

Sno-Isle Libraries

Board of Trustees

March 28, 2022, 5:30 p.m.

Sno-Isle Libraries Service Center

Telephone Dial-in: +1 872-239-6205

Meeting ID: 812 236 503#

Meeting Agenda

- 1) Call to Order**
- 2) Land Acknowledgement**
- 3) *Approval of Agenda**
- 4) *Consent Agenda Items**
 - a) Approval of the February 28, 2022 regular meeting minutes
 - b) Approval of the February 2022 Sno-Isle Libraries payroll, benefits, and vouchers
- 5) Public Comment**
- 6) Executive Director's Report**
 - a) Library Presentation – Lake Stevens Library Manager Antoinette Morales-Tanner
 - b) Executive Director's report [Attachments #1-4](#)
 - c) Financial Update – Accounting Manager Nicole Wehl [Attachment #5](#)
- 7) New Business**
 - a) *Addendum two (2) to the Annexation Agreement between the Town of Darrington and Sno-Isle Intercounty Rural Library District – Director of Strategic Services David Durante [Attachment #6](#)
 - b) *Resolution 22-02 Authorizing the Use of the Reserve Fund – Director of Strategic Services David Durante [Attachment #7](#)
 - c) *Declaration of surplus asset [Attachment #8](#)
- 8) Unfinished Business**
- 9) Board member reports**
 - a) President's Report / Executive Committee – President Kostick
 - b) Strategic Planning / Finance Committee – Chair DePrey
 - c) Sno-Isle Libraries Foundation – Trustee Olson
 - d) Board members reports
- 10) *Adjournment**

*Denotes Board of Trustees action item

Sno-Isle Libraries is committed to providing inclusive, accessible events that enable all individuals to engage fully. Sign Language interpreters will be made available upon request. Please make your request for alternative format or other accommodations to accessibility@sno-isle.org. Providing at least 72 hours' notice prior to the meeting will help to ensure availability.

Board of Trustees

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

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

DRAFT

Sno-Isle Libraries

Board of Trustees

Monday, February 28, 2022

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:31 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: Susan Kostick, Kelli Smith, Rose Olson, Martin Munguia, and Paul Ryan.

Staff Present: Barb Adams, Sandra Beck, R.D. Burley, David Durante, Lia Escudero Belcher, Nick Fuchs, Lindsay Hanson, Susan Hempstead, Alisha Hendren, Rose Hong, Monica Jackson, Meredith Kraft, Hannah Krumheuer, Leslie Moore, Antoinette Morales-Tanner, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

Consent Agenda Items

Trustee Munguia moved to approve the Consent Agenda as presented:

- a) Approval of the January 24, 2022 regular meeting minutes.
- b) Approval of the February 5, 2022 special meeting minutes.
- c) Approval of the January 2022 Sno-Isle Libraries payroll, benefits, and vouchers.

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

Public Comment

There were no public comments to the Board.

Communications to the Board

There were no communications to the Board.

Executive Director's Report

Library Presentation

Mariner Library Manager Sandra Beck discussed library services to the diverse Mariner community. The library's location in a shopping center storefront presents both unique challenges and opportunities to provide innovative service. Library Manager Beck highlighted the library's strong community partnerships with schools and local non-profit organizations.

Executive Director's Report

Strategic Services Director David Durante highlighted the following information from the Executive Director's report:

Broadband Roundtable with Senator Patty Murray

Executive Director Thompson joined school and community officials to discuss how the American Rescue Plan is helping expand broadband access across Washington state and how library services continue to benefit from this funding.

Strategic Goals Update

Enhance library services

- Sno-Isle Libraries has made Discover Passes available for checkout. This offering has been popular with customers since the launch date.
- Customers have expressed their appreciation for online booklists including *Romance* and *Holocaust Remembrance Day*.

Create Inspiring Spaces

- Sno-Isle Libraries recently secured a contract for architectural and design services with MSR Design. Project work is being evaluated at the Arlington, Darrington, Langley, and Mariner locations.

Optimize Library Funding

- Work continues to finalize contracts with the Department of Commerce for state grants.
- Sno-Isle Libraries staff are working on recommendations for additional public funding opportunities.

Invest in our People and our Organization

- The Leadership Team approved the updated *Sick Leave* administrative policy as well as the *Substance Abuse* administrative policy and the new *Multilingual Pay* administrative policy.

Sno-Isle Libraries Funding Update

In a follow up to the February 5 Board of Trustees special meeting, Strategic Services Director Durante discussed Washington State Constitution's limit on annual rate of property taxes of 1% and how this impacts library funding.

Equity, Diversity, and Inclusion (EDI)

As a member of the Board of Directors of Economic Alliance of Snohomish County, Executive Director Thompson signed the SnoCODE commitment pledging to advocate for and implement a comprehensive diversity and inclusion strategy at Sno-Isle Libraries.

Sno-Isle Libraries has centered Equity, Diversity, and Inclusion work. Some of the steps taken to advance the organization in this area include:

- A baseline EDI training for all Sno-Isle Libraries staff.
- A Board-adopted Equity policy.
- Dedicated budget and staff for advancing the organization in the area of EDI work.

Financial Update

Accounting Manager Nicole Wehl provided the January 2022 financial report.

New Business

There was no new business.

Unfinished Business

There was no unfinished business.

President, Trustee Committees, and Foundation Representative Reports

President's Report

President Kostick reported on the following:

- Participation in the February 5 Board of Trustees retreat.
- A Board-to-Board event planning meeting.
- Meetings with Executive Director Thompson and Strategic Services Director Durante.

Strategic Planning / Finance Committee

Trustee Munguia reported that the Strategic Planning / Finance Committee is working with the Sno-Isle Libraries Foundation Board to plan the upcoming Board-to-Board event. This event will focus on highlighting each Board's strategic priorities and developing a deeper understand of their functions and roles.

Foundation Board Meeting

Trustee Olson reported that the Sno-Isle Libraries Foundation has welcomed Christina Kourteva as the new Executive Director. Foundation Executive Director Kourteva is meeting with each Foundation Board member individually as a part of the onboarding process.

Announcements and Comments

Trustee Munguia referenced his involvement with Community Transit and expressed appreciation that Community Transit customers could access Sno-Isle Libraries printing services to print transit schedules.

Trustee Ryan requested Sno-Isle Libraries staff research the cost and impact of hybrid meetings for Board of Trustees meetings.

Adjournment

Trustee Olson moved to adjourn the February 28, 2022 meeting of the Sno-Isle Libraries Board of Trustees. Trustee Ryan seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting of the Sno-Isle Libraries Board of Trustees at 6:19 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, March 28, 2022 at 5:30 p.m. Meeting information will be posted on the Sno-Isle Libraries [website](#) one week prior to the meeting.

President

Secretary

Sno-Isle Libraries
February 2022 Payroll and February 2022 Vouchers

Direct Deposits, Employee Deductions	\$ 2,396,254.79
Vendor Checks 74747, 74818, 74835, 74888, 74935 and 74947 through 74956, Plus Electronic Fund Transfers	<u>\$ 900,173.85</u>
Total Payroll and Benefits	\$ 3,296,428.64

Accounts Payable Checks 74719 through 74956 less checks listed above, plus Electronic Transfers	<u>\$ 1,005,898.26</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,302,326.90</u></u> *

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Sno-Isle Regional Library System, and that I am authorized to authenticate and certify said claim.

Submitted to the Sno-Isle Libraries Board of Trustees March 28, 2022.



Assistant Director of Finance

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

Sno-Isle Libraries
February 2022 Payroll and February 2022 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

February 2022 Payroll

Employee Pay - Direct Deposit	\$	1,725,940.57	
Plus: Employee Deductions	\$	670,314.22	
Sub-Total Gross Payroll			\$ 2,396,254.79

Vendor Checks 74747, 74818, 74835, 74888, 74935 and 74947 through 74956	\$	203,109.91 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	216,940.44	
Electronic Funds Transfer - Empower - 457 Plan	\$	16,158.72	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	55,167.81	
Electronic Funds Transfer - PERS - Retirement Plan	\$	357,075.88	
Electronic Funds Transfer - Navia - FSA	\$	10,790.74	
Electronic Funds Transfer - Navia - HRA/MRA	\$	12,857.34	
Electronic Funds Transfer - Premera - Medical	\$	274,375.14	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(246,758.97)	
Sub-Total Benefits - Employer Expense			\$ 900,173.85
Total Payroll and Benefits			\$ 3,296,428.64

February 2022 Accounts Payable

Checks 74719 through 74956 less checks listed above	\$	1,005,387.09 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	511.17	
Sub-Total Accounts Payable			\$ 1,005,898.26
Total Payroll, Benefits and Accounts Payable			\$ 4,302,326.90

Adjustments

Paycom Direct Service Fee	\$	17,033.91	
Refunds and Credits	\$	926.23	
Refund Interest	\$	0.02	
Bank Service Charge	\$	359.54	
Travel & Business Expense Reimbursement paid in Payroll	\$	3,289.24	
Total Adjustments			\$ 21,608.94

February 2022 Total Expenditures **\$ 4,323,935.84** ***

* Benefit invoices paid through Accounts Payable Checks	\$	203,109.91	
** Regular invoices paid through Accounts Payable Checks	\$	1,005,387.09	
Total Accounts Payable Check Payments	\$	<u>1,208,497.00</u>	

*** Equals Expenditure Summary Total

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/10/2022	74719	AAA Fire Protection, Inc	1,098.47
2/10/2022	74720	Allied Universal	39,177.08
2/10/2022	74721	Amazon Capital Services, Inc	390.05
2/10/2022	74722	AT&T Mobility (6463)	43.23
2/10/2022	74723	Backstage Library Works, Inc	441.09
2/10/2022	74724	Baker & Taylor Books (277930)	14,182.88
2/10/2022	74725	Bank of America (842425)	2,996.14
2/10/2022	74726	Baus Systems LLC	518.84
2/10/2022	74727	Void	0.00
2/10/2022	74728	Bibliotheca LLC	10,351.54
2/10/2022	74729	Blackstone Publishing	854.17
2/10/2022	74730	Bridgeall Libraries Limited	8,200.00
2/10/2022	74731	Brodart (Supplies)	41.04
2/10/2022	74732	Brodart Company	1,231.07
2/10/2022	74733	Carahsoft Technology Corporation	147.49
2/10/2022	74734	City of Arlington	160.67
2/10/2022	74735	City of Granite Falls	118.13
2/10/2022	74736	City of Monroe	754.31
2/10/2022	74737	City of Snohomish	3,291.95
2/10/2022	74738	City of Sultan	170.88
2/10/2022	74739	Crystal Mt. Pure Drinking Water	16.29
2/10/2022	74740	Crystal Springs	334.48
2/10/2022	74741	Dae Won LLC	7,726.18
2/10/2022	74742	Dae Won LLC	7,726.18
2/10/2022	74743	Daily Journal of Commerce	128.80
2/10/2022	74744	Davidson, Holly	150.00
2/10/2022	74745	Delta Connects	763.00
2/10/2022	74746	Demco Inc (8048)	422.39
2/10/2022	74747	Dept of Enterprise Services	132.23
2/10/2022	74748	Door Pros Inc	2,079.57
2/10/2022	74749	Dorky Dance Fitness	400.00
2/10/2022	74750	Economic Alliance Snohomish County	5,000.00
2/10/2022	74751	Ednetics, Inc.	1,923.61
2/10/2022	74752	FATBEAM, LLC	3,480.00
2/10/2022	74753	Gale/Cengage Learning	3,003.33
2/10/2022	74754	Guardian Security	381.50
2/10/2022	74755	HF Group	232.92
2/10/2022	74756	Remit Overrun	0.00
2/10/2022	74757	Ingram Library Services	39,976.17
2/10/2022	74758	Iron Mountain	593.67
2/10/2022	74759	Island Disposal Inc	154.76
2/10/2022	74760	Jimmy's Roofing	1,242.81
2/10/2022	74761	Jonathan Evison	750.00
2/10/2022	74762	Kaitlyn Marie Casimo	300.00

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/10/2022	74763	Kanopy, Inc.	11,074.00
2/10/2022	74764	Kendall of Marysville	228.36
2/10/2022	74765	KeyBank National Association	683.55
2/10/2022	74766	Void	0.00
2/10/2022	74767	Void	0.00
2/10/2022	74768	Void	0.00
2/10/2022	74769	Midwest Library Service	846.84
2/10/2022	74770	Remit Overrun	0.00
2/10/2022	74771	Remit Overrun	0.00
2/10/2022	74772	Midwest Tape	34,774.51
2/10/2022	74773	Void	0.00
2/10/2022	74774	Mukilteo Water & Waste District	2,523.19
2/10/2022	74775	North County Outlook	330.00
2/10/2022	74776	OCLC Inc (34299)	175.75
2/10/2022	74777	Remit Overrun	0.00
2/10/2022	74778	Office Depot, INC	1,475.35
2/10/2022	74779	Void	0.00
2/10/2022	74780	Oregon Museum of Science & Industry	375.00
2/10/2022	74781	Remit Overrun	0.00
2/10/2022	74782	Remit Overrun	0.00
2/10/2022	74783	Remit Overrun	0.00
2/10/2022	74784	Remit Overrun	0.00
2/10/2022	74785	Remit Overrun	0.00
2/10/2022	74786	Remit Overrun	0.00
2/10/2022	74787	Remit Overrun	0.00
2/10/2022	74788	Remit Overrun	0.00
2/10/2022	74789	Remit Overrun	0.00
2/10/2022	74790	Remit Overrun	0.00
2/10/2022	74791	Remit Overrun	0.00
2/10/2022	74792	Remit Overrun	0.00
2/10/2022	74793	Remit Overrun	0.00
2/10/2022	74794	Remit Overrun	0.00
2/10/2022	74795	Remit Overrun	0.00
2/10/2022	74796	Remit Overrun	0.00
2/10/2022	74797	Remit Overrun	0.00
2/10/2022	74798	Remit Overrun	0.00
2/10/2022	74799	Remit Overrun	0.00
2/10/2022	74800	Remit Overrun	0.00
2/10/2022	74801	Remit Overrun	0.00
2/10/2022	74802	Remit Overrun	0.00
2/10/2022	74803	Overdrive Inc	241,162.57
2/10/2022	74804	Pacific MRO	261.60
2/10/2022	74805	Void	0.00
2/10/2022	74806	Paper Roll Products	1,325.82

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/10/2022	74807	PetroCard Systems Inc	1,869.19
2/10/2022	74808	Platt Electric Supply	266.66
2/10/2022	74809	Polydott, Inc.	400.00
2/10/2022	74810	Proquest LLC (6216)	12,143.12
2/10/2022	74811	PUD No 1 of Snohomish County	4,397.78
2/10/2022	74812	Puget Sound Energy	3,413.98
2/10/2022	74813	Puget Sound Mobile Detail	697.60
2/10/2022	74814	Purple Communications, Inc	472.50
2/10/2022	74815	Republic Services 197	756.46
2/10/2022	74816	Ricoh USA Inc - 31001	1,188.11
2/10/2022	74817	Ricoh USA Inc - 650073	20,062.79
2/10/2022	74818	Robert Half	9,099.94
2/10/2022	74819	Salish Networks	1,210.96
2/10/2022	74820	Seahurst Electric	17,480.27
2/10/2022	74821	Void	0.00
2/10/2022	74822	Silver Lake Water & Sewer	116.70
2/10/2022	74823	Sky Valley Chamber of Commerce	100.00
2/10/2022	74824	Sno-Isle Refund Account	435.38
2/10/2022	74825	Void	0.00
2/10/2022	74826	Sprague Pest Solutions	966.44
2/10/2022	74827	T Mobile	30.91
2/10/2022	74828	Void	0.00
2/10/2022	74829	Timeless Design	4,439.66
2/10/2022	74830	Town of Coupeville	190.98
2/10/2022	74831	U S Yellow Pages	229.00
2/10/2022	74832	Walter E Nelson Co of Western WA	1,710.04
2/10/2022	74833	Washington State Ferries	470.60
2/10/2022	74834	Waste Management	3,302.71
2/10/2022	74835	Wellable LLC	204.00
2/10/2022	74836	When to Work Inc	1,620.00
2/10/2022	74837	Whidbey Telecom	600.21
2/10/2022	74838	Ziply Fiber	713.21
2/16/2022	74839	Void	0.00
2/16/2022	74840	Allied 100, LLC	183.92
2/16/2022	74841	Amazon Capital Services, Inc	2,090.97
2/16/2022	74842	Asavie Technologies Inc	780.65
2/16/2022	74843	Baker & Taylor Books (277930)	9,678.39
2/16/2022	74844	Blackstone Publishing	112.02
2/16/2022	74845	Bank of America (0958)	1,517.44
2/16/2022	74846	Bank of America (2175)	2,989.72
2/16/2022	74847	Bank of America (2945)	1,346.60
2/16/2022	74848	Bank of America (3488)	551.42
2/16/2022	74849	Bank of America (3736)	1,681.67
2/16/2022	74850	Bank of America (4867)	1,206.68

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/16/2022	74851	Bank of America (5800)	39.99
2/16/2022	74852	Bank of America (8208)	4,711.31
2/16/2022	74853	Brodart Company	210.65
2/16/2022	74854	Brodart (Supplies)	382.55
2/16/2022	74855	Center Point Large Print	720.90
2/16/2022	74856	City of Brier	148.66
2/16/2022	74857	Demco Inc (8048)	394.81
2/16/2022	74858	E - Rate Expertise Inc	1,462.50
2/16/2022	74859	Gale/Cengage Learning	2,340.35
2/16/2022	74860	The Hanover Insurance Company	8,697.16
2/16/2022	74861	Remit Overrun	0.00
2/16/2022	74862	Remit Overrun	0.00
2/16/2022	74863	Ingram Library Services	24,334.40
2/16/2022	74864	Lithtex NW	1,252.70
2/16/2022	74865	Remit Overrun	0.00
2/16/2022	74866	Void	0.00
2/16/2022	74867	MSR Design	14,031.60
2/16/2022	74868	Remit Overrun	0.00
2/16/2022	74869	Office Depot, INC	1,493.53
2/16/2022	74870	OrangeBoy Inc	13,716.33
2/16/2022	74871	Remit Overrun	0.00
2/16/2022	74872	Remit Overrun	0.00
2/16/2022	74873	Remit Overrun	0.00
2/16/2022	74874	Remit Overrun	0.00
2/16/2022	74875	Remit Overrun	0.00
2/16/2022	74876	Remit Overrun	0.00
2/16/2022	74877	Remit Overrun	0.00
2/16/2022	74878	Remit Overrun	0.00
2/16/2022	74879	Remit Overrun	0.00
2/16/2022	74880	Overdrive Inc	60,412.95
2/16/2022	74881	Paper Roll Products	288.36
2/16/2022	74882	PetroCard Systems Inc	1,844.45
2/16/2022	74883	Pitney Bowes	246.43
2/16/2022	74884	PUD No 1 of Snohomish County	270.37
2/16/2022	74885	Penguin Random House	6,250.00
2/16/2022	74886	Rev.com, Inc	324.50
2/16/2022	74887	Ricoh USA Inc - 650073	1,017.91
2/16/2022	74888	Robert Half	5,018.26
2/16/2022	74889	Snohomish Co Finance	86.00
2/16/2022	74890	Sound Maintenance Services, Inc	57,310.46
2/16/2022	74891	Sound Publishing	345.00
2/16/2022	74892	State Auditor's Office	1,392.70
2/16/2022	74893	T Mobile	119.13
2/16/2022	74894	Tsai Fong Books Inc	650.85

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/16/2022	74895	Uline	163.01
2/16/2022	74896	Wave Business	9,044.64
2/16/2022	74897	The Whale Museum	75.00
2/16/2022	74898	Remit Overrun	0.00
2/16/2022	74899	Midwest Tape	10,450.15
2/24/2022	74900	8X8 Inc	8,315.55
2/24/2022	74901	Allied Universal	19,970.96
2/24/2022	74902	Amazon Capital Services, Inc	248.65
2/24/2022	74903	Baker & Taylor Books (277930)	8,104.58
2/24/2022	74904	Brodart Company	830.18
2/24/2022	74905	Cedar Grove Organics Recycling LLC	377.30
2/24/2022	74906	Comcast	3,671.71
2/24/2022	74907	Dept of Labor & Ind (Boiler)	36.90
2/24/2022	74908	Gale/Cengage Learning	1,621.49
2/24/2022	74909	Hillis Clark Martin & Peterson	1,036.00
2/24/2022	74910	Remit Overrun	0.00
2/24/2022	74911	Ingram Library Services	19,058.92
2/24/2022	74912	Lithtex NW	304.91
2/24/2022	74913	Magna5 LLC	51.56
2/24/2022	74914	Midwest Library Service	987.26
2/24/2022	74915	Remit Overrun	0.00
2/24/2022	74916	Remit Overrun	0.00
2/24/2022	74917	Midwest Tape	19,006.01
2/24/2022	74918	Multi-Cultural Books & Videos	1,080.30
2/24/2022	74919	Office Depot, INC	1,742.32
2/24/2022	74920	Remit Overrun	0.00
2/24/2022	74921	Remit Overrun	0.00
2/24/2022	74922	Remit Overrun	0.00
2/24/2022	74923	Remit Overrun	0.00
2/24/2022	74924	Remit Overrun	0.00
2/24/2022	74925	Remit Overrun	0.00
2/24/2022	74926	Remit Overrun	0.00
2/24/2022	74927	Remit Overrun	0.00
2/24/2022	74928	Remit Overrun	0.00
2/24/2022	74929	Overdrive Inc	62,654.07
2/24/2022	74930	Paper Roll Products	292.17
2/24/2022	74931	Prime Self Storage	814.00
2/24/2022	74932	PUD No 1 of Snohomish County	1,133.39
2/24/2022	74933	Puget Sound Energy	4,113.37
2/24/2022	74934	Ricoh USA Inc - 31001	5,757.09
2/24/2022	74935	Robert Half	10,376.60
2/24/2022	74936	Smokey Point NW LLC	7,660.17
2/24/2022	74937	Snohomish Co Treasurer	1,839.24
2/24/2022	74938	Sound Maintenance Services, Inc	820.69

**Vouchers
February 2022**

Date	Check	Payee	Check Amount
2/24/2022	74939	The Aspen Institute	12,000.00
2/24/2022	74940	Remit Overrun	0.00
2/24/2022	74941	Timeless Design	16,336.83
2/24/2022	74942	United Parcel Service	800.00
2/24/2022	74943	Verizon Wireless (660108)	8,227.94
2/24/2022	74944	Walter E Nelson Co of Western WA	2,172.86
2/24/2022	74945	Ziply Fiber	10,630.41
2/24/2022	74946	Air Care System	1,844.94
2/28/2022	74947	Assured Partners of WA, LLC	7,285.18
2/28/2022	74948	Canopy Wellbeing	1,112.50
2/28/2022	74949	Delta Dental of Washington	32,831.76
2/28/2022	74950	Kaiser Permanente	86,184.75
2/28/2022	74951	Lifewise Assurance Company	30,767.00
2/28/2022	74952	Lincoln National Life Ins Company	8,274.14
2/28/2022	74953	Navia Benefit Solutions Client Pay	1,908.95
2/28/2022	74954	Premera Blue Cross	9,499.60
2/28/2022	74955	Sno-Isle Library Foundation	415.00
2/28/2022	74956	Void	0.00
			1,208,497.00
			1,208,497.00

Executive Director

Board Report

March 2022

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Economic Alliance of Snohomish County Coffee Chats.
 - Growth of Suburban Cities (Lake Stevens, Marysville, and Mountlake Terrace).
 - 2022 Legislative Update.

Board Meetings

- Snohomish STEM Executive Network Executive Leadership Council.

Professional Development / Meetings

- Public Libraries of Washington Spring meeting.
- Public Libraries of Washington weekly legislative call.

Board of Trustees Meetings

- Board President.
- Executive Committee.
- Strategic Planning / Finance Committee.

Library Updates and Strategic Goals

- Equity / Diversity / Inclusion update – Tricia Lee, Assistant Director of Equity, Inclusion, and Development.
- Library services and the future.
- Legislative update.

2021

Human Resources

ANNUAL REPORT



SNO-ISLE LIBRARIES

2021 Annual Human Resources Department Report

Contents

Employment Summary

Applicant Information

Employee Information

Employee Separation
Information

Employment Summary

Employee and FTE Summary

Employee Count	2011		2020		2021	
	Employees	FTE	Employees	FTE	Employees	FTE
Full-Time (40 hours/week)	181	181	283	283	285	285
Part-Time (less than 40 hours/week)	283	125.84	177	70.4	167	68.35
TOTAL	464	306.84	460	353.4	452	353.35
% Change since 2011			-0.86%	10.34%	-2.59%	10.02%

The number of Board approved FTE (389) and the number of vacant positions (36) remained constant during 2020-2021. To better support customer service and provide more positions with flexible hours and benefits, several 28 hour/week and full-time positions were created using existing FTE. All vacant positions are reviewed prior to posting to best support new and evolving services and programs and changes in workflow.

Employment Activity

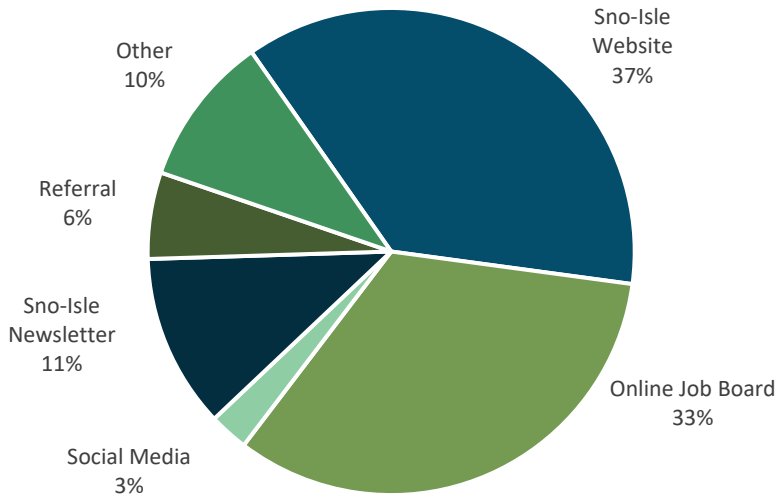
Job Postings (Vacancies)	10yr avg	2020	2021
Total Job Vacancies	139	78	173
Regular Positions (External/Internal)	72	25	94
Regular Positions (Internal Only)	28	29	33
Career Development/Temporary	37	24	46
% Change (from 10yr average)		-63.8%	24.5%
Status Changes (promotions/transfers/temporary assignments) for SIL Staff	91	83	86
New Hires/Rehires	52	10	49
New Hires as % of External Vacancies	59%	40%	52%

Aligning with Sno-Isle's intentional focus on Equity, Diversity and Inclusion, job postings were revised to use more inclusive language. External job postings increased to recruit a more diverse applicant talent pool and increase diversity of new hires.

Applicant Count	10yr avg	2020	2021
Complete Applications	3,870	1,525	2,039
% Change (from 10yr average)		-63.3%	-47.3%

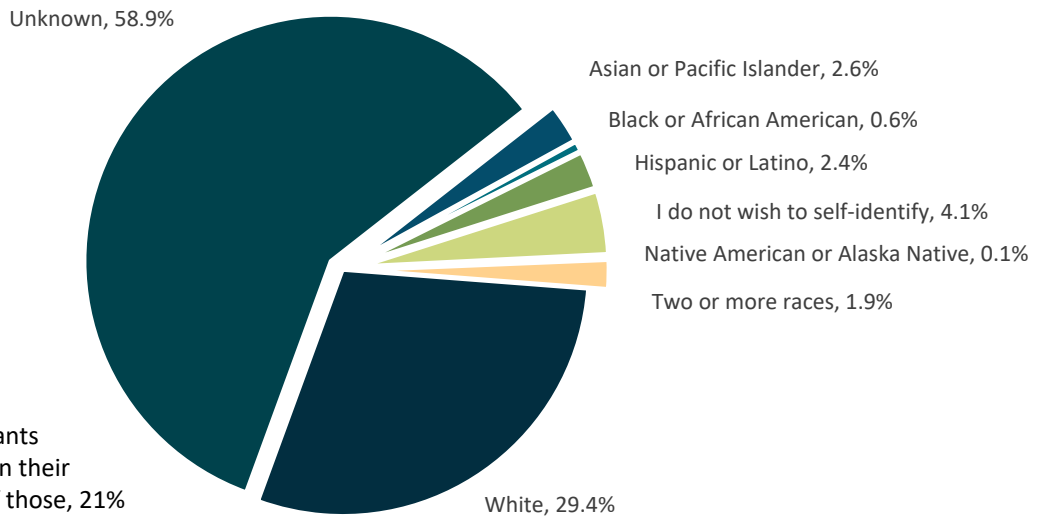
Applicant Information

2021 Recruitment Methods



The Sno-Isle website and online job boards remain the most common way for applicants to learn of new job opportunities.

2021 Race and Hispanic Origin of Applicants



Forty percent of applicants provided information on their race/ethnic identity. Of those, 21% of applicants and 31% of all new hires and rehires identified as part of a BIPOC group. In total, 2,934 candidates provided a response and 4,198 did not.

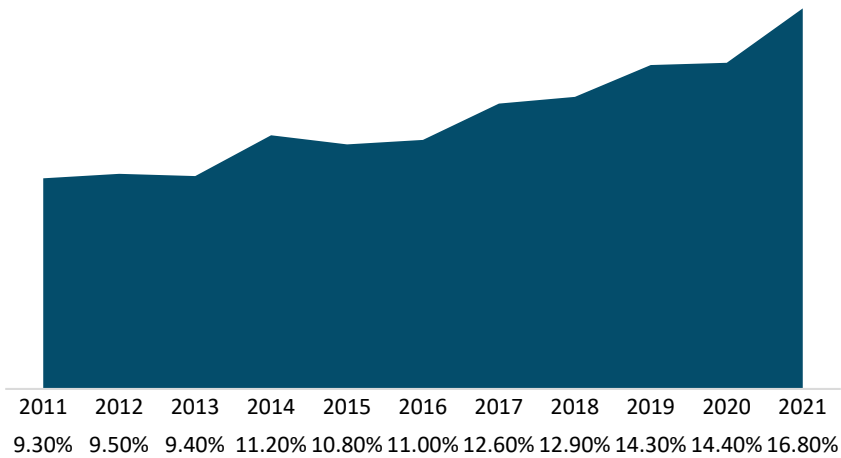
Employee Information

Employee Demographics

Employee Demographics	2011 SIL	2020 SIL	2021 SIL	Snohomish County*	Island County*
Average Years of Service	9.9	10.7	10.44		
Average Age	49	48.5	47.65		
% Female	81.9%	79.7%	79.0%	49.8%	50.2%
% Male	18.1%	20.3%	21.0%	50.2%	49.8%
% BIPOC	9.3%	14.4%	16.8%	23.0%	14.8%

* Source: US Census 2020 ACS 1-Year Estimates Data Profiles, Demographics and Housing Estimate

BIPOC Employees



2021 Race and Hispanic Origin of Employees

Race and Hispanic Origin	SIL Employees (self-reported)	Snohomish County*	Island County*
American Indian and Alaska Native alone	0.44%	1.60%	1.10%
Asian alone	6.42%	12.00%	5.10%
Black or African American alone	1.55%	3.80%	3.20%
Hispanic or Latino	3.54%	10.60%	8.20%
Native Hawaiian and Other Pacific Islander	0.22%	0.70%	0.50%
Two or More Races	4.65%	4.90%	4.90%
White alone, not Hispanic or Latino	83.19%	68.10%	78.50%

* Source: United States Census Bureau 2021 Population estimates

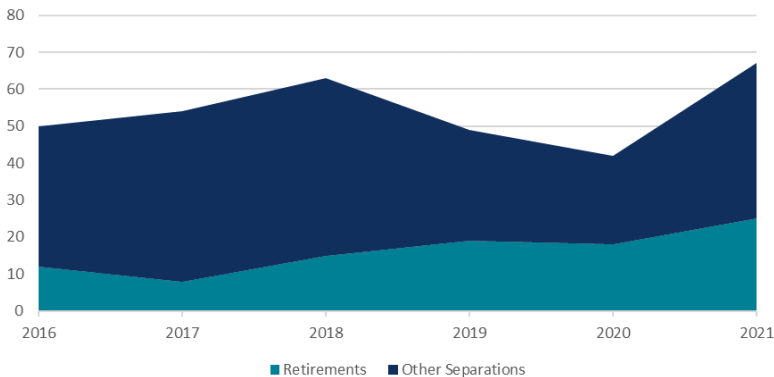
Employee Separation Information

Turnover Rate

Turnover Statistics	2020		2021	
	Employees	% Turnover	Employees	% Turnover
All Separations	42	8.6%	67	14.6%
Page Separations Only	17	16.5%	20	22.7%
All Other Position Separations	25	6.5%	47	12.7%
Part-Time Employee Separations	27	13.6%	36	20.9%
Full-Time Employee Separations	15	5.2%	31	10.8%

Reasons for Leaving Sno-Isle	2020	2021
Retirement	18	25
Moving	6	11
Other Employment	7	13
Personal Reasons	1	6
Involuntary	2	3
Medical	5	4
Return to School	2	1
Resigned (no reason given)	0	3
Job Dissatisfaction	1	1
Total	42	67

5 year Employee Retirement Trend



Retirement continues to remain the top reason employees separate from Sno-Isle Libraries, accounting for 37.3% of all 2021 separations. We expect to see this continue to be a top separation reason as 25.2% of Sno-Isle employees are 60 or older.

Darrington Rural Partial County Library District

Sno-Isle Libraries Overview

March 28, 2022

Director of Strategic Services David Durante

Introduction

Outside the Town of Darrington, there is a portion of the community that is in the Stillaguamish valley and lies within Skagit County. This region is geographically isolated by the valley and distance from the rest of Skagit County. The Darrington School District serves this area, and residents are generally considered members of the greater Darrington community.

This portion of Skagit County was not served by a public library and the residents historically did not qualify for Sno-Isle Library services at the Darrington Library through a reciprocal arrangement. The proposed solution was the formation of a Rural Partial County Library District.

Rural Partial County Library District

A Rural Partial County Library District (RPCLD) is a district that provides library services to a portion of an unincorporated area of a county. Once proper petitions are filed with the county auditor and the ballot proposition is approved by a simple majority of voters, the district is formed. Should the district have an assessed valuation of less than fifty million dollars, it can provide library services through an adjacent library district with an interlocal agreement. RCW [27.12.470](#) Rural partial-county library districts.

History of Library Services in Darrington

In 1995, the residents of Skagit County who are also within the boundaries of the Darrington School District gathered signatures and petitioned the Skagit County Board of Commissioners to have a measure placed on the ballot to form an RPCLD. The measure successfully passed in September 1995 and the Darrington RPCLD was officially recognized by the County Commissioners and formed in 1996.

The county resolution recognizing the Darrington RPCLD established a governing Board of Trustees for the district. The Board consists of five residents of the RPCLD, appointed by the County Commissioners to five-year terms. No Trustee may serve more than two consecutive terms.

In order to provide library service to its residents, the Darrington RPCLD contracted for services through an interlocal agreement with Sno-Isle Libraries. The interlocal agreement stipulates that residents of the RPCLD receive full library services from Sno-Isle Libraries. In exchange, the Darrington RPCLD annually pays to Sno-Isle an amount equal to the levy rate from the previous year in the Sno-Isle Library District, applied to the assessed value of the Darrington RPCLD.

In addition, Sno-Isle Libraries receives timber tax receipt funds on behalf of the Darrington RPCLD and holds them in reserve funds “to be used exclusively for capital projects for the Darrington Library, as mutually approved by the governing bodies.”

Darrington Rural Partial County Library District

Sno-Isle Libraries Overview

Since 1996, residents of Skagit County who reside within the Darrington PCRLD service area have received the full range of Sno-Isle Library Services thanks to this contractual agreement.

The Darrington RPCLD Board of Trustees meets annually in the fall to elect officers, review the levy request and annual expense budget, and pass a resolution to approve the budget and set the levy rate for their district for the following year. In 2022 the levy rate is \$0.42 per thousand dollars of assessed value and the total budget, or levy amount collected, is \$11,267.

Darrington Library Capital Facility Planning

Funding Process

March 14, 2022

Strategic Services Director David Durante

- 2020** Project identified and prioritized for pursuit of funding strategy.
- Application for funding through Washington State's Library Capital Improvement Program.
- Commitment and statements of support from the Town of Darrington and the Darrington Rural Partial County Library District (RPCLD) for the project and grant application.
- 2021** Library Capital Improvement Program grant funding appropriation awarded in the State Capital Budget for the 2021-23 biennium. State funds have a matching funding requirement.
- Sno-Isle Libraries Board of Trustees commits a portion of the matching funds from general building reserve funds for the project in the 2022 budget.
- 2022** Sno-Isle Libraries and the Town of Darrington agree to an addendum to the existing Annexation Agreement. The addendum addresses the statutory obligations of the district and the town related to the facility partnership.
- Sno-Isle Board of Trustees resolution to authorize the use of up to \$70,000 of the Darrington Building Reserve Fund.
- Darrington RPCLD resolution to authorize the use of up to \$70,000 of the Darrington Building Reserve Fund.
- 2022** Fully funded major building upgrade project work is performed.
- 2023** Project work is completed.

Financial Update

Finance Department

March 28, 2022

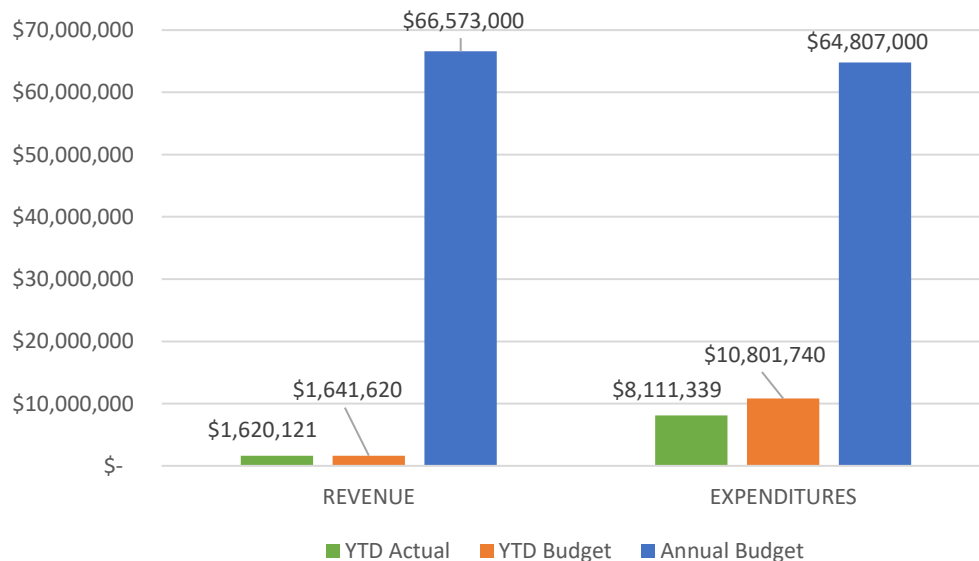
February 2022 Revenue Summary

- General property tax receipts for February were \$983,241 and were greater than the monthly budget of \$732,830.
- Timber tax and associated excise tax revenues were \$148,348. This included \$85,006 of leasehold excise tax, \$22,404 of timber harvest excise tax and \$34,403 of state timber sales. This revenue exceeded the monthly budget by \$35,748.
- Investment Interest of \$27,932 was slightly below the monthly \$29,170 budget. Operating funds were moved out of investments into cash to cover first quarter expenditures resulting in lower interest income from the state investment pool for the month.
- Print/copy services, lost materials revenue, city contract fees, and donations were collectively \$8,255 and lower than the monthly budget of \$29,240 mainly due to donations expected in future months.

February 2022 Expenditures Summary

- Total expenditures year to date were \$8,111,339 compared to the year to date budget of \$10,801,740.
- Salaries & Benefits for February were \$3,296,429 and were below the monthly budget by \$101,121 due to vacant positions currently in the process of being filled.
- Collection materials spend was \$583,579 compared to the monthly budget of \$618,330
- Capital expenditure budget for the month was \$493,490. Spend for these projects are in the planning stages and will align with budget as construction and procurement occurs.
- All other expenditures (professional & contract services, maintenance & repairs, etc.) were \$443,929 for the period with accelerated spend anticipated in future months.

2022 Year-to-date summary



Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

	Period Actual	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used	
Expenditures						
10.0	Salaries & Benefits	3,296,429	6,393,506	6,795,100	40,770,000	15.68%
20.0	Materials	583,579	991,278	1,236,660	7,420,000	13.35%
26.0	Professional & Contract Services	204,731	303,906	540,140	3,240,000	9.37%
35.0	Equipment & Furnishings	3,540	5,909	136,480	819,000	0.72%
38.0	Maintenance & Repair	29,011	32,480	102,580	615,000	5.28%
41.0	Software License & Maint Fees	30,898	59,611	265,640	1,594,000	3.73%
42.0	Communications	40,392	78,054	102,760	616,000	12.67%
43.0	Office & Operating Supplies	15,033	38,385	140,700	844,000	4.54%
44.0	Utilities	25,498	59,724	90,220	541,000	11.03%
45.0	Rentals & Leases	44,991	64,803	81,520	489,000	13.25%
46.0	Insurance	10,536	19,140	33,000	198,000	9.66%
48.0	Employee Training / Travel	13,224	15,839	41,840	251,000	6.31%
49.0	Miscellaneous	26,075	48,705	123,120	738,000	6.59%
50.0	Strategic Initiatives / Innovation	0	0	125,000	750,000	0.00%
62.0	Capital - Bldgs & Improvements	0	0	955,480	5,733,000	0.00%
64.4	Capital - Vehicles	0	0	31,500	189,000	0.00%
	Total Expenditures	4,323,936	8,111,339	10,801,740	64,807,000	12.52%

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 2/1/2022 Through 2/28/2022
(In Whole Numbers)

	<u>Period Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>	
Revenues						
01.0	Property Taxes	983,241	1,138,131	926,560	62,606,150	1.81%
02.0	Timber Tax / Sales	148,348	185,685	166,400	675,000	27.50%
03.0	Print/Copy Services	1,268	2,046	2,000	12,000	17.04%
04.0	Services/City Contract Fees	1,925	1,925	640	3,850	50.00%
05.0	Lost Materials Paid	4,901	11,737	5,840	35,000	33.53%
06.0	Investment Interest	27,932	70,308	58,340	350,000	20.08%
07.0	Donations Private Sources	161	161	50,000	300,000	0.05%
08.0	Other Revenue	207,281	210,129	431,840	2,591,000	8.10%
	Total Revenues	<u>1,375,056</u>	<u>1,620,121</u>	<u>1,641,620</u>	<u>66,573,000</u>	<u>2.43%</u>

**ADDENDUM NO. 2 TO ANNEXATION AGREEMENT
BETWEEN
THE TOWN OF DARRINGTON
AND
SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT**

This Addendum No. 2 is made as of 3/09, 2022, by and between the Town of Darrington, a Washington municipal corporation (the "Town"), and Sno-Isle Intercounty Rural Library District (the "District") as follows.

WHEREAS, the Town and the District entered into an Annexation Agreement dated December 14, 2009, but effective as of January 1, 2009, and an Addendum No. 1 thereto, dated October 22, 2018 (collectively, the "Agreement"); and

WHEREAS, the Agreement sets forth the obligations of the Town and the obligations of the District with regard to the Town-owned facility known as the Darrington Library (the "Library Building") and the District's provision of library services at the Library Building; and

WHEREAS, the District has offered to make renovations and other improvements to the Library Building to increase accessibility, resiliency and sustainability of the Library Building for the community (the "Library Upgrade Project"), and has obtained a library improvement grant from the State of Washington (the "State Library Grant") as a significant source of funding for the Library Upgrade Project; and

WHEREAS, the Town and the District mutually desire to amend the Agreement to set forth the obligations of the Town and the obligations of the District with regard to the Library Upgrade Project;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the sufficiency of which is hereby acknowledged, the Town and the District agree as follows:

1. **Amendments to Agreement.** The Agreement is hereby amended as follows:
 - a. Section 3.1 of the Agreement shall be amended to read in its entirety as follows:

3.1 Library Building. The Town shall provide the District with building space at no rental cost, together with current furnishings, at the Town-owned facility known as the Darrington Library (the "Library Building"). The Town finds that the renovations and improvements to the Library Building comprising the Library Upgrade Project will increase the accessibility, resiliency and sustainability of the Library Building, and will be in the best interests of the Town. The Town hereby consents to the Library Upgrade Project.
 - b. A new Section 4.5 shall be added to the Agreement to read as follows:

4.5. Library Upgrade Project. The Library Upgrade Project shall consist of:

- Accessibility updates to the parking area, restrooms and entries;
- Updates to the staff area and the interior of the Library Building; and
- Library Building sustainability and resiliency updates.

The District finds that the Library Upgrade Project will improve access, functionality and productivity of the Library, leading to better customer service, will increase resiliency to improve its function as a community resource during an emergency, and will enhance sustainability. The Library Upgrade Project is in the best interests of the District.

The District will undertake the Library Upgrade Project and will be responsible for obtaining all of the financing therefor from the State Library Grant, funds derived from timber tax receipts held in the Darrington Rural Partial County Library District Reserve Fund, and other available funds.

2. **Effective Date, Duration and Termination.** This Addendum No. 2 shall become effective on the first of the month following the date this Addendum is adopted by the Town and the District.
3. **Other Terms and Conditions Remain Unchanged.** Except as amended herein, the Agreement shall remain in full force and effect as stated.

**SNO-ISLE INTERCOUNTY RURAL
LIBRARY DISTRICT:**

TOWN OF DARRINGTON:

Lois Langer Thompson, Executive Director



Mayor

Date

03-09-2022

Date

ATTEST:

Clerk-Treasurer

Date

APPROVED AS TO FORM:

Town Attorney

Date

Resolution 22-02
of the
Sno-Isle Libraries Board of Trustees

A RESOLUTION OF THE SNO-ISLE INTERCOUNTY RURAL LIBRARY DISTRICT AUTHORIZING THE USE OF THE RESERVE FUND FOR CAPITAL IMPROVEMENTS FOR THE DARRINGTON LIBRARY.

WHEREAS, Sno-Isle Intercounty Rural Library District, doing business as Sno-Isle Libraries (the “Library District”), has proposed renovations and other capital improvements to the Darrington Library to increase accessibility, resiliency and sustainability of the library facility for the community (the “Darrington Library Upgrade Project”); and

WHEREAS, the Town of Darrington has determined that the Darrington Library Upgrade Project is in the best interest of the Town and has consented to the Darrington Library Upgrade Project; and

WHEREAS, the Library District has applied for and been awarded a Library Capital Improvement Grant for the Darrington Library Upgrade Project from the State of Washington for the 2021-2023 biennium; and

WHEREAS, the Interlocal Agreement between the Library District and the Darrington Rural Partial-County Library District states that “the timber tax receipts in the Library District’s Reserve Fund [are] to be used exclusively for capital projects for the Darrington Library, as mutually approved by the governing boards of the parties to this agreement;”

THEREFORE, IT IS RESOLVED that the Sno-Isle Libraries Board of Trustees authorizes the use of up to \$70,000 in the Library District’s Reserve Fund derived from timber tax receipts as local revenue matching funds for the Darrington Library Upgrade Project.

Passed in a regular session this 28th day of March 2022.

The Board hereby certifies that the foregoing resolution was adopted at a meeting held on March 28, 2022 pursuant to the 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

Memo

Declaration of surplus asset

Sno-Isle Libraries *Capitalized Asset / Small and Attractive Asset Management Board of Trustees Policy* states:

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.

Sno-Isle Libraries has set a fleet rotation schedule. With the acquisition of three new fleet vehicles, the following fleet vehicles are no longer needed and if declared surplus by the Board of Trustees will be removed from our inventory based on the options approved in the policy.

- 1) 2013 Mitsubishi Fuso FE 160 - J16BNE1A9DK001180
- 2) 2015 Mitsubishi Fuso FE 160 - JL6BNE1A1FK000222
- 3) 2008 Ford Taurus - 1FMDK05W08GA00538