

Sno-Isle Libraries

Board of Trustees

October 26, 2020, 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/84126844014>

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

Webinar ID: 841 2684 4014

Meeting Agenda

- 1) **Call to Order**
- 2) ***Approval of Agenda**
- 3) **Introduction and Recognition of Guests**
- 4) ***Consent Agenda Items**
 - a) Approval of September 21, 2020 regular meeting minutes;
 - b) Approval of September 2020 Sno-Isle Payroll, Benefits, and Vouchers.

September 2020

Direct Deposits and Employee Deductions	\$2,219,736.23
Vendor Checks 70320, 70412, 70414 and 70467 through 70477, plus	
Electronic Fund Transfers	\$708,713.74
Total Payroll and Benefits	\$2,928,449.97
Accounts Payable Checks 70209 through 70477 less checks listed above,	
plus Electronic Transfers	\$1,023,826.24
Total Payroll, Benefits and Accounts Payable	\$3,952,276.21

- 5) **Public Comment**
- 6) **Communications to the Board**
- 7) **Executive Director's Report**
 - a) TedxSnoIsleLibraries report – Ken Harvey [Attachment 1](#)
 - b) Declaration of Emergency [Attachment 2](#)
- 8) **Unfinished Business**
 - a) Public Hearing on the 2021 Proposed Budget.
 - b) 2021 Proposed Budget [Attachment 3](#)
- 9) **New Business**
 - a) Resolution 20-02 [Attachment 4](#)
 - b) *Decommissioning of vehicles [Attachment 5](#)
 - c) Proposed 2021 Board meeting schedule [Attachment 6](#)
 - d) Board Nominating Committee appointment
- 10) **President, Trustee Committees, and Foundation Representative Reports (as needed)**
 - a) President's Report/Executive Committee – President Munguia [Attachments 7-8](#)
 - b) Trustee Selection Committee – Chair Smith
 - c) Foundation Board Representative
- 11) **Announcements and Comments**
- 12) **Executive Session (as needed)**
- 13) ***Adjournment**

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

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

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, September 21, 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, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present: Barbara Adams, Lia Escudero Belcher, R.D. Burley, Michelle Callihan, David Durante, Casey Gabehart, Lindsay Hanson, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Meredith Kraft, Tricia Lee, Rebecca Loney, Gary Sitzman, Phil Spirito, Lois Langer Thompson, and Nicole Wehl.

Introduction and Recognition of Guests

Assistant State Auditor Michel Melseaux and Audit Manager Kristina Baylor.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries Board of Trustees approve the agenda as presented. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Consent Agenda Items

Trustee Smith moved to approve the Consent Agenda as presented.

- 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

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.

Washington State Auditor

Exit Conference

Audit Manager Kristina Baylor and Assistant State Auditor Michel Melseaux shared the results of Sno-Isle Libraries' annual audit.

The two audits performed were:

- **Accountability audit** for January 1, 2018 through December 31, 2019 and;
- **Financial statement** audit for January 1, 2019 through December 31, 2019.

The auditors found that in these areas the “district operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.”

Executive Director's Report

Website Update

Granite Falls Library Manager Michelle Callihan presented the Board with a preview of the new Sno-Isle Libraries website. The new design aligns the website with one of Sno-Isle Libraries' strategic goals to “create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.”

Michelle thanked the BiblioWeb Implementation Team for their work on the website update. The Team included: Marketing Specialist Justine Easley, IT Enterprise Systems Manager Casey Gabehart, and Electronic Resources Librarian Michael Hawkins.

Declaration of Emergency

Executive Director Thompson directed the Board to the declaration of emergency memo in the September board packet.

There were 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 in 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 |

Human Resources update

Executive Director Thompson announced Communications Director Ken Harvey's retirement on October 30, 2020.

Library updates and collaborations

Executive Director Thompson reported on the following Library updates:

National Medal for Museum and Library Service

Congresswoman Pramila Jayapal has nominated Sno-Isle Libraries for the 2021 National Medal for Museum and Library Service.

The National Medal for Museum and Library Service is the nation's highest honor for institutions that make significant and exceptional contributions to their communities. Since 1994, IMLS has presented the award to institutions that demonstrate extraordinary and innovative approaches to community service.

Winners will be announced in the spring of 2021.

Facebook livestream roundtable

On October 6, Executive Director Thompson will join Congressman Rick Larson and representatives from both the Library of Congress and the Smithsonian Institution in a Facebook livestream roundtable. The event is an opportunity for constituents to learn about the distance learning resources available to them as they navigate the remote school year.

Issues That Matter

Executive Director Thompson informed the Board that Sno-Isle Libraries' Issues that Matter forums will resume this fall and will focus on mental health. Issues That Matter forums were created to encourage community conversations on high-profile topics.

TEDxSno-IsleLibraries

Executive Director Thompson thanked all of the staff involved in successfully moving TEDxSno-IsleLibraries to a digital platform. The Trustees will receive a full update at the October Board meeting.

A reunion event will be held for both past and present TEDxSno-IsleLibraries participants on October 27, 2020.

Continuity of Operations Plan

Director of Technical Services Rebecca Loney and Administrative Director Gary Sitzman are working on a request for proposals for a Continuity of Operations.

Lake Stevens Library

Trustee Ryan updated the Board on recent developments with the Lake Stevens Library. The city of Lake Stevens has expressed interest in having the Lake Stevens Library move from the existing location in May of 2021. Sno-Isle Libraries and the City of Lake Stevens are discussing relocation options.

Executive Director Thompson thanked Assistant Director of Facilities R.D. Burley, Lake Stevens Library Manager Lindsay Hanson, Assistant Director of Strategic Relations Susan Hempstead, District Manager Chy Ross, and Administrative Director Gary Sitzman for their work on the relocation of the current Lake Stevens Library and proposed future location.

Unfinished Business

Board of Trustees policies

Trustee Anamosa introduced both the updated Donation Policy and the Site Selection Policy.

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

- i) Donation Policy
- ii) Site Selection Policy

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

New Business

There was no new business.

President, Trustee Committees, and Foundation Representative Reports

President's report

President Munguia reported on the September Executive Committee meeting. The meeting discussion focused on key strategies for Sno-Isle Libraries moving forward.

The strategies are guided by Sno-Isle Libraries' organizational goals:

- 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.

Trustee Selection Committee

Trustee Smith announced that there were six applicants for the trustee vacancy that will be left by Trustee Anamosa at the end of 2020. Interviews for the position are scheduled to conclude in October.

Strategic Planning and Finance Committee – Preliminary 2021 Budget

Assistant Director of Administrative Services Alisha Hendren, Administrative Director Sitzman, and Accounting Manager Nicole Wehl provided the Board with a summary of the preliminary 2021 operating budget.

The first of two required public hearings on the 2021 proposed budget will take place during the October 26 board meeting.

Foundation Board Representative

Trustee Olson informed the Board of recent changes to the Foundation Board.

The new Foundation Board of Directors are:

- ❖ **Luke Distelhorst**, President
- ❖ **Jackie DeFazio**, Vice President
- ❖ **Kim Drury**, Secretary
- ❖ **Randy Yates**, Treasurer

Recruitment of new members continues to be a focus of the Foundation Board.

Announcements and Comments

President Munguia announced that Sno-Isle Libraries would not present a Civility Month resolution this year.

President Munguia noted that while Sno-Isle Libraries continues to honor and encourage civil discourse, the Library also acknowledges the decision of those who have decided to exercise their right to engage in alternative forms of discourse.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:50 p.m.

Next Meeting

The next regular board meeting will be held on Monday, October 26, 2020 at 5:00 p.m. via Zoom. Zoom meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

President

Secretary

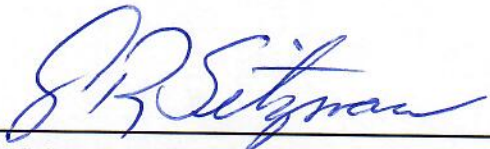
Sno-Isle Libraries
September 2020 Payroll and September 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,219,736.23
Vendor Checks 70320, 70412, 70414 and 70467 through 70477 , Plus Electronic Fund Transfers	<u>\$ 708,713.74</u>
Total Payroll and Benefits	\$ 2,928,449.97

Accounts Payable Checks 70209 through 70477 less checks listed above, plus Electronic Transfers	<u>\$ 1,023,826.24</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,952,276.21</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 October 26, 2020.



Administrative Services Director

10/14/20

Date

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

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

September 2020 Payroll

Employee Pay - Direct Deposit	\$	1,582,847.60	
Plus: Employee Deductions	\$	636,888.63	
Sub-Total Gross Payroll			\$ 2,219,736.23

Vendor Checks 70320, 70412, 70414 and 70467 through 70477	\$	161,790.41	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	191,372.46		
Electronic Funds Transfer - Empower - 457 Plan	\$	18,022.19		
Electronic Funds Transfer - ICMA - 457 Plan	\$	40,664.14		
Electronic Funds Transfer - PERS - Retirement Plan	\$	404,555.75		
Electronic Funds Transfer - Navia - FSA	\$	10,743.70		
Electronic Funds Transfer - Navia - HRA/MRA	\$	5,174.78		
Electronic Funds Transfer - Premera - Medical	\$	138,369.43		
Electronic Funds Transfer - Washington State Support Registry	\$	456.84		
Less: Employee Benefit Deductions	\$	(262,435.96)		
Sub-Total Benefits - Employer Expense				\$ 708,713.74
Total Payroll and Benefits				\$ 2,928,449.97

September 2020 Accounts Payable

Checks 70209 through 70477 less checks listed above	\$	1,022,520.82	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,305.42		
Sub-Total Accounts Payable				\$ 1,023,826.24
Total Payroll, Benefits and Accounts Payable				\$ 3,952,276.21

Adjustments

Paycom Direct Service Fee	\$	16,242.02		
Refund Interest	\$	3.57		
Bank Service Charge	\$	152.58		
Travel & Business Expense Reimbursement paid in Payroll	\$	366.43		
Total Adjustments				\$ 16,764.60

September 2020 Total Expenditures				\$ 3,969,040.81	***
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* Benefit invoices paid through Accounts Payable Checks	\$	161,790.41	
** Regular invoices paid through Accounts Payable Checks	\$	1,022,520.82	
Total Accounts Payable Check Payments	\$	1,184,311.23	

*** Equals Expenditure Summary Total

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/16/2020	68998	Casey, Maria	(350.00)
9/16/2020	69044	Cindy Tingley	(1,109.00)
9/3/2020	70209 -70263	Void - Printing Error	0.00
9/3/2020	70264	A-list Plumbing	480.68
9/3/2020	70265	Air Care System	3,142.48
9/3/2020	70266	Amazon (530958)	1,123.47
9/3/2020	70267	Association of Bookmobile & Outreach Services	483.00
9/3/2020	70268	Remit Overrun	0.00
9/3/2020	70269	Baker & Taylor Books (277930)	18,990.52
9/3/2020	70270	Bank of America (2143)	8,503.44
9/3/2020	70271	Beacon Publishing Inc	637.50
9/3/2020	70272	Blackbourn Media Packaging	386.56
9/3/2020	70273	Brodart (Supplies)	104.61
9/3/2020	70274	Camano Commons	1,000.00
9/3/2020	70275	Cascade Natural Gas	13.00
9/3/2020	70276	CDW Government Inc	623.62
9/3/2020	70277	City of Lake Stevens	7,679.55
9/3/2020	70278	City of Marysville	1,906.28
9/3/2020	70279	City of Mountlake Terrace	10,069.26
9/3/2020	70280	Dae Won LLC	7,564.71
9/3/2020	70281	Daily Journal of Commerce	105.00
9/3/2020	70282	Delta Connects	4,938.07
9/3/2020	70283	EBSCO	20,379.00
9/3/2020	70284	EDC Educational Services	500.00
9/3/2020	70285	Gale/Cengage Learning	734.74
9/3/2020	70286	Gansango Dance	450.00
9/3/2020	70287	Kanopy, Inc.	6,172.00
9/3/2020	70288	Leadership Snohomish County	2,800.00
9/3/2020	70289	Les Schwab - Marysville	21.86
9/3/2020	70290	Midwest Tape	2,217.85
9/3/2020	70291	Multi-Cultural Books & Videos	2,685.05
9/3/2020	70292	Office Depot, INC	973.45
9/3/2020	70293	Remit Overrun	0.00
9/3/2020	70294	Remit Overrun	0.00
9/3/2020	70295	Remit Overrun	0.00
9/3/2020	70296	Remit Overrun	0.00
9/3/2020	70297	Remit Overrun	0.00
9/3/2020	70298	Remit Overrun	0.00

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/3/2020	70299	Remit Overrun	0.00
9/3/2020	70300	Overdrive Inc	50,958.56
9/3/2020	70301	Paper Roll Products	241.91
9/3/2020	70302	Pitney Bowes	914.85
9/3/2020	70303	PUD No 1 of Snohomish County	9,975.60
9/3/2020	70304	Puget Sound Energy	695.98
9/3/2020	70305	Recorded Books Inc	539.55
9/3/2020	70306	Ricoh USA Inc - 31001	628.77
9/3/2020	70307	Shred-it	408.13
9/3/2020	70308	Sound Maintenance Services, Inc	2,791.00
9/3/2020	70309	Sound Publishing	144.90
9/3/2020	70310	State Avenue Glass	388.02
9/3/2020	70311	Summit Law Group, PLLC	655.50
9/3/2020	70312	Sunnyside Nursery, Inc.	163.95
9/3/2020	70313	Terminix	1,078.25
9/3/2020	70314	Tsai Fong Books Inc	69.77
9/3/2020	70315	Uline	481.03
9/3/2020	70316	Walter E Nelson Co of Western WA	645.17
9/3/2020	70317	WCP Solutions	467.72
9/3/2020	70318	Weston Woods Studios Inc	7,464.97
9/17/2020	70319	AAA Fire Protection, Inc	2,648.25
9/17/2020	70320	AIA Corp	2,727.21
9/17/2020	70321	Allied Universal	2,193.84
9/17/2020	70322	Remit Overrun	0.00
9/17/2020	70323	Remit Overrun	0.00
9/17/2020	70324	Baker & Taylor Books (277930)	49,762.50
9/17/2020	70325	Baus Systems LLC	767.36
9/17/2020	70326	Beacon Publishing Inc	1,062.50
9/17/2020	70327	Bibliotheca LLC	12,750.00
9/17/2020	70328	Cedar Grove Organics Recycling LLC	354.20
9/17/2020	70329	Center Point Large Print	702.90
9/17/2020	70330	Cindy Jobs Coaching & Organizing	405.00
9/17/2020	70331	Comcast	7,317.26
9/17/2020	70332	Consolidated Technology Services	2,423.76
9/17/2020	70333	Crystal Mt. Pure Drinking Water	30.38
9/17/2020	70334	Crystal Springs	101.60
9/17/2020	70335	DEX MEDIA	115.07
9/17/2020	70336	E - Rate Expertise Inc	3,262.50

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/17/2020	70337	Everett Safe & Lock	175.90
9/17/2020	70338	Gale/Cengage Learning	5,325.01
9/17/2020	70339	Guardian Security	457.80
9/17/2020	70340	HP Inc	75,618.75
9/17/2020	70341	Remit Overrun	0.00
9/17/2020	70342	Ingram Library Services	5,725.76
9/17/2020	70343	Iron Mountain	379.11
9/17/2020	70344	Live Oak Media	239.60
9/17/2020	70345	Magna5 LLC	219.98
9/17/2020	70346	Remit Overrun	0.00
9/17/2020	70347	Remit Overrun	0.00
9/17/2020	70348	Midwest Tape	41,437.21
9/17/2020	70349	Multi-Cultural Books & Videos	9,803.38
9/17/2020	70350	OCLC Inc (34299)	10,107.53
9/17/2020	70351	Remit Overrun	0.00
9/17/2020	70352	Remit Overrun	0.00
9/17/2020	70353	Remit Overrun	0.00
9/17/2020	70354	Remit Overrun	0.00
9/17/2020	70355	Remit Overrun	0.00
9/17/2020	70356	Remit Overrun	0.00
9/17/2020	70357	Remit Overrun	0.00
9/17/2020	70358	Remit Overrun	0.00
9/17/2020	70359	Remit Overrun	0.00
9/17/2020	70360	Remit Overrun	0.00
9/17/2020	70361	Remit Overrun	0.00
9/17/2020	70362	Remit Overrun	0.00
9/17/2020	70363	Remit Overrun	0.00
9/17/2020	70364	Remit Overrun	0.00
9/17/2020	70365	Remit Overrun	0.00
9/17/2020	70366	Remit Overrun	0.00
9/17/2020	70367	Remit Overrun	0.00
9/17/2020	70368	Remit Overrun	0.00
9/17/2020	70369	Remit Overrun	0.00
9/17/2020	70370	Remit Overrun	0.00
9/17/2020	70371	Remit Overrun	0.00
9/17/2020	70372	Remit Overrun	0.00
9/17/2020	70373	Remit Overrun	0.00
9/17/2020	70374	Remit Overrun	0.00

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/17/2020	70375	Remit Overrun	0.00
9/17/2020	70376	Overdrive Inc	204,413.02
9/17/2020	70377	Paper Roll Products	376.74
9/17/2020	70378	Penworthy	543.00
9/17/2020	70379	Prime Self Storage	814.00
9/17/2020	70380	PUD No 1 of Snohomish County	371.22
9/17/2020	70381	Puget Sound Energy	654.14
9/17/2020	70382	Puget Sound Mobile Detail	245.25
9/17/2020	70383	Roy Robinson	50.29
9/17/2020	70384	S-R Broadcasting Co Inc	1,890.00
9/17/2020	70385	Salish Networks	1,210.97
9/17/2020	70386	Seattle Times	4,000.00
9/17/2020	70387	Silver Lake Water & Sewer	73.05
9/17/2020	70388	Sno-Isle Refund Account	684.42
9/17/2020	70389	Services	236.90
9/17/2020	70390	Sound Maintenance Services, Inc	7,949.83
9/17/2020	70391	Sound Publishing	36.40
9/17/2020	70392	Stanwood/Camano News	270.27
9/17/2020	70393	State Auditor's Office	5,198.00
9/17/2020	70394	Teresa Wippel Communications LLC	425.00
9/17/2020	70395	Void	0.00
9/17/2020	70396	Tsai Fong Books Inc	170.68
9/17/2020	70397	Verizon Wireless (660108)	23,665.06
9/17/2020	70398	Visionary Office Furniture	1,159.13
9/17/2020	70399	Walter E Nelson Co of Western WA	267.92
9/17/2020	70400	Waste Management	1,934.03
9/17/2020	70401	Wave Business	15,498.78
9/17/2020	70402	Weston Woods Studios Inc	1,782.68
9/17/2020	70403	Whidbey Telecom	587.83
9/17/2020	70404	Wilcox & Flegel	150.04
9/17/2020	70405	Ziply Fiber	9,441.32
9/24/2020	70406	Alderwood Water District	86.72
9/24/2020	70407	Allied Universal	24,394.01
9/24/2020	70408	AT&T Mobility (6463)	4,493.79
9/24/2020	70409	Baker & Taylor Books (277930)	11,120.12
9/24/2020	70410	Bank of America (2143)	772.29
9/24/2020	70411	Bank of America (2175)	3,172.01
9/24/2020	70412	Bank of America (2945)	2,622.69

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/24/2020	70413	Bank of America (3736)	803.38
9/24/2020	70414	Bank of America (4867)	4,973.98
9/24/2020	70415	Bank of America (5953)	134.11
9/24/2020	70416	Bank of America (9830)	3,960.09
9/24/2020	70417	Beacon Publishing Inc	425.00
9/24/2020	70418	Bibliotheca LLC	23,877.08
9/24/2020	70419	BUC Information Services	383.20
9/24/2020	70420	Centimark Corp	3,411.26
9/24/2020	70421	City of Marysville	1,133.54
9/24/2020	70422	City of Monroe	962.26
9/24/2020	70423	City of Sultan	147.23
9/24/2020	70424	Crystal Mt. Pure Drinking Water	44.49
9/24/2020	70425	Delta Connects	7,262.43
9/24/2020	70426	Everett Safe & Lock	28.00
9/24/2020	70427	Gale/Cengage Learning	1,030.60
9/24/2020	70428	Gartner, Inc	3,900.00
9/24/2020	70429	H&E Equipment Services	2,293.11
9/24/2020	70430	Ingram Library Services	498.03
9/24/2020	70431	Island Disposal Inc	156.02
9/24/2020	70432	Lithtex Northwest, Inc	5,364.08
9/24/2020	70433	Mach Publishing Company, Inc.	391.00
9/24/2020	70434	Remit Overrun	0.00
9/24/2020	70435	Remit Overrun	0.00
9/24/2020	70436	Midwest Tape	13,362.46
9/24/2020	70437	Multi-Cultural Books & Videos	4,347.90
9/24/2020	70438	OrangeBoy Inc	3,660.33
9/24/2020	70439	Remit Overrun	0.00
9/24/2020	70440	Remit Overrun	0.00
9/24/2020	70441	Remit Overrun	0.00
9/24/2020	70442	Remit Overrun	0.00
9/24/2020	70443	Remit Overrun	0.00
9/24/2020	70444	Remit Overrun	0.00
9/24/2020	70445	Remit Overrun	0.00
9/24/2020	70446	Remit Overrun	0.00
9/24/2020	70447	Remit Overrun	0.00
9/24/2020	70448	Overdrive Inc	117,076.50
9/24/2020	70449	Paper Roll Products	1,820.08
9/24/2020	70450	PetroCard Systems Inc	1,064.79

**Vouchers
September 2020**

Date	Number	Payee	Check Amount
9/24/2020	70451	PUD No 1 of Snohomish County	763.69
9/24/2020	70452	Puget Sound Energy	34.67
9/24/2020	70453	Republic Services 197	704.00
9/24/2020	70454	Roy Robinson	511.27
9/24/2020	70455	Smokey Point NW LLC	7,658.08
9/24/2020	70456	Sno-Isle Refund Account	369.96
9/24/2020	70457	Sound Maintenance Services, Inc	44,757.47
9/24/2020	70458	State Auditor's Office	113.10
9/24/2020	70459	T Mobile	1,143.67
9/24/2020	70460	Void	0.00
9/24/2020	70461	Timeless Design	9,830.85
9/24/2020	70462	Unisys Corporation	4,558.00
9/24/2020	70463	Walter E Nelson Co of Western WA	1,198.55
9/24/2020	70464	Weston Woods Studios Inc	891.34
9/24/2020	70465	WLA	350.00
9/24/2020	70466	City of Marysville	125.56
9/30/2020	70467	Cascade Centers	470.00
9/30/2020	70468	Delta Dental of Washington	17,743.79
9/30/2020	70469	Dept of Labor & Industries	4.27
9/30/2020	70470	Employment Security Dept (UI)	7,137.84
9/30/2020	70471	Kaiser Permanente	87,093.42
9/30/2020	70472	Lifewise Assurance Company	24,235.90
9/30/2020	70473	Lincoln National Life Ins Company	7,849.59
9/30/2020	70474	MCM	4,516.69
9/30/2020	70475	Navia Benefit Solutions Client Pay	1,821.30
9/30/2020	70476	Premera Blue Cross	8,410.98
9/30/2020	70477	Sno-Isle Library Foundation	690.00
			<u>1,184,311.23</u>

Executive Director

Board Report

October 2020

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- EASC Coffee Chats
 - Governor Inslee
 - Congressman Larsen.
- Snohomish State of County Address – County Executive Dave Somers.

Community Events / Board Meetings

- Board of Trustees Executive Committee Meeting.
- Board of Trustees – Trustee Interviews.
- Snohomish County Schools/Public Health Coordination biweekly call.
- Leadership Snohomish County
 - Leadership Day.
 - Racial Equity committee meeting.
 - Racial Equity Cohort graduation. Three Sno-Isle staff completed the cohort.
 - Board meeting.
- Friends of the Library Virtual Roundtable.

Library Updates and Collaborations

- Visits by Leadership Team members to all 23 libraries.

National / Local Presentations

- Congressman Larsen, Sno-Isle Libraries, Library of Congress, and Smithsonian Institution: *Back to School Livestream*.
- Bibliocommons: *Transforming and Owning the Online Customer Experience in a Pandemic*.
- Leadership Snohomish County: *Lunch with Leaders*.

Professional Development

- Library Journal Summit: *What's next? Public Libraries Adapt to the New Abnormal*.
- Providence Institute: *Edge of Amazing Conference*.

Other updates

- Two of our project applications for the State's Library Capital Improvement Program have been recommended for inclusion in the 2021-2023 biennial budget request. The Langley Library project was recommended for \$700,000 in state funding, and the Darrington Library project was recommended for \$250,000 in state funding.
- Upcoming meetings with Island County and Snohomish County LCFA governing bodies.
- Local Library Advisory Boards: Staff discussions are underway with several cities regarding the status of their Board. Oak Harbor has voted to dissolve.

Memo

From: Ken Harvey, Communications Director
Cc: Leadership Team
Date: October 20, 2020
Re: TEDxSnoIsleLibraries 2020 Outcomes

In fall 2019, Sno-Isle Libraries made the decision to pursue a license for a TEDxSnoIsleLibraries 2020 event from TED.com. A license was obtained based upon previous events in 2015, 2016, and 2017.

Public announcements invited interested individuals to submit ideas for consideration in December 2019 and by early February selected speakers and performers began receiving coaching for preparation journey. Due to impacts of COVID-19, the Library's TEDx 2020 organizers and support team shifted from a planned May 9 event at the Edmonds Center for the Arts and pivoted to online presentation opportunities.

Between July and September, Sno-Isle Libraries added a series of online TEDxSnoIsleLibraries 2020 events to its summer portfolio of timely and relevant library events, resources and services offered online.

The hosted TEDx events featured 17 individuals, the premier of 15 separate TEDx talks, and interactive discussions with each speaker. The promoted events were well attended via Zoom, Facebook Live and YouTube Live. Each TEDx talk was posted to the TEDx YouTube channel after its premier showing and each event was recorded for subsequent online viewing.

The TEDxSnoIsleLibraries 2020 organizer team of Anne Murphy, Michelle Callihan, Phil Klein (contracted vendor), and Ken Harvey appreciate the commitment of all speakers who persevered through their talk preparation journey. The support from trustees and staff at the community libraries and the Service Center was noteworthy. Many thanks also go to the Sno-Isle Libraries Foundation and other organizational partners for the financial investment which helped underwrite some of the costs of external vendor support.

Memo

TEDxSnoIsleLibraries 2020 Outcomes

TEDx 2020 Speaker Talk Titles

Learn to Stay Civil Most of the Time

Kate Bracy

Discovering Peace in the Chaos

Anna Choi

Addressing Housing Affordability

Chris Collier

The Disinformation Minefield

Chris Coward

How School Gardens Empower Young People

Jodi Crimmins

Vacations That Make a Transformational Difference

John Fahey

The Roundtable of Song

Andre Feriante

Create the Deep Personal Relationships Everyone Longs For

Marty Folsom

Your Skills Can Solve Community Problems

Holly, Molly, Elisabeth

4 Life Lessons from Our Old Dogs

Elisabeth Johnson

Transform Your Pain with the Words That Can Transform It

Ya-Ling Liou

Getting To Know a Changed Brain

Janet Novinger & Rob Pezeley

See Grief in a New Light

Charlene Ray

Make Friends with Your Mirror

Erica Steele

Citizens and Journalists

Teresa Wippel

Top 5 Speaker Talks and Events TEDx 2020

Elisabeth Johnson

Chris Coward

Charlene Ray

Anna Choi

Marty Folsom

Memo

TEDxSnoIsleLibraries 2020 Views

1,861+	YouTube live event views (as of 9/8/2020)
2,045	Zoom live events attendance (as of 9/8/2020)
15,554	Facebook live events total views (as of 10/5/2020)
166,821	TED.com YouTube channel views of posted TEDx 2020 talks (as of 10/5/2020)

TEDxSnoIsleLibraries Talks Views all 4 years (2015-2017, 2020)
4.4 million via TED.com YouTube channel and sno-isle.org/tedx

TEDx 2020 Viewership Geographical Reach

Top Viewing Countries as of 9/14/20

Australia	110
Canada	197
France	40
Germany	37
India	41
Ireland	42
Mexico	43
Netherlands	43
New Zealand	49
Poland	120
United Kingdom	149
United States	14,079
Japan	23
Total Views Top Countries	14,973

Surprise Viewers

Afghanistan	Denmark	Italy	South Korea
Argentina	Ecuador	Jersey	Spain
Armenia	Egypt	Kenya	Sri Lanka
Austria	El Salvador	Lebanon	Sweden
Bangladesh	Estonia	Lithuania	Switzerland
Barbados	Fiji	Macedonia	Taiwan
Belgium	Finland	Madagascar	Thailand
Brazil	Guadeloupe	Malaysia	Trinidad & Tobago
Bulgaria	Guatemala	Martinique	Turkey
China	Hungary	Russia	Ukraine
Costa Rica	Iceland	St. Vincent & the Grenadines	United Arab Emirates
Croatia	Indonesia	Serbia	Vietnam
Cyprus	Iran	Singapore	
Czech Republic	Iraq	Slovenia	
Côte d'Ivoire	Israel	South Africa	

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 is one emergency declarations to report:

1. Mariner Library Broken Glass Pane

On October 1, 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-17122 Bud Barton Glass \$949.44

VISION

Everyone is
connected to
their library.

MISSION

We engage and
inspire through
equitable access
to knowledge
and resources.

VALUES

Community • Equity
Inclusion • Welcoming
Learning • Respect

GOALS

- **Enhance library services** so that everyone can engage in experiences they value.
- **Create inspiring spaces** so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.
- **Optimize library funding** so that we can continue to be good stewards of our finances and work to secure additional private and state funds.
- **Invest in our people and organization** so that we are resilient, equitable and regenerative and our staff have the support and resources they need.

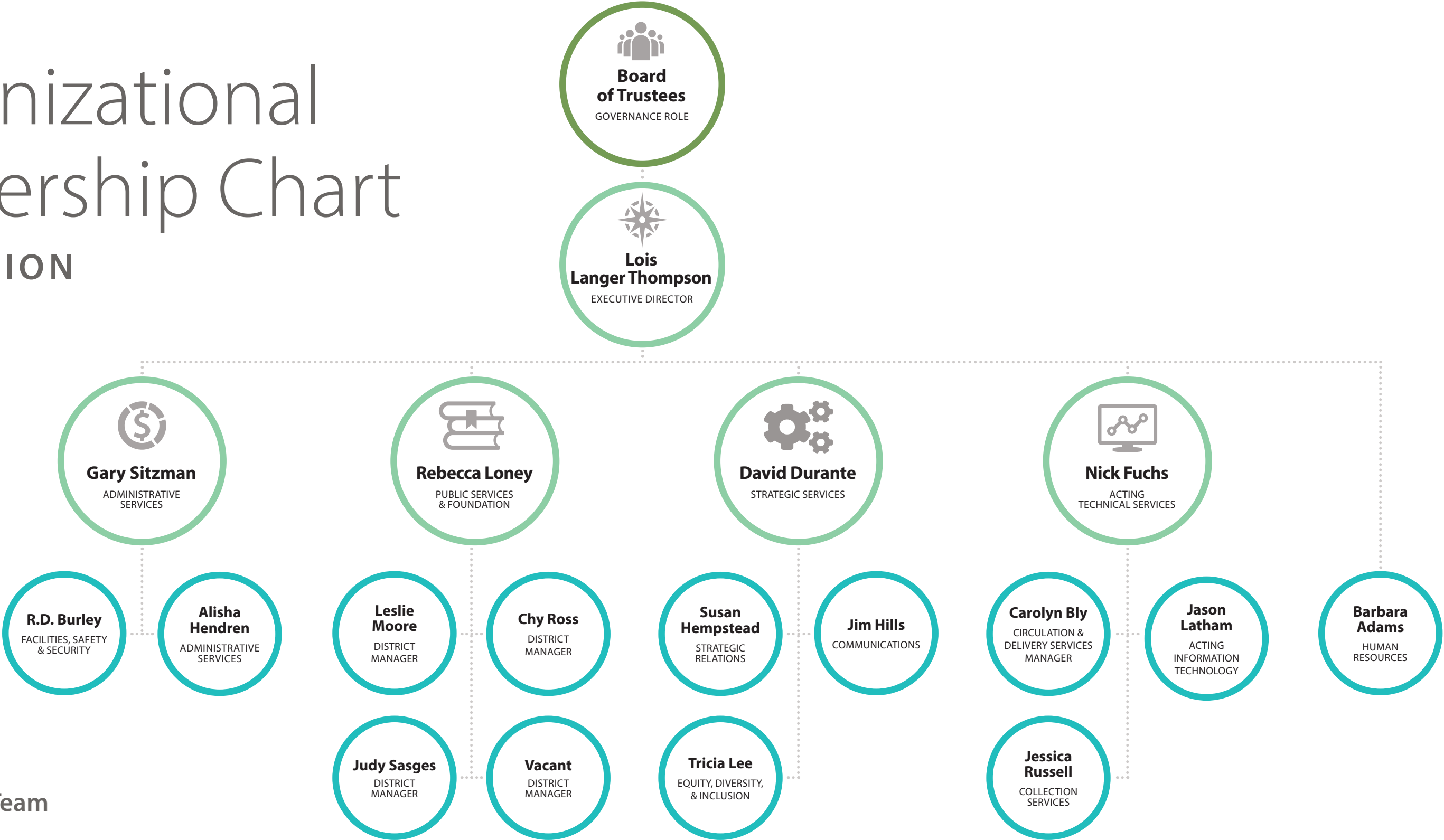
Organizational Leadership Chart

TRANSITION

Leadership Team
Strategic Leadership/Planning

Senior Team
Coordinated Implementation

Operations Management Team
Includes Leadership Team and Senior Team. Strategic coordination.



Administrative Services

Board Report

October 2020

Gary Sitzman

Administrative Services Director

Revenue Summary

- Year to date property tax receipts are at \$33,505,344 or about 1.0% above expectations.
- Timber tax received through September is \$664,164 or 115.5% of the annual budget. This is \$13,655 less than at this time last year.
- Investment income to date at \$258,122 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 September revenues of \$27,801 consists primarily of two State Grants (LSTA Grant - \$20,000 and IMLS Cares Grant - \$3,000).
- Total Revenue at 56.5% (\$34,836,951) of the annual budget is 1.0% (\$275,801) higher than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$26,844,373 or 71.4% of the annual budget are 4.8% (\$1,352,357) below budget expectations. This reflects management's decision to hold-off filling vacant positions until in-building library services resume and future staffing levels are better understood.
- Materials acquisition at 65.1% (\$4,555,331) of the annual budget is lower than expected. The rate of spending on materials continues to increase as we have resumed the purchase and delivery of new materials. Hampering this effort are materials availability issues with Baker & Taylor. We are increasing purchases with other vendors as a result.
- Professional & Contract Services is underspent by 34.9% (\$809,373), driven by building closures and a pause on certain library programming.
- Maintenance & Repair of \$264,604 is 74.8% (\$785,786) lower than budget mainly due building closures.
- Total expenditures year to date is at 65.3% (\$36,858,216) of the annual budget.
- Viral Infection Protection costs of \$369,856 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 9/1/2020 Through 9/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
Revenues							
01.0	Property Taxes	1,085,556	805,130	33,505,344	33,166,370	59,860,000	55.97%
02.0	Timber Tax / Sales	38,986	28,800	664,164	484,700	575,000	115.50%
03.0	Print/Copy Services	0	5,420	5,780	48,780	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	2,610	3,450	0.00%
05.0	Lost Materials Paid	2,460	8,330	19,660	74,970	100,000	19.65%
06.0	Investment Interest	26,313	40,830	258,122	367,470	490,000	52.67%
07.0	Donations Private Sources	2,244	8,750	66,698	78,750	105,000	63.52%
08.0	Other Revenue	27,801	37,500	305,571	337,500	450,000	67.90%
09.1	Insurance Recoveries	0	0	11,612	0	0	0.00%
	Total Revenues	1,183,361	935,050	34,836,951	34,561,150	61,648,450	56.51%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 9/1/2020 Through 9/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,928,450	3,132,970	26,844,373	28,196,730	37,595,500	71.40%
20.0	Materials	608,523	583,330	4,555,331	5,249,970	7,000,000	65.07%
26.0	Professional & Contract Services	143,434	257,380	1,507,047	2,316,420	3,087,700	48.80%
35.0	Equipment & Furnishings	79,019	95,090	643,629	855,810	1,141,400	56.38%
38.0	Maintenance & Repair	4,612	116,710	264,604	1,050,390	1,400,200	18.89%
41.0	Software License & Maint Fees	42,479	115,970	858,480	1,043,730	1,391,900	61.67%
42.0	Communications	66,002	50,050	340,048	450,450	600,300	56.64%
43.0	Office & Operating Supplies	21,518	61,560	331,664	554,040	737,100	44.99%
44.0	Utilities	37,915	43,230	278,202	389,070	518,700	53.63%
45.0	Rentals & Leases	17,037	33,350	308,270	300,150	400,100	77.04%
46.0	Insurance	0	14,460	177,785	130,140	173,500	102.46%
48.0	Employee Training / Travel	7,811	25,030	67,228	225,270	300,000	22.40%
49.0	Miscellaneous	12,241	56,820	224,580	511,380	681,700	32.94%
50.0	Strategic Initiatives / Innovation	0	14,580	4,734	131,220	175,000	2.70%
55.0	Development Initiatives	0	52,130	0	469,170	625,500	0.00%
62.0	Capital - Bldgs & Improvements	0	38,080	347,940	342,720	457,000	76.13%
64.0	Capital - Furnishings & Equipment	0	4,170	0	37,530	50,000	0.00%
64.4	Capital - Vehicles	0	8,000	104,301	72,000	96,000	108.64%
	Total Expenditures	3,969,041	4,702,910	36,858,216	42,326,190	56,431,600	65.31%

Human Resources

Board Report

October 2020

Barbara Adams
Assistant Director of Human Resources

Tricia Lee
Assistant Director of Equity, Inclusion, and Development

Conferences

Human Resources Specialists Krista Klein, Martha Munro, and Terri Taylor and Human Resources Technician Miranda Blum attended the virtual Northwest Human Resources Management Association (NHRMA) conference, September 30 – October 1.

Equity, Diversity, and Inclusion (EDI)

Sno-Isle Libraries hosted a three-part online program series on How to be An Anti-Racist Family. The series was facilitated and led by Lewin Consulting. We had over 400 people register with an average attendance of 130 people.

We hosted our first pilot EDI and Anti-Racism staff training and are now making adjustments and revisions based on that feedback.

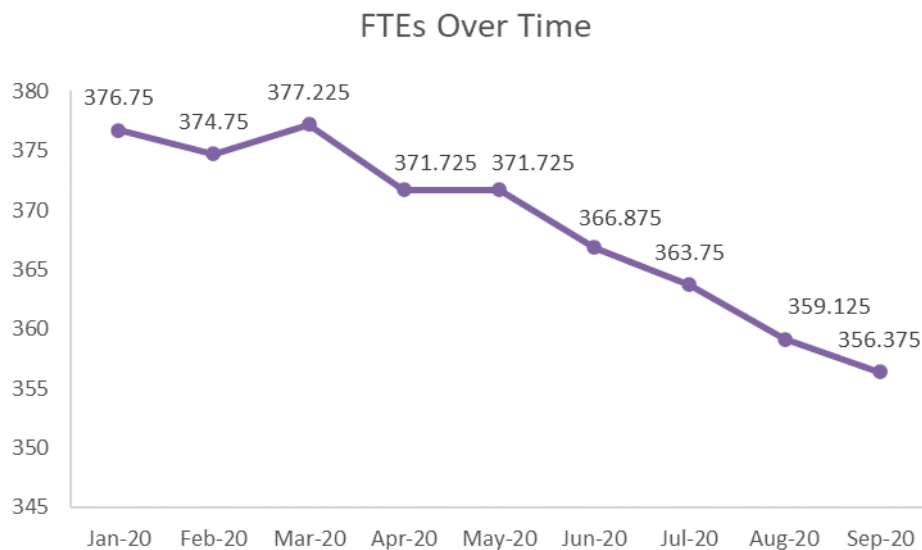
In October we launched the Disability, Neurodiversity, and Mental Health Affinity group.

Recruitment and staffing

Internal recruitment efforts have been initiated to fill the following vacancies:

- Library Circulation Supervisor, one each at the Arlington and Mukilteo Libraries.
- Library Manager I, Camano Island. Currently a developmental assignment.
- Public Services Assistant I (full-time/roving). Five positions to fill long-term vacancies due to leaves.
- Part-time Public Services Assistant I, one each at the Brier and Mill Creek Libraries.

Filled FTEs decreased slightly for September, the overall decrease for the year due to a combination of unfilled vacancies and leaves of absence.



Wellness

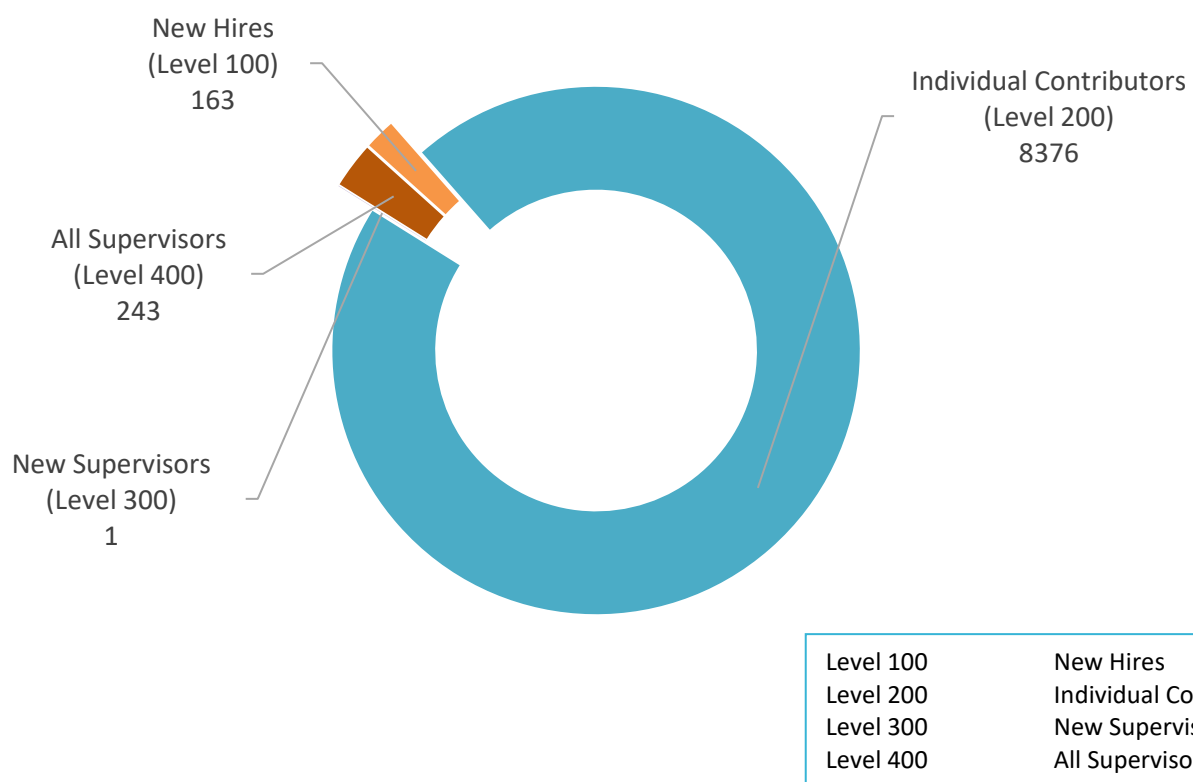
Registration for the fall mental wellness program, Mind Matters, opened on September 29 and the program is running for four weeks from October 12 – November 8. Registration was similar to that of the Get Moving Challenge, with 119 employees registered by October 12. Participating staff feedback has been positive. Staff have expressed appreciation for the motivation and information being provided around healthy lifestyle choices.

Supervisor Training

- Trauma-Informed Care and Restorative Practices for Supervisors (11)
- Episode 6: Inclusive Leadership (12)

Line Staff Training

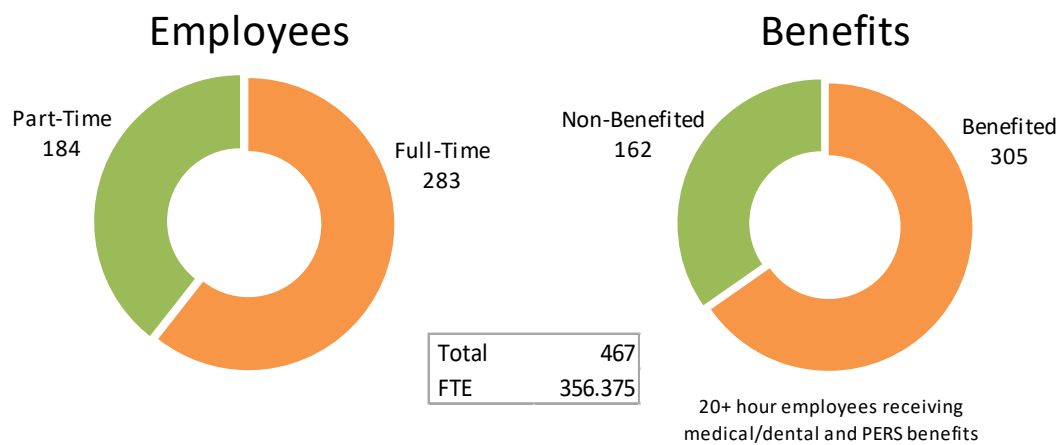
- Recommended cloudLibrary Training (76)
- Part II - Reading Life Between the Lines: Diversity and Children's Literature (31)
- Microsoft Teams Training (17)
- Episode 1: What is Diversity? (15)
- Episode 2: Diversity and Me (15)
- Episode 4: What If I Say The Wrong Thing? (15)
- Episode 3: Bias (14)
- Episode 5: Fostering Inclusion (13)
- Episode 7: Hiring Diverse Talent (13)
- Episode 8: Determining Diversity's Impact (10)
- 2020 Information Security Awareness Training Series (3)
- BiblioCommons Staff-Generated Content Best Practices (3)



Current Curriculum Development

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

Employment Statistics, September 2020

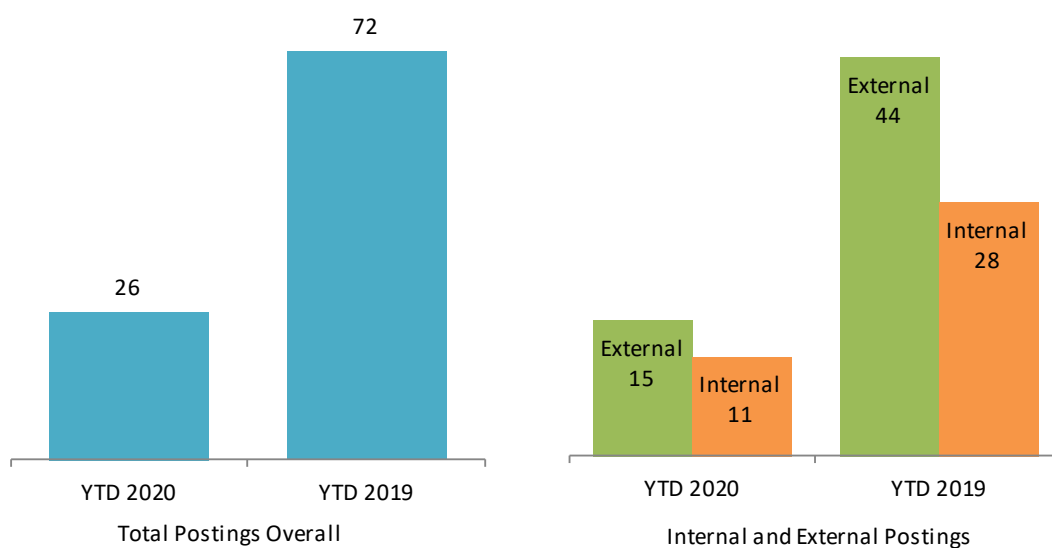


Employment Activity

9/1/20 - 9/30/20



Job Postings





Executive Summary

Sno-Isle Libraries 2021 Proposed Budget

Executive Summary

Introduction

The 2021 proposed budget embraces inherent uncertainties as we continue to manage through the effects of the 2020 Covid-19 pandemic. Disruptions to “normal” library services and operations have been profound this year and only now is staff beginning to have opportunities to introduce limited in-building services. The proposed budget acknowledges that the library is challenged with a new environment that may have long-lasting consequences. Yet, staff are energized in their pursuit of four strategic goals which continue to serve the library well as we adapt to this new environment.

- 1) *Enhance library services*
- 2) *Create inspiring spaces*
- 3) *Optimize library funding*
- 4) *Invest in our people and our organization*

Strategic investments will be made as we adapt our library spaces to accommodate contact-free services and social distancing while ensuring customers and staff experience spaces that are welcoming, inclusive, and easy-to-use. Both our online and in-building spaces will inspire our customers and staff. The Library will continue to ensure good stewardship of resources while optimizing funding that is diversified and sustainable. We will invest in our organization so our staff embodies diversity and inclusion and have the support and resources they need.

The proposed budget for 2021 is balanced at \$72,414,000 including revenues, expenditures, cash balance requirements, and reserves. The net of proposed revenues less expenditures yields a funding surplus of approximately \$5.3 million. The Sno-Isle Library District is exercising fiscal constraint by placing this funding surplus into reserves that can be used to ensure future stable funding of library services.

Revenue

Total revenue for 2021 at \$62.9 million is a \$1.3 million or 2.1% increase from the 2020 budget. The budget assumes full use of the property tax levy capacity available including a resolution of *substantial need*. The concluding levy rate on property is projected to decrease from \$0.441 per \$1,000 of assessed value in 2020 to \$0.428 in 2021.

Expenditures

Total proposed operating expenditures for 2021 at \$57.6 million are approximately \$1.2 million or 2.1% higher than the 2020 budget. The proposed budget maintains 2020 staffing levels, includes a wage market adjustment of 2.6%, retains new material purchases at \$7.0 million, and continues investments in technology and in library services and facilities.

Reserves

The net of proposed revenues less expenditures yields a funding surplus of approximately \$5.3 million. The proposed budget includes an allocation of \$4,779,800 to the *Levy Rate Stabilization Reserve* to ensure stable funding for future years, a second allocation of \$300,000 to the *Equipment Reserve* to support future technology lifecycle replacement consistent with a 4-year lifecycle strategy, and a \$200,000 to the *Vacation & Sick Pay Liability Reserve*.



Sources of Funds

2021 Proposed Budget – Source of Funds

Introduction

Total proposed revenue for 2021 at \$62.9 million is a \$1.3 million or 2.1% increase from the 2020 budget. The 2021 proposed budget includes revenue received from general property taxes, timber and excise taxes, contract fees, investment income, donations and grants, the E-rate program, and miscellaneous other revenues sources.

The library is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation (implicit price deflator), whichever is less. This year the implicit price deflator is .602 and yields the lower limit of 100.602%. The District may collect an amount greater than the implicit price deflator up to 101% of the highest lawful levy by adopting a resolution of *substantial need*. Staff recommend such a resolution be adopted to ensure long-term funding in support of our strategic goals and in keeping with our commitment to the public to not return for a levy lid-lift ballot measure for at least six years. The 101% limit is used in the preparation of this 2021 proposed budget. The concluding levy rate on property taxes is projected to decrease from \$0.441 per \$1,000 of assessed value in 2020 to \$0.428 per \$1,000 of assessed value in 2021.

Total revenues combined with the \$9.5 million beginning cash provide total resources of approximately \$72.4 million. The proposed revenue is an \$835,000 increase from the September preliminary budget as additional assessment and refund information was received from the Assessor's Office.

Beginning Cash - \$9,500,000

Beginning Cash is the target cash balance in the Library District's *General Operating Fund* at year end that carries forward into 2021. The Library District is dependent on property and timber taxes as a primary source of operating funds. These tax revenues make up 98.5% of total revenues. Levied property taxes are due on April 30th and October 31st each year. Ending each year with ample cash allows for the funding of library services until the receipt of first-half property taxes in April. The imbalance of tax revenues received to expenditures during the first quarter each year necessitates the \$9.5 million target beginning cash balance.

Transfer from Reserves - \$0

Transfer from Reserves is the cash expected to be withdrawn from unrestricted reserves to supplement revenues necessary for providing library services during the budget year. The proposed 2021 proposed budget does not require any transfers from reserves.

General Property Tax - \$61,450,000

The proposed property tax revenue for 2021 is estimated at \$61,450,000 with a recommended resolution of *substantial need*. If a resolution of *substantial need* is not adopted, the property tax levy is limited by the IPD (implicit price deflator) at 100.602% and the proposed property tax revenue is reduced by approximately \$250,000.

Since preparing the preliminary budget, both the Snohomish County and Island County Assessor's Office provided Sno-Isle Libraries with preliminary assessed values for the 2021 tax year. Preliminary assessed values in the Library District are reportedly increasing an average 5.7% which builds on last year's increase of 9.3%. More specifically, Snohomish County reports an

increase of 5.6% in assessed values and Island County reports a 6.6% increase. New construction on Island County shows a 19.3% decrease from last year and Snohomish County is a 5.2% decrease.

Timber and Excise Taxes - \$550,000

Timber and Excise Taxes are projected to be \$550,000. Timber taxes are collected by the State at the time timber is harvested and is distributed through the County. The 2021 proposed budget is a \$25,000 decrease from the 2020 budget as State timber harvest activity is projected to continue to slow, consistent with the slight decline in the amount of State timber sales experienced this year.

Contract Fees - \$14,000

The 2021 proposed budget for contract fees and represents a \$550 increase from the 2020 budget. “Contract Fees” consist of a library service agreement with the *Town of Index* and tax revenues collected from the *Darrington Partial County Library District (PCLD)*.

The Library District provides mobile library services to the *Town of Index*. The 2021 proposed budget includes estimated revenues of \$3,500 as determined by provisions in the interlocal agreement.

The Darrington PCLD tax revenues are estimated at \$10,500 and do not include revenue from timber tax. Under an agreement with the Darrington PCLD, funds collected from timber tax are set aside in a reserve fund for the Darrington Library and are not part of the operating budget. The current balance in this reserve as of September 31, 2020 is \$203,763.

Other - \$900,000

Other sources of budgeted revenue totals \$900,000 and is a \$310,000 decrease from the 2020 budget. Included in *Other* are the following categories:

- **Investments - \$450,000**

It is the Library District’s policy to hold its cash reserves in the Washington State Investment Pool and Snohomish County Investment Pool. Investment income is projected to be \$450,000. Lower returns on reserve and operating fund investment balances are projected to slow investment income earned by \$40,000 over the 2020 budget.

- **Donations/Grants - \$100,000**

Donations and grants are projected at \$100,000, a \$155,000 decrease from the 2020 budget largely attributed to the conclusion of the Mariner Community Campus grant (\$150,000 in 2020). Gifts and contributions from the *Sno-Isle Libraries Foundation* and Friends of the Library groups are expected to be \$100,000.

- Friends of the Library - \$50,000**

The Friends of the Library historically make contributions to their local community libraries. The Friends periodically will ask the Library District for purchasing assistance in acquiring items to be used in their community library. The Friends are invoiced for these requested items and their payments, as a reimbursement of Sno-Isle Libraries expenditures, must be recorded as revenues.

Sno-Isle Libraries Foundation - \$50,000

The *Sno-Isle Libraries Foundation* will fund approximately \$40,000 towards the 5-year pledge on Mariner Library lease. The Foundation is also expected to continue its direct support for various library programs such as *Reading Challenge* in 2021. Only those cash payments made directly to Sno-Isle Libraries are reported as *Other* revenue.

State Grant Funds -\$0

The State grant funds of \$150,000 for the Mariner Community Campus will be completed in 2020. State Library Capital improvement grants have been applied for and have been recommended for inclusion in the legislature's 2021-2023 biennial budget request. The Langley Library project was recommended for \$700,000 in state funding and the Darrington Library project was recommended for \$250,000 in state funding. Project funding is not approved until authorized by the legislature so these funds are not included in the 2021 proposed budget.

- E-Rate Program - \$175,000

Revenue received from the E-rate program at \$175,000 is a \$25,000 decrease from 2020 budget, to align closer with existing contracts. Sno-Isle Libraries participates in the *Universal Service Administrative Company* (USAC) E-rate program. USAC collects contributions from telecommunications carriers and administers support programs designed to help communities, including public libraries secure access to affordable telecommunications services.

- Miscellaneous - \$175,000

The majority of the *Miscellaneous* revenues are from customers paying for lost materials, print and copier services, and other general revenue. This revenue estimate is anticipated to decrease by \$90,000 from the 2020 budget to better align with historical trend.

Total Revenue plus Beginning Cash and Transfers - \$72,414,000

Total revenues and beginning cash provides **\$72,414,000** to support the vision and mission of Sno-Isle Libraries and build reserves to ensure stable funding for future services. This is a 2.5% increase compared to the 2020 budget.

Sno-Isle Libraries
2021 Proposed Budget

	2020 Adopted		September 2021 Preliminary		Oct 2021 Proposed	
<u>Source of Funds:</u>						
Beginning Cash	9,000,000		9,500,000		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		9,500,000	
Revenues						
Taxes						
General Property	59,850,000		60,615,000		61,450,000	
Private Timber Harvest	100,000		100,000		100,000	
State Timber Sales	260,000		250,000		250,000	
Leasehold Excise	215,000		200,000		200,000	
Subtotal Taxes	60,425,000	98.0%	61,165,000	98.5%	62,000,000	98.5%
Contract Fees						
Town of Index	3,450		3,500		3,500	
Darrington Partial County	10,000		10,500		10,500	
Subtotal Contract Fees	13,450	0.0%	14,000	0.0%	14,000	0.0%
Other						
Investments	490,000		450,000		450,000	
Donations/Grants	255,000		100,000		100,000	
E-rate Program	200,000		175,000		175,000	
Miscellaneous	265,000		175,000		175,000	
Subtotal Other	1,210,000	2.1%	900,000	1.4%	900,000	1.4%
Total Revenue	61,648,450	100%	62,079,000	100%	62,914,000	100%
Total Revenue plus Reserves and Beg. Cash	70,648,450		71,579,000		72,414,000	



U s e o f F u n d s

2021 Proposed Budget – Use of Funds

Introduction

Total operating expenditures including capital outlays are proposed at \$57,634,200. This is a \$1,202,600 (2.1%) increase compared with the 2020 budget. The proposed budget includes funding for library services that extend and expand online and contact-free library services. It provides a full complement of library staffing and a stable level of spending for our collection. The budget also addresses the need to protect the health of our customers and staff along with improvements to community library buildings.

In addition to operating and capital outlays, the budget includes a \$5,279,800 allocation to reserve funds. This includes:

- \$4,779,800 to the *Levy Rate Stabilization Reserve*.
- \$200,000 to the *Vacation & Sick Pay Liability Reserve*.
- \$300,000 to the *Equipment Reserve*.

The ending cash is proposed at \$9,500,000, a \$250,000 increase from the 2020 budget. This increase is commensurate with the expected higher expenditures and operating cash required during the first quarter of 2022.

The aggregate of operating expenditures, capital outlays, transfer to reserves, and ending cash are proposed at **\$72,414,000**.

Operations

Salaries & Benefits - \$38,684,500

The *Salaries and Benefits* portion of the proposed 2021 proposed budget is 67.1% of total expenditures. There was a net increase of \$1,089,000 (2.9%) to the *Salaries and Benefits* line as compared to the 2020 budget. The proposed 2021 staffing budget is level with the 2020 budget at 389 FTE.

Salary Schedule

The overall 2021 salaries budget includes a 2.6% market increase based on market salary information from *Milliman*. This is a decrease from the 2020 budget market increase of 3.2%. The market increase plus scheduled anniversary increases per policy amounts to a \$1,460,224 increase in salaries and benefits from the 2020 budget. An offsetting credit of \$500,000 was introduced into this year's budget to align the budget with the reality of temporary staffing vacancies due to normal turnover.

Benefits - Health and Dental Care

The Library District's proposed 2021 budget reflects the continuation of the self-insurance strategy with *Premera* and the continued offering of the *Kaiser Permanente* insurance plan. The library's insurance broker, *MCM*, negotiated insurance renewal rates which increased an average of 4% for 2021. Self-insurance stop loss limit of \$125,000 remains the same as the 2020 budget.

Effective September 1, 2020, the State of Washington increased employer contribution rate to the PERS retirement program to 12.97%. The increase to total benefit costs from the 2021 budget is approximately \$135,600.

New Materials - \$7,000,000

The proposed materials budget at \$7,000,000 remains the same as the 2020 budget. The materials budget represents 12.1% of the 2021 proposed operating budget. This investment continues to enable the library to address current material requirements and increased need for electronic resources and other new formats. The materials budget for 2021 will lean more heavily into electronic formats. The 2020 budget benchmark percentages are 10.0% for *Pierce County Library* and 10.5% for the *King County Library System*.

Professional & Contracted Services - \$3,213,400

The *Professional & Contract Services* budget is \$3,213,400 or 5.6% of the total operating budget – an increase of \$125,700 (4.1%) compared with the 2020 budget. This budget line includes custodial services, security services, integrated library system (ILS) support, third party payroll processing services, landscaping, and other contract services. Key increases are attributable to architectural services for library refresh projects (\$150,000), electronic content management (ECM) project consultant (\$100,000), EDI (equity, diversity, inclusion) consulting (\$65,000), and higher copier services associated with contact-free printing.

Equipment & Furnishings - \$844,700

The 2021 proposed budget for *Equipment & Furnishing* is a \$296,700 decrease (-26.0%) from the 2020 budget. The 2020 budget included the replacement of the *Talari* equipment to take advantage of faster broadband speeds in addition to replacing end-of-life network switches. The proposed 2021 budget includes funds for AV equipment in three libraries (\$123,000), new library furniture and fixtures for library refreshes (\$421,500) and network switches/cabling for Wi-Fi AP upgrade (\$163,000).

Maintenance and Repairs - \$1,500,700

The 2021 budget proposal for this category is \$1,500,700, a \$100,500 increase from the 2020 budget. This category of expense includes the cost of keeping our vehicle fleet, community library buildings, service center, and grounds in good operating condition. This includes building maintenance (\$1,028,500) with \$600,000 for library refresh projects and office adjustments (\$30,000) for work area moves, adds & changes (COVID related).

Software & Licensing Fees - \$1,471,900

Software and licensing fees have increased \$80,000 (5.7%) from the 2020 budget to \$1,471,900 in 2021. Included in this line are BiblioWeb & BiblioCore (\$190,000), Microsoft agreement (\$50,000) and filtering for customer take home laptops (\$25,000).

Communications - \$831,300

The proposed communications budget is \$831,300, a \$231,000 (38.5%) increase from last year's budget. The *Communications* budget includes funding for cell phone, telephone, and internet service. The proposed budget includes an increase in cell phone service funding of \$244,000 as part of a program to increase customer online access through mobile hotspots.

Office & Operating Supplies - \$834,500

General operating supplies are budgeted at \$834,500 for 2021, which is a \$97,400 (13.2%) increase from the 2020 budget. This category consists of office supplies, copier and printer paper, toner, and postage. The increase includes funds for PPE & building supplies used system-wide (COVID related), copier/printer paper for the continuation of paper bag contact-free supplies, and an increase in paper costs for remote printing.

Utilities - \$540,300

The proposed budget is \$540,300, a \$21,600 (4.2%) increase from the 2020 budget. Key components of this budget line item includes electricity, natural gas, water, sewer, recycling, waste disposal, and other utility fees and service. This increase mainly comes from increased rates/costs for recycling services and water & sewer.

Rentals & Leases - \$478,400

The proposed budget is \$478,400, an increase of \$78,300 (19.6%) compared to the 2020 budget. The proposed amount includes funds contributing to the leases at both the Lakewood/Smokey Point (\$90,000) and Mariner (\$90,000) libraries. This line item also includes an increase of \$74,300 for the new multi-function printer leases.

Insurance - \$186,600

The proposed *Insurance* budget for 2021 is \$186,600. This is a \$13,100 (7.6%) increase from the 2020 budget. This insurance increase is due to the increasing value of insured buildings, contents, and vehicle replacements.

Employee Training - \$250,000

The proposed employee training budget for 2021 is \$250,000, a \$50,000 decrease from last year's budget. It is anticipated that staff will attend more virtual conferences thereby reducing business travel expense. The 2021 training budget includes \$67,000 for SILCON 2021.

Strategic and Development Initiatives - \$800,500

The proposed *Strategic and Development Initiatives* budget for 2021 remains unchanged from the 2020 budget. These funds are available to support innovation, non-budgeted pilot projects, and strategic plan development and implementation.

Miscellaneous - \$617,400

Miscellaneous expenses are budgeted at \$617,400, a \$64,300 decrease from the 2020 budget. The proposed budget includes funds for advertising (\$195,500) to support paid ads and messaging placement to promote library use and location-based promotional engagement, and other funding to support library programming and virtual group/community meetings in lieu of in-person meetings.

Capital Outlays - \$380,000

Total capital requested in the 2021 proposed budget is \$380,000 or 0.7% of total budgeted expenditures. This is a decrease from the 2020 budget and includes:

- Covered entry, arbor & roofed section; ramped walkways – \$225,000
- New back loading ramp & side railing – \$18,000
- Various lighting projects - \$125,000

Ending Cash - \$9,500,000

Ending cash is the target amount of cash funded in 2021 for the beginning of 2022 (\$9.5 million). This is an increase of \$250,000. This cash target aligns with funds required to cover projected expenditures during the 4-month period preceding receipt of first-half property taxes.

**Sno-Isle Libraries
2021 Proposed Budget**

	2020		September		Oct	
	Adopted		Preliminary		2021	
					Proposed	
Use of Funds:						
Operations						
Salaries and Benefits	37,595,500	66.6%	39,304,600	65.2%	38,684,500	67.1%
New Materials	7,000,000	12.4%	7,000,000	11.6%	7,000,000	12.1%
Professional & Contract Services	3,087,700	5.5%	3,278,400	5.4%	3,213,400	5.6%
Equipment & Furnishings	1,141,400	2.0%	1,777,500	2.9%	844,700	1.5%
Maintenance & Repairs	1,400,200	2.5%	1,922,700	3.2%	1,500,700	2.6%
Software & Licensing Fees	1,391,900	2.5%	1,643,400	2.7%	1,471,900	2.6%
Communications	600,300	1.1%	831,300	1.4%	831,300	1.4%
Office & Operating Supplies	737,100	1.3%	884,375	1.5%	834,500	1.4%
Utilities	518,700	0.9%	535,200	0.9%	540,300	0.9%
Rentals & Leases	400,100	0.7%	471,400	0.8%	478,400	0.8%
Insurance	173,500	0.3%	186,542	0.3%	186,600	0.3%
Training	300,000	0.5%	306,685	0.5%	250,000	0.4%
Strategic & Development Initiatives	800,500	1.4%	800,500	1.3%	800,500	1.4%
Miscellaneous	681,700	1.2%	639,060	1.1%	617,400	1.1%
Subtotal Operations	55,828,600	98.9%	59,581,662	98.8%	57,254,200	99.3%
Capital Outlay						
Buildings & Improvements	457,000	0.8%	593,000	1.0%	380,000	0.7%
Equipment & Furnishings	50,000	0.1%	-	0.0%	-	0.0%
Vehicles	96,000	0.2%	140,000	0.2%	-	0.0%
Subtotal Capital Outlay	603,000	1.1%	733,000	1.2%	380,000	0.7%
Total Operations	56,431,600	100%	60,314,662	100%	57,634,200	100%
Transfer To Reserves & Ending Cash						
Levy Rate Stabilization	2,051,850		1,764,338		4,779,800	
Vacation & Sick Pay Liability	-		-		200,000	
Emergency Reserve	1,615,000		-		-	
Equipment Reserve [Technology Refresh]	300,000		-		300,000	
Building Reserve	1,000,000		-		-	
Ending Cash	9,250,000		9,500,000		9,500,000	
Total Transfer To Reserves and Ending Cash	14,216,850		11,264,338		14,779,800	
Total Operations, Reserves, and Ending Cash	70,648,450		71,579,000		72,414,000	
Summary						
Total Revenue plus Reserves & Beg. Cash	70,648,450		71,579,000		72,414,000	
Total Operations, Reserves, and End. Cash	70,648,450		71,579,000		72,414,000	
Operations Plus Changes in Reserves & Cash	-		-		-	



R e s e r v e s

2021 Reserves

The 2020 year end reserve fund is budgeted at \$29,461,134, with \$10,073,116 of this amount being in the *Levy Rate Stabilization Reserve*. This includes the 2020 budgeted reserve transfer which was recorded in September this year.

The proposed budget includes an allocation of \$4,779,800 to the Levy Rate Stabilization Reserve to ensure stable funding for future years, a second allocation of \$300,000 to the *Equipment Reserve* to support future technology lifecycle replacement consistent with a 4-year lifecycle strategy, and a \$200,000 to the *Vacation & Sick Pay Liability Reserve*.

In accordance with Board policy regarding reserve balance sufficiency, the *Vacation & Sick Pay Liability Reserve* would fall short of meeting 2021 reserve sufficiency requirements without a \$200,000 increase. Due to Covid-19 impacts, staff have generally not used much vacation during this summer resulting in a substantial increase in the Libraries' vacation pay liability this year.

Fund Balances & Sufficiency

The establishment and maintenance of reserve funds are critical elements of fiscal planning. Recognizing the importance of setting policy to guide and direct the administration of financial resources, the Board of Trustees adopted a Financial Reserve Policy which requires a review of the reserves balances and their sufficiency to meet policy targets and objectives. All reserve balances supporting the 2021 proposed budget achieve sufficiency standards as shown in the following table.

Fund	Projected Balances 12/31/21	Policy Target / Objective	2021 Sufficiency
Emergency	\$10,000,000	60-90 Days of operating expenditures excluding <i>Materials</i> .	72.1 Days
Medical Self-Insurance	\$850,000	At least 16 weeks of program expenses	16.1 weeks
Unemployment Compensation	\$40,000	Board discretion	n/a
Levy Rate Stabilization	\$14,852,916	Board discretion	n/a
Vacation & Sick Pay Liability	\$1,600,000	At least 60% of the year-end estimated vacation and sick leave liability.	64%
Building	\$3,500,000	Board discretion	n/a
Equipment [Technology Refresh]	\$1,700,000	Board discretion	n/a
Land Acquisition	\$2,198,018	Board discretion	n/a

Sno-Isle Libraries
2021 Proposed Budget
General Reserve Fund Balances

	Actual	Budget	Forecast	Proposed	Proposed
	Fund Balance	2020	Fund Balance	2021	Fund Balance
<u>Unrestricted Reserves</u>	<u>12/31/2019</u>	<u>Activity</u>	<u>12/31/2020</u>	<u>Activity</u>	<u>12/31/2021</u>
Emergency	8,385,000	1,615,000	10,000,000		10,000,000
Self-Insurance	850,000		850,000		850,000
Unemployment Compensation	40,000		40,000		40,000
Levy Rate Stabilization	8,021,266	2,051,850	10,073,116	4,779,800	14,852,916
Vacation & Sick Pay Liability	1,400,000		1,400,000	200,000	1,600,000
Building	2,500,000	1,000,000	3,500,000		3,500,000
Equipment [Technology Refresh]	1,100,000	300,000	1,400,000	300,000	1,700,000
Land Acquisition	2,198,018		2,198,018		2,198,018
Total General Reserve Funds	24,494,284	4,966,850	29,461,134	5,279,800	34,740,934



B u d g e t S u m m a r y S t a t e m e n t s

Sno-Isle Libraries 2021 Proposed Budget

	2020 Adopted			Oct 2021 Proposed	
Source of Funds:					
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			61,450,000	
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%	98.5%	62,000,000	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%	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%	1.4%	900,000	1.4%
Total Revenue	61,648,450	100%	100%	62,914,000	100%
Total Revenue plus Reserves and Beg. Cash	70,648,450			72,414,000	

Sno-Isle Libraries 2021 Proposed Budget

	2020		Oct 2021	
	Adopted		Proposed	
Use of Funds:				
Operations				
Salaries and Benefits	37,595,500	66.6%	38,684,500	67.1%
New Materials	7,000,000	12.4%	7,000,000	12.1%
Professional & Contract Services	3,087,700	5.5%	3,213,400	5.6%
Equipment & Furnishings	1,141,400	2.0%	844,700	1.5%
Maintenance & Repairs	1,400,200	2.5%	1,500,700	2.6%
Software & Licensing Fees	1,391,900	2.5%	1,471,900	2.6%
Communications	600,300	1.1%	831,300	1.4%
Office & Operating Supplies	737,100	1.3%	834,500	1.4%
Utilities	518,700	0.9%	540,300	0.9%
Rentals & Leases	400,100	0.7%	478,400	0.8%
Insurance	173,500	0.3%	186,600	0.3%
Training	300,000	0.5%	250,000	0.4%
Strategic & Development Initiatives	800,500	1.4%	800,500	1.4%
Miscellaneous	681,700	1.2%	617,400	1.1%
Subtotal Operations	55,828,600	98.9%	57,254,200	99.3%
Capital Outlay				
Buildings & Improvements	457,000	0.8%	380,000	0.7%
Equipment & Furnishings	50,000	0.1%	-	0.0%
Vehicles	96,000	0.2%	-	0.0%
Subtotal Capital Outlay	603,000	1.1%	380,000	0.7%
Total Operations	56,431,600	100%	57,634,200	100%
Transfer To Reserves & Ending Cash				
Levy Rate Stabilization	2,051,850		4,779,800	
Vacation & Sick Pay Liability	-		200,000	
Emergency Reserve	1,615,000		-	
Equipment Reserve [Technology Refresh]	300,000		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		14,779,800	
Total Operations, Reserves, and Ending Cash	70,648,450		72,414,000	
Summary				
	2020		2021	
Total Revenue plus Reserves & Beg. Cash	70,648,450		72,414,000	
Total Operations, Reserves, and End. Cash	70,648,450		72,414,000	
Operations Plus Changes in Reserves & Cash	-		-	

DRAFT
RESOLUTION 20-02 of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE BOARD OF TRUSTEES OF SNO-ISLE INTERCOUNTY
RURAL LIBRARY DISTRICT ON THE SUBJECT OF INCREASING PROPERTY TAX LEVY LIMIT
FACTOR.

WHEREAS, Sno-Isle Libraries serves a district population greater than 10,000 and is subject to a statutory levy growth limit of 101% or 100% plus the rate of annual inflation, whichever is less (RCW84.55.120); and,

WHEREAS, the Bureau of Economic Analysis' published implicit price deflator (IPD) for personal consumption expenditures for the fiscal period ending September 30, 2020 indicates an annual rate of inflation of 0.602%; and,

WHEREAS, with the passage of a resolution, the Board of Trustees may increase the levy rate above the annual rate of inflation up to the 101 % levy growth limit based on substantial need; and,

WHEREAS, the Board of Trustees, in the course of considering the budget for 2021, has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, the Board of Trustees has determined that due to its commitment to the public to ensure long-term funding in support of the District's strategic goals and in keeping with the District's commitment to the public to not return for a levy lid-lift ballot measure for at least six years, there is a substantial need to increase the regular property tax limit factor above the rate of inflation; and

WHEREAS, a majority plus one of the Board of Trustees must approve a resolution to increase the regular property tax limit factor above the rate of inflation;

NOW, THEREFORE, the Board of Trustees of Sno-Isle Libraries hereby resolves that the limit factor for the regular levy for the calendar year 2021 shall be 101 % of the highest amount of regular property taxes that could have been lawfully levied in the District in any year since 1985.

Passed in regular session this __ day of November, 2020.

The Board of Trustees hereby certifies that the foregoing resolution was adopted at a meeting held on the 23rd day of November, 2020 pursuant to notice given as required by law at which ____ members of the Board were present and which a majority voted in favor of said resolution there being votes in favor, ____ votes against and ____ votes abstaining.

Sno-Isle Libraries
Board of Trustees

President

Secretary

Memo

Decommissioning of Vehicles

Sno-Isle Libraries Capital Asset Policy requires Board approval for the disposition of all capital assets prior to the asset being removed from inventory.

We are requesting the Board's approval to surplus the following vehicles:

- 1) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1267156
 - Surpassed its useful life expectancy in mileage, 150K.
- 2) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1125342
 - Surpassed its useful life expectancy in mileage, 150K.

Recommended motion:

I move the Sno-Isle Libraries Board of Trustees declares the following vehicles be declared as surplus and authorize the disposal of these vehicles in a commercially reasonable and economically responsible manner:

- 1) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1267156
- 2) 2000 Chevrolet Express Van - VIN # 1GCHG35R8Y1125342

Sno-Isle Libraries Board of Trustees

Meeting Schedule 2021

DRAFT

Date	Time	Location	Library host
Thursday, January 7	12:00 P.M.	Zoom webinar	NA
Monday, January 25	5:00 P.M.	Zoom webinar	Arlington
Monday, February 22	5:00 P.M.	Zoom webinar	Brier
Monday, March 22	5:00 P.M.	Zoom webinar	Clinton
Monday, April 26	5:00 P.M.	Zoom webinar	Darrington
Monday, May 24	5:00 P.M.	Zoom webinar	Lake Stevens
Monday, June 28	5:00 P.M.	Zoom webinar	Langley
Monday, July 26	5:00 P.M.	Zoom webinar	Lynnwood
Monday, September 20	5:00 P.M.	Zoom webinar	Mill Creek
Monday, October 25	5:00 P.M.	Zoom webinar	Oak Harbor
Monday, November 29	5:00 P.M.	Zoom webinar	Stanwood

Conferences

- ALA Midwinter Meeting, Virtual: January 22-26, 2021
- ALA Annual Conference, Chicago, IL: June 24-29, 2021
- WLA Conference, Bellevue, WA: September 30-October 2, 2021

Additional Events – dates/locations to be determined

- Board Retreat
- Board to Board event
- Board and Friends Forum
- SILCON 2021 – Staff Day
- Employee Recognition Event

BOARD OF TRUSTEES 2020 WORK PLAN

	Jan 6 SRV	Feb 24 SRV	Mar Cancelled	Apr 27 Online	May 18 Online
Budget	Monthly review	Monthly review		Monthly review	Monthly review
	Approve levy	Budget carryover		Current and projected impact of COVID-19	Current and projected impact of COVID-19
		2020 budget allocation			
Business	Elect officers	Employee award selection		Board of Trustees Bylaws	Review onboarding manual
Policies	Facility Ownership	Site Selection and Acquisition		Meeting Room Use	
				Friends of the Library	
				Customer Use of Libraries	
Committees					
	Strategic Planning/Finance	Strategic Planning/Finance			
				System Services	
Other meetings		Annual retreat			

BOARD OF TRUSTEES 2020 WORK PLAN

	Jun 22	Jul 27	Sep 21	Oct 26	Nov 30
Budget	Monthly review	Monthly review	Monthly review	Monthly review	Monthly review
		2021 budget goals	2021 preliminary budget review	2021 budget public hearing	2021 budget public hearing
					Approval of 2021 budget
Business	Appoint Trustee Nominating Committee				Executive Director review and 2021 contract
	Mid-year review of 2020 Strategic Work plans				2021 Strategic work plan
Policies	Donation	Equity	Donation		
	Strategic Investment Partnerships	Human Resources	Site Selection		
	Volunteers	Collection Development			
		Confidentiality/Privacy			
		Library cards/lending			
		Vulnerable Child			
Committees		Executive	Executive	Executive	Executive
	Strategic Planning/Finance	System Services	Strategic Planning/Finance		
			Nominating	Nominating	
Other meetings		Budget planning			

BOARD OF TRUSTEES

2021 WORK PLAN – PROPOSED

Date Host Library	Jan 28 Arlington	Feb 22 Brier	Mar 22 Clinton	Apr 26 Darrington	May 24 Lake Stevens
Budget	Monthly review	Monthly review	Monthly review	Monthly review	Monthly review
	Approve levy (Jan 7)	Budget carryover			
Business	Elect officers	Employee award selection			
Policies					
Committees		Executive			
Other meetings		Annual retreat (TBD)			

BOARD OF TRUSTEES

2021 WORK PLAN – PROPOSED

Date Host Library	Jun 28 Langley	Jul 26 Lynnwood	Sep 20	Oct 25	Nov 29
Budget	Monthly review	Monthly review	Monthly review	Monthly review	Monthly review
		2022 budget goals	2022 preliminary budget review	2022 budget public hearing	2022 budget public hearing
					Approval of 2022 budget
Business	Appoint Trustee Nominating Committee				Executive Director review and 2022 contract
	Mid-year review of 2021 Strategic Work plans				2022 Strategic work plan
Policies					
Committees		Executive	Executive	Executive	Executive
			Strategic Planning and Finance		
			Nominating	Nominating	
Other meetings					