

# Sno-Isle Libraries

## Board of Trustees

**February 22, 2021, 5:00 p.m.**

**Zoom webinar link:** <https://us02web.zoom.us/j/83617990313>

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

**Webinar ID:** 836 1799 0313

### Meeting Agenda

- 1) **Call to Order**
- 2) **\*Approval of Agenda**
- 3) **Introduction and Recognition of Guests**
- 4) **\*Consent Agenda Items**
  - a) Approval of January 25, 2021 regular meeting minutes;
  - b) Approval of February 6, 2021 special meeting minutes;
  - c) Approval of January 2021 Sno-Isle Payroll, Benefits, and Vouchers.

#### **January 2021**

Direct Deposits and Employee Deductions	\$2,222,355.23
Vendor Checks 71409, 71508 through 71517. Plus Electronic Fund Transfers	\$716,007.33
<b>Total Payroll and Benefits</b>	<b>\$2,938,362.56</b>
Accounts Payable Checks 71364 through 71517 less checks listed above, plus Electronic Transfers	\$565,550.51
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,503,913.07</b>

- 5) **Public Comment**
- 6) **Communications to the Board**
- 7) **Executive Director's Report**
  - a) Executive Director's report
  - b) Strategic Goals update
  - c) Mill Creek Library overview – Library Manager Darlene Weber
  - d) Financial Update – Director of Administrative Services Gary Sitzman
- 8) **Unfinished Business**
- 9) **New Business**
- 10) **President, Trustee Committees, and Foundation Representative Reports (as needed)**
  - a) President's Report / Executive Committee – President
  - b) Foundation Board Representative – Trustee
- 11) **Announcements and Comments**
- 12) **Executive Session**
- 13) **\*Adjournment**

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

#### **Board of Trustees**

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

#### **Executive Director**

Lois Langer Thompson

**SNO-ISLE LIBRARIES**

# Sno-Isle Libraries

## Board of Trustees

Monday, January 25, 2021

Meeting Minutes

Zoom virtual meeting

### Call to Order

President Martin Munguia called the meeting to order at 5:02 p.m.

### Roll Call

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

**Staff Present:** Barb Adams, Lia Escudero Belcher, R.D. Burley, Kaley Costello, David Durante, Nick Fuchs, Sonia Gustafson, Lindsay Hanson, Alisha Hendren, Jim Hills, Rebecca Loney, Pam Pedersen, Judy Sasges, Gary Sitzman, Phil Spirito, Lois Langer Thompson, Nicole Wehl, Alicia Wilkinson, and Shanda Zimmerman.

### Introduction and Recognition of Guests

There were no guests in attendance.

### Approval of Agenda

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

### Consent Agenda Items

Trustee Kostick moved to approve the Consent Agenda as amended.

- a) Approval of November 30, 2020 regular meeting minutes;
- b) Approval of January 7, 2021 special meeting minutes as amended;
- c) Approval of November 2020 Sno-Isle Payroll, Benefits, and Vouchers;
- d) Approval of the December 2020 Sno-Isle Payroll, Benefits, and Vouchers.

#### November 2020

Direct Deposits and Employee Deductions	\$2,234,363.08
Vendor Checks 70776, 70911, 70919 and 70971 through 70980, plus Electronic Fund Transfers	\$698,903.93
<b>Total Payroll and Benefits</b>	<b>\$2,933,267.01</b>
Accounts Payable Checks 70759 through 70980 less checks listed above, plus Electronic Transfers	\$921,618.99
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$3,854,886.00</b>

#### December 2020

Direct Deposits and Employee Deductions	\$2,188,496.39
Vendor Checks 71091, 71179 and 71274 through 71284, plus Electronic Fund Transfers	\$697,517.11
<b>Total Payroll and Benefits</b>	<b>\$2,886,013.50</b>
Accounts Payable Checks 70981 through 71363 less checks listed above, plus Electronic Transfers	\$3,124,127.57
<b>Total Payroll, Benefits and Accounts Payable</b>	<b>\$6,010,141.07</b>

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

#### Board of Trustees

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**SNO-ISLE LIBRARIES**

## 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

### Executive Director's report

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

#### Professional development

Attended the following:

- Closing the Divides: A Plan for Digital Equity and Inclusion hosted by the Aspen Institute.
- Sno-Isle Libraries EDI & Anti-Racism training.
- American Library Association (ALA) Midwinter Conference.

#### Capital updates

Director of Administrative Services Gary Sitzman provided an update on the progress of both the Arlington and Lake Stevens Libraries' building projects.

#### Human Resources update

Director of Administrative Services Gary Sitzman will retire on April 30, 2021.

### Strategic Goals update

Executive Director Thompson provided an overview of the 2021 strategic goals.

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

Create inspiring spaces: Capital framework and digital experience.

Optimize library funding: Supplemental funding, annexations, Friends and Foundation, and 2022 budget.

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

### Library on Wheels overview

Library on Wheels Manager Sonia Gustafson presented information on the services provided by Library on Wheels in response to the COVID-19 pandemic.

### Financial update

Director of Administrative Services Sitzman provided updates on the 2020 financial results:

#### Revenues and expenditures

- The Library received 100% of its annual revenue totaling \$61.7 million for 2020.
- Expenditures for 2020 were approximately 10% lower than anticipated.
- At year end, an additional \$6,500,000 was transferred out of the General Fund and into the Reserve Fund.

## **Declaration of Emergency**

Executive Director Thompson reported on the declaration of emergency memo in the January board packet.

There were two emergency declarations to report:

1. On January 13, 2021 the Clinton Library was damaged in a wind storm when a large tree fell onto the roof. Due to public safety concerns and potential for further damage, Gary Sitzman declared the situation an emergency. The tree was removed and the roof temporarily repaired on January 13<sup>th</sup> by Sno-Isle Libraries contracted landscaping company Timeless Designs, Inc.
2. On January 14, 2021 the Clinton Library's damaged roof was repaired by Jimmy's Roofing.

The following purchase orders were approved during the declared emergencies but not competitively bid:

- |            |                        |           |
|------------|------------------------|-----------|
| • EN-17789 | Timeless Designs, Inc. | \$1635.00 |
| • EN-17790 | Jimmy's Roofing        | \$4348.00 |

## **Unfinished Business**

### **Nominating Committee**

On behalf of the Nominating Committee, Trustee Ryan presented the following slate of officers for 2021:

- President - Susan Kostick.
- Vice President - Kelli Smith.
- Secretary - Rose Olson.

As required by the Sno-Isle Libraries Board of Trustees bylaws, Trustee Ryan called for any additional nominations from the floor for the positions of:

- Board President.
- Board Vice President.
- Board Secretary.

There were no additional nominations.

With no additional nominations from the floor, Trustee Ryan moved the Secretary cast a unanimous ballot for the 2021 slate of officers as presented by the Nominating Committee, and that the slate be declared elected by acclamation. The slate was declared elected by acclamation.

Trustee Ryan and Executive Director Thompson expressed gratitude for Trustee Munguia's work as board president.

## **New Business**

There was no new business.

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

### **President's Report**

#### Executive Committee

President Kostick reported on the orientation session with Trustee DePrey.

#### Board Committees

President Kostick informed the Board of a change to the committee structure which merges the existing four committees to three.

President Kostick presented the following Trustee Committee and Foundation Representative assignments for 2021:

- Executive Committee
  - President - Susan Kostick.
  - Vice President - Kelli Smith.
  - Secretary - Rose Olson.
- Board Development/Administration Committee
  - Trustee Ryan (Chair).
  - Trustee Munguia.
  - President Kostick (Ex officio).
  - Executive Director Thompson (Ex officio).
- Strategic Planning and Finance Committee
  - Trustee Tessandore (Chair).
  - Trustee DePrey.
  - President Kostick (Ex officio).
  - Executive Director Thompson (Ex officio).

#### **Board Development/Administration Committee**

Trustee Smith reported on the Board Development/Administration Committee's work on the February 6, 2021 board retreat.

#### **Foundation Board Representative**

Trustee Olson reported on the following Foundation Board activity:

- A bequest of approximately \$217,000 was gifted to the Foundation.
- The Foundation Board is set to vote on the 2021 Foundation budget at their February board meeting.

#### **Announcements and Comments**

President Kostick, Trustee Munguia, and Trustee Olson provided highlights of their attendance at the ALA Midwinter Conference.

Trustee Ryan reported on the stakeholder interview for the Lake Stevens Library project.

#### **Executive Session**

There was no executive session.

#### **Adjournment**

President Kostick moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:27 p.m. Trustee Tessandore seconded the motion. The Board unanimously approved the motion.

#### **Next Meeting**

There will be a special Board meeting held on February 6, 2021 at 9:00 a.m. The next regular Board meeting will be held on Monday, February 22, 2021 at 5:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

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President

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Secretary

# Sno-Isle Libraries

## Board of Trustees

Saturday, February 6, 2021  
Special Meeting Minutes  
Zoom virtual meeting

### Call to Order

President Susan Kostick called the meeting to order at 9:03 a.m.

### Roll Call

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

**Staff Present:** Lia Escudero Belcher, David Durante, Tricia Lee, Rebecca Loney, Chy Ross, Gary Sitzman, and Lois Langer Thompson.

### Approval of the Agenda

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

### New Business

#### Ziply Fiber Minimum 1G Internet Connection for Sno-Isle Libraries locations

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the contract between Sno-Isle Libraries and Ziply Fiber to provide up to a minimum of 1G internet connection to as many Library locations as possible for an aggregate payment over three (3) years totaling \$425,250 and authorizes the Executive Director (or delegate) to execute the agreement. Trustee Ryan seconded the motion. The Board unanimously approved the motion.

#### Equity / Diversity / Inclusion (EDI)

Assistant Director of Equity, Inclusion and Development Tricia Lee led a facilitated conversation on equity, diversity, and inclusion. The Board discussed their responsibility and commitment to ensuring the Library provides equitable access to library services.

### Break

At 10:54 a.m., President Kostick recessed the meeting for a period of 7 minutes. President Kostick called the meeting back to order at 11:01 a.m.

#### Capital Framework

Assistant Director of Capital Strategy and Planning Chy Ross presented information on the strategic direction and goals for Sno-Isle Libraries' capital framework planning.

### Adjournment

Trustee Tessandore moved to adjourn the meeting. Trustee Ryan seconded the motion. The Board unanimously approved the motion. President Kostick adjourned the meeting at 12:05 p.m.

### Next Meeting

The next regular Board meeting will be held on Monday, February 22, 2021 at 5:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

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President

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Secretary

#### Board of Trustees

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#### Executive Director

Lois Langer Thompson

**SNO-ISLE LIBRARIES**

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

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Direct Deposits, Employee Deductions	\$ 2,222,355.23
Vendor Checks 71409, 71508 through 71517 , Plus Electronic Fund	\$ 716,007.33
Total Payroll and Benefits	<u>\$ 2,938,362.56</u>
Accounts Payable Checks 71364 through 71517 less checks listed above, plus Electronic Transfers	<u>\$ 565,550.51</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,503,913.07</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 February 22, 2021.



Administrative Services Director



Date

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



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

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**January 2021 Payroll**

Employee Pay - Direct Deposits and Manual Check #735	\$	1,577,973.75	
Plus: Employee Deductions	\$	644,381.48	
<b>Sub-Total Gross Payroll</b>			<b>\$ 2,222,355.23</b>

Vendor Checks 71409, 71508 through 71517	\$	171,049.30	*
Electronic Funds Transfer- Employer Federal Taxes	\$	193,126.13	
Electronic Funds Transfer - Empower - 457 Plan	\$	18,369.72	
Electronic Funds Transfer - ICMA - 457 Plan	\$	43,597.91	
Electronic Funds Transfer - PERS - Retirement Plan	\$	398,740.83	
Electronic Funds Transfer - Navia - FSA	\$	9,412.57	
Electronic Funds Transfer - Navia - HRA/MRA	\$	4,611.50	
Electronic Funds Transfer - Premera - Medical	\$	141,750.18	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(265,107.65)	
<b>Sub-Total Benefits - Employer Expense</b>			<b>\$ 716,007.33</b>
<b>Total Payroll and Benefits</b>			<b>\$ 2,938,362.56</b>

**January 2021 Accounts Payable**

Checks 71364 through 71517 less checks listed above	\$	564,960.02	**
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	590.49	
<b>Sub-Total Accounts Payable</b>			<b>\$ 565,550.51</b>
<b>Total Payroll, Benefits and Accounts Payable</b>			<b>\$ 3,503,913.07</b>

**Adjustments**

Paycom Direct Service Fee	\$	21,982.64	
Refunds and Credits	\$	486.65	
Refund Interest	\$	1.89	
Bank Service Charge	\$	189.62	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,478.69	
<b>Total Adjustments</b>			<b>\$ 24,139.49</b>

**January 2021 Total Expenditures** **\$ 3,528,052.56** \*\*\*

* Benefit invoices paid through Accounts Payable Checks	\$	171,049.30
** Regular invoices paid through Accounts Payable Checks	\$	564,960.02
<b>Total Accounts Payable Check Payments</b>	\$	<u>736,009.32</u>

\*\*\* Equals Expenditure Summary Total



**Vouchers**  
**January 2021**

<b>Date</b>	<b>Check Number</b>	<b>Payee</b>	<b>Check Amount</b>
1/14/2021	71364	Aron Nels Steinke	400.00
1/14/2021	71365	Axper	4,140.00
1/14/2021	71366	Baker & Taylor Books (277930)	11,438.69
1/14/2021	71367	Baus Systems LLC	767.36
1/14/2021	71368	Beacon Publishing Inc	637.50
1/14/2021	71369	Center Point Large Print	702.90
1/14/2021	71370	Comcast	3,658.63
1/14/2021	71371	Crystal Mt. Pure Drinking Water	9.22
1/14/2021	71372	Daily Journal of Commerce	178.80
1/14/2021	71373	Demco Inc (8048)	1,646.85
1/14/2021	71374	DEX MEDIA	113.50
1/14/2021	71375	Fastsigns	1,217.06
1/14/2021	71376	FATBEAM, LLC	3,480.00
1/14/2021	71377	HG Maybeck Co., Inc.	155.00
1/14/2021	71378	Ingram Library Services	5,012.46
1/14/2021	71379	Kantola Productions LLC	3,924.00
1/14/2021	71380	Midwest Tape	4,961.55
1/14/2021	71381	Northsound Auto Group, LLC	4,817.86
1/14/2021	71382	Office Depot, INC	1,084.44
1/14/2021	71383	Remit Overrun	0.00
1/14/2021	71384	Remit Overrun	0.00
1/14/2021	71385	Remit Overrun	0.00
1/14/2021	71386	Remit Overrun	0.00
1/14/2021	71387	Remit Overrun	0.00
1/14/2021	71388	Remit Overrun	0.00
1/14/2021	71389	Remit Overrun	0.00
1/14/2021	71390	Remit Overrun	0.00
1/14/2021	71391	Remit Overrun	0.00
1/14/2021	71392	Remit Overrun	0.00
1/14/2021	71393	Remit Overrun	0.00
1/14/2021	71394	Overdrive Inc	64,729.04
1/14/2021	71395	Paper Roll Products	808.53
1/14/2021	71396	Purple Communications, Inc	540.00
1/14/2021	71397	Ricoh USA Inc - 31001	3,879.77
1/14/2021	71398	Ricoh USA Inc - 650073	8,478.97
1/14/2021	71399	Roy Robinson	818.40
1/14/2021	71400	S-R Broadcasting Co Inc	840.00
1/14/2021	71401	Salish Networks	1,229.20
1/14/2021	71402	Sound Publishing	152.64
1/14/2021	71403	Stanwood/Camano News	270.27
1/14/2021	71404	Sterling Volunteers	17.00
1/14/2021	71405	Timeless Design	4,665.87
1/14/2021	71406	Visionary Office Furniture	929.77

1/14/2021	71407	Void	0.00
1/14/2021	71408	Wave Business	14,193.89
1/14/2021	71409	Wellable LLC	450.00
1/14/2021	71410	Whidbey Telecom	597.13
1/15/2021	71411	Town of Coupeville	324.03
1/28/2021	71412	Accurate Installation & Design	1,171.75
1/28/2021	71413	Alderwood Water District	37.85
1/28/2021	71414	Allied Universal	33,231.70
1/28/2021	71415	Remit Overrun	0.00
1/28/2021	71416	Remit Overrun	0.00
1/28/2021	71417	Remit Overrun	0.00
1/28/2021	71418	Baker & Taylor Books (277930)	39,066.89
1/28/2021	71419	Bank of America (842425)	2,819.06
1/28/2021	71420	Bibliotheca LLC	3,578.06
1/28/2021	71421	Blackstone Publishing	1,250.32
1/28/2021	71422	Bank of America (2175)	16.25
1/28/2021	71423	Bank of America (2945)	216.05
1/28/2021	71424	Bank of America (3488)	236.86
1/28/2021	71425	Bank of America (4867)	59.95
1/28/2021	71426	Bank of America (8208)	674.54
1/28/2021	71427	Camano Commons	1,000.00
1/28/2021	71428	CDW Government Inc	18,906.18
1/28/2021	71429	Cedar Grove Organics Recycling LLC	322.80
1/28/2021	71430	Center for Internet Security, Inc	11,348.60
1/28/2021	71431	Cicotte Law Firm	462.50
1/28/2021	71432	City of Brier	55.25
1/28/2021	71433	City of Langley	331.10
1/28/2021	71434	City of Marysville	599.20
1/28/2021	71435	City of Monroe	616.42
1/28/2021	71436	City of Sultan	150.65
1/28/2021	71437	Void	0.00
1/28/2021	71438	Delta Connects	283.63
1/28/2021	71439	E - Rate Expertise Inc	2,250.00
1/28/2021	71440	Fastsigns	51.45
1/28/2021	71441	Freeland Water Dist	114.78
1/28/2021	71442	Gale/Cengage Learning	4,897.24
1/28/2021	71443	The Home Depot Pro	8,581.39
1/28/2021	71444	InfoGroup (957742)	16,000.00
1/28/2021	71445	Ingram Library Services	1,651.92
1/28/2021	71446	Island Disposal Inc	156.02
1/28/2021	71447	KeyBank National Association	745.26
1/28/2021	71448	Language Exchange	126.88
1/28/2021	71449	Lemay Mobile Shredding	234.08
1/28/2021	71450	Lithtex Northwest, Inc	1,609.86
1/28/2021	71451	Remit Overrun	0.00
1/28/2021	71452	Midwest Tape	6,857.80
1/28/2021	71453	Marysville Fire District	5,122.30
1/28/2021	71454	Mukilteo Chamber	300.00
1/28/2021	71455	Multi-Cultural Books & Videos	12,358.56
1/28/2021	71456	National Association of Government Archives &	49.00

1/28/2021	71457	Remit Overrun	0.00
1/28/2021	71458	Office Depot, INC	1,454.63
1/28/2021	71459	Remit Overrun	0.00
1/28/2021	71460	Remit Overrun	0.00
1/28/2021	71461	Remit Overrun	0.00
1/28/2021	71462	Remit Overrun	0.00
1/28/2021	71463	Remit Overrun	0.00
1/28/2021	71464	Remit Overrun	0.00
1/28/2021	71465	Remit Overrun	0.00
1/28/2021	71466	Remit Overrun	0.00
1/28/2021	71467	Remit Overrun	0.00
1/28/2021	71468	Remit Overrun	0.00
1/28/2021	71469	Remit Overrun	0.00
1/28/2021	71470	Remit Overrun	0.00
1/28/2021	71471	Remit Overrun	0.00
1/28/2021	71472	Remit Overrun	0.00
1/28/2021	71473	Remit Overrun	0.00
1/28/2021	71474	Overdrive Inc	94,543.68
1/28/2021	71475	Paper Roll Products	656.73
1/28/2021	71476	PetroCard Systems Inc	2,651.08
1/28/2021	71477	Platt Electric Supply	316.88
1/28/2021	71478	Prime Self Storage	814.00
1/28/2021	71479	Puget Sound Energy	3,456.11
1/28/2021	71480	PUD No 1 of Snohomish County	2,306.67
1/28/2021	71481	Republic Services 197	715.59
1/28/2021	71482	Ricoh USA Inc - 31001	425.02
1/28/2021	71483	SCCFOA	30.00
1/28/2021	71484	Shred-it	351.36
1/28/2021	71485	Silver Kite Community Arts	300.00
1/28/2021	71486	Sky Valley Chamber of Commerce	75.00
1/28/2021	71487	Smokey Point NW LLC	7,553.53
1/28/2021	71488	Sno-Isle Library Foundation	346.43
1/28/2021	71489	Sound Maintenance Services, Inc	1,029.62
1/28/2021	71490	Stowe Development & Strategies	11,762.37
1/28/2021	71491	Summit Law Group, PLLC	142.50
1/28/2021	71492	Teresa Wippel Communications LLC	425.00
1/28/2021	71493	Terminix	141.64
1/28/2021	71494	Remit Overrun	0.00
1/28/2021	71495	Timeless Design	26,794.70
1/28/2021	71496	T Mobile	1,143.67
1/28/2021	71497	Town of Darrington	6,444.04
1/28/2021	71498	Verizon Wireless (660108)	27,937.42
1/28/2021	71499	Walter E Nelson Co of Western WA	294.17
1/28/2021	71500	Waste Management	2,259.78
1/28/2021	71501	WCP Solutions	441.45
1/28/2021	71502	WEX	59.69
1/28/2021	71503	When to Work Inc	1,485.00
1/28/2021	71504	Your Membership	448.00
1/28/2021	71505	Ziply Fiber	399.57
1/28/2021	71506	Sandra Beck	400.00

1/28/2021	71507	Cobra Construction Company	38,992.21
1/31/2021	71508	Cascade Centers	587.50
1/31/2021	71509	Delta Dental of Washington	24,784.99
1/31/2021	71510	Employment Security Dept (UI)	8,748.22
1/31/2021	71511	Kaiser Permanente	78,782.22
1/31/2021	71512	Lifewise Assurance Company	30,502.75
1/31/2021	71513	Lincoln National Life Ins Company	8,251.10
1/31/2021	71514	MCM	5,895.12
1/31/2021	71515	Navia Benefit Solutions Client Pay	3,555.90
1/31/2021	71516	Premiera Blue Cross	8,851.50
1/31/2021	71517	Sno-Isle Library Foundation	640.00
			<hr/>
			736,009.32
			<hr/>

# Executive Director

## Board Report

February 2021

Lois Langer Thompson  
Executive Director

### Meetings with Elected Officials and Stakeholders

- Island County Commissioner Melanie Bacon.
- Representative John Lovick with Trustee Paul Ryan.
- Senator Marko Lias.
- Washington Legislative Association (WLA) Lunch with Legislators:
  - Senator Marko Lias (D), 21st Legislative District
  - Senator Lisa Wellman (D), 41st Legislative District
  - Representative Matt Boehnke (R), 8th Legislative District
- Economic Alliance of Snohomish County (EASC) Coffee Chats.
  - Cannabis Industry Update.
  - Mental Health Self-care in Our Current Environment.
  - The Future of Newspapers.
- EASC – State of Everett.

### Board Meetings / Community Events

- Sno STEM Executive Leadership Council
- Sno-Isle Libraries
  - Open Book: Ann Cleves.
  - Issues that matter: Coping with grief.

### Professional meetings / Presentations

- Public Library Association (PLA). Leadership Lab moderator.
- PLA EDISJ Committee meeting.
- PLA Board meeting.
- Snohomish / Whatcom / Island / Skagit / San Juan counties (SWISS) Library Directors meeting.

*SWISS is a collaborative local government effort between the five northwest counties including Snohomish, Whatcom, Island, Skagit, and San Juan. The goal of the effort is to increase collaboration between these counties, especially when it comes to joint requests to the legislature. The group came together in 2020 and adopted three top priorities: Broadband, Behavioral Health, and Transportation.*

- Washington Library Association (WLA) Broadband Panel with Russ Elliott, Director, Washington State Broadband Office John Flanagan, Senior Policy Advisor, Office of Governor Jay Inslee.
- Public Libraries of Washington (PLW). Weekly Legislative update call.
- Regional Library Directors weekly update call.

### Professional Development

- Justice at Work: An online training course for individuals and organizations making a new commitment to justice and equity.

### Library and Capital Updates

- Support for COVID-19 vaccinations.
- In-building library services.
- Arlington Library
- Lake Stevens Library
- State Capital Grants – Lake Stevens and Mariner Community Campus

# Administrative Services

## Board Report

February 2021

Gary Sitzman  
Administrative Services Director

### 2021 Budget Allocation

Sno-Isle Libraries allocates one-twelfth of the annual budget to each month of the fiscal year for comparative revenue and expense reporting. This is done for all budget line-items with the exception of *Property Tax* and *Forest Excise Tax*. Due to the timing of tax receipts and the significant impact on cash flow, Sno-Isle Libraries allocates these two revenue budgets based on a historical average percent of tax received by month by year.

### Beginning Cash

A target beginning cash balance of \$9,500,000 was assumed for the 2021 budget. This balance provides funds required to support library operations during the first quarter when tax receipts tend to be scarce. The actual beginning cash balance as of January 1, 2021 net of 2020 accounts payable in-process totaled \$12,306,019 resulting in a net carryover of \$2,806,019.

### Revenue Summary

- Year to date property tax receipts total \$253,323 and slightly exceed the period budget of \$163,580.
- Timber tax and associated excise tax revenues combined at \$31,897 is 5.8% of the annual budget. This is \$79,089 less than the total timber revenues received in January last year.
- Investment income is already ahead of budget in January at \$42,933 with the yearly outcome highly dependent on market gains in the investment pool.
- Other revenues received at \$207,541 is 92.2% of budget. A late receipt of the 2020 E-rate program proceeds was received in January totaling \$167,988. State STEM Grants in the amount of \$7,000 was also received.
- Total revenue combined for the year at \$537,435 (.9%) of the annual budget is better than expectations for January largely due to the 2020 E-rate program deposit.

### Expenditures Summary

- Salaries and Benefits at \$2,938,363 or 7.6% of the annual budget are below budget. This is expected due to vacant positions related to uncertain future staffing needs.
- Capital outlays of \$38,992 is for the continued work on the canopy project at the Service Center.
- Viral infection protection costs of \$28,317 have been spent in January. Costs include PPE and preparing safe work spaces for staff when the libraries reopen (social distancing) and for in-building services & custodial supplies and services.
- Total expenditures is at 6.1% (\$3,528,053) of the annual budget.



Sno-Isle Regional Library System  
Statement of Revenues  
**Revenue Summary**  
From 1/1/2021 Through 1/31/2021  
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Recv'd
	Revenues						
01.0	Property Taxes	253,323	163,580	253,323	163,580	61,460,500	0.41%
02.0	Timber Tax / Sales	31,897	38,300	31,897	38,300	550,000	5.79%
03.0	Print/Copy Services	0	4,170	0	4,170	50,000	0.00%
04.0	Services/City Contract Fees	0	290	0	290	3,500	0.00%
05.0	Lost Materials Paid	1,740	6,250	1,740	6,250	75,000	2.32%
06.0	Investment Interest	42,933	37,500	42,933	37,500	450,000	9.54%
07.0	Donations Private Sources	0	8,340	0	8,340	100,000	0.00%
08.0	Other Revenue	207,541	18,750	207,541	18,750	225,000	92.24%
	Total Revenues	537,435	277,180	537,435	277,180	62,914,000	0.85%

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

		<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Used</u>
	Expenditures						
10.0	Salaries & Benefits	2,938,363	3,223,750	2,938,363	3,223,750	38,684,500	7.59%
20.0	Materials	264,223	583,330	264,223	583,330	7,000,000	3.77%
26.0	Professional & Contract Services	112,585	267,860	112,585	267,860	3,213,400	3.50%
35.0	Equipment & Furnishings	21,800	70,400	21,800	70,400	844,700	2.58%
38.0	Maintenance & Repair	22,265	125,050	22,265	125,050	1,500,700	1.48%
41.0	Software License & Maint Fees	22,340	122,640	22,340	122,640	1,471,900	1.51%
42.0	Communications	52,640	69,310	52,640	69,310	831,300	6.33%
43.0	Office & Operating Supplies	10,450	69,560	10,450	69,560	834,500	1.25%
44.0	Utilities	17,374	45,040	17,374	45,040	540,300	3.21%
45.0	Rentals & Leases	17,847	39,880	17,847	39,880	478,400	3.73%
46.0	Insurance	0	15,560	0	15,560	186,600	0.00%
48.0	Employee Training / Travel	449	20,830	449	20,830	250,000	0.17%
49.0	Miscellaneous	8,596	51,500	8,596	51,500	617,400	1.39%
50.0	Strategic Initiatives / Innovation	130	14,580	130	14,580	175,000	0.07%
55.0	Development Initiatives	0	52,130	0	52,130	625,500	0.00%
62.0	Capital - Bldgs & Improvements	38,992	31,660	38,992	31,660	380,000	10.26%
	Total Expenditures	<u>3,528,053</u>	<u>4,803,080</u>	<u>3,528,053</u>	<u>4,803,080</u>	<u>57,634,200</u>	<u>6.12%</u>



# 2020

## Human Resources

ANNUAL REPORT

**SNO-ISLE** LIBRARIES

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Applicant Information	4
Employee Separation Information	5

# Employment Summary

## Employee Count Has Decreased, but Full-Time Equivalents Have Increased

Employee Count	2010		2019		2020	
	Employees	FTE	Employees	FTE	Employees	FTE
Full-Time	183	183	293	293	283	283
Part-Time	284	125.25	211	83.725	177	70.4
TOTAL	467	308.25	504	376.725	460	353.4
% Change since 2010			7.9%	22.2%	-1.5%	14.6%

Over the past ten years, staffing has shifted from being mostly part-time employees to mostly full-time employees. Although the number of employees has decreased slightly, FTEs have increased. Going into 2020 the Library anticipated a slight increase to employee and FTE counts over 2019, but has instead seen a decrease to both due to shifting operational needs during the pandemic, including leaving a number of vacancies unfilled at both the Service Center and in Community Libraries.

## Employment Activity

### Job Postings Decreased

Job Postings (Vacancies)	10yr avg	2019	2020
Total Job Vacancies	141	128	78
Regular Vacancies (External)	77	44	25
Regular Vacancies (Internal Only)	26	38	29
Temporary Vacancies	37	46	24
% Change (from 10yr average)		-10.2%	-63.8%
Status Changes (promotions/transfers/temporary assignments) for SIL Staff	88	86	83
New Hires/Rehires	56	49	10
New Hires as % of External Vacancies	57%	82%	40%

The number of job postings has decreased over the past few years, though more dramatically in 2020 due to a pause in filling positions as a result of the pandemic. Other 2020 job posting and vacancy statistics also reflect this, with most staffing needs being resolved by internal movement such as previously temporary assignments being made regular and transfers being made to support operational needs.

Other adjustments to support current operations included departmental reorganizations, such as the creation of the Strategic Services Department; the creation of new positions such as the Digital Experience Manager (posted in December, recruitment currently underway); and rebalancing the number of Pages, PSA Is, and Library Associates assigned to individual libraries as vacancies are filled.

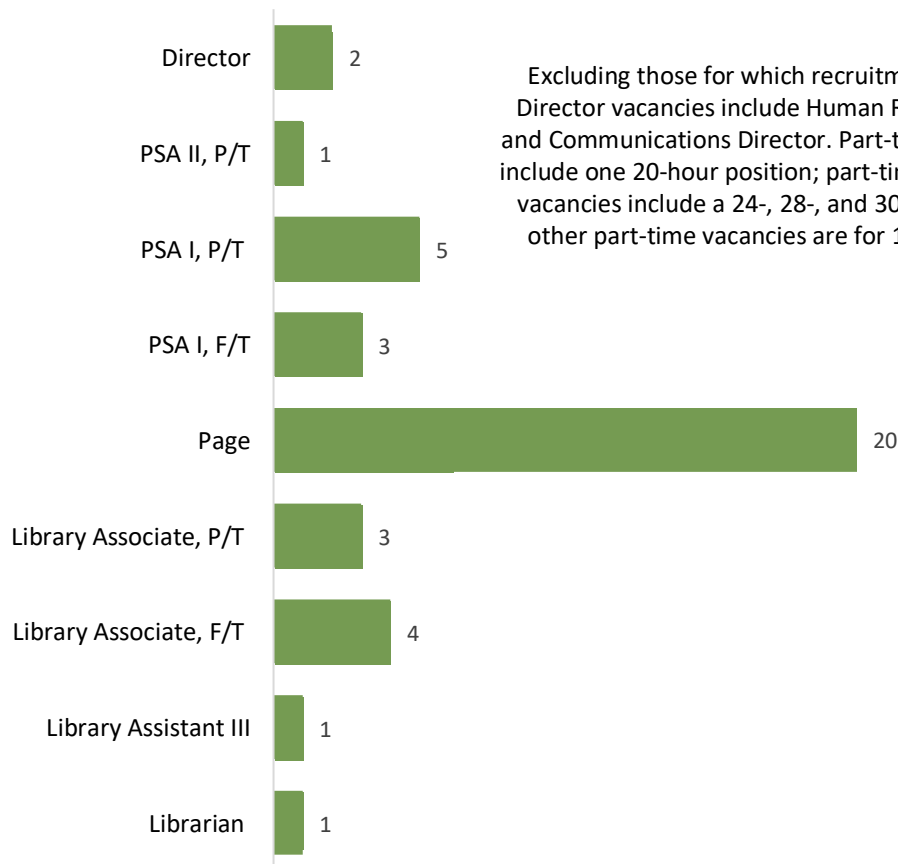
### Applications Received Decreased

Applicant Count	10yr avg	2019	2020
Complete Applications	4,156	2,143	1,525
% Change (from 10yr average)		-48.4%	-63.3%

The number of applications received decreased proportionately with job postings, although in recent years we have also received fewer applications overall.

# Employment Summary: Current Vacancies

## Vacant FTEs by position as of 12/31/2020



Excluding those for which recruitment is underway. Director vacancies include Human Resources Director and Communications Director. Part-time PSA I vacancies include one 20-hour position; part-time Library Associate vacancies include a 24-, 28-, and 30-hour position. All other part-time vacancies are for 15-hour positions.

## Temporary Layoff

Eligible Reason	2020
High Risk	6
Dependent Care	2
Lack of Work (Substitute)	3
Other	1
<b>Total Employees</b>	<b>12</b>

Temporary layoff was an option for eligible employees in 2020. Reasons included workers at high risk for COVID-19 (as defined by the CDC) and those with children impacted by daycare/school closures.

These positions will be held through the duration of the state of emergency.

# Employee Information

## Employee Demographics

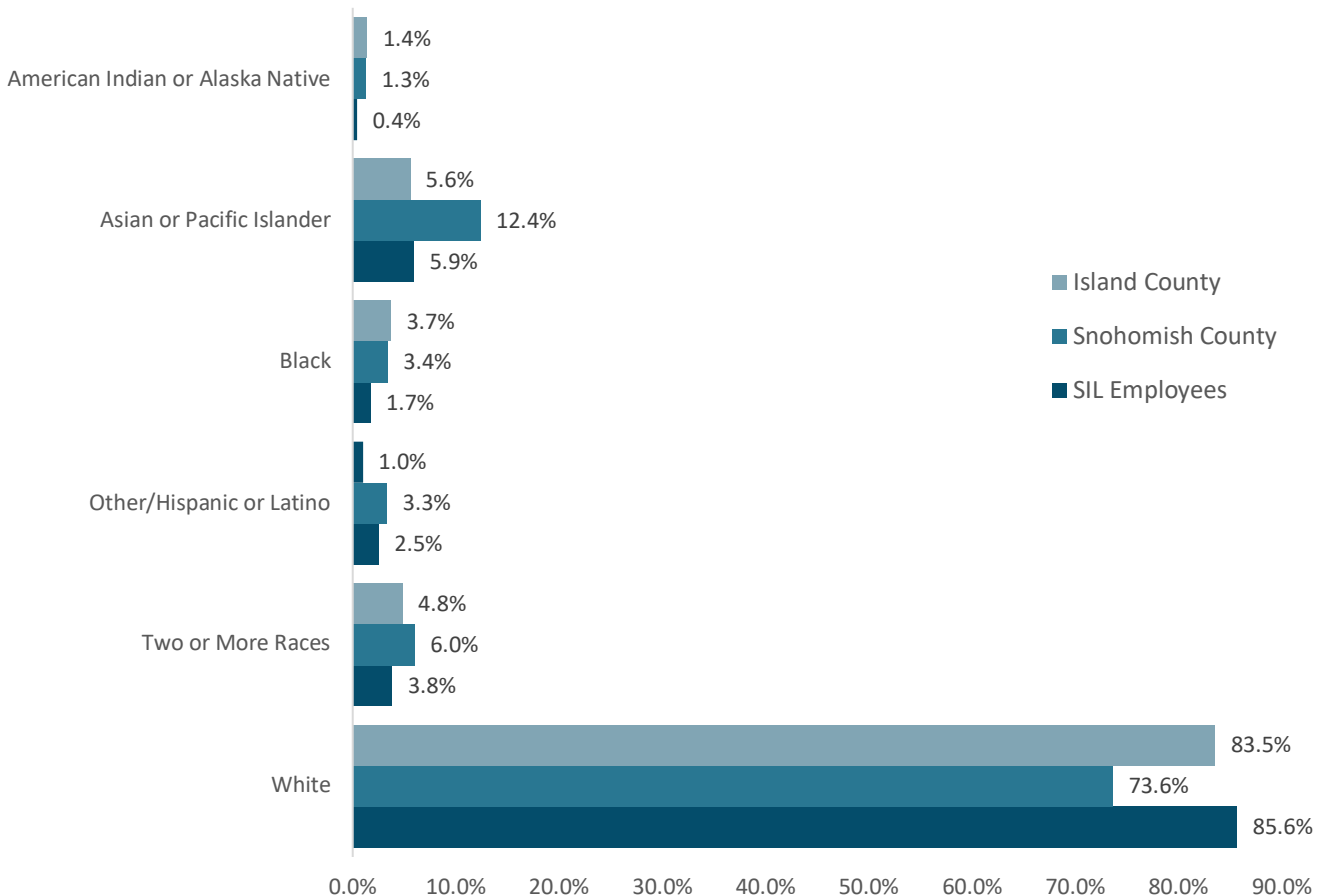
Employee Demographics	2010 SIL	2019 SIL	2020 SIL	Snohomish County*	Island County*
Average Years of Service	9.5	10.1	10.7		
Average Age	49	48	48.5		
% Female	83.3%	80%	79.7%	49.8%	50.1%
% Male	16.7%	20%	20.3%	50.2%	49.9%
% Minority	8.8%	14.3%	14.4%	26.4%	16.5%

\* Source: US Census 2019 ACS 1-Year Estimates Data Profiles, Demographics and Housing Estimate

2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
8.8%	9.3%	9.5%	9.4%	11.2%	10.8%	11.0%	12.6%	12.9%	14.3%	14.4%

Since 2010, the percentage of employees belonging to a racial/ethnic minority has increased from 8.8% to 14.4%.

## 2020 Race/Ethnicity of SIL Employees

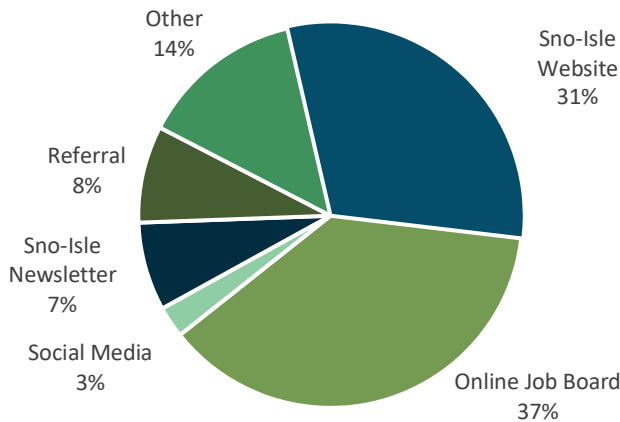


SIL data includes Hispanic/Latino in race/ethnicity, government data records it separately and has an 'other' category.



# Applicant Information

## 2020 Recruitment Methods

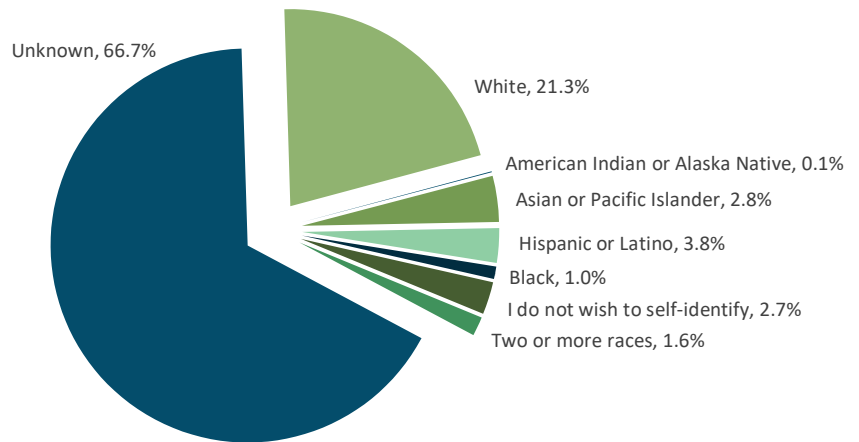


Electronic recruitment methods have remained the most common way for applicants to learn of new job opportunities.

## 2020 Race/Ethnicity of Applicants

According to U.S. Census Bureau data from 2019, racial and ethnic groups represent 26.4% of Snohomish County and 16.5% of Island County.

Applicants who identified as a member of a racial or ethnic minority group represented 30.3% of all applicants and 30% of all new hires and rehires. In total, 423 candidates provided a response and 848 did not.



## Minority Hires

Minority Groups	10yr avg	2019	2020
Minority Hires	9	14	3
Minority Hires as % of All Hires/Rehires	12.3%	19.4%	30%
Minority Applications Received	627	305	118
Minority Applications as % of All Applications Received	13.7%	9.6%	30.3%
Minority Hires as % of Minority Applications Received	2.0%	4.6%	2.54%
Non-Minority Hires as % of Non-Minority Applications Received	2.5%	5.0%	2.58%

Due to the decrease in job postings and applications for 2020, the data population size is limited. However, while there were fewer hires overall, parity in hiring minority and non-minority candidates increased for 2020 with equal proportions of each being hired relative to the number of applications received, and proportionately more minority applications having been received.

# Employee Separation Information

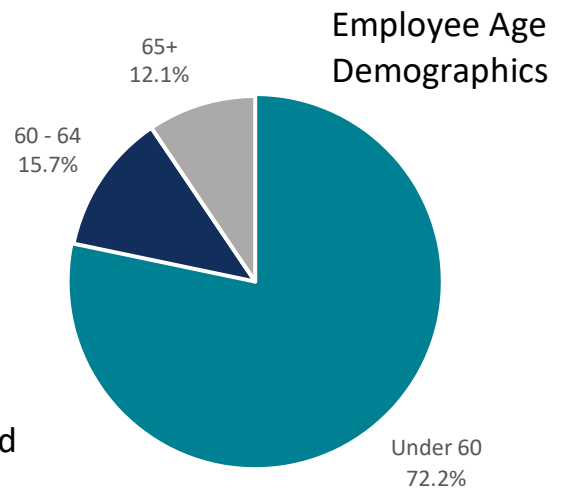
## Turnover Rate

Turnover Statistics	2019		2020	
	Employees	% Turnover	Employees	% Turnover
All Separations	49	9.7%	42	8.9%
Pages Only	18	16.2%	17	18.3%
All Other Positions	31	7.9%	25	6.6%
Part-Time Employees	25	11.8%	27	14.7%
Full-Time Employees	24	8.2%	15	5.2%

The highest turnover continues to occur in positions working 15 hours per week, specifically the Page position. Employees left these positions primarily for other employment or moving. Full-time separations were primarily due to retirement.

Reasons for Leaving Sno-Isle	2019	2020
Retirement	19	18
Moving	9	6
Other Employment	8	7
Personal Reasons	5	1
Involuntary	2	2
Medical	2	5
Return to School	2	2
Layoff	1	0
Resigned (no reason given)	1	0
Job Dissatisfaction	0	1
<b>Total</b>	<b>49</b>	<b>42</b>

Retirement continues to remain the top reason employees separate from Sno-Isle Libraries, accounting for 43% of all 2020 separations. We expect to see this continue to be a top separation reason as 27.8% of Sno-Isle employees are 60 or older.



## 10 year Employee Retirement Trend

