

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
October 21, 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 August 21, 2021 Retreat Minutes
Approval of September 1 2021 Regular Meeting Minutes
Approval of September 2021 Payroll in the amount of \$
Approval of September 2021 Vouchers in the amount of \$42,484.81
Treasury Reports for September 2021
Balance Sheets for September 2021

5. Conflict of Interest
5. Communications
6. Director's Report
8. New Business
 - A. 2022 Budget (including Investment Discussion) (E,N)
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: None

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)

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

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/j/kEVgQ0pvd>

Central Skagit Rural Partial County Library District
Board Retreat Minutes
August 21, 2021
9:00am – 3:00pm
110 West State Street, Sedro-Woolley, WA

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

Staff Present: Jeanne Williams, Director

Facilitator Kate Laughlin, Primary Source

The Board of Trustees participated in training and discussion involving the following topics:

- Robert's Rules of Order – Highlight: Robert's Rules of Order states that following the rules to fullest extent could hinder a small Board from performing actions efficiently. Board should allow for flexibility because Robert's Rules were created for large assemblies.
- Intellectual freedom and materials/resources challenges – the library should ensure access by defending access and provision of materials, not the content of the materials.
- Public forums versus limited public forums, including the use of meeting rooms and display spaces – the library and the property are limited public forums where time, place and manner may have limitations. Public forums are spaces strictly open to the public, such as city sidewalks. Activities that disrupt the patron's use of the library can be limited on the property and people have to comply with a reasonable staff request or refusal can result in trespass.
- Representing the library and/or the Board – focus on representing organizational values and decisions of the Board without injecting personal objections or issues with Board decisions.

Transition Planning:

- The Trustees discussed the need to be flexible during the transition from start-up mode to visionary mode as the staff navigate providing services in a new facility while the Covid-19 emergency persists.

- Financial projections and budgeting in the next few years will be touch and go as the library adjusts to new financial challenges with no real trend data to work from due to the major shift from operating the Ball Street and Metcalf locations.

Issues to consider for the Board's preparation for the future:

- Financial stability – levy rate is currently \$.3485 and will continue to go down while state forest trust funds will also be severely diminished.
- Staffing profile may need to change over time to include more professionally trained staff.
- Technology changes to make transactional work more efficient including RFID
- Trustee onboarding, succession planning, ongoing training
- Staff training and retention
- Public Relations/Marketing/Communications
- Developing relationships with community, stakeholders, organizations and civic groups
- Attracting community leaders to use library services and spaces

Possible areas for future focus groups and surveys:

- Community's vision of the community as it moves forward, community building among the library, school district and businesses what is desired in the community that is currently missing.
- District expansion and unserved areas

Board Self-Evaluation – what has the Board excelled in:

- Respectful culture
- Thoughtful discussion
- Common goals
- Resilience
- Agenda items are moved forward efficiently
- Professionalism
- No personal agendas

Board Self-Evaluation – improvements to make:

- Could tighten up and create more Board policies and procedures
- Consider changing bylaws to have Chair and Chair Elect
- Continue to build trust
- Get the public more involved in the meetings

Aspirations for the Future:

- Coffee service in the library

- Library becomes the place where diverse groups connect and “cross pollinate”
- Professional development targeting library resources and marketing the schools and businesses
- Homework help services
- Lecture series on civics and culture
- Outreach to LatinX, Tribal and Russian/Ukrainian communities
- Business hub
- Connections to social services
- Connection to laundry facilities for those experiencing homelessness
- Connection to the Farmer’s Market
- Track biking trends and provide services that are biking-friendly

Next Steps:

- Work out an opportunity for a similar staff retreat focused on the same discussions at the Board Retreat to get feedback
- Work out ways to get community input for the strategic planning that will take place as the library nears the end of this transitional phase
- Bring together the staff and the Board for a capstone strategic planning retreat

Retreat ended at 3:00pm.

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Timothy Howland
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Jane Billig
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DocuSigned by:
Melinda McCormick Coster
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DocuSigned by:
Darcy Resetar
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DocuSigned by:
Heather Swenson
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Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
September 16, 2021
7:00 p.m.
110 West State Street, Sedro-Woolley, WA

1. Call to Order 7:00pm

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: Heather Swenson
Unanimous

4. Consent Agenda Items

Motion to approve the Consent Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Heather Swenson
Unanimous

Approval of July 15, 2021 Regular Meeting Minutes
Approval of July 2021 Payroll in the amount of \$39,788.36
Approval of July 2021 Vouchers in the amount of \$39,392.45
Approval of August 2021 Payroll in the amount of \$39,316.47
Approval of August 2021 Vouchers in the amount of \$77,403.00
Treasury Reports for July and August 2021
Balance Sheet for July and August 2021

5. Conflict of Interest None reported.

5. Communications

Jane Zillig shared that she has talked to people interested in volunteering at the library. She asked that the staff be trained to provide an informative answer about why we can't currently accept volunteers in a way that leaves the option for future volunteer opportunities.

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

Jeanne Williams shared her activities since the last Board meeting:

1. Preparation for the grand opening celebration
2. Demonstrations of upgrades to the current library automation system
3. Preparation for the Board Retreat
4. Implementation of Hoopla Flex
5. Planning for ARPA grant funds to add to Hoopla Flex collection
6. Working with the school district on placing a holds pick-up locker at Big Lake Elementary School
7. Working with the school district to get an interlocal agreement in place to load and maintain students in the library database for access
8. Resolution of sewer gas issue in the family bathroom and children's activity room with Valdez Construction

8. New Business

A. 2022 Budget Discussion and Planning (Appendix 1)

Jeanne Williams went over the initial draft of the 2022 Budget. She shared that the lack of trend data for operating the new library makes this upcoming budget year tough to forecast. She further stated that she is forecasting based on the utilities and costs so far in the building, but recognizes the need to make some changes in staffing in the coming year to better serve the changing needs of the community. Jeanne Williams went over the budget projections with the Trustees and the Board set the date for the budget hearing for 6:30pm on October 21, 2021 preceding the regular meeting. The Board also discussed the diminishing funds from the State Trust Land timber sales and how those funds could not be counted on any longer.

B. Director Evaluation Subcommittee Appointments

The Trustees discussed the need for a subcommittee to handle the library director performance evaluation. Darcy Resetar and Mindy Coslor shared that they felt it would be better to have an outside consultant handle the work with the staff so that follow-up could be conducted in a way that allowed staff

to remain anonymous in their comments. Jeanne Williams will reach out to Catherine McHugh to see if she might be able to conduct the evaluation remotely and provide the subcommittee with a performance evaluation report. If she is unable, Jeanne Williams will find out if Kate Laughlin would be available.

C. Trustee Vacancy Subcommittee Appointments

The Trustees discussed the need to get the advertisement for the Board vacancy in the paper as soon as possible so that candidates would have time to attend a Board meeting before the interviews in January 2022. Jane Zillig and Darcy Resetar will be the subcommittee to evaluate candidates and make a recommendation after interviews.

D. Mask Mandate Discussion

Jeanne Williams shared that the library staff had been following the mandates regarding masking in a public building:

- Proclamation By the Governor Amending Proclamations 20-05 and 20-25, et seq. 20-25.15
- Order of the Secretary of Health Amending Order 20-03 20-03.4
- Labor and Industries Requirements and Guidance for Preventing COVID-19 as of August 23, 2021
- Updated COVID-19 Facial Covering Guidance for Employers, Businesses, and Organizations dated 8/31/2021

She further shared that she had spoken with Dan Gottlieb, library law attorney, and Megan Masonholder, labor law and human resources attorney. The discussions centered around the risks involved in not enforcing the mandates and the potential dangers for staff and patrons. It was recommended that the Board formally resolve that these policies be followed and to clarify any options that they want the staff to follow.

The Board discussed the enforcement of masking and the requirement of public agencies to follow these mandates in order to keep the library open to the community. Trustees agreed that the staff should continue to follow these mandates and to offer curbside services to those adults who claimed a medical exemption from the mask mandate.

Motion to accept the following policies, including the Inquiry Option to engage with patrons not wearing masks, as the policies the library will use involving mask mandates, including any future updates:

1. *Proclamation By the Governor Amending Proclamations 20-05 and 20-25, et seq. 20-25.15*

2. *Order of the Secretary of Health Amending Order 20-03 20-03.4*
3. *Labor and Industries Requirements and Guidance for Preventing COVID-19 as of August 23, 2021*
4. *Updated COVID-19 Facial Covering Guidance for Employers, Businesses, and Organizations dated 8/31/2021, specifically the fourth bullet point, Inquiry Option, under section titled Responsibilities and Expectations for Businesses/Organizations involving Customers/Patrons where the library chooses to engage with customers who enter without a mask and who is exempt from the mask mandate. In this case, if the patron claims a health exemption, a reasonable accommodation such as curbside services is offered and if refused, the patron is denied entry.*

Motion 1: Mindy Coslor
Motion 2: Heather Swenson
Unanimous

E. Sedro-Woolley School District Interlocal Agreement

Jeanne Williams shared that she and Heather Swenson are working with the Sedro-Woolley School District to develop an interlocal agreement in order to batch load student and teach directory information into the library's patron database. This would allow school district students to use their student numbers, if desired, to check out materials or access online resources. Once the School Board decides on the interlocal agreement, the agreement will go to the Library Board to consider.

9. Other Business None reported.

10. Adjournment 8:17pm

Motion to adjourn.

Motion 1: Mindy Coslor
Motion 2: Jane Zillig
Unanimous

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: None

DocuSigned by:
Timothy Howland
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DocuSigned by:
Jane Eilling
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DocuSigned by:
Melinda McCormick Coaker
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DocuSigned by:
Darcy Resetar
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DocuSigned by:
Heather Swenson
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**Central Skagit Library District
2022 Budget Draft**

	Estimated Cash as of 12/31/2021	Estimated 2022 Receipts and Expenses	2022 % of Operations
Unallocated Cash	\$2,104,210		
Estimated Timber Funds Receipts		\$30,000	
2022 Estimated Tax/Cash/Grant/Interest Receipts CSLD		\$900,000	
2022 Estimated Receipts Sedro-Woolley Less Bond Payment		\$80,000	
2022 Total Estimated Receipts		\$1,010,000	
<u>Operational Expenditures</u>			
Personnel		\$808,786	67.10%
Supplies and Equipment		\$60,000	4.98%
Library Materials		\$80,000	6.64%
Services/Licensing/Dues		\$256,535	21.28%
			0.00%
			0.00%
Total Estimated Operational Expenditures		\$1,205,321	100.00%
Total Estimated Receipts Less Total Estimated Operational Expenditures		-\$195,321	
Total Estimated Unallocated Cash Balance		\$1,908,889	

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

Central Skagit Library District 2020 DRAFT Budget Proposal

	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
2021 Full Year 3% COLA							
Director	\$48.33	173	\$100,518.67	\$10,303.16	\$7,840.46	\$24,504.00	\$143,166
Assistant Director	\$37.00	173	\$76,954.08	\$7,887.79	\$6,002.42	\$16,272.00	\$107,116
Technical Service Associate	\$25.50	72	\$22,032.00		\$1,718.50		\$23,750
Librarian	\$27.00	173	\$42,039.00	\$4,309.00	\$3,279.04	\$25,504.00	\$75,131
Custodian	\$13.50	72	\$8,748.00		\$682.34		\$9,430
Circulation Manager	\$22.74	173	\$47,295.56	\$4,847.80	\$3,689.05	\$24,504.00	\$80,336
Library Associate MH	\$15.45	173	\$32,074.20	\$3,287.61	\$2,752.78	\$10,092.00	\$48,207
Library Associate (Circulation and Technology)	\$18.57	173	\$38,551.32	\$3,951.51	\$3,007.00	\$10,092.00	\$55,602
Library Associate SF	\$15.45	173	\$32,074.20	\$3,287.61	\$2,501.79	\$9,253.80	\$47,117
Library Associate CB	\$16.45	80	\$15,792.00	\$1,618.68	\$1,231.78	\$10,092.00	\$28,734
Head of Tech Services (3 months)	\$25.85	173	\$13,416.15	\$1,375.16	\$1,046.46	\$10,092.00	\$25,930
Library Page	\$14.10	48	\$8,121.60		\$633.48	\$0.00	\$8,755
Youth Services Specialist	\$21.21	173	\$44,031.96	\$4,513.28	\$3,434.49	\$26,902.00	\$78,882
Young Adult Services	\$18.03	173	\$37,430.28	\$3,836.60	\$2,919.56	\$10,092.00	\$54,278
Unemployment Insurance							\$10,000
Training and Travel Expense							\$6,000
Labor and Industries Worker's Compensation							\$6,350
Total Staffing 2021			\$519,079.02	\$49,218.19	\$40,739.15	\$177,399.80	\$808,786

2021 Software and Licensing Expenses TOTAL	\$101,535
Public Computer Session and Print Management	\$685
Scholastic	\$5,500
Hoopla	\$24,000
TLC (Integrated Library System)	\$9,000
Gale/Ebsco/Other Databases	\$30,150
Washington Anytime Library	\$24,000
Learning Express Library	\$2,200
Stacks Website Platform	\$6,000

2021 General and Administration Expenses TOTAL	\$155,000
Library Programming	\$20,000
Office Supplies	\$35,000
Landscaping	\$5,000
Janitorial	
Professional Services Legal	\$5,000
Professional Services Technology	\$10,000
Building Insurance	\$35,000
Utilities/Internet/Alarm	\$45,000
General Expenses	\$54,000



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

General Ledger Detail Report

For Date Range: 9/1/2021 To: 9/30/2021

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$909,180.43
Cash Receipts	\$525.54
Investments Interest	\$85.33
Taxes Collected	\$18,650.19
State Forest Funds	\$14,218.88
Subtotal Cash Increases	\$33,479.94
Investments Purchased	-\$85.33
Other Cash Decreases	-\$86.60
District Accounts Payable	-\$43,912.37
District Payroll	-\$47,809.86
District IGT Decreases	-\$4,915.05
Subtotal Cash Decreases	-\$96,809.21
Ending Cash Balance	\$845,851.16
Beginning Investments	\$1,335,478.14
Investments Purchased	\$85.33
Ending Investments	\$1,335,563.47
Beginning Taxes Receivable	\$425,197.23
Taxes Receivable	-\$15,726.52
Ending Taxes Receivable	\$409,470.71



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Monthly Investment Ledger Report 10/6/2021

For Date Range 9/1/2021 To 9/30/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
9/1/2021		INTEREST	SP INTEREST PAYMENT			\$0.00	\$89.82	\$0.00
9/1/2021		FEE	SP HANDLING FEE			\$0.00	\$0.00	-\$4.49
9/1/2021		REDIST	SP PURCHASE INTEREST			\$85.33	\$0.00	\$0.00
2015-48	SP	L0301	2/25/2015	0.09	1/1/3000	\$1,335,563.47	\$138,708.68	-\$2,645.21
**** L0301	CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT					\$1,335,563.47	\$138,708.68	-\$2,645.21

Monthly Investment Ledger Report 10/6/2021

For Date Range 9/1/2021 To 9/30/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
Grandtotal						\$1,335,563.47		



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State Pool District Report

9/1/2021 To: 9/30/2021

Bank 680 STATE TREAS LGIP

Interest Rate:

0.09

Fund: L0301

CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

InvestmentID: 2015-48

Beginning Balance:	\$1,335,478.14
Transactions:	\$85.33
Ending Balance:	\$1,335,563.47
Average Daily Balance:	\$1,335,563.47
Interest:	\$95.38
Fee:	\$4.77
Net Interest:	\$90.61

Central Skagit Library District
Custom Transaction Detail Report

September 2021

Date	Num	Name	Account	Debit
09/03/2021	500927137	Hoopla Midwest Tape	4930 Ebooks	1,917.14
09/03/2021	IT40834	Interpreting Technology	5014930 Dues/Subs/Memberships	781.00
09/03/2021	IT40750	Interpreting Technology	5014110 Professional Services	2,219.68
09/03/2021	12257547	Leaf Copier Lease	5013512 Equipment	292.95
09/03/2021		Jeanne Williams	5721020 Admin Benefits	106.87
09/03/2021	54441481	Ingram	Adult Books	71.78
09/03/2021	54441482	Ingram	JUV Books	17.22
09/03/2021	54441483	Ingram	YA Books	27.42
09/03/2021	54441484	Ingram	Adult Books	50.42
09/03/2021	54441485	Ingram	Adult Books	58.39
09/03/2021	54441486	Ingram	Adult Books	25.91
09/03/2021	54441487	Ingram	Adult Books	14.29
09/03/2021	54441488	Ingram	JUV Books	118.06
09/03/2021	54441489	Ingram	YA Books	218.67
09/03/2021	54441490	Ingram	YA Books	50.01
09/03/2021	54441491	Ingram	Adult Books	152.59
09/03/2021	54441492	Ingram	JUV Books	28.87
09/03/2021	54441493	Ingram	Adult Books	27.15
09/03/2021	54441494	Ingram	Adult Books	26.30
09/03/2021		WA Health Care Authority	5721020 Admin Benefits	2,075.52
09/03/2021		WA Health Care Authority	5722020 Lib Svs Benefits	11,225.32
09/03/2021	84405	Library Ideas, LLC	JUV Books	251.70
09/03/2021	84404	Library Ideas, LLC	JUV Books	767.10
09/03/2021	54406275	Ingram	JUV Books	65.04
09/03/2021	54406276	Ingram	YA Books	10.33
09/03/2021	54441476	Ingram	Adult Books	15.66
09/03/2021	54441477	Ingram	YA Books	67.25
09/03/2021	54441478	Ingram	JUV Books	18.64
09/03/2021	54441479	Ingram	JUV Books	26.96
09/03/2021	54441480	Ingram	Adult Books	121.12
09/03/2021	2036090584	Baker & Taylor	Adult Books	15.15
09/03/2021	2036090585	Baker & Taylor	Adult Books	85.09
09/03/2021	2036101137	Baker & Taylor	Adult Books	77.14
09/03/2021	2036101138	Baker & Taylor	Adult Books	37.94
09/03/2021	2036101139	Baker & Taylor	Adult Books	38.56
09/03/2021	2036101140	Baker & Taylor	Adult Books	19.96
09/03/2021	2036101141	Baker & Taylor	Adult Books	16.07
09/03/2021	2036101142	Baker & Taylor	Adult Books	20.97
09/03/2021	2036101143	Baker & Taylor	Adult Books	52.03
09/03/2021	2036101144	Baker & Taylor	Adult Books	143.21
09/03/2021	2036103120	Baker & Taylor	Adult Books	36.08
09/03/2021	2036112251	Baker & Taylor	Adult Books	17.61
09/03/2021	2036112252	Baker & Taylor	Adult Books	17.31
09/03/2021	2036111618	Baker & Taylor	Adult Books	133.71
09/03/2021	2036111619	Baker & Taylor	Adult Books	23.70

Central Skagit Library District
Custom Transaction Detail Report

September 2021

09/03/2021	2036111620	Baker & Taylor	Adult Books	14.48
09/03/2021	2036111621	Baker & Taylor	Adult Books	36.43
09/03/2021	2036111622	Baker & Taylor	Adult Books	18.04
09/03/2021	2036111623	Baker & Taylor	Adult Books	71.66
09/03/2021	2036111624	Baker & Taylor	Adult Books	73.79
09/03/2021	2036111625	Baker & Taylor	Adult Books	35.01
09/03/2021	2036111626	Baker & Taylor	Adult Books	13.83
09/03/2021	2036111627	Baker & Taylor	Adult Books	19.27
09/03/2021	2036111628	Baker & Taylor	Adult Books	155.75
09/03/2021	2036111629	Baker & Taylor	Adult Books	56.45
09/03/2021	2036125307	Baker & Taylor	Adult Books	135.00
09/03/2021	2036125308	Baker & Taylor	Adult Books	74.65
09/03/2021	2036125309	Baker & Taylor	Adult Books	52.39
09/03/2021	2036125310	Baker & Taylor	Adult Books	47.75
09/03/2021	2036125311	Baker & Taylor	Adult Books	95.74
09/03/2021	2036125312	Baker & Taylor	Adult Books	52.54
09/03/2021	2036125313	Baker & Taylor	Adult Books	14.48
09/03/2021	2036125314	Baker & Taylor	Adult Books	55.54
09/03/2021	2036125315	Baker & Taylor	Adult Books	49.19
09/03/2021	2036107124	Baker & Taylor	Adult Books	30.68
09/03/2021	2036139142	Baker & Taylor	Adult Books	58.47
09/03/2021	2036139143	Baker & Taylor	Adult Books	19.27
09/03/2021	2036139144	Baker & Taylor	Adult Books	36.69
09/03/2021	2036139145	Baker & Taylor	Adult Books	32.54
09/03/2021	2036139146	Baker & Taylor	Adult Books	107.50
09/03/2021	2036139147	Baker & Taylor	Adult Books	23.27
09/03/2021	2036139148	Baker & Taylor	Adult Books	180.08
09/03/2021	2036149249	Baker & Taylor	Adult Books	154.29
09/03/2021	2036149250	Baker & Taylor	Adult Books	19.29
09/03/2021	2036149251	Baker & Taylor	Adult Books	14.49
09/03/2021	2036149252	Baker & Taylor	Adult Books	18.65
09/03/2021	2036149253	Baker & Taylor	Adult Books	19.29
09/03/2021	2036149254	Baker & Taylor	Adult Books	21.81
09/03/2021	2036149255	Baker & Taylor	Adult Books	39.69
09/03/2021	2036149256	Baker & Taylor	Adult Books	37.93
09/03/2021	2036149257	Baker & Taylor	Adult Books	38.57
09/03/2021	2036153923	Baker & Taylor	Adult Books	19.29
09/03/2021	2036153924	Baker & Taylor	Adult Books	40.49
09/03/2021	2036153925	Baker & Taylor	Adult Books	52.43
09/03/2021	2036158576	Baker & Taylor	Adult Books	13.44
09/03/2021		J2 *MYFAX SERVICES 877-437-3	5014930 Licensing (Software)	10.00
09/03/2021		Sunset Park Storage	5014510 Rent	100.00
09/03/2021		POWWEB	5014930 Licensing (Software)	4.29
09/03/2021		Adobe	5014930 Licensing (Software)	27.11
09/03/2021		Office Depot	5013110 Office Supplies	420.96
09/03/2021		OTTER.AI 802892056	5014930 Licensing (Software)	240.00
09/03/2021		POWWEB	5014930 Licensing (Software)	136.71

Central Skagit Library District Custom Transaction Detail Report

September 2021

09/03/2021		OVERDRIVE DIST 2165736886 OH	5014930 Licensing (Software)	26.00
09/03/2021		Fluentstream	5014210 Telephone	368.33
09/03/2021		Cascade Natural Gas	5014700 Utilities	23.90
09/03/2021		Allixo	5014212 Telephone Internet	378.67
09/03/2021		Interpreting Technology	5014930 Licensing (Software)	162.74
09/03/2021		Sedro-Woolley Mini Storage	5014510 Rent	150.00
09/03/2021		Skagit County PUD	5014700 Utilities	43.12
09/03/2021		Skagit County PUD	5014700 Utilities	239.44
09/03/2021		Skagit County PUD	5014700 Utilities	620.21
09/03/2021		THOMPSONS GREENHOUSE SEDRO WOOLL	5013110 Office Supplies	97.65
09/03/2021		PIONEER MARKET PLACE SEDRO WOOL	5013110 Office Supplies	4.33
09/03/2021		The Library store	5013110 Office Supplies	247.04
09/03/2021		Puget Sound Energy	5014700 Utilities	1,200.53
09/03/2021		FEDEX	5014911 Printing	154.29
09/03/2021		USPS PO 5476600270 SEDRO WOOLLEY WA	5014220 Postage	55.00
09/03/2021		USPS PO 5476600270 SEDRO WOOLLEY WA	5014220 Postage	0.63
09/03/2021		Verizon Wireless	5014212 Telephone Internet	900.31
09/03/2021		RTECH SOLUTIONS LLC 8653229299 TN	5014212 Telephone Internet	51.59
09/03/2021		Cascade Natural Gas	5014700 Utilities	24.80
09/03/2021		MAGNOLIA GRILL SEDRO WOOLLEY WA	5014310 Travel	135.44
09/03/2021		FRED-MEYER #0024 BURLINGTON WA	5014310 Travel	158.75
09/03/2021		Walgreen's	5013110 Office Supplies	22.65
09/03/2021		Fluentstream	5014210 Telephone	367.38
09/03/2021		PIONEER MARKET PLACE SEDRO WOOL	5014310 Travel	2.70
09/03/2021		Dropbox	5014930 Licensing (Software)	48.83
09/03/2021		ON THE CLOCK 888-75359	5014930 Licensing (Software)	32.45
09/03/2021		City of Sedro-Woolley	5014700 Utilities	453.36
09/17/2021	54492276	Ingram	Adult Books	38.77
09/17/2021	54492277	Ingram	YA Books	7.88
09/17/2021	54492278	Ingram	YA Books	8.74
09/17/2021	54492279	Ingram	YA Books	12.45
09/17/2021	54492280	Ingram	YA Books	30.41
09/17/2021	54492281	Ingram	JUV Books	14.00
09/17/2021	54492282	Ingram	YA Books	11.15
09/17/2021	54492283	Ingram	JUV Books	9.86
09/17/2021	54515857	Ingram	JUV Books	100.32
09/17/2021	54515858	Ingram	Adult Books	32.91
09/17/2021	54591145	Ingram	YA Books	42.50
09/17/2021	54591146	Ingram	Adult Books	13.92
09/17/2021	54641190	Ingram	JUV Books	13.99
09/17/2021	54641191	Ingram	YA Books	16.43
09/17/2021	54641192	Ingram	YA Books	20.22
09/17/2021	54719905	Ingram	JUV Books	10.24
09/17/2021	54719906	Ingram	JUV Books	106.10
09/17/2021	54719907	Ingram	Adult Books	33.66
09/17/2021	54719908	Ingram	JUV Books	25.48
09/17/2021	54719909	Ingram	Adult Books	41.16

Central Skagit Library District
Custom Transaction Detail Report
September 2021

09/17/2021	54719910	Ingram	YA Books	198.68
09/17/2021	54719911	Ingram	Adult Books	60.18
09/17/2021	54746180	Ingram	JUV Books	52.53
09/17/2021	54746181	Ingram	JUV Books	37.69
09/17/2021	54746182	Ingram	JUV Books	16.40
09/17/2021	54750977	Ingram	YA Books	13.77
09/17/2021	54750978	Ingram	YA Books	21.90
09/17/2021	54750979	Ingram	YA Books	34.55
09/17/2021	54750980	Ingram	JUV Books	8.85
09/17/2021	54750981	Ingram	YA Books	30.29
09/17/2021	54750982	Ingram	Adult Books	20.83
09/17/2021	54750983	Ingram	YA Books	9.39
09/17/2021	CSLD2021	Primary Source	5014110 Professional Services	5,680.88
09/17/2021	100610901	Pacific Style Lawn Maintenance	5014110 Professional Services	363.48
09/17/2021	28461	Frontline Cleaning	5014187 Janitorial	1,536.05
09/17/2021	500934857	Midwest Tape	Adult Audio	173.32
09/17/2021	500934859	Midwest Tape	Adult DVD	21.74
09/17/2021	500940080	Midwest Tape	Adult DVD	29.88
09/17/2021	500940081	Midwest Tape	Adult DVD	28.25
09/17/2021	500940082	Midwest Tape	Adult DVD	43.88
09/17/2021	500915135	Midwest Tape	Adult DVD	87.32
09/17/2021	500915136	Midwest Tape	Adult Audio	47.40
09/17/2021	500915138	Midwest Tape	Adult DVD	55.70
09/17/2021	500915139	Midwest Tape	Adult DVD	13.61
09/17/2021	500915280	Midwest Tape	Adult DVD	17.68
09/17/2021	500889075	Midwest Tape	Adult DVD	113.93
09/17/2021	500889076	Midwest Tape	Adult DVD	17.68
09/17/2021	500889077	Midwest Tape	Adult DVD	88.57
09/17/2021	500889078	Midwest Tape	Adult DVD	56.51
09/17/2021	500890120	Midwest Tape	Adult DVD	17.68
09/24/2021	500992324	Midwest Tape	Adult DVD	66.60
09/24/2021	500992325	Midwest Tape	JUV DVD	29.88
09/24/2021	500979437	Midwest Tape	Adult DVD	29.88
09/24/2021	500979438	Midwest Tape	Adult DVD	21.74
09/24/2021	500980950	Midwest Tape	JUV DVD	54.98
09/24/2021	500980951	Midwest Tape	Adult DVD	52.76
09/24/2021	54839119	Ingram	Adult Books	54.04
09/24/2021	54839120	Ingram	JUV Books	56.31
09/24/2021	54848075	Ingram	JUV Books	28.86
09/24/2021	54848076	Ingram	YA Books	44.10
09/24/2021	54848077	Ingram	Adult Books	20.93
09/24/2021	54848078	Ingram	Adult Books	56.92
09/24/2021	54848079	Ingram	Adult Books	143.71
09/24/2021	54848080	Ingram	JUV Books	13.05
09/24/2021	54848081	Ingram	YA Books	14.65
09/24/2021	54848082	Ingram	JUV Books	15.88
09/24/2021	54848083	Ingram	Adult Books	211.86

Central Skagit Library District
Custom Transaction Detail Report
September 2021

09/24/2021	28487	Frontline Cleaning	5014187 Janitorial	1,323.63
09/24/2021	74625441	Cengage GALE	5014930 Licensing (Software)	212.97
				42,484.81

Central Skagit Rural Partial County Library District
PO BOX 665
110 West State 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.

DocuSigned by:

Timothy Howland

B4BD56BF6A1048E...

DocuSigned by:

Jane Ellig

D141D6A1676D4E3...

DocuSigned by:

Melinda McCormick Coster

71DCCCA35831457...

DocuSigned by:

Darcy Resetar

0CC7C703C10B450...

DocuSigned by:

Heather Swenson

EFBF7274104E40E...

October 2021 Director's Report

Activities as of 10/21/2021:

- Now taking part in the City/School District Monthly Meetings
- Met with Matt Lutes and Brett Greenwood to discuss placement of a locker at Big Lake Elementary. While they are interested in hosting, they cannot host the locker access can't be limited to after-school hours only. This would be a service issue for us and I suspect there could be issues with patrons still attempting to access the machine during school. I have reached out to Big Lake Grocery to see if they may be interested in a pilot program for holds pick-up to gauge usage. As of today I have not yet heard back.
- Met with Jane Zillig and Tim Howland for more training on how our finances are handled, which included a deep dive into the budget and forecasting. This training may be scheduled for any Trustee who is interested.
- Continued work on the 2022 Budget draft.
- I have been working on getting a service called Northstar Digital set up for our library. It is being provided through the Washington State Library and involves basic digital literacy and provides initial assessments to help learners gauge where they are and what they need to focus on to increase comfort level and skills with computers and the Internet. It involves getting certified to provide proctoring services.
- I have continued to work on getting prepared for the upgrade of our current library automation system, TLC, from the older platform we are currently using to the most up-to-date version. This will mean some changes for staff to navigate, particularly in cataloging.
- I have offered the Facilities Assistant position to a candidate who will start on Friday, 10/22.
- Provided a tour of the library and informational session to Julie Blazek and her team at HKP Architects, the group who will be working the city of Mount Vernon on their project.

- Ready to start testing teacher/student data uploads once the interlocal agreement is completed with the Sedro-Woolley School District.
- As of 10/21/2021, no one has applied to be a Trustee.
- Catherine McHugh has everything she needs to begin the director evaluation.

Brainstorming/Planning:

- Bookmobile – what to do? If we wanted to revisit delivery service of holds, it would be more efficient to consider a smaller Sprinter van outfitted to carry books and book trucks rather than the bookmobile. Getting deliveries set up for holds in Big Lake and other communities could help us determine whether a van is necessary. Ultimately, we need to figure out our income/expenses and staffing to understand if we can spare someone to do these deliveries.
- RFID – I'm continuing to gather information on doing an RFID conversion to make materials handling more efficient so that staff time can be focused on other services. I have established that our current self-check system is compatible. The next part is establishing the cost and figuring out the best time-frame to embark on the project.
- Staff Training – I am putting together some ideas to bridge the Board Retreat to a staff training day with Kate Laughlin. My hope is to get some training, including intellectual freedom, while also working on how we go about timing some of the projects we want to do: RFID, community needs assessment, book deliveries, interlibrary loan, etc. I hope to schedule this early in 2022. By then I am hoping that restrictions will begin to ease due to higher vaccination rates.

Central Skagit Library District
Expense Report

As of September 30, 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	\$520,126.15			
Timber Funds	\$80,000.00	\$86,636.62			
Leasehold Excise Tax		\$172.07			
Timber Excise		\$24,535.62			
Cash (Fees, Cards Purchased)		\$6,166.58			
Library Svs Contract	\$70,000.00				
IGT Increase		\$261.71			
Donations		\$2,800.00			
Investment Earnings		\$1,115.32			
	\$1,055,000	\$641,814.07			

ONGOING EXPENSES

Personnel Expense			\$860,930	\$529,522	61.51%
Bookmobile			\$450	\$0	0.00%
Utilities			\$12,000	\$20,695	172.46%
Licensing/Dues/Subscrip 5014930			\$94,635	\$86,573	91.48%
Furniture, Fixtures, Equipment			\$4,000	\$17,738	443.45%
General Expenses			\$129,500	\$147,743	114.09%
Contingency Fund			\$30,000	\$0	0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$85,000	\$64,936	76.40%
ONGOING EXPENSE TOTALS			\$1,216,515	\$867,207	71.29%

ONE-TIME EXPENDITURES

FF&E Invoicing from 2020			\$476,343	\$509,891	
Opening Day Collection			\$50,000		
Moving Costs			\$20,000	\$6,373	
FF&E Design			\$25,000	\$25,000	
Total One Time Expenditures			\$571,343	\$541,264	
FF&E Unallocated Uses			\$50,000	\$83,667	
Library Vehicle			\$30,000		
Total Use of Unallocated Funds			\$80,000	\$83,667	

Total Expenditures YTD

\$1,867,858

\$1,492,138

79.88%

**Central Skagit Library District
2022 Budget Draft**

	Estimated Cash as of 12/31/2021	Estimated 2022 Receipts and Expenses	2022 % of Operations
Unallocated Cash	\$2,450,000		
Estimated Timber Funds Receipts		\$30,000	
2022 Estimated Tax/Cash/Grant/Interest Receipts CSLD		\$917,000	
2022 Estimated Receipts Sedro-Woolley Less Bond Payment		\$120,000	
2022 Total Estimated Receipts		\$1,067,000	

<u>Operational Expenditures</u>			
Personnel		\$844,006	68.04%
Supplies and Equipment		\$60,000	4.84%
Library Materials		\$80,000	6.45%
Services/Licensing/Dues		\$256,535	20.68%
			0.00%
			0.00%
Total Estimated Operational Expenditures		\$1,240,541	100.00%
Total Estimated Receipts Less Total Estimated Operational Expenditures		-\$173,541	
Total Estimated Unallocated Cash Balance		\$2,276,459	

Green represents Income, New Library and Unallocated Funds
 Aqua represents Operational Expenditures

	Hourly	Hrs /month	Yearly	PERS	Payroll Tax Exp	Health	Total
2022 rate changes reflect position salary comparison adjustments based on similar libraries in western WA excluding Director.							
Director MLIS (3% COLA)	\$48.33	173	\$100,518.67	\$10,303.16	\$7,840.46	\$25,848.00	\$144,510
Assistant Director MLIS	\$39.15	173	\$81,425.74	\$8,346.14	\$6,351.21	\$18,245.00	\$114,368
Technical Services Specialist (\$23-\$27 DOEE)	\$26.00	72	\$22,464.00		\$1,752.19		\$24,216
Librarian MLIS (range \$27-\$30 DOEE)	\$30.00	173	\$46,710.00	\$4,787.78	\$3,643.38	\$25,848.00	\$80,989
Facilities Assistant	\$14.75	72	\$9,558.00		\$745.52		\$10,304
Circulation Manaager	\$23.65	173	\$49,188.22	\$5,041.79	\$3,836.68	\$25,848.00	\$83,915
Library Associate	\$16.20	173	\$33,631.20	\$3,447.20	\$2,752.78	\$11,212.00	\$51,043
Library Associate (Circulation and Technology)	\$19.32	173	\$40,108.32	\$4,111.10	\$3,128.45	\$11,212.00	\$58,560
Library Associate	\$16.00	173	\$33,216.00	\$3,404.64	\$2,590.85	\$9,253.80	\$48,465
Library Associate	\$17.11	80	\$16,425.60	\$1,683.62	\$1,281.20	\$11,212.00	\$30,602
Head of Tech Services (3 months)	\$26.53	173	\$13,769.07	\$1,411.33	\$1,073.99	\$11,212.00	\$27,466
Library Page	\$14.48	48	\$8,340.48		\$650.56		\$8,991
Youth Services Specialist	\$22.08	173	\$45,838.08	\$4,698.40	\$3,575.37	\$26,902.00	\$81,014
Young Adult Services	\$18.77	173	\$38,966.52	\$3,994.07	\$3,039.39	\$11,212.00	\$57,212
Unemployment Insurance							\$10,000
Training and Travel Expense							\$6,000
Labor and Industries Worker's Compensation							\$6,350
Total Staffing 2022			\$540,159.89	\$51,229.23	\$42,262.01	\$188,004.80	\$844,006

2022 Software and Licensing Expenses TOTAL	\$101,535
Public Computer Session and Print Management	\$685
Scholastic	\$5,500
Hoopla	\$24,000
TLC (Integrated Library System)	\$9,000
Gale/Ebsco/Other Databases	\$30,150
Washington Anytime Library	\$24,000
Learning Express Library	\$2,200
Stacks Website Platform	\$6,000

2022 General and Administration Expenses TOTAL	\$155,000
Library Programming	\$20,000
Office Supplies	\$35,000
Landscaping	\$5,000
Professional Services Legal	\$5,000
Professional Services Technology	\$10,000
Building Insurance	\$35,000
Utilities/Internet/Alarm	\$45,000
General Expenses	\$54,000

BUDGET FORECAST

	2022	2023	2024	2025	2026
Unallocated Cash	\$2,276,459	\$2,102,988	\$1,992,355	\$1,866,998	\$1,726,476
Estimated Timber Funds Receipts	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
2021 Estimated Tax/Cash/Grant/Interest Receipts CSLD	\$926,170	\$935,432	\$949,463	\$963,705	\$978,161
2021 Estimated Receipts Sedro-Woolley Less Bond Payment	\$110,900	\$117,554	\$124,607	\$132,084	\$140,009
2021 Total Estimated Receipts	\$1,067,070	\$1,082,986	\$1,104,070	\$1,125,789	\$1,148,169
Operational Expenditures					
Personnel	\$844,006	\$785,188	\$808,744	\$833,006	\$857,996
Supplies and Equipment	\$60,000	\$61,800	\$63,654	\$65,564	\$67,531
Library Materials	\$80,000	\$82,400	\$84,872	\$87,418	\$90,041
Services/Licensing/Dues	\$256,535	\$264,231	\$272,158	\$280,323	\$288,732
Total Estimated Operational Expenditures	\$1,240,541	\$1,193,619	\$1,229,428	\$1,266,310	\$1,304,300
Total Estimated Receipts Less Total Estimated Operational Expenditures	-\$173,471	-\$110,633	-\$125,357	-\$140,522	-\$156,130
Estimated Use of Unallocated Funds					
Remote Lockers	TBD				
Total Use of Unallocated Cash	\$0				
Total Estimated Unallocated Cash Balance	\$2,102,988	\$1,992,355	\$1,866,998	\$1,726,476	\$1,570,346

Have any of you ever visited the Bellingham Children's Library? If yes, you have seen that the picture books are all displayed at young children's height, and there is plenty of open space for children to play, commingle, and read with their guardians. One thing that is lacking in our stunning new library is such a space. While we may not have the size of the Bellingham Children's Library, I believe many improvements can be made to improve the flow and useability.

With the current layout, the main feature of the children's section is the computer table, which is out of sight of any adult seating. This makes supervision awkward. The picture books tower over my two children (ages 3 and 5), and they are rarely drawn to them, although they love reading and have been inspired to settle down with a book in many other library layouts. Perhaps I didn't see it, but there were no special Halloween displays on my last visit a few days ago, this October. Such displays, and other thoughtful touches like the height of books, space to play, child-sized seats and exciting programming are what get young children excited about a library. I spent two years working at the Bellingham Children's library and witnessed this.

I would like to formally request the repositioning of your children's section to create a true children's nook: One where adults can comfortably sit with their children reading, with enough open space to meet other children, and surrounded by books displayed at a comfortable height. Enticing interactive displays in addition to computers, so that computers do not become the central focus, would also be useful in fostering that sense of engagement with the space. Please position the computers within view of adult seating, for supervision. Lastly, and in line with these concerns about meeting children's needs, please improve your offerings of storytimes and other children's events. I was disappointed to see there are not any special spooky readings for Halloween, nor are there any storytimes apart from Tuesdays when most children, including my own, are in school.

Thank you for your consideration,
Amy Kraus
360-927-9151

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
SEPTEMBER 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	919,705.76	36,269.48	99,598.75-	856,376.49
Obj 118 TEMPORARY INVESTMENTS	1,335,478.14	85.33		1,335,563.47
Obj 121 TAXES RECEIVABLE (NET)	425,197.23	2,923.67	18,650.19-	409,470.71
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	6,738.37-	46,701.91	45,205.83-	5,242.29-
Obj 231 OTHER ACCRUED LIABILITIES	20,224.88-	20,224.88	20,038.00-	20,038.00-
Obj 257 DEFERRED REVENUE	425,197.23-	18,650.19	2,923.67-	409,470.71-
Obj 287 UNRESERVED FUND BALANCE	3,026,944.22-			3,026,944.22-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 SEPTEMBER 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	526,183.65-		18,650.19-	544,833.84-	
Obj 330 INTERGOVERNMENTAL REVENUES	72,281.71-		14,210.69-	86,492.40-	
Obj 360 MISCELLANEOUS REVENUES	9,607.06-		619.06-	10,226.12-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	307,898.11	39,994.51		347,892.62	
Obj 520 PERSONNEL BENEFITS	160,593.51	21,036.18		181,629.69	
Obj 530 SUPPLIES -CONSUMPTION / RE	97,033.95	9,101.37	157.60-	105,977.72	
Obj 540 SERVICES AND PASS THRU PMT	248,012.25	25,066.46		273,078.71	
Obj 560 CAPITAL OUTLAYS	593,258.17			593,258.17	
Obj 599 BUDGET EXPENDITURES					1,867,858.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	798,723.57	95,198.52	33,637.54-	860,284.55	1,867,858.00

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 63

GL787 974 MO END JR DIST TRANS DTL Report Format 115

Period 9 ending September 30, 2021 Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd L03		NORTH CENTRAL RURAL LIBRARY DI								
09	09/15/21	WILLIAMS, JEANNE M	PRL	20226	S	J		98045	22 APP	4,066.61
09	09/15/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319	S	J		98045	23 APP	1,938.41
09	09/15/21	JOHNSON, TERESA J	PRL	20418	S	J		98045	24 APP	2,175.86
09	09/15/21	TRACHTA, KENDRA	PRL	20493	S	J		98045	25 APP	3,206.42
09	09/15/21	ALLEN, ALLIA E	PRL	20363	S	J		98092	78 APP	1,836.56
09	09/15/21	BOHMBACH, CAROL F	PRL	20420	S	J		98092	79 APP	647.20
09	09/15/21	FOX, SAMANTHA A	PRL	20504	S	J		98092	80 APP	1,252.50
09	09/15/21	HAIGH, MAKAYLA R	PRL	20483	S	J		98092	81 APP	1,428.80
09	09/15/21	HUGGINS, HILLARY A	PRL	20462	S	J		98092	82 APP	1,561.12
09	09/15/21	MALONE, MARISSA B	PRL	20448	S	J		98092	83 APP	1,606.88
09	09/15/21	SMITH, SUSAN C	PRL	20478	S	J		98092	84 APP	236.15
09	09/30/21	WILLIAMS, JEANNE M	PRL	20226	S	J		98141	22 APP	4,066.61
09	09/30/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319	S	J		98141	23 APP	1,938.41
09	09/30/21	JOHNSON, TERESA J	PRL	20418	S	J		98141	24 APP	2,175.86
09	09/30/21	TRACHTA, KENDRA	PRL	20493	S	J		98141	25 APP	3,206.42
09	09/30/21	ALLEN, ALLIA E	PRL	20363	S	J		98215	28 APP	1,773.95
09	09/30/21	BOHMBACH, CAROL F	PRL	20420	S	J		98215	29 APP	711.92
09	09/30/21	FOX, SAMANTHA A	PRL	20504	S	J		98215	30 APP	1,320.00
09	09/30/21	HAIGH, MAKAYLA R	PRL	20483	S	J		98215	31 APP	1,307.20
09	09/30/21	HUGGINS, HILLARY A	PRL	20462	S	J		98215	32 APP	1,561.12
09	09/30/21	MALONE, MARISSA B	PRL	20448	S	J		98215	33 APP	1,606.88
09	09/30/21	SMITH, SUSAN C	PRL	20478	S	J		98215	34 APP	369.63

L03	5011100	SALARIES AND WAGES								39,994.51
09	09/10/21	SOCIAL SECURITY	PRL		S	J		97990	80000 APP	1,547.21
09	09/24/21	SOCIAL SECURITY	PRL		S	J		98110	80000 APP	1,526.69

L03	5012100	SOCIAL SECURITY								3,073.90
09	09/10/21	RETIREMENT	PRL		S	J		97990	80000 APP	2,038.34
09	09/24/21	RETIREMENT	PRL		S	J		98110	80000 APP	2,021.35

L03	5012200	RETIREMENT								4,059.69
09	09/10/21	LABOR AND INDUSTRIES	PRL		S	J		97990	80000 APP	247.45

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 64

GL787 974 MO END JR DIST TRANS DTL Report Format 115

Period 9 ending September 30, 2021 Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd L03		NORTH CENTRAL RURAL LIBRARY DI								
09	09/24/21	LABOR AND INDUSTRIES	PRL		S J			98110 80000	APP	247.43

L03	5012300	LABOR AND INDUSTRIES								494.88
09	09/01/21	WASTHEALTH CENTRAL SKAGIT LIBR A/P		535511	30361	WA ST HEALTH CARE AUTHORITY		138372	1 APP	13,300.84
09	09/02/21	WILLIAMSJEAN CENTRAL SKAGIT LI A/P		535638	29489	WILLIAMS JEANNE -REIMBURSEMENT		138392	5 APP	106.87

L03	5012400	MEDICAL								13,407.71
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535278	31871	ELAN FINANCIAL INSTITUTION		138370	1 APP	420.96
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	442.16

L03	5013110	OFFICE SUPPLIES								863.12
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	139.10-
09	09/02/21	LEAF CENTRAL SKAGIT LIBRARY	A/P	535662	30912	LEAF		138392	4 APP	292.95

L03	5013512	LIBRARY EQUIPMENT < \$5000								153.85
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	1 APP	71.87
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	2 APP	17.22
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	3 APP	27.42
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	4 APP	50.42
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	5 APP	58.39
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	6 APP	25.91
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	7 APP	14.29
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	8 APP	118.06
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	9 APP	218.67
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	10 APP	50.01
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	11 APP	152.59
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	12 APP	28.87
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	13 APP	27.15
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138371	14 APP	26.30
09	09/01/21	LIBRARYIDEAS CENTRAL SKAGIT LI A/P		535380	29795	LIBRARY IDEAS LLC		138372	2 APP	251.70
09	09/01/21	LIBRARYIDEAS CENTRAL SKAGIT LI A/P		535380	29795	LIBRARY IDEAS LLC		138372	3 APP	767.10
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P		535357	11813	INGRAM LIBRARY SERVICES		138372	4 APP	65.04

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 65

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 9 ending September 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	5 APP	10.33
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	6 APP	15.66
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	7 APP	67.25
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	8 APP	18.64
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	9 APP	26.96
09	09/01/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535357	11813	INGRAM LIBRARY SERVICES			138372	10 APP	121.12
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	1 APP	55.54
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	2 APP	49.19
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	3 APP	30.68
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	4 APP	58.47
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	5 APP	19.27
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	6 APP	36.69
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	7 APP	32.54
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	8 APP	107.50
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	9 APP	23.27
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	10 APP	180.08
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	11 APP	154.29
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	12 APP	19.29
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	13 APP	14.49
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	14 APP	18.65
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	15 APP	19.29
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138393	16 APP	21.81
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	1 APP	39.69
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	2 APP	37.93
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	3 APP	38.57
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	4 APP	19.29
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	5 APP	40.49
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	6 APP	52.43
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	7 APP	18.50-
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138394	8 APP	13.44
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	1 APP	36.43
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	2 APP	18.04
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	3 APP	71.66
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	4 APP	73.79
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	5 APP	35.01
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	6 APP	13.83

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 66

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 9 ending September 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LIB A/P	535555	B9381	BAKER & TAYLOR INC			138396	7 APP	19.27
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	8 APP	155.75
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	9 APP	56.45
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	10 APP	135.00
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	11 APP	74.65
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	12 APP	52.39
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	13 APP	47.75
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	14 APP	95.74
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	15 APP	52.54
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138396	16 APP	14.48
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	1 APP	15.15
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	2 APP	103.59
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	3 APP	77.14
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	4 APP	37.94
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	5 APP	38.56
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	6 APP	19.96
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	7 APP	16.07
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	8 APP	20.97
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	9 APP	52.03
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	10 APP	143.21
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	11 APP	36.08
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	12 APP	17.61
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	13 APP	17.31
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	14 APP	133.71
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	15 APP	23.70
09	09/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	535555	B9381	BAKER & TAYLOR INC			138398	16 APP	14.48
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	1 APP	173.32
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	2 APP	21.74
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	3 APP	29.88
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	4 APP	28.25
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	5 APP	43.88
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	6 APP	87.32
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	7 APP	47.40
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	8 APP	55.70
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	9 APP	13.61
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	10 APP	17.68

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 67

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 9 ending September 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	11 APP	113.93
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	12 APP	17.68
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	13 APP	88.57
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	14 APP	56.51
09	09/20/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	535927	29687	HOOPLA BY MIDWEST TAPE LLC			138592	15 APP	17.68
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	1 APP	38.77
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	2 APP	7.88
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	3 APP	8.74
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	4 APP	12.45
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	5 APP	30.41
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	6 APP	14.00
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	7 APP	11.15
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	8 APP	9.86
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	9 APP	100.32
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	10 APP	32.91
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	11 APP	42.50
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	12 APP	13.92
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	13 APP	13.99
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	14 APP	16.43
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	15 APP	20.22
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138593	16 APP	10.24
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	1 APP	106.10
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	2 APP	33.66
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	3 APP	25.48
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	4 APP	41.16
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	5 APP	198.68
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	6 APP	60.18
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	7 APP	52.53
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	8 APP	37.69
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	9 APP	16.40
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	10 APP	13.77
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	11 APP	21.90
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	12 APP	34.55
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	13 APP	8.85
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	14 APP	30.29
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	15 APP	20.83

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 68

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 9 ending September 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
09	09/20/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	535885	11813	INGRAM LIBRARY SERVICES			138596	16 APP	9.39
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	1 APP	54.04
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	2 APP	56.31
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	3 APP	28.86
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	4 APP	44.10
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	5 APP	20.93
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	6 APP	56.92
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	7 APP	143.71
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	8 APP	13.05
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	9 APP	14.65
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	10 APP	15.88
09	09/24/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	536193	11813	INGRAM LIBRARY SERVICES			138664	11 APP	211.86
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	1 APP	66.60
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	2 APP	29.88
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	3 APP	29.88
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	4 APP	21.74
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	5 APP	54.98
09	09/24/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	536236	29687	HOOPLA BY MIDWEST TAPE LLC			138667	6 APP	52.76
09	09/27/21	AUGUST 2021 DOR USE TAX	ACH	920131				92013	1 APP	86.60

L03	5013515	LIBRARY BOOKS < \$5,000								7,926.80
09	09/02/21	INTERPR TECH CENTRAL SKAGIT LI A/P	535724	28470	INTERPRETING TECHNOLOGY			138392	3 APP	2,219.68
09	09/20/21	PRIMARYSOURC CENTRAL SKAGIT LI A/P	535900	31242	PRIMARY SOURCE DONT USE			138590	1 APP	5,680.88

L03	5014110	PROFESSIONAL SERVICES								7,900.56
09	09/30/21	3RD QTR AUD SVCS	IGT	920031				92003	1 APP	4,915.05

L03	5014120	ACCOUNTING SERVICES								4,915.05
09	09/20/21	FRONTLINE LLC CENTRAL SKAGIT LI A/P	535868	22930	FRONTLINE CLEANING SVCS LLC			138590	3 APP	1,536.05
09	09/24/21	FRONTLINE LLC CENTRAL SKAGIT LI A/P	536176	22930	FRONTLINE CLEANING SVCS LLC			138664	12 APP	1,323.63

L03	5014187	JANITORIAL								2,859.68
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	735.71

21/10/07-11:45

Skagit County - (FY21 PROD Dataset)

October 07 2021 Page: 69

GL787 974 MO END JR DIST TRANS DTL Report Format 115

Period 9 ending September 30, 2021 Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI								
L03	5014210	TELEPHONE								735.71
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	1,330.57
L03	5014212	TELEPHONE INTERNET								1,330.57
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	55.63
L03	5014220	POSTAGE								55.63
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	296.89
L03	5014310	TRAVEL								296.89
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535278	31871	ELAN FINANCIAL INSTITUTION		138370	1 APP	100.00
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	150.00
L03	5014510	RENTALS								250.00
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	2,605.36
L03	5014700	UTILITIES								2,605.36
09	09/20/21	PACSTYLLAWN CENTRAL SKAGIT LIB	A/P	535958	16939	PACIFIC STYLE LAWN MTC		138590	2 APP	363.48
L03	5014810	REPAIRS AND MAINTENANCE								363.48
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	154.29
L03	5014911	PRINTING								154.29
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535278	31871	ELAN FINANCIAL INSTITUTION		138370	1 APP	418.11
09	09/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	535279	31871	ELAN FINANCIAL INSTITUTION		138379	1 APP	270.02
09	09/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	535683	29687	HOOPLA BY MIDWEST TAPE LLC		138392	1 APP	1,917.14
09	09/02/21	INTERPR TECH CENTRAL SKAGIT LI	A/P	535724	28470	INTERPRETING TECHNOLOGY		138392	2 APP	781.00

