

Sno-Isle Libraries

Board of Trustees

May 24, 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 April 26, 2021 regular meeting minutes;
 - b) Approval of April 2021 Sno-Isle Payroll, Benefits, and Vouchers.

April 2021

Direct Deposits and Employee Deductions	\$2,251,553.89
Vendor Checks 72086, 72149, 72253, 72255, 72281 and 72314 through 72323, plus Electronic Fund Transfers	\$759,805.49
Total Payroll and Benefits	\$3,011,359.38
Accounts Payable Checks 72086 through 72323 less checks listed above, plus Electronic Transfers	\$1,041,663.71
Total Payroll, Benefits and Accounts Payable	\$4,053,023.09

- 6) Public Comment
- 7) Communications to the Board [Attachment 1](#)
- 8) Executive Director's Report
 - a) Library presentation – Arlington Library Manager Monica Jackson
 - b) Executive Director's report [Attachment 2](#)
 - c) Financial Update – Accounting Manager Nicole Wehl [Attachment 3](#)
- 9) President, Trustee Committees, and Foundation Representative Reports
 - a) President's Report / Executive Committee – President Kostick
 - b) Board Development / Administration Committee – Chair Ryan
 - c) Strategic Planning / Finance Committee – Chair Tessandore [Attachment 4](#)
 - d) Foundation Board Representative – Trustee Olson
- 10) Announcements and Comments
- 11) *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, April 26, 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: Barbara Adams, Lia Escudero Belcher, R.D. Burley, Michelle Callihan, Debby Colfer, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Rose Hong, Monica Jackson, Tona Khau, Rebecca Loney, Leslie Moore, Chy Ross, Gary Sitzman, Lois Langer Thompson, Kathy Wahl, Nicole Wehl, and Shanda Zimmerman.

Community Members Present: Gary Becker and James Trefry.

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

March 2021

Direct Deposits and Employee Deductions	\$2,138,338.74
Vendor Checks 71743, 71796, 71914 and 72076 through 72085, Plus Electronic Fund Transfers	\$678,696.01
Total Payroll and Benefits	\$2,817,034.75
Accounts Payable Checks 71743 through 72085 less checks listed above, plus Electronic Transfers	\$1,545,223.39
Total Payroll, Benefits and Accounts Payable	\$4,362,258.14

Trustee Ryan 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

There were no communications to the Board.

Executive Director's Report

Library presentation

Clinton Library

Clinton Library Manager Debby Colfer shared customer stories highlighting the work of Clinton Library staff to create a welcoming space for community members and embrace Sno-Isle Libraries' vision that "Everyone in our community is **connected** to their library."

Executive Director's report

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

Meetings with Elected Officials and Stakeholders

Attended the following:

- Congressman Ric Larsen, tour of Camano Island Library.
- Ric Ilgenfritz, CEO Community Transit.
- Garry Clark, President and CEO Economic Alliance of Snohomish County (EASC).
- Sarah Jones, Washington State Librarian.

Human Resources

Executive Director Thompson provided the following Human Resources updates:

Initial interviews for Director of Finance and Facilities are currently underway. Candidate selection is expected in May.

The annual Employee Recognition event was held in March. Executive Director Thompson recognized the work of Human Resources Technician Miranda Blum for organizing the highly successful event.

State capital grants

The following Library Capital Improvement grants were approved:

- \$700,000 for Langley
- \$250,000 for Darrington
- \$3.1 million for Lake Stevens
- \$1.67million for Mariner

The total 2021-2023 capital appropriation for Sno-Isle Libraries: \$5.72 million.

Federal Health and Human Services Grant Application

The Snohomish Health District is leading a collaborative of four agencies in application process for a \$4 million federal grant through the Department of Health and Human Services to support health literacy.

Community Project Funding

Lawmakers are reinstating the process of allocating federal funds for local governments and nonprofits through a reformed process called "Community Project Funding." The House of Representatives have invited community partners to submit project requests. Each representative is able to select 10 projects for funding through the federal budget process this fall.

Sno-Isle Libraries submitted two requests this week:

- \$3 million request through Cong. Rick Larsen for the Mariner Community Campus/Library Project.
- \$3 million request through Cong. Suzan DelBene for the Lake Stevens Early-Learning focused library project.

Selection decisions are expected in spring 2021. Funding for the grants would be provided in the 2021-2022 federal budget.

Other Grant Updates

The Washington State Library will be sending a survey regarding Sno-Isle Libraries' priority funding recommendations for the most recent federal American Rescue Plan Act (ARPA) recovery bill. Approximately \$3 million will be available to libraries in Washington State to focus on internet connections, hotspots, workforce development, and future personal protective equipment (PPE) purchases.

Financial Update

Director of Public Services Rebecca Loney provided an update on Lake Stevens Library services.

- The last day of services at the current Lake Stevens' Library location will be on Sunday, May 23, 2021.
- Limited library services will be available on Monday, May 24, 2021, from a small office space located in Lundeen Park. The location will include an outdoor area where customers can browse materials.
- The Library is expected to relocate to the City of Lake Stevens' former police station building in late summer/early fall of 2021.

Director of Administrative Services Gary Sitzman provided an update on the Lake Stevens Library relocation budget, and thanked staff for their work on the Lake Stevens Library relocation project.

Director of Administrative Services Gary Sitzman highlighted the following from the Administrative Services financial update report:

- To date, the Library is approximately 12% (\$400,000) favorable to budget expectation on revenue.
- Expenditures from salaries and benefits continue to be below budget predictions due to staff vacancies incurred in 2020.
- To date, the Library is approximately \$2.4 million favorable in actual versus budgeted expenditures.

Unfinished Business

Arlington Library proposal

Trustee Tessandore requested an amendment to the language in paragraph 17 of the draft Agreement between the City of Arlington and the Sno-Isle Intercounty Rural Library District for Transfer of the Arlington Library property:

All notices required or permitted under this Agreement shall be in writing, shall be personally delivered or sent by certified mail, return receipt requested, and postage prepaid.

Trustee Ryan moved the Sno-Isle Libraries Board of Trustees approve the amended Agreement between the City of Arlington and the Sno-Isle Intercounty Rural Library District for Transfer of the Arlington Library property and authorize the Executive Director sign the agreement and take all necessary actions to close and record this property transfer. Trustee Smith seconded the motion. The Board unanimously approved the motion.

New Business

Resolution 21-02 concerning the appointment an auditing officer

Trustee Olson moved the Sno-Isle Libraries Board of Trustees approve Resolution 21-02 – Rescinding an Auditing Officer Appointment. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

Code of Conduct Policy

Trustee DePrey moved the Sno-Isle Library Board of Trustees approve the Code of Conduct Policy as presented. Trustee Smith seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

Board Development/Administration Committee

Trustee Ryan informed the Board of the Board Development/Administration Committee's work to ensure inclusivity on the trustee vacancy position description.

The Board Development/Administration Committee has begun introductory conversations on the creation of an annual board assessment.

Foundation Board Representative

Trustee Olson informed the Board that staff member Christine Stansfield is currently the Interim Executive Director of the Foundation.

The Foundation is currently working on a budget map for future Foundation financial commitments.

Trustee Olson reminded the Board of the upcoming Trudy Sundberg lecture on May 7, 2021. Enrique Cerna, a former senior correspondent with KCTS-TV will interview Dr. Mona Hanna-Attisha in a virtual in-conversation presentation on Dr. Hanna-Attisha's book, *What the Eyes Don't See*.

President's Report

President's report/Executive Committee

Trustee DePrey and Trustee Smith shared stories of their recent visits to their local community libraries.

President Kostick noted the Executive Committee's decision to move forward with the Executive Director evaluation. Staff expect a Request for Proposal (RFP) for a consultant will be issued in May.

President Kostick recognized the winners of the 2020 Trustee's Award. This year the Executive Committee selected two winners: The Third Grade Reading Challenge team and the Home Library Project team.

Resolution 21-03 commending Sno-Isle Libraries staff

Trustee Ryan moved the Sno-Isle Library Board of Trustees approve Resolution 21-03 – A Resolution Commending Sno-Isle Libraries Staff During the COVID-19 Global Pandemic. President Kostick seconded the motion. The Board unanimously approved the motion.

Announcements and Comments

President Kostick acknowledged the retirement of Director of Administrative Services Gary Sitzman. The Board expressed gratitude for the steadfast leadership Gary provided.

Executive Session

There was no executive session.

Adjournment

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:22 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, May 24, 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.

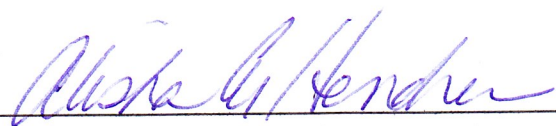
President

Secretary

Sno-Isle Libraries
April 2021 Payroll and April 2021 Vouchers

Direct Deposits, Employee Deductions	\$ 2,251,553.89
Vendor Checks 72086, 72149, 72253, 72255, 72281 and 72314 through 72323 , Plus Electronic Fund Transfers	<u>\$ 759,805.49</u>
Total Payroll and Benefits	<u>\$ 3,011,359.38</u>
 Accounts Payable Checks 72086 through 72323 less checks listed above, plus Electronic Transfers	 <u>\$ 1,041,663.71</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,053,023.09</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 May 24, 2021.



Assistant Director of Administrative Services

5/10/2021
Date

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

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

April 2021 Payroll

Employee Pay - Direct Deposit	\$	1,585,463.48	
Plus: Employee Deductions	\$	666,090.41	
Sub-Total Gross Payroll			\$ 2,251,553.89

Vendor Checks 72086, 72149, 72253, 72255, 72281 and 72314 through 72323	\$	182,003.42 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	197,380.23	
Electronic Funds Transfer - Empower - 457 Plan	\$	23,108.80	
Electronic Funds Transfer - ICMA - 457 Plan	\$	53,073.18	
Electronic Funds Transfer - PERS - Retirement Plan	\$	409,654.09	
Electronic Funds Transfer - Navia - FSA	\$	11,842.13	
Electronic Funds Transfer - Navia - HRA/MRA	\$	6,994.01	
Electronic Funds Transfer - Premera - Medical	\$	160,337.76	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(285,044.97)	
Sub-Total Benefits - Employer Expense			\$ 759,805.49
Total Payroll and Benefits			\$ 3,011,359.38

April 2021 Accounts Payable

Checks 72086 through 72323 less checks listed above	\$	1,040,397.83 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,265.88	
Sub-Total Accounts Payable			\$ 1,041,663.71
Total Payroll, Benefits and Accounts Payable			\$ 4,053,023.09

Adjustments

Paycom Direct Service Fee	\$	16,918.48	
Refunds and Credits	\$	334.81	
Refund Interest	\$	2.03	
Bank Service Charge	\$	148.11	
Travel & Business Expense Reimbursement paid in Payroll	\$	5,158.29	
Total Adjustments			\$ 22,561.72
April 2021 Total Expenditures			\$ 4,075,584.81 ***

* Benefit invoices paid through Accounts Payable Checks

\$ 182,003.42

** Regular invoices paid through Accounts Payable Checks

\$ 1,040,397.83

Total Accounts Payable Check Payments

\$ 1,222,401.25

*** Equals Expenditure Summary Total

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/8/2021	72086	Paul Pitkin	923.40
4/8/2021	72087	Miranda Blum	880.00
4/8/2021	72088	8X8 Inc	11,942.87
4/8/2021	72089	A. RIFKIN CO	1,182.11
4/8/2021	72090	Air Care System	2,926.96
4/8/2021	72091	Remit Overrun	0.00
4/8/2021	72092	Remit Overrun	0.00
4/8/2021	72093	Baker & Taylor Books (277930)	43,836.98
4/8/2021	72094	BerryDunn	10,033.00
4/8/2021	72095	Bolt City Productions	750.00
4/8/2021	72096	Bud Barton's Glass Co	21,428.95
4/8/2021	72097	Burke Museum	180.00
4/8/2021	72098	Cascade Natural Gas	13.00
4/8/2021	72099	City of Granite Falls	118.13
4/8/2021	72100	Consolidated Technology Services	1,211.88
4/8/2021	72101	Crystal Mt. Pure Drinking Water	20.78
4/8/2021	72102	Dae Won LLC	7,564.71
4/8/2021	72103	DEX MEDIA	116.48
4/8/2021	72104	EBSCO	7,514.29
4/8/2021	72105	Gale/Cengage Learning	73.25
4/8/2021	72106	Genuine Auto Glass of Everett LLC	289.65
4/8/2021	72107	Ingram Library Services	5,328.99
4/8/2021	72108	Innovative Interfaces, Inc	8,938.00
4/8/2021	72109	Iron Mountain	426.38
4/8/2021	72110	Kanopy, Inc.	7,484.00
4/8/2021	72111	Michelle Landis	100.00
4/8/2021	72112	Microix	50.00
4/8/2021	72113	Remit Overrun	0.00
4/8/2021	72114	Midwest Tape	20,515.79
4/8/2021	72115	MRSC Rosters	135.00
4/8/2021	72116	Office Depot, INC	466.07
4/8/2021	72117	Remit Overrun	0.00
4/8/2021	72118	Remit Overrun	0.00
4/8/2021	72119	Remit Overrun	0.00
4/8/2021	72120	Remit Overrun	0.00
4/8/2021	72121	Remit Overrun	0.00
4/8/2021	72122	Remit Overrun	0.00
4/8/2021	72123	Remit Overrun	0.00
4/8/2021	72124	Remit Overrun	0.00
4/8/2021	72125	Overdrive Inc	85,141.86
4/8/2021	72126	Oxford University Press Inc	7,105.00
4/8/2021	72127	Paper Roll Products	415.45
4/8/2021	72128	PetroCard Systems Inc	1,639.35
4/8/2021	72129	PUD No 1 of Snohomish County	14,098.96
4/8/2021	72130	Puget Sound Energy	2,005.19
4/8/2021	72131	Rentacrate Enterprises LLC	4,282.84

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/8/2021	72132	Rev.com, Inc	512.50
4/8/2021	72133	Ricoh USA Inc - 650073	23,564.60
4/8/2021	72134	Roy Robinson	559.17
4/8/2021	72135	Seahurst Electric	3,165.68
4/8/2021	72136	Secretary of State	500.00
4/8/2021	72137	SHI International	117.72
4/8/2021	72138	Sound Maintenance Services, Inc	1,446.62
4/8/2021	72139	T Mobile	1,314.10
4/8/2021	72140	Terminix	224.53
4/8/2021	72141	Thycotic Software LLC	7,362.76
4/8/2021	72142	Timeless Design	10,013.67
4/8/2021	72143	Tsai Fong Books Inc	198.97
4/8/2021	72144	Uline	107.71
4/8/2021	72145	Walter E Nelson Co of Western WA	106.28
4/8/2021	72146	Washington State Ferries	467.69
4/8/2021	72147	Wave Business	15,519.73
4/8/2021	72148	WCP Solutions	637.11
4/8/2021	72149	Wellable LLC	200.00
4/8/2021	72150	Writers House LLC	1,000.00
4/22/2021	72151	Ace Equipment Rentals	330.33
4/22/2021	72152	Allied 100, LLC	341.15
4/22/2021	72153	Amazon Capital Services, Inc	76.96
4/22/2021	72154	Remit Overrun	0.00
4/22/2021	72155	Remit Overrun	0.00
4/22/2021	72156	Baker & Taylor Books (277930)	43,107.85
4/22/2021	72157	Bank of America (842425)	3,570.59
4/22/2021	72158	Baus Systems LLC	767.36
4/22/2021	72159	Beacon Publishing Inc	637.50
4/22/2021	72160	Bibliotheca LLC	38,527.74
4/22/2021	72161	Cedar Grove Organics Recycling LLC	385.30
4/22/2021	72162	Chetan Sharma	250.00
4/22/2021	72163	City of Snohomish	3,091.46
4/22/2021	72164	CNA Surety	326.03
4/22/2021	72165	Cobra Construction Company	8,255.06
4/22/2021	72166	Crystal Mt. Pure Drinking Water	30.38
4/22/2021	72167	Delta Connects	3,086.67
4/22/2021	72168	Dick's Towing Inc	245.93
4/22/2021	72169	E - Rate Expertise Inc	4,275.00
4/22/2021	72170	EBSCO	37,959.60
4/22/2021	72171	Everett Safe & Lock	18.66
4/22/2021	72172	Gale/Cengage Learning	2,474.74
4/22/2021	72173	Gartner, Inc	3,900.00
4/22/2021	72174	Holaday-Parks, Inc	9,153.63
4/22/2021	72175	Ingram Library Services	1,923.51
4/22/2021	72176	Island Disposal Inc	156.02
4/22/2021	72177	ITC Systems	4,296.95

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/22/2021	72178	Jimmy's Roofing	2,499.51
4/22/2021	72179	KeyBank National Association	647.11
4/22/2021	72180	Mach Publishing Company, Inc.	293.25
4/22/2021	72181	Remit Overrun	0.00
4/22/2021	72182	Midwest Tape	9,423.71
4/22/2021	72183	Mill Creek View	155.00
4/22/2021	72184	Mukilteo Water & Waste District	2,408.62
4/22/2021	72185	North County Outlook	330.00
4/22/2021	72186	Remit Overrun	0.00
4/22/2021	72187	Office Depot, INC	1,699.45
4/22/2021	72188	Remit Overrun	0.00
4/22/2021	72189	Remit Overrun	0.00
4/22/2021	72190	Remit Overrun	0.00
4/22/2021	72191	Remit Overrun	0.00
4/22/2021	72192	Remit Overrun	0.00
4/22/2021	72193	Remit Overrun	0.00
4/22/2021	72194	Remit Overrun	0.00
4/22/2021	72195	Remit Overrun	0.00
4/22/2021	72196	Remit Overrun	0.00
4/22/2021	72197	Remit Overrun	0.00
4/22/2021	72198	Remit Overrun	0.00
4/22/2021	72199	Remit Overrun	0.00
4/22/2021	72200	Remit Overrun	0.00
4/22/2021	72201	Remit Overrun	0.00
4/22/2021	72202	Remit Overrun	0.00
4/22/2021	72203	Remit Overrun	0.00
4/22/2021	72204	Remit Overrun	0.00
4/22/2021	72205	Remit Overrun	0.00
4/22/2021	72206	Remit Overrun	0.00
4/22/2021	72207	Remit Overrun	0.00
4/22/2021	72208	Remit Overrun	0.00
4/22/2021	72209	Remit Overrun	0.00
4/22/2021	72210	Remit Overrun	0.00
4/22/2021	72211	Remit Overrun	0.00
4/22/2021	72212	Remit Overrun	0.00
4/22/2021	72213	Remit Overrun	0.00
4/22/2021	72214	Remit Overrun	0.00
4/22/2021	72215	Remit Overrun	0.00
4/22/2021	72216	Overdrive Inc	145,085.51
4/22/2021	72217	Oxford University Press Inc	7,200.00
4/22/2021	72218	Pacific Tree Management LLC	1,967.40
4/22/2021	72219	Paper Roll Products	925.47
4/22/2021	72220	PetroCard Systems Inc	1,821.59
4/22/2021	72221	Platt Electric Supply	100.57
4/22/2021	72222	PUD No 1 of Snohomish County	1,161.20
4/22/2021	72223	Puget Sound Energy	496.12

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/22/2021	72224	Purple Communications, Inc	540.00
4/22/2021	72225	Ricoh USA Inc - 31001	5,686.68
4/22/2021	72226	S-R Broadcasting Co Inc	1,680.00
4/22/2021	72227	Salish Networks	1,211.05
4/22/2021	72228	Seahurst Electric	24,655.83
4/22/2021	72229	Seattle Times	8,000.00
4/22/2021	72230	Silver Kite Community Arts	600.00
4/22/2021	72231	Silver Lake Water & Sewer	71.70
4/22/2021	72232	Sound Publishing	1,694.30
4/22/2021	72233	Stanwood/Camano News	639.08
4/22/2021	72234	Sterling Volunteers	34.00
4/22/2021	72235	Stowe Development & Strategies	21,382.73
4/22/2021	72236	Teresa Wippel Communications LLC	425.00
4/22/2021	72237	Terminix	217.40
4/22/2021	72238	The Park Catalog	6,135.00
4/22/2021	72239	Timeless Design	18,333.16
4/22/2021	72240	Town of Coupeville	315.20
4/22/2021	72241	Tsai Fong Books Inc	34.97
4/22/2021	72242	Walter E Nelson Co of Western WA	3,994.50
4/22/2021	72243	Waste Management	2,710.19
4/22/2021	72244	Whidbey Telecom	596.85
4/22/2021	72245	Workpointe, Inc.	618.80
4/29/2021	72246	Void	0.00
4/29/2021	72247	Alderleaf Wilderness College	300.00
4/29/2021	72248	Allied 100, LLC	80.87
4/29/2021	72249	Amazon Capital Services, Inc	4,674.18
4/29/2021	72250	Asavie Technologies Inc	409.33
4/29/2021	72251	Baker & Taylor Books (277930)	3,139.69
4/29/2021	72252	Bank of America (0958)	1,213.54
4/29/2021	72253	Bank of America (2175)	3,502.70
4/29/2021	72254	Bank of America (2945)	5,876.70
4/29/2021	72255	Bank of America (3488)	1,992.76
4/29/2021	72256	Bank of America (3736)	1,217.77
4/29/2021	72257	Bank of America (4867)	1,818.87
4/29/2021	72258	Bank of America (5800)	39.99
4/29/2021	72259	Bank of America (8208)	5,150.39
4/29/2021	72260	Blackstone Publishing	62.73
4/29/2021	72261	Burke Museum	180.00
4/29/2021	72262	CDW Government Inc	22,786.65
4/29/2021	72263	City of Monroe	672.43
4/29/2021	72264	City of Sultan	150.65
4/29/2021	72265	Comcast	3,658.63
4/29/2021	72266	Crystal Springs	101.60
4/29/2021	72267	FairVega Library Services	210.37
4/29/2021	72268	Freeland Water Dist	130.02
4/29/2021	72269	Gale/Cengage Learning	749.47

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/29/2021	72270	Ingram Library Services	935.68
4/29/2021	72271	Janelle Tarasewicz	812.50
4/29/2021	72272	Jimmy's Roofing	6,255.50
4/29/2021	72273	Ke Kula Mele	200.00
4/29/2021	72274	Magna5 LLC	221.81
4/29/2021	72275	Materials Testing & Consulting, Inc.	1,510.00
4/29/2021	72276	Remit Overrun	0.00
4/29/2021	72277	Remit Overrun	0.00
4/29/2021	72278	Midwest Tape	18,723.75
4/29/2021	72279	Nina Kim Hanson	500.00
4/29/2021	72280	Office Depot, INC	836.75
4/29/2021	72281	Office Team	2,300.52
4/29/2021	72282	Remit Overrun	0.00
4/29/2021	72283	Remit Overrun	0.00
4/29/2021	72284	Remit Overrun	0.00
4/29/2021	72285	Remit Overrun	0.00
4/29/2021	72286	Remit Overrun	0.00
4/29/2021	72287	Remit Overrun	0.00
4/29/2021	72288	Remit Overrun	0.00
4/29/2021	72289	Remit Overrun	0.00
4/29/2021	72290	Remit Overrun	0.00
4/29/2021	72291	Remit Overrun	0.00
4/29/2021	72292	Overdrive Inc	53,642.87
4/29/2021	72293	Paper Roll Products	545.71
4/29/2021	72294	Prime Self Storage	814.00
4/29/2021	72295	Proquest LLC (6216)	11,789.44
4/29/2021	72296	PUD No 1 of Snohomish County	1,698.97
4/29/2021	72297	Puget Sound Energy	2,552.44
4/29/2021	72298	Republic Services 197	739.37
4/29/2021	72299	Seattle Public Library	41.00
4/29/2021	72300	Seven Star Women's Kung Fu, Inc	200.00
4/29/2021	72301	Shred-it	355.88
4/29/2021	72302	Smokey Point NW LLC	7,553.53
4/29/2021	72303	Snohomish Co Finance	573.00
4/29/2021	72304	Sound Maintenance Services, Inc	53,509.26
4/29/2021	72305	Sound Publishing	92.40
4/29/2021	72306	The Home Depot Pro	1,936.10
4/29/2021	72307	Timeless Design	13,894.53
4/29/2021	72308	Tsai Fong Books Inc	340.19
4/29/2021	72309	Verizon Wireless (660108)	13,918.34
4/29/2021	72310	Visionary Office Furniture	386.95
4/29/2021	72311	Walter E Nelson Co of Western WA	1,213.13
4/29/2021	72312	WEX	29.45
4/29/2021	72313	AAA Fire Protection, Inc	9,773.67
4/30/2021	72314	Cascade Centers	587.50

**Vouchers
April 2021**

Date	Check	Payee	Check Amount
4/30/2021	72315	Delta Dental of Washington	25,169.55
4/30/2021	72316	Employment Security Dept (UI)	19,790.49
4/30/2021	72317	Kaiser Permanente	78,314.82
4/30/2021	72318	Lifewise Assurance Company	27,673.92
4/30/2021	72319	Lincoln National Life Ins Company	8,415.22
4/30/2021	72320	MCM	5,856.84
4/30/2021	72321	Navia Benefit Solutions Client Pay	1,884.90
4/30/2021	72322	Premiera Blue Cross	9,104.40
4/30/2021	72323	Sno-Isle Library Foundation	450.00
			<hr/>
			<i>1,222,401.25</i>
			<hr/> <hr/>



LAKESWOOD SCHOOL DISTRICT

"In Partnership for Quality Education"

Lakewood School District | 17110 16th Drive NE | Marysville, WA 98271 | 360-652-4500 (office) | 360-652-4502 (fax)

March 17, 2021

To the Sno-Isle Regional Library System:

On behalf of all of the students and families in the Lakewood School District, we thank you for your contribution of more than 1300 books which we were able to make available to them.

All told, our librarians and classroom teachers found approximately 100 books from your contribution that added to their collections for student use. We distributed most of the books directly to students through our weekly meals program, starting on January 24th over a four-week period. It was such a joy to watch students carry armloads of books from the entrance at Lakewood High School to their cars.

Thanks to you and to the manager of the Smokey Point Sno-Isle Library branch, Kaley Costello. We are grateful for our relationship with you and with Kaley, in particular. Whenever an opportunity arises to provide support to Lakewood School District students and families, you have been willing partners.

Sincerely,

Sandy Gotts
President

Leaha Boser
Vice-President

Larry Bean
Director

Steven Larson
Director

Jahna Smith
Director

Scott Peacock
Superintendent

Executive Director

Board Report

May 2021

Lois Langer Thompson
Executive Director

Community and Stakeholder Events

- Economic Alliance of Snohomish County (EASC).
 - Snohomish County Update.
 - Developing your workforce.

Board meetings

- Sno STEM Executive Leadership Council.

Professional Development and Meetings

- Public Library Association EDISJ Committee meeting.
- Public Libraries of Washington (PLW) weekly legislative update call.
- Regional Library Directors weekly update call.

Board of Trustees meetings

- Board Development / Administration Committee meeting.
- Meeting with Board President.

Human Resources update

- Director of Finance and Facilities.

Library updates and strategic goals

- Arlington Library building transfer.
- Capital planning.
- Workforce Diversity team.

Financial Update

Administrative Services

May 2021

Nicole Wehl
Accounting Manager

Revenue Summary

- April's property tax revenue was 6% higher than budget at \$22,908,935. Year-to-date property tax receipts are at \$26,480,842 or 43% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues combined at \$243,005 is 44.2% of the annual budget. This is \$74,145 less than the timber revenues received by this time last year.
- Investment income to date at \$105,667 is 30% below the year-to-date budget and \$34,982 less than this time last year. Markedly lower interest rates and difficult economic conditions continue to adversely impact investment pool returns.
- Other April revenues of \$13,238 consists primarily of EBSCO refunds (\$8,651) and Cobra reimbursements (\$4,587).
- Total revenue received to date is at 43.2% (\$27,168,424) of the annual budget and is 7.7% (\$1,934,504) more than budget year-to-date mainly due to property tax revenues being higher than the historical average tax receipts used to set the budget.

Expenditures Summary

- Salaries and Benefits at \$11,796,946 or 30.5% of the annual budget are 8.5% (\$1,098,054) 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 \$2,014,493 is 13.7% less than the year-to-date budget.
- Professional & Contract Services is underspent by 42.6% (\$456,452), driven by limited in-building services and programming.
- Maintenance & Repair of \$235,899 is 52.8% (\$264,301) lower than budget mainly due to building closures.
- Capital outlays totaled \$32,771 in April for installation of district wide service windows to enhance contact free services (\$21,429).
- Viral Infection Protection costs of \$217,120 have been spent year-to-date. Costs include PPE, preparing safe workspaces for staff and building & custodial supplies and services.
- One-third of the way into the year, total expenditures are at 27.9% (\$16,103,773) of the annual budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 4/1/2021 Through 4/30/2021
(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	22,908,935	21,580,280	26,480,842	24,747,820	61,460,500	43.08%
02.0	Timber Tax / Sales	38,743	22,600	243,005	184,900	550,000	44.18%
03.0	Print/Copy Services	0	4,170	8	16,680	50,000	0.01%
04.0	Services/City Contract Fees	0	290	0	1,160	3,500	0.00%
05.0	Lost Materials Paid	1,811	6,250	6,876	25,000	75,000	9.16%
06.0	Investment Interest	35,100	37,500	105,667	150,000	450,000	23.48%
07.0	Donations Private Sources	345	8,340	994	33,360	100,000	0.99%
08.0	Other Revenue	13,238	18,750	331,032	75,000	225,000	147.12%
	Total Revenues	<u>22,998,172</u>	<u>21,678,180</u>	<u>27,168,424</u>	<u>25,233,920</u>	<u>62,914,000</u>	<u>43.18%</u>

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 4/1/2021 Through 4/30/2021
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	3,011,359	3,223,750	11,796,946	12,895,000	38,684,500	30.49%
20.0	Materials	541,116	583,330	2,014,493	2,333,320	7,000,000	28.77%
26.0	Professional & Contract Services	183,309	267,860	614,988	1,071,440	3,213,400	19.13%
35.0	Equipment & Furnishings	10,299	70,400	234,640	281,600	844,700	27.77%
38.0	Maintenance & Repair	57,204	125,050	235,899	500,200	1,500,700	15.71%
41.0	Software License & Maint Fees	58,654	122,640	277,005	490,560	1,471,900	18.81%
42.0	Communications	38,540	69,310	215,699	277,240	831,300	25.94%
43.0	Office & Operating Supplies	32,842	69,560	171,106	278,240	834,500	20.50%
44.0	Utilities	33,599	45,040	147,434	180,160	540,300	27.28%
45.0	Rentals & Leases	39,428	39,880	137,929	159,520	478,400	28.83%
46.0	Insurance	326	15,560	1,256	62,240	186,600	0.67%
48.0	Employee Training / Travel	7,515	20,830	13,127	83,320	250,000	5.25%
49.0	Miscellaneous	28,263	51,500	80,286	206,000	617,400	13.00%
50.0	Strategic Initiatives / Innovation	360	14,580	3,229	58,320	175,000	1.84%
55.0	Development Initiatives	0	52,130	0	208,520	625,500	0.00%
62.0	Capital - Bldgs & Improvements	32,771	31,660	159,736	126,640	380,000	42.03%
	Total Expenditures	4,075,585	4,803,080	16,103,773	19,212,320	57,634,200	27.94%

DRAFT

Sno-Isle Libraries

Board of Trustees / Foundation Board Event

June 10, 2021, 6:00 p.m.

Zoom webinar link: <https://sno-isle-org.zoom.us/j/88243527465>

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

Webinar ID: 882 4352 7465

Special Meeting Schedule

- 1) Welcome – Susan Kostick and Luke Distelhorst (5 minutes).
- 2) Introductions – Rico Tessandore (25 minutes).
- 3) Roles of each entity – (10 minutes).
 - a. Sno-Isle Libraries – Lois Langer Thompson
 - b. Board of Trustees – Susan Kostick
 - c. Foundation Board – Luke Distelhorst
- 4) Envisioning the future – facilitated conversation with the large group (45 minutes).
- 5) Next steps and closing (10 minutes).