

Central Skagit Rural Partial County Library District  
Regular Board Agenda  
(January 16, 2020 meeting postponed due to weather)  
Sedro-Woolley City Council Chambers  
January 28, 2020  
7:00 p.m.

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

Approval of December 2019 Payroll in the amount of \$34,575.63  
Approval of December 2019 Vouchers in the amount of \$38,625.13  
General Ledger Reports (Treasury Reports) for December 2019  
Balance Sheets for December 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
  - A. New Library Project Update
  - B. Trustee Candidate Recommendation (D)
9. New Business
  - A. 2020 Employment Contract – Director (D)
  - B. April 16, 2020 Regular Meeting Date Change Discussion (Possible D)
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  
 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: \$38,625.13**

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
12/6/2019	Baker & Taylor	NS19090400	10/31/19	5014930	\$1,200.00
12/6/2019	Leaf	10077582	11/26/19	5013512	\$292.95
	PT Metcalf LLC	43831	12/06/19	5014510	\$1,323.00
	Hoopla	98284383	11/30/19	5014930	\$1,631.20
	Midwest Tape	98259547	11/25/19	5013515	\$27.11
	Midwest Tape	98259549	11/25/19	5013515	\$27.92
	Midwest Tape	98235994	11/21/19	5013515	\$37.32
	Midwest Tape	98235995	11/21/19	5013515	\$242.92
	Midwest Tape	98235997	11/21/19	5013515	\$22.72
	Midwest Tape	98235998	11/21/19	5013515	\$10.84
	Ingram	42939778	11/30/19	5013515	\$81.85
	Ingram	42939777	11/30/19	5013515	\$15.64
	Ingram	42939776	11/30/19	5013515	\$24.43
	Ingram	42939775	11/30/19	5013515	\$13.23
	Ingram	42939774	11/30/19	5013515	\$63.55
	City of Sedro-Woolley	Metcalf	12/01/19	5014700	\$174.67
	City of Sedro-Woolley	Ball	12/01/19	5014700	\$214.85
12/13/2019	Ingram	42967807	12/03/19	5013515	\$739.60
	Ingram	42973258	12/03/19	5013515	\$40.99
	Ingram	42973259	12/03/19	5013515	\$24.36
	Ingram	42973260	12/03/19	5013515	\$26.29
	Ingram	42973261	12/03/19	5013515	\$2,311.06
	Ingram	42973262	12/03/19	5013515	\$12.62
	Ingram	42973263	12/03/19	5013515	\$115.33
	Ingram	42973264	12/03/19	5013515	\$101.54
	Ingram	42973265	12/03/19	5013515	\$9.27
12/13/2019	RITE AID STORE - 5248 SEDRO WOOLLEY WA		11/04/19	5013110	\$26.03
	E AND E LUMBER SEDRO SEDRO WOOLLEY WA		11/04/19	5013110	\$11.07
	ARCO#29526ARCO GAS QPS SEDRO-WOOLLEY W		11/04/19	5013110	\$6.50
	SEDRO-WOOLLEY FOOD PAV SEDRO-WOOLLEY V		11/04/19	5013110	\$19.09
	USPS PO 5476600270 SEDRO WOOLLEY WA		11/04/19	5014220	\$2.75
	LIBERTY BELL MARKET SEDRO WOOLLEY WA		11/04/19	5014310	\$4.23
	EIG*POWWEB 866-5392854 MA		11/05/19	5014930	\$117.27

	EIG*POWWEB 866-5392854 MA		11/12/19	5014930	\$12.75
	INTERPRETING TECHNOLOG 3604195555 WA		11/12/19	5014930	\$162.74
	SEDRO-WOLLEY FOOD PAV SEDRO-WOLLEY V		11/12/19	5014310	\$17.97
	EIG*POWWEB 866-5392854 MA		11/18/19	5014930	\$4.29
	USPS PO 5410520215 BURLINGTON WA		11/18/19	5014220	\$56.15
12/13/2019	Skagit PUD	Ball Street	12/04/19	5014700	\$74.93
	Cascade Natural Gas	Metcalfe	12/04/19	5014700	\$279.02
	Cascade Natural Gas	Ball Street	12/04/19	5014700	\$158.40
	MPLC	504252090	12/01/19	5014930	\$75.22
	The Library Corporation	64387	12/04/19	5014930	\$4,800.00
	Skagit Publishing	1119330359	11/30/19	5014410	\$1,074.48
	Comcast	Metcalfe	12/02/19	5014212	\$269.86
	Oasys	169657	12/11/19	5014930	\$59.96
	Library Ideas LLC	73347	12/06/19	5013515	\$689.10
	Midwest Tape	98294730	12/04/19	5013515	\$26.90
	Midwest Tape	98286172	12/02/19	5013515	\$10.84
	Midwest Tape	98286174	12/02/19	5013515	\$56.28
	Midwest Tape	98286175	12/02/19	5013515	\$10.84
	Midwest Tape	98286176	12/02/19	5013515	\$31.78
	Ebsco	715181	12/11/19	5013515	\$19.98
12/20/2019	SYNCB/AMAZON	967478799443	11/09/19	5013515	\$19.52
	SYNCB/AMAZON	964638363866	11/13/19	5013515	\$6.50
	SYNCB/AMAZON	974495758354	11/13/19	5013110	\$85.62
	SYNCB/AMAZON	655336399546	11/13/19	5013110	\$15.92
	SYNCB/AMAZON	855764376444	11/13/19	5013180	\$48.36
	SYNCB/AMAZON	767457535339	11/13/19	5013515	\$11.92
	SYNCB/AMAZON	669565455498	11/13/19	5013515	\$12.12
	SYNCB/AMAZON	795647376893	11/13/19	5013515	\$15.18
	SYNCB/AMAZON	577758968744	11/13/19	5013515	\$29.33
	SYNCB/AMAZON	467738769637	11/13/19	5013110	\$8.67
	SYNCB/AMAZON	437743758473	11/13/19	5013180	\$14.84
	SYNCB/AMAZON	433693547463	11/14/19	5013515	\$6.28
	SYNCB/AMAZON	676799637995	11/14/19	5013180	\$14.98
	SYNCB/AMAZON	798835534974	11/14/19	5013515	\$13.40
	SYNCB/AMAZON	988374944536	11/15/19	5013110	\$20.56
	SYNCB/AMAZON	939943364766	11/15/19	5013110	\$40.71
	SYNCB/AMAZON	537963444846	11/15/19	5013515	\$15.19
	SYNCB/AMAZON	594878585983	11/16/19	5013515	\$7.48
	SYNCB/AMAZON	439939433477	11/16/19	5013515	\$13.27
	SYNCB/AMAZON	568986553964	11/16/19	5013110	\$50.67

SYNCB/AMAZON	466846999866	11/17/19	5013515	\$24.37
SYNCB/AMAZON	539857537336	11/18/19	5013515	\$37.56
SYNCB/AMAZON	439453937876	11/18/19	5013515	\$14.09
SYNCB/AMAZON	443449888963	11/19/19	5013180	\$39.42
SYNCB/AMAZON	434543849568	11/19/19	5013180	\$52.26
SYNCB/AMAZON	855746548796	11/19/19	5013180	\$6.55
SYNCB/AMAZON	558863838637	11/19/19	5013180	\$9.45
SYNCB/AMAZON	858859664574	11/19/19	5013180	\$13.01
SYNCB/AMAZON	455379348657	11/19/19	5013180	\$6.64
SYNCB/AMAZON	443847988895	11/19/19	5013180	\$26.90
SYNCB/AMAZON	784539375984	11/20/19	5013180	\$161.52
SYNCB/AMAZON	876578459996	11/20/19	5013515	\$10.57
SYNCB/AMAZON	444686656984	11/20/19	5013515	\$13.04
SYNCB/AMAZON	994444977439	11/20/19	5013515	\$8.67
SYNCB/AMAZON	779389685738	11/20/19	5013515	\$45.30
SYNCB/AMAZON	666883689387	11/21/19	5013515	\$17.77
SYNCB/AMAZON	938996959353	11/21/19	5013515	\$9.65
SYNCB/AMAZON	656776439589	11/21/19	5013515	\$4.46
SYNCB/AMAZON	754973949946	11/21/19	5013515	\$13.99
SYNCB/AMAZON	433648673334	11/25/19	5013180	\$12.26
SYNCB/AMAZON	449898459878	11/25/19	5013180	\$89.40
SYNCB/AMAZON	695759996537	11/25/19	5013180	\$13.01
SYNCB/AMAZON	669633944399	11/25/19	5013515	\$16.23
SYNCB/AMAZON	459943333667	11/26/19	5013515	\$16.26
SYNCB/AMAZON	465768737676	11/26/19	5013515	\$34.24
SYNCB/AMAZON	434678579755	11/26/19	5013512	\$186.26
SYNCB/AMAZON	555339787598	11/26/19	5013110	\$8.63
SYNCB/AMAZON	467733384979	11/26/19	5013180	\$56.48
SYNCB/AMAZON	555635886445	11/26/19	5013515	\$30.50
SYNCB/AMAZON	573646594465	11/26/19	5013180	\$17.34
SYNCB/AMAZON	934358686533	11/27/19	5013515	\$16.26
SYNCB/AMAZON	496434448957	11/27/19	5013110	\$30.25
SYNCB/AMAZON	454854797778	11/27/19	5013515	\$47.12
SYNCB/AMAZON	574668466699	11/27/19	5013512	\$119.34
SYNCB/AMAZON	676435999539	11/27/19	5013515	\$34.36
SYNCB/AMAZON	687477348594	11/27/19	5013515	\$332.60
SYNCB/AMAZON	444767374463	11/27/19	5013515	\$14.09
SYNCB/AMAZON	443445563797	11/28/19	5013515	\$12.47
SYNCB/AMAZON	464475987364	11/28/19	5013515	\$6.50
SYNCB/AMAZON	449699649949	12/02/19	5013180	\$18.24

	SYNCB/AMAZON	467855584578	12/02/19	5013180	\$39.03
	SYNCB/AMAZON	434763365536	12/03/19	5013180	\$7.00
	SYNCB/AMAZON	458999689594	12/04/19	5013515	\$26.87
	SYNCB/AMAZON	459695936989	12/04/19	5013180	\$47.49
	SYNCB/AMAZON	537345636335	12/04/19	5013180	\$24.72
	SYNCB/AMAZON	445738793876	12/04/19	5013515	\$9.44
	SYNCB/AMAZON	976797754963	12/04/19	5013515	\$10.59
	SYNCB/AMAZON	989589545356	12/04/19	5013515	\$16.78
	SYNCB/AMAZON	464745637755	12/05/19	5013110	\$9.74
	SYNCB/AMAZON	453698669454	12/05/19	5013515	\$15.18
	SYNCB/AMAZON	475349547668	12/06/19	5013110	\$43.53
	SYNCB/AMAZON	794778784886	12/07/19	5013180	\$13.01
	SYNCB/AMAZON	443936573769	12/07/19	5013110	\$162.52
	SYNCB/AMAZON	459738769896	12/07/19	5013515	\$112.22
	SYNCB/AMAZON	567666979937	12/08/19	5013515	\$13.51
	SYNCB/AMAZON	464399954554	12/09/19	5013180	\$72.74
12/20/2019	Verizon	9843815528	12/09/19	5014212	\$79.38
	Interpreting Technology	IT31185	12/15/19	5014110	\$314.92
	Midwest Tape	98317497	12/09/19	5013515	\$61.82
	Midwest Tape	98317499	12/09/19	5013515	\$27.11
	Midwest Tape	98317650	12/09/19	5013515	\$39.00
	Midwest Tape	98269030	11/27/19	5013515	\$27.92
	Ebsco	716684	12/18/19	5014930	\$60.49
	Ebsco (Digital)	1000110514-1	09/01/19	5014930	\$2,167.00
	Jeanne Williams		12/20/19	5014310	\$179.66
	Ebsco (Digital)	1000118122-1	12/19/19	5014930	\$715.00
12/27/2019	Baker & Taylor	2034969824	11/27/19	5013515	\$36.46
	Baker & Taylor	2034969486	11/27/19	5013515	\$17.59
	Baker & Taylor	2034969487	11/27/19	5013515	\$16.35
	Baker & Taylor	2034969488	11/27/19	5013515	\$24.29
	Baker & Taylor	2034969489	11/27/19	5013515	\$15.75
	Baker & Taylor	2034972453	11/27/19	5013515	\$123.29
	Baker & Taylor	2034972454	11/27/19	5013515	\$65.71
	Baker & Taylor	2034972455	11/27/19	5013515	\$63.31
	Baker & Taylor	2034972456	11/27/19	5013515	\$38.32
	Baker & Taylor	2034972457	11/27/19	5013515	\$17.59
	Baker & Taylor	2034972458	11/27/19	5013515	\$17.59
	Baker & Taylor	2034972459	11/27/19	5013515	\$16.96
	Baker & Taylor	2034972460	11/27/19	5013515	\$10.52
	Baker & Taylor	2034979900	12/02/19	5013515	\$71.01

	Baker & Taylor	2034988468	12/09/19	5013515	\$37.09
	Baker & Taylor	2034988469	12/09/19	5013515	\$16.40
	Baker & Taylor	2034988470	12/09/19	5013515	\$61.40
	Baker & Taylor	2034988471	12/09/19	5013515	\$28.70
	Baker & Taylor	2034988472	12/09/19	5013515	\$23.50
	Baker & Taylor	2034988473	12/09/19	5013515	\$36.48
	Baker & Taylor	2034989181	12/10/2019	5013515	\$43.68
	Baker & Taylor	2034997723	12/12/19	5013515	\$46.21
	Baker & Taylor	2035003944	12/17/19	5013515	\$32.09
	Baker & Taylor	2035003945	12/17/19	5013515	\$16.41
	Baker & Taylor	2035003946	12/17/19	5013515	\$19.47
	Baker & Taylor	2035003947	12/17/19	5013515	\$10.52
	Baker & Taylor	2035006306	12/18/19	5013515	\$20.80
	Baker & Taylor	2035006307	12/18/19	5013515	\$45.07
	Baker & Taylor	2035015263	12/23/19	5013515	\$8.54
12/27/2019	WA HCA	HRISDB5325-R01	12/26/19	5012400	\$11,528.73
12/27/2019	Ingram	43139458	12/15/209	5013515	\$72.50
	Ingram	43186510	12/17/19	5013515	\$5.10
	Ingram	43186511	12/17/19	5013515	\$35.29
	Ingram	43133197	12/13/19	5013515	\$82.30
	Ingram	43133198	12/13/19	5013515	\$12.66
	Ingram	43133199	12/13/19	5013515	\$34.13
	Ingram	43133200	12/13/19	5013515	\$6.39
	Ingram	43133201	12/13/19	5013515	\$160.56
	Ingram	43133202	12/13/19	5013515	\$21.85
12/27/2019	Marissa Malone		12/26/19	5013180	\$50.48
	WA Parks and Rec Com	DISCOVER-20191219A	12/19/19	5013180	\$100.00
	Comcast	Ball Street	12/14/19	5014212	\$344.82
	Puget Sound Energy	Ball Street	12/19/19	5014700	\$287.37
	Puget Sound Energy	Metcalf	12/19/19	5014700	\$89.70
	Central Moving	4519	12/17/19	5014110	\$105.00
	Midwest Tape	98349115	12/16/19	5013515	\$14.90
	Midwest Tape	98349116	12/16/19	5013515	\$27.11
	Midwest Tape	98349117	12/16/19	5013515	\$21.41
12/27/2019	DROPBOX*32F4HG6NN5NJ DROPBOX.C		11/25/19	5014930	\$48.83
	SQ *RCN COMMUNICATI 877-417-4		11/22/19	5014212	\$29.59
	RITE AID STORE - 5248 SEDRO WOOL		11/22/19	5013180	\$11.27
	Etsy.com - Creationsby 718-85579		11/18/19	5013180	\$16.82
	ADOBE ACROPRO SUBS 800-833-6		11/14/19	5014930	\$27.11
	SMK*SURVEYMONKEY.COM 971-24455		11/08/19	5014930	\$416.64

SUNSET PARK SELF STORA SEDRO WOO	11/07/19	5014510	\$100.00
FLUENTSTREAM 720-398-6	11/06/19	5014212	\$257.18
TEEPUBLIC 646-363-6	11/05/19	5013180	\$23.85
SEDRO WOOLLEY MINI STO 800-528-0	11/04/19	5014510	\$150.00
SKAGIT CO HEALTH 360-336-9	11/04/19	5013180	\$100.00
WA FOOD WORKER CARD 253-798-2	11/04/19	5014920	\$10.00
WA FOOD WORKER CARD 253-798-2	11/04/19	5014920	\$10.00
WA FOOD WORKER CARD 253-798-2	11/04/19	5014920	\$10.00
SEDRO-WOOLLEY FOOD PAV SEDRO-WOO	11/01/19	5013180	\$33.02
TARGET 00006965 BURLINGTO	10/31/19	5013180	\$22.48
WORLD MARKET 360-33657	10/31/19	5013180	\$139.00

*Mary Alice Grohins*

Mary Alice Grohins, Chair

*Mindy Coslor*

Mindy Coslor, Vice Chair

*Timothy P. Howland*

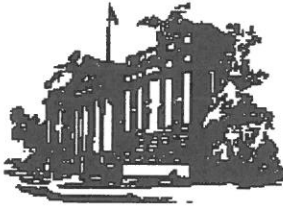
Timothy Howland, Trustee

*Darcy Resetar*

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: 12/1/2019 To: 12/31/2019

### L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

<b>Beginning Cash Balance</b>	<b>\$840,827.08</b>
Cash Receipts	\$495.04
Investments Interest	\$3,588.11
Taxes Collected	\$5,571.17
State Forest Funds	\$46,298.93
Leasehold Excise Tax	\$1.82
<b>Subtotal Cash Increases</b>	<b>\$55,955.07</b>
Investments Purchased	-\$3,588.11
Other Cash Decreases	-\$2.26
District Accounts Payable	-\$50,843.52
District Payroll	-\$39,583.24
District IGT Decreases	-\$1,814.81
<b>Subtotal Cash Decreases</b>	<b>-\$95,831.94</b>
<b>Ending Cash Balance</b>	<b>\$800,950.21</b>
<b>Beginning Investments</b>	<b>\$2,410,543.74</b>
Investments Purchased	\$3,588.11
<b>Ending Investments</b>	<b>\$2,414,131.85</b>
<b>Beginning Taxes Receivable</b>	<b>\$33,277.61</b>
Taxes Receivable	-\$2,877.96
<b>Ending Taxes Receivable</b>	<b>\$30,399.65</b>



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

Monthly Investment Ledger Report 1/3/2020

For Date Range 11/30/2019 To 12/31/2019

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
12/3/2019	INTEREST		SP INTEREST PAYMENT			\$0.00	\$3,638.11	\$0.00
12/3/2019	FEE		SP HANDLING FEE			\$0.00	\$0.00	-\$50.00
12/3/2019	REDIST		SP PURCHASE INTEREST			\$3,588.11	\$0.00	\$0.00
2015-48	SP	L0301	2/25/2015	1.77	1/1/3000	\$2,414,131.85	\$116,763.84	-\$2,131.99
**** L0301	CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT					\$2,414,131.85	\$116,763.84	-\$2,131.99

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
<b>Grandtotal</b>						<b>\$2,414,131.85</b>		



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

State Pool District Report

12/1/2019 To: 12/31/2019

Bank 680 STATE TREAS LGIP

Interest Rate:

1.77

Fund: L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

InvestmentID: 2015-48

Beginning Balance:	\$2,410,543.74
Transactions:	\$3,588.11
Ending Balance:	\$2,414,131.85
Average Daily Balance:	\$2,413,900.36
Interest:	\$3,638.49
Fee:	\$50.00
Net Interest:	\$3,588.49

## Recent Activities

The two main items I have been working outside of the day-to-day finances include 1) gathering information about timber excise and state forest funds and how those are calculated at the county level and 2) gathering information and meeting with area library staff to begin work on the creation of an ILS consortium.

1. Our library receives both state forest funds from public lands and timber excise tax from private land timber harvests. Once the county receives funds from either of these revenue streams, it applies our levy rate to each tax code within our boundaries to calculate our share of the revenues. The Skagit Treasurer does the calculations for the state forest funds and the Skagit Auditor does the calculations for the timber excise taxes. From the time I have spent on this I have gathered that this is a very complex situation on all levels. It is extremely difficult to get an estimation of what the actual impacts will be from the new sustainable harvest calculation Department of Natural Resources because estimating the income from this revenue stream has never been something that could be estimated due to the timber inventory; timing of timber sales; timing of receipt of funding from the timber sales; and many other variables.
2. As I have spent time looking at the current situation with the ILS systems in the county and the purchasing authority of the two types of libraries, it has become evident that any movement to a unified catalog will require

that a consortium be created and that a Request For Proposals be issued by the consortium and a vendor chosen as a group. On January 10<sup>th</sup> representatives from all six Skagit libraries attended a meeting to begin discussing the creation of this consortium and requesting guidance, and possibly funding, from the State Library, on getting this project going. All representatives were eager and excited to move this forward even if it means that their preferred ILS is not the one the group ultimately decides to use. All of us have action items to work regarding the requirements we want to see in our ILS. We will meet again in March once La Conner has a Director on board so that they can fully participate with an administrator. The goal is to be through the consortium and RFP process no later than late fall of 2020. The understanding is that the libraries will have to queue up and migrate over several months. There are several major advantages that we believe we will get with a unified catalog: 1) more efficient division of labor in acquisitions and cataloging; 2) more accessible collections that can be coordinated so that there is less duplicative purchasing; 3) the ability of libraries to develop local interest niche collections that other libraries could take advantage of without having to house them; and most importantly 4) a better user experience for our patrons where libraries will be able to courier materials for patrons and provide more aligned, consistent services across the libraries.

#### Other Items:

- Instituted semi-monthly staff meetings on Friday mornings before the library opens.

- Hillary Huggins hosted our first Escape Room event on Saturday 1/11 where 17 groups of 3-5 team members participated. She created the puzzles and provided the clues with the team got stuck. 60% of the teams escaped the room and all participants enjoyed themselves. We had participants from as far away as Bellingham.

#### Upcoming Activities:

1. Kendra Trachta starts on January 21<sup>st</sup>. I will arrange for her to meet the Board at a following regular meeting.
2. Skagit Valley College 101 sessions January 22<sup>nd</sup> and 23<sup>rd</sup> with one in English and one in Spanish.
3. Skagit Library All Staff Day on March 6<sup>th</sup> at Maple Hall in La Conner.
4. Statewide Directors Meeting March 12-13<sup>th</sup> in Federal Way
5. Staff Training with Ryan Dowd March 25<sup>th</sup> – library closing. Trustees are welcome and some have already let me know that they wish to attend. I will be doing the registration Friday.

MEMO TO: District Board & City Council  
FROM: Eron Berg & Jeanne Williams  
RE: Library project update  
DATE: January 22, 2020

STATUS OF PROJECT:

SITE: Valdez is continuing framing with the last of the purlins scheduled to be installed this week, along with the sheeting in preparation for drying in the building in the next week or so. Snow, freezing temperatures and high winds have cost the project about two weeks of time, but the contractor indicates its intent to make up that lost time rather than extend the project. Once the building is dried in, the mechanical, electrical and plumbing subcontractors will mobilize to do their rough-in work which is scheduled to take about a month.

DESIGN: No new design work is underway at this time. SHKS continues to lead the contract administration through our weekly jobsite meetings, responding to requests for information, and issuing directives as needed.

SCHEDULE: *No changes since October.* Substantial completion remains scheduled for July 27, 2020, but change order 3 will add seven days (five working days) so this date will change to August 3, 2020.

FIXTURES, FURNITURE & EQUIPMENT: SHKS has been working closely with Jeanne on the final selection of FF&E and is currently preparing the specifications necessary to advertise the FF&E package for bid. Current thinking is that it may make the most sense for the city to bid the FF&E package and include the cost of the FF&E in the district transfer to city area of the budget (most of the FF&E is currently in the paid directly by the district area).

STATUS OF BUDGET: The project remains within the established budget, including change orders 1 and 2 and the pending proposals for change order 3. PSE billed us for our relocation costs and that bill came in at \$8,407 which is within the established budget line item.

PENDING ISSUES: None for Council/Board action.

RECOMMENDED ACTION: None requested.



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

<u>DATE</u>	<u>CONTRACTOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
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	\$5,018,470 <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
12-19-2019	Geotest, Inc.	Waterproofing testing	\$ 1,440.00
1-20-2020	SHKS Architects	Additional contract admin	\$ 20,604.00

<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

CCD = construction change directive, 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
12-11-2019	CO 2	COP no. 4, 6, 10 & 11 use of Nana wall system into STEM room, preferred light fixtures, clack hardware, and increased bonding costs for CO 1	\$ 31,516.61	n/a
12-12-2020	FO 1	Modify joist hangers to use concealed time and materials NTE \$4,000 (will be included in CO 3)	\$ 4,000.00	n/a
12-19-2019	COR 5R2	Modify outdoor early learning/play area (will be included in CO 3)	\$ 54,189.18	7
12-19-2019	CCD 1	Decreases the construction cost on a time and materials basis NTE \$1,440 to address additional testing	(\$ 1,440.00)	n/a
1-16-2020	COR 12	Cut plate at column C2 (will be included in CO 3)	\$ 631.90	n/a

SKAGIT COUNTY JR DISTRICTS  
 BALANCE SHEET  
 DECEMBER 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	841,127.08	78,006.56	117,883.43-	801,250.21
Obj 118 TEMPORARY INVESTMENTS	2,410,543.74	3,588.11		2,414,131.85
Obj 121 TAXES RECEIVABLE (NET)	33,277.61	2,693.21	5,571.17-	30,399.65
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		50,843.52	83,903.07-	33,059.55-
Obj 231 OTHER ACCRUED LIABILITIES	16,247.04-	16,247.04	22,051.49-	22,051.49-
Obj 257 DEFERRED REVENUE	33,277.61-	5,571.17	2,693.21-	30,399.65-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-

SKAGIT COUNTY JR DISTRICTS  
 REVENUE/EXPENDITURE  
 DECEMBER 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	904,032.83-		5,572.99-	909,605.82-	
Obj 330 INTERGOVERNMENTAL REVENUES	278,396.01-		46,285.56-	324,681.57-	
Obj 340 CHARGES FOR GOODS AND SERV	198,305.12-			198,305.12-	
Obj 360 MISCELLANEOUS REVENUES	114,265.18-		4,096.52-	118,361.70-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	381,445.94	34,574.65		416,020.59	
Obj 520 PERSONNEL BENEFITS	204,835.82	33,826.24		238,662.06	
Obj 530 SUPPLIES -CONSUMPTION / RE	125,362.67	16,247.06	79.89-	141,529.84	
Obj 540 SERVICES AND PASS THRU PMT	192,053.56	46,539.77		238,593.33	
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	378,901.15-	131,187.72	56,034.96-	303,748.39-	2,265,561.00

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
PRL PRF	92571	20226?	12/15/19	WILLIAMS, JEANNE M	3,948.06	
PRL PRF	92571	20319?	12/15/19	SANCHEZ-DAVILA, SANDRA I	1,857.99	
PRL PRF	92571	20418?	12/15/19	JOHNSON, TERESA J	2,085.73	
PRL PRF	92627	20363?	12/15/19	ALLEN, ALLIA E	1,563.20	
PRL PRF	92627	20417?	12/15/19	ANDERSSON, MARY S	960.00	
PRL PRF	92627	20420?	12/15/19	BOHMBACH, CAROL F	637.50	
PRL PRF	92627	20483?	12/15/19	HAIGH, MAKAYLA R	1,050.00	
PRL PRF	92627	20462?	12/15/19	HUGGINS, HILLARY A	1,280.00	
PRL PRF	92627	20419?	12/15/19	JACOBSON, ROBERTA R	360.00	
PRL PRF	92627	20448?	12/15/19	MALONE, MARISSA B	1,360.00	
PRL PRF	92627	20476?	12/15/19	MARTIN, TASHA R	1,120.00	
PRL PRF	92627	20478?	12/15/19	SMITH, SUSAN C	200.00	
PRL PRF	92706	20226?	12/31/19	WILLIAMS, JEANNE M	3,948.06	
PRL PRF	92706	20319?	12/31/19	SANCHEZ-DAVILA, SANDRA I	1,857.99	
PRL PRF	92706	20418?	12/31/19	JOHNSON, TERESA J	2,085.73	
PRL PRF	92784	20363?	12/31/19	ALLEN, ALLIA E	1,875.84	
PRL PRF	92784	20417?	12/31/19	ANDERSSON, MARY S	1,207.50	
PRL PRF	92784	20420?	12/31/19	BOHMBACH, CAROL F	693.75	
PRL PRF	92784	20483?	12/31/19	HAIGH, MAKAYLA R	1,193.50	
PRL PRF	92784	20462?	12/31/19	HUGGINS, HILLARY A	1,536.00	
PRL PRF	92784	20419?	12/31/19	JACOBSON, ROBERTA R	364.80	
PRL PRF	92784	20448?	12/31/19	MALONE, MARISSA B	1,632.00	
PRL PRF	92784	20476?	12/31/19	MARTIN, TASHA R	1,407.00	
PRL PRF	92784	20478?	12/31/19	SMITH, SUSAN C	350.00	
L03 5011100	SALARIES AND WAGES				381,445.94	416,020.59
PRL PRF	92532	?	12/10/19	SOCIAL SECURITY	1,242.89	
PRL PRF	92679	?	12/24/19	SOCIAL SECURITY	1,256.34	
PRL PRF	92833	?	12/31/19	SOCIAL SECURITY	1,388.65	
L03 5012100	SOCIAL SECURITY				27,937.99	31,825.87
PRL PRF	92532	?	12/10/19	RETIREMENT	1,914.64	
PRL PRF	92679	?	12/24/19	RETIREMENT	2,039.92	
PRL PRF	92833	?	12/31/19	RETIREMENT	2,242.44	
L03 5012200	RETIREMENT				43,679.19	49,876.19

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	PRL PRF	92532	?	12/10/19 LABOR AND INDUSTRIES	227.85	
	PRL PRF	92679	?	12/24/19 LABOR AND INDUSTRIES	232.08	
	PRL PRF	92833	?	12/31/19 LABOR AND INDUSTRIES	268.23	
					-----	-----
L03 5012300	LABOR AND INDUSTRIES				4,746.37	5,474.53
	A/P PRF	130803	510459	12/04/19 WASTHEALTHCA CENTRAL SKAGIT LI	11,484.47	
	A/P PRF	131130	511739	12/31/19 WASTHEALTHCA CENTRAL SKAGIT LI	11,528.73	
					-----	-----
L03 5012400	MEDICAL				124,720.71	147,733.91
					-----	-----
L03 5012900	UNEMPLOYMENT COMPENSATION				3,751.56	3,751.56
	A/P PRF	130970	510832	12/17/19 ELAN CENTRAL SKAGIT LIBRARY	62.69	
	A/P PRF	131063	511423	12/23/19 AMAZON.COM CENTRAL SKAGIT LIBR	476.82	
	A/P PRF	131063	511423	12/23/19 AMAZON.COM CENTRAL SKAGIT LIBR	79.89-	
	ACH PRF	85009	850091	12/26/19 NOV 2019 DOR USE TAX	2.26	
	A/P APP	131331	511980	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	94.49	
					-----	-----
L03 5013110	OFFICE SUPPLIES				12,485.91	13,042.28
					-----	-----
L03 5013130	SOFTWARE SUPPLIES				651.25	651.25
	A/P PRF	130803	510255	12/04/19 BOHMBACHCARO REIMBURSEMENT	23.12	
	A/P PRF	130940	510830	12/13/19 ELAN CENTRAL SKAGIT LIBRARY	346.44	
	A/P PRF	131063	511423	12/23/19 AMAZON.COM CENTRAL SKAGIT LIBR	804.65	
	A/P PRF	131134	511641	12/31/19 MALONEMARISS REIMBURSEMENT	50.48	
	A/P PRF	131134	511740	12/31/19 WASTPRKS/REC CENTRAL SKAGIT LI	100.00	
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	122.76	
					-----	-----
L03 5013180	LIBRARY PROGRAM COSTS				18,719.40	20,166.85
					-----	-----
L03 5013200	FUEL				324.69	324.69
					-----	-----
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				6,832.37	6,832.37
	A/P PRF	130942	511114	12/13/19 LEAF CENTRAL SKAGIT LIBRARY	292.95	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P PRF	131063	511423	12/23/19	AMAZON.COM CENTRAL SKAGIT LIBR	305.60		
A/P PRF	131187	511848	12/31/19	LEAF CENTRAL SKAGIT LIBRARY	322.25		
						-----	
L03 5013512	LIBRARY EQUIPMENT < \$5000					6,956.95	7,877.75
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	20.51		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	53.56		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	8.72		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	233.59		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	9.85		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	21.67		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	11.16		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	126.36		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	69.04		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	28.10		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	60.00		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	38.22		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	56.91		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	55.91		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	71.06		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.61		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	167.50		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	15.89		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	10.61		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	18.86		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	29.51		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	36.96		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	16.99		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	23.47		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	85.16		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	56.43		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	147.88		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	30.81		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	29.33		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	4.54		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	37.09		
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR CENTRAL SKAGIT LI	11.36		



SKAGIT COUNTY JR DISTRICTS  
 TRANSACTION DETAIL  
 DECEMBER 2019

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	79.12	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	33.98	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	63.93	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	30.00	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	359.27	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	56.52	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	20.76	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.24	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	112.84	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.85	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	35.83	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	77.14	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	81.76	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	183.09	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	47.59	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	23.48	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	107.52	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	28.00	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	31.95	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	56.35	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	21.86	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	29.20	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.70	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.73	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	56.50	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	91.15	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	43.21	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.49	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	35.37	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.48	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	95.08	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	50.96	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	26.25	
A/P PRF	130775	510240	12/03/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	59.57	
A/P PRF	130803	510321	12/04/19	INGRAM SVC	CENTRAL SKAGIT LIBR	169.46	
A/P PRF	130803	510321	12/04/19	INGRAM SVC	CENTRAL SKAGIT LIBR	206.80	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P PRF	130803	510321	12/04/19	INGRAM SVC CENTRAL SKAGIT LIBR	22.83		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	27.11		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	27.92		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	37.32		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	242.92		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	22.72		
A/P PRF	130942	511146	12/13/19	MIDWESTTAPE CENTRAL SKAGIT LIB	10.84		
A/P PRF	130942	511041	12/13/19	INGRAM SVC CENTRAL SKAGIT LIBR	81.85		
A/P PRF	130942	511041	12/13/19	INGRAM SVC CENTRAL SKAGIT LIBR	15.64		
A/P PRF	130942	511041	12/13/19	INGRAM SVC CENTRAL SKAGIT LIBR	24.43		
A/P PRF	130942	511041	12/13/19	INGRAM SVC CENTRAL SKAGIT LIBR	13.23		
A/P PRF	130942	511041	12/13/19	INGRAM SVC CENTRAL SKAGIT LIBR	63.55		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	739.60		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	40.99		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	24.36		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	26.29		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	2,311.06		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	12.62		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	115.33		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	101.54		
A/P PRF	130958	511041	12/16/19	INGRAM SVC CENTRAL SKAGIT LIBR	9.27		
A/P PRF	130961	511119	12/16/19	LIBRARYIDEAS CENTRAL SKAGIT LI	689.10		
A/P PRF	130961	511146	12/16/19	MIDWESTTAPE CENTRAL SKAGIT LIB	26.90		
A/P PRF	130961	511146	12/16/19	MIDWESTTAPE CENTRAL SKAGIT LIB	10.84		
A/P PRF	130961	511146	12/16/19	MIDWESTTAPE CENTRAL SKAGIT LIB	56.28		
A/P PRF	130961	511146	12/16/19	MIDWESTTAPE CENTRAL SKAGIT LIB	10.84		
A/P PRF	130961	511146	12/16/19	MIDWESTTAPE CENTRAL SKAGIT LIB	31.78		
A/P PRF	130961	510964	12/16/19	EBSCOINDUSTR CENTRAL SKAGIT LI	20.49		
A/P PRF	131058	511467	12/23/19	MIDWESTTAPE CENTRAL SKAGIT LIB	61.82		
A/P PRF	131058	511467	12/23/19	MIDWESTTAPE CENTRAL SKAGIT LIB	27.11		
A/P PRF	131058	511467	12/23/19	MIDWESTTAPE CENTRAL SKAGIT LIB	39.00		
A/P PRF	131058	511467	12/23/19	MIDWESTTAPE CENTRAL SKAGIT LIB	27.92		
A/P PRF	131063	511423	12/23/19	AMAZON.COM CENTRAL SKAGIT LIBR	1,114.88		
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR CENTRAL SKAGIT LI	36.46		
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.59		
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR CENTRAL SKAGIT LI	16.35		
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR CENTRAL SKAGIT LI	24.29		

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

						Opening	Closing
						Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	15.75	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	123.29	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	65.71	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	63.31	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	38.32	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.96	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.52	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	71.01	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	37.09	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.40	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	61.40	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	28.70	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	23.50	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.48	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	43.68	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	46.21	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	32.09	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.41	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	19.47	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.52	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	20.80	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	45.07	
A/P PRF	131124	511535	12/31/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	8.54	
A/P PRF	131134	511650	12/31/19	MIDWESTTAPE	CENTRAL SKAGIT LIB	14.90	
A/P PRF	131134	511650	12/31/19	MIDWESTTAPE	CENTRAL SKAGIT LIB	27.11	
A/P PRF	131134	511650	12/31/19	MIDWESTTAPE	CENTRAL SKAGIT LIB	21.41	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	72.50	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	5.10	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	35.29	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	82.30	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	12.66	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	34.13	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	6.39	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	160.56	
A/P PRF	131135	511601	12/31/19	INGRAM SVC	CENTRAL SKAGIT LIBR	21.85	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
A/P PRF	131187	511862	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	18.98	
A/P PRF	131187	511862	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	41.68	
A/P PRF	131187	511862	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	14.90	
A/P PRF	131187	511862	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	25.74	
A/P PRF	131191	511763	12/31/19	ELAN CENTRAL SKAGIT LIBRARY	207.97	
A/P APP	131325	512161	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	246.58	
A/P APP	131325	512161	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	683.32	
A/P APP	131325	512161	12/31/19	MIDWESTTAPE CENTRAL SKAGIT LIB	56.94	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	62.33	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	29.88	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	22.21	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	6.78	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	109.36	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	23.64	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	16.42	
A/P APP	131329	512113	12/31/19	INGRAM SVC CENTRAL SKAGIT LIBR	79.86	
					-----	-----
L03 5013515	LIBRARY BOOKS < \$5,000				79,392.10	92,634.65
					-----	-----
A/P PRF	130803	510265	12/04/19	SEDRO CITY CENTRAL SKAGIT LIBR	1,173.24	
A/P PRF	131058	511482	12/23/19	INTERPR TECH CENTRAL SKAGIT LI	314.92	
A/P PRF	131134	511554	12/31/19	CENTRAL MOVE CENTRAL SKAGIT LI	105.00	
A/P PRF	131187	511900	12/31/19	INTERPR TECH CENTRAL SKAGIT LI	594.69	
					-----	-----
L03 5014110	PROFESSIONAL SERVICES				19,856.83	22,044.68
					-----	-----
IGT PRF	85052	850521	12/31/19	4TH QTR AUD SVCS	1,814.81	
					-----	-----
L03 5014120	ACCOUNTING SERVICES				3,654.62	5,469.43
					-----	-----
L03 5014187	JANITORIAL				4,017.75	4,017.75
					-----	-----
A/P PRF	131191	511763	12/31/19	ELAN CENTRAL SKAGIT LIBRARY	257.18	
					-----	-----
L03 5014210	TELEPHONE				2,104.25	2,361.43
					-----	-----
A/P PRF	130803	510271	12/04/19	COMCAST CENTRAL SKAGIT LIBRARY	344.82	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P PRF	130940	510830	12/13/19 ELAN CENTRAL SKAGIT LIBRARY	286.77	
	A/P PRF	130961	510935	12/16/19 COMCAST CENTRAL SKAGIT LIBRARY	269.86	
	A/P PRF	131058	511501	12/23/19 VERIZONWIREL CENTRAL SKAGIT LI	79.38	
	A/P PRF	131134	511561	12/31/19 COMCAST CENTRAL SKAGIT LIBRARY	344.82	
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	99.29	
					-----	
L03 5014212	TELEPHONE INTERNET				8,326.08	9,751.02
	A/P PRF	130970	510832	12/17/19 ELAN CENTRAL SKAGIT LIBRARY	58.90	
	A/P APP	131331	511980	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	57.75	
					-----	
L03 5014220	POSTAGE				653.05	769.70
	A/P PRF	130970	510832	12/17/19 ELAN CENTRAL SKAGIT LIBRARY	22.20	
	A/P PRF	131058	511455	12/23/19 WILLIAMSJEAN MILEAGE RIEMBURSE	179.57	
					-----	
L03 5014310	TRAVEL				11,155.34	11,357.11
	A/P PRF	130961	511289	12/16/19 SV HERALD CENTRAL SKAGIT LIBRA	1,074.48	
					-----	
L03 5014410	ADVERTISING				2,451.98	3,526.46
	A/P PRF	130940	510830	12/13/19 ELAN CENTRAL SKAGIT LIBRARY	250.00	
	A/P PRF	130942	511204	12/13/19 PTMETCALF CENTRAL SKAGIT LIBRA	1,323.00	
	A/P PRF	131187	511888	12/31/19 PTMETCALF CENTRAL SKAGIT LIBRA	1,011.37	
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	250.00	
					-----	
L03 5014510	RENTALS				20,323.28	23,157.65
	A/P PRF	130803	510289	12/04/19 ENDURISWA CENTRAL SKAGIT LIBRA	8,433.00	
					-----	
L03 5014610	INSURANCE				843.00	9,276.00
	A/P PRF	130803	510404	12/04/19 PUGET ENERGY CENTRAL SKAGIT LI	79.40	
	A/P PRF	130803	510404	12/04/19 PUGET ENERGY CENTRAL SKAGIT LI	278.10	
	A/P PRF	130942	510928	12/13/19 SEDRO CITY CENTRAL SKAGIT LIBR	174.67	
	A/P PRF	130942	510928	12/13/19 SEDRO CITY CENTRAL SKAGIT LIBR	214.85	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P PRF	130961	511205	12/16/19 PUD #1 CENTRAL SKAGIT LIBRARY	74.93	
	A/P PRF	130961	510908	12/16/19 CASCADE GAS CENTRAL SKAGIT LIB	279.02	
	A/P PRF	130961	510908	12/16/19 CASCADE GAS CENTRAL SKAGIT LIB	158.40	
	A/P PRF	131134	511679	12/31/19 PUGET ENERGY CENTRAL SKAGIT LI	287.37	
	A/P PRF	131134	511679	12/31/19 PUGET ENERGY CENTRAL SKAGIT LI	89.70	
	A/P APP	131325	512207	12/31/19 PUD #1 CENTRAL SKAGIT LIBRARY	63.73	
					-----	-----
L03 5014700	UTILITIES				12,552.26	14,252.43
	A/P PRF	131187	511760	12/31/19 CAMPINGWORLD CENTRAL SKAGIT LI	11,944.75	
					-----	-----
L03 5014810	REPAIRS AND MAINTENANCE				238.75	12,183.50
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	59.50	
	A/P APP	131331	511980	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	39.00	
					-----	-----
L03 5014910	MISCELLANEOUS				20,084.33	20,182.83
	A/P APP	131331	511980	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	302.61	
					-----	-----
L03 5014911	PRINTING				1,127.19	1,429.80
	A/P PRF	130940	510830	12/13/19 ELAN CENTRAL SKAGIT LIBRARY	30.00	
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	100.00	
					-----	-----
L03 5014920	EDUCATION/TRAINING				3,595.88	3,725.88
	A/P PRF	130892	510869	12/11/19 BAKER&TAYLOR CENTRAL SKAGIT LI	1,200.00	
	A/P PRF	130940	510830	12/13/19 ELAN CENTRAL SKAGIT LIBRARY	492.58	
	A/P PRF	130942	511146	12/13/19 MIDWESTTAPE CENTRAL SKAGIT LIB	1,631.20	
	A/P PRF	130961	511150	12/16/19 MOTIONPICTUR CENTRAL SKAGIT LI	75.22	
	A/P PRF	130961	511320	12/16/19 LIBRARYCORP CENTRAL SKAGIT LIB	5,208.00	
	A/P PRF	130961	511171	12/16/19 OASYSINC CENTRAL SKAGIT LIBRAR	59.96	
	A/P PRF	130970	510832	12/17/19 ELAN CENTRAL SKAGIT LIBRARY	297.05	
	A/P PRF	131058	511443	12/23/19 EBSCOINDUSTR CENTRAL SKAGIT LI	60.49	
	A/P PRF	131058	511443	12/23/19 EBSCOINDUSTR CENTRAL SKAGIT LI	2,167.00	
	A/P PRF	131058	511443	12/23/19 EBSCOINDUSTR CENTRAL SKAGIT LI	715.00	

SKAGIT COUNTY JR DISTRICTS  
TRANSACTION DETAIL  
DECEMBER 2019

					Opening	Closing
					Balance	Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P PRF	131187	511862	12/31/19 MIDWESTTAPE CENTRAL SKAGIT LIB	1,633.95	
	A/P PRF	131191	511763	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	193.94	
	A/P APP	131331	511980	12/31/19 ELAN CENTRAL SKAGIT LIBRARY	284.30	
					-----	-----
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				81,068.97	95,087.66
					-----	-----
L03 5016210	BUILDINGS AND STRUCTURES				212,400.00	212,400.00

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

**Contract of Employment: Library Director**

An agreement made this day January 28, 2020, between the Board of Trustees of the Central Skagit Rural Partial County Library District, hereinafter known as the "Library Board," and Jeanne Williams, hereinafter known as the "Library Director."


The parties agree to the following terms:

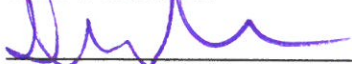
1. The contract is effective for a one-year term beginning January 1, 2020 through December 31, 2020.
2. The Library Board will employ the Library Director as an exempt, full-time employee per the District Personnel Guidelines.
3. The Library Director will perform the duties of Library Director as provided in the Job Description. These duties may be modified as necessary and agreed upon by the Library Director and the Library Board.
4. The Library Board will conduct an annual performance review at the end of each contract term.
5. The Library Director will be compensated with an annual salary of \$97,606.89, effective January 1, 2020.
6. All other conditions of employment apply as outlined in the District Personnel Guidelines.

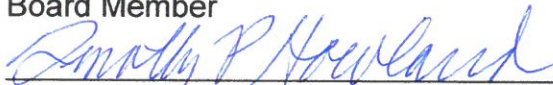
Signed:

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

  
\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member





100 W State Street Suite C  
Sedro-Woolley, WA 98284  
360.755.3985  
[www.centralskagitlibrary.org](http://www.centralskagitlibrary.org)

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

January 28, 2020

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

Dear Commissioners Dahlstedt, Janicki, and Wesen:

The Board of Trustees of the Central Skagit Rural Partial County Library District, in anticipation of the March 25, 2020 term expiration of Lynn Torset, conducted a trustee recruitment and interview process in late 2018 and early 2019. A subcommittee was formed to guide this process. The call for interested persons to apply was publicized in the library and on the library's website and social media pages. A Skagit Valley Herald notice of the recruitment appeared 11 times. The Board then interviewed three strong candidates for this position.

On January 28, 2020 the Board voted to recommend Jane Zillig to the Skagit County Board of County Commissions for consideration for appointment to the Library Board. Ms. Zillig is a strong supporter of the library and has a substantial history of civic and community involvement. We believe she would be a valuable and enthusiastic member of the Board of Trustees.

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

Respectfully,

Mary Alice Grobins, Chair

Mindy Coslor, Trustee

Timothy Howland, Vice Chair

Darcy Resetar, Trustee