

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
November 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 October 17, 2019
Approval of October 2019 Payroll in the amount of \$34,975.88
Approval of October 2019 Vouchers in the amount of \$24,335.74
General Ledger Report for October 2019
Balance Sheets for October 2019

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Project Update
 - B. Sub-Committee Reports (Information)
 - C. 2020 Budget Proposal and Associated Resolutions (D)
 - D. Logo Re-Design (D)
 - E. Small Works Roster Resolution (D)
9. New Business
 - A. Draft 2020 Meeting Dates (E,N, possible D)
10. Other Business

Legend:

E = Explore Topic
N = Narrow Options
D = Decision

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

Current Parking Lot Items:

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

Central Skagit Rural Partial County Library District
Regular Board Minutes
Sedro-Woolley City Council Chambers
October 17, 2019
7:00 p.m.

1. Call to Order 7:00pm

Trustees Present: Mary Alice Grobins, Chair
Tim Howland, Vice Chair
Darcy Resetar
Lynn Torset

Staff Present: Jeanne Williams, Director

2. Public Comments

3. Approval of Agenda

Motion to approve the Agenda.

Motion 1: Tim Howland
Motion 2: Darcy Resetar
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from September 19, 2019
Approval of September 2019 Payroll in the amount of \$32,903.63
Approval of September 2019 Vouchers in the amount of \$35,172.64
General Ledger Report for September 2019
Balance Sheets for September 2019

Motion to approve the Consent Agenda.

Motion 1: Lynn Torset
Motion 2: Tim Howland
Unanimous

5. Conflict of Interest None Reported

6. Communications None Reported

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

Jeanne Williams shared that the Deb Caletti author events were very moving.

She further shared her interest of attending the Broadband Symposium centered around finding innovative ways to get Wi-Fi hotspots out into the district where connectivity is limited.

The group was also introduced to SHLB, a group that advocates for libraries at the state and federal level with regard to E-Rate and net neutrality.

Time has also been spent updating the AV and IT information for upcoming bidding for the new library. Jeanne Williams shared that she is also considering the options for managed IT care versus having an IT professional on staff. There has been discussion for future pooling of funds with other libraries for an IT professional at the point that all of the libraries in Skagit County are on one automated library system.

Jeanne Williams further shared that there are some upcoming changes to auditing standards. At this point, the upcoming desk audit has not been scheduled.

8. Unfinished Business

A. New Library Project Update (Appendix 1)

Jeanne Williams shared that she is posting weekly updates on the website, including pictures. The slab was not poured that day due to weather. The generator change order has been completed and will include the addition of 10 days to the schedule.

Jeanne further shared that she is looking at some new shelving options to maximize the number of materials that can be housed. These will inform the final bid documents.

Mary Alice Grobins shared that we are working on getting monthly tours of the site scheduled for the Trustees. Since it is dark in the early evening and two Board members work, there may be some options to have tours scheduled on holidays or during school breaks. She further shared that she appreciates Valdez Construction allowing for these tours.

Mary Alice Grobins shared that public works construction meetings are tricky and too many speaking for the owners can cause issues. She encouraged Trustees to ask Jeanne Williams questions and share concerns with her to bring to the meetings. There was discussion that, if more than two Trustees will attend, the meeting will have to be noticed.

A sign is also being created for the site fence to show the project information.

B. 2020 Budget Proposal (Appendix 2)

Mary Alice Grobins asked if there were any questions from the Board about the budget.

Tim Howland shared that he didn't have any comment but would like to meet with the Director to get a better understanding of the line items and income.

Mary Alice Grobins shared that the Board will want to discuss having a Budget Subcommittee for next year at the 2020 Retreat. This will allow Board members to get a deeper understanding of the budget.

Mary Alice Grobins reminded everyone of the discussion in the last meeting where the back-up generator was added to the One-Time Expenses in the event that project funds are not there to cover it. At this time there are funds in the project budget, including contingency funds if necessary. However, if there end up being other issues that need to be covered by the funding, the Board will have budgeted to purchase the generator if needed.

C. Logo Re-Design (Appendix 3)

Jeanne Williams walked the Trustees through the logo design options provided by Mr. Nord. In all designs, the power button was moved above the vertical bars to square up the design. Of the design options, Mr. Nord shared that Option 4 seemed to be the most visually balanced. Jeanne Williams shared that she was in agreement with Mr. Nord about Option 4. Darcy Resetar shared that she liked Option 4. Jeanne Williams shared that she also thought Option 4 was the most balanced. Mary Alice Grobins pointed out that this logo would be on the new library signage. The Trustees decided to wait on a final vote on the new logo until Mindy Coslor was back in November to allow her to weigh in on the options.

D. Small Works Roster Resolution

The document was not available due to some questions that were being handled by an MRSC consultant who had been on medical leave. Tabled to a later date.

9. New Business

A. Election of Officers (Appendix 4)

Mary Alice Grobins shared that the discussion will be whether or not the Board will want to commit to an automatic rotation schedule for officers versus a nominating process.

Jeanne Williams shared that a rotation schedule among other library Boards was relatively rare and those that did have a rotation had issues at times because the person up for leadership may not be able to take on the role.

In the example shared with the Board, the rotation was set up in a way that allowed for the Vice Chair and Chair positions to be held by the Trustees in their fourth and fifth years of service. This would allow Trustees to gain experience prior to leading the Board. The advantage to a rotation would be to share leadership and workload across the Board. It is also predictable unless a Trustee steps down. The disadvantage to a rotation could be that the

requirement could limit the number of candidates who may not be interested in leadership. Also, life changes could make leadership a challenge.

A nominating process could include an Nominating Committee who could poll Trustees about interest in leadership and make recommendations rather than having a blind nominating process.

Tim Howland shared that making leadership mandatory could be problematic because of the projects that each Trustee work on and mandatory change would be disruptive. He shared that the nomination process would allow those interested and able to lead to do so.

Lynn Torset shared that he is glad to have been part of the work to get the library district established.

Darcy Resetar stated that she would like to stay with a nominating process. She shared that some people have a passion for leadership and she would like those who have that passion to have the ability to lead.

Mary Alice Grobins shared that she has not liked the awkwardness of the blind nominating process and appreciated the possible option of having a committee to give Trustees a forum for sharing interest and planning for the future. Mary Alice Grobins shared that some are not comfortable sharing that they want to lead, but the committee could make this a more comfortable situation.

Tim Howland shared that knowing you are required to do something 4 years in the future would be very hard to plan for.

Mary Alice Grobins shared that, after the first of the year, a nominating committee could be created for the upcoming elections.

B. Sub-Committee Reports

Darcy Resetar shared that the ad was in the newspaper for the Trustee vacancy. She said to watch for an email coming out that could be forwarded to anyone Trustees feel would be interested.

Mary Alice Grobins shared that Jeanne Williams would need to check with the county to see if the timing of getting a recommendation in late February or early March would work with their schedule. The schedule last year was such that Trustee interviews took place in January.

Mary Alice Grobins shared that Tim Howland and Mindy Coslor are on the subcommittee for the Director evaluation. Mindy Coslor was on the committee last year and could guide the process with Catherine McHugh and needs to be started as soon as possible.

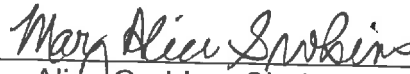
10. Adjournment 7:55pm

Motion to adjourn.

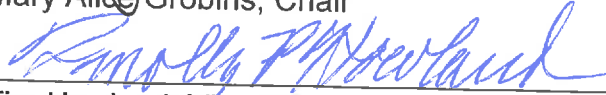
Motion 1: Tim Howland

Motion 2: Darcy Resetar

Unanimous



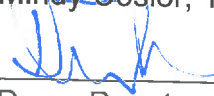
Mary Alice Grobins, Chair



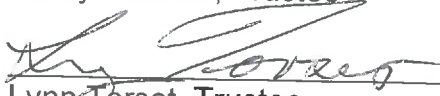
Tim Howland, Vice Chair

~~

Mindy Costor, Trustee~~



Darcy Resetar, Trustee



Lynn Torset, Trustee



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

MEMO TO: District Board & City Council
FROM: Eron Berg & Jeanne Williams
RE: Library project update
DATE: October 17, 2019

STATUS OF PROJECT:

SITE: Valdez is on-site, completing preparations for the slab on grade pour (which was scheduled for October 17, but delayed due to weather). Once the slab on grade pour is complete, the contractor will move into framing.

DESIGN: SHKS has prepared several proposal requests for added scope to the project at this time including, the addition of folding doors, switching grass for turf, the addition of a generator, relocating the lace leaf maple from Ball Street to State Street, changing some interior light fixtures, adding two electric car charging stations, and building a small fence around the outdoor play area. We have received responses to four change order proposals and are awaiting responses for the others. As the project advances, project change orders and contract amendments will be listed on a separate page of this memo.

SCHEDULE: Change Order 1 which added scope as discussed above also added ten working days. Substantial completion is now scheduled for July 27, 2020.

FIXTURES, FURNITURE & EQUIPMENT: SHKS is continuing to work on the FF&E bid package which will primarily be handled by the District directly. The Library Director has been exploring shelving options that will allow more of the shelving to be mobile. This will also make the shelves slightly taller to allow patrons better access to materials on the bottom shelves (spurred by patron and staff concerns). Library Director is also exploring products that would save space in the large DVD section and make the materials more easily browsable. Finally, products that will make provide better access to magazines and newspapers are being demonstrated for use in the new library. With regard to technology and audio-visual equipment, time has been spent updating IT/AV equipment based on changes in technology since original estimates were worked on.

STATUS OF BUDGET: Change Order 1 was executed to accept change order proposals for the added scope (generator, electric vehicle charging infrastructure, changing materials from copper to PEX for underground water supply and some additional data conduit). This cost is within the project's unallocated funds that were intended for this purpose (thanks again to the legislature). The project remains within the established budget.

PENDING ISSUES: None for Council/Board action.

RECOMMENDED ACTION: None requested.

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

| <u>DATE</u> | <u>CONTRACTOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------|----------------------------------|--|---------------------------|
| 6-4-2018 | Widener & Assoc. | Environmental Consulting | According to Fee Schedule |
| 6-14-2018 | Skagit Surveyors | Survey work on site | \$ 11,565.00 ¹ |
| 6-21-2018 | Geotest, Inc. | Geotechnical Consulting | According to Fee Schedule |
| 9-24-2018 | Environmental Abatement Services | Asbestos abatement | \$ 7,491.93 |
| 10-5-2018 | PSE | Utility extension/relocation | \$ 10,462.45 |
| 10-9-2019 | SHKS Architects | Amendment to agreement (add property) | \$ 18,953.00 |
| 10-30-2018 | Lisser & Associates | Survey work on site | \$ 7,500.00 ² |
| 11-28-2018 | PSE | Street lighting (Schedule 53) | \$ 2,475.64 |
| 12-7-2018 | SRV Construction | Pre-load site | \$117,424.13 ³ |
| 1-30-2019 | PFM Financial | Professional assistance related to debt | According to Fee Schedule |
| 3-5-2019 | SHKS Architects | Amendment to agreement (staff entrance) | \$ 1,500.00 |
| 3-5-2019 | SHKS Architects | Amendment to agreement (add alternate) | \$ 68,032.00 ⁴ |
| 3-7-2019 | SRV Construction | Change Order 1 (quantities for pre-load) | \$ 42,988.76 |
| 4-15-2019 | SHKS Architects | Amendment to agreement (misc.) | \$ 11,800.00 |
| 5-6-2019 | Geotest, Inc. | Construction special inspection | \$ 15,612.00 ⁵ |
| 6-17-2019 | Skagit PUD #1 | Developer's Agreement | No cost |
| 6-17-2019 | Skagit PUD #1 | Project authorization for water service | \$ 32,215.00 ⁶ |
| 6-24-2019 | Valdez Construction | Construction contract | \$5,243,940 ⁷ |
| 7-11-2019 | Roger Howard Consulting | Project management/support | \$ 35,000.00 ⁸ |
| 7-31-2019 | Keithly Barber Associates | Commissioning | \$ 80,402.00 |
| 10-4-2019 | SHKS Architects | Additional scope items | \$ 45,115.00 |

¹ Not to Exceed

² Not to Exceed

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

⁴ Not to Exceed

⁵ Time and materials, not to exceed

⁶ Estimated, final based on actual costs

PROJECT CHANGE ORDER LOG

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

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

Appendix 2

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

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

| <i>Operational Expenditures</i> | | | |
|---|--|--------------------|----------------|
| Personnel Expense | | \$755,780 | 70.46% |
| Utilities | | \$12,000 | 1.12% |
| Rent | | \$12,000 | 1.12% |
| Software and Licensing | | \$87,115 | 8.12% |
| Computers and Networking | | \$2,000 | 0.19% |
| Library Equipment | | \$2,000 | 0.19% |
| General and Administration Expenses | | \$79,710 | 7.43% |
| Bookmobile | | \$7,000 | 0.65% |
| Budget Contingency Fund | | \$30,000 | 2.80% |
| Library Materials Ongoing | | \$85,000 | 7.92% |
| Total Estimated Operational Expenditures | | \$1,072,805 | 100.00% |
| Total Estimated Receipts Less Total Estimated Operational Expenditures | | \$39,037 | |
| <i>Estimated Use of New Library Commitment Funds</i> | | | |
| Furniture, Fixtures and Fixtures | | \$540,000 | |
| Opening Day Collection | | \$50,000 | |
| IT Design | | \$3,000 | |
| Moving Costs | | \$20,000 | |
| FF&E Design | | \$25,000 | |
| IT/AV Acquisition | | \$160,000 | |
| Total Estimated Use of New Library Commitment Funds | | \$798,000 | |
| Total Estimated New Library Commitment Balance | | \$377,000 | |
| <i>Estimated Use of Unallocated Funds</i> | | | |
| Library Vehicle | | \$30,000 | |
| Generator for New Library | | \$103,000 | |
| Generator Replacement (bookmobile) | | \$15,000 | |
| Total Use of Unallocated Cash | | \$148,000 | |
| Total Expenditures | | \$2,018,805 | |
| Total Estimated Unallocated Cash Balance | | \$2,068,037 | |

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

Central Skagit Library District 2020 DRAFT Budget Proposal

2020 Personnel Expenses

| Full Year NO COLA | Hourly | Hrs /month | Yearly | PERS | Payroll Tax Exp | Health | Total |
|--|---------|------------|--------------|-------------|-----------------|--------------|-----------|
| Director | \$44.24 | 173 | \$92,012.12 | \$11,832.76 | \$7,178.96 | \$23,950.00 | \$134,972 |
| Library Associate (Full time) | \$14.00 | 173 | \$29,064.00 | \$3,737.63 | \$2,269.59 | \$10,536.00 | \$45,605 |
| Library Associate (Circulation and Technology) | \$17.00 | 173 | \$35,292.00 | \$4,538.65 | \$2,752.78 | \$9,821.00 | \$52,404 |
| Circulation Manager | \$21.44 | 173 | \$44,591.77 | \$5,734.50 | \$3,476.16 | \$23,950.00 | \$77,754 |
| Library Page | \$12.50 | 32 | \$4,800.00 | \$0.00 | \$374.40 | \$0.00 | \$5,174 |
| Library Page | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Library Associate (Youth Services Specialist) | \$19.54 | 173 | \$40,565.04 | \$5,216.66 | \$3,164.07 | \$25,948.00 | \$74,884 |
| Librarian (Cataloging) | \$24.07 | 173 | \$49,959.32 | \$6,426.05 | \$3,897.61 | \$10,536.00 | \$70,829 |
| Library Associate | \$16.00 | 104 | \$18,720.00 | \$2,407.39 | \$1,460.16 | \$10,536.00 | \$33,124 |
| Library Associate | \$16.00 | 96 | \$17,280.00 | \$2,222.21 | \$1,347.84 | \$10,536.00 | \$31,386 |
| Library Associate | \$15.00 | 56 | \$10,800.00 | \$0.00 | \$789.24 | \$0.00 | \$10,866 |
| Bookmobile Specialist | \$15.50 | 20 | \$3,720.00 | \$0.00 | \$290.16 | \$0.00 | \$4,010 |
| Library Associate (NEW) Days | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Library Associate (NEW) Evenings | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Librarian (MLIS) | \$30.00 | 173 | \$62,280.00 | \$8,009.21 | \$4,857.84 | \$10,536.00 | \$85,683 |
| Library Associate (Young Adult Services) | \$16.00 | 173 | \$33,216.00 | \$4,271.58 | \$2,690.85 | \$10,536.00 | \$50,614 |
| Unemployment Insurance | | | | | | | \$3,500 |
| Training and Travel Expense | | | | | | | \$12,000 |
| Labor and Industries Worker's Compensation | | | | | | | \$4,000 |
| Total Staffing 2020 | | | \$473,846.25 | \$42,115.76 | \$36,960.01 | \$146,885.00 | \$731,588 |

3% COLA/Salary Comp Adjustment

| Full Year | Hourly | Hourly | Hrs /month | Yearly | PERS | Payroll Tax Exp | Health | Total |
|--|---------|---------|------------|--------------|-------------|-----------------|--------------|-----------|
| Director | \$45.57 | \$44.24 | 173 | \$94,772.49 | \$12,187.74 | \$7,392.25 | \$23,950.00 | \$138,302 |
| Library Associate (Full time) | \$14.68 | \$14.25 | 173 | \$30,470.49 | \$3,918.51 | \$2,752.78 | \$10,536.00 | \$47,678 |
| Library Associate (Circulation and Technology) | \$18.03 | \$17.50 | 173 | \$37,419.90 | \$4,812.20 | \$2,919.75 | \$9,821.00 | \$54,972 |
| Circulation Manager | \$22.88 | \$21.44 | 173 | \$45,844.72 | \$5,895.63 | \$3,575.89 | \$23,950.00 | \$79,266 |
| Library Page | \$12.88 | \$12.50 | 32 | \$4,944.00 | \$0.00 | \$385.63 | \$0.00 | \$5,330 |
| Library Page | \$14.42 | \$14.00 | 64 | \$11,074.56 | \$0.00 | \$863.82 | \$0.00 | \$11,938 |
| Library Associate (Youth Services Specialist) | \$20.60 | \$20.00 | 173 | \$42,765.60 | \$5,499.66 | \$3,335.72 | \$25,948.00 | \$77,549 |
| Librarian (Cataloging) | \$24.79 | \$24.07 | 173 | \$51,468.40 | \$6,618.84 | \$4,014.54 | \$10,536.00 | \$72,638 |
| Library Associate | \$15.97 | \$15.50 | 104 | \$19,924.32 | \$2,562.27 | \$1,554.10 | \$10,536.00 | \$34,577 |
| Library Associate | \$15.97 | \$15.50 | 96 | \$18,391.68 | \$2,365.17 | \$1,434.55 | \$10,536.00 | \$32,727 |
| Library Associate | \$15.97 | \$15.50 | 56 | \$10,728.48 | \$0.00 | \$836.82 | \$0.00 | \$11,565 |
| Bookmobile Specialist | \$16.48 | \$16.00 | 20 | \$3,955.20 | \$0.00 | \$308.51 | \$0.00 | \$4,264 |
| Library Associate (NEW) Days | \$14.68 | \$14.25 | 64 | \$11,272.32 | \$0.00 | \$898.56 | \$0.00 | \$12,419 |
| Library Associate (NEW) | \$14.68 | \$14.25 | 64 | \$11,272.32 | \$0.00 | \$879.24 | \$0.00 | \$12,390 |
| Librarian I/IT Professional | \$30.00 | \$30.00 | 173 | \$62,280.00 | \$8,009.21 | \$4,857.84 | \$10,536.00 | \$85,683 |
| Library Associate (Young Adult Services) | \$17.51 | \$17.00 | 173 | \$36,350.76 | \$4,674.71 | \$2,835.36 | \$10,536.00 | \$54,397 |
| Unemployment Insurance | | | | | | | | \$3,605 |
| Training and Travel Expense | | | | | | | | \$12,360 |
| Labor and Industries Worker's Compensation | | | | | | | | \$4,120 |
| Total Staffing 2020 | | | | \$492,936.24 | \$56,543.92 | \$38,844.35 | \$146,885.00 | \$755,780 |

2020 Software and Licensing Expenses TOTAL

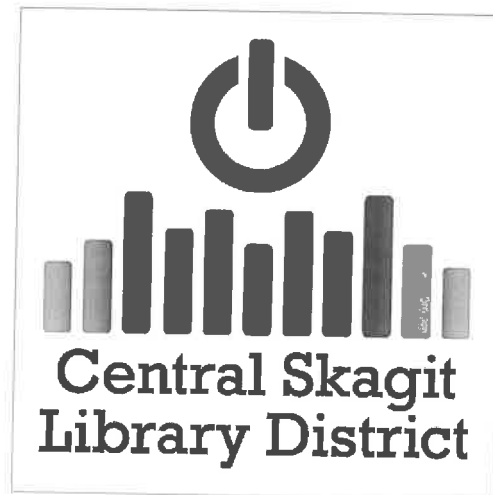
\$87,115

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

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

Appendix 3

Version 4: 11 Rectangles
Full Gradation
Weight of Objects More Consistent





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

October 14, 2019

Memo to the Board

RE: Election of Officers

In studying of the Library Boards around the state, the two common approaches to elections involve a set rotation of officers or a nomination process. The set rotation of officers is less common than the nominating process.

There are advantages and disadvantages to each scenario.

Officer Rotation

The organizing principle around this scenario is that every Trustee would serve in leadership in the most senior years of each of their terms, serving as vice chair prior to serving as chair. If this scenario is desired, a rotation schedule can be shared.

Pros:

- Every board member serves as vice chair and chair once during each 5-year term
- Allows for Trustee to gain experience on the Board prior to being an Officer
- Spreads leadership opportunities and responsibilities evenly among board
- Predictable

Cons:

- Recruitment packet would need to include the requirement
- Requirement to assume leadership positions may seem daunting and may discourage board applicants from interest in serving on the Board due to work or family responsibilities
- Good board members do not necessarily want to take on leadership responsibilities
- Automatic timing may not align with personal ability to take on extra work

Annual Open Elections

One option to having blind nominations is to create a nominating committee to poll Trustees to identify interest and willingness to serve in leadership positions.

Pros:

- Allows leadership opportunities for all Trustees
- Trustees could choose timing that works for them
- Could encourage participation by younger community members who are balancing work and family lives
- Establishes open communication about interests vs. current "lack of system"

Cons:

- Does not necessarily spread leadership workload evenly among Trustees
- Could over-burden some Trustees with leadership responsibilities if others refuse to take on leadership positions

Respectfully submitted,

Jeanne Williams
Director
Central Skagit Library District

Central Skagit Rural Partial County Library District
Budget Hearing Minutes
Sedro-Woolley City Council Chambers
October 17, 2019
6:30 p.m.


Budget Hearing Call to Order: 6:30pm

Public Comments

Phillip Murray shared that he was upset that the city would be putting a road through his property because of the new library. He shared that he and other citizens are not happy about the new library's cost. He stated that he did not agree with the loss of the Iron Skillet business or the purchase of more land to accommodate the new library. He further shared that he does not agree with the costs to have a back-up generator for the new library. The type of disasters that could come to the area would not be helped by providing a place with power.

There were no other public comments.

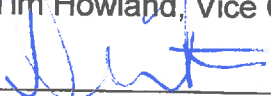
Budget Hearing Closed: 6:34pm




Mary Alice Grobins, Chair



Tim Howland, Vice Chair



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: 10/1/2019 To: 10/31/2019

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

| | |
|-----------------------------------|-----------------------|
| Beginning Cash Balance | \$587,646.95 |
| Cash Receipts | \$1,015.92 |
| Investments Interest | \$4,285.36 |
| Taxes Collected | \$309,504.48 |
| State Forest Funds | \$21,251.30 |
| Leasehold Excise Tax | \$1.99 |
| Subtotal Cash Increases | \$336,059.05 |
| Investments Purchased | -\$4,285.36 |
| Other Cash Decreases | -\$1,200.82 |
| District Accounts Payable | -\$17,352.29 |
| District Payroll | -\$40,691.12 |
| District IGT Decreases | -\$8.51 |
| Subtotal Cash Decreases | -\$63,538.10 |
| Ending Cash Balance | \$860,167.90 |
| Beginning Investments | \$2,402,111.54 |
| Investments Purchased | \$4,285.36 |
| Ending Investments | \$2,406,396.90 |
| Beginning Taxes Receivable | \$399,491.40 |
| Taxes Receivable | -\$309,782.52 |
| Ending Taxes Receivable | \$89,708.88 |

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: \$24,335.74

| VOUCHER DATE | VENDOR | INVOICE NO. | DATE | CATEGORY | AMOUNT | |
|--------------|---|-------------|---------------|----------|---------|------------|
| 10/4/2019 | PT Metcalf, LLC | | November 2019 | 10/04/19 | 5014510 | \$1,323.00 |
| | Leaf | 43759 | 09/26/19 | 5013512 | | \$322.25 |
| | Hoopla (Midwest Tape) | 98007190 | 09/30/19 | 5014930 | | \$1,357.06 |
| | Interpreting Technology | IT28829 | 09/30/19 | 5014110 | | \$1,147.71 |
| | Midwest Tape | 97981315 | 09/26/19 | 5013515 | | \$17.88 |
| | Midwest Tape | 97981316 | 09/26/19 | 5013515 | | \$32.54 |
| | Midwest Tape | 97980844 | 09/26/19 | 5013515 | | \$27.11 |
| | Midwest Tape | 97980845 | 09/26/19 | 5013515 | | \$43.99 |
| | Midwest Tape | 97980847 | 09/26/19 | 5013515 | | \$23.86 |
| | Midwest Tape | 97968623 | 09/23/19 | 5013515 | | \$30.86 |
| | Midwest Tape | 97968625 | 09/23/19 | 5013515 | | \$55.86 |
| | Midwest Tape | 97968626 | 09/23/19 | 5013515 | | \$14.90 |
| | Midwest Tape | 97968627 | 09/23/19 | 5013515 | | \$23.04 |
| | Midwest Tape | 97952222 | 09/20/19 | 5013515 | | \$10.84 |
| | Midwest Tape | 97952223 | 09/20/19 | 5013515 | | \$56.60 |
| | Midwest Tape | 97952225 | 09/20/19 | 5013515 | | \$29.80 |
| 10/4/2019 | BELLAIR 866 235 5247 360-380-8800 WA | | 09/03/19 | 5014310 | | \$41.00 |
| | EIG*POWWEB 866-5392854 MA | | 09/05/19 | 5014930 | | \$117.27 |
| | BURL PARKMOBILE APP 8028640123 VT | | 09/05/19 | 5014310 | | \$3.30 |
| | BURL PARKMOBILE APP 8028640123 VT | | 09/05/19 | 5014310 | | \$1.50 |
| | ALAMO RENT-A-CAR RENTA SOUTH BURLING VT | | 09/09/19 | 5014310 | | \$195.42 |
| | BELLAIR 866 235 5247 360-380-8800 WA | | 09/09/19 | 5014310 | | \$41.00 |
| | HOLIDAY INN BURLINGTON SOUTH BURLING VT | | 09/10/19 | 5014310 | | \$28.04 |
| | EIG*POWWEB 866-5392854 MA | | 09/16/19 | 5014930 | | \$25.99 |
| 10/11/2019 | Ingram | 42193136 | 10/01/19 | 5013515 | | \$496.79 |
| | Ingram | 42193137 | 10/01/19 | 5013515 | | \$24.39 |
| | Ingram | 42193138 | 10/01/19 | 5013515 | | \$4.90 |
| | Ingram | 42145870 | 09/27/19 | 5013515 | | \$10.39 |
| | Ingram | 42145871 | 09/27/19 | 5013515 | | \$47.27 |
| | Ingram | 42145872 | 09/27/19 | 5013515 | | \$11.66 |

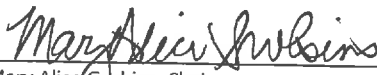
| | | | | | |
|------------|-----------------------|--------------|----------|---------|----------|
| 10/11/2019 | Midwest Tape | 98001629 | 09/30/19 | 5013515 | \$26.30 |
| | Midwest Tape | 98002131 | 09/30/19 | 5013515 | \$14.90 |
| | Midwest Tape | 98015338 | 10/02/19 | 5013515 | \$14.90 |
| | Demco | 6696551 | 10/03/19 | 5013515 | \$110.16 |
| | City of Sedro-Woolley | Metcalf | 10/01/19 | 5014700 | \$174.67 |
| | City of Sedro-Woolley | Ball | 10/01/19 | 5014700 | \$214.85 |
| | Skagit PUD | Ball | 10/02/19 | 5014700 | \$59.03 |
| | Skagit Publishing | 1949803 | 10/03/19 | 5014410 | \$380.00 |
| | Alpine Fire & Safety | 56704 | 09/24/19 | 5014930 | \$60.65 |
| | Cascade Gas | Metcalf | 10/04/19 | 5014700 | \$14.37 |
| | Cascade Gas | Ball | 10/04/19 | 5014700 | \$25.71 |
| | Skagit Law Group | 33638 | 09/30/19 | 5014110 | \$100.00 |
| 10/18/2019 | Skagit Publishing | 1949811 | 10/14/19 | 5014410 | \$96.72 |
| | FedEx Office | 143300003733 | 10/17/19 | 5014911 | \$483.15 |
| | Comcast | Metcalf | 10/02/19 | 5014212 | \$269.86 |
| | Midwest Tape | 98039029 | 10/09/19 | 5013515 | \$39.00 |
| | Midwest Tape | 98020942 | 10/04/19 | 5013515 | \$10.84 |
| | Midwest Tape | 98020943 | 10/04/19 | 5013515 | \$30.62 |
| | Midwest Tape | 98022872 | 10/07/19 | 5013515 | \$9.21 |
| | Midwest Tape | 98022873 | 10/07/19 | 5013515 | \$27.11 |
| | World Trade Press | INV670485 | 05/23/19 | 5014930 | \$700.40 |
| 10/25/2019 | Baker & Taylor | 2034853459 | 10/14/19 | 5013515 | \$36.47 |
| | Baker & Taylor | 2034853460 | 10/14/19 | 5013515 | \$15.61 |
| | Baker & Taylor | 2034853461 | 10/14/19 | 5013515 | \$47.81 |
| | Baker & Taylor | 2034853462 | 10/14/19 | 5013515 | \$47.04 |
| | Baker & Taylor | 2034853463 | 10/14/19 | 5013515 | \$19.48 |
| | Baker & Taylor | 2034853464 | 10/14/19 | 5013515 | \$14.37 |
| | Baker & Taylor | 2034860761 | 10/16/19 | 5013515 | \$138.97 |
| | Baker & Taylor | 2034860762 | 10/16/19 | 5013515 | \$55.71 |
| | Baker & Taylor | 2034860763 | 10/16/19 | 5013515 | \$3.27 |
| | Baker & Taylor | 2034860764 | 10/16/19 | 5013515 | \$18.24 |
| | Baker & Taylor | 2034860765 | 10/16/19 | 5013515 | \$66.65 |
| | Baker & Taylor | 2034860766 | 10/16/19 | 5013515 | \$17.61 |
| | Baker & Taylor | 2034860767 | 10/16/19 | 5013515 | \$73.45 |
| | Baker & Taylor | 2034860768 | 10/16/19 | 5013515 | \$63.86 |
| | Baker & Taylor | 2034860769 | 10/16/19 | 5013515 | \$5.25 |

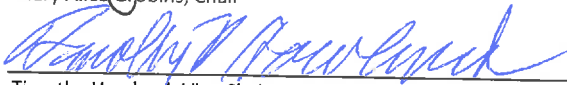
| | | | | |
|-------------------------|--------------|----------|---------|----------|
| Baker & Taylor | 2034860770 | 10/16/19 | 5013515 | \$55.35 |
| Baker & Taylor | 2034802170 | 09/19/19 | 5013515 | \$43.36 |
| Baker & Taylor | 2034802171 | 09/19/19 | 5013515 | \$98.05 |
| Baker & Taylor | 2034804212 | 09/26/19 | 5013515 | \$18.21 |
| Baker & Taylor | 2034804213 | 09/26/19 | 5013515 | \$20.51 |
| Baker & Taylor | 2034804214 | 09/26/19 | 5013515 | \$112.94 |
| Baker & Taylor | 2034807076 | 09/26/19 | 5013515 | \$206.86 |
| Baker & Taylor | 2034807077 | 09/26/19 | 5013515 | \$57.26 |
| Baker & Taylor | 2034807078 | 09/26/19 | 5013515 | \$68.75 |
| Baker & Taylor | 2034807079 | 09/26/19 | 5013515 | \$67.30 |
| Baker & Taylor | 2034807080 | 09/26/19 | 5013515 | \$96.88 |
| Baker & Taylor | 2034807081 | 09/26/19 | 5013515 | \$10.49 |
| Baker & Taylor | 2034807082 | 09/26/19 | 5013515 | \$16.98 |
| Baker & Taylor | 2034807083 | 09/26/19 | 5013515 | \$10.51 |
| Baker & Taylor | 2034825132 | 09/30/19 | 5013515 | \$218.27 |
| Baker & Taylor | 2034825133 | 09/30/19 | 5013515 | \$13.24 |
| Baker & Taylor | 2034825134 | 09/30/19 | 5013515 | \$61.05 |
| Baker & Taylor | 2034825135 | 09/30/19 | 5013515 | \$4.59 |
| Baker & Taylor | 2034825136 | 09/30/19 | 5013515 | \$61.93 |
| Baker & Taylor | 2034825137 | 09/30/19 | 5013515 | \$10.52 |
| Baker & Taylor | 2034825138 | 09/30/19 | 5013515 | \$86.55 |
| Baker & Taylor | 2034825139 | 09/30/19 | 5013515 | \$16.65 |
| Baker & Taylor | 2034810908 | 10/01/19 | 5013515 | \$59.32 |
| Baker & Taylor | 2034827086 | 10/03/19 | 5013515 | \$248.09 |
| Baker & Taylor | 2034827087 | 10/03/19 | 5013515 | \$113.93 |
| Baker & Taylor | 2034833825 | 10/04/19 | 5013515 | \$39.49 |
| Baker & Taylor | 2034828510 | 10/04/19 | 5013515 | \$83.02 |
| Baker & Taylor | 2034831108 | 10/07/19 | 5013515 | \$19.48 |
| Baker & Taylor | 2034856459 | 10/14/19 | 5013515 | \$83.41 |
| Baker & Taylor | 2034856460 | 10/14/19 | 5013515 | \$60.35 |
| Baker & Taylor | 2034853456 | 10/14/19 | 5013515 | \$145.85 |
| Baker & Taylor | 2034853457 | 10/14/19 | 5013515 | \$35.63 |
| Baker & Taylor | 2034853458 | 10/14/19 | 5013515 | \$16.99 |
| 10/25/2019 SYNCB/AMAZON | 755348933454 | 09/07/19 | 5013110 | \$3.75 |
| SYNCB/AMAZON | 465859353544 | 09/10/19 | 5013180 | \$45.53 |
| SYNCB/AMAZON | 447949779685 | 09/10/19 | 5013180 | \$88.55 |
| SYNCB/AMAZON | 656959666396 | 09/10/19 | 5013515 | \$7.10 |

| | | | | |
|--------------|--------------|----------|----------|----------|
| SYNCB/AMAZON | 463834994869 | 09/10/19 | 5013515 | \$11.96 |
| SYNCB/AMAZON | 965796839666 | 09/10/19 | 5013515 | \$99.89 |
| SYNCB/AMAZON | 943487685386 | 09/10/19 | 5013110 | \$10.84 |
| SYNCB/AMAZON | 668658587753 | 09/10/19 | 5013110 | \$35.28 |
| SYNCB/AMAZON | 995389569656 | 09/11/19 | 5013110 | \$46.04 |
| SYNCB/AMAZON | 447395788356 | 09/11/19 | 5013515 | \$6.49 |
| SYNCB/AMAZON | 975354856764 | 09/11/19 | 5013110 | \$27.11 |
| SYNCB/AMAZON | 867957385975 | 09/11/19 | 5013515 | \$45.53 |
| SYNCB/AMAZON | 737399669344 | 09/12/19 | 5013515 | \$31.76 |
| SYNCB/AMAZON | 884584575446 | 09/12/19 | 5013110 | \$111.64 |
| SYNCB/AMAZON | 464978879433 | 09/12/19 | 5013515 | \$35.70 |
| SYNCB/AMAZON | 876393648884 | 09/12/19 | 5013110 | \$130.17 |
| SYNCB/AMAZON | 894484557656 | 09/13/19 | 5013110 | \$92.64 |
| SYNCB/AMAZON | 697453784467 | 09/14/19 | 5013180 | \$25.79 |
| SYNCB/AMAZON | 558646896368 | 09/17/19 | 5013515 | \$33.48 |
| SYNCB/AMAZON | 464459368937 | 09/17/19 | 5013110 | \$53.70 |
| SYNCB/AMAZON | 776398958439 | 09/17/19 | 5013515 | \$6.50 |
| SYNCB/AMAZON | 599438796658 | 09/17/19 | 5013515 | \$8.35 |
| SYNCB/AMAZON | 445854657383 | 09/17/19 | 5013515 | \$8.54 |
| SYNCB/AMAZON | 874969635968 | 09/17/19 | 5013515 | \$19.13 |
| SYNCB/AMAZON | 435368689987 | 09/17/19 | 5013110 | \$37.96 |
| SYNCB/AMAZON | 464898696786 | 09/17/19 | 5013515 | \$17.88 |
| SYNCB/AMAZON | 443455743568 | 09/17/19 | 5013515 | \$175.70 |
| SYNCB/AMAZON | 856798535593 | 09/17/19 | 5013110 | \$183.47 |
| SYNCB/AMAZON | 436578596883 | 09/17/19 | 5013515 | \$13.35 |
| SYNCB/AMAZON | 944543733454 | 09/17/19 | 5013110 | \$13.01 |
| SYNCB/AMAZON | 456367944667 | 09/18/19 | 5013515 | \$13.71 |
| SYNCB/AMAZON | 764689456694 | 09/19/19 | 5013110 | \$31.41 |
| SYNCB/AMAZON | 558469693795 | 09/20/19 | 5013515 | \$6.50 |
| SYNCB/AMAZON | 433639557434 | 09/20/19 | 5013515 | \$13.13 |
| SYNCB/AMAZON | 538649768766 | 09/20/19 | 5013515 | \$15.86 |
| SYNCB/AMAZON | 457497845499 | 09/21/19 | 5013515 | \$16.30 |
| SYNCB/AMAZON | 889867734446 | 09/22/19 | 5013515 | \$29.30 |
| SYNCB/AMAZON | 783574654864 | 09/22/19 | 5013515 | \$59.68 |
| SYNCB/AMAZON | 839756959383 | 09/23/19 | 51013110 | \$134.40 |
| SYNCB/AMAZON | 775849578363 | 09/25/19 | 5013180 | \$50.85 |
| SYNCB/AMAZON | 437476357759 | 09/26/19 | 5013515 | \$24.02 |

| | | | | |
|-------------------------------|--------------|-----------|---------|------------|
| SYNCB/AMAZON | 438673947563 | 09/26/19 | 5013515 | \$7.02 |
| SYNCB/AMAZON | 433577789357 | 09/26/19 | 5013515 | \$8.07 |
| SYNCB/AMAZON | 734338545993 | 09/26/19 | 5013512 | \$184.42 |
| SYNCB/AMAZON | 467649453658 | 09/27/19 | 5013515 | \$59.87 |
| SYNCB/AMAZON | 453845947378 | 09/27/19 | 5013515 | \$16.35 |
| SYNCB/AMAZON | 435977499575 | 09/27/19 | 5013180 | \$27.08 |
| SYNCB/AMAZON | 439688438634 | 09/28/19 | 5013180 | \$97.82 |
| SYNCB/AMAZON | 464458594986 | 09/28/19 | 5013515 | \$149.88 |
| SYNCB/AMAZON | 766484333799 | 09/30/19 | 5013515 | \$8.67 |
| SYNCB/AMAZON | 755977545433 | 09/30/19 | 5013515 | \$7.58 |
| SYNCB/AMAZON | 458894436698 | 10/02/19 | 5013180 | \$31.64 |
| SYNCB/AMAZON | 666438885573 | 10/04/19 | 5013110 | \$28.02 |
| SYNCB/AMAZON | 438575777769 | 10/07/19 | 5013110 | \$6.48 |
| SYNCB/AMAZON | 984653779566 | 10/08/19 | 5013515 | \$10.81 |
| SYNCB/AMAZON | 444466496387 | 10/08/19 | 5013515 | \$14.05 |
| SYNCB/AMAZON | 683868639493 | 10/08/19 | 5013110 | \$28.10 |
| SYNCB/AMAZON | 465888655493 | 10/08/19 | 5013515 | \$34.23 |
| SYNCB/AMAZON | 458789954578 | 10/08/19 | 5013180 | \$88.03 |
| SYNCB/AMAZON | 434499748733 | 10/08/19 | 5013180 | \$19.51 |
| SYNCB/AMAZON | 846449868496 | 10/8/2019 | 5013515 | \$6.48 |
| SYNCB/AMAZON | 464767845887 | 10/08/19 | 5013515 | \$9.49 |
| SYNCB/AMAZON | 766566864866 | 10/08/19 | 5013110 | \$11.94 |
| SYNCB/AMAZON | 666555364449 | 10/08/19 | 5013515 | \$11.60 |
| SYNCB/AMAZON | 968685888458 | 10/08/19 | 5013110 | \$17.95 |
| SYNCB/AMAZON | 884975855947 | 10/09/19 | 5013515 | \$17.53 |
| SYNCB/AMAZON | 746677366598 | 10/09/19 | 5013515 | \$7.26 |
| SYNCB/AMAZON | 537357577344 | 10/09/19 | 5013515 | \$13.57 |
| SYNCB/AMAZON | 895675394867 | 10/09/19 | 5013515 | \$16.21 |
| 10/25/2019 Puget Sound Energy | Metcalf | 10/21/19 | 5014700 | \$73.34 |
| Puget Sound Energy | Ball | 10/21/19 | 5014700 | \$288.48 |
| Ingram | 42422055 | 10/20/19 | 5013515 | \$144.25 |
| Ingram | 42418632 | 10/18/19 | 5013515 | \$1,857.05 |
| Interpreting Technology | IT29156 | 10/23/19 | 5013511 | \$4,159.82 |
| Esmael Lopez Ce Atl Tona | 20191499DDm | 10/21/19 | 5013180 | \$600.00 |
| Ebsco | 1000102374-1 | 05/30/19 | 5014930 | \$587.50 |

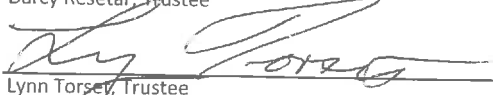
| | | | | | |
|------------|-------------------------|------------|----------|---------|----------|
| 10/25/2019 | Sandra Davila | | 10/21/19 | 5014310 | \$270.28 |
| | Deborah Moskowitz | Oct. 2019 | 10/18/19 | 5013180 | \$180.41 |
| | Interpreting Technology | IT 29017 | 10/15/19 | 5014110 | \$71.94 |
| | Verizon Wireless | 9839702923 | 10/09/19 | 5014212 | \$79.38 |
| | Zoobean | 5848 | 10/21/19 | 5014930 | \$945.00 |
| | Comcast Business | 5014212 | 10/14/19 | 5014212 | \$344.82 |
| | Employment Publishing | ZP05-41006 | 10/06/19 | 5014410 | \$499.00 |
| | Ingram | 42332859 | 10/11/19 | 5013515 | \$8.82 |
| | Ingram | 42332860 | 10/11/19 | 5013515 | \$54.18 |
| | Ingram | 42332861 | 10/11/19 | 5013515 | \$20.77 |
| | Midwest Tape | 98062628 | 10/14/19 | 5013515 | \$35.77 |
| | Midwest Tape | 98063446 | 10/14/19 | 5013515 | \$39.00 |
| | | | | | |
| | | | | | |
| | | | | | |


 Mary Alice Grobins, Chair


 Timothy Howland, Vice Chair


 Mindy Coslor, Trustee


 Darcy Resetar, Trustee


 Lynn Torset, Trustee

Recent Activities

- Continued work to prepare for the move of our patron and materials database from the in-house server to the hosted server. This will not cause a great deal of change for the staff workflow as the functionality should be the same or better. Services will be down from 6am on Saturday, November 30th through Monday, December 2nd at 10am unless we run into issues getting back up and running that morning before we open. The catalog will be down and services such as Hoopla and Washington Anytime Library will not be able to authenticate during this time. The library will be closed that Saturday.
- Continued work on final mark-ups for the shelving portion of the FF&E bidding. I'm looking at some special shelving options to work with a possible change to a browsing format for DVDs to save space and make browsing for DVDs more accessible. Up to this point we have been working on the shelving frames and basic shelving.
- Dia De Los Muertos was again a great success. Because it was a 3 hour program with many visitors coming and going and then returning, I estimate that we had approximately 250 visitors throughout the program.
- Library staff attended the city training session (Moderated Discussion on Race and Social Justice) and I found it to be a very valuable session. Staff were very appreciative of the opportunity to participate. The activities and discussions lead to deep reflection on implicit bias and how it shapes our interactions with others. The day was also important because it provided staff an opportunity to get acquainted

with city staff and do some team building with our colleagues that we may only interact with by phone or email.

- First round phone interviews are going well and I am happy to report that I have a pool of talented candidates. This will be a very hard decision. I expect to wrap up the first round by Thanksgiving with the expectation of having Skype or face-to-face interviews with the top candidates in the first week of December.

Ongoing and Upcoming Activities

- Closed for Thanksgiving and Server Migration: November 28th-December 1st.
- Final round of interviews for Head of Public Services in early December.
- Friends of the Library Book Sales: December 7th and 14th (Saturdays) from 10am to 6pm.

As of October 31, 2019

| | 2019 Projected | YTD 2019 Actual | 2019 Projected | YTD 2019 Actual | Percentage |
|------------------------------|--------------------|-----------------------|----------------|-----------------|------------|
| INCOME | | | | | |
| Tax Funds | \$856,000.00 | \$804,970.13 | | | |
| Timber Funds | \$295,000.00 | \$264,390.96 | | | |
| Leasehold Excise Tax | | \$172.70 | | | |
| Timber Excise | | \$32,889.97 | | | |
| Cash (Fees, Cards Purchased) | | \$62,036.41 | | | |
| Library Svs Contract | \$380,000.00 | \$258,217.96 | | | |
| IGT Increase | | \$104.10 | | | |
| Donations | | | | | |
| Investment Earnings | | \$45,290.81 | | | |
| | \$1,236,000 | \$1,468,073.04 | | | |

(Includes refund on construction account from SW)

ONGOING EXPENSES

| | | | | | |
|--|--|--|--------------------|------------------|---------------|
| Personnel Expense | | | \$664,701 | \$530,173 | 79.76% |
| Bookmobile | | | \$9,000 | \$1,428 | 15.86% |
| Building Costs (Lease and Utilities) | | | \$34,000 | \$29,382 | 86.42% |
| Software and Licensing 5014930 | | | \$66,750 | \$71,798 | 107.56% |
| Furniture, Fixtures, Equipment | | | \$15,000 | \$13,692 | 91.28% |
| General Expenses | | | \$78,810 | \$105,587 | 133.98% |
| Contingency Fund | | | \$30,000 | \$0 | 0.00% |
| Library Materials (5013515 Books, DVDs, Audio) | | | \$95,000 | \$75,527 | 79.50% |
| ONGOING EXPENSE TOTALS | | | \$1,042,261 | \$827,586 | 79.40% |

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 \$1,039,986 43.92%



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

MEMO TO: District Board & City Council
FROM: Eron Berg & Jeanne Williams
RE: Library project update
DATE: October 17, 2019

STATUS OF PROJECT:

SITE: Valdez is on-site, completing preparations for the slab on grade pour (which was scheduled for October 17, but delayed due to weather). Once the slab on grade pour is complete, the contractor will move into framing.

DESIGN: SHKS has prepared several proposal requests for added scope to the project at this time including, the addition of folding doors, switching grass for turf, the addition of a generator, relocating the lace leaf maple from Ball Street to State Street, changing some interior light fixtures, adding two electric car charging stations, and building a small fence around the outdoor play area. We have received responses to four change order proposals and are awaiting responses for the others. As the project advances, project change orders and contract amendments will be listed on a separate page of this memo.

SCHEDULE: Change Order 1 which added scope as discussed above also added ten working days. Substantial completion is now scheduled for July 27, 2020.

FIXTURES, FURNITURE & EQUIPMENT: SHKS is continuing to work on the FF&E bid package which will primarily be handled by the District directly. The Library Director has been exploring shelving options that will allow more of the shelving to be mobile. This will also make the shelves slightly taller to allow patrons better access to materials on the bottom shelves (spurred by patron and staff concerns). Library Director is also exploring products that would save space in the large DVD section and make the materials more easily browsable. Finally, products that will make provide better access to magazines and newspapers are being demonstrated for use in the new library. With regard to technology and audio-visual equipment, time has been spent updating IT/AV equipment based on changes in technology since original estimates were worked on.

STATUS OF BUDGET: Change Order 1 was executed to accept change order proposals for the added scope (generator, electric vehicle charging infrastructure, changing materials from copper to PEX for underground water supply and some additional data conduit). This cost is within the project's unallocated funds that were intended for this purpose (thanks again to the legislature). The project remains within the established budget.

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

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

¹ Not to Exceed

² Not to Exceed

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

⁴ Not to Exceed

⁵ Time and materials, not to exceed

⁶ Estimated, final based on actual costs

PROJECT CHANGE ORDER LOG

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

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



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

**Resolution No. 2019-4
RCW 84.55.120**

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2020; and,

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

WHEREAS, the population of the district is more than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$12,017, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and annexations that have occurred and refunds made.

Adopted this 21st day of November, 2019.

Mary Alice Jenkins
[Signature]
Mehna Mornuq Cosby

[Signature]



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

**Resolution No. 2019-5
2020 Budget Expenditures**

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2020; and,

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

WHEREAS, expenditures in 2020 will include both operational expenditures and capital expenditures for the New Library;

BE IT RESOLVED, by the governing body of the taxing district, that the Central Skagit Rural Partial County Library District adopts the 2020 Budget with total expenditures equaling \$ 2,043,363.

Adopted this 21st day of November, 2019.

Margaret Sisk
[Signature]
Melinda McManis-Cook

[Signature]
[Signature]



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

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

Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 21, 2019, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2020 at a cost of \$10,989.39. It is further resolved that payment for services will be by Intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted this 21st day of November, 2019.

Mary Alice Swoboda
[Signature]
Melinda McCormick Casler

[Signature]
[Signature]

Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Jeanne Williams,
(Name)

Director, for Central Skagit Rural Part. Co. Library, do hereby certify to
(Title) (District Name)

the Skagit County County legislative authority that the Board of Trustees
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2020 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 10/17/19 :
(Date of Public Hearing)

Regular Levy: 883,659
(State the total dollar amount to be levied)

Excess Levy: _____
(State the total dollar amount to be levied)

Refund Levy: _____
(State the total dollar amount to be levied)

Signature: Jeanne Williams

Date: 11/21/19

2020 BUDGET/LEVY REQUEST FORM

DISTRICT NAME: Central Skagit Rural Part. Co. Library

To: Board of County Commissioners
Skagit County, Washington

I, Jeanne Williams, Secretary of Central Skagit Rural Part. Co. Library, of said county, do hereby certify that at a public meeting of the Board of Commissioners of said District, duly held on the 21st day of November 2019, it was estimated that the following amount of money would be required for the purposes shown for the fiscal year beginning January 1, 2020.

POPULATION:

Less than 10,000

Greater than 10,000

TAXING/ASSESSMENT DISTRICTS

EXPENSE FUND

Operating Budget (The amount expected to be SPENT to run the District in 2020)

\$ 2,043,363

Expense Fund Levy (What is expected to be COLLECTED in property taxes)

\$ 883,659

BOND FUND

Bond Levy

\$ _____

SCHOOL DISTRICTS

Operating Budget

\$ _____

M&O Levy

\$ _____

Bond Principal and Interest Payments

\$ _____

Bond Fund Tax Levy

\$ _____

Capital Projects Fund Technology Levy

\$ _____

IMPORTANT: If the request line for a levy is blank, no tax will be levied.

You are hereby authorized to levy a sufficient amount of tax on the property situated in the above-named District to produce the amount shown above, as Expense Fund Levy, Reserve Fund Levy, and Bond Levy.

Dated this 21st day of November, 2019.

Jeanne Williams
Secretary for Central Skagit Rural Part. Co. Library

Any changes to this form must be made **IN WRITING** and forwarded to the Skagit County Assessor's Office and the Skagit County Auditor's Office.

**PRELIMINARY ASSESSED VALUE
FOR COMPUTATION OF PROPERTY
LEVY FOR DISTRICTS WITH
POPULATION MORE THAN 10,000
2019 LEVY FOR 2020 TAXES**

TAXING DISTRICT: Central Skagit Library District

| | |
|--|-------------------------------|
| Tax Base for Regular Levy | |
| 1. Preliminary total district taxable value (excluding boats, timber assessed value and senior citizen exemptions from regular levy). Tax base for regular levy: | \$2,325,127,580 |
| 2. 2018 State Assessed Utility value: | \$79,719,467 |
| Preliminary Total Tax Base for Regular Levy | <u>\$2,404,847,047</u> |
| Tax Base for Excess and Voted Bond Levies | |
| 3. Less assessed value of the senior citizen/disability exempt property: | \$0 |
| 4. Plus Timber Assessed Value (TAV): | \$0 |
| 5. Tax Base for Excess and Voted Bond Levies (1+2-3+4): | <u>\$2,404,847,047</u> |

**PRELIMINARY
LEVY LIMIT CALCULATION
2019 LEVY FOR 2020 TAXES**

| | | |
|----|---|-------------------------|
| A. | Highest regular tax which could have been lawfully levied beginning with the 1985 levy. Year: 2018 \$863,012 X 101% = \$871,642 (Actual levy taken: \$861,932 Banked \$1079) | |
| B. | Current year's assessed value of new construction and improvements in original district before the annexation occurred times last years levy rate. A.V. \$30,882,300 X 0.3891126348 / \$1,000 = \$12,017 | |
| C. | Current year's assessed value of state assessed property in original district if annexed, less last years value of state assessed property. The remainder to be multiplied by last year's regular levy rate. \$ _____ - \$ _____ = \$ _____ Current Yr. A.V. Previous Yr. A.V. Remainder \$ _____ X \$ _____ / \$1,000 = Remainder Last Years Levy Rate | |
| D. | Refund Levy (Amount levied that was not collected in prior tax year) | \$ - |
| E. | Regular Property Tax Limit: A+B+C +D= | <u>\$883,659</u> |

**PRELIMINARY LEVY RATE
COMPUTATION**

| | |
|--|------------------|
| Regular Levy | |
| Type of Taxing District: Partial County Rural Library Dist | |
| Statutory maximum dollar rate for taxing district: | \$0.5000 |
| The dollar amount of the certified levy divided by the assessed value \$883,659 / \$2,404,847,047 = 0.36745 * | |
| For Regular Rate, enter the lesser of the statutory maximum dollar rate or the certified levy rate: | \$0.36745 |
| <i>*Not to exceed the Statutory Maximum rate shown above!</i> | |

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

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

| | | | | |
|---|--|--------------------|----------------|--|
| Operational Expenditures | | | | |
| Personnel Expense | | \$755,780 | 70.46% | |
| Utilities | | \$12,000 | 1.12% | |
| Rent | | \$12,000 | 1.12% | |
| Software and Licensing | | \$87,115 | 8.12% | |
| Computers and Networking | | \$2,000 | 0.19% | |
| Library Equipment | | \$2,000 | 0.19% | |
| General and Administration Expenses | | \$79,710 | 7.43% | |
| Bookmobile | | \$7,000 | 0.65% | |
| Budget Contingency Fund | | \$30,000 | 2.80% | |
| Library Materials Ongoing | | \$85,000 | 7.92% | |
| Total Estimated Operational Expenditures | | \$1,072,605 | 100.00% | |
| Total Estimated Receipts Less Total Estimated Operational Expenditures | | \$39,037 | | |
| Estimated Use of New Library Commitment Funds | | | | |
| Furniture, Fixtures and Fixtures | | \$540,000 | | |
| Opening Day Collection | | \$50,000 | | |
| IT Design | | \$3,000 | | |
| Moving Costs | | \$20,000 | | |
| FF&E Design | | \$25,000 | | |
| IT/AV Acquisition | | \$160,000 | | |
| Total Estimated Use of New Library Commitment Funds | | \$798,000 | | |
| Total Estimated New Library Commitment Balance | | \$377,000 | | |
| Estimated Use of Unallocated Funds | | | | |
| Library Vehicle | | \$30,000 | | |
| Generator for New Library | | \$103,000 | | |
| Generator Replacement (bookmobile) | | \$15,000 | | |
| Total Use of Unallocated Cash | | \$148,000 | | |
| Total Expenditures | | \$2,018,605 | | |
| Total Estimated Unallocated Cash Balance | | \$2,068,037 | | |

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

2020 Personnel Expenses

| Full Year NO COLA | Hourly | Hrs /month | Yearly | PERS | Payroll Tax Exp | Health | Total |
|--|---------|------------|---------------------|--------------------|--------------------|---------------------|------------------|
| Director | \$44.24 | 173 | \$92,012.12 | \$11,832.76 | \$7,176.95 | \$23,950.00 | \$134,972 |
| Library Associate (Full time) | \$14.00 | 173 | \$29,064.00 | \$3,737.63 | \$2,266.99 | \$10,536.00 | \$45,605 |
| Library Associate (Circulation and Technology) | \$17.00 | 173 | \$35,292.00 | \$4,538.55 | \$2,752.78 | \$9,821.00 | \$52,404 |
| Circulation Manager | \$21.44 | 173 | \$44,591.77 | \$5,734.50 | \$3,478.16 | \$23,950.00 | \$77,754 |
| Library Page | \$12.50 | 32 | \$4,800.00 | \$0.00 | \$374.40 | \$0.00 | \$5,174 |
| Library Page | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Library Associate (Youth Services Specialist) | \$19.54 | 173 | \$40,565.04 | \$5,216.66 | \$3,164.07 | \$25,948.00 | \$74,894 |
| Librarian (Cataloging) | \$24.07 | 173 | \$49,969.32 | \$6,426.05 | \$3,897.61 | \$10,536.00 | \$70,829 |
| Library Associate | \$15.00 | 104 | \$18,720.00 | \$2,407.39 | \$1,460.16 | \$10,536.00 | \$33,124 |
| Library Associate | \$15.00 | 96 | \$17,280.00 | \$2,222.21 | \$1,347.84 | \$10,536.00 | \$31,386 |
| Library Associate | \$15.00 | 56 | \$10,080.00 | \$0.00 | \$786.24 | \$0.00 | \$10,866 |
| Bookmobile Specialist | \$15.50 | 20 | \$3,720.00 | \$0.00 | \$290.16 | \$0.00 | \$4,010 |
| Library Associate (NEW) Days | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Library Associate (NEW) Evenings | \$14.00 | 64 | \$10,752.00 | \$0.00 | \$838.66 | \$0.00 | \$11,591 |
| Librarian (MLIS) | \$30.00 | 173 | \$62,280.00 | \$8,009.21 | \$4,857.84 | \$10,536.00 | \$85,683 |
| Library Associate (Young Adult Services) | \$16.00 | 173 | \$33,216.00 | \$4,271.58 | \$2,590.85 | \$10,536.00 | \$50,614 |
| Unemployment Insurance | | | | | | | \$3,500 |
| Training and Travel Expense | | | | | | | \$12,000 |
| Labor and Industries Worker's Compensation | | | | | | | \$4,000 |
| Total Staffing 2020 | | | \$473,846.25 | \$42,115.76 | \$36,960.01 | \$146,885.00 | \$731,588 |

3% COLA/Salary Comp Adjustment

| Full Year | Hourly | Hourly | Hrs /month | Yearly | PERS | Payroll Tax Exp | Health | Total |
|--|---------|---------|------------|---------------------|--------------------|--------------------|---------------------|------------------|
| Director | \$45.57 | \$44.24 | 173 | \$94,772.49 | \$12,187.74 | \$7,392.25 | \$23,950.00 | \$138,302 |
| Library Associate (Full time) | \$14.68 | \$14.25 | 173 | \$30,470.49 | \$3,918.51 | \$2,752.78 | \$10,536.00 | \$47,678 |
| Library Associate (Circulation and Technology) | \$18.03 | \$17.50 | 173 | \$37,419.90 | \$4,812.20 | \$2,918.75 | \$9,821.00 | \$54,972 |
| Circulation Manager | \$22.08 | \$21.44 | 173 | \$45,844.72 | \$5,895.63 | \$3,575.89 | \$23,950.00 | \$79,266 |
| Library Page | \$12.88 | \$12.50 | 32 | \$4,944.00 | | \$385.63 | \$0.00 | \$5,330 |
| Library Page | \$14.42 | \$14.00 | 64 | \$11,074.56 | | \$863.82 | \$0.00 | \$11,938 |
| Library Associate (Youth Services Specialist) | \$20.60 | \$20.00 | 173 | \$42,765.60 | \$5,499.66 | \$3,335.72 | \$25,948.00 | \$77,549 |
| Librarian (Cataloging) | \$24.79 | \$24.07 | 173 | \$51,468.40 | \$6,618.84 | \$4,014.54 | \$10,536.00 | \$72,638 |
| Library Associate | \$15.97 | \$15.50 | 104 | \$19,924.32 | \$2,562.27 | \$1,554.10 | \$10,536.00 | \$34,577 |
| Library Associate | \$15.97 | \$15.50 | 96 | \$18,391.68 | \$2,365.17 | \$1,434.55 | \$10,536.00 | \$32,727 |
| Library Associate | \$15.97 | \$15.50 | 56 | \$10,728.48 | | \$836.82 | \$0.00 | \$11,565 |
| Bookmobile Specialist | \$16.48 | \$16.00 | 20 | \$3,955.20 | | \$308.51 | \$0.00 | \$4,264 |
| Library Associate (NEW) Days | \$14.68 | \$14.25 | 64 | \$11,272.32 | \$0.00 | \$898.56 | \$0.00 | \$12,419 |
| Library Associate (NEW) Evenings | \$14.68 | \$14.25 | 64 | \$11,272.32 | | \$879.24 | \$0.00 | \$12,390 |
| Librarian I/IT Professional | \$30.00 | \$30.00 | 173 | \$62,280.00 | \$8,009.21 | \$4,857.84 | \$10,536.00 | \$85,683 |
| Library Associate (Young Adult Services) | \$17.51 | \$17.00 | 173 | \$36,350.76 | \$4,674.71 | \$2,835.36 | \$10,536.00 | \$54,397 |
| Unemployment Insurance | | | | | | | | \$3,605 |
| Training and Travel Expense | | | | | | | | \$12,360 |
| Labor and Industries Worker's Compensation | | | | | | | | \$4,120 |
| Total Staffing 2020 | | | | \$492,935.24 | \$56,543.92 | \$38,844.35 | \$146,885.00 | \$755,780 |

2020 Software and Licensing Expenses TOTAL**\$87,115**

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

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

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 OCTOBER 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 | 587,946.95 | 336,059.05 | 63,538.10- | 860,467.90 |
| Obj 118 TEMPORARY INVESTMENTS | 2,402,111.54 | 4,285.36 | | 2,406,396.90 |
| Obj 121 TAXES RECEIVABLE (NET) | 399,491.40 | | 309,782.52- | 89,708.88 |
| Typ 002 LIABILITIES & FUND EQUITY | | | | |
| Obj 213 ACCOUNTS/VOUCHERS PAYABLE | | 17,352.29 | 32,760.36- | 15,408.07- |
| Obj 231 OTHER ACCRUED LIABILITIES | 16,954.30- | 16,954.30 | 18,186.67- | 18,186.67- |
| Obj 257 DEFERRED REVENUE | 399,491.40- | 309,782.52 | | 89,708.88- |
| Obj 287 UNRESERVED FUND BALANCE | 2,856,522.63- | | | 2,856,522.63- |

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 OCTOBER 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 | 528,526.33- | | 309,506.47- | 838,032.80- | |
| Obj 330 INTERGOVERNMENTAL REVENUES | 240,684.55- | | 21,220.70- | 261,905.25- | |
| Obj 340 CHARGES FOR GOODS AND SERV | 198,305.12- | | | 198,305.12- | |
| Obj 360 MISCELLANEOUS REVENUES | 104,451.90- | | 5,331.88- | 109,783.78- | |
| Typ 005 EXPENDITURES | | | | | |
| Obj 510 SALARIES AND WAGES | 312,901.52 | 34,975.88 | | 347,877.40 | |
| Obj 520 PERSONNEL BENEFITS | 165,570.10 | 8,148.64 | | 173,718.74 | |
| Obj 530 SUPPLIES -CONSUMPTION / RE | 103,105.83 | 16,176.52 | | 119,282.35 | |
| Obj 540 SERVICES AND PASS THRU PMT | 161,408.89 | 16,592.14 | | 178,001.03 | |
| 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 | 116,581.56- | 75,893.18 | 336,059.05- | 376,747.43- | 2,265,561.00 |

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|-------------|--------------------------------|----|-------|-------|-------|---------------|---------|--------------------|--------------------|------------|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| 10 | 101519 | PA | 20226 | S | J | 92117 22 2 | 3948.06 | | | |
| 10 | 101519 | PA | 20319 | S | J | 92117 23 2 | 1857.99 | | | |
| 10 | 101519 | PA | 20418 | S | J | 92117 24 2 | 2085.73 | | | |
| 10 | 101519 | PA | 20363 | S | J | 92141 48 2 | 1553.43 | | | |
| 10 | 101519 | PA | 20417 | S | J | 92141 49 2 | 1132.50 | | | |
| 10 | 101519 | PA | 20472 | S | J | 92141 50 2 | 178.25 | | | |
| 10 | 101519 | PA | 20483 | S | J | 92141 51 2 | 1260.00 | | | |
| 10 | 101519 | PA | 20462 | S | J | 92141 52 2 | 1408.00 | | | |
| 10 | 101519 | PA | 20419 | S | J | 92141 53 2 | 416.25 | | | |
| 10 | 101519 | PA | 20448 | S | J | 92141 54 2 | 1496.00 | | | |
| 10 | 101519 | PA | 20476 | S | J | 92141 55 2 | 637.00 | | | |
| 10 | 101519 | PA | 20478 | S | J | 92141 56 2 | 200.00 | | | |
| 10 | 101519 | PA | 20480 | S | J | 92141 57 2 | 616.00 | | | |
| 10 | 103119 | PA | 20226 | S | J | 92197 21 2 | 3948.06 | | | |
| 10 | 103119 | PA | 20319 | S | J | 92197 22 2 | 1857.99 | | | |
| 10 | 103119 | PA | 20418 | S | J | 92197 23 2 | 2085.73 | | | |
| 10 | 103119 | PA | 20363 | S | J | 92278 53 2 | 1778.14 | | | |
| 10 | 103119 | PA | 20417 | S | J | 92278 54 2 | 1282.50 | | | |
| 10 | 103119 | PA | 20417 | S | J | 92278 55 2 | 146.25 | | | |
| 10 | 103119 | PA | 20420 | S | J | 92278 56 2 | 720.00 | | | |
| 10 | 103119 | PA | 20472 | S | J | 92278 57 2 | 162.75 | | | |
| 10 | 103119 | PA | 20483 | S | J | 92278 58 2 | 1333.50 | | | |
| 10 | 103119 | PA | 20462 | S | J | 92278 59 2 | 1504.00 | | | |
| 10 | 103119 | PA | 20419 | S | J | 92278 60 2 | 273.75 | | | |
| 10 | 103119 | PA | 20448 | S | J | 92278 61 2 | 1632.00 | | | |
| 10 | 103119 | PA | 20476 | S | J | 92278 62 2 | 602.00 | | | |
| 10 | 103119 | PA | 20478 | S | J | 92278 63 2 | 300.00 | | | |
| 10 | 103119 | PA | 20480 | S | J | 92278 64 2 | 560.00 | | | |
| L03 5011100 | SALARIES AND WAGES | | | | | | | | 312,901.52 | 347,877.40 |
| 10 | 101019 | PA | | S | J | 92066 80000 2 | 1297.01 | | | |
| 10 | 102519 | PA | | S | J | 92176 80000 2 | 1284.38 | | | |
| L03 5012100 | SOCIAL SECURITY | | | | | | | | 22,640.22 | 25,221.61 |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|-------------|--------------------------------|------------------------|-------|--------|-------|--------|---------|--------------------|--------------------|--|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| 10 | 101019 | PA | S J | 92066 | 80000 | 2 | 1984.34 | | | |
| 10 | 102519 | PA | S J | 92176 | 80000 | 2 | 1895.79 | | | |
| L03 5012200 | RETIREMENT | | | | | | | 35,713.52 | 39,593.65 | |
| 10 | 101019 | GL 842701 | | 84270 | | 1 2 | 8.51 | | | |
| 10 | 101019 | PA | S J | 92066 | 80000 | 2 | 242.25 | | | |
| 10 | 102519 | PA | S J | 92176 | 80000 | 2 | 243.84 | | | |
| L03 5012300 | LABOR AND INDUSTRIES | | | | | | | 3,739.05 | 4,233.65 | |
| L03 5012400 | MEDICAL | | | | | | | 100,918.27 | 100,918.27 | |
| 10 | 101019 | GL 842371 | | 84237 | | 1 2 | 1192.52 | | | |
| L03 5012900 | UNEMPLOYMENT COMPENSATION | | | | | | | 2,559.04 | 3,751.56 | |
| 10 | 100119 | AP 507184 31871ELAN FI | | 130002 | | 1 2 | 201.80 | | | |
| 10 | 102519 | GL 843921 | | 84392 | | 1 2 | 7.79 | | | |
| 10 | 102819 | AP 508372 24334AMAZON. | | 130328 | | 1 2 | 1003.91 | | | |
| L03 5013110 | OFFICE SUPPLIES | | | | | | | 10,427.59 | 11,641.09 | |
| L03 5013130 | SOFTWARE SUPPLIES | | | | | | | 651.25 | 651.25 | |
| 10 | 100119 | AP 507405 31988MALONE | | 130000 | | 2 2 | 22.85 | | | |
| 10 | 100119 | AP 507184 31871ELAN FI | | 130002 | | 1 2 | 20.00 | | | |
| 10 | 102519 | AP 508411 31066CULTURA | | 130325 | | 6 2 | 600.00 | | | |
| 10 | 102519 | AP 508446 31905DEBORAH | | 130326 | | 2 2 | 180.41 | | | |
| 10 | 102819 | AP 508372 24334AMAZON. | | 130328 | | 1 2 | 474.80 | | | |
| L03 5013180 | LIBRARY PROGRAM COSTS | | | | | | | 16,325.37 | 17,623.43 | |
| L03 5013200 | FUEL | | | | | | | 249.69 | 249.69 | |
| 10 | 102519 | AP 508653 28470INTERPR | | 130325 | | 5 2 | 4159.82 | | | |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|-------------|--------------------------------|----|---------------------|--------|-------|--------|--------|--------------------|--------------------|----------|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| L03 5013511 | LIBRARY COMPUTER EQUIP < \$50 | | | | | | | | 2,567.32 | 6,727.14 |
| 10 | 100119 | AP | 507443 31621OASYS I | 130000 | | 1 2 | 132.16 | | | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 76.47 | | | |
| 10 | 100419 | AP | 507626 30912LEAF | 130070 | | 2 2 | 322.25 | | | |
| 10 | 102819 | AP | 508372 24334AMAZON. | 130328 | | 1 2 | 184.42 | | | |
| L03 5013512 | LIBRARY EQUIPMENT < \$5000 | | | | | | | | 5,535.09 | 6,250.39 |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 1 2 | 49.18 | | | |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 2 2 | 45.11 | | | |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 3 2 | 8.94 | | | |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 4 2 | 262.04 | | | |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 5 2 | 446.25 | | | |
| 10 | 100119 | AP | 507338 11813INGRAM | 129999 | | 6 2 | 275.60 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 7 2 | 31.78 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 8 2 | 15.51 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 9 2 | 10.84 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 10 2 | 43.06 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 11 2 | 27.11 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 12 2 | 19.57 | | | |
| 10 | 100119 | AP | 507419 29687HOOPLA | 130000 | | 13 2 | 82.06 | | | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 82.59 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 5 2 | 17.88 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 6 2 | 32.54 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 7 2 | 27.11 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 8 2 | 43.99 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 9 2 | 23.86 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 10 2 | 30.86 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 11 2 | 55.86 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 12 2 | 14.90 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 13 2 | 23.04 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 14 2 | 10.84 | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 15 2 | 56.60 | | | |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident. | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance |
|---------|--------------------------------|----|---------------------|--------|-------|--------|---------|--------------------|--------------------|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | 16 | 2 | 29.80 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 1 | 2 | 496.79 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 2 | 2 | 24.39 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 3 | 2 | 4.90 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 4 | 2 | 10.39 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 5 | 2 | 47.27 | | |
| 10 | 101519 | AP | 507803 11813INGRAM | 130187 | 6 | 2 | 11.66 | | |
| 10 | 101519 | AP | 507871 29687HOOPLA | 130188 | 1 | 2 | 26.30 | | |
| 10 | 101519 | AP | 507871 29687HOOPLA | 130188 | 2 | 2 | 14.90 | | |
| 10 | 101519 | AP | 507871 29687HOOPLA | 130188 | 3 | 2 | 14.90 | | |
| 10 | 101519 | AP | 507759 10883DEMCO | 130188 | 4 | 2 | 110.16 | | |
| 10 | 101819 | AP | 508200 29687HOOPLA | 130242 | 4 | 2 | 39.00 | | |
| 10 | 101819 | AP | 508200 29687HOOPLA | 130242 | 5 | 2 | 10.84 | | |
| 10 | 101819 | AP | 508200 29687HOOPLA | 130242 | 6 | 2 | 30.62 | | |
| 10 | 101819 | AP | 508200 29687HOOPLA | 130242 | 7 | 2 | 9.21 | | |
| 10 | 101819 | AP | 508200 29687HOOPLA | 130242 | 8 | 2 | 27.11 | | |
| 10 | 102519 | AP | 508517 11813INGRAM | 130325 | 3 | 2 | 144.25 | | |
| 10 | 102519 | AP | 508517 11813INGRAM | 130325 | 4 | 2 | 1857.05 | | |
| 10 | 102519 | AP | 508517 11813INGRAM | 130326 | 7 | 2 | 8.82 | | |
| 10 | 102519 | AP | 508517 11813INGRAM | 130326 | 8 | 2 | 54.18 | | |
| 10 | 102519 | AP | 508517 11813INGRAM | 130326 | 9 | 2 | 20.77 | | |
| 10 | 102519 | AP | 508589 29687HOOPLA | 130326 | 10 | 2 | 35.77 | | |
| 10 | 102519 | AP | 508589 29687HOOPLA | 130326 | 11 | 2 | 39.00 | | |
| 10 | 102519 | GL | 8433921 | 84392 | 1 | 2 | 0.51 | | |
| 10 | 102819 | AP | 508372 24334AMAZON. | 130328 | 1 | 2 | 1098.53 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 1 | 2 | 43.36 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 2 | 2 | 98.05 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 3 | 2 | 18.21 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 4 | 2 | 20.51 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 5 | 2 | 112.94 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 6 | 2 | 206.86 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 7 | 2 | 57.26 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 8 | 2 | 68.75 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 9 | 2 | 67.30 | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 10 | 2 | 96.88 | | |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|---------|--------------------------------|----|---------------------|--------|-------|--------|--------|--------------------|--------------------|--|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 11 | 2 | 10.49 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 12 | 2 | 16.98 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 13 | 2 | 10.51 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 14 | 2 | 218.27 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 15 | 2 | 13.24 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 16 | 2 | 61.05 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 17 | 2 | 4.59 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 18 | 2 | 61.93 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 19 | 2 | 10.52 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 20 | 2 | 86.55 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 21 | 2 | 16.65 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 22 | 2 | 59.32 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 23 | 2 | 248.09 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 24 | 2 | 113.93 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 25 | 2 | 39.49 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 26 | 2 | 83.02 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 27 | 2 | 19.48 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 28 | 2 | 83.41 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 29 | 2 | 60.35 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 30 | 2 | 145.85 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 31 | 2 | 35.63 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 32 | 2 | 16.99 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 33 | 2 | 36.47 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 34 | 2 | 15.61 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 35 | 2 | 47.81 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 36 | 2 | 47.04 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 37 | 2 | 19.48 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 38 | 2 | 14.37 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 39 | 2 | 138.97 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 40 | 2 | 55.71 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 41 | 2 | 3.27 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 42 | 2 | 18.24 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 43 | 2 | 66.65 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 44 | 2 | 17.61 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | 45 | 2 | 73.45 | | | |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|-------------|--------------------------------|----|---------------------|--------|-------|--------|---------|--------------------|--------------------|-----------|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | | 46 2 | 63.86 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | | 47 2 | 5.25 | | | |
| 10 | 102819 | AP | 508386 B9381BAKER & | 130331 | | 48 2 | 55.35 | | | |
| L03 5013515 | LIBRARY BOOKS < \$5,000 | | | | | | | | 67,349.52 | 76,139.36 |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 11.00 | | | |
| 10 | 100419 | AP | 507642 28470INTERPR | 130070 | | 4 2 | 1147.71 | | | |
| 10 | 101519 | AP | 507948 22672SKAGIT | 130188 | | 12 2 | 100.00 | | | |
| 10 | 102519 | AP | 508653 28470INTERPR | 130326 | | 3 2 | 71.94 | | | |
| L03 5014110 | PROFESSIONAL SERVICES | | | | | | | | 15,870.27 | 17,200.92 |
| L03 5014120 | ACCOUNTING SERVICES | | | | | | | | 3,654.62 | 3,654.62 |
| L03 5014187 | JANITORIAL | | | | | | | | 4,017.75 | 4,017.75 |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 256.93 | | | |
| L03 5014210 | TELEPHONE | | | | | | | | 1,590.14 | 1,847.07 |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 29.59 | | | |
| 10 | 101819 | AP | 508086 22610COMCAST | 130242 | | 3 2 | 269.86 | | | |
| 10 | 102519 | AP | 508733 26072VERIZON | 130326 | | 4 2 | 79.38 | | | |
| 10 | 102519 | AP | 508429 22610COMCAST | 130326 | | 6 2 | 344.82 | | | |
| L03 5014212 | TELEPHONE INTERNET | | | | | | | | 7,223.60 | 7,947.25 |
| L03 5014220 | POSTAGE | | | | | | | | 653.05 | 653.05 |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 466.60 | | | |
| 10 | 100419 | AP | 507655 25459US BANK | 130069 | | 1 2 | 310.26 | | | |
| 10 | 102519 | AP | 508652 30124DAVILA | 130326 | | 1 2 | 270.28 | | | |
| L03 5014310 | TRAVEL | | | | | | | | 9,364.67 | 10,411.81 |

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance | |
|-------------|--------------------------------|----|---------------------|--------|-------|--------|---------|--------------------|--------------------|--|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 52.89 | | | |
| 10 | 101519 | AP | 507951 13375SKAGIT | 130188 | | 8 2 | 380.00 | | | |
| 10 | 101819 | AP | 508278 13375SKAGIT | 130242 | | 1 2 | 96.72 | | | |
| L03 5014410 | ADVERTISING | | | | | | | 1,060.27 | 1,589.88 | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 250.00 | | | |
| 10 | 100419 | AP | 507636 31904PT METC | 130070 | | 1 2 | 1323.00 | | | |
| L03 5014510 | RENTALS | | | | | | | 17,177.28 | 18,750.28 | |
| L03 5014610 | INSURANCE | | | | | | | 843.00 | 843.00 | |
| 10 | 100119 | AP | 507479 14036PUGET S | 130000 | | 3 2 | 75.05 | | | |
| 10 | 100119 | AP | 507479 14036PUGET S | 130000 | | 4 2 | 364.41 | | | |
| 10 | 100119 | AP | 507251 22610COMCAST | 130000 | | 5 2 | 344.80 | | | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 16.62 | | | |
| 10 | 101519 | AP | 507734 13076CITY OF | 130188 | | 5 2 | 174.67 | | | |
| 10 | 101519 | AP | 507734 13076CITY OF | 130188 | | 6 2 | 214.85 | | | |
| 10 | 101519 | AP | 507908 12771PUBLIC | 130188 | | 7 2 | 59.03 | | | |
| 10 | 101519 | AP | 507721 14158CASCADE | 130188 | | 10 2 | 31.27 | | | |
| 10 | 101519 | AP | 507721 14158CASCADE | 130188 | | 11 2 | 25.71 | | | |
| 10 | 102519 | AP | 508636 14036PUGET S | 130325 | | 1 2 | 73.34 | | | |
| 10 | 102519 | AP | 508636 14036PUGET S | 130325 | | 2 2 | 288.48 | | | |
| L03 5014700 | UTILITIES | | | | | | | 10,167.96 | 11,836.19 | |
| L03 5014810 | REPAIRS AND MAINTENANCE | | | | | | | 238.75 | 238.75 | |
| L03 5014910 | MISCELLANEOUS | | | | | | | 20,084.33 | 20,084.33 | |
| 10 | 101819 | AP | 508122 29267FEDEX O | 130242 | | 2 2 | 483.15 | | | |
| L03 5014911 | PRINTING | | | | | | | 644.04 | 1,127.19 | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 840.00 | | | |

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
OCTOBER 2019

| Period | Date | ss | Ident | Batch | Sheet | Status | Amount | Opening Balance | Closing Balance |
|-------------|--------------------------------|----|---------------------|--------|-------|--------|---------|--------------------|--------------------|
| Fnd L03 | NORTH CENTRAL RURAL LIBRARY DI | | | | | | | | |
| L03 5014920 | EDUCATION/TRAINING | | | | | | | | |
| | | | | | | | | ----- | ----- |
| | | | | | | | | 2,755.88 | 3,595.88 |
| 10 | 100119 | AP | 507555 31045THE LIB | 130000 | | 6 2 | 4003.65 | | |
| 10 | 100119 | AP | 507184 31871ELAN FI | 130002 | | 1 2 | 342.26 | | |
| 10 | 100419 | AP | 507655 25459US BANK | 130069 | | 1 2 | 143.26 | | |
| 10 | 100419 | AP | 507630 29687HOOPLA | 130070 | | 3 2 | 1357.06 | | |
| 10 | 101519 | AP | 507691 10199ALPINE | 130188 | | 9 2 | 60.65 | | |
| 10 | 101819 | AP | 508110 31466WORLD T | 130242 | | 9 2 | 700.40 | | |
| 10 | 102519 | AP | 508463 24654EBSCO I | 130325 | | 7 2 | 587.50 | | |
| 10 | 102519 | AP | 508753 30497ZOOBEAN | 130326 | | 5 2 | 945.00 | | |
| L03 5014930 | DUES/SUBSCRIPTIONS/MEMBERSHI | | | | | | | | |
| | | | | | | | | ----- | ----- |
| | | | | | | | | 66,063.28 | 74,203.06 |
| L03 5016210 | BUILDINGS AND STRUCTURES | | | | | | | | |
| | | | | | | | | ----- | ----- |
| | | | | | | | | 212,400.00 | 212,400.00 |