

Sno-Isle Libraries

Board of Trustees

September 21, 2020, 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/85650619888>

Dial in: +1 253 215 8782 or +1 669 900 6833

Webinar ID: 856 5061 9888

Meeting Agenda

- 1) **Call to Order**
- 2) ***Approval of Agenda**
- 3) **Introduction and Recognition of Guests**
- 4) ***Consent Agenda Items**
 - a) Approval of July 27, 2020 regular meeting minutes;
 - b) Approval of July 2020 Sno-Isle Payroll, Benefits, and Vouchers;
 - c) Approval of August 2020 Sno-Isle Payroll, Benefits, and Vouchers.

July 2020

Direct Deposits and Employee Deductions	\$2,182,299.53
Vendor Checks 69874, 69951, 69956 and 69960 through 69962, plus Electronic Fund Transfers	\$642,337.75
Total Payroll and Benefits	\$2,824,637.28
Accounts Payable Checks 69744 through 69962 less checks listed above, plus Electronic Transfers	\$1,198,083.50
Total Payroll, Benefits and Accounts Payable	\$4,022,720.78

August 2020

Direct Deposits and Employee Deductions	\$2,210,936.60
Vendor Checks 70200, 70208, plus Electronic Fund Transfers	\$695,903.40
Total Payroll and Benefits	\$2,906,840.00
Accounts Payable Checks 69963 through 70208 less checks listed above, plus Electronic Transfers	\$1,149,233.40
Total Payroll, Benefits and Accounts Payable	\$4,056,073.40

- 5) **Public Comment**
- 6) **Communications to the Board**
- 7) **Washington State Auditor**
 - a) Exit Conference – Kristina Baylor, Amanda Robinson, and Michel Melseaux
- 8) **Executive Director's Report**
 - a) Website Update – Michelle Callihan
 - b) Declaration of Emergency [Attachment 1](#)
- 9) **Unfinished Business**
 - a) *Trustee Policies – Chair Anamosa [Attachments 2-5](#)
 - i) Donation Policy
 - ii) Site Selection Policy
- 10) **New Business**

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

11) President, Trustee Committees, and Foundation Representative Reports (as needed)

- a) President's Report/Executive Committee – President Munguia [Attachment 6](#)
- b) Trustee Selection Committee – Chair Smith
- c) Strategic Planning and Finance Committee – Chair Anamosa [Attachment 7-9](#)
 - i) Preliminary 2021 Budget – Gary Sitzman
- d) Foundation Board Representative – Trustee Olson

12) Announcements and Comments

13) Executive Session (as needed)

14) *Adjournment

***Denotes Board of Trustees action item.**

Sno-Isle Libraries

Board of Trustees

Marti Anamosa • Susan Kostick (Vice President) • Martin Munguia (President)
Rose Olson • Paul Ryan • Kelli Smith (Secretary) • Rico Tessandore

Monday, July 27, 2020
Meeting Minutes
Zoom virtual meeting

Call to Order

President Martin Munguia called the meeting to order at 5:01 p.m.

Roll Call

Members Present: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present:

Barbara Adams, Lia Escudero Belcher, Walter Buckman, R.D. Burley, David Durante, Jordan Fast, Jack Schumacher, Jessica Russell, Jill Wubbenhorst, Kelly Gunderson, Lindsay Hanson, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Tricia Lee, Zach Lewis, Rebecca Loney, Mary McLaughlin Sta. Maria, Gary Sitzman, Lois Langer Thompson, and Nicole Wehl.

Introduction and Recognition of Guests

There were no guests.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as amended to include item 8b) Financial update. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Consent Agenda Items

Trustee Olson moved to approve the Consent Agenda as amended to include item 4b) Approval of July 20, 2020 special meeting minutes.

- a) Approval of June 22, 2020 regular meeting minutes;
- b) Approval of July 20, 2020 special meeting minutes;
- c) Approval of June 2020 Sno-Isle Payroll, Benefits, and Vouchers.

June 2020

Direct Deposits and Employee Deductions	\$2,307,513.36
Vendor Checks 69731 through 69738 and 69740 through 69742, plus Electronic Fund Transfers	\$707,152.32
Total Payroll and Benefits	\$3,014,665.68
Accounts Payable Checks 69559 through 69743 less checks listed above, plus Electronic Transfers	\$795,876.91
Total Payroll, Benefits and Accounts Payable	\$3,810,542.59

Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Public Comment

There was no public comment.

Communications to the Board

There were no communications to the Board.

President, Trustee Committees, and Foundation Representative Reports

President's report

President Munguia acknowledged the retirement of Human Resources Director Jack Schumacher, and expressed gratitude for Jack's steadfast leadership.

Trustees Anamosa, Kostick, Olson, Ryan, and Tessandore seconded President Munguia's sentiment, and expressed appreciation for Jack's work on the 2018 Executive Director recruitment process.

Jack Schumacher thanked the Board for their comments and expressed gratitude for the opportunity to work with the Board as part of the Sno-Isle Libraries team.

Foundation Board Representative

Trustee Olson reported on the Foundation Board's work regarding board recruitment. The work includes increasing the number of board members and a focus on equity, diversity, and inclusion.

Executive Director's Report

Community events and board meetings

Executive Director Thompson congratulated Volunteer & Community Engagement Coordinator Christine Stansfield, who was nominated for the 2020 Emerging Leaders Award.

Library updates and collaborations

Washington State Library CARES Act Funding

Executive Director Thompson reported on the following information regarding grant funding through the Washington State Library CARES Act:

- A \$3,000 grant has been awarded to Sno-Isle Libraries to support personal protective equipment (PPE) and personal safety.
- A \$20,000 grant for Internet connectivity and 250 mobile Wi-Fi hotspots has been awarded to Sno-Isle Libraries.
- Sno-Isle Libraries has applied for a \$3,000 grant focused on innovation.

Employee Recognition Event

Executive Director Thompson updated the Board on the Annual Employee Recognition event. The event was held on July 21 via Zoom webinar.

President Munguia congratulated Trustee award winner, Angela Davis. Angela is a Library Associate at the Camano Island Library. The annual Trustee Award recognizes an individual who, through excellence and creativity, has been responsible for a significant accomplishment that affects the Library as a whole.

Board of Trustees vacancy

Executive Director Thompson provided an update regarding the Sno-Isle Libraries Board of Trustees Vacancy timeline.

COVID-19 update

Executive Director Thompson informed the Board of the following COVID-19 updates:

- Due to recent lab test results from Battelle Labs, library materials are now quarantined for an additional day, bringing the total number of quarantined days to four.
- The library system continues to focus on providing quality contact-free and online services to customers.
- Continued library engagement with local communities ensures that library provided services meet community needs.
- Next-step planning for library services includes: loaning electronic devices, creating a browsing experience comparable to in-person browsing, and engagement with community.

Human Resources update

Executive Director Thompson informed the board of the following HR updates:

- Sno-Isle Libraries' Race, Inclusion, Social Justice, and Equity (RISE) Campaign launched in July. The campaign's mission is to engage all staff and support the vision and values of Sno-Isle Libraries.
- A LGBTQIA affinity group launched in June. This is the third Sno-Isle Libraries affinity group along with Staff of Color and EDI Allies.

Other updates

Executive Director Thompson informed the Board of the upcoming budget schedule. The first public hearing of the proposed 2021 budget will held during the October 26 board meeting.

Library Services update

Director of Technical Services Rebecca Loney provided an update to the Board regarding library services. Ms. Loney identified categories of digital resources: eBooks, audiobooks, digital movies, magazines, and databases.

Collection-related services update:

- Expansion of the number of simultaneous use titles for customers to provide more access.
- Redistributing library funds from printed materials to support access to more digital materials.

Equipment-related services

- Developing procedures for checking out laptops for use in library parking lots or at home.
- Providing additional Wi-Fi hotspots for customers.
- Developing procedures to allow contact-free printing for customers.

Financial update

Administrative Services Director Gary Sitzman provided the following financial update to the Board:

Revenues

Property tax revenue increased in the month of June, and is now on track with budget expectations. The increase in property tax revenue is the result of the extended June 1, 2020 deadline for individual property taxpayers. The deadline was extended in March due to the COVID-19 pandemic.

Expenditures

Expenditures are currently under budget as a result of reduced operational costs during the pandemic.

Audit

The audit began on July 13 and included both a Sno-Isle audit as well as a Monroe Library Capital Facilities Area (LFCA) audit. The audit is progressing as expected and is scheduled for completion on August 3, 2020.

Unfinished Business

Board of Trustees policies

Donation Policy

Trustee Anamosa presented an updated draft of the Donation Policy. The updated draft provided clarification regarding real estate donations as requested by the Board at the June 22, 2020 board meeting.

Trustee Kostick requested an additional change regarding the Board's acknowledgement of significant donations received by Sno-Isle Libraries.

Executive Director Thompson offered the following clarifying phrasing: "Significant donations will be reported to the Board of Trustees who will thank the donor."

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the amended Donation Policy as presented. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

New Business

Board of Trustees policies

Equity Policy

Under the implementation heading of the Equity Policy, Trustee Tessandore recommended removal of the sixth bullet point, which states that the Library, "Authentically welcomes, includes, and values individuals and communities."

Tessandore noted the intent of the bullet point being recommended for removal was addressed throughout the policy. There were no objections to the recommendation.

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the policy as amended. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Library Card & Lending Policy

President Munguia and Trustee Kostick requested the removal of bullet point three and four, which state that:

- We strive to make limited resources available to all.
- We support the use of library materials.

President Munguia and Trustee Kostick noted the bulleted points were fundamental principles of the Library and were unnecessary to include in the policy. There were no objections to the recommendation.

President Munguia moved the Sno-Isle Libraries Board of Trustees approve the policy as amended. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the following policies as presented:

- Library Administrative Policies Policy
- Collection Development Policy
- Confidentiality of Library Records & Customer Files

Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Vulnerable Child Policy

Executive Director Thompson recommended the removal of the Vulnerable Child Policy. Executive Director Thompson noted the policy is addressed in the Customer Use of Library Space Policy.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees eliminate the Vulnerable Child Policy. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

Board letters to Representative John Lovick and Senator Marko Liias

President Munguia highlighted letters sent to Representative John Lovick and Senator Marko Liias.

The Board of Trustees recognized both Representative John Lovick and Senator Marko Liias, and expressed gratitude for their work both on behalf of and in partnership with Sno-Isle Libraries.

Announcements and Comments

President Munguia thanked Sno-Isle Libraries for the opportunity to attend Leadership Snohomish County's Step Up 2020: Moving Racial Equity Forward Conference. President Munguia noted the number of Sno-Isle Libraries staff in attendance.

Trustee Smith recognized staff for the policy work completed in 2019 and 2020.

Trustee Ryan praised Jennifer Sullivan and the Summer Reading teams for their work in engaging kids and teens during the COVID-19 pandemic.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:55 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, September 21, 2020 at 5:00 p.m. The scheduled location is the Sno-Isle Libraries Service Center, 7312 35th Ave. NE, Marysville, WA 98271. However, due to the COVID-19 pandemic, an update to the meeting location may occur. Notice of any changes will be provided on the Sno-Isle Libraries website.

President

Secretary

Sno-Isle Libraries
July 2020 Payroll and July 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,182,299.53
Vendor Checks 69874, 69951 through 69956 and 69960 through 69962 , Plus Electronic Fund Transfers	<u>\$ 642,337.75</u>
Total Payroll and Benefits	\$ 2,824,637.28
 Accounts Payable Checks 69744 through 69962 less checks listed above, plus Electronic Transfers	 <u>\$ 1,198,083.50</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,022,720.78</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees September 21, 2020.



Administrative Services Director

9/8/20

Date

* Actual checks written do not reflect adjustments.
See page two for adjustments.

Sno-Isle Libraries
July 2020 Payroll and July 2020 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

July 2020 Payroll

Employee Pay - Direct Deposit	\$	1,557,402.17	
Plus: Employee Deductions	\$	624,897.36	
Sub-Total Gross Payroll			\$ 2,182,299.53

Vendor Checks 69874, 69951 through 69956 and 69960 through 69962	\$	149,280.34 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	189,553.89	
Electronic Funds Transfer - Empower - 457 Plan	\$	17,784.13	
Electronic Funds Transfer - ICMA - 457 Plan	\$	39,642.78	
Electronic Funds Transfer - PERS - Retirement Plan	\$	394,926.52	
Electronic Funds Transfer - Navia - FSA	\$	10,893.70	
Electronic Funds Transfer - Navia - HRA/MRA	\$	1,777.17	
Electronic Funds Transfer - Premera - Medical	\$	98,535.27	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(260,512.89)	
Sub-Total Benefits - Employer Expense			\$ 642,337.75
Total Payroll and Benefits			\$ 2,824,637.28

July 2020 Accounts Payable

Checks 69744 through 69962 less checks listed above	\$	1,197,850.46 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	233.04	
Sub-Total Accounts Payable			\$ 1,198,083.50
Total Payroll, Benefits and Accounts Payable			\$ 4,022,720.78

Adjustments

Paycom Direct Service Fee	\$	16,697.14	
Refunds and Credits	\$	292.79	
Refund Interest	\$	0.77	
Bank Service Charge	\$	57.28	
Travel & Business Expense Reimbursement paid in Payroll	\$	615.84	
Total Adjustments			\$ 17,663.82
July 2020 Total Expenditures			\$ 4,040,384.60 ***

* Benefit invoices paid through Accounts Payable Checks

\$ 149,280.34

** Regular invoices paid through Accounts Payable Checks

\$ 1,197,850.46

Total Accounts Payable Check Payments

\$ 1,347,130.80

*** Equals Expenditure Summary Total

**Vouchers
July 2020**

Date	Check	Payee	Check Amount
7/9/2020	69744	Michael Delury	165.98
7/9/2020	69745	Ace Equipment Rentals	354.35
7/9/2020	69746	Air Care System	4,618.53
7/9/2020	69747	AT&T Mobility (6463)	4,962.67
7/9/2020	69748	Baus Systems LLC	767.36
7/9/2020	69749	Camano Commons	2,000.00
7/9/2020	69750	Cascade Natural Gas	13.00
7/9/2020	69751	CDW Government Inc	2,270.89
7/9/2020	69752	City of Marysville	1,606.22
7/9/2020	69753	Crystal Mt. Pure Drinking Water	9.28
7/9/2020	69754	Delta Connects	16,663.37
7/9/2020	69755	Demco Inc (8048)	468.50
7/9/2020	69756	Ingram Library Services	35.00
7/9/2020	69757	Kanopy, Inc.	7,393.00
7/9/2020	69758	Midwest Tape	21,351.86
7/9/2020	69759	MyBinding	116.73
7/9/2020	69760	Office Depot, INC	769.37
7/9/2020	69761	Open Plan, LLC	11,169.78
7/9/2020	69762	Remit Overrun	0.00
7/9/2020	69763	Remit Overrun	0.00
7/9/2020	69764	Remit Overrun	0.00
7/9/2020	69765	Remit Overrun	0.00
7/9/2020	69766	Remit Overrun	0.00
7/9/2020	69767	Remit Overrun	0.00
7/9/2020	69768	Remit Overrun	0.00
7/9/2020	69769	Remit Overrun	0.00
7/9/2020	69770	Remit Overrun	0.00
7/9/2020	69771	Remit Overrun	0.00
7/9/2020	69772	Remit Overrun	0.00
7/9/2020	69773	Remit Overrun	0.00
7/9/2020	69774	Remit Overrun	0.00
7/9/2020	69775	Remit Overrun	0.00
7/9/2020	69776	Remit Overrun	0.00
7/9/2020	69777	Overdrive Inc	156,021.27
7/9/2020	69778	Pacific Copy & Printing	902.52
7/9/2020	69779	Paper Roll Products	387.45
7/9/2020	69780	Philadelphia Insurance Companies	106,365.00
7/9/2020	69781	PUD No 1 of Snohomish County	2,698.08
7/9/2020	69782	Puget Sound Energy	225.15
7/9/2020	69783	Recorded Books Inc	4,172.05
7/9/2020	69784	Ricoh USA Inc - 31001	2,292.46
7/9/2020	69785	Ricoh USA Inc - 650073	21,612.28

**Vouchers
July 2020**

Date	Check	Payee	Check Amount
7/9/2020	69786	S-R Broadcasting Co Inc	840.00
7/9/2020	69787	Salish Networks	1,210.97
7/9/2020	69788	Shred-it	80.36
7/9/2020	69789	Sound Maintenance Services, Inc	50,452.43
7/9/2020	69790	T Mobile	628.90
7/9/2020	69791	Terminix	424.48
7/9/2020	69792	Thomas & Associates	47,550.02
7/9/2020	69793	Uline	59.99
7/9/2020	69794	Visionary Office Furniture	499.22
7/9/2020	69795	Remit Overrun	0.00
7/9/2020	69796	Walter E Nelson Co of Western WA	31,443.31
7/9/2020	69797	WCP Solutions	13,811.61
7/9/2020	69798	Whidbey Telecom	587.83
7/9/2020	69799	Workpointe, Inc.	1,745.72
7/9/2020	69800	Ziply Fiber	9,300.66
7/16/2020	69801	AAA Fire Protection, Inc	737.78
7/16/2020	69802	Alderwood Water District	32.68
7/16/2020	69803	Allied Universal	13,399.88
7/16/2020	69804	Remit Overrun	0.00
7/16/2020	69805	Baker & Taylor Books (277930)	9,233.36
7/16/2020	69806	Baus Systems LLC	767.36
7/16/2020	69807	CDW Government Inc	162.76
7/16/2020	69808	Cedar Grove Organics Recycling LLC	249.55
7/16/2020	69809	City of Marysville	921.82
7/16/2020	69810	City of Monroe	691.68
7/16/2020	69811	City of Sultan	147.23
7/16/2020	69812	Clinton Water Dist	55.40
7/16/2020	69813	Crystal Mt. Pure Drinking Water	9.22
7/16/2020	69814	DDI	228.90
7/16/2020	69815	Demco Inc (8048)	912.32
7/16/2020	69816	DEX MEDIA	210.18
7/16/2020	69817	E - Rate Expertise Inc	150.00
7/16/2020	69818	Everett Safe & Lock	17.79
7/16/2020	69819	Flashpoint Cinema LLC	3,103.00
7/16/2020	69820	Frix Technologies LLC	2,850.00
7/16/2020	69821	Gale/Cengage Learning	643.30
7/16/2020	69822	Guardian Security	6,760.96
7/16/2020	69823	Ingram Library Services	16,026.51
7/16/2020	69824	Iron Mountain	379.11
7/16/2020	69825	Island Disposal Inc	135.88
7/16/2020	69826	Magna5 LLC	172.82
7/16/2020	69827	Remit Overrun	0.00

Vouchers July 2020

Date	Check	Payee	Check Amount
7/16/2020	69828	Remit Overrun	0.00
7/16/2020	69829	Midwest Tape	26,209.79
7/16/2020	69830	MyBinding	68.34
7/16/2020	69831	Remit Overrun	0.00
7/16/2020	69832	Remit Overrun	0.00
7/16/2020	69833	Remit Overrun	0.00
7/16/2020	69834	Remit Overrun	0.00
7/16/2020	69835	Remit Overrun	0.00
7/16/2020	69836	Remit Overrun	0.00
7/16/2020	69837	Remit Overrun	0.00
7/16/2020	69838	Remit Overrun	0.00
7/16/2020	69839	Remit Overrun	0.00
7/16/2020	69840	Overdrive Inc	43,724.04
7/16/2020	69841	PageFreezer Software, Inc.	5,700.00
7/16/2020	69842	Paper Roll Products	389.90
7/16/2020	69843	PayScale, Inc	9,592.00
7/16/2020	69844	PetroCard Systems Inc	1,035.67
7/16/2020	69845	Philadelphia Insurance Companies	303.00
7/16/2020	69846	Puget Sound Energy	763.63
7/16/2020	69847	PUD No 1 of Snohomish County	3,359.28
7/16/2020	69848	Ricoh USA Inc - 31001	2,068.19
7/16/2020	69849	Sharps Compliance Inc	917.62
7/16/2020	69850	SHI International	1,530.73
7/16/2020	69851	Silver Lake Water & Sewer	67.85
7/16/2020	69852	Sterling Volunteers	17.00
7/16/2020	69853	Terminix	500.28
7/16/2020	69854	U S Yellow Pages	229.00
7/16/2020	69855	Verizon Wireless (660108)	12,938.57
7/16/2020	69856	Walter E Nelson Co of Western WA	1,243.03
7/16/2020	69857	Waste Management	1,379.92
7/16/2020	69858	Wave Business	15,498.78
7/16/2020	69859	Washington State Ferries	437.05
7/16/2020	69860	Bank of America (2143)	9,470.59
7/23/2020	69861	Remit Overrun	0.00
7/23/2020	69862	Baker & Taylor Books (277930)	25,026.00
7/23/2020	69863	Bank of America (2175)	3,098.74
7/23/2020	69864	Bank of America (2945)	1,898.50
7/23/2020	69865	Bank of America (4867)	9,966.77
7/23/2020	69866	Bank of America (842425)	50.87
7/23/2020	69867	Bank of America (9830)	941.58
7/23/2020	69868	Center Point Large Print	702.90
7/23/2020	69869	City of Granite Falls	118.13

**Vouchers
July 2020**

Date	Check	Payee	Check Amount
7/23/2020	69870	City of Langley	305.85
7/23/2020	69871	Comcast	3,658.63
7/23/2020	69872	Crystal Springs	101.60
7/23/2020	69873	Delta Connects	32,519.07
7/23/2020	69874	Dept of Enterprise Services	534.86
7/23/2020	69875	Freeland Water Dist	136.82
7/23/2020	69876	Gale/Cengage Learning	3,087.97
7/23/2020	69877	Gansango Dance	450.00
7/23/2020	69878	Glassdoor, Inc.	1,375.00
7/23/2020	69879	Ingram Library Services	173.55
7/23/2020	69880	OCLC Inc (34299)	21,058.17
7/23/2020	69881	Office Depot, INC	1,108.46
7/23/2020	69882	OrangeBoy Inc	3,660.33
7/23/2020	69883	Remit Overrun	0.00
7/23/2020	69884	Remit Overrun	0.00
7/23/2020	69885	Remit Overrun	0.00
7/23/2020	69886	Remit Overrun	0.00
7/23/2020	69887	Remit Overrun	0.00
7/23/2020	69888	Remit Overrun	0.00
7/23/2020	69889	Remit Overrun	0.00
7/23/2020	69890	Remit Overrun	0.00
7/23/2020	69891	Remit Overrun	0.00
7/23/2020	69892	Overdrive Inc	43,553.44
7/23/2020	69893	Pacific MRO	2,059.32
7/23/2020	69894	Prime Self Storage	814.00
7/23/2020	69895	Puget Sound Energy	605.94
7/23/2020	69896	Purple Communications, Inc	90.00
7/23/2020	69897	Republic Services 197	594.79
7/23/2020	69898	Ricoh USA Inc - 31001	425.02
7/23/2020	69899	Seattle Times	8,000.00
7/23/2020	69900	Silver Kite Community Arts	2,700.00
7/23/2020	69901	Smokey Point NW LLC	7,448.98
7/23/2020	69902	Snohomish Co Finance	20.00
7/23/2020	69903	Snohomish County Music Project	140.00
7/23/2020	69904	State Auditor's Office	847.50
7/23/2020	69905	Summit Law Group, PLLC	228.00
7/23/2020	69906	Terminix	222.45
7/23/2020	69907	Uline	237.90
7/23/2020	69908	Walter E Nelson Co of Western WA	87.20
7/23/2020	69909	Washington Alarm	116.37
7/23/2020	69910	Bibliocommons Inc.	90,294.98
7/30/2020	69911	Allied Universal	12,259.33

Vouchers July 2020

Date	Check	Payee	Check Amount
7/30/2020	69912	Remit Overrun	0.00
7/30/2020	69913	Remit Overrun	0.00
7/30/2020	69914	Remit Overrun	0.00
7/30/2020	69915	Remit Overrun	0.00
7/30/2020	69916	Baker & Taylor Books (277930)	59,141.37
7/30/2020	69917	Crystal Mt. Pure Drinking Water	9.28
7/30/2020	69918	Dae Won LLC	7,564.71
7/30/2020	69919	EBSCO	88.64
7/30/2020	69920	FairVega Library Services	958.11
7/30/2020	69921	Gale/Cengage Learning	4,871.67
7/30/2020	69922	Grainger	25.53
7/30/2020	69923	Remit Overrun	0.00
7/30/2020	69924	Ingram Library Services	3,259.39
7/30/2020	69925	Mach Publishing Company, Inc.	391.00
7/30/2020	69926	Remit Overrun	0.00
7/30/2020	69927	Midwest Tape	15,646.72
7/30/2020	69928	Multi-Cultural Books & Videos	18,251.76
7/30/2020	69929	Office Depot, INC	582.39
7/30/2020	69930	Remit Overrun	0.00
7/30/2020	69931	Remit Overrun	0.00
7/30/2020	69932	Remit Overrun	0.00
7/30/2020	69933	Remit Overrun	0.00
7/30/2020	69934	Remit Overrun	0.00
7/30/2020	69935	Remit Overrun	0.00
7/30/2020	69936	Remit Overrun	0.00
7/30/2020	69937	Overdrive Inc	38,932.70
7/30/2020	69938	Paper Roll Products	513.64
7/30/2020	69939	Rentacrate Enterprises LLC	11,569.43
7/30/2020	69940	Ricoh USA Inc - 31001	44.17
7/30/2020	69941	Salas O'Brien	1,055.00
7/30/2020	69942	Shred-it	322.59
7/30/2020	69943	Simply Magic LLC	800.00
7/30/2020	69944	T Mobile	1,143.67
7/30/2020	69945	Teresa Wippel Communications LLC	850.00
7/30/2020	69946	Terminix	141.70
7/30/2020	69947	Tsai Fong Books Inc	2,600.44
7/30/2020	69948	Walter E Nelson Co of Western WA	7,881.33
7/30/2020	69949	Watson Label Products	7,369.53
7/30/2020	69950	Ziply Fiber	10,160.13
7/31/2020	69951	Cascade Centers	470.00
7/31/2020	69952	Delta Dental of Washington	11,772.68
7/31/2020	69953	Kaiser Permanente	88,783.38

**Vouchers
July 2020**

Date	Check	Payee	Check Amount
7/31/2020	69954	Lifewise Assurance Company	24,353.55
7/31/2020	69955	Lincoln National Life Ins Company	7,858.22
7/31/2020	69956	MCM	4,583.54
7/31/2020	69957	Void	0.00
7/31/2020	69958	Void	0.00
7/31/2020	69959	Void	0.00
7/31/2020	69960	Navia Benefit Solutions Client Pay	1,781.30
7/31/2020	69961	Premera Blue Cross	8,451.81
7/31/2020	69962	Sno-Isle Library Foundation	691.00
			<hr/>
			1,347,130.80
			<hr/>

Sno-Isle Libraries
August 2020 Payroll and August 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,210,936.60
Vendor Checks 70200 through 70208, Plus Electronic Fund Transfers	<u>\$ 695,903.40</u>
Total Payroll and Benefits	\$ 2,906,840.00

Accounts Payable Checks 69963 through 70208 less checks listed above, plus Electronic Transfers	<u>\$ 1,149,233.40</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,056,073.40</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees September 21, 2020.



Administrative Services Director



Date

* Actual checks written do not reflect adjustments.
See page two for adjustments.

Sno-Isle Libraries
August 2020 Payroll and August 2020 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

August 2020 Payroll

Employee Pay - Direct Deposit	\$	1,579,699.62	
Plus: Employee Deductions	\$	631,236.98	
Sub-Total Gross Payroll			\$ 2,210,936.60

Vendor Checks 70200 through 70208	\$	154,878.76 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	192,214.10	
Electronic Funds Transfer - Empower - 457 Plan	\$	18,039.51	
Electronic Funds Transfer - ICMA - 457 Plan	\$	40,693.49	
Electronic Funds Transfer - PERS - Retirement Plan	\$	400,554.57	
Electronic Funds Transfer - Navia - FSA	\$	10,943.70	
Electronic Funds Transfer - Navia - HRA/MRA	\$	5,285.53	
Electronic Funds Transfer - Premera - Medical	\$	134,886.84	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(262,049.94)	
Sub-Total Benefits - Employer Expense			\$ 695,903.40
Total Payroll and Benefits			\$ 2,906,840.00

August 2020 Accounts Payable

Checks 69963 through 70208 less checks listed above	\$	1,148,148.04 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,085.36	
Sub-Total Accounts Payable			\$ 1,149,233.40
Total Payroll, Benefits and Accounts Payable			\$ 4,056,073.40

Adjustments

Paycom Direct Service Fee	\$	16,523.26	
Refunds and Credits	\$	(172.94)	
Refund Interest	\$	4.26	
Bank Service Charge	\$	81.41	
Trustees' Award - paid in Payroll	\$	267.04	
Travel & Business Expense Reimbursement paid in Payroll	\$	2,362.35	
Total Adjustments			\$ 19,065.38

August 2020 Total Expenditures **\$ 4,075,138.78 *****

* Benefit invoices paid through Accounts Payable Checks	\$	154,878.76
** Regular invoices paid through Accounts Payable Checks	\$	1,148,148.04
Total Accounts Payable Check Payments	\$	1,303,026.80

*** Equals Expenditure Summary Total

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/6/2020	69963	AAA Fire Protection, Inc	4,691.01
8/6/2020	69964	Air Care System	27,799.34
8/6/2020	69965	Alex Zerbe	300.00
8/6/2020	69966	Alldata	14,520.00
8/6/2020	69967	Allied Universal	14,758.56
8/6/2020	69968	Amazon (530958)	68.56
8/6/2020	69969	Blackbourn Media Packaging	953.32
8/6/2020	69970	Casey, Maria	500.00
8/6/2020	69971	City of Edmonds	7,011.61
8/6/2020	69972	City of Granite Falls	236.26
8/6/2020	69973	City of Lynnwood	774.99
8/6/2020	69974	CloudSDS, Inc	1,689.50
8/6/2020	69975	Demco Inc (8048)	180.48
8/6/2020	69976	FairVega Library Services	1,934.75
8/6/2020	69977	Fastsigns	1,315.45
8/6/2020	69978	Void	0.00
8/6/2020	69979	Void	0.00
8/6/2020	69980	Void	0.00
8/6/2020	69981	Void	0.00
8/6/2020	69982	Void	0.00
8/6/2020	69983	Void	0.00
8/6/2020	69984	Void	0.00
8/6/2020	69985	Void	0.00
8/6/2020	69986	Void	0.00
8/6/2020	69987	Void	0.00
8/6/2020	69988	Void	0.00
8/6/2020	69989	Void	0.00
8/6/2020	69990	Void	0.00
8/6/2020	69991	Void	0.00
8/6/2020	69992	Remit Overrun	0.00
8/6/2020	69993	Remit Overrun	0.00
8/6/2020	69994	Remit Overrun	0.00
8/6/2020	69995	Remit Overrun	0.00
8/6/2020	69996	Remit Overrun	0.00
8/6/2020	69997	Remit Overrun	0.00
8/6/2020	69998	Remit Overrun	0.00
8/6/2020	69999	Overdrive Inc	118,048.00
8/6/2020	70000	Pacific MRO	2,059.32
8/6/2020	70001	Paper Roll Products	515.50
8/6/2020	70002	PetroCard Systems Inc	1,266.20
8/6/2020	70003	Philip Klein	6,000.00
8/6/2020	70004	PUD No 1 of Snohomish County	8,030.27

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/6/2020	70005	Puget Sound Energy	307.22
8/6/2020	70006	Ricoh USA Inc - 31001	3,538.46
8/6/2020	70007	SHI International	3,244.67
8/6/2020	70008	Simply Magic LLC	800.00
8/6/2020	70009	Sno-Isle Refund Account	172.94
8/6/2020	70010	System Tech Washington, Inc.	389.71
8/6/2020	70011	Terminix	647.77
8/6/2020	70012	Timeless Design	11,026.72
8/6/2020	70013	Uline	370.39
8/6/2020	70014	Walter E Nelson Co of Western WA	6,041.37
8/6/2020	70015	Ziply Fiber	399.57
8/6/2020	70016	Flashpoint Cinema LLC	2,125.00
8/6/2020	70017	Gale/Cengage Learning	2,927.97
8/6/2020	70018	Guardian Security	719.40
8/6/2020	70019	Ingram Library Services	198.75
8/6/2020	70020	Jimmy's Roofing	8,374.55
8/6/2020	70021	Kanopy, Inc.	8,807.00
8/6/2020	70022	KeyBank National Association	653.87
8/6/2020	70023	Kraus, Charles E.	275.00
8/6/2020	70024	Language Exchange	224.00
8/6/2020	70025	Michelle Martin	3,000.00
8/6/2020	70026	Midwest Tape	34,147.84
8/6/2020	70027	Multi-Cultural Books & Videos	1,200.93
8/6/2020	70028	Office Depot, INC	56.29
8/6/2020	70029	Open Plan, LLC	11,169.78
8/7/2020	70030	Idea Hatch STEAM for Kids	350.00
8/13/2020	70031	All Storage Systems, LLC	2,412.31
8/13/2020	70032	AT&T Mobility (6463)	317.69
8/13/2020	70033	Remit Overrun	0.00
8/13/2020	70034	Remit Overrun	0.00
8/13/2020	70035	Remit Overrun	0.00
8/13/2020	70036	Remit Overrun	0.00
8/13/2020	70037	Remit Overrun	0.00
8/13/2020	70038	Remit Overrun	0.00
8/13/2020	70039	Baker & Taylor Books (277930)	85,462.64
8/13/2020	70040	Bibliocommons Inc.	12,490.39
8/13/2020	70041	Bickford	111.01
8/13/2020	70042	Cascade Natural Gas	13.00
8/13/2020	70043	Center Point Large Print	702.90
8/13/2020	70044	FairVega Library Services	858.92
8/13/2020	70045	Flashpoint Cinema LLC	2,443.00
8/13/2020	70046	Innovative Interfaces, Inc	7,085.00

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/13/2020	70047	Language Exchange	60.00
8/13/2020	70048	Mach Publishing Company, Inc.	391.00
8/13/2020	70049	Magna5 LLC	179.39
8/13/2020	70050	Remit Overrun	0.00
8/13/2020	70051	Midwest Tape	27,673.70
8/13/2020	70052	OCLC Inc (34299)	11,122.98
8/13/2020	70053	Office Depot, INC	183.16
8/13/2020	70054	Remit Overrun	0.00
8/13/2020	70055	Remit Overrun	0.00
8/13/2020	70056	Remit Overrun	0.00
8/13/2020	70057	Remit Overrun	0.00
8/13/2020	70058	Remit Overrun	0.00
8/13/2020	70059	Remit Overrun	0.00
8/13/2020	70060	Remit Overrun	0.00
8/13/2020	70061	Remit Overrun	0.00
8/13/2020	70062	Remit Overrun	0.00
8/13/2020	70063	Remit Overrun	0.00
8/13/2020	70064	Remit Overrun	0.00
8/13/2020	70065	Remit Overrun	0.00
8/13/2020	70066	Overdrive Inc	55,113.16
8/13/2020	70067	PetroCard Systems Inc	1,286.83
8/13/2020	70068	PUD No 1 of Snohomish County	1,000.41
8/13/2020	70069	Quipu Group LLC	3,150.00
8/13/2020	70070	Ricoh USA Inc - 650073	8,478.97
8/13/2020	70071	Salish Networks	1,210.97
8/13/2020	70072	Seattle Times	4,000.00
8/13/2020	70073	Sound Maintenance Services, Inc	44,757.47
8/13/2020	70074	Stanwood/Camano News	270.27
8/13/2020	70075	Sterling Volunteers	17.00
8/13/2020	70076	Timeless Design	857.60
8/13/2020	70077	Waste Management	1,934.80
8/13/2020	70078	Wave Business	15,498.78
8/13/2020	70079	WCP Solutions	12,550.89
8/13/2020	70080	Weston Woods Studios Inc	1,281.30
8/13/2020	70081	Whidbey Telecom	587.83
8/13/2020	70082	WLA	375.00
8/13/2020	70083	Washington State Ferries	628.65
8/13/2020	70084	Celeste Colon	113.00
8/14/2020	70085	United Parcel Service	1,727.30
8/14/2020	70086	WLA	65.00
8/20/2020	70087	Accurate Installation & Design	1,921.50
8/20/2020	70088	Allied Universal	14,060.52

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/20/2020	70089	Alphabet Signs Inc	1,835.28
8/20/2020	70090	Remit Overrun	0.00
8/20/2020	70091	Remit Overrun	0.00
8/20/2020	70092	Remit Overrun	0.00
8/20/2020	70093	Remit Overrun	0.00
8/20/2020	70094	Remit Overrun	0.00
8/20/2020	70095	Baker & Taylor Books (277930)	110,759.68
8/20/2020	70096	Baus Systems LLC	767.36
8/20/2020	70097	Better Impact USA, Inc	835.00
8/20/2020	70098	Bank of America (2143)	1,438.35
8/20/2020	70099	Bank of America (2175)	3,369.00
8/20/2020	70100	Bank of America (2945)	7,323.48
8/20/2020	70101	Bank of America (3736)	903.25
8/20/2020	70102	Bank of America (4867)	8,525.95
8/20/2020	70103	Bank of America (5953)	275.00
8/20/2020	70104	Bank of America (9830)	1,302.40
8/20/2020	70105	CDW Government Inc	397.90
8/20/2020	70106	Cedar Grove Organics Recycling LLC	621.64
8/20/2020	70107	Cerium Networks Inc	1,071.25
8/20/2020	70108	City of Brier	138.78
8/20/2020	70109	City of Monroe	791.86
8/20/2020	70110	City of Snohomish	3,101.24
8/20/2020	70111	City of Sultan	147.23
8/20/2020	70112	Crystal Mt. Pure Drinking Water	9.22
8/20/2020	70113	Crystal Springs	101.60
8/20/2020	70114	DEX MEDIA	113.50
8/20/2020	70115	EBSCO	3.30
8/20/2020	70116	Ednetics, Inc.	6,341.62
8/20/2020	70117	Flashpoint Cinema LLC	2,422.00
8/20/2020	70118	Gale/Cengage Learning	2,664.36
8/20/2020	70119	George Heiser Body Co LLC	12,675.69
8/20/2020	70120	Grainger	902.55
8/20/2020	70121	Ingram Library Services	1,910.93
8/20/2020	70122	Iron Mountain	379.11
8/20/2020	70123	Island Disposal Inc	135.88
8/20/2020	70124	Lewin Education and Consulting	500.00
8/20/2020	70125	Live Oak Media	5,902.35
8/20/2020	70126	Mach Publishing Company, Inc.	293.25
8/20/2020	70127	Remit Overrun	0.00
8/20/2020	70128	Remit Overrun	0.00
8/20/2020	70129	Midwest Tape	34,370.49
8/20/2020	70130	Mukilteo Water & Waste District	3,091.07

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/20/2020	70131	Multi-Cultural Books & Videos	14,889.58
8/20/2020	70132	Office Depot, INC	436.87
8/20/2020	70133	Remit Overrun	0.00
8/20/2020	70134	Remit Overrun	0.00
8/20/2020	70135	Remit Overrun	0.00
8/20/2020	70136	Remit Overrun	0.00
8/20/2020	70137	Remit Overrun	0.00
8/20/2020	70138	Remit Overrun	0.00
8/20/2020	70139	Remit Overrun	0.00
8/20/2020	70140	Overdrive Inc	34,217.90
8/20/2020	70141	Paper Roll Products	739.83
8/20/2020	70142	Prime Self Storage	814.00
8/20/2020	70143	Puget Sound Energy	873.66
8/20/2020	70144	PUD No 1 of Snohomish County	592.06
8/20/2020	70145	Purple Communications, Inc	1,998.00
8/20/2020	70146	Republic Services 197	651.42
8/20/2020	70147	Ricoh USA Inc - 31001	1,694.99
8/20/2020	70148	Ricoh USA Inc - 650073	13,442.43
8/20/2020	70149	Shred-it	73.83
8/20/2020	70150	Silver Kite Community Arts	1,050.00
8/20/2020	70151	Silver Lake Water & Sewer	70.45
8/20/2020	70152	Smokey Point NW LLC	7,448.98
8/20/2020	70153	Sno-Isle Refund Account	126.18
8/20/2020	70154	Sound Publishing	3,799.60
8/20/2020	70155	State Auditor's Office	21,445.55
8/20/2020	70156	Terminix	142.17
8/20/2020	70157	Timeless Design	1,164.18
8/20/2020	70158	Town of Coupeville	267.85
8/20/2020	70159	Tsai Fong Books Inc	68.61
8/20/2020	70160	Uline	307.81
8/20/2020	70161	University Mechanical Contractors Inc	29,156.40
8/20/2020	70162	U S Yellow Pages	229.00
8/20/2020	70163	Walter E Nelson Co of Western WA	7,848.07
8/20/2020	70164	Weston Woods Studios Inc	891.34
8/27/2020	70165	Remit Overrun	0.00
8/27/2020	70166	Baker & Taylor Books (277930)	33,670.40
8/27/2020	70167	Bibliocommons Inc.	21,105.81
8/27/2020	70168	Camano Commons	1,000.00
8/27/2020	70169	Cornell Lab of Ornithology	525.00
8/27/2020	70170	Data2 Corporation	465.09
8/27/2020	70171	E - Rate Expertise Inc	487.50
8/27/2020	70172	EBSCO	7,500.00

**Vouchers
August 2020**

Date	Check	Payee	Check Amount
8/27/2020	70173	FairVega Library Services	807.69
8/27/2020	70174	Gale/Cengage Learning	995.41
8/27/2020	70175	Goldfinch Brothers	1,039.45
8/27/2020	70176	Hilltop Children's Center	800.00
8/27/2020	70177	Ingram Library Services	1,515.09
8/27/2020	70178	Leadership Snohomish County	2,000.00
8/27/2020	70179	Remit Overrun	0.00
8/27/2020	70180	Remit Overrun	0.00
8/27/2020	70181	Midwest Tape	24,947.68
8/27/2020	70182	Multi-Cultural Books & Videos	275.00
8/27/2020	70183	Office Depot, INC	601.39
8/27/2020	70184	OrangeBoy Inc	3,660.33
8/27/2020	70185	Remit Overrun	0.00
8/27/2020	70186	Remit Overrun	0.00
8/27/2020	70187	Remit Overrun	0.00
8/27/2020	70188	Remit Overrun	0.00
8/27/2020	70189	Remit Overrun	0.00
8/27/2020	70190	Remit Overrun	0.00
8/27/2020	70191	Overdrive Inc	25,844.66
8/27/2020	70192	Paper Roll Products	2,054.91
8/27/2020	70193	Penworthy	4,318.04
8/27/2020	70194	Recorded Books Inc	174.40
8/27/2020	70195	Ricoh USA Inc - 650073	836.04
8/27/2020	70196	Sound Maintenance Services, Inc	3,106.51
8/27/2020	70197	Timeless Design	13,743.65
8/27/2020	70198	WA Finance Officers Assoc	205.00
8/27/2020	70199	Ziply Fiber	390.00
8/31/2020	70200	Cascade Centers	470.00
8/31/2020	70201	Delta Dental of Washington	17,798.86
8/31/2020	70202	Kaiser Permanente	88,783.38
8/31/2020	70203	Lifewise Assurance Company	24,471.20
8/31/2020	70204	Lincoln National Life Ins Company	7,848.07
8/31/2020	70205	MCM	4,549.41
8/31/2020	70206	Navia Benefit Solutions Client Pay	1,774.20
8/31/2020	70207	Premiera Blue Cross	8,492.64
8/31/2020	70208	Sno-Isle Library Foundation	691.00
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			1,303,026.80
			<hr/>

Executive Director

Board Report

September 2020

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Congresswoman Pramila Jayapal.
- Dr. Spitters and Heather Thomas – Snohomish Health District.
- Island County Commissioner Jill Johnson.

Community Events and Board Meetings

- Presentation at Edmonds Chamber of Commerce – *Library Services and Leadership in a pandemic*.
- Interview with *Daily Herald*.
- Leadership Snohomish County Board meetings.
- Leadership Snohomish County Racial Equity Committee.
- Economic Alliance of Snohomish County networking and educational events.
- Sno-Isle Libraries Board of Trustees Executive, Strategic Planning and Finance, and Trustee Selection Committees.

Library Updates and Collaborations

- Regional Library Executive Director weekly meetings.
- Creating Inclusive Communities. PLA EDISJ Twitter chat.
- Meeting with MSR Architects to consider capital planning for the future.

Professional Development

- *Actively Anti-Racist Readers' Advisory*. LibraryReads in Conversation webinar.
- *How pandemics impact library buildings and technology*. Bibliotheca webinar.
- *Thriving in the pandemic and post-pandemic recovery via neuroscience and behavioral economics*. Washington State Financial Officers Association webinar.

Other updates

Census 2020

Sno-Isle Libraries was awarded a \$25,868 grant from the State Office of Financial Management (OFM) to conduct census engagement and outreach in 2020. We were able to complete eight education and engagement community open houses at our libraries before COVID-19. The grant is for a combination of reimbursement of some staff time, graphic design/printing, and the programs we offered. The total grant received for our work on the census is \$16,268, which returns a surplus to the State of \$9,600.

Sno-Isle Libraries has been recognized for our partnership work at the State and regional levels.

Face Covering Distribution Partnerships:

Snohomish County

Since the end of August, Sno-Isle Libraries has been partnering with the Snohomish County Department of Emergency Management by making 90,000 face coverings (funded by the federal CARES Act) available at our libraries for contact-free pick up. In just over 3 weeks we have distributed approximately 2/3 of our library allotment. Face covering distribution [sites](#) are located throughout Snohomish County. As a result of our partnership, we were able to retain 10,000 of these face coverings for organizational use to support staff and ultimately for when customers, volunteers and Friends return to our library buildings.

Congressman Rick Larsen participated in the delivery of free face coverings to community members at the Marysville Library in early September.

Island County

Since early September, Sno-Isle Libraries is partnering with Island County's Department of Human Services. Island County has a total of 80,000 face coverings (also funded by the federal CARES Act) that they are looking to broadly distribute across the county. Sno-Isle Libraries will start with 12,000 face coverings for distribution to Island County libraries for the public to access at our libraries for contact-free pick up. Based on demand, additional coverings may be distributed through the libraries.

Signage is now displayed at the curbside pickup areas at all Sno-Isle Libraries.

Memo

Emergency Notification to Board of Trustees

Policy Requirement

State regulations require notification be given to the Board of Trustees whenever the competitive bidding process is waived due to a declared emergency. The notification needs to be made at the first meeting following the declaration of emergency and the notification must be included in the meeting minutes.

Notification

There are two emergency declarations to report:

1. Mukilteo Library Broken Glass Pane

On September 11, 2020 the Mukilteo Library reported a broken pane of glass in the Teen area of the library. Due to public safety concerns and potential for further damage, David Durante declared the situation an emergency. The broken glass was cleaned up, the window was boarded shut, and repairs have been scheduled.

2. Mariner Library Broken Glass Pane

On September 12, 2020 the Mariner Library reported a broken pane of glass on the library storefront. Due to public safety concerns and potential for further damage, David Durante declared the situation an emergency. The broken glass was cleaned up, the window was boarded shut, and repairs have been scheduled.

The following purchase orders were approved during the declared emergencies but not competitively bid:

- | | | |
|-------------|------------------|-----------|
| a. EN-16968 | Bud Barton Glass | \$3480.75 |
| b. EN-16969 | Bud Barton Glass | \$2044.61 |

Administrative Services

Board Report

August 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- General property tax receipts for July at \$508,289 are 145.9% higher than budget for the period. Due to the COVID-19 pandemic and Snohomish County extending the first-half of 2020 tax due date to June 1, property taxes received in July were again higher than originally budgeted. Year to date property tax receipts are at \$32,035,756 or about .01% below expectations at this point. As of July, YTD projected revenue for property tax receipts is on target with budget.
- Timber tax received through July is \$523,559 or 91.1% of the annual budget. This is \$40,103 less than at this time last year.
- Investment income is slightly less than budget in July at \$223,086. This condition will likely continue throughout the year as lower interest rates and difficult economic conditions will adversely impact investment pool performance.
- Total Revenue at 53.6% (\$33,069,008) of the annual budget is 0.2% (\$73,342) lower than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$21,009,083 or 55.9% of the annual budget are 4.2% (\$921,707) below budget expectations. This reflects management's decision to hold vacant positions until future library service levels are better understood.
- Materials acquisition at 47.4% (\$3,314,979) of the annual budget is lower than expected. Spending on materials continues to increase as we have resumed the purchase and delivery of new physical materials.
- Professional & Contract Services is underspent by 36.6% (\$658,914), driven by building closures and pause on library programming.
- Maintenance & Repair of \$203,293 is 75.1% (\$613,677) lower than budget mainly due building closures.
- Total expenditures is at 51.1% (\$28,814,036) of the annual budget.
- Viral Infection Protection costs of \$212,370 have been spent to date. Costs include PPE and preparing safe work spaces for staff when the libraries reopen (social distancing) and building & custodial supplies and services.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 7/1/2020 Through 7/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
Revenues							
01.0	Property Taxes	508,289	206,730	32,035,756	32,059,110	59,860,000	53.51%
02.0	Timber Tax / Sales	23,915	20,800	523,559	375,400	575,000	91.05%
03.0	Print/Copy Services	0	5,420	5,780	37,940	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	2,030	3,450	0.00%
05.0	Lost Materials Paid	790	8,330	15,549	58,310	100,000	15.54%
06.0	Investment Interest	33,811	40,830	223,086	285,810	490,000	45.52%
07.0	Donations Private Sources	803	8,750	64,454	61,250	105,000	61.38%
08.0	Other Revenue	54,257	37,500	189,212	262,500	450,000	42.04%
09.1	Insurance Recoveries	11,612	0	11,612	0	0	0.00%
	Total Revenues	633,478	328,650	33,069,008	33,142,350	61,648,450	53.64%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 7/1/2020 Through 7/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,824,637	3,132,970	21,009,083	21,930,790	37,595,500	55.88%
20.0	Materials	496,342	583,330	3,314,979	4,083,310	7,000,000	47.35%
26.0	Professional & Contract Services	147,560	257,380	1,142,746	1,801,660	3,087,700	37.00%
35.0	Equipment & Furnishings	15,600	95,090	541,246	665,630	1,141,400	47.41%
38.0	Maintenance & Repair	27,959	116,710	203,293	816,970	1,400,200	14.51%
41.0	Software License & Maint Fees	114,241	115,970	778,936	811,790	1,391,900	55.96%
42.0	Communications	60,264	50,050	253,734	350,350	600,300	42.26%
43.0	Office & Operating Supplies	87,724	61,560	262,670	430,920	737,100	35.63%
44.0	Utilities	14,157	43,230	211,833	302,610	518,700	40.83%
45.0	Rentals & Leases	39,440	33,350	259,212	233,450	400,100	64.78%
46.0	Insurance	154,218	14,460	165,109	101,220	173,500	95.16%
48.0	Employee Training / Travel	4,285	25,030	53,579	175,210	300,000	17.85%
49.0	Miscellaneous	18,629	56,820	192,425	397,740	681,700	28.22%
50.0	Strategic Initiatives / Innovation	1,754	14,580	2,104	102,060	175,000	1.20%
55.0	Development Initiatives	0	52,130	0	364,910	625,500	0.00%
62.0	Capital - Bldgs & Improvements	33,574	38,080	318,784	266,560	457,000	69.75%
64.0	Capital - Furnishings & Equipment	0	4,170	0	29,190	50,000	0.00%
64.4	Capital - Vehicles	0	8,000	104,301	56,000	96,000	108.64%
	Total Expenditures	4,040,385	4,702,910	28,814,036	32,920,370	56,431,600	51.06%

Administrative Services

Board Report

September 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- Year to date property tax receipts are at \$32,419,788 or about 0.2% above expectations. As of August, YTD projected revenue for property tax receipts is on target with budget.
- Timber tax received through August is \$625,177 or 108.7% of the annual budget. This is \$45,143 less than at this time last year.
- Investment income to date at \$231,809 is 30.0% below the year to date budget. This condition will likely continue throughout the year as lower interest rates and difficult economic conditions adversely impact investment pool performance.
- Other August revenues of \$88,558 consists primarily of a Premera Rx refund (\$64,314) and various grant receipts (\$19,318). The US Census grant was \$16,268 and the STEM project grant was \$3,050.
- Total Revenue at 54.6% (\$33,653,590) of the annual budget is 0.1% (\$27,490) higher than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$23,915,923 or 63.6% of the annual budget are 4.6% (\$1,147,837) below budget expectations. This reflects management's decision to hold vacant positions until future library service levels are better understood.
- Materials acquisition at 56.4% (\$3,946,809) of the annual budget is lower than expected. Spending on materials continues to increase as we have resumed the purchase and delivery of new physical materials.
- Professional & Contract Services is underspent by 33.8% (\$695,427), driven by building closures and a pause on certain library programming.
- Maintenance & Repair of \$259,992 is 72.2% (\$673,688) lower than budget mainly due building closures.
- Total expenditures year to date is at 58.3% (\$32,889,175) of the annual budget.
- Viral Infection Protection costs of \$252,125 have been spent to date. Costs include PPE and preparing safe work spaces for staff when the libraries reopen (social distancing) and building & custodial supplies and services.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
Revenues							
01.0	Property Taxes	384,032	302,130	32,419,788	32,361,240	59,860,000	54.15%
02.0	Timber Tax / Sales	101,619	80,500	625,177	455,900	575,000	108.72%
03.0	Print/Copy Services	0	5,420	5,780	43,360	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	2,320	3,450	0.00%
05.0	Lost Materials Paid	1,650	8,330	17,199	66,640	100,000	17.19%
06.0	Investment Interest	8,723	40,830	231,809	326,640	490,000	47.30%
07.0	Donations Private Sources	0	8,750	64,454	70,000	105,000	61.38%
08.0	Other Revenue	88,558	37,500	277,770	300,000	450,000	61.72%
09.1	Insurance Recoveries	0	0	11,612	0	0	0.00%
	Total Revenues	584,582	483,750	33,653,590	33,626,100	61,648,450	54.59%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 8/1/2020 Through 8/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures							
10.0	Salaries & Benefits	2,906,840	3,132,970	23,915,923	25,063,760	37,595,500	63.61%
20.0	Materials	631,829	583,330	3,946,809	4,666,640	7,000,000	56.38%
26.0	Professional & Contract Services	220,868	257,380	1,363,613	2,059,040	3,087,700	44.16%
35.0	Equipment & Furnishings	23,363	95,090	564,609	760,720	1,141,400	49.46%
38.0	Maintenance & Repair	56,699	116,710	259,992	933,680	1,400,200	18.56%
41.0	Software License & Maint Fees	37,064	115,970	816,000	927,760	1,391,900	58.62%
42.0	Communications	20,312	50,050	274,046	400,400	600,300	45.65%
43.0	Office & Operating Supplies	47,476	61,560	310,146	492,480	737,100	42.07%
44.0	Utilities	28,454	43,230	240,287	345,840	518,700	46.32%
45.0	Rentals & Leases	32,020	33,350	291,233	266,800	400,100	72.79%
46.0	Insurance	12,676	14,460	177,785	115,680	173,500	102.46%
48.0	Employee Training / Travel	5,838	25,030	59,417	200,240	300,000	19.80%
49.0	Miscellaneous	19,914	56,820	212,339	454,560	681,700	31.14%
50.0	Strategic Initiatives / Innovation	2,629	14,580	4,734	116,640	175,000	2.70%
55.0	Development Initiatives	0	52,130	0	417,040	625,500	0.00%
62.0	Capital - Bldgs & Improvements	29,156	38,080	347,940	304,640	457,000	76.13%
64.0	Capital - Furnishings & Equipment	0	4,170	0	33,360	50,000	0.00%
64.4	Capital - Vehicles	0	8,000	104,301	64,000	96,000	108.64%
	Total Expenditures	4,075,139	4,702,910	32,889,175	37,623,280	56,431,600	58.28%

Human Resources

Board Report

September 2020

Barbara Adams
Assistant Director of Human Resources

Tricia Lee
Assistant Director of Equity, Inclusion, and Development

Employee Recognition Event

The Employee Recognition Event took place in a virtual format on Tuesday, July 21. The event celebrated 68 employees reaching service milestones in 2019, ranging from 5 to 40 years. The event also recognized special award recipients nominated by their coworkers and selected for their accomplishments and contributions to Sno-Isle Libraries in 2019. The following employees received special awards at the event:

Trustees' Award

Angela Davis, Library Associate at the Camano Library

Library Leader – Public Services, Part-Time

Dawn Huffington, Page at the Lynnwood Library

Library Leader – Public Services, Full-Time

Abby Reveles, Teen Librarian at the Arlington Library

Jenny Schleusner, Library Associate at the Mountlake Terrace Library

Library Leader – Other Departments Staff

Ryan Schwager, Circulation Assistant at the Service Center

Library Leader – Supervisors/Managers

Melissa Borders, Library Circulation Supervisor at Library on Wheels

Director's Award

SILCON Team: Andrea Vernon, Ariunaa Distelhorst, Debie Murchie, Deborah Tahara, Jade Cheung, Miranda Blum, Richard Suico, Ruth Zander, Sheena Fisher, Steven Nugent, and Vickie Davis Holm

Equity, Diversity, and Inclusion (EDI)

Staff helped to plan, support, and attend Leadership Snohomish County's annual StepUp Conference; Moving Racial Equity Forward.

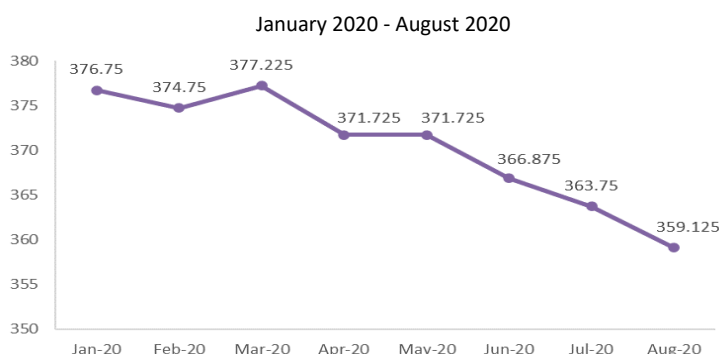
Applicants for the Race, Inclusion, Social Justice and Equity (RISE) Campaign Steering Committee were reviewed and candidates have been notified of their selection. Team members assembled to start mapping out the work including a pilot EDI and Anti Racism Training.

Sno-Isle Libraries has partnered with Kenesha Lewin from Island County to offer a three part virtual series entitled "How to Be an Anti-Racist Family" on October 3, 10, and 17 from 10-11:30 am.

Sno-Isle Libraries hosted two Anti-bias STARS classes for early childhood educators.

Recruitment and staffing

Fifteen employees who had been in temporary assignments were promoted to regular status in their positions including the Library Manager for Oak Harbor Library, two Librarians, seven Library Associates, and five Public Service Assistant. Filled FTE counts continue to decrease while recruitment is suspended, but managers are working together with staff, leadership, and Human Resources to find solutions to meet staffing needs.



Sno-Isle University

Dr. Michelle H. Martin, Cleary Chair at the UW iSchool, presented part two of her workshop “Reading Life Between the Lines: Diversity and Children’s Literature” on August 6 for Children's Librarians, Youth Services Librarians, Library Associates, and Children's Liaisons. The main goal of the training was to teach staff how to use Children’s Literature with readers of any age to engage with questions of identity and difference, with a particular focus on picture books. Dr. Martin led a discussion on the three modules of prep work for the workshop, breakout discussions on songs discussions, and modeling on sharing books from diverse backgrounds. Staff shared diverse books they are working on for storytimes and discussed two resources they read from the prep work before the session, *Intersection Allies* and *Can I Touch Your Hair*.

Six youth services staff attended Washington Library Association’s (WLA) Children and Young Adult Services (CAYAS) Summer Online Workshop: *Best Practices for Serving Trans Youth* on August 12. The goal of the workshop was to strengthen library staff knowledge and compassion for the struggles of young transgender customers. Trainer Aiden Key reviewed questions and conversations staff may encounter, shared tips for how to stay respectful when faced with topics of faith and politics, current medical and mental health research, and simple steps staff can take to create safe spaces for youth to grow.

Wellness

The Get Moving Challenge took place August 10 – September 6. Registration was significantly lower than in recent past years (122 staff registered versus 189 from 2019), likely due to the pandemic situation placing other demands on staff time, but participation rates of those who registered were still high with about 75% of staff reaching the minimum goal of an average of 15 minutes of physical activity per day during the program (about the same as in 2019). The Mind Matters mental health wellness program is planned to begin in late September or early October.

New Hire Training

- Advanced Polaris (2)

Supervisor Training

- Trauma-Informed Care and Restorative Practices for Supervisors (24)
- 2020 Harassment Prevention: A Commonsense Approach – Manager (6)
- 8 Steps to Effective Team Meetings (2)

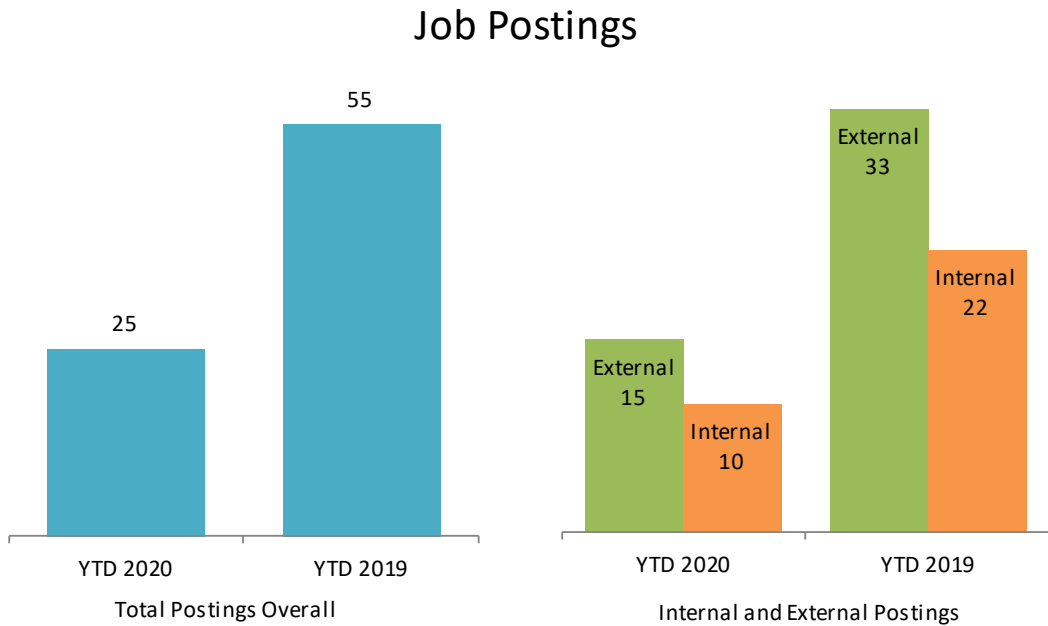
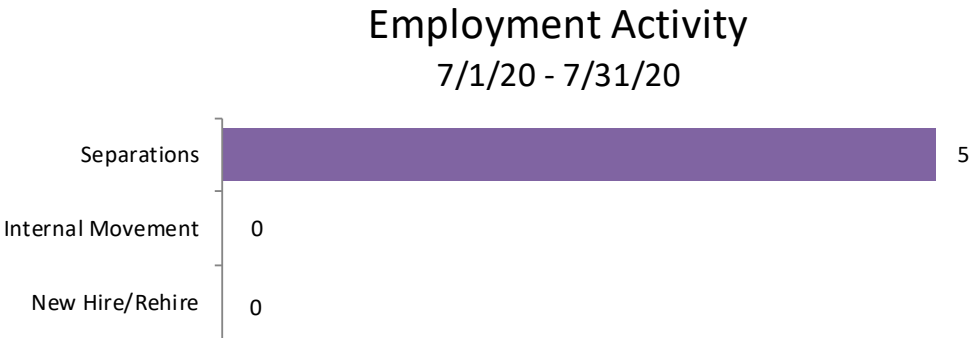
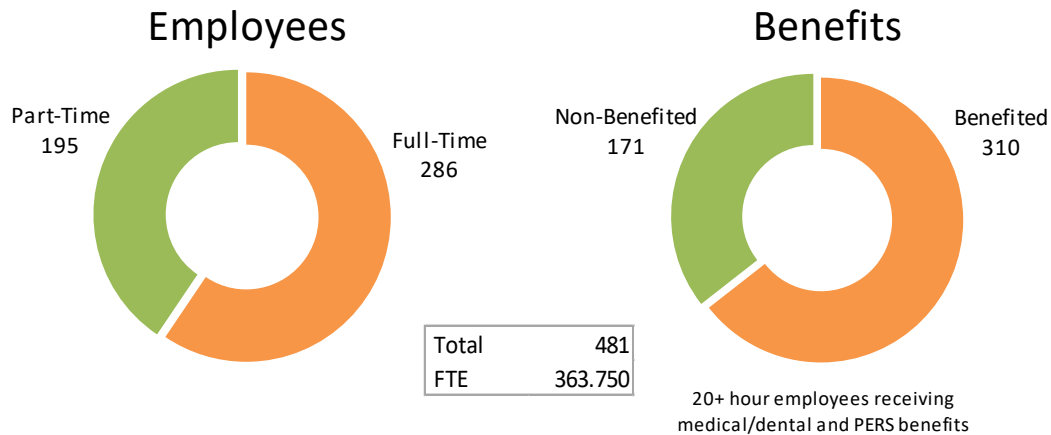
Line Staff Training

- Microsoft Teams Training (24)
- 2020 Harassment Prevention: A Commonsense Approach – Employee (19)
- Sanitizing Procedures Training (11)
- 2020 Information Security Awareness Training Series (7)
- Trauma-Informed Re-Entry Training (6)
- Parent Socialization Calls (5)
- Reading Life Between the Lines: Diversity and Childrens Literature (4)
- SILCON - Feelings Defenses and Staying Adult at Work (4)
- SILCON - Understanding Gender Identity (4)

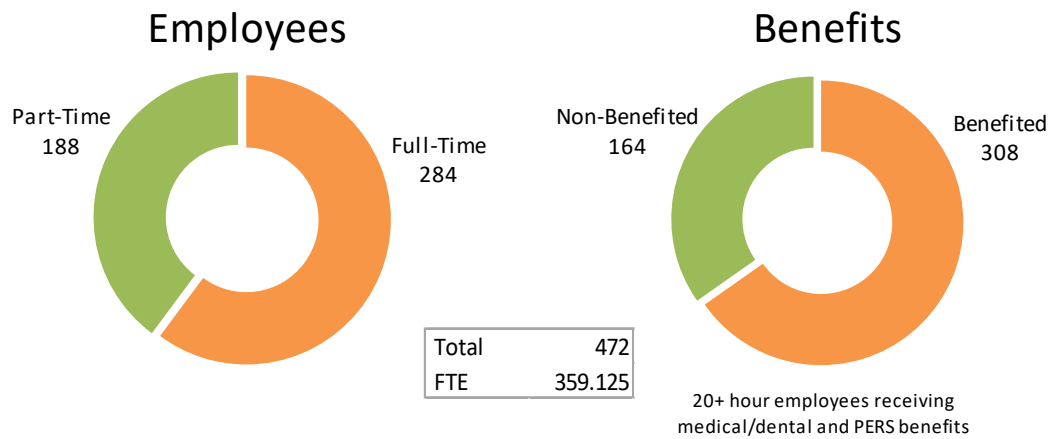
Current Curriculum Development

- EDI and Anti-Racism Training
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection

Employment Statistics, July 2020

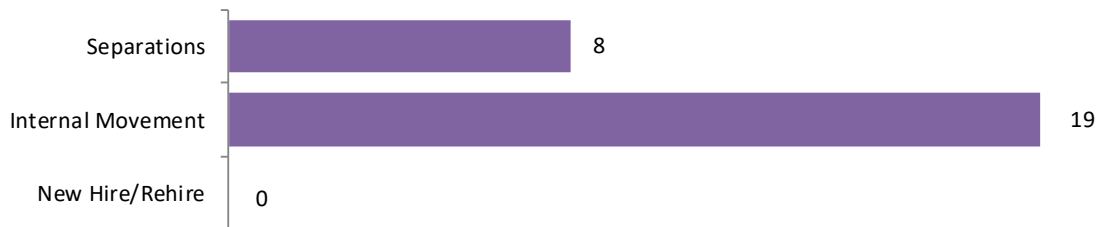


Employment Statistics, August 2020

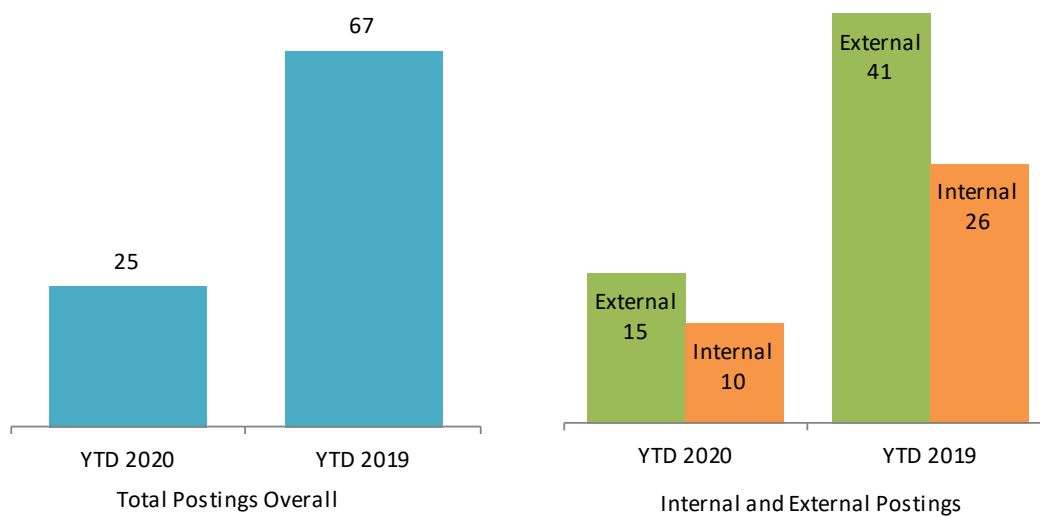


Employment Activity

8/1/20 - 8/31/20



Job Postings



Donation Policy

Sno-Isle Libraries Board Policy

Purpose

Sno-Isle Libraries welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support Sno-Isle Libraries through a financial or other donation.

Scope

The scope of this policy includes Sno-Isle Libraries donation principles, defines roles and responsibilities, and outlines the implementation for accepting donations made to Sno-Isle Libraries.

This scope of this policy does not include donations of real estate. However, gifts of land or real property must meet the criteria established in the Site Selection and Acquisition Policy.

~~Principles~~

- ~~• Donations are welcomed and valued expressions of individual support for Sno-Isle Libraries and its vision that everyone in our community is connected to their library.~~
- ~~• Donations enhance the library's services and programs.~~
- ~~• Financial donations enhance Sno-Isle Libraries, but do not replace public tax support.~~
- ~~• Planned gifts contribute to the legacy and sustain the vision and mission of Sno-Isle Libraries.~~

~~Roles and Responsibilities~~

- ~~• The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.~~
- ~~• Significant donations will be reported to the Board of Trustees who will thank the donor.~~
- ~~• The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.~~

Implementation

Principles

- Donations are welcomed and valued expressions of individual support for Sno-Isle Libraries and its vision that everyone in our community is connected to their library.
- Donations enhance the library's services and programs.
- Financial donations enhance Sno-Isle Libraries, but do not replace public tax support.
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Roles and Responsibilities

- The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.
- Significant donations will be reported to the Board of Trustees who will thank the donor.
- The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.

Library supporters are encouraged to make financial donations to the Sno-Isle Libraries Foundation or to the individual Friends of the Library groups.

The Board of Trustees encourages library supporters to consider planned giving opportunities.

The Board of Trustees' Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated items become the property of Sno-Isle Libraries, which has the final decision on retention, location, and disposition.

Gifts to enhance library buildings not owned by Sno-Isle Libraries, may be made to the city or entity which owns the building, in accordance with local policy and/or regulations and in coordination with Sno-Isle Libraries.

The donor of the gift may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

Associated Policies

- [Sno-Isle Libraries Board policy. Collection Development Policy.](#)
- [Sno-Isle Libraries Board policy. Site Selection and Acquisition Policy.](#)

Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

Policy History

Date Approved: ~~July 27, 2020~~[TBD](#)

Next review date: [2024TBD](#)

Date Adopted: 2018 (Formerly Library Materials – Gift Policy)

Donation Policy

Sno-Isle Libraries Board Policy

Purpose

Sno-Isle Libraries welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support Sno-Isle Libraries through a financial or other donation.

Scope

The scope of this policy includes Sno-Isle Libraries donation principles, defines roles and responsibilities, and outlines the implementation for accepting donations made to Sno-Isle Libraries.

This scope of this policy does not include donations of real estate. *However, gifts of land or real property must meet the criteria established in the Site Selection and Acquisition Policy.*

Implementation

Principles

- Donations are welcomed and valued expressions of individual support for Sno-Isle Libraries and its vision that everyone in our community is connected to their library.
- Donations enhance the library's services and programs.
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Associated Policies

- Sno-Isle Libraries Board policy. [Collection Development Policy](#).
- Sno-Isle Libraries Board policy. [Site Selection and Acquisition Policy](#).

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This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

Policy History

Date Approved: TBD

Next review date: TBD

Date Adopted: 2018 (Formerly Library Materials – Gift Policy)

Site Selection and Acquisition Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

~~Library site selection and property acquisition are strategic decisions having long-lasting impacts. The criteria, process, and authority that support these decisions are of great importance, not only to Sno-Isle Libraries, but also to the local communities, the environment, and future generations.~~

~~The purpose of this policy is to~~ To establish the accountabilities and requirements accompanying the selection and acquisition of real property.

Scope

The selection and acquisition of real property will be governed by the Sno-Isle Libraries Board of Trustees and will at all times be compliant with applicable Federal, State, and local laws, rules, regulations, and ordinances. ~~Sno-Isle Libraries shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board of Trustees.~~

~~Real property acquisitions must be for the purpose of providing library services as established in Chapters 27.12 RCW.~~

~~The Executive Director has responsibility for carrying out the directives of the Board of Trustees with regards to site selection and acquisition of real property. All contracts must be executed in the name of Sno-Isle Libraries and all real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.~~

~~The Board of Trustees may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property. In the event that the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate to a Department Director.~~

~~The Board of Trustees authorizes the Executive Director to adopt such administrative rules, procedures or guidelines as the Executive Director may determine necessary to implement this Policy, and also authorizes the Executive Director to modify those procedures as may be necessary to comply with changes in applicable laws or regulations or Board-adopted policies.~~

Implementation

Sno-Isle Libraries shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board of Trustees.

Real property acquisitions must be for the purpose of providing library services as established in Chapters 27.12 RCW.

The Executive Director has responsibility for carrying out the directives of the Board of Trustees with regards to site selection and acquisition of real property. All contracts must be executed in the name of Sno-Isle Libraries and all real property agreements shall be handled in accordance to the Library's purchasing policies and procedures.

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The Board of Trustees authorizes the Executive Director to adopt such administrative rules, procedures or guidelines as the Executive Director may determine necessary to implement this Policy, and also authorizes the Executive Director to modify those procedures as may be necessary to comply with changes in applicable laws or regulations or Board-adopted policies.

Definitions

Site selection: ~~refers to the~~

The process of seeking out potential properties to be considered for possible acquisition ~~and purchase refers to the acquisition of real property.~~

Acquisition

The process of gaining ownership or control of real property by purchase, exchange, donation, options, lease, or other means.

Real property: ~~any~~

Any land or property that is fixed in its location. This ~~would~~ includes permanent buildings and fixtures, site improvements, and any interests, benefits and rights inherent in the ownership of the property (such as water rights, access rights, rights of way, and leases).

Site Selection Criteria

When selecting a location for a new public library facility, Sno-Isle Libraries will conduct reasonable due diligence and feasibility analysis including that may include but is not limited to the following criteria to evaluate the suitability of the site:

- Clear title.
- Zoning ~~& Band~~ boundaries.
- Geotechnical ~~E~~ evaluations.
- Property liens, rights-of-way, easements, covenants, or other deed restrictions due to wetlands, water frontage, steep slopes, historical or cultural sites, or other local, state, or federal regulations.
- Projected library services demand within geographic area.
- Site capacity.
- Access and ~~A~~ accessibility (public transportation, pedestrian, and automobile).
- Visibility.
- Neighborhood compatibility.
- Space for adequate parking.
- Cost factors (land costs, building costs, site development costs).
- Demographic patterns.
- Community preference.
- Potential community partnerships.

Real Property Acquisition

All real property acquisitions ~~by purchase, exchange, donation, options, lease or other means~~ and all real property sales or disposals will be first approved by the Board of Trustees. The final purchase and sale agreement negotiated with the property owner(s) and ~~—/—~~ or their

representative(s) will be contingent upon a majority vote by the Board of Trustees at a ~~scheduled~~ Board of Trustees meeting in public session.

~~Sno-Isle Libraries will not own any real property outside the jurisdictional boundaries of the Sno-Isle Libraries District.~~

All real property must be conveyed with insurable title, free of outstanding liens or encumbrances, including taxes, special assessments, water and refuse bills, and any other charges assessed, subject to such exceptions as specifically authorized by the Board of Trustees. In no event shall property be acquired where outstanding liens and/or encumbrances exceed the fair market value. ~~All property must be conveyed with insurable title.~~

The title to property given to, or for the use or benefit of the library, shall vest with Sno-Isle Libraries.

~~The Library may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.~~

Sno-Isle Libraries may acquire an option to purchase real property for a specified percentage of the purchase price with in a ~~negotiated~~ time frame to be negotiated by the Library. This payment will be credited to the sale price at closing. If closing does not occur, the fee shall be forfeited. All option agreements are subject to all policies and procedures of Sno-Isle Libraries pertaining to property acquisitions.

~~Transactions involving real property are to be guided by site selection criteria developed by the Library.~~

Real property may not be acquired for the purpose of generating rental income. Gifts of real property that generate rental income will be accepted only if they can be re-purposed for library service or sold to generate funding for library service.

~~Sno-Isle Libraries will not own~~ purchase any real property outside the jurisdictional boundaries of the Sno-Isle Libraries District. Acceptance of gifts of real property outside the jurisdictional boundaries of Sno-Isle Libraries District will be considered on an individual basis.

The Library may acquire real property only when it has operational and financial capacity to complete the requirements of the transaction.

Land Acquisition Procedures

~~Capital facilities planning extends over a period of many years, and with this foresight, the Sno-Isle Libraries may be evaluating sites for future libraries well in advance of community readiness to fund the construction of a new library. In such a case, when the site selection process reveals a pattern of rising land costs and decreasing land supply in a particular target area, the Library staff (with the authorization of the Board of Trustees) may purchase options for the future purchase of desirable properties. With the approval of the Board, an option may be exercised / extended at an appropriate time or, if conditions change, it may be allowed to expire.~~

Prior to negotiating a purchase and sale agreement with property owner(s) and ~~/~~ or their representative(s), Library staff will meet with Board of Trustees to discuss terms and conditions of a draft purchase and sale agreement, budget considerations, and possible contingencies. This meeting shall be conducted in Executive Session ~~if the topics meet requirements set forth in (1)) pertaining to the Open Public Meetings Act.~~

When acquiring real property by purchase, exchange, or donation, the Executive Director, or designee, will secure professionally prepared appraisal reports estimating the market value of the real property being considered for acquisition as of a specific date. The Board of Trustees may waive securing an appraisal report. Real property may be purchased or acquired for more or less than appraisal value.

~~Criteria for acquisition shall include an analysis to determine that Sno-Isle Libraries' action and involvement will achieve a desired objective in a manner that is more cost effective, timely, brings greater benefits and/or adds value. Costs associated with real property acquisitions will be projected, including costs of acquisition, management and disposal.~~

An environmental review will be conducted prior to acquisition of any real property that is currently, or was formerly, used for commercial or industrial purposes, or any property where contamination is suspected.

Jointly Owned Properties

When the Library intends to share ownership of properties with another agency(ies), the same site selection and land acquisition procedures are shall be followed. However, prior to acquisition, a memorandum of understanding between the parties defining each party's responsibility and authority will shall be executed.

Associated Laws and Policies

Washington State RCW 27.12.300. Gifts—Title to property.

Washington State RCW 39.30.010. Executory conditional sales contracts for purchase of property—Limit on indebtedness—Election, when.

Policy History

Date approved: ~~2/2020~~ TBD

Next review date: ~~2/2024~~ TBD

Adopted: 2007

Site Selection and Acquisition Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

To establish the accountabilities and requirements accompanying the selection and acquisition of real property.

Scope

The selection and acquisition of real property will be governed by the Sno-Isle Libraries Board of Trustees and will at all times be compliant with applicable Federal, State, and local laws, rules, regulations, and ordinances.

Implementation

Sno-Isle Libraries shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board of Trustees.

Real property acquisitions must be for the purpose of providing library services as established in Revised Code of Washington chapter on libraries.

Sno-Isle Libraries shall not acquire any interest in real property unless such acquisition is authorized by a majority vote of the Board of Trustees.

The Executive Director has responsibility for carrying out the directives of the Board of Trustees with regards to site selection and acquisition of real property. All contracts must be executed in the name of Sno-Isle Libraries and all real property agreements shall be handled in accordance with the Library's purchasing policies and procedures.

The Board of Trustees may delegate to the Executive Director its authority to enter into and execute agreements, instruments of conveyance and all other related documents pertaining to the conveyance of real property. In the event that the Executive Director is unavailable, unable, or unwilling to carry out this responsibility, the Board has the authority to act in this capacity or may delegate to a Department Director.

The Board of Trustees authorizes the Executive Director to adopt such administrative rules, procedures, or guidelines as the Executive Director may determine necessary to implement this Policy, and also

authorizes the Executive Director to modify those procedures as may be necessary to comply with changes in applicable laws or regulations or Board-adopted policies.

Definitions

Site selection

The process of seeking out potential properties to be considered for possible acquisition.

Acquisition

The process of gaining ownership or control of real property by purchase, exchange, donation, options, lease, or other means.

Real property

Any land or property that is fixed in its location. This includes permanent buildings and fixtures, site improvements, and any interests, benefits and rights inherent in the ownership of the property (such as water rights, access rights, rights of way, and leases).

Site Selection Criteria

When selecting a location for a new public library facility, Sno-Isle Libraries will conduct reasonable due diligence and feasibility analysis that may include but is not limited to the following criteria to evaluate the suitability of the site:

- Zoning and boundaries.
- Geotechnical evaluations.
- Condition of Title, including property liens, rights-of-way, easements, covenants, or other title encumbrances. .
- Local, state, or federal regulations applicable to the site or the proposed project.
- Projected library services demand within geographic area.
- Site capacity.
- Access and accessibility (public transportation, pedestrian, and automobile).
- Visibility.
- Neighborhood compatibility.
- Space for adequate parking.
- Cost factors (land costs, building costs, site development costs).
- Demographic patterns.
- Community preference.
- Potential community partnerships.

Real Property Acquisition

All real property acquisitions and all real property sales or disposals will be first approved by the Board of Trustees. The final purchase and sale agreement negotiated with the property owner(s) and/or their

representative(s) will be contingent upon a majority vote by the Board of Trustees at a Board of Trustees meeting in public session.

All real property must be conveyed with insurable title, free of outstanding liens or encumbrances, including taxes, special assessments, water and refuse bills, and any other charges assessed, subject to such exceptions as specifically authorized by the Board of Trustees. In no event shall property be acquired where outstanding liens and/or encumbrances exceed the fair market value. The title to property given to, or for the use or benefit of the library, shall vest with Sno-Isle Libraries.

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Policy History

Date approved: TBD

Next review date: TBD

Adopted: October 22, 2007

Executive Committee – Discussion Document

August 10, 2020, revised August 26, 2020

Key strategy: Positioning for the future.

- Make near-term decisions that position the Library to respond to emerging trends and build financial stability in the long-term.
- Connect with the community to understand and support their priorities.
- Adapt current and adopt new services that respond to emerging trends, reach additional customers, and are easy to access.
- Invest in future focused library services and infrastructure.

Strategic goals – potential budget impacts

Revenue

Optimize library funding.

Budget impact

Notes

• 2021 levy amount.	To be determined.	
• Other revenue.	No increase.	Some decreases are anticipated. Continue to develop alternative funding support.
• Reserves and levy stabilization fund.	Increase.	Continue to budget for levy stabilization fund.

Expenditures

Enhance library services

Budget impact

Notes

• Programs.	No increase.	Expenditures are balanced between in-person and online costs.
• Services.	Increase.	Anticipate increase to support new and expanded services.
• Collection.	No increase.	Ongoing change in customer use will continue to be monitored.
• Opportunity fund.	No increase.	Increase due to funding for future opportunities.

Create inspiring spaces.

Budget impact

Notes

• Facilities.	Increase.	Increase due to support for COVID-19 health and safety measures. Plan for facility upgrades to support emerging use.
• Online.	No increase.	Major cost increases were included and expended in 2020.

Invest in our people and our organization.

Budget impact

Notes

• Anniversary and market increases.	To be determined.	Anniversary increases for eligible employees and market increase (amount to be determined) for all staff.
• Staffing levels.	No increase.	Budget for full year of 2020 approved FTE.

Sno-Isle Libraries
2021 Preliminary Budget

	2020 Adopted		2021 Preliminary	
<u>Source of Funds:</u>				
Beginning Cash	9,000,000		9,500,000	
Transfer From Reserves				
Subtotal Transfer From General Reserve Fund	-		-	
Total Transfer From Reserves and Beg. Cash	9,000,000		9,500,000	
Revenues				
Taxes				
General Property	59,850,000		60,615,000	
Private Timber Harvest	100,000		100,000	
State Timber Sales	260,000		250,000	
Leasehold Excise	215,000		200,000	
Subtotal Taxes	60,425,000	98.0%	61,165,000	98.5%
Contract Fees				
Town of Index	3,450		3,500	
Darrington Partial County	10,000		10,500	
Subtotal Contract Fees	13,450	0.0%	14,000	0.0%
Other				
Investments	490,000		450,000	
Donations/Grants	255,000		100,000	
E-rate Program	200,000		175,000	
Miscellaneous	265,000		175,000	
Subtotal Other	1,210,000	2.1%	900,000	1.4%
Total Revenue	61,648,450	100%	62,079,000	100%
Total Revenue plus Reserves and Beg. Cash	70,648,450		71,579,000	

Sno-Isle Libraries
2021 Preliminary Budget

	2020		2021	
	Adopted		Preliminary	
Use of Funds:				
Operations				
Salaries and Benefits	37,595,500	66.6%	39,304,600	65.2%
New Materials	7,000,000	12.4%	7,000,000	11.6%
Professional & Contract Services	3,087,700	5.5%	3,278,400	5.4%
Equipment & Furnishings	1,141,400	2.0%	1,777,500	2.9%
Maintenance & Repairs	1,400,200	2.5%	1,922,700	3.2%
Software & Licensing Fees	1,391,900	2.5%	1,643,400	2.7%
Communications	600,300	1.1%	831,300	1.4%
Office & Operating Supplies	737,100	1.3%	884,375	1.5%
Utilities	518,700	0.9%	535,200	0.9%
Rentals & Leases	400,100	0.7%	471,400	0.8%
Insurance	173,500	0.3%	186,542	0.3%
Employee Training	300,000	0.5%	306,685	0.5%
Strategic Initiatives	175,000	0.3%	175,000	0.3%
Development Initiatives	625,500	1.1%	625,500	1.0%
Miscellaneous	681,700	1.2%	639,060	1.1%
Subtotal Operations	55,828,600	98.9%	59,581,662	98.8%
Capital Outlay				
Buildings & Improvements	457,000	0.8%	593,000	1.0%
Equipment & Furnishings	50,000	0.1%	-	0.0%
Vehicles	96,000	0.2%	140,000	0.2%
Subtotal Capital Outlay	603,000	1.1%	733,000	1.2%
Total Operations	56,431,600	100%	60,314,662	100%
Transfer To Reserves & Ending Cash				
Levy Rate Stabilization	2,051,850		-	
Land Acquisition	-		-	
Emergency Reserve	1,615,000		-	
Equipment Reserve [Technology Refresh]	300,000		-	
Building Reserve	1,000,000		-	
Ending Cash	9,250,000		9,500,000	
Total Transfer To Reserves and Ending Cash	14,216,850		9,500,000	
Total Operations, Reserves, and Ending Cash	70,648,450		69,814,662	
Summary				
	2020		2020	
Total Revenue plus Reserves & Beg. Cash	70,648,450		71,579,000	
Total Operations, Reserves, and End. Cash	70,648,450		69,814,662	
Operations Plus Changes in Reserves & Cash	-		1,764,338	

2021 Preliminary Budget

September 10, 2020

Key Changes versus 2020 Adopted Budget

The following summarizes the results of initial inputs forming the 2021 Preliminary Budget. This summary is intended to inform and engage the Board of Trustees in the budget development as staff attempts to respond to emerging trends and build financial stability for the long-term. An underlying premise in this preliminary budget is that Sno-Isle community library buildings will be open to the public as of January 1, 2021. The budget includes a full complement of library staffing and a sustainable level of spending for our collection. It assumes funding for protecting the health of our customers and staff along with adaptive library services, programming and procedures implemented during this year's COVID-19 pandemic. The budget also addresses the needed improvements to various community library buildings as building refresh plans in many ways were paused in 2020.

Revenues: \$62,079,000 (\$430,550 increase)

Property Taxes - \$59,850,000 (\$765,000 increase)

- Preliminary estimate of property tax revenue for 2021 is \$60,615,000 which is 1.3% higher than the 2020 adopted budget. This assumes a levy rate increase limited by an estimated implicit price deflator (IPD) at .6% plus new construction. (Actual IPD data is usually published around September 25th each year.)
- The 2021 levy rate is projected to be \$.424/\$1,000 of assessed value (AV) compared with \$.441/\$1,000 AV in 2020.
 - If the Board of Trustees pass a resolution of substantial need, property tax revenues could be increased by an additional \$238,000 bringing the levy rate to \$.425/\$1,000 AV.
 - If the Board chooses no levy rate increase (0.0%), property tax revenues will be reduced by \$359,000 and the estimated levy rate would be \$.421/\$1,000 AV.
- The preliminary increase to assessed values for the two counties served is estimated at 5.6% over the 2020 assessed values and new construction assumes a 40% decrease. Guidance on the new construction valuation is typically available by mid/late September.

Timber Taxes - \$550,000 (\$25,000 decrease)

- Revenue from timber and excise tax is currently proposed at \$550,000, a \$25,000 (4.3%) decrease from the 2020 budget. This is in response to a slight decline in the amount of State timber sales experienced this year.

City Contract Fees – \$14,000 (\$550 increase)

- Mobile library services to Index are budgeted at \$3,500 under their contract for library services.
- There is a \$500 increase to the *Darrington Partial County Library District* services budget based on increased property valuation.

Other Revenues – \$900,000 (\$310,000 decrease)

- Investment interest is projected at \$450,000 reflecting higher balances in reserve funds. Reserve fund balances are expected to increase \$6,000,000 or more by 2020 year end.

- Donations and Grants are projected at \$100,000. This is a \$155,000 decrease from the 2020 budget and is largely attributable to the conclusion of the Mariner Community Campus grant (\$150,000 in 2020). Direct cash donations from the Foundation include \$40,000 towards the Mariner Library lease and Friends of the Library donations are expected at \$45,000.
- The E-rate program budget is \$175,000 (a \$25,000 decrease) to closer reflect existing contracts.
- Miscellaneous revenue of \$175,000 is largely from individuals paying for lost materials; print and copier services, and other various revenues received based on history.

Expenditures: \$60,314,662 (\$3,883,062 increase)

Total operating expenditures with capital outlays are currently proposed at \$60,314,662. This is a \$3,883,062 (6.4%) increase over the 2020 adopted budget. Key items included in the 2021 preliminary budget include the following:

Salaries & Benefits - \$39,304,600 (\$1,709,100 increase)

The proposed 2021 Salaries and Benefits budget constitutes 65.2% of the overall budget. Staffing levels in the 2021 Budget are consistent with the 2020 Budget at 389 FTE. The Library's actual staffing at August month-end is 359. Until library buildings open to the public, management is carefully allocating staff to cover vacancies where needed.

Market / Anniversary Increases – (\$1,609,100 increase)

- We have assumed a 3.0% market increase based on benchmark salary information. The budget impact is \$1,010,000.
- Anniversary increases impact the Salaries & Benefits budget by \$599,100.

Employee Benefits

- Effective September 1, 2020, the State of Washington increased employer contribution rate to the PERS retirement program to 12.97%.
- Total medical benefit costs are being held stable for this preliminary budget but are expected to increase slightly for the October proposed budget once final rates are received.

Materials - \$7,000,000 (no increase)

The 2021 preliminary budget proposes to keep this budget the same as the 2020 budget or 11.6% of budgeted expenditures. The allocation of this budget for 2021 will lean more heavily into electronic formats.

Professional & Contract Services – \$3,278,400 (\$190,700 increase)

- Architectural Services - \$200,000 – *identified for library refresh projects.*
- Project/Program Consulting – \$445,000 (\$102,000 decrease) – \$65,000 EDI consulting; \$100,000 Document Management consultant not completed in 2020; \$50,000 COOP planning consultant deferred from 2020.
- Copier Service - \$168,800 (100,800 increase) – *based on 2020 actuals and assumption that printing needs will be high with contact free printing.*
- Landscaping - \$256,000 (\$108,000 increase)
- Security Guards - \$237,000 (\$108,000 decrease)

Equipment & Furnishings - \$1,777,500 (\$636,100 increase)

- AV equipment – \$397,000 (\$217,000 increase) - \$70,000 UV Laptop Sanitizing Cabinets; \$130,000 Mounting directional speakers to replace need for headphones (COVID related).
- Computers/Laptops/Tablets – \$84,800 (\$74,800 increase) – \$60,000 easy to clean keyboards/mice for staff & public workstations; \$14,800 replace aging MacBooks in web service.
- Furniture / Fixtures – \$531,500 (\$196,100 increase) – 2021 refreshes
- Network Switches – \$445,000 (\$83,000 increase) - \$150,000 Cabling for Wi-Fi AP upgrade for E-Rate.
- Telephone Equipment – \$83,000 (\$80,000 increase) - replace phone sets & headsets compatible with new phone system.

Maintenance & Repairs \$1,922,700 (\$522,500 increase)

- Building Maintenance – \$1,416,500 (\$481,000 increase) - \$600,000 Library refresh projects
- Office Adjustments – \$40,000 (\$25,000 increase) – Work area moves, adds & changes (COVID related).

Software & Licensing Fees - \$1,643,400 (\$251,500 increase)

- Software License /Maintenance Fees –\$190,000 BiblioWeb & BiblioCore; \$50,000 Microsoft agreement; \$25,000 filtering for take home laptops.

Communications \$831,300 (\$231,000 increase)

- Cell Phone Service – \$279,000 (\$244,000 increase) - Cell service & hot spots for customers.

Office & Operating Supplies \$884,375 (\$147,275 increase)

- Building Supplies – \$265,800 (\$244,000 increase) – PPE & building supplies used system-wide (COVID related).
- Copier/Printer Paper – \$129,000 (\$63,500 increase) –Continuation of paper bag contact-free supplies & increase in paper costs for remote printing.
- Toner – \$6,300 (\$163,000 decrease) – Toner expense now part of maintenance agreement.

Utilities \$535,200 (\$16,500 increase)

- Electric - \$299,000 (no change)
- Natural Gas - \$38,600 (\$2,000 increase)
- Recycling - \$42,700 (no change)
- Water & Sewer - \$101,400 (\$11,500 increase)
- Waste disposal - \$39,400 (\$4,200 increase)

Rentals and Leases \$471,400 (\$67,300 increase)

- Mariner Library – \$90,000
- Lakewood Smokey Point Library lease – \$89,800
- Copy machine (multi-function printer) leases – \$264,000 (\$67,300 increase)

Insurance \$186,542 (\$16,042 increase)

- Rate fixed but value of insured property is increasing.

Employee Training - \$300,000 (no change)

- Employee training budget is expected to be further reduced. Anticipating increase in virtual trainings and less in-person training.
- The 2021 budget includes \$80,000 SILCON training in 2021.

Strategic Initiatives \$175,000 *(no change)*

Development Initiatives \$625,500 *(no change)*

- Funds for Executive Director's strategic plan development and implementation.

Miscellaneous Expenses – \$639,060 *(\$42,640 decrease)*

- Advertising - \$195,500 – *(\$44,500 increase) – Support paid ads & messaging placement to overcome loss of walk-in and location-based promotional engagement.*
- Community Programming & Meetings - \$118,350 – *(\$14,150 decrease) – Support virtual group/community meetings and reduce in-person meetings.*
- Reimbursable Items - \$10,000 *(\$69,200 decrease)*
- Refunds for Lost Materials - \$20,000 *(\$10,000 decrease)*

Capital Outlays - \$733,000 *(\$130,000 decrease)*

- Total capital requested in the 2021 budget is \$733,000 or 1% of total budgeted expenditures. This is a decrease to the 2020 budget and includes the following key projects.
 - Replace two delivery box trucks – \$140,000.
 - New back loading ramp & side railing – \$18,000
 - Covered entry, arbor & roofed section; ramped walkways – \$33,000
- The 2021 budget continues to adopt a more stringent application of the capitalization policy.

Reserves – Transfer-Out: TBD

For the preliminary 2021 budget, the transfer to Reserves is still to be determined.

10-YEAR FINANCIAL PROJECTION

As of: September 10, 2020

