

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

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

Approval of April 15, 2021 Regular Meeting Minutes
Approval of April 2021 Payroll in the amount of \$38,296.22
Approval of April 2021 Vouchers in the amount of \$341,771.86
Treasury Reports for April 2021
Balance Sheet for April 2021

5. Conflict of Interest
5. Communications
6. Director's Report
7. Unfinished Business
 - A. Art Policy (N or D)
 - B. Meeting Room Policy (N or D)
 - C. 2021 Director's Contract Amendment
8. New Business
 - A. Ratification of Contract #2021-CSLDSA-01
 - B. Bylaws Revision – First Reading
 - C. Retreat Planning
9. Other Business
10. Adjournment

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

Legend:

E = Explore Topic
N = Narrow Options
D = Decision

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

Current Parking Lot Items:

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

Jeanne Williams is inviting you to a scheduled Zoom meeting.

Topic: Board Meeting

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

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

Mar 18, 2021 07:00 PM

Apr 15, 2021 07:00 PM

May 20, 2021 07:00 PM

Jun 17, 2021 07:00 PM

Jul 15, 2021 07:00 PM

Aug 19, 2021 07:00 PM

Sep 16, 2021 07:00 PM

Oct 21, 2021 07:00 PM

Nov 18, 2021 07:00 PM

Dec 16, 2021 07:00 PM

Jan 20, 2022 07:00 PM

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

Monthly:

https://us02web.zoom.us/meeting/tZUtcOiqrzkrHNMz1Ci7FBS8ro0bL6zRISrH/ics?icsToken=98tyKuGprjwrGNWXsR-ARpwcAo_Cd-rzmHpcgo1whk7GCnd1QDCuJO0SMJ4pCurc

Join Zoom Meeting

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

Meeting ID: 810 7121 2167

Passcode: 053762

One tap mobile

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

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

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 810 7121 2167

Passcode: 053762

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

Central Skagit Rural Partial County Library District
Regular Board Meeting Minutes
April 15, 2021
7:00 p.m.
Via Zoom Meeting Platform

1. Call to Order 7:05pm

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

Staff Present: Jeanne Williams, Director

2. Public Comment No public comment.

3. Approval of Agenda

Motion to approve the Agenda as presented.

Motion 1: Mindy Coslor
Motion 2: Jane Zillig
Unanimous

4. Consent Agenda Items

Motion to approve the Consent Agenda as presented.

Motion 1: Jane Zillig
Motion 2: Mindy Coslor
Unanimous

Approval of March 18, 2021 Regular Meeting Minutes
Approval of March 2021 Payroll in the amount of \$38,975.80
Approval of March 2021 Vouchers in the amount of \$76,398.04
Treasury Reports for March 2021
Balance Sheet for March 2021 (if available)
Deletion List – 5116 Items

5. Conflict of Interest None reported.

5. Communications None reported.

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

Jeanne Williams shared that most of the last month she and the staff were focused on settling in to the new library and re-establishing workflows for curbside services. Odd issues with doors reacting to heat have required the contractor to make modifications.

Shelving is expected to be completed by the end of May, which would make opening to the public possible shortly after. Jeanne Williams clarified that the incomplete shelving includes picture book shelving, young adult section shelving and new books shelving. The shelving was purchased through the KCDA Cooperative. Workpointe is the vendor overseeing the purchase and installation and Montel is the shelving manufacturer.

Jeanne Williams further shared that the Department of Enterprise Services Surplus team would be picking up the surplus materials on April 27th and that the remaining close out of the use of the Ball Street location would be by April 30th.

The new website is almost ready to launch and should be ready in May.

The Trustees asked about staff vaccinations. At the time of the meeting, there were two fully vaccinated staff and five staff scheduled for vaccines.

7. Unfinished Business

A. Library Opening Update

Jeanne Williams shared that the staff are working on plans to open on June 1st based on most staff being vaccinated by the end of May and shelving scheduled to be completed by the end of May. The hope is also that there will be fewer restrictions by that time in the guidance from the Governor's Office. This opening will be a soft opening and a grand opening event or ceremony will be planned when large gatherings can take place later in the summer.

Jeanne Williams further shared that, since there were so many unknowns around opening, summer reading was planned as on-demand video and online events with kits that will be picked up to work on at home.

B. Art Policy (Appendix 1)

Jeanne Williams shared that the feedback from Trustees had been incorporated into the art policy document in the Board packet. Some feedback items included: 1) the need for consistency in how the library is referred to in the document, whether library capitalized or not, or by using an acronym designated at the beginning of the document; and 2) the addition of historical to the types of items that could be donated. The Board also

discussed the need for a separate policy on temporary art rotations, where things like Loggerdeco posters could be displayed around the time of the event and then returned to the owners. The Board tabled the art policy discussion until a later meeting to give Trustees more time to review feedback and changes to the original draft.

8. New Business

A. Meeting Room Policy (Appendix 2)

The Board of Trustees discussed the meeting room policy and issues that can arise around the use of meeting rooms. The Trustees discussed issues in protecting staff and patrons should meeting room use lead to protests or violence due to usage by political groups or groups recognized to promote hate. Meeting room use recommendations from the American Library Association is not to deny the use of the meeting room in a way that could be considered discrimination and infringements on free speech. The library staff can enforce that users abide by the Patron Code of Conduct and that meeting room use cannot interfere with the comfort and enjoyment of the library by other patrons in the building. Meeting room registrations will include acceptance of conditions of use, including the Patron Code of Conduct.

The Trustees also discussed the use of a damage deposit. Jeanne Williams shared that the library would not be able to hold deposits. Any deposit would have to be deposited into the Treasury and then a protocol would have to be worked out with the Skagit Auditor to process, print and mail checks back out to the user after the meeting room use. This could take up to a month to fully process. Without deposits, users or groups who damage the room would be banned from using the room again and could be pursued to pay damage costs. Since the room will be for community groups and non-profit use, the likelihood of major damage should be low. Large parties with alcohol will not be taking place.

The policy will be sent to Dan Gottlieb (attorney) for his comments and recommendations for the next regular meeting.

B. Election of Officers

Nominations for Chair of the Board were opened. Mindy Coslor nominated Tim Howland for the position. Darcy Resetar seconded. There were no other nominations. Mindy Coslor made a motion to close the nominations for Chair. Heather Swenson seconded. The vote was unanimous to close the session.

Nominations for Vice Chair of the Board were opened. Darcy Resetar nominated Jane Zillig for the position. Mindy Coslor seconded. There were no

other nominations. Mindy Coslor made a motion to close the nominations.
Heather Swenson seconded. The vote was unanimous to close the session.

9. Other Business

Jeanne Williams asked the Board if they might consider amending her contract to pay up to \$90 per month in added life insurance coverage and remove the added three days' vacation time. The added life insurance would be a more meaningful benefit. An amended contract will be brought forth at the May Board meeting for discussion and vote.

Executive Session - The Board closed the regular meeting and entered into a 30 minute executive session pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee. The session started at 8:15pm and closed at 8:45pm. No action was taken.

10. Adjournment 8:45pm

Motion to adjourn.

Motion 1: Jane Zillig
Motion 2: Mindy Coslor
Unanimous

DocuSigned by:
Timothy Howland 5/21/2021
848B50BF0A1049E...

DocuSigned by:
Jane Zillig 5/24/2021
8141D0A1670D4E3...

DocuSigned by:
Melinda McCormick Coslor 5/25/2021
718CCCA35831457...

DocuSigned by:
Darcy Resetar 5/25/2021
0CC7C763C10B459...

DocuSigned by:
Heather Swenson 5/26/2021
E1BF7274184E45E...



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

Donations of Art, Historical and Decorative Objects Policy

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

Statement on Donations

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

Criteria for accepting gifts:

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

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

Types of Works Considered

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

Other Considerations

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

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

Statement on New Facility

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

Appendix 2



110 W State Street
PO BOX 665
Sedro-Woolley, WA 98284
360.765.3985
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Meeting Room Policy

Library Mission

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

Scope

This policy applies to all meeting rooms managed by Central Skagit Library District and all staff, individuals and groups who use them. As part of its service to the community, the Central Skagit Library District (CSLD) provides meeting rooms for use by community groups and organizations. This policy ensures that CSLD meeting rooms are available for gatherings, the primary purpose or nature of which is civic, cultural, educational and/or of community-interest. Meeting room use will not be denied to any person or organization because of gender, gender preference or orientation, race, creed or color.

Definitions

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

Library use: Meeting room use by the library. Library has the discretion to charge entrance fees or allow fundraising or sales of products. Includes library programs and activities open to the public, public programs co-sponsored with other organizations, and staff meetings, training sessions and other invitation-only uses that may not be open to the public.

Non-commercial use: Uses by not-for-profit groups receiving no commercial benefit by using a library meeting room, including non-profit and governmental organizations. Meetings or programs must not require payment to enter, but passive solicitation of paid memberships or donations is acceptable. Meetings or programs may or may not be open to the public.

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

Meeting Room Policy Page 1 of 6

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

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

Policy

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

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

2. Library offers meeting rooms for use by community groups free of charge for non-commercial uses.

- As an extension of its mission, the Library offers use of designated meeting rooms for non-commercial informational, cultural, community or civic meetings and programs.
- Meeting rooms are not available for commercial uses.
- No products or services may be advertised, solicited or sold, with the exception of books and other resources sold at library-sponsored or related events.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through the local library management.
- Meeting rooms are not available for personal or private uses.
- All meetings must be open to the public at no charge and may not be restricted to any particular group.
- In accordance with the Washington State Constitution, meeting rooms are not available for religious worship services.

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

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

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

4. Library Board reviews this policy.

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

5. Conditions for Use

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

- Users shall arrange for and provide for their own special equipment needs and supplies. While food and beverages are permitted in meeting rooms, users must supply their own equipment for preparing it (including coffee makers). Library staff are not available to provide supplies or special equipment.
- Library staff may enter any meeting room at any time during meeting room use.
- The group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the meeting room.
- Alcohol, smoking, vaping, candles and use of open flames prohibited.
- Meeting room use must not disrupt library use by patrons or interfere with staff operations.
- Users may not post signs or other materials in the library without prior approval from the library.
- Users are responsible for communicating event details to their presenters and attendees. Library staff are not available to provide meeting room or event support, publicity or coordination.

Availability, reservations and registration

- The Library has priority for meeting room use in library facilities. The library may cancel reserved facilities for library with reasonable notice to the reserving party. Severe weather, emergency closures or other unforeseen conflicts may require cancellation of room reservations with little notice.
- Meeting rooms for public use are available during regular library open hours and for after-hours use with pre-authorization, which includes responsibility for key pick-up/drop-off and contact for security system.
- The Library reserves the right to limit excessive meeting room if conflicts arise with other groups in order to make access to the meeting rooms fair and equitable. CSLD may limit meeting room use for particular organizations if abuse or non-compliance is detected, or if similar types of organizations are using rooms with such frequency that equitable use is in question.
- Reservations must be requested at least three business days in advance of requested date of use. Weekends, library holidays and days of scheduled or emergency library closures are not considered business days for purposes of library meeting room reservations and use.
- Users are required to register and agree to Meeting Room Policy, and Library Code of Conduct prior to approval of request and use of meeting room.
- If appropriate, users are required to agree to Covid-19 Guidelines for Use of Meeting Rooms.
- Reservations are not final until notice is provided by the library that a reservation request has been confirmed.
- Prior use of meeting rooms does not entitle or guarantee future use.

- The person who registers must be age 18 or older. At least one adult age 18 or older must be present when youth groups use the meeting rooms at all times.
- Individuals or groups providing false or misleading information to reserve meeting rooms will be considered in violation of the Meeting Room Policy.
- Out of courtesy to the library and other users, users who find they must cancel a reservation should notify the library as soon as possible.

Disclaimer Statement

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

Statement on Alcohol

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

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

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

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

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

NAME _____

PHONE (day) _____

PHONE (evening) _____

ADDRESS _____

Signature _____

Date _____

Group I represent _____



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: 4/1/2021 To: 4/30/2021

L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

Beginning Cash Balance	\$1,270,395.65
Investments Interest	\$122.60
Taxes Collected	\$351,325.28
State Forest Funds	\$11,177.48
District IGT Increases	\$34.20
Subtotal Cash Increases	\$362,659.56
Investments Purchased	-\$122.60
Other Cash Decreases	-\$2,183.61
District Accounts Payable	-\$333,635.32
District Payroll	-\$47,656.79
District IGT Decreases	-\$0.39
Subtotal Cash Decreases	-\$383,598.71
Ending Cash Balance	\$1,249,456.50
Beginning Investments	\$1,334,897.40
Investments Purchased	\$122.60
Ending Investments	\$1,335,020.00
Beginning Taxes Receivable	\$852,159.48
Taxes Receivable	-\$351,477.97
Ending Taxes Receivable	\$500,681.51



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State Pool District Report

4/1/2021 To: 4/30/2021

Bank 680 STATE TREAS LGIP Interest Rate: 0.10

Fund: L0301 CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

InvestmentID: 2015-48

Beginning Balance:	\$1,334,897.40
Transactions:	\$122.60
Ending Balance:	\$1,335,020.00
Average Daily Balance:	\$1,335,020.00
Interest:	\$111.76
Fee:	\$5.59
Net Interest:	\$106.17



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

Monthly Investment Ledger Report 5/7/2021

For Date Range 4/1/2021 To 4/30/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee
4/1/2021	INTEREST		SP INTEREST PAYMENT			\$0.00	\$129.05	\$0.00
4/1/2021	FFF		SP HANDLING FEE			\$0.00	\$0.00	-\$6.45
4/1/2021	REDIST		SP PURCHASE INTEREST			\$122.60	\$0.00	\$0.00
2015-48	SP	L0301	2/25/2015	0.10	1/1/3000	\$1,335,020.00	\$138,136.61	-\$2,616.61
**** L0301						\$1,335,020.00	\$138,136.61	-\$2,616.61

CENTRAL SKAGIT RURAL PARTIAL CO LIBRARY DISTRICT

5/7/2021 Monthly Investment Ledger Report

For Date Range 4/1/2021 To 4/30/2021

Id	Type	DocID	Purchased	Rate	Maturity	Principal	Interest	Fee	
Grandtotal							\$1,335,020.00		

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
Apr 21				
04/02/2021	2035809890	Baker & Taylor	Adult Books	72.31
04/02/2021	2035809891	Baker & Taylor	Adult Books	12.80
04/02/2021	2035809892	Baker & Taylor	Adult Books	16.36
04/02/2021	2035809893	Baker & Taylor	Adult Books	29.59
04/02/2021	2035809894	Baker & Taylor	Adult Books	94.91
04/02/2021	2035809895	Baker & Taylor	Adult Books	18.55
04/02/2021	2035809896	Baker & Taylor	Adult Books	62.68
04/02/2021	2035825835	Baker & Taylor	Adult Books	146.46
04/02/2021	2035825836	Baker & Taylor	Adult Books	35.82
04/02/2021	2035825837	Baker & Taylor	Adult Books	19.80
04/02/2021	2035839899	Baker & Taylor	Adult Books	74.17
04/02/2021	2035839900	Baker & Taylor	Adult Books	6.86
04/02/2021	2035839901	Baker & Taylor	Adult Books	19.81
04/02/2021	2035839902	Baker & Taylor	Adult Books	97.11
04/02/2021	April2021PRE	WA Health Care Authority	5721020 Admin Benefits	2,075.52
04/02/2021	April2021PRE	WA Health Care Authority	5722020 Lib Svs Benefits	11,225.32
04/02/2021		Skagit PUD	5014700 Utilities	47.30
04/02/2021		Home Depot	5013110 Office Supplies	66.40
04/02/2021		THE UPS STORE #5499 BURLINGTON WA	5014220 Postage	50.07
04/02/2021		SKAGIT FARMERS SUPPLY SEDRO WOOL	5013110 Office Supplies	14.05
04/02/2021		City of Sedro-Woolley	5014700 Utilities	411.47
04/02/2021		Walgreen's	5013110 Office Supplies	4.33
04/02/2021		Comcast	5014212 Telephone Internet	365.86
04/02/2021		SW Mini Storage	5014510 Rent	150.00
04/02/2021		POWWEB	5014930 Licensing (Software)	136.71
04/02/2021		E and E Lumber	5013110 Office Supplies	3.57
04/02/2021		Comcast	5014212 Telephone Internet	351.33
04/02/2021		RTECH SOLUTIONS LLC 8653229299 TN	5014212 Telephone Internet	106.59
04/02/2021		POWWEB	5014930 Licensing (Software)	4.29
04/02/2021		Cascade Natural Gas	5014700 Utilities	183.84
04/02/2021		Cascade Natural Gas	5014700 Utilities	352.25
04/02/2021		Skagit County PUD	5014700 Utilities	85.96
04/02/2021		Puget Sound Energy	5014700 Utilities	166.52
04/02/2021		Puget Sound Energy	5014700 Utilities	274.69
04/02/2021		City of Sedro-Woolley	5014700 Utilities	192.97
04/02/2021	2035617183	Baker & Taylor	5013515 Library Materials	9.88
04/02/2021	2035702923	Baker & Taylor	5013515 Library Materials	97.96
04/02/2021	2035735848	Baker & Taylor	5013515 Library Materials	23.08
04/02/2021	2035753528	Baker & Taylor	5013515 Library Materials	18.92
04/02/2021	2035753529	Baker & Taylor	5013515 Library Materials	76.05
04/02/2021	2035805044	Baker & Taylor	5013515 Library Materials	20.76
04/02/2021	65438	The Library Corporation	5014930 Licensing (Software)	54.25
04/02/2021	778588388833	SYNCB/AMAZON	5013110 Office Supplies	260.38
04/02/2021	465697638393	SYNCB/AMAZON	5013110 Office Supplies	55.32
04/02/2021	533593959795	SYNCB/AMAZON	5013110 Office Supplies	31.42
04/02/2021	456796597834	SYNCB/AMAZON	JUV Books	9.75
04/02/2021	448558696887	SYNCB/AMAZON	5013110 Office Supplies	18.43
04/02/2021	99967373	Hoopla Midwest Tape	5014930 Licensing (Software)	2,049.01
04/02/2021	52015490	Ingram	YA Books	11.78
04/02/2021	52015491	Ingram	YA Books	51.09
04/02/2021	52063204	Ingram	YA Books	12.33
04/02/2021	52063205	Ingram	YA Books	25.07
04/02/2021	52063206	Ingram	Adult Books	10.79
04/02/2021	52063207	Ingram	JUV Books	157.04

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
04/02/2021	52063208	Ingram	YA Books	28.14
04/02/2021	52063209	Ingram	YA Books	27.84
04/02/2021	52063210	Ingram	JUV Books	7.30
04/02/2021	52063211	Ingram	Adult Books	57.65
04/02/2021	52063212	Ingram	JUV Books	18.44
04/02/2021	52063213	Ingram	Adult Books	9.13
04/02/2021	52063214	Ingram	JUV Books	34.40
04/02/2021	52063215	Ingram	YA Books	42.24
04/02/2021	52063216	Ingram	Adult Books	26.33
04/02/2021	52063217	Ingram	JUV Books	15.36
04/02/2021	52085523	Ingram	YA Books	10.91
04/02/2021	52085524	Ingram	JUV Books	15.20
04/02/2021	52085525	Ingram	JUV Books	425.98
04/02/2021	52085526	Ingram	Adult Books	37.19
04/02/2021	52085527	Ingram	Adult Books	11.79
04/02/2021	52085528	Ingram	JUV Books	71.91
04/02/2021	52085529	Ingram	JUV Books	5.83
04/02/2021	52106175	Ingram	JUV Books	55.78
04/02/2021	52111508	Ingram	YA Books	10.57
04/02/2021	52111509	Ingram	YA Books	7.08
04/02/2021	52111510	Ingram	Adult Books	11.71
04/02/2021	52111511	Ingram	Adult Books	227.84
04/02/2021	IT39006	Interpreting Technology	5014110 Professional Services	8,256.43
04/02/2021	500210693	Midwest Tape	Adult DVD	21.74
04/02/2021	500210694	Midwest Tape	Adult DVD	29.07
04/02/2021	500210695	Midwest Tape	Adult DVD	32.91
04/02/2021	500210690	Midwest Tape	JUV DVD	163.18
04/02/2021	500210691	Midwest Tape	Adult DVD	54.07
04/02/2021	449847395493	SYNCB/AMAZON	5013110 Office Supplies	23.86
04/02/2021	787539968599	SYNCB/AMAZON	5013110 Office Supplies	23.48
04/02/2021	MarchApril2021	Leaf Copier Lease	5014910 Misc	29.30
04/02/2021	MarchApril2021	Leaf Copier Lease	5013512 Equipment	585.90
04/02/2021	1444694	WA Dept. of Retirement	5012200 Retirement	25.00
04/02/2021	500250650	Hoopla Midwest Tape	5014930 Licensing (Software)	1,787.79
04/02/2021		Fluentstream	5014210 Telephone	333.48
04/02/2021		J2 *MYFAX SERVICES 877-437-3	5014930 Licensing (Software)	10.00
04/02/2021		LORITO BOOKS INC. LORITOBOK	JUV Books	377.24
04/02/2021		Dropbox	5014930 Licensing (Software)	48.83
04/02/2021		CANVA* 02289-9356878 877887781	5014930 Licensing (Software)	117.51
04/02/2021		Adobe	5014930 Licensing (Software)	27.11
04/02/2021		Oriental Trading	5013180 JUV Program Costs	165.61
04/02/2021		LORITO BOOKS INC. LORITOBOK	JUV Books	63.85
04/02/2021		Cascade Natural Gas	5014700 Utilities	27.50
04/02/2021		Oriental Trading	5013180 JUV Program Costs	48.25
04/02/2021		DISCOUNTSCH 8006272829 800-482-5	JUV Books	41.14
04/02/2021		AB Supplynet	5013512 Equipment	66.54
04/02/2021		CANVA* 02289-9356878 877887781	5014930 Licensing (Software)	119.40
04/02/2021		CANVA* 02289-9356878 877887781	5014930 Licensing (Software)	119.40
04/02/2021		Sunset Park Storage	5014510 Rent	100.00
04/02/2021		Interpreting Technology	5014110 Professional Services	146.68
04/02/2021		Interpreting Technology	5014930 Licensing (Software)	162.74
04/02/2021		J2 *MYFAX SERVICES 877-437-3	5014930 Licensing (Software)	10.00
04/08/2021	500238077	Midwest Tape	JUV DVD	322.94
04/08/2021	500238078	Midwest Tape	Adult DVD	125.18
04/08/2021	500240860	Midwest Tape	Adult DVD	45.12

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
04/08/2021	500240861	Midwest Tape	Adult DVD	29.88
04/08/2021	500240862	Midwest Tape	Adult DVD	44.69
04/08/2021	52127221	Ingram	JUV Books	32.72
04/08/2021	52127222	Ingram	JUV Books	234.66
04/08/2021	52127223	Ingram	JUV Books	14.36
04/08/2021	52207010	Ingram	Adult Books	70.20
04/08/2021	52207011	Ingram	Adult Books	25.91
04/08/2021	52207012	Ingram	Adult Books	64.87
04/08/2021	52207013	Ingram	YA Books	158.83
04/08/2021	52207014	Ingram	JUV Books	90.68
04/08/2021	52207015	Ingram	JUV Books	63.62
04/08/2021	52207016	Ingram	JUV Books	134.01
04/08/2021	100610401	Pacific Style Lawn Maintenance	5014110 Professional Services	363.48
04/08/2021	300543544	KCDA Purchasing CoOp	5016411 Computer/Equip >\$5000	250,178.17
04/08/2021	300543114	KCDA Purchasing CoOp	5016411 Computer/Equip >\$5000	5,649.32
04/08/2021	468379956637	SYNCB/AMAZON	Adult Books	14.53
04/08/2021	548779738987	SYNCB/AMAZON	5013110 Office Supplies	85.72
04/08/2021	433639959359	SYNCB/AMAZON	5013110 Office Supplies	34.70
04/08/2021	493348854337	SYNCB/AMAZON	5013110 Office Supplies	23.58
04/08/2021	643897356749	SYNCB/AMAZON	5013110 Office Supplies	73.51
04/08/2021	447978655888	SYNCB/AMAZON	5013110 Office Supplies	29.73
04/08/2021	586377546768	SYNCB/AMAZON	5013180 JUV Program Costs	58.96
04/08/2021	979943597437	SYNCB/AMAZON	5013180 YA Program Costs	98.82
04/08/2021	554467447736	SYNCB/AMAZON	5013180 YA Program Costs	415.22
04/08/2021	688888559874	SYNCB/AMAZON	5013180 JUV Program Costs	290.72
04/08/2021	445375448763	SYNCB/AMAZON	5013512 Equipment	91.11
04/08/2021	455363445446	SYNCB/AMAZON	5013110 Office Supplies	17.46
04/16/2021	52186701	Ingram	YA Books	18.80
04/16/2021	52186702	Ingram	YA Books	7.19
04/16/2021	52186703	Ingram	JUV Books	13.12
04/16/2021	52186704	Ingram	JUV Books	30.83
04/16/2021	52186705	Ingram	Adult Books	57.68
04/16/2021	52186706	Ingram	YA Books	21.59
04/16/2021	52186707	Ingram	Adult Books	20.91
04/16/2021	52186708	Ingram	JUV Books	36.21
04/16/2021	52186709	Ingram	YA Books	8.05
04/16/2021	52186710	Ingram	YA Books	14.82
04/16/2021	52186711	Ingram	JUV Books	13.49
04/16/2021	52186712	Ingram	YA Books	9.00
04/16/2021	52186713	Ingram	Adult Books	314.51
04/16/2021	52186714	Ingram	YA Books	210.66
04/16/2021	52186715	Ingram	JUV Books	282.93
04/16/2021	52186716	Ingram	JUV Books	58.71
04/16/2021	52186717	Ingram	JUV Books	185.09
04/16/2021	52186718	Ingram	Adult Books	112.69
04/16/2021	52186719	Ingram	JUV Books	24.34
04/16/2021	52327668	Ingram	YA Books	17.74
04/16/2021	52327669	Ingram	YA Books	6.81
04/16/2021	52327670	Ingram	JUV Books	54.40
04/16/2021	52327671	Ingram	Adult Books	6.26
04/16/2021	52327672	Ingram	YA Books	14.94
04/16/2021	52327673	Ingram	JUV Books	7.75
04/16/2021	52327674	Ingram	Adult Books	46.64
04/16/2021	52327675	Ingram	JUV Books	225.70
04/16/2021	52327676	Ingram	JUV Books	16.63

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
04/16/2021	52327677	Ingram	Adult Books	11.09
04/16/2021	52327678	Ingram	Adult Books	11.85
04/16/2021	52327679	Ingram	Adult Books	199.04
04/16/2021	52327680	Ingram	JUV Books	106.37
04/16/2021	52327681	Ingram	YA Books	23.56
04/16/2021	52327682	Ingram	JUV Books	7.17
04/16/2021	52327683	Ingram	Adult Books	35.27
04/16/2021	52374228	Ingram	YA Books	12.58
04/16/2021	52374229	Ingram	YA Books	6.64
04/16/2021	52374230	Ingram	JUV Books	3.98
04/16/2021	52374231	Ingram	JUV Books	11.41
04/16/2021	52374232	Ingram	JUV Books	3.46
04/16/2021	52374233	Ingram	JUV Books	11.19
04/16/2021	52374234	Ingram	Adult Books	25.14
04/16/2021	52374235	Ingram	JUV Books	13.86
04/16/2021	52374236	Ingram	JUV Books	8.58
04/16/2021	52374237	Ingram	JUV Books	6.91
04/16/2021	52374238	Ingram	Adult Books	22.95
04/16/2021	52374239	Ingram	JUV Books	5.96
04/16/2021	52374240	Ingram	Adult Books	11.14
04/16/2021	52374241	Ingram	Adult Books	24.18
04/16/2021	52374242	Ingram	Adult Books	32.52
04/16/2021	52374243	Ingram	JUV Books	82.64
04/16/2021	677866743849	SYNCB/AMAZON	5013110 Office Supplies	85.72
04/16/2021	468644338956	SYNCB/AMAZON	JUV Books	8.67
04/16/2021	657395884754	SYNCB/AMAZON	5013512 Equipment	259.72
04/16/2021	3012	Kerf Design, Inc.	5013512 Equipment	1,447.00
04/16/2021	300544775	KCDA Purchasing CoOp	5016411 Computer/Equip >\$5000	8,836.60
04/16/2021	PSI459269	Pye Baker Fire & Safety	5014810 Repairs/Maint	14.65
04/16/2021	37709	Skagit Law Group	5014110 Professional Services	165.00
04/16/2021	437877887833	SYNCB/AMAZON	5013180 JUV Program Costs	967.92
04/16/2021	190272	Illinois Library Assoc.	5013180 JUV Prog Cost	2,282.52
04/16/2021	IT39288	Interpreting Technology	5014110 Professional Services	728.75
04/16/2021	500279086	Midwest Tape	Adult DVD	45.13
04/16/2021	500279087	Midwest Tape	JUV DVD	119.48
04/16/2021	500279088	Midwest Tape	Adult DVD	77.46
04/16/2021	500279089	Midwest Tape	Adult DVD	90.23
04/16/2021	500279231	Midwest Tape	Adult DVD	17.84
04/16/2021	500279232	Midwest Tape	JUV DVD	13.61
04/23/2021	2035868954	Baker & Taylor	Adult Books	72.94
04/23/2021	2035868955	Baker & Taylor	Adult Books	18.24
04/23/2021	2035854437	Baker & Taylor	Adult Books	128.87
04/23/2021	2035854438	Baker & Taylor	Adult Books	18.86
04/23/2021	2035854439	Baker & Taylor	Adult Books	19.18
04/23/2021	2035854440	Baker & Taylor	Adult Books	71.06
04/23/2021	2035881646	Baker & Taylor	Adult Books	38.70
04/23/2021	2035900278	Baker & Taylor	Adult Books	49.11
04/23/2021	2035900279	Baker & Taylor	Adult Books	84.02
04/23/2021	500304319	Midwest Tape	Adult DVD	16.10
04/23/2021	500305410	Midwest Tape	JUV DVD	89.74
04/23/2021	500305411	Midwest Tape	Adult DVD	17.68
04/23/2021	500305413	Midwest Tape	Adult DVD	17.84
04/23/2021	500308573	Midwest Tape	Adult DVD	24.40
04/23/2021	6936414	Demco	5013110 Office Supplies	98.56
04/23/2021	27259	Frontline Cleaning	5014187 Janitorial	395.00

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
04/23/2021	52420136	Ingram	YA Books	14.71
04/23/2021	52420137	Ingram	JUV Books	15.41
04/23/2021	52420138	Ingram	Adult Books	24.95
04/23/2021	52420139	Ingram	JUV Books	47.55
04/23/2021	52445705	Ingram	JUV Books	12.99
04/23/2021	52445706	Ingram	JUV Books	35.11
04/23/2021	52445707	Ingram	JUV Books	39.73
04/23/2021	52445708	Ingram	JUV Books	194.68
04/23/2021	52445709	Ingram	Adult Books	41.79
04/23/2021	52445710	Ingram	JUV Books	10.27
04/23/2021	52445711	Ingram	Adult Books	19.56
04/30/2021	11813543	Leaf Copier Lease	5014510 Rent	292.95
04/30/2021	DMARVA22-204	CreativeBug	5014930 Licensing (Software)	1,000.00
04/30/2021		Puget Sound Energy	5014700 Utilities	1,305.99
04/30/2021		PAYMENTUS CORP 980-272-3	5014910 Misc	34.61
04/30/2021		J2 *MYFAX SERVICES 877-437-3	5014930 Licensing (Software)	10.00
04/30/2021		Dropbox	5014930 Licensing (Software)	48.83
04/30/2021		TEACHERSPAYTEACHERS.CO 646-588-0	5013180 JUV Prog Cost	5.97
04/30/2021		TEACHERSPAYTEACHERS.CO 646-588-0	5013180 JUV Program Costs	3.80
04/30/2021		OVERDRIVE DIST 216573688	5014930 Licensing (Software)	6.99
04/30/2021		Adobe	5014930 Licensing (Software)	27.11
04/30/2021		OVERDRIVE DIST 216573688	5014930 Licensing (Software)	25.00
04/30/2021		WWW.DOODLE.COM ZURICH	5014930 Licensing (Software)	83.40
04/30/2021		FRGN TRANS FEE-WWW.DOODLE.COM	5014930 Licensing (Software)	1.66
04/30/2021		Oriental Trading	5013180 JUV Program Costs	262.21
04/30/2021		DISCOUNTSCH 8006272829 800-482-5	5013180 JUV Program Costs	127.82
04/30/2021		Sunset Park Storage	5014510 Rent	100.00
04/30/2021		Interpreting Technology	5014930 Licensing (Software)	162.74
04/30/2021		MRSC	5014930 Dues/Subs/Memberships	135.00
04/30/2021	52462456	Ingram	JUV Books	24.97
04/30/2021	52462457	Ingram	YA Books	12.95
04/30/2021	52462458	Ingram	JUV Books	7.54
04/30/2021	52462459	Ingram	JUV Books	216.26
04/30/2021	52462460	Ingram	JUV Books	33.66
04/30/2021	52462461	Ingram	Adult Books	48.56
04/30/2021	52462462	Ingram	YA Books	22.01
04/30/2021	52462463	Ingram	YA Books	25.95
04/30/2021	52462464	Ingram	JUV Books	26.68
04/30/2021	52486907	Ingram	JUV Books	25.61
04/30/2021	52486908	Ingram	JUV Books	4.88
04/30/2021	52486909	Ingram	Adult Books	22.94
04/30/2021	52486910	Ingram	Adult Books	45.06
04/30/2021	52486911	Ingram	Adult Books	16.43
04/30/2021	52486912	Ingram	Adult Books	22.74
04/30/2021	52486913	Ingram	JUV Books	13.70
04/30/2021	52486914	Ingram	Adult Books	20.55
04/30/2021	52511748	Ingram	JUV Books	13.17
04/30/2021	52511749	Ingram	Adult Books	19.32
04/30/2021	52511750	Ingram	Adult Books	241.15
04/30/2021	52511751	Ingram	Adult Books	281.52
04/30/2021	52511752	Ingram	Adult Books	36.50
04/30/2021		WA Health Care Authority	5721020 Admin Benefits	2,075.52
04/30/2021		WA Health Care Authority	5722020 Lib Svs Benefits	11,225.32
04/30/2021	AR30210	Michael Business Mach	5014110 Professional Services	271.75
04/30/2021	AR30288	Michael Business Mach	5014810 Repairs/Maint	232.29

Central Skagit Library District
Custom Transaction Detail Report
April 2021

Date	Num	Name	Account	Debit
04/30/2021		Puget Sound Energy	5014700 Utilities	1,050.72
04/30/2021		Guardian Security	5014930 Dues/Subs/Memberships	699.83
04/30/2021		City of Sedro-Woolley	5014700 Utilities	411.47
04/30/2021		Verizon Wireless	5014212 Telephone Internet	303.41
04/30/2021		Skagit County PUD	5014700 Utilities	119.54
04/30/2021		Skagit County PUD	5014700 Utilities	17.25
04/30/2021		Skagit County PUD	5014700 Utilities	244.25
04/30/2021		BIRCH EQUIPMENT RENTAL 360-4287788 WA	5014510 Rent	337.60
04/30/2021		POWWEB	5014930 Licensing (Software)	292.56
04/30/2021		ZOOM.US 8887999666 CA	5014930 Licensing (Software)	162.64
04/30/2021		Alixo	5014212 Telephone Internet	378.67
04/30/2021		Sedro-Woolley Mini Storage	5014510 Rent	150.00
04/30/2021		POWWEB	5014930 Licensing (Software)	136.71
04/30/2021	PRIME	Amazon	5014930 Dues/Subs/Memberships	541.42
04/30/2021		RITE AID STORE - 5248 SEDRO WOOL	5013110 Office Supplies	7.80
04/30/2021		POWWEB	5014930 Licensing (Software)	4.29
04/30/2021		RTECH SOLUTIONS LLC 8653229299 TN	5014212 Telephone Internet	29.59
04/30/2021		Interpreting Technology	5013511 Computer Eq	4,412.37
04/30/2021		City of Sedro-Woolley	5014700 Utilities	574.54
04/30/2021		Skagit County PUD	5014700 Utilities	41.45
04/30/2021		City of Sedro-Woolley	5014700 Utilities	501.92
04/30/2021		City of Sedro-Woolley	5014700 Utilities	411.47
				<u>341,771.85</u>

Apr 21

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 5/21/2021
B4BD368F6A1048E...

DocuSigned by:
Jane Billig 5/24/2021
B141D0A1670D4E3...

DocuSigned by:
Melinda McCombs-Cosler 5/25/2021
71DCCCA3583143F...

DocuSigned by:
Darcy Resetar 5/25/2021
0CC7C799C10B459...

DocuSigned by:
Heather Swenson 5/26/2021
E9BF7274184C46E...

SKAGIT COUNTY JR DISTRICTS
 BALANCE SHEET
 APRIL 2021

Rec
 5/13/21
 AMC

DESCRIPTION	BEGINNING BALANCE	CURRENT DEBITS	CURRENT CREDITS	ENDING BALANCE
Fnd 103 NORTH CENTRAL RURAL LIBRARY DI				
Sub 001 NORTH CENTRAL RURAL LIBRARY DI				
Typ 001 ASSETS				
Obj 111 CASH AND CASH EQUIVALENTS	1,280,920.98	362,659.56	383,599.71-	1,259,951.83
Obj 118 TEMPORARY INVESTMENTS	1,334,897.40	122.60		1,335,020.00
Obj 121 TAXES RECEIVABLE (NET)	852,159.48		351,477.97	500,681.51
Typ 002 LIABILITIES & FUND EQUITY				
Obj 213 ACCOUNTS/VOUCHERS PAYABLE	11,808.89-	333,635.32	341,498.26-	19,671.83-
Obj 231 OTHER ACCRUED LIABILITIES	19,953.78-	19,953.78	19,084.79-	19,084.79-
Obj 257 DEFERRED REVENUE	852,159.48-	351,477.97		500,681.51-
Obj 287 UNRESERVED FUND BALANCE	3,026,944.22-			3,026,944.22-

SKAGIT COUNTY JR DISTRICTS
 REVENUE/EXPENDITURE
 APRIL 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	77,236.85-		351,325.29-	428,562.13-	
Obj 330 INTERGOVERNMENTAL REVENUES	17,894.01-		11,170.01-	29,064.02-	
Obj 360 MISCELLANEOUS REVENUES	989.05-		130.07-	1,119.12-	
Typ 005 EXPENDITURES					
Obj 510 SALARIES AND WAGES	114,705.62	36,296.22		153,001.84	
Obj 520 PERSONNEL BENEFITS	49,454.13	37,302.26	34.20-	86,722.19	
Obj 530 SUPPLIES -CONSUMPTION / RE	36,110.57	22,207.87		58,318.44	
Obj 540 SERVICES AND PASS THRU PMT	106,694.22	27,999.62		134,693.84	
Obj 560 CAPITAL OUTLAYS	231,843.88	264,664.09		496,507.97	
Obj 599 BUDGET EXPENDITURES					1,667,858.00
Fnd L03 NORTH CENTRAL RURAL LIBRARY D	442,883.51	390,470.06	362,859.56-	470,699.01	1,667,858.00

61787 974 MO END JR DIST TRANS DTL Report Format 115

Period 4 ending April 30, 2021 Transaction status 1

Per Date Description Trn ----- Subsystem Identification ----- JC Reference Batch Sheet Status Amount

Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch	Sheet	Status	Amount
Fnd	103	NORTH CENTRAL RURAL LIBRARY DI									
04	04/15/21	WILLIAMS, JEANNE M	PRL	20226		S	J	96813	22	APP	4,066.61
04	04/15/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319		S	J	96813	23	APP	1,938.41
04	04/15/21	JOHNSON, TERESA J	PRL	20418		S	J	96813	24	APP	2,175.86
04	04/15/21	TRACHTA, KENDRA	PRL	20493		S	J	96813	25	APP	2,633.42
04	04/15/21	ALLEN, ALLIA E	PRL	20363		S	J	96861	63	APP	1,836.56
04	04/15/21	BOEMBACH, CAROL F	PRL	20420		S	J	96861	64	APP	711.92
04	04/15/21	FOX, SAMANTHA A	PRL	20504		S	J	96861	65	APP	1,320.00
04	04/15/21	HAIGH, MAKAYLA R	PRL	20483		S	J	96861	66	APP	1,080.00
04	04/15/21	HUGGINS, HILLARY A	PRL	20462		S	J	96861	67	APP	1,561.12
04	04/15/21	MALONE, MARISSA B	PRL	20448		S	J	96861	68	APP	1,606.88
04	04/15/21	SMITH, SUSAN C	PRL	20478		S	J	96861	69	APP	280.65
04	04/30/21	WILLIAMS, JEANNE M	PRL	20226		S	J	96909	22	APP	4,066.61
04	04/30/21	SANCHEZ-DAVILA, SANDRA I	PRL	20319		S	J	96909	23	APP	1,938.41
04	04/30/21	JOHNSON, TERESA J	PRL	20418		S	J	96909	24	APP	2,175.86
04	04/30/21	TRACHTA, KENDRA	PRL	20493		S	J	96909	25	APP	2,633.42
04	04/30/21	ALLEN, ALLIA E	PRL	20363		S	J	96940	34	APP	1,836.56
04	04/30/21	BOEMBACH, CAROL F	PRL	20420		S	J	96940	35	APP	711.92
04	04/30/21	FOX, SAMANTHA A	PRL	20504		S	J	96940	36	APP	1,320.00
04	04/30/21	HAIGE, MAKAYLA R	PRL	20483		S	J	96940	37	APP	1,080.00
04	04/30/21	HUGGINS, HILLARY A	PRL	20462		S	J	96940	38	APP	1,561.12
04	04/30/21	MALONE, MARISSA B	PRL	20448		S	J	96940	39	APP	1,606.88
04	04/30/21	SMITH, SUSAN C	PRL	20478		S	J	96940	40	APP	154.01

L03 5011100 SALARIES AND WAGES 38,296.22 ✓

04	04/09/21	SOCIAL SECURITY	PRL			S	J	96763	80000	APP	1,526.46
04	04/23/21	SOCIAL SECURITY	PRL			S	J	96878	80000	APP	1,469.68

L03 5012100 SOCIAL SECURITY 2,996.14 ✓

04	04/02/21	RETIREMENTS CENTRAL SKAGIT LIB A/P	529323	23312	WA ST DEPT OF RETIRE SYS -9010			136589	1	APP	25.00
04	04/09/21	RETIREMENT	PRL			S	J	96763	80000	APP	2,538.29
04	04/23/21	RETIREMENT	PRL			S	J	96878	80000	APP	2,455.32

L03 5012200 RETIREMENT 5,018.61 ✓

04	04/02/21	1ST QTR I&I ADJ	IGT	902361				90236	1	APP	34.20-
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Per	Date	Description	Trn	----- Subsystem Identification -----	JC Reference	Batch Sheet Status	Amount
Fcd	L03	NORTH CENTRAL RURAL LIBRARY DI					
04	04/09/21	LABOR AND INDUSTRIES	PRL		S J	96763 60000 APP	257.49
04	04/23/21	LABOR AND INDUSTRIES	PRL		S J	96878 60000 APP	244.34

L03	5012300	LABOR AND INDUSTRIES					467.63 ✓
04	04/02/21	WASTHEALTH CENTRAL SKAGIT LIBR A/P	529327	30361	WA ST HEALTH CARE AUTHORITY	136587 1 APP	13,300.84 ✓
04	04/28/21	WASTHEALTH CENTRAL SKAGIT LIBR A/P	530453	30361	WA ST HEALTH CARE AUTHORITY	136883 2 APP	13,300.84 ✓

L03	5012400	MEDICAL					26,601.68
04	04/06/21	4TH QTR 2020 ESD L03	ACH	902401		90240 1 APP	2,183.61
04	04/09/21	1ST QTR WFFLM ADJ	IGT	902671		90267 1 APP	0.39

L03	5012900	UNEMPLOYMENT COMPENSATION					2,184.00 ✓
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958	136591 9 APP	260.38
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958	136591 10 APP	55.32
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958	136591 11 APP	31.42
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958	136591 13 APP	18.43
04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602 1 APP	84.02
04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602 1 APP	4.33
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 5 APP	85.72
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 6 APP	34.73
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 7 APP	23.58
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 8 APP	73.51
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 9 APP	29.73
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 10 APP	17.46
04	04/19/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529598	24334	AMAZON.COM-PO BOX 530958	136779 1 APP	85.72
04	04/26/21	DEMCO CENTRAL SKAGIT LIBRARY A/P	529974	10883	DEMCO	136837 1 APP	98.56
04	04/28/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529923	31871	ELAN FINANCIAL INSTITUTION	136867 1 APP	7.80

L03	5013110	OFFICE SUPPLIES					910.68 ✓
04	04/07/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529179	31871	ELAN FINANCIAL INSTITUTION	136638 1 APP	255.00
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 11 APP	58.96
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958	136686 12 APP	96.92

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Per	Date	Description	Trn	-----	Subsystem Identification	-----	JC Reference	Batch Sheet	Status	Amount
End	L03	NORTH CENTRAL RURAL LIBRARY LI								
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958			136686	13 APP	415.22
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958			136686	14 APP	290.72
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-PO BOX 530958			136686	15 APP	91.11
04	04/19/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529598	24334	AMAZON.COM-PO BOX 530958			136779	8 APP	967.92
04	04/19/21	ILLINOISLIBR CENTRAL SKAGIT LI A/P	529685	33081	ILLINOIS LIBRARY ASSOCIATION			136779	9 APP	2,282.52
04	04/29/21	ELAN CENTRAL SKAGIT LIBRARY A/P	530139	31871	ELAN FINANCIAL INSTITUTION			136893	1 APP	399.80

L03 5013180 LIBRARY PROGRAM COSTS 4,860.17 ✓

04	04/28/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529923	31871	ELAN FINANCIAL INSTITUTION			136867	1 APP	4,412.37
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L03 5013511 LIBRARY COMPUTER EQUIP < \$50 4,412.37 ✓

04	04/02/21	LEAF CENTRAL SKAGIT LIBRARY A/P	529238	30912	LEAF			136588	1 APP	615.20
04	04/07/21	ELAN CENTRAL SKAGIT LIBRARY A/P	529179	31871	ELAN FINANCIAL INSTITUTION			136638	1 APP	66.54
04	04/19/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529598	24334	AMAZON.COM-PO BOX 530958			136779	3 APP	259.72
04	04/19/21	KERFDESIGNIN CENTRAL SKAGIT LI A/P	529712	33082	KERF DESIGN INC			136779	4 APP	1,447.00
04	04/28/21	MICH BUS MAC CENTRAL SKAGIT LI A/P	530312	29529	MICHAEL BUSINESS MACHINES INC			136883	4 APP	232.29

L03 5013512 LIBRARY EQUIPMENT < \$5000 2,620.75 ✓

04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC			136590	2 APP	21.74
04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC			136590	3 APP	29.07
04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC			136590	4 APP	32.91
04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC			136590	5 APP	163.18
04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC			136590	6 APP	54.07
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958			136590	7 APP	23.48
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958			136590	8 APP	23.86
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	1 APP	9.88
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	2 APP	97.96
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	3 APP	23.09
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	4 APP	18.92
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	5 APP	76.05
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136591	6 APP	20.76
04	04/02/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529185	24334	AMAZON.COM-PO BOX 530958			136591	12 APP	9.75
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	89381	BAKER & TAYLOR INC			136592	1 APP	72.31

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End	L03	NORTH CENTRAL RURAL LIBRARY DI								
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	2 APP	12.80
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	3 APP	16.36
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9351	BAKER & TAYLOR INC			136592	4 APP	29.59
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9351	BAKER & TAYLOR INC			136592	5 APP	94.91
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	6 APP	18.55
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9351	BAKER & TAYLOR INC			136592	7 APP	62.68
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	8 APP	146.46
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9351	BAKER & TAYLOR INC			136592	9 APP	35.82
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	10 APP	19.80
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	11 APP	74.17
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	12 APP	6.86
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	13 APP	19.81
04	04/02/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529192	B9381	BAKER & TAYLOR INC			136592	14 APP	97.11
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	1 APP	10.91
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	2 APP	15.20
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	3 APP	425.98
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	4 APP	37.19
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	5 APP	11.79
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	6 APP	71.91
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	7 APP	5.83
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	8 APP	55.78
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	9 APP	19.57
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	10 APP	7.08
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	11 APP	11.71
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136593	12 APP	227.84
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	1 APP	11.78
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	2 APP	51.09
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	3 APP	12.33
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	4 APP	25.07
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	5 APP	10.79
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	6 APP	157.04
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	7 APP	23.14
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	8 APP	27.84
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	9 APP	7.30
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	10 APP	57.65
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	11 APP	18.44

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Fnd	L03	NORTH CENTRAL RURAL LIBRARY DI										
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	12	APP		9.13
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	13	APP		34.40
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	14	APP		42.24
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	15	APP		26.33
04	04/02/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529224	11813	INGRAM LIBRARY SERVICES			136595	16	APP		15.36
04	04/12/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529349	24334	AMAZON.COM-FO BOX 530958			136686	4	APP		14.53
04	04/12/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529458	29687	HOOPLA BY MIDWEST TAPE LLC			136687	1	APP		322.94
04	04/12/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529458	29687	HOOPLA BY MIDWEST TAPE LLC			136687	2	APP		125.18
04	04/12/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529458	29687	HOOPLA BY MIDWEST TAPE LLC			136687	3	APP		45.12
04	04/12/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529458	29687	HOOPLA BY MIDWEST TAPE LLC			136687	4	APP		29.88
04	04/12/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529458	29687	HOOPLA BY MIDWEST TAPE LLC			136687	5	APP		44.69
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	6	APP		32.72
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	7	APP		234.66
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	8	APP		14.36
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	9	APP		70.20
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	10	APP		25.91
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	11	APP		64.87
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	12	APP		158.83
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	13	APP		90.68
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	14	APP		63.62
04	04/12/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529420	11813	INGRAM LIBRARY SERVICES			136687	15	APP		134.01
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	1	APP		45.13
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	2	APP		119.48
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	3	APP		77.46
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	4	APP		90.23
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	5	APP		17.84
04	04/19/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	529745	29687	HOOPLA BY MIDWEST TAPE LLC			136772	6	APP		13.61
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	1	APP		195.09
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	2	APP		112.69
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	3	APP		24.34
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	4	APP		17.74
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	5	APP		6.81
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	6	APP		54.40
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	7	APP		6.26
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	8	APP		14.94
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136773	9	APP		7.75

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Per	Date	Description	Trn	-----	Subsystem	Identification	-----	JC Reference	Batch	Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY DT										
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	1	APP		25.14
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	2	APP		13.86
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	3	APP		8.58
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	4	APP		6.91
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	5	APP		22.95
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	6	APP		5.96
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	7	APP		11.14
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	8	APP		24.18
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	9	APP		32.52
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136774	10	APP		82.64
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	1	APP		18.80
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	2	APP		7.19
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	3	APP		13.12
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	4	APP		30.83
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	5	APP		57.68
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	6	APP		21.59
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	7	APP		20.91
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	8	APP		36.21
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	9	APP		8.05
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	10	APP		14.82
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	11	APP		13.49
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	12	APP		9.00
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	13	APP		314.51
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	14	APP		210.66
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	15	APP		282.93
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136775	16	APP		58.71
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	1	APP		46.64
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	2	APP		225.70
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	3	APP		16.63
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	4	APP		11.09
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	5	APP		11.85
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	6	APP		199.04
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	7	APP		106.37
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	8	APP		23.56
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	9	APP		7.17
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES			136777	10	APP		35.27

GL787

974 MO END JR DIST TRANS DTL

Report Format 115

Period 4 ending April 30, 2021

Transaction status 1

Per	Date	Description	Trn	-----	Subsystem	Identification	-----	JC Reference	Batch	Sheet	Status	Amount
Fnd	L03	NORTH CENTRAL RURAL LIBRARY D:										
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	11	APP	12.58
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	12	APP	6.64
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	13	APP	3.98
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	14	APP	11.41
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	15	APP	3.46
04	04/19/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	529687	11813	INGRAM LIBRARY SERVICES				136777	16	APP	11.19
04	04/19/21	AMAZON.COM CENTRAL SKAGIT LIBR A/P	529598	24334	AMAZON.COM-PO BOX 530958				136779	2	APP	8.67
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	3	APP	14.71
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	4	APP	15.41
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	5	APP	24.95
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	6	APP	47.55
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	7	APP	12.99
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	8	APP	35.11
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	9	APP	39.73
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	10	APP	194.68
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	11	APP	41.79
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	12	APP	10.27
04	04/26/21	INGRAM SVC CENTRAL SKAGIT LIBR A/P	530011	11813	INGRAM LIBRARY SERVICES				136837	13	APP	19.56
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	1	APP	72.94
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	2	APP	18.24
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	3	APP	128.67
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	4	APP	18.86
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	5	APP	19.13
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	6	APP	71.06
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	7	APP	38.70
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	8	APP	49.11
04	04/26/21	BAKER&TAYLOR CENTRAL SKAGIT LI A/P	529936	B9381	BAKER & TAYLOR INC				136838	9	APP	84.02
04	04/26/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530036	29687	HOOPLA BY MIDWEST TAPE LLC				136838	10	APP	16.10
04	04/26/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530036	29687	HOOPLA BY MIDWEST TAPE LLC				136838	11	APP	89.74
04	04/26/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530036	29687	HOOPLA BY MIDWEST TAPE LLC				136838	12	APP	17.69
04	04/26/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530036	29687	HOOPLA BY MIDWEST TAPE LLC				136838	13	APP	17.84
04	04/26/21	MIDWESTTAPE CENTRAL SKAGIT LIB A/P	530036	29687	HOOPLA BY MIDWEST TAPE LLC				136838	14	APP	24.40
04	04/29/21	INGRAM SVC INGRAM ACCT NO 2002 A/P	530258	11813	INGRAM LIBRARY SERVICES				136899	1	APP	20.55
04	04/29/21	INGRAM SVC INGRAM ACCT NO 2002 A/P	530258	11813	INGRAM LIBRARY SERVICES				136899	2	APP	13.17
04	04/29/21	INGRAM SVC INGRAM ACCT NO 2002 A/P	530258	11813	INGRAM LIBRARY SERVICES				136899	3	APP	19.32
04	04/29/21	INGRAM SVC INGRAM ACCT NO 2002 A/P	530258	11813	INGRAM LIBRARY SERVICES				136899	4	APP	241.15

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Period 4 ending April 30, 2021 Transaction status 1

Per Date Description Trn ----- Subsystem Identification ----- JC Reference Batch Sheet Status Amount

Prd	L03	NORTH CENTRAL RURAL LIBRARY DI							
04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602	1 APP	923.78
04	04/29/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529923	31871	ELAN FINANCIAL INSTITUTION	136667	1 APP	437.98

L03 5014212 TELEPHONE INTERNET 1,261.76 ✓

04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602	1 APP	50.07
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L03 5014220 POSTAGE 50.07 ✓

04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602	1 APP	150.00
04	04/07/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529179	31871	ELAN FINANCIAL INSTITUTION	136638	1 APP	100.00
04	04/28/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529923	31871	ELAN FINANCIAL INSTITUTION	136667	1 APP	487.60
04	04/29/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	530139	31871	ELAN FINANCIAL INSTITUTION	136693	1 APP	100.00
04	04/29/21	CENTRAL SKAGIT LIBRARY	A/P	530293	30912	LEAF	136693	1 APP	292.95

L03 5014510 RENTALS 1,130.55 ✓

04	04/05/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529178	31871	ELAN FINANCIAL INSTITUTION	136602	1 APP	1,715.00
04	04/07/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529179	31871	ELAN FINANCIAL INSTITUTION	136638	1 APP	27.50
04	04/28/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	529923	31871	ELAN FINANCIAL INSTITUTION	136667	1 APP	2,321.89
04	04/28/21	PUGET ENERGY CENTRAL SKAGIT LI	A/P	530349	14036	PUGET SOUND ENERGY	136683	1 APP	1,050.72
04	04/29/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	530139	31871	ELAN FINANCIAL INSTITUTION	136693	1 APP	1,305.99

L03 5014700 UTILITIES 6,421.10 ✓

04	04/19/21	PYE-BARKERFI CENTRAL SKAGIT LI	A/P	529771	32803	PYE-BARKER FIRE & SAFETY LLC	136779	6 APP	14.65
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L03 5014810 REPAIRS AND MAINTENANCE 14.65 ✓

04	04/29/21	ELAN CENTRAL SKAGIT LIBRARY	A/P	530139	31871	ELAN FINANCIAL INSTITUTION	136693	1 APP	34.61
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L03 5014910 MISCELLANEOUS 34.61 ✓

04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC	136599	2 APP	1,787.79
04	04/02/21	MIDWESTTAPE CENTRAL SKAGIT LIB	A/P	529250	29687	HOOPLA BY MIDWEST TAPE LLC	136591	7 APP	2,049.01
04	04/02/21	LIBRARYCORP CENTRAL SKAGIT LIB	A/P	529300	31045	THE LIBRARY CORPORATION	136591	8 APP	54.25

April 2021 Director's Report

As of 5/17/2021

The last month has continued with the planning for both the launch of the new library website and reopening of the library to the public. I have also been working with our IT consultants to get our patron computers and our patron laptops set up for use. Our package locker system has also been installed and we are working with the vendor to get that system configured so that holds could be placed in the locker for pick-up anytime.

With the Governor's recent announcement concerning a removal of masking restrictions for vaccinated people and plans for full reopening by June 30th, I hope that this will make our June 1st soft opening less complicated than we originally thought (pending shelving completion on May 21st). Because we are not going to be in the business of checking vaccine cards, we will likely post a recommendation for unvaccinated patrons to wear masks and hope that everyone abides by this on their honor. Many libraries in parts of the state where masking was highly controversial have already removed masking requirements for patrons. Staff will be given the option to wear masks or not based on their comfort levels. We cannot require unvaccinated staff to wear masks as this creates a situation of two classes of staff who are treated differently, and we cannot create this type of situation.

I am currently working on the State Auditor's Office annual report and the Washington State Library's annual statistical report. These reports are due Memorial weekend and will be submitted on time. Once these reports are complete, I will work on a report to the Board of County Commissioners. This year's report will be a bit different because of Covid-19. I will highlight the services we provided while we were closed to the public. Though this report is for fiscal year 2020, I think it would be a good idea to recap the new library project in the report and provide a real-time update on the new library and the reopening of services. I will bring that draft to you in June.

As of April 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	\$423,946.07			
Timber Funds	\$80,000.00	\$29,096.36			
Leasehold Excise Tax		\$102.45			
Timber Excise		\$4,513.61			
Cash (Fees, Cards Purchased)		\$214.93			
Library Svs Contract	\$70,000.00				
IGT Increase		\$216.91			
Donations		\$300.00			
Investment Earnings		\$571.85			
	\$1,055,000	\$458,962.18			

ONGOING EXPENSES

Personnel Expense			\$860,930	\$239,724	27.84%
Bookmobile			\$450	\$0	0.00%
Utilities			\$12,000	\$10,820	90.17%
Licensing/Dues/Subscrip 5014930			\$94,635	\$39,686	41.94%
Furniture, Fixtures, Equipment			\$4,000	\$11,915	297.88%
General Expenses			\$129,500	\$66,869	51.64%
Contingency Fund			\$30,000		0.00%
Library Materials (5013515 Books, DVDs, Audio)			\$85,000	\$32,548	38.29%
ONGOING EXPENSE TOTALS			\$1,216,515	\$401,563	33.01%

ONE-TIME EXPENDITURES

FF&E Invoicing from 2020			\$476,343	\$496,508	104.23%
Opening Day Collection			\$50,000		0.00%
Moving Costs			\$20,000	\$6,373	31.87%
FF&E Design			\$25,000	\$25,000	100.00%
Total One Time Expenditures			\$571,343	\$527,881	92.39%
Estimated Use of Unallocated Funds					
Library Vehicle			\$30,000		
Total Use of Unallocated Funds			\$30,000	\$0	0.00%

Total Expenditures YTD

\$1,817,858 \$929,444 51.13%



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

**Resolution No. 2021-5
Ratification of Janitorial Contract #2021-CSLDSA-01**

WHEREAS, the Board of Trustees understand the need to have the new library professionally cleaned and sanitized;

and WHEREAS, Frontline Cleaning submitted the lowest responsive quote;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees hereby ratifies Contract #2021-CSLDSA-01 (Exhibit 1).

Adopted this 20th day of May, 2021.

DocuSigned by:
Timothy Howland 5/21/2021
B4BD565F6A1048E...

DocuSigned by:
Jane Billig 5/24/2021
B741D0A1670D4E3...

DocuSigned by:
Melinda McCormick Colby 5/25/2021
71DCCCA35831457...

DocuSigned by:
Darcy Resetar 5/25/2021
0CC7C703C10B459...

DocuSigned by:
Heather Swenson 5/26/2021
E9BF7274784E40E...

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

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

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

1. Term

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

2. Provider’s Service

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

3. Provider Identification

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

4. Compensation

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

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

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

5. Project Managers

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

6. Project Information

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

7. Duty to Inform

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

8. Provider is Independent Contractor

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

9. Wage and Hour Issues

9.1. Except as otherwise permitted by RCW 49.28.065, Provider may not permit or require an employee to work more than eight (8) hours in any one calendar day, or forty (40) hours in any one calendar week.

9.2. Any person employed on work under this Agreement, other than a person who is excluded from the payment of overtime pursuant to RCW 49.46.010, RCW 49.46.130 or 29 USC §§201 - 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one work week.

9.3. This Agreement is subject to prevailing wage requirements pursuant to RCW 39.12 and WAC 296-127. Provider shall pay wages not less than the prevailing rate of wage within Skagit County for the type of trades or occupations covered by this Agreement. Prevailing

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

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

10. Indemnity and Insurance

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

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

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

11. Work is Property of District

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

12. Law of Washington

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

13. Errors

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

14. Extra or Changes in Work

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

15. Successors and Assignments

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

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

16. Records

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

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

17. Breach of Agreement

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

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

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

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

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

18. Mediation/ Trial without a jury

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

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

19. Termination for Convenience

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

20. Payment of Claims by the District

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

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

21. Third-Party Beneficiaries

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

22. Modification

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

23. Notice.

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

District

Provider

Jeanne Williams
Central Skagit Rural Partial Co. Library District
PO BOX 665
110 West State Street
Sedro-Woolley, WA 98284

Rachelle Davis
Frontline Cleaning
585 Fisher Ln
Burlington, WA 98233

24. No Waiver of Legal Rights

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

25. Integration

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

Central Skagit Rural Partial Co. Library District

Frontline Cleaning

DocuSigned by:
Jeanne Williams

DocuSigned by:
Rachelle Davis

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4/12/2021

4/12/2021

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

Daily Requirements

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

Weekly Tasks

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

Monthly Tasks

- Flooring – full vacuum of carpets

Quarterly Tasks

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

As Needed

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