS, a budget hearing was held on October 18, 2018;

WHEREAS, expenditures in 2019 will include both operational expenditures and capital expenditures for the New Library;

BE IT RESOLVED, by the governing body of the taxing district, that the Central Skagit Rural Partial County Library District adopts the 2019 Budget with total expenditures equaling \$2,106,261.

Adopted this 15th day of November, 2018.

Mary Alice Johnson

Dan Kest

Melinda McCormick Caslo

Lynn Jones

Central Skagit Library District
2019 Budget
October 18, 2018 Hearing
November 15, 2018 Adoption

	Estimated Cash as of 12/31/2018	Estimated 2019 Receipts and Expenses	2019 % of Operations	2019 Actual Expenses
New Library Commitment				
Unallocated Cash	\$1,175,000			
	\$1,000,000			
2019 Estimated Tax Receipts CSLD		\$856,000		
2019 Estimated Receipts Sedro-Woolley		\$380,000		
2019 Total Estimated Receipts		\$1,236,000		

Operational Expenditures			
Personnel Expense		\$664,701	66.92%
Utilities		\$12,000	1.21%
Rent		\$22,000	2.21%
Software and Licensing		\$66,750	6.72%
Computers and Networking		\$10,000	1.01%
Library Equipment		\$5,000	0.50%
General and Administration Expenses		\$78,810	7.93%
Bookmobile		\$9,000	0.91%
Budget Contingency Fund		\$30,000	3.02%
Library Materials Ongoing		\$95,000	9.56%
Total Estimated Operational Expenditures		\$993,261	100.00%
Total Estimated Receipts Less Total Estimated Operational Expenditures		\$242,739	
Estimated Use of New Library Commitment Funds			
Furniture, Fixtures and Fixtures		\$700,000	
Opening Day Collection		\$250,000	
IT/AV Design SHKS		\$3,000	
IT/AV Design Local Consultant		\$5,000	
FF&E Design		\$10,000	
IT/AV Acquisition		\$145,000	
Total Estimated Use of New Library Commitment Funds		\$1,113,000	
Total Estimated New Library Commitment Balance		\$62,000	
Estimated Use of Unallocated Funds			
		TBD	
		TBD	
Total Use of Unallocated Cash		\$0	
Total Expenditures		\$2,106,261	
Total Estimated Unallocated Cash Balance		\$1,242,739	
Estimated Timber Funds Receipts		\$295,000	

Green represents Income, New Library and Unallocated Funds
Aqua represents Operational Expenditures
Peach represents New Library Commitment Expenditures
Purple represents Unallocated Fund Expenditures



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Resolution No. 2018-8

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 15, 2018, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2019 at a cost of \$7259.23. It is further resolved that payment for services will be by Intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted this 15th day of November, 2018.

Margaret Shubin
Darcy Kestor
Melinda McCormick Casler

[Signature]