

# Sno-Isle Libraries

## Board of Trustees

July 26, 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
- 3) \*Approval of Agenda
- 4) Introduction and Recognition of Guests
- 5) \*Consent Agenda Items
  - a) Approval of June 28, 2021 regular meeting minutes;
  - b) Approval of June 2021 Sno-Isle Payroll, Benefits, and Vouchers.

#### June 2021

Direct Deposits and Employee Deductions	\$2,349,216.95
Vendor checks 72533, 72593, 72658, 72710, 72791 and 72821 through 72831, plus Electronic Fund Transfers	\$777,816.99
<b>Total Payroll and Benefits</b>	<b>\$3,127,033.94</b>
Accounts Payable Checks 72532 through 72831 less checks listed above, plus Electronic Transfers	\$1,535,389.78
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$4,662,423.72</b>

- 6) Public Comment
- 7) Communication to the Board
- 8) Executive Director's Report
  - a) Library presentation – Darrington Library Manager Asheley Bryson.
  - b) Executive Director's report. [Attachment 1](#)
  - c) Financial Update – Accounting Manager Nicole Wehl. [Attachment 2](#)
- 9) New Business
  - a) \*Resolution 21-04 Concerning the Appointment an Auditing Officer – Executive Director Lois Langer Thompson. [Attachment 3](#)
  - b) \*Capitalized Asset / Small and Attractive Asset Management Policy – Chair Tessandore. [Attachments 4-6](#)
- 10) President, Trustee Committees, and Foundation Representative Reports
  - a) President's Report / Executive Committee / Trustee Nominating Committee – President Kostick.
  - b) Strategic Planning / Finance Committee – Chair Tessandore.
  - c) Foundation Board Representative – Trustee Olson.

\*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, June 28, 2021

Meeting Minutes

Zoom virtual meeting

### Call to Order

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

### 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.*

### Roll Call

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

**Staff Present:** Gary Becker, Lia Escudero Belcher, R.D. Burley, David Durante, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Rebecca Loney, Lois Langer Thompson, Darlene Weber, Nicole Wehl, Vicky Welfare, and Shanda Zimmerman.

**Community Members Present:** Ann Anderson and Kevin Cornwell.

### Introduction and Recognition of Guests

There were no guests in attendance.

### Approval of Agenda

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

### Consent Agenda Items

Trustee DePrey moved to approve the Consent Agenda as amended.

- a) Approval of May 24, 2021 regular meeting minutes;
- b) Approval of June 10, 2021 special meeting minutes;
- c) Approval of May 2021 Sno-Isle Payroll, Benefits, and Vouchers.

#### May 2021

Direct Deposits and Employee Deductions	\$2,282,519.65
Vendor Checks 72324, 72381, 72435, 72483 and 72523 through 72531, plus Electronic Fund Transfers	\$759,805.49
<b>Total Payroll and Benefits</b>	<b>\$3,037,114.95</b>
Accounts Payable Checks 72324 through 72531 less checks listed above, plus Electronic Transfers	\$1,116,084.82
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$4,153,199.77</b>

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

### Public Comment

There were no public comments to the Board.

#### Board of Trustees

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

#### Executive Director

Lois Langer Thompson

## **Communications to the Board**

President Kostick informed the Board of the response sent to Civility First regarding their correspondence addressing the Libraries' revised partnership guidelines.

## **Executive Director's Report**

### **Library presentation**

#### Langley Library

Langley Library Manager Vicky Welfare highlighted the work of Langley Library staff to continue providing services to the community during the COVID-19 pandemic and noted that Langley Library customers have expressed excitement for the reopening of the library building.

Langley Library Manager Welfare also noted that the Friends of the Langley Library will celebrate their 100-year anniversary this year.

### **Executive Director's report**

#### Customer Service Updates

Director of Public Services Rebecca Loney reported Sno-Isle Libraries preparation and response to the recent extreme heat. Social media and press releases promoted many of the libraries as cooling stations, and additional hours were added to the Langley, Lynnwood, Marysville, and Mukilteo libraries.

In partnership with the Snohomish County Health District, temporary vaccination sites are being provided at both the Arlington and Monroe libraries.

Director of Public Services Loney announced that the library hold lockers project is nearing completion. The lockers will be located at the Camano and Monroe libraries. Installation of the lockers is scheduled for July 22 - 23.

Sno-Isle Libraries is continuing its effort to provide digital access to our customers. Work is currently underway to provide 1 gig internet speed at all 23 library locations. The Federal [E-Rate program](#) will cover 80% of the associated costs. External Wi-Fi is being extended to fully cover the parking lots at all library locations, including the Sno-Isle Libraries Service Center.

Sno-Isle Libraries' Interlibrary Loan (ILL) service, Author Alerts, and Suggest a Purchase services are in the final preparation phase. Staff are currently in training and all three services will be available in early August for customers.

#### Capital updates

Director of Strategic Services David Durante provided an update on the supplemental funding appropriated from the state legislature for the Darrington, Lake Stevens, Langley, and Mariner libraries. The Lake Stevens Library has received \$150,000 in supplemental funding for a new early-learning focused library building. The new building project will be used as pilot process for use of grant funding.

#### EDI updates

Director of Strategic Services Durante provided the following EDI updates:

EDI and Anti-racism training are being offered to all staff. Approximately 50% of Sno-Isle staff have attended. Trainers continue to adapt and modify the training based on feedback from staff.

Leadership and Senior Team are participating in the Equity at Work program. The online program was started with Public Library Association (PLA) and allows participants to watch at their own pace, engage in discussions with the team, and attend sessions with Mia Henry who created the content.

Affinity Group guidelines have been adopted to assist staff members participating in Sno-Isle Libraries' affinity groups. The guidelines serve as Sno-Isle Libraries' commitment to affinity groups.

### Strategic Goals Update

Executive Director Thompson provided an update on the 2021 strategic goals.

*Enhance library services:* Collection strategy, contact-free/in-building services, customer experience, data strategy, holds lockers, local library boards, and tribal connections.

*Create inspiring spaces:* Capital framework and digital experience.

*Optimize library funding:* Annexations, Friends and Foundation, supplemental funding, and 2022 budget.

*Invest in our people and organization:* Continuity of operations (COOP), EDI training for all staff, external communication plan, information governance, internal communication plan, intranet and staff tools, performance management, and policy plan.

### **Financial Update**

Executive Director Thompson introduced the new Director of Finance and Facilities Gary Becker.

Accounting Manager Nicole Wehl provided the following financial update:

- May's property tax revenue is currently at 53% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues are at 59% of the annual budget.
- Investment income received continues to be below budget due to low interest rates.
- Additional May revenues include a Premera refund totaling \$40,681.
- To date, the Library is approximately 4.5% favorable to budget expectation on revenue.
- Expenditures from salaries and benefits continue to be below budget predictions due to staff vacancies incurred in 2020.
- Total year-to-date expenditures are at 35.2% of the annual budget.

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

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

##### President's report / Executive Committee / Trustee Nominating Committee

President Kostick reported that the Executive Committee has selected the Coraggio Group to lead the Executive Director review process.

The Trustee Nominating Committee received 32 eligible applications for the Board of Trustees vacancy. President Kostick will provide an update at the July 26 board meeting.

#### **Strategic Planning / Finance Committee**

Trustee DePrey highlighted agenda items for the upcoming Strategic Planning / Finance Committee July meeting including the *Conflict of Interest* and the *Capitalized Asset / Small and Attractive Asset Management* policies and the key strategies for the 2022 operating budget.

### **Foundation Board Representative**

Trustee Olson thanked both the Foundation Board and the Board of Trustees for attending the July 10 special meeting.

### **Announcements and Comments**

There were no announcements or comments.

### **Adjournment**

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 5:55 p.m. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

### **Next Meeting**

The next regular Board meeting will be held on Monday, July 26, 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.

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President

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Secretary

**Sno-Isle Libraries**  
**June 2021 Payroll and June 2021 Vouchers**

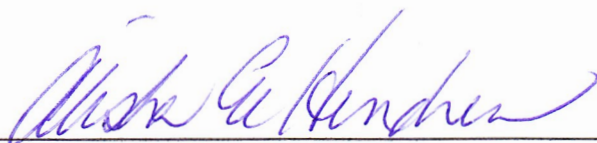
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Direct Deposits, Employee Deductions	\$ 2,349,216.95
Vendor Checks 72533, 72593, 72658, 72710, 72791 and 72821 through 72831 , Plus Electronic Fund Transfers	<u>\$ 777,816.99</u>
Total Payroll and Benefits	\$ 3,127,033.94

Accounts Payable Checks 72532 through 72831 less checks listed above, plus Electronic Transfers	<u>\$ 1,535,389.78</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,662,423.72</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 July 26, 2021.



Assistant Director of Finance

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

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

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**June 2021 Payroll**

Employee Pay - Direct Deposit	\$	1,650,387.76	
Plus: Employee Deductions	\$	698,829.19	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,349,216.95</b>

Vendor Checks 72533, 72593, 72658, 72710, 72791 and 72821 through 72831	\$	174,090.03	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	203,400.94		
Electronic Funds Transfer - Empower - 457 Plan	\$	24,472.17		
Electronic Funds Transfer - ICMA - 457 Plan	\$	49,974.60		
Electronic Funds Transfer - PERS - Retirement Plan	\$	427,510.41		
Electronic Funds Transfer - Navia - FSA	\$	11,721.89		
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,344.34		
Electronic Funds Transfer - Premera - Medical	\$	170,437.11		
Electronic Funds Transfer - Washington State Support Registry	\$	456.84		
Less: Employee Benefit Deductions	\$	(290,591.34)		
<b>Sub-Total Benefits - Employer Expense</b>				<b>\$ 777,816.99</b>
<b>Total Payroll and Benefits</b>				<b>\$ 3,127,033.94</b>

**June 2021 Accounts Payable**

Checks 72532 through 72831 less checks listed above	\$	1,533,097.97	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,291.81		
<b>Sub-Total Accounts Payable</b>				<b>\$ 1,535,389.78</b>
<b>Total Payroll, Benefits and Accounts Payable</b>				<b>\$ 4,662,423.72</b>

**Adjustments**

Paycom Direct Service Fee	\$	17,250.83		
Refunds and Credits	\$	(700.26)		
Refund Interest	\$	0.21		
Bank Service Charge	\$	128.65		
Travel & Business Expense Reimbursement paid in Payroll	\$	1,695.93		
<b>Total Adjustments</b>				<b>\$ 18,375.36</b>
<b>June 2021 Total Expenditures</b>				<b>\$ 4,680,799.08</b> ***

* Benefit invoices paid through Accounts Payable Checks	\$	174,090.03	
** Regular invoices paid through Accounts Payable Checks	\$	1,533,097.97	
<b>Total Accounts Payable Check Payments</b>	\$	1,707,188.00	

\*\*\* Equals Expenditure Summary Total

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/16/2021	71569	Asavie Technologies Inc - Void reissue on check 72668	(387.00)
6/16/2021	71631	Asavie Technologies Inc - Void reissue on check 72668	(374.50)
6/16/2021	71799	8X8 Inc - Void reissue on check 72664	(2,635.02)
6/4/2021	72532	WEX	42.33
6/10/2021	72533	Paul Pitkin	923.40
6/10/2021	72534	8X8 Inc	8,064.61
6/10/2021	72535	Advance Testing & Service Inc	217.40
6/10/2021	72536	Air Care System	4,120.92
6/10/2021	72537	Alderwood Water District	33.33
6/10/2021	72538	Allied 100, LLC	183.71
6/10/2021	72539	Allied Universal	31,024.92
6/10/2021	72540	Amazon (530958)	1,220.66
6/10/2021	72541	Amazon Capital Services, Inc	905.86
6/10/2021	72542	Remit Overrun	0.00
6/10/2021	72543	Remit Overrun	0.00
6/10/2021	72544	Remit Overrun	0.00
6/10/2021	72545	Remit Overrun	0.00
6/10/2021	72546	Baker & Taylor Books (277930)	73,956.10
6/10/2021	72547	Beacon Publishing Inc	637.50
6/10/2021	72548	BerryDunn	7,646.00
6/10/2021	72549	Blackstone Publishing	155.76
6/10/2021	72550	Camano Commons	1,000.00
6/10/2021	72551	Cascade Natural Gas	13.00
6/10/2021	72552	CDW Government Inc	5,905.60
6/10/2021	72553	City of Arlington	5,995.03
6/10/2021	72554	City of Granite Falls	118.13
6/10/2021	72555	Consolidated Technology Services	1,211.88
6/10/2021	72556	Crystal Mt. Pure Drinking Water	25.50
6/10/2021	72557	Crystal Springs	101.60
6/10/2021	72558	Dae Won LLC	7,726.18
6/10/2021	72559	Demco Inc (8048)	35.08
6/10/2021	72560	E - Rate Expertise Inc	375.00
6/10/2021	72561	EBSCO	33,763.00
6/10/2021	72562	Engineered Products	201.01
6/10/2021	72563	Everett Safe & Lock	21.91
6/10/2021	72564	FATBEAM, LLC	3,480.00
6/10/2021	72565	Gale/Cengage Learning	686.86
6/10/2021	72566	Garth Stein	500.00
6/10/2021	72567	Holiday-Parks, Inc	6,191.37
6/10/2021	72568	Index Wall	18.00
6/10/2021	72569	Ingram Library Services	3,145.79
6/10/2021	72570	Innovative Interfaces, Inc	6,837.28
6/10/2021	72571	Iron Mountain	432.89
6/10/2021	72572	Kanopy, Inc.	7,359.00
6/10/2021	72573	KSER Foundation	5,000.00
6/10/2021	72574	Language Exchange	190.00



**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/10/2021	72575	Lemay Mobile Shredding	684.64
6/10/2021	72576	Les Schwab - Marysville	494.31
6/10/2021	72577	Lynnwood Chamber of Commerce	427.00
6/10/2021	72578	Mach Publishing Company, Inc.	293.25
6/10/2021	72579	Remit Overrun	0.00
6/10/2021	72580	Remit Overrun	0.00
6/10/2021	72581	Remit Overrun	0.00
6/10/2021	72582	Remit Overrun	0.00
6/10/2021	72583	Remit Overrun	0.00
6/10/2021	72584	Midwest Tape	43,373.93
6/10/2021	72585	Mill Creek View	310.00
6/10/2021	72586	Mukilteo Water & Waste District	2,436.05
6/10/2021	72587	Mutual Materials Company	568.36
6/10/2021	72588	MyBinding	595.89
6/10/2021	72589	North County Outlook	330.00
6/10/2021	72590	OCLC Inc (34299)	10,288.56
6/10/2021	72591	Remit Overrun	0.00
6/10/2021	72592	Office Depot, INC	2,988.82
6/10/2021	72593	Office Team	3,551.68
6/10/2021	72594	Remit Overrun	0.00
6/10/2021	72595	Remit Overrun	0.00
6/10/2021	72596	Remit Overrun	0.00
6/10/2021	72597	Remit Overrun	0.00
6/10/2021	72598	Remit Overrun	0.00
6/10/2021	72599	Remit Overrun	0.00
6/10/2021	72600	Remit Overrun	0.00
6/10/2021	72601	Remit Overrun	0.00
6/10/2021	72602	Remit Overrun	0.00
6/10/2021	72603	Remit Overrun	0.00
6/10/2021	72604	Remit Overrun	0.00
6/10/2021	72605	Remit Overrun	0.00
6/10/2021	72606	Remit Overrun	0.00
6/10/2021	72607	Remit Overrun	0.00
6/10/2021	72608	Remit Overrun	0.00
6/10/2021	72609	Remit Overrun	0.00
6/10/2021	72610	Remit Overrun	0.00
6/10/2021	72611	Remit Overrun	0.00
6/10/2021	72612	Remit Overrun	0.00
6/10/2021	72613	Remit Overrun	0.00
6/10/2021	72614	Remit Overrun	0.00
6/10/2021	72615	Remit Overrun	0.00
6/10/2021	72616	Remit Overrun	0.00
6/10/2021	72617	Remit Overrun	0.00
6/10/2021	72618	Remit Overrun	0.00
6/10/2021	72619	Remit Overrun	0.00
6/10/2021	72620	Remit Overrun	0.00

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/10/2021	72621	Remit Overrun	0.00
6/10/2021	72622	Remit Overrun	0.00
6/10/2021	72623	Remit Overrun	0.00
6/10/2021	72624	Overdrive Inc	220,469.63
6/10/2021	72625	Pacific Copy & Printing	157.33
6/10/2021	72626	Pacific MRO	287.76
6/10/2021	72627	Paper Roll Products	397.74
6/10/2021	72628	Penworthy	10,637.48
6/10/2021	72629	PetroCard Systems Inc	1,673.59
6/10/2021	72630	Postmaster - Marysville	245.00
6/10/2021	72631	Print West, Inc	4,336.51
6/10/2021	72632	Printing Plus	822.38
6/10/2021	72633	PUD No 1 of Snohomish County	8,904.86
6/10/2021	72634	Puget Sound Energy	2,099.07
6/10/2021	72635	Rentacrate Enterprises LLC	11,252.07
6/10/2021	72636	Rev.com, Inc	1,097.25
6/10/2021	72637	Richard Matthew Southworth	500.00
6/10/2021	72638	Void	0.00
6/10/2021	72639	Void	0.00
6/10/2021	72640	Ricoh USA Inc - 650073	22,201.11
6/10/2021	72641	Roy Robinson	1,167.74
6/10/2021	72642	Salish Networks	1,211.05
6/10/2021	72643	Shred-it	266.55
6/10/2021	72644	SkillSurvey, Inc.	4,462.00
6/10/2021	72645	Sound Maintenance Services, Inc	646.86
6/10/2021	72646	Sound Publishing	138.55
6/10/2021	72647	Sprague Pest Solutions	944.47
6/10/2021	72648	Stanwood/Camano News	324.61
6/10/2021	72649	Summit Law Group, PLLC	261.00
6/10/2021	72650	T Mobile	125.19
6/10/2021	72651	The Daily Herald	700.00
6/10/2021	72652	Timeless Design	7,226.46
6/10/2021	72653	Town of Coupeville	466.07
6/10/2021	72654	Tsai Fong Books Inc	139.64
6/10/2021	72655	Uline	134.13
6/10/2021	72656	Walter E Nelson Co of Western WA	4,836.37
6/10/2021	72657	WCP Solutions	417.91
6/10/2021	72658	Wellable LLC	200.00
6/10/2021	72659	Whidbey Telecom	603.36
6/10/2021	72660	Ziply Fiber	9,684.08
6/10/2021	72661	Remit Overrun	0.00
6/10/2021	72662	Ricoh USA Inc - 31001	22,576.81
6/11/2021	72663	8X8 Inc	8,065.13
6/22/2021	72664	8X8 Inc	2,635.02
6/22/2021	72665	Alldata	14,520.00
6/22/2021	72666	Allied Universal	6,740.20

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/22/2021	72667	Amazon Capital Services, Inc	769.19
6/22/2021	72668	Asavie Technologies Inc	761.50
6/22/2021	72669	Backstage Library Works, Inc	460.17
6/22/2021	72670	Remit Overrun	0.00
6/22/2021	72671	Remit Overrun	0.00
6/22/2021	72672	Baker & Taylor Books (277930)	36,034.61
6/22/2021	72673	Bank of America (0958)	1,923.53
6/22/2021	72674	Bank of America (2175)	2,937.27
6/22/2021	72675	Bank of America (2945)	2,158.51
6/22/2021	72676	Bank of America (3488)	118.17
6/22/2021	72677	Bank of America (3736)	505.29
6/22/2021	72678	Bank of America (4867)	4,166.50
6/22/2021	72679	Bank of America (5800)	1,665.33
6/22/2021	72680	Bank of America (5953)	45.00
6/22/2021	72681	Bank of America (8208)	4,801.23
6/22/2021	72682	Baus Systems LLC	725.94
6/22/2021	72683	Bibliotheca LLC	6,241.98
6/22/2021	72684	BUC Information Services	408.74
6/22/2021	72685	Casey McQuiston	750.00
6/22/2021	72686	Cedar Grove Organics Recycling LLC	311.50
6/22/2021	72687	Center Point Large Print	702.90
6/22/2021	72688	Chicago Title Company of Washington	2,826.52
6/22/2021	72689	City of Monroe	674.18
6/22/2021	72690	City of Snohomish	3,091.46
6/22/2021	72691	Cobra Construction Company	36,086.62
6/22/2021	72692	Dae Won LLC	7,726.18
6/22/2021	72693	Daily Journal of Commerce	187.05
6/22/2021	72694	Dell Marketing L.P.	1,907.79
6/22/2021	72695	DEX MEDIA	113.90
6/22/2021	72696	E - Rate Expertise Inc	150.00
6/22/2021	72697	Freedom Lifted	350.00
6/22/2021	72698	Gale/Cengage Learning	2,773.96
6/22/2021	72699	Hillis Clark Martin & Peterson	1,103.00
6/22/2021	72700	Holaday-Parks, Inc	9,201.98
6/22/2021	72701	Ingram Library Services	1,310.74
6/22/2021	72702	Island Disposal Inc	156.02
6/22/2021	72703	Mach Publishing Company, Inc.	391.00
6/22/2021	72704	Mechanic Shop Femme	550.00
6/22/2021	72705	Midwest Tape	5,420.04
6/22/2021	72706	Mill Creek View	155.00
6/22/2021	72707	Morningstar	9,999.00
6/22/2021	72708	Museum of Pop Culture	600.00
6/22/2021	72709	Office Depot, INC	775.36
6/22/2021	72710	Office Team	1,287.54
6/22/2021	72711	Remit Overrun	0.00
6/22/2021	72712	Remit Overrun	0.00

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/22/2021	72713	Remit Overrun	0.00
6/22/2021	72714	Remit Overrun	0.00
6/22/2021	72715	Remit Overrun	0.00
6/22/2021	72716	Remit Overrun	0.00
6/22/2021	72717	Remit Overrun	0.00
6/22/2021	72718	Remit Overrun	0.00
6/22/2021	72719	Remit Overrun	0.00
6/22/2021	72720	Remit Overrun	0.00
6/22/2021	72721	Remit Overrun	0.00
6/22/2021	72722	Remit Overrun	0.00
6/22/2021	72723	Remit Overrun	0.00
6/22/2021	72724	Remit Overrun	0.00
6/22/2021	72725	Remit Overrun	0.00
6/22/2021	72726	Overdrive Inc	70,029.04
6/22/2021	72727	Pacific Science Center	300.00
6/22/2021	72728	PetroCard Systems Inc	1,825.58
6/22/2021	72729	Philadelphia Insurance Companies	10,451.00
6/22/2021	72730	Pitney Bowes	966.68
6/22/2021	72731	Prime Self Storage	814.00
6/22/2021	72732	Printing Plus	712.77
6/22/2021	72733	PUD No 1 of Snohomish County	840.34
6/22/2021	72734	Puget Sound Energy	272.97
6/22/2021	72735	Puget Sound Mobile Detail	352.00
6/22/2021	72736	Rentacrate Enterprises LLC	11,059.69
6/22/2021	72737	Republic Services 197	740.05
6/22/2021	72738	Ricoh USA Inc - 31001	9,650.85
6/22/2021	72739	Ricoh USA Inc - 650073	421.21
6/22/2021	72740	S-R Broadcasting Co Inc	1,050.00
6/22/2021	72741	Salas O'Brien	15,335.12
6/22/2021	72742	Shred-it	85.43
6/22/2021	72743	Silver Lake Water & Sewer	109.65
6/22/2021	72744	Sno-Isle Refund Account	19.99
6/22/2021	72745	Snohomish Co Finance	273.00
6/22/2021	72746	Sound Maintenance Services, Inc	63,664.26
6/22/2021	72747	Sound Publishing	1,578.96
6/22/2021	72748	South Island Pumping	4,782.80
6/22/2021	72749	Stowe Development & Strategies	3,174.33
6/22/2021	72750	Sunnyside Nursery, Inc.	228.90
6/22/2021	72751	Timeless Design	12,716.98
6/22/2021	72752	Tsai Fong Books Inc	1,553.02
6/22/2021	72753	U S Bank Equipment Finance	626.88
6/22/2021	72754	Uline	237.71
6/22/2021	72755	Value Line Publishing	24,900.00
6/22/2021	72756	Verizon Wireless (660108)	14,936.15
6/22/2021	72757	Walter E Nelson Co of Western WA	1,628.17

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/22/2021	72758	Washington State Ferries	832.40
6/22/2021	72759	Waste Management	2,716.08
6/22/2021	72760	Wave Business	15,519.73
6/22/2021	72761	WCP Solutions	255.71
6/24/2021	72762	United States Liability Insurance Company	930.00
6/24/2021	72763	Postmaster - Langley	284.00
6/30/2021	72764	A. RIFKIN CO	226.47
6/30/2021	72765	Amazon (530958)	988.06
6/30/2021	72766	Amazon Capital Services, Inc	245.71
6/30/2021	72767	Remit Overrun	0.00
6/30/2021	72768	Baker & Taylor Books (277930)	21,756.55
6/30/2021	72769	Bibliocommons Inc.	221,158.42
6/30/2021	72770	Bickford	1,147.88
6/30/2021	72771	Camano Commons	1,000.00
6/30/2021	72772	Candid	3,273.54
6/30/2021	72773	Cascade Natural Gas	13.00
6/30/2021	72774	CDW Government Inc	1,409.35
6/30/2021	72775	City of Granite Falls	118.13
6/30/2021	72776	Comcast	3,658.63
6/30/2021	72777	Demco Inc (8048)	1,474.20
6/30/2021	72778	Eagle Pipe & Mechanical, LLC	20,052.28
6/30/2021	72779	EBSCO	12,097.04
6/30/2021	72780	FATBEAM, LLC	3,480.00
6/30/2021	72781	Gale/Cengage Learning	1,754.34
6/30/2021	72782	Goldfinch Brothers	3,906.76
6/30/2021	72783	HP Inc	572.25
6/30/2021	72784	Ingram Library Services	1,377.51
6/30/2021	72785	Lamb Contracting LLC	2,716.42
6/30/2021	72786	Magna5 LLC	700.04
6/30/2021	72787	Remit Overrun	0.00
6/30/2021	72788	Midwest Tape	6,568.88
6/30/2021	72789	Northsound Auto Group, LLC	2,358.13
6/30/2021	72790	Office Depot, INC	700.02
6/30/2021	72791	Office Team	6,549.09
6/30/2021	72792	Remit Overrun	0.00
6/30/2021	72793	Remit Overrun	0.00
6/30/2021	72794	Remit Overrun	0.00
6/30/2021	72795	Remit Overrun	0.00
6/30/2021	72796	Remit Overrun	0.00
6/30/2021	72797	Overdrive Inc	31,304.65
6/30/2021	72798	Pacific MRO	1,273.12
6/30/2021	72799	Paper Roll Products	1,746.66
6/30/2021	72800	PetroCard Systems Inc	1,776.48
6/30/2021	72801	PUD No 1 of Snohomish County	7,654.84
6/30/2021	72802	Puget Sound Energy	416.41

**Vouchers  
June 2021**

<b>Date</b>	<b>Check</b>	<b>Payee</b>	<b>Check Amount</b>
6/30/2021	72803	Purple Communications, Inc	1,057.50
6/30/2021	72804	Ricoh USA Inc - 31001	4,537.80
6/30/2021	72805	Ricoh USA Inc - 650073	896.79
6/30/2021	72806	Roy Robinson	758.26
6/30/2021	72807	Shred-it	264.09
6/30/2021	72808	Smokey Point NW LLC	7,553.53
6/30/2021	72809	Sound Maintenance Services, Inc	66,087.87
6/30/2021	72810	Sprague Pest Solutions	208.86
6/30/2021	72811	Stowe Development & Strategies	8,534.02
6/30/2021	72812	T Mobile	2,412.53
6/30/2021	72813	Uline	260.10
6/30/2021	72814	Walter E Nelson Co of Western WA	687.74
6/30/2021	72815	Waste Management	2,719.75
6/30/2021	72816	WCP Solutions	410.39
6/30/2021	72817	WEX	61.07
6/30/2021	72818	Workpointe, Inc.	710.05
6/30/2021	72819	Ziply Fiber	704.78
6/30/2021	72820	Jenny Piper	81.98
6/30/2021	72821	Cascade Centers	587.50
6/30/2021	72822	Delta Dental of Washington	25,732.55
6/30/2021	72823	Dept of Labor & Industries	3.21
6/30/2021	72824	Kaiser Permanente	79,117.55
6/30/2021	72825	Lifewise Assurance Company	29,083.24
6/30/2021	72826	Lincoln National Life Ins Company	8,384.20
6/30/2021	72827	MCM	5,990.82
6/30/2021	72828	Navia Benefit Solutions Client Pay	1,916.20
6/30/2021	72829	Premera Blue Cross	9,568.05
6/30/2021	72830	Sno-Isle Library Foundation	450.00
6/30/2021	72831	United States Treasury	745.00
			<hr/>
			1,707,188.00
			<hr/>

# Executive Director

## Board Report

July 2021

Lois Langer Thompson  
Executive Director

### Community and Stakeholder Events

- Economic Alliance of Snohomish County (EASC).
  - Equity, Diversity, and Inclusion.
  - Homelessness.

### Board meetings

- Island County Economic Recovery Task Force.

### Professional Development and Meetings

- Regional Library Directors weekly update call.
- Library visits – Freeland and Langley libraries.

### Board of Trustees meetings

- Strategic Planning / Finance Committee.
- Meeting with Board President.
- Attended Trustee interviews.

### Library updates and strategic goals

- Stories in Democracy Program.
- Student Card Program.
- Capital Framework update – Chy Ross, Assistant Director of Capital Planning and Strategy.
- Customer experience update – Rebecca Loney, Director of Public Services.
- Equity / Diversity / Inclusion update – David Durante, Director of Strategic Services.

# Financial Update

## Finance Department

July 2021

Nicole Wehl  
Accounting Manager

### Revenue Summary

- June's property tax revenue was \$750,743. Year-to-date property tax receipts are at \$33,166,788 or 54% of the annual budgeted property tax revenue.
- Through June 30<sup>th</sup>, timber tax and associated excise tax revenues are \$427,712 and are at 78% of the annual budget (for context, total revenue received through June 30, 2020, and 2019, was 55% and 70%, respectively, of the full year's total). This is \$71,931 less than the timber revenues received by this time last year.
- Investment income to date at \$141,925 is 37% below the year-to-date budget and \$47,350 less than this time last year.
- Total revenue received to date is at 54% (\$34,191,646) of the annual budget and is 2% (\$811,866) more than the year-to-date budget of 52%, mainly due to property tax revenues being higher than the historical average tax receipts used to set the budget (for context, total revenue received through June 30, 2020, and 2019, was 53% of the full year's total).

### Expenditures Summary

- Salaries and Benefits at \$17,961,095, or 46% of the annual budget, are 7% (\$1,381,405) below the year-to-date budget. Vacancies that occurred during the pandemic are being filled as we continue to expand in-building services.
- Materials spending of \$3,025,607 is 43% of the full year's budget. Spending is expected to increase to align with budget by year-end.
- Professional & Contract Services spending of \$1,130,624 is 35% of the annual budget through June, driven by limited in-building services and programming.
- Maintenance & Repair of \$335,345 is 22% of the annual budget mainly due to building closures at the beginning of the year.
- Capital Costs – year-to-date expenditures are \$223,974 and are 59% of the full year's budget driven by the Temporary Lake Stevens project. Total capital spending for 2021 is expected to be within the annual budget.
- Viral Infection Protection costs of \$283,559 year-to-date represent 56% of the full year budget. Costs include PPE, preparing safe workspaces for staff and building & custodial supplies and services. Viral Infection costs are projected to decline in the second half and end the year below budget.
- Total expenditures year-to-date are 43% of the annual budget (\$25.0 million). The full year budget anticipated that 50% of expenditures would be recorded through June (\$28.8 million).



Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 6/1/2021 Through 6/30/2021  
(In Whole Numbers)

		<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>
	Revenues						
01.0	Property Taxes	750,743	1,417,080	33,166,788	32,585,480	61,460,500	53.96%
02.0	Timber Tax / Sales	103,058	53,100	427,712	342,500	550,000	77.76%
03.0	Print/Copy Services	822	4,170	830	25,020	50,000	1.65%
04.0	Services/City Contract Fees	0	290	0	1,740	3,500	0.00%
05.0	Lost Materials Paid	2,057	6,250	10,605	37,500	75,000	14.14%
06.0	Investment Interest	10,460	37,500	141,925	225,000	450,000	31.53%
07.0	Donations Private Sources	0	8,340	1,269	50,040	100,000	1.26%
08.0	Other Revenue	65,961	18,750	442,516	112,500	225,000	196.67%
	Total Revenues	<u>933,100</u>	<u>1,545,480</u>	<u>34,191,646</u>	<u>33,379,780</u>	<u>62,914,000</u>	<u>54.35%</u>

Sno-Isle Regional Library System  
Statement of Expenditures by Period  
**Expenditures Summary**  
From 6/1/2021 Through 6/30/2021  
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	3,127,034	3,223,750	17,961,095	19,342,500	38,684,500	46.42%
20.0	Materials	605,678	583,330	3,025,607	3,499,980	7,000,000	43.22%
26.0	Professional & Contract Services	308,200	267,860	1,130,624	1,607,160	3,213,400	35.18%
35.0	Equipment & Furnishings	9,783	70,400	246,292	422,400	844,700	29.15%
38.0	Maintenance & Repair	45,263	125,050	335,345	750,300	1,500,700	22.34%
41.0	Software License & Maint Fees	286,734	122,640	783,037	735,840	1,471,900	53.19%
42.0	Communications	57,727	69,310	326,821	415,860	831,300	39.31%
43.0	Office & Operating Supplies	49,855	69,560	250,703	417,360	834,500	30.04%
44.0	Utilities	40,198	45,040	231,806	270,240	540,300	42.90%
45.0	Rentals & Leases	50,250	39,880	229,914	239,280	478,400	48.05%
46.0	Insurance	10,451	15,560	11,707	93,360	186,600	6.27%
48.0	Employee Training / Travel	2,420	20,830	26,505	124,980	250,000	10.60%
49.0	Miscellaneous	28,358	51,500	170,083	309,000	617,400	27.54%
50.0	Strategic Initiatives / Innovation	0	14,580	3,229	87,480	175,000	1.84%
55.0	Development Initiatives	0	52,130	0	312,780	625,500	0.00%
62.0	Capital - Bldgs & Improvements	58,848	31,660	223,974	189,960	380,000	58.94%
	Total Expenditures	4,680,799	4,803,080	24,956,741	28,818,480	57,634,200	43.30%

**RESOLUTION 21-04**  
**of the**  
**Sno-Isle Libraries Board of Trustees**

**A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT ON APPOINTING AN  
AUDITING OFFICER**

WHEREAS, RCW 42.24.080 requires that all claims presented against the Sno-Isle Intercounty Rural Library District ("Library District") as a municipal corporation shall be audited, before payment, by an auditing officer appointed pursuant to resolution of the Library District's Board of Trustees; and

WHEREAS, Alisha Hendren was appointed as an auditing officer of the Library District on June 17, 2019 (Resolution 19-01); and

WHEREAS, Gary Sitzman was appointed as an auditing officer of the Library District on September 24, 2012 (Resolution 12-05); and

WHEREAS, Lois Langer Thompson was appointed as an auditing officer on December 3, 2018 (Resolution 18-06); and

WHEREAS, Gary Sitzman's appointment as an auditing officer was revoked as of April 30, 2021; and

WHEREAS, it is prudent to have three responsible employees appointed as auditing officers for the timely and efficient processing payment of warrants or other claims;

NOW, THEREFORE IT IS RESOLVED that Sno-Isle Libraries Board of Trustees appoints Gary Becker as an auditing officer pursuant to RCW 42.24.080 to audit, before payment, all claims hereafter presented against the Library District, a municipal corporation of the State of Washington.

Passed in a regular session this \_\_\_\_ day of \_\_\_\_\_, 2021.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on \_\_\_\_\_, 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

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

# Sno-Isle Libraries Board of Trustees Policy

## Purpose

To establish criteria for the identification, verification, protection and disposal of Sno-Isle Libraries' Capital Assets and Small Attractive Assets.

## Scope

Real and personal property acquired by Sno-Isle Libraries through purchase, trade, gift, or fabrication (including but not limited to land, buildings, equipment, fixtures, improvements to land, buildings or infrastructure) which satisfies the definition of a Capital Asset or Small Attractive Asset is subject to this policy.

### Definitions

#### Capital Assets

Tangible property having an actual cost of \$5,000 or more (including tax and shipping) and an estimated life of one or more years will be considered a Capital Asset provided the outlay:

- acquires a new addition of property; or,
- extends the useful life of the property as a whole or restores it to a "like new" condition; or,
- enhances the value of the property in terms of a betterment; or,
- improves the efficiency, quality, strength, or capacity of property, or,
- adapts the property to a new use.

The cost threshold will be applied to the individual item acquired as opposed to an aggregation of items. A fair market value will be applied to assets donated to the Library to determine if the definitional criteria are satisfied to classify the donation as a capital asset or small attractive asset under this policy.

#### Small Attractive Assets

Small Attractive Assets are tangible assets costing less than \$5,000 but more than \$300 that are particularly vulnerable to loss, such as electronic devices (e.g. computers, iPads, printers, cell phones) and equipment.

#### Inventoriable Assets

Capital Assets that are stationary, such as land, buildings, furniture, and fixtures, including mechanical and electrical infrastructure, are not inventoriable assets. Capital Assets and Small Attractive Assets that are easily moved or replaced are inventoriable.

#### Library Collections

Physical materials such as books, DVDs, CDs, and other library collection material intended for customer use are not considered Capital Assets or Small Attractive Assets for the purposes of this policy.

## Implementation

### Depreciation

In accordance with the Washington State *Budgetary, Accounting and Reporting System (BARS)* for

*Library Districts*, all Capital Assets will be expensed in the year of acquisition. There is no calculation or application of depreciation over the useful life of the asset.

### **Risk Assessment**

An annual risk assessment will be completed to determine which assets or asset categories are Small Attractive Assets. The assessment will be conducted by the Administrative Services Director in conjunction with department managers. A list of Small Attractive Assets will be maintained.

### **Inventory**

Sno-Isle Libraries will maintain a capital asset inventory system(s) that includes records for all inventoriable assets. A physical inventory of Capital Assets and all Small Attractive Assets will be conducted each year.

### **Protection**

Sno-Isle Libraries will establish asset management practices and procedures that protect capital investments, minimize future maintenance and replacement costs, provide reasonable assurance of effective and efficient operations, and facilitate reliable tracking and reporting of assets in compliance with applicable laws and regulations.

### **Disposition**

Capital assets which have been destroyed or damaged beyond repair will be reported to the Board of Trustees at a regularly scheduled meeting.

When Sno-Isle Libraries determines it no longer needs a Capital Asset, a majority of the Board of Trustees members present at a duly called meeting must declare the asset surplus before it can be removed from inventory. Sno-Isle Libraries may then sell, donate or dispose of surplus assets in a cost effective and responsible manner.

### **Policy History**

Date approved: 10/2019

Next review date: 10/2023

Adopted: 2010

## Sno-Isle Libraries Board of Trustees Policy

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**Deleted:** Administrative Services

#### **Inventory**

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**Deleted:** each year

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#### **Policy History**

Date approved: TBD

Next review date: TBD

Adopted: 2010

**Deleted:** 10/2019

**Deleted:** 10/2023

## Draft Clean

### Sno-Isle Libraries Board of Trustees Policy

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Next review date: TBD

Adopted: 2010