

Sno-Isle Libraries

Board of Trustees

June 28, 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 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
Total Payroll and Benefits	\$3,037,114.95
Accounts Payable Checks 72324 through 72531 less checks listed above, plus Electronic Transfers	\$1,116,084.82
Total Payroll, Benefits and Accounts Payable	\$4,153,199.77

- 6) Public Comment
- 7) Communication to the Board [Attachment 1](#)
- 8) Executive Director's Report
 - a) Library presentation – Langley Library Manager Vicky Welfare
 - b) Executive Director's report [Attachments 2-3](#)
 - c) Financial update – Accounting Manager Nicole Wehl [Attachment 4](#)
- 9) President, Trustee Committees, and Foundation Representative Reports
 - a) President's report / Executive Committee / Trustee Nominating Committee – President Kostick
 - b) Strategic Planning / Finance Committee – Trustee DePrey
 - c) Foundation Board Representative – Trustee Olson
- 10) Announcements and Comments
- 11) *Adjournment

*Denotes Board of Trustees action item.

DRAFT

Sno-Isle Libraries

Board of Trustees

Monday, May 24, 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, Kelli Smith, and Rico Tessandore

Staff Present: Lia Escudero Belcher, Asheley Bryson, R.D. Burley, Michelle Callihan, Kaley Costello, David Durante, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Monica Jackson, Rebecca Loney, Leslie Moore, Charles Pratt, Chy Ross, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Community Members Present: Gary Becker and Guinnivere Rincon.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

Consent Agenda Items

Trustee DePrey moved to approve the Consent Agenda as amended.

- a) Approval of April 26, 2021, regular meeting minutes; and
- 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

Trustee Tessandore 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

SNO-ISLE LIBRARIES

Communications to the Board

President Kostick shared a letter from the Lakewood School District expressing gratitude to Sno-Isle Libraries for making deleted library materials available to the School District.

Executive Director's Report

Library presentation

Arlington Library

Arlington Library Manager Monica Jackson highlighted the work of Arlington Library staff to foster a strong presence in the community through community-specific library programming, participation in local community events, and providing a welcoming space for teens.

Executive Director's report

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

Human Resources Update

Executive Director Thompson announced that Gary Becker, Senior Business Operations Manager/Worldwide Professional Services with Amazon Web Services has been selected for the Director of Finance and Facilities position. His first day with Sno-Isle Libraries will be June 28.

Arlington Library building agreement

Director of Strategic Services David Durante provided an update on the building transfer of the Arlington Library property. The agreement has been signed, and the property transfer is expected to close on June 24, 2021.

Lake Stevens Library

Director of Strategic Services Durante provided an update on the Lake Stevens Library relocation project. May 23 was the last day of service at the former Lake Stevens Library location. Temporary service is being provided at [Lundeen Park](#) and will continue through summer.

Capital planning document

Work continues on the capital planning document. The next steps for the project will be a request for proposal (RFP) for a consultant to help finalize the planning document, and to plan and complete the Langley, Darrington, Marysville projects.

Workforce Diversity Team

Executive Director Thompson provided information on the Workforce Diversity Team.

The advisory group's focus will be on workforce diversity. The initial planning stages of the advisory group will include the selection of a consultant to facilitate the process and the appointment of team members.

Library updates

Executive Director Thompson noted that the Governor's office released updated guidelines for library services on May 19, 2021. The new guidelines remove the 24-hour quarantine requirement that was previously in place.

Adjustments are currently in process to increase time limits for both in-building services and laptop use. The Library continues to require face coverings for staff and customers.

Financial Update

Accounting Manager Nicole Wehl highlighted the following from the Administrative Services financial update report:

- April's property tax revenue was 6% higher than budget at approximately \$23M.
- Timber tax and associated excise tax revenues were higher than expected.
- Investment income received continues to be below budget due to low interest rates.
- To date, the Library is approximately 7.7% favorable to budget expectation on revenue.
- One-third of the way into the year, total expenditures are at 30% (\$16,103,773) of the annual budget.
- 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.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President's report/Executive Committee

President Kostick provided updates on the following President and Executive Committee work:

President Kostick, along with Public Services Director Rebecca Loney, recently visited both the Arlington and Lakewood/Smokey Point libraries. President Kostick commended the work of both libraries for their continued connections to their communities.

The Executive Committee has decided to move forward with the Executive Director evaluation. Next steps include an RFP for a consultant to lead the review process.

Board Development/Administration Committee

President Kostick provided updates on the following Board Development/Administration Committee work:

The Committee has reviewed and revised the trustee vacancy interview questions. The deadline for applications is June 11, 2021. Interviews are scheduled to take place in July.

President Kostick announced that Trustee Munguia and Trustee Olson have agreed to serve on the Nominating Committee.

Discussions on the adoption of an annual review and reaffirmation of the Code of Conduct are currently underway.

Strategic Planning / Finance Committee

Trustee Tessandore provided an update on the June 10 Board of Trustees and Foundation Board event.

Foundation Board Representative

Trustee Olson provided an update on the Sno-Isle Libraries Foundation Board.

Announcements and Comments

Trustee Munguia commented on the current state of the COVID-19 pandemic, the upcoming move to less restrictive public health guidelines, and the impact on library service.

Adjournment

Trustee Olson moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:09 p.m. Trustee Munguia seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, June 28, 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

DRAFT

Sno-Isle Libraries

Board of Trustees

Thursday, June 10, 2021
Special Meeting Minutes
Zoom virtual meeting

Call to Order

Sno-Isle Libraries President Susan Kostick called the meeting to order at 6:00 p.m.

Roll Call

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

Foundation Board members present: Jackie DeFazio, Luke Distelhorst, Sonia Siegel Vexler, and Randy Yates.

Staff Present: Lia Escudero Belcher, Michelle Callihan, Charlie Easterson, Rebecca Loney, Christine Stansfield, and Lois Langer Thompson

Welcome

President Kostick and Sno-Isle Libraries Foundation President Luke Distelhorst welcomed attendees.

Introductions

Trustee Tessandore led an exercise to introduce members of the Board of Trustees and Foundation Board.

Roles of each entity

Executive Director Lois Langer Thompson, President Kostick, and Foundation President Distelhorst presented on the roles of the Board of Trustees and Foundation Board.

Envisioning the future

District Manager Michelle Callihan facilitated conversation on the future vision for both the Board of Trustees and Foundation Board.

Adjournment

President Kostick adjourned the meeting at 7:53 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, June 28, 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

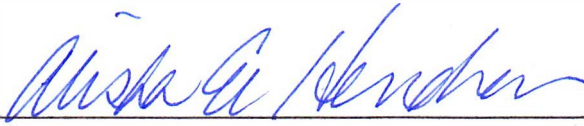
Sno-Isle Libraries
May 2021 Payroll and May 2021 Vouchers

Direct Deposits, Employee Deductions	\$ 2,282,519.65
Vendor Checks 72324, 72381, 72435, 72483 and 72523 through 72531, Plus Electronic Fund Transfers	<u>\$ 754,595.30</u>
Total Payroll and Benefits	\$ 3,037,114.95

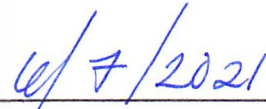
Accounts Payable Checks 72324 through 72531 less checks listed above, plus Electronic Transfers	<u>\$ 1,116,084.82</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,153,199.77</u></u> *

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 June 28, 2021.



Interim Administrative Services Director



Date

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

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

May 2021 Payroll

Employee Pay - Direct Deposit	\$	1,610,685.18	
Plus: Employee Deductions	\$	671,834.47	
Sub-Total Gross Payroll			\$ 2,282,519.65

Vendor Checks 72324, 72381, 72435, 72483 and 72523 through 72531	\$	163,750.44 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	200,697.08	
Electronic Funds Transfer - Empower - 457 Plan	\$	16,442.89	
Electronic Funds Transfer - ICMA - 457 Plan	\$	50,543.88	
Electronic Funds Transfer - PERS - Retirement Plan	\$	416,308.86	
Electronic Funds Transfer - Navia - FSA	\$	12,125.45	
Electronic Funds Transfer - Navia - HRA/MRA	\$	8,283.44	
Electronic Funds Transfer - Premera - Medical	\$	164,888.28	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(278,901.86)	
Sub-Total Benefits - Employer Expense			\$ 754,595.30
Total Payroll and Benefits			\$ 3,037,114.95

May 2021 Accounts Payable

Checks 72324 through 72531 less checks listed above	\$	1,115,169.83 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	914.99	
Sub-Total Accounts Payable			\$ 1,116,084.82
Total Payroll, Benefits and Accounts Payable			\$ 4,153,199.77

Adjustments

Paycom Direct Service Fee	\$	17,318.39	
Refunds and Credits	\$	380.27	
Bank Service Charge	\$	137.05	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,133.19	
Total Adjustments			\$ 18,968.90

May 2021 Total Expenditures **\$ 4,172,168.67** ***

* Benefit invoices paid through Accounts Payable Checks	\$	163,750.44	
** Regular invoices paid through Accounts Payable Checks	\$	1,115,169.83	
Total Accounts Payable Check Payments	\$	<u>1,278,920.27</u>	

*** Equals Expenditure Summary Total

**Vouchers
May 2021**

Date	Check	Payee	Check Amount
5/13/2021	72324	Paul Pitkin	923.40
5/13/2021	72325	Katrina Morse	249.00
5/13/2021	72326	Ken Masel	349.99
5/13/2021	72327	AAA Fire Protection, Inc	1,346.25
5/13/2021	72328	Allied 100, LLC	186.58
5/13/2021	72329	Remit Overrun	0.00
5/13/2021	72330	Allied Universal	55,780.23
5/13/2021	72331	Amazon (530958)	1,770.52
5/13/2021	72332	Amazon Capital Services, Inc	417.57
5/13/2021	72333	Articulate Global, Inc	2,546.68
5/13/2021	72334	AT&T Mobility (6463)	8,987.58
5/13/2021	72335	Remit Overrun	0.00
5/13/2021	72336	Remit Overrun	0.00
5/13/2021	72337	Remit Overrun	0.00
5/13/2021	72338	Baker & Taylor Books (277930)	67,571.61
5/13/2021	72339	Beacon Publishing Inc	637.50
5/13/2021	72340	Blackstone Publishing	385.51
5/13/2021	72341	Camano Commons	1,000.00
5/13/2021	72342	Cascade Natural Gas	13.00
5/13/2021	72343	Center Point Large Print	1,405.80
5/13/2021	72344	Christina Soontornvat, LLC	1,250.00
5/13/2021	72345	Cindy Jobs Coaching & Organizing	270.00
5/13/2021	72346	City of Brier	143.86
5/13/2021	72347	City of Granite Falls	118.13
5/13/2021	72348	Clinton Water Dist	118.92
5/13/2021	72349	Cobra Construction Company	5,390.35
5/13/2021	72350	Consolidated Technology Services	1,211.88
5/13/2021	72351	Crystal Mt. Pure Drinking Water	30.00
5/13/2021	72352	Dae Won LLC	7,726.18
5/13/2021	72353	Delta Connects	4,911.37
5/13/2021	72354	Dept of Labor & Ind (Boiler)	393.80
5/13/2021	72355	DEX MEDIA	113.90
5/13/2021	72356	Dobson, Ian	200.00
5/13/2021	72357	Door Pros Inc	6,789.63
5/13/2021	72358	EBSCO	10,479.00
5/13/2021	72359	FairVega Library Services	2,497.19
5/13/2021	72360	FATBEAM, LLC	3,480.00
5/13/2021	72361	Gale/Cengage Learning	1,462.02
5/13/2021	72362	Gansango Dance	450.00
5/13/2021	72363	Void	0.00
5/13/2021	72364	Guardian Security	359.70
5/13/2021	72365	Ingram Library Services	3,566.34
5/13/2021	72366	Innovative Interfaces, Inc	224,411.51
5/13/2021	72367	Iron Mountain	432.89
5/13/2021	72368	Jimmy's Roofing	2,455.97
5/13/2021	72369	Kanopy, Inc.	6,350.00

**Vouchers
May 2021**

Date	Check	Payee	Check Amount
5/13/2021	72370	Kitsap Regional Library	15.75
5/13/2021	72371	Library Works Inc	100.00
5/13/2021	72372	Magna5 LLC	498.61
5/13/2021	72373	Remit Overrun	0.00
5/13/2021	72374	Remit Overrun	0.00
5/13/2021	72375	Midwest Tape	29,446.90
5/13/2021	72376	Multi-Cultural Books & Videos	23,080.21
5/13/2021	72377	Nolan Exe	100.00
5/13/2021	72378	North County Outlook	330.00
5/13/2021	72379	Remit Overrun	0.00
5/13/2021	72380	Office Depot, INC	2,068.60
5/13/2021	72381	Office Team	3,107.72
5/13/2021	72382	OrangeBoy Inc	3,352.00
5/13/2021	72383	Remit Overrun	0.00
5/13/2021	72384	Remit Overrun	0.00
5/13/2021	72385	Remit Overrun	0.00
5/13/2021	72386	Remit Overrun	0.00
5/13/2021	72387	Remit Overrun	0.00
5/13/2021	72388	Remit Overrun	0.00
5/13/2021	72389	Remit Overrun	0.00
5/13/2021	72390	Remit Overrun	0.00
5/13/2021	72391	Remit Overrun	0.00
5/13/2021	72392	Remit Overrun	0.00
5/13/2021	72393	Remit Overrun	0.00
5/13/2021	72394	Remit Overrun	0.00
5/13/2021	72395	Remit Overrun	0.00
5/13/2021	72396	Remit Overrun	0.00
5/13/2021	72397	Remit Overrun	0.00
5/13/2021	72398	Remit Overrun	0.00
5/13/2021	72399	Remit Overrun	0.00
5/13/2021	72400	Remit Overrun	0.00
5/13/2021	72401	Remit Overrun	0.00
5/13/2021	72402	Remit Overrun	0.00
5/13/2021	72403	Remit Overrun	0.00
5/13/2021	72404	Overdrive Inc	145,825.14
5/13/2021	72405	Pacific Copy & Printing	111.73
5/13/2021	72406	Paper Roll Products	134.42
5/13/2021	72407	PetroCard Systems Inc	1,662.59
5/13/2021	72408	Print West, Inc	2,230.14
5/13/2021	72409	PUD No 1 of Snohomish County	12,049.55
5/13/2021	72410	Puget Sound Energy	548.93
5/13/2021	72411	Rev.com, Inc	400.00
5/13/2021	72412	Ricoh USA Inc - 31001	226.51
5/13/2021	72413	Ricoh USA Inc - 650073	22,201.11
5/13/2021	72414	Roy Robinson	145.60
5/13/2021	72415	S-R Broadcasting Co Inc	840.00

**Vouchers
May 2021**

Date	Check	Payee	Check Amount
5/13/2021	72416	Salish Networks	1,211.05
5/13/2021	72417	Seven Star Women's Kung Fu, Inc	200.00
5/13/2021	72418	Sharps Compliance Inc	208.26
5/13/2021	72419	Shred-it	86.64
5/13/2021	72420	Silver Kite Community Arts	300.00
5/13/2021	72421	Sound Publishing	1,437.84
5/13/2021	72422	Stanwood/Camano News	319.54
5/13/2021	72423	T Mobile	2,412.53
5/13/2021	72424	Terminix	860.59
5/13/2021	72425	Timeless Design	2,897.63
5/13/2021	72426	Tsai Fong Books Inc	159.51
5/13/2021	72427	U S Bank Equipment Finance	381.45
5/13/2021	72428	U S Yellow Pages	229.00
5/13/2021	72429	Uline	723.58
5/13/2021	72430	United Parcel Service	450.00
5/13/2021	72431	Visionary Office Furniture	826.90
5/13/2021	72432	Walter E Nelson Co of Western WA	579.95
5/13/2021	72433	Washington State Ferries	430.50
5/13/2021	72434	WCP Solutions	566.80
5/13/2021	72435	Wellable LLC	200.00
5/13/2021	72436	Whidbey Telecom	596.85
5/13/2021	72437	Wilcox & Flegel	384.95
5/13/2021	72438	ZiPLY Fiber	780.00
5/13/2021	72439	Gartner, Inc	48,891.40
5/20/2021	72440	AAA Fire Protection, Inc	1,962.61
5/20/2021	72441	Air Care System	21,851.20
5/20/2021	72442	Amazon Capital Services, Inc	2,236.61
5/20/2021	72443	Asavie Technologies Inc	409.33
5/20/2021	72444	Backstage Library Works, Inc	411.48
5/20/2021	72445	Remit Overrun	0.00
5/20/2021	72446	Baker & Taylor Books (277930)	36,223.90
5/20/2021	72447	Bank of America (0958)	2,031.45
5/20/2021	72448	Bank of America (2175)	5,724.89
5/20/2021	72449	Bank of America (2945)	3,124.60
5/20/2021	72450	Bank of America (3488)	860.83
5/20/2021	72451	Bank of America (3736)	2,722.11
5/20/2021	72452	Bank of America (4867)	10,940.36
5/20/2021	72453	Bank of America (5800)	1,239.99
5/20/2021	72454	Bank of America (5953)	76.50
5/20/2021	72455	Bank of America (8208)	7,291.04
5/20/2021	72456	Baus Systems LLC	725.94
5/20/2021	72457	Bibliotheca LLC	9,783.05
5/20/2021	72458	CDW Government Inc	608.01
5/20/2021	72459	Cedar Grove Organics Recycling LLC	311.50
5/20/2021	72460	City of Edmonds	16,671.40
5/20/2021	72461	City of Lake Stevens	5,117.14

**Vouchers
May 2021**

Date	Check	Payee	Check Amount
5/20/2021	72462	City of Langley	489.04
5/20/2021	72463	City of Lynnwood	878.29
5/20/2021	72464	City of Marysville	2,078.00
5/20/2021	72465	City of Monroe	673.89
5/20/2021	72466	City of Sultan	2,090.02
5/20/2021	72467	Comcast	3,658.63
5/20/2021	72468	Daily Journal of Commerce	58.80
5/20/2021	72469	Void	0.00
5/20/2021	72470	Goldfinch Brothers	1,345.25
5/20/2021	72471	Holiday-Parks, Inc	6,390.44
5/20/2021	72472	HSI Workplace Compliance Solutions, Inc.	450.00
5/20/2021	72473	Ingram Library Services	1,091.61
5/20/2021	72474	Island Disposal Inc	156.02
5/20/2021	72475	Jimmy's Roofing	2,346.71
5/20/2021	72476	Language Exchange	611.04
5/20/2021	72477	Les Schwab - Marysville	326.51
5/20/2021	72478	Mango Languages	22,575.00
5/20/2021	72479	Materials Testing & Consulting, Inc.	85.00
5/20/2021	72480	Midwest Tape	4,527.09
5/20/2021	72481	OCLC Inc (34299)	5,144.28
5/20/2021	72482	Office Depot, INC	127.15
5/20/2021	72483	Office Team	1,493.32
5/20/2021	72484	Remit Overrun	0.00
5/20/2021	72485	Remit Overrun	0.00
5/20/2021	72486	Remit Overrun	0.00
5/20/2021	72487	Remit Overrun	0.00
5/20/2021	72488	Remit Overrun	0.00
5/20/2021	72489	Remit Overrun	0.00
5/20/2021	72490	Remit Overrun	0.00
5/20/2021	72491	Remit Overrun	0.00
5/20/2021	72492	Remit Overrun	0.00
5/20/2021	72493	Remit Overrun	0.00
5/20/2021	72494	Overdrive Inc	42,338.07
5/20/2021	72495	Paper Roll Products	260.16
5/20/2021	72496	PetroCard Systems Inc	1,681.75
5/20/2021	72497	Pitney Bowes	836.11
5/20/2021	72498	Platt Electric Supply	760.14
5/20/2021	72499	Prime Self Storage	814.00
5/20/2021	72500	PUD No 1 of Snohomish County	4,047.10
5/20/2021	72501	Puget Sound Energy	2,491.15
5/20/2021	72502	Puget Sound Mobile Detail	316.10
5/20/2021	72503	Rentacrate Enterprises LLC	10,889.12
5/20/2021	72504	Republic Services 197	740.05
5/20/2021	72505	Ricoh USA Inc - 31001	4,444.48
5/20/2021	72506	Void	0.00
5/20/2021	72507	Silver Lake Water & Sewer	73.85

**Vouchers
May 2021**

Date	Check	Payee	Check Amount
5/20/2021	72508	Smokey Point NW LLC	7,553.53
5/20/2021	72509	Snohomish Co Finance	20.00
5/20/2021	72510	Sound Maintenance Services, Inc	55,134.90
5/20/2021	72511	Sound Publishing	65.75
5/20/2021	72512	Terminix	219.48
5/20/2021	72513	The Home Depot Pro	159.56
5/20/2021	72514	Timeless Design	16,512.39
5/20/2021	72515	Verizon Wireless (660108)	14,178.41
5/20/2021	72516	Walter E Nelson Co of Western WA	3,793.20
5/20/2021	72517	Waste Management	2,613.95
5/20/2021	72518	Wave Business	15,519.73
5/20/2021	72519	WCP Solutions	651.38
5/20/2021	72520	Gale/Cengage Learning	3,316.89
5/20/2021	72521	Multi-Cultural Books & Videos	690.58
5/20/2021	72522	Ricoh USA Inc - 650073	2,058.07
5/31/2021	72523	Cascade Centers	587.50
5/31/2021	72524	Delta Dental of Washington	25,056.95
5/31/2021	72525	Kaiser Permanente	79,117.55
5/31/2021	72526	Lifewise Assurance Company	27,802.04
5/31/2021	72527	Lincoln National Life Ins Company	8,086.99
5/31/2021	72528	MCM	5,895.12
5/31/2021	72529	Navia Benefit Solutions Client Pay	1,883.30
5/31/2021	72530	Premera Blue Cross	9,146.55
5/31/2021	72531	Sno-Isle Library Foundation	450.00
			1,278,920.27

Board of Trustees, Sno-Isle Libraries
Susan Kostick, president
7312 35th Ave NE
Marysville WA
98271-7417

June 20, 2021

Dear Ms Kostick and Library District Board Trustees,

On Wednesday, May 19, 2021, our organization, Civility First, was contacted by your staff and notified that Sno-Isle Libraries would no longer co-sponsor Civility First programs and initiatives, nor sign Civility Month resolutions.

We received a "Civility First/Sno-Isle Libraries Revised Partnership Guidelines 2021" document and were informed the decisions reflected within the updated guidelines apply to all community partners and were not meant to single out Civility First in particular.

Our collaborations and partnerships with your organization and with our community libraries over the past several years have been highly valued by our organization, and were based on past shared values surrounding the importance of respect, courtesy, and intellectual freedoms for productive relationships and dialogue.

Although saddened by the recent communication, we have followed through on the Library's requested changes.

We hope that the shift reflected in your communication to us does not reflect a permanent one. Rather than uniting us, increasingly strong societal trends appear to be leading to a greater sense of polarization and more divided communities. Rather than helping people dialog and bringing us together, these well-intentioned trends are accelerating a dismissive cancel culture. We expect these trends are exerting pressures on you. However, we are hopeful that Sno-Isle Libraries has not redefined civility as a negative, nor views "civility and respect" somehow as "complicit racism".

Civility First will continue its work to advance civility and respect in Island and Snohomish Counties, and beyond. We understand Sno-Isle Libraries is not willing to sign a Civility Month resolution for 2021, but we would like to encourage you, as individuals, to consider taking our civility pledge and living out the values of respect and civility.

We appreciate the role of the Sno-Isle Library Board and your staff's ongoing work to provide services to our communities before, during, and through the post-COVID pandemic. Your staff are our neighbors and play important roles within our communities. We look forward to the day when we can again collaborate as your community partner to help bridge differences and improve the level of respect in public discourse.

Sincerely,
Civility First Board of Directors:

Kate Bracy, President
Sandi Peterson, Vice-president
Charlotte Fairfield, Treasurer
Cathy Whitmire, Past President
Gary Wray, Director
Edie Surface, Director
Ken Harvey, Director

CC: Lois Langer Thompson
Sno-Isle Library Leadership Team

Executive Director

Board Report

June 2021

Lois Langer Thompson
Executive Director

Community and Stakeholder Events

- Economic Alliance of Snohomish County (EASC).
 - Annual meeting.
 - Legislative follow-up.
 - Housing.
 - Long-term care act and your business.

Board meetings

- Economic Alliance of Snohomish County (EASC) board meeting.
- Snohomish County Broadband Action Team.

Professional Development and Meetings

- Public Library Association EDISJ Committee meeting.
- Regional Library Directors weekly update call.

Board of Trustees meetings

- Executive Committee meeting.
- Trustee Nominating committee.
- Board of Trustees and Foundation event.
- Meeting with Board President.
- Stanwood Library visit with Board member Rose Olson.

Library updates and strategic goals

- Capital Strategy.
- Customer experience.
- Equity / Diversity / Inclusion.
- 2021 Strategic Goals.

Human Resources

Q.2 Board Report

June 2021

Barbara Adams

Assistant Director of Human Resources

Employee Recognition Event

The Employee Recognition Event was hosted virtually on Tuesday, March 30. The event celebrated 88 employees reaching service milestones in 2020, ranging from 5 to 35 years. The event also recognized special award recipients nominated by their coworkers and selected for their accomplishments and contributions to Sno-Isle Libraries in 2020.

Performance Management

The first quarterly performance reviews, are scheduled to take place at the end of June. Originally anticipated to start during the first quarter of 2021, the reviews were postponed to allow staff to focus on reopening buildings to the public. Supervisors recently completed a performance management/coaching course that included the following eight sessions:

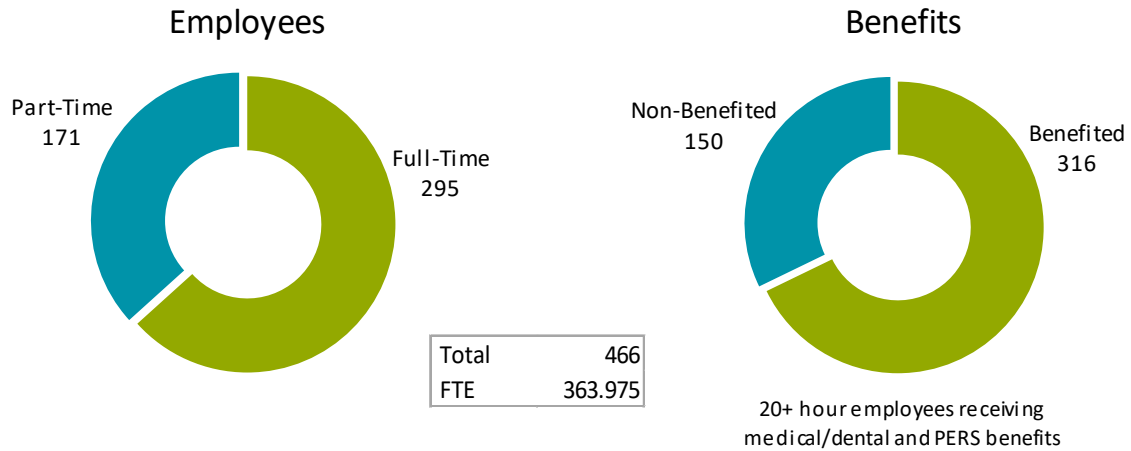
- How to facilitate trust
- How to set expectations and goals
- How to delegate to your team
- How to give feedback to your employees
- How to receive feedback from others
- How to conduct effective team meetings
- How to conduct effective 1-on-1 meetings
- How to recognize and appreciate your team

Next quarter's performance conversations will focus on employee development.

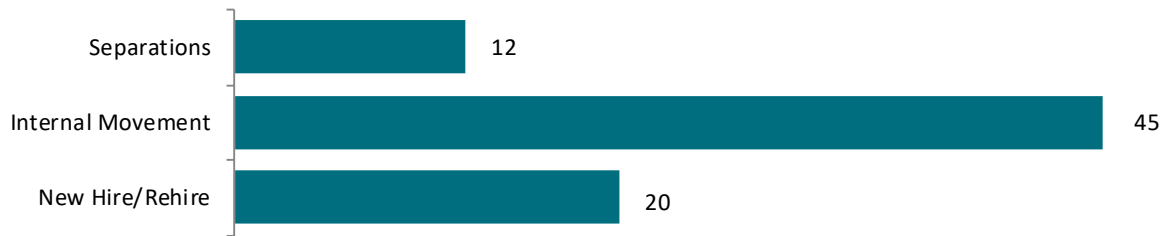
Wellness

The Move More Challenge is running June 7 – July 18. This physical activity wellness challenge is team-based, with groups of four to eight employees competing. At the end of the challenge, members of the team with the highest average points will get to select a prize. Additional prizes will be awarded by a drawing of the program's participants.

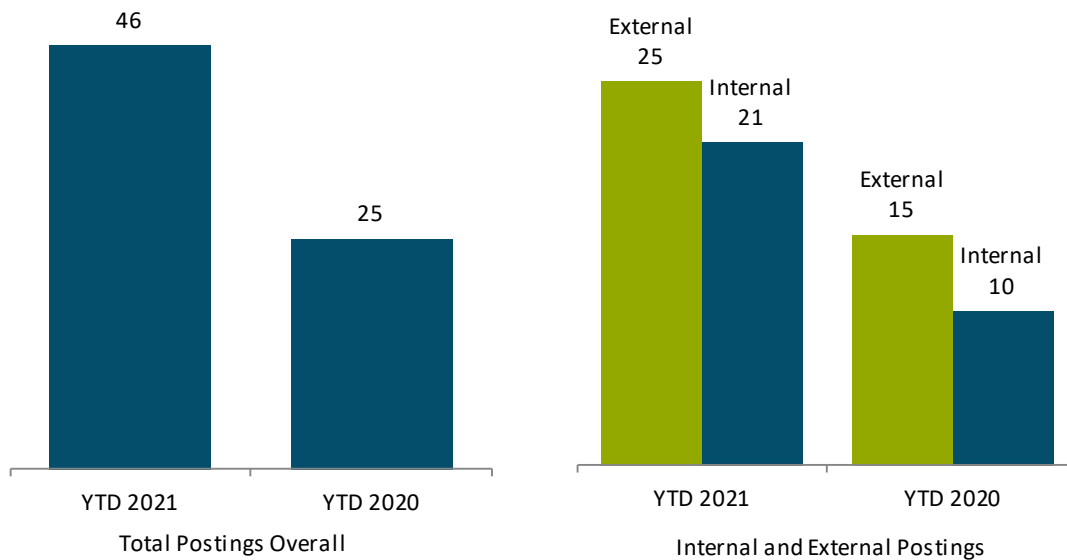
Employment Statistics, March 2021 - May 2021



Employment Activity



Job Postings



Financial Update

Finance Department

June 2021

Nicole Wehl
Accounting Manager

Revenue Summary

- May's property tax revenue was \$5,935,203. Year-to-date property tax receipts are at \$32,416,046 or 53% of the annual budgeted property tax revenue.
- Timber tax and associated excise tax revenues combined at \$324,655 or 59% of the annual budget. This is \$108,003 less than the timber revenues received by this time last year.
- Investment income to date at \$131,465 is 30% below the year-to-date budget and \$38,131 less than this time last year. Markedly lower interest rates and difficult economic conditions continue to adversely impact investment pool returns.
- Other May revenues of \$45,523 consist primarily of a Premera refund (\$40,681).
- Total revenue received to date is at 52.9% (\$33,258,546) of the annual budget and is 4.5% (\$1,424,246) 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 \$14,834,061 or 38.3% of the annual budget are 8% (\$1,284,689) 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 \$2,419,929 is 17% less than the year-to-date budget. Spending is expected to increase to align with budget by year-end.
- Professional & Contract Services is underspent by 38.6% (\$516,876), driven by limited in-building services and programming.
- Maintenance & Repair of \$290,082 is 53.6% (\$335,168) lower than budget mainly due to building closures.
- Viral Infection Protection costs of \$250,839 have been spent to date. Costs include personal protective equipment (PPE), preparing safe workspaces for staff, and building & custodial supplies and services.
- Total expenditures year-to-date is at 35.2% (\$20,275,942) of the annual budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 5/1/2021 Through 5/31/2021
(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	5,935,203	6,420,580	32,416,046	31,168,400	61,460,500	52.74%
02.0	Timber Tax / Sales	81,650	104,500	324,655	289,400	550,000	59.02%
03.0	Print/Copy Services	0	4,170	8	20,850	50,000	0.01%
04.0	Services/City Contract Fees	0	290	0	1,450	3,500	0.00%
05.0	Lost Materials Paid	1,673	6,250	8,549	31,250	75,000	11.39%
06.0	Investment Interest	25,798	37,500	131,465	187,500	450,000	29.21%
07.0	Donations Private Sources	276	8,340	1,269	41,700	100,000	1.26%
08.0	Other Revenue	45,523	18,750	376,555	93,750	225,000	167.35%
	Total Revenues	<u>6,090,122</u>	<u>6,600,380</u>	<u>33,258,546</u>	<u>31,834,300</u>	<u>62,914,000</u>	<u>52.86%</u>

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 5/1/2021 Through 5/31/2021
(In Whole Numbers)

	Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures							
10.0	Salaries & Benefits	3,037,115	3,223,750	14,834,061	16,118,750	38,684,500	38.34%
20.0	Materials	405,436	583,330	2,419,929	2,916,650	7,000,000	34.57%
26.0	Professional & Contract Services	207,436	267,860	822,424	1,339,300	3,213,400	25.59%
35.0	Equipment & Furnishings	1,869	70,400	236,509	352,000	844,700	27.99%
38.0	Maintenance & Repair	54,183	125,050	290,082	625,250	1,500,700	19.32%
41.0	Software License & Maint Fees	219,298	122,640	496,303	613,200	1,471,900	33.71%
42.0	Communications	53,395	69,310	269,094	346,550	831,300	32.37%
43.0	Office & Operating Supplies	29,743	69,560	200,848	347,800	834,500	24.06%
44.0	Utilities	44,174	45,040	191,607	225,200	540,300	35.46%
45.0	Rentals & Leases	41,734	39,880	179,664	199,400	478,400	37.55%
46.0	Insurance	0	15,560	1,256	77,800	186,600	0.67%
48.0	Employee Training / Travel	10,958	20,830	24,085	104,150	250,000	9.63%
49.0	Miscellaneous	61,439	51,500	141,725	257,500	617,400	22.95%
50.0	Strategic Initiatives / Innovation	0	14,580	3,229	72,900	175,000	1.84%
55.0	Development Initiatives	0	52,130	0	260,650	625,500	0.00%
62.0	Capital - Bldgs & Improvements	5,390	31,660	165,126	158,300	380,000	43.45%
	Total Expenditures	<u>4,172,169</u>	<u>4,803,080</u>	<u>20,275,942</u>	<u>24,015,400</u>	<u>57,634,200</u>	<u>35.18%</u>