

Sno-Isle Libraries

Board of Trustees

January 25, 2021 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/83617990313>

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

Webinar ID: 836 1799 0313

Meeting Agenda

1) Call to Order

2) *Approval of Agenda

3) Introduction and Recognition of Guests

4) *Consent Agenda Items

- a) Approval of November 30, 2020 regular meeting minutes;
- b) Approval of January 7, 2021 special meeting minutes;
- c) Approval of November 2020 Sno-Isle Payroll, Benefits, and Vouchers;
- d) Approval of the December 2020 Sno-Isle Payroll, Benefits, and Vouchers.

November 2020

Direct Deposits and Employee Deductions	\$2,234,363.08
Vendor Checks 70776, 70911, 70919 and 70971 through 70980, plus Electronic Fund Transfers	\$698,903.93
Total Payroll and Benefits	\$2,933,267.01
Accounts Payable Checks 70759 through 70980 less checks listed above, plus Electronic Transfers	\$921,618.99
Total Payroll, Benefits and Accounts Payable	\$3,854,886.00

December 2020

Direct Deposits and Employee Deductions	\$2,188,496.39
Vendor Checks 71091, 71179 and 71274 through 71284, plus Electronic Fund Transfers	\$697,517.11
Total Payroll and Benefits	\$2,886,013.50
Accounts Payable Checks 70981 through 71363 less checks listed above, plus Electronic Transfers	\$3,124,127.57
Total Payroll, Benefits and Accounts Payable	\$6,010,141.07

5) Public Comment

6) Communications to the Board

7) Executive Director's Report

- a) Executive Director's report [Attachments 1-3](#)
- b) Strategic Goals update
- c) Library on Wheels overview – Library Manager Sonia Gustafson
- d) Financial Update – Director of Administrative Services Gary Sitzman
- e) Declaration of Emergency [Attachment 4](#)

8) Unfinished Business

- a) Nominating Committee – Chair Ryan
 - i) *Election of Officers

9) New Business

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

- a) President's Report / Executive Committee – Board President
 - i) Trustee Committee assignments
- b) Board Development / Administration Committee – Chair Smith
- c) Foundation Board Representative – Trustee Olson

11) Announcements and Comments

12) Executive Session

13) *Adjournment

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

Sno-Isle Libraries

Board of Trustees

Monday, November 30, 2020

Meeting Minutes

Zoom virtual meeting

Call to Order

President Martin Munguia called the meeting to order at 5:02 p.m.

Roll Call

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

Staff Present: Barb Adams, Lia Escudero Belcher, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Alisha Hendren, Jim Hills, Jason Latham, Rebecca Loney, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, Alicia Wilkinson, and Shanda Zimmerman.

Introduction and Recognition of Guests

Jeanne Crisp and Jennifer DePrey.

Approval of Agenda

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

Consent Agenda Items

Trustee Ryan moved to approve the Consent Agenda as presented.

- 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
Total Payroll and Benefits	\$2,859,388.57
Accounts Payable Checks 70478 through 70758 less checks listed above, plus Electronic Transfers	\$1,246,944.92
Total Payroll, Benefits, and Accounts Payable	\$4,106,333.49

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

Public Comment

Community Member Jeanne Crisp expressed gratitude for Trustee Anamosa's contributions to Sno-Isle Libraries, noted Trustee Anamosa's participation as a Friend of the Langley Library, as a Foundation Board member, and most recently as a member Board of Trustees, and spoke to Trustee Anamosa's advocacy for Sno-Isle Libraries staff and expressed appreciation for how Trustee Anamosa made time to attend staff events throughout her time on the Foundation Board and the Board of Trustees.

Communications to the Board

There were no communications to the Board.

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

Executive Director's Report

Executive Director's Report

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

Meetings with Elected Officials and Stakeholders

- City of Arlington Mayor Barb Tolbert and City Manager Paul Ellis: Arlington Library update discussion.
- Stowe Development & Strategies: Lake Stevens Library programming interview.
- Island County District 1 Town Hall presentation: Sno-Isle Libraries serving Island County.
- Darrington Partial County Library District annual levy meeting.
- Annual Library Capital Facilities Area (LCFA) Governing Body meetings for:
- Island County LCFAs: Cities of Camano Island and Coupeville.
- Snohomish County LCFA: City of Snohomish.

As of December 31, 2020, the city of Snohomish's bond obligations will be fulfilled and the Snohomish LCFA will be dissolved.

In accordance with RCW 27.15.030, the governing body of the library capital facility area is comprised of three members of the county legislative authority from each county in which the LCFA is located.

Library Updates and Collaborations

- The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) grant applications.
- Sno-Isle Libraries Trustee Handbook: Handbook revisions are currently underway. The updated Handbook is scheduled to be completed by the end of the year.
- The Island County Commissioners have approved Jennifer DePrey's appointment to the Sno-Isle Libraries Board of Trustees. A concurrence request has been sent to the Snohomish County Council.
- On December 15, 2020, the Oak Harbor City Council is scheduled to dissolve the Oak Harbor Library Board.

Strategic Goals Update: *Invest in our people and organization*

Director of Strategic Services David Durante provided information on investing in our people and organization.

Staff

Assistant Director of Equity, Inclusion and Development Tricia Lee and the EDI and Talent Development Team have been working in collaboration with the Race, Inclusion, Social Justice, and Equity (RISE) Steering Committee to develop equity, diversity, and inclusion (EDI) training for staff.

Recognition

Director of Strategic Services Durante highlighted Congresswoman Pramila Jayapal's nomination of Sno-Isle Libraries for the Institute of Museum and Library Services (IMLS) National Medal for Museum and Library Service.

Director of Strategic Services Durante commended staff for their work on the award application, and expressed gratitude to the 12 community members who provided letters of support.

Strategic Goals Update: *Optimize Library Funding*

Director of Strategic Services David Durante provided information on optimizing library funding.

Federal Funding

- Under the CARES Act, Sno-Isle Libraries has submitted two economic resiliency grant applications for the amount of \$30,000 each. The first application is centered on worker training and certification, and the second application is centered on technology support for job seekers.
- The Snohomish County Department of Emergency Management will advocate for Sno-Isle Libraries to receive \$184,000 in Federal Emergency Management Agency (FEMA) reimbursements. The reimbursements will help to cover the costs associated with the emergency protective measures taken by the Library.
- Negotiations continue between the Washington State Department of Commerce and Sno-Isle Libraries regarding the purchase of land for the Mariner Community Campus.
- Conversations continue between the City of Lake Stevens and Sno-Isle Libraries regarding the Lake Stevens Community Campus.

Foundation Funding

Director of Public Services Rebecca Loney provided the Board with information regarding the Home Library Project. The Project's mission is to distribute books to families in need to build their home libraries and is funded by the Sno-Isle Libraries Foundation.

Strategic Goals Update: *Enhance Library Services*

Director of Public Services Loney provided information on enhancements to library services.

Contact-Free Services

- The quarantine time for library materials is now 24 hours. The decision to reduce the quarantine time is based on the most recent scientific research and recommendations.
- In addition to offering Wi-Fi, the libraries began circulating laptops in October.

In-Building Services

Planning and preparation for limited in-building services includes:

- Furniture rearrangement.
- Updating cleaning protocols.
- Addressing specific location needs.
- Updating policies to support customers and staff.

Sno-Isle Libraries continues to monitor the recommendations of national, state, and local health authorities in preparation for the re-introduction of limited in-building services.

Strategic Goals Update: *Create Inspiring Spaces*

Director of Public Services Loney provided information on creating inspiring spaces.

Digital Experience

Two recent database additions to Sno-Isle Libraries' online collection: *World Book Student* and *Gale In Context*. Both databases provide resources for students and teachers.

Facilities

Assistant Director of Facilities, Safety, and Security R.D. Burley provided information regarding the ongoing improvements made in response to the COVID-19 pandemic.

Facilities-related improvements include:

- Providing of personal protective equipment.
- Updating cleaning protocols.
- HVAC and air quality updates.
- Installation of touchless appliances.

Declaration of Emergency

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

There was one emergency declaration to report:

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 was completed.

The following purchase order was approved during the declared emergency but not competitively bid: EN-17369 Goldfinch Brothers Glass \$2125.92

Unfinished Business

Resolution 20-02

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-02: a resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of increasing the property tax levy limit factor above the Implicit Price Deflator based on substantial need. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Public Hearing on the 2021 Proposed Budget

At 5:52 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 5:53 p.m.

2021 Proposed Budget

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the 2021 Budget as presented. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

Proposed 2021 Board Meeting Schedule

Executive Director Thompson recommended the Board move the November 30, 2021 board meeting to November 22, 2021.

Trustee Kostick recommended the Board approve the adjusted November meeting date.

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve the adjusted 2021 Board Meeting schedule. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

New Business

Resolution 20-03

Administrative Services Director Sitzman presented a draft of Resolution 20-03: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of an increase in the regular property tax levy to be collected in the 2021 tax year.

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-03: A resolution of the Board of Trustees of Sno-Isle Intercounty Rural Library District on the subject of an increase in the regular property tax levy to be collected in the 2021 tax year. Trustee Smith seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Munguia reported on the Executive Committee's work on the Executive Director's review.

Board Development / Administration Committee

Trustee Smith reported on the Board Development / Administration Committee's work on the Trustee Handbook. Trustee Smith also noted the upcoming 2021 Trustee Retreat planning.

Strategic Planning / Finance Committee

Trustee Anamosa reported on the Strategic Planning / Finance Committee's work on the Trustee Handbook.

Nominating Committee

Trustee Ryan, representing the Board Nominating Committee, presented the 2021 slate of officers:

- President – Susan Kostick
- Vice President – Kelli Smith
- Secretary – Rose Olson

The Board is scheduled to vote on the 2021 slate of officers at the January 25, 2021 Board meeting.

Foundation Board Representative

Trustee Olson reported on the following Foundation Board activity:

- The addition of a new Foundation Board Member.
- Board development continues to be a priority of the Foundation Board.

Announcements and Comments

President Munguia acknowledged the departure of Trustee Marti Anamosa from the Board of Trustees. Trustee Anamosa served two terms on the Board.

The Board and staff expressed gratitude for the many contributions Trustee Anamosa has made to the organization and to the communities that Sno-Isle Libraries serves.

Executive Session

President Munguia announced at 6:33 p.m. that the Board would meet in executive session for a period of 20 minutes, pursuant to RCW 42.30.110(1)(g), to discuss the performance of a public employee. The Board is expected to take action when the meeting reconvenes.

The remote Executive Session started at 6:35 p.m.

- At 6:55 p.m. Executive Director Thompson announced that an additional 15 minutes would be needed for Executive Session.
- At 7:10 p.m. Executive Director Thompson announced that an additional 10 minutes would be needed for Executive Session.
- At 7:20 p.m. Executive Director Thompson announced that an additional 10 minutes would be needed for Executive Session.

- At 7:30 p.m. Executive Director Thompson announced that an additional 5 minutes would be needed for Executive Session.
- At 7:35 p.m. Executive Director Thompson announced that an additional 5 minutes would be needed for Executive Session.

The remote Executive Session ended at 7:35 p.m.

Executive Director Contract

Trustee Kostick moved the Sno-Isle Libraries Board of Trustees approve the Executive Director contract for 2021-2023 with an increase to the 2021 annual salary effective Jan 1, 2021. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

The Board expressed gratitude for Executive Director Thompson's work throughout 2020. The Board recognized Executive Director Thompson's proactive, strategic, and conscientious response to the COVID-19 pandemic.

Adjournment

President Munguia adjourned the meeting at 7:46 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, January 7, 2021 at 12:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

President

Secretary

Sno-Isle Libraries

Board of Trustees

Monday, January 7, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

President Martin Munguia called the meeting to order at 12:04 p.m.

Roll Call

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

Staff Present: Lia Escudero Belcher, Alisha Hendren, Gary Sitzman, Lois Langer Thompson, and Nicole Wehl.

Approval of Agenda

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

New Business

2020 Joint Levy Certification for 2021 taxes.

Trustee Kostick moved that the Sno-Isle Libraries Board of Trustees certify the 2020 joint levy rate for 2021 taxes at \$.4244201716 per thousand dollars of assessed value and direct staff to send the certification results to the Snohomish and Island County Assessors' Offices.

Adjournment

President Munguia adjourned the meeting at 12:08 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, January 25, 2021 at 5:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

President

Secretary

Board of Trustees

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

Executive Director

Lois Langer Thompson

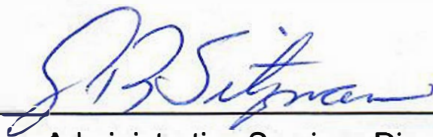
SNO-ISLE LIBRARIES

Sno-Isle Libraries
November 2020 Payroll and November 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,234,363.08
Vendor Checks 70776,70911,70919 and 70971 through 70980, Plus Electronic Fund Transfers	<u>\$ 698,903.93</u>
Total Payroll and Benefits	\$ 2,933,267.01

Accounts Payable Checks 70759 through 70980 less checks listed above, plus Electronic Transfers	<u>\$ 921,618.99</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,854,886.00</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.



Administrative Services Director

12/15/20

Date

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

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

November 2020 Payroll

Employee Pay - Direct Deposit	\$	1,593,309.04	
Plus: Employee Deductions	\$	641,054.04	
Sub-Total Gross Payroll			\$ 2,234,363.08

Vendor Checks 70776, 70911, 70919 and 70971 through 70980	\$	159,386.89 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	191,223.84	
Electronic Funds Transfer - Empower - 457 Plan	\$	16,005.06	
Electronic Funds Transfer - ICMA - 457 Plan	\$	45,265.61	
Electronic Funds Transfer - PERS - Retirement Plan	\$	405,708.73	
Electronic Funds Transfer - Navia - FSA	\$	9,631.19	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,985.98	
Electronic Funds Transfer - Premera - Medical	\$	127,394.27	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(264,154.48)	
Sub-Total Benefits - Employer Expense			\$ 698,903.93
Total Payroll and Benefits			\$ 2,933,267.01

November 2020 Accounts Payable

Checks 70759 through 70980 less checks listed above	\$	918,851.45 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,767.54	
Sub-Total Accounts Payable			\$ 921,618.99
Total Payroll, Benefits and Accounts Payable			\$ 3,854,886.00

Adjustments

Paycom Direct Service Fee	\$	15,992.37	
Refunds and Credits	\$	(846.92)	
Refund Interest	\$	0.67	
Bank Service Charge	\$	171.16	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,674.01	
Total Adjustments			\$ 16,991.29

November 2020 Total Expenditures			\$ 3,871,877.29 ***
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* Benefit invoices paid through Accounts Payable Checks

\$ 159,386.89

** Regular invoices paid through Accounts Payable Checks

\$ 918,851.45

Total Accounts Payable Check Payments

\$ 1,078,238.34

*** Equals Expenditure Summary Total

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/13/2020	70284	EDC Educational Services - Void Reissue on check 70837	(500.00)
11/18/2020	69920	FairVega Library Services - Void Reissue on check 70863	(958.11)
11/12/2020	70759	Abila	9,054.68
11/12/2020	70760	Air Care System	4,142.00
11/12/2020	70761	Allied Universal	4,680.61
11/12/2020	70762	AT&T Mobility (6463)	22.35
11/12/2020	70763	Avaya Inc (5332)	537.23
11/12/2020	70764	Remit Overrun	0.00
11/12/2020	70765	Baker & Taylor Books (277930)	31,912.34
11/12/2020	70766	Baus Systems LLC	767.36
11/12/2020	70767	Beacon Publishing Inc	637.05
11/12/2020	70768	Brodart (Supplies)	7,388.40
11/12/2020	70769	CDW Government Inc	9,604.99
11/12/2020	70770	City of Edmonds	13,874.00
11/12/2020	70771	Crystal Mt. Pure Drinking Water	34.72
11/12/2020	70772	Crystal Springs	101.60
11/12/2020	70773	Dell Marketing L.P.	9,999.56
11/12/2020	70774	DEX MEDIA	115.07
11/12/2020	70775	Economic Alliance Snohomish County	1,165.00
11/12/2020	70776	Employment Security Dept (UI)	244.99
11/12/2020	70777	FATBEAM, LLC	3,480.00
11/12/2020	70778	Gale/Cengage Learning	1,076.33
11/12/2020	70779	Guardian Security	3,380.48
11/12/2020	70780	Remit Overrun	0.00
11/12/2020	70781	Ingram Library Services	17,283.53
11/12/2020	70782	Kanopy, Inc.	6,998.00
11/12/2020	70783	Keybank Depository Acct	662.55
11/12/2020	70784	Remit Overrun	0.00
11/12/2020	70785	Midwest Tape	24,753.27
11/12/2020	70786	National Association of Government Archives & Records Admin	44.50
11/12/2020	70787	Newegg.com	65.37
11/12/2020	70788	North County Outlook	650.00
11/12/2020	70789	OCLC Inc (34299)	5,144.28

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/12/2020	70790	Office Depot, INC	1,617.39
11/12/2020	70791	Remit Overrun	0.00
11/12/2020	70792	Remit Overrun	0.00
11/12/2020	70793	Remit Overrun	0.00
11/12/2020	70794	Remit Overrun	0.00
11/12/2020	70795	Remit Overrun	0.00
11/12/2020	70796	Remit Overrun	0.00
11/12/2020	70797	Remit Overrun	0.00
11/12/2020	70798	Remit Overrun	0.00
11/12/2020	70799	Remit Overrun	0.00
11/12/2020	70800	Remit Overrun	0.00
11/12/2020	70801	Remit Overrun	0.00
11/12/2020	70802	Remit Overrun	0.00
11/12/2020	70803	Remit Overrun	0.00
11/12/2020	70804	Remit Overrun	0.00
11/12/2020	70805	Remit Overrun	0.00
11/12/2020	70806	Remit Overrun	0.00
11/12/2020	70807	Overdrive Inc	76,278.95
11/12/2020	70808	Paper Roll Products	644.79
11/12/2020	70809	Platt Electric Supply	21.28
11/12/2020	70810	Prime Self Storage	814.00
11/12/2020	70811	PUD No 1 of Snohomish County	663.65
11/12/2020	70812	Puget Sound Energy	1,112.63
11/12/2020	70813	Ricoh USA Inc - 31001	3,250.41
11/12/2020	70814	Ricoh USA Inc - 650073	13,347.83
11/12/2020	70815	Roy Robinson	154.66
11/12/2020	70816	S-R Broadcasting Co Inc	840.00
11/12/2020	70817	Salish Networks	1,210.98
11/12/2020	70818	SHI International	682.91
11/12/2020	70819	Shred-it	76.90
11/12/2020	70820	Silver Lake Water & Sewer	73.85
11/12/2020	70821	Sno-Isle Refund Account	150.93
11/12/2020	70822	State Auditor's Office	18.40

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/12/2020	70823	T Mobile	1,143.67
11/12/2020	70824	Teresa Wippel Communications LLC	1,275.00
11/12/2020	70825	Terminix	212.75
11/12/2020	70826	Timeless Design	16,978.62
11/12/2020	70827	U S Yellow Pages	229.00
11/12/2020	70828	Uline	328.65
11/12/2020	70829	Void	0.00
11/12/2020	70830	Walter E Nelson Co of Western WA	1,694.16
11/12/2020	70831	Washington State Ferries	410.90
11/12/2020	70832	Waste Management	2,129.06
11/12/2020	70833	WCP Solutions	2,112.42
11/12/2020	70834	Whidbey Telecom	596.85
11/12/2020	70835	Ziply Fiber	9,553.35
11/12/2020	70836	Unique Interiors, Inc.	6,723.33
11/13/2020	70837	Island County EDC	500.00
11/19/2020	70838	Tom Lauderback	239.58
11/19/2020	70839	AAA Fire Protection, Inc	468.70
11/19/2020	70840	Air Care System	6,355.71
11/19/2020	70841	Alderwood Water District	64.80
11/19/2020	70842	Allied Universal	16,989.80
11/19/2020	70843	Amazon (530958)	1,605.84
11/19/2020	70844	Remit Overrun	0.00
11/19/2020	70845	Remit Overrun	0.00
11/19/2020	70846	Baker & Taylor Books (277930)	30,402.96
11/19/2020	70847	Bank of America (2143)	3,714.63
11/19/2020	70848	Bank of America (2175)	2,665.37
11/19/2020	70849	Bank of America (2945)	2,422.32
11/19/2020	70850	Bank of America (3488)	2,719.35
11/19/2020	70851	Bank of America (3736)	615.74
11/19/2020	70852	Bank of America (5953)	215.46
11/19/2020	70853	Bank of America (8208)	5,057.65
11/19/2020	70854	Center Point Large Print	702.90
11/19/2020	70855	City of Lynnwood	786.69

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/19/2020	70856	City of Monroe	642.83
11/19/2020	70857	City of Sultan	150.65
11/19/2020	70858	Cobra Construction Company	15,621.63
11/19/2020	70859	Crystal Mt. Pure Drinking Water	14.22
11/19/2020	70860	Demco Inc (8048)	1,062.97
11/19/2020	70861	e-J4, LLC	5,880.00
11/19/2020	70862	E - Rate Expertise Inc	1,425.00
11/19/2020	70863	FairVega Library Services	958.11
11/19/2020	70864	Gale/Cengage Learning	122.58
11/19/2020	70865	Generator Services NW	1,051.86
11/19/2020	70866	GNP Branded Gear	769.21
11/19/2020	70867	Harris Ford	729.01
11/19/2020	70868	Ingram Library Services	9,318.82
11/19/2020	70869	Integra Information Tech Inc	4,346.16
11/19/2020	70870	Iron Mountain	758.22
11/19/2020	70871	Island Disposal Inc	156.02
11/19/2020	70872	KeyBank Refund Acct	335.00
11/19/2020	70873	Language Exchange	950.81
11/19/2020	70874	Mach Publishing Company, Inc.	293.25
11/19/2020	70875	Magna5 LLC	199.34
11/19/2020	70876	Remit Overrun	0.00
11/19/2020	70877	Midwest Tape	15,064.70
11/19/2020	70878	Multi-Cultural Books & Videos	291.34
11/19/2020	70879	National Barricade Co, LLC	427.96
11/19/2020	70880	Office Depot, INC	870.17
11/19/2020	70881	Remit Overrun	0.00
11/19/2020	70882	Remit Overrun	0.00
11/19/2020	70883	Remit Overrun	0.00
11/19/2020	70884	Remit Overrun	0.00
11/19/2020	70885	Remit Overrun	0.00
11/19/2020	70886	Remit Overrun	0.00
11/19/2020	70887	Remit Overrun	0.00
11/19/2020	70888	Remit Overrun	0.00

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/19/2020	70889	Overdrive Inc	34,891.69
11/19/2020	70890	Paper Roll Products	129.08
11/19/2020	70891	PetroCard Systems Inc	1,338.02
11/19/2020	70892	Platt Electric Supply	761.98
11/19/2020	70893	Puget Sound Energy	438.98
11/19/2020	70894	Purple Communications, Inc	1,305.00
11/19/2020	70895	Republic Services 197	712.87
11/19/2020	70896	Ricoh USA Inc - 31001	3,734.32
11/19/2020	70897	Ricoh USA Inc - 650073	842.80
11/19/2020	70898	Salas O'Brien	11,583.09
11/19/2020	70899	SHI International	1,562.17
11/19/2020	70900	Silver Kite Community Arts	1,350.00
11/19/2020	70901	Snohomish Co Finance	134.00
11/19/2020	70902	Sound Maintenance Services, Inc	44,757.47
11/19/2020	70903	Sound Publishing	37.90
11/19/2020	70904	Stanwood/Camano News	270.27
11/19/2020	70905	Terminix	21.60
11/19/2020	70906	Timeless Design	25,711.16
11/19/2020	70907	Uline	80.98
11/19/2020	70908	Walter E Nelson Co of Western WA	712.06
11/19/2020	70909	Wave Business	15,600.91
11/19/2020	70910	Weston Woods Studios Inc	362.11
11/25/2020	70911	4imprint Inc	994.34
11/25/2020	70912	Abila	814.92
11/25/2020	70913	Air Care System	41,803.68
11/25/2020	70914	Alderleaf Wilderness College	300.00
11/25/2020	70915	Remit Overrun	0.00
11/25/2020	70916	Remit Overrun	0.00
11/25/2020	70917	Remit Overrun	0.00
11/25/2020	70918	Baker & Taylor Books (277930)	56,793.22
11/25/2020	70919	Bank of America (4867)	7,103.69
11/25/2020	70920	Bank of America (8251)	953.13
11/25/2020	70921	Bank of America (9830)	489.53

**Vouchers
November 2020**

Date	Number	Payee	Check Amount
11/25/2020	70922	Bibliotheca LLC	7,887.16
11/25/2020	70923	City of Langley	313.74
11/25/2020	70924	City of Marysville	1,074.42
11/25/2020	70925	City of Oak Harbor	20,142.74
11/25/2020	70926	FATBEAM, LLC	6,220.00
11/25/2020	70927	Gale/Cengage Learning	4,143.30
11/25/2020	70928	Goverlan, Inc.	2,530.00
11/25/2020	70929	HF Group	395.00
11/25/2020	70930	Remit Overrun	0.00
11/25/2020	70931	Ingram Library Services	12,634.78
11/25/2020	70932	Janelle Tarasewicz	2,550.00
11/25/2020	70933	KeyBank National Association	662.55
11/25/2020	70934	KSER Foundation	3,000.00
11/25/2020	70935	Remit Overrun	0.00
11/25/2020	70936	Remit Overrun	0.00
11/25/2020	70937	Remit Overrun	0.00
11/25/2020	70938	Midwest Tape	23,602.46
11/25/2020	70939	Multi-Cultural Books & Videos	1,394.05
11/25/2020	70940	Office Depot, INC	261.47
11/25/2020	70941	OrangeBoy Inc	7,320.66
11/25/2020	70942	Remit Overrun	0.00
11/25/2020	70943	Remit Overrun	0.00
11/25/2020	70944	Remit Overrun	0.00
11/25/2020	70945	Remit Overrun	0.00
11/25/2020	70946	Remit Overrun	0.00
11/25/2020	70947	Remit Overrun	0.00
11/25/2020	70948	Remit Overrun	0.00
11/25/2020	70949	Overdrive Inc	46,396.67
11/25/2020	70950	Pacific Copy & Printing	53.36
11/25/2020	70951	Pacific MRO	283.40
11/25/2020	70952	Paper Roll Products	674.93
11/25/2020	70953	PUD No 1 of Snohomish County	973.89
11/25/2020	70954	Puget Sound Energy	1,294.73

Vouchers
November 2020

Date	Number	Payee	Check Amount
11/25/2020	70955	Roy Robinson	1,260.47
11/25/2020	70956	Salas O'Brien	1,400.00
11/25/2020	70957	Secretary of State	12,000.00
11/25/2020	70958	Smokey Point NW LLC	7,553.53
11/25/2020	70959	Sno-Isle Refund Account	201.93
11/25/2020	70960	Sound Maintenance Services, Inc	11,285.64
11/25/2020	70961	Stowe Development & Strategies	14,124.78
11/25/2020	70962	Summit Law Group, PLLC	456.00
11/25/2020	70963	Terminix	212.62
11/25/2020	70964	Timeless Design	8,987.56
11/25/2020	70965	Verizon Wireless (660108)	15,157.66
11/25/2020	70966	Visionary Office Furniture	2,053.56
11/25/2020	70967	Watson Label Products	7,182.36
11/25/2020	70968	Weston Woods Studios Inc	445.67
11/25/2020	70969	WEX	12.58
11/25/2020	70970	Your Membership	749.00
11/30/2020	70971	Cascade Centers	470.00
11/30/2020	70972	Delta Dental of Washington	24,039.96
11/30/2020	70973	Employment Security Dept (UI)	2.45
11/30/2020	70974	Kaiser Permanente	85,403.46
11/30/2020	70975	Lifewise Assurance Company	24,706.50
11/30/2020	70976	Lincoln National Life Ins Company	7,937.39
11/30/2020	70977	MCM	4,471.11
11/30/2020	70978	Navia Benefit Solutions Client Pay	1,782.70
11/30/2020	70979	Premiera Blue Cross	8,574.30
11/30/2020	70980	Sno-Isle Library Foundation	690.00
			<hr/>
			1,078,238.34
			<hr/>

Sno-Isle Libraries
December 2020 Payroll and December 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,188,496.39
Vendor Checks 71091, 71179 and 71274 through 71284 , Plus Electronic Fund Transfers	<u>\$ 697,517.11</u>
Total Payroll and Benefits	\$ 2,886,013.50
 Accounts Payable Checks 70981 through 71363 less checks listed above, plus Electronic Transfers	 <u>\$ 3,124,127.57</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 6,010,141.07</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 January 25, 2021.



Administrative Services Director

1/14/2021

Date

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

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

December 2020 Payroll

Employee Pay - Direct Deposit	\$	1,566,389.95	
Plus: Employee Deductions	\$	622,106.44	
Sub-Total Gross Payroll			\$ 2,188,496.39

Vendor Checks 71091, 71179 and 71274 through 71284	\$	153,931.81 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	182,743.37	
Electronic Funds Transfer - Empower - 457 Plan	\$	15,966.12	
Electronic Funds Transfer - ICMA - 457 Plan	\$	40,931.61	
Electronic Funds Transfer - PERS - Retirement Plan	\$	398,345.54	
Electronic Funds Transfer - Navia - FSA	\$	9,630.46	
Electronic Funds Transfer - Navia - HRA/MRA	\$	4,917.55	
Electronic Funds Transfer - Premera - Medical	\$	147,982.50	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(257,388.69)	
Sub-Total Benefits - Employer Expense			\$ 697,517.11
Total Payroll and Benefits			\$ 2,886,013.50

December 2020 Accounts Payable

Checks 70981 through 71363 less checks listed above	\$	3,121,637.96 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,489.61	
Sub-Total Accounts Payable			\$ 3,124,127.57
Total Payroll, Benefits and Accounts Payable			\$ 6,010,141.07

Adjustments

Paycom Direct Service Fee	\$	16,042.13	
Refunds and Credits	\$	(157.55)	
Refund Interest	\$	0.64	
Bank Service Charge	\$	815.81	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,959.31	
Total Adjustments			\$ 18,660.34
December 2020 Total Expenditures			\$ 6,028,801.41 ***

* Benefit invoices paid through Accounts Payable Checks

\$ 153,931.81

** Regular invoices paid through Accounts Payable Checks

\$ 3,121,637.96

Total Accounts Payable Check Payments

\$ 3,275,569.77

*** Equals Expenditure Summary Total

Vouchers
December 2020

Date	Number	Payee	Check Amount
12/10/2020	70981	Air Care System	11,865.36
12/10/2020	70982	Allied Universal	8,233.13
12/10/2020	70983	Alphabet Signs Inc	7,998.00
12/10/2020	70984	Amazon (530958)	2,577.26
12/10/2020	70985	American Distributing Co.	0.00
12/10/2020	70986	Avaya Inc (5332)	43,107.47
12/10/2020	70987	Remit Overrun	0.00
12/10/2020	70988	Remit Overrun	0.00
12/10/2020	70989	Remit Overrun	0.00
12/10/2020	70990	Baker & Taylor Books (277930)	59,907.86
12/10/2020	70991	Bank of America (4867)	21,151.67
12/10/2020	70992	Beacon Publishing Inc	637.50
12/10/2020	70993	Blackstone Publishing	89.98
12/10/2020	70994	Camano Commons	1,000.00
12/10/2020	70995	Cascade Natural Gas	13.00
12/10/2020	70996	City of Granite Falls	236.26
12/10/2020	70997	Cobra Construction Company	16,328.50
12/10/2020	70998	Comcast	3,658.63
12/10/2020	70999	Consolidated Technology Services	1,211.88
12/10/2020	71000	Crystal Mt. Pure Drinking Water	16.28
12/10/2020	71001	Crystal Springs	101.60
12/10/2020	71002	Dae Won LLC	7,564.71
12/10/2020	71003	Delta Connects	15,321.17
12/10/2020	71004	Eagle Pipe & Mechanical, LLC	47,504.00
12/10/2020	71005	EBSCO	2,338.98
12/10/2020	71006	Ednetics, Inc.	29,584.75
12/10/2020	71007	FairVega Library Services	104.64
12/10/2020	71008	FATBEAM, LLC	3,480.00
12/10/2020	71009	Gale/Cengage Learning	5,166.97
12/10/2020	71010	Remit Overrun	0.00
12/10/2020	71011	Ingram Library Services	15,767.92
12/10/2020	71012	Iron Mountain	379.11

12/10/2020	71013	Kanopy, Inc.	7,041.00
12/10/2020	71014	Language Exchange	608.04
12/10/2020	71015	Magna5 LLC	162.32
12/10/2020	71016	Mattila Painting Inc	655.80
12/10/2020	71017	Remit Overrun	0.00
12/10/2020	71018	Remit Overrun	0.00
12/10/2020	71019	Midwest Tape	30,670.42
12/10/2020	71020	Milliman Inc	3,967.04
12/10/2020	71021	Mink Enterprises LLC	33,316.91
12/10/2020	71022	Newegg.com	1,073.00
12/10/2020	71023	North County Outlook	330.00
12/10/2020	71024	Remit Overrun	0.00
12/10/2020	71025	Office Depot, INC	1,512.34
12/10/2020	71026	Remit Overrun	0.00
12/10/2020	71027	Remit Overrun	0.00
12/10/2020	71028	Remit Overrun	0.00
12/10/2020	71029	Remit Overrun	0.00
12/10/2020	71030	Remit Overrun	0.00
12/10/2020	71031	Remit Overrun	0.00
12/10/2020	71032	Remit Overrun	0.00
12/10/2020	71033	Remit Overrun	0.00
12/10/2020	71034	Remit Overrun	0.00
12/10/2020	71035	Remit Overrun	0.00
12/10/2020	71036	Remit Overrun	0.00
12/10/2020	71037	Remit Overrun	0.00
12/10/2020	71038	Remit Overrun	0.00
12/10/2020	71039	Remit Overrun	0.00
12/10/2020	71040	Remit Overrun	0.00
12/10/2020	71041	Remit Overrun	0.00
12/10/2020	71042	Remit Overrun	0.00
12/10/2020	71043	Remit Overrun	0.00
12/10/2020	71044	Remit Overrun	0.00
12/10/2020	71045	Remit Overrun	0.00
12/10/2020	71046	Remit Overrun	0.00
12/10/2020	71047	Overdrive Inc	145,211.24
12/10/2020	71048	Pacific MRO	540.64

12/10/2020	71049	Pacific Science Center	800.00
12/10/2020	71050	Paper Roll Products	1,647.81
12/10/2020	71051	PetroCard Systems Inc	1,053.16
12/10/2020	71052	Pitney Bowes	898.11
12/10/2020	71053	Postmaster - Sultan	226.00
12/10/2020	71054	Printing Plus	1,322.08
12/10/2020	71055	PUD No 1 of Snohomish County	14,845.98
12/10/2020	71056	Puget Sound Energy	1,875.23
12/10/2020	71057	Purple Communications, Inc	585.00
12/10/2020	71058	Ricoh USA Inc - 31001	597.86
12/10/2020	71059	Ricoh USA Inc - 650073	13,133.31
12/10/2020	71060	Roy Robinson	449.63
12/10/2020	71061	S-R Broadcasting Co Inc	1,050.00
12/10/2020	71062	Safeguard Business Systems, Inc.	585.04
12/10/2020	71063	SHI International	50,234.80
12/10/2020	71064	Shred-it	676.18
12/10/2020	71065	SkillSurvey, Inc.	604.00
12/10/2020	71066	Sound Maintenance Services, Inc	45,165.17
12/10/2020	71067	Sound Publishing	1,785.50
12/10/2020	71068	Stanwood/Camano News	270.27
12/10/2020	71069	T Mobile	1,143.67
12/10/2020	71070	Teresa Wippel Communications LLC	425.00
12/10/2020	71071	Terminix	1,083.35
12/10/2020	71072	Thomson Reuters - West	501.40
12/10/2020	71073	Timeless Design	9,669.35
12/10/2020	71074	Uline	171.09
12/10/2020	71075	Visionary Office Furniture	1,552.16
12/10/2020	71076	Walter E Nelson Co of Western WA	46.39
12/10/2020	71077	Washington Alarm	38.79
12/10/2020	71078	Weston Woods Studios Inc	362.11
12/10/2020	71079	Void	0.00
12/10/2020	71080	World Book Inc	9,000.00
12/10/2020	71081	Ziply Fiber	9,454.12
12/10/2020	71082	Wilcox & Flegel	171.48
12/10/2020	71083	Thompson, Lois Langer	435.00
12/17/2020	71084	Remit Overrun	0.00

12/17/2020	71085	Remit Overrun	0.00
12/17/2020	71086	Remit Overrun	0.00
12/17/2020	71087	Remit Overrun	0.00
12/17/2020	71088	Remit Overrun	0.00
12/17/2020	71089	Remit Overrun	0.00
12/17/2020	71090	Remit Overrun	0.00
12/17/2020	71091	Bank of America (2945)	3,070.33
12/17/2020	71092	Bank of America (3736)	961.61
12/17/2020	71093	Bank of America (5800)	2,000.57
12/17/2020	71094	Bank of America (5953)	218.60
12/17/2020	71095	Bank of America (8208)	5,282.08
12/17/2020	71096	Baus Systems LLC	767.66
12/17/2020	71097	Bibliocommons Inc.	8,257.04
12/17/2020	71098	Bibliotheca LLC	10,547.63
12/17/2020	71099	Blackstone Publishing	1,275.10
12/17/2020	71100	Remit Overrun	0.00
12/17/2020	71101	Remit Overrun	0.00
12/17/2020	71102	Cedar Grove Organics Recycling LLC	298.95
12/17/2020	71103	Center Point Large Print	702.90
12/17/2020	71104	City of Arlington	4,470.32
12/17/2020	71105	City of Brier	138.78
12/17/2020	71106	City of Monroe	616.42
12/17/2020	71107	City of Snohomish	3,091.46
12/17/2020	71108	City of Sultan	150.65
12/17/2020	71109	Clinton Water Dist	60.77
12/17/2020	71110	Comcast	3,658.63
12/17/2020	71111	Crystal Mt. Pure Drinking Water	9.22
12/17/2020	71112	Daily Journal of Commerce	60.00
12/17/2020	71113	Delta Connects	6,624.46
12/17/2020	71114	DEX MEDIA	108.50
12/17/2020	71115	Eagle Pipe & Mechanical, LLC	12,254.56
12/17/2020	71116	EBSCO	132.30
12/17/2020	71117	Gale/Cengage Learning	1,018.04
12/17/2020	71118	Greater Marysville Tulalip Chamber	2,500.00
12/17/2020	71119	Hillis Clark Martin & Peterson	42.00
12/17/2020	71120	Ingram Library Services	8,312.79

12/17/2020	71121	Island Disposal Inc	156.02
12/17/2020	71122	Janelle Tarasewicz	875.00
12/17/2020	71123	KnowBe4, Inc	10,075.36
12/17/2020	71124	Mach Publishing Company, Inc.	293.25
12/17/2020	71125	Remit Overrun	0.00
12/17/2020	71126	Midwest Tape	8,370.99
12/17/2020	71127	Milliken and Company	3,927.76
12/17/2020	71128	Mukilteo Water & Waste District	2,574.40
12/17/2020	71129	MyBinding	365.88
12/17/2020	71130	OCLC Inc (34299)	5,144.28
12/17/2020	71131	Office Depot, INC	579.75
12/17/2020	71132	OneLogin, Inc	19,051.80
12/17/2020	71133	Remit Overrun	0.00
12/17/2020	71134	Remit Overrun	0.00
12/17/2020	71135	Remit Overrun	0.00
12/17/2020	71136	Remit Overrun	0.00
12/17/2020	71137	Remit Overrun	0.00
12/17/2020	71138	Remit Overrun	0.00
12/17/2020	71139	Remit Overrun	0.00
12/17/2020	71140	Remit Overrun	0.00
12/17/2020	71141	Overdrive Inc	170,243.69
12/17/2020	71142	Paper Roll Products	648.90
12/17/2020	71143	PetroCard Systems Inc	1,366.01
12/17/2020	71144	Platt Electric Supply	52.62
12/17/2020	71145	Prime Self Storage	814.00
12/17/2020	71146	PUD No 1 of Snohomish County	881.00
12/17/2020	71147	Puget Sound Energy	501.73
12/17/2020	71148	Purple Communications, Inc	540.00
12/17/2020	71149	Rentacrate Enterprises LLC	104,263.90
12/17/2020	71150	Republic Services 197	712.87
12/17/2020	71151	Salas O'Brien	11,147.15
12/17/2020	71152	Sara K Turner Art	63.75
12/17/2020	71153	Silver Lake Water & Sewer	71.70
12/17/2020	71154	Smokey Point NW LLC	7,553.53
12/17/2020	71155	Sound Publishing	4,760.05
12/17/2020	71156	Stowe Development & Strategies	13,990.41

12/17/2020	71157	Timeless Design	11,907.58
12/17/2020	71158	Transource Services Corp	194,574.09
12/17/2020	71159	Uline	263.60
12/17/2020	71160	Visionary Office Furniture	1,323.14
12/17/2020	71161	Walter E Nelson Co of Western WA	3,706.91
12/17/2020	71162	Washington State Ferries	419.25
12/17/2020	71163	Waste Management	2,159.35
12/17/2020	71164	Wave Business	10,491.34
12/17/2020	71165	Whidbey Telecom	596.96
12/17/2020	71166	WLA	10,000.00
12/17/2020	71167	Accurate Installation & Design	2,368.08
12/17/2020	71168	Ace Equipment Rentals	431.34
12/17/2020	71169	American Library Assoc - RDA Toolkit	740.00
12/17/2020	71170	Asplundh Tree Expert LLC	2,568.55
12/17/2020	71171	Remit Overrun	0.00
12/17/2020	71172	Baker & Taylor Books (277930)	33,639.81
12/17/2020	71173	Bank of America (2175)	2,948.77
12/17/2020	71174	BUC Information Services	408.74
12/17/2020	71175	CDW Government Inc	17,455.34
12/24/2020	71176	AAA Fire Protection, Inc	441.45
12/24/2020	71177	Janelle Tarasewicz	5,700.00
12/24/2020	71178	Baker & Taylor Books (277930)	17,028.95
12/24/2020	71179	Bank of America (3488)	3,303.91
12/24/2020	71180	Bank of America (4867)	2,750.55
12/24/2020	71181	Bank of America (6255)	1,335.11
12/24/2020	71182	Brainfuse Inc	106,050.00
12/24/2020	71183	CDW Government Inc	3,790.12
12/24/2020	71184	Cedar Grove Organics Recycling LLC	378.45
12/24/2020	71185	EBSCO	149,827.00
12/24/2020	71186	Ednetics, Inc.	18,125.46
12/24/2020	71187	E - Rate Expertise Inc	1,612.50
12/24/2020	71188	Everett Safe & Lock	356.08
12/24/2020	71189	Gale/Cengage Learning	3,197.27
12/24/2020	71190	HF Group	68.50
12/24/2020	71191	Ingram Library Services	5,284.03
12/24/2020	71192	Remit Overrun	0.00

12/24/2020	71193	Remit Overrun	0.00
12/24/2020	71194	Midwest Tape	18,454.19
12/24/2020	71195	News Bank Inc	5,910.50
12/24/2020	71196	New York Times Company	12,230.40
12/24/2020	71197	OCLC (6565)	5,944.71
12/24/2020	71198	Office Depot, INC	1,048.94
12/24/2020	71199	Remit Overrun	0.00
12/24/2020	71200	Remit Overrun	0.00
12/24/2020	71201	Remit Overrun	0.00
12/24/2020	71202	Remit Overrun	0.00
12/24/2020	71203	Remit Overrun	0.00
12/24/2020	71204	Overdrive Inc	237,358.11
12/24/2020	71205	Paper Roll Products	515.60
12/24/2020	71206	Pitney Bowes	898.11
12/24/2020	71207	Puget Sound Energy	3,062.69
12/24/2020	71208	PUD No 1 of Snohomish County	179.31
12/24/2020	71209	Reserve Account	20,000.00
12/24/2020	71210	Ricoh USA Inc - 31001	3,120.25
12/24/2020	71211	Ricoh USA Inc - 650073	16,957.94
12/24/2020	71212	Roy Robinson	1,775.00
12/24/2020	71213	Silver Kite Community Arts	2,400.00
12/24/2020	71214	Skagit Valley College	500.00
12/24/2020	71215	Sno-Isle Refund Account	500.50
12/24/2020	71216	Summit Law Group, PLLC	982.00
12/24/2020	71217	Terminix	212.62
12/24/2020	71218	Walter E Nelson Co of Western WA	599.61
12/24/2020	71219	WCP Solutions	493.77
12/24/2020	71220	Weston Woods Studios Inc	445.67
12/24/2020	71221	Dae Won LLC	7,564.71
12/24/2020	71222	Lamb Contracting LLC	7,225.83
12/30/2020	71223	AT&T (105068)	4,493.79
12/30/2020	71224	Avidex Industries, LLC	31,251.58
12/30/2020	71225	Remit Overrun	0.00
12/30/2020	71226	Baker & Taylor Books (277930)	28,138.28
12/30/2020	71227	Bud Barton's Glass Co	2,210.21
12/30/2020	71228	Camano Commons	1,000.00

12/30/2020	71229	Cascade Natural Gas	13.00
12/30/2020	71230	CDW Government Inc	12,974.67
12/30/2020	71231	City of Marysville	1,420.96
12/30/2020	71232	City of Oak Harbor	20,417.94
12/30/2020	71233	Cobra Construction Company	53,122.10
12/30/2020	71234	Crystal Mt. Pure Drinking Water	16.28
12/30/2020	71235	Demco Inc (8048)	223.81
12/30/2020	71236	Ednetics, Inc.	210.02
12/30/2020	71237	The Home Depot Pro	29,901.18
12/30/2020	71238	HP Inc	654.00
12/30/2020	71239	Ingram Library Services	5,787.76
12/30/2020	71240	Lamb Contracting LLC	3,396.39
12/30/2020	71241	Lithtex Northwest, Inc	649.01
12/30/2020	71242	Midwest Tape	657.67
12/30/2020	71243	Milliken and Company	842.51
12/30/2020	71244	Office Depot, INC	473.34
12/30/2020	71245	OrangeBoy Inc	3,660.33
12/30/2020	71246	Remit Overrun	0.00
12/30/2020	71247	Remit Overrun	0.00
12/30/2020	71248	Remit Overrun	0.00
12/30/2020	71249	Remit Overrun	0.00
12/30/2020	71250	Overdrive Inc	234,511.67
12/30/2020	71251	Paper Roll Products	277.39
12/30/2020	71252	PetroCard Systems Inc	1,337.50
12/30/2020	71253	Puget Sound Energy	632.24
12/30/2020	71254	PUD No 1 of Snohomish County	13,032.82
12/30/2020	71255	Ricoh USA Inc - 31001	437.06
12/30/2020	71256	Right On Heating & Sheet Metal Inc	9,934.22
12/30/2020	71257	Roy Robinson	307.16
12/30/2020	71258	Salish Networks	1,210.98
12/30/2020	71259	Scholastic Library Publishing	16,922.00
12/30/2020	71260	Seattle Times	8,000.00
12/30/2020	71261	Shred-it	435.99
12/30/2020	71262	Sound Maintenance Services, Inc	10,352.61
12/30/2020	71263	Sound Publishing	28.00
12/30/2020	71264	Terminix	496.31

12/30/2020	71265	Timeless Design	1,106.82
12/30/2020	71266	Uline	15.16
12/30/2020	71267	Visionary Office Furniture	8,679.67
12/30/2020	71268	Walter E Nelson Co of Western WA	729.48
12/30/2020	71269	Wave Business	5,159.16
12/30/2020	71270	WEX	19.43
12/30/2020	71271	WLA	70.00
12/30/2020	71272	WyCom Systems Inc	434.25
12/30/2020	71273	Ziply Fiber	399.57
12/31/2020	71274	Cascade Centers	587.50
12/31/2020	71275	Delta Dental of Washington	24,499.85
12/31/2020	71276	Dept of Labor & Industries	3.16
12/31/2020	71277	Employment Security Dept (UI)	4,796.27
12/31/2020	71278	Kaiser Permanente	74,246.96
12/31/2020	71279	Lifewise Assurance Company	24,706.50
12/31/2020	71280	Lincoln National Life Ins Company	8,416.92
12/31/2020	71281	MCM	4,470.88
12/31/2020	71282	Navia Benefit Solutions Client Pay	1,787.60
12/31/2020	71283	Premiera Blue Cross	9,313.83
12/31/2020	71284	Sno-Isle Library Foundation	690.00
12/31/2020	71285	Air Care System	3,502.41
12/31/2020	71286	Amazon (530958)	3,138.11
12/31/2020	71287	American Distributing Co.	295.67
12/31/2020	71288	AT&T Mobility (6463)	446.54
12/31/2020	71289	Avidex Industries, LLC	81,918.76
12/31/2020	71290	Baker & Taylor Books (277930)	5,544.62
12/31/2020	71291	Bank of America (2175)	1,399.42
12/31/2020	71292	Bank of America (2879)	386.22
12/31/2020	71293	Bank of America (2945)	4,141.85
12/31/2020	71294	Bank of America (3488)	4,508.68
12/31/2020	71295	Bank of America (3736)	365.30
12/31/2020	71296	Bank of America (4867)	4,832.92
12/31/2020	71297	Bank of America (5953)	328.78
12/31/2020	71298	Bank of America (6255)	120.27
12/31/2020	71299	Bank of America (8208)	4,117.01
12/31/2020	71300	Bank of America (842425)	2,963.86

12/31/2020	71301	Center for Internet Security, Inc	14,700.00
12/31/2020	71302	Centimark Corp	36,027.47
12/31/2020	71303	City of Granite Falls	118.13
12/31/2020	71304	Clinton Water Dist	50.57
12/31/2020	71305	Cobra Construction Company	53,122.10
12/31/2020	71306	Consolidated Technology Services	1,211.88
12/31/2020	71307	Corey Oil & Propane Co	331.43
12/31/2020	71308	Crystal Springs	101.60
12/31/2020	71309	Demco Inc (8048)	40.97
12/31/2020	71310	Ednetics, Inc.	3,320.83
12/31/2020	71311	Everett Safe & Lock	1,417.96
12/31/2020	71312	Gale/Cengage Learning	287.11
12/31/2020	71313	Goldfinch Brothers	1,683.90
12/31/2020	71314	Guardian Security	4,642.99
12/31/2020	71315	Harbour Pointe Maint Assoc	1,088.54
12/31/2020	71316	Harmsen, LLC	3,445.00
12/31/2020	71317	Ingram Library Services	2,834.69
12/31/2020	71318	Iron Mountain	379.11
12/31/2020	71319	Kanopy, Inc.	8,340.00
12/31/2020	71320	Kelli Smith	54.88
12/31/2020	71321	Void	0.00
12/31/2020	71322	Lumenal Lighting LLC	36,816.91
12/31/2020	71323	Magna5 LLC	169.42
12/31/2020	71324	Marti Anamosa	69.44
12/31/2020	71325	Martin Munguia	105.84
12/31/2020	71326	Materials Testing & Consulting, Inc.	2,465.00
12/31/2020	71327	Remit Overrun	0.00
12/31/2020	71328	Midwest Tape	25,734.49
12/31/2020	71329	Office Depot, INC	445.82
12/31/2020	71330	Olson, Rose	100.80
12/31/2020	71331	Remit Overrun	0.00
12/31/2020	71332	Remit Overrun	0.00
12/31/2020	71333	Remit Overrun	0.00
12/31/2020	71334	Remit Overrun	0.00
12/31/2020	71335	Remit Overrun	0.00
12/31/2020	71336	Overdrive Inc	17,656.42

12/31/2020	71337	Pacific Copy & Printing	679.56
12/31/2020	71338	Pacific Modular LLC	1,875.00
12/31/2020	71339	Pacific MRO	283.40
12/31/2020	71340	PUD No 1 of Snohomish County	3,332.80
12/31/2020	71341	Puget Sound Energy	1,876.58
12/31/2020	71342	Rentacrate Enterprises LLC	11,691.76
12/31/2020	71343	Rico Tessandore	29.12
12/31/2020	71344	Ricoh USA Inc - 31001	195.26
12/31/2020	71345	Ricoh USA Inc - 650073	13,133.31
12/31/2020	71346	Ryan, Paul	120.30
12/31/2020	71347	Seahurst Electric	18,831.59
12/31/2020	71348	Shred-it	236.11
12/31/2020	71349	Silver Lake Water & Sewer	71.70
12/31/2020	71350	Sno-Isle Refund Account	100.00
12/31/2020	71351	Sound Maintenance Services, Inc	44,757.47
12/31/2020	71352	Susan Kostick	139.53
12/31/2020	71353	T Mobile	1,143.67
12/31/2020	71354	Terminix	359.49
12/31/2020	71355	The Home Depot Pro	17,223.70
12/31/2020	71356	Remit Overrun	0.00
12/31/2020	71357	Timeless Design	16,299.82
12/31/2020	71358	Unique Interiors, Inc.	3,081.82
12/31/2020	71359	Vernon Library Supplies Inc	5,932.40
12/31/2020	71360	Washington State Ferries	379.10
12/31/2020	71361	Workpointe, Inc.	1,486.48
12/31/2020	71362	Ziply Fiber	9,162.17
12/31/2020	71363	Lamb Contracting LLC	7,225.84
			<hr/>
			3,275,569.77
			<hr/>

Executive Director

Board Report

January 2021

Lois Langer Thompson
Executive Director

Meetings with Elected Officials & Stakeholders

- Senator Liias – Mariner Community Campus.
- Economic Alliance of Snohomish County (EASC) Coffee Chats.
 - Sound Transit.
 - Revitalizing the economy.
 - Higher Education.
- EASC Legislative Kick-off. Presented *Community Vitality & Resiliency* priorities.
- Island County Economic Recovery Task Force weekly meetings.
 - Adult Services Manager Emily Felt presented Library Business Resources at the January 11, 2021 meeting.
- Daily Herald: Josh O'Connor, Publisher and Phillip O'Connor, Executive Editor. Potential partnerships.

Board Meetings / Professional Meetings / Community Events

- EASC Board meeting.
- Island County Town Halls.
- Snohomish County Schools / Public Health Coordination biweekly call.
- Emmett Heath, Community Transit, retirement celebration.
- Board of Trustees.
 - Executive Committee.
 - Board Development / Administration Committee.
- Leadership Snohomish County.
 - Racial Equity committee meeting.
 - Board meeting.

Professional meetings / Presentations

- Public Libraries of Washington (PLW)
 - Annual Meeting.
 - Weekly Legislative update call.
- Public Library Association (PLA) EDISJ Task Force meetings.
- Regional Library Directors weekly update call.

Professional Development

- Aspen Institute. *Closing the Divides: A Plan for Digital Equity and Inclusion*.
- Sno-Isle Libraries. *EDI & Anti-Racism training*.
- American Library Association (ALA) *Midwinter Conference*.

Human Resources

- Personnel updates.
- Monthly Human Resources report.

Library Updates

- Board of Trustees 2021 work plan.
- Capital updates.

Other Updates

- Partnership with University of Washington iSchool.

Sno-Isle Libraries collaborated with the University of Washington iSchool by featuring a series of three programs presented by students during our Harry Potter Week last summer. Dr. Martin published ["Harry Potter in the 21st Century: Leveraging Problematic Fiction to Infuse Social Justice into the LIS Curriculum"](#) in *Alki: The Washington Library Association Journal*, December 2020.

We are currently working with Dr. Martin to collaborate with her students on an opportunity to present to our youth services staff in March.

- Issues that Matter

The inaugural event of *Issues That Matter 2021*, "Pandemic Pressures: Supporting Community and Family Mental Health" was held on January 14. Over 60 people attended the first session. The next event is scheduled for January 30.

Island County Board of Commissioners

P.O. Box 5000
Coupeville, Washington 98239-5000

Phone: (360) 679-7354
From Camano: (360) 629-4522
From S. Whidbey: (360) 321-5111
Fax: (360) 679-7381
www.islandcountywa.gov



November 10, 2020

Lia Escudero Belcher
7312 35th Ave. NE
Marysville, WA 98271

Re: Appointment to serve on the Sno-Isle Library Board

Dear Ms. Belcher,

Upon the recommendation of the Sno-Isle Libraries Board of Trustees' Selection Committee, I am pleased to advise that per formal action taken by the Board of Island County Commissioners during regular session held this date, Jennifer DePrey was unanimously appointed to serve a term as a member of the Board of Trustees. The term of this appointment shall run until December 31, 2028.

On behalf of the entire Board, I would like to take this opportunity to express our sincere appreciation for your willingness to contribute your time, effort and expertise to serve your community and fellow citizens in this capacity. Thank you very much for volunteering to fulfill the duties of this position.

Sincerely,

Helen Price Johnson, Acting Chair
Board of County Commissioners

HPJ:jr



Snohomish County

County Council

**Megan Dunn
Sam Low
Jared Mead
Nate Nehring
Stephanie Wright**

January 13, 2021

3000 Rockefeller Avenue
Everett, WA 98201-4046
(425)388-3494
FAX (425)388-3496
TTY/TDD (800)877-8339

Ms. Jennifer DePrey
c/o Sno-Isle Libraries
7312 35th Avenue NE
Marysville, WA 98271


Re: Appointment to the Sno-Isle Libraries Board of Trustees

Dear Ms. DePrey:

On behalf of the Snohomish County Council, I would like to take this opportunity to thank you for accepting the appointment to the Sno-Isle Libraries Board of Trustees.

It is gratifying to see citizens such as yourself participating in these important functions. We sincerely appreciate you making yourself available to serve in this capacity.

Sincerely,


Stephanie Wright
Council Chair

cc: Executive's Office

Enclosure

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington

MOTION NO. 20-542

CONFIRMING THE APPOINTMENT OF JENNIFER DEPREY TO THE SNO-ISLE
LIBRARIES BOARD OF TRUSTEES

WHEREAS, the Sno-Isle Regional Library is an inter-county rural library district serving Snohomish and Island Counties, and is governed by a seven-member Board of Trustees; and

WHEREAS, the Sno-Isle Libraries Board of Trustees recommends Ms. Jennifer DePrey for appointment; and

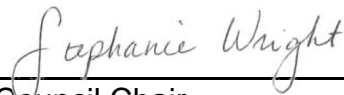
WHEREAS, the Island County Board of County Commissioners appointed Ms. DePrey to the Sno-Isle Libraries Board of Trustees and is requesting confirmation from the Snohomish County Council; and

WHEREAS, pursuant to SCC 2.03.030, Snohomish County Executive Dave Somers supports this recommendation and requests that the Snohomish County Council confirm Ms. DePrey's appointment;

NOW, THEREFORE, ON MOTION, the Snohomish County Council does hereby confirm the appointment of Ms. DePrey to the Sno-Isle Regional Library Board of Trustees for a seven-year term expiring January 1, 2028.


DATED this 13th day of January, 2021.

SNOHOMISH COUNTY COUNCIL
Snohomish County, Washington



Council Chair

ATTEST:



Asst. Clerk of the Council

BOARD OF TRUSTEES

2021 WORK PLAN

Date Host Library	Jan 28 Library on Wheels	Feb 22 Mill Creek	Mar 22 Brier	Apr 26 Clinton	May 24 Arlington
Budget	Monthly review	Monthly review	Monthly review	Monthly review	Monthly review
		Budget carryover			
Business	Elect officers	Employee award selection			
	Appoint committees				
Other	Strategic goals 2021 overview	Strategic Goals update	Strategic Goals update	Strategic Goals update	Strategic Goals update
Committees		Executive			
Other meetings	Joint levy approval January 7, 2021	Annual retreat February 6, 2021			

BOARD OF TRUSTEES

2021 WORK PLAN

Date Host Library	Jun 28 Langley	Jul 26 Darrington	Sep 20 Oak Harbor	Oct 25 Lynnwood	Nov 29 Marysville
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		Appoint Board Officer Nominating Committee		Executive Director review and contract
					Board Officer Nominating Committee
Other	Mid-year review of 2021 Strategic Goals	Strategic Goals update	Strategic Goals update	Strategic Goals update	Strategic Goals year-end review
					2022 Strategic Goals
Committees		Executive	Executive	Executive	Executive
			Strategic Planning and Finance		
		Trustee nominating	Trustee nominating	Board Officer Nominating	
Other meetings					

Administrative Services

Board Report

December 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- November's property tax revenue totaled \$5,486,912. Year to date property tax receipts are at \$58,802,856 or 98.2% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues combined at \$769,347 is 133.8% of the annual budget. This slightly more than the timber revenues received by this time last year.
- Investment income to date at \$299,592 is 33.0% below the year to date budget and \$357,516 less than this time last year. Markedly lower interest rates and difficult economic conditions have adversely impacted investment pool returns in 2020.
- Other November revenues of \$59,970 consists primarily of a Premera Rx refund (\$48,978).
- Total revenue received to date is at 97.95% (\$60,385,906) of the annual budget and is 1.0% (\$363,944) less than budget year to date.

Expenditures Summary

- Salaries and benefits at \$32,637,029 or 86.8% of the annual budget are 5.3% (\$1,825,641) 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.
- Materials spending of \$5,696,511 is 18.6% less than the year-to-date budget. The total materials spending will be carefully managed towards budget during the last month of the year. Materials availability continues to be an issue with Baker & Taylor. We are increasing purchases with other vendors as a result and purchasing more electronic formats through year-end.
- Professional & contract services is underspent by 34.2% (\$969,254), driven by building closures and a pause on certain library programming.
- Maintenance & repair of \$377,929 is 70.6% (\$905,881) lower than budget mainly due building closures.
- Capital outlays totaled \$26,480 in November as work continues on construction of a canopy over the Service Center delivery area.
- Viral infection protection costs of \$494,383 have been spent to date. Costs include PPE and preparing safe workspaces for staff when the libraries reopen (social distancing) and building & custodial supplies and services.
- Total expenditures year to date is at 79.5% (\$44,854,243) of the annual budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	5,486,912	5,423,030	58,802,856	59,128,330	59,860,000	98.23%
02.0	Timber Tax / Sales	75,833	16,500	769,347	509,200	575,000	133.79%
03.0	Print/Copy Services	15	5,420	6,030	59,620	65,000	9.27%
04.0	Services/City Contract Fees	0	290	0	3,190	3,450	0.00%
05.0	Lost Materials Paid	1,723	8,330	23,922	91,630	100,000	23.92%
06.0	Investment Interest	22,057	40,830	299,592	449,130	490,000	61.14%
07.0	Donations Private Sources	439	8,750	102,137	96,250	105,000	97.27%
08.0	Other Revenue	59,970	37,500	370,409	412,500	450,000	82.31%
09.1	Insurance Recoveries	0	0	11,612	0	0	0.00%
	Total Revenues	5,646,949	5,540,650	60,385,906	60,749,850	61,648,450	97.95%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 11/1/2020 Through 11/30/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,933,267	3,132,970	32,637,029	34,462,670	37,595,500	86.81%
20.0	Materials	395,084	583,330	5,696,511	6,416,630	7,000,000	81.37%
26.0	Professional & Contract Services	198,899	257,380	1,861,926	2,831,180	3,087,700	60.30%
35.0	Equipment & Furnishings	28,868	95,090	694,526	1,045,990	1,141,400	60.84%
38.0	Maintenance & Repair	68,271	116,710	377,929	1,283,810	1,400,200	26.99%
41.0	Software License & Maint Fees	24,888	115,970	898,196	1,275,670	1,391,900	64.53%
42.0	Communications	65,185	50,050	452,259	550,550	600,300	75.33%
43.0	Office & Operating Supplies	43,021	61,560	426,197	677,160	737,100	57.82%
44.0	Utilities	24,366	43,230	341,791	475,530	518,700	65.89%
45.0	Rentals & Leases	22,558	33,350	404,533	366,850	400,100	101.10%
46.0	Insurance	0	14,460	177,785	159,060	173,500	102.46%
48.0	Employee Training / Travel	309	25,030	83,442	275,330	300,000	27.81%
49.0	Miscellaneous	40,682	56,805	293,031	625,005	681,700	42.98%
50.0	Strategic Initiatives / Innovation	0	14,580	4,734	160,380	175,000	2.70%
55.0	Development Initiatives	0	52,130	0	573,430	625,500	0.00%
62.0	Capital - Bldgs & Improvements	26,480	38,080	400,054	418,880	457,000	87.53%
64.0	Capital - Furnishings & Equipment	0	4,170	0	45,870	50,000	0.00%
64.4	Capital - Vehicles	0	8,000	104,301	88,000	96,000	108.64%
	Total Expenditures	3,871,877	4,702,895	44,854,243	51,731,995	56,431,600	79.48%

Administrative Services

Board Report

January 2021

Gary Sitzman
Administrative Services Director

Revenue Summary

- Year to date property tax receipts total \$59,794,994 or 99.9% of the annual budget.
- Timber tax and associated excise tax revenues combined at \$900,642 is 156.6% of the annual budget. This is \$109,863 more than the total timber revenues received last year.
- Investment income to date at \$310,299 is 37.0% below the annual budget and is \$383,906 less than this time last year. Markedly lower interest rates and difficult economic conditions in 2020 adversely impacted investment pool returns.
- Private donation at \$208,692 is nearly double the annual budget due to receipt of \$92,318 in state grant funds (not budgeted) for the year.
- Other revenues received at \$402,586 is 89.5% of budget. December revenues of \$32,176 consists primarily of DNRs Natural Area Preservation revenue (\$24,545). Although E-rate program filings were made this year, no funds have been received due to government delays. These funds are expected to be received in 2021.
- Total revenue combined for the year at \$61,664,413 is just \$15,963 more than the total annual revenue budget of \$61,648,450.

Expenditures Summary

- Salaries and benefits at \$35,523,042 or 94.5% of the annual budget are 5.5% (\$2,072,458) below budget expectations. This reflects management's decision to carefully consider alternatives to hiring vacant positions as in-building library services are still paused and future staffing demands remain unclear.
- Materials spending of \$7,098,705 is 1.4% more than the year-to-date budget.
- Professional & contract services at \$2,102,997 is underspent by 31.9% (\$984,703) and is driven by building closures and a pause on various library programs.
- Maintenance & repair of \$576,499 is 58.8% (\$823,701) lower than budget mainly due building closures.
- Employee travel and training expense totaled 28.0% of the \$300,000 budget. Many training conferences were either cancelled or were provided online at a significantly lower cost.
- Capital outlays totaled \$773,616 for the year or 128.3% of the annual budget. This overage was covered by a portion of the 2019 carryover funds. December's spending totaled \$269,260 as various capital projects such as construction of a canopy over the Service Center delivery area, the Monroe roof and gutter replacement project, and library HVAC improvements were started late in the year.

- Viral infection protection costs of \$695,554 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. Application for refunds on eligible expenses under the CARES Act and FEMA have been submitted.
- Total expenditures year to date is at 90.2% (\$50,883,044) of the annual budget.

Revenue Summary

- In September 2020, \$4,966,850 was transferred out of the General Fund into the Reserve Fund in accordance with the Board approved budget. Of this amount, \$2,051,850 was transferred into the Levy Rate Stabilization Reserve, \$1,615,000 to the Emergency Reserve, \$1,000,000 to the Building Reserve, and \$300,000 to the Equipment Reserve for technology refresh. This brought reserve balances to the Board approved budget of \$24,494,284 in 2020.
- At year end, an additional \$6,500,000 was transferred out of the General Fund and into the Reserve Fund. Since this amount is essentially a surplus from reduced 2020 expenditures, it is currently classified as “undesignated” in the reserve fund.
- Sno-Isle Libraries holds certain restricted building funds controlled by inter-local agreements with cities annexed into the library district. These funds are considered “restricted” since Sno-Isle Libraries is not able to exercise unencumbered control of how these dollars are spent. They may only be spent by mutual consent of the parties to the agreement. The 2020 additions to these restricted building fund balances totaled \$49,330. This brings the total restricted building fund balances to \$2,647,757.

(Reserve details follows)

**Unrestricted Reserve Fund Balances
As of December 31, 2020**

Type Reserve Fund	2019 YE Balance	2020 Additions	2020 YE Balance
Emergency	\$8,385,000	\$1,615,000	\$ 10,000,000
Self – Insurance	\$850,000		\$850,000
Levy Rate Stabilization	\$8,021,266	\$2,051,850	\$10,073,116
Unemployment Compensation	\$40,000		\$40,000
Vacation & Sick Pay Liability	\$1,400,000		\$1,400,000
Building	\$2,500,000	\$1,000,000	\$3,500,000
Equipment	\$1,100,000	\$300,000	\$1,400,000
Land Acquisition	\$2,198,018		\$2,198,018
Budget Reserve Fund Balance	\$24,494,284	\$4,966,850	\$29,461,134
Undesignated (<i>unbudgeted</i>)		\$6,500,000	\$6,500,000
Total Reserve Fund Balance		\$11,466,850	\$35,961,134

**Restricted Building Fund Balances
As of December 31, 2020**

Building Funds	2019 YE Balance	2020 Additions	2020 YE Balance
Darrington PCLD	\$192,971	\$12,212	\$205,183
Edmonds	\$841,448	\$5,104	\$846,552
Mill Creek	\$316,988	\$1,915	\$318,903
Monroe (<i>LCFA dissolved</i>)	\$35,365	\$0	\$35,365
Lynnwood	\$1,140,502	\$6,967	\$1,147,469
Lake Stevens	\$71,153	\$297	\$71,450
Snohomish (<i>LCFA dissolved</i>)		\$22,835	\$22,835
Total Restricted Building Funds	\$2,598,427	\$ 49,330	\$2,647,757

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 12/1/2020 Through 12/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	Annual Budget	% Annual Budget Recv'd
	Revenues					
01.0	Property Taxes	992,138	731,670	59,794,994	59,860,000	99.89%
02.0	Timber Tax / Sales	131,295	65,800	900,642	575,000	156.63%
03.0	Print/Copy Services	0	5,380	6,030	65,000	9.27%
04.0	Services/City Contract Fees	3,486	260	3,486	3,450	101.04%
05.0	Lost Materials Paid	2,149	8,370	26,072	100,000	26.07%
06.0	Investment Interest	10,707	40,870	310,299	490,000	63.32%
07.0	Donations Private Sources	106,555	8,750	208,692	105,000	198.75%
08.0	Other Revenue	32,176	37,500	402,586	450,000	89.46%
09.1	Insurance Recoveries	0	0	11,612	0	0.00%
	Total Revenues	1,278,507	898,600	61,664,413	61,648,450	100.03%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 12/1/2020 Through 12/31/2020
(In Whole Numbers)

		<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>
	Expenditures					
10.0	Salaries & Benefits	2,886,014	3,132,830	35,523,042	37,595,500	94.48%
20.0	Materials	1,402,194	583,370	7,098,705	7,000,000	101.41%
26.0	Professional & Contract Services	241,070	256,520	2,102,997	3,087,700	68.10%
35.0	Equipment & Furnishings	246,676	95,410	941,202	1,141,400	82.46%
38.0	Maintenance & Repair	198,570	116,390	576,499	1,400,200	41.17%
41.0	Software License & Maint Fees	303,738	116,230	1,201,934	1,391,900	86.35%
42.0	Communications	57,255	49,750	509,513	600,300	84.87%
43.0	Office & Operating Supplies	212,653	59,940	638,850	737,100	86.67%
44.0	Utilities	65,385	43,170	407,176	518,700	78.49%
45.0	Rentals & Leases	68,948	33,250	473,481	400,100	118.34%
46.0	Insurance	0	14,440	177,785	173,500	102.46%
48.0	Employee Training / Travel	685	24,670	84,127	300,000	28.04%
49.0	Miscellaneous	74,914	56,695	367,945	681,700	53.97%
50.0	Strategic Initiatives / Innovation	1,441	14,620	6,174	175,000	3.52%
55.0	Development Initiatives	0	52,070	0	625,500	0.00%
62.0	Capital - Bldgs & Improvements	253,939	38,120	653,994	457,000	143.10%
64.0	Capital - Furnishings & Equipment	15,321	4,130	15,321	50,000	30.64%
64.4	Capital - Vehicles	0	8,000	104,301	96,000	108.64%
	Total Expenditures	<u>6,028,801</u>	<u>4,699,605</u>	<u>50,883,044</u>	<u>56,431,600</u>	<u>90.17%</u>

Memo

Emergency Notification to Board of Trustees

Policy Requirement

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

Notification

There are two emergency declarations to report:

1. On January 13, 2021 the Clinton Library was damaged in a wind storm when a large tree fell onto the roof. Due to public safety concerns and potential for further damage, Gary Sitzman declared the situation an emergency. The tree was removed and the roof temporarily repaired on January 13th by Sno-Isle Libraries contracted landscaping company Timeless Designs, Inc.

2. On January 14, 2021 the Clinton Library's damaged roof was repaired by Jimmy's Roofing.

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

a. EN-17789	Timeless Designs, Inc.	\$1635.00
b. EN-17790	Jimmy's Roofing	\$4348.00