

Sno-Isle Libraries

Board of Trustees

Monday, June 22, 2020, 5:00 p.m.

Zoom webinar link: <https://us02web.zoom.us/j/82997621573>

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

Webinar ID: 829 9762 1573

Meeting Agenda

- 1) **Call to Order**
- 2) ***Approval of Agenda**
- 3) **Introduction and Recognition of Guests**
- 4) ***Consent Agenda Items**
 - a) Approval of May 18, 2020 regular meeting minutes;
 - b) Approval of May 2020 Sno-Isle Payroll, Benefits, and Vouchers.

May 2020

Direct Deposits and Employee Deductions	\$2,202,244.44
Vendor Checks 69550 through 69558, plus Electronic Fund Transfers	\$713,289.32
Total Payroll and Benefits	\$2,915, 533.76
Accounts Payable Checks 69409 through 69558 less checks listed above, plus Electronic Transfers	\$945,966.22
Total Payroll, Benefits and Accounts Payable	\$3,861, 499.98

- 5) **Public Comment**
- 6) **Communications to the Board**
- 7) **Executive Director's Report**
 - a) Executive Director update – **Attachment 1-2**
 - b) Planning and offering services in a pandemic – **Attachment 3-5**
 - c) TEDxSnoIsleLibraries 2020 – Ken Harvey
 - d) *Financial update – Gary Sitzman – **Attachment 6**
- 8) **Unfinished Business**
- 9) **New Business**
 - a) *Board of Trustees policies – Chair Anamosa – **Attachment 8-10**
 - i) Donation Policy
 - ii) Strategic Alliances Policy
 - iii) Volunteer Policy
- 10) **President, Trustee Committees, and Foundation Representative Reports (as needed)**
 - a) President's Report – President Munguia
 - i) Appointment of Trustee Nominating Committee – **Attachment 11**
 - b) Foundation Board Representative – Trustee Olson
- 11) **Announcements and Comments**
- 12) **Executive Session (as needed)**
- 13) ***Adjournment**

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

Board of Trustees

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

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Sno-Isle Libraries

Board of Trustees

Monday, May 18, 2020
Meeting Minutes
Zoom virtual meeting

Call to Order

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

Roll Call

Members Present via Teleconference: Marti Anamosa, Susan Kostick, Martin Munguia, Rose Olson, Paul Ryan, Kelli Smith, and Rico Tessandore.

Staff Present via Teleconference: Barbara Adams, Lia Escudero Belcher, David Durante, Ken Harvey, Susan Hempstead, Alisha Hendren, Rebecca Loney, Jack Schumacher, Lois Langer Thompson, Gary Sitzman, Phil Spirito, and Nicole Wehl.

Introduction and Recognition of Guests

There were no guests.

Approval of Agenda

Trustee Anamosa moved the Sno-Isle Libraries 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 the April 27, 2020 regular meeting minutes as amended.
- b) Approval of April 2020 Sno-Isle Payroll, Benefits, and Vouchers.

April 2020

Direct Deposits and Employee Deductions	\$2,315,719.91
Vendor Checks 69320 and 69399 through 69408, plus Electronic Fund Transfers	\$749,230.08
Total Payroll and Benefits	\$3,064,949.99
Accounts Payable Checks 69222 through 69408 less checks listed above, plus Electronic Transfers	\$1,303,678.02
Total Payroll, Benefits and Accounts Payable	\$4,368,628.01

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

Public Comment

There was no public comment.

Communications to the Board

There were no communications to the Board.

Board of Trustees

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

Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Executive Director's Report

Meetings with elected officials and stakeholders

Executive Director Thompson reported on the continuing updates Sno-Isle Libraries is providing to local and state elected officials.

Community events and board meetings

Executive Director Thompson attended the following online meetings:

- Leadership Snohomish County Board meeting for May 2020.
- Snohomish County Economic Recovery Task Force.
- Snohomish County Reopening and Expanding Access to Government Facilities: Operational Practices.
- Snohomish County Department of Emergency Management - Reopening and Expanding Access to Government Facilities: Operational Practices

Library updates and collaborations

Public Services Director David Durante reported on the following library work and collaborations:

Continued online and remote services

- eBook and digital audiobook checkouts.
- Online reference services.
- Book clubs.
- Storytimes.
- Online trivia for adults and families.
- Socialization phone calls. 54,000 calls as of May 18, 2020.
- Online library card registration.

Reengineered library programs

- Craft & Chat.
- Reading with Rover.
- Humanities Washington programs.
- English Language Talk Times.
- Book-A-Librarian.

Current library program planning

- Worker retraining.
- Whidbey Reads.
- Online book talks.
- Re-engineering of summer reading program.

Future library program planning

- Contact-free services: Curbside pickup, books by mail, delivery.
- Collaboration with *Food Lifeline* to use library locations as food distribution sites.
- Holds lockers for library materials.
- Student internet access. 100 hotspots scheduled for deployment with an additional 400 orders placed.

HR updates

Executive Director Thompson informed the Board of two newly adopted temporary policies:

- FFCRA Temporary Policy: Emergency Family and Medical Leave Expansion Act (EFMLEA).
- FFCRA Temporary Policy: Emergency Paid Sick Leave Act (EPSLA).

The two policies establish guidelines to meet the Families First Coronavirus Response Act (FFCRA) requirements and are set to expire at the end of 2020.

Other updates

Executive Director Thompson provided an update on the COVID-19 response work currently underway.

Executive Director Thompson attended and participated in the following COVID-19 related response calls and online meetings:

- *The Urban Libraries Council (ULC) Directors.*
- *The ULC Independent District Directors.*
- *Puget Sound Library Directors.*
- *OCLC Directors Work Group.*
- *West Coast Directors.*
- Staff meetings April – May 18, 2020:
 - Thirty five library staff meetings.
 - Three supervisors meetings.
 - Three all-staff meetings.
 - Seven drop-in meetings.

Executive Director Thompson reported on the following COVID-19 related work underway by library staff:

- The creation of a COVID-19 timeline. Ongoing updates are included as the situation evolves.
- Staff email updates. 43 updates have been sent to staff since February 28, 2020.
- Staff participation in three *Puget Sound Libraries* groups to coordinate service and advocacy work across our region.
- In partnership with Snohomish Health District, COVID-19 tests were administered at the Monroe Library on May 6-8, 2020. Additional locations are being considered.
- In partnership with the City of Sultan, laptops have been loaned to city staff to support remote work.

Financial Update

Administrative Services Director Gary Sitzman provided information on the current and projected impacts to Sno-Isle Libraries funding as a result of COVID-19.

Unfinished Business

Bylaws review/approval

Executive Director Thompson thanked Trustee Anamosa for her work on the proposed bylaw updates.

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

New Business

Resolution 20-01

Trustee Smith moved the Sno-Isle Libraries Board of Trustees approve Resolution 20-01 affirming employee “paid administrative leave” during covid-19 emergency declaration. Trustee Kostick seconded the motion. The Board unanimously approved the motion.

President, Trustee COmmitees, and Foundation Representative reports

President’s report

i) Executive Director review process

President Munguia led a discussion regarding the Executive Director review process for 2020. The Board agreed to proceed with a standard review for 2020.

ii) Trustee Handbook review in June

Executive Director Thompson informed the Board of proposed updates to the Trustee Handbook.

iii) Trustee Appointment – 2021

Executive Director Thompson informed the Board of upcoming new Trustee appointment work. Additional information will be provided at the June Board meeting.

iv) Board of Trustees retreat – follow-up discussion

The Board discussed board meeting presentations requested during the February 1, 2020 Board retreat. Some changes are being made in response to the COVID-19 pandemic.

Foundation Board Representative

Trustee Olson shared the Foundation Board’s appreciation for the article in *My Edmonds News* “Libraries will follow governor’s plan for reopening, Sno-Isle executive director says” and the response to a letter to the editor, also in *My Edmonds News*, by Trustee Kostick.

The Foundation is fundraising for the *Opportunity Fund* which will provide internet hotspots, Chromebooks, and books for underserved children. Goal is to raise \$250,000 and there is a \$10,000 matching grant in place.

Trustee Olson reported on the Foundation’s newly adopted strategic framework. The framework is the end result of the Foundation Board’s work with Altruist Partners.

Announcements and Comments

There were no announcements or comments.

Executive Session

There was no executive session.

Adjournment

President Munguia adjourned the meeting at 6:20 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, June 22, 2020 at 5:00 p.m. The scheduled location is Sno-Isle Libraries Service Center, 7312 35th Ave. Marysville, WA 98271. However, due to the COVID-19 pandemic, an update to the meeting location may occur. Notice of any changes will be provided.

President

Secretary

Sno-Isle Libraries
May 2020 Payroll and May 2020 Vouchers

Direct Deposits, Employee Deductions	\$ 2,202,244.44
Vendor Checks 69550 through 69558, Plus Electronic Fund Transfers	<u>\$ 713,289.32</u>
Total Payroll and Benefits	\$ 2,915,533.76

Accounts Payable Checks 69409 through 69558 less checks listed above, plus Electronic Transfers	<u>\$ 945,966.22</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,861,499.98</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 22, 2020.



Administrative Services Director

6/10/2020

Date

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

Sno-Isle Libraries
May 2020 Payroll and May 2020 Vouchers
Reconciliation of Actual Expenditures to Expenditure Summary

May 2020 Payroll

Employee Pay - Direct Deposit	\$	1,569,326.39	
Plus: Employee Deductions	\$	632,918.05	
Sub-Total Gross Payroll			\$ 2,202,244.44

Vendor Checks 69551 through 69558	\$	157,850.86	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	186,238.32		
Electronic Funds Transfer - Empower - 457 Plan	\$	20,900.03		
Electronic Funds Transfer - ICMA - 457 Plan	\$	41,855.86		
Electronic Funds Transfer - PERS - Retirement Plan	\$	400,176.95		
Electronic Funds Transfer - Navia - FSA	\$	10,943.70		
Electronic Funds Transfer - Navia - HRA/MRA	\$	4,370.83		
Electronic Funds Transfer - Premera - Medical	\$	158,801.29		
Electronic Funds Transfer - Washington State Support Registry	\$	456.84		
Less: Employee Benefit Deductions	\$	(268,305.36)		
Sub-Total Benefits - Employer Expense				\$ 713,289.32
Total Payroll and Benefits				\$ 2,915,533.76

May 2020 Accounts Payable

Checks 69409 through 69558 less checks listed above	\$	943,719.99	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	2,246.23		
Sub-Total Accounts Payable				\$ 945,966.22
Total Payroll, Benefits and Accounts Payable				\$ 3,861,499.98

Adjustments

Paycom Direct Service Fee	\$	16,979.05		
Refund Interest	\$	1.39		
Bank Service Charge	\$	53.64		
Travel & Business Expense Reimbursement paid in Payroll	\$	2,803.97		
Total Adjustments				\$ 19,838.05
May 2020 Total Expenditures				\$ 3,881,338.03 ***

* Benefit invoices paid through Accounts Payable Checks	\$	157,850.86	
** Regular invoices paid through Accounts Payable Checks	\$	943,719.99	
Total Accounts Payable Check Payments	\$	1,101,570.85	

*** Equals Expenditure Summary Total

**Vouchers
May 2020**

Date	Check	Payee	Check Amount
5/19/2020	69207	Paper Roll Products - Void	(133.55)
5/7/2020	69409	Rickey Barnette	218.00
5/7/2020	69410	Air Care System	15,045.72
5/7/2020	69411	Allied Universal	16,054.92
5/7/2020	69412	Bank of America (842425)	2,967.05
5/7/2020	69413	Cascade Natural Gas	13.00
5/7/2020	69414	CDW Government Inc	18,628.63
5/7/2020	69415	City of Granite Falls	118.13
5/7/2020	69416	Comcast	390.05
5/7/2020	69417	Crystal Mt. Pure Drinking Water	9.27
5/7/2020	69418	Cummins-Allison Corp.	692.96
5/7/2020	69419	EBSCO	47,922.00
5/7/2020	69420	Frontier (20550)	9,297.67
5/7/2020	69421	Grainger	519.35
5/7/2020	69422	Kanopy, Inc.	6,479.00
5/7/2020	69423	Midwest Tape	17,768.54
5/7/2020	69424	Remit Overrun	0.00
5/7/2020	69425	Remit Overrun	0.00
5/7/2020	69426	Remit Overrun	0.00
5/7/2020	69427	Remit Overrun	0.00
5/7/2020	69428	Remit Overrun	0.00
5/7/2020	69429	Remit Overrun	0.00
5/7/2020	69430	Remit Overrun	0.00
5/7/2020	69431	Remit Overrun	0.00
5/7/2020	69432	Overdrive Inc	109,606.96
5/7/2020	69433	PUD No 1 of Snohomish County	9,270.19
5/7/2020	69434	Puget Sound Energy	1,081.40
5/7/2020	69435	Rentacrate Enterprises LLC	4,328.55
5/7/2020	69436	Ricoh USA Inc - 31001	5.02
5/7/2020	69437	Terminix	597.05
5/7/2020	69438	Visionary Office Furniture	5,483.57
5/7/2020	69439	Walter E Nelson Co of Western WA	2,725.00
5/14/2020	69440	All Storage Systems, LLC	2,412.31
5/14/2020	69441	Baus Systems LLC	767.36
5/14/2020	69442	Candid	2,995.00
5/14/2020	69443	Clinton Water Dist	49.73
5/14/2020	69444	Crystal Mt. Pure Drinking Water	9.22
5/14/2020	69445	Lynnwood Chamber of Commerce	427.00
5/14/2020	69446	Remit Overrun	0.00
5/14/2020	69447	Remit Overrun	0.00
5/14/2020	69448	Remit Overrun	0.00
5/14/2020	69449	Remit Overrun	0.00

**Vouchers
May 2020**

Date	Check	Payee	Check Amount
5/14/2020	69450	Remit Overrun	0.00
5/14/2020	69451	Remit Overrun	0.00
5/14/2020	69452	Remit Overrun	0.00
5/14/2020	69453	Remit Overrun	0.00
5/14/2020	69454	Remit Overrun	0.00
5/14/2020	69455	Remit Overrun	0.00
5/14/2020	69456	Remit Overrun	0.00
5/14/2020	69457	Remit Overrun	0.00
5/14/2020	69458	Remit Overrun	0.00
5/14/2020	69459	Remit Overrun	0.00
5/14/2020	69460	Remit Overrun	0.00
5/14/2020	69461	Overdrive Inc	149,760.58
5/14/2020	69462	Platt Electric Supply	74.12
5/14/2020	69463	Puget Sound Energy	178.53
5/14/2020	69464	Purple Communications, Inc	180.00
5/14/2020	69465	Ricoh USA Inc - 31001	26.60
5/14/2020	69466	Ricoh USA Inc - 650073	21,612.28
5/14/2020	69467	Salish Networks	1,210.90
5/14/2020	69468	Remit Overrun	0.00
5/14/2020	69469	Sound Maintenance Services, Inc	154,685.85
5/14/2020	69470	Sterling Volunteers	1,243.00
5/14/2020	69471	Walter E Nelson Co of Western WA	2,725.00
5/14/2020	69472	Washington State Ferries	56.40
5/14/2020	69473	Whidbey Telecom	587.83
5/21/2020	69474	AAA Fire Protection, Inc	3,305.16
5/21/2020	69475	Alderwood Water District	32.68
5/21/2020	69476	Allied Universal	498.60
5/21/2020	69477	Amazon (530958)	631.17
5/21/2020	69478	Bank of America (2143)	4,185.55
5/21/2020	69479	Bank of America (2175)	2,484.79
5/21/2020	69480	Bank of America (4867)	9,227.97
5/21/2020	69481	Bank of America (9830)	2,098.75
5/21/2020	69482	City of Edmonds	21,919.29
5/21/2020	69483	City of Lynnwood	2,216.40
5/21/2020	69484	City of Marysville	604.06
5/21/2020	69485	City of Monroe	616.42
5/21/2020	69486	City of Sultan	147.23
5/21/2020	69487	Comcast	3,658.63
5/21/2020	69488	De-el Enterprises, Inc	29,960.22
5/21/2020	69489	EBSCO	656.86
5/21/2020	69490	Everett Safe & Lock	49.25
5/21/2020	69491	Formaspace LLC	6,251.04

**Vouchers
May 2020**

Date	Check	Payee	Check Amount
5/21/2020	69492	Grainger	27.46
5/21/2020	69493	HP Inc	2,289.00
5/21/2020	69494	Magna5 LLC	9.85
5/21/2020	69495	OrangeBoy Inc	3,660.33
5/21/2020	69496	Remit Overrun	0.00
5/21/2020	69497	Remit Overrun	0.00
5/21/2020	69498	Remit Overrun	0.00
5/21/2020	69499	Remit Overrun	0.00
5/21/2020	69500	Remit Overrun	0.00
5/21/2020	69501	Remit Overrun	0.00
5/21/2020	69502	Remit Overrun	0.00
5/21/2020	69503	Overdrive Inc	31,609.83
5/21/2020	69504	PetroCard Systems Inc	94.17
5/21/2020	69505	Philip Klein	1,000.00
5/21/2020	69506	Platt Electric Supply	179.15
5/21/2020	69507	Puget Sound Energy	582.81
5/21/2020	69508	PUD No 1 of Snohomish County	1,582.93
5/21/2020	69509	Republic Services 197	266.87
5/21/2020	69510	Ricoh USA Inc - 31001	850.04
5/21/2020	69511	Scholastic Library Publishing	16,922.00
5/21/2020	69512	Seattle Times	4,000.00
5/21/2020	69513	Silver Lake Water & Sewer	65.25
5/21/2020	69514	Snyder Roofing of WA	1,362.50
5/21/2020	69515	Sound Maintenance Services, Inc	5,078.13
5/21/2020	69516	Sound Publishing	581.40
5/21/2020	69517	Terminix	131.04
5/21/2020	69518	Uline	1,021.47
5/21/2020	69519	Verizon Wireless (660108)	1,718.24
5/21/2020	69520	Walter E Nelson Co of Western WA	278.95
5/21/2020	69521	Washington State Patrol	396.00
5/21/2020	69522	Wave Business	15,503.49
5/21/2020	69523	Workpointe, Inc.	346.13
5/28/2020	69524	Allied Universal	15,855.48
5/28/2020	69525	City of Langley	319.98
5/28/2020	69526	Crystal Springs	101.60
5/28/2020	69527	Dae Won LLC	7,564.71
5/28/2020	69528	Gale/Cengage Learning	1,200.00
5/28/2020	69529	Grainger	54.51
5/28/2020	69530	Hillis Clark Martin & Peterson	126.00
5/28/2020	69531	Ingram Library Services	0.00
5/28/2020	69532	Lan H Nguyen	40.00
5/28/2020	69533	Mango Languages	22,575.00

**Vouchers
May 2020**

Date	Check	Payee	Check Amount
5/28/2020	69534	Midwest Tape	200.00
5/28/2020	69535	News Bank Inc	26,752.00
5/28/2020	69536	Remit Overrun	0.00
5/28/2020	69537	Remit Overrun	0.00
5/28/2020	69538	Remit Overrun	0.00
5/28/2020	69539	Remit Overrun	0.00
5/28/2020	69540	Remit Overrun	0.00
5/28/2020	69541	Remit Overrun	0.00
5/28/2020	69542	Remit Overrun	0.00
5/28/2020	69543	Remit Overrun	0.00
5/28/2020	69544	Remit Overrun	0.00
5/28/2020	69545	Overdrive Inc	46,776.50
5/28/2020	69546	PUD No 1 of Snohomish County	72.87
5/28/2020	69547	Terminix	328.32
5/28/2020	69548	Timeless Design	11,026.72
5/28/2020	69549	Value Line Publishing	24,500.00
5/28/2020	69550	Ingram Library Services	35.00
5/29/2020	69551	Cascade Centers	470.00
5/29/2020	69552	Delta Dental of Washington	24,144.81
5/29/2020	69553	Kaiser Permanente	89,628.36
5/29/2020	69554	Lifewise Assurance Company	24,706.50
5/29/2020	69555	Lincoln National Life Ins Company	7,821.49
5/29/2020	69556	Navia Benefit Solutions Client Pay	1,794.40
5/29/2020	69557	Premera Blue Cross	8,574.30
5/29/2020	69558	Sno-Isle Library Foundation	711.00
			<hr/>
			1,101,570.85
			<hr/>

Executive Director

Board Report

June 2020

Lois Langer Thompson
Executive Director

Meetings with Elected Officials and Stakeholders

- Lynnwood City Council meeting
- Island County Recovery Task Force meetings
- Snohomish County Economic Recovery Task Force meetings

Community Events and Board Meetings

- Leadership Snohomish County Board and Committee meetings
- Economic Alliance of Snohomish County Annual Meeting
- P-20 Council Meeting

Library Updates and Collaborations

- Five grant applications were submitted for Washington State's new Library Capital Improvement Program: Darrington, Lake Stevens, Langley, Lynnwood, and Mariner,

Human Resources Updates

- West District Manager Mary Campbell retired May 29, 2020
- First round interviews for the Human Resources Director are being held in June.
- Two staff affinity groups began meeting in May: EDI Allies and Staff of Color.
- All staff completed safety and trauma-informed care training prior to returning to work in buildings.

Other Updates

- Decision to move into Library Stage 3 (contact-free services) was made June 5, 2020.
- Staff return to work in buildings started June 9, 2020.
- Limited contact-free services started the week of June 15, 2020.

Executive Director

Board Report

State Library Capital Improvement Grant Applications Overview

Darrington Library Project Scope of Work

This project will increase the accessibility and sustainability of the library facility for the community. There will be interior improvements, including more functional staff areas to provide better public service and improved service points to match modern service models. A focus on improved accessibility will upgrade restrooms, entries and parking. Improvements in the library's entry and lobby area will provide universal accessibility and a welcoming entry experience. Adding energy efficiency measures such as solar panels will support sustainability, and ensuring energy backups are in place will allow the library to continue to serve the community during power outages.

Lake Stevens Library Project Scope of Work

This project completes site preparations, needed site infrastructure and all architectural and engineering services. Completing this project will position the library to work with government, community and private partners to secure the remaining capital funds needed to complete the early learning focused library as a part of a larger civic campus project in partnership with the City of Lake Stevens.

Langley Library Project Scope of Work

This project will encompass a thorough remodel the library building, ensuring that all work is within the guidelines and restrictions of the historic designation on the Langley Register of Historic Places. The project focuses on accessibility upgrades to provide universal accessibility inside and out, including all entries and restrooms. The priority of the project is to provide these upgrades in a way that preserves and enhances the historic nature of the building.

Included is a full interior remodel and update, providing both increased access and an upgrade to the space to allow delivery of contemporary library services. These updates will increase the library's ability to meet current and emerging community needs, with both traditional and innovative library services. Attention will be paid to the great value for the community of the library as a meeting and gathering space, providing new options to use the space this way. Initial stages of the project will include a period of community engagement to ensure the details of an interior redesign are community-driven.

Lynnwood Library Project Scope of Work

This project will provide a full interior upgrade and modernization, providing the Lynnwood community with an inspiring library space to meet current and emerging community needs. The facility will be updated to be universally accessible, along with greater sustainability and improved energy efficiency.

Project elements include updating restrooms and entry areas to exceed modern accessibility standards. It will add features like solar panels and permeable parking surfaces to become more sustainable. The library interior will be upgraded with features like an expanded and inspirational children's space, more individual study options and modern service points.

Executive Director

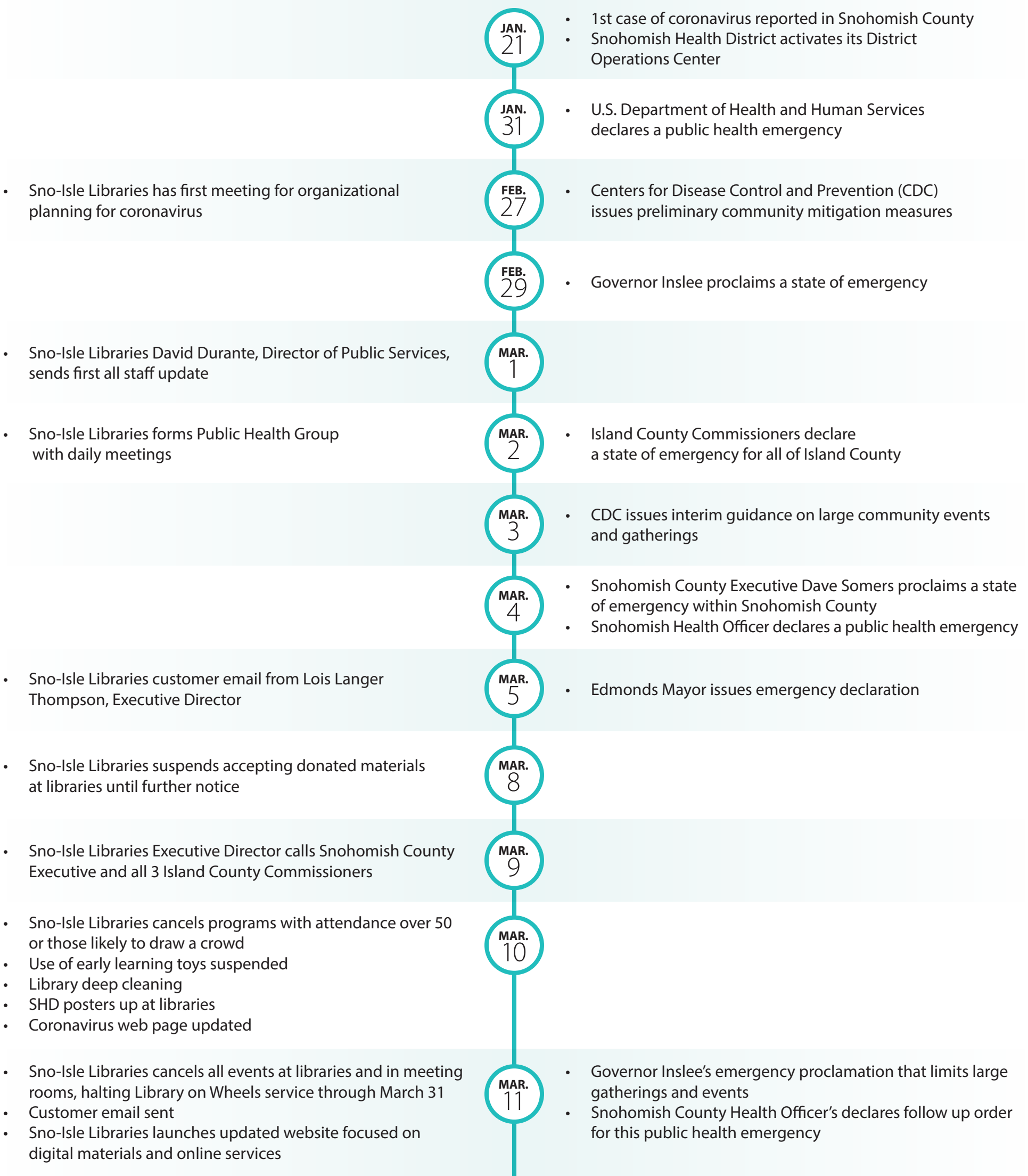
Board Report

Mariner Library Project Scope of Work

Phase one of the Mariner Community Campus project focused on building a coalition of organizational partners and the key community engagement work to identify local needs and priorities. Phase two, which this funding proposal addresses, is focused on the next stage of the project: land acquisition. The geographic boundaries of the Mariner Community are defined as 112th St. SW to the north, 148th St SW to the south, I-5 to the east, and Highway 99 to the west. It is important to the community and project partners that the land purchased be within these boundaries to ensure accessibility.

The first milestone in phase two will be to issue a Request for Qualifications for a Realtor to facilitate the site search and selection process. The second milestone in phase two will be the purchase of property. State funding will allow us to continue community engagement work throughout, including early success projects and events to continue the momentum built in phase one. The community engagement efforts are central to the goals of this project, as it will ensure that in all details, including the site selection and purchase, we are making decisions with a deep understanding of community needs, and that these decisions are driven by the community themselves.

COVID-19 Timeline



continued on next page

- Sno-Isle Libraries buildings will close to the public March 13 at 6 p.m.
- Customer email sent
- Sno-Isle Libraries Board approval of policy update of definition and practices for remote work
- Update emails sent to public officials, community leaders, volunteers, friends and customers

MAR.
12

- CDC issues updated mitigation strategies for communities with local COVID-19 transmission
- Community Foundation of Snohomish County launches Coronavirus Response Fund

- Sno-Isle Libraries issues declaration of emergency
- Sno-Isle Libraries closes all libraries to customers at 6 p.m. until further notice
- Sno-Isle Libraries increased OverDrive checkouts from 20 to 30 items
- Sno-Isle Libraries last day ordering physical materials

MAR.
13

- Governor Inslee’s announcement limiting public gatherings and school closures
- Community Transit halts DART service to public libraries

- Sno-Isle Libraries closes all libraries to staff until March 28
- All hours would be classified as Paid Administrative Leave (PNW)
- Sno-Isle Libraries suspended shipping any physical materials
- Sno-Isle Libraries closes all bookdrops
- Sno-Isle Libraries enters Service Stage 5

MAR.
14

- Sno-Isle Libraries initiates hiring freeze
- Sno-Isle Libraries begins exterior library building checks
- Sno-Isle Libraries stops all incoming USPS, UPS, FedEx, and Amazon receiving of material

MAR.
16

- Governor Inslee issues proclamations prohibiting any number of people from gathering in any public venue for purposes of public entertainment

MAR.
17

- Snohomish Health Officer prohibits the operation of public venues in which people congregate for entertainment
- National Institutes of Public Health issues report that coronavirus is stable for days on surfaces
- Governor Inslee signs legislation for 5 COVID-19 economic support and policy bills
- American Library Association (ALA) Executive Board recommends closing libraries to public
- Washington State Dept. of Commerce opens Library Capital Improvement Grant applications and extends the deadline to June 15

- Sno-Isle Libraries Executive Director submits quote for Cong. Jayapal’s press release on Macmillan’s decision to suspend library embargo requirement

MAR.
18

- Sno-Isle Libraries Executive Director has conference call with Congressman Rick Larsen

MAR.
20

- Sno-Isle Libraries promotes local blood drives with Congressman Larsen
- Sno-Isle Libraries Executive Director has conference call with County Treasurer Brian Sullivan
- Sno-Isle Libraries cancels all in-person library events through May 11

MAR.
23

- Governor Inslee signs his “Stay Home, Stay Healthy” Order issued through April 6

- Sno-Isle Libraries libraries extends closure of buildings to all staff until further notice

MAR.
24

- Both the Stanwood-Camano Area Foundation (SCAF) and Whidbey Community Foundation (WCF) launch community investment funds in response to COVID-19

- Sno-Isle Libraries initiates weekly mail pickup
- Sno-Isle Libraries extends PNW to April 11
- Sno-Isle Libraries Foundation sends email communication

MAR.
25

continued on next page

- Sno-Isle Libraries sends required training to all employees
 - Sno-Isle Libraries launches At Home Version of the Third-Grade Reading Challenge
 - Online Public Services Team launched to re-engineer library services online

MAR.
26
- MAR.
27

- The President signs the \$2 trillion economic stimulus package into law
- MAR.
29

- The President extends social distancing guidelines through April 30
- Sno-Isle Libraries IT equipment upgrades March 30 - April 9

MAR.
30
- Sno-Isle Libraries selects new web software vendor

MAR.
31

- Health Officer for the Snohomish Health District extends social distancing requirements indefinitely
- Sno-Isle Libraries begins interior building checks and preventative and regular maintenance by Facilities Team
 - Sno-Isle Libraries Human Resources sends out update regarding Federal Benefits changes

APR.
1
- Sno-Isle Libraries EDI/Talent Development Dept. launches weekly all staff remote learning and training

APR.
2

- Governor Inslee extends “Stay Home, Stay Healthy” through May 4
- Sno-Isle Libraries Board of Trustees President Martin Munguia sends email to all staff
 - Library staff begins *Socialization Phone Calls* to homebound customers

APR.
9
- Sno-Isle Libraries all staff update from Executive Director
 - *Online Trivia* goes live (all ages)

APR.
10

- Snohomish County Executive appoints Sno-Isle Libraries Executive Director to the Economic and Workforce Recovery Task Force
- Sno-Isle Libraries launches team for reintroduction to buildings

APR.
13
- Sno-Isle Libraries all staff update from Executive Director
 - *Stay-at-Home Storytimes* begin (preschoolers and families)
 - Library Book Groups begin to meet online

APR.
14

- The Daily Herald publishes editorial about public library digital services
- Sno-Isle Libraries hosts all staff online meeting via Zoom attended by 460 employees
 - Director of Public Services hosts first drop-in session

APR.
15
- Sno-Isle Libraries extends the use of PNW through May 4

APR.
16
- APR.
20

- The Snohomish County Executive hosts the first Economic and Workforce Recovery Task Force meeting
- Sno-Isle Libraries launches *Online Storytimes*

APR.
22

- Puget Sound Regional Libraries Planning Group holds first meeting

continued on next page

APR.
23

- Library Giving Day

APR.
24

- Sno-Isle Libraries Board approval of policy update of Employment Practices 1-7: Layoff, Recall, and Standby (update of definition and practices).

APR.
27

- Sno-Isle Libraries holds first-ever online Board of Trustees meeting
- Island County forms the Island County Strong community work group – Executive Director is invited to participate

APR.
28

- Sno-Isle Libraries holds second all staff online meeting via Zoom

APR.
29

- Sno-Isle Libraries Executive Director sends public officials, community leaders, and school superintendents an email update

MAY
1

- Governor Inslee extends the “Stay Home, Stay Health” order through May 31
- Governor Inslee announces his “Safe Start WA Plan” – Libraries are in Phase 3

MAY
4

- Sno-Isle Libraries begins building site visits for reintroduction
- My Edmonds News publishes letter to the editor by Sno-Isle Libraries Board of Trustee Susan Kostick

MAY
5

- Sno-Isle Libraries extends PNW through May 31
- Sno-Isle Libraries launches revised Coronavirus Staff Information intranet page
- Snohomish County Executive, Snohomish Health Officer, and Sno-Isle Libraries Executive Director hold Zoom media event
- My Edmonds News publishes article on Sno-Isle Libraries plan for re-opening

MAY
6

- Sno-Isle Libraries suspends in-library book sales until further notice
- Snohomish Health District hosts drive-through testing by appointment in the Monroe Library parking lot

MAY
8

- Snohomish Health District hosts drive-through testing by appointment in the Monroe Library parking lot

MAY
12

- Sno-Isle Libraries convenes first EDI Allies and Advocates Affinity Group

MAY
13

- Snohomish County Dept. of Emergency Management invites Sno-Isle Libraries Executive Director to participate in a small work group focused on reopening access to government facilities

MAY
14

- Sno-Isle Libraries convenes first Staff of Color Affinity Group
- Sno-Isle Libraries hosts all staff meeting via Zoom
- Sno-Isle Libraries launches updated website with more focus on digital materials, online services, and online events

MAY
20

- Snohomish Health District hosts drive through testing by appointment in the Stanwood Library parking lot

MAY
22

- Island County Public Health Dept. submits variance application to State Dept. of Health
- Snohomish Health District hosts drive through testing by appointment in the Marysville Library parking lot

continued on next page

MAY
23

- Governor Inslee and the State department of health approve Island County to move into state phase 2

MAY
26

- Sno-Isle Libraries enters Service Stage 4
- Sno-Isle Libraries extends PNW through Service Stage 4
- Sno-Isle Executive Director hold conference call with Snohomish County Health Officer Dr. Chris Spitters

MAY
28

- Sno-Isle Libraries holds all staff online meeting via Zoom
- Sno-Isle Libraries Director of Public Services has video call with Executive Director of Island County Public Health, Dr. Keith Higman

MAY
29

- Snohomish County submits variance application to State Dept. of Health

JUNE
5

- Sno-Isle Libraries issues preparing to return to buildings COVID-19 checklist for all staff

- Governor Inslee and the State department of health approve Snohomish County to move into state phase 2

JUNE
9

- Sno-Isle Libraries issues preparing to return to buildings COVID-19 checklist for all staff
- Sno-Isle libraries supervisors and managers return to library buildings

JUNE
11

- Sno-Isle libraries staff return to work in buildings
- Sno-Isle Libraries hosts Whidbey Reads author event via Zoom

JUNE
12

- Sno-Isle libraries staff return to work in buildings

JUNE
15

- Sno-Isle libraries enters Library stage three
- Sno-Isle Libraries begins soft launch of contact-free services
- Sno-Isle Libraries launches Summer Reading 2020 – the theme is “Dig Deeper”

JUNE
17

- Snohomish Health District hosts drive through testing by appointment in the Stanwood Library parking lot

JUNE
19

- Sno-Isle Libraries launches contact-free services

- Snohomish Health District hosts drive through testing by appointment in the Mukilteo Library parking lot

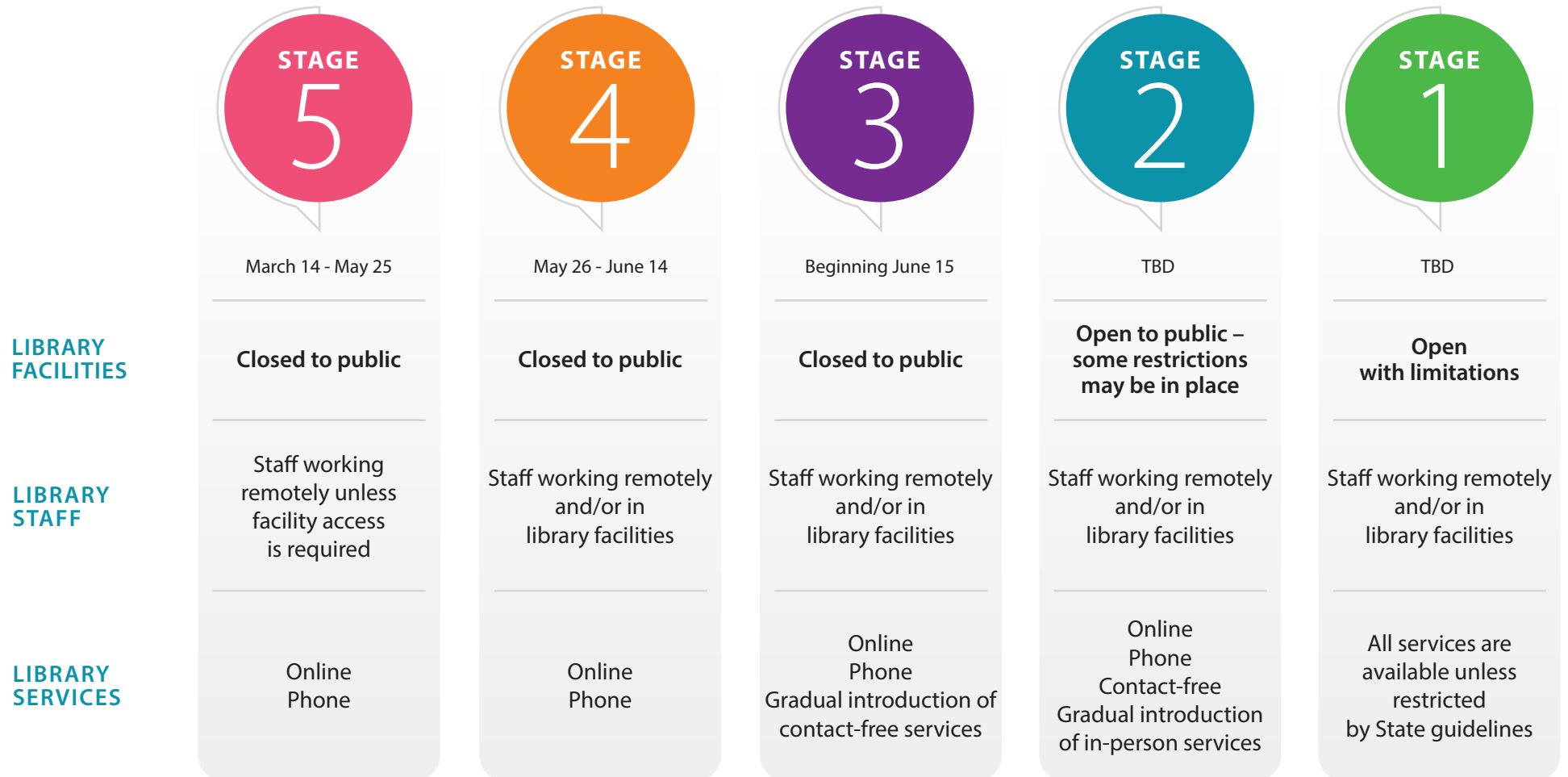
JUNE
26

- Snohomish Health District hosts drive through testing by appointment in the Snohomish Library parking lot

SNO-ISLE LIBRARIES

Service Stages

PHASED SERVICE
THROUGH COVID-19 EMERGENCY



Sno-Isle Libraries @ work for you

Lois Langer Thompson
Executive Director, Sno-Isle Libraries

Contact-free services

We are in the final stages of preparation to start contact-free services including curbside pickup and accepting returns of library materials. A date has not been set, but we anticipate starting services soon after Snohomish County moves into State Phase 2.

Other contact-free services are in development to further extend our services into the community.

How we're preparing for contact-free services

We have a safe work plan, facial covering guidance, and on-site and self-evaluation checklists for staff in place. We are deep cleaning our libraries and will quarantine materials after they are returned. We are completing the requirements for all of our libraries to meet the guidelines for service in State Phase 2.

We're @ work for you

We have seen our customers take the opportunity to discover, use, and enjoy our online [eBooks and audio books](#), [services](#), and [events](#) including family story times, trivia events, craft clubs, Reading with Rover, and more. Online, you can [book a librarian](#), [ask a question](#), or [get a library card](#). You can discover all of our online services at www.sno-isle.org. We also have Wi-Fi available in all of our library parking lots and you can always give us a call. The good news is that all of these resources and services will continue to be available to you going forward.

Over the past three months, we have reached out by phone to nearly 54,000 Sno-Isle customers. These have been delightful conversations and we enjoyed connecting with customers about library services and hearing what services and assistance they need.

Please continue to connect with us [online](#) or give us a call at 360-651-7000 for the latest news and information on when we will begin offering contact-free customer service.



KIDS & TEENS

SUMMER READING

DIG DEEPER: READ • INVESTIGATE • DISCOVER

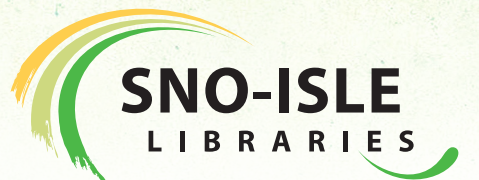
READ 10 HOURS TO EARN

A FREE BOOK!

sno-isle.org/summer-reading

360-651-7000 • 877-766-4753 TOLL FREE

Materiales disponibles en español.



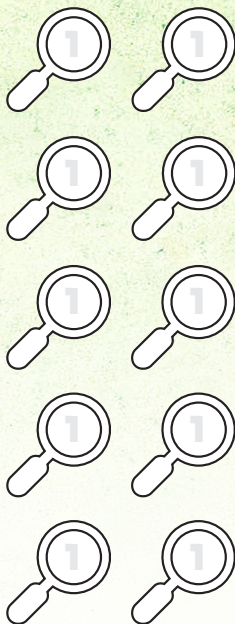
Reading Log

JUNE 15 – AUGUST 31

How it works:

1. Read 10 hours.
2. Color in a magnifying glass for every hour you read.
3. When you're done, turn in your log online or at your library (when it opens) to earn a free book.
4. For every additional 10 hours you read, enter a prize drawing!

Have fun!



Make the library part of your summer fun with:

- Community Scavenger Hunt
- Harry Potter Online Events
- Digital Escape Rooms and MORE!

sno-isle.org/summer-reading

360-651-7000 • 877-766-4753 TOLL FREE



7312 35TH AVENUE NE
MARYSVILLE, WA 98271

NONPROFIT ORG
U.S. POSTAGE
PAID
MARYSVILLE, WA
PERMIT #86

Summer Reading prize books funded by

Sno-Isle Libraries Foundation and Friends of the Library groups.

Safe Work Plan

Version 1.2, dated June 2, 2020

Our employees are our greatest asset at Sno-Isle Libraries. While no workplace can guarantee complete safety from COVID or other infectious diseases, we work together as a team to maintain as safe and healthy a work environment as possible. Our Safe Work Plan guidelines serve to provide a framework to help keep us all healthy. All employees shall follow all safety guidelines which apply to the location/department:

➤ **Enact Social Distancing-At-Work Procedures:**

- Implement reduced and maximum capacity limits (TBD by location)
- Re-organize floor layouts to permit physical distancing
- Use distance markings at places of congregation
- Add directional signage to promote traffic flow and reduce congestion
- Provide protective barriers at customer service stations and staff workstations
- Minimize person-to-person contact during customer borrowing, including: checkout/return/pickup of library materials
- Maximize use of virtual meetings and minimize in-person face-to-face meeting within library buildings
- Stagger arrival times or adjust work schedules to reduce staff congestion
- Encourage Supervisors to promote remote work when possible
- Restrooms – Limit occupancy to ensure social distancing

➤ **Encourage Proper Hygiene and Health Practices**

- Conduct health screening by completing the COVID-19 at Home Employee Self-Evaluation Health Checklist daily before reporting to work
- As needed, conduct on-site health checks in accordance with the COVID-19 On-Site Health Evaluation Checklist for Staff Only
- Avoid non-essential person-to-person contact (hugs, handshakes, etc.)
- Post information encouraging proper hand washing and hygiene
- Provide hand sanitizer at entrances/exits (staff and public)
- Provide PPE to staff/volunteers as appropriate to perform work safely
- Staff cleaning of surfaces between customer visits
- Staff cleaning of surfaces or equipment shared by multiple people
- Quarantine delivery of mail, shipped packages and materials cleaned where possible
- Perform nightly deep cleaning
- Visitors and vendors should wear face covering while conducting work in library buildings and must wear face coverings while in close proximity to employees
- Library employees must wear face coverings in accordance with the Sno-Isle Libraries COVID-19 Employee Face Covering Guidance

➤ **Limit Shared Office Resources**

- Limit shared desks/workspaces
- Reduce use of shared office supplies/resources
- No shared food, serving utensils, or dishes
- Limit occupancy in staff break rooms

- **Enable Tracking and Tracing**
 - Log name and contact information of all staff and vendors who enter library buildings
- **Training for Safe Operations**
 - Ensure return-to-work training is completed by all staff before returning to the workplace or as a first task upon return to the building
 - Maximize use of online or distant learning training sessions to limit face-to-face interactions
- **Accountability for Safe Work Adherence**
 - Library Managers and Supervisors will be responsible for ongoing adherence to Safe Work Plan procedures
 - A COVID Site Supervisor will be identified for every Sno-Isle Library location
- **Personnel Support**
 - Remote work is authorized and permitted at the discretion of the Supervisor, in accordance with HR guidance
 - Work schedules/shifts/locations will be adjusted or staggered if possible to enable social distancing and allow for less staff congestion
 - Virtual HR office hours will be provided to support staff needs
 - All Staff meetings, team meetings, and department meetings are encouraged and will continue in a virtual environment
 - Staff will be provided with information to maintain mental, physical and emotional health



7312 35th Avenue NE • Marysville, WA 98271
360-651-7000 • 877-SNO-ISLE • sno-isle.org

June 22, 2020

Michel Melseaux, MBA
Assistant State Auditor
Washington State Auditor's Office
15129 Main Street, Suite C 102
Mill Creek, WA 98012

Re: Waiver to Entrance Meeting

The Sno-Isle Libraries Board of Trustees acknowledges there is an opportunity to schedule an entrance meeting with the State Auditors who are performing a financial statement audit for 2019 and an accountability audit for 2018 and 2019.

The Sno-Isle Board of Trustees waives the optional entrance meeting but would like to participate in the exit conference at the completion of the audit.

Regards,

Martin Munguia
President, Sno-Isle Libraries Board of Trustees

Administrative Services

Board Report

June 2020

Gary Sitzman
Administrative Services Director

Revenue Summary

- General property tax receipts for May at \$6,897,738 are 11.4% higher than budget for the period. Financial hardships caused by the COVID-19 pandemic led Snohomish County to extend the first-half of 2020 tax due date to June 1. This 30-day delay in receiving some property tax revenues in April accounts for revenue being higher than budget this month. Year to date property tax receipts are at \$29,294,645 or about 5.4% below expectations at this point.
- Timber tax received through May is \$432,658 or 75.24% of the annual budget. This is \$60,804 less than at this time last year.
- Investment income is slightly less than budget in May at \$169,596. This condition will likely continue throughout the year as lower interest rates and difficult economic conditions will adversely impact investment pool performance.
- Other Revenue at \$46,958 in May is a Premera Blue Cross Rx rebate.
- Total Revenue at 48.8% (\$30,112,176) of the annual budget is 3.2% (\$1,056,787) lower than budget year to date.

Expenditures Summary

- Salaries and Benefits at \$15,169,780 or 40.3% of the annual budget are 3.2% (\$495,070) below budget expectations.
- Materials acquisition at 35.6% (\$2,492,447) of the annual budget is lower than expected; however, this is due to building closures and inability to physically receive material at this time. Spending will increase in the coming months as the libraries reopen and we begin to receive new materials.
- Professional & Contract Services is underspent by 33.6% (\$432,738), driven by building closures and pause on library programming.
- Maintenance & Repair of \$154,274 is 73.6% (\$429,276) lower than budget mainly due building closures.
- Total expenditures is at 37.1% (\$20,943,819) of the annual budget with 41.7% of the year gone.
- Viral Infection Protection costs of \$49,102 have been spent to date. The majority of this (\$29,960) is for PPE and preparing safe work spaces for staff when the libraries reopen (social distancing). The remainder covers building & custodial supplies and services.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 5/1/2020 Through 5/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	6,897,738	6,191,230	29,294,645	30,961,350	59,860,000	48.93%
02.0	Timber Tax / Sales	115,509	108,200	432,658	286,800	575,000	75.24%
03.0	Print/Copy Services	0	5,420	5,780	27,100	65,000	8.89%
04.0	Services/City Contract Fees	0	290	0	1,450	3,450	0.00%
05.0	Lost Materials Paid	113	8,330	14,462	41,650	100,000	14.46%
06.0	Investment Interest	28,947	40,830	169,596	204,150	490,000	34.61%
07.0	Donations Private Sources	10,053	8,750	63,651	43,750	105,000	60.61%
08.0	Other Revenue	46,958	37,500	131,383	187,500	450,000	29.19%
	Total Revenues	7,099,317	6,400,550	30,112,176	31,753,750	61,648,450	48.84%

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 5/1/2020 Through 5/31/2020
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
Expenditures							
10.0	Salaries & Benefits	2,915,534	3,132,970	15,169,780	15,664,850	37,595,500	40.34%
20.0	Materials	503,439	583,330	2,492,447	2,916,650	7,000,000	35.60%
26.0	Professional & Contract Services	243,902	257,380	854,162	1,286,900	3,087,700	27.66%
35.0	Equipment & Furnishings	16,542	95,090	499,391	475,450	1,141,400	43.75%
38.0	Maintenance & Repair	50,787	116,710	154,274	583,550	1,400,200	11.01%
41.0	Software License & Maint Fees	31,797	115,970	609,569	579,850	1,391,900	43.79%
42.0	Communications	32,377	50,050	131,807	250,250	600,300	21.95%
43.0	Office & Operating Supplies	15,212	61,560	104,597	307,800	737,100	14.19%
44.0	Utilities	26,023	43,230	176,428	216,150	518,700	34.01%
45.0	Rentals & Leases	29,991	33,350	172,081	166,750	400,100	43.00%
46.0	Insurance	0	14,460	2,212	72,300	173,500	1.27%
48.0	Employee Training / Travel	2,532	25,030	49,179	125,150	300,000	16.39%
49.0	Miscellaneous	8,875	56,820	163,781	284,100	681,700	24.02%
50.0	Strategic Initiatives / Innovation	0	14,580	0	72,900	175,000	0.00%
55.0	Development Initiatives	0	52,130	0	260,650	625,500	0.00%
62.0	Capital - Bldgs & Improvements	4,329	38,080	254,955	190,400	457,000	55.78%
64.0	Capital - Furnishings & Equipment	0	4,170	4,981	20,850	50,000	9.96%
64.4	Capital - Vehicles	0	8,000	104,175	40,000	96,000	108.51%
	Total Expenditures	3,881,338	4,702,910	20,943,819	23,514,550	56,431,600	37.11%

Human Resources

Board Report

June 2020

Jack Schumacher
Human Resources Director

Equity, Diversity, and Inclusion (EDI)

Following recent events, Sno-Isle Libraries released a public statement on racism and resource lists on our webpage and via social media. Resource lists have included materials on Anti-Racist Resources, Anti-Racist Resources for Kids and Teens, #Ownvoices Black Fiction, Social Justice and Activism. These have been met with positive feedback, strong community interest, and support.

We have replaced the Disruptive Customer Policy with the Customer Use of Libraries Policy. Rather than starting with customers being disruptive, we are focusing on shared responsibility and starting from a place of mutual trust and respect. We are also drafting an Equity Policy outlining our commitment to equity, diversity, and inclusion through the adoption of policies and practices that provide opportunities for every person in our community and organization to thrive.

We have begun work on curriculum for foundational EDI training for staff to build a shared understanding and commitment to the work. Training will begin for all staff in 2020.

Three of our staff have been accepted and started Leadership Snohomish's Leadership For Racial Equity Program .

This month we launched two staff affinity groups. One for EDI Allies and another for Staff of Color. These are spaces where staff can share experiences, engage in dialog, seek support, and collectively deepen our understanding of EDI topics. This month registration for the EDI Allies group rose to 120!

Policies

The Leadership Team approved updates to the following administrative policies:

- Employment Practices 1-1: Employee Recruitment, Selection, and Appointment/Affirmative Action
- Employment Practices 1-4: Hours of Work and Overtime/Compensatory Time
- Employment Practices 1-10: Electronic Fleet Tracking

Recruiting

Due to Sno-Isle Libraries' closure, no positions were posted during the months of May or June. The recruitment process for the Human Resources Director position has resumed, and the IT Senior Systems Analyst position has been filled by the candidate to whom an offer had been made just prior to Sno-Isle's closure.

Human Resources
June 2020

Sno-Isle University

All employees have been assigned “Sanitizing Procedures” and “Trauma Informed Re-entry” training as well as a document review “Preparing to Return to Buildings, COVID-19” checklist to prepare for returning to the Service Center and community libraries. Employees are also working on completing the required training “2020 Harassment Prevention: A Commonsense Approach” and the “2020 Information Security Awareness Training Series” due on June 30.

New Hire Training

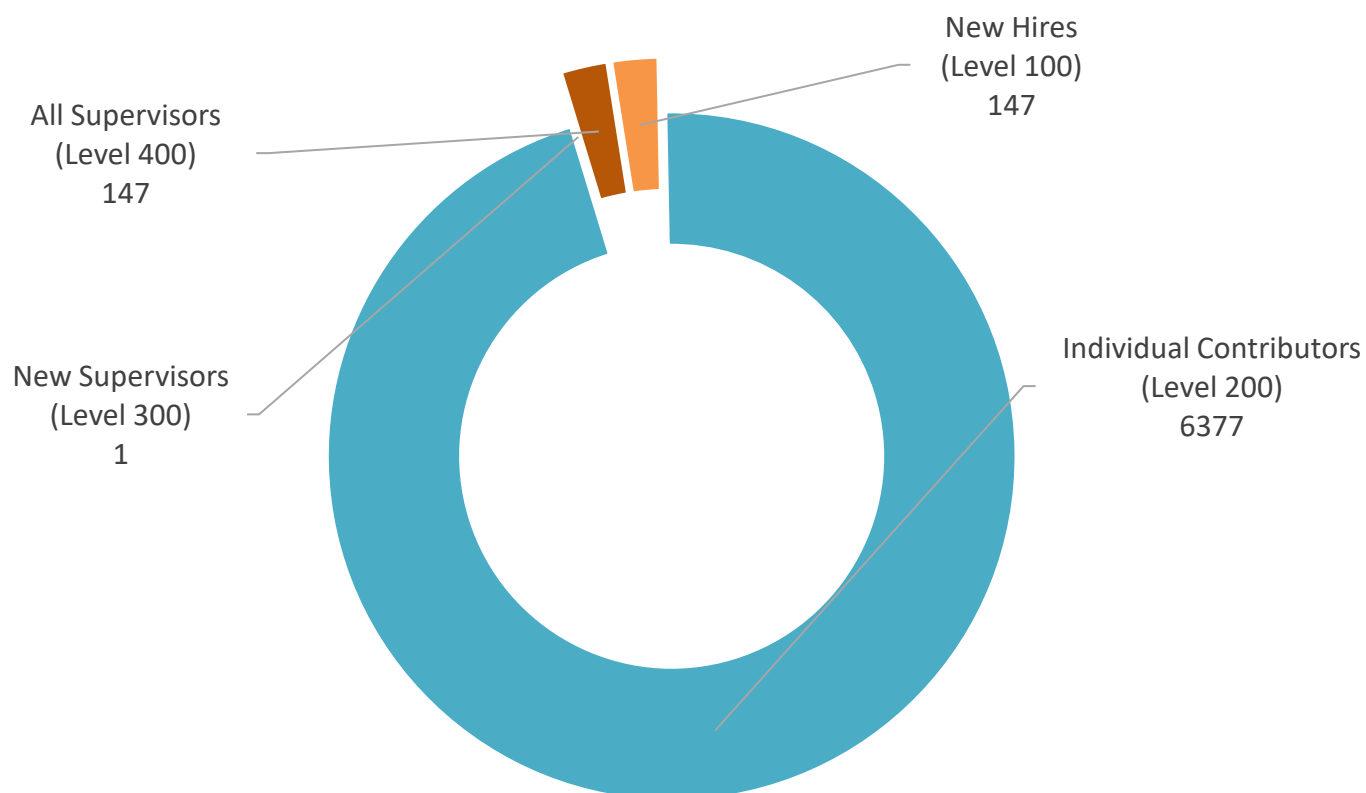
- Intellectual Freedom at Sno-Isle Libraries (5)

Supervisor Training

- 2020 Harassment Prevention: A Commonsense Approach – Manager (8)
- Strategic Thinking (8)
- Managing for Accountability (4)
- 8 Step to Effective One on Ones (4)

Line Staff Training

- Sanitizing Procedures Training (350)
- Safe Place Training (86)
- 2020 Harassment Prevention: A Commonsense Approach – Employee (44)
- 2020 Information Security Awareness Training Series (43)
- Addressing Stress (43)
- Quick Tips for De-Stressing (42)
- Unwinding When Working Remotely (41)
- Using Good Posture While Working Remotely (41)
- Scheduling Screen Time Breaks (40)
- Socialization Calls Training (36)
- Workplace Safety (35)
- Cybersecurity For Remote Work (32)
- Remote Work Best Practices (32)
- SILCON - Tribal Sovereignty and Governance (22)
- SILCON - Understanding Gender Identity (21)
- Polaris Leap (20)
- SILCON - Feelings Defenses and Staying Adult at Work (20)
- SILCON - Othering in the Library (20)
- SILCON - Compassion Fatigue (19)
- SILCON - Communicating Respectfully when Tensions Run High (17)
- SILCON - Trauma-Informed Care (16)
- Reading Life Between the Lines: Diversity and Childrens Literature (10)

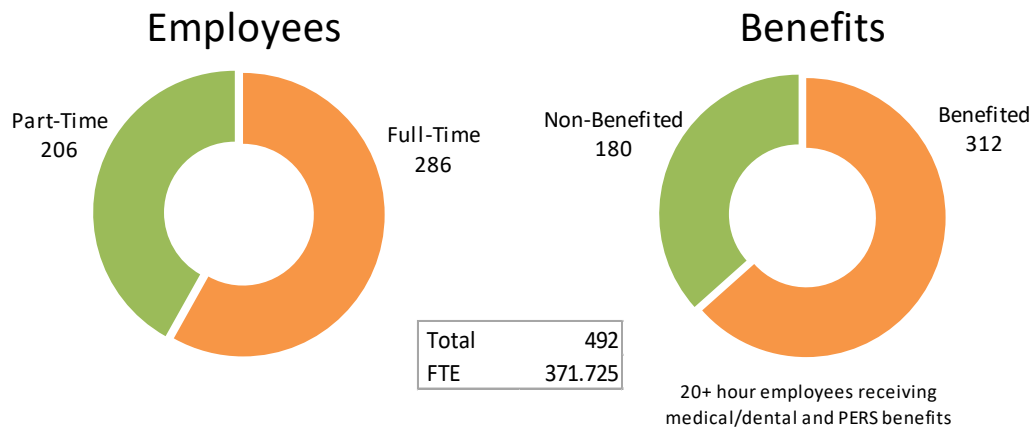


Level 100	New Hires
Level 200	Individual Contributors
Level 300	New Supervisors
Level 400	All Supervisors

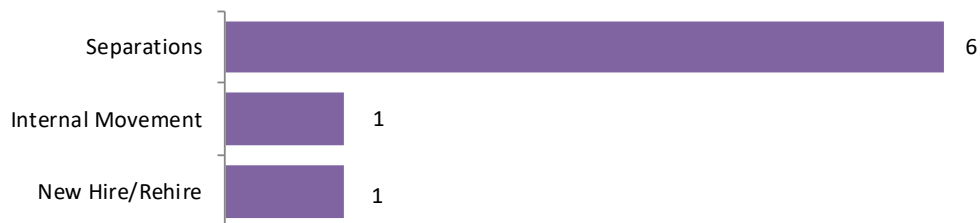
Current Curriculum Development

- EDI Foundational Training
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection

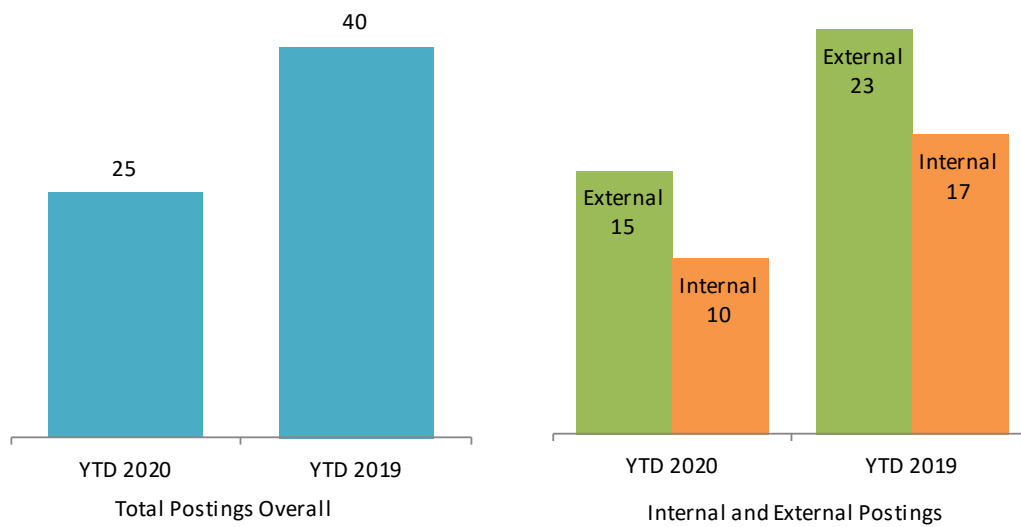
Employment Statistics, May 2020



Employment Activity 5/1/20 - 5/31/20



Job Postings



Library Materials - Gifts Policy

Adopted May, 1982 by the Board of Trustees

Revised March 23, 1998

Revised January 21, 2003

Approved: Library Board of Trustees

Library Materials - Gifts

Gift Materials/Money Designated For Materials

The Library District welcomes gifts of library materials or money to purchase materials. The Library District will make every effort to respect donors' wishes regarding the purchase and assignment of gift materials. All gifts shall be acknowledged. Library staff will follow established procedures for recognizing and thanking gift donors.

The Executive Director or designee is authorized to accept gift materials. Gifts must be consistent with the Library District's mission to provide its residents access to an array of library services and cultural and educational resources, and they are subject to the same criteria applied to how other materials are added to or withdrawn from the collection. Materials that do not comply with the Library's Collection Development Policy may not be added to the collection. Gift materials shall become part of the Library District's circulating collection and will be available to all residents of the Library District, unless they are assigned to a community library's reference collection.

Disposition of gift materials, if necessary, will be made in accordance with Library District policies and procedures. Disposition may include donating materials to Friends of the Library or recycling.

Other Gifts

Gifts other than library materials or money to purchase materials are welcome, and may be accepted if the following criteria are met. The gift should be consistent with the Library District's mission to provide open and equal access to an array of library services and cultural and educational resources for Library District residents.

Acceptance of the gift may depend on available space at the designated library. Donors understand that the gift becomes the sole property of the Library District, which assumes responsibility for and the right to determine its use, maintenance, and disposition. In the event maintenance costs are expected to be excessive or if the gift is deemed inconsistent with Library District policies or otherwise unacceptable, the Library District reserves the right to decline any gift. Gifts of equipment must be compatible with library-owned equipment or materials. The Library Board of Trustees shall be notified of any significant gifts the acceptance of which may affect Library policy.

The Library District does not own nor is it responsible for the city buildings in which library service is provided. Gifts to enhance the library buildings may be made to the city or entity which operates the building, in accordance with local regulations.

Gifts may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District accepts no responsibility for establishing or verifying the value of donated items for that purpose and the Library District cannot determine actual deductibility. Donors are referred to their tax consultant for any questions regarding deductibility.

Donation Policy

Sno-Isle Libraries Board Policy

Purpose

Sno-Isle Libraries welcomes and encourages donations. The purpose of this policy is to provide guidance to those who wish to support Sno-Isle Libraries through a financial or other donation.

Scope

The scope of this policy includes Sno-Isle Libraries donation principles, defines roles and responsibilities, and outlines the implementation for accepting donations made to Sno-Isle Libraries.

This scope of this policy does not include donations of real estate.

Principles

- Donations are welcomed and valued expressions of individual support for Sno-Isle Libraries and its vision that everyone in our community is connected to their library.
- Donations enhance the library's services and programs.
- Financial donations enhance Sno-Isle Libraries, but do not replace public tax support.
- Planned gifts contribute to the legacy and sustain the vision and mission of Sno-Isle Libraries.

Roles and Responsibilities

- The Executive Director, or designee, has the authority and responsibility to accept donations that have a clear benefit and relevance to the Library's initiatives.
- Significant donations will be reported to the Board of Trustees and a letter of appreciation will be sent to the donor.
- The Library does not establish or verify the value of donated items. All donated items are outright gifts to the Library.

Implementation

Library supporters are encouraged to make financial donations to the Sno-Isle Libraries Foundation or to the individual Friends of the Library groups.

The Board of Trustees encourages library supporters to consider planned giving opportunities.

The Board of Trustees' Collection Development Policy is the basis for staff decisions about adding materials to the collection. The decision to accept the donation of materials is made by designated staff. Donated items become the property of Sno-Isle Libraries, which has the final decision on retention, location, and disposition.

Gifts to enhance library buildings not owned by Sno-Isle Libraries, may be made to the city or entity which owns the building, in accordance with local policy and/or regulations and in coordination with Sno-Isle Libraries.

The donor of the gift may qualify for a charitable deduction for federal income tax purposes under Section 170 of the Internal Revenue Code; however, the Library District does not establish or verify the value of donated items. Donors are referred to their tax consultant for any questions.

Associated Policies

- [Collection Development Policy](#)
- [Site Selection and Acquisition Policy](#)

Process

This policy is reviewed by the Executive Director (or designee) every four (4) years, or more frequently as needed. Recommendations are forwarded to a Board of Trustees committee. The committee reviews and revises as necessary, endorses, and advances to the full Board of Trustees for approval.

Policy History

Date Approved: xx/2020

Next review date: xx/2024

Date Adopted: 2018 (*Formerly Library Materials – Gift Policy*)

Strategic Alliances Policy

Sno-Isle Libraries Board Policy

Purpose

The purpose of this policy is to provide guidance to Sno-Isle Libraries (the Library) in identifying, prioritizing, and developing alliances with community agencies, and to recognize the principles and criteria by which participation decisions are made.

Scope

All strategic alliances and associated activities must comply with state and local laws and be permissible within a library's purpose as specifically defined in [Chapter 27.12 RCW](#).

Implementation

Sno-Isle Libraries welcomes strategic alliances with public, private, nonprofit and community organizations through collaboration, in-kind services, sponsorships and investments for the purpose of enhancing existing library services, introducing new services, increasing the visibility of the Library in the community, and reaching new audiences.

Responsibilities

Board of Trustee approval is required before finalizing strategic alliances with commitments (including staff time and funding) valued at more than \$100,000 in aggregate.

The Executive Director is responsible for ensuring the Board of Trustees is informed of all strategic alliances valued at more than \$10,000 in aggregate.

Staff engaged with strategic alliances are responsible for supporting effective communication of partner activities with library leadership.

Principles and Criteria for Engaging in Strategic Alliances

- A. Strategic alliances will be considered where the partner, organization, or project:
 - Meets an identified need within the community
 - Aligns with and supports Sno-Isle Libraries' organizational values, goals, and objectives.
 - Enhances the Library's image in the community
 - Improves the equity of access to Library services
 - Results in mutual and shared benefit to the Library
 - Priority will be given to partners and initiatives that meet multiple criteria from this list.
- B. Strategic alliances will be evaluated by Library staff to determine short and long term costs and benefits. The Library will not enter into strategic alliances where total evaluated cost to the Library exceeds the anticipated benefits derived by the Library.

- If a strategic alliance becomes non-beneficial to the Library, staff must take decisive steps to either cure the deficiency or terminate the alliance.
 - All strategic alliance cost/benefit evaluations shall be retained in accordance with established public record guidelines.
- C. Partners in a strategic alliance may not influence the selection of Library materials and must respect the Library's commitment to intellectual freedom.
- D. Partners in a strategic alliance may not require explicit endorsement of products and services.
- E. All strategic alliances must support the Library's policy of equal access to service. Strategic alliance activities, services, events and programs must not give unfair advantage to, or create discriminations against, any sectors of the community.
- F. All strategic alliance engagements will be based on open and transparent interactions made in due regard to applicable laws.
- G. Partners in a strategic alliance shall not drive the Library's agenda or priorities.

Policy History

Date approved: xx/ 2020

Next review date: xx/2024

Adopted: xxxx

Volunteer Recognition Policy

Volunteer Recognition Policy

1. PURPOSE

Recognition of Service and Accomplishment: Sno-Isle Libraries benefits from the services and efforts of groups and individuals who further the reach and effectiveness of the Library District in performing its mission. Volunteers, Friends of the Library, the Sno-Isle Libraries Foundation and library advisory board members perform and render valuable assistance to the Library District. Therefore, it is the policy of Sno-Isle Libraries to recognize and honor selected individuals or groups in appreciation for their services and contributions to the Library District.

2. SCOPE

This policy applies to all individuals and/or organizations that perform and assist Sno-Isle Libraries.

Friends of the Library: The Sno-Isle Libraries Board of Trustees finds the work of Friends of the Library beneficial to the Library District and community libraries. Friends of the Library serve as ongoing community advocates and support the mission and needs of the Library District through donations and grants for library equipment, furnishings, materials and programs.

Sno-Isle Libraries Foundation: The Sno-Isle Libraries Board of Trustees finds the work of the Sno-Isle Libraries Foundation beneficial to the Library District and community libraries. The mission of the Sno-Isle Libraries Foundation is to create support for vibrant library programs and services for the people of Snohomish and Island counties. Foundation funding enables the Library District to offer innovative programs and services that enhance and increase library outreach, in response to social, cultural, and economic needs in our communities.

Library Advisory Boards: The Sno-Isle Libraries Board of Trustees finds the work of library advisory boards beneficial to Sno-Isle Libraries and community libraries. Advisory

Boards are established by the Sno-Isle Libraries Board of Trustees or through the authority of member city or town councils within the Library District. Library advisory board members serve as community representatives and provide strategic and practical perspectives and insight to Sno-Isle Libraries.

Library Volunteers: The Sno-Isle Libraries Board of Trustees finds the work of library volunteers beneficial to the Library District and community libraries. Library volunteers extend the reach and effectiveness of the official library workforce and engage community members in activities which deepen the awareness and value of Sno-Isle Libraries.

3. IMPLEMENTATION

Recognition activities, awards or tokens of appreciation shall be a legitimate library purpose. The Executive Director will establish and maintain a recognition program to accomplish the purposes of this policy and develop necessary and appropriate guidelines consistent with the source of funds used and the independent status of recipients, as non-employees of Sno-Isle Libraries. Funds for items normally associated with recognition and award programs, and associated events, shall be included in the annual budget approved by the Sno-Isle Libraries Board of Trustees.

4. DATE AND ACTION TAKEN

Adopted by the Board of Trustees April 23, 2012

Volunteer Policy

Sno-Isle Libraries Board Policy

Purpose

To express the roles and responsibilities of Sno-Isle Libraries staff and volunteers in supporting excellent library services for customers.

Scope

Volunteers extend and enhance library services in Sno-Isle communities. The volunteer program exists to support the work of Sno-Isle Libraries by providing an opportunity for citizens to volunteer and make positive contributions to their quality of life and their community

Volunteers provide assistance and support to Sno-Isle Libraries, and are not intended to replace existing staff.

Implementation

Definitions

Volunteers are defined as community members who give time and talent to the Library without compensation or remuneration.

Staff are defined as paid employees.

Staff liaisons are defined as staff assigned to work with volunteers.

Roles and responsibilities

Sno-Isle Libraries will administer and coordinate the Library's volunteer program.

Staff liaisons will provide training, clear work direction, opportunities for personal growth, and supervision on a regular basis.

All staff will support and recognize the work of volunteers.

Volunteers will be represent the Library with a commitment to excellent customer service, respect, and shall abide by the Libraries' policies and values.

Volunteers and staff will work in partnership with each other showing mutual cooperation, respect, understanding, and acceptance of each other's role.

Sno-Isle Libraries will regularly review, assess, and report on the contributions of volunteers to the Board of Trustees.

The Board of Trustees will regularly recognize the work of volunteers and express its appreciation.

Policy History

Date approved: xx/ 2020

Next review date: xx/2024

Adopted: 2012 (formerly Volunteer Recognition Policy)

Trustee Vacancy Process

Vacancy and Position Description – to be posted

Current Vacancy Information

The Sno-Isle Libraries Board of Trustees is seeking to fill one (1) Board of Trustee position. Only residents of Island County are eligible to apply, and preference will be given to residents of Whidbey Island.

General Description

The Sno-Isle Libraries Board of Trustees is the governing body for Sno-Isle Libraries - an intercounty rural library district that serves Snohomish and Island Counties with 23 community libraries and a bookmobile. The Board decides on policies, sets the annual budget and determines the general direction of the Library District. The Board is established by and subject to the laws of the State of Washington. Trustees represent the Library District to the community and advocate for the Library District at the local and state level.

Composition of the Board

The Board comprises seven members. Five trustees are appointed from Snohomish County and two from Island County.

Term of Office

A full term is seven years in length. Appointment to unexpired terms may be for shorter periods.

Qualifications and Expectations of Trustees

- Trustees will have a commitment to the philosophy of tax-supported, public libraries.
- Trustees will support the vision and mission of Sno-Isle Libraries.

Vision: Everyone in our community is connected to their Library.

Mission: We engage and inspire our communities through equitable access to knowledge and resources.

- Trustees may also have:
 - Experience or demonstrated interest in community affairs through civic involvement and participation.
 - Experience in business, management, education, or law.
 - Experience as a member of a local Friends of the Library group, a local Library Board, the Sno-Isle Libraries Foundation Board, or other local boards.
- Trustees should expect to spend *at least* four to six hours a month in regular and committee meetings, optional workshops, conferences, and preparation time. Since some meetings and other events take place during regular business hours, having a flexible schedule that permits regular attendance at such meetings and events is required.

Time and Place of Meetings

- Regular meetings are held monthly on the fourth Monday at 5:00 P.M.

- Most are held at the Library District's Service Center building in Marysville, but 3-4 meetings per year may be held at libraries in the two-county service area.

Compensation

Trustees serve as volunteers without compensation. Business expenses are reimbursed.

Equal Employment Opportunity, Diversity, and Non-Discrimination Policies

The Library District as well as Snohomish and Island Counties are equal opportunity organizations that strive to diversify their volunteer boards and commissions. Qualified candidates are encouraged to apply. Discrimination is prohibited in all programs, activities, services, and employment. Qualified candidates shall not be excluded on the basis of race, color, national origin, creed, religion, sex, age, marital status, or disability.

Information and Assistance

For further information about the Board of Trustees, to request an application, or if you need any assistance in completing the nomination form because of a disability, please contact Lia Escudero Belcher at (360) 651-7002 or lbelcher@sno-isle.org.

Please submit applications no later than _____, _____, 2020, to:

Lia Escudero Belcher

Sno-Isle Libraries

7312 35th Avenue NE

Marysville, WA 98271

lbelcher@sno-isle.org

Trustee Vacancy Process

Timeline for Trustee Selection and Approval

June 30	Board President appoints Nominating Committee.
June 30	Executive Director recommends any changes to position description, duties, selection criteria to Board Development Committee.
June 30	Executive Director informs the Snohomish County Executive or Island County Board of Commissioners of upcoming announcement.
July 1-21	Announcement of open position posted/advertised for four weeks.
August 7	Candidate applications are sent to Nominating Committee.
August 14	Executive Director and three Trustees review applications, determine candidates, and select interview questions.
August 21	Interviews of selected candidates scheduled.
September 4	Candidate interviews are held.
September 10	Recommendation for endorsement is sent to Island County Board of Commissioners.
TBD	Island County Board of Commissioners agrees with recommendation or selects an alternate trustee, and notifies Sno-Isle Libraries.
TBD	Island County approved candidate is sent to Snohomish County Council with request for endorsement.
TBD	Snohomish County Council endorses trustee selection and notifies Sno-Isle Libraries.
TBD	Approved candidate, Board of Trustees, and other candidates are notified of selection.
January 2021	New Trustee joins the Sno-Isle Libraries Board of Trustees.

All dates are subject to change.