

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
October 17, 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 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

5. Conflict of Interest
6. Communications
7. Report of the Director
8. Unfinished Business
 - A. New Library Project Update
 - B. 2020 Budget Proposal (E,N)
 - C. Logo Re-Design
 - D. Small Works Roster Resolution (D, if available)
9. New Business
 - A. Election of Officers (E,N)
 - B. Sub-Committee Reports (Information)
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 Meeting Minutes
Sedro-Woolley City Council Chambers
September 19, 2019
7:00 p.m.

1. Call to Order 7:03pm

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

Staff Present: Jeanne Williams, Director

2. Public Comments No one wished to speak

3. Approval of Agenda

Motion to approve the agenda as presented.

Motion 1: Tim Howland
Motion 2: Lynn Torset
Unanimous

4. Consent Agenda Items

Approval of the Regular Meeting Minutes from August 15, 2019
Approval of August 2019 Payroll in the amount of \$33,538.87
Approval of August 2019 Vouchers in the amount of \$39,544.21
General Ledger Report for August 2019
Balance Sheets for August 2019
4332 Items Withdrawn from Collection (as of 9/14/2019)

Motion to approve the Consent Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Tim Howland
Unanimous

5. Conflict of Interest None Reported

6. Communications None Reported

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

Jeanne Williams shared her activities since the last Board meeting, highlighting her activities at the Rotary Club meeting; Association of Rural and Small

Libraries conference; employment law training sponsored by the Municipal Research Services Center; and plans with the city of Sedro-Woolley to take part in a city-wide sensitivity and implicit bias session. Board members are invited to attend the session. Further activities include preparation to load electronic records into the library catalog. New employees that have come on board include Li Swan, MaKayla Haigh, Tasha Martin and Susan Smith. Jeanne Williams pointed out that the expense report shows the refund from the city of Sedro-Woolley on the construction fund.

Mary Alice Grobins asked about the possibility of getting in to the next ARSL conference. Jeanne Williams shared that those wishing to go would likely need to be ready to register the day the conference registration opens.

8. Unfinished Business

A. New Library Project Update

Valdez is on site and is preparing for the footings to be poured. The added scope items that were prioritized by the owner's team have been submitted to Valdez and we are now waiting for their response on the pricing of those items. There have been no schedule issues and the contractors and architects feel that the project is going well. No issues have been encountered while digging.

Tim Howland asked how the EV charging stations would work. Jeanne Williams shared that the systems would work on credit card machines and the library would only be recouping costs and not profiting from the usage.

Mary Alice Grobins stressed that the items in the additional scope are all owner-driven changes. The EV charging stations are complicated because no other libraries have these stations for us to get templates or policies from. The decision has not been made and they could always be added later since there are so many unknowns.

Mindy Coslor pointed out that it would be a public good to provide the stations.

Everything needed for the stations will be put into place, including adequate power to run the systems.

There was discussion about the type of usage these stations would get, including the idea that the library may need to charge a library vehicle.

Mindy Coslor asked about the laceleaf maple. Jeanne Williams shared that the maple is beautiful tree that serves as an anchor to the back patio of the library, but it may not work because of the siting needs for the tree to survive.

B. Bylaws Change – Second Reading (Appendix 1)

The changes were discussed at the Board Retreat and the first reading was at the August meeting.

Motion to accept the changes to the Bylaws.

Motion 1: Mindy Colsor

Motion 2: Tim Howland

Unanimous

C. 2020 Budget Proposal Draft (Appendix 2)

Jeanne Williams went over the budget proposal line by line, tying it back to the budget assumptions that were discussed in the August meeting.

Income and expenses were outlined, with the personnel salary adjustments being tied to a cost of living adjustment or a change based on salary comparison studies done in Skagit County. Current tax revenue is an estimate as levy rates payable in 2020 have not yet been released. The assumption for 2020 is also that there will be no funds from the city of Sedro-Woolley as bond payments will have begun. Now that the library district is spending funds at near the income, Jeanne Williams shared that the timber funds this year will be used for operational funds rather than holding them in reserve. Ultimately, by the end of 2020, the district will have almost \$2M in unallocated funds, which exceeds what most public entities would carry as emergency funds. Many entities consider 6 months expenses to be an adequate reserve.

Jeanne Williams furthered that next year, it would be a good idea to consider having a budget committee work with her on preparation of the 2021 budget.

Tim Howland asked if there was a way to look at a model budget for a library district similar to the CSLD, a way to look at the average expenses for a similar entity.

Jeanne Williams shared the Washington State Library provides statistics on the libraries in the state so that comparisons can be made. She furthered that libraries that serve similar service populations may have vastly different incomes to work with.

Mary Alice Grobins shared that this would be a good thing to look at on the budget committee for 2021, but, up until this point, the district's finances have focused on saving funds for the new library. She furthered that the expenses could change drastically once the new library is operational.

Mary Alice Grobins shared that the design team has asked the contractor to get bids for the generator to be installed. Mary Alice Grobins proposed

that project funds purchase the generator. If it turns out that the project contingency funds are needed elsewhere, the district could purchase the generator from the unallocated funds in the FF&E budget. Finally, if those funds are expended, the generator could be purchased from reserve funds.

9. New Business

A. Set Date for Annual Budget Hearing

The Board of Trustees agreed to hold the Budget Hearing on October 17, 2019 at 6:30pm, preceding the regular meeting.

B. Adoption of Application Packet for Trustee Recruitment (Appendix 3)

Jeanne Williams updated the Trustee Recruitment packet to reflect the new statistics; the new library footprint; and the deadline for applying. There were no suggestions for changes. The Board also shared that, since this is in place earlier than last year, the ad in the paper will be able to run earlier and longer.

C. Sub-Committee Appointments (New Trustee, Director Evaluation/Salary Comp)

Mary Alice Grobins and Darcy Resetar volunteered to work on the Trustee Recruitment sub-committee.

Mindy Coslor and Tim Howland volunteered to work on the Director Evaluation/Salary Comparison sub-committee. Tim Howland shared that, in the future, he would be interested in working on the budget committee.

D. Municipal Research Services Center Small Works Roster

Jeanne Williams shared the process for joining the Municipal Research Services Center's Small Works Roster. The Board will need to adopt a resolution to join and use the roster at a subsequent meeting to meet the deadline for submittal of December 1, 2019. The MRSC provides a template for the resolution. The advantage of joining the roster is to have the MRSC handle the noticing for the year and to have access to the vendors who have joined. Spending thresholds will still apply, but this roster assures that any public works projects, including janitorial, will be paying prevailing wage and meeting other standards required by Washington state law. Going into taking care of a new building warrants putting this in place for maintenance.

10. Other Business

Mindy Coslor shared that she will not be able to attend the October meeting.

Mary Alice Grobins went over the items in the parking lot and talked about when some of those items might need to be addressed.

Jeanne Williams shared that the district's local insurance agent has recommended that the Board consider moving to an insurer that handles municipalities and public entities due to changes going on with Enduris.

11. Adjournment 8:37pm

Motion to adjourn.

Motion 1: Tim Howland

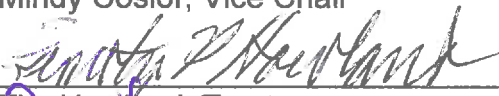
Motion 2: Mindy Coslor

Unanimous




Mary Alice Grobins, Chair


Mindy Coslor, Vice Chair



Tim Howland, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Current Parking Lot Items:

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

Central Skagit Rural Partial County Library District

Bylaws of the Board of Trustees

Article I: Identification

The name of the organization is the Central Skagit Rural Partial County Library District (hereinafter referred to as CSRPCLD) in the area of Skagit County serving the unincorporated area of Skagit County encompassing the boundaries of the Sedro-Woolley School District. Residents of Sedro-Woolley, Hamilton and Lyman may contract for services or annex to the District.

Article II: Purpose

The purpose of the CSRPCLD Board is to represent the library to people of the District as well as the governing officials, the Board of County Commissioners (hereinafter referred to as BOCC). The Board members are responsible for the overall management of the Library. By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges and hereafter guaranteed to; and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to or inherent in, municipal corporations of like character and degree.

Article III: Members and Duties of the Board

Section 1. Number and qualifications. The governing body of the library board is composed of five members as appointed by the BOCC.

Section 2. Term of office. Term of office shall be five years. No board member shall serve more than two full consecutive terms.

Section 3. Vacancies. Vacancies shall be filled for unexpired terms as soon as possible in a manner that is determined by the BOCC. Member replaced shall serve out the term of the person who she/he replaces.

Section 4. Attendance. Attendance is essential for the effective functioning of the Board. All Board members must attend at least 2/3 of the regular meetings in each calendar year. Board members must provide prior notice of anticipated absences in accordance with the Board's policy on Board member absences. If attendance requirement is not met, the Board will ask that the BOCC replace that Trustee.

Section 5. Committees. The Chairperson of the Board, with the consent of the Board,

may appoint committees, either standing or temporary, to deal with the work and issues of the board. The standing committees shall remain in place until they are disbanded by the Board. Temporary committees end automatically upon the certification that their work is completed by the Chairperson.

Section 6. Insurance. The CSRPCLD shall carry errors and omissions insurance in an amount determined by the Board to protect the Board, the Library Director, and any employees or volunteers from any liability, loss, or damage suffered by any member of the Board, the Library Director, any employees or volunteers of the Library District which arises out of their duties as Board Members or employees.

Section 7. Officers. The officers of the Board shall be Chairperson and Vice Chairperson. The officers shall be elected at the regular annual meeting which shall be at the regular scheduled meeting in the month of January in each calendar year. If there are vacancies, they shall be filled by a vote of the Board members at the next regular meeting.

The duties of the officers are as follows:

Chairperson shall preside at all meetings of the Board. The Chairperson shall, in consultation with the Library Director, establish meeting agendas; authorize special meetings; appoint committees; execute documents authorized by the Board and perform all duties associated with the office. Nothing in this description prevents other Board members from placing items on the agenda, authorizing special meetings if done by two members or voting on committee appointments. The Chairperson shall give timely notice of all board meetings as required by law and perform all other duties as required by the Board.

Vice-Chairperson shall preside, and may act, in the absence of the Chairperson.

Section 8. The Board of the District shall provide the policy and legislative direction for the District and the Library Director. The Board shall carry out all of the duties enumerated in the Revised Code of Washington 27.12.210. Further, the Board shall do all other acts necessary for the orderly and efficient management and control of the District.

Article IV: Meetings

Section 1. Meetings of the Board of Trustees are subject to Washington State's Open Public Meetings Act (RCW 42.30). Meetings will be conducted according to the provisions of this Act. Regular meetings shall be held at a time to be determined by resolution on an annual basis. The meeting location will be set by the Chairperson with consent of the Board. Special meetings may be called by the Chairperson or two members. The purpose for the special meeting will be stated when notice and time are given to the members and to the public as required by law.

Section 2. A quorum (simple majority of Board members) shall be required to conduct business. If there is no quorum, the meeting will be adjourned and the Chairperson shall set another meeting as soon as practical. Proxy votes will not be accepted to form a quorum.

Section 3. The order of business shall be determined and set by the Chairperson prior to the meeting and given to the Board prior to the meeting. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meeting.

Section 4. Members of the public are encouraged to speak at a time set aside during the meeting about issues relating to the library.

Section 5. In rare circumstances, and with pre-approval by the Chairperson, a Board member may participate in a meeting by telephone or other means of telecommunication or electronic communication. Members appearing remotely shall be counted towards the quorum required to transact business and may fully participate. A person appearing remotely shall state on the record that no other individuals are able to hear closed Executive Session discussions.

Section 6. The Director shall keep an accurate record of all proceedings and district meeting minutes to all Board members for their review prior to the next Board meeting.

Article V: Library Director

Section 1. The Board shall appoint a qualified Library Director who shall serve at the pleasure of the Board. There shall be a written position description for the Library Director.

Section 2. The Library Director shall be considered an executive officer of the Board and shall administer all district operations on behalf of the board under its review and direction, including employment and direction of all staff. The Library Director shall attend all board meetings and committee meetings as directed by the Board to report and answer questions of the Board members except where his/her performance or salary is being discussed.

Article VI. Severability

If any provision of these Bylaws, or its application to any person or circumstances is held invalid, the remainder of these Bylaws or the application of the provisions to other persons or circumstances, is not affected.

Article VII. Amendments

These bylaws may be revised or amended at any regular or special meeting of the Board with a quorum present upon approval of a majority of members present. Any proposed amendments must be presented one meeting prior to Board action.

Appendix 2

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

	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		\$860,000		
2020 Estimated Receipts Sedro-Woolley Less Bond Payment		\$0		
2020 Total Estimated Receipts		\$1,100,000		

Operational Expenditures			
Personnel Expense	\$754,987	70.57%	
Utilities	\$12,000	1.12%	
Rent	\$12,000	1.12%	
Software and Licensing	\$67,115	6.14%	
Computers and Networking	\$2,000	0.19%	
Library Equipment	\$2,000	0.19%	
General and Administration Expenses	\$77,710	7.26%	
Bookmobile	\$7,000	0.65%	
Budget Contingency Fund	\$30,000	2.80%	
Library Materials Ongoing	\$85,000	7.95%	
Total Estimated Operational Expenditures	\$1,089,812	100.00%	
Total Estimated Receipts Less Total Estimated Operational Expenditures	\$30,188		
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			
Curry Vehicle	\$30,000		
Generator Replacement (bookmobile)	\$15,000		
Total Use of Unallocated Cash	\$45,000		
Total Expenditures	\$1,812,812		
Total Estimated Unallocated Cash Balance	\$2,162,188		

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

	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Full Year NO COLA							
Director	\$44.24	173	\$92,012.12	\$11,805.16	\$7,176.95	\$23,950.00	\$134,944
Library Associate (Full time)	\$14.00	173	\$29,064.00	\$3,728.91	\$2,266.99	\$10,536.00	\$45,596
Library Associate (Circulation and Technology)	\$17.00	173	\$35,292.00	\$4,527.96	\$2,752.78	\$9,821.00	\$52,394
Circulation Manager	\$21.44	173	\$44,591.77	\$5,721.12	\$3,478.16	\$23,950.00	\$77,741
Library Page	\$12.50	32	\$4,800.00	\$0.00	\$374.40	\$0.00	\$5,174
Library Page	\$12.50	64	\$9,600.00	\$0.00	\$748.80	\$0.00	\$10,349
Library Associate (Youth Services Specialist)	\$19.54	173	\$40,565.04	\$5,204.49	\$3,164.07	\$25,948.00	\$74,882
Librarian (Cataloging)	\$24.07	173	\$49,969.32	\$6,411.06	\$3,897.61	\$10,536.00	\$70,814
Library Associate	\$15.00	104	\$18,720.00	\$2,401.78	\$1,460.16	\$10,536.00	\$33,118
Library Associate	\$15.00	96	\$17,280.00	\$2,217.02	\$1,347.84	\$10,536.00	\$31,381
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	\$7,990.52	\$4,857.84	\$10,536.00	\$85,664
Library Associate (Young Adult Services)	\$16.00	173	\$33,216.00	\$4,261.61	\$2,590.85	\$10,536.00	\$50,604
Unemployment Insurance							\$3,500
Training and Travel Expense							\$12,000
Labor and Industries Worker's Compensation							\$4,000
Total Staffing 2020			\$472,664.25	\$42,017.51	\$36,870.15	\$146,885.00	\$730,219

3% COLA/Salary Comp Adjustment

	Hourly	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
Full Year								
Director	\$45.57	\$44.24	173	\$94,772.49	\$12,159.31	\$7,392.25	\$23,950.00	\$138,274
Library Associate (Full time)	\$14.68	\$14.25	173	\$30,470.49	\$4,527.96	\$2,752.78	\$10,536.00	\$48,287
Library Associate (Circulation and Technology)	\$18.03	\$17.50	173	\$37,419.90	\$4,800.97	\$2,918.75	\$9,821.00	\$54,961
Circulation Manager	\$22.08	\$21.44	173	\$45,844.72	\$5,881.88	\$3,575.89	\$23,950.00	\$79,252
Library Page	\$12.88	\$12.50	32	\$4,944.00	\$0.00	\$385.63	\$0.00	\$5,330
Library Page	\$12.88	\$12.50	64	\$9,888.00	\$0.00	\$771.26	\$0.00	\$10,659
Library Associate (Youth Services Specialist)	\$20.60	\$20.00	173	\$42,765.60	\$5,486.83	\$3,335.72	\$25,948.00	\$77,538
Librarian (Cataloging)	\$24.79	\$24.07	173	\$51,468.40	\$6,603.40	\$4,014.54	\$10,536.00	\$72,622
Library Associate	\$15.97	\$15.50	104	\$19,924.32	\$2,556.29	\$1,554.10	\$10,536.00	\$34,571
Library Associate	\$15.97	\$15.50	96	\$18,391.68	\$2,359.65	\$1,434.55	\$10,536.00	\$32,722
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	\$3,952.00	\$0.00	\$308.51	\$0.00	\$4,261
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	\$7,990.52	\$4,857.84	\$10,536.00	\$85,664
Library Associate (Young Adult Services)	\$17.51	\$17.00	173	\$36,350.76	\$4,663.80	\$2,835.36	\$10,536.00	\$54,386
Unemployment Insurance								\$3,605
Training and Travel Expense								\$12,380
Labor and Industries Worker's Compensation								\$4,120
Total Staffing 2020				\$491,748.68	\$57,030.62	\$38,751.79	\$146,885.00	\$754,987

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	\$77,710
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	\$4,000
Telecommunications (Internet and Phone)	\$14,000

WANTED



New Board of Trustees member to help guide the Central Skagit Library District

To submit your application, visit: <https://www.surveymonkey.com/r/DX6YZNS>

Central Skagit Library District: Bringing people, information and ideas together to enrich, empower, and engage our community.



Established by ballot initiative in 2012 to provide library services to the rural areas of the Sedro-Woolley School District, the Library has seen tremendous growth and change, including a successful library partnership with the City of Sedro-Woolley.

Learn more at www.centralskagitlibrary.org.

WANTED:

- Public library advocate committed to the philosophy of tax-supported public libraries
- Supportive of the CSLD's mission, including the partnership with the City of Sedro-Woolley and the development of the New Library
- Commitment to the time necessary for meeting preparation, attendance, and service (6-8 hours per month)
- Ability and willingness to participate in Board initiatives by giving presentations and attending community and civic functions
- Political acumen

Experience in civic involvement, business, management, education, law and/or experience as a member of a Friends group, library foundation or library board desired.

Central Skagit Library District has served over 65,000 patrons since the beginning of 2019. During that time, the Library has checked out more than 90,000 books, DVDs, audiobooks and magazine and hosted over 5000 computer sessions.



The Central Skagit Library District is primarily funded through property tax; timber trust funds from the Department of Natural Resources; and payment from the City of Sedro-Woolley for library services. The library receives approximately \$1.3 M to provide library services.

The Board's Purpose is to:

- **Guide the development and provision of library services to District residents**
- **Fulfill its legal authority to be good stewards of the public funds entrusted to the District**
- **Advocate for our library and libraries in general**

Strategic Focus

Overarching Focus: Integrate ourselves into the community with relevant library services.

A. Facilities: Ensure our facilities enable the Central Skagit Library District to provide appropriate services.

B. Public Relations: Foster support and encourage use by district residents.

C. Strategic Partnerships: Expand our sphere of influence and explore how we can best serve residents.

D. Services: Guide development and provision of services to district residents.

The Board is a policy-level governing board and meets monthly to conduct its business, including discussing library strategies and direction, approving budgets and overseeing financial matters. Trustees serve five-year terms in non-paid volunteer positions. Appointment made by the Skagit County Board of Commissioners.

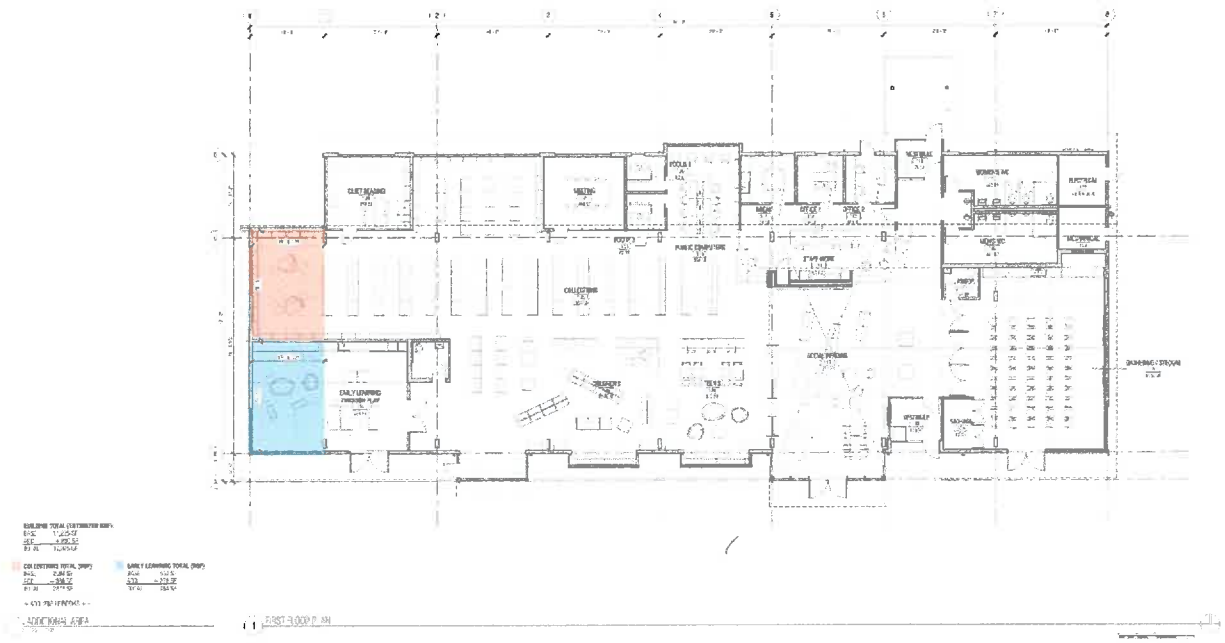
Requirements:

- **Must reside in the boundaries of the Central Skagit Library District or the City of Sedro-Woolley**
- **Must attend at least one Board meeting prior to the interview**
- **May not be an immediate family member or reside in the same household with a library employee or Trustee**
- **Must be comfortable using computers and email**

Applications due by December 1, 2019

New Library Project

- **Facility will be jointly owned by the Central Skagit Library District and the City of Sedro-Woolley**
- **Construction currently underway**
- **Construction expected to last 11 months**
- **New Library is anticipated to open in fall of 2020**



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: \$35,172.64

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
9/13/2019	Midwest Tape	97792738	08/16/19	5013515	\$71.86
	Midwest Tape	97877400	09/03/19	5013515	\$27.11
	Midwest Tape	97877401	09/03/19	5013515	\$27.11
	Midwest Tape	97854255	08/28/19	5013515	\$14.90
	Midwest Tape	97854256	08/28/19	5013515	\$27.11
	Midwest Tape	97854258	08/28/19	5013515	\$23.04
	Midwest Tape	97829129	08/26/19	5013515	\$15.72
	Midwest Tape	97844330	08/26/19	5013515	\$27.11
	Midwest Tape	97827839	08/24/19	5013515	\$58.78
	Midwest Tape	97829210	08/24/19	5013515	\$23.04
	Midwest Tape	97829211	08/24/19	5013515	\$19.23
	Midwest Tape	97829212	08/24/19	5013515	\$63.32
	Midwest Tape	97829214	08/24/19	5013515	\$18.98
9/13/2019	American Library Association		08/30/19	5014930	\$185.00
	Leaf	9784500	08/27/19	5013512	\$292.95
	Comcast	Metcalf	09/02/19	5014212	\$269.79
	Skagit PUD	Ball St	09/03/19	5014700	\$64.33
	Cascade Gas	Ball St	09/04/19	5014700	\$14.63
	City of Sedro-Woolley	Ball St	09/01/19	5014700	\$214.85
	City of Sedro-Woolley	Metcalf	09/01/19	5014700	\$174.67
	Ingram	41788010	09/05/19	5013515	\$527.06
	Ingram	41788009	09/05/19	5013515	\$280.97
	Ingram	41781095	09/05/19	5013515	\$118.84
	Midwest Tape (Hoopla)	97875417	08/31/19	5014930	\$1,408.44
	Rainbow Printing	156538	08/30/19	5013110	\$680.00
	John M. Hoyer		06/18/19	5013180	\$50.00
PT Metcalf LLC	43739	09/13/19	5014510	\$1,323.00	
9/20/2019	SYNCB/AMAZON	653895779869	09/08/19	5013110	\$148.13
	SYNCB/AMAZON	788699669684	09/07/19	5013180	\$266.88

SYNCB/AMAZON	584489696477	09/07/19	5013180	\$17.29
SYNCB/AMAZON	447585865795	09/07/19	5013515	\$29.21
SYNCB/AMAZON	479939636656	09/07/19	5013515	\$7.50
SYNCB/AMAZON	459447545696	09/07/19	5013180	\$21.62
SYNCB/AMAZON	635598644594	09/07/19	5013515	\$8.44
SYNCB/AMAZON	455763348385	09/07/19	5013515	\$6.99
SYNCB/AMAZON	463975668895	09/07/19	5013515	\$62.46
SYNCB/AMAZON	843375338474	09/07/19	5013515	\$37.93
SYNCB/AMAZON	679385838363	09/07/19	5013515	\$27.46
SYNCB/AMAZON	758473939989	09/07/19	5013515	\$37.10
SYNCB/AMAZON	457539448767	09/07/19	5013515	\$17.86
SYNCB/AMAZON	635997379886	09/07/19	5013515	\$29.58
SYNCB/AMAZON	446975563766	09/07/19	5013515	\$14.26
SYNCB/AMAZON	677979366668	09/07/19	5013110	\$38.80
SYNCB/AMAZON	436637439785	09/07/19	5013515	\$10.42
SYNCB/AMAZON	439956585599	09/02/19	5013110	\$35.16
SYNCB/AMAZON	563446878675	09/02/19	5013515	\$5.50
SYNCB/AMAZON	834743538874	09/02/19	5013515	\$8.24
SYNCB/AMAZON	889896636643	09/02/19	5013515	\$47.72
SYNCB/AMAZON	438649459398	09/02/19	5013515	\$6.28
SYNCB/AMAZON	449996876376	09/01/19	5013515	\$13.27
SYNCB/AMAZON	858953536835	08/30/19	5013515	\$16.28
SYNCB/AMAZON	437895884697	08/29/19	5013110	\$35.76
SYNCB/AMAZON	458476758387	08/28/19	5013180	\$37.90
SYNCB/AMAZON	676647576769	08/28/19	5013110	\$33.46
SYNCB/AMAZON	469958478589	08/28/19	5013515	\$86.81
SYNCB/AMAZON	465347544453	08/28/19	5013515	\$32.46
SYNCB/AMAZON	736688795357	08/28/19	5013110	\$45.42
SYNCB/AMAZON	654366695467	08/28/19	5013180	\$100.04
SYNCB/AMAZON	465439474555	08/28/19	5013110	\$8.42
SYNCB/AMAZON	448565885443	08/28/19	5013512	\$177.52
SYNCB/AMAZON	986544379534	08/28/19	5013110	\$11.07
SYNCB/AMAZON	439885764963	08/27/19	5013515	\$67.30
SYNCB/AMAZON	439555969686	08/27/19	5013180	\$45.18
SYNCB/AMAZON	789679576835	08/27/19	5013515	\$39.73
SYNCB/AMAZON	459539765746	08/27/19	5013110	\$62.90

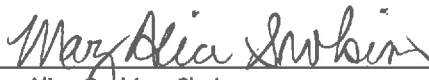
SYNCB/AMAZON	756656653459	08/27/19	5013515	\$30.16
SYNCB/AMAZON	736567998558	08/27/19	5013180	\$16.26
SYNCB/AMAZON	676394687957	08/26/19	5013512	\$43.36
SYNCB/AMAZON	735883965369	08/26/19	5013110	\$33.40
SYNCB/AMAZON	464838496775	08/26/19	5013515	\$7.25
SYNCB/AMAZON	439886857449	08/26/19	5013180	\$10.84
SYNCB/AMAZON	446578994884	08/22/19	5013515	\$14.99
SYNCB/AMAZON	438444373474	08/21/19	5013515	\$11.19
SYNCB/AMAZON	794337935545	08/21/19	5013515	\$8.24
SYNCB/AMAZON	763878647379	08/20/19	5013110	\$65.07
SYNCB/AMAZON	676966439369	08/20/19	5013515	\$41.46
SYNCB/AMAZON	456866633597	08/19/19	5013515	\$20.85
SYNCB/AMAZON	467973946776	08/19/19	5013515	\$25.63
SYNCB/AMAZON	458459934687	08/18/19	5013180	\$100.00
SYNCB/AMAZON	466435775389	08/18/19	5013515	\$6.62
SYNCB/AMAZON	894464673348	08/17/19	5013515	\$44.79
SYNCB/AMAZON	484654574695	08/17/19	5013110	\$82.22
SYNCB/AMAZON	447338365545	08/17/19	5013515	\$28.59
SYNCB/AMAZON	447893849449	08/17/19	5013515	\$13.67
SYNCB/AMAZON	459975534433	08/16/19	5013110	\$23.88
SYNCB/AMAZON	783498593887	08/16/19	5013110	\$36.87
SYNCB/AMAZON	437678345744	08/15/19	5013515	\$66.11
SYNCB/AMAZON	984889866586	08/14/19	5013110	\$109.54
SYNCB/AMAZON	439559636833	08/13/19	5013515	\$73.92
SYNCB/AMAZON	534774484574	08/13/19	5013515	\$182.21
SYNCB/AMAZON	455869477648	08/12/19	5013110	\$27.11
SYNCB/AMAZON	783945573935	08/12/19	5013515	\$42.04
SYNCB/AMAZON	456353635394	08/12/19	5013110	\$74.32
SYNCB/AMAZON	895645883934	08/09/19	5013515	\$14.30
SYNCB/AMAZON	434863796844	08/05/19	5013515	\$76.91
9/20/2019 Baker & Taylor	2034726261	08/13/19	5013515	\$23.64
Baker & Taylor	2034739506	08/20/19	5013515	\$145.84
Baker & Taylor	2034739507	08/20/19	5013515	\$11.16
Baker & Taylor	2034739508	08/20/19	5013515	\$5.25
Baker & Taylor	2034739509	08/20/19	5013515	\$67.17
Baker & Taylor	2034739510	08/20/19	5013515	\$91.36

Baker & Taylor	2034740709	08/21/19	5013515	\$154.62
Baker & Taylor	2034745589	08/21/19	5013515	\$193.61
Baker & Taylor	2034747568	08/26/19	5013515	\$144.56
Baker & Taylor	2034747569	08/26/19	5013515	\$52.19
Baker & Taylor	2034747570	08/26/19	5013515	\$28.72
Baker & Taylor	2034747571	08/26/19	5013515	\$34.56
Baker & Taylor	2034747572	08/26/19	5013515	\$71.66
Baker & Taylor	2034747573	08/26/19	5013515	\$22.81
Baker & Taylor	2034747574	08/26/19	5013515	\$133.17
Baker & Taylor	2034759009	08/29/19	5013515	\$171.64
Baker & Taylor	2034759010	08/29/19	5013515	\$17.57
Baker & Taylor	2034759011	08/29/19	5013515	\$16.99
Baker & Taylor	2034759012	08/29/19	5013515	\$18.23
Baker & Taylor	2034759013	08/29/19	5013515	\$36.45
Baker & Taylor	2034759014	08/29/19	5013515	\$70.77
Baker & Taylor	2034759015	08/29/19	5013515	\$61.67
Baker & Taylor	2034763233	08/30/19	5013515	\$11.36
Baker & Taylor	2034763234	08/30/19	5013515	\$17.59
Baker & Taylor	2034763235	08/30/19	5013515	\$150.50
Baker & Taylor	2034768162	09/04/19	5013515	\$159.41
Baker & Taylor	2034768163	09/04/19	5013515	\$132.53
Baker & Taylor	2034772658	09/05/19	5013515	\$160.32
Baker & Taylor	2034772659	09/05/19	5013515	\$17.61
Baker & Taylor	2034772660	09/05/19	5013515	\$36.46
Baker & Taylor	2034772661	09/05/19	5013515	\$9.83
Baker & Taylor	2034772662	09/05/19	5013515	\$17.61
Baker & Taylor	2034772663	09/05/19	5013515	\$19.48
Baker & Taylor	2034772664	09/05/19	5013515	\$36.47
Baker & Taylor	2034772665	09/05/19	5013515	\$15.28
Baker & Taylor	2034772666	09/05/19	5013515	\$35.39
Baker & Taylor	2034772667	09/05/19	5013515	\$40.23
Baker & Taylor	2034775536	09/09/19	5013515	\$83.55
Baker & Taylor	2034775537	09/09/19	5013515	\$18.61
Baker & Taylor	2034776138	09/10/19	5013515	\$17.59
Baker & Taylor	2034776139	09/10/19	5013515	\$76.52
Baker & Taylor	2034789626	09/11/19	5013515	\$22.56


	Baker & Taylor	2034782094	09/11/19	5013515	\$18.23
	Baker & Taylor	2034782095	09/11/19	5013515	\$34.59
	Baker & Taylor	2034782096	09/11/19	5013515	\$11.16
	Baker & Taylor	2034782097	09/11/19	5013515	\$16.20
	Baker & Taylor	2034782098	09/11/19	5013515	\$5.25
	Baker & Taylor	2034789365	09/16/19	5013515	\$162.21
	Baker & Taylor	2034789366	09/16/19	5013515	\$10.52
	Baker & Taylor	2034789367	09/16/19	5013515	\$7.23
	Baker & Taylor	2034789368	09/16/19	5013515	\$11.16
	Baker & Taylor	2034789369	09/16/19	5013515	\$72.94
	Baker & Taylor	2034789370	09/16/19	5013515	\$19.48
	Baker & Taylor	2034789371	09/16/19	5013515	\$51.71
	Baker & Taylor	2034789372	09/16/19	5013515	\$16.99
	Baker & Taylor	2034789373	09/16/19	5013515	\$18.23
9/20/2019	Deb Caletti		05/22/19	5013180	\$600.00
9/20/2019	Verizon	9837680852	09/09/19	5014212	\$43.01
	Skagit PUD	Metcalf	09/11/19	5014700	\$70.89
	PCM (En Pointe)	Aug-15	09/17/19	5014930	\$493.89
	Skagit Law Group	33375	08/31/19	5014110	\$150.00
	Interpreting Technology	IT28482	09/15/19	5014110	\$706.82
	WA HCA	201909Premium	08/26/19	5012400	\$10,650.97
	Ingram	41880716	09/11/19	5013515	\$43.48
	Ingram	41887845	9/11/2019	5013515	\$13.52
	Ingram	41887846	09/11/19	5013515	\$687.27
	Ingram	41887847	09/11/19	5013515	\$138.94
	Ingram	41880715	09/11/19	5013515	\$43.17
	Midwest Tape	97918200	09/12/19	5013515	\$18.98
	Midwest Tape	97918202	09/12/19	5013515	\$23.04
	Midwest Tape	97891186	09/06/19	5013515	\$31.67
	Midwest Tape	97891187	09/06/19	5013515	\$10.84
	Midwest Tape	97891189	09/06/19	5013515	\$23.08
9/20/2019	Jeanne Williams		09/20/19	5014310	\$107.91
9/20/2019	Midwest Tape	97891189	09/06/19	5013515	\$23.08
	Midwest Tape	97892000	09/06/19	5013515	\$18.76
	Midwest Tape	97892001	09/06/19	5013515	\$14.90
	Midwest Tape	97892002	09/06/19	5013515	\$18.98

	Midwest Tape	97892003	09/06/19	5013515	\$40.64
	Midwest Tape	97891066	09/07/19	5013515	\$21.41
	Midwest Tape	97891067	09/07/19	5013515	\$30.86
	Midwest Tape	97891068	09/07/19	5013515	\$21.41
	Midwest Tape	98791069	09/07/19	5013515	\$27.11
	Midwest Tape	97892830	09/07/19	5013515	\$30.86
9/26/2019	Oasys	166202	09/18/19	5013512	\$132.16
	Marissa Malone		09/26/19	5013180	\$22.85
	Puget Sound Energy	Metcalf	09/19/19	5014700	\$75.05
	Puget Sound Energy	Ball Street	09/19/19	5014700	\$364.41
	Comcast	Ball Street	09/14/19	5014700	\$344.80
	The Library Corporation	2019120056	09/17/19	5014930	\$4,003.65
	Midwest Tape	97937335	09/16/19	5013515	\$31.78
	Midwest Tape	97937336	09/16/19	5013515	\$15.51
	Midwest Tape	97937337	09/16/19	5013515	\$10.84
	Midwest Tape	97937338	09/16/19	5013515	\$43.06
	Midwest Tape	97921545	09/16/19	5013515	\$27.11
	Midwest Tape	97921546	09/16/19	5013515	\$19.57
	Midwest Tape	97921547	09/16/19	5013515	\$82.06
9/27/2019	INTERPRETING TECHNOLOG 360-41955		09/26/19	5014930	\$260.33
	FACEBK NQHR3MEW32 650-54348		09/26/19	5014410	\$23.20
	DROPBOX*7TRY7H1ZVVF1 DROPBOX.C		09/23/19	5014930	\$48.83
	SQ *RCN COMMUNICATI 877-417-4		09/23/19	5014212	\$29.59
	OVERDRIVE DIST 216573688		09/20/19	5014930	\$5.99
	BRODART SUPPLIES 570-326-2		09/20/19	5013110	\$110.14
	ADOBE *ACROPRO SUBS 800-833-6		09/16/19	5014930	\$27.11
	WSP BACKGROUND CHECKS 360-534-2		09/16/19	5014110	\$11.00
	PETSMART # 0395 BELLINGHA		09/13/19	5013180	\$20.00
	BARNES&NOBLE.COM-BN 800-843-2		09/13/19	5013515	\$82.59
	NAMETAGCOUNTRY.COM HTTPSNAMET		09/12/19	5013110	\$91.66
	FACEBK WTVY3M6W32 650-54348		09/09/19	5014410	\$25.00
	FLUENTSTREAM 720-398-6		09/09/19	5014210	\$256.93
	SUNSET PARK SELF STORA SEDRO WOO		09/09/19	5014510	\$100.00
	Nat'l Summer Learning 410-856-1		09/05/19	5014920	\$575.00
	ALASKA AI0272139652141 SEATTLE		09/05/19	5014310	\$466.60
	SEDRO WOOLLEY MINI STO 800-528-0		09/03/19	5014510	\$150.00


	FACEBK ZNAEWMN9X2 650-54348		09/03/19	5014410	\$4.69
	WASHINGTON LIBRARY ASS 206-82311		09/03/19	5014920	\$140.00
	WASHINGTON LIBRARY ASS 206-82311		09/03/19	5014920	\$125.00
	NOR*NORTHERN TOOL 800-222-5		08/29/19	5013512	\$76.47
	CNGC/SPEEDPAY 888-522-1		08/29/19	5014700	\$16.62
9/26/2019	Ingram	41974636	09/17/19	5013515	\$49.18
	Ingram	41974635	09/17/19	5013515	\$45.11
	Ingram	41974634	09/17/19	5013515	\$8.94
	Ingram	42005420	09/18/19	5013515	\$262.04
	Ingram	42005419	09/18/19	5013515	\$446.25
	Ingram	42005419	09/18/19	5013515	\$275.60



 Mary Alice Grobins, Chair




 Tim Howland, Vice Chair



 Darcy Resetar, 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: 9/1/2019 To: 9/30/2019

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$549,743.33
Cash Receipts	\$78,846.16
Investments Interest	\$4,607.39
Taxes Collected	\$22,106.42
State Forest Funds	\$6,214.75
Subtotal Cash Increases	\$111,774.72
Investments Purchased	-\$4,607.39
Other Cash Decreases	-\$60.46
District Accounts Payable	-\$30,049.26
District Payroll	-\$39,153.99
Subtotal Cash Decreases	-\$73,871.10
Ending Cash Balance	\$587,846.95
Beginning Investments	\$2,397,504.15
Investments Purchased	\$4,607.39
Ending Investments	\$2,402,111.54
Beginning Taxes Receivable	\$418,931.40
Taxes Receivable	-\$19,440.00
Ending Taxes Receivable	\$399,491.40

Grandtotals

CashReceipts	\$78,846.16
Investments Interest	\$4,607.39
Investments Redeemed	\$0.00
Other Non Revenue	\$0.00
Taxes Collected	\$22,106.42
Other Taxes	\$0.00
Correction Increases	\$0.00
Federal Forest Funds	\$0.00
DNR Payment In Lieu of Taxes	\$0.00
Sale Of Tax Title Property	\$0.00
State Apportionment	\$0.00
State Forest Funds	\$6,214.75
Timber Excise	\$0.00
Impact Fees	\$0.00
Sale Of Bonds	\$0.00
Transfers In	\$0.00
Accrued Interest Bonds	\$0.00
Leasehold Excise Tax	\$0.00
Local Real Estate Excise Tax	\$0.00
Park Impact Fees	\$0.00
Traffic Impact Fees	\$0.00
Fire Impact Fees	\$0.00
Special Assessments Principal	\$0.00
Special Assessments Interest	\$0.00
Registered Warrants Issued	\$0.00
District Journal Debits	\$0.00
District IGT Increases	\$0.00
Warrants Redeemed	\$0.00
Warrants Interest	\$0.00
Investments Purchased	-\$4,607.39
Transfers Out	\$0.00
Other Cash Decreases	-\$60.46
Correction Decreases	\$0.00
Cash To Fiscal Agent	\$0.00
Cash Disbursements	\$0.00
Refund of State DNR Funds	\$0.00
Registered Warrants Redeemed	\$0.00
Registered Warrants Interest	\$0.00
District Accounts Payable	-\$30,049.26

District Payroll	- \$39,153.99
District Journal Credits	\$0.00
District IGT Decreases	\$0.00
Warrants Issued	\$0.00
Warrants Voided	\$0.00
Bonds Redeemed Voted	\$0.00
Bonds Redeemed Non Voted	\$0.00
Bonds Interest Voted	\$0.00
Bonds Interest Non Voted	\$0.00
Accrued Interest Payable	\$0.00
Bonds Issued Voted	\$0.00
Bonds Maturing Voted	\$0.00
Bonds Issued Non Voted	\$0.00
Bonds Maturing Non Voted	\$0.00
Bonds Refunded Voted	\$0.00
Bonds Refunded Non Voted	\$0.00
Taxes Receivable	- \$19,440.00
Long Term Debt Repayment	\$0.00
Payoff Principal Interfund Loan	\$0.00
Interfund Loan Interest	\$0.00
Repayment Interfund Loan Principal	\$0.00
Interfund Loan Interest Earnings	\$0.00
Interfund Loan	\$0.00
Interfund Loan Proceeds	\$0.00
Ending Cash Balance	\$587,646.95
Ending Investments	\$2,402,111.54
Ending Taxes Receivable	\$399,491.40
Ending Warrants Outstanding Balance	\$0.00
Ending Fiscal Agent Cash Balance	\$0.00
Ending Registered Warrants Outstanding Balance	\$0.00
Ending Long Term Debt	\$0.00
Report List: -1	

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 SEPTEMBER 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	550,043.33	111,774.72	73,871.10-	587,946.95
Obj 118 TEMPORARY INVESTMENTS	2,397,504.15	4,607.39		2,402,111.54
Obj 121 TAXES RECEIVABLE (NET)	418,931.40	2,666.42	22,106.42-	399,491.40
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		30,049.26	30,049.26-	
Obj 231 OTHER ACCRUED LIABILITIES	16,133.99-	16,133.99	16,954.30-	16,954.30-
Obj 257 DEFERRED REVENUE	418,931.40-	22,106.42	2,666.42-	399,491.40-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 SEPTEMBER 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	506,419.91-		22,106.42-	528,526.33-	
Obj 330 INTERGOVERNMENTAL REVENUES	234,506.05-		6,178.50-	240,684.55-	
Obj 340 CHARGES FOR GOODS AND SERV	119,913.13-		78,391.99-	198,305.12-	
Obj 360 MISCELLANEOUS REVENUES	99,354.09-		5,097.81-	104,451.90-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	279,637.89	33,263.63		312,901.52	
Obj 520 PERSONNEL BENEFITS	148,208.46	17,361.64		165,570.10	
Obj 530 SUPPLIES -CONSUMPTION / RE	91,156.00	11,949.83		103,105.83	
Obj 540 SERVICES AND PASS THRU PMT	153,899.97	7,508.92		161,408.89	
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	74,890.86-	70,084.02	111,774.72-	116,581.56-	2,265,561.00

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091519	PA	20226	S J	91837	21 3	3948.06			
9	091519	PA	20319	S J	91837	22 3	1857.99			
9	091519	PA	20418	S J	91837	23 3	2085.73			
9	091519	PA	20363	S J	91895	61 3	1563.20			
9	091519	PA	20417	S J	91895	62 3	960.00			
9	091519	PA	20420	S J	91895	63 3	560.10			
9	091519	PA	20472	S J	91895	64 3	116.25			
9	091519	PA	20483	S J	91895	65 3	1120.00			
9	091519	PA	20462	S J	91895	66 3	1280.00			
9	091519	PA	20419	S J	91895	67 3	360.00			
9	091519	PA	20448	S J	91895	68 3	1360.00			
9	091519	PA	20476	S J	91895	69 3	450.00			
9	091519	PA	20478	S J	91895	70 3	200.00			
9	091519	PA	20480	S J	91895	71 3	448.00			
9	093019	PA	20226	S J	91980	21 3	3948.06			
9	093019	PA	20319	S J	91980	22 3	1857.99			
9	093019	PA	20418	S J	91980	23 3	2085.73			
9	093019	PA	20363	S J	92037	53 3	1719.52			
9	093019	PA	20417	S J	92037	54 3	1087.50			
9	093019	PA	20420	S J	92037	55 3	559.50			
9	093019	PA	20483	S J	92037	56 3	1260.00			
9	093019	PA	20462	S J	92037	57 3	1416.00			
9	093019	PA	20419	S J	92037	58 3	420.00			
9	093019	PA	20448	S J	92037	59 3	1496.00			
9	093019	PA	20476	S J	92037	60 3	400.00			
9	093019	PA	20476	S J	92037	61 3	154.00			
9	093019	PA	20478	S J	92037	62 3	200.00			
9	093019	PA	20480	S J	92037	63 3	350.00			
L03 5011100	SALARIES AND WAGES							279,637.89	312,901.52	
9	091019	PA		S J	91807	80000 3	1234.27			
9	092519	PA		S J	91928	80000 3	1247.70			
L03 5012100	SOCIAL SECURITY							20,158.25	22,640.22	

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091019	PA	S J	91807	80000	3	1877.15			
9	092519	PA	S J	91928	80000	3	1894.94			
L03 5012200	RETIREMENT							31,941.43	35,713.52	
9	091019	PA	S J	91807	80000	3	225.90			
9	092519	PA	S J	91928	80000	3	230.71			
L03 5012300	LABOR AND INDUSTRIES							3,282.44	3,739.05	
9	092419	AP	507150 30526WA ST H	129918		6 3	10650.97			
L03 5012400	MEDICAL							90,267.30	100,918.27	
L03 5012900	UNEMPLOYMENT COMPENSATION							2,559.04	2,559.04	
9	090319	AP	505803 31871ELAN FI	129643		1 3	112.24			
9	091619	AP	506639 30163PLASTIC	129798		12 3	680.00			
9	092319	AP	506846 24334AMAZON.	129887		1 3	871.53			
9	092519	GL	84081	84048		1 3	57.80			
L03 5013110	OFFICE SUPPLIES							8,706.02	10,427.59	
L03 5013130	SOFTWARE SUPPLIES							651.25	651.25	
9	090319	AP	505802 31871ELAN FI	129642		1 3	222.97			
9	090319	AP	505803 31871ELAN FI	129643		1 3	80.00			
9	091619	AP	506490 32213HOYTE J	129798		13 3	50.00			
9	091819	AP	506269 32215CALETTI	129857		1 3	600.00			
9	092319	AP	506846 24334AMAZON.	129887		1 3	616.01			
L03 5013180	LIBRARY PROGRAM COSTS							14,756.39	16,325.37	
L03 5013200	FUEL							249.69	249.69	
L03 5013511	LIBRARY COMPUTER EQUIP < \$50							2,567.32	2,567.32	

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091619	AP	506533 30912LEAF	129798		2 3	292.95			
9	092319	AP	506846 24334AMAZON.	129887		1 3	220.88			
L03 5013512	LIBRARY EQUIPMENT < \$5000								5,021.26	5,535.09
9	090319	AP	505911 29687HOOPLA	129641		3 3	27.11			
9	090319	AP	505911 29687HOOPLA	129641		4 3	118.15			
9	090319	AP	505911 29687HOOPLA	129641		5 3	190.05			
9	090319	AP	505911 29687HOOPLA	129641		6 3	14.90			
9	090319	AP	505911 29687HOOPLA	129641		7 3	10.84			
9	090319	AP	505911 29687HOOPLA	129641		8 3	49.12			
9	090319	AP	505911 29687HOOPLA	129641		9 3	27.11			
9	090319	AP	505911 29687HOOPLA	129641		10 3	27.11			
9	090319	AP	505911 29687HOOPLA	129641		11 3	21.41			
9	090319	AP	505911 29687HOOPLA	129641		12 3	81.12			
9	090319	AP	505911 29687HOOPLA	129641		13 3	28.18			
9	090319	AP	505911 29687HOOPLA	129641		14 3	50.39			
9	090319	AP	505875 11813INGRAM	129641		15 3	18.94			
9	090319	AP	505875 11813INGRAM	129641		16 3	375.49			
9	090319	AP	505803 31871ELAN FI	129643		1 3	70.60			
9	091619	AP	506470 11813INGRAM	129798		8 3	527.06			
9	091619	AP	506470 11813INGRAM	129798		9 3	280.97			
9	091619	AP	506470 11813INGRAM	129798		10 3	118.84			
9	091619	AP	506583 29687HOOPLA	129800		1 3	71.86			
9	091619	AP	506583 29687HOOPLA	129800		2 3	27.11			
9	091619	AP	506583 29687HOOPLA	129800		3 3	27.11			
9	091619	AP	506583 29687HOOPLA	129800		4 3	14.90			
9	091619	AP	506583 29687HOOPLA	129800		5 3	27.11			
9	091619	AP	506583 29687HOOPLA	129800		6 3	23.04			
9	091619	AP	506583 29687HOOPLA	129800		7 3	15.72			
9	091619	AP	506583 29687HOOPLA	129800		8 3	27.11			
9	091619	AP	506583 29687HOOPLA	129800		9 3	58.78			
9	091619	AP	506583 29687HOOPLA	129800		10 3	23.04			
9	091619	AP	506583 29687HOOPLA	129800		11 3	19.23			
9	091619	AP	506583 29687HOOPLA	129800		12 3	62.32			

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
9	091619	AP	506583 29687HOOPLA	129800	13	3	18.98		
9	092019	AP	506861 B9381BAKER &	129886	1	3	23.64		
9	092019	AP	506861 B9381BAKER &	129886	2	3	145.84		
9	092019	AP	506861 B9381BAKER &	129886	3	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	4	3	5.25		
9	092019	AP	506861 B9381BAKER &	129886	5	3	67.17		
9	092019	AP	506861 B9381BAKER &	129886	6	3	91.36		
9	092019	AP	506861 B9381BAKER &	129886	7	3	154.62		
9	092019	AP	506861 B9381BAKER &	129886	8	3	193.61		
9	092019	AP	506861 B9381BAKER &	129886	9	3	144.56		
9	092019	AP	506861 B9381BAKER &	129886	10	3	52.19		
9	092019	AP	506861 B9381BAKER &	129886	11	3	28.72		
9	092019	AP	506861 B9381BAKER &	129886	12	3	34.56		
9	092019	AP	506861 B9381BAKER &	129886	13	3	71.66		
9	092019	AP	506861 B9381BAKER &	129886	14	3	22.81		
9	092019	AP	506861 B9381BAKER &	129886	15	3	133.17		
9	092019	AP	506861 B9381BAKER &	129886	16	3	171.64		
9	092019	AP	506861 B9381BAKER &	129886	17	3	17.57		
9	092019	AP	506861 B9381BAKER &	129886	18	3	16.99		
9	092019	AP	506861 B9381BAKER &	129886	19	3	18.23		
9	092019	AP	506861 B9381BAKER &	129886	20	3	36.45		
9	092019	AP	506861 B9381BAKER &	129886	21	3	70.77		
9	092019	AP	506861 B9381BAKER &	129886	22	3	61.67		
9	092019	AP	506861 B9381BAKER &	129886	23	3	11.36		
9	092019	AP	506861 B9381BAKER &	129886	24	3	17.59		
9	092019	AP	506861 B9381BAKER &	129886	25	3	150.50		
9	092019	AP	506861 B9381BAKER &	129886	26	3	159.41		
9	092019	AP	506861 B9381BAKER &	129886	27	3	132.53		
9	092019	AP	506861 B9381BAKER &	129886	28	3	160.32		
9	092019	AP	506861 B9381BAKER &	129886	29	3	17.61		
9	092019	AP	506861 B9381BAKER &	129886	30	3	36.46		
9	092019	AP	506861 B9381BAKER &	129886	31	3	9.83		
9	092019	AP	506861 B9381BAKER &	129886	32	3	17.61		
9	092019	AP	506861 B9381BAKER &	129886	33	3	19.48		
9	092019	AP	506861 B9381BAKER &	129886	34	3	36.47		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
9	092019	AP	506861 B9381BAKER &	129886	35	3	15.28		
9	092019	AP	506861 B9381BAKER &	129886	36	3	35.39		
9	092019	AP	506861 B9381BAKER &	129886	37	3	40.23		
9	092019	AP	506861 B9381BAKER &	129886	38	3	83.55		
9	092019	AP	506861 B9381BAKER &	129886	39	3	18.61		
9	092019	AP	506861 B9381BAKER &	129886	40	3	17.59		
9	092019	AP	506861 B9381BAKER &	129886	41	3	76.52		
9	092019	AP	506861 B9381BAKER &	129886	42	3	22.56		
9	092019	AP	506861 B9381BAKER &	129886	43	3	18.23		
9	092019	AP	506861 B9381BAKER &	129886	44	3	34.59		
9	092019	AP	506861 B9381BAKER &	129886	45	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	46	3	16.20		
9	092019	AP	506861 B9381BAKER &	129886	47	3	5.25		
9	092019	AP	506861 B9381BAKER &	129886	48	3	162.21		
9	092019	AP	506861 B9381BAKER &	129886	49	3	10.52		
9	092019	AP	506861 B9381BAKER &	129886	50	3	7.23		
9	092019	AP	506861 B9381BAKER &	129886	51	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	52	3	72.94		
9	092019	AP	506861 B9381BAKER &	129886	53	3	19.48		
9	092019	AP	506861 B9381BAKER &	129886	54	3	51.71		
9	092019	AP	506861 B9381BAKER &	129886	55	3	16.99		
9	092019	AP	506861 B9381BAKER &	129886	56	3	18.23		
9	092319	AP	506846 24334AMAZON.	129887	1	3	1321.73		
9	092319	AP	507017 29687HOOPLA	129889	1	3	23.08		
9	092319	AP	507017 29687HOOPLA	129889	2	3	18.76		
9	092319	AP	507017 29687HOOPLA	129889	3	3	14.90		
9	092319	AP	507017 29687HOOPLA	129889	4	3	18.98		
9	092319	AP	507017 29687HOOPLA	129889	5	3	40.64		
9	092319	AP	507017 29687HOOPLA	129889	6	3	21.41		
9	092319	AP	507017 29687HOOPLA	129889	7	3	30.86		
9	092319	AP	507017 29687HOOPLA	129889	8	3	21.41		
9	092319	AP	507017 29687HOOPLA	129889	9	3	27.11		
9	092319	AP	507017 29687HOOPLA	129889	10	3	30.86		
9	092419	AP	506948 11813INGRAM	129918	7	3	43.48		
9	092419	AP	506948 11813INGRAM	129918	8	3	13.52		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	092419	AP	506948 11813INGRAM	129918		9 3	687.27			
9	092419	AP	506948 11813INGRAM	129918		10 3	138.94			
9	092419	AP	506948 11813INGRAM	129918		11 3	43.17			
9	092419	AP	507017 29687HOOPLA	129918		12 3	18.98			
9	092419	AP	507017 29687HOOPLA	129918		13 3	23.04			
9	092419	AP	507017 29687HOOPLA	129918		14 3	31.67			
9	092419	AP	507017 29687HOOPLA	129918		15 3	10.84			
9	092519	GL	84081	84048		1 3	1.33			
9	092519	GL	84081	84048		1 3	1.33			
L03 5013515	LIBRARY BOOKS < \$5,000								59,204.07	67,349.52
9	090319	AP	505802 31871ELAN FI	129642		1 3	558.29			
9	092419	AP	507104 22672SKAGIT	129918		4 3	150.00			
9	092419	AP	507086 28470INTERPR	129918		5 3	706.82			
L03 5014110	PROFESSIONAL SERVICES								14,455.16	15,870.27
L03 5014120	ACCOUNTING SERVICES								3,654.62	3,654.62
L03 5014187	JANITORIAL								4,017.75	4,017.75
L03 5014210	TELEPHONE								1,590.14	1,590.14
9	090319	AP	505802 31871ELAN FI	129642		1 3	342.28			
9	091619	AP	506365 22610COMCAST	129798		3 3	269.79			
9	092419	AP	507143 26072VERIZON	129918		1 3	43.01			
L03 5014212	TELEPHONE INTERNET								6,568.52	7,223.60
9	090319	AP	505803 31871ELAN FI	129643		1 3	287.23			
L03 5014220	POSTAGE								365.82	653.05
9	090319	AP	505803 31871ELAN FI	129643		1 3	23.66			

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI						
9	092319	AP	506958 29489WILLIAM	129888		1 3	107.91		
L03 5014310			TRAVEL					9,233.10	9,364.67
9	090319	AP	505802 31871ELAN FI	129642		1 3	27.31		
L03 5014410			ADVERTISING					1,032.96	1,060.27
9	090319	AP	505802 31871ELAN FI	129642		1 3	250.00		
9	091619	AP	506645 31904PT METC	129798		14 3	1323.00		
L03 5014510			RENTALS					15,604.28	17,177.28
L03 5014610			INSURANCE					843.00	843.00
9	090319	AP	505941 14036PUGET S	129641		1 3	476.76		
9	090319	AP	505941 14036PUGET S	129641		2 3	88.98		
9	091619	AP	506648 12771PUBLIC	129798		4 3	64.33		
9	091619	AP	506343 14158CASCADE	129798		5 3	14.63		
9	091619	AP	506360 13076CITY OF	129798		6 3	214.85		
9	091619	AP	506360 13076CITY OF	129798		7 3	174.67		
9	092419	AP	507062 12771PUBLIC	129918		2 3	70.89		
L03 5014700			UTILITIES					9,062.85	10,167.96
L03 5014810			REPAIRS AND MAINTENANCE					238.75	238.75
L03 5014910			MISCELLANEOUS					20,084.33	20,084.33
L03 5014911			PRINTING					644.04	644.04
9	090319	AP	505802 31871ELAN FI	129642		1 3	21.00		
L03 5014920			EDUCATION/TRAINING					2,734.88	2,755.88
9	090319	AP	505802 31871ELAN FI	129642		1 3	75.94		

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
	9	090319	AP	505803	31871	ELAN FI	129643	1	3	130.24
	9	091619	AP	506294	31705	AMERICA	129798	1	3	185.00
	9	091619	AP	506583	29687	HOOPLA	129798	11	3	1408.44
	9	092419	AP	506919	31099	EN POIN	129918	3	3	493.89
L03 5014930						DUES/SUBSCRIPTIONS/MEMBERSHI		63,769.77	66,063.28	
L03 5016210						BUILDINGS AND STRUCTURES		212,400.00	212,400.00	

Recent Activities

- 9/20/19 Deb Caletti, award-winning author, spoke at the Sedro-Woolley High School and at the library and did a book-signing. She penned *The Heart In A Body In a Soul*, which was the title in the Sedro-Woolley Reads project over the summer in partnership with the SWHS. Both were well-attended and she was a very talented speaker and shared how libraries were her refuge growing up in a “scary” household and during an abusive marriage.
- 9/22-9/24/19 Attended the Symposium on the Future, Broadband and Libraries hosted by the state library. We were introduced to new concepts for getting broadband access out to rural communities and the movers and shakers in the field. There were also sessions on advocacy for libraries as broadband anchors in communities as well as discussions of proposed policy changes at the federal level that libraries need to be aware of and ready to act on.
- 10/01/19 Met with Interpreting Technology team to talk about moving to a managed care solution for the library's computer network rather than them being support only after an issue arises. The costs involved are significantly higher than how it is being handled now and it would have to go through the quoting process to get quotes from other vendors. This would best work once we are

on the small works roster. If it is allowable, there may also be some advantage to include this at the time of bidding for IT/AV for the new library so that the first year of managed care is part of that package.

10/03/19

Began the process of moving the library automation system to hosted services, where the data will all be moved from our current server, which is well beyond end-of-life. Services will then be hosted by TLC where they will be responsible for all upgrades, patches, back-ups and security. The cut-over date is currently set for November 30th.

10/09/19

Attended the BARS update training provided by the State Auditor's Office. There will be upcoming changes in reporting where we will no longer list our funds as reserved or unreserved, but will have to categorize those funds as non-spendable, restricted, committed, assigned, and unassigned. Agencies will also have to change reporting for leases, where those will be put into a different liability schedule rather than being included under regular operational expenses. We were also told that, in the near future, any cloud computing or online subscriptions to software, web hosting, or hosted services will also have to be reported on a separate schedule.

10/14/19

Library will be closed for staff training, meetings and special projects.

Ongoing and Upcoming Activities

- Head of Public Services position announcement closes on October 26th.
- Dia De Los Muertos on Saturday, November 2nd.
- Library staff will be attending a moderated discussion on race and social justice with the city of Sedro-Woolley staff and officials on Tuesday, November 5, from 9:30am to 4:30pm. **Library Trustees are encouraged to attend if available.**

Central Skagit Library District
Expense Report

As of September 30, 2019

	2019 Projected	YTD 2019 Actual	2019 Projected	YTD 2019 Actual	Percentage
INCOME					
Tax Funds	\$856,000.00	\$495,465.65			
Timber Funds	\$295,000.00	\$243,139.66			
Leasehold Excise Tax		\$170.71			
Timber Excise		\$32,889.97			
Cash (Fees, Cards Purchased)		\$61,020.49			
Library Svs Contract	\$380,000.00	\$258,217.96			
IGT Increase		\$104.10			
Donations					
Investment Earnings		\$41,005.45			
	\$1,236,000	\$1,132,013.99			

(Includes refund on construction account from SW)

ONGOING EXPENSES

Personnel Expense			\$664,701	\$488,241	73.45%
Bookmobile			\$9,000	\$1,428	15.86%
Building Costs (Lease and Utilities)			\$34,000	\$27,209	80.03%
Software and Licensing 5014930			\$66,750	\$69,565	104.22%
Furniture, Fixtures, Equipment			\$15,000	\$9,347	62.32%
General Expenses			\$78,810	\$99,621	126.41%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$95,000	\$68,615	72.23%
ONGOING EXPENSE TOTALS			\$1,042,261	\$764,026	73.30%

ONE-TIME EXPENDITURES

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

Total Expenditures YTD

\$2,367,661 **\$976,426** **41.24%**

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
SEPTEMBER 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	550,043.33	111,774.72	73,871.10-	587,946.95
Obj 118 TEMPORARY INVESTMENTS	2,397,504.15	4,607.39		2,402,111.54
Obj 121 TAXES RECEIVABLE (NET)	418,931.40	2,666.42	22,106.42-	399,491.40
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE		30,049.26	30,049.26-	
Obj 231 OTHER ACCRUED LIABILITIES	16,133.99-	16,133.99	16,954.30-	16,954.30-
Obj 257 DEFERRED REVENUE	418,931.40-	22,106.42	2,666.42-	399,491.40-
Obj 287 UNRESERVED FUND BALANCE	2,856,522.63-			2,856,522.63-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 SEPTEMBER 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	506,419.91-		22,106.42-	528,526.33-	
Obj 330 INTERGOVERNMENTAL REVENUES	234,506.05-		6,178.50-	240,684.55-	
Obj 340 CHARGES FOR GOODS AND SERV	119,913.13-		78,391.99-	198,305.12-	
Obj 360 MISCELLANEOUS REVENUES	99,354.09-		5,097.81-	104,451.90-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	279,637.89	33,263.63		312,901.52	
Obj 520 PERSONNEL BENEFITS	148,208.46	17,361.64		165,570.10	
Obj 530 SUPPLIES -CONSUMPTION / RE	91,156.00	11,949.83		103,105.83	
Obj 540 SERVICES AND PASS THRU PMT	153,899.97	7,508.92		161,408.89	
Obj 560 CAPITAL OUTLAYS	212,400.00			212,400.00	
Obj 599 BUDGET EXPENDITURES					2,265,561.00
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Fnd L03 NORTH CENTRAL RURAL LIBRARY D	74,890.86-	70,084.02	111,774.72-	116,581.56-	2,265,561.00

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091519	PA	20226	S J	91837	21 3	3948.06			
9	091519	PA	20319	S J	91837	22 3	1857.99			
9	091519	PA	20418	S J	91837	23 3	2085.73			
9	091519	PA	20363	S J	91895	61 3	1563.20			
9	091519	PA	20417	S J	91895	62 3	960.00			
9	091519	PA	20420	S J	91895	63 3	560.10			
9	091519	PA	20472	S J	91895	64 3	116.25			
9	091519	PA	20483	S J	91895	65 3	1120.00			
9	091519	PA	20462	S J	91895	66 3	1280.00			
9	091519	PA	20419	S J	91895	67 3	360.00			
9	091519	PA	20448	S J	91895	68 3	1360.00			
9	091519	PA	20476	S J	91895	69 3	450.00			
9	091519	PA	20478	S J	91895	70 3	200.00			
9	091519	PA	20480	S J	91895	71 3	448.00			
9	093019	PA	20226	S J	91980	21 3	3948.06			
9	093019	PA	20319	S J	91980	22 3	1857.99			
9	093019	PA	20418	S J	91980	23 3	2085.73			
9	093019	PA	20363	S J	92037	53 3	1719.52			
9	093019	PA	20417	S J	92037	54 3	1087.50			
9	093019	PA	20420	S J	92037	55 3	559.50			
9	093019	PA	20483	S J	92037	56 3	1260.00			
9	093019	PA	20462	S J	92037	57 3	1416.00			
9	093019	PA	20419	S J	92037	58 3	420.00			
9	093019	PA	20448	S J	92037	59 3	1496.00			
9	093019	PA	20476	S J	92037	60 3	400.00			
9	093019	PA	20476	S J	92037	61 3	154.00			
9	093019	PA	20478	S J	92037	62 3	200.00			
9	093019	PA	20480	S J	92037	63 3	350.00			
L03 5011100	SALARIES AND WAGES								279,637.89	312,901.52
9	091019	PA		S J	91807	80000 3	1234.27			
9	092519	PA		S J	91928	80000 3	1247.70			
L03 5012100	SOCIAL SECURITY								20,158.25	22,640.22

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

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Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091019	PA	S J	91807	80000	3	1877.15			
9	092519	PA	S J	91928	80000	3	1894.94			
L03 5012200	RETIREMENT								31,941.43	35,713.52
9	091019	PA	S J	91807	80000	3	225.90			
9	092519	PA	S J	91928	80000	3	230.71			
L03 5012300	LABOR AND INDUSTRIES								3,282.44	3,739.05
9	092419	AP	507150 30526WA ST H	129918		6 3	10650.97			
L03 5012400	MEDICAL								90,267.30	100,918.27
L03 5012900	UNEMPLOYMENT COMPENSATION								2,559.04	2,559.04
9	090319	AP	505803 31871ELAN FI	129643		1 3	112.24			
9	091619	AP	506639 30163PLASTIC	129798		12 3	680.00			
9	092319	AP	506846 24334AMAZON.	129887		1 3	871.53			
9	092519	GL	84081	84048		1 3	57.80			
L03 5013110	OFFICE SUPPLIES								8,706.02	10,427.59
L03 5013130	SOFTWARE SUPPLIES								651.25	651.25
9	090319	AP	505802 31871ELAN FI	129642		1 3	222.97			
9	090319	AP	505803 31871ELAN FI	129643		1 3	80.00			
9	091619	AP	506490 32213HOYTE J	129798		13 3	50.00			
9	091819	AP	506269 32215CALETTI	129857		1 3	600.00			
9	092319	AP	506846 24334AMAZON.	129887		1 3	616.01			
L03 5013180	LIBRARY PROGRAM COSTS								14,756.39	16,325.37
L03 5013200	FUEL								249.69	249.69
L03 5013511	LIBRARY COMPUTER EQUIP < \$50								2,567.32	2,567.32

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	091619	AP	506533 30912LEAF	129798	2	3	292.95			
9	092319	AP	506846 24334AMAZON.	129887	1	3	220.88			
L03 5013512	LIBRARY EQUIPMENT < \$5000								5,021.26	5,535.09
9	090319	AP	505911 29687HOOPLA	129641	3	3	27.11			
9	090319	AP	505911 29687HOOPLA	129641	4	3	118.15			
9	090319	AP	505911 29687HOOPLA	129641	5	3	190.05			
9	090319	AP	505911 29687HOOPLA	129641	6	3	14.90			
9	090319	AP	505911 29687HOOPLA	129641	7	3	10.84			
9	090319	AP	505911 29687HOOPLA	129641	8	3	49.12			
9	090319	AP	505911 29687HOOPLA	129641	9	3	27.11			
9	090319	AP	505911 29687HOOPLA	129641	10	3	27.11			
9	090319	AP	505911 29687HOOPLA	129641	11	3	21.41			
9	090319	AP	505911 29687HOOPLA	129641	12	3	81.12			
9	090319	AP	505911 29687HOOPLA	129641	13	3	28.18			
9	090319	AP	505911 29687HOOPLA	129641	14	3	50.39			
9	090319	AP	505875 11813INGRAM	129641	15	3	18.94			
9	090319	AP	505875 11813INGRAM	129641	16	3	375.49			
9	090319	AP	505803 31871ELAN FI	129643	1	3	70.60			
9	091619	AP	506470 11813INGRAM	129798	8	3	527.06			
9	091619	AP	506470 11813INGRAM	129798	9	3	280.97			
9	091619	AP	506470 11813INGRAM	129798	10	3	118.84			
9	091619	AP	506583 29687HOOPLA	129800	1	3	71.86			
9	091619	AP	506583 29687HOOPLA	129800	2	3	27.11			
9	091619	AP	506583 29687HOOPLA	129800	3	3	27.11			
9	091619	AP	506583 29687HOOPLA	129800	4	3	14.90			
9	091619	AP	506583 29687HOOPLA	129800	5	3	27.11			
9	091619	AP	506583 29687HOOPLA	129800	6	3	23.04			
9	091619	AP	506583 29687HOOPLA	129800	7	3	15.72			
9	091619	AP	506583 29687HOOPLA	129800	8	3	27.11			
9	091619	AP	506583 29687HOOPLA	129800	9	3	58.78			
9	091619	AP	506583 29687HOOPLA	129800	10	3	23.04			
9	091619	AP	506583 29687HOOPLA	129800	11	3	19.23			
9	091619	AP	506583 29687HOOPLA	129800	12	3	62.32			

SKAGIT COUNTY JR DISTRICTS
 TRANSACTION DETAIL
 SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
9	091619	AP	506583 29687HOOPLA	129800	13	3	18.98		
9	092019	AP	506861 B9381BAKER &	129886	1	3	23.64		
9	092019	AP	506861 B9381BAKER &	129886	2	3	145.84		
9	092019	AP	506861 B9381BAKER &	129886	3	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	4	3	5.25		
9	092019	AP	506861 B9381BAKER &	129886	5	3	67.17		
9	092019	AP	506861 B9381BAKER &	129886	6	3	91.36		
9	092019	AP	506861 B9381BAKER &	129886	7	3	154.62		
9	092019	AP	506861 B9381BAKER &	129886	8	3	193.61		
9	092019	AP	506861 B9381BAKER &	129886	9	3	144.56		
9	092019	AP	506861 B9381BAKER &	129886	10	3	52.19		
9	092019	AP	506861 B9381BAKER &	129886	11	3	28.72		
9	092019	AP	506861 B9381BAKER &	129886	12	3	34.56		
9	092019	AP	506861 B9381BAKER &	129886	13	3	71.66		
9	092019	AP	506861 B9381BAKER &	129886	14	3	22.81		
9	092019	AP	506861 B9381BAKER &	129886	15	3	133.17		
9	092019	AP	506861 B9381BAKER &	129886	16	3	171.64		
9	092019	AP	506861 B9381BAKER &	129886	17	3	17.57		
9	092019	AP	506861 B9381BAKER &	129886	18	3	16.99		
9	092019	AP	506861 B9381BAKER &	129886	19	3	18.23		
9	092019	AP	506861 B9381BAKER &	129886	20	3	36.45		
9	092019	AP	506861 B9381BAKER &	129886	21	3	70.77		
9	092019	AP	506861 B9381BAKER &	129886	22	3	61.67		
9	092019	AP	506861 B9381BAKER &	129886	23	3	11.36		
9	092019	AP	506861 B9381BAKER &	129886	24	3	17.59		
9	092019	AP	506861 B9381BAKER &	129886	25	3	150.50		
9	092019	AP	506861 B9381BAKER &	129886	26	3	159.41		
9	092019	AP	506861 B9381BAKER &	129886	27	3	132.53		
9	092019	AP	506861 B9381BAKER &	129886	28	3	160.32		
9	092019	AP	506861 B9381BAKER &	129886	29	3	17.61		
9	092019	AP	506861 B9381BAKER &	129886	30	3	36.46		
9	092019	AP	506861 B9381BAKER &	129886	31	3	9.83		
9	092019	AP	506861 B9381BAKER &	129886	32	3	17.61		
9	092019	AP	506861 B9381BAKER &	129886	33	3	19.48		
9	092019	AP	506861 B9381BAKER &	129886	34	3	36.47		

SKAGIT COUNTY JR DISTRICTS
TRANSACTION DETAIL
SEPTEMBER 2019

Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI								
9	092019	AP	506861 B9381BAKER &	129886	35	3	15.28		
9	092019	AP	506861 B9381BAKER &	129886	36	3	35.39		
9	092019	AP	506861 B9381BAKER &	129886	37	3	40.23		
9	092019	AP	506861 B9381BAKER &	129886	38	3	83.55		
9	092019	AP	506861 B9381BAKER &	129886	39	3	18.61		
9	092019	AP	506861 B9381BAKER &	129886	40	3	17.59		
9	092019	AP	506861 B9381BAKER &	129886	41	3	76.52		
9	092019	AP	506861 B9381BAKER &	129886	42	3	22.56		
9	092019	AP	506861 B9381BAKER &	129886	43	3	18.23		
9	092019	AP	506861 B9381BAKER &	129886	44	3	34.59		
9	092019	AP	506861 B9381BAKER &	129886	45	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	46	3	16.20		
9	092019	AP	506861 B9381BAKER &	129886	47	3	5.25		
9	092019	AP	506861 B9381BAKER &	129886	48	3	162.21		
9	092019	AP	506861 B9381BAKER &	129886	49	3	10.52		
9	092019	AP	506861 B9381BAKER &	129886	50	3	7.23		
9	092019	AP	506861 B9381BAKER &	129886	51	3	11.16		
9	092019	AP	506861 B9381BAKER &	129886	52	3	72.94		
9	092019	AP	506861 B9381BAKER &	129886	53	3	19.48		
9	092019	AP	506861 B9381BAKER &	129886	54	3	51.71		
9	092019	AP	506861 B9381BAKER &	129886	55	3	16.99		
9	092019	AP	506861 B9381BAKER &	129886	56	3	18.23		
9	092319	AP	506846 24334AMAZON.	129887	1	3	1321.73		
9	092319	AP	507017 29687HOOPLA	129889	1	3	23.08		
9	092319	AP	507017 29687HOOPLA	129889	2	3	18.76		
9	092319	AP	507017 29687HOOPLA	129889	3	3	14.90		
9	092319	AP	507017 29687HOOPLA	129889	4	3	18.98		
9	092319	AP	507017 29687HOOPLA	129889	5	3	40.64		
9	092319	AP	507017 29687HOOPLA	129889	6	3	21.41		
9	092319	AP	507017 29687HOOPLA	129889	7	3	30.86		
9	092319	AP	507017 29687HOOPLA	129889	8	3	21.41		
9	092319	AP	507017 29687HOOPLA	129889	9	3	27.11		
9	092319	AP	507017 29687HOOPLA	129889	10	3	30.86		
9	092419	AP	506948 11813INGRAM	129918	7	3	43.48		
9	092419	AP	506948 11813INGRAM	129918	8	3	13.52		

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Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance	
Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	092419	AP	506948 11813INGRAM	129918		9 3	687.27			
9	092419	AP	506948 11813INGRAM	129918		10 3	138.94			
9	092419	AP	506948 11813INGRAM	129918		11 3	43.17			
9	092419	AP	507017 29687HOOPLA	129918		12 3	18.98			
9	092419	AP	507017 29687HOOPLA	129918		13 3	23.04			
9	092419	AP	507017 29687HOOPLA	129918		14 3	31.67			
9	092419	AP	507017 29687HOOPLA	129918		15 3	10.84			
9	092519	GL	84081	84048		1 3	1.33			
9	092519	GL	84081	84048		1 3	1.33			
L03 5013515	LIBRARY BOOKS < \$5,000								59,204.07	67,349.52
9	090319	AP	505802 31871ELAN FI	129642		1 3	558.29			
9	092419	AP	507104 22672SKAGIT	129918		4 3	150.00			
9	092419	AP	507086 28470INTERPR	129918		5 3	706.82			
L03 5014110	PROFESSIONAL SERVICES								14,455.16	15,870.27
L03 5014120	ACCOUNTING SERVICES								3,654.62	3,654.62
L03 5014187	JANITORIAL								4,017.75	4,017.75
L03 5014210	TELEPHONE								1,590.14	1,590.14
9	090319	AP	505802 31871ELAN FI	129642		1 3	342.28			
9	091619	AP	506365 22610COMCAST	129798		3 3	269.79			
9	092419	AP	507143 26072VERIZON	129918		1 3	43.01			
L03 5014212	TELEPHONE INTERNET								6,568.52	7,223.60
9	090319	AP	505803 31871ELAN FI	129643		1 3	287.23			
L03 5014220	POSTAGE								365.82	653.05
9	090319	AP	505803 31871ELAN FI	129643		1 3	23.66			

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Period	Date	ss	Ident	Batch	Sheet	Status	Amount	Opening Balance	Closing Balance
Fnd L03			NORTH CENTRAL RURAL LIBRARY DI						
9	092319	AP	506958 29489WILLIAM	129888		1 3	107.91		
L03 5014310			TRAVEL					9,233.10	9,364.67
9	090319	AP	505802 31871ELAN FI	129642		1 3	27.31		
L03 5014410			ADVERTISING					1,032.96	1,060.27
9	090319	AP	505802 31871ELAN FI	129642		1 3	250.00		
9	091619	AP	506645 31904PT METC	129798		14 3	1323.00		
L03 5014510			RENTALS					15,604.28	17,177.28
L03 5014610			INSURANCE					843.00	843.00
9	090319	AP	505941 14036PUGET S	129641		1 3	476.76		
9	090319	AP	505941 14036PUGET S	129641		2 3	88.98		
9	091619	AP	506648 12771PUBLIC	129798		4 3	64.33		
9	091619	AP	506343 14158CASCADE	129798		5 3	14.63		
9	091619	AP	506360 13076CITY OF	129798		6 3	214.85		
9	091619	AP	506360 13076CITY OF	129798		7 3	174.67		
9	092419	AP	507062 12771PUBLIC	129918		2 3	70.89		
L03 5014700			UTILITIES					9,062.85	10,167.96
L03 5014810			REPAIRS AND MAINTENANCE					238.75	238.75
L03 5014910			MISCELLANEOUS					20,084.33	20,084.33
L03 5014911			PRINTING					644.04	644.04
9	090319	AP	505802 31871ELAN FI	129642		1 3	21.00		
L03 5014920			EDUCATION/TRAINING					2,734.88	2,755.88
9	090319	AP	505802 31871ELAN FI	129642		1 3	75.94		

SKAGIT COUNTY JR DISTRICTS
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Fnd L03	NORTH CENTRAL RURAL LIBRARY DI									
9	090319	AP	505803 31871ELAN FI	129643		1 3	130.24			
9	091619	AP	506294 31705AMERICA	129798		1 3	185.00			
9	091619	AP	506583 29687HOOPLA	129798		11 3	1408.44			
9	092419	AP	506919 31099EN POIN	129918		3 3	493.89			
L03 5014930			DUES/SUBSCRIPTIONS/MEMBERSHI					63,769.77	66,063.28	
L03 5016210			BUILDINGS AND STRUCTURES					212,400.00	212,400.00	