

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
June 17, 2021
7:00 p.m.
110 West State Street, Sedro-Woolley, WA
Via Zoom Meeting Platform

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

Approval of May 20, 2021 Regular Meeting Minutes
Approval of May 2021 Payroll in the amount of \$37,843.69
Approval of May 2021 Vouchers in the amount of \$56,479.23
Treasury Reports for May 2021
Balance Sheet for May 2021

5. Conflict of Interest
5. Communications
6. Director's Report
7. Unfinished Business
 - A. Meeting Room Policy (D)
 - B. Bylaws Change – Second Reading (D)
 - C. Retreat Planning (N)
8. New Business
 - A. Grand Opening Ceremony
9. Other Business
10. Adjournment

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

Legend:

E = Explore Topic
N = Narrow Options
D = Decision

Information = Informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Current Parking Lot Items:

1. Grand Opening Trustee Lead
2. New Library Public Use Room Naming

Jeanne Williams is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

Time: Mar 18, 2021 07:00 PM Pacific Time (US and Canada)

Every month on the Third Thu, until Jan 20, 2022, 11 occurrence(s)

Mar 18, 2021 07:00 PM

Apr 15, 2021 07:00 PM

May 20, 2021 07:00 PM

Jun 17, 2021 07:00 PM

Jul 15, 2021 07:00 PM

Aug 19, 2021 07:00 PM

Sep 16, 2021 07:00 PM

Oct 21, 2021 07:00 PM

Nov 18, 2021 07:00 PM

Dec 16, 2021 07:00 PM

Jan 20, 2022 07:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

[https://us02web.zoom.us/meeting/tZUtcOiqzkrHNMz1Ci7FBS8ro0bL6zRISrH/ics?icsToKen=98tyKuGprjwrGNWXsR-ARpwcAo_Cd-rzmHpcgo1whk7GCnd1QDCuJO0SMJ4pCurc](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/tZUtcOiqzkrHNMz1Ci7FBS8ro0bL6zRISrH/ics?icsToKen=98tyKuGprjwrGNWXsR-ARpwcAo_Cd-rzmHpcgo1whk7GCnd1QDCuJO0SMJ4pCurc)

Join Zoom Meeting

<https://us02web.zoom.us/j/81071212167?pwd=R3VBNkFtdXlZUWo3MStXc0ppWFhTQT09>

Meeting ID: 810 7121 2167

Passcode: 053762

One tap mobile

+12532158782,,81071212167#,,,,*053762# US (Tacoma)

+16699009128,,81071212167#,,,,*053762# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 810 7121 2167

Passcode: 053762

Find your local number: <https://us02web.zoom.us/u/kEVgQ0pvd>

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
May 20, 2021
7:00 p.m.
Via Zoom Meeting Platform

1. Call to Order 7:04pm

Trustees Present:

Tim Howland, Chair
Jane Zillig, Vice Chair
Mindy Coslor
Darcy Resetar
Heather Swenson

Staff Present:

Jeanne Williams, Director

2. Public Comment

No public comment.

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Jane Zillig

Motion 2: Mindy Coslor

Unanimous

4. Consent Agenda Items

Motion to approve the Consent Agenda as presented.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

Approval of April 15, 2021 Regular Meeting Minutes

Approval of April 2021 Payroll in the amount of \$38,296.22

Approval of April 2021 Vouchers in the amount of \$341,771.86

Treasury Reports for April 2021

Balance Sheet for April 2021

5. Conflict of Interest

None reported.

5. Communications

Jeanne Williams stated that the city of Sedro-Woolley is working on the plan to pave the gravel egress from the library parking lot out to Rita Street. The plan is to use any left-over new library project funds to cover the costs. However, the

City Manager, Doug Merriman, asked if the library district could split the cost for the paving if no funds remain in the project. The cost would be approximately \$30,000 to be split. The Trustees shared that cost-sharing would be acceptable if not covered by project funds. The Trustees also expressed interest in having rubber speed bumps installed in the parking lot.

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

Jeanne Williams shared that the annual report to the State Auditor had been completed. She further shared the plan for opening on June 1, 2021. The plan involves meeting with the staff to get their comfort level with patrons not being required to wear masks and to use signage to encourage mask use if unvaccinated. Jeanne Williams furthered that she felt it put staff and patrons more at risk if there had to be confrontations over mask use. Social distancing requirements will be in place; staff will continue to wear masks; and sneeze guards will continue to be used at service points. Jeanne Williams also shared that the secure lockers had been installed and will be ready for use after they are configured and the staff gets training.

7. Unfinished Business

A. Art Policy (Appendix 1)

Motion to approve the Donations of Art and Decorative Objects Policy with the following edits: term "original" stricken from fifth criteria and the sentence "In addition, the Board will take into account the significance of artwork as it relates to the library's presence within the community" stricken from the Types of Works Considered section.

Motion 1: Mindy Coslor

Motion 2: Jane Zillig

Unanimous

B. Meeting Room Policy (Appendix 2)

The Board discussed the edits made by Dan Gottlieb, library law attorney. Jane Zillig asked if it was necessary to have the disclaimer state that the library does not endorse the activities and viewpoints of the meeting room users. She furthered that some activities and uses might be inclusive and positive and the library may actually endorse those activities. Jeanne Williams shared that it was recommended by the attorney and that it was typical for libraries and school districts to have this language regarding facility and meeting room usage. Mindy Coslor shared that the library has to remain neutral. The Board also felt that a sentence should be added at the end of the conditions of use about the consequences if violated. Jeanne

Williams will make the edit and bring the policy before the Board at the next meeting.

C. 2021 Director's Contract Amendment

Jeanne Williams shared that this could be tabled until the life insurance changes had been accepted. The Board will address at a later date if there are changes to be made.

8. New Business

A. Ratification of Contract #2021-CSLDSA-01 (Appendix 3)

Jeanne Williams shared that this contract was a service agreement for janitorial services obtained through a request for proposals process through the MRSC Rosters process.

Motion to ratify Contract #2021-CSLDSA-01.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

B. Bylaws Change – First Reading (Appendix 4)

The Board went over the first reading of the Bylaws change where the officer elections would move to the month of June.

C. Retreat Planning

Jeanne Williams shared the topics that had come up in several past meetings that the Board might want to address in a retreat. These topics were:

- Establish a committee for Trustee Recruitment
- Vision Development
- Financial Projections and Strategy
- Board Self-Evaluation
- Other Upcoming Committee Needs

Jeanne Williams will seek to engage a facilitator; create the agenda; and will send out a Doodle Poll to get the August Retreat date established. The Board also asked if there could be some Board training as part of the retreat that could potentially include board cohesion and networking with other Boards in the county.

9. Other Business

Mindy Coslor shared that she will be selling her house but plans to stay in the area in order to finish out her term on the Board if possible. If she does have to reside outside of the area, she will let the Board know.

10. Adjournment 8:27pm

Motion to adjourn.

Motion 1: Darcy Resetar

Motion 2: Jane Zillig

Unanimous

DocuSigned by:

Timothy Howland

6/18/2021

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DocuSigned by:

Jane Zillig

6/20/2021

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DocuSigned by:

Melinda McCormick Coslor

6/28/2021

71DCCCA35831457...

DocuSigned by:

Darcy Resetar

7/5/2021

0CC7C783C10B459...

DocuSigned by:

Heather Swenson

7/7/2021

EFBF7274184E46E...

Appendix 1



110 W State Street
PO BOX 665
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Donations of Art, Historical and Decorative Objects Policy

The Library Board of Trustees encourages donations to the **Central Skagit Library District (CSLD)** which will further the mission of the Library. The **CSLD Board** acknowledges the great importance of art to the Library's future growth and development. It also acknowledges that art contributes to community building, education, recreation and personal growth.

Statement on Donations

All donations are managed in accordance with the **CSLD's** policies and must be consistent with the Library's mission, goals and objectives. The **CSLD** retains unconditional ownership of all donations and makes the final decision on acceptance, use, disposition or disposal.

Criteria for accepting gifts:

The following points must be considered before accepting a donation of this kind:

1. Compatibility with the general architecture of the building
2. Appropriate fit for the space available
3. Alignment with mission, goals and character of the public library
4. Cost in accepting the gift, including insurance, security, restoration, display, maintenance, and storage
5. Original in creation by a recognized artist or community member
6. Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials. Extremely fragile items or those that are potential targets for vandalism are not appropriate for the library setting

Types of Works Considered

The **CSLD** will consider for acceptance as donations such pieces as paintings, sculpture, wall hangings, photographs, and other works in various media that are in very good to excellent condition. Donations of works of art will be accepted without limitations or conditions placed on the **CSLD** by the donor or artist unless those limitations or conditions are approved by the Board of Trustees. In addition, the Board will take into account the significance of artwork as it relates to the library's presence within the community. The art should be appropriate in scale, material, form and content for the public library environment.

Other Considerations

The decision to accept artwork for display in the Library rests entirely with the Board of Trustees. The CSLD, in its sole discretion, will determine whether to review and accept or reject any donation or proposed artwork.

Donors who wish to receive a tax credit are responsible for getting an appraisal. By law, the CSLD cannot provide value estimates on gift material.

Statement on New Facility

The Board of Trustees reserves the right to postpone any review of art or gifts for installation in the new library facility until a time it deems appropriate. The Board understands that these types of gifts can only be fully assessed once the Board and staff re-establish library services; understand service and traffic flows; assess lighting and space constraints; and allow for growth of landscaping shrubs and trees (for outdoor sculpture).

Appendix 2



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HCMP comments 5/7/21 **Meeting Room Policy**

~~Library~~ **Mission**

The mission of the Central Skagit Library District (CSLD) is to bring people, information, and ideas together to enrich, empower, and engage our community. In keeping with this mission, we follow best practices and standard procedures to provide safe, welcoming meeting spaces for library programs and other eligible uses.

Scope

This policy applies to all meeting rooms managed by ~~Central Skagit Library District~~ CSLD and all staff, individuals and groups who use them. As part of its service to the community, the ~~Central Skagit Library District~~ (CSLD) provides meeting rooms for use by -community groups and organizations. This policy ensures that CSLD meeting rooms are available for gatherings, the primary purpose or nature of which is informational, civic, cultural, educational and/or of community-interest. Meeting room use will not be denied to any person or organization because of race, creed, color, religion, political ideology, national origin, ancestry, marital status, parental status, gender, gender preference, identity, or sexual orientation, or the presence of any sensory, mental or physical disability, ~~race, creed or color~~.

Definitions

Commercial ~~use~~Use: Meeting room use by ~~groups or individuals~~ or organizations that receive a commercial benefit, but excluding Library Use. This includes advertising or selling products or services, active solicitation of donations, fundraising activities, charging admission fees, offering money-making activities, holding sales, training or staff meetings for a for-profit organization, or promoting a commercial business.

Library ~~use~~Use: Meeting room use by ~~the library~~ CSLD or the CSLD Friends of the Library. ~~Library Use has the discretion to charge entrance fees or allow fundraising or sales of products.~~ Library Use includes library programs and activities open to the public, public programs co-sponsored with other organizations, and staff meetings, training sessions and other invitation-only uses that may not be open to the public. Library Use may also include charging admission fees, fundraising activities of CSLD or the CSLD Friends of the Library, and the sales of books and other resources at events sponsored by CSLD or the CSLD Friends of the Library.

Non-commercial ~~Commercial~~ useUse: Uses by not-for-profit groups receiving no commercial benefit by using a library meeting room, including non-profit and

governmental organizations. Meetings or programs must not require payment to enter, but ~~passive solicitation of paid memberships or donations~~ is acceptable permissible as part of the regular business of a non-profit organization. ~~Meetings or programs may or may not be open to the public.~~

Private ~~events~~Events: Groups or individuals gathering for private or personal purposes, such as birthday parties, weddings, memorial services, baby showers and similar events.

Sales: Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.

Solicitation: The act of requesting money, credit, goods or merchandise for any purposes.

Policy

1. ~~Library~~CSLD follows best practices and standard procedures to provide safe, welcoming meeting rooms for ~~library~~Library Uses and other uses.

- Failure to comply with the conditions of use and the Patron Code of Conduct will result in withdrawal of room reservation privileges.
- The CSLD Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures and practices that carry out the provisions of this policy. If permission for the use of the meeting room is denied, the applicant may appeal to the Head of Public Services. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Director.
- Library Director or designee identifies uses for all library meeting rooms and gathering spaces.
- Any requests for use of library spaces are considered according to equitable procedures, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

2. ~~Library~~CSLD offers meeting rooms for use by community groups free of charge for ~~non~~Non-commercial-Commercial usesUses.

- As an extension of its mission, ~~the Library~~CSLD offers use of designated meeting rooms for non-commercial informational, educational, cultural, community or civic meetings and programs.
- Meeting rooms are not available for ~~commercial~~Commercial usesUses.
- No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at ~~library-sponsored or related~~events sponsored by CSLD or the CSLD Friends of the Library.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events ~~can~~may be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission

must be obtained in advance through the ~~local library management~~Library Director.

- Meeting rooms are not available for ~~personal or private~~Private usesEvents.
- All meetings, other than Library Uses, must be open to the public at no charge and may not be restricted to any particular group.
- ~~In accordance with the Washington State Constitution, meeting rooms are not available for religious worship services.~~
- Completed registration is required for all meeting room uses, including a signed agreement that the user will abide by all applicable library-CSLD policies, and state law.

3. Library-CSLD does not endorse the activities or viewpoints of those using its meeting rooms.

- Publicity for any ~~meetings events, other than Library Uses~~, held in library spaces ~~that are not hosted by the library~~ shall clearly state the organization responsible for the event and shall note that the libraryCSLD does not endorse the activities or viewpoints of the user. ~~Any publicity of a meeting or event being held in a library meeting room must identify the sponsoring organization.~~
- Any publicity of a meeting or event being held in a library meeting room must identify the sponsoring organization and must include the **Disclaimer Statement**. See below.

4. Library-CSLD Board reviews this policy.

- This policy is periodically reviewed, revised, or reaffirmed by the Library CSLD Board of Trustees.

5. Conditions for Use

- Users must follow the LibraryCSLD's Patron Code of Conduct and abide by the guidelines set forth in this document.
- Each use is limited to no more than four hours, including set up and clean up. Longer use must be authorized by the Library Director.
- For large groups using the meeting room during library hours, please use street parking and parking on the west end of the parking lot.
- Meeting room and commons area should be checked (including bathrooms) to ensure it is empty.
- Users must exit the building by 10:00pm. Alarm code must be set before exiting and doors should be checked to confirm they locked upon exit.
- CSLD will not provide storage of materials for any group.
- Groups are responsible for the care of the meeting room and will be held responsible for any damage incurred.

- Users are responsible for room set-up and take-down within the time of their reservation. Library-CSLD staff are not available to assist with set-up and take-down.
- Rooms must be cleaned up and returned to their original configuration at the end of the reservation.
- Users are responsible for operating electronic equipment provided in the meeting room and ensuring their devices are compatible with library equipment. Library-CSLD staff are not available to set up, troubleshoot, provide or operate library or user equipment. Instructions for equipment use are available.
- Users shall arrange for and provide for their own special equipment needs and supplies.
- ~~While~~ Food and beverages are permitted in meeting rooms, but users must supply their own equipment for preparing it (including coffee makers). Library-CSLD staff are not available to provide supplies or special equipment.
- Library-CSLD staff may enter any meeting room at any time during meeting room use.
- ~~The group is~~ Users are responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
- Alcoholic beverages are prohibited except at CSLD-sponsored adult programming or at special events hosted by CSLD, the CSLD Friends of the Library or library-related organizations (e.g. professional library associations). See "Statement on Alcohol" below.
- Use of cannabis products, smoking, vaping, candles and ~~use of~~ open flames are prohibited.
- Meeting room use must not disrupt library use by patrons or interfere with staff operations.
- Users may not post signs or other materials in the library without prior approval from the ~~library~~ Library Director or designee.
- Users are responsible for communicating event details to their presenters and attendees. Library-CSLD staff are not available to provide meeting room or event support, publicity or coordination.

Availability, reservations and registration

- ~~The Library~~ CSLD and the CSLD Friends of the Library has have priority for meeting room use in library facilities. ~~The library~~ CSLD may cancel ~~reserved facilities~~ meeting room reservations to use the meeting room for ~~library-a~~ Library Use with reasonable notice to the reserving party. Severe weather, emergency closures or other unforeseen conflicts may require cancellation of room reservations with little notice.
- Meeting rooms for public use are available during regular library open hours and for after-hours use with pre-authorization, which includes responsibility for key pick-up/drop-off and contact for security system.

- ~~The Library~~CSLD reserves the right to limit excessive meeting room use if conflicts arise with other groups in order to make access to the meeting rooms fair and equitable. CSLD may limit meeting room use for particular organizations if abuse or non-compliance is detected, or if similar types of organizations are using rooms with such frequency that equitable use is in question.
- Reservations for meeting room use are on a first-come, first-served basis. Reservations must be requested at least three business days in advance of requested date of use. Weekends, library holidays and days of scheduled or emergency library closures are not considered business days for purposes of library meeting room reservations and use.
- Users are required to register and agree to CSLD's Meeting Room Policy, and Library Patron Code of Conduct prior to approval of request and use of meeting room.
- ~~If appropriate~~When applicable, users are required to agree to Covid-19 Guidelines for Use of Meeting Rooms.
- Reservations are not final until notice is provided by ~~the library~~CSLD that a reservation request has been confirmed.
- Prior use of meeting rooms does not entitle or guarantee future use.
- The person who registers must be age 18 or older. At least one adult age 18 or older must be present at all times when youth groups use the meeting rooms at all times.
- Individuals or groups providing false or misleading information to reserve meeting rooms will be considered in violation of the Meeting Room Policy.
- Out of courtesy to the library and other users, users who find they must cancel a reservation should notify the library as soon as possible.

Disclaimer Statement

Please include the following disclaimer statement on any publicity for events that will be held at the Sedro-Woolley Library: *The use of the Central Skagit Library District facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the Library District.*

Statement on Alcohol

Alcoholic beverages may not be served or consumed on library property, except at CSLD-sponsored adult programming, or at special events hosted by CSLD, the CSLD Friends of the Library ~~group~~ or library-related organizations (e.g. professional library associations). These groups must obtain written permission to serve alcoholic beverages in advance by CSLD Administration from the Library Director. Once permission is obtained ~~from library administration~~, user must obtain a permit to serve alcohol as required by law.

Damage, Indemnification, and Applicant-Hold-Harmless Agreement form

The undersigned agrees to assume responsibility for the preservation of order at the Sedro-Woolley ~~Public~~ Library and liability for any damage thereto and for the observance of all policies, rules and regulations of the Central Skagit Rural Partial County Library District and further release the Central Skagit Rural Partial County Library District and its respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Sedro-Woolley Library Meeting Rooms. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Sedro-Woolley Library Meeting Room.

The undersigned is at least 18 years of age and intends to be bound by this agreement.

I HAVE RECEIVED AND READ THE CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT'S MEETING ROOM POLICY AND PATRON CODE OF CONDUCT. I UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR MY GROUP'S ADHERENCE TO SAME.

NAME _____

PHONE (day) _____

PHONE (evening) _____

ADDRESS _____

Signature _____

Date _____

Group I represent _____

Appendix 3

DocuSign Envelope ID: 81E981DB-B8EB-456A-9FA8-6858A02E9681

CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT SERVICES AGREEMENT #2021-CSLDSA-01

AN AGREEMENT between CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT (“District”) and Frontline Cleaning (“Provider”) and is effective from and after the latest date shown below the signatures (the “Effective Date”).

WHEREAS, District and Provider believe it in their respective and mutual interests to enter into a written Agreement setting out their understandings concerning Provider’s provision of janitorial cleaning services. The services relate to the services outlined in the janitorial cleaning proposal (the “Project”).

1. Term

This Agreement runs from the Effective Date beginning May 1, 2021 through and including April 30, 2022 unless sooner terminated under the provisions of this Agreement and it may be extended consistent with Section 22 (“Modification”) below.

2. Provider’s Service

The scope of Provider’s services and time of performance under this Agreement are set forth in “Exhibit A” (janitorial cleaning proposal). All provisions and covenants contained in Exhibit A are incorporated by reference and become a part of this Agreement as if fully set forth. Any conflict or inconsistencies between this Agreement and Exhibit A shall be resolved in favor of this written Agreement. Provider will in the rendering of services to District use its best efforts and due diligence and provide such personnel as are necessary to successfully provide the services covered under this Agreement inclusive of Exhibit A.

3. Provider Identification

Provider shall furnish Provider’s employer identification number to District as designated by the Internal Revenue Service or if the Internal Revenue Service has designated no employer identification number, Provider’s Social Security Number.

4. Compensation

- 4.1. District will pay Provider an amount not-to-exceed \$15,000 per year for Provider’s services for work as described in Appendix A for fixed monthly cost services including cleaning chemicals and equipment.
- 4.2. The not-to-exceed amount is exclusive of costs for special services:
 - 4.2.1. Emergency Services, billed \$65 per hour;
 - 4.2.2. Window Cleaning, interior and exterior services for all windows, \$1395 per service.
 - 4.2.3. Other special services that fall outside of Appendix A as agreed to by the District and the Provider.
- 4.3. Subject to the terms of this Agreement and requirements of Washington law, the District will pay Provider on a monthly basis for services satisfactorily completed. Such payment shall be full compensation for all work performed and services rendered, for all supervision, labor, supplies, materials, equipment or the use thereof, taxes, subcontractors and subconsultants and for all other necessary services and incidentals. All amounts shall

be paid within 30 days of the District's receipt of an invoice, except for those amounts that District may reasonably dispute and for which District has identified in writing to Provider.

- 4.4. No payment to Provider (whether monthly or final) for any services or work constitutes a waiver or release by District of any claims, right or remedy it may have against Provider under this Agreement or at law nor shall such payment constitute a waiver, remission or discharge by the District of any Provider's failure or fault to satisfactorily perform the services required under this Agreement.

5. Project Managers

District's Project Manager is Jeanne Williams. Provider's Project Manager is Rachel Davis. Each party shall give the other written notification of any change in their respective Project Manager. Provider may only change its Project Manager with the District's written consent, which shall not be unreasonably withheld.

6. Project Information

Provider agrees to share all Project information, to fully cooperate with all third-parties involved in or associated with the Project. Provider may not release any information, news, or press releases related to the Project and may not communicate with representatives of newspapers, magazines, television and radio stations, social media or any other news medium about the Project without the prior authorization of District's Project Manager.

7. Duty to Inform

Provider shall give prompt written notice to District's Project Manager if at any time during the performance of this Agreement Provider becomes aware of actual or potential problems, faults or defects in the Project, any nonconformity with the Agreement or with any federal, state or local law, rule or regulation or has any objection to any decision or order made by District.

8. Provider is Independent Contractor

Provider is an independent contractor for all purposes and shall be entitled to no compensation other than the compensation expressly provided by this Agreement. As an independent contractor, Provider is not entitled to indemnification by the District or the provision of a defense by the District under the terms of Chapter 4.96 RCW.

9. Wage and Hour Issues

- 9.1. Except as otherwise permitted by RCW 49.28.065, Provider may not permit or require an employee to work more than eight (8) hours in any one calendar day, or forty (40) hours in any one calendar week.
- 9.2. Any person employed on work under this Agreement, other than a person who is excluded from the payment of overtime pursuant to RCW 49.46.010, RCW 49.46.130 or 29 USC §§201 - 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one work week.
- 9.3. This Agreement is subject to prevailing wage requirements pursuant to RCW 39.12 and WAC 296-127. Provider shall pay wages not less than the prevailing rate of wage within Skagit County for the type of trades or occupations covered by this Agreement. Prevailing

wage rates are accessible at the following website: <https://secure.lni.wa.gov/wagelookup/>. The rates to be paid are those in effect on the Effective Date of this Agreement. Pursuant to WAC 296-127-023, if this Agreement is extended beyond June 20, 2021, the prevailing wage rates must be adjusted annually to account for any increases in such rates.

- 9.4. Provider must submit to the Industrial Statistician of the Department of Labor and Industries a "Statement of Intent to Pay Prevailing Wages." A copy of the approved intent statement must be submitted to the District in order to receive the first payment pursuant to this Agreement. Following expiration of the Agreement, Provider must submit to the Industrial Statistician an "Affidavit of Wages Paid." An approved affidavit must be submitted to the District before it may release final payment.

10. Indemnity and Insurance

- 10.1. Indemnity: Provider acknowledges responsibility for any and all liability arising out of its performance of this Agreement and shall hold harmless, indemnify and defend District, its Board members, officers, employees, volunteers, agents and insurers (hereinafter collectively "District") from any and all liability, settlements, loss, costs and expenses in connection with any action, suit, or claim resulting or allegedly resulting from Provider's acts, omissions, activities or services in acting under or pursuant to this Agreement.
- 10.2. Liability Insurance: Provider shall maintain occurrence form commercial general liability and automobile liability insurance for protection of Provider and District. Coverage shall include personal injury, bodily injury (including death) and broad form property damage including loss of use of property, occurring in the course of or in any way related to Provider's operations, in an amount not less than One Million dollars (\$1,000,000.00) combined single limit per occurrence and an aggregate of not less than Two Million dollars (\$2,000,000.00). Such insurance shall name District as an additional insured.
- 10.3. Industrial Insurance Compensation Coverage: Provider certifies it has qualified for State of Washington Industrial Insurance coverage for all Provider's employees who are subject to Washington's industrial insurance statutes, either with the state fund or as a self-insurer as provided by RCW 51.14.010. Provider shall provide to District within ten (10) days after signing the Agreement a certificate of insurance evidencing coverage of all subject workers under Washington's Industrial Insurance requirements statutes with the certificate and policy indicating that the policy shall not be terminated without at least thirty (30) days' advance written notice to District. A copy of the certificate of self-insurance issued by the State shall be provided to District if Provider is self-insured.
- 10.4. Professional Liability and/or Errors and Omissions insurance: Unless waived in writing by District, Provider shall maintain insurance to cover damages caused by the negligent acts, errors and omissions in Provider's rendition of its services, duties and/or responsibilities under this Agreement in an amount with a combined single limit of not less than One Million dollars (\$1,000,000.00) per occurrence. In lieu of an occurrence based policy, Provider may have a claims-made policy in an amount not less than One Million dollars (\$1,000,000.00) per claim if the Provider obtains an extended reporting period or tail coverage for not less than three (3) years following termination or expiration of the Agreement.
- 10.5. Certificates: Provider shall furnish District certificates evidencing the date, amount,

and type of insurance required by this Agreement. All policies will provide for at least 30 days' prior written notice to District before they may be canceled.

10.6. Primary Coverage: The coverage provided by insurance required under this Agreement shall be primary and any other insurance carried by District shall be excess.

11. Work is Property of District

All work, including but not limited to documents, drawings, papers, computer programs, and photographs, performed or produced by Provider under this Agreement shall be the property of District.

12. Law of Washington

The Agreement shall be governed by the laws of the State of Washington with venue being in Skagit County, Washington.

13. Errors

Provider shall perform such additional work as may be necessary to correct errors in the work required under this Agreement without undue delays and without additional cost.

14. Extra or Changes in Work

Only the District's Project Manager may authorize extra (and/or change) work. Failure of Provider to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Agreement price or Agreement time due to such unauthorized extra work and Provider thereafter shall be entitled to no compensation whatsoever for the performance of such extra or changed work.

15. Successors and Assignments

15.1. Both District and Provider bind themselves and any partner, successor, executor, administrator, or assign to this Agreement.

15.2. Neither District nor Provider shall assign or transfer their interest or obligation hereunder in this Agreement without the written consent of the others. Provider must seek and obtain District's written consent before subcontracting any part of the work required of Provider under this Agreement. Any assignment, transfer, or subcontract attempted in violation of this subparagraph shall be void.

16. Records

16.1. Provider shall retain all books, documents, papers, and records that are directly pertinent to this Agreement for at least three (3) years after District makes final payment on this Agreement and all other pending matters are closed.

16.2. Provider shall allow District (or any of its authorized representatives) to audit, examine, copy, take excerpts from or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.

17. Breach of Agreement

17.1. Provider shall remedy any breach of this Agreement within the shortest reasonable time after Provider first has actual notice of the breach or District notifies Provider of the breach, whichever is earlier. If Provider fails to remedy a breach in accordance with this

paragraph, District may terminate that part of the Agreement affected by the breach upon written notice to Provider, may obtain substitute services in a reasonable manner, and may recover from Provider the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

17.2. If the breach is material and Provider fails to remedy the breach in accordance with this paragraph, District may declare Provider in default and pursue any remedy available for a default.

17.3. Pending a decision to terminate all or part of this Agreement, District unilaterally may order Provider to suspend all or part of the services under this Agreement. If District terminates all or part of the Agreement pursuant to this paragraph, Provider shall be entitled to compensation only for services rendered prior to the date of termination, but not for any services rendered after District ordered suspension of those services. If District suspends certain services under this Agreement and later orders Provider to resume those services, Provider shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

17.4. To recover amounts due under this paragraph, District may withhold from amounts owed Provider by District, including but not limited to amounts owed under this or any other agreement between Provider and District.

18. Mediation/ Trial without a jury

Should any dispute arise between the parties to this Agreement concerning the respective rights or obligations of either party or the terms of this Agreement, it is agreed that such dispute must first be submitted to a mediator prior to litigation and only if the parties are then unable to resolve the matter through mediation will the parties then be able to resort to litigation. Any litigation arising out of or related to this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees in both mediation and litigation.

The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Friday Harbor, Washington, unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If party requests mediation and the other party fails to respond within ten (10) days (or if the parties fail to agree on a mediator within ten (10) days) a mediator may then be appointed by the presiding judge of the Skagit County Superior Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

19. Termination for Convenience

The District may terminate all or part of this Agreement at any time for its own convenience with at least 30 days prior written notice to Provider. Upon termination under this paragraph, Provider shall be entitled to compensation for all services rendered prior the date of termination.

20. Payment of Claims by the District

If Provider fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Provider or a subcontractor by any person in connection with this Agreement as

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the claim becomes due, the District may, but is under no obligation to, pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Provider pursuant to this Agreement. The District's payment of a claim under this Paragraph shall not relieve Provider or Provider's surety, if any, from responsibility for those claims.

21. Third-Party Beneficiaries

District and Provider are the only parties to this Agreement and, except for those persons or entities expressly named in Section 10.1 of this Agreement, there are no third-parties that benefit or are intended to benefit from this Agreement.

22. Modification

Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of District and Provider.

23. Notice.

Any notice required to be given under the terms of this Agreement shall be directed to the District or Provider at the addresses listed for both below. Notice shall be considered issued and effective upon either receipt by the addressee or forty-eight (48) hours after mailing whichever is earlier.

District	Provider
Jeanne Williams Central Skagit Rural Partial Co. Library District PO BOX 665 110 West State Street Sedro-Woolley, WA 98284	Rachelle Davis Frontline Cleaning 585 Fisher Ln Burlington, WA 98233

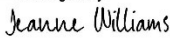
24. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

25. Integration

This Agreement contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

Central Skagit Rural Partial Co. Library District Frontline Cleaning

DocuSigned by:

52963DAF58FB4A6... _____
 4/12/2021

DocuSigned by:

74A14A8BBB25464... _____
 4/12/2021

APPENDIX A—Regular Cleaning Services Specifications (scope of work)

Daily Requirements

- Clean and disinfect restrooms (public and family)—sinks, countertops, toilets, mirrors, baby changing table, walls, and doors (including handles); mop floors; empty trash bins and replace bin liners; refill soap, tissue and towel dispensers if needed.
- Clean and disinfect (in public and staff areas)—clean and disinfect all highly touched surfaces (tables, counters, chair backs and arms, light switches, doors and door handles, copy machines, telephones, computer keyboards and mice, etc.
- Trash & recycling—empty trashcans, recycling bins, and shredder, and remove all trash to dumpsters, change liners as needed.
- Kitchen areas (staff area & meeting room)—clean and disinfect countertops and sinks; refill soap and towel dispensers.
- Vacuuming/sweeping—walk thru, pick up debris on carpet and concrete; spot vacuum and/or sweep/dust mop as needed.
- Exterior sidewalks - sweep and keep free of litter.

Weekly Tasks

- Flooring
 - Spot vacuum of carpets and mats
 - Sweep/mop concrete floors
- Glass and Metal—clean glass and metal framing of interior and exterior entryways up to the height of the doors.
- Dusting—computers and screens (in public and staff areas), stools, benches, chairs, lamps, tops of shelves.
- Remove cigarette butts—from receptacle outside building as needed
- Grounds cleaning— remove trash from parking lot, sidewalks and landscaping beds as needed.

Monthly Tasks

- Flooring – full vacuum of carpets

Quarterly Tasks

- Dust—blinds, baseboards and fixtures
- Scrubber machine – concrete floors

As Needed

- Regularly check that sinks, toilets and drains are running clear and free of any clogs or plugs.
- Regularly inventory cleaning and bathroom supplies (e.g., toilet paper, liquid soap, trash can liners, etc.) and inform supplies-ordering staff when to restock items provided by the library district.

Appendix 4

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 regularly scheduled meeting in the month of ~~June~~April. If ~~there are~~vacancies occur, 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

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: \$56,479.23

VOUCHER					
DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
5/7/2021	Ingram	52534512	04/20/21	5013515	\$188.00
	Ingram	52534513	04/20/21	5013515	\$165.58
	Ingram	52539838	04/20/21	5013515	\$24.07
	Ingram	52539839	04/20/21	5013515	\$12.29
	Ingram	52539840	04/20/21	5013515	\$4.75
	Ingram	52578146	04/22/21	5013515	\$27.85
	Ingram	52578147	04/22/21	5013515	\$19.15
	Ingram	52578148	04/22/21	5013515	\$42.88
	Ingram	52627750	04/26/21	5013515	\$11.34
	Ingram	52627751	04/26/21	5013515	\$9.04
	Ingram	52627752	04/26/21	5013515	\$8.14
	Ingram	52627753	04/26/21	5013515	\$19.50
	Ingram	52627754	04/26/21	5013515	\$10.22
	Ingram	52627755	04/26/21	5013515	\$21.55
	Ingram	52627756	04/26/21	5013515	\$12.03
	Ingram	52627757	04/26/21	5013515	\$23.81
	Ingram	52627758	04/26/21	5013515	\$20.88
	Ingram	52627759	04/26/21	5013515	\$32.73
	Ingram	52627760	04/26/21	5013515	\$7.57
	Ingram	52627761	04/26/21	5013515	\$51.92
	Ingram	52627762	04/26/21	5013515	\$8.80
	Ingram	52627763	04/26/21	5013515	\$20.30
5/7/2021	Ebsco	1000153159-1	06/01/21	5014930	\$5,155.00
	Ebsco	1000153128-1	06/01/21	5014930	\$3,810.00
	Hoopla Midwest Tape	500378749	04/30/21	5014930	\$1,545.15
	Midwest Tape	500337521	04/22/21	5013515	\$40.83
	Midwest Tape	500337522	04/22/21	5013515	\$407.90
	Midwest Tape	500337523	04/22/21	5013515	\$91.87
	Midwest Tape	500361695	04/27/21	5013515	\$67.09

	Midwest Tape	500361696	04/27/21	5013515	\$36.81
	Midwest Tape	500361697	04/27/21	5013515	\$29.07
5/14/2021	Baker & Taylor	2035916369	04/28/21	5013515	\$153.88
	Baker & Taylor	2035916370	04/28/21	5013515	\$18.88
	Baker & Taylor	2035916371	04/28/21	5013515	\$37.19
	Baker & Taylor	2035916372	04/28/21	5013515	\$47.78
	Baker & Taylor	2035932507	04/30/21	5013515	\$77.77
	Baker & Taylor	2035932508	04/30/21	5013515	\$45.44
	Baker & Taylor	2035932509	04/30/21	5013515	\$14.48
	Baker & Taylor	2035875157	05/07/21	5013515	\$71.07
	Baker & Taylor	2035875158	05/07/21	5013515	\$11.23
	Baker & Taylor	2035875159	05/07/21	5013515	\$17.61
	Baker & Taylor	2035948203	05/10/21	5013515	\$172.51
	Baker & Taylor	2035948204	05/10/21	5013515	\$126.37
	Ingram	52694954	04/29/21	5013515	\$33.39
	Ingram	52715099	04/30/21	5013515	\$47.61
	Ingram	52715100	04/30/21	5013515	\$9.45
	Ingram	52715101	04/30/21	5013515	\$17.59
5/14/2021	Ingram	52811758	05/06/21	5013515	\$31.07
	Midwest Tape	500400500	05/05/21	5013515	\$29.88
	Midwest Tape	500394150	05/04/21	5013515	\$28.41
	Midwest Tape	500394152	05/04/21	5013515	\$12.31
	Chicago One Stop	19239	04/02/21	5013110	\$458.11
	Pacific Style Lawn M.	1006	04/30/21	5014110	\$363.48
	Package Nexus	89828	05/10/21	5016411	\$16,671.00
	Package Nexus	89829	05/10/21	5014930	\$792.00
5/21/2021	SYNCB/Amazon	696495533489	04/09/21	5013515	\$39.05
	SYNCB/Amazon	455896557588	04/10/21	5013515	\$15.72
	SYNCB/Amazon	737797745746	04/10/21	5013110	\$4.58
	SYNCB/Amazon	695397644465	04/10/21	5013515	\$611.99
	SYNCB/Amazon	956558463674	04/10/21	5013180	\$111.04
	SYNCB/Amazon	646935945469	04/10/21	5013512	\$12.97
	SYNCB/Amazon	786854743578	04/10/21	5013515	\$19.48
	SYNCB/Amazon	448945658787	04/11/21	5013515	\$32.54
	SYNCB/Amazon	679656474996	04/11/21	5013515	\$84.15
	SYNCB/Amazon	647375665958	04/14/21	5013180	\$124.92

	SYNCB/Amazon	566957553745	04/15/21	5013515	\$11.52
	SYNCB/Amazon	434586459557	04/15/21	5013180	\$15.17
	SYNCB/Amazon	544643764668	04/15/21	5013180	\$17.34
	SYNCB/Amazon	487878933794	04/15/21	5013515	\$15.89
	SYNCB/Amazon	689948698658	04/15/21	5013515	\$28.15
	SYNCB/Amazon	848977763869	04/16/21	5013110	\$22.77
	SYNCB/Amazon	689886739763	04/16/21	5013180	\$33.06
	SYNCB/Amazon	576793463866	04/17/21	5013512	\$17.35
	SYNCB/Amazon	653583774364	04/17/21	5013180	\$22.76
	SYNCB/Amazon	436796533894	04/17/21	5013180	\$46.61
	SYNCB/Amazon	664659397394	04/17/21	5013180	\$54.22
	SYNCB/Amazon	455469995748	04/18/21	5013180	\$21.69
	SYNCB/Amazon	439655855657	04/21/21	5013180	\$27.76
	SYNCB/Amazon	444394589595	04/22/21	5013180	\$33.63
	SYNCB/Amazon	748359338634	04/24/21	5013515	\$18.20
	SYNCB/Amazon	479336933338	04/24/21	5013180	\$17.31
	SYNCB/Amazon	439645796979	04/26/21	5013110	\$135.63
	SYNCB/Amazon	445547989636	04/27/21	5013110	\$75.76
	SYNCB/Amazon	585559457363	04/29/21	5013515	\$38.48
	SYNCB/Amazon	768646968935	05/03/21	5013515	\$36.13
	SYNCB/Amazon	439698736444	05/04/21	5013110	\$39.92
	SYNCB/Amazon	838835843537	05/04/21	5013515	\$101.33
	SYNCB/Amazon	669859578877	05/05/21	5013110	\$44.06
	SYNCB/Amazon	463688734574	05/07/21	5013110	\$31.16
	SYNCB/Amazon	669837496889	05/08/21	5013180	\$37.54
	SYNCB/Amazon	653366599434	05/09/21	5013180	\$46.91
	SYNCB/Amazon	659594857949	02/26/21	5013110	(\$429.60)
	SYNCB/Amazon	578834856557	03/13/21	5013110	(\$216.95)
	SYNCB/Amazon	983564744549	03/13/21	5013110	(\$216.95)
	SYNCB/Amazon	895845936669	04/30/21	5013110	(\$32.54)
5/21/2021	Tech ReView PLLC	1343	05/19/21	5014110	\$1,171.80
	Frontline Cleaning	27440	05/15/21	5014187	\$1,409.44
	Overdrive	01452CO21225183	05/13/21	5014930	\$272.49
	Midwest Tape	500412657	05/07/21	5013515	\$21.74
	Midwest Tape	500412658	05/07/21	5013515	\$29.88
	Midwest Tape	500412659	05/07/21	5013515	\$71.97

	Midwest Tape	500412661	05/07/21	5013515	\$52.44
	Ingram	52851210	05/10/21	5013515	\$18.12
	Ingram	52851211	05/10/21	5013515	\$15.17
	Ingram	52851212	05/10/21	5013515	\$7.75
	Ingram	52851213	05/10/21	5013515	\$19.64
	Ingram	52851214	05/10/21	5013515	\$38.20
5/21/2021	Ingram	52828641	05/07/21	5013515	\$9.50
	Ingram	52828642	05/07/21	5013515	\$49.06
	Ingram	52828643	05/07/21	5013515	\$6.39
	Ingram	52828644	05/07/21	5013515	\$17.69
	Ingram	52828645	05/07/21	5013515	\$19.54
	Ingram	52828646	05/07/21	5013515	\$18.19
	Ingram	52851200	05/10/21	5013515	\$10.94
	Ingram	52851201	05/10/21	5013515	\$7.68
	Ingram	52851202	05/10/21	5013515	\$14.13
	Ingram	52851203	05/10/21	5013515	\$28.34
	Ingram	52851204	05/10/21	5013515	\$29.12
	Ingram	52851205	05/10/21	5013515	\$11.66
	Ingram	52851206	05/10/21	5013515	\$45.59
	Ingram	52851207	05/10/21	5013515	\$14.78
	Ingram	52851208	05/10/21	5013515	\$7.86
	Ingram	52851209	05/10/21	5013515	\$42.27
5/28/2021	THE UPS STORE #5499 BURLINGTON WA		04/27/21	5014220	\$76.96
	ALLIXO TECHNOLOGIES LL 360-7073635 WA		05/03/21	5014212	\$378.67
	SEDRO WOOLLEY MINI STO 866-693-6683 WA		05/03/21	5014510	\$150.00
	PUGET SOUND ENERGY INC 4254546363 WA		05/04/21	5014700	\$238.41
	CNGC/SPEEDPAY 888-522-1130 WA		05/04/21	5014700	\$23.01
	CNGC/SPEEDPAY 888-522-1130 WA		05/04/21	5014700	\$49.08
	THE UPS STORE #5499 BURLINGTON WA		05/05/21	5014220	\$26.60
	WAL-MART #2596 MOUNT VERNON WA		05/05/21	5013110	\$10.84
	USPS PO 5476600270 SEDRO WOOLLEY WA		05/05/21	5014220	\$188.00
	CONTRACT HARDWARE 206-2984770 WA		05/11/21	5016210	\$368.90
	PUGET SOUND ENERGY COM 4254546363 WA		05/11/21	5014700	\$1,050.72
	SKAGIT PUD 3604247104 WA		05/12/21	5014700	\$46.12
	CNGC/SPEEDPAY 888-522-1130 WA		05/12/21	5014700	\$23.90
	CNGC/SPEEDPAY 888-522-1130 WA		05/12/21	5014700	\$23.90

	OVERDRIVE DIST 2165736886 OH		05/13/21	5013515	\$27.50
	RTECH SOLUTIONS LLC KNOXVILLE TN		05/18/21	5014212	\$29.59
	OPC WA DEPT. OF REVENU 8004874567 WA		05/19/21	5014930	\$0.25
	WA DEPT. OF REVENUE 8004874567 WA		05/19/21	5014930	\$10.00
	BIRCH EQUIPMENT RENTAL 360-4287788 WA		05/19/21	5014510	\$394.72
	CITY OF SEDRO-WOOLLEY 360-855-9925 WA		05/26/21	5014700	\$350.70
5/28/2021	Ingram	52893482	05/12/21	5013515	\$40.34
	Ingram	52893483	05/12/21	5013515	\$63.62
	Ingram	52983141	05/18/21	5013515	\$76.22
	Ingram	52983142	05/18/21	5013515	\$15.68
	Ingram	52989366	05/18/21	5013515	\$66.82
	Ingram	53009375	05/19/21	5013515	\$9.61
	Ingram	53009376	05/19/21	5013515	\$12.50
	Ingram	53009377	05/19/21	5013515	\$10.51
	Ingram	53009378	05/19/21	5013515	\$13.04
	Ingram	53009379	05/19/21	5013515	\$18.25
	Ingram	53009380	05/19/21	5013515	\$7.93
	Ingram	53009381	05/19/21	5013515	\$9.19
	Ingram	53009382	05/19/21	5013515	\$20.59
	Ingram	53009383	05/19/21	5013515	\$486.93
	Ingram	53009384	05/19/21	5013515	\$22.01
	Ingram	53009385	05/19/21	5013515	\$21.74
5/28/2021	Ingram	53009386	5/19/2021	5013515	\$12.81
	Ingram	53009387	5/19/2021	5013515	\$6.84
	Ingram	53025728	5/20/2021	5013515	\$47.22
	Ingram	53025729	5/20/2021	5013515	\$25.12
	Library Ideas	82357	5/19/2021	5013515	\$641.20
	Midwest Tape	500461291	5/18/2021	5013515	\$20.27
	Midwest Tape	500461292	5/18/2021	5013515	\$53.56
	Midwest Tape	500461293	5/18/2021	5013515	\$20.93
	Midwest Tape	500461294	5/18/2021	5013515	\$56.51
	Midwest Tape	500461296	5/18/2021	5013515	\$49.19
	WA HCA		5/26/2021	5012400	\$13,300.84
5/28/2021	GUARDIAN SECURITY SYST 206-62265		5/26/2021	5014930	\$62.20
	J2 *MYFAX SERVICES 877-437-3		5/26/2021	5014930	\$10.00
	Dropbox*1S7LT3YRJP7R db.tt/cch		5/24/2021	5014930	\$48.83

DOCUSIGN 866-219-4		5/24/2021	5014930	\$325.50
DEMCO INC 800-96244		5/21/2021	5013110	\$111.68
EIG*PowWeb 866-53928		5/17/2021	5014930	\$4.29
ADOBE ACROPRO SUBS 408-536-6		5/14/2021	5014930	\$27.11
PUGET SOUND ENERGY INC 425-454-6		5/12/2021	5014700	\$48.09
ABSUPPLYNET 773-809-3		5/10/2021	5013512	\$66.57
FLUENTSTREAM 206-679-2		5/10/2021	5014212	\$366.02
SUNSET PARK SELF STORA SEDRO WOO		5/6/2021	5014510	\$100.00
EIG*PowWeb 866-53928		5/5/2021	5014930	\$136.71
INTERPRETING TECHNOLOG 360-41955		5/3/2021	5014930	\$162.74
ON THE CLOCK 888-75359		5/3/2021	5014930	\$32.45
REMOTEPY YEARLY CHRG HTTPSWWW.R		5/3/2021	5014930	\$249.50
VZWRLSS*MY VZ VB P 800-922-0		4/28/2021	5014212	\$303.44

DocuSigned by:
Timothy Howland 6/18/2021
 B4BD66DF6A1048E...

DocuSigned by:
Jane Billig 6/20/2021
 B144D8A1678D4E3...

DocuSigned by:
Melinda McCormick Coster 6/28/2021
 71DCCCA33831457...

DocuSigned by:
Darcy Resetar 7/5/2021
 8C676793C10B458...

DocuSigned by:
Heather Swenson 7/7/2021
 EF8F7274184E46E...



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

General Ledger Detail Report

For Date Range: 5/1/2021 To: 5/31/2021

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$1,249,456.50
Cash Receipts	\$1,037.99
Investments Interest	\$106.17
Taxes Collected	\$61,312.91
State Forest Funds	\$2,390.87
Timber Excise	\$14,070.37
Subtotal Cash Increases	\$78,918.31
Investments Purchased	-\$106.17
District Accounts Payable	-\$52,369.95
District Payroll	-\$46,087.10
Subtotal Cash Decreases	-\$98,563.22
Ending Cash Balance	\$1,229,811.59
Beginning Investments	\$1,335,020.00
Investments Purchased	\$106.17
Ending Investments	\$1,335,126.17
Beginning Taxes Receivable	\$500,681.51
Taxes Receivable	-\$61,350.96
Ending Taxes Receivable	\$439,330.55



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Monthly Investment Ledger Report 6/8/2021

For Date Range 5/1/2021 To 5/31/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
5/3/2021		INTEREST	SP INTEREST PAYMENT			\$0.00	\$111.76	\$0.00
5/3/2021		FEE	SP HANDLING FEE			\$0.00	\$0.00	-\$5.59
5/3/2021		REDIST	SP PURCHASE INTEREST			\$106.17	\$0.00	\$0.00
2015-48	SP	L0301	2/25/2015	0.08	1/1/3000	\$1,335,126.17	\$138,248.37	-\$2,622.20
**** L0301	CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT					\$1,335,126.17	\$138,248.37	-\$2,622.20

Monthly Investment Ledger Report 6/8/2021

For Date Range 5/1/2021 To 5/31/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
Grandtotal						\$1,335,126.17		



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State Pool District Report

5/1/2021 To: 5/31/2021

Bank 680 STATE TREAS LGIP Interest Rate: 0.08

Fund: L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

InvestmentID: 2015-48

Beginning Balance:	\$1,335,020.00
Transactions:	\$106.17
Ending Balance:	\$1,335,126.17
Average Daily Balance:	\$1,335,119.32
Interest:	\$86.89
Fee:	\$4.34
Net Interest:	\$82.55

As of 6/14/2021

- Most of my time spent at the end of May involved getting the staff and the library ready to open to the public. The opening has gone smoothly. Since June 1st, over 1500 patrons have been in the library.
- The new website launched on June 10th and so far there have been few hiccups. It will take some time for Google to update the path to our website, but for now, we have a note on the broken link page that it directs users to.
- I met with the Workforce and Industry Council and was able to get some ideas on how the JobCorp students might be able to do on-the-job training and volunteering at the library to help in office management and computer training for the public.
- Congressman Rick Larsen visited the library on June 1st along with Mayor Julia Johnson. Jane Zillig and Heather Swenson were there to talk with them. Darcy Resetar spent the morning of our first Saturday open with us. Thank you all for doing this.
- On June 2nd I did a presentation to the Chamber of Commerce via Zoom.
- The secure package lockers were installed and configured. The staff will receive training on how to use the lockers this week.
- I have joined a group including NoaNet and the Sedro-Woolley School District to prepare to assist families that are receiving funds from the CARES Act for Internet access. They will have to apply for new funding through the Emergency Broadband Benefit.

Upcoming Activities

- Preparation of the report to the Board of County Commissioners
- Meeting with Catherine McHugh to discuss the Board retreat if she is able to facilitate.
- Discussion with Kate Laughlin about potentially providing Board training at the retreat or facilitation for the retreat if Catherine isn't able. If the Board training would take too long for the retreat, we could put together another special meeting just for Board training.

- Final installation of AV equipment in the large meeting room.
- ARPA grant funds may allow for the purchase of a smaller package locker system. I need to find a host in Big Lake for this system ASAP to take advantage of this grant for this purchase. If not, I have other options for use of the grant.

Central Skagit Library District
Expense Report

As of May 31, 2021

	2021 Projected Income	YTD 2021 Actual Income	2021 Projected Expenses	YTD 2021 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$905,000.00	\$485,258.98			
Timber Funds	\$80,000.00	\$31,487.23			
Leasehold Excise Tax		\$102.45			
Timber Excise		\$18,583.98			
Cash (Fees, Cards Purchased)		\$352.92			
Library Svs Contract	\$70,000.00				
IGT Increase		\$216.91			
Grants		\$900.00			
Donations		\$300.00			
Investment Earnings		\$678.02			
	\$1,055,000	\$537,880.49			

ONGOING EXPENSES

Personnel Expense			\$860,930	\$285,811	33.20%
Bookmobile			\$450	\$0	0.00%
Utilities			\$12,000	\$10,820	90.17%
Licensing/Dues/Subscrip 5014930			\$94,635	\$51,261	54.17%
Furniture, Fixtures, Equipment			\$4,000	\$11,945	298.63%
General Expenses			\$129,500	\$87,153	67.30%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$85,000	\$36,628	43.09%
ONGOING EXPENSE TOTALS			\$1,216,515	\$483,619	39.75%

ONE-TIME EXPENDITURES

FF&E Invoicing			\$476,343	\$496,508	104.23%
Opening Day Collection			\$50,000		0.00%
Moving Costs			\$20,000	\$6,373	31.87%
FF&E Design			\$25,000	\$25,000	100.00%
Total One Time Expenditures			\$571,343	\$527,881	92.39%
Estimated Use of Unallocated Funds					
Library Vehicle			\$30,000		
Total Use of Unallocated Funds			\$30,000	\$0	0.00%

Total Expenditures YTD **\$1,817,858** **\$1,011,500** **55.64%**



110 W State Street
PO BOX 665
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Meeting Room Policy

Mission

The mission of the Central Skagit Library District (CSLD) is to bring people, information, and ideas together to enrich, empower, and engage our community. In keeping with this mission, we follow best practices and standard procedures to provide safe, welcoming meeting spaces for library programs and other eligible uses.

Scope

This policy applies to all meeting rooms managed by CSLD and all staff, individuals and groups who use them. As part of its service to the community, the CSLD provides meeting rooms for use by community groups and organizations. This policy ensures that CSLD meeting rooms are available for gatherings, the primary purpose or nature of which is informational, civic, cultural, educational and/or of community-interest. Meeting room use will not be denied to any person or organization because of race, creed, color, religion, political ideology, national origin, ancestry, marital status, parental status, gender identity, sexual orientation, or the presence of any sensory, mental or physical disability.

Definitions

Commercial Use: Meeting room use by individuals or organizations that receive a commercial benefit, but excluding Library Use. This includes advertising or selling products or services, solicitation of donations, fundraising activities, charging admission fees, offering money-making activities, holding sales, training or staff meetings for a for-profit organization, or promoting a commercial business.

Library Use: Meeting room use by CSLD or the CSLD Friends of the Library. Library Use includes library programs and activities open to the public, public programs co-sponsored with other organizations, and staff meetings, training sessions and other invitation-only uses that may not be open to the public. Library Use may also include charging admission fees, fundraising activities of CSLD or the CSLD Friends of the Library, and the sales of books and other resources at events sponsored by CSLD or the CSLD Friends of the Library.

Non-Commercial Use: Uses by not-for-profit groups receiving no commercial benefit by using a library meeting room, including non-profit and governmental organizations. Meetings or programs must not require payment to enter, but solicitation of dues is permissible as part of the regular business of a non-profit organization.

Private Events: Groups or individuals gathering for private or personal purposes, such as birthday parties, weddings, memorial services, baby showers and similar events.

Sales: Any wholesale, retail, service or similar activity that could result in the exchange of money or offer monetary gain to the person(s) distributing the product or service.

Solicitation: The act of requesting money, credit, goods or merchandise for any purposes.

Policy

1. CSLD follows best practices and standard procedures to provide safe, welcoming meeting rooms for Library Uses and other uses.

- Failure to comply with the conditions of use and the Patron Code of Conduct will result in withdrawal of room reservation privileges.
- The CSLD Board of Trustees delegates to the Library Director or his/her designee the authority to develop and implement procedures and practices that carry out the provisions of this policy. If permission for the use of the meeting room is denied, the applicant may appeal to the Head of Public Services. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Director.
- Library Director or designee identifies uses for all library meeting rooms and gathering spaces.
- Any requests for use of library spaces are considered according to equitable procedures, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

2. CSLD offers meeting rooms for use by community groups free of charge for Non-Commercial Uses.

- As an extension of its mission, CSLD offers use of designated meeting rooms for non-commercial informational, educational, cultural, community or civic meetings and programs.
- Meeting rooms are not available for Commercial Uses.
- No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at events sponsored by CSLD or the CSLD Friends of the Library.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events may be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through the Library Director.
- Meeting rooms are not available for Private Events.
- All meetings, other than Library Uses, must be open to the public at no charge and may not be restricted to any particular group.

- Completed registration is required for all meeting room uses, including a signed agreement that the user will abide by all applicable CSLD policies, and state law.

3. CSLD does not endorse the activities or viewpoints of those using its meeting rooms.

- Publicity for any events, other than Library Uses, held in library spaces shall clearly state the organization responsible for the event and shall note that CSLD does not endorse the activities or viewpoints of the user.
- Any publicity of a meeting or event being held in a library meeting room must identify the sponsoring organization and must include the **Disclaimer Statement**. See below.

4. CSLD Board reviews this policy.

- This policy is periodically reviewed, revised, or reaffirmed by the CSLD Board of Trustees.

5. Conditions for Use

- Users must follow CSLD's Patron Code of Conduct and abide by the guidelines set forth in this document.
- Each use is limited to no more than four hours, including set up and clean up. Longer use must be authorized by the Library Director.
- For large groups using the meeting room during library hours, please use street parking and parking on the west end of the parking lot.
- Meeting room and commons area should be checked (including bathrooms) to ensure they are empty before leaving after hours meetings.
- Users must exit the building by 10:00pm. Alarm code must be set before exiting and doors should be checked to confirm they locked upon exit.
- CSLD will not provide storage of materials for any group.
- Groups are responsible for the care of the meeting room and will be held responsible for any damage incurred.
- Users are responsible for room set-up and take-down within the time of their reservation. CSLD staff are not available to assist with set-up and take-down.
- Rooms must be cleaned up and returned to their original configuration at the end of the reservation.
- Users are responsible for operating electronic equipment provided in the meeting room and ensuring their devices are compatible with library equipment. CSLD staff are not available to set up, troubleshoot, provide or operate library or user equipment. Instructions for equipment use are available.
- Users shall arrange for and provide for their own special equipment needs and supplies.

- Food and beverages are permitted in meeting rooms, but users must supply their own equipment for preparing it (including coffee makers). CSLD staff are not available to provide supplies or special equipment.
- CSLD staff may enter any meeting room at any time during meeting room use.
- Users are responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
- Alcoholic beverages are prohibited except at CSLD-sponsored adult programming or at special events hosted by CSLD, the CSLD Friends of the Library or library-related organizations (e.g. professional library associations). See “Statement on Alcohol” below.
- Use of cannabis products, smoking, vaping, candles and open flames are prohibited.
- Meeting room use must not disrupt library use by patrons or interfere with staff operations.
- Users may not post signs or other materials in the library without prior approval from the Library Director or designee.
- Users are responsible for communicating event details to their presenters and attendees. CSLD staff are not available to provide meeting room or event support, publicity or coordination.

Any violations of these conditions for use will result in loss of meeting room use privileges.

Availability, reservations and registration

- CSLD and the CSLD Friends of the Library have priority for meeting room use in library facilities. CSLD may cancel meeting room reservations to use the meeting room for a Library Use with reasonable notice to the reserving party. Severe weather, emergency closures or other unforeseen conflicts may require cancellation of room reservations with little notice.
- Meeting rooms for public use are available during regular library open hours and for after-hours use with pre-authorization, which includes responsibility for key pick-up/drop-off and contact for security system.
- CSLD reserves the right to limit excessive meeting room use if conflicts arise with other groups in order to make access to the meeting rooms fair and equitable. CSLD may limit meeting room use for particular organizations if abuse or non-compliance is detected, or if organizations are using rooms with such frequency that equitable use is in question.
- Reservations for meeting room use are on a first-come, first-served basis. Reservations must be requested at least three business days in advance of requested date of use. Weekends, library holidays and days of scheduled or emergency library closures are not considered business days for purposes of library meeting room reservations and use.

- Users are required to register and agree to CSLD's Meeting Room Policy and Patron Code of Conduct prior to approval of request and use of meeting room.
- When applicable, users are required to agree to Public Health Guidelines for Use of Meeting Rooms.
- Reservations are not final until notice is provided by CSLD that a reservation request has been confirmed.
- Prior use of meeting rooms does not entitle or guarantee future use.
- The person who registers must be age 18 or older. At least one adult age 18 or older must be present at all times during group's use of the meeting rooms.
- Individuals or groups providing false or misleading information to reserve meeting rooms will be considered in violation of the Meeting Room Policy.
- Out of courtesy to the library and other users, users who find they must cancel a reservation should notify the library as soon as possible.

Disclaimer Statement

Please include the following disclaimer statement on any publicity for events that will be held at the Sedro-Woolley Library: *The use of the Central Skagit Library District facilities or meeting rooms by any group or organization in no way constitutes endorsement of the policies or beliefs of that organization by the District.*

Statement on Alcohol

Alcoholic beverages may not be served or consumed on library property except at CSLD-sponsored adult programming or at special events hosted by CSLD, the CSLD Friends of the Library or library-related organizations (e.g. professional library associations). These groups must obtain written permission to serve alcoholic beverages in advance from the Library Director. Once permission is obtained, user must obtain a permit to serve alcohol as required by law.

Damage, Indemnification, and Applicant-Hold-Harmless Agreement form

The undersigned agrees to assume responsibility for the preservation of order at the Sedro-Woolley Library and liability for any damage thereto and for the observance of all policies, rules and regulations of the Central Skagit Rural Partial County Library District and further release the Central Skagit Rural Partial County Library District and its respective officials, employees, and agents from any liability of any kind whatsoever arising out of participation, organization and/or sponsoring the use of the Sedro-Woolley Library Meeting Rooms. The undersigned further agrees to indemnify and hold harmless all of the aforementioned parties from and against any and all actions, causes of action, losses, damages, liabilities, and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of use of the Sedro-Woolley Library Meeting Room.

The undersigned is at least 18 years of age and intends to be bound by this agreement.

I HAVE RECEIVED AND READ THE CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT'S MEETING ROOM POLICY AND PATRON CODE OF CONDUCT. I UNDERSTAND THAT I AM PERSONALLY RESPONSIBLE FOR MY GROUP'S ADHERENCE TO SAME.

NAME _____

PHONE (day) _____

PHONE (evening) _____

ADDRESS _____

Signature _____

Date _____

Group I represent _____

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 CSRPLD 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 regularly scheduled meeting in the month of ~~June~~April. If ~~there are~~vacancies occur, 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

Central Skagit Rural Partial County Library District
Board Retreat Agenda
110 West State Street, Sedro-Woolley, WA
Saturday, August 20, 2021
Time TBD

1. Agenda Discussion
2. Board Training
 - a. Review Ground Rules/Purpose/Roles
 - b. END Discussion Process
 - c. TBD
3. Board Self-Assessment – Based on Ground Rules/Purpose/Roles
4. Strategic Focus/Vision Development
5. Financial Projection and Strategy Discussion (including policy development)
6. Future Committee Needs Discussion

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
MAY 2021

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	1,259,981.83	78,918.31	98,563.22-	1,240,336.92
Obj 118 TEMPORARY INVESTMENTS	1,335,020.00	106.17		1,335,126.17
Obj 121 TAXES RECEIVABLE (NET)	500,681.51		61,350.96-	439,330.55
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	19,671.83-	52,369.95	35,826.76-	3,128.64-
Obj 231 OTHER ACCRUED LIABILITIES	19,084.79-	19,084.79	19,084.89-	19,084.89-
Obj 257 DEFERRED REVENUE	500,681.51-	61,350.96		439,330.55-
Obj 287 UNRESERVED FUND BALANCE	3,026,944.22-			3,026,944.22-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 MAY 2021

Fnd L03 NORTH CENTRAL RURAL LIBRARY

DESCRIPTION	PRIOR MONTH END BALANCE	CURRENT DEBITS	CURRENT CREDITS	MONTH END BALANCE	2021 BUDGET
Sub 001 NORTH CENTRAL RURAL LIBRARY					
Typ 003 REVENUES					
Obj 310 TAXES	428,562.13-		75,383.28-	503,945.41-	
Obj 330 INTERGOVERNMENTAL REVENUES	29,064.02-		3,282.93-	32,346.95-	
Obj 360 MISCELLANEOUS REVENUES	1,119.12-		252.10-	1,371.22-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	153,001.84	37,843.69		190,845.53	
Obj 520 PERSONNEL BENEFITS	86,722.19	8,243.51		94,965.70	
Obj 530 SUPPLIES -CONSUMPTION / RE	58,318.44	5,178.56	542.16-	62,954.84	
Obj 540 SERVICES AND PASS THRU PMT	134,893.84	14,519.36		149,413.20	
Obj 560 CAPITAL OUTLAYS	496,507.97	16,671.00		513,178.97	
Obj 599 BUDGET EXPENDITURES					1,867,858.00
	-----	-----	-----	-----	-----
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	470,699.01	82,456.12	79,460.47-	473,694.66	1,867,858.00

21/06/14-13:37

Skagit County - (FY21 PROD Dataset)

June 14 2021 Page: 57

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 5 ending May 31, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
05	05/15/21	WILLIAMS, JEANNE M	PRL	20226	S	J	97022	22	PRF	4,066.61
05	05/15/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319	S	J	97022	23	PRF	1,938.41
05	05/15/21	JOHNSON, TERESA J	PRL	20418	S	J	97022	24	PRF	2,175.86
05	05/15/21	TRACHTA, KENDRA	PRL	20493	S	J	97022	25	PRF	2,633.42
05	05/15/21	ALLEN, ALLIA E	PRL	20363	S	J	97063	67	PRF	1,669.60
05	05/15/21	BOHMBACH, CAROL F	PRL	20420	S	J	97063	68	PRF	711.92
05	05/15/21	FOX, SAMANTHA A	PRL	20504	S	J	97063	69	PRF	1,320.00
05	05/15/21	HAIGH, MAKAYLA R	PRL	20483	S	J	97063	70	PRF	1,080.00
05	05/15/21	HUGGINS, HILLARY A	PRL	20462	S	J	97063	71	PRF	1,419.20
05	05/15/21	MALONE, MARISSA B	PRL	20448	S	J	97063	72	PRF	1,606.88
05	05/15/21	SMITH, SUSAN C	PRL	20478	S	J	97063	73	PRF	136.90
05	05/31/21	WILLIAMS, JEANNE M	PRL	20226	S	J	97136	22	PRF	4,066.61
05	05/31/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319	S	J	97136	23	PRF	1,938.41
05	05/31/21	JOHNSON, TERESA J	PRL	20418	S	J	97136	24	PRF	2,175.86
05	05/31/21	TRACHTA, KENDRA	PRL	20493	S	J	97136	25	PRF	2,633.42
05	05/31/21	ALLEN, ALLIA E	PRL	20363	S	J	97193	29	PRF	1,836.56
05	05/31/21	BOHMBACH, CAROL F	PRL	20420	S	J	97193	30	PRF	647.20
05	05/31/21	FOX, SAMANTHA A	PRL	20504	S	J	97193	31	PRF	1,320.00
05	05/31/21	HAIGH, MAKAYLA R	PRL	20483	S	J	97193	32	PRF	960.00
05	05/31/21	HUGGINS, HILLARY A	PRL	20462	S	J	97193	33	PRF	1,561.12
05	05/31/21	MALONE, MARISSA B	PRL	20448	S	J	97193	34	PRF	1,606.88
05	05/31/21	SMITH, SUSAN C	PRL	20478	S	J	97193	35	PRF	338.83

L03	5011100	SALARIES AND WAGES								37,843.69
05	05/10/21	SOCIAL SECURITY	PRL		S	J	96988	80000	PRF	1,459.99
05	05/25/21	SOCIAL SECURITY	PRL		S	J	97115	80000	PRF	1,435.06

L03	5012100	SOCIAL SECURITY								2,895.05
05	05/10/21	RETIREMENT	PRL		S	J	96988	80000	PRF	2,455.32
05	05/25/21	RETIREMENT	PRL		S	J	97115	80000	PRF	2,415.26

L03	5012200	RETIREMENT								4,870.58
05	05/10/21	LABOR AND INDUSTRIES	PRL		S	J	96988	80000	PRF	241.54

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Period 5 ending May 31, 2021 Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd L03		NORTH CENTRAL RURAL LIBRARY DI								
05	05/25/21	LABOR AND INDUSTRIES	PRL		S J			97115 80000	PRF	236.34
L03	5012300	LABOR AND INDUSTRIES								477.88
05	05/14/21	CHICAGOONEST CENTRAL LIBRARY 3 A/P	530890	32620	CHICAGO ONE STOP INC			137108	5 PRF	458.11
05	05/21/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	531101	24334	AMAZON.COM-PO BOX 530958			137198	1 PRF	542.16-
L03	5013110	OFFICE SUPPLIES								84.05-
05	05/21/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	531101	24334	AMAZON.COM-PO BOX 530958			137198	1 PRF	609.96
L03	5013180	LIBRARY PROGRAM COSTS								609.96
05	05/21/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	531101	24334	AMAZON.COM-PO BOX 530958			137198	1 PRF	30.32
L03	5013512	LIBRARY EQUIPMENT < \$5000								30.32
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	4 PRF	40.83
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	5 PRF	407.90
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	6 PRF	91.87
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	7 PRF	67.09
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	8 PRF	36.81
05	05/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530690	29687	HOOPLA BY MIDWEST TAPE LLC			136970	9 PRF	29.07
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	1 PRF	188.00
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	2 PRF	165.58
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	3 PRF	24.07
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	4 PRF	12.29
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	5 PRF	4.75
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	6 PRF	27.85
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	7 PRF	19.15
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	8 PRF	42.88
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	9 PRF	11.34
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	10 PRF	9.04
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	11 PRF	8.14
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	12 PRF	19.50
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	13 PRF	10.22
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES			136971	14 PRF	21.55

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Period 5 ending May 31, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem	Identification	-----	JC Reference	Batch	Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI										
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	15	PRF	12.03
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	16	PRF	23.81
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	17	PRF	20.88
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	18	PRF	32.73
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	19	PRF	7.57
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	20	PRF	51.92
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	21	PRF	8.80
05	05/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530605	11813	INGRAM LIBRARY SERVICES				136971	22	PRF	20.30
05	05/14/21	INGRAM SVC CENTRAL LIBRARY 3 A/P	530923	11813	INGRAM LIBRARY SERVICES				137108	1	PRF	31.07
05	05/14/21	MIDWESTTAPE CENTRAL LIBRARY 3 A/P	530951	29687	HOOPLA BY MIDWEST TAPE LLC				137108	2	PRF	29.88
05	05/14/21	MIDWESTTAPE CENTRAL LIBRARY 3 A/P	530951	29687	HOOPLA BY MIDWEST TAPE LLC				137108	3	PRF	28.41
05	05/14/21	MIDWESTTAPE CENTRAL LIBRARY 3 A/P	530951	29687	HOOPLA BY MIDWEST TAPE LLC				137108	4	PRF	12.31
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	1	PRF	153.88
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	2	PRF	18.88
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	3	PRF	37.19
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	4	PRF	47.78
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	5	PRF	77.77
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	6	PRF	45.44
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	7	PRF	14.48
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	8	PRF	71.07
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	9	PRF	11.23
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	10	PRF	17.61
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	11	PRF	172.51
05	05/14/21	BAKER&TAYLOR CENTRAL LIBRARY 3 A/P	530871	B9381	BAKER & TAYLOR INC				137109	12	PRF	126.37
05	05/14/21	INGRAM SVC CENTRAL LIBRARY 3 A/P	530923	11813	INGRAM LIBRARY SERVICES				137109	13	PRF	33.39
05	05/14/21	INGRAM SVC CENTRAL LIBRARY 3 A/P	530923	11813	INGRAM LIBRARY SERVICES				137109	14	PRF	47.61
05	05/14/21	INGRAM SVC CENTRAL LIBRARY 3 A/P	530923	11813	INGRAM LIBRARY SERVICES				137109	15	PRF	9.45
05	05/14/21	INGRAM SVC CENTRAL LIBRARY 3 A/P	530923	11813	INGRAM LIBRARY SERVICES				137109	16	PRF	17.59
05	05/21/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	531101	24334	AMAZON.COM-PO BOX 530958				137198	1	PRF	1,052.63
05	05/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	531455	29687	HOOPLA BY MIDWEST TAPE LLC				137208	4	PRF	21.74
05	05/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	531455	29687	HOOPLA BY MIDWEST TAPE LLC				137208	5	PRF	29.88
05	05/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	531455	29687	HOOPLA BY MIDWEST TAPE LLC				137208	6	PRF	71.97
05	05/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	531455	29687	HOOPLA BY MIDWEST TAPE LLC				137208	7	PRF	52.44
05	05/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	531407	11813	INGRAM LIBRARY SERVICES				137208	8	PRF	18.12
05	05/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	531407	11813	INGRAM LIBRARY SERVICES				137208	9	PRF	15.17
05	05/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	531407	11813	INGRAM LIBRARY SERVICES				137208	10	PRF	7.75

Central Skagit Rural Partial County Library District
110 West State Street, Suite C
Sedro-Woolley, WA 98284

Contract of Employment Revision: Library Director

An agreement made this day, June 17, 2021, between the Board of Trustees of the Central Skagit Rural Partial County Library District, hereinafter known as the "Library Board," and Jeanne Williams, hereinafter known as the "Library Director."

The parties agree to the following terms:

1. The contract is effective for a one-year term beginning January 1, 2021 through December 31, 2021.
2. The Library Board will employ the Library Director as an exempt, full-time employee per the District Personnel Guidelines.
3. The Library Director will perform the duties of Library Director as provided in the Job Description. These duties may be modified as necessary and agreed upon by the Library Director and the Library Board.
4. The Library Board will conduct an annual performance review at the end of each contract term.
5. The Library Director will be compensated with an annual salary of \$97,606.89, effective January 1, 2021, which reflects no cost-of-living adjustment for 2021.
6. The library district will reimburse the Director up to \$90.00 per month in additional family life coverage.
7. All other conditions of employment apply as outlined in the District Personnel Guidelines.

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Trustees:

Director:

DocuSigned by:
Timothy Howland 6/18/2021
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DocuSigned by:
Jeanne Williams 7/7/2021
52963DAF59FD4A6...

DocuSigned by:
Jane Ellig 6/20/2021
B141D0A1070D4E3...

DocuSigned by:
Melinda McCormick Coster 6/28/2021
71DCCC35831457...

DocuSigned by:
Darcy Resetar 7/5/2021
0CC7C703C10B459...

DocuSigned by:
Heather Swenson 7/7/2021
EFBF7274184E46E...