

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
Sedro-Woolley City Council Chambers  
December 19, 2019  
7:00 p.m.

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

Approval of the Regular Meeting Minutes from November 21, 2019  
Approval of November 2019 Payroll in the amount of \$33,568.54  
Approval of November 2019 Vouchers in the amount of \$69,806.55  
General Ledger Report for November 2019  
Balance Sheets for November 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. New Library Project Update
  - B. Sub-Committee Reports
  - C. 2020 Board Meeting Dates
9. New Business
  - A. Transfer of \$400,000 to the Local Government Investment Pool
  - B. Patron Trespass
  - C. Director's Work Plan Update
  - D. Executive Session
    - Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

10. Other Business

**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:**

1. Naming and Memorials Policy
2. The Board Reads Book Club
3. Grand Opening Trustee Lead
4. Insurance Carrier
5. Un-Returned Materials – Accounts Receivable
6. Foundation Development involving Friends of the Library

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

1. Call to Order 7:00pm

Trustees Present: Mary Alice Grobins, Chair  
Timothy Howland, Vice-Chair  
Mindy Coslor  
Darcy Resetar  
Lynn Torset

Staff Present: Jeanne Williams, Director

2. Public Comments

3. Approval of Agenda

*Motion to approve the agenda as submitted.*

Motion 1: Timothy Howland  
Motion 2: Mindy Coslor  
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from October 17, 2019  
Approval of October 2019 Payroll in the amount of \$34,975.88  
Approval of October 2019 Vouchers in the amount of \$24,335.74  
General Ledger Report for October 2019  
Balance Sheets for October 2019

*Motion to approve the consent agenda.*

Motion 1: Lynn Torset  
Motion 2: Timothy Howland  
Unanimous

5. Conflict of Interest None reported.

6. Communications None reported.

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

Jeanne Williams shared that the migration of the data on the onsite server to the TLC hosted server will take place on November 30<sup>th</sup> and that the catalog and some digital resources will be offline through the following Monday morning. She

further shared that she was working on the finalization of the furniture, fixture and equipment information for bidding. She went on to state that the Dia de los Muertos program was a great success attracting over 250 visitors. The staff training day with the city of Sedro-Woolley was also very valuable in addressing implicit bias. The staff enjoyed the training and the chance to train with city colleagues. Interviews for the Head of Public services will come to a close in early December. Jeanne Williams also shared that the library would be closing at 5pm on the Wednesdays preceding Thanksgiving and New Year's due to historically low usage on those dates. Finally, she shared that she would likely be bringing some trespass recommendations before the Board in December involving young patrons causing serious disruptions in the library.

## 8. Unfinished Business

### A. New Library Project Update

Jeanne Williams went over the November 21, 2019 Memo to the Council and Board (Appendix 1). The change orders that are still outstanding include some site improvements for the outdoor area south of the building. These changes include the addition of turf in place of grass areas; extension of the fencing around the children's area; and addition of a chalk wall to the fencing.

Mary Alice Grobins stated that the change orders are almost over once this last one is approved, if approved. She shared that a tour would be planned for the Christmas break so that Board members who are school/college faculty would be able to attend.

Jeanne Williams will send out a Doodle Poll to arrange that meeting.

### B. Sub-Committee Reports

Mindy Colsor shared that the same evaluation tool had been used for the Director Evaluation as had been used last year. She furthered that the evaluation had been sent out to staff and Board and were due on this day.

Mary Alice Grobins shared that an email had been sent out to Trustees to use in recruiting. There was an issue with the due date on the applications on the website and this was corrected. The ad had been running in the paper and looked good. The committee will have a report for the next meeting.

### C. 2020 Budget Proposal and Associated Resolutions (Appendix 2)

Mary Alice Grobins shared that the budget before the Board has been discussed at two previous meetings and was the subject of a budget hearing. Jeanne Williams had suggested a change to the personnel budget through an attached memo. No Trustees had made suggestions for changes.

*Motion to accept the 2020 Budget with total expenditures of \$2,043,363 as presented.*

Motion 1: Mindy Coslor  
Motion 2: Tim Howland

Discussion: Timothy Howland stated that he had heard several officials involved with the Sedro-Woolley School District discussing loss of timber revenues due to changes to the marbled murrelet habitat conservation that could be devastating to funding. He asked if this was a concern that the library district should be concerned about.

Jeanne Williams stated that the most recent documents released on the financial impact to junior taxing districts showed that the school district, and the library district which shares its boundaries, would be -0.1%, which would be minimal impact. Not knowing the calculations applied to the school district versus the library district, she does not know if this small change might affect the school district differently since they receive a much larger disbursement every year than the library district receives. Jeanne Williams will report further on this issue at the next meeting.

Mary Alice Grobins shared that, since the 2020 budget does include using timber funds, a loss in this funding area would require an amendment at some point in the future when or if the loss is realized.

The motion was amended to include the resolutions as listed.

*Motion to accept Resolution 2019-4.*

Motion 1: Mindy Coslor  
Motion 2: Darcy Resetar  
Unanimous

*Motion to accept Resolution 2019-5.*

Motion 1: Timothy Howland  
Motion 2: Mindy Color  
Unanimous

*Motion to accept Resolution 2019-6.*

Motion 1: Mindy Color  
Motion 2; Darcy Resetar  
Unanimous

D. Logo Re-Design (Appendix 3)

*Motion to accept logo option 4.*

Motion 1: Mindy Coslor  
Motion 2: Darcy Resetar  
Unanimous

E. Small Works Roster Resolution

Tabled until further notice.


9. New Business

A. Draft 2020 Meeting Dates

The Board discussed the draft meeting dates and suggested changes for the draft to be presented at the December Board Meeting. Most of the meetings follow the Board Meeting schedule of the third Thursdays of each month.

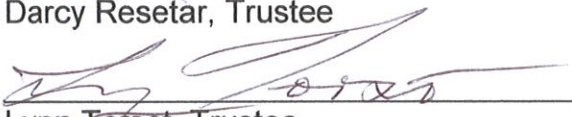
10. Other Business

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

  
\_\_\_\_\_  
Tim Howland, Vice Chair

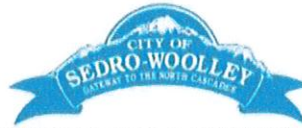
  
\_\_\_\_\_  
Mindy Coslor, Trustee

  
\_\_\_\_\_  
Darcy Resetar, Trustee

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

**Current Parking Lot Items:**

1. Naming and Memorials Policy
2. The Board Reads Book Club
3. Grand Opening Trustee Lead
4. Insurance Carrier
5. Un-Returned Materials – Accounts Receivable
6. Foundation Development involving Friends of the Library



**MONTHLY STATUS REPORT TO THE CITY COUNCIL & DISTRICT BOARD  
November 2019**

MEMO TO: District Board & City Council  
FROM: Eron Berg & Jeanne Williams  
RE: Library project update  
DATE: November 21, 2019

**STATUS OF PROJECT:**

**SITE:** The slab was poured successfully and Valdez is framing our new library now through the end of the year.

**DESIGN:** SHKS has prepared several proposal requests for added scope to the project at this time including, the addition of folding doors, switching grass for turf, the addition of a generator, relocating the lace leaf maple from Ball Street to State Street, changing some interior light fixtures, adding two electric car charging stations, and building a small fence around the outdoor play area.

**SCHEDULE:** *No changes since October.* Substantial completion remains scheduled for July 27, 2020.

**FIXTURES, FURNITURE & EQUIPMENT:** *No changes since October 17, 2017 memo.*

**STATUS OF BUDGET:** UPDATE AFTER COMMITTEE MEETING. The project remains within the established budget.

**PENDING ISSUES:** None for Council/Board action.

**RECOMMENDED ACTION:** None requested.

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

<b>DATE</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
6-4-2018	Widener & Assoc.	Environmental Consulting	According to Fee Schedule
6-14-2018	Skagit Surveyors	Survey work on site	\$ 11,565.00 <sup>1</sup>
6-21-2018	Geotest, Inc.	Geotechnical Consulting	According to Fee Schedule
9-24-2018	Environmental Abatement Services	Asbestos abatement	\$ 7,491.93
10-5-2018	PSE	Utility extension/relocation	\$ 10,462.45
10-9-2019	SHKS Architects	Amendment to agreement (add property)	\$ 18,953.00
10-30-2018	Lisser & Associates	Survey work on site	\$ 7,500.00 <sup>2</sup>
11-28-2018	PSE	Street lighting (Schedule 53)	\$ 2,475.64
12-7-2018	SRV Construction	Pre-load site	\$117,424.13 <sup>3</sup>
1-30-2019	PFM Financial	Professional assistance related to debt	According to Fee Schedule
3-5-2019	SHKS Architects	Amendment to agreement (staff entrance)	\$ 1,500.00
3-5-2019	SHKS Architects	Amendment to agreement (add alternate)	\$ 68,032.00 <sup>4</sup>
3-7-2019	SRV Construction	Change Order 1 (quantities for pre-load)	\$ 42,988.76
4-15-2019	SHKS Architects	Amendment to agreement (misc.)	\$ 11,800.00
5-6-2019	Geotest, Inc.	Construction special inspection	\$ 15,612.00 <sup>5</sup>
6-17-2019	Skagit PUD #1	Developer's Agreement	No cost
6-17-2019	Skagit PUD #1	Project authorization for water service	\$ 32,215.00 <sup>6</sup>
6-24-2019	Valdez Construction	Construction contract	\$5,243,940 <sup>7</sup>

<sup>1</sup> Not to Exceed

<sup>2</sup> Not to Exceed

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

<sup>4</sup> Not to Exceed

<sup>5</sup> Time and materials, not to exceed

<sup>6</sup> Estimated, final based on actual costs



7-11-2019	Roger Howard Consulting	Project management/support	\$ 35,000.00 <sup>8</sup>
7-31-2019	Keithly Barber Associates	Commissioning	\$ 80,402.00
10-4-2019	SHKS Architects	Additional scope items	\$ 45,115.00

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<sup>7</sup> Plus Washington State Sales Tax

<sup>8</sup> Not to exceed

**PROJECT CHANGE ORDER LOG**

CO = change order, signed order changing the scope of work, cost and time  
PR = proposal request, owner-initiated request for a change in the scope of work  
COP = change order proposal, response from contractor to a PR  
COR = change order request, from contractor based on a changed condition  
FO = field order, emergency change authorized by owner

<u>DATE</u>	<u>TYPE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TIME</u>
10-9-2019	CO 1	COP No. 2, 3, 8 & 9 Generator, EV charging, PEX (deduct) & additional data conduit	\$113,010.14	14

Appendix 2

Central Skagit Library District  
 2020 Budget Draft  
 Discussion 9/19/2019  
 Hearing 10/17/19

	Estimated Cash as of 12/31/2019	Estimated 2020 Receipts and Expenses	2020 % of Operations	2020 Actual Expenses
New Library Commitment	\$1,175,000			
Unallocated Cash	\$1,800,000			
Estimated Timber Funds Receipts		\$240,000		
2020 Estimated Tax Receipts CSLD		\$871,642		
2020 Estimated Receipts Sedro-Woolley Less Bond Payment		\$0		
<b>2020 Total Estimated Receipts</b>		<b>\$1,111,642</b>		

<b>Operational Expenditures</b>			
Personnel Expense	\$755,780	70.46%	
Utilities	\$17,000	1.12%	
Rent	\$12,000	1.12%	
Software and Licensing	\$87,115	8.12%	
Computers and Networking	\$2,900	0.19%	
Library Equipment	\$2,063	0.19%	
General and Administration Expenses	\$49,710	7.43%	
Bookmobile	\$7,300	0.65%	
Budget Contingency Fund	\$50,000	2.80%	
Library Materials Ongoing	\$85,000	7.92%	
<b>Total Estimated Operational Expenditures</b>	<b>\$1,072,805</b>	<b>100.00%</b>	
<b>Total Estimated Receipts Less Total Estimated Operational Expenditures</b>		<b>\$39,037</b>	
<b>Estimated Use of New Library Commitment Funds</b>			
Furniture, Fixtures and Fixtures	\$540,000		
Opening Day Collection	\$50,000		
IT Design	\$3,000		
Moving Costs	\$20,000		
FF&E Design	\$25,000		
IT/AV Acquisition	\$160,000		
<b>Total Estimated Use of New Library Commitment Funds</b>	<b>\$798,000</b>		
<b>Total Estimated New Library Commitment Balance</b>	<b>\$377,000</b>		
<b>Estimated Use of Unallocated Funds</b>			
Library Vehicle	\$30,000		
Generator for New Library	\$103,000		
Generator Replacement (bookmobile)	\$15,000		
<b>Total Use of Unallocated Cash</b>	<b>\$148,000</b>		
<b>Total Expenditures</b>	<b>\$2,018,805</b>		
<b>Total Estimated Unallocated Cash Balance</b>	<b>\$2,068,037</b>		

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

Central Skagit Library District 2020 DRAFT Budget Proposal

2020 Personnel Expenses

Full Year NO COLA	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Director	\$44.24	173	\$92,012.12	\$11,832.76	\$7,176.95	\$23,950.00	\$134,972
Library Associate (Full time)	\$14.00	173	\$29,064.00	\$3,737.63	\$2,266.99	\$10,536.00	\$45,605
Library Associate (Circulation and Technology)	\$17.00	173	\$36,292.00	\$4,538.55	\$2,752.78	\$9,821.00	\$52,404
Circulation Manager	\$21.44	173	\$44,591.77	\$5,734.50	\$3,478.16	\$23,950.00	\$77,754
Library Page	\$12.50	32	\$4,800.00	\$0.00	\$374.40	\$0.00	\$5,174
Library Page	\$14.00	64	\$10,752.00	\$0.00	\$838.66	\$0.00	\$11,591
Library Associate (Youth Services Specialist)	\$19.54	173	\$40,565.04	\$5,216.66	\$3,164.07	\$25,948.00	\$74,894
Librarian (Cataloging)	\$24.07	173	\$49,969.32	\$6,426.05	\$3,897.61	\$10,536.00	\$70,829
Library Associate	\$15.00	104	\$18,720.00	\$2,407.39	\$1,460.16	\$10,536.00	\$33,124
Library Associate	\$15.00	96	\$17,280.00	\$2,222.21	\$1,347.84	\$10,536.00	\$31,386
Library Associate	\$15.00	56	\$10,080.00	\$0.00	\$766.24	\$0.00	\$10,866
Bookmobile Specialist	\$15.50	20	\$3,720.00	\$0.00	\$290.16	\$0.00	\$4,010
Library Associate (NEW) Days	\$14.00	64	\$10,752.00	\$0.00	\$838.66	\$0.00	\$11,591
Library Associate (NEW) Evenings	\$14.00	64	\$10,752.00	\$0.00	\$838.66	\$0.00	\$11,591
Librarian (MLIS)	\$30.00	173	\$62,280.00	\$8,009.21	\$4,857.84	\$10,536.00	\$85,683
Library Associate (Young Adult Services)	\$16.00	173	\$33,216.00	\$4,271.58	\$2,590.85	\$10,536.00	\$50,614
Unemployment Insurance							\$3,500
Training and Travel Expense							\$12,000
Labor and Industries Worker's Compensation							\$4,000
<b>Total Staffing 2020</b>			<b>\$473,846.25</b>	<b>\$42,115.76</b>	<b>\$36,960.01</b>	<b>\$146,885.00</b>	<b>\$731,588</b>

3% COLA/Salary Comp Adjustment

Full Year	Hourly	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Director	\$45.57	\$44.24	173	\$94,772.49	\$12,187.74	\$7,392.25	\$23,950.00	\$138,302
Library Associate (Full time)	\$14.68	\$14.25	173	\$30,470.49	\$3,918.51	\$2,762.78	\$10,536.00	\$47,678
Library Associate (Circulation and Technology)	\$18.03	\$17.50	173	\$37,419.90	\$4,812.20	\$2,918.75	\$9,821.00	\$54,972
Circulation Manager	\$22.08	\$21.44	173	\$45,844.72	\$5,895.63	\$3,575.89	\$23,950.00	\$79,266
Library Page	\$12.88	\$12.50	32	\$4,944.00	\$0.00	\$365.63	\$0.00	\$5,330
Library Page	\$14.42	\$14.00	64	\$11,074.56	\$0.00	\$863.82	\$0.00	\$11,938
Library Associate (Youth Services Specialist)	\$20.60	\$20.00	173	\$42,765.60	\$5,499.66	\$3,335.72	\$25,948.00	\$77,549
Librarian (Cataloging)	\$24.79	\$24.07	173	\$51,468.40	\$6,618.84	\$4,014.54	\$10,536.00	\$72,638
Library Associate	\$15.97	\$15.50	104	\$19,924.32	\$2,562.27	\$1,564.10	\$10,536.00	\$34,577
Library Associate	\$15.97	\$15.50	96	\$18,391.68	\$2,365.17	\$1,434.55	\$10,536.00	\$32,727
Library Associate	\$15.97	\$15.50	56	\$10,728.48	\$0.00	\$836.82	\$0.00	\$11,565
Bookmobile Specialist	\$16.48	\$16.00	20	\$3,956.20	\$0.00	\$308.51	\$0.00	\$4,264
Library Associate (NEW) Days	\$14.68	\$14.25	64	\$11,272.32	\$0.00	\$898.56	\$0.00	\$12,419
Library Associate (NEW)	\$14.68	\$14.25	64	\$11,272.32	\$0.00	\$879.24	\$0.00	\$12,390
Librarian IIT Professional	\$30.00	\$30.00	173	\$62,280.00	\$8,009.21	\$4,857.84	\$10,536.00	\$85,683
Library Associate (Young Adult Services)	\$17.51	\$17.00	173	\$36,350.76	\$4,674.71	\$2,835.36	\$10,536.00	\$54,397
Unemployment Insurance								\$3,605
Training and Travel Expense								\$12,360
Labor and Industries Worker's Compensation								\$4,120
<b>Total Staffing 2020</b>				<b>\$492,935.24</b>	<b>\$56,543.92</b>	<b>\$38,844.35</b>	<b>\$146,885.00</b>	<b>\$755,780</b>

<b>2020 Software and Licensing Expenses TOTAL</b>	<b>\$87,115</b>
Public Computer Session and Print Management	\$685
Scholastic	\$5,500
Hoopla	\$20,000
Rocket Languages/Freegal Music	\$2,000
TLC (Integrated Library System)	\$15,000
ITSMARC	\$2,500
Misc. licensing (Office, Webroot, etc.)	\$3,000
Ebsco	\$3,000
Proquest	\$550
HeritageQuest/Ancestry	\$2,900
Microsoft Office Licensing	\$1,000
Library Aware/Novelist Select	\$3,000
SonicWall	\$600
Reboot and Restore License plus maintence	\$100
AtoZ World Travel/Food	\$700
Beanstack	\$1,000
Washington Anytime Library	\$19,000
Learning Express Library	\$2,200
CreativeBug	\$1,000
Newspaper Source	\$900
RBDigital eAudio/Magazines	\$2,480

<b>2020 General and Administration Expenses TOTAL</b>	\$79,710
Library Programming	\$12,000
Summer Library Program	\$8,000
Office Supplies	\$15,000
Public Relations and Promotional Materials	\$6,710
Professional Services Misc.	\$5,000
Professional Services Legal	\$5,000
Professional Services Technology	\$8,000
Building Insurance	\$6,000
Telecommunications (Internet and Phone)	\$14,000



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

**Resolution No. 2019-6  
Auditing Officer**

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 21, 2019, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2020 at a cost of \$10,989.39. 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 21<sup>st</sup> day of November, 2019.

Mary Alice Inskin  
[Signature]  
Melinda McDonald Casler

Randy P Newland





720 Metcalf Street  
Sedro-Woolley, WA 98284  
360.755.3985  
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**Resolution No. 2019-5  
2020 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 2020; and,

WHEREAS, a budget hearing was held on October 17, 2019;

WHEREAS, expenditures in 2020 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 2020 Budget with total expenditures equaling \$ 2,043,363.

Adopted this 21<sup>st</sup> day of November, 2019.

Margolin Susber  
[Signature]  
Melinda Macmurtrei-Crebo

[Signature]  
[Signature]





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**Resolution No. 2019-4  
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 2020; and,

WHEREAS, the district's actual levy amount from the previous year was \$863,012 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 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$12,017, 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 21st day of November, 2019.

Mary Alice Siskins  
[Signature]  
Melinda Marnick Costley

[Signature]



# Central Skagit Library District

**As of November 30, 2019**

	2019 Projected	YTD 2019	2019 Projected	YTD 2019 Actual	Percentage
<b>INCOME</b>					
Tax Funds	\$856,000.00	\$862,435.99			
Timber Funds	\$295,000.00	\$280,893.50			
Leasehold Excise Tax		\$172.70			
Timber Excise		\$41,424.44			
Cash (Fees, Cards Purchased)		\$62,036.41			
Library Svs Contract	\$380,000.00	\$258,217.96			
IGT Increase		\$104.10			
Donations					
Investment Earnings		\$49,437.65			
	<b>\$1,236,000</b>	<b>\$1,554,722.75</b>			

(Includes refund on construction account from SW)

**ONGOING EXPENSES**

Personnel Expense			\$664,701	\$606,343	91.22%
Bookmobile			\$9,000	\$1,503	16.70%
Building Costs (Lease and Utilities)			\$34,000	\$32,029	94.20%
Software and Licensing 5014930			\$66,750	\$75,671	113.37%
Furniture, Fixtures, Equipment			\$15,000	\$14,503	96.69%
General Expenses			\$78,810	\$125,391	159.11%
Contingency Fund			\$30,000	\$0	0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$95,000	\$79,179	83.35%
<b>ONGOING EXPENSE TOTALS</b>			<b>\$1,042,261</b>	<b>\$934,620</b>	<b>89.67%</b>

**ONE-TIME EXPENDITURES**

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

**Total Expenditures YTD**

**\$2,367,661**      **\$1,147,020**      **48.45%**



## Recent Activities

- On 11/22 I met with the committee for the 2020 Skagit All Staff Day planning. We are working with Primary Source, a library consulting firm, to plan and execute this event. It will take place on March 6, 2020.
- The move to hosted services on December 2nd for our library automation system went smoothly. We are now fully hosted offsite. There were no major changes to the functionality of the modules for staff. This move provides added security, offsite back-ups and regular updates.
- First round interviews for the Head of Public Services are complete. Final interviews are scheduled for 12/13 and 12/16. I hope to have an offer out by the Board meeting date.
- On 12/5 I met with Kevin Kane and Carolyn LeCompte (SHKS Architects) to finalize the shelving and furniture specifications for the bidding process. I am very happy with some added shelving capacity that we were able to build in throughout the library without losing the aesthetic that we were aiming for.

## Timber Funds and the Marbled Murrelet

The marbled murrelet issue will only affect us by a loss of 34 acres out of over 27,000 operable acres, which is -0.1% change from what we have been used to. The issues that will affect us, and all of the recipients, include the cyclical trend down in available harvest trees; distribution of the age class of the trees; and the DNR Board's change to the sustainable harvest calculation. We will see a trend down

for the next five decades and then it will trend back up. In conclusion, we will see a decline in forest fund receipts, but that will trend down over time, but how much each year will be very hard to predict due to the way that timber sales are handled in any given year.

### Ongoing and Upcoming Activities

- Closed December 24<sup>th</sup> and 25<sup>th</sup> for Christmas Holidays.
- Closing at 5pm on December 31<sup>st</sup>, closed January 1<sup>st</sup> for New Year's Day.
- Exploring some options for IT/AV procurement through the Department of Enterprise Services contract.

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.

**Total Vouchers: \$69,806.55**

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT	
11/1/2019	Interpreting Technology	IT30239	10/31/19	5014110	\$155.91	
	Library Ideas	71877	09/04/19	5013515	\$689.10	
	Philips Publishing	342SED	10/28/19	5014410	\$335.00	
	Midwest Tape	98108083	10/24/19	5013515	\$73.92	
	Midwest Tape	98095433	10/21/19	5013515	\$27.11	
	Midwest Tape	98072042	10/16/19	5013515	\$34.22	
	Midwest Tape	98072044	10/16/19	5013515	\$23.65	
	WA HCA	Oct/Nov Billing	10/26/19	5012400	\$23,802.44	
11/8/2019	FACEBK 2B657NNW32 650-54348		10/28/19	5014410	\$4.80	
	OMNI HOTELS 404-65900		10/25/19	5014310	\$501.61	
	BURLINGTON HOME STYLE BURLINGTO		10/24/19	5013180	\$150.00	
	MESTIZO FAMILY MEXICAN SEDRO WOO		10/24/19	5013180	\$50.00	
	DROPBOX*MCFVJWNVC3H7 DROPBOX.C		10/23/19	5014930	\$48.83	
	SQ *RCN COMMUNICATI 877-417-4		10/23/19	5014212	\$29.59	
	ADOBE ACROPRO SUBS 800-833-6		10/15/19	5014930	\$27.11	
	FUEL EXPRESS SEDRO WOO SEDRO WOO		10/11/19	5013200	\$75.00	
	JOANN STORES #2199 MOUNT VER		10/09/19	5013180	\$63.25	
	FLUENTSTREAM 720-398-6		10/07/19	5014210	\$257.18	
	SUNSET PARK SELF STORA SEDRO WOO		10/07/19	5014510	\$100.00	
	SEDRO WOOLLEY MINI STO 800-528-0		10/03/19	5014510	\$150.00	
	WORKPLACEPRO 877-67718		10/03/19	5013180	\$152.35	
	BEST WESTERN PLUS VANC VANCOUVER		10/02/19	5014310	\$101.35	
	PAYPAL *KID INSIDER 402-935-7		09/30/19	5014410	\$75.00	
	CANSTOCKPHOTO COM 902482981		09/27/19	5013110	\$12.00	
	FRGN TRANS FEE-CANSTOCKPHOTO COM		09/27/19	5013110	\$0.24	
	SEDRO WOOLLEY 360-85511		09/27/19	5014310	\$16.00	
	11/8/2019	Ebsco (Magazines)	708362	11/01/19	5014930	\$1,456.57
		Ebsco (Newspapers)	708887	11/01/19	5014930	\$799.81
SHLB		300000524	10/29/19	5014930	\$500.00	

	Hoopla (Midwest Tape)	98147558	10/31/19	5014930	\$1,525.53
	Library Ideas	71328	11/04/19	5014930	\$1,950.00
11/8/2019	GUARDIAN SECURITY SYST 206-6226545 WA		09/26/19	5014930	\$179.03
	MISTER TS AWARDS & EMB MOUNT VERNON WA		10/02/19	5013180	\$92.50
	THE BLUEPRINT COMPANY MOUNT VERNON WA		10/03/19	5013110	\$89.13
	SEATTLE TIMES COMPANY 2064642111 WA		10/03/19	5014930	\$235.77
	EIG*POWWEB 866-5392854 MA		10/07/19	5014930	\$117.27
	FRED-MEYER #0024 BURLINGTON WA		10/15/19	5014310	\$124.57
	EIG*POWWEB 866-5392854 MA		10/16/19	5014930	\$25.99
	OFFICE DEPOT #980 MOUNT VERNON WA		10/21/19	5013110	\$30.41
	RITE AID STORE - 5248 SEDRO WOOLLEY WA		10/24/19	5013110	\$21.68
	WALGREENS #10994 SEDRO WOOLLEY WA		10/24/19	5013110	\$12.99
	SEDRO-WOOLLEY FOOD PAV SEDRO-WOOLLEY V		10/24/19	5013110	\$85.92
	RITE AID STORE - 5248 SEDRO WOOLLEY WA		10/25/19	5013110	\$21.69
11/8/2019	PT Metcalf, LLC	Dec-2019	11/08/19	5014510	\$1,323.00
	Leaf	9976885	10/27/19	5013512	\$292.95
	Skagit Publishing	1019330359	10/31/19	5014410	\$447.30
	Ingram	42596503	11/01/19	5013515	\$209.55
	Ingram	42596502	11/01/19	5013515	\$65.33
	Midwest Tape	98137258	10/31/19	5013515	\$62.96
	Midwest Tape	98109648	10/25/19	5013515	\$8.39
	Midwest Tape	98110050	10/25/19	5013515	\$53.62
	Midwest Tape	98110051	10/25/19	5013515	\$14.90
	Midwest Tape	98126913	10/28/19	5013515	\$30.86
	Midwest Tape	98126914	10/28/19	5013515	\$81.33
	City of Sedro-Woolley	Ball Street	11/01/19	5014700	\$214.85
	City of Sedro-Woolley	Metcalf	11/01/19	5014700	\$174.67
	Cascade Gas	Metcalf	11/01/19	5014700	\$131.07
	Cascade Gas	Ball Street	11/01/19	5014700	\$70.86
11/15/2019	Midwest Tape	98176012	11/08/19	5013515	\$28.19
	Midwest Tape	98176014	11/08/19	5013515	\$45.44
	Midwest Tape	98173841	11/08/19	5013515	\$26.30
	Midwest Tape	98176015	11/08/19	5013515	\$43.33
	Midwest Tape	98164062	11/05/19	5013515	\$18.98
	Midwest Tape	98164063	11/05/19	5013515	\$43.06
	Ingram	42629802	11/05/19	5013515	\$93.61



	Skagit PUD	Ball Street	11/06/19	5014700	\$53.73
	Comcast	Metcalf	11/02/19	5014212	\$269.86
	Mary Andersson		11/15/19	5013180	\$517.32
11/22/2019	Skagit PUD	Metcalf	11/13/19	5014700	\$70.89
	Verizon Wireless	98414748664	11/09/19	5014212	\$79.38
	Ingram	42761472	11/15/19	5013515	\$242.45
	Ingram	42761471	11/15/19	5013515	\$29.97
	Ingram	42761470	11/15/19	5013515	\$15.50
	Ingram	42761469	11/15/19	5013515	\$23.74
	Ingram	42673994	11/15/19	5013515	\$29.98
	Midwest Tape	98206483	11/15/19	5013515	\$113.74
	Midwest Tape	98199929	11/13/19	5013515	\$35.85
	Midwest Tape	98201140	11/13/19	5013515	\$47.19
	Midwest Tape	98176395	11/08/19	5013515	\$92.56
	Midwest Tape	98176393	11/08/19	5013515	\$35.85
11/22/2019	SYNCB/AMAZON	774579968864	08/30/19	5013515	(\$48.29)
	SYNCB/AMAZON	547567638794	09/26/19	5013515	(\$6.50)
	SYNCB/AMAZON	464789653974	09/27/19	5013515	(\$16.26)
	SYNCB/AMAZON	885799779564	10/26/19	5013110	\$9.05
	SYNCB/AMAZON	887846788458	10/30/19	5013515	\$33.62
	SYNCB/AMAZON	453455565766	10/31/19	5013515	\$16.25
	SYNCB/AMAZON	466384866443	10/31/19	5013515	\$32.52
	SYNCB/AMAZON	943643646657	10/16/19	5013110	\$50.67
	SYNCB/AMAZON	438546477345	10/15/19	5013515	\$4.99
	SYNCB/AMAZON	743555939797	10/15/19	5013515	\$6.47
	SYNCB/AMAZON	635789938565	10/15/19	5013515	\$9.22
	SYNCB/AMAZON	697697333639	10/15/19	5013515	\$12.58
	SYNCB/AMAZON	579669866969	10/15/19	5013515	\$18.42
	SYNCB/AMAZON	436334943368	10/21/19	5013512	\$16.81
	SYNCB/AMAZON	596465564798	10/21/19	5013110	\$15.16
	SYNCB/AMAZON	469675484985	10/21/19	5013110	\$23.20
	SYNCB/AMAZON	889693685437	10/21/19	5013110	\$68.31
	SYNCB/AMAZON	967875699967	10/21/19	5013110	\$68.67
	SYNCB/AMAZON	458988353794	10/23/19	5013515	\$10.05
	SYNCB/AMAZON	645669776767	10/22/19	5013515	\$22.81
	SYNCB/AMAZON	789669959447	10/11/19	5013110	\$20.60

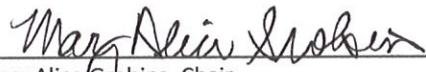


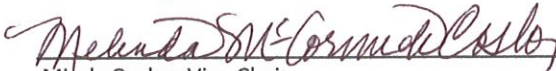
SYNCB/AMAZON	576637945675	10/31/19	5013515	\$21.66
SYNCB/AMAZON	884336573639	10/17/19	5013515	\$45.46
SYNCB/AMAZON	555749583376	10/18/19	5013110	\$46.77
SYNCB/AMAZON	453963634454	10/18/19	5013512	\$47.58
SYNCB/AMAZON	995694566465	11/05/19	5013515	\$10.84
SYNCB/AMAZON	694549985394	11/04/19	5013110	\$65.08
SYNCB/AMAZON	446838897844	11/05/19	5013511	\$105.23
SYNCB/AMAZON	768875898945	10/15/19	5013515	\$13.00
SYNCB/AMAZON	496597497963	10/31/19	5013515	\$17.31
SYNCB/AMAZON	469959687584	10/17/19	5013515	\$120.87
SYNCB/AMAZON	455857365793	11/05/19	5013515	\$16.75
SYNCB/AMAZON	978597777399	11/04/19	5013515	\$25.15
SYNCB/AMAZON	679667484985	10/20/19	5013512	\$187.68
SYNCB/AMAZON	765983849549	10/22/19	5013515	\$48.42
SYNCB/AMAZON	793558593333	10/22/19	5013110	\$26.73
SYNCB/AMAZON	846556589456	10/23/19	5013515	\$54.23
SYNCB/AMAZON	938578745537	10/23/19	5013515	\$103.17
SYNCB/AMAZON	576788376988	10/10/19	5013180	\$70.55
SYNCB/AMAZON	499646645887	10/10/19	5013110	\$15.06
SYNCB/AMAZON	444996757786	10/10/19	5013110	\$7.46
SYNCB/AMAZON	666946856586	10/28/19	5013110	\$59.31
SYNCB/AMAZON	437936438995	10/28/19	5013515	\$21.75
SYNCB/AMAZON	498697676386	10/29/19	5013515	\$16.26
SYNCB/AMAZON	734895437778	11/02/19	5013515	\$180.98
SYNCB/AMAZON	879746737886	10/22/19	5013515	\$15.72
SYNCB/AMAZON	883377558754	10/22/19	5013110	\$16.26
SYNCB/AMAZON	434444956837	10/22/19	5013110	\$20.60
SYNCB/AMAZON	877569465935	10/22/19	5013110	\$30.72
SYNCB/AMAZON	444745597755	10/21/19	5013512	\$140.94
SYNCB/AMAZON	898765337579	10/19/19	5013512	\$20.60
SYNCB/AMAZON	673648357879	11/05/19	5013515	\$7.59
SYNCB/AMAZON	883355397357	11/05/19	5013515	\$11.56
SYNCB/AMAZON	473363385768	10/11/19	5013110	\$27.11
SYNCB/AMAZON	679346936899	10/17/19	5013515	\$21.68
SYNCB/AMAZON	454866486486	10/19/19	5013515	\$18.34
SYNCB/AMAZON	567363765793	11/02/19	5013515	\$45.44

11/25/2019	Eric Nord Creative	190161	10/22/19	5014110	\$2,500.00
11/27/2019	Baker & Taylor	2034860629	10/18/19	5013515	\$20.51
	Baker & Taylor	2034860630	10/18/19	5013515	\$53.56
	Baker & Taylor	2034864022	10/21/19	5013515	\$8.72
	Baker & Taylor	2034864023	10/21/19	5013515	\$233.59
	Baker & Taylor	2034864024	10/21/19	5013515	\$9.85
	Baker & Taylor	2034888760	10/21/19	5013515	\$21.67
	Baker & Taylor	2034888761	10/21/19	5013515	\$11.16
	Baker & Taylor	2034889978	10/29/19	5013515	\$126.36
	Baker & Taylor	2034889979	10/29/19	5013515	\$69.04
	Baker & Taylor	2034889980	10/29/19	5013515	\$28.10
	Baker & Taylor	2034889981	10/29/19	5013515	\$60.00
	Baker & Taylor	2034889982	10/29/19	5013515	\$38.22
	Baker & Taylor	2034889983	10/29/19	5013515	\$56.91
	Baker & Taylor	2034889984	10/29/19	5013515	\$55.91
	Baker & Taylor	2034893898	10/29/19	5013515	\$71.06
	Baker & Taylor	2034893899	10/29/19	5013515	\$17.61
	Baker & Taylor	2034893900	10/29/19	5013515	\$167.50
	Baker & Taylor	2034893901	10/29/19	5013515	\$15.89
	Baker & Taylor	2034893902	10/29/19	5013515	\$10.61
	Baker & Taylor	2034893903	10/29/19	5013515	\$18.86
	Baker & Taylor	2034893904	10/29/19	5013515	\$29.51
	Baker & Taylor	2034893905	10/29/2019	5013515	\$36.96
	Baker & Taylor	2034893906	10/29/19	5013515	\$16.99
	Baker & Taylor	2034893907	10/29/19	5013515	\$23.47
	Baker & Taylor	2034914816	11/04/19	5013515	\$85.16
	Baker & Taylor	2034914817	11/04/19	5013515	\$56.43
	Baker & Taylor	2034910230	11/02/19	5013515	\$147.88
	Baker & Taylor	2034910231	11/02/19	5013515	\$30.81
	Baker & Taylor	2034910232	11/02/19	5013515	\$29.33
	Baker & Taylor	2034910233	11/02/19	5013515	\$4.54
	Baker & Taylor	2034910234	11/02/19	5013515	\$37.09
	Baker & Taylor	2034910235	11/02/19	5013515	\$11.36
	Baker & Taylor	2034910236	11/02/19	5013515	\$79.12
	Baker & Taylor	2034910237	11/02/19	5013515	\$33.98
	Baker & Taylor	2034910238	11/02/19	5013515	\$63.93

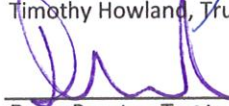
Baker & Taylor	2034910239	11/02/19	5013515	\$30.00
Baker & Taylor	2034913221	11/06/19	5013515	\$359.27
Baker & Taylor	2034938019	11/12/19	5013515	\$56.52
Baker & Taylor	2034935382	11/12/19	5013515	\$20.76
Baker & Taylor	2034935383	11/12/19	5013515	\$18.24
Baker & Taylor	2034935384	11/12/19	5013515	\$112.84
Baker & Taylor	2034935385	11/12/19	5013515	\$16.85
Baker & Taylor	2034929522	11/18/19	5013515	\$35.83
Baker & Taylor	2034929523	11/18/19	5013515	\$77.14
Baker & Taylor	2034929524	11/18/19	5013515	\$81.76
Baker & Taylor	2034929525	11/18/19	5013515	\$183.09
Baker & Taylor	2034929526	11/18/19	5013515	\$17.59
Baker & Taylor	2034929527	11/18/19	5013515	\$47.59
Baker & Taylor	2034929528	11/18/19	5013515	\$23.48
Baker & Taylor	2034954352	11/21/19	5013515	\$107.52
Baker & Taylor	2034954353	11/21/19	5013515	\$28.00
Baker & Taylor	2034954354	11/21/19	5013515	\$31.95
Baker & Taylor	2034954355	11/21/19	5013515	\$56.35
Baker & Taylor	2034954356	11/21/19	5013515	\$21.86
Baker & Taylor	2034954357	11/21/19	5013515	\$29.20
Baker & Taylor	2034954358	11/21/19	5013515	\$18.70
Baker & Taylor	2034954359	11/21/19	5013515	\$18.73
Baker & Taylor	2034962127	11/21/19	5013515	\$56.50
Baker & Taylor	2034957354	11/22/19	5013515	\$91.15
Baker & Taylor	2034957355	11/22/19	5013515	\$43.21
Baker & Taylor	2034957356	11/22/19	5013515	\$10.49
Baker & Taylor	2034957357	11/22/19	5013515	\$35.37
Baker & Taylor	2034957358	11/22/19	5013515	\$12.48
Baker & Taylor	2034957359	11/22/19	5013515	\$95.08
Baker & Taylor	2034957360	11/22/19	5013515	\$50.96
Baker & Taylor	2034957361	11/22/19	5013515	\$26.25
Baker & Taylor	2034954582	11/23/19	5013515	\$59.57
11/27/2019 Puget Sound Energy	Metcalf	11/19/19	5014700	\$79.40
Puget Sound Energy	Ball	11/19/19	5014700	\$278.10
City of Sedro-Woolley	535	11/20/19	5014920	\$1,173.24
Ingram	42802140	11/19/19	5013515	\$169.46

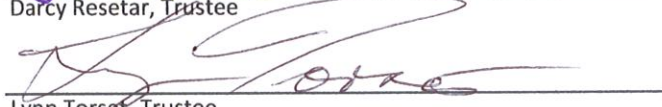
Ingram	42802139	11/19/19	5013515	\$206.80
Ingram	42812754	11/20/19	5013515	\$22.83
Comcast	Ball	11/14/19	5014212	\$344.82
Enduris	1093	11/26/19	5014610	\$8,433.00
Carol Bohmbach		11/27/19	5013180	\$23.12
WA HCA	DEC PREMIUMS	11/26/19	5012400	\$11,484.47

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

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

  
 \_\_\_\_\_  
 Timothy Howland, Trustee

  
 \_\_\_\_\_  
 Darcy Resetar, Trustee

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

**Resolution No. 2019-8**

**A Resolution Authorizing Litigation Against  
State of Washington Department of Natural Resources**

**WHEREAS**, the State of Washington Department of Natural Resources (“DNR”) as trustee is obligated to manage certain lands (hereinafter, “**Forest Board Trust Lands**”) on behalf of the Central Skagit Partial County Rural Library District (the “**District**”) as beneficiary, as set forth in that certain Resolution approved by the Board of Skagit County Commissioners R20190232 dated December 16, 2019, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference (hereinafter, the “**County Resolution**”); and

**WHEREAS**, the District provides library services and outreach in a significant portion of Eastern Skagit County without regard for citizens’ ability to pay, and to a significant degree on the revenue generated by Forest Board Trust Lands as well as the jobs and indirect economic impact created by sustainable forestry; and

**WHEREAS**, the District as beneficiary of the trust is entitled to understand the significant decline in historic revenues generated by Forest Trust Lands forecasted by DNR through its Sustainable Harvest Calculation for the 2015-2024 planning decade, and the reasons for their occurrence; and

**WHEREAS**, the Board of Trustees of the District desires to join Skagit County government in seeking better answers and information from DNR as to the issues set forth in the County Resolution, in furtherance of a stable, sustainable and long-term revenue stream from lands entrusted to State government by our community.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the District:

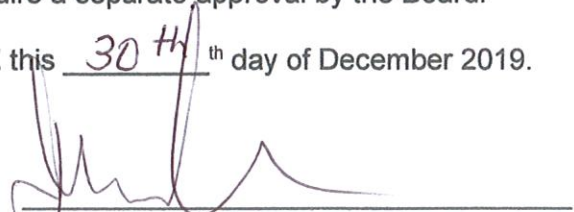
1. That the Central Skagit Partial County Library District is hereby authorized to enter necessary and proper agreements with Skagit County government and others by which the District will join an anticipated appeal of DNR’s Sustainable Harvest Calculation. The Board anticipates that this appeal will incur no cost for the District, and any subsequent allocation of funds to support an appeal will require a separate approval by the Board.

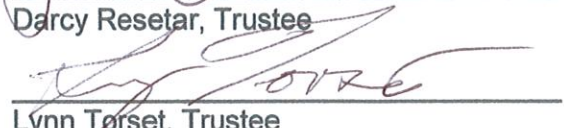
**WITNESS OUR HANDS AND SEAL OF OUR OFFICE** this 30<sup>th</sup> day of December 2019.

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

  
\_\_\_\_\_  
Tim Howland, Vice Chair

  
\_\_\_\_\_  
Mindy Coslor, Trustee

  
\_\_\_\_\_  
Darcy Resetar, Trustee

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





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

**Resolution No. 2019-7**

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on December 19, 2019 that we:


1. Transfer \$400,000 from the library district's cash balance to the Local Government Investment Pool.

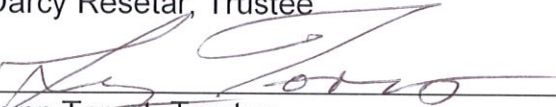
Adopted this 19<sup>th</sup> Day of December, 2019.

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

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

  
\_\_\_\_\_  
Tim Howland, Trustee

  
\_\_\_\_\_  
Darcy Resetar, Trustee

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



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

### General Ledger Detail Report

For Date Range: 11/1/2019 To: 11/30/2019

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

<b>Beginning Cash Balance</b>	<b>\$860,167.90</b>
Cash Receipts	\$322.78
Investments Interest	\$4,146.84
Taxes Collected	\$57,465.56
State Forest Funds	\$16,502.54
Timber Excise	\$8,534.47
<b>Subtotal Cash Increases</b>	<b>\$86,972.19</b>
Investments Purchased	-\$4,146.84
District Accounts Payable	-\$59,343.36
District Payroll	-\$42,822.81
<b>Subtotal Cash Decreases</b>	<b>-\$106,313.01</b>
<b>Ending Cash Balance</b>	<b>\$840,827.08</b>
<b>Beginning Investments</b>	<b>\$2,406,396.90</b>
Investments Purchased	\$4,146.84
<b>Ending Investments</b>	<b>\$2,410,543.74</b>
<b>Beginning Taxes Receivable</b>	<b>\$89,708.88</b>
Taxes Receivable	-\$56,431.27
<b>Ending Taxes Receivable</b>	<b>\$33,277.61</b>

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 NOVEMBER 2019

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	860,467.90	86,972.19	106,313.01-	841,127.08
Obj 118 TEMPORARY INVESTMENTS	2,406,396.90	4,146.84		2,410,543.74
Obj 121 TAXES RECEIVABLE (NET)	89,708.88	1,034.29	57,465.56-	33,277.61
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	15,408.07-	59,343.36	43,935.29-	
Obj 231 OTHER ACCRUED LIABILITIES	18,186.67-	18,186.67	16,247.04-	16,247.04-
Obj 257 DEFERRED REVENUE	89,708.88-	57,465.56	1,034.29-	33,277.61-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-



SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 NOVEMBER 2019

Fnd L03 NORTH CENTRAL RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2019 BUDGET
Sub 001 NORTH CENTRAL RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	838,032.80-		66,000.03-	904,032.83-	
Obj 330 INTERGOVERNMENTAL REVENUES	261,905.25-		16,490.76-	278,396.01-	
Obj 340 CHARGES FOR GOODS AND SERV	198,305.12-			198,305.12-	
Obj 360 MISCELLANEOUS REVENUES	109,783.78-		4,481.40-	114,265.18-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	347,877.40	33,568.54		381,445.94	
Obj 520 PERSONNEL BENEFITS	173,718.74	31,117.08		204,835.82	
Obj 530 SUPPLIES -CONSUMPTION / RE	119,282.35	6,080.32		125,362.67	
Obj 540 SERVICES AND PASS THRU PMT	178,001.03	14,052.53		192,053.56	
Obj 560 CAPITAL OUTLAYS	212,400.00			212,400.00	
Obj 599 BUDGET EXPENDITURES					2,265,561.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	376,747.43-	84,818.47	86,972.19-	378,901.15-	2,265,561.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
NOVEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
11	111519	PA	20226	S J	92327	21 2	3948.06			
11	111519	PA	20319	S J	92327	22 2	1857.99			
11	111519	PA	20418	S J	92327	23 2	2085.73			
11	111519	PA	20363	S J	92367	97 2	1817.22			
11	111519	PA	20417	S J	92367	98 2	1072.50			
11	111519	PA	20420	S J	92367	99 2	783.75			
11	111519	PA	20472	S J	92367	100 2	108.50			
11	111519	PA	20483	S J	92367	101 2	1092.00			
11	111519	PA	20462	S J	92367	102 2	1328.00			
11	111519	PA	20419	S J	92367	103 2	360.00			
11	111519	PA	20448	S J	92367	104 2	1496.00			
11	111519	PA	20476	S J	92367	105 2	574.00			
11	111519	PA	20478	S J	92367	106 2	293.75			
11	111519	PA	20480	S J	92367	107 2	504.00			
11	113019	PA	20418	S J	92445	12 2	2085.73			
11	113019	PA	20319	S J	92445	20 2	1857.99			
11	113019	PA	20226	S J	92445	25 2	3948.06			
11	113019	PA	20363	S J	92493	98 2	1563.20			
11	113019	PA	20363	S J	92493	99 2	29.31			
	113019	PA	20417	S J	92493	100 2	960.00			
-	113019	PA	20420	S J	92493	101 2	600.00			
11	113019	PA	20483	S J	92493	102 2	1092.00			
11	113019	PA	20462	S J	92493	103 2	1392.00			
11	113019	PA	20419	S J	92493	104 2	360.00			
11	113019	PA	20448	S J	92493	105 2	1360.00			
11	113019	PA	20476	S J	92493	106 2	413.00			
11	113019	PA	20478	S J	92493	107 2	193.75			
11	113019	PA	20480	S J	92493	108 2	392.00			
L03 5011100	SALARIES AND WAGES								347,877.40	381,445.94
11	110819	PA		S J	92300	80000 2	1391.28			
11	112519	PA		S J	92414	80000 2	1325.10			
L03 5012100	SOCIAL SECURITY								25,221.61	27,937.99

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
NOVEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
11	110819	PA	S J	92300	80000	2	2094.66			
11	112519	PA	S J	92414	80000	2	1990.88			
L03 5012200	RETIREMENT								39,593.65	43,679.19
11	110819	PA	S J	92300	80000	2	264.35			
11	112519	PA	S J	92414	80000	2	248.37			
L03 5012300	LABOR AND INDUSTRIES								4,233.65	4,746.37
11	110119	AP	508921 30361WA ST H	130403		8 2	23802.44			
L03 5012400	MEDICAL								100,918.27	124,720.71
L03 5012900	UNEMPLOYMENT COMPENSATION								3,751.56	3,751.56
11	111219	AP	508932 31871ELAN FI	130509		1 2	261.82			
11	111219	AP	508933 31871ELAN FI	130524		1 2	12.24			
11	112219	AP	509823 24334AMAZON.	130690		1 2	570.76			
L03 .3110	OFFICE SUPPLIES								11,641.09	12,485.91
L03 5013130	SOFTWARE SUPPLIES								651.25	651.25
11	111219	AP	508932 31871ELAN FI	130509		1 2	92.50			
11	111219	AP	508933 31871ELAN FI	130524		1 2	415.60			
11	111819	AP	509629 31924ANDERS	130615		10 2	517.32			
11	112219	AP	509823 24334AMAZON.	130690		1 2	70.55			
L03 5013180	LIBRARY PROGRAM COSTS								17,623.43	18,719.40
11	111219	AP	508933 31871ELAN FI	130524		1 2	75.00			
L03 5013200	FUEL								249.69	324.69
11	112219	AP	509823 24334AMAZON.	130690		1 2	105.23			

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
NOVEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
L03 5013511	LIBRARY COMPUTER EQUIP < \$50								6,727.14	6,832.37
11	110819	AP	509215 30912LEAF	130505		2 2	292.95			
11	112219	AP	509823 24334AMAZON.	130690		1 2	413.61			
L03 5013512	LIBRARY EQUIPMENT < \$5000								6,250.39	6,956.95
11	110119	AP	508837 29795LIBRARY	130403		2 2	689.10			
11	110119	AP	508847 29687HOOPLA	130403		4 2	73.92			
11	110119	AP	508847 29687HOOPLA	130403		5 2	27.11			
11	110119	AP	508847 29687HOOPLA	130403		6 2	34.22			
11	110119	AP	508847 29687HOOPLA	130403		7 2	23.65			
11	110819	AP	509124 11813INGRAM	130505		4 2	209.55			
11	110819	AP	509124 11813INGRAM	130505		5 2	65.33			
11	110819	AP	509264 29687HOOPLA	130505		6 2	62.96			
11	110819	AP	509264 29687HOOPLA	130505		7 2	8.39			
11	110819	AP	509264 29687HOOPLA	130505		8 2	53.62			
11	110819	AP	509264 29687HOOPLA	130505		9 2	14.90			
11	110819	AP	509264 29687HOOPLA	130505		10 2	30.86			
11	110819	AP	509264 29687HOOPLA	130505		11 2	81.33			
11	111819	AP	509639 29687HOOPLA	130615		1 2	28.19			
11	111819	AP	509639 29687HOOPLA	130615		2 2	45.44			
11	111819	AP	509639 29687HOOPLA	130615		3 2	26.30			
11	111819	AP	509639 29687HOOPLA	130615		4 2	43.33			
11	111819	AP	509639 29687HOOPLA	130615		5 2	18.98			
11	111819	AP	509639 29687HOOPLA	130615		6 2	43.06			
11	111819	AP	509567 11813INGRAM	130615		7 2	93.61			
11	112219	AP	509960 11813INGRAM	130687		3 2	242.45			
11	112219	AP	509960 11813INGRAM	130687		4 2	29.97			
11	112219	AP	509960 11813INGRAM	130687		5 2	15.50			
11	112219	AP	509960 11813INGRAM	130687		6 2	23.74			
11	112219	AP	509960 11813INGRAM	130687		7 2	29.98			
11	112219	AP	510039 29687HOOPLA	130687		8 2	113.74			
11	112219	AP	510039 29687HOOPLA	130687		9 2	35.85			

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
NOVEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
<p>End L03 NORTH CENTRAL RURAL LIBRARY DI</p>									
11	112219	AP	510039 29687HOOPLA	130687		10 2	47.19		
11	112219	AP	510039 29687HOOPLA	130687		11 2	92.56		
11	112219	AP	510039 29687HOOPLA	130687		12 2	35.85		
11	112219	AP	509823 24334AMAZON.	130690		1 2	912.06		
<p>L03 5013515 LIBRARY BOOKS &lt; \$5,000</p>								76,139.36	79,392.10
11	110119	AP	508877 28470INTERPR	130403		1 2	155.91		
11	112619	AP	509813 32309ERIC NO	130713		1 2	2500.00		
<p>L03 5014110 PROFESSIONAL SERVICES</p>								17,200.92	19,856.83
<p>L03 5014120 ACCOUNTING SERVICES</p>								3,654.62	3,654.62
<p>L03 5014187 JANITORIAL</p>								4,017.75	4,017.75
11	111219	AP	508933 31871ELAN FI	130524		1 2	257.18		
<p>L03 5014210 TELEPHONE</p>								1,847.07	2,104.25
	111219	AP	508933 31871ELAN FI	130524		1 2	29.59		
11	111819	AP	509500 22610COMCAST	130615		9 2	269.86		
11	112219	AP	510187 26072VERIZON	130687		2 2	79.38		
<p>L03 5014212 TELEPHONE INTERNET</p>								7,947.25	8,326.08
<p>L03 5014220 POSTAGE</p>								653.05	653.05
11	111219	AP	508932 31871ELAN FI	130509		1 2	124.57		
11	111219	AP	508933 31871ELAN FI	130524		1 2	618.96		
<p>L03 5014310 TRAVEL</p>								10,411.81	11,155.34
11	110119	AP	508862 31525PHILIPS	130403		3 2	335.00		
11	110819	AP	509363 13375SKAGIT	130505		3 2	447.30		

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
NOVEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI						
11	111219	AP	508933 31871ELAN FI	130524		1 2	79.80		
L03 5014410			ADVERTISING					1,589.88	2,451.98
11	110819	AP	509305 31904PT METC	130505		1 2	1323.00		
11	111219	AP	508933 31871ELAN FI	130524		1 2	250.00		
L03 5014510			RENTALS					18,750.28	20,323.28
L03 5014610			INSURANCE					843.00	843.00
11	110819	AP	509022 13076CITY OF	130505		12 2	214.85		
11	110819	AP	509022 13076CITY OF	130505		13 2	174.67		
11	110819	AP	509007 14158CASCADE	130505		14 2	131.07		
11	110819	AP	509007 14158CASCADE	130505		15 2	70.86		
11	111819	AP	509684 12771PUBLIC	130615		8 2	53.73		
11	112219	AP	510087 12771PUBLIC	130687		1 2	70.89		
L03 5014700			UTILITIES					11,836.19	12,552.26
L03 5014810			REPAIRS AND MAINTENANCE					238.75	238.75
L03 5014910			MISCELLANEOUS					20,084.33	20,084.33
L03 5014911			PRINTING					1,127.19	1,127.19
L03 5014920			EDUCATION/TRAINING					3,595.88	3,595.88
11	110819	AP	509068 24654EBSCO I	130504		1 2	1456.57		
11	110819	AP	509068 24654EBSCO I	130504		2 2	799.81		
11	110819	AP	509264 29687HOOPLA	130504		3 2	1525.53		
11	110819	AP	509219 29795LIBRARY	130504		4 2	1950.00		
11	111219	AP	508932 31871ELAN FI	130509		1 2	558.06		
11	111219	AP	508933 31871ELAN FI	130524		1 2	75.94		
11	111519	AP	509703 32294SHLB CO	130589		1 2	500.00		

SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 NOVEMBER 2019

Period	Date	ss	Ident	Batch Sheet Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI				
L03 5014930			DUES/SUBSCRIPTIONS/MEMBERSHI			74,203.06	81,068.97
L03 5016210			BUILDINGS AND STRUCTURES			212,400.00	212,400.00