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.
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.

<table>
<thead>
<tr>
<th>April 2020</th>
<th></th>
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<tbody>
<tr>
<td>Direct Deposits and Employee Deductions</td>
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<tr>
<td>Vendor Checks 69320 and 69399 through 69408, plus Electronic Fund Transfers</td>
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<tr>
<td><strong>Total Payroll and Benefits</strong></td>
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<tr>
<td>Accounts Payable Checks 69222 through 69408 less checks listed above, plus Electronic Transfers</td>
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<tr>
<td><strong>Total Payroll, Benefits and Accounts Payable</strong></td>
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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.
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.

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.

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).

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 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 COMmittees, 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 $ 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 *

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.


[Signature] Administrative Services Director

[Signature] 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

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<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Employee Pay - Direct Deposit</td>
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<td>Plus: Employee Deductions</td>
<td>$ 632,918.05</td>
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<tr>
<td><strong>Sub-Total Gross Payroll</strong></td>
<td><strong>$ 2,202,244.44</strong></td>
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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

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<td>Checks 69409 through 69558 less checks listed above</td>
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<tr>
<td>Electronic Funds Transfer - WA State Department of Revenue - Comp Tax</td>
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<td><strong>Sub-Total Accounts Payable</strong></td>
<td><strong>$ 945,966.22</strong></td>
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Total Payroll, Benefits and Accounts Payable $ 3,861,499.98

Adjustments

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<td>Travel &amp; Business Expense Reimbursement paid in Payroll</td>
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May 2020 Total Expenditures

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<td><strong>Benefit invoices paid through Accounts Payable Checks</strong></td>
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<td><strong>Regular invoices paid through Accounts Payable Checks</strong></td>
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<td><strong>Total Accounts Payable Check Payments</strong></td>
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*** Equals Expenditure Summary Total
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## Vouchers
### May 2020

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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.
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 decision are driven by the community themselves.
# COVID-19 Timeline

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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| JAN. 21 | - 1st case of coronavirus reported in Snohomish County  
- Snohomish Health District activates its District Operations Center |
| JAN. 31 | - U.S. Department of Health and Human Services declares a public health emergency |
| FEB. 27 | - Centers for Disease Control and Prevention (CDC) issues preliminary community mitigation measures |
| FEB. 29 | - Governor Inslee proclaims a state of emergency |
| MAR. 1 | - Sno-Isle Libraries has first meeting for organizational planning for coronavirus |
| MAR. 2 | - Sno-Isle Libraries forms Public Health Group with daily meetings |
| MAR. 3 | - Island County Commissioners declare a state of emergency for all of Island County |
| MAR. 4 | - CDC issues interim guidance on large community events and gatherings |
| MAR. 5 | - Snohomish County Executive Dave Somers proclaims a state of emergency within Snohomish County  
- Snohomish Health Officer declares a public health emergency |
| MAR. 8 | - Sno-Isle Libraries customer email from Lois Langer Thompson, Executive Director |
| MAR. 9 | - Edmonds Mayor issues emergency declaration |
| MAR. 10 | - Sno-Isle Libraries suspends accepting donated materials at libraries until further notice |
| MAR. 11 | - Sno-Isle Libraries Executive Director calls Snohomish County Executive and all 3 Island County Commissioners  
- Sno-Isle Libraries cancels programs with attendance over 50 or those likely to draw a crowd  
- Use of early learning toys suspended  
- Library deep cleaning  
- SHD posters up at libraries  
- Coronavirus web page updated  
- Sno-Isle Libraries cancels all events at libraries and in meeting rooms, halting Library on Wheels service through March 31  
- Customer email sent  
- Sno-Isle Libraries launches updated website focused on digital materials and online services |
| MAR. 11 | - Governor Inslee’s emergency proclamation that limits large gatherings and events  
- Snohomish County Health Officer’s declares follow up order for this public health emergency |

*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
- 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
- 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
- COVID-19 continues on next page
- Sno-Isle Libraries Executive Director submits quote for Cong. Jayapal’s press release on Macmillan’s decision to suspend library embargo requirement
- Sno-Isle Libraries Executive Director has conference call with Congressman Rick Larsen
- 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
- Sno-Isle Libraries libraries extends closure of buildings to all staff until further notice
- Sno-Isle Libraries initiates weekly mail pickup
- Sno-Isle Libraries extends PNW to April 11
- Sno-Isle Libraries Foundation sends email communication
- CDC issues updated mitigation strategies for communities with local COVID-19 transmission
- Community Foundation of Snohomish County launches Coronavirus Response Fund
- Governor Inslee’s announcement limiting public gatherings and school closures
- Community Transit halts DART service to public libraries
- 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
- CDC issues interim guidance recommending the cancellation or postponement of in-person events
- Governor Inslee issues proclamations prohibiting any number of people from gathering in any public venue for purposes of public entertainment
- Snohomish Health Officer prohibits the operation of public venues in which people congregate for entertainment
- Governor Inslee signs his “Stay Home, Stay Healthy” Order issued through April 6
- Both the Stanwood-Camano Area Foundation (SCAF) and Whidbey Community Foundation (WCF) launch community investment funds in response to COVID-19
• 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

• The President signs the $2 trillion economic stimulus package into law

• The President extends social distancing guidelines through April 30

• Sno-Isle Libraries IT equipment upgrades March 30 - April 9

• Health Officer for the Snohomish Health District extends social distancing requirements indefinitely

• Sno-Isle Libraries selects new web software vendor

• Governor Inslee extends "Stay Home, Stay Healthy" through May 4

• 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

• Snohomish County Executive appoints Sno-Isle Libraries Executive Director to the Economic and Workforce Recovery Task Force

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

• Sno-Isle Libraries Board of Trustees President Martin Munguia sends email to all staff
• Library staff begins Socialization Phone Calls to homebound customers

• Online Trivia goes live (all ages)

• Governor Inslee extends "Stay Home, Stay Healthy" through May 4

• Sno-Isle Libraries all staff update from Executive Director
• Online Storytimes begin (preschoolers and families)
• Library Book Groups begin to meet online

• Snohomish County Executive hosts the first Economic and Workforce Recovery Task Force meeting

• Sno-Isle Libraries launches team for reintroduction to buildings
• Stay-at-Home Storytimes begin (preschoolers and families)
• Library Book Groups begin to meet online

• Online Storytimes

• Puget Sound Regional Libraries Planning Group holds first meeting
Sno-Isle Libraries convenes first Staff of Color Affinity Group

Sno-Isle Libraries hosts first-ever Board of Trustees meeting

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

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

Sno-Isle Libraries holds first-ever online Board of Trustees meeting

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

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

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

Island County forms the Island County Strong community work group – Executive Director is invited to participate

Island County Public Health Dept. submits variance application to State Dept. of Health

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

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

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

My Edmonds News publishes letter to the editor by Sno-Isle Libraries Board of Trustee Susan Kostick

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

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

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Sno-Isle Libraries holds first-ever online Board of Trustees meeting

Sno-Isle Libraries launches updated website with more focus on digital materials, online services, and online events

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

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

Island County forms the Island County Strong community work group – Executive Director is invited to participate

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23</td>
<td>Sno-Isle Libraries enters Service Stage 4</td>
</tr>
<tr>
<td>May 26</td>
<td>Sno-Isle Libraries extends PNW through Service Stage 4</td>
</tr>
<tr>
<td></td>
<td>Sno-Isle Executive Director hold conference call with Snohomish County Health Officer Dr. Chris Spitters</td>
</tr>
<tr>
<td>May 28</td>
<td>Sno-Isle Libraries holds all staff online meeting via Zoom</td>
</tr>
<tr>
<td></td>
<td>Sno-Isle Libraries Director of Public Services has video call with Executive Director of Island County Public Health, Dr. Keith Higman</td>
</tr>
<tr>
<td>May 29</td>
<td>Sno-Isle Libraries issues preparing to return to buildings COVID-19 checklist for all staff</td>
</tr>
<tr>
<td></td>
<td>Governor Inslee and the State department of health approve Snohomish County to move into state phase 2</td>
</tr>
<tr>
<td>June 5</td>
<td>Sno-Isle Libraries issues preparing to return to buildings COVID-19 checklist for all staff</td>
</tr>
<tr>
<td></td>
<td>Governor Inslee and the State department of health approve Snohomish County to move into state phase 2</td>
</tr>
<tr>
<td>June 9</td>
<td>Sno-Isle Libraries supervisors and managers return to library buildings</td>
</tr>
<tr>
<td>June 11</td>
<td>Sno-Isle libraries staff return to work in buildings</td>
</tr>
<tr>
<td></td>
<td>Sno-Isle Libraries hosts Whidbey Reads author event via Zoom</td>
</tr>
<tr>
<td>June 12</td>
<td>Sno-Isle libraries staff return to work in buildings</td>
</tr>
<tr>
<td>June 15</td>
<td>Sno-Isle libraries enters Library stage three</td>
</tr>
<tr>
<td></td>
<td>Sno-Isle Libraries begins soft launch of contact-free services</td>
</tr>
<tr>
<td></td>
<td>Sno-Isle Libraries launches Summer Reading 2020 – the theme is “Dig Deeper”</td>
</tr>
<tr>
<td>June 17</td>
<td>Snohomish Health District hosts drive through testing by appointment in the Stanwood Library parking lot</td>
</tr>
<tr>
<td>June 19</td>
<td>Snohomish Health District hosts drive through testing by appointment in the Mukilteo Library parking lot</td>
</tr>
<tr>
<td>June 26</td>
<td>Snohomish Health District hosts drive through testing by appointment in the Snohomish Library parking lot</td>
</tr>
</tbody>
</table>
SNO-ISLE LIBRARIES

Service Stages

PHASED SERVICE THROUGH COVID-19 EMERGENCY

**STAGE 5**
- **March 14 - May 25**
- **Library Facilities**: Closed to public
- **Library Staff**: Staff working remotely unless facility access is required
- **Library Services**: Online Phone

**STAGE 4**
- **May 26 - June 14**
- **Library Facilities**: Closed to public
- **Library Staff**: Staff working remotely and/or in library facilities
- **Library Services**: Online Phone

**STAGE 3**
- **Beginning June 15**
- **Library Facilities**: Closed to public
- **Library Staff**: Staff working remotely and/or in library facilities
- **Library Services**: Online Phone
  - Gradual introduction of contact-free services

**STAGE 2**
- **TBD**
- **Library Facilities**: Open to public – some restrictions may be in place
- **Library Staff**: Staff working remotely and/or in library facilities
- **Library Services**: Online Phone
  - Gradual introduction of in-person services

**STAGE 1**
- **TBD**
- **Library Facilities**: Open with limitations
- **Library Staff**: Staff working remotely and/or in library facilities
- **Library Services**: All services are available unless restricted by State guidelines

JUNE.12.2020
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

Summer Reading prize books funded by Sno-Isle Libraries Foundation and Friends of the Library groups.
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
  o Log name and contact information of all staff and vendors who enter library buildings

➢ Training for Safe Operations
  o 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
  o Maximize use of online or distant learning training sessions to limit face-to-face interactions

➢ Accountability for Safe Work Adherence
  o Library Managers and Supervisors will be responsible for ongoing adherence to Safe Work Plan procedures
  o A COVID Site Supervisor will be identified for every Sno-Isle Library location

➢ Personnel Support
  o Remote work is authorized and permitted at the discretion of the Supervisor, in accordance with HR guidance
  o Work schedules/shifts/locations will be adjusted or staggered if possible to enable social distancing and allow for less staff congestion
  o Virtual HR office hours will be provided to support staff needs
  o All Staff meetings, team meetings, and department meetings are encouraged and will continue in a virtual environment
  o Staff will be provided with information to maintain mental, physical and emotional health
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.
# Statement of Revenues

## Revenue Summary

**From 5/1/2020 Through 5/31/2020**  
(In Whole Numbers)

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

Sno-Isle Regional Library System
### Sno-Isle Regional Library System

**Statement of Expenditures by Period**

**Expenditures Summary**

**From 5/1/2020 Through 5/31/2020**

**(In Whole Numbers)**

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Period Actual</th>
<th>Period Budget</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>Annual Budget</th>
<th>Budget Used</th>
<th>% Annual Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.0 Salaries &amp; Benefits</td>
<td>2,915,534</td>
<td>3,132,970</td>
<td>15,169,780</td>
<td>15,664,850</td>
<td>37,595,500</td>
<td>40.34%</td>
<td></td>
</tr>
<tr>
<td>20.0 Materials</td>
<td>503,439</td>
<td>583,330</td>
<td>2,492,447</td>
<td>2,916,650</td>
<td>7,000,000</td>
<td>35.60%</td>
<td></td>
</tr>
<tr>
<td>26.0 Professional &amp; Contract Services</td>
<td>243,902</td>
<td>257,380</td>
<td>854,162</td>
<td>1,286,900</td>
<td>3,087,700</td>
<td>27.66%</td>
<td></td>
</tr>
<tr>
<td>35.0 Equipment &amp; Furnishings</td>
<td>16,542</td>
<td>95,090</td>
<td>499,391</td>
<td>475,450</td>
<td>1,141,400</td>
<td>43.75%</td>
<td></td>
</tr>
<tr>
<td>38.0 Maintenance &amp; Repair</td>
<td>50,787</td>
<td>116,710</td>
<td>154,274</td>
<td>583,550</td>
<td>1,400,200</td>
<td>11.01%</td>
<td></td>
</tr>
<tr>
<td>41.0 Software License &amp; Maint Fees</td>
<td>31,797</td>
<td>115,970</td>
<td>609,569</td>
<td>579,850</td>
<td>1,391,900</td>
<td>43.79%</td>
<td></td>
</tr>
<tr>
<td>42.0 Communications</td>
<td>32,377</td>
<td>61,560</td>
<td>104,597</td>
<td>307,800</td>
<td>737,100</td>
<td>14.19%</td>
<td></td>
</tr>
<tr>
<td>43.0 Office &amp; Operating Supplies</td>
<td>15,212</td>
<td>43,230</td>
<td>176,428</td>
<td>216,150</td>
<td>518,700</td>
<td>34.01%</td>
<td></td>
</tr>
<tr>
<td>44.0 Utilities</td>
<td>26,023</td>
<td>43,230</td>
<td>176,428</td>
<td>216,150</td>
<td>518,700</td>
<td>34.01%</td>
<td></td>
</tr>
<tr>
<td>45.0 Rentals &amp; Leases</td>
<td>29,991</td>
<td>33,350</td>
<td>172,081</td>
<td>166,750</td>
<td>400,100</td>
<td>43.00%</td>
<td></td>
</tr>
<tr>
<td>46.0 Insurance</td>
<td>0</td>
<td>14,460</td>
<td>2,212</td>
<td>72,300</td>
<td>173,500</td>
<td>1.27%</td>
<td></td>
</tr>
<tr>
<td>48.0 Employee Training / Travel</td>
<td>2,532</td>
<td>25,030</td>
<td>49,179</td>
<td>125,150</td>
<td>300,000</td>
<td>16.39%</td>
<td></td>
</tr>
<tr>
<td>49.0 Miscellaneous</td>
<td>8,875</td>
<td>56,820</td>
<td>163,781</td>
<td>284,100</td>
<td>681,700</td>
<td>24.02%</td>
<td></td>
</tr>
<tr>
<td>50.0 Strategic Initiatives / Innovation</td>
<td>0</td>
<td>14,580</td>
<td>0</td>
<td>72,900</td>
<td>175,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>55.0 Development Initiatives</td>
<td>0</td>
<td>52,130</td>
<td>0</td>
<td>260,650</td>
<td>625,500</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>62.0 Capital - Bldgs &amp; Improvements</td>
<td>4,329</td>
<td>38,080</td>
<td>254,955</td>
<td>190,400</td>
<td>457,000</td>
<td>55.78%</td>
<td></td>
</tr>
<tr>
<td>64.0 Capital - Furnishings &amp; Equipment</td>
<td>0</td>
<td>4,170</td>
<td>4,981</td>
<td>20,850</td>
<td>50,000</td>
<td>9.96%</td>
<td></td>
</tr>
<tr>
<td>64.4 Capital - Vehicles</td>
<td>0</td>
<td>8,000</td>
<td>104,175</td>
<td>40,000</td>
<td>96,000</td>
<td>108.51%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>3,881,338</strong></td>
<td><strong>4,702,910</strong></td>
<td><strong>20,943,819</strong></td>
<td><strong>23,514,550</strong></td>
<td><strong>56,431,600</strong></td>
<td><strong>37.11%</strong></td>
<td></td>
</tr>
</tbody>
</table>
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.
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)
Human Resources
June 2020

New Hires (Level 100)
147

Individual Contributors (Level 200)
6377

New Supervisors (Level 300)
1

All Supervisors (Level 400)
147

Current Curriculum Development
- EDI Foundational Training
- Perfecting Your Interview Skills
- Gender Identity and Expression
- Fire Extinguisher Inspection
**Employment Statistics, May 2020**

**Employees**
- Full-Time: 286
- Part-Time: 206
- Total: 492
- FTE: 371.725

**Benefits**
- Non-Benefited: 180
- Benefited: 312
- 20+ hour employees receiving medical/dental and PERS benefits

**Employment Activity**
5/1/20 - 5/31/20
- Separations: 6
- Internal Movement: 1
- New Hire/Rehire: 1

**Job Postings**
- Total Postings Overall
  - YTD 2020: 25
  - YTD 2019: 40
- Internal and External Postings
  - YTD 2020
    - External: 15
    - Internal: 10
  - YTD 2019
    - External: 23
    - Internal: 17
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

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

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

All dates are subject to change.