

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
July 16, 2020
7:00 p.m.
Via Zoom Meeting Platform

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

Approval of June 16, 2020 Regular Meeting Minutes
Approval of June 2020 Payroll in the amount of \$40,147.76
Approval of June 2020 Vouchers in the amount of \$42,722.45
Treasury Report for June 2020
Balance Sheets for June 2020
Collection Maintenance Deletion – 6079 items

4. Conflict of Interest
5. Communications
6. Director's Report
7. Unfinished Business
 - A. New Library Update
 - B. Card Fee Change (D)
 - C. August Retreat - Format/Duration/Location (D)
 - D. Overcoming Racism Discussion (E,N)
8. Other Business
9. Adjournment

There may be an Executive Session at any time during the meeting or following the regular meeting.

Legend:

E = Explore Topic
N = Narrow Options
D = Decision

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

Current Parking Lot Items:

1. Naming and Memorials Policy
2. Grand Opening Trustee Lead
3. Foundation Development/Friends of the Library

Topic: Board of Trustees Meeting

Time: Jul 16, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87534929262>

Meeting ID: 875 3492 9262

One tap mobile

+12532158782,,87534929262# US (Tacoma)

+13462487799,,87534929262# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 875 3492 9262

Find your local number: <https://us02web.zoom.us/j/87534929262>

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
June 17, 2020
7:00 p.m.
Via Zoom Meeting Platform

1. Call to Order 7:03 p.m.

Trustees Present:

Mary Alice Grobins, Chair
Tim Howland, Vice Chair
Mindy Coslor
Darcy Resetar
Jane Zillig

Staff Present:

Jeanne Williams, Library Director

2. Approval of Agenda

Motion to approve the agenda as amended.

Mary Alice Grobins amended the Agenda to include a discussion of the library card fees in New Business.

The Board was unanimous in accepting this Agenda with the amendment.

3. Consent Agenda Items

Motion to approve the consent agenda as submitted.

Motion 1: Mindy Coslor
Motion 2: Darcy Resetar
Unanimous

Approval of May 21, 2020 Regular Meeting Minutes
Approval of May 2020 Payroll in the amount of \$39,695.52
Approval of May 2020 Vouchers in the amount of \$42,333.03
Treasury Report for May 2020
Balance Sheets for May 2020

4. Conflict of Interest - None Reported.

5. Communications – None Reported.

6. Director's Report (attached to previous meeting materials)

Jeanne Williams shared that all the annual reports to the state have been

completed, allowing for the completion of the draft of the annual report to the county commissioners.

Jeanne Williams also shared activities in messaging to let the community know that the library was accepting materials returns and providing curbside services. She shared the services being provided and that patrons are very happy with services so far. Activities to prepare the library for future services are also in process, including installation of sneeze guards. Safety plans are in place for staff as required by the Phase 2 guidance.

The expense report shows expenses at 49.2% of the budget, but materials spending is low due to the warehouse closures. There will be a retrofit project to get the DVD collection into browsable sleeves which will be part of the processing costs included in materials spending.

Jane Zillig asked about the library vehicle listed in use of unallocated funds. Jeanne Williams shared that this is an item that has been carried over from other budgets because we will need a van, but have not gotten to the point to use it. Jane Zillig asked if price comparisons had been done. Jeanne Williams shared that this would likely be a state contract purchase. It would also likely be an electric vehicle.

Mary Alice Grobins shared that the generator listed in that same section is planned to be paid through the new library project budget. However, if there are not enough project contingency funds to cover the generator, the library district will cover those costs.

Mary Alice Grobins further talked about timber revenues and the importance of tracking these since the sustainable harvest calculation is expected to decrease that income.

Mindy Coslor asked if there was any anticipated issue with property tax payments. Jeanne Williams shared that only 1.5% of property owners requested an extension from Skagit County, so no major impacts were expected for the spring payments. There has not been a forecast for taxes receivable due in October.

7. Unfinished Business

A. New Library Update

Jeanne Williams shared that the project is moving along, but that there had been a project management structural change. So far, the sidewalks have been poured; excavation on the front plaza has been completed; and the roof is complete except for flashing.

Mary Alice Grobins shared that roles and responsibilities had changed when Eron Berg left the city and Doug Merriman took over. Shortly after this change, Covid-19 caused further issues with shutdowns. In the last week, Roger Howard, the current consultant, has been delegated authority to deal with the project and share questions with the owner's team as appropriate to streamline communications with the architect and contractor. Jeanne Williams has stepped back to handle the reopening of the library and the acquisition of the furniture, fixtures, equipment, information technology and audiovisual equipment.

The next activities one can expect to see on the project are the front plaza concrete pour, including the circular children's seating area. Window frames are also going in. Pictures will be forwarded after the next walk-through. Change-orders involving the stay-home order are in process but the expected change to the substantial completion date would be the third or fourth week of September. Final completion is generally about a month after substantial completion. The pandemic will affect how the new library opening takes place.

Mindy Coslor asked about the punch list. Mary Alice Grobins shared that commissioning will also be going on at the time of the punch list. There is a great deal of oversight going on with this project. Mary Alice Grobins shared that she is attending the construction meetings and walk-throughs.

There will be walk-throughs arranged for the owner's team and the Board of Trustees.

B. Officers

Motion to extend current officer positions through April 2021.

Motion 1: Mindy Coslor

Motion 2: Jane Zillig

Unanimous

The Trustees discussed the idea of keeping the current officers in place through to the next officer elections in April 2021. This would allow the Vice Chair to learn some of the work of the Chair to allow for exchange of knowledge to the next Chair. There is also the potential for the Board to consider the Vice Chair to be the Chair-Elect in future due to a bylaws change.

Jane Zillig asked if the terms were one year. She asked where Tim Howland is in his term, which is the second year of five years. Mary Alice Grobins will leave the Board in April of 2021 and Mindy Coslor will leave the Board in 2022.

Mary Alice Grobins shared that there may be some challenges in the county in the future concerning library services. Mindy Coslor shared that she is glad that the district is on better financial footing in this crisis. There may be some consideration in the future for cities to consider annexation into districts.

C. August Retreat - Format/Duration/Location (Draft Agenda Appendix 1)

Mary Alice Grobins shared that it is unknown as to what format the retreat will be able to take due to the pandemic. Everyone needs to think about their comfort levels with meeting in person for several hours in person. There could be a meeting at Metcalf; a location outside; or via Zoom.

Jane Zillig shared that she would like to meet in person and would be comfortable outside or inside with a mask. Mindy Coslor shared that she would be comfortable meeting in person with masks. Tim Howland agreed. Darcy Resetar shared that she is fine with any format as long as everyone is comfortable with it. Mary Alice Grobins shared that she likes the idea of meeting outside.

The format could be shortened so that a meal would not be necessary.

The Trustees will monitor the Covid-19 situation and make a final decision later.

Mary Alice Grobins shared that we won't have a facilitator, but it may not be necessary to have a facilitator at this point. She went over the draft agenda and explained the topics in detail. She further discussed the items on the parking lot that need to be addressed.

Darcy Resetar asked if it might help the timing if there were subcommittees to gather information and ideas on the topics to bring back to the retreat.

Mary Alice Grobins and Mindy Coslor will work on the naming and memorials policy options to bring to the retreat discussion.

Tim Howland and Darcy Resetar will gather information and options for foundation creation. Darcy Resetar will also look into books that the Board could read together. Mindy Coslor shared that the lists of books for Black Lives Matters might be a great topic to explore for this reading. Multiple agencies have made anti-racism statement and the Trustees feel that the Board should consider making a statement. It was tabled to other business later in the agenda.

The purpose of the book readings lead by the Board could be to raise awareness in the community.

Mary Alice Grobins reminded everyone that there is not usually a July meeting. However, Trustees should keep the date open on their calendars. The August regular meeting will also be an opportunity to discuss issues

8. New Business

A. Budget Committee

Motion to appoint Mindy Coslor and Tim Howland to the Budget Committee.

Motion 1: Darcy Resetar

Motion 2: Jane Zillig

Unanimous

B. July Meeting Discussion

Previously discussed.

C. Skagit County Commissioners Annual Report Draft (Appendix 2)

Mary Alice Grobins shared that the Overview appropriation was an additional \$1M. Other than this correction, there were no other comments.

Jane Zillig asked about library statistics and if the system can pull statistics by zip code. Jeanne Williams shared that this could be done, as well as break-downs on reciprocal borrowers or other categories.

Mary Alice Grobins shared that the Board typically visits the Commissioners at a meeting in the fall to apprise them of activities of the library district. She furthered that it is important to take opportunities to be in front of the appointing body.

D. 2020 Work Plan

The work plan has been in front of the Board in the past, but Covid-19 caused some issues that caused this to be moved to the back burner.

Mindy Coslor asked how the plan shows measuring success. Mary Alice Grobins shared that the first 4 measures were revised to show outcomes. Jeanne Williams shared that the final measure involving navigating Covid-19 will be very hard to measure success due to the quickly changing atmosphere of the pandemic. Mary Alice Grobins shared that many of these measures will likely have to carry over to 2021 because Covid-19 set so many things back.

Motion to approve the work plan.

Motion 1: Tim Howland

Motion 2: Mindy Coslor

Unanimous

E. Library Card Fees

Jeanne Williams shared the background of the library district and the logic behind the card fee. The library was very small with limited services, so the card fee was set at \$40. She further shared the fees from the surrounding libraries in Skagit: Mount Vernon Library charges \$80; Burlington Public Library charges \$80; Anacortes Public Library charges \$100; and Upper Skagit and La Conner Library Districts charge \$50.

Jeanne Williams shared that these charges are not arbitrary but are generally based on the tax burden on a property of median value in the service area. While this amount, for the library district, would be about \$138, the reasoning for the lower cost of \$80-\$100 charged at similar libraries in the county is that this paid card would not have access to reciprocal borrowing privileges. Taxpayers in library districts or cities do have reciprocal privileges with libraries in the county as well as many libraries around the state.

Mary Alice Grobins also pointed out that some libraries offer senior rates.

Jane Zillig asked if there was a sliding scale for low-income patrons. Jeanne Williams shared that she had not found this when looking at other libraries.

Darcy Resetar asked if the Friends group could provide grants to families to get cards. Jeanne Williams shared that some Friends groups do this and that the CSLD Friends group may be interested in also doing so.

Mary Alice Grobins clarified that the only citizens who would pay the fee are those citizens living in areas of Bayview, Bow, Alger and some areas around Conway. However, if some city libraries were closed due to revenue loss, reciprocal contracts would no longer be in place for the citizens living in those cities. The Board needs to consider the fairness to the tax-payers of the district with regard to library card fees. The fees need to be decided upon prior to any closures.

Jeanne Williams will provide a memo with the cost information and a recommendation for a future meeting. Included in that memo will be information as to whether any of the neighboring libraries are considering raising fees for their library cards.

Mindy Coslor pointed out that Lyman and Hamilton will be affected. Tim Howland shared that the children in those cities who attend the school district do have access to library cards.

The Trustees discussed further the nuances of annexations and contracting with cities and the future need to plan for a levy lid lift in the future.

9. Other Business

A. Social Justice Statement

Mindy Coslor shared that she sent Darcy Resetar the best seller list. Tim Howland shared that he would like the Board to do readings on this subject ahead of going into making a statement.

Mary Alice Grobins asked if local libraries had made statements. Jeanne Williams shared that local Skagit libraries had not, but larger library systems had done so. Some of those library systems have experienced negative backlash over these statements. Tim Howland shared that a great deal of thought should go into this. Darcy Resetar shared that she had seen statements where agencies have committed to educating themselves on the issues. Jane Zillig shared that this fits with the library's mission statement. Mindy Coslor felt that the library is not living up to its values if it doesn't make a statement. Mary Alice Grobins shared that one way to make a statement without making a statement is to organize a reading program around some of the titles around these issues. She furthered this could put values out through action by providing reading lists.

Mary Alice Grobins shared that getting better educated on the subject would be important. Darcy Resetar shared that the Board could let the public know that they are reading this book to learn about these issues and recommend other titles that deal with these issues.

Darcy Resetar will put together a survey with information on several titles to get feedback from the Trustees on a book choice to discuss.

The Board will address this issue in the July 16th meeting, along with some of the other issues discussed in this meeting.

Jane Zillig asked about the committee for Trustee recruitment. Mary Alice Grobins shared that the fall committees, including Trustee recruitment and evaluation of the Director, are usually discussed in August and September.

10. Adjournment 8:37 p.m.

Motion to adjourn.

Motion 1: Jane Zillig

Motion 2: Mindy Coslor

Unanimous

DocuSigned by:

Mary Alice Grobins

Mary Alice Grobins, Chair

DocuSigned by:

Timothy Howland

Tim Howland, Vice Chair

DocuSigned by:

Melinda McCormick Coslor

Mindy Coslor, Trustee

DocuSigned by:

Darcy Resetar

Darcy Resetar, Trustee

DocuSigned by:

Jane Zillig

Jane Zillig, Trustee

Appendix 1

Central Skagit Rural Partial County Library District
Board Retreat Agenda
720 Metcalf Street, Sedro-Woolley, WA
Friday, August 21, 2020
Time TBD

1. Agenda Discussion
2. Ground Rules/Purpose/Roles
3. Board Self-Assessment – Based on Ground Rules/Purpose/Roles
4. END Discussion Process Discussion
5. Strategic Focus 2021
6. Bylaws Review
7. Parking Lot Items
 - a. Naming and Memorials Policy (E,N)
 - b. The Board Reads Book Club (E,N)
 - c. Grand Opening Trustee Lead (E,N)
 - d. Foundation Development/Friends of the Library (E,N)

Appendix 2

**2019 Annual Report
Submitted to the
Skagit County Board of County
Commissioners**



www.centralskagitlibrary.org

Sedro-Woolley Library

802 Ball Street

Sedro-Woolley, WA 98284

360.755.3985 opt. 2

Library Processing

720 Metcalf Street

Sedro-Woolley, WA 98284

360.755.3985 opt. 3



**Central Skagit Library District
2019 Board of Trustees**

Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair

Tim Howland

Darcy Resetar

Lynn Torset

Library Staff

Allia Allen, Youth Services Specialist

Mary Andersson, Library Associate

Ricardo Avila, Library Associate

Carol Bohmbach, Library Associate

Sandra Davila, Young Adult and Spanish Outreach Associate

Sara Harlan, Supervisory Librarian

Bobbie Jacobsen, Library Associate

Teresa Johnson, Cataloging Librarian

Marissa Malone, Digital Services Associate

Jeanne Williams, Director

Overview

The Central Skagit Library District (CSLD) continued its growth trend from 2018 into 2019. The Library Partnership with the city of Sedro-Woolley has continued to be successful and the staff and community have been very supportive of the new library services.

During 2019, the Library Partnership bid the New Library Project and the project was awarded to Valdez Construction. Construction began in late summer of 2019. The Library Partnership also received an additional \$1,000,000 appropriation from the Washington State Legislature to put towards the project in 2019.

The following report will provide annual statistics involving library services over 2017, 2018 and 2019. It will also provide financial statements for fiscal year 2019. This report will further provide a brief overview of the New Library Construction as it currently stands. Finally, it will provide highlights of special community events hosted by the library.

Library Statistics

These statistics reflect use in the main library facility and the bookmobile. All Sedro-Woolley patron card-holders were considered active users, so are not reflected as new library cards issued in the year. These statistics also include usage of digital services. These digital services allow patrons free access to downloadable and streaming E-books, E-audiobooks, movies, television series, lecture series, comic books and music.

	Library Cards Issued	Total Library Circulation	Digital Library Circulation	Online Catalog Pageviews	Patron Visits	Computer Uses	Wi-Fi Usage	Program Attendance
2017	1,147	21,692	11,743	NA	12,163	434	N/A	2,802
2018	1,007	84,986	21,680	NA	45,260	2,846	N/A	4,140
2019	1,428	131,370	24,850	77,015	59,470	7,907	8,661	4,556

Financial Statement

This financial statement captures revenues from taxes, state forest trust funds, cash receipts, and investment earnings. It also provides the total operating expenditures for the year.

The Board of Trustees has worked to build a reserve fund for the New Library Project. This reserve fund is reflected in the ending balance.

Central Skagit Rural Partial - County Library District

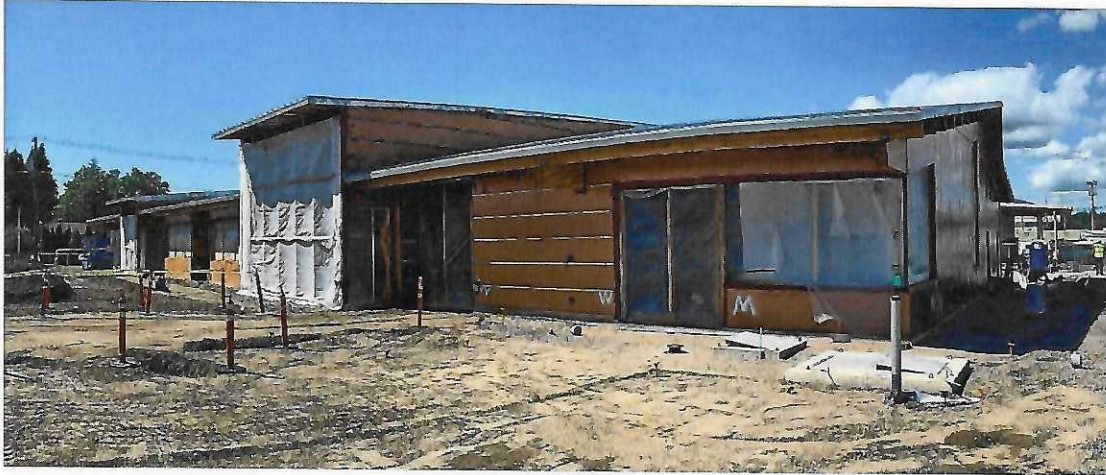
Schedule 01

For the year ended December 31, 2019

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
3101	001	General	3088000	Unreserved Cash and Investments - Beginning	\$2,859,328
3101	001	General	3111000	Property Tax	\$868,007
3101	001	General	3350233	DNR Timber Trust 2	\$327,192
3101	001	General	3370000	Local Grants, Entitlements and Other Payments	\$41,599
3101	001	General	3472000	Library Services	\$321,072
3101	001	General	3611000	Investment Earnings	\$53,026
3101	001	General	3699100	Miscellaneous Other	\$104
3101	001	General	5721010	Administration	\$94,753
3101	001	General	5721020	Administration	\$45,602
3101	001	General	5721030	Administration	\$13,572
3101	001	General	5721040	Administration	\$97,807
3101	001	General	5722010	Library Services	\$321,267
3101	001	General	5722020	Library Services	\$193,255
3101	001	General	5722030	Library Services	\$128,690
3101	001	General	5722040	Library Services	\$105,993
3101	001	General	5724040	Training	\$4,934
3101	001	General	5725040	Facilities	\$231,599
3101	001	General	5088000	Unreserved Cash and Investments - Ending	\$3,215,382
3101	001	General	5881000	Prior Period Adjustment (s)	\$17,474

New Library Construction - Completion Late Fall 2020

Construction on the New Library began in late summer 2019. The project had to close during the spring 2020 Stay Home, Stay Safe initiative, pushing completion to late fall of 2020. The project is now moving along and remains on budget. The Library Partnership continues to successfully manage this project as a joint effort between the Central Skagit Library District and the City of Sedro-Woolley.

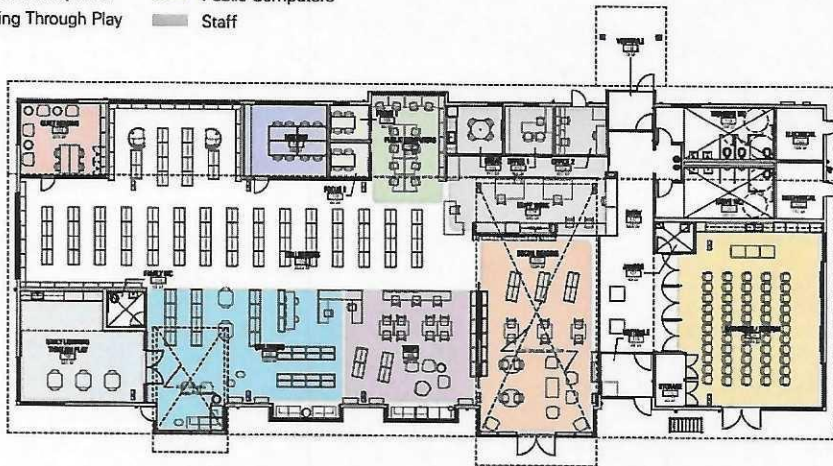


New Library Construction - Completion Late Fall 2020



CENTRAL SKAGIT SEDRO-WOOLLEY LIBRARY

- | | |
|-----------------------------|------------------------------|
| STE(A)M / Gathering | Quiet Reading Room |
| Library Commons | Meeting / Collaboration Room |
| Teen's Area | Focus Rooms |
| Children's and Family Area | Public Computers |
| Early Learning Through Play | Staff |



FLOOR PLANS



Programs for the Community

Throughout 2019, the Central Skagit Library District hosted many educational and cultural programs for all ages. These programs help to strengthen early learning and lifelong learning skills while also bringing community members together to share ideas. CSLD understands the importance of the library as an active place for learning and social engagement. The programs and events that the library district offers strengthen student skills by supporting the Sedro-Woolley School District curriculum. These programs and events also provide adults with opportunities to learn from, and engage with, fellow community members.

Preschool Storytime

For ages 2-5, these weekly programs include stories, songs, and activities that encourage development of early literacy skills in young children.

Baby and Me

For ages around 0-24 months. Enjoy story time with baby. Participants talk, sing, read, and play to promote the earliest milestones of literacy development.

Teen S.T.E.A.M

This weekly program aimed at teens includes activities involving science, technology, engineering, arts and mathematics.



English Conversation Club

This is a group for adults who speak something other than English as their first language. This club seeks to provide a relaxed, friendly environment to improve on English communication skills.

Woolley Writers

This writing group meets to provide support to writers in the community through editing, idea-sharing and comradery.

Tech Help

Work with library staff to learn how to use computers, tablets and smartphones.

Friday Crafternoon

Community members come together to learn about crafting projects while also getting to know community members.



2019 Annual Report to the Skagit Board of County Commissioners 7

Summer Reading Program - A Universe of Stories

Summer reading programs are an important service provided by libraries to keep children engaged, reading and learning throughout the summer months.



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: \$42,722.25

VOUCHER					
DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
6/5/2020	CSLP	8710	06/02/20	5013180	\$557.30
	Global Industrial	116036526	06/01/20	5013110	\$194.04
	Ebsco	1000127476-1	06/01/20	5014930	\$5,004.00
	The Library Corp.	2020020085	05/15/20	5014930	\$8,574.26
	Leaf	10679687	05/27/20	5013512	\$383.36
	Midwest Tape	98920516	05/22/20	5013515	\$79.50
	Midwest Tape	98920917	05/22/20	5013515	\$84.85
	Midwest Tape	98920918	05/22/20	5013515	\$27.92
	Midwest Tape	98920919	05/22/20	5013515	\$46.58
	Midwest Tape	98920971	05/22/20	5013515	\$14.90
	Midwest Tape	98920972	05/22/20	5013515	\$70.04
	Hoopla (Midwest Tape)	98968035	05/31/20	5013515	\$2,016.53
6/5/2020	Baker & Taylor	2035252945	05/21/20	5013515	\$11.17
	Baker & Taylor	2035252946	05/21/20	5013515	\$29.57
	Baker & Taylor	2035186357	05/27/20	5013515	\$72.93
	Baker & Taylor	2035186359	05/27/20	5013515	\$17.57
	Baker & Taylor	2035186360	05/27/20	5013515	\$44.87
	Baker & Taylor	2035186361	05/27/20	5013515	\$33.83
	Baker & Taylor	2035252942	05/29/20	5013515	\$18.86
	Baker & Taylor	2035252947	05/29/20	5013515	\$18.86
	Baker & Taylor	2035252948	05/29/20	5013515	\$26.29
	Baker & Taylor	2035252949	05/29/20	5013515	\$18.21
	Baker & Taylor	2035252950	05/29/20	5013515	\$18.24
	Baker & Taylor	2035252951	05/29/20	5013515	\$28.11
	Baker & Taylor	2035252952	05/29/20	5013515	\$16.35
	Baker & Taylor	2035252953	05/29/20	5013515	\$13.14
	Baker & Taylor	2035252954	05/29/20	5013515	\$35.79
	Baker & Taylor	2035252955	05/29/20	5013515	\$17.57
	Baker & Taylor	2035252956	05/29/20	5013515	\$5.25

	Baker & Taylor	2035252957	05/29/20	5013515	\$18.24
	Baker & Taylor	2035254629	06/02/20	5013515	\$71.69
	Baker & Taylor	2035254630	06/02/20	5013515	\$10.52
	Baker & Taylor	2035254631	06/02/20	5013515	\$5.25
	Baker & Taylor	2035254632	06/02/20	5013515	\$35.83
	Baker & Taylor	2035254633	06/02/20	5013515	\$37.08
	Baker & Taylor	2035254657	06/02/20	5013515	\$74.16
	Baker & Taylor	2035254658	06/02/20	5013515	\$10.51
	Baker & Taylor	2035254699	06/02/20	5013515	\$128.85
	Baker & Taylor	2035254700	06/02/20	5013515	\$18.23
	Baker & Taylor	2035254755	06/02/20	5013515	\$111.24
	Baker & Taylor	2035254756	06/02/20	5013515	\$28.72
	Baker & Taylor	2035254757	06/02/20	5013515	\$18.23
6/5/2020	CITY OF SEDRO-WOOLLEY 360-855-9925 WA		04/27/20	5014700	\$227.99
	COMCAST CABLE COMM 800-COMCAST WA		04/29/20	5014212	\$280.04
	PUGET SOUND ENERGY 888-225-5773 WA		04/30/20	5014700	\$329.98
	PUGET SOUND ENERGY 888-225-5773 WA		04/30/20	5014700	\$143.28
	INTERPRETING TECHNOLOG 3604195555 WA		05/04/20	5014110	\$162.74
	SQ *BEVERLY DELLINGER Sedro-Woolley WA		05/04/20	5013110	\$140.00
	EIG*POWWEB 866-5392854 MA		05/05/20	5014930	\$117.27
	COMCAST CABLE COMM 800-COMCAST WA		05/11/20	5014212	\$349.45
	EIG*POWWEB 866-5392854 MA		05/18/20	5014930	\$4.29
	INTERPRETING TECHNOLOG 3604195555 WA		05/18/20	5014110	\$257.04
	RTECH SOLUTIONS LLC KNOXVILLE TN		05/21/20	5014212	\$29.59
	INTERSTATE PLASTICS 8887685759 CA		05/21/20	5013512	\$2,416.96
	CITY OF SEDRO-WOOLLEY 360-855-9925 WA		05/26/20	5014700	\$184.58
	FEDEX OFFIC14300014332 BURLINGTON WA		05/26/20	5014911	\$322.78
	SKAGIT PUD 3604247104 WA		05/26/20	5014700	\$72.84
	DRI*PRINTING SERVICES 888-888-4211 CA		05/27/20	5014410	\$243.27
	CITY OF SEDRO-WOOLLEY 360-855-9925 WA		05/26/20	5014700	\$227.99
6/19/2020	SYNCB/Amazon	868485398565	05/06/20	5013515	\$15.61
	SYNCB/Amazon	447995345594	05/11/20	5013515	\$10.04
	SYNCB/Amazon	587553389835	05/12/20	5013512	\$75.90
	SYNCB/Amazon	454765537979	05/12/20	5013515	\$12.80
	SYNCB/Amazon	879779775874	05/13/20	5013515	\$5.43
	SYNCB/Amazon	465838646479	05/13/20	5013515	\$16.28

SYNCB/Amazon	596634458846	05/13/20	5013515	\$31.88
SYNCB/Amazon	435696759395	05/13/20	5013515	\$10.30
SYNCB/Amazon	833467948967	05/18/20	5013110	\$88.98
SYNCB/Amazon	467748635478	05/18/20	5013110	\$139.48
SYNCB/Amazon	456368675438	05/19/20	5013515	\$54.29
SYNCB/Amazon	588847756888	05/19/20	5013512	\$53.78
SYNCB/Amazon	685795494693	05/19/20	5013512	\$137.70
SYNCB/Amazon	786377968654	05/20/20	5013512	\$48.78
SYNCB/Amazon	437349776546	05/21/20	5013180	\$29.83
SYNCB/Amazon	449883456554	05/22/20	5013512	\$412.28
SYNCB/Amazon	459737467535	5/24/2020	5013180	56.35
SYNCB/Amazon	886436496395	05/26/20	5013515	\$16.26
SYNCB/Amazon	985334447339	05/26/20	5013515	\$21.69
SYNCB/Amazon	444374568979	05/26/20	5013515	\$16.27
SYNCB/Amazon	458789785539	05/27/20	5013110	\$16.48
SYNCB/Amazon	893499949659	05/27/20	5013512	\$71.06
SYNCB/Amazon	696777655899	05/27/20	5013180	\$44.36
SYNCB/Amazon	443734364347	05/27/20	5013110	\$56.36
SYNCB/Amazon	459476785445	05/27/20	5013511	\$260.37
SYNCB/Amazon	994654457587	05/28/20	5013180	\$191.64
SYNCB/Amazon	838787345759	06/01/20	5013180	\$45.50
SYNCB/Amazon	453867585455	06/01/20	5013515	\$82.81
SYNCB/Amazon	534546787836	06/01/20	5013180	\$476.77
SYNCB/Amazon	974363338597	06/01/20	5013180	\$423.73
SYNCB/Amazon	837545697787	06/01/20	5013515	\$60.51
SYNCB/Amazon	448558959995	06/02/20	5013180	\$75.89
SYNCB/Amazon	449896733946	06/02/20	5013180	\$192.83
SYNCB/Amazon	435639549975	06/04/20	5013511	(\$260.37)
SYNCB/Amazon	473387766769	06/04/20	5013110	(\$16.48)
SYNCB/Amazon	833384483345	06/04/20	5013180	\$391.77
SYNCB/Amazon	449677686659	06/05/20	5013515	\$108.21
SYNCB/Amazon	859869549688	06/06/20	5013515	(\$12.80)
SYNCB/Amazon	984645588459	06/06/20	5013110	\$49.90
6/19/2020 Ingram	46191885	06/05/20	5013515	\$22.21
Ingram	46191886	06/05/20	5013515	\$19.49
Ingram	46191887	06/05/20	5013515	\$26.96

6/19/2020	Ingram	46191888	06/05/20	5013515	\$47.84
	Ingram	46191889	06/05/20	5013515	\$16.67
	Ingram	46191890	06/05/20	5013515	\$11.69
	Ingram	46191891	06/05/20	5013515	\$14.63
	Bay City Supply	281769	06/11/20	5013110	\$224.16
	Midwest Tape	98965255	06/01/20	5013515	\$52.61
	Midwest Tape	98965257	06/01/20	5013515	\$29.80
	Midwest Tape	98965258	06/01/20	5013515	\$27.11
	Midwest Tape	98965259	06/01/20	5013515	\$39.00
	Midwest Tape	98966440	06/01/20	5013515	\$21.41
	Midwest Tape	98966441	06/01/20	5013515	\$27.92
	Midwest Tape	98966442	06/01/20	5013515	\$14.90
	Midwest Tape	98966443	06/01/20	5013515	\$10.84
	Oasys	176365	06/10/20	5013512	\$26.08
	Carol Bohmbach		06/05/20	5013180	\$47.93
6/19/2020	Hillis, Clark, Martin, P	252969	06/09/20	5014110	\$70.00
	Chicago One Stop	19114	06/19/20	5013110	\$14,900.00

DocuSigned by:

Mary Alice Grobins

8F3A70036C5B448

Mary Alice Grobins, Chair

DocuSigned by:

Timothy Howland

B4BD56BF6A1048E

Timothy Howland, Vice Chair

DocuSigned by:

Mindy Coslor

71DC6A38831457

Mindy Coslor, Trustee

DocuSigned by:

Darcy Resetar

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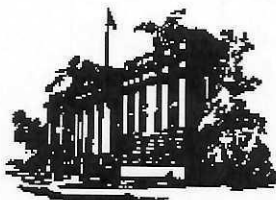
Darcy Resetar, Trustee

DocuSigned by:

Jane Zillig

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Jane Zillig, Trustee



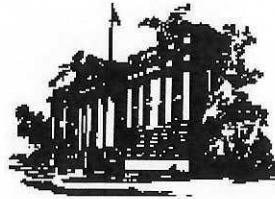
Skagit County Office Of The Treasurer
Jackie Brunson, Treasurer
P.O. Box 518
Mount Vernon, Washington 98273
Phone (360) 416-1750

General Ledger Detail Report

For Date Range: 6/1/2020 To: 6/30/2020

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$525,864.89
Cash Receipts	\$1,500.00
Investments Interest	\$1,150.69
Taxes Collected	\$9,697.65
State Forest Funds	\$6,482.17
Leasehold Excise Tax	\$24.59
Subtotal Cash Increases	\$18,855.10
Investments Purchased	-\$1,150.69
Other Cash Decreases	-\$101.87
District Accounts Payable	-\$57,724.15
District Payroll	-\$47,390.46
District IGT Decreases	-\$4,562.16
Subtotal Cash Decreases	-\$110,929.33
Ending Cash Balance	\$433,790.66
Beginning Investments	\$2,830,361.28
Investments Purchased	\$1,150.69
Ending Investments	\$2,831,511.97
Beginning Taxes Receivable	\$444,304.85
Taxes Receivable	-\$10,448.43
Ending Taxes Receivable	\$433,856.42



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State Pool District Report

6/1/2020 To: 6/30/2020

Bank 680 STATE TREAS LGIP

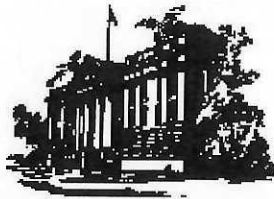
Interest Rate:

0.37

Fund: L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

InvestmentID: 2015-48

Beginning Balance:	\$2,830,361.28
Transactions:	\$1,150.69
Ending Balance:	\$2,831,511.97
Average Daily Balance:	\$2,831,473.61
Interest:	\$860.19
Fee:	\$43.01
Net Interest:	\$817.18



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Monthly Investment Ledger Report 7/2/2020

For Date Range 5/30/2020 To 6/30/2020

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
6/2/2020		INTEREST	SP INTEREST PAYMENT			\$0.00	\$1,200.69	\$0.00
6/2/2020		FEE	SP HANDLING FEE			\$0.00	\$0.00	-\$50.00
6/2/2020		REDIST	SP PURCHASE INTEREST			\$1,150.69	\$0.00	\$0.00
2015-48	SP	L0301	2/25/2015	0.37	1/1/3000	\$2,831,511.97	\$134,443.96	-\$2,431.99
**** L0301	CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT					\$2,831,511.97	\$134,443.96	-\$2,431.99

7/2/2020 Monthly Investment Ledger Report

For Date Range 5/30/2020 To 6/30/2020

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
Grandtotal						\$2,831,511.97		

June 2020 Director's Report

As of July 12, 2020

Activities Related to Reopening:

1. Curbside services continues to be busy. We are seeing 60-120 holds placed daily through our catalog for pick-up. We also take multiple calls per day for curbside requests.
2. Families are picking up summer reading activity kits and bingo cards daily.
3. Items being returned are sealed in boxes and quarantined for 72 hours.
4. While Phase 3 seems to be getting farther into the future, the staff and I have been preparing for having patrons back in the building. Sneeze guards have been installed. Patron computers have been moved and the software has been upgraded to allow staff to make reservations for patrons and to access the computers remotely to assist patrons while still maintaining distance.
5. Next week I am having a lock installed on the vestibule door and I will be putting a security camera with microphone/speakers in this area. This will give us flexibility in the future to allow patrons to pick up holds after hours with limited or no staff in the building. The camera will allow monitoring of the area by staff from any location with Internet access and will allow staff to communicate with patrons if there is a question.

Budgeting and Finance:

1. Purchase orders for shelving and furniture for the new library have been submitted to KCDA with a target delivery date in mid-October. The final cost on this portion was \$466,000 and I have adjusted the FF&E budget to reflect this. I will work closely with the vendors so that, should there be another construction delay, the orders can be put on hold at the manufacturer. The shelving is the main concern for storage, but storage costs would only begin after 31 days of provided storage and would cost approximately \$750 per month after that initial 31 day free storage.

2. As of June 30, timber revenues appear to be coming in at less than half of what came in in 2019:

State Forest Funds

As of:

6/30/2019	6/30/2020
\$221,955	\$80,253

If timber funds come in at half of what we expected this year (\$120,000) the reserve that we may need to use to offset this would be approximately \$30,000.

3. Sneeze guards and other safety measures due to Covid-19 have cost less than \$4000 so far. However, the move to virtual meetings and programs required purchases in software, licensing and equipment to facilitate the new way that we serve patrons. Once the public is allowed in the building, we will have to have janitorial on a much more regular basis than we have in the past and will affect our total expenditures. Some of this may be offset by less spending in other areas based on supply chain issues, use of fewer office supplies, and slow-downs in the release of new novels and movies. Depending on how things work out, the budget may have to be amended prior to the close of the year depending on how other budget line spending changes. I will monitor this closely.
4. Regarding CARES Act funding through the state library for computers/tablets/wi-fi hotspots, the fact that those grant funds were tied to being CIPA compliant kept our district from getting funding for anything related to computers/tablets or wi-fi hotspots. However, there are opportunities through TechSoup for discounts on laptop computers. There may also be opportunities through our current cellular vendors to get free wi-fi hotspots with low cost monthly usage. The issue with moving forward on hotspots or laptops is that they are sold out across the market and it may be 2-3 months before we could get them. Since the CSLD would have only qualified for \$1500 or less, this funding would not have had a significant impact on our budget.

5. CARES Act funding is available for personal protection and other safety/cleaning equipment and a request for funding has been submitted. This will also be a small amount of \$1500 or less.

Special Activities:

1. All staff are participating in collection maintenance as we ready the collection for the move to the new library. The non-fiction collection was extremely outdated, so I will be coming to the Board in August to discuss moving some funding back into the opening day collection. The current FF&E Budget is currently showing an unallocated fund balance of \$258,434, so there is opportunity to spend more on the opening day collection. I would like to place orders for the items to update the popular non-fiction areas that had outdated materials as well as update the large print collection. I would set those orders to ship and be delivered to the new library in shelf-ready condition rather than filling in the collection while at Ball Street (unless items are requested before then).
2. Mary Andersson has almost completed the Grab Bag project where the Friends' books at the Metcalf location have been bagged and labeled based on theme. The bags are put out daily and kept stocked as community members pick them up. Every time I am at Metcalf I see patrons stopping and picking up bags of books. We have gotten very positive feedback from the community for this service and have credited the Friends for providing the books to give away.

Upcoming Projects:

1. Next week staff will begin the work of converting the current DVD collection from traditional clamshell cases to browsable sleeves. We have over 6000 items to process, but this will create a space savings where we will be able to get about 150 items into one browsing bin, saving three shelves of space per bin. These will also be more comfortable for patrons to browse as they flip through at standing height with the covers facing out. Shelving in the new library will be pull-out browsing bins in the adult section and static browsing bins in

the children's area. We had browsing bins as part of our shelving from Bellevue College to use until we move to the new library.

2. Migration of the website to the Stacks platform is planned to begin in late August.
3. I will be working on placing orders for IT/AV equipment for the new library and working on how the installation of the equipment will be coordinated depending on whether this goes out on the MRSC Rosters website or through KCDA.

Central Skagit Library District
Expense Report

As of May 31, 2020

	2020 Projected Income	YTD 2020 Actual Income	2020 Projected Expenses	YTD 2020 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$883,659.00	\$476,512.00			
Timber Funds	\$240,000.00	\$80,252.62			
Leasehold Excise Tax		\$128.51			
Timber Excise		\$26,782.46			
Cash (Fees, Cards Purchased)		\$2,054.86			
Library Svs Contract	\$65,000.00				
IGT Increase		\$189.08			
Donations					
Investment Earnings		\$17,380.12			
	\$1,188,659	\$603,299.65			

ONGOING EXPENSES

Personnel Expense			\$780,538	\$374,368	47.96%
Bookmobile			\$7,000	\$127	1.82%
Building Costs (Lease and Utilities)			\$24,000	\$14,050	58.54%
Software and Licensing 5014930			\$87,115	\$53,971	61.95%
Furniture, Fixtures, Equipment			\$4,000	\$6,869	171.73%
General Expenses			\$79,710	\$63,338	79.46%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$85,000	\$31,225	36.74%
ONGOING EXPENSE TOTALS			\$1,097,363	\$543,948	49.57%

ONE-TIME EXPENDITURES

Furniture, Fixtures and Equipment			\$540,000		0.00%
Opening Day Collection			\$50,000		0.00%
IT/AV Design SHKS			\$3,000		0.00%
Moving Costs			\$20,000		0.00%
FF&E Design			\$25,000		0.00%
IT/AV Acquisitions			\$160,000		0.00%
Total One Time Expenditures			\$798,000	\$0	0.00%

Estimated Use of Unallocated Funds

Library Vehicle			\$30,000		
Generator New Library			\$103,000		
Generator Replacement (bookmobile)			\$15,000	\$11,945	
Total Use of Unallocated Funds			\$148,000	\$11,945	8.07%

Total Expenditures YTD **\$2,043,363** **\$555,893** **27.20%**

New Library Project Commitment Budget			
		Spent To Date	To Be Spent
Original Commitment	\$1,500,000		
Iron Skillet, Pre-Design		\$328,776	
FF&E Performed by Contractor			\$188,790
SHKS FF&E Design			\$25,000
Coordinate IT/AV Design			\$3,000
IT/AV Acquisition			\$160,000
FF&E Acquisition			\$466,000
Opening Day Collection			\$50,000
Moving Costs			\$20,000
Unallocated Funds (Library Reserve - Discretionary)	\$258,434	\$328,776	\$912,790

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
JUNE 2020

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	526,164.89	19,974.30	112,048.53-	434,090.66
Obj 118 TEMPORARY INVESTMENTS	2,830,361.28	1,150.69		2,831,511.97
Obj 121 TAXES RECEIVABLE (NET)	444,304.85		10,448.43-	433,856.42
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		57,724.15	83,335.22-	25,611.07-
Obj 231 OTHER ACCRUED LIABILITIES	19,506.07-	19,506.07	20,392.29-	20,392.29-
Obj 257 DEFERRED REVENUE	444,304.85-	10,448.43		433,856.42-
Obj 287 UNRESERVED FUND BALANCE	3,160,271.02-			3,160,271.02-

SKAGIT COUNTY JR DISTRICTS
REVENUE/EXPENDITURE
JUNE 2020

Fnd L03 NORTH CENTRAL RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2020 BUDGET
Sub 001 NORTH CENTRAL RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	493,700.75-		9,722.24-	503,422.99-	
Obj 330 INTERGOVERNMENTAL REVENUES	73,683.49-		6,448.75-	80,132.24-	
Obj 360 MISCELLANEOUS REVENUES	16,871.25-		2,684.11-	19,555.36-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	199,792.34	40,769.84	1,022.08-	239,540.10	
Obj 520 PERSONNEL BENEFITS	98,847.62	36,077.56	97.12-	134,828.06	
Obj 530 SUPPLIES -CONSUMPTION / RE	33,851.43	35,023.63	260.37-	68,614.69	
Obj 540 SERVICES AND PASS THRU PMT	75,015.02	25,784.47		100,799.49	
Obj 599 BUDGET EXPENDITURES					2,043,363.00
	-----	-----	-----	-----	-----
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	176,749.08-	137,655.50	20,234.67-	59,328.25-	2,043,363.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
PRL APP	94119	20419?	06/11/20	JACOBSON, ROBERTA R	511.04-	
PRL APP	94119	20419?	06/11/20	JACOBSON, ROBERTA R	511.04-	
PRL APP	94134	20226?	06/15/20	WILLIAMS, JEANNE M	4,066.61	
PRL APP	94134	20319?	06/15/20	SANCHEZ-DAVILA, SANDRA I	1,913.28	
PRL APP	94134	20418?	06/15/20	JOHNSON, TERESA J	2,148.13	
PRL APP	94134	20493?	06/15/20	TRACHTA, KENDRA	2,594.77	
PRL APP	94180	20363?	06/15/20	ALLEN, ALLIA E	1,812.80	
PRL APP	94180	20417?	06/15/20	ANDERSSON, MARY S	1,149.84	
PRL APP	94180	20420?	06/15/20	BOHMBACH, CAROL F	702.68	
PRL APP	94180	20483?	06/15/20	HAIGH, MAKAYLA R	1,268.96	
PRL APP	94180	20462?	06/15/20	HUGGINS, HILLARY A	1,540.88	
PRL APP	94180	20448?	06/15/20	MALONE, MARISSA B	1,586.64	
PRL APP	94180	20476?	06/15/20	MARTIN, TASHA R	1,268.96	
PRL APP	94180	20478?	06/15/20	SMITH, SUSAN C	324.00	
PRL APP	94277	20226?	06/30/20	WILLIAMS, JEANNE M	4,066.61	
PRL APP	94277	20319?	06/30/20	SANCHEZ-DAVILA, SANDRA I	1,913.28	
PRL APP	94277	20418?	06/30/20	JOHNSON, TERESA J	2,148.13	
PRL APP	94277	20493?	06/30/20	TRACHTA, KENDRA	2,594.77	
PRL APP	94332	20363?	06/30/20	ALLEN, ALLIA E	1,812.80	
PRL APP	94332	20417?	06/30/20	ANDERSSON, MARY S	1,149.84	
PRL APP	94332	20420?	06/30/20	BOHMBACH, CAROL F	710.67	
PRL APP	94332	20483?	06/30/20	HAIGH, MAKAYLA R	1,268.96	
PRL APP	94332	20462?	06/30/20	HUGGINS, HILLARY A	1,540.88	
PRL APP	94332	20448?	06/30/20	MALONE, MARISSA B	1,586.64	
PRL APP	94332	20476?	06/30/20	MARTIN, TASHA R	1,268.96	
PRL APP	94332	20478?	06/30/20	SMITH, SUSAN C	330.75	
					-----	-----
L03 5011100	SALARIES AND WAGES				199,792.34	239,540.10
PRL APP	94108	?	06/10/20	SOCIAL SECURITY	1,492.22	
PRL APP	94119	?	06/11/20	SOCIAL SECURITY	78.18-	
PRL APP	94237	?	06/25/20	SOCIAL SECURITY	1,558.89	
					-----	-----
L03 5012100	SOCIAL SECURITY				13,791.90	16,764.83
PRL APP	94108	?	06/10/20	RETIREMENT	2,466.81	
PRL APP	94237	?	06/25/20	RETIREMENT	2,578.90	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
L03 5012200	RETIREMENT				22,471.18	27,516.89
PRL APP	94108	?	06/10/20	LABOR AND INDUSTRIES	256.91	
PRL APP	94119	?	06/11/20	LABOR AND INDUSTRIES	18.94-	
PRL APP	94237	?	06/25/20	LABOR AND INDUSTRIES	272.31	
L03 5012300	LABOR AND INDUSTRIES				2,237.91	2,748.19
A/P APP	132963	518416	06/01/20	WASTHEALTH CENTRAL SKAGIT LIBR	13,725.76	
A/P APP	133307	519622	06/30/20	WASTHEALTH CENTRAL SKAGIT LIBR	13,725.76	
L03 5012400	MEDICAL				56,577.56	84,029.08
L03 5012900	UNEMPLOYMENT COMPENSATION				3,769.07	3,769.07
A/P APP	132962	518255	06/01/20	ELAN CENTRAL SKAGIT LIBRARY	202.99	
A/P APP	133019	518537	06/04/20	GLOBAL IND CENTRAL SKAGIT LIBR	194.04	
A/P APP	133022	518681	06/04/20	US BANK CENTRAL SKAGIT LIBRARY	140.00	
A/P APP	133215	518952	06/22/20	AMAZON.COM CENTRAL SKAGIT LIBR	334.72	
A/P APP	133216	518962	06/22/20	BAY CITY S CENTRAL SKAGIT LIBR	224.16	
A/P APP	133218	518938	06/22/20	CHICAGOONEST CENTRAL SKAGIT LI	14,900.00	
A/P APP	133308	519407	06/30/20	ELAN CENTRAL SKAGIT LIBRARY	129.30	
L03 5013110	OFFICE SUPPLIES				3,079.60	19,204.81
L03 5013130	SOFTWARE SUPPLIES				28.29	28.29
A/P APP	133019	518502	06/04/20	COLL SMR LIB CENTRAL SKAGIT LI	557.30	
A/P APP	133215	518952	06/22/20	AMAZON.COM CENTRAL SKAGIT LIBR	1,928.67	
A/P APP	133216	518970	06/22/20	BOHMBACHCARO CENTRAL SKAGIT LI	47.93	
ACH APP	87102	871021	06/25/20	MAY 2020 DOR USE TAX	47.37	
A/P APP	133308	519407	06/30/20	ELAN CENTRAL SKAGIT LIBRARY	2,668.65	
L03 5013180	LIBRARY PROGRAM COSTS				6,037.48	11,287.40
A/P APP	133215	518952	06/22/20	AMAZON.COM CENTRAL SKAGIT LIBR	260.37	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

				Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI				
A/P APP	133215	518952	06/22/20 AMAZON.COM CENTRAL SKAGIT LIBR	260.37-	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50				
A/P APP	133019	518572	06/04/20 LEAF CENTRAL SKAGIT LIBRARY	383.36	
A/P APP	133022	518681	06/04/20 US BANK CENTRAL SKAGIT LIBRARY	2,416.96	
A/P APP	133215	518952	06/22/20 AMAZON.COM CENTRAL SKAGIT LIBR	799.50	
A/P APP	133216	519062	06/22/20 OASYSINC CENTRAL SKAGIT LIBRAR	26.08	
A/P APP	133308	519407	06/30/20 ELAN CENTRAL SKAGIT LIBRARY	200.01	
L03 5013512	LIBRARY EQUIPMENT < \$5000			3,043.23	6,869.14
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	21.15	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	6.19	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	13.94	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	25.25	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	16.02	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	78.11	
A/P APP	132963	518324	06/01/20 INGRAM SVC CENTRAL SKAGIT LIBR	8.28	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	79.50	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	84.85	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	27.92	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	46.58	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	14.90	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	70.04	
A/P APP	133019	518589	06/04/20 MIDWESTTAPE CENTRAL SKAGIT LIB	2,016.53	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	11.17	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	29.57	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	72.93	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	17.57	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	44.87	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	33.83	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.86	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.86	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	26.29	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.21	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.24	
A/P APP	133021	518480	06/04/20 BAKER&TAYLOR CENTRAL SKAGIT LI	28.11	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	16.35	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	13.14	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	35.79	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	17.57	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	5.25	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	18.24	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	71.69	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	10.52	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	5.25	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	35.83	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	37.08	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	74.16	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	10.51	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	128.85	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	18.23	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	111.24	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	28.72	
A/P APP	133021	518480	06/04/20	BAKER&TAYLOR CENTRAL SKAGIT LI	18.23	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	22.21	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	19.49	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	26.96	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	47.84	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	16.67	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	11.69	
A/P APP	133213	519028	06/22/20	INGRAM SVC CENTRAL SKAGIT LIBR	14.63	
A/P APP	133215	518952	06/22/20	AMAZON.COM CENTRAL SKAGIT LIBR	449.58	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	52.61	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	29.80	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	27.11	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	39.00	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	21.41	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	27.92	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	14.90	
A/P APP	133216	519049	06/22/20	MIDWESTTAPE CENTRAL SKAGIT LIB	10.84	
ACH APP	87102	871021	06/25/20	MAY 2020 DOR USE TAX	54.50	
A/P APP	133307	519487	06/30/20	INGRAM SVC CENTRAL SKAGIT LIBR	4.91	
A/P APP	133307	519487	06/30/20	INGRAM SVC CENTRAL SKAGIT LIBR	19.72	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

				Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI				
A/P APP	133307	519487	06/30/20 INGRAM SVC CENTRAL SKAGIT LIBR	17.21	
A/P APP	133307	519487	06/30/20 INGRAM SVC CENTRAL SKAGIT LIBR	11.60	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	83.19	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	184.95	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	41.68	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	53.92	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	65.06	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	158.00	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	27.92	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	187.12	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	118.87	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	315.89	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	62.96	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	27.11	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	30.91	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	24.67	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	111.75	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	27.11	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	36.34	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	21.69	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	13.01	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	10.84	
A/P APP	133309	519522	06/30/20 MIDWESTTAPE CENTRAL SKAGIT LIB	26.03	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	36.47	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.24	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.23	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.23	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.87	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	17.61	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	111.27	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	18.24	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	28.75	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	16.99	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	35.83	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	127.01	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	5.25	
A/P APP	133313	519429	06/30/20 BAKER&TAYLOR CENTRAL SKAGIT LI	323.06	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

						Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI						
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		713.83	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		18.24	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		36.61	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		19.44	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		210.59	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		105.64	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		13.23	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		10.50	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		115.14	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		72.29	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		19.47	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		21.86	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		87.54	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		35.18	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		93.03	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		14.45	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		11.82	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		36.45	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		66.47	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		89.22	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		61.47	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		5.25	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		5.25	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		18.87	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		41.17	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		257.11	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		149.64	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		20.37	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		14.45	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		11.16	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		102.93	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		22.88	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		37.25	
A/P APP	133313	519429	06/30/20	BAKER&TAYLOR CENTRAL SKAGIT LI		155.33	
L03 5013515 LIBRARY BOOKS < \$5,000						21,662.83	31,225.05
A/P APP	133022	518681	06/04/20	US BANK CENTRAL SKAGIT LIBRARY		419.78	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP 133216	519022	06/22/20 HCMP PS CENTRAL SKAGIT LIBRARY	70.00		
	A/P APP 133308	519407	06/30/20 ELAN CENTRAL SKAGIT LIBRARY	316.71		
L03 5014110	PROFESSIONAL SERVICES				10,163.54	10,970.03
	IGT APP 87098	870981	06/30/20 2ND QTR AUD SVCS	2,747.35		
	IGT APP 87099	870991	06/30/20 3RD QTR 2019 AUD SVCS	1,814.81		
L03 5014120	ACCOUNTING SERVICES				2,747.35	7,309.51
	A/P APP 133307	519477	06/30/20 FRONTLINELLC CENTRAL SKAGIT LI	395.00		
L03 5014187	JANITORIAL				1,147.31	1,542.31
	A/P APP 132962	518255	06/01/20 ELAN CENTRAL SKAGIT LIBRARY	232.77		
L03 5014210	TELEPHONE				1,085.21	1,317.98
	A/P APP 133022	518681	06/04/20 US BANK CENTRAL SKAGIT LIBRARY	659.08		
	A/P APP 133308	519407	06/30/20 ELAN CENTRAL SKAGIT LIBRARY	823.57		
L03 5014212	TELEPHONE INTERNET				2,482.59	3,965.24
	A/P APP 133308	519407	06/30/20 ELAN CENTRAL SKAGIT LIBRARY	65.00		
L03 5014220	POSTAGE				207.75	272.75
L03 5014310	TRAVEL				444.48	444.48
	A/P APP 133022	518681	06/04/20 US BANK CENTRAL SKAGIT LIBRARY	243.27		
	A/P APP 133308	519407	06/30/20 ELAN CENTRAL SKAGIT LIBRARY	245.70		
L03 5014410	ADVERTISING				1,264.94	1,753.91
	A/P APP 132962	518255	06/01/20 ELAN CENTRAL SKAGIT LIBRARY	250.00		
L03 5014510	RENTALS				7,775.00	8,025.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
JUNE 2020

					Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI					
	A/P APP 133022	518681	06/04/20	US BANK CENTRAL SKAGIT LIBRARY	1,186.66	
	A/P APP 133308	519407	06/30/20	ELAN CENTRAL SKAGIT LIBRARY	298.02	
L03 5014700	UTILITIES				4,539.89	6,024.57
L03 5014910	MISCELLANEOUS				5.66	5.66
	A/P APP 133022	518681	06/04/20	US BANK CENTRAL SKAGIT LIBRARY	322.78	
L03 5014911	PRINTING				32.54	355.32
L03 5014920	EDUCATION/TRAINING				3,805.09	3,805.09
	A/P APP 132962	518255	06/01/20	ELAN CENTRAL SKAGIT LIBRARY	421.44	
	A/P APP 133019	518519	06/04/20	EBSCOINDUSTR CENTRAL SKAGIT LI	5,004.00	
	A/P APP 133019	518672	06/04/20	LIBRARYCORP CENTRAL SKAGIT LIB	8,574.26	
	A/P APP 133022	518681	06/04/20	US BANK CENTRAL SKAGIT LIBRARY	121.56	
	A/P APP 133307	519551	06/30/20	PROQUEST CENTRAL SKAGIT LIBRAR	494.86	
	A/P APP 133307	519528	06/30/20	NEWSBANKINC CENTRAL SKAGIT LIB	175.00	
	A/P APP 133308	519407	06/30/20	ELAN CENTRAL SKAGIT LIBRARY	902.85	
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI				39,313.67	55,007.64