

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
June 27, 2019
7:00 p.m.

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

Approval of the Regular Meeting Minutes from May 16, 2019
Approval of the Board Retreat Minutes from June 1, 2019
Approval of May 2019 Payroll in the amount of \$38,812.80
Approval of May 2019 Vouchers in the amount of \$51,624.54
General Ledger Report for May 2019
Balance Sheets for May 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Project Update
 - B. Borrower Policy Change (D)
9. New Business
 - A. Trustee Absence Policy (E,N)
 - B. Honorific Naming, Memorials, Donation Recognition and Artwork Decisions (E)
10. Executive Session

Executive Session pursuant to: RCW 42.30.110(1)(i): To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

11. Other Business

A. Potential Action Item: Approval of Proposed Settlement Agreement

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Information = Informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Current Parking Lot Items:

Foundation Development involving Friends of the Library

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
Sedro-Woolley City Council Chambers
May 15, 2019
7:00 p.m.

1. Call to Order: 7:05pm

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

Staff Present: Jeanne Williams, Director

2. Public Comments

No public comments

3. Approval of Agenda

Motion to approve the agenda as presented.

Motion 1: Tim Howland
Motion 2: Mindy Coslor
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from March 21, 2019
Approval of April 2019 Payroll in the amount of \$35,133.55
Approval of April 2019 Vouchers in the amount of \$36,271.21
General Ledger Report for April 2019
Balance Sheets for April 2019

Motion to accept the Consent Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

5. Conflict of Interest

None Reported

6. Communications

None Reported

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

Jeanne Williams shared that City Works Day was a success, but the files were very large and would not print correctly. Conservatively 450 to 500 students attended.

Skagit Reads survey is out to the staff now.

Quotes for the Evergreen Consortium are back, and would save the library district about \$5000 per year.

Mary Alice Grobins asked what this would mean to the county. Jeanne Williams shared that all of the libraries except for Anacortes would be on one system, which would allow patrons to search one catalog and see all of the materials located at Mount Vernon Library, Burlington Library, La Conner Library, Upper Skagit Library and Sedro-Woolley Library. Patrons would be able to place holds on any item. This would also allow one card to work with all libraries rather than patrons having to get a card from every library.

Dia De Nino was a very successful with over 500 visitors.

Jeanne Williams further shared that the presentation to the Sedro-Woolley City Council was well-received.

Staffing changes that are happening include Ricardo Avila leaving to work in the Sno-Isle Library System. Sandra Davila will be moving into the circulation manager position and Hillary Huggins will take the lead on Young Adult Services. A page position is also being advertised.

Jeanne Williams shared that she would be meeting with the Sedro-Woolley City Supervisor weekly now that design has concluded.

Mary Alice Grobins shared that the Board appreciates Ricardo Avila's service to the library and the Board wishes him well. She further thanked Tim Howland for attending the presentation to the city council. Mary Alice Grobins also shared that she appreciated Jeanne Williams' nimble approach to staffing changes.

8. Unfinished Business

A. New Library Project Update

Mary Alice Grobins shared that the design committee met that morning to comb through the project budget to fully understand how the legislative appropriation would affect the project. Mary Alice Grobins further shared that overall it feels as though we are going into the bid opening in a good position.

Mary Alice Grobins explained how the bid opening process works and that it might not be immediately apparent as to who the apparent low bidder might be.

Mary Alice Grobins further discussed the \$1.5M FF&E budget (Appendix 1) and where it currently stands based on the fact that it was established at a time when the expectation was that we would build a 20,000 sq ft library. Since the building will be smaller, the categories within that budget have come down. Particularly, the opening day collection amount has been lowered because new books are being purchased to get the collection into good shape prior to the move. There will be a splash of about 2000 new materials for opening day, but the library will not accommodate \$250,000 worth of materials.

Mary Alice Grobins shared that thus far, only the cost of the purchase of the Iron Skillet has been deducted from the FF&E budget. The actual cost of many items in the budget won't be known until the FF&E and AV/IT packages are bid out. These packages were not bid out with the construction package.

In the future, there may be unallocated funds that the Board of Trustees will have to make decisions on how to use.

Tim Howland asked what would be moved from the current library. Jeanne Williams shared that it would primarily be the collection, computers, some shelving that would match new shelving, and the server.

Tim Howland asked how it would be moved. Jeanne Williams shared that some regional companies have services where they provide hundreds of book trucks to load the collection, move it on to trucks, and then unload and stage in the new library. The same would happen to the shelving and the server equipment.

Mary Alice Grobins shared that she feels we are in a good fiscal position for all of the things that need to be done for this project.

Tim Howland shared that he thinks it is a good idea to reduce the spending on the opening day collection. He said it doesn't make sense at this point to buy tens of thousands of books and that money should be put where it really serves the needs of the community.

B. Annual Retreat Discussion (Appendix 2)

Mary Alice Grobins went over the Retreat Agenda items and outlined how past retreats informed this agenda. Mary Alice Grobins let the Board know that other items could be added to the agenda. No Trustees added agenda items.

9. New Business

A. Borrower Policy Change (Appendix 3)

Jeanne Williams shared that Whatcom County Library System and Sno-Isle Library System have a policy of providing library cards to anyone in the state who live in a library taxing district. Thus far, they have been providing library cards to Central Skagit Library District patrons. Now that the reciprocal borrowing policies are all in place, the recommendation is to change the CSLD borrower policy to reflect similar practice. This item is up for discussion but won't be up for a decision until the next regular Board meeting.

Mary Alice Grobins clarified that this privilege is already being extended to CSLD patrons and this would be a move to return the favor. She furthered that there probably aren't very many.

Jeanne Williams shared that the number is quite low and many more CSLD patrons have cards with WCLS and SILS because they work in those districts.

Tim Howland stated that it is a service to our patrons and should be carried out. Mindy Coslor agreed and stated that it is quite common.

B. Cash Policy Change – Resolution to Close Skagit Bank Account (Appendix 4)

Jeanne Williams shared that the changes to the fee structure and electronic transfer protocol that have happened since Banner Bank took over Skagit Bank have made the use of the bank account to transfer money to the Skagit Treasury untenable. Jeanne Williams requested that the account be closed. Cash taken in at the library will now be deposited directly to the Skagit Treasurer on a weekly basis.

Mary Alice Grobins pointed out that this is a technical resolution and that the amounts involved are so small that it does not make sense to pay fees.

Motion to accept Resolution 2019-3 authorizing the closure of the bank account.

Motion 1: Mindy Coslor

Motion 2: Darcy Resetar

Unanimous

11. Other Business

Mary Alice Grobins shared that all Trustees who attend the groundbreaking would be given a shovel for the ceremony.

12. Executive Session

Executive Session pursuant to: RCW 42.30.110(1)(i): To discuss with legal

counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The Board entered into executive session at 7:35pm and came out of session at 7:50pm.

Counsel Michelle Fossum attended the executive session via telephone.

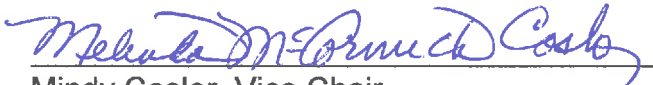
13. Adjournment 7:50pm

Motion to adjourn.

Motion 1: Tim Howland
Motion 2: Darcy Resetar
Unanimous



Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Tim Howland, Trustee



Darcy Resetar, Trustee

Lynn Torset, Trustee

Appendix 1

New Library Project FF&E Budget			
		Spent To Date	To Be Spent
Original Commitment	\$1,500,000		
Iron Skillet, Pre-Design		\$325,220	
FF&E Performed by Contractor			\$188,780
SHKS FF&E Design			\$25,000
Coordinate IT/AV Design			\$3,000
IT/AV Acquisition			\$160,000
FF&E Acquisition			\$351,000
Opening Day Collection			\$50,000
Moving Costs			\$20,000
Unallocated Funds	\$377,000		

Appendix 2

Central Skagit Rural Partial County Library District
Board Retreat Agenda
Willowbrook Manor
June 1, 2019
9:00am to 3:00 p.m.

1. Brief Update on New Library Project
2. Retreat Ground Rules
3. Review of Trustee Roles, Purpose and Ground Rules
4. Board Self-Assessment Against Roles, Purpose and Ground Rules
5. Facilitator Exercise with Board Regarding Explore, Narrow, Decide Framework
6. 2019 Accomplishments and Board Self-Assessment on Accomplishments
7. Board Titles
8. Working Lunch – Library Naming Discussion
9. Officer Rotation and Roles
10. 2020 Strategic Focus
11. Bylaws Revision Discussion
12. Action Items and Debrief

II. Service Policy

A. Who May Use the Library

1. The Central Skagit Library District serves anyone who wishes to use library materials, equipment, and computers within the library. All visitors are welcome to take part in library programs.
2. Library service will not be denied to anyone because of religious, racial, social, economic or political status.
3. All materials may be used free of charge. To check out materials, individuals must apply for a library card. Documentation needed at the time of library card registration are a form of government-issued identification such as driver's license or other government-issued forms, along with proof of residence such as a current utility statement of services or current tax receipt. If the patron's name is on the property searched in the Skagit Auditor's Property database, this may be used as proof of address.
4. Residents in the city of Sedro-Woolley and unincorporated areas of the Sedro-Woolley School District are eligible for a free library card. Municipalities who contract or annex to the library district are eligible for a library card. Citizens who do not live in the district boundaries may purchase a card at the rate established by the Board of Trustees.
5. Residents of communities with which CSLD has a reciprocal borrowing agreement. In addition to current address and proof of identity, applicants must present a library card from their local jurisdiction.
6. Residents of jurisdictions within Washington State that provide equitable tax support for public library service. In addition to current address and proof of identity, applicants must present a library card from their local jurisdiction. NOTE: Borrowing privileges for electronic materials and/or access to online services may be limited depending on vendor contracts.
7. One must be at least 5 years of age to apply for a library card. Children ages 5 - 15 must have a parent or legal guardian show personal identification for themselves and proof of address. Note: Limited-use children's cards are available to children in the Sedro-Woolley School District with or without a parent. A parent must come in to the library to authorize the card to be full use.
8. Children age 15 and older may produce a driver's permit or license, birth certificate, social security card, school identification or computer-generated school schedule or report card if the parent is not present.
9. Central Skagit Library District reserves the right to deny or limit its usage and/or services to groups or individuals who make excessive demands on library resources and staff.
10. No fines or fees will be charged for library materials destroyed or damaged by flood, storm, or other acts for which the patron cannot be held responsible or negligent.



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

Resolution No. 2019-3


RESOLUTION APPROVING THE CLOSURE OF A BANK ACCOUNT

Be It hereby resolved that the Central Skagit Rural Partial County Library District Board of Trustees authorizes the closure of the library's Banner Bank non-profit bank account (formerly Skagit Bank).


Adopted this 16th day of May, 2019.



Mary Alice Grobins, Chair



Timothy Howland, Vice Chair



Lynn Tolset, Trustee



Mindy Coslar, Trustee



Darcy Resotar, Trustee

Central Skagit Rural Partial County Library District
Board Retreat Minutes
Willowbrook Manor
June 1, 2019
9:00am to 3:00pm

Action Item: The Board of Trustees voted unanimously to change the regular June Board meeting date to June 27, 2019.

1. Brief Update on New Library Project

The Trustees discussed the upcoming June 5th groundbreaking ceremony and future plans for the ribbon-cutting ceremony. There was some discussion that it might be a good idea to get a committee together to help plan and execute the ribbon-cutting/grand opening celebration.

2. Retreat Ground Rules

The Board discussed the reasons behind creating the ground rules. Some reasons included: help to transition the Board members to new roles; help guide turnover; to make the Board a more professional body. Trustees went over the current working Ground Rules to evaluate whether they still worked for the Board. Everyone agreed that the Ground Rules are useful, and no changes were made.

3. Review of Trustee Roles, Purpose and Board Self-Assessment and 2019 Accomplishments

The Board discussed roles and purpose and how they guide Trustees.

Trustees agreed that they need more exposure through the Director's guidance to visionary ideas and activities by other library administrators and that they could use direction on what to do with regard to advocacy. Mindy Coslor pointed out that having a small list of talking points ready at all times would be helpful. It was also mentioned that having the roles and purpose in place provides structure to help Trustees maintain the proper altitude and time horizon.

The Board also discussed some opportunities for exposure to new ideas through Board book clubs. It was recommended that the Board members read *The Library Book* by Susan Orlean.

The Trustees also planned to carve out time to look at where the library could be in five years, moving out of the start-up mode into the visionary mode. Some ideas around this included setting usage goals; providing a framework for programming initiatives based on input from key stakeholders; and tapping into

such resource groups as EDASC, Leadership Skagit, SCOG, the Port, JobCorp and Skagit Valley College.

The Trustees also discussed documenting and telling the story of how the District and the city of Sedro-Woolley got to the partnership stage.

Some action items from these discussions: Director will provide lists of local, state and national conferences and meetings to Trustees; Board book club will read titles recommended; will read Ryan Dowd's work on homelessness and seek to get him to the area for a speaking event.

Upon assessment of the 2019 Strategic Focus, the Board found that, overall, good work has been done in Sedro-Woolley and the areas close to the city, but reaching outlying district residents is still a challenge. The idea of putting book vending machines or locker pick-up boxes is something we should continue to pursue, but involves finding a host site with cover, power and Internet. The Board discussed how major progress had been made on the focus point involving facilities. Public relations have been positive and the newsletter is helpful, but more work needs to be done to reach residents who still don't know that they have a library. The Board members shared that they felt that there was still work to be done on building strategic partnerships. Finally, the Trustees feel that the strides made in getting reciprocal borrowing with all of the libraries in the county had been a large part of guiding provision of service to district residents.

The Board of Trustees also discussed the accomplishments over the years and celebrated the hard work that the Trustees and the Director put into getting to the point of having a partnership, operating the Sedro-Woolley Library, and beginning construction on a new building.

4. Discussion of Explore, Narrow, Decide Framework

The Trustees talked about the framework being used where the agenda notes whether a topic will be in explore mode, narrow mode and decision mode. All agreed that the structure is helpful, but that Trustees have to be sure that everyone is in the same mode and ready to move on to the next. Trustees must also speak up if they are not ready to make a decision because moving backwards in the framework can be problematic and inefficient.

5. Board Titles

Thus far, Board members have kept discussions informal by using first names as address in meetings rather than using formal forms of address. It was agreed that Trustees would maintain informal forms of address.

6. Working Lunch – Library Naming Discussion

Jeanne Williams provided examples of naming conventions for public libraries to help the Board think about the name that would be affixed to the new library's south entrance. Many options exist and it was agreed that the name on the building should be the Sedro-Woolley Library with a small logo to the left of that name representing the Central Skagit Library District. Jeanne Williams and Mary Alice Grobins will explore the best way to accomplish this with SHKS Architects. It was also agreed that the Trustees would prefer to keep the library's current logo but have it re-formatted to be square rather than long and horizontal, similar to that of Pierce County Library System.

7. Officer Rotation and Roles

The Trustees discussed some ways that a rotation schedule could be created over five years, where Trustees would serve as Vice-Chair and then Chair, allowing for an efficient turnover of leadership. Jeanne Williams will create a proposed schedule based on Trustee terms for the August or September meeting.

Some roles for the Vice Chair, aside from chairing meetings in the absence of the Chair, could include setting up and working on the subcommittee for the Director evaluation and salary comparison. (Jeanne Williams will explore with the State Library as to whether they can assist with the coordination of salary comparison studies going on in various libraries in the state.) There will also need to be subcommittee proposals to work on Trustee recruitment and recommendation as terms expire. Another topic that could be a Trustee's committee focus is continuing education for Trustees.

8. 2020 Strategic Focus

Discussion around the 2020 Strategic Focus involved the Trustees thinking more specifically in each category. These specifics will be "proposed" in the Director's work plan, but the Strategic Focus will remain general. Jeanne Williams will review the current work plan objectives and make changes in the late fall in an effort to help organize Board activities around those objectives.

9. Bylaws Revision Discussion

Suggested edits to the Bylaws:


- Article II – add the term Board after CSRPLD in the first sentence
- Article III – change title of article to Members and Duties of the Board
- Article III, Section 4 – Since the BOCC hold the power to remove Library Trustees, the second to last sentence should read "If attendance requirement is not met, the Board will ask that the Skagit BOCC replace that Trustee."

While not a Bylaw change, the Trustees did discuss creating a Board policy involving Article IV, Section 5, on how to handle Trustees attending meetings remotely. Mary Alice Grobins will draft a policy for the next meeting.

The Trustees talked about how to handle gifts, memorials and other naming policies, particularly with regard to the new library. The Board will further discuss how to approach a policy on this at the next Board meeting.

10. Action Items and Debrief

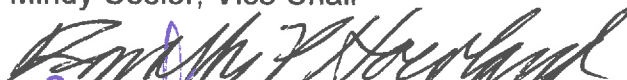
Overall Trustees found the Retreat to be very productive and found the venue to be conducive to discussion. It also allowed the Director to better participate in the meeting because she was not in charge of all of the facility and meal details. Overall the meeting had a good flow and Mindy Coslor pointed out that she appreciates the structures that the Board has put in place over time, which has greatly added to the professionalism of the Board.




Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Tim Howland, Trustee



Darcy Resetar, Trustee

Lynn Torset, Trustee

Central Skagit Rural Partial County Library District
 720 Metcalf Street
 Sedro Woolley, WA 98284

We the undersigned members of the Board of Trustees of the Central Skagit Rural
 Partial County Library District, hereby approve the following vouchers submitted under the
 signature of Library Director, Jeanne Williams.

Total Vouchers: \$51,624.54

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
5/3/2019	HILTON ADVPURCH8002367 MEMPHIS TN		03/28/19	5014310	\$185.82
	THE BLUEPRINT COMPANY MOUNT VERNON WA		03/28/19	5014911	\$539.04
	FRED-MEYER #0024 BURLINGTON WA		03/29/19	5014310	\$106.93
	SEDRO-WOOLLEY FOOD PAV SEDRO-WOOLLEY V		04/01/19	5014310	\$6.51
	WHENTOWORK INC 7143899695 CA		04/04/19	5013130	\$200.00
	SW CHAMBER OF COMMERCE SEDRO WOOLLEY		04/04/19	5014310	\$51.00
	LITTLE THAILAND RESTAU SEDRO WOOLLEY WA		04/08/19	5014310	\$36.42
	GOOGLE *BurningThumb g.co/helppay# CA		04/08/19	5013130	\$17.29
	USPS PO 5476600270 SEDRO WOOLLEY WA		04/09/19	5014220	\$4.31
	EXPEDIA 7426109119411 EXPEDIA.COM WA		04/11/19	5014310	\$1,362.59
	AMERICAN 00173493069691BELLEVUE WA		04/12/19	5014310	\$219.00
	DELTA 00673493069686BELLEVUE WA		04/12/19	5014310	\$239.00
	INT*IN *THE ASSOCIATIO 248-4575001 MI		04/15/19	5014920	\$335.00
	OFFICE DEPOT #980 MOUNT VERNON WA		04/15/19	5013511	\$38.03
	GUARDIAN SECURITY SYST 206-6226545 WA		04/15/19	5014930	\$165.00
	B2B Prime*MZ6F55CA2 Amzn.com/bill WA		04/15/19	5014930	\$541.42
	USPS PO 5476600270 SEDRO WOOLLEY WA		04/16/19	5014220	\$4.50
	COMFORT INN & SUITES VANCOUVER WA		04/17/19	5014310	\$105.78
	Scholastic Education 573-632-1834 MO		04/18/19	5013180	\$573.22
	COMFORT INN & SUITES VANCOUVER WA		04/19/19	5014310	\$155.46
	COMFORT INN & SUITES VANCOUVER WA		04/19/19	5014310	\$305.40
	COMFORT INN & SUITES VANCOUVER WA		04/19/19	5014310	\$305.40
	COMFORT INN & SUITES VANCOUVER WA		04/22/19	5014310	\$336.31
	BURLINGTON HOME STYLE BURLINGTON WA		04/23/19	5013180	\$266.66
USPS PO 5476600270 SEDRO WOOLLEY WA		04/24/19	5014220	\$55.00	
SEDRO-WOOLLEY FOOD PAV SEDRO-WOOLLEY V		04/24/19	5013180	\$39.75	
INTERPRETING TECHNOLOG 3604195555 WA		04/25/19	5014110	\$82.79	
5/3/2019	RCN Communications		04/24/19	5014212	\$29.59
	DROPBOX*FTDHQ1BJ5DCX DROPBOX.C		04/23/19	5014930	\$48.83
	RITE AID STORE - 5248 SEDRO WOOL		04/19/19	5013180	\$9.67
	RITE AID STORE - 5248 SEDRO WOOL		04/18/19	5013180	\$17.32
	DOLLAR TREE BURLINGTO		04/17/19	5013180	\$5.43
	EIG*PowWeb 866-53928		04/16/19	5014930	\$25.99

	TARGET 00006965 BURLINGTO		04/16/19	5013180	\$21.49
	ADOBE *ACROPRO SUBS 800-833-6		04/15/19	5014930	\$27.11
	FLUENTSTREAM TECHNOLOG 877-31264		04/12/19	5014210	\$219.75
	CANVA* 02289-9356878 877887781		04/10/19	5014911	\$105.00
	SUNSET PARK SELF STORA SEDRO WOO		04/08/19	5014510	\$100.00
	EIG*PowWeb 866-53928		04/08/19	5014930	\$5.43
	EIG*PowWeb 866-53928		04/05/19	5014930	\$92.31
	WASHINGTON LIBRARY ASS 206-82311		04/04/19	5014920	\$160.00
	SEDRO WOOLLEY MINI STO 800-528-0		04/03/19	5014510	\$140.00
	Scholastic Education 573-632-1		04/01/19	5013180	\$599.92
	FRED MEYER 5024 360-757-9		04/01/19	5014310	\$40.52
5/3/2019	Leaf	9405646	04/26/19	5013512	\$292.95
	Ricardo Avila		05/03/19	5014310	\$283.14
	Marissa Malone		05/03/19	5014310	\$287.60
	PT Metcalf LLC		05/01/19	5014510	\$1,260.00
	Midwest Tape	97305060	04/25/19	5013515	\$17.35
	Midwest Tape	97292671	04/22/19	5013515	\$80.27
	Midwest Tape	97292672	04/22/19	5013515	\$21.41
	Midwest Tape	97292673	04/22/19	5013515	\$34.43
	Midwest Tape	97292674	04/22/19	5013515	\$16.53
	Hoopla Midwest Tape	97336617	04/30/19	5014930	\$1,541.39
5/6/2019	Kristie Anderson	100	04/13/19	5013180	\$160.38
5/10/2019	Carol Bohmbach		05/09/19	5014310	\$331.67
	Mary Andersson		05/09/19	5014310	\$64.59
	Katie Walton	104	05/07/19	5013180	\$600.00
	WA HCA	May 2019 Premium	04/26/19	5012400	\$11,474.97
	Cascade Gas	720 Metcalf	05/03/19	5014700	\$35.86
	Midwest Tape	97307205	04/29/19	5013515	\$7.58
	Midwest Tape	97307206	04/29/19	5013515	\$23.04
	Midwest Tape	97307207	04/29/19	5013515	\$8.39
	Midwest Tape	97307208	04/29/19	5013515	\$170.19
	Midwest Tape	97322530	04/29/19	5013515	\$167.79
	Midwest Tape	97322531	04/29/19	5013515	\$356.72
	Midwest Tape	97322532	04/29/19	5013515	\$40.64
	Midwest Tape	97322533	04/29/19	5013515	\$7.58
	Midwest Tape	97342019	05/02/19	5013515	\$14.90
	Midwest Tape	97343620	05/02/19	5013515	\$27.11
	Midwest Tape	97343622	05/02/19	5013515	\$14.90
5/10/2019	Baker & Taylor	4012515315	04/09/19	5013515	\$255.56
	Baker & Taylor	4012515355	04/10/19	5013515	\$15.11

Baker & Taylor	4012515356	04/10/19	5013515	\$15.58
Baker & Taylor	4012515357	04/10/19	5013515	\$4,799.94
Baker & Taylor	4012515358	04/10/19	5013515	\$19.47
Baker & Taylor	4012520409	04/11/19	5013515	\$17.07
Baker & Taylor	4012520367	04/12/19	5013515	\$123.84
Baker & Taylor	4012520368	04/12/19	5013515	\$29.88
Baker & Taylor	4012520369	04/12/19	5013515	\$12.61
Baker & Taylor	4012520370	04/12/19	5013515	\$7.23
Baker & Taylor	4012520371	04/12/19	5013515	\$335.77
Baker & Taylor	4012520372	04/12/19	5013515	\$11.16
Baker & Taylor	4012520373	04/12/19	5013515	\$28.77
Baker & Taylor	4012520374	04/12/19	5013515	\$18.23
Baker & Taylor	4012520375	04/12/19	5013515	\$9.85
Baker & Taylor	4012520376	04/12/19	5013515	\$15.74
Baker & Taylor	4012520377	04/12/19	5013515	\$8.52
Baker & Taylor	4012520378	04/12/19	5013515	\$11.23
Baker & Taylor	4012520379	04/12/19	5013515	\$213.64
Baker & Taylor	4012526662	04/18/19	5013515	\$52.79
Baker & Taylor	4012526663	04/18/19	5013515	\$91.54
Baker & Taylor	4012526664	04/18/19	5013515	\$18.39
Baker & Taylor	4012526665	04/18/19	5013515	\$6.56
Baker & Taylor	4012526666	04/18/19	5013515	\$202.11
Baker & Taylor	4012526667	04/18/19	5013515	\$36.45
Baker & Taylor	4012526668	04/18/19	5013515	\$10.31
Baker & Taylor	4012526669	04/18/19	5013515	\$32.96
Baker & Taylor	4012526670	04/18/19	5013515	\$5.25
Baker & Taylor	4012526671	04/18/19	5013515	\$77.48
Baker & Taylor	4012527444	04/22/19	5013515	\$45.17
Baker & Taylor	4012527356	04/22/19	5013515	\$17.59
Baker & Taylor	4012527357	04/22/19	5013515	\$11.16
Baker & Taylor	4012527358	04/22/19	5013515	\$104.02
Baker & Taylor	4012531253	04/23/19	5013515	\$7.85
Baker & Taylor	4012531254	04/23/19	5013515	\$11.98
Baker & Taylor	4012532176	04/24/19	5013515	\$125.04
Baker & Taylor	4012532177	04/24/19	5013515	\$3.93
Baker & Taylor	4012532178	04/24/19	5013515	\$9.85
Baker & Taylor	4012532179	04/24/19	5013515	\$11.82
Baker & Taylor	4012532180	04/24/19	5013515	\$105.70
Baker & Taylor	4012532181	04/24/19	5013515	\$86.79
Baker & Taylor	4012532182	04/24/19	5013515	\$5.25

Baker & Taylor	4012532183	04/24/19	5013515	\$22.23
Baker & Taylor	4012532184	04/24/19	5013515	\$16.40
Baker & Taylor	4012532185	04/24/19	5013515	\$16.99
Baker & Taylor	4012532186	04/24/19	5013515	\$10.49
Baker & Taylor	4012532187	04/24/19	5013515	\$11.81
Baker & Taylor	4012532188	04/24/19	5013515	\$13.14
Baker & Taylor	4012532189	04/24/19	5013515	\$30.18
Baker & Taylor	4012532190	04/24/19	5013515	\$68.82
Baker & Taylor	4012533185	04/24/19	5013515	\$9.17
Baker & Taylor	4012533186	04/24/19	5013515	\$18.61
Baker & Taylor	4012533187	04/24/19	5013515	\$24.60
Baker & Taylor	4012533188	04/24/19	5013515	\$29.54
Baker & Taylor	4012533189	04/24/19	5013515	\$298.60
Baker & Taylor	4012531317	04/25/19	5013515	\$101.52
Baker & Taylor	4012531255	04/25/19	5013515	\$18.87
Baker & Taylor	4012531256	04/25/19	5013515	\$38.13
Baker & Taylor	4012531257	04/25/19	5013515	\$47.27
Baker & Taylor	4012531259	04/25/19	5013515	\$36.38
Baker & Taylor	4012531260	04/25/19	5013515	\$11.98
Baker & Taylor	4012539160	05/02/19	5013515	\$196.79
Baker & Taylor	4012539161	05/02/19	5013515	\$19.48
Baker & Taylor	4012539162	05/02/19	5013515	\$22.46
Baker & Taylor	4012539163	05/02/19	5013515	\$72.72
Baker & Taylor	4012539164	05/02/19	5013515	\$7.23
Baker & Taylor	4012539165	05/02/19	5013515	\$30.88
Baker & Taylor	4012539166	05/02/19	5013515	\$218.80
Baker & Taylor	4012539167	05/02/19	5013515	\$20.85
Baker & Taylor	4012539168	05/02/19	5013515	\$5.25
Baker & Taylor	4012539169	05/02/19	5013515	\$8.52
Baker & Taylor	4012539170	05/02/19	5013515	\$28.78
Baker & Taylor	4012539171	05/02/19	5013515	\$17.59
Baker & Taylor	4012539172	05/02/19	5013515	\$48.67
Baker & Taylor	4012539173	05/02/19	5013515	\$35.04
Baker & Taylor	4012539174	05/02/19	5013515	\$31.36
Baker & Taylor	4012539175	05/02/19	5013515	\$45.72
Baker & Taylor	4012539176	05/02/19	5013515	\$64.38
Baker & Taylor	4012539177	05/02/19	5013515	\$14.55
Baker & Taylor	4012540071	05/03/19	5013515	\$11.98
Baker & Taylor	4012540072	05/03/19	5013515	\$7.23
Baker & Taylor	4012540060	05/03/19	5013515	\$18.02

	Baker & Taylor	4012540061	05/03/19	5013515	\$16.36
	Baker & Taylor	4012540062	05/03/19	5013515	\$17.61
	Baker & Taylor	4012540063	05/03/19	5013515	\$18.06
	Baker & Taylor	4012540064	05/03/19	5013515	\$15.12
	Baker & Taylor	4012540065	05/03/19	5013515	\$177.12
	Baker & Taylor credit mem	3158070	04/17/19	5013515	(\$17.90)
	Baker & Taylor credit mem	3158800	04/22/19	5013515	(\$27.84)
5/10/2019	Carol Bohmbach		05/10/19	5013180	\$21.73
	Clarence Moriwaki		5/9/2019	5013180	\$200.00
	City of Sedro-Woolley	Mecalf	05/01/19	5014700	\$174.67
	Midwest Tape	97328243	04/30/19	5013515	\$44.14
	Midwest Tape	97328244	04/30/19	5013515	\$14.90
	Midwest Tape	97328245	04/30/19	5013515	\$26.78
	Midwest Tape	97328246	04/30/19	5013515	\$14.90
	Midwest Tape	97328247	04/30/19	5013515	\$14.90
	Midwest Tape	97328248	04/30/19	5013515	\$41.76
	Midwest Tape	97328810	04/30/19	5013515	\$47.19
5/17/2019	Midwest Tape	97362796	05/08/19	5013515	\$26.30
	Midwest Tape	97362797	05/08/19	5013515	\$23.29
	Midwest Tape	97362799	05/08/19	5013515	\$14.90
	Midwest Tape	97358729	05/07/19	5013515	\$14.90
	Midwest Tape	97358790	05/07/19	5013515	\$15.51
	Midwest Tape	97356917	05/07/19	5013515	\$27.11
	Midwest Tape	97356918	05/07/19	5013515	\$14.90
	Midwest Tape	97356914	05/07/19	5013515	\$14.90
	Midwest Tape	97356915	05/07/19	5013515	\$33.08
	Midwest Tape	97356919	05/07/19	5013515	\$27.11
	Midwest Tape	97358791	05/07/19	5013515	\$39.00
	Midwest Tape	97347343	05/03/19	5013515	\$123.60
	Midwest Tape	97347344	05/03/19	5013515	\$379.63
	Midwest Tape	97347345	05/03/19	5013515	\$160.21
	Midwest Tape	97347347	05/03/19	5013515	\$10.84
5/17/2019	Comcast	Metcalf	5/2/209	5014212	\$268.94
	Hillis, Clark, Martin & Pet	23838	05/09/19	5014110	\$56.00
	Willowbrook Manor	1003	05/14/19	5014310	\$905.97
	City of Sedro-Woolley	Ball Street	05/01/19	5014700	\$115.65
	Jennifer Greene		05/13/19	5013180	\$200.00
5/17/2019	Verizon	9829745800	05/09/19	5014212	\$129.33
5/24/2019	SYNCB-Amazon	447566638699	04/09/19	5013110	\$209.84
	SYNCB-Amazon	473495864944	04/09/19	5013110	\$67.24

SYNCB-Amazon	545453844578	04/09/19	5013110	\$13.00
SYNCB-Amazon	834856883995	04/09/19	5013515	\$10.87
SYNCB-Amazon	935379793643	04/09/19	5013515	\$10.81
SYNCB-Amazon	668477574368	04/10/19	5013110	\$14.09
SYNCB-Amazon	456545554955	04/11/19	5013515	\$7.37
SYNCB-Amazon	457478847645	04/11/19	5013110	\$10.84
SYNCB-Amazon	464536647797	04/11/19	5013515	\$9.16
SYNCB-Amazon	473855669573	04/11/19	5013180	\$15.17
SYNCB-Amazon	696468393935	04/11/19	5013180	\$41.31
SYNCB-Amazon	733674649535	04/11/19	5013110	\$8.67
SYNCB-Amazon	764594649348	04/11/19	5013515	\$8.67
SYNCB-Amazon	447998889354	04/12/19	5013515	\$29.50
SYNCB-Amazon	469464759988	04/12/19	5013110	\$24.92
SYNCB-Amazon	496536975744	04/12/19	5013515	\$8.67
SYNCB-Amazon	453863377733	04/13/19	5013515	\$74.28
SYNCB-Amazon	899649956933	04/13/19	5013110	\$32.52
SYNCB-Amazon	436566777976	04/15/19	5013515	\$24.94
SYNCB-Amazon	457855959476	04/15/19	5013515	\$10.84
SYNCB-Amazon	579673473686	04/15/19	5013515	\$16.23
SYNCB-Amazon	766978986436	04/15/19	5013515	\$27.07
SYNCB-Amazon	434463857956	04/16/19	5013515	\$12.13
SYNCB-Amazon	639788696477	04/17/19	5013110	\$29.49
SYNCB-Amazon	458966446548	04/18/19	5013515	\$41.47
SYNCB-Amazon	636975566693	04/18/19	5013515	\$10.76
SYNCB-Amazon	957493579599	04/18/19	5013515	\$6.37
SYNCB-Amazon	585343354794	04/21/19	5013515	\$9.98
SYNCB-Amazon	443336739745	04/22/19	5013515	\$15.38
SYNCB-Amazon	894868833683	04/22/19	5013515	\$13.01
SYNCB-Amazon	896355343354	04/22/19	5013515	\$13.01
SYNCB-Amazon	958994785864	04/22/19	5013515	\$24.44
SYNCB-Amazon	985677856995	04/28/19	5013110	\$36.43
SYNCB-Amazon	439546857535	04/29/19	5013515	\$118.38
SYNCB-Amazon	464878337836	04/29/19	5013515	\$7.15
SYNCB-Amazon	663754555434	04/29/19	5013515	\$7.37
SYNCB-Amazon	464778936845	04/30/19	5013515	\$21.70
SYNCB-Amazon	465734997799	04/30/19	5013110	\$8.67
SYNCB-Amazon	467455647385	04/30/19	5013515	\$6.99
SYNCB-Amazon	478666867659	04/30/19	5013515	\$43.36
SYNCB-Amazon	656675979633	04/30/19	5013515	\$13.23
SYNCB-Amazon	696887567663	04/30/19	5013110	\$39.04

SYNCB-Amazon	759777895657	04/30/19	5013515	\$11.77
SYNCB-Amazon	435666468489	05/01/19	5013515	\$14.46
SYNCB-Amazon	443867485363	05/01/19	5013515	\$13.66
SYNCB-Amazon	455935997948	05/01/19	5013515	\$13.89
SYNCB-Amazon	467968643967	05/01/19	5013110	\$25.60
SYNCB-Amazon	537588436535	05/01/19	5013515	\$21.69
SYNCB-Amazon	834493634848	05/01/19	5013515	\$27.14
SYNCB-Amazon	957796543936	05/01/19	5013110	\$12.71
SYNCB-Amazon	443376874797	05/02/19	5013515	\$31.27
SYNCB-Amazon	488538457843	05/02/19	5013515	\$13.66
SYNCB-Amazon	578456959835	05/02/19	5013515	\$6.94
SYNCB-Amazon	654784455339	05/02/19	5013180	\$16.25
SYNCB-Amazon	666596493368	05/02/19	5013515	\$6.50
SYNCB-Amazon	768893537569	05/02/19	5013515	\$61.35
SYNCB-Amazon	858759939533	05/02/19	5013515	\$33.61
SYNCB-Amazon	864537386778	05/02/19	5013515	\$76.21
SYNCB-Amazon	557374344839	05/03/19	5013515	\$12.90
SYNCB-Amazon	456647979556	05/04/19	5013515	\$18.71
SYNCB-Amazon	574394367759	05/04/19	5013110	\$43.38
SYNCB-Amazon	589753443567	05/04/19	5013515	\$9.22
SYNCB-Amazon	863564639575	05/04/19	5013180	\$17.31
SYNCB-Amazon	954473748349	05/04/19	5013515	\$41.73
SYNCB-Amazon	983788656999	05/04/19	5013515	\$10.41
SYNCB-Amazon	856597359838	05/05/19	5013515	\$12.90
SYNCB-Amazon	468957947873	05/06/19	5013515	\$108.29
SYNCB-Amazon	444386889458	05/07/19	5013515	\$12.25
SYNCB-Amazon	446675664867	05/07/19	5013515	\$61.91
SYNCB-Amazon	446767575879	05/07/19	5013515	\$19.69
SYNCB-Amazon	448988364439	05/07/19	5013515	\$22.85
SYNCB-Amazon	454895837935	05/07/19	5013110	\$17.89
SYNCB-Amazon	458554835536	05/07/19	5013515	\$14.08
SYNCB-Amazon	463599374645	05/07/19	5013515	\$27.05
SYNCB-Amazon	466538876958	05/07/19	5013515	\$29.29
SYNCB-Amazon	473935983878	05/07/19	5013515	\$11.57
SYNCB-Amazon	497449674989	05/07/19	5013180	\$130.12
SYNCB-Amazon	553695585383	05/07/19	5013110	\$8.89
SYNCB-Amazon	598793468763	05/07/19	5013110	\$10.83
SYNCB-Amazon	598888479445	05/07/19	5013515	\$12.96
SYNCB-Amazon	654757883377	05/07/19	5013515	\$42.83
SYNCB-Amazon	856383343857	05/07/19	5013515	\$7.90

	SYNCB-Amazon	877567669968	05/07/19	5013110	\$67.20
	SYNCB-Amazon	887476937998	05/07/19	5013110	\$13.04
	SYNCB-Amazon	433667878654	05/08/19	5013515	\$8.67
	SYNCB-Amazon	434955937885	05/08/19	5013515	\$12.63
	SYNCB-Amazon	449957349488	05/08/19	5013515	\$15.18
	SYNCB-Amazon	456449894996	05/08/19	5013515	\$14.47
	SYNCB-Amazon	464483977655	05/08/19	5013110	\$70.88
	SYNCB-Amazon	464673566664	05/08/19	5013180	\$49.49
	SYNCB-Amazon	557647734987	05/08/19	5013110	\$34.24
	SYNCB-Amazon	866394539778	05/08/19	5013515	\$8.67
	SYNCB-Amazon	947844579777	05/08/19	5013515	\$11.08
	SYNCB-Amazon	773488773697	05/09/19	5013110	\$21.33
5/24/2019	Puget Sound Energy	Metcalf	05/20/19	5014700	\$77.87
	Puget Sound Energy	Ball St	05/20/19	5014700	\$355.69
	The Library Corporation	2019080086	05/15/19	5014930	\$8,268.81
	Comcast	Ball St	05/14/19	5014212	\$344.18
	Frontline Cleaning	21574	05/15/19	5014187	\$560.00
	Skagit PUD	Metcalf	05/15/19	5014700	\$70.89
5/31/2019	Midwest Tape	97426281	05/23/19	5013515	\$58.04
	Midwest Tape	97400583	05/17/19	5013515	\$27.71
	Midwest Tape	97400584	05/17/19	5013515	\$30.86
	Midwest Tape	97400585	05/17/19	5013515	\$18.98
	Midwest Tape	97400586	05/17/19	5013515	\$15.99
	Midwest Tape	97400587	05/17/19	5013515	\$45.92
	Midwest Tape	97400588	05/17/19	5013515	\$48.14
	Midwest Tape	97392558	05/14/19	5013515	\$39.00
	Midwest Tape	97392560	05/14/19	5013515	\$31.18
5/31/2019	Interpreting Technology	IT26428	05/15/19	5014110	\$283.08
	The Library Store	409298	05/23/19	5013110	\$279.35
	Michael F Rizzo	INV0001	05/09/19	5013180	\$75.00
5/31/2019	COUNTY-SKAGIT-PUD-PMNT 360-424-7		05/28/19	5014700	\$80.23
	4IMPRINT 877-44677		05/24/19	5013110	\$216.06
	DROPBOX*QP4VMWY2TW82 DROPBOX.C		05/23/19	5014930	\$48.83
	SQ *RCN COMMUNICATI 877-417-4		05/22/19	5014212	\$43.53
	ADOBE *ACROPRO SUBS 800-833-6		05/14/19	5014930	\$27.11
	MICHAELS STORES 2753 BURLINGTO		05/10/19	5013180	\$11.91
	FLUENTSTREAM TECHNOLOG 877-31264		05/09/19	5014210	\$219.75
	SUNSET PARK SELF STORA SEDRO WOO		05/06/19	5014510	\$100.00
	SEDRO WOOLLEY MINI STO 800-528-0		05/03/19	5014510	\$150.00
	FUEL EXPRESS SEDRO WOO SEDRO WOO		05/02/19	5013120	\$57.28

SAFEWAY #1472 MT VERNON	05/01/19	5013180	\$17.97

Mary Alice Grobins

Mary Alice Grobins, Chair

Mindy Coslor

Mindy Coslor, Vice Chair

Alvin Niedman

Alvin Niedman, 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: 5/1/2019 To: 5/31/2019

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$744,604.56
Cash Receipts	\$120,388.17
Investments Interest	\$4,381.17
Taxes Collected	\$65,573.86
State Forest Funds	\$101,813.19
Timber Excise	\$11,825.61
Subtotal Cash Increases	\$303,982.00
Investments Purchased	-\$254,381.17
Other Cash Decreases	-\$131.02
District Accounts Payable	-\$52,423.10
District Payroll	-\$45,457.88
Subtotal Cash Decreases	-\$352,393.17
Ending Cash Balance	\$696,193.39
Beginning Investments	\$2,128,271.01
Investments Purchased	\$254,381.17
Ending Investments	\$2,382,652.18
Beginning Taxes Receivable	\$495,921.03
Taxes Receivable	-\$65,655.50
Ending Taxes Receivable	\$430,265.53

May and June Activities

Most activities in May centered on the New Library Project bid call and the budget planning around the bid opening on May 22, 2019 and the subsequent groundbreaking ceremony.

Other activities included the restructuring of staffing and duties due to the loss of Ricardo Avila as Circulation Lead and the announcement that Sara Harlan would be resigning to return to K12 teaching. This restructuring also included the rearrangement of staff work areas. Sandra Davila has taken over as Circulation Manager and Hillary Huggins will be leading the young adult services duties. We are also in the process of hiring a part-time page.

I have listed the Head of Public Services job announcement on the Washington Library Association's newsletter and on the Pacific Northwest Library Association's job site. This position will require an MLIS.

On June 6th I took part in a panel discussion with other librarians where we spoke about library services to the Local Planning Area members. This group is made up of leaders in local organizations that offer services to low income and homeless families and individuals in Skagit County.

Ongoing and Upcoming Activities

- I will be attending the Statewide Library Directors Meeting on July 18-19
- I will be attending the Association for Rural and Small Libraries Conference the first week of September
- The State Library is working on providing a symposium on the future, broadband and libraries for September 22-24 in Wenatchee

Central Skagit Library District
Expense Report

As of May 31, 2019

	2019 Projected	YTD 2019 Actual	2019 Projected	YTD 2019 Actual	Percentage
INCOME					
Tax Funds	\$856,000.00	\$461,774.33			
Timber Funds	\$295,000.00	\$206,934.06			
Leasehold Excise Tax		\$105.44			
Timber Excise		\$23,533.77			
Cash (Fees, Cards Purchased)		\$1,695.16			
Library Svs Contract	\$380,000.00	\$179,825.97			
IGT Increase		\$104.10			
Donations					
Investment Earnings		\$21,546.09			
	\$1,236,000	\$895,518.92			

ONGOING EXPENSES

Personnel Expense			\$664,701	\$282,983	42.57%
Bookmobile			\$9,000	\$780	8.67%
Building Costs (Lease and Utilities)			\$34,000	\$16,542	48.65%
Buildings/Structures 5016210					
Utilities 5014700			\$12,000	\$6,219	
Rent 5014510			\$22,000	\$10,322	
Software and Licensing 5014930			\$66,750	\$39,755	59.56%
Furniture, Fixtures, Equipment			\$15,000	\$5,918	39.45%
Library Equipment 5013512			\$5,000	\$3,805	
Lib Computer Equip 5013511			\$10,000	\$2,113	
General Expenses			\$78,810	\$44,226	56.12%
Office Supplies 5013110				\$4,962	
Software Supplies 5013130				\$651	
Programming Supplies 5013180				\$9,673	
Professional Services 5014110				\$6,567	
Accounting Services 5014120				\$0	
State Examiner 5014130				\$0	
Janitorial 5014187				\$2,898	
Internet/Telephone 5014210/4212				\$5,264	
Postage 5014220				\$250	

Central Skagit Library District
Expense Report

Travel	5014310				\$8,448	
Advertising	5014410				\$393	
Insurance	5014610				\$0	
Repairs/Maint	5014810				\$152	
Misc	5014910				\$435	
Printing	5014911				\$644	
Tax and shipping					\$1,768	
Edu/Training	5014920				\$2,120	
Contingency Fund				\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)				\$95,000	\$40,608	42.75%
ONGOING EXPENSE TOTALS				\$1,042,261	\$430,812	41.33%

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

Total Expenditures YTD

\$2,367,661 **\$643,212** **27.17%**

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 MAY 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	744,904.56	303,982.00	352,393.17-	696,493.39
Obj 118 TEMPORARY INVESTMENTS	2,126,271.01	254,381.17		2,382,652.18
Obj 121 TAXES RECEIVABLE (NET)	495,921.03		65,655.50-	430,265.53
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	2,489.86-	52,423.10	49,933.24-	
Obj 231 OTHER ACCRUED LIABILITIES	18,539.76-	18,539.76	19,737.21-	19,737.21-
Obj 257 DEFERRED REVENUE	495,921.03-	65,655.50		430,265.53-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 MAY 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	408,014.07-		77,399.47-	485,413.54-	
Obj 330 INTERGOVERNMENTAL REVENUES	104,714.89-		101,735.33-	206,450.22-	
Obj 340 CHARGES FOR GOODS AND SERV			119,913.13-	119,913.13-	
Obj 360 MISCELLANEOUS REVENUES	18,761.87-		4,934.07-	23,695.94-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	140,473.90	38,812.80		179,286.70	
Obj 520 PERSONNEL BENEFITS	72,894.25	19,327.00		92,221.25	
Obj 530 SUPPLIES -CONSUMPTION / RE	44,161.72	17,088.81	91.19-	61,159.34	
Obj 540 SERVICES AND PASS THRU PMT	65,937.64	21,582.17		87,519.81	
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	4,176.68	96,810.78	304,073.19-	202,885.73-	2,265,561.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI						
5	051519	PA	20226	S J	90841	2 2	3948.06		
5	051519	PA	20422	S J	90841	3 2	2481.08		
5	051519	PA	20363	S J	90929	51 2	1804.00		
5	051519	PA	20417	S J	90929	52 2	945.00		
5	051519	PA	20357	S J	90929	53 2	1698.47		
5	051519	PA	20420	S J	90929	54 2	663.75		
5	051519	PA	20319	S J	90929	55 2	2193.40		
5	051519	PA	20462	S J	90929	56 2	1031.25		
5	051519	PA	20419	S J	90929	57 2	656.25		
5	051519	PA	20418	S J	90929	58 2	2045.95		
5	051519	PA	20448	S J	90929	59 2	1496.00		
5	051519	PA	20472	S J	90929	60 2	112.38		
5	053119	PA	20226	S J	90954	2 2	3948.06		
5	053119	PA	20422	S J	90954	3 2	2481.08		
5	053119	PA	20363	S J	91021	77 2	1578.50		
5	053119	PA	20417	S J	91021	78 2	945.00		
5	053119	PA	20357	S J	91021	79 2	2877.42		
5	053119	PA	20420	S J	91021	80 2	873.75		
5	053119	PA	20319	S J	91021	81 2	1914.24		
5	053119	PA	20472	S J	91021	82 2	116.25		
5	053119	PA	20462	S J	91021	83 2	884.38		
5	053119	PA	20419	S J	91021	84 2	360.00		
5	053119	PA	20418	S J	91021	85 2	1901.53		
5	053119	PA	20448	S J	91021	86 2	1632.00		
5	053119	PA	20417	S J	91053	1 2	225.00		
L03 5011103			SALARIES AND WAGES					140,473.90	179,286.70
5	051019	PA		S J	90806	80000 2	1418.33		
5	052419	PA		S J	90936	80000 2	1459.30		
L03 5012100			SOCIAL SECURITY					9,328.03	12,205.66
5	051019	PA		S J	90806	80000 2	2242.59		
5	052419	PA		S J	90936	80000 2	2216.47		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
L03 5012200	RETIREMENT							14,912.48	19,371.54
5	051019	PA	S J	90806	80000	2	246.71		
5	052419	PA	S J	90936	80000	2	259.13		
L03 5012300	LABOR AND INDUSTRIES							1,492.11	1,997.95
5	051419	AP	500803 30526WA ST H	128301		4 2	11484.47		
L03 5012400	MEDICAL							45,918.88	57,403.35
L03 5012900	UNEMPLOYMENT COMPENSATION							1,242.75	1,242.75
5	052919	AP	501173 24334AMAZON.	128493		1 2	820.74		
L03 5013110	OFFICE SUPPLIES							4,334.70	5,155.44
5	050619	AP	500445 31871ELAN FI	128195		1 2	217.29		
L03 5013130	SOFTWARE SUPPLIES							433.96	651.25
5	050619	AP	500445 31871ELAN FI	128195		1 2	879.63		
5	050719	AP	500445 31871ELAN FI	128218		1 2	653.83		
5	050719	AP	500093 31994ANDERSO	128221		1 2	160.38		
5	051019	AP	500633 31996ADAMS J	128274		1 2	88.88		
5	051319	AP	500532 32001BOHMEAC	128291		1 2	21.73		
5	051319	AP	500543 32000MORTWAK	128291		2 2	200.00		
5	051419	AP	500534 31999RED BAR	128301		3 2	600.00		
5	052019	AP	500948 32009GREENE	128372		5 2	200.00		
5	052919	AP	501173 24334AMAZON.	128493		1 2	269.65		
L03 5013180	LIBRARY PROGRAM COSTS							6,646.70	9,720.80
L03 5013200	FUEL							63.85	63.85

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd 103	NORTH CENTRAL RURAL LIBRARY DE									
5	050619	AP	500445 31871ELAN FI	128195		1 2	38.03			
L03 5013511	LIBRARY COMPUTER EQUIP < \$50								2,045.24	2,083.27
5	050619	AP	500287 30912LEAF	128190		1 2	292.95			
L03 5013512	LIBRARY EQUIPMENT < \$5000								2,827.87	3,120.82
5	050619	AP	500315 29687HOOPLA	128190		5 2	17.35			
5	050619	AP	500315 29687HOOPLA	128190		6 2	80.27			
5	050619	AP	500315 29687HOOPLA	128190		7 2	21.41			
5	050619	AP	500315 29687HOOPLA	128190		8 2	34.43			
5	050619	AP	500315 29687HOOPLA	128190		9 2	16.53			
5	051319	AP	500511 B9381BAKER &	128290		1 2	255.56			
5	051319	AP	500511 B9381BAKER &	128290		2 2	15.11			
5	051319	AP	500511 B9381BAKER &	128290		3 2	15.58			
5	051319	AP	500511 B9381BAKER &	128290		4 2	4799.94			
5	051319	AP	500511 B9381BAKER &	128290		5 2	19.47			
5	051319	AP	500511 B9381BAKER &	128290		6 2	17.07			
5	051319	AP	500511 B9381BAKER &	128290		7 2	123.84			
5	051319	AP	500511 B9381BAKER &	128290		8 2	29.88			
5	051319	AP	500511 B9381BAKER &	128290		9 2	12.61			
5	051319	AP	500511 B9381BAKER &	128290		10 2	7.23			
5	051319	AP	500511 B9381BAKER &	128290		11 2	335.77			
5	051319	AP	500511 B9381BAKER &	128290		12 2	11.16			
5	051319	AP	500511 B9381BAKER &	128290		13 2	28.77			
5	051319	AP	500511 B9381BAKER &	128290		14 2	16.23			
5	051319	AP	500511 B9381BAKER &	128290		15 2	9.85			
5	051319	AP	500511 B9381BAKER &	128290		16 2	15.74			
5	051319	AP	500511 B9381BAKER &	128290		17 2	8.52			
5	051319	AP	500511 B9381BAKER &	128290		18 2	11.23			
5	051319	AP	500511 B9381BAKER &	128290		19 2	213.64			
5	051319	AP	500511 B9381BAKER &	128290		20 2	52.79			
5	051319	AP	500511 B9381BAKER &	128290		21 2	91.54			
5	051319	AP	500511 B9381BAKER &	128290		22 2	18.39			

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
5	051319	AP	500511 B9381BAKER &	128290	23	2	6.56		
5	051319	AP	500511 B9381BAKER &	128290	24	2	202.11		
5	051319	AP	500511 B9381BAKER &	128290	25	2	36.43		
5	051319	AP	500511 B9381BAKER &	128290	26	2	10.31		
5	051319	AP	500511 B9381BAKER &	128290	27	2	32.96		
5	051319	AP	500511 B9381BAKER &	128290	28	2	5.25		
5	051319	AP	500511 B9381BAKER &	128290	29	2	77.48		
5	051319	AP	500511 B9381BAKER &	128290	30	2	45.17		
5	051319	AP	500511 B9381BAKER &	128290	31	2	17.59		
5	051319	AP	500511 B9381BAKER &	128290	32	2	11.16		
5	051319	AP	500511 B9381BAKER &	128290	33	2	104.02		
5	051319	AP	500511 B9381BAKER &	128290	34	2	7.85		
5	051319	AP	500511 B9381BAKER &	128290	35	2	11.98		
5	051319	AP	500511 B9381BAKER &	128290	36	2	125.04		
5	051319	AP	500511 B9381BAKER &	128290	37	2	3.93		
5	051319	AP	500511 B9381BAKER &	128290	38	2	9.85		
5	051319	AP	500511 B9381BAKER &	128290	39	2	11.82		
5	051319	AP	500511 B9381BAKER &	128290	40	2	105.70		
5	051319	AP	500511 B9381BAKER &	128290	41	2	86.79		
5	051319	AP	500511 B9381BAKER &	128290	42	2	5.25		
5	051319	AP	500511 B9381BAKER &	128290	43	2	22.23		
5	051319	AP	500511 B9381BAKER &	128290	44	2	16.40		
5	051319	AP	500511 B9381BAKER &	128290	45	2	16.99		
5	051319	AP	500511 B9381BAKER &	128290	46	2	10.49		
5	051319	AP	500511 B9381BAKER &	128290	47	2	11.81		
5	051319	AP	500511 B9381BAKER &	128290	48	2	13.14		
5	051319	AP	500511 B9381BAKER &	128290	49	2	30.18		
5	051319	AP	500511 B9381BAKER &	128290	50	2	68.82		
5	051319	AP	500511 B9381BAKER &	128290	51	2	9.17		
5	051319	AP	500511 B9381BAKER &	128290	52	2	18.61		
5	051319	AP	500511 B9381BAKER &	128290	53	2	24.60		
5	051319	AP	500511 B9381BAKER &	128290	54	2	29.54		
5	051319	AP	500511 B9381BAKER &	128290	55	2	238.60		
5	051319	AP	500511 B9381BAKER &	128290	56	2	101.52		
5	051319	AP	500511 B9381BAKER &	128290	57	2	18.87		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd 103			NORTH CENTRAL RURAL LIBRARY DI						
5	051319	AP	500511 B9381BAKER &	128290	58	2	38.13		
5	051319	AP	500511 B9381BAKER &	128290	59	2	47.27		
5	051319	AP	500511 B9381BAKER &	128290	60	2	36.38		
5	051319	AP	500511 B9381BAKER &	128290	61	2	11.98		
5	051319	AP	500511 B9381BAKER &	128290	62	2	196.79		
5	051319	AP	500511 B9381BAKER &	128290	63	2	19.48		
5	051319	AP	500511 B9381BAKER &	128290	64	2	22.46		
5	051319	AP	500511 B9381BAKER &	128290	65	2	72.72		
5	051319	AP	500511 B9381BAKER &	128290	66	2	7.23		
5	051319	AP	500511 B9381BAKER &	128290	67	2	30.88		
5	051319	AP	500511 B9381BAKER &	128290	68	2	218.80		
5	051319	AP	500511 B9381BAKER &	128290	69	2	20.85		
5	051319	AP	500511 B9381BAKER &	128290	70	2	5.25		
5	051319	AP	500511 B9381BAKER &	128290	71	2	8.52		
5	051319	AP	500511 B9381BAKER &	128290	72	2	28.78		
5	051319	AP	500511 B9381BAKER &	128290	73	2	17.59		
5	051319	AP	500511 B9381BAKER &	128290	74	2	48.67		
5	051319	AP	500511 B9381BAKER &	128290	75	2	35.04		
5	051319	AP	500511 B9381BAKER &	128290	76	2	31.36		
5	051319	AP	500511 B9381BAKER &	128290	77	2	45.72		
5	051319	AP	500511 B9381BAKER &	128290	78	2	64.38		
5	051319	AP	500511 B9381BAKER &	128290	79	2	14.55		
5	051319	AP	500511 B9381BAKER &	128290	80	2	11.98		
5	051319	AP	500511 B9381BAKER &	128290	81	2	7.23		
5	051319	AP	500511 B9381BAKER &	128290	82	2	18.02		
5	051319	AP	500511 B9381BAKER &	128290	83	2	16.36		
5	051319	AP	500511 B9381BAKER &	128290	84	2	17.61		
5	051319	AP	500511 B9381BAKER &	128290	85	2	18.06		
5	051319	AP	500511 B9381BAKER &	128290	86	2	15.12		
5	051319	AP	500511 B9381BAKER &	128290	87	2	177.12		
5	051319	AP	500511 B9381BAKER &	128290	88	2	17.90		
5	051319	AP	500511 B9381BAKER &	128290	89	2	27.84		
5	051319	AP	500676 29687HOOPLA	128291	4	2	44.14		
5	051319	AP	500676 29687HOOPLA	128291	5	2	14.90		
5	051319	AP	500676 29687HOOPLA	128291	6	2	26.78		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
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Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
5	051319	AP	500676 29687HOOPLA	128291		7 2	14.90			
5	051319	AP	500676 29687HOOPLA	128291		8 2	14.90			
5	051319	AP	500676 29687HOOPLA	128291		9 2	41.76			
5	051319	AP	500676 29687HOOPLA	128291		10 2	47.19			
5	051419	AP	500676 29687HOOPLA	128301		6 2	7.58			
5	051419	AP	500676 29687HOOPLA	128301		7 2	23.04			
5	051419	AP	500676 29687HOOPLA	128301		8 2	8.39			
5	051419	AP	500676 29687HOOPLA	128301		9 2	170.19			
5	051419	AP	500676 29687HOOPLA	128301		10 2	167.79			
5	051419	AP	500676 29687HOOPLA	128301		11 2	356.72			
5	051419	AP	500676 29687HOOPLA	128301		12 2	40.64			
5	051419	AP	500676 29687HOOPLA	128301		13 2	7.59			
5	051419	AP	500676 29687HOOPLA	128301		14 2	14.90			
5	051419	AP	500676 29687HOOPLA	128301		15 2	27.11			
5	051419	AP	500676 29687HOOPLA	128301		16 2	14.90			
5	052019	AP	500992 29687HOOPLA	128373		1 2	26.30			
5	052019	AP	500992 29687HOOPLA	128373		2 2	23.29			
5	052019	AP	500992 29687HOOPLA	128373		3 2	14.90			
5	052019	AP	500992 29687HOOPLA	128373		4 2	14.90			
5	052019	AP	500992 29687HOOPLA	128373		5 2	15.51			
5	052019	AP	500992 29687HOOPLA	128373		6 2	27.11			
5	052019	AP	500992 29687HOOPLA	128373		7 2	14.90			
5	052019	AP	500992 29687HOOPLA	128373		8 2	14.90			
5	052019	AP	500992 29687HOOPLA	128373		9 2	33.08			
5	052019	AP	500992 29687HOOPLA	128373		10 2	27.11			
5	052019	AP	500992 29687HOOPLA	128373		11 2	39.00			
5	052019	AP	500992 29687HOOPLA	128373		12 2	123.60			
5	052019	AP	500992 29687HOOPLA	128373		13 2	379.63			
5	052019	AP	500992 29687HOOPLA	128373		14 2	160.21			
5	052019	AP	500992 29687HOOPLA	128373		15 2	10.84			
5	052919	AP	501173 24334AMAZON.	128493		1 2	1482.53			
5	052919	AP	501173 24334AMAZON.	128493		1 2	45.45-			
L03 5013515	LIBRARY BOOKS < \$5,000							27,809.40	40,363.91	
5	050619	AP	500445 31871ELAN FI	128195		1 2	82.79			

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
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Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI						
	5	052019	AP 500930 29431HILLIS	128372		2 2	56.00		
L03 5014110			PROFESSIONAL SERVICES					6,201.09	6,339.88
L03 5014120			ACCOUNTING SERVICES					1,814.81	1,814.81
	5	052919	AP 501283 22930FRONTLI	128475		5 2	560.00		
L03 5014187			JANITORIAL					2,337.75	2,897.75
	5	050719	AP 500445 31871ELAN FI	128218		1 2	219.75		
L03 5014210			TELEPHONE					1,150.64	1,370.39
	5	050719	AP 500445 31871ELAN FI	128218		1 2	29.59		
	5	051719	AP 501117 26072VERIZON	128371		1 2	129.33		
	5	052019	AP 500880 22610COMCAST	128372		1 2	268.94		
	5	052919	AP 501234 22610COMCAST	128475		4 2	344.18		
L03 5014212			TELEPHONE INTERNET					2,917.80	3,689.84
	5	050619	AP 500445 31871ELAN FI	128195		1 2	63.81		
L03 5014220			POSTAGE					186.65	250.46
	5	050619	AP 500366 31987AVILA R	128190		2 2	280.72		
	5	050619	AP 500301 31988MALONE	128190		3 2	285.22		
	5	050619	AP 500445 31871ELAN FI	128195		1 2	3415.62		
	5	050719	AP 500445 31871ELAN FI	128218		1 2	40.52		
	5	051419	AP 500532 32001BOHMBAC	128301		1 2	331.67		
	5	051419	AP 500671 31924ANDERS	128301		2 2	64.59		
	5	052019	AP 501138 32008WILLOWB	128372		3 2	905.97		
L03 5014310			TRAVEL					3,096.92	8,421.23
L03 5014410			ADVERTISING					352.96	352.96

SKAGIT COUNTY JR DISTRICTS
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MAY 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
5	050619	AP	500354 31904PT METC	128190		4 2	1260.00			
5	050719	AP	500445 31871EELAN FI	128218		1 2	240.00			
L03 5014510	RENTALS							9,322.28	10,822.28	
5	051319	AP	500542 13076CITY OF	128291		3 2	174.67			
5	051419	AP	500533 14158CASCADE	128301		5 2	123.15			
5	052019	AP	500875 13076CITY OF	128372		4 2	214.85			
5	052919	AP	501422 14036PUGET S	128475		1 2	77.87			
5	052919	AP	501422 14036PUGET S	128475		2 2	355.69			
5	052919	AP	501421 12771PUBLIC	128475		6 2	70.89			
L03 5014700	UTILITIES							5,559.04	6,576.16	
L03 5014810	REPAIRS AND MAINTENANCE							152.33	152.33	
L03 5014910	MISCELLANEOUS							84.33	84.33	
5	050619	AP	500445 31871EELAN FI	128195		1 2	539.04			
5	050719	AP	500445 31871EELAN FI	128218		1 2	105.00			
L03 5014911	PRINTING								644.04	
5	050619	AP	500445 31871EELAN FI	128195		1 2	335.00			
5	050719	AP	500445 31871EELAN FI	128218		1 2	160.00			
L03 5014920	EDUCATION/TRAINING							1,589.88	2,084.88	
5	050619	AP	500315 29687HOCPLA	128190		10 2	1541.39			
5	050619	AP	500445 31871EELAN FI	128195		1 2	706.42			
5	050719	AP	500445 31871EELAN FI	128218		1 2	199.67			
5	052819	GL	827701	82770		1 2	131.02			
5	052919	AP	501506 31045THE LIB	128475		3 2	9268.81			
L03 5014930	DUES/SUBSCRIPTIONS/MEMBERSHI							31,171.16	42,018.47	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
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Period	Date	ss	Ident	Batch Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI					
L03 5016210			BUILDINGS AND STRUCTURES				212,400.00	212,400.00