

Central Skagit Rural Partial County Library District
Regular Board Meeting Agenda
December 16, 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 November 18, 2021 Regular Meeting Minutes
Approval of November 2021 Payroll in the amount of \$39,069.14
Approval of November 2021 Vouchers in the amount of \$21,930.41
Treasury Reports for November 2021
Balance Sheets for November 2021

5. Conflict of Interest
6. Communications
7. Director's Report
8. Unfinished Business
 - A. Trustee Vacancy Update
 - B. 2022 Meeting Dates (D)
 - C. Director Evaluation if available - possible Executive Session pursuant to 42.30.110(1)(g) to review the performance of a public employee.
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

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

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/join/81071212167?pwd=R3VBNkFtdXlZUWo3MStXc0ppWFhTQT09>

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
Regular Board Meeting Minutes
November 18, 2021
7:00 p.m.
110 West State Street, Sedro-Woolley, WA
Via Zoom Meeting Platform

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

Letter attached, Appendix 1

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

4. Consent Agenda Items

Approval of October 21, 2021 Budget Hearing Minutes

Approval of October 21, 2021 Regular Meeting Minutes

Approval of October 2021 Payroll in the amount of \$38,257.25

Approval of October 2021 Vouchers in the amount of \$113,432.19

Treasury Reports for October 2021

Balance Sheets for October 2021

Motion to approve the Consent Agenda as presented.

Motion 1: Mindy Coslor

Motion 2: Jane Zillig

Unanimous

5. Conflict of Interest

None reported.

5. Communications

Tim Howland shared that he was asked by a community member about why people residing outside of the library district have to pay. He explained that it is not fair to those being taxed for services to provide them free to those who are not paying taxes. It is also considered gifting of public funds.

Jane Zillig shared that a patron asked if there was any way to reduce the sound of the rain hitting the roof when there is a hard rain shower.

6. Director's Report

Jeanne Williams' Activities as of 11/18/2021:

- I have been working on the CSLD equipment inventory to include all the new furniture. It will take some time to tag everything and get it into the spreadsheet.
- Kendra and I met with an outreach coordinator with Skagit Transit and learned that they will be putting a permanent bus stop outside the library on W State Street. They will also be working with us to do some programming to teach patrons about transit use and possibly make the library one of the guided tours they do when helping users learn how to use the system.
- I have been looking at software options to help manage patron print jobs from their own devices, currently PaperCut Printing appears to be the best option. I'm waiting for pricing but since we only have one printer, it should be very affordable.
- I also spent some time with Innovative (vendor) to get an idea of pricing for their library automation system as a possible host for all of the Skagit libraries but found it to be well above budget. They originally sent the Board Chair an email about their products.
- Set up and implemented our new streaming service Kanopy.
- I have also looked at discovery layer options to consider for the Skagit Libraries that would allow a better search experience for patrons using our online catalog.
- Attended the online Public Library Directors meeting and learned about more discovery layer options being implemented at other libraries.
- The facilities assistant hire did not work out, right now everyone is pitching in to keep the building clean. A potential candidate contacted me today and I am working on getting a meeting set up.
- I've been talking with Valdez Construction about some water encroachment issues in the north vestibule and leaks in the windows in the children's seating area. We also had some issues with the gutters and will need to find a service to keep those cleared out.

8. New Business

A. Sedro-Woolley School District Memorandum of Understanding (Appendix 2)

Motion to authorize Jeanne Williams to sign the Memorandum of Understanding with the Sedro-Woolley School District.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

B. 2022 Meeting Dates (Appendix 3)

The Board discussed keeping the same format of having regular meetings on the third Thursday of each month. The final decision will be made in the December meeting.

C. Upright Piano Loan – Community Room

Sharyn Peterson of the Peterson Conservatory is interested in loaning the library a piano for the Community Room. She would like to use it for recital and concerts and would like it to be available to the community for use. It will remain her property but will be on loan and can be removed at the library's request. Jeanne Williams will put together a memorandum of understanding to make it clear that the library does not own the piano and would not be held responsible for any damages.

Motion to accept piano loan from Sharyn Peterson

Motion 1: Heather Swenson

Motion 2: Darcy Resetar

Unanimous

D. Resolution No. 2021-8 Skagit Auditor as 2022 Accounting Officer (Appendix 4)

Motion to declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

9. Unfinished Business

A. 2022 Budget

i. Resolution 2021-9 IPD Increase 1% (Appendix 5)

Motion to authorize Resolution 2021-9 for the 1% Implicit Price Deflator increase.

Motion 1: Mindy Coslor

Motion 2: Jane Zillig

Unanimous

ii. Resolution 2021-10 2022 Budget Expense Total (Appendix 6)

Motion to authorize Resolution 2021-10 with the total 2022 Budget expense total of \$1,241,248.

Motion 1: Mindy Coslor

Motion 2: Heather Swenson

Unanimous

The Board of Trustees looked at options for salary adjustments to keep wages competitive with other libraries in this tight labor market. Jeanne Williams compared wages for staff at Skagit, Whatcom and Snohomish Libraries and found that Associate positions were at least \$3 per hour higher or more in other libraries. The Board agreed that CSLD wages should be raised and reflected in the overall expenses for the 2022 Budget.

B. Trustee Vacancy Update

Jeanne Williams shared that there were currently three applicants for the Trustee candidacy. One member of the public at the Board meeting, Jennifer Bunke, shared that she was interested but had not yet applied. Jeanne Williams further shared that the applications would be pulled on December 2, 2021 and candidates residency would be confirmed. Those applications will then go to the subcommittee members and the applicants will be notified of the requirement to attend at least one Board meeting.

10. Other Business

Mindy Coslor shared that it has been a privilege to serve on the Central Skagit Library District Board of Trustees and to have been a part of such a wonderful project and an outstanding group of Trustees.

11. Adjournment 8:09pm

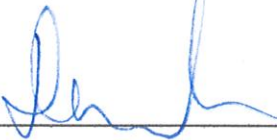
Motion to adjourn.

Motion 1: Heather Swenson
Motion 2: Mindy Coslor
Unanimous

Current Parking Lot Items: None









Appendix 1



Jeanne Williams <jeanne@centralskagitlibrary.org>

Re: Public Comment Never Received

Rachel Trueman <younks7@hotmail.com>
To: Jeanne Williams <admin@centralskagitlibrary.org>

Mon, Nov 22, 2021 at 1:16 PM

Thank you for letting me know. That is so weird as I sent it several times. Anyway here it is.

Central Skagit Library Board,

I am sending you this email in regards to my visit to the Central Skagit Public Library on November 10, 2021.

I was visiting the library with my three kids, minding our own business and finding books that we wanted to check out. My position is that the government is unjust in attempting to force its citizens to wear masks. With that being said, a librarian approached me over the matter. As she came to me telling me I had to wear a mask, I calmly and peacefully declined to do so. As she was trying to continue to coerce me and bully me into a mask, she touched the outside of her mask which therefore proves my point of how useless masks are when people perform acts like that and further caused her mask to be ineffective.

My tax dollars pay for the library, which is a public entity. This "mask policy" has no power over me in that setting as I am a citizen of the United States of America and it is my constitutional right to not be forced and bullied into wearing a mask. This is not a private business, and you cannot make rules like this to enforce upon "the people". Our government is overstepping their power and everyone knows it. I should be able to peacefully protest by entering the library, mind my own business and check out books, again that my tax dollars pay for, I was not causing a scene or acting violent in any way toward this librarian or anyone around me. In fact, the librarian caused a bigger scene in how she was acting toward me than I was peacefully not complying to this unjust "mask policy". She continued to follow me around the library treating me like I was a second-class citizen and as if I was a criminal. Another librarian at the checkout desk then started telling me how I needed to wear a mask to be in the building. One again I had to go through a confrontation with her about how she cannot force me to wear a mask in a public place and it is violating my rights. She has the right to wear her mask and I have the right to not wear a mask. My dollars employ her and everyone who works there.

I know that I am not the only one who feels this way as I see people constantly sneaking around the library with their masks under the noses and under their chins, several of which I saw yesterday. We should not have to be afraid or sneaky in a public place. If people want to peacefully protest, we have the right to do so. Those who don't want to wear a mask have a right say no! I will continue to peacefully resist this if you do not do what you know is right.

The governor's suggestion about masks is unjust and I am peacefully protesting against that action. The library is one of my children's favorite places, and your support of tyranny and division is destroying this opportunity for them. I demand that the library district acknowledge that I may utilize the library in person and in peaceful noncompliance related to this topic.

Respectfully,
Rachel Trueman

Sent from my Verizon, Samsung Galaxy smartphone

Appendix 2

**Memorandum of
Understanding and Data
Sharing Agreement
Between
Sedro-Woolley School District
And
Central Skagit Libraries for the Student Account Project**

This Memorandum of Understanding (MOU) and Data Sharing Agreement (Agreement) is entered into as of the 16th day of November, 2021 (Effective Date) by and between the Sedro-Woolley School District and Central Skagit Libraries (CSL).

I. Purpose

The purpose of this MOU is to clearly define roles and responsibilities of CSL and Sedro-Woolley School District as they relate to the "Student Account" project (Student Account). This agreement also serves as a planning document for the joint project.

II. Background

Student Account is a CSL initiative designed to provide access to and promote the use of public library resources for every student enrolled in the Sedro-Woolley School District. In partnership with Sedro-Woolley School District, CSL will make available to students and teachers a wide array of both physical and digital library resources: research databases, print materials, downloadable eBooks and other tools. Student ID or lunch numbers will serve as CSL account numbers and give students (until completion of high school) consistent, year-round access to all physical and digital resources. Students may also check out in-library use equipment, such as laptops.

This MOU between Sedro-Woolley School District and CSL is meant to facilitate the exchange of specific student data from Sedro-Woolley School District to CSL. This exchange of student data is necessary to enable CSL to provide access to CSL's resources and collections to all students attending Sedro-Woolley School District schools. For the purpose of this MOU, "student" is defined as any person attending a Sedro-Woolley School District school.

This student information will be shared with and utilized by CSL in a manner consistent with the Family Educational Rights and Privacy Act of 1974 (FERPA). Nothing in this MOU may be

construed to allow either CSL or Sedro-Woolley School District to maintain, use or share student information in a manner not consistent with FERPA.

This MOU summarizes the focus and intent of the working relationship between CSL and Sedro-Woolley School District and is designed to ensure coordination of efforts to bring public library resources and services to all Sedro-Woolley School District students. It is not intended to limit any additional collaborative activities that CSL and Sedro-Woolley School District may wish to engage in.

III. Term

Effective Date: November 16, 2021 through September 1, 2023. This agreement may be extended upon the mutual written consent of both parties.

IV. Responsibilities of Sedro-Woolley School District

Sedro-Woolley School District will:

- Allow CSL access to electronic student data and arrange for periodic and regular transfers of such data as deemed appropriate by both parties (See: Description of Data).
- Provide a mechanism for parents to "opt-out" of the sharing of student data.
- Student ID or lunch numbers will serve as CSL library account numbers and give students (until completion of high school) consistent, year-round access to all physical and digital resources. Students may also check out in-library use equipment, such as laptops.
- Sedro-Woolley School District will not include student records that have been opted-out of the program in data transfers to CSL.
- Allow CSL to engage with Sedro-Woolley School District personnel and students for the purposes of promoting and educating Sedro-Woolley School District staff and students about available resources and their use.

V. Responsibilities of Central Skagit Libraries

CSL will:

- Provide access to all of CSL's physical and digital library resources as agreed to for students enrolled in the Sedro-Woolley School District.

- Provide necessary support for Sedro-Woolley School District personnel, students and CSL staff to enable and encourage effective use of CSL resources by school staff and students.
- Abide by any restrictions set forth by Sedro-Woolley School District in terms of data sharing.
- Abide by FERPA and maintain the confidentiality of student data released to CSL.

VI. Process

- Sedro-Woolley School District will design and administer an “opt-out” procedure for parents.
- Sedro-Woolley School District will transmit limited batch of student data for test purposes.
- CSL will format student identification or lunch numbers to integrate them into CSL patron database.
- CSL will begin uploading agreed upon student data to the CSL patron database at regular intervals.

VII. Description of Data

A. Data Set: Data shared by the parties under this MOU shall be limited to the data elements specifically defined and authorized by the parties as follows:

Data Set	Population	Source	Frequency
Student Full Name	Grades K-12 Students	Sedro-Woolley School District	Monthly
Student ID/Lunch #	Grades K-12 Students	Sedro-Woolley School District	Monthly
Student Home Address	Grades K-12 Students	Sedro-Woolley School District	Monthly

Student Home Telephone Number	Grades K-12 Students	Sedro-Woolley School District	Monthly
Student DOB	Grades K-12 Students	Sedro-Woolley School District	Monthly
Parent/Guardian E-Mail Address	Grades K-12 Students	Sedro-Woolley School District	Monthly
Student School Name	Grades K-12 Students	Sedro-Woolley School District	Monthly
Student Grade Level	Grades K-12 Students	Sedro-Woolley School District	Montly

B. Student data will be transmitted to CSL in an ASCII text, comma delimited file.

VIII. Data Set Creation, Delivery and Frequency:

Sedro-Woolley School District or designee will transmit an ASCII text, comma delimited file to a secure site for upload to CSL's database. Sedro-Woolley School District agrees to provide the data monthly, with specific timing of updates to be negotiated between designated representatives of Sedro-Woolley School District and CSL.

IX. Permissible Data Use and Sharing Under this Agreement:

Data will be used solely for the following purposes:

- For inclusion in CSL's library patron database which is used to allow students to access physical and digital library resources.
- For communications of library events, programs, and resources.
- For program evaluation purposes.

X. Ownership of Data:

All data shared as part of this agreement will remain the property of Sedro-Woolley School District. This MOU represents and warrants that the data covered under this agreement shall

not be disclosed, released, revealed, showed, sold, rented, leased, or loaned to any person or organization except as [a] specified herein, [b] approved in an executed Data Sharing Agreement, or [c] as required by law.

XI. Custodial Responsibility and Data Stewardship:

A) CSL agrees not to use the data for any purposes other than for those specified in this agreement. In addition, CSL agrees to fully cooperate with Sedro-Woolley School District in the event that an adult individual or the parent or guardian of a child under 18 years old requests the opportunity to review his/her personally identifiable information disclosed to CSL by Sedro-Woolley School District or wishes to revoke consent to share data with CSL.

B) For the purposes of this agreement and ensuring the parties compliance with the terms of this agreement and all applicable state and federal laws, the parties designate CSL as the custodian of their patron database. CSL will be responsible for the observance of all conditions for use and for establishment and maintenance of security arrangements to prevent unauthorized use of student data as specified in this agreement.

C) While CSL will make its best efforts to facilitate the secure transmission of data between the parties, CSL is not responsible for ensuring the internal or network security of any party for breaches of security occurring prior to the confirmed receipt of or access to data.

D) CSL and Sedro-Woolley School District will inform each other, in writing, of the staff member(s) assigned to each role, as well as changes in staffing for these roles. CSL and Sedro-Woolley School District agree that roles specified below may be performed by multiple staff members.

XII. Roles:

CSL and Sedro-Woolley School District agree to provide appropriate staff support to execute their data stewardship, data management, and custodial responsibilities under this agreement.

A) The following person(s) will serve as primary contact(s) at Sedro-Woolley School District and CSL for matters relating to the transfer and management of data:

CSL	Sedro-Woolley School District
Jeanne Williams and Kendra Trachta: admin@centralskagitlibrary.org	Anita Rodriguez: arodriguez@sbsd101.org

B) The following person(s) will serve as primary contact(s) at Sedro-Woolley School District and CSL for matters relating to the administration of this agreement:

CSL	Sedro-Woolley School District
Jeanne Williams and Kendra Trachta: admin@centralskagitlibrary.org	Michael Olson: molson@swwsd101.org

XIII. Termination of this Agreement:

This agreement may be terminated at any time by either party with sixty (60) days written notice.

XIV. Indemnification:

CSL agrees to protect, defend, indemnify and hold Sedro-Woolley School District, its officers, agents, and employees harmless from any and all claims and losses for bodily injury, including death, and/or property damage to the extent that such claims or losses arise or result from CSL's negligent performance under this MOU.

Sedro-Woolley School District agrees to protect, defend, indemnify and hold CSL, its officers, agents, and employees harmless from any and all claims and losses for bodily injury, including death, and/or property damage to the extent that such claims or losses arise or result from Sedro-Woolley School District's negligent performance under this MOU.

XV. Severability:

If any term or condition of this MOU and Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the MOU and Agreement which can be given effect without the invalid term, condition, or application and, to this end, the terms and conditions of this MOU and Agreement are declared severable.

XVI. Changes to MOU/Agreement:

Changes to this MOU and Agreement approved in writing by CSL and Sedro-Woolley School District will be deemed part of this MOU and Agreement and subject to all provisions.

XVII. Governing Law and Venue:

This MOU and Agreement shall be governed by the laws of the State of Washington and any action or litigation undertaken to enforce the terms of this MOU and Agreement shall be conducted in Snohomish County, Washington.

XVIII. Whole Agreement:

The parties agree that this agreement, together with all appendices, if any, constitute the entire agreement between the parties and supersedes all prior or existing written or oral agreements between the parties and may not be amended other than in writing signed by both parties.

XIX. Attorney's Fees and Costs:

In the event of litigation arising out of the MOU and Agreement, the losing party agrees to pay the prevailing party's attorney fees incident to said litigation, together with all costs and expenses incurred in connection with such action, whether incurred in trial court or appeal.

XX. Opportunity Without Discrimination:

CSL and Sedro-Woolley School District agree to comply with all applicable state and federal rules and regulations which prohibit discrimination on the basis of race, color, creed, religion, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability. Inquiries or complaints regarding compliance may be directed to CSL or Sedro-Woolley School District.

XXI. Authority:

The terms and conditions of this MOU and Agreement to which the parties agree are being entered into by appropriate protocols of both agencies.

Central Skagit Libraries

By: Jeanne Williams
Name & Title: Jeanne Williams, Director

11/19/2021
Date

Sedro-Woolley School District:

By:

 Superintendent

Name & Title:

OCT 25 2021

Date:

Appendix 3

Potential 2022 Board Meeting Dates

Special Meetings

January 6 – Trustee Candidate Interviews

August 20 – Retreat

October 20 – 6:30pm Budget Hearing

Regular Meetings

January 20

February 17

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15

Appendix 4

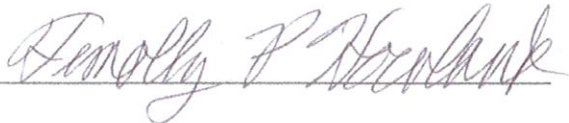


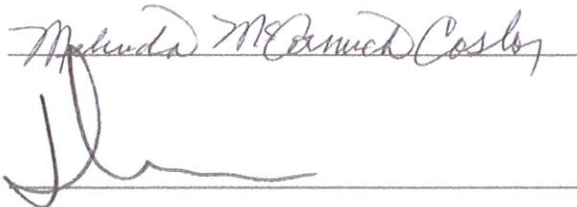
720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

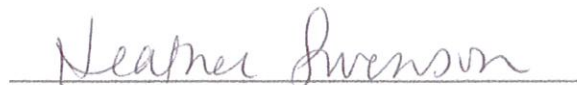
**Resolution No. 2021-8
Auditing Officer**

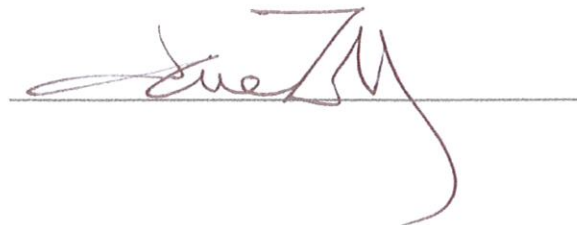
Be it resolved by the Trustees of the Central Skagit Rural Partial County Library District, on November 18, 2021, that we declare the Skagit County Auditor to be the Auditing Officer for the Central Skagit Rural Partial County Library District for the year 2022 at a cost of \$19,000.53. It is further resolved that payment for services will be by Intergovernmental transfer initiated by the Skagit County Auditor on a calendar quarterly basis.

Adopted this 18th day of November, 2021.









Appendix 5



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

Resolution No. 2021-9
RCW 84.55.120
2022 IDP Increase

WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2022; and,

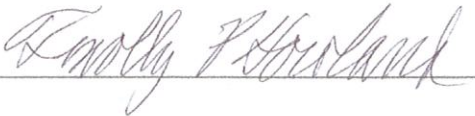
WHEREAS, the district's actual levy amount from the previous year was \$897,825.30 and,

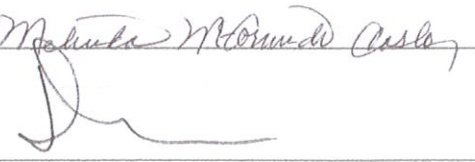
WHEREAS, the population of the district is more than 10,000; and now, therefore,

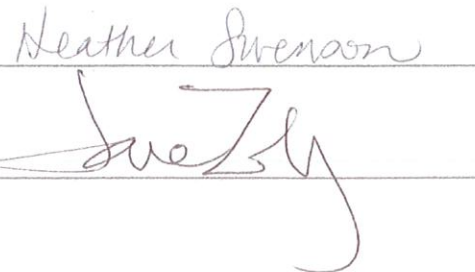
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2022 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$8978, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and annexations that have occurred and refunds made.

Adopted this 18th day of November, 2021.







Appendix 6



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

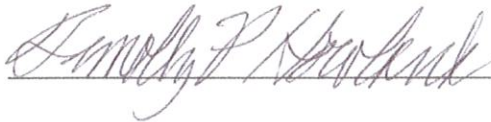
**Resolution No. 2021-10
2022 Budget Expenditures**

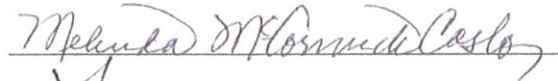
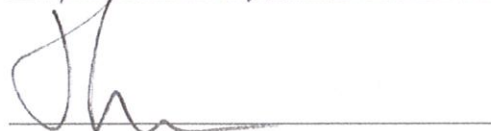
WHEREAS, the Board of Trustees of the Central Skagit Rural Partial County Library District has met and considered its budget for calendar year 2022; and,


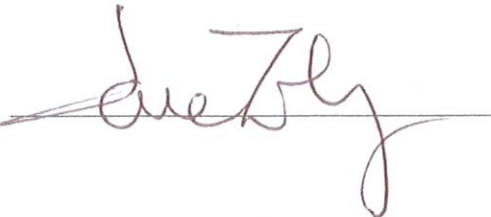
WHEREAS, a budget hearing was held on October 21, 2021;

BE IT RESOLVED, by the governing body of the taxing district, that the Central Skagit Rural Partial County Library District adopts the 2022 Budget with total expenditures equaling \$1,241,248.

Adopted this 18th day of November, 2021.



Central Skagit Rural Partial County Library District
 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.

Total Vouchers: \$21,930.41

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
11/5/2021	Leaf	12480748	10/27/21	5013512	\$252.95
11/5/2021	Midwest Tape Hoopla	501210149	10/31/21	5014930	\$1,892.30
	Midwest Tape Hoopla	501213143	11/02/21	5014930	\$31.98
	Midwest Tape	501182355	10/26/21	5013515	\$86.99
	Midwest Tape	501182357	10/26/21	5013515	\$40.24
	Midwest Tape	501182358	10/26/21	5013515	\$20.12
	Midwest Tape	501182359	10/26/21	5013515	\$25.16
	Midwest Tape	501182450	10/26/21	5013515	\$27.11
	Midwest Tape	501152531	10/19/21	5013515	\$33.95
	Library Ideas	85443	11/04/21	5014930	\$1,500.00
	KCDA	300590909	10/29/21	5013512	\$897.12
11/5/2021	Ingram	55508489	10/25/21	5013515	\$383.80
	Ingram	55508490	10/25/21	5013515	\$9.15
	Ingram	55508491	10/25/21	5013515	\$23.71
	Ingram	55508492	10/25/21	5013515	\$33.48
	Ingram	55508493	10/25/21	5013515	\$27.01
	Ingram	55508494	10/25/21	5013515	\$23.54
	Ingram	55536958	10/26/21	5013515	\$13.44
	Ingram	55536959	10/26/21	5013515	\$17.31
	Ingram	55536960	10/26/21	5013515	\$61.77
	Ingram	55558135	10/27/21	5013515	\$24.85
	Ingram	55558136	10/27/21	5013515	\$19.01
	Ingram	55575619	10/28/21	5013515	\$29.75
	Ingram	55580950	10/28/21	5013515	\$12.87
	Ingram	55580951	10/28/21	5013515	\$19.50
	Ingram	55580952	10/28/21	5013515	\$16.02
	Ingram	55580953	10/28/21	5013515	\$38.42
11/5/2021	Pacific Style Lawn	100611030	10/31/21	5014110	\$363.48
	Midwest Tape Hoopla	501224912	11/03/21	5014930	\$1,466.32

11/12/2021	Demco	703490	11/01/21	5013110	\$57.88
	Midwest Tape Hoopla	501246104	11/09/21	5014930	\$112.49
	Library Ideas LLC	80667	01/31/21	5014930	\$1.50
	Library Ideas LLC	85712	10/31/21	5014930	\$2.00
	Ebsco	7732531	11/03/21	5014930	\$1,650.29
	Ebsco	2107091	06/13/21	5014930	-\$20.49
	Ebsco	2007204	05/13/20	5014930	(\$25.64)
	Ebsco	2006655	04/13/20	5014930	(\$51.27)
	Ebsco	2104463	02/13/21	5014930	(\$20.49)
	Jeanne Williams		10/28/21	5012400	\$81.38
11/12/2021	Ingram	55597709	10/29/21	5013515	\$45.22
	Ingram	55597710	10/29/21	5013515	\$128.93
	Ingram	55602383	10/29/21	5013515	\$20.32
	Ingram	55602384	10/29/21	5013515	\$19.21
	Ingram	55602385	10/29/21	5013515	\$15.39
	Ingram	55602386	10/29/21	5013515	\$131.54
	Ingram	55602387	10/29/21	5013515	\$38.13
	Ingram	55602388	10/29/21	5013515	\$9.94
	Ingram	55602389	10/29/21	5013515	\$869.46
	Ingram	55602390	10/29/21	5013515	\$14.05
	Ingram	55602391	10/29/21	5013515	\$6.23
	Ingram	55602392	10/29/21	5013515	\$8.83
	Ingram	55602393	10/29/21	5013515	\$9.32
	Ingram	55602394	10/29/21	5013515	\$13.92
	Ingram	55602395	10/29/21	5013515	\$12.82
	Ingram	55602396	10/29/21	5013515	\$9.89
	Ingram	55602397	10/29/21	5013515	\$7.93
	Ingram	55602398	10/29/21	5013515	\$10.64
	Ingram	55602399	10/29/21	5013515	\$23.52
	Ingram	55629312	11/01/21	5013515	\$22.01
	Ingram	55629313	11/01/21	5013515	\$10.18
	Ingram	55629314	11/01/21	5013515	\$37.57
	Ingram	55629315	11/01/21	5013515	\$48.20
	Ingram	55629316	11/01/21	5013515	\$17.66
	Ingram	55629317	11/01/21	5013515	\$12.30
	Ingram	55676871	11/03/21	5013515	\$20.61

	Ingram	55676872	11/03/21	5013515	\$53.09
	Ingram	55681945	11/03/21	5013515	\$13.09
	Ingram	55681946	11/03/21	5013515	\$22.56
	Ingram	55681947	11/03/21	5013515	\$9.84
	Ingram	55681948	11/03/21	5013515	\$91.37
	Ingram	55681949	11/03/21	5013515	\$19.31
	Ingram	55681950	11/03/21	5013515	\$679.06
	Ingram	55681951	11/03/21	5013515	\$43.59
	Ingram	55681952	11/3/2021	5013515	\$13.86
	Ingram	55681953	11/03/21	5013515	\$32.69
	Ingram	55681954	11/03/21	5013515	\$55.54
	Ingram	55703704	11/04/21	5013515	\$682.60
	Ingram	55708310	11/04/21	5013515	\$55.24
	Ingram	55708311	11/04/21	5013515	\$955.81
	Ingram	55708312	11/04/21	5013515	\$50.83
11/12/2021	SYNCB/Amazon	458679645938	10/12/21	5013110	\$23.82
	SYNCB/Amazon	888637938783	10/13/21	5013515	(\$9.21)
	SYNCB/Amazon	478658386438	10/13/21	5013512	\$108.49
	SYNCB/Amazon	646763349857	10/14/21	5013110	\$32.54
	SYNCB/Amazon	934943656945	10/14/21	5013110	\$23.11
	SYNCB/Amazon	663794749849	10/14/21	5013110	\$14.67
	SYNCB/Amazon	977497457568	10/15/21	5013110	\$246.83
	SYNCB/Amazon	479853644688	10/16/21	5013110	\$169.73
	SYNCB/Amazon	467493366789	10/17/21	5013110	\$54.24
	SYNCB/Amazon	647743493795	10/19/21	5013110	\$27.60
	SYNCB/Amazon	988867463878	10/20/21	5013110	\$36.90
	SYNCB/Amazon	469348854997	10/21/21	5013110	\$29.83
	SYNCB/Amazon	996783463789	10/21/21	5013110	\$110.66
	SYNCB/Amazon	743975766357	10/21/21	5013110	\$26.01
	SYNCB/Amazon	87759786943	10/21/21	5013110	\$63.78
	SYNCB/Amazon	457768674437	10/22/21	5013110	\$46.21
	SYNCB/Amazon	737989798765	10/22/21	5013110	\$7.04
	SYNCB/Amazon	656859795434	10/22/21	5013110	\$13.05
	SYNCB/Amazon	549944887955	10/22/21	5013110	\$18.42
	SYNCB/Amazon	845763569995	10/22/21	5013110	\$19.35
	SYNCB/Amazon	497665999593	10/25/21	5013110	\$40.11

11/24/2021

SYNCB/Amazon	434467958743	10/25/21	5013110	\$14.09
SYNCB/Amazon	434894738755	10/27/21	5013110	\$9.32
SYNCB/Amazon	838349843595	10/27/21	5013110	\$13.02
SYNCB/Amazon	475696936956	10/27/21	5013110	\$131.74
SYNCB/Amazon	897755998976	10/28/21	5013110	\$8.29
SYNCB/Amazon	454865353899	10/31/21	5013110	\$31.24
SYNCB/Amazon	977785793397	10/31/21	5013110	\$43.39
SYNCB/Amazon	433469944745	11/03/21	5013110	\$14.51
SYNCB/Amazon	456386737857	11/03/21	5013110	\$37.40
SYNCB/Amazon	747396847593	11/03/21	5013110	\$33.07
SYNCB/Amazon	833365658766	11/04/21	5013110	\$14.06
SYNCB/Amazon	745683397846	11/04/21	5013110	\$15.94
SYNCB/Amazon	756378759879	11/06/21	5013180	\$79.09
SYNCB/Amazon	964559366479	11/06/21	5013515	\$34.68
SYNCB/Amazon	435659554985	11/06/21	5013180	\$7.58
SYNCB/Amazon	833453588893	11/07/21	5013110	\$14.75
SYNCB/Amazon	694968939444	11/08/21	5013110	\$61.30
SYNCB/Amazon	479346676363	11/08/21	5013110	\$13.01
Ingram	55729545	11/05/21	5013515	\$35.18
Ingram	55729546	11/05/21	5013515	\$22.44
Ingram	55729547	11/05/21	5013515	\$28.07
Ingram	55737182	11/07/21	5013515	\$38.17
Ingram	55737183	11/07/21	5013515	\$694.15
Ingram	55757391	11/08/21	5013515	\$229.21
Ingram	55757392	11/08/21	5013515	\$25.61
Ingram	55757393	11/08/21	5013515	\$86.30
Ingram	55757394	11/08/21	5013515	\$16.33
Ingram	55757395	11/08/21	5013515	\$16.99
Ingram	55757396	11/08/21	5013515	\$24.22
Ingram	55757397	11/08/21	5013515	\$105.23
Ingram	55782642	11/09/21	5013515	\$38.27
Ingram	55811096	11/10/21	5013515	\$26.64
Ingram	55811097	11/10/21	5013515	\$27.17
Ingram	55831426	11/11/21	5013515	\$24.34
Ingram	55836882	11/11/21	5013515	\$94.14
Ingram	55836883	11/11/21	5013515	\$15.12

Ingram	55836884	11/11/21	5013515	\$31.88
Ingram	55836885	11/11/21	5013515	\$25.36
Ingram	55836886	11/11/21	5013515	\$23.32
Ingram	55888748	11/15/21	5013515	\$37.13
Ingram	55888749	11/15/21	5013515	\$123.66
Ingram	55888750	11/15/21	5013515	\$34.40
Ingram	55888751	11/15/21	5013515	\$17.66
Ingram	55888752	11/15/21	5013515	\$43.83
Ingram	55888753	11/15/21	5013515	\$25.43
Ingram	55888754	11/15/21	5013515	\$14.09
Ingram	55888755	11/15/21	5013515	\$26.08
Ingram	55888756	11/15/21	5013515	\$14.61
Ingram	55888757	11/15/21	5013515	\$30.58
Ingram	55888758	11/15/21	5013515	\$23.93
Ingram	55888759	11/15/21	5013515	\$15.81
Ingram	55888760	11/15/21	5013515	\$14.83
Ingram	55888761	11/15/21	5013515	\$28.14
Ingram	55888762	11/15/21	5013515	\$10.68
Ingram	55888763	11/15/21	5013515	\$68.90
Ingram	55888764	11/15/21	5013515	\$21.90
Ingram	55888765	11/15/21	5013515	\$10.67
Ingram	55888766	11/15/21	5013515	\$32.03
Ingram	55888767	11/15/21	5013515	\$9.49
Ingram	55941092	11/17/21	5013515	\$33.41
Ingram	55941093	11/17/21	5013515	\$78.73
Ingram	55941094	11/17/21	5013515	\$41.43
Ingram	55941095	11/17/21	5013515	\$37.42
Ingram	55941096	11/17/21	5013515	\$27.84
Ingram	55941097	11/17/21	5013515	\$49.52
Ingram	55941098	11/17/21	5013515	\$7.91
Ingram	55941099	11/17/21	5013515	\$15.33
Ingram	55947964	11/17/21	5013515	\$18.16
Ingram	55947965	11/17/21	5013515	\$86.69
Ingram	55947966	11/17/21	5013515	\$10.07
Ingram	55947967	11/17/21	5013515	\$6.03
Ingram	55947968	11/17/21	5013515	\$55.81

	Ingram	55947969	11/17/21	5013515	\$11.52
	Ingram	55947970	11/17/21	5013515	\$7.49
	Ingram	55947971	11/17/21	5013515	\$60.28
	Ingram	55947972	11/17/21	5013515	\$15.48
	Ingram	55947973	11/17/21	5013515	\$19.65
11/24/2021	Library Ideas LLC	85837	11/17/21	5013515	\$163.80
	Library Ideas LLC	85945	11/19/21	5013515	\$767.10
	Midwest Tape	501253265	11/10/21	5013515	\$51.62
	Midwest Tape	501253267	11/10/21	5013515	\$29.88
	Midwest Tape	501224759	11/04/21	5013515	\$33.95
	Midwest Tape	501225110	11/04/21	5013515	\$47.40
	Midwest Tape	501225112	11/04/21	5013515	\$21.74
	Midwest Tape	501225113	11/04/21	5013515	\$81.39
	Midwest Tape	501225114	11/04/21	5013515	\$29.88
	Midwest Tape	501225115	11/04/21	5013515	\$13.61
	Midwest Tape	501225116	11/04/21	5013515	\$13.61
11/24/2021	Hoopla Midwest Tape	501285881	11/16/21	5014930	\$2,090.71
	Hoopla Midwest Tape	501280348	11/16/21	5014930	\$120.00
	Library Ideas, LLC	85442	11/04/21	5014930	\$450.00

Randy J. Howland

Heather Swenson

[Signature]

[Signature]

Central Skagit Library District
Director's Report as of 12/14/2021

- I've contacted the owner of the Big Lake Grocery and have made arrangements to have a holds pick-up location there. The library's database has been altered to accommodate multiple pick-up locations: SW 24 Hour Lockers, SW Library Desk, Big Lake Grocery. I am still working out the final details on getting the book drop at Ball Street placed there, but we are ready to go when the owner confirms the book drop details.
- Met with the Public Libraries of Washington group to get legislative committee updates for the coming year. The big news is that many governments around the state are challenging the 1% IPD limit. The main takeaway from these initial hearings is that this is no way to run local governments. The record inflation this year has likely prompted this movement. The other big news is that Kim Wyman, SOS, has moved on to a position in the Biden administration and Steve Hobbs has been appointed. The state librarian sees this as a major opportunity for libraries as he has shown interest in the services that libraries provide.
- The Sedro-Woolley School District has provided the first batch file and the load was successful. The staff are working out protocols for duplicated accounts and are putting together marketing and FAQ information.
- I am still trying to hire a facilities assistant to handle janitorial. I have also reached out to the city to see if there might be a possibility of having their janitorial spend some time doing cleaning here and invoicing it for us much they way our former janitorial vendor did. For now, on Mondays while closed, those of us who work that day each spend 2-3 hours of the day doing the major cleaning tasks. Throughout the week, staff keep surfaces sanitized and trash removed.

2021 DIRECTOR'S WORK PLAN UPDATE

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

1. Facilities Objective: Manage the successful completion of the new library project, including construction; procurement and installation of FF&E; and move of collection and services to the new facility.
 - This objective was successfully met and went much smoother than anticipated.
 - Continue to address warranty issues with Valdez Construction, so far almost all have been resolved.
2. Strategic Partnerships Objective: In partnership with Skagit library directors, create a Skagit Valley Consortium for future selection of an integrated library system through an RFP process.

- Other library directors in the county are dealing with staff shortages and rehiring staff as well as pandemic-related additional work, so this project will need to move to my 2022 transition plan.
 - The Anacortes Library director is getting a quote for the Skagit libraries to migrate into that ILS – Apollo by Biblionix.
 - The Mt. Vernon director and I will be working on ways to move materials between MVPL and CSLD outside of the ILS migration project.
3. **Services Objective:** Through strategic collection development; maintenance; and marketing of library collection; increase the percentage of collection checked out any given time by at least 3 percentage points by the close of 2020 (where the total percentage of items checked out would be at least 11% of the collection at any given time).
- The lockdown and curbside services caused circulation of materials to plummet to 50% of normal circulation in 2020 and 77% of normal circulation in 2021.
 - Even with these lower circulation numbers, there has been an increase of 1 percentage point in the percentage of the collection checked out at a time to 8%.
4. **Services Objective:** Successfully migrate the CSLD website to a new, more robust platform and create policies and procedures for the new library meeting room management software that will be integrated into the library website.
- This objective was met and the website much better represents our branding around the logo.
 - The website is more intuitive and allows better placement of information, calendars and access to digital resources.
 - Meeting rooms reservation software functions.
5. **Services Objective:** Navigate the changes to library services caused by the Covid-19 pandemic in order to successfully serve the community using innovation and creativity. CSLD will have to be flexible and nimble in order to provide a safe environment for both patrons and staff.
- As discussed during Board Retreat, the CSLD will need to function in a transitional plan for at least another year in order to better plan for building and staffing costs.
 - I expect that we will see massive changes continue over the next year to library services and plan to be flexible and responsive.

As of November 30, 2021

	2021 Projected YTD 2021 Actual Income	2021 Projected YTD 2021 Actual Income	2021 Projected Expenses	YTD 2021 Actual Expenses	Percentage of Projected Expenses
INCOME					
Tax Funds	\$905,000.00	\$901,428.84			
Timber Funds	\$80,000.00	\$94,878.38			
Leasehold Excise Tax		\$173.74			
Timber Excise		\$35,372.82			
Cash (Fees, Cards Purchased)		\$6,848.74			
Library Sys Contract	\$70,000.00	\$73,939.73			
IGT Increase		\$341.15			
Donations		\$2,800.00			
Investment Earnings		\$1,306.32			
	\$1,055,000	\$1,117,089.72			

ONGOING EXPENSES

Personnel Expense			\$860,930	\$650,497	75.56%
Bookmobile			\$450	\$0	0.00%
Utilities			\$12,000	\$25,582	213.18%
Licensing/Dues/Subscrip 5014930			\$94,635	\$142,985	151.09%
Furniture, Fixtures, Equipment			\$4,000	\$0	0.00%
General Expenses			\$129,500	\$198,839	153.54%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$85,000	\$85,000	100.00%
ONGOING EXPENSE TOTALS			\$1,216,515	\$1,102,903	90.66%

ONE-TIME EXPENDITURES

FF&E Invoicing from 2020			\$476,343	\$509,891	
Opening Day Collection			\$50,000	\$34,804	
Moving Costs			\$20,000	\$6,373	
FF&E Design			\$25,000	\$25,000	
Total One Time Expenditures			\$571,343	\$576,068	
FF&E Unallocated Uses				\$52,478	
Library Vehicle				\$30,000	
Total Use of Unallocated Funds				\$80,000	

Total Expenditures YTD

\$1,867,858

\$1,731,449

92.70%

SKAGIT COUNTY JR DISTRICTS
BALANCE SHEET
NOVEMBER 2021

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd 1.03 NORTH CENTRAL RURAL LIBRARY DI				
Sub 001 NORTH CENTRAL RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	1,029,050.17	87,387.13	87,315.75-	1,029,121.55
Obj 118 TEMPORARY INVESTMENTS	1,335,654.08	100.39		1,335,754.47
Obj 121 TAXES RECEIVABLE (NET)	95,600.17	449.55	67,775.38-	28,274.34
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	18,900.30-	41,214.32	29,043.47-	6,729.45-
Obj 231 OTHER ACCRUED LIABILITIES	19,433.13-	19,433.13	19,843.80-	19,843.80-
Obj 257 DEFERRED REVENUE	95,600.17-	67,775.38	449.55-	28,274.34-
Obj 287 UNRESERVED FUND BALANCE	3,026,944.22-			3,026,944.22-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 NOVEMBER 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	858,362.82-		78,612.58-	936,975.40-	
Obj 330 INTERGOVERNMENTAL REVENUES	86,492.40-		8,227.79-	94,720.19-	
Obj 360 MISCELLANEOUS REVENUES	10,566.49-		546.76-	11,113.25-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	386,149.87	39,069.14		425,219.01	
Obj 520 PERSONNEL BENEFITS	217,854.21	7,423.95		225,278.16	
Obj 530 SUPPLIES -CONSUMPTION / RE	126,477.69	14,122.89		140,600.58	
Obj 540 SERVICES AND PASS THRU PMT	325,243.14	14,957.09	117.89-	340,082.34	
Obj 560 CAPITAL OUTLAYS	600,270.20			600,270.20	
Obj 599 BUDGET EXPENDITURES					1,867,858.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	700,573.40	75,573.07	87,505.02-	688,641.45	1,867,858.00

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 11 ending November 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
End L03 NORTH CENTRAL RURAL LIBRARY DI										
11	11/15/21	WILLIAMS, JEANNE M	PRL	20226		S	J	98530	22 PRF	4,066.61
11	11/15/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319		S	J	98530	23 PRF	1,938.41
11	11/15/21	JOHNSON, TERESA J	PRL	20418		S	J	98530	24 PRF	2,175.86
11	11/15/21	TRACHTA, KENDRA	PRL	20493		S	J	98530	25 PRF	3,206.42
11	11/15/21	ALLEN, ALLIA E	PRL	20363		S	J	98568	118 PRF	1,826.13
11	11/15/21	BOHMBACH, CAROL F	PRL	20420		S	J	98568	119 PRF	582.48
11	11/15/21	FOX, SAMANTHA A	PRL	20504		S	J	98568	120 PRF	960.00
11	11/15/21	HAIGH, MAKAYLA R	PRL	20483		S	J	98568	121 PRF	1,155.20
11	11/15/21	HUGGINS, HILLARY A	PRL	20462		S	J	98568	122 PRF	1,561.12
11	11/15/21	MALONE, MARISSA B	PRL	20448		S	J	98568	123 PRF	1,460.80
11	11/15/21	SMITH, SUSAN C	PRL	20478		S	J	98568	124 PRF	229.31
11	11/15/21	WALDEN, ALISSA M	PRL	20539		S	J	98568	125 PRF	63.00
11	11/30/21	WILLIAMS, JEANNE M	PRL	20226		S	J	98670	22 PRF	4,066.61
11	11/30/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319		S	J	98670	23 PRF	1,938.41
11	11/30/21	JOHNSON, TERESA J	PRL	20418		S	J	98670	24 PRF	2,175.86
11	11/30/21	TRACHTA, KENDRA	PRL	20493		S	J	98670	25 PRF	3,206.42
11	11/30/21	ALLEN, ALLIA E	PRL	20363		S	J	98704	99 PRF	1,810.47
11	11/30/21	BOHMBACH, CAROL F	PRL	20420		S	J	98704	100 PRF	711.92
11	11/30/21	FOX, SAMANTHA A	PRL	20504		S	J	98704	101 PRF	1,320.00
11	11/30/21	HAIGH, MAKAYLA R	PRL	20483		S	J	98704	102 PRF	1,155.20
11	11/30/21	HUGGINS, HILLARY A	PRL	20462		S	J	98704	103 PRF	1,561.12
11	11/30/21	MALONE, MARISSA B	PRL	20448		S	J	98704	104 PRF	1,606.88
11	11/30/21	SMITH, SUSAN C	PRL	20478		S	J	98704	105 PRF	290.91

L03	5011100	SALARIES AND WAGES								39,069.14
11	11/10/21	SOCIAL SECURITY	PRL			S	J	98482	80000 PRF	1,486.62
11	11/24/21	SOCIAL SECURITY	PRL			S	J	98622	80000 PRF	1,470.74

L03	5012100	SOCIAL SECURITY								2,957.36
11	11/10/21	RETIREMENT	PRL			S	J	98482	80000 PRF	1,966.09
11	11/24/21	RETIREMENT	PRL			S	J	98622	80000 PRF	1,940.64

L03	5012200	RETIREMENT								3,906.73
11	11/10/21	LABOR AND INDUSTRIES	PRL			S	J	98482	80000 PRF	242.47

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Fnd L03		NORTH CENTRAL RURAL LIBRARY DI								
11	11/24/21	LABOR AND INDUSTRIES	PRL		S J			98622 80000	PRF	236.01

L03	5012300	LABOR AND INDUSTRIES								478.48
11	11/15/21	WILLIAMSJEAN CENTRAL SKAGIT LI A/P	538243	29489	WILLIAMS JEANNE	-REIMBURSEMENT		139333	10 PRF	81.38

L03	5012400	MEDICAL								81.38
11	11/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	537473	31871	ELAN FINANCIAL INSTITUTION		139113	1 PRF	45.78
11	11/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	537474	31871	ELAN FINANCIAL INSTITUTION		139117	1 PRF	198.30
11	11/12/21	AMAZON.COM CENTRAL SKAGIT LIBR	A/P	538141	24334	AMAZON.COM-PO BOX 530958		139315	1 PRF	1,459.03
11	11/15/21	DEMCO CENTRAL SKAGIT LIBRARY	A/P	538191	10883	DEMCO		139333	1 PRF	57.88

L03	5013110	OFFICE SUPPLIES								1,760.99
11	11/12/21	AMAZON.COM CENTRAL SKAGIT LIBR	A/P	538141	24334	AMAZON.COM-PO BOX 530958		139315	1 PRF	86.67

L03	5013180	LIBRARY PROGRAM COSTS								86.67
11	11/01/21	LEAF CENTRAL SKAGIT LIBRARY	A/P	537980	30912	LEAF		139116	1 PRF	292.95
11	11/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	537474	31871	ELAN FINANCIAL INSTITUTION		139117	1 PRF	702.01
11	11/05/21	KCDAPURCHASI CENTRAL SKAGIT LI	A/P	537974	11945	KCDA PURCHASING COOPERATIVE		139204	10 PRF	897.12
11	11/12/21	AMAZON.COM CENTRAL SKAGIT LIBR	A/P	538141	24334	AMAZON.COM-PO BOX 530958		139315	1 PRF	108.49

L03	5013512	LIBRARY EQUIPMENT < \$5000								2,000.57
11	11/01/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	537473	31871	ELAN FINANCIAL INSTITUTION		139113	1 PRF	850.95
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	3 PRF	86.99
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	4 PRF	40.24
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	5 PRF	20.12
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	6 PRF	25.16
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	7 PRF	27.11
11	11/05/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	538000	29687	HOOPLA BY MIDWEST TAPE LLC		139204	8 PRF	33.95
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR	A/P	537941	11813	INGRAM LIBRARY SERVICES		139208	1 PRF	383.80
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR	A/P	537941	11813	INGRAM LIBRARY SERVICES		139208	2 PRF	9.15
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR	A/P	537941	11813	INGRAM LIBRARY SERVICES		139208	3 PRF	23.71

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Fnd	L03	NORTH CENTRAL RURAL LIBRARY DT									
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	4	PRF	33.48
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	5	PRF	27.01
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	6	PRF	23.54
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	7	PRF	13.44
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	8	PRF	17.31
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	9	PRF	61.77
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	11	PRF	19.01
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	12	PRF	29.75
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	13	PRF	12.87
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	14	PRF	19.50
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	15	PRF	16.02
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	16	PRF	38.42
11	11/05/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	537941	11813	INGRAM LIBRARY SERVICES			139208	17	PRF	24.85
11	11/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	538141	24334	AMAZON.COM-PO BOX 530958			139315	1	PRF	25.47
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	1	PRF	7.93
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	2	PRF	10.64
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	3	PRF	23.52
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	4	PRF	22.01
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	5	PRF	10.18
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	6	PRF	37.57
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	7	PRF	48.20
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	8	PRF	17.66
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	9	PRF	12.30
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	10	PRF	20.61
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	11	PRF	53.09
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	12	PRF	13.09
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	13	PRF	22.56
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	14	PRF	9.84
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	15	PRF	91.37
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139317	16	PRF	19.31
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	1	PRF	679.06
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	2	PRF	43.59
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	3	PRF	13.86
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	4	PRF	32.69
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	5	PRF	55.54
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	6	PRF	682.60

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Fnd L03		NORTH CENTRAL RURAL LIBRARY DI								
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	7 PRF	55.24
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	8 PRF	955.81
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139322	9 PRF	50.83
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	1 PRF	45.22
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	2 PRF	128.93
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	3 PRF	20.32
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	4 PRF	19.21
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	5 PRF	15.39
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	6 PRF	131.54
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	7 PRF	38.13
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	8 PRF	9.94
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	9 PRF	869.46
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	10 PRF	14.05
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	11 PRF	6.23
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	12 PRF	8.83
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	14 PRF	13.92
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	15 PRF	12.82
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	16 PRF	9.89
11	11/15/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538235	11813	INGRAM LIBRARY SERVICES			139329	17 PRF	9.32
11	11/29/21	LIBRARYIDEAS CENTRAL SKAGIT LI A/P	538825	29795	LIBRARY IDEAS LLC			139463	1 PRF	163.80
11	11/29/21	LIBRARYIDEAS CENTRAL SKAGIT LI A/P	538825	29795	LIBRARY IDEAS LLC			139463	2 PRF	767.10
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	3 PRF	51.62
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	4 PRF	29.88
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	5 PRF	33.95
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	6 PRF	47.40
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	7 PRF	21.74
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	8 PRF	81.39
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	9 PRF	29.88
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	10 PRF	13.61
11	11/29/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	538840	29687	HOOPLA BY MIDWEST TAPE LLC			139463	11 PRF	13.61
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	1 PRF	15.33
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	2 PRF	18.16
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	3 PRF	86.69
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	4 PRF	10.07
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	5 PRF	6.03
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES			139464	6 PRF	55.81

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Fnd L03		NORTH CENTRAL RURAL LIBRARY DI									
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139464	7 PRF	11.52
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139464	8 PRF	7.49
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139464	9 PRF	60.28
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139464	10 PRF	15.48
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139464	11 PRF	19.65
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	1 PRF	15.81
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	2 PRF	14.83
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	3 PRF	28.14
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	4 PRF	10.68
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	5 PRF	68.90
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	6 PRF	21.90
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	7 PRF	10.67
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	8 PRF	32.03
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	9 PRF	9.49
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	10 PRF	33.41
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	11 PRF	78.73
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	12 PRF	41.43
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	13 PRF	37.42
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	14 PRF	27.84
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	15 PRF	49.52
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139465	16 PRF	7.91
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	1 PRF	94.14
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	2 PRF	15.12
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	3 PRF	31.88
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	4 PRF	25.36
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	5 PRF	23.32
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	6 PRF	37.13
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	7 PRF	123.66
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	8 PRF	34.40
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	9 PRF	17.66
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	10 PRF	43.83
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	11 PRF	25.43
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	12 PRF	14.09
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	13 PRF	26.08
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	14 PRF	14.61
11	11/29/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	538793	11813	INGRAM LIBRARY SERVICES				139466	15 PRF	30.58

