

Sno-Isle Libraries

Board of Trustees

September 20, 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) **Land Acknowledgement**
- 4) **Introduction and Recognition of Guests**
- 5) ***Consent Agenda Items**
 - a) Approval of July 26, 2021 regular meeting minutes;
 - b) Approval of August 16, 2021 committee of the whole meeting minutes;
 - c) Approval of July 2021 Sno-Isle Payroll, Benefits, and Vouchers;
 - d) Approval of August 2021 Sno-Isle Payroll, Benefits, and Vouchers.

July 2021

Direct Deposits and Employee Deductions	\$2,234,455.59
Vendor Check 72868, 72972, 73022 and 73053 through 73061, plus Electronic Fund Transfers	\$749,553.43
Total Payroll and Benefits	\$2,984,009.02
Accounts Payable Checks 72832 through 73061 less checks listed above, plus Electronic Transfers	\$932,152.54
Total Payroll, Benefits and Accounts Payable	\$3,916,161.56

August 2021

Direct Deposits and Employee Deductions	\$2,324,277.91
Vendor Checks 73129, 73134, 73164, 73281 and 73302 through 73310, plus Electronic Fund Transfers	\$666,114.63
Total Payroll and Benefits	\$2,990,392.54
Accounts Payable Checks 73062 through 73310 less checks listed above, plus Electronic Transfers	\$1,059,560.94
Total Payroll, Benefits and Accounts Payable	\$4,049,953.48

- 6) **Public Comment**
- 7) **Communications to the Board**
- 8) **Executive Director's Report**
 - a) **Strategic Goals update**
 - i) Optimize Library funding
 - (1) State Funding – Senator Marko Liias, Representative John Lovick, Representative Steve Tharinger, and Assistant Director of Strategic Relations Susan Hempstead.
 - ii) Create inspiring spaces
 - (1) Capital Framework Dashboard – Assistant Director of Capital Strategy and Planning Chy Ross. [Attachment 1](#)

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

- b) Library presentation – Oak Harbor Library Manager Jane Lopez-Santillana
- c) Executive Director's report [Attachments 2-3](#)
- d) Financial Update – Gary Becker, Director of Finance and Facilities [Attachments 4-5](#)

9) New Business

- a) 2022 Budget update – Gary Becker, Director of Finance and Facilities [Attachment 6](#)

10) President, Trustee Committees, and Foundation Representative Reports

- a) President's Report / Executive Committee – President Kostick
- b) Foundation Board Representative – Trustee Olson

11) Announcements and Comments

12) Executive Session

13) *Mariner Library Lease

14) *Adjournment

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

Sno-Isle Libraries is committed to providing inclusive, accessible events that enable all individuals to engage fully. Sign Language interpreters will be made available upon request. Please make your request for alternative format or other accommodations, to Lia Escudero Belcher, 360-913-2640, or lbelcher@sno-isle.org. Providing at least 72 hours' notice prior to the meeting will help to ensure availability.

Board of Trustees

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Executive Director

Lois Langer Thompson

SNO-ISLE LIBRARIES

Sno-Isle Libraries

Board of Trustees

Monday, July 26, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

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

Land Acknowledgement

We acknowledge that we are on the traditional land of the Coast Salish Peoples, including the Tulalip, Snohomish, Stillaguamish, and Sauk-Suiattle Tribes past and present, and honor with gratitude the land itself and many tribes.

Roll Call

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

Staff Present: Barbara Adams, Gary Becker, Lia Escudero Belcher, Asheley Bryson, R.D. Burley, Michelle Callihan, Kaley Costello, David Durante, Lindsay Hanson, Alisha Hendren, Monica Jackson, Rebecca Loney, Leslie Moore, Chy Ross, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Introduction and Recognition of Guests

There were no guests in attendance.

Approval of Agenda

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

Consent Agenda Items

Trustee Olson moved to approve the Consent Agenda as amended.

- a) Approval of June 28, 2021 regular meeting minutes;
- b) Approval of June 2021 Sno-Isle Payroll, Benefits, and Vouchers.

June 2021

Direct Deposits and Employee Deductions	\$2,349,216.95
Vendor checks 72533, 72593, 72658, 72710, 72791 and 72821 through 72831, plus Electronic Fund Transfers	\$777,816.99
Total Payroll and Benefits	\$3,127,033.94
Accounts Payable Checks 72532 through 72831 less checks listed above, plus Electronic Transfers	\$1,535,389.78
Total Payroll, Benefits and Accounts Payable	\$4,662,423.72

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

Public Comment

There were no public comments to the Board.

Communications to the Board

There were no communications to the Board.

Board of Trustees

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

Executive Director

Lois Langer Thompson

Executive Director's Report

Library presentation

Darrington Library

Darrington Library Manager Asheley Bryson showcased the importance of the library services made available to the community during the COVID-19 pandemic, and the work of Darrington Library staff to pivot and continue to provide library services to the community of Darrington. Library Manager Bryson highlighted Darrington Library staff's monthly delivery of books to the Sauk-Suiattle Tribe's preschool.

Executive Director's report

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

Regional Library Directors weekly update call

Ongoing connection with regional library directors to navigate the changing recommendations related to the Covid-19 pandemic.

Trustee interviews

Executive Director Thompson expressed appreciation for the number of excellent applicants for the Board of Trustees vacancy.

Stories in Democracy

Stories in Democracy is a conversation-style discussion examining the future of an American democracy. Each of the segments will include congressional representatives for Snohomish County. Executive Director Thompson along with Jon Bauer, Editorial Page Editor of The Daily Herald newspaper will be co-hosting the program.

Student Card update

The Student Card Program is a cornerstone in Sno-Isle Libraries' ongoing student success initiatives. The goals of the program are to provide library access for students, better enable educators to use library resources in the classroom, and continue building strong partnerships between Sno-Isle Libraries and local school districts. The program is a direct response to an expressed need from the school communities in the Sno-Isle Libraries District.

Capital Framework

Assistant Director of Capital Planning and Strategy Chy Ross presented on the status of the Capital Framework.

Status update

- Ensuring issues of equity are a top consideration.
- Weighting of certain categories from the framework.
- Building adaptability and flexibility into evaluations and project decisions.
- Addressing issues of safety for staff and customers.
- Acknowledging the importance of outdoor spaces in the evaluation process.

Current work

- Introducing the framework to staff across the organization.
- Developing initial evaluations for some of the libraries.
- Creating a dashboard to provide a summary of the overall evaluation and rating for the library system.

Next work

- Debut of the dashboard.
- Continued evaluations.
- Sequencing capital improvement projects.

Assistant Director of Capital Planning and Strategy Ross will provide an update on the progress made on the next work at the September 20, 2021, board meeting.

Arlington Library update

Trustee Olson informed the Board that the Arlington Library received a bequest from Arlington community member Dorothy Stevens. Director of Public Services Rebecca Loney noted that Ms. Stevens was an avid reader and the generous gift is for the best and highest use for the Arlington Library.

Foundation Board Representative

Trustee Olson noted the Foundation Board's enthusiasm to reach out to candidates that were not selected for the Board of Trustee's vacancy and have expressed interest in serving on the Foundation Board.

Customer Experience update

Library on Wheels

A majority of the Library on Wheels bookmobile stops once again include in-person services.

Sno-Isle Libraries is partnering with the Edmonds School District's [Free Grab and Go](#) and the Oak Harbor School District's [Summer Food Service Program](#) to attend a number of their summer meals sites.

Financial Update

Director of Finance and Facilities Gary Becker provided the following financial update:

To date, revenues are \$812,000 ahead of the budgeted amount for 2021, and expenses are \$3.9 million below budget. The sum of both variances equals a \$4.7 million surplus for the Library.

New Business

Resolution 21-04 Concerning the Appointment an Auditing Officer

Trustee Munguia moved the Sno-Isle Libraries Board of Trustees adopt Resolution 21-04 appointing Director of Finance, Gary Becker, as an auditing officer effective July 26, 2021. Trustee DePrey seconded the motion. The Board unanimously approved the motion.

Capitalized Asset / Small and Attractive Asset Management Policy

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees approve the *Capitalized Asset / Small and Attractive Asset Management Policy* as presented. Trustee Smith seconded the motion. The Board unanimously approved the motion.

President, Trustee Committees, and Foundation Representative Reports

President's Report

Executive Committee

President Kostick reported that the Executive Committee has selected the Coraggio Group to lead the Executive Director review process.

Trustee Nominating Committee

President Kostick provided an update on the new trustee recruitment process. The Committee held interviews in July and is recommending Michael Adams to fill the upcoming vacancy. The vacancy is a result of Trustee Tessandore completing his second term on the Board.

The Committee has sent their formal recommendation to the Snohomish County Council. If approved by the Board of Commissioners, a concurrence request will be sent to the Island County Board of Commissioners.

Strategic Planning / Finance Committee

Trustee Tessandore reported on the Strategic Planning / Finance Committee's recent work. In addition to their work on the *Capitalized Asset / Small and Attractive Asset Management Policy*, the Committee discussed the possible adoption of a conflict of interest policy, by the Board.

Announcements and Comments

Trustee Munguia shared additional comments on the Trustee Nominating Committee process. Trustee Munguia noted that the quality and passion for library serviced displayed by the candidates was remarkable. Once the selection was made, the committee connected with the non-selected applicants and offered other ways to be involved which was met with appreciation and excitement.

Adjournment

Trustee Tessandore moved the Sno-Isle Libraries Board of Trustees adjourn the meeting at 6:16 p.m. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Next Meeting

The next regular Board meeting will be held on Monday, September 20, 2021, at 5:00 p.m. via Zoom. A Committee of the Whole meeting will be held on Monday, August 16, 2021. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

President

Secretary

DRAFT

Sno-Isle Libraries

Board of Trustees Committee of the Whole

Monday, August 16, 2021

Meeting Minutes

Zoom virtual meeting

Call to Order

President Kostick called the meeting to order at 5:11 p.m.

Land Acknowledgement

We acknowledge that we are on the traditional land of the Coast Salish Peoples, including the Tulalip, Snohomish, Stillaguamish, and Sauk-Suiattle Tribes past and present, and honor with gratitude the land itself and many tribes.

Roll Call

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

Staff Present: Gary Becker, Lia Escudero Belcher, Michelle Callihan, David Durante, Nick Fuchs, Alisha Hendren, Meredith Kraft, Rebecca Loney, Lois Langer Thompson, Nicole Wehl, and Shanda Zimmerman.

Community Members Present: Michael Adams.

Approval of Agenda

President Kostick proposed a motion to amend the agenda as presented to include an introduction of guests. Trustee Munguia moved the Sno-Isle Libraries Board of Trustees amend the agenda as proposed. Trustee Smith seconded the motion. The Board unanimously approved the motion.

Introduction and Recognition of Guests

President Kostick welcomed Michael Adams to the meeting. Michael is the trustee nominated candidate for Snohomish County. He provided a brief introduction of himself.

2022 Sno-Isle Libraries budget discussion

A discussion was held by the Board and staff regarding the 2022 Sno-Isle Libraries budget.

Adjournment

President Kostick declared the Committee of the Whole meeting adjourned at 6:20 p.m.

Next Meeting

The next regular Board meeting will be held on Monday, September 20, 2021, at 5:00 p.m. via Zoom. Meeting information will be posted on the Sno-Isle Libraries [website](#) a week prior to the meeting.

President

Secretary

Board of Trustees

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Executive Director

Lois Langer Thompson

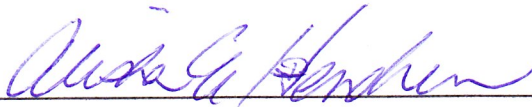
SNO-ISLE LIBRARIES

Sno-Isle Libraries
July 2021 Payroll and July 2021 Vouchers

Direct Deposits, Employee Deductions	\$ 2,234,455.59
Vendor Checks 72868, 72972, 73022 and 73053 through 73061 , Plus Electronic Fund Transfers	<u>\$ 749,553.43</u>
Total Payroll and Benefits	\$ 2,984,009.02
 Accounts Payable Checks 72832 through 73061 less checks listed above, plus Electronic Transfers	 <u>\$ 932,152.54</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 3,916,161.56</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 September 20, 2021.



Assistant Director of Finance

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

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

July 2021 Payroll

Employee Pay - Direct Deposit	\$	1,590,433.35	
Plus: Employee Deductions	\$	644,022.24	
Sub-Total Gross Payroll			\$ 2,234,455.59

Vendor Checks 72868, 72972, 73022 and 73053 through 73061	\$	167,521.48 *	
Electronic Funds Transfer- Employer Federal Taxes	\$	193,376.99	
Electronic Funds Transfer - Empower - 457 Plan	\$	14,262.83	
Electronic Funds Transfer - Mission Square - 457 Plan	\$	53,465.90	
Electronic Funds Transfer - PERS - Retirement Plan	\$	345,526.59	
Electronic Funds Transfer - Navia - FSA	\$	12,163.55	
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,719.35	
Electronic Funds Transfer - Premera - Medical	\$	212,944.71	
Electronic Funds Transfer - Washington State Support Registry	\$	456.84	
Less: Employee Benefit Deductions	\$	(257,884.81)	
Sub-Total Benefits - Employer Expense			\$ 749,553.43
Total Payroll and Benefits			\$ 2,984,009.02

July 2021 Accounts Payable

Checks 72832 through 73061 less checks listed above	\$	930,590.89 **	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	1,561.65	
Sub-Total Accounts Payable			\$ 932,152.54
Total Payroll, Benefits and Accounts Payable			\$ 3,916,161.56

Adjustments

Paycom Direct Service Fee	\$	17,082.26	
Refunds and Credits	\$	269.88	
Refund Interest	\$	0.03	
Bank Service Charge	\$	132.86	
Travel & Business Expense Reimbursement paid in Payroll	\$	1,670.36	
Total Adjustments			\$ 19,155.39
July 2021 Total Expenditures			\$ 3,935,316.95 ***

* Benefit invoices paid through Accounts Payable Checks

\$ 167,521.48

** Regular invoices paid through Accounts Payable Checks

\$ 930,590.89

Total Accounts Payable Check Payments

\$ 1,098,112.37

*** Equals Expenditure Summary Total

**Vouchers
July 2021**

Date	Check	Payee	Check Amount
7/22/2021	72067	Stilly Valley Chamber of Commerce - Void- Reissue on ck 72994	(250.00)
7/7/2021	72832	Timeless Design	30,183.52
7/7/2021	72833	Terri Taylor	122.00
7/8/2021	72834	AAA Fire Protection, Inc	2,606.74
7/8/2021	72835	Alderleaf Wilderness College	300.00
7/8/2021	72836	Amazon Capital Services, Inc	986.54
7/8/2021	72837	Amina Quraishi	325.00
7/8/2021	72838	Ednetics, Inc.	2,662.06
7/8/2021	72839	Freedom Lifted	175.00
7/8/2021	72840	Innovative Interfaces, Inc	360.00
7/8/2021	72841	Kaeli Swift	200.00
7/8/2021	72842	Leadership Snohomish County	3,500.00
7/8/2021	72843	Moving Minds Dance LLC	300.00
7/8/2021	72844	Office Depot, INC	1,011.15
7/8/2021	72845	OrangeBoy Inc	3,352.00
7/8/2021	72846	Remit Overrun	0.00
7/8/2021	72847	Remit Overrun	0.00
7/8/2021	72848	Remit Overrun	0.00
7/8/2021	72849	Remit Overrun	0.00
7/8/2021	72850	Remit Overrun	0.00
7/8/2021	72851	Remit Overrun	0.00
7/8/2021	72852	Remit Overrun	0.00
7/8/2021	72853	Remit Overrun	0.00
7/8/2021	72854	Remit Overrun	0.00
7/8/2021	72855	Remit Overrun	0.00
7/8/2021	72856	Overdrive Inc	117,795.79
7/8/2021	72857	Pacific Northwest Ballet	375.00
7/8/2021	72858	Printing Plus	1,243.84
7/8/2021	72859	PUD No 1 of Snohomish County	2,902.94
7/8/2021	72860	Puget Sound Energy	1,752.17
7/8/2021	72861	Race Forward	1,000.00
7/8/2021	72862	Rev.com, Inc	163.75
7/8/2021	72863	Samuel Kiyoshi Mihara	400.00
7/8/2021	72864	Sara K Turner Art	200.00
7/8/2021	72865	Teresa Wippel Communications LLC	1,275.00
7/8/2021	72866	Tina Ontiveros	400.00
7/8/2021	72867	Walter E Nelson Co of Western WA	1,107.67
7/8/2021	72868	Wellable LLC	200.00
7/8/2021	72869	Yasufumi Ishida	450.00
7/15/2021	72870	8X8 Inc	8,042.04
7/15/2021	72871	Allied Universal	20,383.16
7/15/2021	72872	Amazon Capital Services, Inc	502.80
7/15/2021	72873	Backstage Library Works, Inc	117.09
7/15/2021	72874	Remit Overrun	0.00
7/15/2021	72875	Baker & Taylor Books (277930)	30,732.40
7/15/2021	72876	Beacon Publishing Inc	637.50

**Vouchers
July 2021**

Date	Check	Payee	Check Amount
7/15/2021	72877	Cedar Grove Organics Recycling LLC	327.90
7/15/2021	72878	City of Marysville	1,051.40
7/15/2021	72879	City of Monroe	677.55
7/15/2021	72880	City of Mountlake Terrace	7,387.30
7/15/2021	72881	City of Sultan	301.30
7/15/2021	72882	Clinton Water Dist	54.98
7/15/2021	72883	Cobra Construction Company	39,397.37
7/15/2021	72884	Demco Inc (8048)	229.56
7/15/2021	72885	Freeland Water Dist	164.69
7/15/2021	72886	Gale/Cengage Learning	1,230.71
7/15/2021	72887	Hillis Clark Martin & Peterson	630.00
7/15/2021	72888	Ingram Library Services	793.29
7/15/2021	72889	Innovative Interfaces, Inc	2,582.03
7/15/2021	72890	Island Disposal Inc	156.02
7/15/2021	72891	Kanopy, Inc.	6,641.00
7/15/2021	72892	Language Exchange	655.00
7/15/2021	72893	Lemay Mobile Shredding	281.60
7/15/2021	72894	Mach Publishing Company, Inc.	195.50
7/15/2021	72895	Mechanic Shop Femme	880.00
7/15/2021	72896	Remit Overrun	0.00
7/15/2021	72897	Midwest Tape	18,033.00
7/15/2021	72898	Mill Creek View	155.00
7/15/2021	72899	North County Outlook	330.00
7/15/2021	72900	OCLC Inc (34299)	62,808.51
7/15/2021	72901	Office Depot, INC	637.65
7/15/2021	72902	Remit Overrun	0.00
7/15/2021	72903	Remit Overrun	0.00
7/15/2021	72904	Remit Overrun	0.00
7/15/2021	72905	Remit Overrun	0.00
7/15/2021	72906	Remit Overrun	0.00
7/15/2021	72907	Remit Overrun	0.00
7/15/2021	72908	Remit Overrun	0.00
7/15/2021	72909	Remit Overrun	0.00
7/15/2021	72910	Remit Overrun	0.00
7/15/2021	72911	Remit Overrun	0.00
7/15/2021	72912	Overdrive Inc	39,786.19
7/15/2021	72913	Paper Roll Products	527.32
7/15/2021	72914	PetroCard Systems Inc	1,736.79
7/15/2021	72915	Prime Self Storage	814.00
7/15/2021	72916	Printing Plus	333.91
7/15/2021	72917	Proquest LLC (6216)	33,646.08
7/15/2021	72918	PUD No 1 of Snohomish County	533.24
7/15/2021	72919	Puget Sound Energy	279.03
7/15/2021	72920	Puget Sound Mobile Detail	403.30
7/15/2021	72921	Republic Services 197	747.13
7/15/2021	72922	Ricoh USA Inc - 31001	665.94

**Vouchers
July 2021**

Date	Check	Payee	Check Amount
7/15/2021	72923	S-R Broadcasting Co Inc	840.00
7/15/2021	72924	Salish Networks	1,211.04
7/15/2021	72925	Seattle Public Library	25.00
7/15/2021	72926	Shred-it	170.78
7/15/2021	72927	Silver Lake Water & Sewer	109.65
7/15/2021	72928	Snohomish Co Finance	81.00
7/15/2021	72929	Sound Publishing	2,271.20
7/15/2021	72930	Stanwood/Camano News	324.61
7/15/2021	72931	Stowe Development & Strategies	1,758.71
7/15/2021	72932	Tsai Fong Books Inc	118.83
7/15/2021	72933	Washington State Ferries	708.75
7/15/2021	72934	WCP Solutions	638.96
7/15/2021	72935	Whidbey Telecom	603.36
7/15/2021	72936	Ziply Fiber	16,636.85
7/22/2021	72937	AAA Fire Protection, Inc	2,310.09
7/22/2021	72938	Air Care System	1,986.29
7/22/2021	72939	Alderwood Water District	156.93
7/22/2021	72940	Amazon Capital Services, Inc	18.51
7/22/2021	72941	Asavie Technologies Inc	809.74
7/22/2021	72942	AT&T Mobility (6463)	4,493.99
7/22/2021	72943	Void	0.00
7/22/2021	72944	Remit Overrun	0.00
7/22/2021	72945	Remit Overrun	0.00
7/22/2021	72946	Baker & Taylor Books (277930)	25,335.87
7/22/2021	72947	Bank of America (0958)	2,310.63
7/22/2021	72948	Bank of America (2175)	1,232.67
7/22/2021	72949	Bank of America (2945)	2,275.10
7/22/2021	72950	Bank of America (3488)	1,120.71
7/22/2021	72951	Bank of America (3736)	1,631.68
7/22/2021	72952	Bank of America (4867)	961.09
7/22/2021	72953	Bank of America (5800)	39.99
7/22/2021	72954	Bank of America (8208)	5,405.53
7/22/2021	72955	Baus Systems LLC	725.94
7/22/2021	72956	Bibliotheca LLC	11,443.12
7/22/2021	72957	Camano Hill Water Co.	266.14
7/22/2021	72958	Center Point Large Print	702.90
7/22/2021	72959	City of Langley	1,256.78
7/22/2021	72960	Comcast	3,658.63
7/22/2021	72961	Consolidated Technology Services	1,211.88
7/22/2021	72962	EBSCO	55.86
7/22/2021	72963	Gale/Cengage Learning	10,375.90
7/22/2021	72964	Ingram Library Services	511.48
7/22/2021	72965	Magna5 LLC	1,045.04
7/22/2021	72966	Remit Overrun	0.00
7/22/2021	72967	Remit Overrun	0.00
7/22/2021	72968	Midwest Tape	14,146.36

**Vouchers
July 2021**

Date	Check	Payee	Check Amount
7/22/2021	72969	Milliken and Company	13,266.46
7/22/2021	72970	News Bank Inc	27,555.00
7/22/2021	72971	Office Depot, INC	836.52
7/22/2021	72972	Office Team	2,874.90
7/22/2021	72973	Remit Overrun	0.00
7/22/2021	72974	Remit Overrun	0.00
7/22/2021	72975	Remit Overrun	0.00
7/22/2021	72976	Remit Overrun	0.00
7/22/2021	72977	Remit Overrun	0.00
7/22/2021	72978	Remit Overrun	0.00
7/22/2021	72979	Remit Overrun	0.00
7/22/2021	72980	Remit Overrun	0.00
7/22/2021	72981	Overdrive Inc	38,033.32
7/22/2021	72982	Paper Roll Products	867.28
7/22/2021	72983	PayScale, Inc	9,592.00
7/22/2021	72984	Philadelphia Insurance Companies	14,358.00
7/22/2021	72985	PUD No 1 of Snohomish County	400.52
7/22/2021	72986	Puget Sound Energy	433.22
7/22/2021	72987	Ricoh USA Inc - 31001	162.09
7/22/2021	72988	Sprague Pest Solutions	421.50
7/22/2021	72989	Timeless Design	138.13
7/22/2021	72990	Town of Coupeville	100.00
7/22/2021	72991	Uline	132.40
7/22/2021	72992	Wave Business	14,152.08
7/22/2021	72993	PUD No 1 of Snohomish County	229.49
7/22/2021	72994	Stilly Valley Chamber of Commerce	250.00
7/29/2021	72995	Alka Joshi	100.00
7/29/2021	72996	Amazon Capital Services, Inc	818.10
7/29/2021	72997	AT&T Mobility (6463)	6,185.97
7/29/2021	72998	Remit Overrun	0.00
7/29/2021	72999	Baker & Taylor Books (277930)	15,044.86
7/29/2021	73000	Bank of America (842425)	2,958.18
7/29/2021	73001	Cascade Natural Gas	57.20
7/29/2021	73002	CDW Government Inc	3,425.33
7/29/2021	73003	City of Brier	143.86
7/29/2021	73004	City of Edmonds	13,759.92
7/29/2021	73005	City of Sultan	1,270.68
7/29/2021	73006	Cobra Construction Company	23,188.92
7/29/2021	73007	DACO Corporation	3,593.66
7/29/2021	73008	Daily Journal of Commerce	174.15
7/29/2021	73009	Demco Inc (8048)	3,444.39
7/29/2021	73010	DEX MEDIA	113.90
7/29/2021	73011	E - Rate Expertise Inc	225.00
7/29/2021	73012	Ednetics, Inc.	13,448.01
7/29/2021	73013	Genuine Auto Glass of Everett LLC	393.48
7/29/2021	73014	Ingram Library Services	537.42

Vouchers July 2021

Date	Check	Payee	Check Amount
7/29/2021	73015	KeyBank National Association	703.83
7/29/2021	73016	Kwiaht: Center for the Historical Ecology of the Salish Sea	375.00
7/29/2021	73017	Lithtex NW	1,541.91
7/29/2021	73018	Mechanic Shop Femme	550.00
7/29/2021	73019	Remit Overrun	0.00
7/29/2021	73020	Midwest Tape	5,512.36
7/29/2021	73021	Office Depot, INC	946.18
7/29/2021	73022	Office Team	2,835.29
7/29/2021	73023	OSW Equipment & Repair, LLC	1,041.37
7/29/2021	73024	Remit Overrun	0.00
7/29/2021	73025	Remit Overrun	0.00
7/29/2021	73026	Remit Overrun	0.00
7/29/2021	73027	Remit Overrun	0.00
7/29/2021	73028	Remit Overrun	0.00
7/29/2021	73029	Remit Overrun	0.00
7/29/2021	73030	Overdrive Inc	29,916.13
7/29/2021	73031	Oxbow Farm & Conservation Center	100.00
7/29/2021	73032	PetroCard Systems Inc	1,721.22
7/29/2021	73033	Platt Electric Supply	38.62
7/29/2021	73034	Printing Plus	285.82
7/29/2021	73035	PUD No 1 of Snohomish County	10,416.33
7/29/2021	73036	Puget Sound Energy	408.08
7/29/2021	73037	Ricoh USA Inc - 31001	4,525.84
7/29/2021	73038	Ricoh USA Inc - 650073	23,226.10
7/29/2021	73039	Salas O'Brien	1,925.88
7/29/2021	73040	Seattle Times	12,000.00
7/29/2021	73041	Shred-it	369.44
7/29/2021	73042	Smokey Point NW LLC	7,553.53
7/29/2021	73043	Snohomish County Planning & Development Services	97.85
7/29/2021	73044	Summit Law Group, PLLC	580.00
7/29/2021	73045	Remit Overrun	0.00
7/29/2021	73046	The Home Depot Pro	3,629.61
7/29/2021	73047	U S Bank Equipment Finance	327.19
7/29/2021	73048	Visionary Office Furniture	1,248.05
7/29/2021	73049	Walter E Nelson Co of Western WA	3,976.33
7/29/2021	73050	WEX	54.96
7/29/2021	73051	Ziply Fiber	6,960.62
7/29/2021	73052	Avidex Industries, LLC	19,370.56
7/30/2021	73053	Cascade Centers	587.50
7/30/2021	73054	Delta Dental of Washington	24,993.65
7/30/2021	73055	Employment Security Dept (UI)	9,594.72
7/30/2021	73056	Kaiser Permanente	77,512.09
7/30/2021	73057	Lifewise Assurance Company	28,827.00
7/30/2021	73058	Lincoln National Life Ins Company	8,257.13
7/30/2021	73059	Navia Benefit Solutions Client Pay	1,925.45

Vouchers
July 2021

Date	Check	Payee	Check Amount
7/30/2021	73060	Premera Blue Cross	9,483.75
7/30/2021	73061	Sno-Isle Library Foundation	430.00
			<hr/>
			1,098,112.37
			<hr/>

Sno-Isle Libraries
August 2021 Payroll and August 2021 Vouchers

Direct Deposits, Manual Checks and Employee Deductions	\$ 2,324,277.91
Vendor Checks 73129, 73134, 73164, 73281 and 73302 through 73310, plus Electronic Fund Transfers	<u>\$ 666,114.63</u>
Total Payroll and Benefits	\$ 2,990,392.54
 Accounts Payable Checks 73062 through 73310 less checks listed above, plus Electronic Transfers	 <u>\$ 1,059,560.94</u>
Total Payroll, Benefits and Accounts Payable	<u><u>\$ 4,049,953.48</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 September 20, 2021.



Assistant Director of Finance

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

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

August 2021 Payroll

Employee Pay - Direct Deposit	\$	1,656,045.77	
Employee Pay - Manual Checks 737 through 742	\$	417.62	
Plus: Employee Deductions	\$	667,814.52	
Sub-Total Gross Payroll			\$ 2,324,277.91

Vendor Checks 73129, 73134, 73164, 73281 and 73302 through 73310	\$	159,000.30	*	
Electronic Funds Transfer- Employer Federal Taxes	\$	201,628.87		
Electronic Funds Transfer - Empower - 457 Plan	\$	14,316.08		
Electronic Funds Transfer - Mission Square - 457 Plan	\$	55,330.15		
Electronic Funds Transfer - PERS - Retirement Plan	\$	341,629.09		
Electronic Funds Transfer - Navia - FSA	\$	14,161.73		
Electronic Funds Transfer - Navia - HRA/MRA	\$	7,293.46		
Electronic Funds Transfer - Premera - Medical	\$	133,345.63		
Electronic Funds Transfer - Washington State Support Registry	\$	456.84		
Less: Employee Benefit Deductions	\$	(261,047.52)		
Sub-Total Benefits - Employer Expense				\$ 666,114.63
Total Payroll and Benefits				\$ 2,990,392.54

August 2021 Accounts Payable

Checks 73062 through 73310 less checks listed above	\$	1,056,501.33	**	
Electronic Funds Transfer - WA State Department of Revenue - Comp Tax	\$	3,059.61		
Sub-Total Accounts Payable				\$ 1,059,560.94
Total Payroll, Benefits and Accounts Payable				\$ 4,049,953.48

Adjustments

Paycom Direct Service Fee	\$	17,274.49		
Refunds and Credits	\$	4,433.61		
Refund Interest	\$	0.05		
Bank Service Charge	\$	173.93		
Travel & Business Expense Reimbursement paid in Payroll	\$	1,581.07		
Total Adjustments				\$ 23,463.15
August 2021 Total Expenditures				\$ 4,073,416.63 ***

* Benefit invoices paid through Accounts Payable Checks	\$	159,000.30
** Regular invoices paid through Accounts Payable Checks	\$	1,056,501.33
Total Accounts Payable Check Payments	\$	1,215,501.63

*** Equals Expenditure Summary Total

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/5/2021	73031	Oxbow Farm & Conservation Center - Void	(100.00)
8/5/2021	73062	AAA Fire Protection, Inc	1,793.40
8/5/2021	73063	Air Care System	1,723.58
8/5/2021	73064	Allied Universal	9,428.77
8/5/2021	73065	Amazon (530958)	252.82
8/5/2021	73066	Amazon Capital Services, Inc	1,862.58
8/5/2021	73067	Avidex Industries, LLC	4,781.01
8/5/2021	73068	Remit Overrun	0.00
8/5/2021	73069	Baker & Taylor Books (277930)	17,238.18
8/5/2021	73070	Beacon Publishing Inc	637.50
8/5/2021	73071	Blackstone Publishing	486.98
8/5/2021	73072	Cassandra Newbould	200.00
8/5/2021	73073	Catherine Adel West	200.00
8/5/2021	73074	City of Granite Falls	118.13
8/5/2021	73075	City of Snohomish	3,091.46
8/5/2021	73076	Crystal Springs	203.20
8/5/2021	73077	Dae Won LLC	7,726.18
8/5/2021	73078	FairVega Library Services	274.68
8/5/2021	73079	Fastsigns	941.68
8/5/2021	73080	FATBEAM, LLC	3,480.00
8/5/2021	73081	Francia Simone	200.00
8/5/2021	73082	Gale/Cengage Learning	1,022.26
8/5/2021	73083	Goldfinch Brothers	2,380.54
8/5/2021	73084	Hero Design LLC	16,559.00
8/5/2021	73085	Ingram Library Services	551.99
8/5/2021	73086	Janelle Tarasewicz	1,300.00
8/5/2021	73087	Kanopy, Inc.	6,493.00
8/5/2021	73088	Kelly deVos	200.00
8/5/2021	73089	Language Exchange	425.00
8/5/2021	73090	Lithtex NW	715.51
8/5/2021	73091	Mercedes-Benz of Lynnwood	312.74
8/5/2021	73092	Remit Overrun	0.00
8/5/2021	73093	Midwest Tape	16,088.75
8/5/2021	73094	Mukilteo Water & Waste District	4,033.11
8/5/2021	73095	Remit Overrun	0.00
8/5/2021	73096	Office Depot, INC	1,534.87
8/5/2021	73097	Remit Overrun	0.00
8/5/2021	73098	Remit Overrun	0.00
8/5/2021	73099	Remit Overrun	0.00
8/5/2021	73100	Remit Overrun	0.00
8/5/2021	73101	Remit Overrun	0.00
8/5/2021	73102	Remit Overrun	0.00
8/5/2021	73103	Remit Overrun	0.00
8/5/2021	73104	Remit Overrun	0.00

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/5/2021	73105	Remit Overrun	0.00
8/5/2021	73106	Remit Overrun	0.00
8/5/2021	73107	Overdrive Inc	109,761.23
8/5/2021	73108	Void	0.00
8/5/2021	73109	Pacific Copy & Printing	222.36
8/5/2021	73110	Paper Roll Products	131.33
8/5/2021	73111	PUD No 1 of Snohomish County	1,623.48
8/5/2021	73112	Puget Sound Energy	915.12
8/5/2021	73113	Rebecca Sky	200.00
8/5/2021	73114	Rentacrate Enterprises LLC	7,710.43
8/5/2021	73115	Rev.com, Inc	258.75
8/5/2021	73116	Ricoh USA Inc - 31001	192.30
8/5/2021	73117	Seattle Times	4,000.00
8/5/2021	73118	Sound Maintenance Services, Inc	8,229.57
8/5/2021	73119	T Mobile	125.18
8/5/2021	73120	Televend Services Inc	64.15
8/5/2021	73121	Teresa Wippel Communications LLC	425.00
8/5/2021	73122	The Home Depot Pro	156.26
8/5/2021	73123	Thomas & Associates	52,614.18
8/5/2021	73124	Thompson, Lois Langer	310.63
8/5/2021	73125	Timeless Design	11,690.03
8/5/2021	73126	Tsai Fong Books Inc	89.19
8/5/2021	73127	Walter E Nelson Co of Western WA	61.89
8/5/2021	73128	Waste Management	2,799.01
8/5/2021	73129	Wellable LLC	200.00
8/5/2021	73130	Oxbow Farm & Conservation Center	300.00
8/5/2021	73131	Overdrive Inc	29.95
8/12/2021	73132	AAA Fire Protection, Inc	141.70
8/12/2021	73133	Air Care System	6,953.77
8/12/2021	73134	Amazon Capital Services, Inc	1,125.58
8/12/2021	73135	Asavie Technologies Inc	396.97
8/12/2021	73136	Remit Overrun	0.00
8/12/2021	73137	Baker & Taylor Books (277930)	30,053.46
8/12/2021	73138	Baus Systems LLC	725.94
8/12/2021	73139	Brodart (Supplies)	329.62
8/12/2021	73140	Camano Commons	1,000.00
8/12/2021	73141	Center Point Large Print	702.90
8/12/2021	73142	City of Arlington	123.14
8/12/2021	73143	City of Brier	261.72
8/12/2021	73144	City of Lynnwood	2,194.04
8/12/2021	73145	City of Marysville	1,455.19
8/12/2021	73146	City of Monroe	928.93
8/12/2021	73147	City of Sultan	160.39
8/12/2021	73148	Consolidated Technology Services	1,211.88

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/12/2021	73149	DEX MEDIA	115.47
8/12/2021	73150	Grainger	79.54
8/12/2021	73151	Guardian Security	4,855.64
8/12/2021	73152	HF Group	93.12
8/12/2021	73153	Hillis Clark Martin & Peterson	210.00
8/12/2021	73154	Ingram Library Services	1,313.29
8/12/2021	73155	Iron Mountain	432.89
8/12/2021	73156	Island Disposal Inc	156.02
8/12/2021	73157	Kendall of Marysville	72.38
8/12/2021	73158	Language Exchange	130.00
8/12/2021	73159	Lemay Mobile Shredding	237.60
8/12/2021	73160	Lithtex NW	215.51
8/12/2021	73161	Mach Publishing Company, Inc.	293.25
8/12/2021	73162	Midwest Tape	3,561.50
8/12/2021	73163	Office Depot, INC	662.27
8/12/2021	73164	Office Team	3,168.40
8/12/2021	73165	Remit Overrun	0.00
8/12/2021	73166	Remit Overrun	0.00
8/12/2021	73167	Remit Overrun	0.00
8/12/2021	73168	Remit Overrun	0.00
8/12/2021	73169	Remit Overrun	0.00
8/12/2021	73170	Remit Overrun	0.00
8/12/2021	73171	Remit Overrun	0.00
8/12/2021	73172	Remit Overrun	0.00
8/12/2021	73173	Overdrive Inc	41,560.60
8/12/2021	73174	Pacific Copy & Printing	157.33
8/12/2021	73175	Paper Roll Products	847.64
8/12/2021	73176	PetroCard Systems Inc	1,812.52
8/12/2021	73177	PUD No 1 of Snohomish County	701.34
8/12/2021	73178	Puget Sound Energy	106.97
8/12/2021	73179	Rentacrate Enterprises LLC	3,885.78
8/12/2021	73180	Republic Services 197	746.89
8/12/2021	73181	Ricoh USA Inc - 31001	439.86
8/12/2021	73182	Ricoh USA Inc - 650073	22,201.11
8/12/2021	73183	S-R Broadcasting Co Inc	840.00
8/12/2021	73184	Salish Networks	1,211.04
8/12/2021	73185	SHI International	6,278.40
8/12/2021	73186	Shred-it	183.82
8/12/2021	73187	Silver Lake Water & Sewer	123.85
8/12/2021	73188	Skagit Publishing	324.61
8/12/2021	73189	Sound Maintenance Services, Inc	59,631.39
8/12/2021	73190	Sound Publishing	598.00
8/12/2021	73191	Sprague Pest Solutions	157.59
8/12/2021	73192	Stage 2 Studios	100.00

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/12/2021	73193	Stowe Development & Strategies	6,718.51
8/12/2021	73194	Sunnyside Nursery, Inc.	754.17
8/12/2021	73195	That Presentation Coach, LLC	300.00
8/12/2021	73196	The Coraggio Group, Inc	1,549.16
8/12/2021	73197	Timeless Design	15,920.94
8/12/2021	73198	Town of Coupeville	989.47
8/12/2021	73199	Tsai Fong Books Inc	69.17
8/12/2021	73200	Unique Interiors, Inc.	19,024.86
8/12/2021	73201	Verizon Wireless (660108)	8,686.33
8/12/2021	73202	Walter E Nelson Co of Western WA	107.91
8/12/2021	73203	Washington State Ferries	1,033.90
8/12/2021	73204	Wave Business	17,216.04
8/12/2021	73205	WCP Solutions	674.11
8/12/2021	73206	Whidbey Telecom	603.69
8/12/2021	73207	Ziply Fiber	235.80
8/19/2021	73208	Amazon Capital Services, Inc	357.32
8/19/2021	73209	Backstage Library Works, Inc	228.24
8/18/2021	73210	Remit Overrun	0.00
8/19/2021	73211	Baker & Taylor Books (277930)	20,192.86
8/19/2021	73212	Bank of America (0958)	673.46
8/19/2021	73213	Bank of America (2175)	3,134.46
8/19/2021	73214	Bank of America (2945)	3,598.45
8/19/2021	73215	Bank of America (3488)	50.39
8/19/2021	73216	Bank of America (3736)	1,027.74
8/19/2021	73217	Bank of America (4867)	630.62
8/19/2021	73218	Bank of America (5800)	119.98
8/19/2021	73219	Bank of America (5953)	350.18
8/19/2021	73220	Bank of America (8208)	4,801.23
8/19/2021	73221	BerryDunn	10,015.51
8/19/2021	73222	Bibliotheca LLC	4,109.77
8/19/2021	73223	Brodart Company	88.20
8/19/2021	73224	Cedar Grove Organics Recycling LLC	344.30
8/19/2021	73225	Cobra Construction Company	11,317.33
8/19/2021	73226	Comcast	3,658.63
8/19/2021	73227	Crystal Springs	111.60
8/19/2021	73228	Daily Journal of Commerce	187.05
8/19/2021	73229	EBSCO	8,066.42
8/19/2021	73230	Economic Alliance Snohomish County	900.00
8/19/2021	73231	Everett Safe & Lock	435.79
8/19/2021	73232	Gale/Cengage Learning	2,441.24
8/19/2021	73233	Guardian Security	1,121.42
8/19/2021	73234	Ingram Library Services	864.19
8/19/2021	73235	Magna5 LLC	154.21
8/19/2021	73236	Midwest Tape	8,036.67

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/19/2021	73237	Multi-Cultural Books & Videos	4,260.78
8/19/2021	73238	OCLC Inc (34299)	781.09
8/19/2021	73239	Office Depot, INC	1,870.41
8/19/2021	73240	Remit Overrun	0.00
8/19/2021	73241	Remit Overrun	0.00
8/19/2021	73242	Remit Overrun	0.00
8/19/2021	73243	Remit Overrun	0.00
8/19/2021	73244	Remit Overrun	0.00
8/19/2021	73245	Overdrive Inc	27,274.22
8/19/2021	73246	Prime Self Storage	814.00
8/19/2021	73247	PUD No 1 of Snohomish County	1,291.71
8/19/2021	73248	Puget Sound Energy	469.48
8/19/2021	73249	Purple Communications, Inc	2,054.00
8/19/2021	73250	Ricoh USA Inc - 31001	5,079.36
8/19/2021	73251	Ricoh USA Inc - 650073	1,016.47
8/19/2021	73252	Sno-Isle Refund Account	97.74
8/19/2021	73253	Sound Publishing	2,023.74
8/19/2021	73254	The Hanover Insurance Company	35,838.63
8/19/2021	73255	U S Yellow Pages	229.00
8/19/2021	73256	Uline	190.21
8/19/2021	73257	Unisys Corporation	65,673.82
8/19/2021	73258	Visionary Office Furniture	18,013.34
8/19/2021	73259	Walter E Nelson Co of Western WA	392.40
8/19/2021	73260	Ziply Fiber	10,599.05
8/26/2021	73261	AAA Fire Protection, Inc	1,852.64
8/26/2021	73262	Allied Universal	11,279.51
8/26/2021	73263	Amazon Capital Services, Inc	89.61
8/26/2021	73264	American Library Association	2,571.00
8/26/2021	73265	Baker & Taylor Books (277930)	10,858.78
8/26/2021	73266	Better Impact USA, Inc	835.00
8/26/2021	73267	Camano Commons	1,000.00
8/26/2021	73268	Cascade Natural Gas	13.00
8/26/2021	73269	City of Marysville	1,956.36
8/26/2021	73270	EBSCO	452.52
8/26/2021	73271	Gale/Cengage Learning	818.59
8/26/2021	73272	ID Label, Inc	4,676.00
8/26/2021	73273	Image Mill, Inc	6,831.15
8/26/2021	73274	Ingram Library Services	1,275.85
8/26/2021	73275	Klean Lots LLC	5,803.28
8/26/2021	73276	Lithtex NW	204.19
8/26/2021	73277	Midwest Tape	122.62
8/26/2021	73278	Multi-Cultural Books & Videos	3,686.25
8/26/2021	73279	North County Outlook	330.00
8/26/2021	73280	Office Depot, INC	1,056.04

**Vouchers
August 2021**

Date	Check	Payee	Check Amount
8/26/2021	73281	Office Team	2,845.52
8/26/2021	73282	Remit Overrun	0.00
8/26/2021	73283	Remit Overrun	0.00
8/26/2021	73284	Remit Overrun	0.00
8/26/2021	73285	Remit Overrun	0.00
8/26/2021	73286	Remit Overrun	0.00
8/26/2021	73287	Remit Overrun	0.00
8/26/2021	73288	Overdrive Inc	99,818.48
8/26/2021	73289	Pacific Copy & Printing	98.10
8/26/2021	73290	Paper Roll Products	281.52
8/26/2021	73291	PetroCard Systems Inc	1,755.64
8/26/2021	73292	Petty Cash	255.47
8/26/2021	73293	PUD No 1 of Snohomish County	8,801.29
8/26/2021	73294	Puget Sound Energy	406.51
8/26/2021	73295	Ricoh USA Inc - 31001	425.02
8/26/2021	73296	Silver Kite Community Arts	320.00
8/26/2021	73297	Smokey Point NW LLC	7,660.17
8/26/2021	73298	Timeless Design	26,667.55
8/26/2021	73299	Walter E Nelson Co of Western WA	5,298.64
8/26/2021	73300	WCP Solutions	366.23
8/26/2021	73301	WEX	79.51
8/31/2021	73302	Cascade Centers	587.50
8/31/2021	73303	Delta Dental of Washington	25,234.98
8/31/2021	73304	Kaiser Permanente	77,512.09
8/31/2021	73305	Lifewise Assurance Company	27,161.44
8/31/2021	73306	Lincoln National Life Ins Company	8,144.70
8/31/2021	73307	MCM	2,417.70
8/31/2021	73308	Navia Benefit Solutions Client Pay	1,901.80
8/31/2021	73309	Premera Blue Cross	8,935.80
8/31/2021	73310	Sno-Isle Library Foundation	405.00
			<hr/>
			1,215,501.63
			<hr/>

Capital Framework Summary

Strategic Goal

The Capital Framework has been developed to provide the structure and strategy to guide capital improvement work. This will allow Sno-Isle Libraries to successfully deliver on the strategic goal to:

Create inspiring spaces so that customers and staff experience spaces that are welcoming, inclusive, easy-to-use, and support current and emerging library use.

Strategy Statement

To achieve our vision, mission, values, and goals we will:

- **Consider the realities** of our facility conditions, communities, district resources, opportunities and the key consideration of funding; and
- **Use the guiding principles** outlined in our vision and values; in order to
- **Develop and implement a framework** that provides a responsive plan with clear outcomes for the District.



Introduction

The Capital Framework consists of 17 elements organized within 5 criteria – the critical realities to be considered: facility conditions, communities, district resources, opportunities, and funding. For each element there is a method to evaluate the circumstances and conditions for each library building and community.

An initial evaluation will be performed to capture current knowledge and information with a goal of developing improved evaluation processes over time. When work advances, an evaluation is produced, or conditions change for any of the criteria, it is added to the framework.

The results of the evaluation process provide a summary of the overall conditions for a library and community. In addition, they provide the foundation for determining a capital strategy and plan as well as sequencing and tracking the status of capital projects.

This dynamic and adaptable approach allows for continued capital improvement and capital project efforts and a continually updated and adapting plan.

Framework

We will consider the realities in these five essential criteria areas to evaluate our facilities, prioritize our capital projects, and make decisions about our buildings. Within each criterion, there are defined elements that will each have a process for evaluation and a volume of ongoing work in support of capital and planning efforts.

Facility conditions

- **Critical infrastructure**
Identify, monitor, repair, budget for and replace critical infrastructure and systems at all locations. Includes: roofing, electrical, water, HVAC systems, building control and security, windows, structural repair.
- **Base level**
Meet established Sno-Isle Libraries facility standards for customer and staff experience. This element provides leading-edge goals that take the condition and experience of the facilities well beyond essential requirements.
- **Inspiring**
Periodic upgrades and refurbishes to create inspiring spaces that support emerging library use and address dynamic community needs.

Communities

- **Community health**
Use community indicators and knowledge to ensure equitable, diverse and inclusive outcomes in capital projects.
- **Civic roadmaps**
Build on existing civic engagement infrastructure to inform capital decisions. Incorporate information from civic roadmaps, use capital strategy in civic roadmap work.
- **Demographics and data**
The collection and analysis of community demographics and other data points. A data-driven understanding of what characterizes each library community.
- **Community input**
Public engagement to ensure the voice of the community is included in capital decisions.

District resources

- **Capital strategy and planning**
Staff, time, and consultants to set strategy and create plans to deliver on library capital goals. Includes strategy, planning, evaluation, production of reports, communication, implementation and managing of projects.
- **Facilities**
Staffing levels and contracting resources to meet capital and facility goals. Includes resources to meet Critical Infrastructure, Base and maintenance goals as well as resources needed to support refurbish project and Inspiring goals.
- **Community and stakeholder engagement**
Staff, time, and consultants to work with communities and civic leaders. Coordinate long term engagement strategies in support of capital goals, provide authentic engagement to include community voices in capital decision making.

Opportunities

- **Facility ownership**
Different ownership structures present different logistics and challenges. Accounts for how ownership impacts capital planning, primarily whether Sno-Isle or City owned.
- **Community conditions**
Current community realities, goals and developments. Based on an understanding of where the library's capital goals fit and are embedded in the broader community's long-term goals.
- **Emerging conditions**
Changes or unexpected developments in any realities that factor into or press a capital decision. Conditions which represent an opportunity or make a capital decision urgent. These are conditions that are not permanent or long term.

Funding (key consideration)

- **Building reserve funds**
Existing and newly established reserve funds designated for capital needs. Includes library-specific reserves and discretionary district reserves.
- **Capital bonds**
General obligation bonds and revenue bonds, including potential LCFA or District bond ballot measures.
- **Levy operating funds**
Established guidelines for the use of levy funds on maintenance and capital improvement work.
- **Supplemental sources**
Creative and diverse sources of funding, including federal, state and local designations, grant opportunities, and community fundraising efforts.

Capital Framework Rating

After a library building has been evaluated in an element, it will be assigned a numeric rating from one to five. Element ratings will be averaged across all five criteria to determine an overall rating for each library, designated as the Capital Framework Rating.

This rating will indicate the prioritization recommended by the capital framework for capital project attention. It is not intended as a pure ranking of the order of projects to be implemented. Some judgement and decision making are still needed before projects can be sequenced, and the detail of the evaluation will assist in these decisions.

The rating system will vary slightly based on the element being evaluated, but the general ratings can be summarized as follows:

1. Conditions strongly indicate not to prioritize a capital project.
2. Conditions indicate not to prioritize a capital project.
3. Conditions are neutral on prioritizing a capital project.
4. Conditions indicate to prioritize a capital project.
5. Conditions strongly indicate to prioritize a capital project.

The framework is designed to be responsive and adaptable, so the assigned ratings will change over time as new conditions emerge.

One scenario we sometimes experience that will lead to the need to consider more than the rating is when the conditions for a particular element are so critical as to prevail over considerations in other elements. Examples include unique funding opportunities or critical system failures. This can happen in different elements depending on unique local conditions, so a consistent weighting of elements does not serve our purposes.

The framework will account for this by indicating prevailing elements to assist in decision making. These will not change the overall ratings, but will need to be accounted for when resources are dedicated to capital projects.

Next Steps

With the introduction of the Capital Framework and dashboard, some key next steps come in to focus. These will be the areas of concentration for the next phases of our capital planning and strategy work:

- Continue collecting evaluation inputs from stakeholders and subject matter experts.
- Continue producing evaluations for all elements for all libraries.
- Further developing the structure of the dashboard
- Develop capital plans and strategies.
 - Propose plans and strategies for each library based on the evaluations.
 - Recommend sequencing of capital projects.
 - Establish a system to indicate the status or phase for each library and capital project.

Executive Director

Board Report

August – September 2021

Lois Langer Thompson
Executive Director

Community and Stakeholder Events

- Stories in Democracy interviews.
 - Congresswoman Pramila Jayapal.
 - Congressman Rick Larson.
- FCC Roundtable on digital equity hosted by Congresswoman Suzan DelBene.
 - Interim Director of Technical Services Nick Fuchs represented Sno-Isle Libraries.
See notes from presentation below.
- Monroe Library Express Lockers ribbon cutting with Snohomish County Council member Sam Low, Trustee Ryan, and community members.

Board meetings

- Economic Alliance of Snohomish County (EASC) Quarterly meeting.

Professional Development and Meetings

- Public Library Director's Roundtable.
- Regional Library Directors weekly update call.
- Board of Trustees – Committee of the Whole

Library visits

- Library visits – Lakewood/Smokey Point, Marysville, and Mukilteo libraries.
- First Look – Temporary Lake Stevens with President Kostick and Trustee Olson.

Library updates and strategic goals

- Arlington Library Board.
- Covid-19 update.
- Volunteers.
- Strategic goals update.

Broadband meeting with Congresswoman DelBene and Acting FCC Chair

On August 27th, Acting Director of Technical Services Nick Fuchs joined Congresswoman Suzan DelBene for a conversation about rural broadband with Acting FCC Chairwoman Jessica Rosenworcel and other regional broadband stakeholders. The meeting included stakeholders sharing their collective goal of expanding reliable broadband access to residents and businesses across our region.

Sno-Isle Libraries' presentation focused on the following:

- Sno-Isle Libraries offers library customers the ability to connect with their library their way (online, in-person or contact free pick up/holds lockers).
- Public libraries stand in the middle of the digital divide (for remote school, telehealth appointments, job seekers and more). Our goal is to provide 1G access at all our libraries.
- Access, affordability, and availability of broadband services are important to our customers and our work providing equitable digital access.
- We are a partner to improve digital access and services across our community.
- Addressed Key federal policy issues:
 - **Digital navigators:** Public libraries are well positioned to improve accessibility and training on devices. As digital navigators, our library staff work hard to support digital learning, support job seekers, and digital health literacy/telehealth needs.
 - **eRate:** A critical program for public libraries and schools, eRate is complex and, we believe, could be modernized to streamline filing processes creating more opportunities for rural and small libraries and schools be able to apply. We would also like to see other services included in the program like security services, more end-user devices, protection of customer information, and more.
 - **Emergency Broadband Benefit program:** The program provides support for broadband services and certain devices to help low-income households stay connected during the COVID-19 pandemic. Although we are not a direct beneficiary, we have promoted this program to our customers.
 - **Emergency Connectivity Fund:** The program will help eligible schools and libraries to cover reasonable costs of laptop and tablet computers; Wi-Fi hotspots; modems; routers; and broadband connectivity purchases for off-campus use by students, school staff, and library patrons. Sno-Isle Libraries has not yet applied for funding through the program due to the complexity of the customer data and privacy requirements; however, with the second application window opening, we will review how the program could benefit our customers.
 - **Net neutrality:** We support the principle that Internet service providers (ISPs) must treat all Internet communications equally, and not discriminate or charge differently.

Human Resources

Q.3 Board Report

September 2021

Barbara Adams

Assistant Director of Human Resources

Affinity Groups

Each of the four affinity groups (Disability, EDI Allies, LGBTQIA, Neurodiversity and Mental Health, and Staff of Color) now have a sponsor from the Operations Management Team. The sponsors' roles are to support effective communication between their associated affinity groups and the Leadership Team. Guidelines addressing the administration and functions of affinity groups have also been adopted.

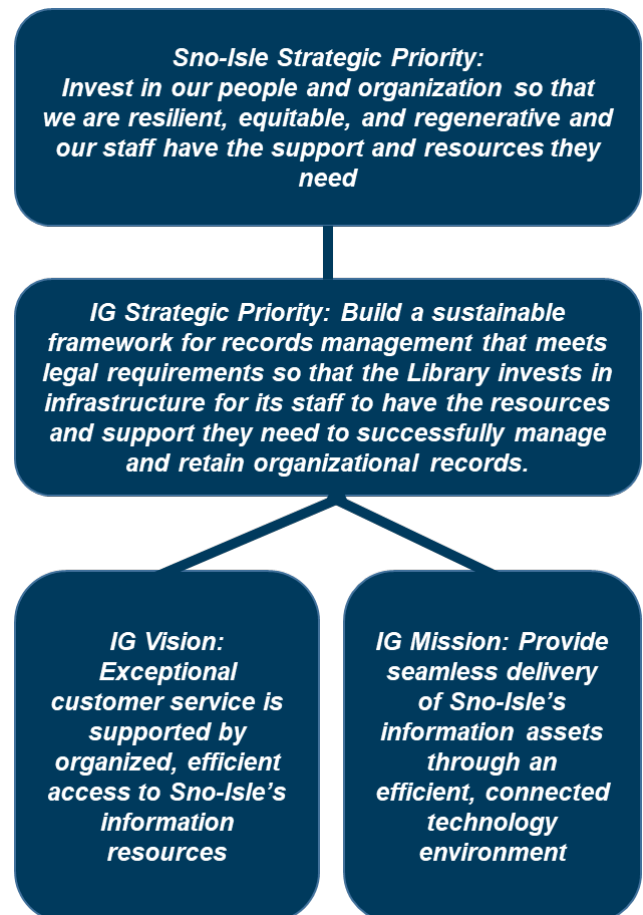
Information Governance Update

The Information Governance (IG) Project Team has completed their assessment process and identified eight areas where attention is required:

- Information management.
- Information storage.
- Document lifecycle.
- Common vocabulary enterprise taxonomy.
- The Intranet.
- Information security.
- Training.
- Succession transitions.

The team is now working on finalizing the IG framework, drafting a system wide taxonomy, and selecting an Enterprise Content Management solution.

Information Governance Project Vision and Mission



Human Resources
September 2021

Performance

The quarterly review from April through June represented the first of the new quarterly “Performance Review.” The conversation is designed to promote trust through open conversations around the employee’s experience, asking what they would like to highlight as wins and what they have found challenging. Supervisors also had an opportunity to record accomplishments and to discuss and document areas needing improvement. This review conversation followed supervisor training which focused on coaching as opposed to performance-based conversations.

Wellness

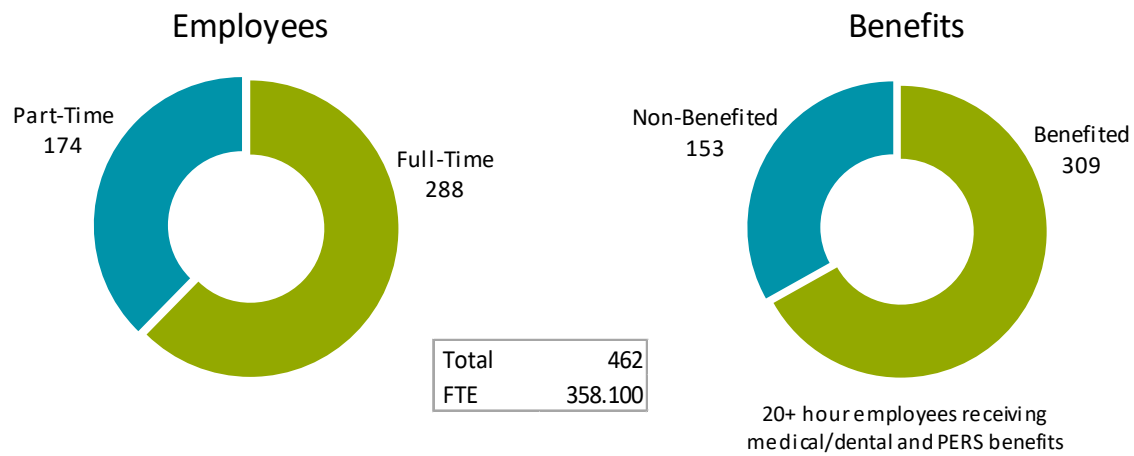
The *Move More Challenge* had 114 participants on 27 teams ranging from four to eight team members. This fall, there will be a mental wellness program, the *Resilience Challenge*, that focuses on learning about how resilience promotes well-being and different ways to build and strengthen it in everyday life.

Workforce Diversity Advisory Group

The Sno-Isle Libraries hiring process is rigorous. However, candidate pools often lack diversity, especially racial diversity. In order to attract a broader applicant pool, we are examining our hiring practices and evaluating ways to eliminate barriers, increase access, and improve the overall hiring experience. In August, we initiated an RFP to find a consultant with a strong commitment to EDI and experience working with Human Resources, particularly with recruitment and hiring. This consultant will audit our current hiring process, research best practices, and make recommendations to improve our process. We anticipate a kickoff meeting in late September.

Human Resources
September 2021

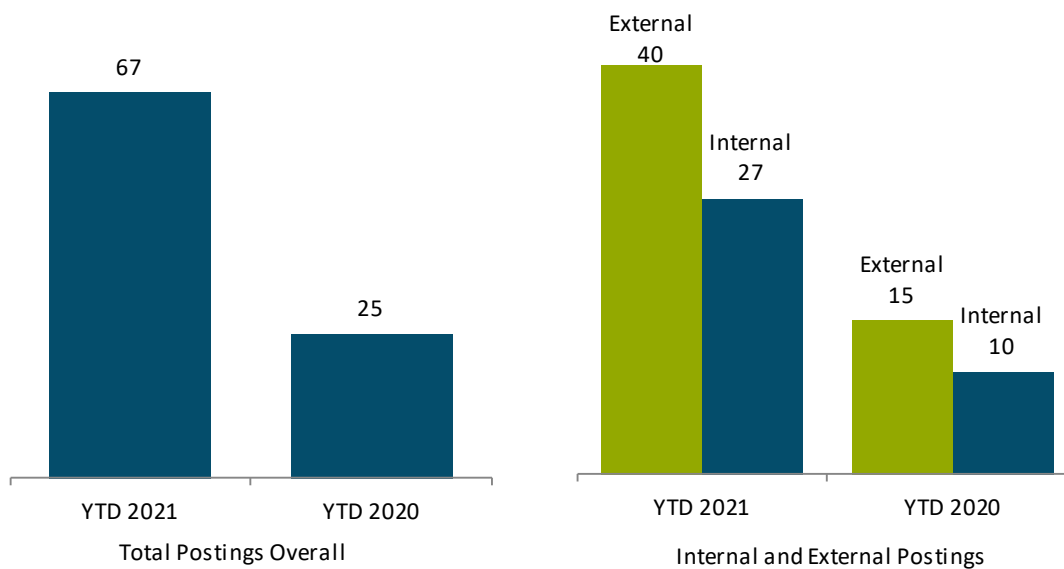
Employment Statistics, June 2021 - August 2021



Employment Activity



Job Postings



Financial Update

Finance Department

July 2021 Financial Statements

Gary Becker

Director of Finance & Facilities

Revenue Summary

Total revenue received year-to-date (YTD) is \$34.5M and is **favorable to the YTD budget by \$709K. 55% of the full year's revenue has been recorded and is +1 basis point ahead of YTD budget of 54%.**

- July's property tax revenue was \$222,962. Year-to-date (YTD) property tax revenue is \$33.4 million and compares favorably to the YTD budget of \$32.9M.
- Through July, timber tax and associated excise tax revenues are \$474K and are favorable at 86% of the annual budget. This is \$50K less than the timber revenues received by this time last year.
- Investment income to date at \$177K is 32% below the year-to-date budget of \$263K due to lower than planned reinvestment interest rates for maturing securities in the investment portfolio.
- YTD, Other Revenue is 244% ahead of budget driven by \$168K of E-Rate revenue to reimburse spending in 2020.

Expenditures & Surplus Summary

Total expenditures of \$28.9M YTD are \$4.7M **favorable to budget.**

- Salaries and Benefits of \$20.9M are \$1.6M favorable to budget. Vacancies that were held during the pandemic are now being filled. There were 36 vacant Full Time Equivalent Employees (FTEs) on 1 Jan 2021, and 27 vacant FTEs on 31 July 2021. FTE Budget is 389.
- Materials spending of \$3.4M is 49% of the full year's budget. Spending is expected to increase to align with budget by year-end.
- Numerous categories are below budget driven by limited in-building services and in-person programming that was not presented. These include Professional & Contract Services (**-\$629K** below budget) and Maintenance & Repair (**-\$529K** below budget).
- Capital Buildings & Improvements year-to-date expenditures are \$300K and are 59% of the full year's budget due to the Temporary Lake Stevens project that was approved by the Board in early 2021 and budgeted for \$320K.
- YTD revenue is \$709K favorable to budget and expenditures are also \$4.7M favorable to budget. This results in a surplus that is **+\$5.4M** favorable to budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

		<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>
	Revenues						
01.0	Property Taxes	222,962	330,580	33,389,751	32,916,060	61,460,500	54.32%
02.0	Timber Tax / Sales	46,034	13,700	473,746	356,200	550,000	86.13%
03.0	Print/Copy Services	506	4,170	1,335	29,190	50,000	2.67%
04.0	Services/City Contract Fees	0	290	0	2,030	3,500	0.00%
05.0	Lost Materials Paid	3,230	6,250	13,835	43,750	75,000	18.44%
06.0	Investment Interest	35,351	37,500	177,277	262,500	450,000	39.39%
07.0	Donations Private Sources	262	8,340	1,531	58,380	100,000	1.53%
08.0	Other Revenue	8,351	18,750	450,866	131,250	225,000	200.38%
	Total Revenues	<u>316,696</u>	<u>419,580</u>	<u>34,508,342</u>	<u>33,799,360</u>	<u>62,914,000</u>	<u>54.85%</u>

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 7/1/2021 Through 7/31/2021
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,984,009	3,223,750	20,945,104	22,566,250	38,684,500	54.14%
20.0	Materials	422,361	583,330	3,447,968	4,083,310	7,000,000	49.25%
26.0	Professional & Contract Services	115,393	267,860	1,246,017	1,875,020	3,213,400	38.77%
35.0	Equipment & Furnishings	39,854	70,400	286,146	492,800	844,700	33.87%
38.0	Maintenance & Repair	10,508	125,050	345,853	875,350	1,500,700	23.04%
41.0	Software License & Maint Fees	83,689	122,640	866,726	858,480	1,471,900	58.88%
42.0	Communications	57,818	69,310	384,639	485,170	831,300	46.26%
43.0	Office & Operating Supplies	23,319	69,560	274,022	486,920	834,500	32.83%
44.0	Utilities	37,683	45,040	269,489	315,280	540,300	49.87%
45.0	Rentals & Leases	31,921	39,880	261,834	279,160	478,400	54.73%
46.0	Insurance	14,358	15,560	26,065	108,920	186,600	13.96%
48.0	Employee Training / Travel	5,438	20,830	31,943	145,810	250,000	12.77%
49.0	Miscellaneous	32,789	51,500	202,872	360,500	617,400	32.85%
50.0	Strategic Initiatives / Innovation	325	14,580	3,554	102,060	175,000	2.03%
55.0	Development Initiatives	0	52,130	0	364,910	625,500	0.00%
62.0	Capital - Bldgs & Improvements	75,853	31,660	299,827	221,620	380,000	78.90%
	Total Expenditures	3,935,317	4,803,080	28,892,058	33,621,560	57,634,200	50.13%

Financial Update

Finance Department

August 2021 Financial Statements

Gary Becker

Director of Finance & Facilities

2021 Year-To-Date Revenue Summary

Total revenue received year-to-date (YTD) is \$35.1M and is **favorable to the YTD budget by \$853K. 56% of the full year's revenue has been recorded and is +1 basis point ahead of YTD budget of 55%.**

- August's property tax revenue was \$413K. YTD property tax revenue is **\$33.8 million** and compares favorably to the YTD budget of \$33.3M and is driven by property taxes paid ahead of due dates.
- Through August, timber tax and associated excise tax revenues continue to exceed budget. YTD, \$626K has been received which is **+\$198K** favorable to the YTD budget, and now exceeds the full year budget. The favorability is driven by higher than anticipated Leasehold Excise Tax revenue.
- Print/Copy Services, Lost Materials revenue, and Donations are collectively **(-\$129K)** below budget due to library closures at the beginning of the year, and a measured return to pre-pandemic activities.
- Investment income to date of \$189K is **37%** below the YTD budget of \$300K due to lower than planned reinvestment interest rates for maturing securities in the investment portfolio.
- YTD, E-Rate revenue of \$168K is ahead of budget by **\$51K**. This is due to unbudgeted reimbursements for 2020 spending received in early 2021. Reimbursement revenue of \$209K for 2021 will be recorded in September.
- Other Revenue is \$296K ahead of budget driven by \$220K in service provider refunds and \$50K in Economic Resiliency Cares funding.

2021 Year-To-Date Expenditures & Surplus Summary

Total expenditures of \$33.0M YTD are \$5.5M **favorable to budget.**

- Salaries and Benefits of \$23.9M are **\$1.9M** favorable to budget. Vacancies that were held during the pandemic are now being filled. There were 36 vacant Full Time Equivalent Employees (FTEs) on January 1, 2021, and 31 vacant FTEs on August 31, 2021. The approved FTE for 2021 is 389.
- Materials spending of \$3.9M is 55% of the full year's budget. Full year spending is expected to align with budget by year-end.
- Numerous categories are collectively **(-\$2.7M)**, or 46%, below budget driven by limited in-building services, programming that was unplanned, and a measured return to pre-pandemic workloads. These include Professional & Contract Services **(-\$721K)** below budget and Maintenance & Repair **(-\$604K)** below budget).
- Capital Buildings & Improvements, Furnishings, Equipment year-to-date expenditures are \$357K, or 94% of the full year's budget, due to the Temporary Lake Stevens project that was approved by the Board in early 2021 and budgeted for \$320K.
- YTD revenue is **\$853K** favorable to budget and expenditures are **\$5.5M** favorable to budget. This results in a surplus that is **\$6.3M** favorable to budget.

Sno-Isle Regional Library System
Statement of Revenues
Revenue Summary
From 8/1/2021 Through 8/31/2021
(In Whole Numbers)

		<u>Period Actual</u>	<u>Period Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Annual Budget</u>	<u>% Annual Budget Recv'd</u>
	Revenues						
01.0	Property Taxes	412,595	336,280	33,802,345	33,252,340	61,460,500	54.99%
02.0	Timber Tax / Sales	152,044	71,700	625,790	427,900	550,000	113.78%
03.0	Print/Copy Services	850	4,170	2,185	33,360	50,000	4.37%
04.0	Services/City Contract Fees	0	290	0	2,320	3,500	0.00%
05.0	Lost Materials Paid	2,553	6,250	16,388	50,000	75,000	21.85%
06.0	Investment Interest	11,627	37,500	188,904	300,000	450,000	41.97%
07.0	Donations Private Sources	590	8,340	2,121	66,720	100,000	2.12%
08.0	Other Revenue	46,757	18,750	497,624	150,000	225,000	221.16%
	Total Revenues	<u>627,015</u>	<u>483,280</u>	<u>35,135,357</u>	<u>34,282,640</u>	<u>62,914,000</u>	<u>55.85%</u>

Sno-Isle Regional Library System
Statement of Expenditures by Period
Expenditures Summary
From 8/1/2021 Through 8/31/2021
(In Whole Numbers)

		Period Actual	Period Budget	YTD Actual	YTD Budget	Annual Budget	% Annual Budget Used
	Expenditures						
10.0	Salaries & Benefits	2,990,393	3,223,750	23,935,496	25,790,000	38,684,500	61.87%
20.0	Materials	418,368	583,330	3,866,336	4,666,640	7,000,000	55.23%
26.0	Professional & Contract Services	175,337	267,860	1,421,353	2,142,880	3,213,400	44.23%
35.0	Equipment & Furnishings	5,035	70,400	291,181	563,200	844,700	34.47%
38.0	Maintenance & Repair	50,559	125,050	396,412	1,000,400	1,500,700	26.41%
41.0	Software License & Maint Fees	81,312	122,640	948,039	981,120	1,471,900	64.40%
42.0	Communications	48,203	69,310	432,842	554,480	831,300	52.06%
43.0	Office & Operating Supplies	32,514	69,560	306,536	556,480	834,500	36.73%
44.0	Utilities	33,811	45,040	303,300	360,320	540,300	56.13%
45.0	Rentals & Leases	41,403	39,880	303,237	319,040	478,400	63.38%
46.0	Insurance	88,453	15,560	114,518	124,480	186,600	61.37%
48.0	Employee Training / Travel	714	20,830	32,657	166,640	250,000	13.06%
49.0	Miscellaneous	44,747	51,500	247,618	412,000	617,400	40.10%
50.0	Strategic Initiatives / Innovation	2,317	14,580	5,870	116,640	175,000	3.35%
55.0	Development Initiatives	0	52,130	0	417,040	625,500	0.00%
62.0	Capital - Bldgs & Improvements	38,673	31,660	338,500	253,280	380,000	89.07%
64.0	Capital - Furnishings & Equipment	18,013	0	18,013	0	0	0.00%
64.5	Capital - Other Assets	3,566	0	3,566	0	0	0.00%
	Total Expenditures	4,073,417	4,803,080	32,965,474	38,424,640	57,634,200	57.20%

Preliminary 2022 Budget Update

Key changes from 2021 adopted budget

September 2021

2022 budget objective

Set a budget that supports building our future together by financing our strategic goals and initiatives.

Purpose

This preliminary 2022 budget update is intended to inform and engage the Board of Trustees in the budget development as staff responds to emerging trends and builds financial stability for the long-term.

The preliminary budget assumes all Sno-Isle community library buildings will be fully open to the public along with a full complement of hours, programs, and services. The budget includes a full complement of library staffing and a sustainable level of spending for our collection. It assumes funding for the ongoing protection of the health of our customers and staff along with some expanded library services, programming, and procedures started during the COVID-19 pandemic. The budget also addresses the needed improvements to various community library buildings.

2022 Revenue: \$64.0 Million

The estimated budget revenue is an increase of \$1.1M or a 1.8% increase over the 2021 adopted revenue budget of \$62.9M. This increase is driven by approximately 10% increase in Snohomish and Island County assessed value.

The budget assumes full use of the property tax levy capacity available. The inflation rate used to calculate the allowable levy increase is expected to be greater than 1%, so no Board resolution of substantial need is expected to be necessary for 2022. The concluding levy rate on property is projected to decrease from \$0.423 per \$1,000 of assessed value in 2021 to \$0.396 in 2022.

Private Donations budget proposal will include an increase based on the budget that is under development with the Foundation.

2022 Expenditures

The estimated 2022 expenditures are \$60.2M and are a +\$2.6M, or +4.5%, increase over 2021's adopted expenditure budget of \$57.6M. Increased spending is based on our ability to offer a full array of services in 2022. Final expenditures are being developed and are expected to include increases to Salaries & Benefits, Materials, Professional & Contract Services, Equipment & Furnishings, and other categories.

The number of budgeted Fulltime Equivalent (FTE) employees will remain 389.

The 2022 expenditures budget may propose spending for one-time items, deferred spending, or spending that will be reimbursed by grants or private donations in the range of \$1-\$2M combined.

2022 Reserves

Estimated 2022 revenues less expenditures will result in a surplus available for reserves. A recommendation for the transfer to reserves is still to be determined.

Summary

The overall outlook for the 2022 budget is good. Staff continue to review 2021 expenditures, 2022 revenue projections, and proposed 2022 expenditures and will share the detailed preliminary budget proposals with the Strategic Planning / Finance Committee meeting.

The October Board will be the next opportunity for the Trustees to examine the preliminary budget proposals in detail and provide staff with additional comments for budget consideration.

The public hearing on the levy and the public meeting on the budget will be part of November meeting.

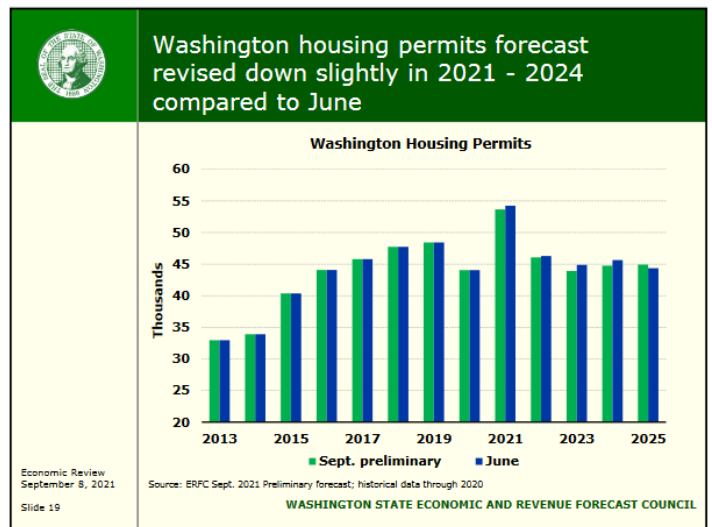
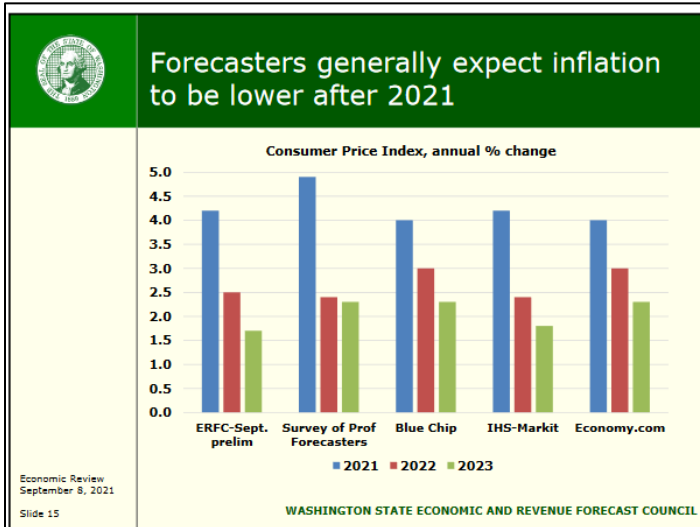
No action is required at the September board meeting.

Appendix 1: Economic Data

(Follow up on August Board Meeting question on the impact of inflation)

The inflation rate used to calculate the allowable levy increase is expected to be greater than 1%, so no Board resolution of substantial need is expected to be necessary for the 2022 budget. Inflation is projected to decrease from 2021's high levels to a more moderate 1.5%–2.5% in 2022 and 2023.

New construction is expected to be healthy through 2025. Housing permits are a key indicator of future tax revenue. When permitted construction is completed and assessed for property taxes then property tax revenue increases.



Source: Economic Review: September 8, 2021, Economic & Revenue Forecast Council, State of Washington,

CPI and PCE benchmarks both indicate inflation >1% in 2021.

