

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
March 21, 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 February 21, 2019
Approval of February 2019 Payroll in the amount of \$33,369.91
Approval of February 2019 Vouchers in the amount of \$240,863.08
General Ledger Report for February 2019
Balance Sheets for February 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. Board Vacancy Recommendation Update
 - B. New Library Project Update
 - C. Mount Vernon Public Library Reciprocal Borrowing Update
 - D. New Logo and Branding for the New Library (E, N, possible D)
9. New Business
 - A. Resolution 2019-1 Budget Amendment for Construction Fund (D)
 - B. Remote Locker System (E, N)
 - C. Revisions to Internal Controls Manual (E, N)
 1. Remove Petty Cash
 2. Change daily register balance to \$50.00
 3. Add "the daily change balance is \$50.00"

4. Change credit card limit to \$10,000

10. First Draft of the 2018 Annual Report to the Skagit Board of County Commissioners (E, N)

11. Other Business

There may be an Executive Session immediately preceding, during or following the meeting.

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Information = Informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Current Parking Lot Items:

Foundation Development involving Friends of the Library

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

1. Call to Order at 7:00 pm

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

Staff Present: Jeanne Williams, Library Director
Sandra Sanchez Davila, Admin Assistant/Outreach

2. Public Comments - None Reported

3. Approval of Agenda

Motion to approve the agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

4. Consent Agenda Items

Approval of the Special Meeting Minutes from January 10, 2019
Approval of the Regular Meeting Minutes from January 17, 2019
Approval of January 2019 Payroll in the amount of \$36,016.97
Approval of January 2019 Vouchers in the amount of \$50,069.48
General Ledger Report for January 2019
Balance Sheets for January 2019

Motion to approve the Consent Agenda as presented.

Motion 1: Ahmik Hindman
Motion 2: Darcy Resetar
Unanimous

5. Conflict of Interest - None Reported

6. Communications

On Monday, February 18, Mary Alice Grobins, Jeanne Williams, Eron Berg, and Mayor Julia Johnson met with 7 legislators to update them on the new

library project and discuss a 2019 capital appropriation. It was a very pleasant visit and the team was optimistic that the library partnership might receive some funding, though maybe not the full \$1M request.

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

The Skagit Directors want to put on a mini-conference for staff in Skagit County for the library staff in 2020 and are working with Kate Laughlin, executive director of Washington Anytime Library.

The PC management is up and running and it is easy to use. There have been no major issues.

Sara Harlan and attended the American Library Association Conference and Jeanne got some ideas on systems that she would like to put together for the new library.

She attended the statewide public library directors meeting that included an informative presentation from the director of Dokk1 library in Denmark. Several of the ideas behind the new library project came from Dokk1 principles.

Jeanne Williams met with Kevin Kane and went over interior design, mostly discussing lighting and casework design.

8. Unfinished Business

A. Board Vacancy Recommendation (D)

Motion to recommend Tim Howland to the Skagit Board of County Commissioners for appointment to the Central Skagit Library District Board of Trustees.

Motion 1: Darcy Resetar
Motion 2: Mindy Coslor
Unanimous

B. Patron Code of Conduct - Compute Misuse Statement (Appendix 1)

Motion to add language as presented to the patron code of conduct.

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

C. Director's Work Plan (N or D)

Motion to approve the Director's Work Plan for 2019 as presented.

Motion 1: Ahmik Hindman

Motion 2: Lynn Torset

Unanimous

9. New Business

A. Discussion – Addition of Materials Discard List to Consent Agenda

Jeanne Williams received direction from attorney Dan Gottlieb on how the materials discard could be handled by the Board. He advised that it would be an appropriate addition to the consent agenda. Moving forward, the materials discard list will be added to the consent agenda.

B. Update on New Library Project

Mary Alice Grobins shared that the project site currently has a large pile of preload material to pack the ground. Because of a great deal of material had to be excavated, all of the preload material will be used on the site in construction. The design committee will discuss bid documents next Tuesday. The bid was pushed out by six weeks so that the architects could add the design alternative that could be built if a capital appropriation of enough funding is provided by the legislature. The bid is scheduled to go out on April 12, 2019, and construction would start on the third week of June. The City of Sedro-Woolley has been a great partner in this project, particularly with handling the site preparation, and the Board of Trustees are very grateful for this.

C. New Logo and Branding for the New Library (Appendix 2)

Jeanne Williams shared that Mr. Logue, the graphic designer, would like some feedback for the new library logo and just want to make sure they are going in the right direction. The consensus among the Trustees was that the arch with the district name (option 1) mixed with the graphic in option 2 would be a good direction to take the design.

D. 2018 End of Year Reconciliation (Appendix 3)

Jeanne Williams provided the Board with an end of year reconciliation showing the ending balances recorded by the Skagit County Treasurer and the Skagit County Auditor's Office. She referred to the year-end balance sheet for 2018 and the year-end Treasurer's report.

E. Request to Change July Regular Meeting Date

Jeanne Williams requested that the Board consider a change to the July 2019 meeting date due to a conflict with the semi-annual statewide directors meeting. Since there is nothing on the recurring Board Calendar that is handled in July, the Board felt that the meeting could be canceled and, if business were to arise that would have to be handled in July, the meeting could be rescheduled.

F. Reciprocal Borrowing – Mount Vernon Public Library

Jeanne Williams reported that the City Council of Mount Vernon had approved reciprocal borrowing with the Central Skagit Library District. The Board authorized Mary Alice Grobins to sign the contract when received.

Motion to authorize Mary Alice Grobins to sign the reciprocal borrowing contract with the city of Mount Vernon.

Motion 1: Mindy Coslor
Motion 2: Ahmik Hindman
Unanimous

10. Other Business

Ahmik Hindman will need to attend the March meeting remotely.

Mindy Coslor will not be in attendance at the March meeting.

Lynn Torset stated that he is planning a trip to Europe in August.

11. 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.

Mary Alice Grobins stated that the session would last no more than 45 minutes.

Session start time: 7:50pm

Session end time: 8:15pm

12. *Motion to Adjourn at 8:15pm.*

Motion 1: Ahmik Hindman

Motion 2: Lynn Torset

Unanimous

Appendix 1

Patron Code of Conduct

Everyone is welcome at the library. Library patrons, regardless of age, are required to comply with the Central Skagit Library District Patron Code of Conduct. In order to provide a pleasant environment, the following behaviors are prohibited:

- Unruly behavior and/or disruption of library services
- Offensive language
- Unhygienic or offensive physical conditions
- Destroying or damaging library property
- Misuse of library bathrooms or other areas
- Hurting, harassing or threatening others
- Excessive public displays of affection
- Sexual misconduct
- Soliciting
- Illegal activities
- Misuse of library equipment, computers or tablet computers

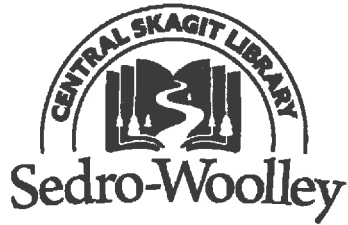
Violation of these rules may result in the loss of library privileges. Library staff will take appropriate action when disruptions occur. Violators will also be reported to library management. The first violation will result in a warning. The second violation may result in the patron being asked to leave the premises for the remainder of the day. Further violations will be reported to the Central Skagit Library Board of Trustees and may result in loss of library privileges.

Violations of an extreme manner will be immediately reported to the police. If police must be called to handle a disruption or violation, those involved shall not return to the library until meeting with the Central Skagit Library Board of Trustees at the next designated meeting. The Board reserves the right to deny reinstatement of privileges at that time.

A person excluded from the use of the library building, property, and/or services may request, in writing, that the Library Board of Trustees reconsider such a decision and present evidence to the Board that s/he no longer poses a threat as described above.

RCW 27.12.290, states, “**Violators may be excluded.** A board of library trustees may exclude from the use of the library under its charge any person who willfully and persistently violates any rule or regulation prescribed for the use of the library or its facilities or any person whose physical condition is deemed dangerous or offensive to other library users.”

Appendix 2



CENTRAL SKAGIT LIBRARY — AZO SANS
(BLACK)

Sedro-Woolley — ARNO PRO
(REGULAR)



Appendix 3

Central Skagit Library District 2018 Year-End Reconciliation

Treasury Report 12/31/2018

Ending Cash Balance	\$765,396.18
Ending Investments	\$2,111,106.09
	<hr/>
	\$2,876,502.27

Skagit Auditor Balance Year End 2018

Cash and Cash Equivalents	\$765,696.18
Temporary Investments	\$2,111,106.09
	<hr/>
	\$2,876,802.27

Other Accrued Liabilities	\$20,279.64
	<hr/>
	\$20,279.64

Grand Total Cash/Invesements \$2,856,522.63



Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



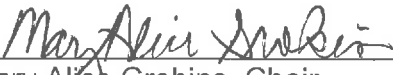
Ahmik Hindman, Trustee



Darcy Resetar, Trustee



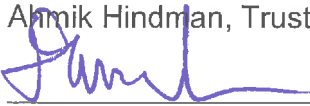
Lynn Torset, Trustee



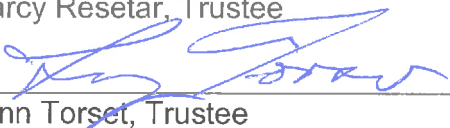
Mary Alice Grobins, Chair

Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee



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

General Ledger Detail Report

For Date Range: 2/1/2019 To: 2/28/2019

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$701,681.90
Cash Receipts	\$200.08
Investments Interest	\$4,427.02
Taxes Collected	\$16,560.36
State Forest Funds	\$43,967.35
Timber Excise	\$11,708.16
Subtotal Cash Increases	\$76,862.97
Investments Purchased	-\$4,427.02
Other Cash Decreases	-\$121.87
District Accounts Payable	-\$235,911.56
District Payroll	-\$43,689.82
Subtotal Cash Decreases	-\$284,150.27
Ending Cash Balance	\$494,394.60
Beginning Investments	\$2,115,306.87
Investments Purchased	\$4,427.02
Ending Investments	\$2,119,733.89
Beginning Taxes Receivable	\$888,742.92
Taxes Receivable	-\$16,750.77
Ending Taxes Receivable	\$871,992.15

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: \$240,863.08

VOUCHER					
DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
2/1/2019	City of Sedro-Woolley	467	01/30/19	5016210	\$212,400.00
2/1/2019	Teru Lundsten		10/08/18	5013180	\$150.00
	Midwest Tape	96882815	01/21/19	5013515	\$115.92
	Midwest Tape	96882816	01/21/19	5013515	\$62.09
	Midwest Tape	96889229	01/23/19	5013515	\$340.31
	Philips Publishing	245	01/22/19	5014410	\$335.00
2/8/2019	Midwest Tape	96913199	01/28/19	5013515	\$46.08
	Midwest Tape	96910184	01/28/19	5013515	\$135.15
	Interpreting Techno.	IT24854	01/31/19	5014110	\$536.32
	Great America Finan.	24158973	01/28/19	5013512	\$125.69
	WA HCA	19-Feb	01/28/19	5012400	\$11,474.97
	Leaf	9128306	01/27/19	5013512	\$292.95
	A.C. Fuller	INV0001	01/31/19	5013180	\$175.00
2/8/2019	TST* BELLTOWN PUB SEATTLE		01/29/19	5014310	\$19.52
VISA	TACO DEL MAR 100001396 SEATTLE		01/28/19	5014310	\$10.32
	POKEWORKS SEATTLE		01/28/19	5014310	\$23.77
	WESTIN SEATTLE DINING SEATTLE		01/28/19	5014310	\$19.52
	DOORDASH*POKEWORKS STRIPE.CO		01/28/19	5014310	\$41.69
	POTBELLY #407 SEATTLE		01/28/19	5014310	\$10.84
	TEQUILA AZTECA SEDRO WOOL		01/25/19	5013180	\$13.94
	HYATT REGENCY SEATTLE 888588439		01/25/19	5014310	\$928.16
	SQ *RCN COMMUNICATI 877-417-4		01/23/19	5014212	\$29.59
	DROPBOX*QC32X5S6GG4L DROPBOX.C		01/23/19	5014930	\$48.83
	EIG*PowWeb 866-53928		01/16/19	5014930	\$25.99
	EIG*PowWeb 866-53928		01/16/19	5014930	\$4.33
	SEDRO-WOOLLEY FOOD SEDRO-WOOL		01/14/19	5013180	\$40.65
	ADOBE *ACROPRO SUBS 800-833-6		01/14/19	5014930	\$27.11
	LIBERTY BISTRO SEDRO WOOL		01/14/19	5014310	\$127.18
	USPS PO 5476600270 SEDRO WOOL		01/08/19	5014220	\$50.00
	PRA AND OPMA CASE LAW WWW.CVENT.		01/08/19	5014920	\$35.00
	DSS*ACHIEVMNTPRODUCTS 800-482-5		01/08/19	5013180	\$71.24
	DSS*ACHIEVMNTPRODUCTS 800-482-5		01/07/19	5013180	\$407.45
	FLUENTSTREAM TECHNOLOG 877-31264		01/07/19	5014210	\$201.81

	SUNSET PARK SELF STORA SEDRO WOO		01/07/19	5014510	\$100.00
	EIG*PowWeb 866-53928		01/07/19	5014930	\$92.31
	SEDRO WOOLLEY MINI STO SEDRO WOL		01/03/19	5014510	\$150.00
	JOHNNY CARINO'S OF SV BURLINGTO		01/03/19	5014310	\$53.53
	FACEBK EJSB4LJ9X2 650-54348		12/31/18	5014110	\$19.10
	EN POINTE LLC 310-33752		12/31/18	5014930	\$495.63
	E AND E LUMBER SEDRO SEDRO WOOL		12/31/18	5013110	\$9.75
	WALGREENS #10994 SEDRO WOOL		12/31/18	5013180	\$29.67
	PAYPAL *LACONNERLIB 402-935-7		12/31/18	5014310	\$201.00
	Dropbox Credit		01/23/19	credit	-\$50.62
2/8/2019	City of Sedro-Woolley	802 Ball Street	02/01/19	5014700	\$115.65
	City of Sedro-Woolley	720 Metcalf Street	02/01/19	5014700	\$174.67
	VM Investments	19-Mar	02/01/19	5014510	\$1,260.00
	Midwest Tapes	96920685	01/30/19	5013515	\$188.42
2/15/2019	Midwest Tape	96929858	02/04/19	5013515	\$43.95
	Midwest Tape	96939687	02/05/19	5013515	\$130.96
	Midwest Tape	96936752	02/05/19	5013515	\$25.16
	Midwest Tape	96959656	02/08/19	5013515	\$209.54
	Skagit PUD	802 Ball Street	02/06/19	5014700	\$59.03
	Comcast Business		02/02/19	5014212	\$269.13
2/15/209	Sara Harlan		01/31/19	5014310	\$189.61
	Cascade Natural Gas	720 Metcalf Street	02/01/19	5014700	\$138.48
	Cascade Natural Gas	802 Ball Street	02/01/19	5014700	\$79.84
	Hoopla	96939983	01/31/19	5014930	\$1,398.83
2/22/2019	Jeanne Williams		02/21/19	5014310	\$226.20
2/22/2019	SYNCB/Amazon	455779397533	01/11/2019	5013515	\$14.59
	SYNCB/Amazon	437886544679	01/14/2019	5013515	\$9.59
	SYNCB/Amazon	437487999949	01/14/2019	5013512	\$32.54
	SYNCB/Amazon	767697686949	01/15/2019	5013511	\$56.40
	SYNCB/Amazon	658534358857	01/18/2019	5013110	\$124.62
	SYNCB/Amazon	768786654754	01/19/2019	5013110	\$28.62
	SYNCB/Amazon	443734675538	01/21/2019	5013110	\$6.50
	SYNCB/Amazon	543348897396	01/23/2019	5013515	\$6.50
	SYNCB/Amazon	635387473893	01/23/2019	5013515	\$93.05
	SYNCB/Amazon	493843796658	01/24/2019	5013110	\$12.56
	SYNCB/Amazon	449557563653	01/29/2019	5013515	\$18.59
	SYNCB/Amazon	645598787997	01/29/2019	5013515	\$30.10
	SYNCB/Amazon	486899633835	01/31/2019	5013515	\$37.91
	SYNCB/Amazon	446775386879	01/31/2019	5013515	\$15.18
	SYNCB/Amazon	459688557549	02/06/2019	5013110	\$34.17


	SYNCB/Amazon	964987359453	02/06/2019	5013110	\$27.10
	SYNCB/Amazon	795944633983	02/06/2019	5013110	\$33.07
	SYNCB/Amazon	643788458686	02/06/2019	5013515	\$184.10
	SYNCB/Amazon	449938363675	02/07/2019	5013110	\$95.28
	SYNCB/Amazon	473669973949	01/13/2019	5013110	\$29.41
	SYNCB/Amazon	446739896639	01/14/2019	5013515	\$82.40
	SYNCB/Amazon	447644359477	01/31/2019	5013515	\$15.17
	SYNCB/Amazon	438468633954	01/14/2019	5013515	\$117.97
	SYNCB/Amazon	555944569388	01/15/2019	5013180	\$75.88
	SYNCB/Amazon	856986674676	01/17/2019	5013110	\$12.15
	SYNCB/Amazon	437973863466	01/20/2019	5013110	\$64.05
	SYNCB/Amazon	485349794745	01/31/2019	5013515	\$86.10
	SYNCB/Amazon	889743847667	02/06/2019	5013110	\$40.98
	SYNCB/Amazon	455555964387	02/07/2019	5013515	\$6.28
	SYNCB/Amazon	473487689648	01/29/2019	5013180	\$69.81
	SYNCB/Amazon	456768554645	01/29/2019	5013515	\$9.76
	SYNCB/Amazon	577967485439	01/14/2019	5013515	\$7.31
	SYNCB/Amazon	469479649695	01/17/2019	5013110	\$16.81
	SYNCB/Amazon	577334546748	01/19/2019	5013515	\$81.10
	SYNCB/Amazon	486573787476	01/23/2019	5013515	\$20.56
	SYNCB/Amazon	966735937395	01/30/2019	5013515	\$17.76
	SYNCB/Amazon	683847989649	01/30/2019	5013515	\$14.50
	SYNCB/Amazon	698978886957	01/30/2019	5013515	\$11.88
	SYNCB/Amazon	494878985935	02/06/2019	5013515	\$161.00
	SYNCB/Amazon	889565737869	01/14/2019	5013515	\$21.68
	SYNCB/Amazon	654998739695	01/17/2019	5013110	\$43.94
	SYNCB/Amazon	548376367756	01/22/2019	5013110	\$51.95
	SYNCB/Amazon	847443496554	02/02/2019	5013515	\$35.72
	SYNCB/Amazon	968635865368	02/06/2019	5013110	\$17.15
	SYNCB/Amazon	895448847957	02/07/2019	5013110	\$47.64
	SYNCB/Amazon	776375699984	01/24/2019	5013515	\$19.52
	SYNCB/Amazon	455778848745	02/07/2019	5013110	\$18.43
2/22/2019	Baker & Taylor	4012439867	01/18/19	5013515	\$69.68
	Baker & Taylor	4012439868	01/18/19	5013515	\$35.82
	Baker & Taylor	4012439869	01/18/19	5013515	\$35.20
	Baker & Taylor	4012439870	01/18/19	5013515	\$5.90
	Baker & Taylor	4012439871	01/18/19	5013515	\$6.56
	Baker & Taylor	4012439872	01/18/19	5013515	\$18.23
	Baker & Taylor	4012439873	01/18/19	5013515	\$42.82
	Baker & Taylor	4012439874	01/18/19	5013515	\$54.91

Baker & Taylor	4012439875	01/18/19	5013515	\$66.46
Baker & Taylor	4012439876	01/18/19	5013515	\$8.55
Baker & Taylor	4012439877	01/18/19	5013515	\$13.14
Baker & Taylor	4012445507	01/22/19	5013515	\$9.85
Baker & Taylor	4012446235	01/24/19	5013515	\$108.75
Baker & Taylor	4012446236	01/24/19	5013515	\$5.25
Baker & Taylor	4012446237	01/24/19	5013515	\$29.38
Baker & Taylor	4012446238	01/24/19	5013515	\$45.33
Baker & Taylor	4012446239	01/24/19	5013515	\$35.23
Baker & Taylor	4012446240	01/24/19	5013515	\$42.75
Baker & Taylor	4012446241	01/24/19	5013515	\$16.99
Baker & Taylor	4012446242	01/24/19	5013515	\$90.38
Baker & Taylor	4012446243	01/24/19	5013515	\$49.50
Baker & Taylor	4012446244	01/24/19	5013515	\$37.81
Baker & Taylor	4012446245	01/24/19	5013515	\$7.23
Baker & Taylor	4012446246	01/24/19	5013515	\$150.43
Baker & Taylor	4012451508	01/30/19	5013515	\$17.59
Baker & Taylor	4012451509	01/30/19	5013515	\$6.56
Baker & Taylor	4012451510	01/30/19	5013515	\$48.06
Baker & Taylor	4012451511	01/30/19	5013515	\$28.45
Baker & Taylor	4012451512	01/30/19	5013515	\$7.88
Baker & Taylor	4012451513	01/30/19	5013515	\$12.61
Baker & Taylor	4012451514	01/30/19	5013515	\$6.56
Baker & Taylor	4012451675	01/31/19	5013515	\$213.76
Baker & Taylor	4012453323	02/01/19	5013515	\$108.10
Baker & Taylor	4012453324	02/01/19	5013515	\$24.58
Baker & Taylor	4012453325	02/01/19	5013515	\$89.13
Baker & Taylor	4012453326	02/01/19	5013515	\$40.39
Baker & Taylor	4012453327	02/01/19	5013515	\$19.44
Baker & Taylor	4012453328	02/01/19	5013515	\$32.86
Baker & Taylor	4012453329	02/01/19	5013515	\$26.29
Baker & Taylor	4012453330	02/01/19	5013515	\$11.98
Baker & Taylor	4012453331	02/01/19	5013515	\$44.65
Baker & Taylor	4012453332	02/01/19	5013515	\$10.51
Baker & Taylor	4012453333	02/01/19	5013515	\$28.12
Baker & Taylor	4012453804	02/01/19	5013515	\$17.59
Baker & Taylor	4012453805	02/01/19	5013515	\$17.11
Baker & Taylor	4012453806	02/01/19	5013515	\$25.60
Baker & Taylor	4012453807	02/01/19	5013515	\$18.23
Baker & Taylor	4012458052	02/05/19	5013515	\$12.48

	Baker & Taylor		4012458089	02/06/19	5013515	\$17.59
	Baker & Taylor		4012458090	02/06/19	5013515	\$17.59
	Baker & Taylor		4012458091	02/06/19	5013515	\$12.48
	Baker & Taylor		4012458092	02/06/19	5013515	\$22.32
	Baker & Taylor		4012458093	02/06/19	5013515	\$50.29
	Baker & Taylor		4012459366	02/07/19	5013515	\$50.28
	Baker & Taylor		4012459367	2/7/2019	5013515	\$17.59
	Baker & Taylor		4012459368	02/07/19	5013515	\$18.54
	Baker & Taylor		4012459369	02/07/19	5013515	\$17.59
	Baker & Taylor		4012459370	02/07/19	5013515	\$3.27
	Baker & Taylor		4012459371	02/07/19	5013515	\$25.21
	Baker & Taylor		4012459372	02/07/19	5013515	\$6.56
	Baker & Taylor		4012459373	02/07/19	5013515	\$43.23
	Baker & Taylor		4012459374	02/07/19	5013515	\$113.11
	Baker & Taylor		4012464523	02/14/19	5013515	\$54.07
	Baker & Taylor		4012464524	02/14/19	5013515	\$5.25
	Baker & Taylor		4012464525	02/14/19	5013515	\$70.44
	Baker & Taylor		4012464526	02/14/19	5013515	\$6.56
	Baker & Taylor		4012464527	02/14/19	5013515	\$27.59
	Baker & Taylor		4012464528	02/14/19	5013515	\$17.61
	Baker & Taylor		4012464529	02/14/19	5013515	\$10.61
	Baker & Taylor		4012464530	02/14/19	5013515	\$12.61
	Baker & Taylor		4012464531	02/14/19	5013515	\$36.14
	Baker & Taylor		4012464532	02/14/19	5013515	\$17.59
	Baker & Taylor		4012463571	02/18/19	5013515	\$18.24
	Baker & Taylor		4012463572	02/18/19	5013515	\$28.07
	Baker & Taylor		4012463573	02/18/19	5013515	\$9.85
	Baker & Taylor		4012463574	02/18/19	5013515	\$24.61
	Baker & Taylor		4012463575	02/18/19	5013515	\$46.81
	Baker & Taylor		4012463576	02/18/19	5013515	\$21.08
	Baker & Taylor		4012463577	02/18/19	5013515	\$17.69
	Baker & Taylor		4012463578	02/18/19	5013515	\$36.41
	Baker & Taylor		4012463579	02/18/19	5013515	\$45.75
	Baker & Taylor		4012463580	02/18/19	5013515	\$130.67
	Baker & Taylor		4012467828	02/18/19	5013515	\$17.59
	Baker & Taylor		4012467829	02/18/19	5013515	\$16.96
	Baker & Taylor		4012467830	02/18/19	5013515	\$36.45
2/22/2019	Puget Sound Energy	720 Metclaf Street		02/19/19	5014700	\$369.27
	Comcast Business			02/14/19	5014212	\$344.28
2/22/2019	Midwest Tape		96975917	02/11/19	5013515	\$180.28


Midwest Tape	96987292	02/14/19	5013515	\$50.40
OASYS	155315	12/018/2018	5013512	\$192.13
Frontline Cleaning Serv.	20822	02/15/19	5014187	\$560.00
Hillis, Clark, Martin, & Pete	235897	02/14/19	5014110	\$28.00
Verizon	9823802558	02/09/19	5014210	\$166.10

Total **\$240,863.08**



 Mary Alice Grobins, Chair

 Mindy Coslor, Vice Chair

Ahmik Hindman, Trustee


 Darcy Resetar, Trustee



 Lynn Torset, Trustee

February and March Activities

Now that Sandra Davila is helping me with vouchers and payroll, I have been able to attend to some tasks that were being kept on the back burner. Since our last meeting I have spent some time on the following:

- Reorganization of the library's financial documents in preparation for this year's audit report and next year's full audit.
- Tweaking how transactions are entered into Quickbooks to make financial tracking and reporting more accurate and efficient. One major time-saver came with the upgrade to Quickbooks Accountant which allows me to now batch load bills and invoices. Baker & Taylor, VISA, and Amazon break invoices down in such a way that there might be hundreds of transactions to input at a time. This new batch loading feature will save several hours per vendor in time each month.
- Creation and revision of job duties and descriptions.
- Damage control due to a credit card situation caused by the change from Skagit Bank to Banner Bank
 - The Skagit Auditor's Office requires a W9 tax form from every vendor in order to process a payment. The credit card vendor information changed, and it took a month of calling the credit card vendor to finally get a W9. In the end, I had to go to the parent company, which happens to be US Bank, to get it resolved. In the interim, the payment was late and any services connected to that card were declined. The issues have all been resolved, but it took an unbelievable amount of time to work this out.
- Due to the credit card issues we have encountered, I asked the Skagit Auditor and the city of Sedro-Woolley for advisement on another credit card that could be paid in person at a local bank. Both recommended US Bank, and we now have a card with this bank. As you probably know, we have too often run into cashflow bottlenecks because of our inability to process our own payments. This second card will give us more flexibility and will allow me to separate automatically billed services away from other transactions.
- Sandra Davila is working on a project that we were introduced to through our main book vendor Baker & Taylor. The service is called Pop-Up Library and it is essentially a wireless hotspot that connects any user to a small library of eBooks. About ten minutes into the book, the service activates a page that markets the physical library to the user. This product can be taken to doctor and dentist's offices, laundry facilities, schools and other locations where people gather. Posters and flyers are put up explaining the service and how users can

log in. We believe that it will be a great tool to catch captive audiences and provide them with some highlights of the library with hopes that they will come in and get library cards.

Ongoing and Upcoming Activities

- The Library will be closed for an all-day staff training and meeting session on March 29th.
- Several staff members will be traveling to the joint Oregon Library Association and Washington Library Association Conference in mid-April.
- I will be attending a one-day conference in mid-April to learn more about the Evergreen library automation system (the system Burlington, Upper Skagit, and La Conner Libraries currently use in consortia).
- I expect to have the State Auditor's Office audit report filed by the end of March and those financials will be inserted into the 2019 Annual Report to the Skagit Board of County Commissioners.
- Update on the first year of consolidated library services to the Sedro-Woolley City Council will be on March 27th with the meeting starting at 7pm.

As of February 28, 2019

	2019 Projected	YTD 2019	2019 Projected	YTD 2019 Actual	Percentage
INCOME					
Tax Funds	\$856,000.00	\$19,599.57			
Timber Funds	\$295,000.00	\$63,711.88			
Leasehold Excise Tax					
Timber Excise		\$11,708.16			
Cash (Fees, Cards Purchased)		\$448.22			
Library Svs Contract	\$380,000.00				
IGT Increase		\$30.43			
Donations					
Investment Earnings		\$8,627.80			
	\$1,236,000	\$104,126.06			

ONGOING EXPENSES

Personnel Expense			\$664,701	\$102,021	15.35%
Bookmobile			\$9,000	\$214	2.38%
Building Costs (Lease and Utilities)			\$34,000	\$5,270	15.50%
Software and Licensing 5014930			\$66,750	\$24,014	35.98%
Furniture, Fixtures, Equipment			\$15,000	\$2,061	13.74%
General Expenses			\$78,810	\$11,987	15.21%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$95,000	\$11,858	12.48%
ONGOING EXPENSE TOTALS			\$1,042,261	\$157,424	15.10%

ONE-TIME EXPENDITURES

Construction Account Shared with Sedro-Woolley				\$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

\$369,824

15.62%

QB

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
FEBRUARY 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	701,981.90	77,262.97	284,550.27-	494,694.60
Obj 118 TEMPORARY INVESTMENTS	2,115,306.87	4,427.02		2,119,733.89
Obj 121 TAXES RECEIVABLE (NET)	888,742.92		16,750.77-	871,992.15
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	5,588.20-	236,711.56	236,219.00-	5,095.64-
Obj 231 OTHER ACCRUED LIABILITIES	18,611.73-	18,611.73	15,925.08-	15,925.08-
Obj 257 DEFERRED REVENUE	888,742.92-	16,750.77		871,992.15-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 FEBRUARY 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	3,039.21		28,268.52	31,307.73	
Obj 330 INTERGOVERNMENTAL REVENUES	19,682.06		43,724.13	63,406.19	
Obj 360 MISCELLANEOUS REVENUES	4,511.39		4,870.32	9,381.71	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	36,017.68	33,369.91		69,387.59	
Obj 520 PERSONNEL BENEFITS	15,163.35	19,108.23		34,271.58	
Obj 530 SUPPLIES	10,540.30	5,445.98	400.00	15,586.28	
Obj 540 OTHER SERVICES AND CHARGES	28,945.12	6,619.92		35,565.04	
Obj 560 CAPITAL OUTLAYS		212,400.00		212,400.00	
Obj 599 BUDGET EXPENDITURES					2,106,261.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	63,433.79	276,944.04	77,262.97	263,114.86	2,106,261.00

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Period 2 ending February 28, 2019

Transaction status 1

Fnd L03 NORTH CENTRAL RURAL LIBRARY DI

PRL APP	90031	20226?	02/15/19	WILLIAMS, JEANNE M	3,948.06
PRL APP	90031	20422?	02/15/19	HARLAN, SARA E	2,481.08
PRL APP	90098	20363?	02/15/19	ALLEN, ALLIA E	1,479.28
PRL APP	90098	20417?	02/15/19	ANDERSSON, MARY S	1,072.50
PRL APP	90098	20357?	02/15/19	CARMONA AVILA, RICARDO	1,470.84
PRL APP	90098	20420?	02/15/19	BOHMBACH, CAROL F	885.00
PRL APP	90098	20319?	02/15/19	SANCHEZ-DAVILA, SANDRA I	1,754.72
PRL APP	90098	20462?	02/15/19	HUGGINS, HILLARY A	487.50
PRL APP	90098	20419?	02/15/19	JACOBSON, ROBERTA R	360.00
PRL APP	90098	20418?	02/15/19	JOHNSON, TERESA J	2,009.85
PRL APP	90098	20448?	02/15/19	MALONE, MARISSA B	1,496.00
PRL APP	90159	20226?	02/28/19	WILLIAMS, JEANNE M	3,948.06
PRL APP	90159	20422?	02/28/19	HARLAN, SARA E	2,481.08
PRL APP	90246	20363?	02/28/19	ALLEN, ALLIA E	1,334.96
PRL APP	90246	20417?	02/28/19	ANDERSSON, MARY S	885.00
PRL APP	90246	20357?	02/28/19	CARMONA AVILA, RICARDO	1,330.76
PRL APP	90246	20420?	02/28/19	BOHMBACH, CAROL F	780.00
PRL APP	90246	20319?	02/28/19	SANCHEZ-DAVILA, SANDRA I	1,435.68
PRL APP	90246	20462?	02/28/19	HUGGINS, HILLARY A	412.50
PRL APP	90246	20419?	02/28/19	JACOBSON, ROBERTA R	360.00
PRL APP	90246	20418?	02/28/19	JOHNSON, TERESA J	1,733.04
PRL APP	90246	20448?	02/28/19	MALONE, MARISSA B	1,224.00

L03 5011100

SALARIES AND WAGES

33,369.91

PRL APP	90009	?	02/08/19	SOCIAL SECURITY	1,423.79
PRL APP	90137	?	02/25/19	SOCIAL SECURITY	1,334.54

L03 5012100

SOCIAL SECURITY

2,758.33

PRL APP	90009	?	02/08/19	RETIREMENT	2,267.38
PRL APP	90137	?	02/25/19	RETIREMENT	2,129.44

L03 5012200

RETIREMENT

4,396.82

PRL APP	90009	?	02/08/19	LABOR AND INDUSTRIES	248.69
PRL APP	90137	?	02/25/19	LABOR AND INDUSTRIES	229.42

L03 5012300

LABOR AND INDUSTRIES

478.11

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Period 2 ending February 28, 2019

Transaction status 1

Fnd L03 NORTH CENTRAL RURAL LIBRARY DI

A/P APP 127145 496044 02/08/19 WASTHEALTH CENTRAL SKAGIT LIBR 11,474.97

L03 5012400 MEDICAL

11,474.97

A/P APP 127059 495205 02/04/19 LUNDSTENTERU CENTRAL SKAGIT LI 150.00

A/P APP 127068 494780 02/04/19 SARVEYWILDLI CENTRAL SKAGIT LI 400.00-

A/P APP 127145 495718 02/08/19 FULLERADAM CENTRAL SKAGIT LIBR 175.00

L03 5013180 LIBRARY PROGRAM COSTS

75.00-

A/P APP 127145 495828 02/08/19 GREATAMERICA CENTRAL SKAGIT LI 125.69

A/P APP 127145 495893 02/08/19 LEAF CENTRAL SKAGIT LIBRARY 292.95

A/P APP 127313 496552 02/25/19 OASYSINC CENTRAL SKAGIT LIBRAR 192.13

L03 5013512 LIBRARY EQUIPMENT < \$5000

610.77

A/P APP 127059 495494 02/04/19 MIDWESTTAPE CENTRAL SKAGIT LIB 115.92

A/P APP 127059 495494 02/04/19 MIDWESTTAPE CENTRAL SKAGIT LIB 62.09

A/P APP 127059 495494 02/04/19 MIDWESTTAPE CENTRAL SKAGIT LIB 340.31

A/P APP 127145 495919 02/08/19 MIDWESTTAPE CENTRAL SKAGIT LIB 46.08

A/P APP 127145 495919 02/08/19 MIDWESTTAPE CENTRAL SKAGIT LIB 135.15

A/P APP 127146 495919 02/08/19 MIDWESTTAPE CENTRAL SKAGIT LIB 188.42

A/P APP 127237 496237 02/19/19 MIDWESTTAPE CENTRAL SKAGIT LIB 43.95

A/P APP 127237 496237 02/19/19 MIDWESTTAPE CENTRAL SKAGIT LIB 130.96

A/P APP 127237 496237 02/19/19 MIDWESTTAPE CENTRAL SKAGIT LIB 25.16

A/P APP 127237 496237 02/19/19 MIDWESTTAPE CENTRAL SKAGIT LIB 209.54

A/P APP 127313 496532 02/25/19 MIDWESTTAPE CENTRAL SKAGIT LIB 180.28

A/P APP 127313 496532 02/25/19 MIDWESTTAPE CENTRAL SKAGIT LIB 50.40

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 69.68

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 35.82

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 35.20

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 5.90

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 6.56

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 18.23

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 42.82

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 54.91

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 66.46

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 8.55

A/P APP 127315 496413 02/25/19 BAKER&TAYLOR CENTRAL SKAGIT LI 13.14

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Period 2 ending February 28, 2019

Transaction status 1

Fnd L03	NORTH CENTRAL RURAL LIBRARY DI				
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	9.85
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	108.75
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	5.25
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	29.38
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	45.33
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	35.23
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	42.75
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	16.99
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	90.38
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	37.81
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	49.50
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	7.23
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	150.43
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	6.56
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	48.06
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	28.45
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	7.88
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	12.61
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	6.56
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	213.76
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	108.10
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	24.58
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	89.13
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	40.39
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	19.44
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	32.86
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	26.29
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	11.98
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	44.65
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	10.51
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	28.12
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.11
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	25.60
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	18.23
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	12.48
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR CENTRAL SKAGIT LI	17.59

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974 MO END JR DIST TRANS DTL

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Period 2 ending February 28, 2019

Transaction status 1

Pnd L03		NORTH CENTRAL RURAL LIBRARY DI				
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.48
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	22.32
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	50.29
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	50.28
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.54
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	3.27
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	25.21
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.56
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	43.23
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	113.11
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	54.07
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	5.25
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	70.44
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	6.56
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	27.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.61
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	10.61
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	12.61
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.14
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	18.24
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	28.07
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	9.85
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	24.61
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	46.81
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	21.08
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.69
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.41
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	45.75
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	130.67
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	17.59
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	16.96
A/P APP	127315	496413	02/25/19	BAKER&TAYLOR	CENTRAL SKAGIT LI	36.45
ACH APP	81806	818061	02/25/19	JAN 2019 DOR USE TAX		2.97

L03 5013515

LIBRARY BOOKS < \$5,000

4,510.21

L787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 2 ending February 28, 2019

Transaction status 1

Fnd L03 NORTH CENTRAL RURAL LIBRARY DI

A/P APP	127145	495976	02/08/19	INTERPR TECH CENTRAL SKAGIT LI	536.32
A/P APP	127313	496488	02/25/19	HCMP PS CENTRAL SKAGIT LIBRARY	28.00

L03 5014110 PROFESSIONAL SERVICES

564.32

A/P APP	127313	496476	02/25/19	FRONTLINELLC CENTRAL SKAGIT LI	560.00
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L03 5014187 JANITORIAL

560.00

A/P APP	127313	496632	02/25/19	VERIZONWIREL CENTRAL SKAGIT LI	166.10
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L03 5014210 TELEPHONE

166.10

A/P APP	127237	496117	02/19/19	COMCAST CENTRAL SKAGIT LIBRARY	269.13
A/P APP	127328	496445	02/26/19	COMCAST CENTRAL SKAGIT LIBRARY	344.28

L03 5014212 TELEPHONE INTERNET

613.41

A/P APP	127238	496294	02/19/19	SARAHARLAN CENTRAL SKAGIT LIBR	189.61
A/P APP	127311	496496	02/25/19	WILLIAMSJEAN CENTRAL SKAGIT LI	226.20

L03 5014310 TRAVEL

415.81

A/P APP	127059	495529	02/04/19	PHILIPSPUELI CENTRAL SKAGIT LI	335.00
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L03 5014410 ADVERTISING

335.00

A/P APP	127146	496039	02/08/19	MORGANJRVIRG CENTRAL SKAGIT LI	1,260.00
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L03 5014510 RENTALS

1,260.00

A/P APP	127146	495770	02/08/19	SEDRO CITY CENTRAL SKAGIT LIBR	214.85
A/P APP	127146	495770	02/08/19	SEDRO CITY CENTRAL SKAGIT LIBR	174.67
A/P APP	127237	496280	02/19/19	PUD #1 CENTRAL SKAGIT LIBRARY	59.03
A/P APP	127238	496104	02/19/19	CASCADE GAS CENTRAL SKAGIT LIB	225.77
A/P APP	127238	496104	02/19/19	CASCADE GAS CENTRAL SKAGIT LIB	143.96
A/P APP	127328	496398	02/26/19	PUGET ENERGY CENTRAL SKAGIT LI	76.93
A/P APP	127328	496399	02/26/19	PUGET ENERGY CENTRAL SKAGIT LI	93.56

L787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 2 ending February 28, 2019

Transaction status 1

Fnd L03 NORTH CENTRAL RURAL LIBRARY DI

A/P APP	127328	496400	02/26/19	PUGET ENERGY CENTRAL SKAGIT LI	95.15
A/P APP	127328	496401	02/26/19	PUGET ENERGY CENTRAL SKAGIT LI	103.63

L03 5014700 UTILITIES

1,187.55

A/P APP	127238	496237	02/19/19	MIDWESTTAPE CENTRAL SKAGIT LIB	1,398.83
ACH APP	81806	818061	02/25/19	JAN 2019 DOR USE TAX	118.90

L03 5014930 DUES/SUBSCRIPTIONS/MEMBERSHI

1,517.73

A/P APP	127053	495282	02/01/19	SEDRO CITY CENTRAL SKAGIT LIBR	212,400.00
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L03 5016210 BUILDINGS AND STRUCTURES

212,400.00