

Sno-Isle Libraries

Board of Trustees

March 22, 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) Land Acknowledgement

We acknowledge that we are on the traditional land of the Coast Salish Peoples, including the Tulalip, Snohomish, Stillaguamish, and Sauk-Suiattle Tribes past and present, and honor with gratitude the land itself and many tribes.

3) *Approval of Agenda

4) Introduction and Recognition of Guests

5) *Consent Agenda Items

- a) Approval of February 22, 2021 regular meeting minutes;
- b) Approval of February 2021 Sno-Isle Payroll, Benefits, and Vouchers.

February 2021

Direct Deposits and Employee Deductions, Manual Check #736	\$2,293,103.82
Vendor Checks 71561 and 71734 through 71742, Plus Electronic Fund Transfers	\$737,085.40
Total Payroll and Benefits	\$3,030,189.22
Checks listed above, plus Electronic Transfers	\$1,072,281.21
Total Payroll, Benefits and Accounts Payable	\$4,102,470.43

6) Public Comment

7) Communications to the Board

8) New Business

- a) *Lake Stevens Temporary Library Appropriation. [Attachment 1](#)
- b) *Reserve fund recommendation. [Attachment 2](#)
- c) Arlington Library proposal. [Attachment 3](#)
- d) *Resolution 21-01 – Decrease to the Imprest Change Fund. [Attachments 4-5](#)

9) Unfinished Business

- a) None

10) Executive Director's Report

- a) Executive Director's report [Attachments 6-7](#)
- b) Library presentation – Brier Library Manager Kelley Murdock
- c) Financial Update – Director of Administrative Services Gary Sitzman [Attachment 8](#)

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

- a) President's Report / Executive Committee – President Kostick [Attachment 9](#)
- b) Board Development / Administration Committee – Chair Ryan
- c) Foundation Board Representative – Trustee Olson

12) Announcements and Comments

13) Executive Session

14) *Adjournment

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

Board of Trustees

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

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Sno-Isle Libraries

Board of Trustees

Monday, February 22, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:00 p.m.

Roll Call

Members Present: Jennifer DePrey, 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, Sonia Gustafson, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Tricia Lee, Rebecca Loney, Chy Ross, Judy Sasges, Stacy Siler, Gary Sitzman, Lois Langer Thompson, Darlene Weber, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

Consent Agenda Items

Trustee Smith moved to approve the Consent Agenda as amended.

- a) Approval of January 25, 2021 regular meeting minutes;
- b) Approval of February 6, 2021 special meeting minutes;
- c) Approval of January 2021 Sno-Isle Payroll, Benefits, and Vouchers.

January 2021

Direct Deposits and Employee Deductions	\$2,222,355.23
Vendor Checks 71409, 71508 through 71517. Plus Electronic Fund Transfers	\$716,007.33
Total Payroll and Benefits	\$2,938,362.56
Accounts Payable Checks 71364 through 71517 less checks listed above, plus Electronic Transfers	\$565,550.51
Total Payroll, Benefits and Accounts Payable	\$3,503,913.07

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

Public Comment

There were no public comments to the Board.

Communications to the Board

There were no communications to the Board.

Executive Director's Report

Executive Director's report

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

- Led the Snohomish, Whatcom, Island, Skagit, and San Juan counties' (SWISS) Library Directors meeting to confirm support of the SWISS partnership.

Board of Trustees

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

Executive Director

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SNO-ISLE LIBRARIES

- Approval of COVID-19 vaccination leave for Sno-Isle Library staff.
- Continued preparation for the reintroduction of in-building services.
- Return of limited in-library services at select libraries.
- Capital grant funding updates for the Darrington, Lake Stevens, Langley, and Mariner libraries.

Strategic Goals update

Director of Administrative Services Gary Sitzman provided an overview of the following:

Arlington Library

Sno-Isle Libraries and the City of Arlington are working towards an agreement to facilitate building improvements for the Arlington Library. The agreement may take the form of a building ownership transfer to Sno-Isle Libraries similar to the conveyance of the Marysville Library to Sno-Isle Libraries from the City of Marysville. The library building improvements prioritized for this year at Arlington include the installation of a heating, ventilation, and air conditioning (HVAC) system as well as the replacement of the Library's roof.

Lake Stevens Library

The Lake Stevens Library will move to a temporary location in the former Lake Stevens police station building.

Staff have provided a draft addendum to the annexation agreement between the City of Lake Stevens and Sno-Isle Libraries to the City for consideration.

Holds lockers project

Acting Director of Technical Services Nick Fuchs provided the following information on the Holds Locker project.

- Two proof of concept libraries have been chosen: Camano Island Library and Monroe Library.
- The project launch is projected for late spring 2021.
- Sno-Isle Libraries Foundation will be providing partial funding of the project.
- Data gathered from the proof of concept libraries will be used.

Information Governance project

Records Management Specialist Stacy Siler presented on the Information Governance project.

Sno-Isle Libraries is currently working with consulting firm BerryDunn to create an information governance framework for the library system.

Key components of an information governance framework have been identified as:

- Policies and procedures.
- Security and privacy.
- Rules and ownership.
- Records management guidance.
- Training.

The project will create a scalable framework for the information storage and accessibility.

Mill Creek Library overview

Mill Creek Library Manager Darlene Weber presented on the continued work of the Mill Creek Library to meet the needs of the diverse community the library serves.

Financial update

Director of Administrative Services Gary Sitzman provided an overview of the following:

- Monthly budget allocations for 2021.
- Surplus carryover of \$2.8 million from the 2020 operating funds budget.
- Staff-recommended allocations of undesignated reserve funds.
- Preliminary information on Resolution 20-01, which will be presented at the March 22, 2021 board meeting.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President's report/Executive Committee

President Kostick informed the Board of possible changes to the board meeting schedule and requested input on including land acknowledgements to the board meetings.

The Board provided feedback on the February 6, 2021 board retreat.

Foundation Board Representative

Trustee Olson reported that Executive Director Paul Pitkin resigned on February 9.

Announcements and Comments

Trustee DePrey praised the recent *Issues that Matter* programs for the range of perspectives across the region.

Trustee Ryan reminded the Board of the *Third Grade Reading Challenge* and expressed gratitude for the program.

Executive Session

There was no executive session.

Adjournment

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:38 p.m. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, March 22, 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

Sno-Isle Libraries
February 2021 Payroll and February 2021 Vouchers

Direct Deposits, Employee Deductions, Manual Check #736	\$ 2,293,103.82
Vendor Checks 71561 and 71734 through 71742, Plus Electronic	<u>\$ 737,085.40</u>
Total Payroll and Benefits	\$ 3,030,189.22
checks listed above, plus Electronic Transfers	<u>\$ 1,072,281.21</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,102,470.43</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 March 22, 2021.



Administrative Services Director

3/10/21

Date

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

Sno-Isle Libraries
February 2021 Payroll and February 2021 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

February 2021 Payroll

Employee Pay - Direct Deposits and Manual Check #736	\$	1,622,529.50	
Plus: Employee Deductions	\$	670,574.32	
Sub-Total Gross Payroll			\$ 2,293,103.82

Vendor Checks 71561 and 71734 through 71742	\$	153,074.91	*
Electronic Funds Transfer- Employer Federal Taxes	\$	201,492.01	
Electronic Funds Transfer - Empower - 457 Plan	\$	16,370.65	
Electronic Funds Transfer - ICMA - 457 Plan	\$	44,700.52	
Electronic Funds Transfer - PERS - Retirement Plan	\$	413,022.05	
Electronic Funds Transfer - Navia - FSA	\$	10,008.80	
Electronic Funds Transfer - Navia - HRA/MRA	\$	14,497.17	
Electronic Funds Transfer - Premera - Medical	\$	151,115.45	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(267,653.00)	
Sub-Total Benefits - Employer Expense			\$ 737,085.40
Total Payroll and Benefits			\$ 3,030,189.22

February 2021 Accounts Payable

Checks 71518 through 71742 less checks listed above	\$	1,070,727.24	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,553.97	
Sub-Total Accounts Payable			\$ 1,072,281.21
Total Payroll, Benefits and Accounts Payable			\$ 4,102,470.43

Adjustments

Paycom Direct Service Fee	\$	15,927.70	
Refunds and Credits	\$	292.93	
Bank Service Charge	\$	(516.24)	
Travel & Business Expense Reimbursement paid in Payroll	\$	778.03	
Total Adjustments			\$ 16,482.42

February 2021 Total Expenditures **\$ 4,118,952.85** ***

* Benefit invoices paid through Accounts Payable Checks	\$	153,074.91
** Regular invoices paid through Accounts Payable Checks	\$	1,070,727.24
Total Accounts Payable Check Payments	\$	<u>1,223,802.15</u>

*** Equals Expenditure Summary Total

Vouchers February 2021

Date	Check	Payee	Check Amount
2/4/2021	71518	Heidi Smith	73.08
2/4/2021	71519	AT&T Mobility (6463)	4,493.79
2/4/2021	71520	Remit Overrun	0.00
2/4/2021	71521	Baker & Taylor Books (277930)	29,654.89
2/4/2021	71522	Cascade Natural Gas	13.00
2/4/2021	71523	City of Granite Falls	118.13
2/4/2021	71524	City of Lynnwood	841.78
2/4/2021	71525	City of Sultan	4,954.59
2/4/2021	71526	Cocoon House	117.62
2/4/2021	71527	Consolidated Technology Services	1,211.88
2/4/2021	71528	Crystal Springs	101.60
2/4/2021	71529	Dae Won LLC	7,564.71
2/4/2021	71530	Ednetics, Inc.	35,258.21
2/4/2021	71531	Ekahau, Inc	1,595.00
2/4/2021	71532	FATBEAM, LLC	3,480.00
2/4/2021	71533	Gale/Cengage Learning	1,461.65
2/4/2021	71534	Ingram Library Services	153.69
2/4/2021	71535	Kanopy, Inc.	8,217.00
2/4/2021	71536	Magna5 LLC	156.45
2/4/2021	71537	Midwest Tape	16,464.30
2/4/2021	71538	Mukilteo Historical Society	300.00
2/4/2021	71539	Office Depot, INC	977.56
2/4/2021	71540	Remit Overrun	0.00
2/4/2021	71541	Remit Overrun	0.00
2/4/2021	71542	Remit Overrun	0.00
2/4/2021	71543	Remit Overrun	0.00
2/4/2021	71544	Remit Overrun	0.00
2/4/2021	71545	Remit Overrun	0.00
2/4/2021	71546	Overdrive Inc	78,288.08
2/4/2021	71547	PageFreezer Software, Inc.	11,352.00
2/4/2021	71548	Paper Roll Products	659.32
2/4/2021	71549	PUD No 1 of Snohomish County	15,350.34
2/4/2021	71550	Puget Sound Energy	612.56
2/4/2021	71551	Ricoh USA Inc - 31001	186.74
2/4/2021	71552	Roy Robinson	517.55
2/4/2021	71553	Salish Networks	1,211.04
2/4/2021	71554	Springshare LLC	2,336.00
2/4/2021	71555	T Mobile	1,143.67
2/4/2021	71556	Terminix	651.62
2/4/2021	71557	Timeless Design	30.00
2/4/2021	71558	U S Yellow Pages	229.00
2/4/2021	71559	Uline	77.99
2/4/2021	71560	Walter E Nelson Co of Western WA	536.20
2/4/2021	71561	Wellable LLC	200.00
2/4/2021	71562	Whidbey Telecom	596.96
2/4/2021	71563	Workpointe, Inc.	17,015.48

2/4/2021	71564	Ziply Fiber	8,908.50
2/11/2021	71565	Air Care System	4,211.76
2/11/2021	71566	Amazon (530958)	2,674.38
2/11/2021	71567	American Library Association	597.00
2/11/2021	71568	Anderson Public Library	10.99
2/11/2021	71569	Asavie Technologies Inc	387.00
2/11/2021	71570	Association of Washington Cities	500.00
2/11/2021	71571	Remit Overrun	0.00
2/11/2021	71572	Baker & Taylor Books (277930)	20,204.19
2/11/2021	71573	Beacon Publishing Inc	637.50
2/11/2021	71574	CDW Government Inc	13,465.70
2/11/2021	71575	Cedar Grove Organics Recycling LLC	308.00
2/11/2021	71576	City of Mountlake Terrace	8,938.10
2/11/2021	71577	City of Snohomish	3,091.46
2/11/2021	71578	Crystal Mt. Pure Drinking Water	18.44
2/11/2021	71579	Delta Connects	141.43
2/11/2021	71580	E - Rate Expertise Inc	3,675.00
2/11/2021	71581	Goldfinch Brothers	2,125.92
2/11/2021	71582	Ingram Library Services	1,843.69
2/11/2021	71583	Kitsap Regional Library	7.77
2/11/2021	71584	Lake Stevens Chamber of Commerce	150.00
2/11/2021	71585	Mach Publishing Company, Inc.	293.25
2/11/2021	71586	Midwest Tape	1,879.92
2/11/2021	71587	Mill Creek View	630.00
2/11/2021	71588	Mukilteo Water & Waste District	2,368.31
2/11/2021	71589	North County Outlook	660.00
2/11/2021	71590	OrangeBoy Inc	3,352.00
2/11/2021	71591	Remit Overrun	0.00
2/11/2021	71592	Remit Overrun	0.00
2/11/2021	71593	Remit Overrun	0.00
2/11/2021	71594	Remit Overrun	0.00
2/11/2021	71595	Remit Overrun	0.00
2/11/2021	71596	Remit Overrun	0.00
2/11/2021	71597	Remit Overrun	0.00
2/11/2021	71598	Remit Overrun	0.00
2/11/2021	71599	Remit Overrun	0.00
2/11/2021	71600	Remit Overrun	0.00
2/11/2021	71601	Remit Overrun	0.00
2/11/2021	71602	Overdrive Inc	67,318.95
2/11/2021	71603	Paper Roll Products	668.75
2/11/2021	71604	Patrick Jennings	200.00
2/11/2021	71605	Postmaster - Clinton	322.00
2/11/2021	71606	PUD No 1 of Snohomish County	1,835.08
2/11/2021	71607	Puget Sound Energy	399.35
2/11/2021	71608	Rentacrate Enterprises LLC	10,947.97
2/11/2021	71609	Ricoh USA Inc - 31001	7.10
2/11/2021	71610	Ricoh USA Inc - 650073	23,983.57
2/11/2021	71611	S-R Broadcasting Co Inc	1,050.00
2/11/2021	71612	Sara K Turner Art	677.50
2/11/2021	71613	Seattle Times	4,000.00

2/11/2021	71614	Sno-Isle Refund Account	48.98
2/11/2021	71615	Sound Maintenance Services, Inc	46,216.66
2/11/2021	71616	Stanwood/Camano News	270.27
2/11/2021	71617	Stowe Development & Strategies	17,260.61
2/11/2021	71618	Terminix	284.58
2/11/2021	71619	The Home Depot Pro	23,959.46
2/11/2021	71620	Remit Overrun	0.00
2/11/2021	71621	Timeless Design	29,817.10
2/11/2021	71622	Uline	218.00
2/11/2021	71623	United States Liability Insurance Company	930.00
2/11/2021	71624	Walter E Nelson Co of Western WA	1,914.51
2/11/2021	71625	Washington State Ferries	430.50
2/11/2021	71626	Waste Management	2,707.62
2/11/2021	71627	Wave Business	16,627.50
2/11/2021	71628	WCP Solutions	9,058.34
2/11/2021	71629	Workpointe, Inc.	1,348.27
2/18/2021	71630	8X8 Inc	69,743.89
2/18/2021	71631	Asavie Technologies Inc	374.50
2/18/2021	71632	Remit Overrun	0.00
2/18/2021	71633	Baker & Taylor Books (277930)	41,786.37
2/18/2021	71634	Baus Systems LLC	767.36
2/18/2021	71635	BerryDunn	7,170.00
2/18/2021	71636	Bibliotheca LLC	3,710.81
2/18/2021	71637	Blackstone Publishing	89.85
2/18/2021	71638	Center Point Large Print	702.90
2/18/2021	71639	City of Brier	143.86
2/18/2021	71640	City of Monroe	672.43
2/18/2021	71641	City of Sultan	150.65
2/18/2021	71642	Cobra Construction Company	7,968.86
2/18/2021	71643	Comcast	3,658.63
2/18/2021	71644	Gale/Cengage Learning	2,105.35
2/18/2021	71645	Ingram Library Services	264.56
2/18/2021	71646	Iron Mountain	427.65
2/18/2021	71647	Island Disposal Inc	157.21
2/18/2021	71648	Jimmy's Roofing	816.75
2/18/2021	71649	Lightspeed Systems	1,250.00
2/18/2021	71650	Mach Publishing Company, Inc.	293.25
2/18/2021	71651	Midwest Tape	3,733.67
2/18/2021	71652	Office Depot, INC	939.89
2/18/2021	71653	Void	0.00
2/18/2021	71654	Void	0.00
2/18/2021	71655	Void	0.00
2/18/2021	71656	Void	0.00
2/18/2021	71657	Void	0.00
2/18/2021	71658	Void	0.00
2/18/2021	71659	Void	0.00
2/18/2021	71660	Void	0.00
2/18/2021	71661	Void	0.00
2/18/2021	71662	Void - Overdrive, Inc.	0.00
2/18/2021	71663	Paper Roll Products	1,847.92

2/18/2021	71664	PetroCard Systems Inc	1,235.46
2/18/2021	71665	Prime Self Storage	814.00
2/18/2021	71666	Puget Sound Energy	1,436.21
2/18/2021	71667	PUD No 1 of Snohomish County	684.79
2/18/2021	71668	Ricoh USA Inc - 31001	937.62
2/18/2021	71669	Schaumburg Township District Library	10.00
2/18/2021	71670	Seattle Times	4,000.00
2/18/2021	71671	Silver Lake Water & Sewer	71.70
2/18/2021	71672	Snohomish Co Finance	100.00
2/18/2021	71673	Sound Publishing	1,431.21
2/18/2021	71674	Teresa Wippel Communications LLC	425.00
2/18/2021	71675	Town of Coupeville	141.48
2/18/2021	71676	Uline	367.57
2/18/2021	71677	Verizon Wireless (660108)	13,990.84
2/18/2021	71678	Walter E Nelson Co of Western WA	1,003.71
2/18/2021	71679	Remit Overrun	0.00
2/18/2021	71680	Remit Overrun	0.00
2/18/2021	71681	Remit Overrun	0.00
2/18/2021	71682	Remit Overrun	0.00
2/18/2021	71683	Remit Overrun	0.00
2/18/2021	71684	Remit Overrun	0.00
2/18/2021	71685	Remit Overrun	0.00
2/18/2021	71686	Remit Overrun	0.00
2/18/2021	71687	Remit Overrun	0.00
2/18/2021	71688	Overdrive Inc	123,057.77
2/25/2021	71689	Remit Overrun	0.00
2/25/2021	71690	Remit Overrun	0.00
2/25/2021	71691	Remit Overrun	0.00
2/25/2021	71692	Baker & Taylor Books (277930)	53,432.31
2/25/2021	71693	Bickford	858.13
2/25/2021	71694	Blackstone Publishing	726.99
2/25/2021	71695	Daniel Berman Photography	1,250.00
2/25/2021	71696	Demco Inc (8048)	1,370.17
2/25/2021	71697	DEX MEDIA	113.50
2/25/2021	71698	FATBEAM, LLC	3,480.00
2/25/2021	71699	Gale/Cengage Learning	1,352.45
2/25/2021	71700	Government Finance Officers Association	280.00
2/25/2021	71701	Ingram Library Services	589.97
2/25/2021	71702	Island County Treasurer	201.01
2/25/2021	71703	Midwest Tape	6,285.56
2/25/2021	71704	Office Depot, INC	1,043.92
2/25/2021	71705	Remit Overrun	0.00
2/25/2021	71706	Remit Overrun	0.00
2/25/2021	71707	Remit Overrun	0.00
2/25/2021	71708	Remit Overrun	0.00
2/25/2021	71709	Remit Overrun	0.00
2/25/2021	71710	Remit Overrun	0.00
2/25/2021	71711	Remit Overrun	0.00
2/25/2021	71712	Remit Overrun	0.00

2/25/2021	71713	Remit Overrun	0.00
2/25/2021	71714	Remit Overrun	0.00
2/25/2021	71715	Overdrive Inc	71,455.10
2/25/2021	71716	Paper Roll Products	395.90
2/25/2021	71717	Platt Electric Supply	153.23
2/25/2021	71718	PUD No 1 of Snohomish County	194.87
2/25/2021	71719	Puget Sound Energy	3,313.04
2/25/2021	71720	Republic Services 197	740.10
2/25/2021	71721	Ricoh USA Inc - 31001	425.02
2/25/2021	71722	Sara K Turner Art	95.00
2/25/2021	71723	Smokey Point NW LLC	7,553.53
2/25/2021	71724	Terminix	146.74
2/25/2021	71725	Remit Overrun	0.00
2/25/2021	71726	Timeless Design	6,594.66
2/25/2021	71727	Ziply Fiber	399.57
2/26/2021	71728	Bank of America (2175)	1,013.21
2/26/2021	71729	Bank of America (2945)	2,693.87
2/26/2021	71730	Bank of America (3488)	6,382.15
2/26/2021	71731	Bank of America (4867)	3,098.45
2/26/2021	71732	Bank of America (5800)	119.98
2/26/2021	71733	Bank of America (8208)	4,898.63
2/28/2021	71734	Cascade Centers	587.50
2/28/2021	71735	Delta Dental of Washington	24,352.42
2/28/2021	71736	Kaiser Permanente	75,906.63
2/28/2021	71737	Lifewise Assurance Company	26,905.20
2/28/2021	71738	Lincoln National Life Ins Company	8,056.00
2/28/2021	71739	MCM	5,914.26
2/28/2021	71740	Navia Benefit Solutions Client Pay	1,851.40
2/28/2021	71741	Premiera Blue Cross	8,851.50
2/28/2021	71742	Sno-Isle Library Foundation	450.00

1,223,802.15

Memo

Purpose

Sno-Isle Libraries and the City of Lake Stevens have agreed to relocate the Lake Stevens Library from 1804 Main Street to 2211 Grade Road (former Police Station). At the time the 2021 Budget was prepared, the expected Lake Stevens library relocation had too many unknowns to be included in the budget. Staff estimates that up to \$250,000 will be need for tenant improvements and relocation expense; therefore, staff is requesting the Board of Trustees appropriate \$250,000 for this purpose.

Background

In September 2020, the City of Lake Stevens provided formal notice that Sno-Isle Libraries would need to vacate the existing library building located at 1804 Main Street in Lake Stevens. The current library building is to be demolished as part of the North Cove Improvement Project.

Per the Annexation Agreement, the City of Lake Stevens must provide Sno-Isle Libraries with a building space from which to offer community library services. The City of Lake Stevens has offered (and Sno-Isle has accepted) the former Police Station building located at 2211 Grade Road as the new temporary Lake Stevens Library.

The City of Lake Stevens is currently making necessary investments in the building to ensure that it is structurally suitable for providing library services. Sno-Isle Libraries will need to make a customary investment in tenant improvements. The scope of the investment will be minimized recognizing that exploratory work is also commencing with the City of Lake Stevens on a joint facility project referred to as the Chapel Hill Civic Center. Sno-Isle Libraries will hopefully establish a permanent library for Lake Stevens' community in a five-year timeframe.

Staff recommends the source of the \$250,000 appropriation be from the 2020 YE carry-over funds which totaled \$2.8MM. This spending authorization is required from the Board of Trustees as the 2020 Budget did not included any appropriation for the Lake Stevens library relocation.

Recommended Action Item:

I move the Sno-Isle Libraries Board of Trustees appropriate \$250,000 in 2021 to be sourced from the 2020 carry-over funds for the purpose of funding tenant improvements and relocation expense of the Lake Stevens Library.

Memo

Undesignated Reserve – Staff Recommendation

Purpose

The purpose of this recommendation is to reclassify a \$6.5MM undesignated reserve balance to reserve accounts established by policy.

Background

In September 2020, \$4,966,850 was transferred out of the *General Fund* into the *Reserve Fund* in accordance with the 2020 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 \$29,461,134 for 2020.

At December year end, an additional \$6,500,000 was transferred out of the *General Fund* and into the *Reserve Fund*. This surplus of funds was generated by the pandemic's impact on library operations. Since the amount is a surplus due to reduced 2020 expenditures, it is currently classified as "undesignated" in the reserve fund. This brings the total reserve balance for 2020 year-end to \$35,961,134.

The following table reflects the December 2020 year-end reserve balances, the 2021 budgeted additions, and the projected 2021 YE balances.

Type Reserve Fund	2020 YE Balance	2021 Budget Additions	2021 YE Balance
Emergency	\$ 10,000,000		\$ 10,000,000
Self – Insurance	\$ 850,000		\$ 850,000
Levy Rate Stabilization	\$ 10,073,116	\$4,779,800	\$ 14,852,916
Unemployment Compensation	\$ 40,000		\$ 40,000
Vacation & Sick Pay Liability	\$ 1,400,000	\$ 200,000	\$ 1,600,000
Building	\$ 3,500,000		\$ 3,500,000
Equipment	\$ 1,400,000	\$ 300,000	\$ 1,700,000
Land Acquisition	\$ 2,198,018		\$ 2,198,018
Budget Reserve Fund Balance	\$ 29,461,134	\$5,279,800	\$ 34,740,934
Undesignated (<i>unbudgeted</i>)	\$ 6,500,000		\$ 6,500,000
Total Reserve Fund Balance	\$ 35,961,134	\$5,279,800	\$ 41,240,934

Staff Recommendation

Staff recommend the following allocation of the \$6.5MM undesignated reserve amount to reserve accounts established by policy:

1. \$600,000 to Vacation & Sick Leave Liability Reserve.
2. \$150,000 to the Self-insurance Reserve.
3. \$5,750,000 to the Building Reserve.

Discussion

Historically, surplus funds have typically been added to the *Levy Rate Stabilization Reserve* to prolong the timeframe in which a levy lid lift ballot measure would be needed. The most current projection indicates budgeted operating revenue and expenses will be at an equilibrium around the 2025-2026 timeframe. After that point in time, supplemental revenue will need to be transferred from the *Levy Rate Stabilization Reserve* until a successful levy lid lift campaign can provide for increased property tax revenue. Allocating the \$6.5MM undesignated amount to the *Levy Rate Stabilization Reserve* would not have a significant impact on the overall timing of a future planned levy lid lift. Therefore, staff is not recommending an additional allocation to the *Levy Rate Stabilization Reserve* beyond the \$4,779,800 already budgeted in 2021.

Staff recommend the \$6.5MM of undesignated reserve funds be applied to three reserves: Vacation & Sick Leave Liability, Self-Insurance, and Building reserves.

1. Vacation & Sick Leave Liability Reserve

Staff recommend that \$600,000 of the \$6.5MM be allocated to the *Vacation & Sick Leave Liability Reserve*. This would increase the reserve from \$1.6MM to \$2.2MM.

Library staff accrue both vacation and sick leave hours based on service time. Should the library cease operations for any reason, the library would need to pay staff for their accrued leave benefit. Because the risk of the library ceasing operations is remote, the Board used discretion to set the reserve sufficiency amount at no less than 60% of the total accrued leave liability. In 2020, the total accrued leave liability escalated 35.3% (from \$2,035,693 in 2019 to \$2,761,328 in 2020) and the current reserve sufficiency at 58% is below the policy threshold. This up-tick in accrued liability is largely attributable to staff opting to defer vacation during the pandemic because of the Covid-19 risk, business closures and travel restrictions. Given various governmental restrictions are still in place, this deferral of vacation by staff is likely to continue into 2021. By increasing the Vacation & Sick Leave Liability Reserve by \$600,000, the reserve sufficiency metric increases to 80% and creates a buffer should the leave liability increase again in 2021.

2. Self-insurance Reserve

Staff recommend the Self-insurance Reserve be increased by \$250,000 (from \$850,000 to \$1,100,000).

Sno-Isle Libraries decided to self-insure for medical, vision, and prescription claims beginning in 2015. A statutory requirement (in part) is that self-insured public agencies must maintain a reserve of at least 16 weeks (about 3 and a half months)' worth of program expenses based on history. As presented in the 2021 Budget, the Self-insurance Reserve has a balance to cover 16.1 weeks. Should there be a spike in medical claims, the library would fall below the statutory requirement. By adding \$250,000 to this reserve, the reserve balance would support up to 20.8 weeks (about 5 months) of program expenses and creates a reasonable buffer should medical costs or number of medical claims escalate.

3. Building Reserve

Staff recommend the residual balance of \$5,650,000 be placed in the *Building Reserve*. This would raise the balance of this reserve from \$3.5MM to \$9.15MM.

One of the chief priorities in support of the library's strategic goal of creating inspiring spaces is capital facilities planning. At the Board retreat, Chy Ross presented a capital framework for addressing the work ahead. One of the elements required for realizing the strategic goal is a source of funding. Staff believe this is an opportune time to establish a robust building fund that can be used for responding to new facility opportunities as well as enhancing existing facilities. In addition:

- It is expected the library will be taking on ownership of certain city buildings in the future. A source of funds will be required to bring these buildings up to "basic and core" standards as described in the capital framework.
- There are several capital opportunities on the horizon such as the Langley and Darrington grant and new community library building needs that will require matching funds to realize the ultimate project. Staff is discussing a "regenerative" concept that allows building reserve funds to be used for these opportunities but is then refunded through capital campaigns, grants, or bond measures.

Summary

Based on the recommendation, the Reserve Fund balance would be as follows:

Type Reserve Fund	2020 YE Balance	2021 Budget Plus Allocation	2021 YE Balance
Emergency	\$ 10,000,000		\$ 10,000,000
Self-insurance	\$ 850,000	\$ 250,000	\$ 1,100,000
Levy Rate Stabilization	\$ 10,073,116	\$ 4,779,800	\$ 14,852,916
Unemployment Compensation	\$ 40,000		\$ 40,000
Vacation & Sick Pay Liability	\$ 1,400,000	\$ 800,000	\$ 2,200,000
Building	\$ 3,500,000	\$ 5,650,000	\$ 9,150,000
Equipment	\$ 1,400,000	\$ 300,000	\$ 1,700,000
Land Acquisition	\$ 2,198,018		\$ 2,198,018
Budget Reserve Fund Balance	\$ 29,461,134	\$ 11,779,800	\$ 41,240,934
Undesignated (<i>unbudgeted</i>)	\$ 6,500,000		
Total Reserve Fund Balance	\$ 35,961,134	\$ 11,779,800	\$ 41,240,934

Fund Sufficiency

Of the eight reserve funds listed, the Board has set sufficiency targets on three fund balances to meet policy objectives. Aside from the Emergency, Self-Insurance, and Vacation & Sick Leave Liability reserve funds, all other reserve fund balances are at the Board's discretion. The following table reflects sufficiency estimates before and after adopting the undesignated fund allocation recommendation.

Type Reserve Fund	Policy Target/Objective	2021 Budget Sufficiency	2021 with Recommendation
Emergency	60-90 days of operating expense (<i>excluding materials</i>)	72.1 days	72.1 days
Self-Insurance	16 weeks of program expenditures	16.1 wks.	20.1wks
Vacation & Sick Pay Liability	At least 60% of the year-end Vacation & Sick Pay liability	Budget = 64% Forecast = 58%	80%

Recommended Action Item:

I move the Sno-Isle Libraries Board of Trustees approve the allocation of the \$6.5MM undesignated reserve amount to reserve accounts established by policy:

- 1. \$600,000 to Vacation & Sick Leave Liability Reserve.*
- 2. \$150,000 to the Self-insurance Reserve. 3. \$5,750,000 to the Building Reserve.*

DRAFT
AGREEMENT BETWEEN
THE CITY OF ARLINGTON AND THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT FOR
TRANSFER OF THE ARLINGTON LIBRARY BUILDING

THIS AGREEMENT is entered into between the City of Arlington, a Washington optional municipal code city (hereinafter “the City”) and Sno-Isle Intercounty Rural Library District, an Intercounty Rural Library District (hereinafter “the District”) for the purpose set forth below.

WHEREAS, the City entered into a Library Services Agreement with the District on September 11, 1998; and

WHEREAS, on June 7, 1999, the City approved by Ordinance No. 1194 of the City Council, its intent to annex to the Sno-Isle Library District, finding that the public interest will be served thereby, pursuant to RCW 27.12.360 and RCW 27.12.370; and

WHEREAS, the District’s Board of Trustees did, on June 28, 1999, concur with the annexation subject to the terms and conditions in the Library Annexation Agreement entered between the City and the District; and

WHEREAS, On September 14, 1999, a special election was held by which voters of the City approved to annex to the Library District, effective January 1, 2001; and

WHEREAS, the District currently provides library services to all residents of the City in the Arlington Library in the same manner as it provides services to all other residents of the District; and

WHEREAS, included within the responsibilities of the District pursuant to said Annexation Agreement, is the responsibility to provide all library services, including acquisition and maintenance of library collections and materials; staff to operate the facility as a library; tools and equipment necessary to operate the library, including, but not limited to, computers, office equipment, etc.; and custodial maintenance of the interior of the facility, including custodial supplies; and

WHEREAS, the Arlington Library is presently owned by the City and operated by the District to serve residents of the City and surrounding areas; and

WHEREAS, included within said responsibilities of the City are the ongoing responsibilities to maintain, repair and rehabilitate the interior and exterior of the Arlington Library, including such items as: carpet and wall repair and/or replacement; parking lot and landscaped grounds maintenance; property insurance; repair and maintenance of roof, plumbing, electrical, heating, cooling, waste water, and other mechanical systems; and

WHEREAS, the District and the City agree that it is appropriate for the City to transfer the Arlington Library to the District upon certain terms and conditions as hereinafter set forth; now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, the City and the District agree as follows:

1. **City to Transfer Arlington Library to the District**. The City hereby conveys, quit claims, transfers and assigns to the District all right, title and interest in and to the Arlington Library located at 135 N. Washington Ave, Arlington, WA, and the adjacent undeveloped land (gravel parking lot) located at 107 N. Washington Ave, Arlington, Washington, as legally described on Exhibit A, including all land, buildings, fixtures, furniture, artwork, and improvements. The transfer shall be by quitclaim deed. The City agrees that no additions or modifications to improvements on the subject property shall be made prior to transfer without the express written approval of the District.

2. **Consideration**. Upon acceptance and recording of the deed, the District shall assume the responsibility to maintain, repair, rehabilitate, replace, or expand the Arlington Library and shall continue to provide all library services as required under the provisions of said Annexation Agreement for so long as the City remains annexed to the District, which library services shall be provided in the Arlington Library facility; provided in the event the District determines in its reasonable discretion, said facility is no longer suitable or efficient for the provision of said library services, the District shall acquire an alternative facility within the corporate boundaries of the City from which to provide comparable library services.

The District shall use the Arlington Library solely for public library purposes and for other public purposes that the District deems appropriate for library facilities; provided, however, in the event the District acquires property for an alternate facility within the corporate boundaries of the City from which to provide comparable library services, the use and right of the District to sell, lease, transfer, and/or otherwise alienate the subject Arlington Library property or any interest therein shall be unrestrained and unencumbered by any provisions in this Agreement or the Quit Claim Deed by which the Arlington Library property is conveyed to the District.

Upon transfer of the property, the District shall, at its sole cost, secure and cause to be in effect, insurance or other suitable coverage for the Arlington Library equal to 100% of the replacement value for fire, other perils, earthquake, and flood damage or loss. The District shall provide City with satisfactory evidence that such coverage is in effect.

3. **Condition of Arlington Library.** As the user in possession of the Arlington Library, the District's knowledge of the condition of the Arlington Library is coextensive with the City, the District and City hereby agree that, as of the transfer date, City has and will have fully discharged its obligations under said Annexation Agreement with respect to the Arlington Library. Except as provided herein, the City has not made, and does not make, any representations, warranties, promises, covenants, agreements, or guaranties of any kind whatsoever, whether express or implied, oral or written, relating to the Arlington Library except that it has no knowledge of any material defects therein nor of any hazardous or toxic materials on the property. The District acknowledges that the District has no knowledge of any material defects therein nor of any hazardous or toxic materials on the property and has not relied on any representations or warranties of any kind of the City or any agent of the City relating to the Arlington Library except as expressly set forth herein. Except as set forth herein, the City is not liable or bound in any manner by and oral or written statements, representations or information pertaining to the Arlington Library, or the operation thereof, furnished by any real estate broker, agent, employee, servant or other person. The District further acknowledges and agrees that to the maximum extent permitted by law, the transfer of the Arlington Library as provided for herein is made on an "AS IS", "WHERE IS" condition and basis with all unknown faults and defects, and that the City has no obligation to make repairs, replacements or improvements with respect thereto. Any information relating to the Arlington Library furnished to the District by the City is furnished on the express condition that the District shall make an independent verification of the accuracy of such information, all of which is furnished without warranty.

4. **Title.** The City shall convey fee title by quitclaim deed. The form of deed to be used is attached to this Agreement as Exhibit B and incorporated herein by this reference as if set forth in full. The District shall obtain and pay for an Owner's Policy of Title Insurance showing marketable title. The City and the District authorize the party hereinafter designated as Closing Agent to apply for a preliminary commitment for an ALTA standard coverage form of Owner's policy of title insurance to be issued by a Title Insurance Company selected by the District. The City shall convey title subject to any and all existing liens and encumbrances and shall not be obligated to clear any such liens or encumbrances from title in connection with this transaction. The District shall have a period of thirty (30) days after issuance of the preliminary commitment in order to determine whether to accept title subject to any and all encumbrances or to not accept such title and terminate this Agreement. If the District elects to accept title, the Closing Agent shall proceed to close the transfer.

5. **Escrow and Closing.**

A. **Closing Agent – Date of Closing.** Escrow shall be opened with a firm mutually agreed to by the City and the District, and this firm shall be referred to in this Agreement as the "Closing Agent". With the understanding that time is of the essence of this Agreement, this

transaction shall be closed on or before forty-five (45) days after this Agreement is executed. In the event that this transaction (transfer and conveyance of the Arlington Library property) cannot be closed by the date provided herein due to the inability of either party, the Closing Agent, title insurance company, or financing institution to sign any necessary document, or to deposit any necessary money, because of any interruption of error or other available transport; strikes, fire, flood or extreme weather; governmental regulation; incapacitating illness; acts of God; or other similar occurrences; the closing date shall be extended seven (7) days beyond cessation of such condition, but in no event more than fourteen (14) days beyond the closing date provided herein without written agreement of the parties.

B. Expenses of Escrow. Title insurance premiums and all other costs or expenses of escrow and recording shall be paid by the District, including but not limited to the following:

- i. The full cost of securing the title insurance policy, if any, for the District;
- ii. The cost of recording the Deed to the District;
- iii. The cost of excise taxes, if any, necessary to record the Deed to the District; and
- iv. Any and all other expenses of escrow and recording not expressly mentioned above.

C. Closing Defined. Closing, for the purpose of this Agreement, is defined as the date that all documents are executed and all funds necessary to pay the expenses of escrow and recording fees have been paid by the District. When notified, the District and the City will deposit, without delay, in escrow with the Closing Agent, all instruments and monies required to complete the transaction in accordance with this Agreement.

6. Interlocal Library Annexation Agreement. Upon closing of this transaction and recording of the deed from the City to the District, the requirements of the City to own, maintain, repair, and rehabilitate the Arlington Library, as established by the Interlocal Library Annexation Agreement shall be terminated and of no further effect.

7. Maintenance and Repair. Upon closing of this transaction and recording of the deed from the City to the District, the District shall assume all responsibility for the maintenance and repair of the Arlington Library.

8. Paintings & Sculptures. All paintings, sculptures and artwork on the property of the Arlington Library as of the Closing Date shall be transferred to the District.

9. Costs. Except as expressly provided herein, each party shall bear its own costs associated with its activities and obligations under this Agreement.

10. Contingent Option to Reacquire. Should the City de-annex from the District Intercounty Rural Library District on or before December 31, 2040, then in that event, the City shall have the option to reacquire all of the real property interests then held by the District, if any, in and to the subject property, upon not less than 180 days' prior written notice, to be effective no sooner than the effective date of such de-annexation, and upon payment by the City to the District of the amount of documented unamortized costs, if any, of improvements made to said property by the District, which costs shall be amortized over periods of twenty (20) years from the dates of payment thereof by the District.

11. Entire Agreement. This Agreement sets forth the entire agreement of the parties as to the subject matter hereof and supersedes all prior discussions and understandings between them. This Agreement may not be amended or rescinded in any manner except by an instrument in writing signed by a duly authorized officer or representative of each party hereto.

12. Governing Law. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Washington.

13. Severability. Should any of the provisions of this Agreement be found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such provision shall be stricken and the remainder of this Agreement shall nonetheless remain in full force and effect unless striking such provision shall materially alter the intention of the parties.

14. Jurisdiction – Venue. In the event any action is brought to enforce any of the provisions of this Agreement, the parties agree to be subject to exclusive jurisdiction in the Snohomish County Superior Court of the State of Washington and agree that venue shall lie exclusively at Everett, Washington.

15. Attorney's Fees. In the event that either party brings suit against the other in order to enforce the terms of this Agreement or to redress any breach thereof, the prevailing party in any such suit shall be entitled to recover its costs, expert witness fees, and reasonable attorney's fees, including fees and costs incurred in connection with any appeal.

16. Waiver. Except as otherwise expressly provided herein, no waiver of any right under this Agreement shall be effective unless contained in a writing signed by a duly authorized officer or representative of the party sought to be charged with the waiver. No waiver of any right arising from any breach or failure to comply with any provision of this agreement shall be deemed to be a waiver of any future right or of any other right arising under this Agreement.

17. Notices. All notices required or permitted under this Agreement shall be in writing, shall be personally delivered or sent by certified mail, return receipt requested, postage prepaid, by nationally recognized courier or by electronic mail or facsimile transmission and shall be

deemed given when so delivered, received, or faxed (provided the fax machine has issued a printed confirmation of receipt). All notices or requests to any party shall be sent to all other parties as follows:

City of Arlington:	City Administrator City of Arlington 238 N. Olympic Ave Arlington, WA 98223
Sno-Isle Intercounty Rural Library District:	Director of Administrative Services Sno-Isle Libraries Service Center 7312 – 35 th Avenue NE Marysville, WA 98271

18. Survival – Binding Effect. With the exception of paragraph 5, all provisions of this Agreement shall survive closing. The provisions of this Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors and assigns.

19. Time is of the Essence. Time is of the essence in the performance of each party's obligations under this Agreement. Each party will carry out its obligations under this Agreement diligently and in good faith.

20. Authority. The City is an optional municipal code city organized under Title 35A of the Revised Code of Washington. Sno-Isle is an inter-county library district organized under Title 27 of the Revised Code of Washington. By executing this Agreement, the parties each represent that they have authority to enter into this Agreement under such titles and under Title 39.34 of the Revised Code of Washington.

21. Filing. Pursuant to RCW 39.34.040, a copy of this Agreement shall be filed with the Snohomish County Auditor. All costs of such recording shall be paid by the District.

DATED as of the last signature set forth below.

CITY OF ARLINGTON

**SNO-ISLE INTERCOUNTY
LIBRARY DISTRICT**

Barbara Tolbert, Mayor

Date: _____

Lois Langer Thompson,
Executive Director

Date: _____

ATTEST/AUTHENTICATED:

City Clerk

**APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:**

City Attorney

EXHIBIT A

Parcel A:

135 N. Washignton Ave, Arlington, WA 98223-1422

Tax Parcel: 00455400500100

Description: Giffords 1st add to Arlington Blk 005 D-00- Lots 1-2-3-4

Size: .42 acres

Parcel B:

107 N. Washington, Ave, Arlington, WA 98223-1422

Tax Parcel; 00455400500500

Description: Giffords 1st add to Arlington Blk 005 D-00- Lots 5-6

Size: .21 acres



EXHIBIT B
QUIT CLAIM DEED
See attached

After Recording Return to:

Sno-Isle Library Services Center
Attn: Director of Administrative Services
7312 – 35th Avenue NE
Maryville, WA 98271

QUIT CLAIM DEED

Grantor: CITY OF ARLINGTON

Grantee: SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT

Legal Description: Giffords 1st add to Arlington Blk 005 D-00- Lots 1-2-3-4-5-6

Tax Parcel ID#: 00455400500100; 00455400500500

THE GRANTOR, CITY OF ARLINGTON, a municipal corporation of the State of Washington, for and in consideration of fulfillment of the agreement between the parties and mutual benefits, conveys and quit claims to SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT, an Intercounty Rural Library District, GRANTEE, the following-described real estate, situated in the County of Snohomish, State of Washington, including any interest therein which Grantor may hereafter acquire:

See **EXHIBIT A** attached hereto

and incorporated herein by this reference

hereinafter referred to as the "Property"

Grantor hereby reserves a Contingent Option to Reacquire said property as provided in that certain Agreement between Grantor and Grantee, filed with the Auditor of Snohomish County, Washington under Number _____.

DATED this _____ day of _____, 2021.

CITY OF ARLINGTON

By _____

Barbara Tolbert, Mayor

STATE OF WASHINGTON)
)ss.
COUNTY OF SNOHOMISH)

I certify that I know or have satisfactory evidence that JON NEHRING is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Mayor of CITY OF ARLINGTON to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this ____ day of _____, 2021.

(Legibly print name of notary)

NOTARY PUBLIC in and for the State of

Washington, residing at _____

My commission expires _____

Memo

Board Action Item – Resolution 21-01 – Decrease to the Imprest Change Fund

Background

As a convenience to library customers, there are currently change machines in operation within thirteen community libraries. Control boards and other parts necessary to maintain these change machines are no longer manufactured. When a failure occurs, the Library must salvaging parts from out-of-service change machines to keep the existing change machines operating.

In 2019, the Library implemented a Pay for Print and Copier project that resulted in the installation of new multi-function printers and pay stations at all of our community libraries. The new 33 pay stations are available at all community libraries and can make change for print jobs and accept payment by debit/credit card. This functionality had been requested by both staff and customers for many years. These new pay stations make the old change machines unnecessary and the Library is in the process of removing them from service.

The Government Accountability Office (GAO) publishes standards for internal control. The Washington State BARS Manual (Section 3.1.3 - Internal Control) adopts many of these standards. It is an internal control standard that governing bodies for public agencies authorize the balances of all revolving (imprest) accounts. A revolving or imprest fund is generally a small fund that is periodically replenished when withdrawals occur. As it applies to change machines, these are considered imprest funds because any coinage dispensed is always replenished in an amount equal to the dollar bills being inserted. It is the historical practice of the Board of Trustees to pass a formal resolution authorizing the balance for all such imprest funds.

With the removal of the existing change machines, the need for coinage in the imprest change machine fund is dramatically reduced. The Library currently has \$19,000 in coinage within the community library machines and \$11,000 at the Service Center for replenishment purposes. The proposed resolution reduces the imprest change machine fund amount from \$30,000 to just \$2,000. The \$2,000 amount will be held at the Service Center and will only be used to replenish pay station coinage should the machines become depleted.

All internal administrative policies addressing change machines and pay stations are currently being updated.

Recommended Action:

I move the Sno-Isle Library Board of Trustees approve Resolution 21-01 – A Resolution Adopting a Decrease to the Imprest Change Fund.

DRAFT
RESOLUTION 21-01
of the
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT ADOPTING A DECREASE TO THE
IMPREST CHANGE FUND**

WHEREAS, the Sno-Isle Libraries Board of Trustees adopted Resolution 14-06 on September 29, 2014 which in part set the imprest change fund balance for the Service Center and Community Libraries at a total of \$30,000; and

WHEREAS, customer pay stations were installed in 2019 at all Sno-Isle Community Libraries in conjunction with the Pay for Print and Copy project; and

WHEREAS, the new pay stations have rendered the old change machines obsolete; and

WHEREAS, Sno-Isle Libraries is removing and will surplus the old change machines from those community libraries where installed; and

WHEREAS, the Director of Administrative Services desires to eliminate the imprest change fund balance of \$30,000 as a result of removing the old change machines from service; and

WHEREAS there is a need to retain a small imprest change fund at the Service Center from which to supplement coinage in pay stations should the need arise;

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees authorizes a revised imprest change fund balance as follows:

	<u>From</u>	<u>To</u>
Total Change Fund	\$30,000.00	\$2,000.00

Passed in a regular session this ____ day of March 2021.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on March __, 2021 pursuant to notice given as required by law at which __ members of the Board were present and at 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

Executive Director

Board Report

March 2021

Lois Langer Thompson
Executive Director

Board Meetings

- Economic Alliance of Snohomish County (EASC) – Quarterly Board meeting.
- Island County Economic Recovery Task Force.
- Snohomish County Economic Recovery Task Force.
- Snohomish County Broadband Action Team (BAT).

Community and Stakeholder Events

- EASC Economic Forecast.
- EASC Coffee Chats
 - Leading in uncertain times.
 - Transportation and infrastructure.
 - Post pandemic STEM.
- Stanwood / Camano Town Hall with Councilmember Nehring and Commissioner St. Clair.
- Snohomish County Town Hall with Councilmembers Megan Dunn and Stephanie Wright.

Presentations

- Snohomish STEM Summit.

Professional Development and Meetings

- Public Library Association (PLA). Leadership Lab moderator.
- Public Libraries of Washington (PLW). Weekly Legislative update call.
- Regional Library Directors weekly update call.

Board of Trustees meetings

- Executive Committee meeting.
- Board Development / Administration Committee meeting.
- Meeting with Board President.
- Tour of Monroe Library with Trustee Ryan.

Library events

- Third grade reading challenge.
- Whidbey reads events.

Library and Capital Updates

- Sno-Isle has been awarded a CARES grant or \$18,500 to extend Wi-Fi further into our parking lots through the Washington State Library.
- Addendum to janitorial contract.
- In-building library services.

Human Resources

Q.1 Board Report

March 2021

Barbara Adams

Assistant Director of Human Resources

Career Fairs

Human Resources Specialist Terri Taylor and Human Resources Technician Miranda Blum were joined by Librarians Rickey Barnett and Katrina Morse at the University of Washington's virtual MLIS Career Week, hosting a meet and greet session on February 2 where they shared information with current library school students about working at Sno-Isle Libraries and answered questions.

Information Governance Project

As of March 5, Records Management Specialist Stacy Siler and BerryDunn consultant Joshua Eby have met with forty-eight employees in twenty-eight individual, group, and department meetings. These stakeholder meetings have provided key insights and major themes regarding improvements to the flow of information in Sno-Isle Libraries are emerging. Employees have been highly engaged in discussing the current state of our information management, with great interest in gaining knowledge, training, and guidance. Ten additional meetings with about thirty employees total will take place this month.

Information Governance Project Timeline:

- January 19: Project kickoff
- February 1 – March 31: Stakeholder meetings
- March 15 – March 31: Survey
- February 24 – April 7: Business Assessment
- March 1 – June 30: Information Governance framework research and development
- May 1 – June 30: Enterprise taxonomy development

Performance Management for Supervisors

An eight-module on-demand online performance and coaching training for supervisors provided by Human Resources training and consulting firm ApertureEQ was launched in February in support of employee performance, coaching, and development. Forty-one supervisors out of seventy-six have registered for the course so far with twenty-four having completed the first module and fourteen having completed the first and second modules. The topics covered are:

- How to facilitate trust
- How to set expectations and goals
- How to delegate to your team
- How to give feedback to your employees
- How to receive feedback from others
- How to conduct effective team meetings
- How to conduct effective 1-on-1 meetings
- How to recognize and appreciate your team

Policies

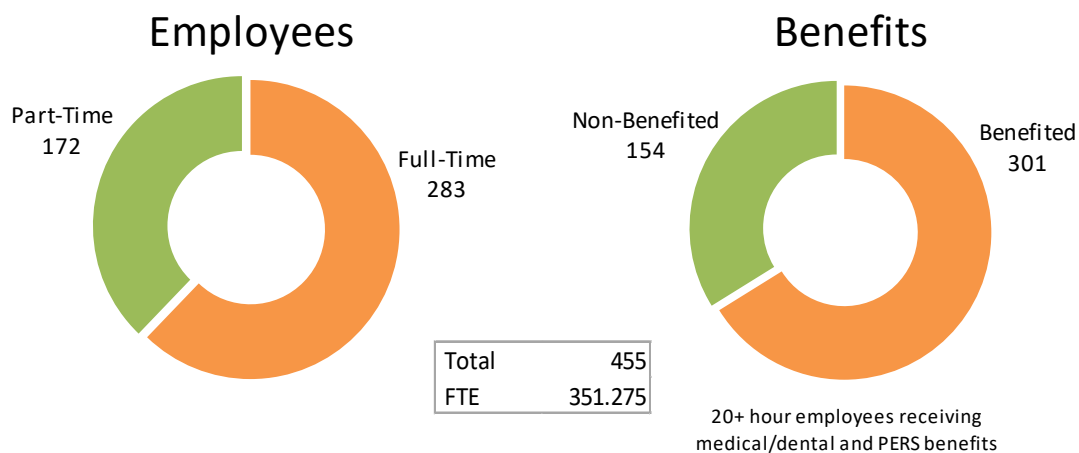
The following Human Resources policies have been updated since November:

- Employment Practices 1-5: Emergency Closures
- Employment Practices 1-7: Layoff, Recall, and Standby
- Employment Practices 1-11: Remote Work Policy
- Personnel Practices 2-2: Employee Performance Planning and Review
- Personnel Practices 2-3: Code of Ethics and Business Conduct
- Personnel Practices 2-7: Discrimination, Harassment, and Bullying
- Personnel Practices 2-8: Authorized Expenditures for Light Refreshments
- Employee Benefits 3-1: Holidays
- Employee Benefits 3-5: Discretionary Leaves of Absence
- Employee Benefits 3-7: Business Expense Reimbursement
- Employee Benefits 3-13: Recognition Policy and Program

Wellness

The first wellness challenge with new provider Wellable ran February 1 – February 28. The Eat Well, Be Well Challenge focused on nutrition and mindful eating, with 105 employees signing up to participate – a slightly lower number than 2020's 129 who signed up for the Nourish Game, but higher engagement and completion rates compared to the Nourish Game. The next wellness challenge will take place in summer and focus on physical activity, replacing the Get Moving Challenge.

Employment Statistics, November 2020 - February 2021

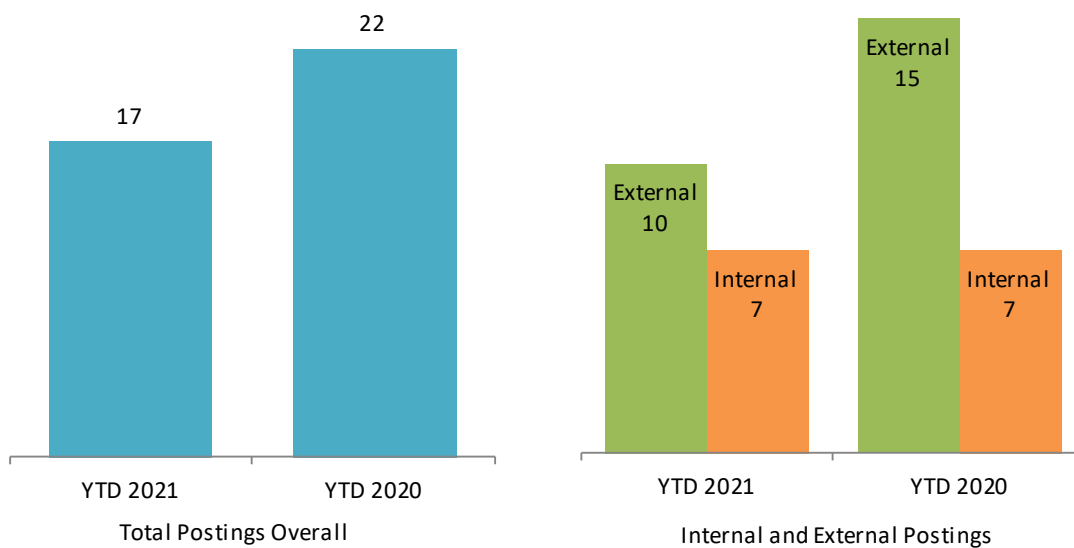


Employment Activity

11/1/20 - 2/28/21



Job Postings



In-Building Service: Customer Impact

March 15, 2021

Customer Stories

Coupeville stories

- Thanks to all of you! You have helped me so much. If I couldn't read, I would lose my mind. 2020 has been a hard year. I hope 2021 brings a better year for us all. Best regards...K.D.
- What a ray of sunshine to be able to come into our library! It's good to be here. Having Contact Free Services was a life-saver. You did it well! -From NTB & J.L.
- From a six-year-old boy.... walking in and stops at the entry way, looks around at the inside of the building and says, "Whoa! It's been awhile!"
- When I told my daughter the library was open, she cried. Mom was tearing up as she told the story.
- Paula W did a "Happy Dance" when she was at the self-check, as she checked out her books!
- The Carlson family came, and daughter Emmy checked out 40 books the first day, then returned and checked out 54 more the next day! Her dad was the one of the architects who designed our building and it was especially satisfying to him to see that our building is working really well for both Grab and Go Services (north side) and Contact Free Services (south side).

Darrington stories

- A young mom brought her daughter to the library to get her a library card. The daughter had just learned to read and was really excited about coming to the library and taking home a large stack of books from the children's area. This family continues to come to the Darrington Library every few days to return the books that were checked out last time only to be replaced by another, possibly larger, new stack.
- A young library regular told staff how happy he was that we are open again. Coming to the library is one of the local activities that support his recovery from addiction, and he has visited us almost every day since we reopened. It is great to see him back in our library.
- A member of our local Sauk-Suiattle tribe came in to use our library's computer and printer. While I do not know what documents he needed printed, I could tell he was smiling (even with a mask on) as he walked out, triumphantly waving his printed documents in the air. He exclaimed, "I'm SO happy you guys are open again!" as he happily left the library.
- We had a homeschool mom and her two young daughters come to drop off their bags full of library books, and they were SO excited to learn that they could come in to the library and browse for books again! As they selected and checked out items, their enthusiasm for being back in the library (and for books!) was so heartwarming. On their way out, the youngest child waved and thanked us for "opening the library back up for us!"

Freeland stories

- One of our older customers does not have a cell phone. After receiving notification that he has holds waiting, he drives to the library, waits in the parking lot until he sees a staff person put a bag on the contact-free table and then lets them know he also has holds. Today Karin was able to tell him that not only can he browse in the meeting room, he can just pick up the phone in the meeting room to let staff know he is here. He was *very* grateful to hear this.
- This happened on our first day of soft launch opening at 10:00 before any promotion was done. A customer came at 10:20 to pick up her holds, saw the new Grab 'n Go signs and asked what was going on in the meeting room. Staff told her that it was open for browsing and she said, "Are there children's books?" When staff said, "Yes," she responded, "This is so exciting - I'm going to go check it out and then bring my kids!"
- A few days later when a customer arrived to pick up their holds, staff let them know that the meeting room was open for Grab 'n Go browsing and check out. Customer's response: "Hot damn! I'm going!"

Lynnwood stories

- I was babysitting Micha and I brought him to the library and he loved it so much! He can't wait to come back! So I just want to thank everyone for their hard work and for helping the meeting room run smoothly! Thank you! I hope you have an amazing day!



Mariner stories

- A local foster home has brought in multiple youths to register them for cards. They have continued to visit the library almost every day since opening to use computers and check out items.
- Multiple families have mentioned how happy they are to be able to browse the shelves and pick out items again.
- We have had a lot of interest in scanning and copying. One instance in particular, a customer needed to be able to scan her resume, so she could send it to her job coach to discuss. Up until that point, she had not been able to scan it anywhere. She was very grateful that she was able to do this because it had been difficult working with her job coach without a scanned copy to be viewed by both of them.

- A customer was grateful that she was able to use a computer in the library. She was having difficulty printing documents remotely on her school laptop. She repeatedly said how thankful she was to be able to use a laptop in-building and release her own print jobs.
- Also with printing, we've had a couple customers who have specifically wanted to print tax documents. They did not feel comfortable sending them through the remote printing portal and having someone else print these documents for them. They appreciated having the option to come into the library to send and release the print jobs on their own.

Mukilteo stories

- I was helping a mom over the phone with two new library cards for her children (and holds pickup for herself) and when I went outside to hand over the items and cards, I let her know about the browsing room.

She said she heard about it and that is what convinced her kids to get their own cards and hurry to the library today. She said, "This feels like we're going to Disneyland!" and that they have been on cloud 9 all day thinking about coming in to browse, pick out items and use their new library cards. 😊

- Customer on the phone: "I'm so happy you guys opened up that little side room! It's so nice! We (unintelligible kid yelling in the background ending with HI LIBRARIAN) love it so much we came twice."

Online Comments and Feedback

Snohomish Library


311 Maple Ave, Snohomish, WA

[Write a review](#)

4.7 ★★★★★ 48 reviews [?](#)


Sort by: Newest ▾


[All](#) [kids 6](#) [check 4](#) [videos 3](#) [internet 3](#) [room 3](#) [librarian 3](#) [reading 3](#)

**Maria Reyes**
Local Guide · 96 reviews · 155 photos

★★★★★ 17 hours ago


I didn't get his name but went today at 4:45 and called to get my movies to check out, he stated we also could come and I asked if we could use the printer as I need to do so for tomorrow, he said yes, and gave me the options, but with running out of time as they close at 5 on Sunday, he was able to help me out and get it all done and went over and beyond to do amazing customer service.



 Like

**Jamie Gargett**
Local Guide · 37 reviews · 85 photos

★★★★★ a day ago

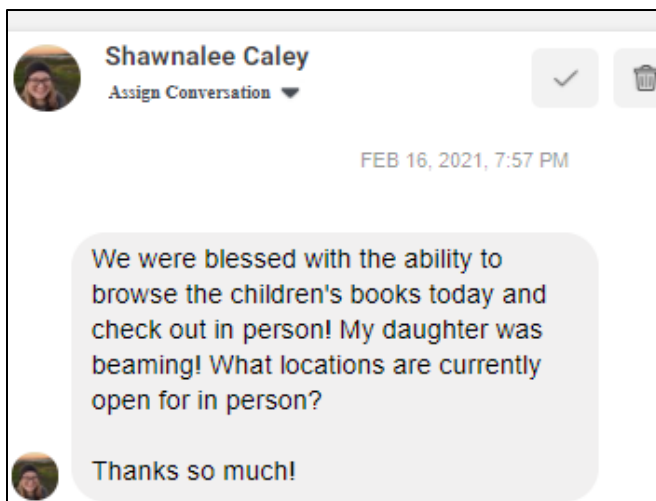
We love this library and are so happy to be able to come back in!

**Jeanne Leader**
Assign Conversation ▾



1:13 PM

I just had the thrill (and I mean that) of walking into the Snohomish library for the first time in almost a year. You have worked hard to keep us well served and supplied throughout the pandemic and this feels like such a safe/sensible re-opening. I appreciated being greeted at the door and offered an overview of what had changed. You have been an essential part of helping me retain my sanity throughout these difficult months. I will admit to being a little teary. Thank you all.



Administrative Services

Financial Update

March 2021

Gary Sitzman

Administrative Services Director

Revenue Summary

- February's property tax revenue was lower than expected at \$154,443. This is likely a month-end receipt timing issue given February had 28 days and the last day fell on a Sunday. Year to date property tax receipts are at \$407,767 or 0.66% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues combined at \$189,575 is 34.46% of the annual budget. This is slightly less than the timber revenues received by this time last year.
- Investment income to date at \$52,076 is 31.0% below the year-to-date budget and \$28,505 less than this time last year. Markedly lower interest rates and difficult economic conditions continue to adversely impact investment pool returns in 2021. A transfer of \$6.5MM was shifted from the State Investment Pool to the Snohomish County Pool in February to boost investment income.
- Other February revenues of \$82,194 consists primarily of a Premera Rx refund (\$43,093) and an Economic Alliance Snohomish County Cares Fund reimbursement (\$25,000).
- Total revenue received to date is at 1.5% (\$942,506) of the annual budget and is 0.34% (\$476,354) less than budget year to date mainly associated with lower property tax revenues received to date.

Expenditures Summary

- Salaries and Benefits at \$5,968,552 or 15.4% of the annual budget are 7.4% (\$478,948) below budget. Numerous vacancies that occurred in 2020 have yet to be filled as we begin a gradual re-opening of in-building services.
- Materials spending of \$795,340 is 9.0% less than the year-to-date budget. As libraries reopen, increasing physical materials has become a focus.
- Professional & Contract Services is underspent by 56.6% (\$302,953), driven by building closures and a pause on certain library programming.
- Maintenance & Repair of \$74,562 is 70.2% (\$175,538) lower than budget mainly due building closures.
- Capital outlays totaled \$7,969 in February as work wraps up on construction of a canopy over the Service Center delivery area.
- Viral Infection Protection costs of \$111,395 have been spent to date. Costs include PPE, preparing safe workspaces for staff, and building & custodial supplies and services.
- Total expenditures year to date is at 13.27% (\$7,647,005) of the annual budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 2/1/2021 Through 2/28/2021
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	154,443	972,880	407,767	1,136,460	61,460,500	0.66%
02.0	Timber Tax / Sales	157,677	93,500	189,575	131,800	550,000	34.46%
03.0	Print/Copy Services	0	4,170	0	8,340	50,000	0.00%
04.0	Services/City Contract Fees	0	290	0	580	3,500	0.00%
05.0	Lost Materials Paid	1,614	6,250	3,354	12,500	75,000	4.47%
06.0	Investment Interest	9,143	37,500	52,076	75,000	450,000	11.57%
07.0	Donations Private Sources	0	8,340	0	16,680	100,000	0.00%
08.0	Other Revenue	82,194	18,750	289,735	37,500	225,000	128.77%
	Total Revenues	405,071	1,141,680	942,506	1,418,860	62,914,000	1.50%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 2/1/2021 Through 2/28/2021
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	3,030,189	3,223,750	5,968,552	6,447,500	38,684,500	15.42%
20.0	Materials	531,117	583,330	795,340	1,166,660	7,000,000	11.36%
26.0	Professional & Contract Services	120,182	267,860	232,767	535,720	3,213,400	7.24%
35.0	Equipment & Furnishings	114,174	70,400	135,974	140,800	844,700	16.09%
38.0	Maintenance & Repair	52,297	125,050	74,562	250,100	1,500,700	4.96%
41.0	Software License & Maint Fees	30,444	122,640	52,783	245,280	1,471,900	3.58%
42.0	Communications	60,120	69,310	112,760	138,620	831,300	13.56%
43.0	Office & Operating Supplies	57,178	69,560	67,627	139,120	834,500	8.10%
44.0	Utilities	49,363	45,040	66,738	90,080	540,300	12.35%
45.0	Rentals & Leases	40,238	39,880	58,084	79,760	478,400	12.14%
46.0	Insurance	930	15,560	930	31,120	186,600	0.49%
48.0	Employee Training / Travel	1,417	20,830	1,866	41,660	250,000	0.74%
49.0	Miscellaneous	21,097	51,500	29,693	103,000	617,400	4.80%
50.0	Strategic Initiatives / Innovation	2,239	14,580	2,369	29,160	175,000	1.35%
55.0	Development Initiatives	0	52,130	0	104,260	625,500	0.00%
62.0	Capital - Bldgs & Improvements	7,969	31,660	46,961	63,320	380,000	12.35%
	Total Expenditures	4,118,953	4,803,080	7,647,005	9,606,160	57,634,200	13.27%

Proposed meeting schedule

March 12, 2021

2021 June – December – proposed

Date	Time	Business	Notes
May / June – Special	Date and time TBD	<ul style="list-style-type: none">• Trustees and Foundation	
June 28 – Regular (Zoom)	5:00 PM	<ul style="list-style-type: none">• President appoints Trustee nominating committee	
July 26 – Regular (Zoom)	5:00 PM	<ul style="list-style-type: none">• Budget goals	
August TBD – Committee of the Whole	5:00 PM	<ul style="list-style-type: none">• Retreat – Review of budget projections and consideration of key assumptions.	
September 20 – Regular	5:00 PM	<ul style="list-style-type: none">• Retreat follow up• President appoints Officer nominating committee	Third week to reduce time between July and September meeting.
October 25 – Regular	5:00 PM	<ul style="list-style-type: none">• Budget – public hearing	
November 22 – Regular	5:00 PM	<ul style="list-style-type: none">• Budget – public hearing and approval• ED review and contract• Present slate of officers	

2022 Proposed

Date	Time	Business	Notes
January – Special	12:00 PM	<ul style="list-style-type: none"> • Approve levy • Elect officers 	First week in January.
January 10 - Regular	5:00 PM		Meeting moved to second week of January to balance calendar.
February 5 or 12 – Committee of the Whole	TBD	<ul style="list-style-type: none"> • Retreat – topic TBD 	
February 28 – Regular	5:00 PM	<ul style="list-style-type: none"> • Retreat follow up 	
March 28 – Regular	5:00 PM		
April 25 – Regular	5:00 PM		
May 23 – Regular	5:00 PM		
May / June – Special	TBD	<ul style="list-style-type: none"> • Trustees and Foundation 	
June 27 – Regular	5:00 PM	<ul style="list-style-type: none"> • President appoints Trustee nominating committee 	
July 25 – Regular	5:00 PM	<ul style="list-style-type: none"> • Set budget goals 	
August 22 –Committee of the Whole	9:00-noon	<ul style="list-style-type: none"> • Retreat - Preliminary budget review 	
September 26 – Regular	5:00 PM	<ul style="list-style-type: none"> • Retreat follow up • President appoints Officer nominating committee 	
October 24 – Regular	5:00 PM	<ul style="list-style-type: none"> • Budget – public hearing 	
November 21 – Regular	5:00 PM	<ul style="list-style-type: none"> • Budget – public hearing and approval • ED review and contract • Present slate of officers 	Third week to meet budget submission deadline.