

# Sno-Isle Libraries

## Board of Trustees

**November 30, 2020, 5:00 p.m.**

Zoom webinar link: <https://us02web.zoom.us/j/86742568401>

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

Webinar ID: 867 4256 8401

### Meeting Agenda

- 1) **Call to Order**
- 2) **\*Approval of Agenda**
- 3) **Introduction and Recognition of Guests**
- 4) **\*Consent Agenda Items**
  - a) Approval of October 26, 2020 regular meeting minutes;
  - b) Approval of October 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### **October 2020**

Direct Deposits and Employee Deductions	\$2,115, 516.37
Vendor Checks 70616, 70621, 70700 and 70750 through 70758, Plus Electronic Fund Transfers	\$743, 872.20
<b>Total Payroll and Benefits</b>	<b>\$2,859,388.57</b>
Accounts Payable Checks 70478 through 70758 less checks listed above, plus Electronic Transfers	\$1,246,944.92
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$4,106,333.49</b>

- 5) **Public Comment**
- 6) **Communications to the Board**
- 7) **Executive Director's Report**
  - a) Executive Director's report
  - b) Strategic Goals update
  - c) Declaration of Emergency [Attachment 1](#)
- 8) **Unfinished Business**
  - a) \*Resolution 20-02 [Attachment 2-3](#)
  - b) Public hearing on the 2020 Proposed Budget
  - c) \*2021 Proposed Budget [Attachment 4](#)
  - d) \*Proposed 2021 Board meeting schedule [Attachment 5](#)
- 9) **New Business**
  - a) \*Resolution 20-03 [Attachment 6](#)
- 10) **President, Trustee Committees, and Foundation Representative Reports (as needed)**
  - a) President's Report / Executive Committee – President Munguia
  - b) Board Development / Administration Committee – Chair Smith
  - c) Strategic Planning / Finance Committee – Chair Anamosa
  - d) Nominating Committee – Chair Ryan
  - e) Foundation Board Representative – Trustee Olson
- 11) **Announcements and Comments**
- 12) **Executive Session**
- 13) **\*Executive Director Contract**
- 14) **\*Adjournment**

#### **Board of Trustees**

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

#### **Executive Director**

Lois Langer Thompson

**SNO-ISLE LIBRARIES**

# Sno-Isle Libraries

## Board of Trustees

Monday, October 26, 2020

Meeting Minutes

Zoom virtual meeting

### Call to Order

President Martin Munguia called the meeting to order at 5:00 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, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Ken Harvey, Susan Hempstead, Alisha Hendren, Jim Hills, Tricia Lee, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

### Introduction and Recognition of Guests

Jennifer DePrey

### Approval of Agenda

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

### Consent Agenda Items

Trustee Kostick moved to approve the Consent Agenda as presented.

- 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
<b>Total Payroll and Benefits</b>	<b>\$2,928,449.97</b>
Accounts Payable Checks 70209 through 70477 less checks listed above, plus Electronic Transfers	\$1,023,826.24
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,952,276.21</b>

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

### Public Comment

The Board welcomed Whidbey Island resident Jennifer DePrey. Jennifer was one of three candidates interviewed for the upcoming trustee vacancy and recommended for appointment.

### Communications to the Board

President Munguia informed the Board of a recent customer email in which the customer shared their concerns regarding the Library's collection and programing. The Board directed staff to respond to the customer and provide an update to the Board.

### Executive Director's Report

#### TEDxSnoIsleLibraries Report

Communications Director Ken Harvey presented the Board with a summary of the TEDxSnoIsleLibraries

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#### Executive Director

Lois Langer Thompson

**SNO-ISLE LIBRARIES**

2020 event outcomes. Due to the COVID-19 pandemic, the event was shifted from a single day event to an online platform held between July and September 2020.

The Board thanked the TEDxSnoIsleLibraries 2020 Organizer Team for their ingenuity in shifting the event to an online platform.

### **Declaration of Emergency**

Executive Director Thompson reported on the declaration of emergency memo in the October board packet.

There was one emergency declaration 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, Director of Public Services 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: EN-17122 Bud Barton Glass \$949.44

### **Other Updates**

Executive Director Thompson highlighted the following information from the Executive Director's report:

#### Community Events / Board Meetings

- Three staff members graduated from Leadership Snohomish County's Racial Equity Cohort.
- Three Leadership Team members recently visited all 23 libraries.

#### National / Local Presentations

Executive Director Thompson took part in the following presentations:

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

#### HR Report

Executive Director Thompson reminded the Board of Communications Director Harvey's retirement on October 30, 2020.

In support of increased use of library services, Human Resources Department has returned to the standard hiring strategy with a focus on staff for community libraries.

#### Lake Stevens Library Update

District Manager Chy Ross provided the Board with an update on the Lake Stevens Civic Center Campus.

Sno-Isle Libraries is currently working in partnership with the City of Lake Stevens and the Lake Stevens Sewer District, in an exploratory process to examine the possibility of developing a Civic Center Campus. The campus would include a City Hall, Sewer District Offices, and a new Lake Stevens Library.

#### Washington State's Library Capital Improvement Program

District Manager Ross provided the Board with an update on the Washington State's *Library Capital Improvement Program*.

In June, Sno-Isle Libraries submitted five grant applications to the Program. Two libraries were 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.

Project funding is not approved until authorized by the legislature.

## Unfinished Business

### Public Hearing on the 2021 Proposed Budget.

At 5:50 p.m., President Munguia opened the public hearing on the Sno-Isle Libraries 2021 Proposed Budget, as required by state law.

There being no public comment, President Munguia closed the hearing at 5:51 p.m.

### 2021 Proposed Budget

Assistant Director of Administrative Services Alisha Hendren, Administrative Services Director Gary Sitzman, and Accounting Manager Nicole Wehl presented the Board with the updated proposed 2021 operating budget.

The second of two required public hearings on the 2021 proposed budget will take place at the November 30, 2020 Board Meeting.

## New Business

### Resolution 20-02

Administrative Services Director Sitzman presented a draft of Resolution 20-02: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing property tax levy limit factor.

President Munguia requested clarifying phrasing to the following sentence: *“there is a substantial need for the regular property tax limit factor to increase above the rate of inflation.”*

Staff will present an updated draft at the November Board Meeting. The Board is scheduled to take action on Resolution 20-02 at the November Board meeting.

### Decommissioning of Vehicles

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees declare the following vehicles 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

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

### Proposed 2021 Board Meeting Schedule

President Munguia presented the proposed 2021 Board meeting schedule.

In response to the Governor’s declarations and proclamations regarding the ongoing COVID-19 pandemic, President Munguia noted the Executive Committee’s decision to hold 2021’s Board meetings virtually for the entirety 2021. Each Board meeting will be virtually hosted by a community library and will include updates on the library and community.

Sno-Isle Libraries continues to monitor the Governor’s direction. The decision to hold virtual meetings is subject to change.

The Board is scheduled to take action on the proposed schedule at the November Board meeting.

### **Board Nominating Committee Appointment**

President Munguia appointed Trustees Ryan and Tessandore to serve on the Board Nominating Committee. Trustee Ryan will serve as chair of the Committee.

The Board Nominating Committee will present their nominations for the 2021 slate of officers at the November Board meeting.

### **President, Trustee Committees, and Foundation Representative Reports**

#### **President's Report**

President Munguia presented the proposed 2021 Board meeting schedule. The Board is scheduled to take action on the proposed 2021 Board meeting schedule at the November Board meeting.

#### **Trustee Selection Committee**

Trustee Smith provided an update on the new trustee recruitment process. Interviews were held in October, and the Committee selected Jennifer DePrey to fill the vacancy, which will be left by Trustee Anamosa's departure.

The Committee has sent their formal recommendation to the Island County Board of Commissioners. If approved by the Board of Commissioners, a concurrence request will be sent to the Snohomish County Council.

#### **Foundation Board Representative**

Trustee Olson reported that the Foundation Board welcomed a new member to the Foundation Board.

Board development continues to be a priority of the Foundation Board with an emphasis on community members from Snohomish County.

Trustee Olson noted this year's Trudy Sundberg lecture, *An Afternoon with Dr. Robert Williams*, was a success. The sold out event was held virtually and attended by over 1,000 attendees.

### **Announcements and Comments**

President Munguia acknowledged the retirement of Communications Director Harvey. The Board thanked Ken for his contributions to the organization and to the communities that Sno-Isle Libraries serves.

### **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, November 30, 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.

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President

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Secretary

**Sno-Isle Libraries**  
**October 2020 Payroll and October 2020 Vouchers**

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<b>Direct Deposits, Employee Deductions</b>	<b>\$ 2,115,516.37</b>
<b>Vendor Checks 70616, 70621, 70700 and 70750 through 70758, Plus</b>	
<b>Electronic Fund Transfers</b>	<b>\$ 743,872.20</b>
<b>Total Payroll and Benefits</b>	<b>\$ 2,859,388.57</b>

<b>Accounts Payable Checks 70478 through 70758 less</b>	
<b>checks listed above, plus Electronic Transfers</b>	<b>\$ 1,246,944.92</b>
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$ 4,106,333.49 *</b>

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 November 30, 2020.



Administrative Services Director

11/13/2020

Date

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

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

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**October 2020 Payroll**

Employee Pay - Direct Deposit	\$	1,510,445.55	
Plus: Employee Deductions	\$	605,070.82	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,115,516.37</b>

Vendor Checks 70616, 70621, 70700 and 70750 through 70758	\$	161,712.16 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	183,014.35	
Electronic Funds Transfer - Empower - 457 Plan	\$	15,953.16	
Electronic Funds Transfer - ICMA - 457 Plan	\$	41,793.29	
Electronic Funds Transfer - PERS - Retirement Plan	\$	384,012.04	
Electronic Funds Transfer - Navia - FSA	\$	9,860.36	
Electronic Funds Transfer - Navia - HRA/MRA	\$	5,497.47	
Electronic Funds Transfer - Premera - Medical	\$	194,314.97	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(252,742.44)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 743,872.20</b>
<b>Total Payroll and Benefits</b>			<b>\$ 2,859,388.57</b>

**October 2020 Accounts Payable**

Checks 70478 through 70758 less checks listed above	\$	1,245,421.07 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,523.85	
<b>Sub-Total Accounts Payable</b>			<b>\$ 1,246,944.92</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 4,106,333.49</b>

**Adjustments**

Overage/Shortage/NSF Checks	\$	(8.25)	
Paycom Direct Service Fee	\$	15,992.91	
Refunds and Credits	\$	597.24	
Refund Interest	\$	0.13	
Bank Service Charge	\$	190.70	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,043.83	
<b>Total Adjustments</b>			<b>\$ 17,816.56</b>
<b>October 2020 Total Expenditures</b>			<b>\$ 4,124,150.05 ***</b>

* Benefit invoices paid through Accounts Payable Checks	\$	161,712.16	
** Regular invoices paid through Accounts Payable Checks	\$	1,245,421.07	
<b>Total Accounts Payable Check Payments</b>	\$	<u>1,407,133.23</u>	

\*\*\* Equals Expenditure Summary Total



**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/27/2020	65521	WLA - Void/Submitted via EFT as unclaimed property	(285.00)
10/22/2020	67724	Secure by Design Inc - Void/Reissue on 70677 Olivia Waite - Void/Submitted via EFT as unclaimed property	(3,084.00)
10/27/2020	68059	Cortes, Marco - Void/Program Cancelled	(50.00)
10/22/2020	68862	Tames Alan - Void/Program Cancelled	(300.00)
10/22/2020	69007	Air Care System	(450.00)
10/8/2020	70478	Amazon (530958)	4,687.06
10/8/2020	70479	Amazon (530958)	3,482.53
10/8/2020	70480	Amazon (530958)	2,403.99
10/8/2020	70481	Remit Overrun	0.00
10/8/2020	70482	Remit Overrun	0.00
10/8/2020	70483	Baker & Taylor Books (277930)	71,991.85
10/8/2020	70484	Camano Commons	1,000.00
10/8/2020	70485	City of Langley	398.98
10/8/2020	70486	City of Lynnwood	802.30
10/8/2020	70487	Consolidated Technology Services	1,211.88
10/8/2020	70488	Dae Won LLC	7,564.71
10/8/2020	70489	Daily Journal of Commerce	62.40
10/8/2020	70490	Demco Inc (8048)	911.03
10/8/2020	70491	Edmonds Chamber of Commerce	416.00
10/8/2020	70492	Engineered Products	1,629.27
10/8/2020	70493	Gale/Cengage Learning	855.72
10/8/2020	70494	H&E Equipment Services	1,586.78
10/8/2020	70495	Hillis Clark Martin & Peterson	28.00
10/8/2020	70496	HP Inc	26.62
10/8/2020	70497	Ingram Library Services	4,590.65
10/8/2020	70498	Kanopy, Inc.	6,477.00
10/8/2020	70499	Langley Chamber of Commerce	199.00
10/8/2020	70500	Lemay Mobile Shredding	88.00
10/8/2020	70501	Remit Overrun	0.00
10/8/2020	70502	Midwest Tape	26,406.12
10/8/2020	70503	OCLC Inc (34299)	5,144.28
10/8/2020	70504	Remit Overrun	0.00
10/8/2020	70505	Office Depot, INC	2,044.32
10/8/2020	70506	Remit Overrun	0.00
10/8/2020	70507	Remit Overrun	0.00
10/8/2020	70508	Remit Overrun	0.00



**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/8/2020	70509	Remit Overrun	0.00
10/8/2020	70510	Remit Overrun	0.00
10/8/2020	70511	Remit Overrun	0.00
10/8/2020	70512	Remit Overrun	0.00
10/8/2020	70513	Remit Overrun	0.00
10/8/2020	70514	Remit Overrun	0.00
10/8/2020	70515	Remit Overrun	0.00
10/8/2020	70516	Remit Overrun	0.00
10/8/2020	70517	Remit Overrun	0.00
10/8/2020	70518	Overdrive Inc	173,593.16
10/8/2020	70519	Paper Roll Products	1,156.24
10/8/2020	70520	PetroCard Systems Inc	1,008.03
10/8/2020	70521	Petty Cash	560.43
10/8/2020	70522	Philip Klein	3,500.00
10/8/2020	70523	Pluralsight, LLC	9,126.00
10/8/2020	70524	PUD No 1 of Snohomish County	8,426.14
10/8/2020	70525	Puget Sound Energy	602.19
10/8/2020	70526	Ricoh USA Inc - 31001	1,907.50
10/8/2020	70527	Ricoh USA Inc - 650073	21,766.84
10/8/2020	70528	Shred-it	616.35
10/8/2020	70529	Silver Kite Community Arts	2,100.00
10/8/2020	70530	Sno-Isle Refund Account	235.63
10/8/2020	70531	Snohomish Co Finance	66.00
10/8/2020	70532	T Mobile	1,480.00
10/8/2020	70533	Tableau Software, Inc.	1,763.62
10/8/2020	70534	Terminix	779.78
10/8/2020	70535	Thompson, Lois Langer	142.22
10/8/2020	70536	Timeless Design	6,047.16
10/8/2020	70537	Tsai Fong Books Inc	22.55
10/8/2020	70538	U.S. Bank	470.00
10/8/2020	70539	Uline	437.55
10/8/2020	70540	Walter E Nelson Co of Western WA	806.31
10/8/2020	70541	Washington State Ferries	464.10
10/8/2020	70542	WCP Solutions	3,172.16
10/8/2020	70543	Ziply Fiber	9,415.49
10/15/2020	70544	Shannon Horroks	75.00
10/15/2020	70545	Air Care System	4,984.51
10/15/2020	70546	Allied Universal	19,270.90

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/15/2020	70547	Awards of Praise	50.51
10/15/2020	70548	Remit Overrun	0.00
10/15/2020	70549	Remit Overrun	0.00
10/15/2020	70550	Remit Overrun	0.00
10/15/2020	70551	Remit Overrun	0.00
10/15/2020	70552	Baker & Taylor Books (277930)	81,569.11
10/15/2020	70553	Bank of America (2143)	7,325.63
10/15/2020	70554	Baus Systems LLC	767.36
10/15/2020	70555	Beacon Publishing Inc	637.50
10/15/2020	70556	Cascade Natural Gas	13.00
10/15/2020	70557	Cedar Grove Organics Recycling LLC	275.10
10/15/2020	70558	Center Point Large Print	702.90
10/15/2020	70559	City of Granite Falls	118.13
10/15/2020	70560	City of Snohomish	3,326.18
10/15/2020	70561	Crystal Springs	101.60
10/15/2020	70562	E - Rate Expertise Inc	2,175.00
10/15/2020	70563	EBSCO	1,047.50
10/15/2020	70564	Flashpoint Cinema LLC	5,078.00
10/15/2020	70565	Freeland Water Dist	217.80
10/15/2020	70566	Gale/Cengage Learning	572.47
10/15/2020	70567	Remit Overrun	0.00
10/15/2020	70568	Ingram Library Services	11,764.14
10/15/2020	70569	Lemay Mobile Shredding	172.04
10/15/2020	70570	Les Schwab - Marysville	1,081.57
10/15/2020	70571	Lewin Education and Consulting	1,375.00
10/15/2020	70572	Magna5 LLC	187.26
10/15/2020	70573	Remit Overrun	0.00
10/15/2020	70574	Midwest Tape	12,738.43
10/15/2020	70575	Office Depot, INC	985.54
10/15/2020	70576	Remit Overrun	0.00
10/15/2020	70577	Remit Overrun	0.00
10/15/2020	70578	Remit Overrun	0.00
10/15/2020	70579	Remit Overrun	0.00
10/15/2020	70580	Remit Overrun	0.00
10/15/2020	70581	Remit Overrun	0.00
10/15/2020	70582	Remit Overrun	0.00
10/15/2020	70583	Remit Overrun	0.00
10/15/2020	70584	Remit Overrun	0.00

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/15/2020	70585	Remit Overrun	0.00
10/15/2020	70586	Remit Overrun	0.00
10/15/2020	70587	Remit Overrun	0.00
10/15/2020	70588	Overdrive Inc	56,456.64
10/15/2020	70589	Prime Self Storage	814.00
10/15/2020	70590	Proquest LLC (6216)	24,003.71
10/15/2020	70591	PUD No 1 of Snohomish County	1,592.16
10/15/2020	70592	Puget Sound Energy	1,243.62
10/15/2020	70593	Puget Sound Mobile Detail	228.90
10/15/2020	70594	Ricoh USA Inc - 31001	463.94
10/15/2020	70595	Ricoh USA Inc - 650073	21,766.84
10/15/2020	70596	Roy Robinson	57.60
10/15/2020	70597	Salish Networks	1,210.98
10/15/2020	70598	Seattle Times	4,000.00
10/15/2020	70599	Silver Lake Water & Sewer	80.30
10/15/2020	70600	Sound Maintenance Services, Inc	44,757.47
10/15/2020	70601	Sound Publishing	33.60
10/15/2020	70602	Stanwood/Camano News	377.67
10/15/2020	70603	State Auditor's Office	1,638.50
10/15/2020	70604	Terminix	298.47
10/15/2020	70605	Timeless Design	10,636.85
10/15/2020	70606	Verizon Wireless (660108)	11,361.40
10/15/2020	70607	Walter E Nelson Co of Western WA	1,845.20
10/15/2020	70608	Washington State Ferries	412.30
10/15/2020	70609	Waste Management	1,934.04
10/15/2020	70610	Wave Business	15,498.91
10/15/2020	70611	WCP Solutions	500.31
10/15/2020	70612	Weston Woods Studios Inc	445.67
10/15/2020	70613	Whidbey Telecom	596.85
10/22/2020	70614	Hannah Krumheuer	279.00
10/22/2020	70615	4imprint Inc	829.18
10/22/2020	70616	Allied Universal	8,875.08
10/22/2020	70617	Remit Overrun	0.00
10/22/2020	70618	Baker & Taylor Books (277930)	32,362.86
10/22/2020	70619	Bank of America (3736)	1,203.33
10/22/2020	70620	Bank of America (4867)	17,498.59
10/22/2020	70621	Bank of America (9830)	2,372.43
10/22/2020	70622	Bibliotheca LLC	12,987.76

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/22/2020	70623	CDW Government Inc	595.47
10/22/2020	70624	City of Brier	138.78
10/22/2020	70625	City of Monroe	962.05
10/22/2020	70626	City of Sultan	150.65
10/22/2020	70627	Cobra Construction Company	24,068.15
10/22/2020	70628	Comcast	3,658.63
10/22/2020	70629	Costco Wholesale	60.00
10/22/2020	70630	Crystal Mt. Pure Drinking Water	9.22
10/22/2020	70631	Delta Connects	2,091.79
10/22/2020	70632	DEX MEDIA	113.50
10/22/2020	70633	Engaged Patrons	1,850.00
10/22/2020	70634	Flashpoint Cinema LLC	2,252.00
10/22/2020	70635	Gale/Cengage Learning	50,817.18
10/22/2020	70636	Glassdoor, Inc.	1,375.00
10/22/2020	70637	Grainger	96.08
10/22/2020	70638	HP Inc	5,450.00
10/22/2020	70639	Ingram Library Services	3,546.95
10/22/2020	70640	Iron Mountain	381.62
10/22/2020	70641	Island Disposal Inc	158.21
10/22/2020	70642	Mach Publishing Company, Inc.	195.50
10/22/2020	70643	Marysville Paint Inc	595.47
10/22/2020	70644	Microix	1,673.75
10/22/2020	70645	Remit Overrun	0.00
10/22/2020	70646	Remit Overrun	0.00
10/22/2020	70647	Midwest Tape	15,302.90
10/22/2020	70648	Mukilteo Water & Waste District	3,827.33
10/22/2020	70649	Multi-Cultural Books & Videos	439.29
10/22/2020	70650	Mystaire, Inc	5,391.00
10/22/2020	70651	North County Outlook	325.00
10/22/2020	70652	Office Depot, INC	1,206.83
10/22/2020	70653	Remit Overrun	0.00
10/22/2020	70654	Remit Overrun	0.00
10/22/2020	70655	Remit Overrun	0.00
10/22/2020	70656	Remit Overrun	0.00
10/22/2020	70657	Remit Overrun	0.00
10/22/2020	70658	Remit Overrun	0.00
10/22/2020	70659	Remit Overrun	0.00
10/22/2020	70660	Remit Overrun	0.00

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/22/2020	70661	Remit Overrun	0.00
10/22/2020	70662	Overdrive Inc	38,069.47
10/22/2020	70663	Pacific Copy & Printing	49.41
10/22/2020	70664	Pacific MRO	2,485.20
10/22/2020	70665	PetroCard Systems Inc	2,389.39
10/22/2020	70666	Platt Electric Supply	278.53
10/22/2020	70667	PUD No 1 of Snohomish County	872.24
10/22/2020	70668	Puget Sound Energy	874.49
10/22/2020	70669	Puget Sound Mobile Detail	65.40
10/22/2020	70670	Purple Communications, Inc	1,055.50
10/22/2020	70671	Quipu Group LLC	1,250.00
10/22/2020	70672	Republic Services 197	715.87
10/22/2020	70673	Ricoh USA Inc - 31001	2,230.22
10/22/2020	70674	Ricoh USA Inc - 650073	413.08
10/22/2020	70675	S-R Broadcasting Co Inc	840.00
10/22/2020	70676	Seahurst Electric	6,606.29
10/22/2020	70677	Secure by Design Inc	3,084.00
10/22/2020	70678	Silver Kite Community Arts	1,650.00
10/22/2020	70679	Smokey Point NW LLC	11,345.07
10/22/2020	70680	Sound Maintenance Services, Inc	385.75
10/22/2020	70681	Sound Publishing	3,603.12
10/22/2020	70682	State Auditor's Office	113.10
10/22/2020	70683	Terminix	354.58
10/22/2020	70684	Town of Coupeville	378.92
10/22/2020	70685	Uline	569.52
10/22/2020	70686	Visionary Office Furniture	932.57
10/22/2020	70687	Walter E Nelson Co of Western WA	710.19
10/29/2020	70688	Rickey Barnett	229.00
10/29/2020	70689	American Library Association	2,612.00
10/29/2020	70690	Association of Bookmobile & Outreach Services	69.00
10/29/2020	70691	Association of Washington Cities	125.00
10/29/2020	70692	Remit Overrun	0.00
10/29/2020	70693	Remit Overrun	0.00
10/29/2020	70694	Remit Overrun	0.00
10/29/2020	70695	Remit Overrun	0.00
10/29/2020	70696	Baker & Taylor Books (277930)	59,951.61
10/29/2020	70697	Baltic Networks	3,458.89
10/29/2020	70698	Bank of America (2175)	1,513.74

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/29/2020	70699	Bank of America (2945)	6,381.95
10/29/2020	70700	Bud Barton's Glass Co	4,678.82
10/29/2020	70701	Camano Commons	1,000.00
10/29/2020	70702	Cascade Natural Gas	13.00
10/29/2020	70703	CDW Government Inc	2,015.26
10/29/2020	70704	City of Marysville	2,100.68
10/29/2020	70705	Clinton Water Dist	71.51
10/29/2020	70706	DACO Corporation	2,393.60
10/29/2020	70707	Dae Won LLC	7,564.71
10/29/2020	70708	Demco Inc (8048)	1,529.64
10/29/2020	70709	Ednetics, Inc.	9,496.59
10/29/2020	70710	Engineered Products	198.99
10/29/2020	70711	FairVega Library Services	117.72
10/29/2020	70712	Gale/Cengage Learning	5,428.31
10/29/2020	70713	GNP Branded Gear	5,875.00
10/29/2020	70714	Guardian Security	863.51
10/29/2020	70715	Remit Overrun	0.00
10/29/2020	70716	Ingram Library Services	13,057.60
10/29/2020	70717	Keybank Refund Acct	335.00
10/29/2020	70718	Leadership Snohomish County	200.00
10/29/2020	70719	Les Schwab - Marysville	2,742.79
10/29/2020	70720	Remit Overrun	0.00
10/29/2020	70721	Remit Overrun	0.00
10/29/2020	70722	Midwest Tape	15,235.36
10/29/2020	70723	Multi-Cultural Books & Videos	657.59
10/29/2020	70724	Office Depot, INC	40.53
10/29/2020	70725	Remit Overrun	0.00
10/29/2020	70726	Remit Overrun	0.00
10/29/2020	70727	Remit Overrun	0.00
10/29/2020	70728	Remit Overrun	0.00
10/29/2020	70729	Remit Overrun	0.00
10/29/2020	70730	Remit Overrun	0.00
10/29/2020	70731	Overdrive Inc	34,206.77
10/29/2020	70732	Paper Roll Products	660.88
10/29/2020	70733	PetroCard Systems Inc	1,080.94
10/29/2020	70734	Pitney Bowes	824.53
10/29/2020	70735	PUD No 1 of Snohomish County	9,219.62
10/29/2020	70736	Puget Sound Energy	355.16

**Vouchers  
October 2020**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Check Amount</b>
10/29/2020	70737	Puget Sound Mobile Detail	256.15
10/29/2020	70738	Ricoh USA Inc - 31001	3,270.00
10/29/2020	70739	Roy Robinson	354.95
10/29/2020	70740	Secure by Design Inc	3,084.00
10/29/2020	70741	Shred-it	340.81
10/29/2020	70742	Summit Law Group, PLLC	484.50
10/29/2020	70743	Terminix	2,544.52
10/29/2020	70744	Uline	619.27
10/29/2020	70745	Visionary Office Furniture	1,672.40
10/29/2020	70746	Walter E Nelson Co of Western WA	1,046.10
10/29/2020	70747	WCP Solutions	500.31
10/29/2020	70748	Weston Woods Studios Inc	4,679.53
10/29/2020	70749	WEX	10.58
10/31/2020	70750	Cascade Centers	470.00
10/31/2020	70751	Delta Dental of Washington	24,202.53
10/31/2020	70752	Kaiser Permanente	86,248.44
10/31/2020	70753	Lifewise Assurance Company	24,824.15
10/31/2020	70754	Lincoln National Life Ins Company	7,819.46
10/31/2020	70755	MCM	4,488.16
10/31/2020	70756	Navia Benefit Solutions Client Pay	1,771.40
10/31/2020	70757	Premera Blue Cross	8,615.13
10/31/2020	70758	Sno-Isle Library Foundation	690.00
			<hr/>
			1,407,133.23
			<hr/>



# Executive Director

## Board Report

November 2020

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Island County LCFA Governing Board: Camano Island and Coupeville libraries.
- Snohomish County LCFA Governing Board: Snohomish Library.
- Darrington Partial County Library District annual meeting.
- EASC Coffee Chats.
  - Mayors Jon Nehring (City of Marysville) and Nicola Smith (City of Lynnwood).
  - Diversity, Equity, and Inclusion.
  - Captain Michael Davis, Naval Station Everett.
  - Economic Development with Mayor Barb Tolbert and Port of Everett CEO Lisa Lefebber.
- EASC Board retreat.
- City of Arlington Mayor Barb Tolbert and City Manager Paul Ellis. Library update discussion.

### Board Meetings / Professional Meetings / Community Events

- Board of Trustees.
  - Executive Committee.
  - Strategic Planning / Finance Committee.
  - Board Development / Administration Committee.
- Lake Stevens Library Programming Interview.
- Snohomish County Schools / Public Health Coordination biweekly call.
- Regional Library Directors weekly update call.
- Leadership Snohomish County.
  - Racial Equity committee meeting.
  - Board meeting.

### National / Local Presentations

- Island County District 1 Town Hall: Sno-Isle Libraries serving Island County. Presentation with Strategic Services Director David Durante and District Manager Chy Ross.

### Library Updates and Collaborations

#### Cares ACT funding

Snohomish County in partnership with Economic Alliance of Snohomish County (EASC) is providing funding to qualified projects within Snohomish County that aim to catalyze county-wide economic resiliency in the face of the COVID-19 pandemic. Two economic resiliency grant applications from Sno-Isle Libraries were submitted in the amount of \$30,000 each. One for worker training and certification and a second for technology support for job seekers.

### Trustee Handbook

The revised Trustee Handbook was reviewed by two Board Committees. Final edits are underway and the completed handbook will be ready by end of year.

### Administrative Policies

The Leadership Team approved three updated policies and one new administrative policy:

- Employee Benefits: Holidays.
- Employment Practices: Layoff, Recall, and Standby.
- Employee Practices: Remote Work.
- Customer conduct policy (new).

### Collection support for students and teachers feedback from a school librarian.

“The Sno-Isle Library Mariner Branch announced that they have added an elementary version of Gale in Context for elementary in the homework help for on-line tools. This resource is a gold mine and would most likely also work well in Middle School. I think it would be a good fit with ELL and SPED students too at Mariner for Science and Social Studies needs if research is involved. It’s hard to find really good resources that work well for the littles in our world, and this is a great resource for 3<sup>rd</sup>-8<sup>th</sup> grade.”

### Home Library project feedback

“We absolutely love the books.”

“He obviously likes them because they’re all different and the bilingual are crazy helpful.”

“I am an avid reader and I am so excited to have help in teaching my own child to be the next generation of bibliophile.”

“Many of my clients are bi-racial and they really appreciate the books that have children in them that look more like theirs.”

# 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. Mukilteo Library Broken Glass Pane

On November 8, 2020, the Mukilteo Library reported a broken pane of glass. Due to public safety concerns and potential for further damage, Director of Administrative Services Gary Sitzman declared the situation an emergency. The broken glass was cleaned up and the window was boarded shut until the permanent repair is completed.

The following purchase orders were approved during the declared emergencies but not competitively bid:  
EN-17369 Goldfinch Brothers Glass \$2125.92

# Administrative Services

## Board Report

November 2020

Gary Sitzman  
Administrative Services Director

### Revenue Summary

- October's property tax revenue totaled \$19,810,600 or 33.1% of the annual property tax budget. This significantly increases Sno-Isle Libraries' operating cash balance and is attributable to second half property tax receipts. Year to date property tax receipts are at \$53,315,944 or 89.1% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues combined at \$693,514 is 120.6% of the annual budget. This is nearly identical to the timber revenues received by this time last year.
- Investment income to date at \$277,535 is 32.0% below the year to date budget and \$348,432 less than this time last year. Substantially lower interest rates and difficult economic conditions have adversely impacted investment pool performance in 2020.
- Sno-Isle Foundation contributions to the library in October totaled \$35,000. The third quarter contribution of \$10,000 towards the Mariner Library lease was received. An additional \$25,000 contribution was received to help pay for laptops and mobile hotspots to serve community members needing connectivity.
- Total revenue received to date is at 88.79% (\$54,738,956) of the annual budget and is 1% (\$470,244) less than budget year to date.

### Expenditures Summary

- Salaries and Benefits at \$29,703,762 or 79.0% of the annual budget are 5.2% (\$1,625,938) below budget expectations. This reflects management's decision to carefully consider alternatives to hiring vacant positions until in-building library services resume and staffing demands are clear.
- Accelerated materials ordering helped close the year to date spending gap versus the annual budget this month. Through October, materials spending of \$5,301,427 is 9.1% less than the year-to-date budget. The total materials spending will be carefully managed towards budget during the remaining two months. 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 35.4% (\$910,773), driven by building closures and a pause on certain library programming.
- Maintenance & Repair of \$309,658 is 73.5% (\$857,442) lower than budget mainly due building closures.
- Capital outlays totaled \$25,634 in October as work is beginning to construct a canopy over the Service Center delivery area.
- Viral Infection Protection costs of \$405,742 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.
- Total expenditures year to date is at 72.6% (\$40,982,366) of the annual budget.

## Reserve Transfer

- In accordance with the 2020 Budget, \$4,966,850 was transferred from the *General Fund* to the *Reserve Fund* in October. The allocation of this transfer by fund is: \$2,051,850 to the *Levy Rate Stabilization Reserve*, \$1,615,000 to the *Emergency Reserve*, \$300,000 to the *Technology Reserve*, and \$1,000,000 to the *Building Reserve*.

Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	19,810,600	20,538,930	53,315,944	53,705,300	59,860,000	89.06%
02.0	Timber Tax / Sales	29,351	8,000	693,514	492,700	575,000	120.61%
03.0	Print/Copy Services	234	5,420	6,015	54,200	65,000	9.25%
04.0	Services/City Contract Fees	0	290	0	2,900	3,450	0.00%
05.0	Lost Materials Paid	2,539	8,330	22,199	83,300	100,000	22.19%
06.0	Investment Interest	19,412	40,830	277,535	408,300	490,000	56.63%
07.0	Donations Private Sources	35,000	8,750	101,698	87,500	105,000	96.85%
08.0	Other Revenue	4,869	37,500	310,440	375,000	450,000	68.98%
09.1	Insurance Recoveries	0	0	11,612	0	0	0.00%
	Total Revenues	19,902,005	20,648,050	54,738,956	55,209,200	61,648,450	88.79%

Sno-Isle Regional Library System  
Statement of Expenditures by Period  
**Expenditures Summary**  
From 10/1/2020 Through 10/31/2020  
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,859,389	3,132,970	29,703,762	31,329,700	37,595,500	79.00%
20.0	Materials	746,096	583,330	5,301,427	5,833,300	7,000,000	75.73%
26.0	Professional & Contract Services	155,980	257,380	1,663,027	2,573,800	3,087,700	53.85%
35.0	Equipment & Furnishings	22,030	95,090	665,658	950,900	1,141,400	58.31%
38.0	Maintenance & Repair	45,053	116,710	309,658	1,167,100	1,400,200	22.11%
41.0	Software License & Maint Fees	14,828	115,970	873,308	1,159,700	1,391,900	62.74%
42.0	Communications	47,025	50,050	387,073	500,500	600,300	64.48%
43.0	Office & Operating Supplies	51,512	61,560	383,176	615,600	737,100	51.98%
44.0	Utilities	39,223	43,230	317,425	432,300	518,700	61.19%
45.0	Rentals & Leases	73,705	33,350	381,975	333,500	400,100	95.46%
46.0	Insurance	0	14,460	177,785	144,600	173,500	102.46%
48.0	Employee Training / Travel	15,905	25,030	83,133	250,300	300,000	27.71%
49.0	Miscellaneous	27,770	56,820	252,350	568,200	681,700	37.01%
50.0	Strategic Initiatives / Innovation	0	14,580	4,734	145,800	175,000	2.70%
55.0	Development Initiatives	0	52,130	0	521,300	625,500	0.00%
62.0	Capital - Bldgs & Improvements	25,634	38,080	373,574	380,800	457,000	81.74%
64.0	Capital - Furnishings & Equipment	0	4,170	0	41,700	50,000	0.00%
64.4	Capital - Vehicles	0	8,000	104,301	80,000	96,000	108.64%
	Total Expenditures	4,124,150	4,702,910	40,982,366	47,029,100	56,431,600	72.62%



# Human Resources

## Board Report

November 2020

Barbara Adams  
Assistant Director of Human Resources

Tricia Lee  
Assistant Director of Equity, Inclusion, and Development

### Benefits

Open enrollment for selection of 2021 benefits is running November 16 through December 2.

### Conferences

- Learning and Development Specialist Cindy Tingley attended the online Adobe MAX 2020 Creativity Conference.
- Fourteen staff members from around the system attended the virtual Washington Library Association (WLA) Conference in October.
- Several staff members attended Providence Institute for a Healthier Community's 2020 virtual *Edge of Amazing Summit*.

### Department changes

The EDI and Talent Development team consisting of Assistant Director of Equity, Inclusion, and Development Tricia Lee; Talent Development Manager Ruth Zander; Learning and Development Specialist Cindy Tingley; and Training Associate Andrea Vernon became part of the new Strategic Services Department headed by Director of Strategic Services David Durante at the beginning of November.

The Human Resources Department continues under the leadership of Assistant Director of Human Resources Barbara Adams, reporting to Executive Director Lois Langer Thompson.

### Recruitment and staffing

The following postings have been filled:

- District Manager for the West District (Michelle Callihan)
- Library Manager I at the Camano Island Library (Kelli Bragg, promoted from temporarily holding that position in a developmental capacity)
- Career Development Library Circulation Supervisor at the Arlington Library (Amy Stefany)
- Library Circulation Supervisor at the Lynnwood Library (Alicia Wilkinson, promoted from temporarily holding that position)
- Five Full-time Roving Public Services Assistant I positions (Jacqui Howell, Megan Lian, Karen Barnard, Heidi Smith, and Melinna Malan-Nicely)
- Part-time Public Services Assistant I at the Brier Library (Rose Booker and Jonathan Coates)
- Part-time Public Services Assistant I at the Mill Creek Library (Ellen Carlson)

Internal recruitment efforts are underway for the following vacancies:

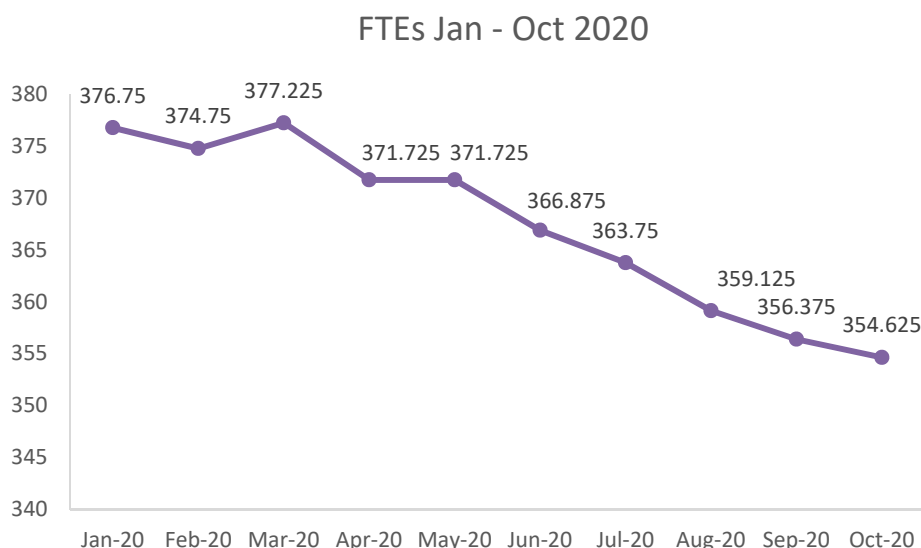
- Library Circulation Supervisor at the Edmonds Library, as career development, from Amy Santos transferring to the Mukilteo Library after Monica McClaskey retired.
- Full-time Public Services Assistant I at the Mountlake Terrace Library, from the conclusion of a developmental assignment.

- Two developmental Librarian positions in the Collection Services department, replacing the current two developmental assignments.

One external recruitment effort is also underway for the Facilities Manager position, to fill the upcoming vacancy from Brian Rush's retirement at the end of the year.

Two external hires have been made to fill page vacancies at the Edmonds Library, starting November 18.

Filled FTEs decreased slightly for October, the overall decrease for the year is due to a combination of unfilled vacancies and leaves of absence. As some full-time positions begin to be filled by part-time staff, we expect to see the plateau decline or reverse slightly.



## Wellness

Mind Matters concluded on November 8. Of the 125 employees who registered, 100 (80%) of participants met the minimum participation threshold to qualify for the finisher prize, and 90 (72%) met the goal they set for themselves.

The Cold-Fusion intranet application used to run the wellness programs will no longer be supported in 2021. As a result, Human Resources is exploring options for a third-party wellness app to continue these programs.

## Supervisor Training

- 2020 Harassment Prevention: A Commonsense Approach – Manager (2)
- Episode 6: Inclusive Leadership (3)

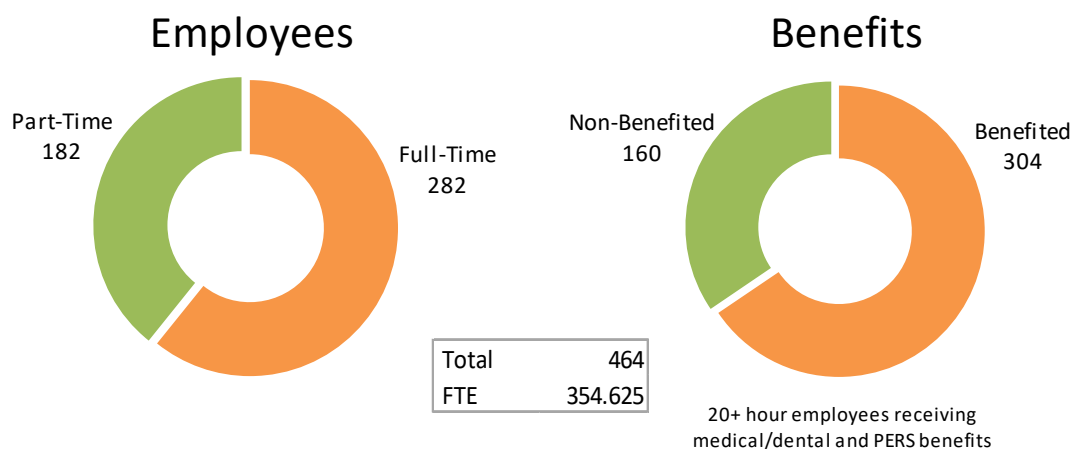
## Line Staff Training

- BiblioEvents Training (20)
- 2020 Information Security Awareness Training Series (8)
- 2020 Harassment Prevention: A Commonsense Approach – Employee (6)
- Episode 4: What If I Say The Wrong Thing? (6)
- Episode 8: Determining Diversity's Impact (6)
- Episode 3: Bias (5)
- Recommended cloudLibrary Training (5)
- Microsoft Teams Training (4)
- Episode 1: What is Diversity? (4)
- Episode 2: Diversity and Me (4)
- Sanitizing Procedures Training (4)
- Trauma-Informed Re-Entry Training (3)

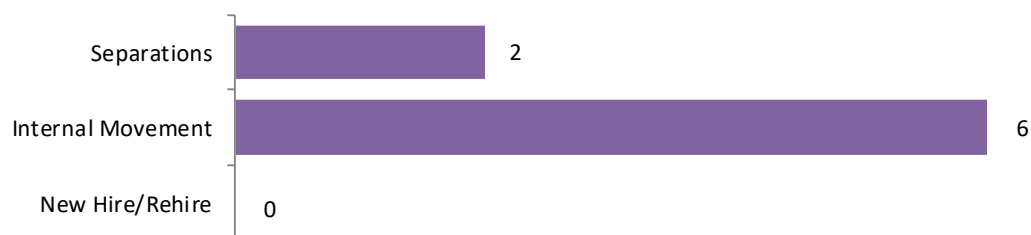
## Current Curriculum Development

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

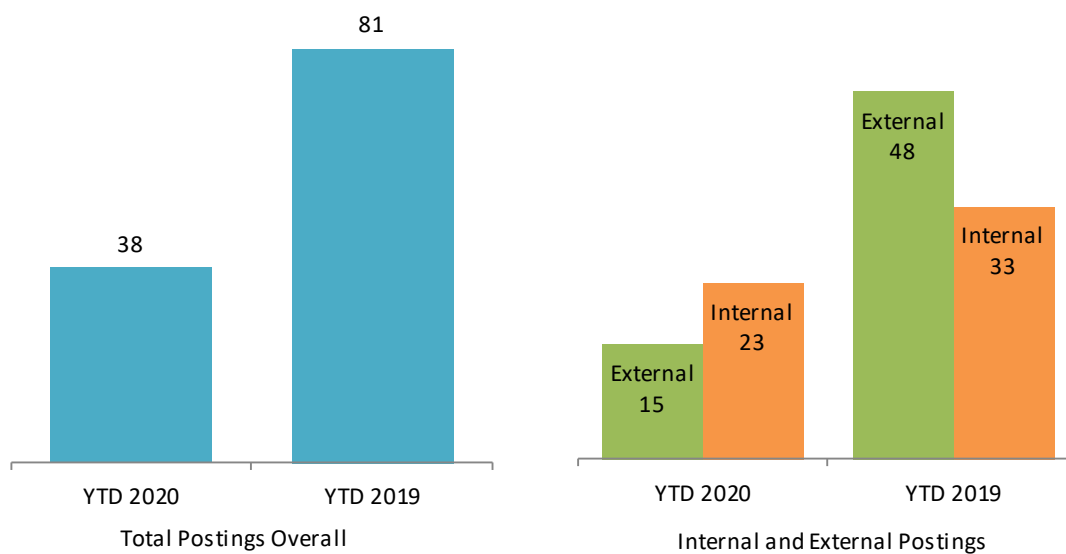
## Employment Statistics, October 2020



## Employment Activity 10/1/20 - 10/31/20



## Job Postings



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 ~~for the regular property tax limit factor to increase above the rate of inflation 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 \_\_\_\_ 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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DRAFT  
RESOLUTION 20-02 of the  
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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 for the regular property tax limit factor to increase 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 \_\_\_\_ 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 7 votes in favor, \_\_\_\_ votes against and \_\_\_\_ votes abstaining.

Sno-Isle Libraries  
Board of Trustees

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

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# 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. Staff have been preparing select community libraries for limited in-building services with an emphasis on the health and safety of both customers and staff. A recent resurgence in Covid-19 cases has resulted in delaying implementation. 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, while continuing to emphasize health and safety with adherence to CDC guidelines and appropriate PPE requirements. 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. In addition, further budgeted investments will be made to bolster customer and employee safety against the spread of COVID-19. The proposed budget includes nearly \$350,000 to support customer and staff health and safety, an estimated increase of \$140,000 from 2020 projected spending. These funds are primarily earmarked for personal protective equipment, enhanced cleaning of building surfaces,

and expand on contact free services. An exciting new capital initiative planned is the installation of hold lockers for 24/7 contact free customer pick-up.

## Reserves

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

## 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 and assumes the Board approves a 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.

The Snohomish County and Island County Assessor's Offices have 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 indicates 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 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 October 31, 2020 is \$203,805.

## 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**

	<b>2020 Adopted</b>			<b>2021 Proposed</b>	
<b><u>Source of Funds:</u></b>					
<b>Beginning Cash</b>	9,000,000			9,500,000	
<b>Transfer From Reserves</b>					
Subtotal Transfer From General Reserve Fund	-			-	
<b>Total Transfer From Reserves and Beg. Cash</b>	9,000,000			9,500,000	
<b>Revenues</b>					
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%
<b>Total Revenue</b>	61,648,450	100%	100%	62,914,000	100%
<b>Total Revenue plus Reserves and Beg. Cash</b>	70,648,450			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 proposed 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 and \$22,000 for Board member training.

### 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. One of these planned innovations is the installation of hold lockers for contact free pick-up of library materials.

### 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). Compared with the 2020 budget, 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		2021	
	Adopted		Proposed	
<b>Use of Funds:</b>				
<b>Operations</b>				
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%
<b>Capital Outlay</b>				
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%
<b>Transfer To Reserves &amp; Ending Cash</b>				
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	
<b>Summary</b>				
	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	-		-	



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.

<b>Fund</b>	<b>Projected Balances 12/31/21</b>	<b>Policy Target / Objective</b>	<b>2021 Sufficiency</b>
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**

	<b>Actual</b>	<b>Budget</b>	<b>Forecast</b>	<b>Proposed</b>	<b>Proposed</b>
	<b>Fund Balance</b>	<b>2020</b>	<b>Fund Balance</b>	<b>2021</b>	<b>Fund Balance</b>
<b><u>Unrestricted Reserves</u></b>	<b><u>12/31/2019</u></b>	<b><u>Activity</u></b>	<b><u>12/31/2020</u></b>	<b><u>Activity</u></b>	<b><u>12/31/2021</u></b>
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
<b>Total General Reserve Funds</b>	<b>24,494,284</b>	<b>4,966,850</b>	<b>29,461,134</b>	<b>5,279,800</b>	<b>34,740,934</b>



# 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			2021 Proposed	
<b>Source of Funds:</b>					
<b>Beginning Cash</b>	9,000,000			9,500,000	
<b>Transfer From Reserves</b>					
Subtotal Transfer From General Reserve Fund	-			-	
<b>Total Transfer From Reserves and Beg. Cash</b>	9,000,000			9,500,000	
<b>Revenues</b>					
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%
<b>Total Revenue</b>	61,648,450	100%	100%	62,914,000	100%
<b>Total Revenue plus Reserves and Beg. Cash</b>	70,648,450			72,414,000	

## Sno-Isle Libraries 2021 Proposed Budget

	2020		2021	
	Adopted		Proposed	
<b>Use of Funds:</b>				
<b>Operations</b>				
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%
<b>Capital Outlay</b>				
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%
<b>Transfer To Reserves &amp; Ending Cash</b>				
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	
<b>Summary</b>				
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	-		-	

# 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

**Ordinance / Resolution No.** 20-03  
**RCW 84.55.120**

**WHEREAS**, the SNO-ISLE LIBRARIES of SNO-ISLE INTERCOUNTY has met and considered  
BOARD OF TRUSTEES RURAL LIBRARY  
DISTRICT  
(Governing body of the taxing district) (Name of the taxing district)

its budget for the calendar year 2021; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 59,752,744.49; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 597,527.44  
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 23 day of November, 2020.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

